

As-Safa Academy

As-Safa Academy is a full time private school with the department of education, state of California. 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. As-Safa monitors students' progress, making sure their course of study is aligned with national standards and tests them with the Stanford Achievement Tests (SAT).

We are located in a facility that housed the Latimer Elementary School in San Jose, California. Please see [Contact](#) page for details and Directions.

Application

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 average and above average children, who are performing at or above grade level and do not have any special learning, speech, physical, or behavioral problems. Those showing special needs or problems 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 (writing, grammar, spelling, vocabulary, and handwriting), mathematics, science, social studies/history, computer literacy, and Arabic. Quran, and Islamic Studies is 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

Application form must be filled out completely and sent to the school by Mar. 1st along with:

1. Non-refundable application fee of \$50 that covers admission procedure
2. Copies of previous school records, including report cards

3. Standardized test results
4. Birth certificate
5. Immunization Record
6. Recommendation letter from the previous teacher (if requested)

Applications should be mailed to the school's mailing address:

As-Safa Academy
1631 Peregrino Way
San Jose, CA 95125

Application will be screened on the basis of the application filing date, previous academic performance/recommendation and oral 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 by following the registration procedure.

Download Application form [here...](#)

Registration

A student's registration must be mailed to the school's mailing address listed above by April 1st and will require:

1. Application form and registration fee of \$100 (nonrefundable) if registering by April 1st. After April 1st, registration will be \$200.
2. Tuition: One check of \$7500 or twelve checks each of \$625 dated the first of each month from June to the following May.
3. Non-refundable school fees of \$700 which covers the cost of copies, school supplies, educational material, and testing.
4. If parents elect to have their children take an after school science lab, than the tuition of \$1500 by April 1st or 12 installments of \$125 dated June 1st to May 1st of the following year. This \$125 can also be added to the monthly tuition installment.
5. Immunization Record (all students)

6. Signed Financial Agreement (found at the end of the Parent/Student Handbook)
7. Signed Agreement and Release (found at the end of the Parent/Student Handbook)
8. An up to date Emergency Card

Once the above requirements have been met, the parents will be notified that the registration is complete.

Science Lab

A science lab is offered after school for an additional \$1500 per year. If you are interested, please write to hajeraali@gmail.com. Science lab is offered on most Fridays from 2:20 p.m. to 4:00 p.m. If there is no lab on a particular Friday, you'll be informed via email.

Withdrawal Policy

If the student withdraws between the first and 10th day of school, the parents will pay only the tuition for two weeks. However, the nonrefundable fees will not be returned. If the student withdraws after the first ten days of school, the parents will receive 75% of the remaining tuition. Tuition will be charged for the month which he/she partially attended. None of the nonrefundable fees will be returned.

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. Curriculum designed by these publishers meets, in fact, exceeds California state standards and provides excellent preparation for higher education. Also, the time devoted to instruction exceeds the California code requirement.

For more information about curriculum and instruction material, please visit the individual websites of the publishers at:

www.scottforesman.com

www.mcgrawhill.com

www.harcourt.com

www.pearsoneducation.com

www.hrw.com

www.hmhco.com

Quran, Islam, Arabic

Quran and Islamic Studies are offered as part of the regular school day. It is the parent's responsibility to revise the Quran on a daily basis. "Fus-ha" Arabic is taught by teachers fluent and well-versed in "Fus-ha" Arabic.

Books

All books are the property of the school, but the students can take them home any day. The students should write their names in ink in the inside of the book. They should use the books and return them in reasonable condition at the end of the year. There will be a replacement fee of \$75 or higher for each damaged and/or lost book. The parents should buy a backpack with wheels (for students in grade 3 and up) and a lunch box.

Supplies

Supplies are provided by the school. All parents should buy their child an English and Arabic dictionary and write their names in it. These dictionaries are for the student's personal use. Below are several recommendations for the English dictionary:

Kindergarteners: The Illustrated Dictionary for Young Children by Paragon Publishing

1st-3rd graders: Thorndike Barnhart School Dictionary

4th-5th graders: Webster's Dictionary

6th and up: Merriam-Webster's Collegiate Dictionary

Students in 7th grade math level should buy a Texas Instruments scientific calculator and students in 8th grade math level and up should buy the Texas Instruments TI-84 Plus Silver Edition Graphing Calculator. Most office supply stores, like Staples, carry it.

Parents should also buy the children and Arabic-English and English-Arabic dictionary. Please write their name in ink inside the cover. Dictionaries are available in the MCA Bookstore and the Al-Huda Bookstore in Santa Clara.

Parents should also buy their children in grade 7 & up a leather bound Quran that they can use over the years. This is available at MCA Bookstore and Al-Huda Bookstore in Santa Clara.

Standardized Testing

The students take Stanford Achievement Test (SAT) at the beginning of the year and at the end of the year to assess the progress taken place during the course of the academic year. Parents

receive a score report showing how their child compares to other students nationally. About two-thirds of our students ranked in the top 10% of the nation, half of the students ranked in the top 5% of the nation, and one fifth ranked in the top 1% of the nation in math, reading, or language (writing, usage, expression, and mechanics).

Portfolio

The school maintains for each student a portfolio that contains tests, writing pieces, and important work done throughout the year. If the parent wants to see the portfolio, please call the office to arrange for a time to browse through it. None of the tests from the portfolio can leave the school. At the end of the academic year, all tests are discarded and the work is returned to the students, unless the school has selected some work to be displayed at school or kept for their record. Notebooks and workbooks containing year's assignments are also returned at the end of the year.

Assignment Sheet

Each day the school gives the student an assignment sheet which lists all the assignments for which the student is accountable the next school day. It is the parent's responsibility to ensure that the student has completed all assignments. If a student is absent, the parent must procure the assignment sheet for the day of the absence from the teacher 10 min. before the dismissal time by stopping at the classroom. Assignment sheets are not generally given out on the days of SAT tests or on days of field trips.

Report Cards

Report Cards are issued at the end of each semester in January/February and May/June depending upon when the academic year begins. Progress Reports are issued once a month from October through May. They will be given to the students on the first Monday of the month the school is in session. For example, progress reports for September will be issued on the first Monday in October; progress reports for October will be issued on the first Monday in November and so on.

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 classroom 12. 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.

If parents need to have a conference with the teacher during the school year, please call the school 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.

Field Trips

The following are expectation and guidelines for field trips:

1. The students must have written permission from the parent.
2. The students are expected to abide by all transportation rules and regulations.
3. The students must always remain with the chaperone.
4. Parents will cover the cost of the field trip plus any transportation fees by the due date.

Uniform

The students will be required to stay in uniform at all times. For girls in Jr. K through grade 6, the uniform is a blue shelwar/pant & khamees. A blue or white scarf is required for girls in grade 4 and up. For boys, the uniform is a blue shelwar/pant with a blue khamees. The boys can also wear a blue dress pant and a white shirt which can be purchased from any department or retail store like Target. A white kufi or cap is also recommended for the boys. Please contact hajeraali@gmail.com to have the uniform made. 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. No jeans, shorts, or tight clothing is allowed.

Girls in grade 7 and up are required to wear a blue abaya with a blue/white scarf. The blue abaya can be purchased by placing an on-line order at www.AIHannah.com or www.jilbab.com. The abayas need to be loose, completely cover, and should allow for ease in mobility.

Hours of Operation

As-Safa Academy is in session from 8:00 a.m. to 3:15 p.m. from Monday through Thursday and 8:00 a.m. to 12:30 p.m. on Friday. All students should be in class no later than 7:55 a.m. after which the classroom doors are locked. Students arriving late (i.e. after 8:00 a.m.) should wait with their parents outside the door until the next class begins at 8:45 a.m. when the doors reopen to allow the late students in the class. Also, parents should not drop off their children more than 15 minutes prior to their classes. After arrival, the students will not be allowed to leave the grounds without permission from the teacher. Parents who need to pick up their child before dismissal must notify the school's office. In that case, parents should pick up their child directly from the classroom. Any parent that picks up his/her child after 3:30 p.m. will incur a charge of \$1/minute for the next 15 minutes after which there will be no supervision.

In Ramadan, the school will be dismissed at 2:00 p.m. from Monday through Thursday and at 12:30 p.m. on Friday unless it's a SAT testing week/s during which the students are dismissed earlier. The parents are informed of the schedule through email. The parents should pick up their children no later than 15 minutes after set dismissal time.

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

During indoor dismissal due to inclement weather, please make sure you do **not** park the car in the fire lane, the lane against the front curb, unless you are in the car. There is space on Latimer Avenue for parking cars. However, you'll have to come inside the classroom and physically pick up the students. At no time should we block the fire lane even for a short time.

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

Attendance

Regular attendance and punctuality are essential for a successful academic experience. Students will be marked tardy if they come after their appointed time. If the student is going to be absent, parents should inform the school no later than 8:15 a.m. on the day of the absence

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

Tardiness

Students are expected to arrive on time for class. The parent is responsible for having his/her child catch up on missed assignments or projects due to tardiness or absence.

Parent Observation

If parents are interested in observing a class in session, they should contact at least one week ahead the director at hajeraali@gmail.com to set up an appointment. At their scheduled observation, they can observe the class but not talk to the teacher carrying on the lesson or the students. The parent should sit in the rear of the class, observe, and leave on time. No one can simply walk in at any time they want, join the class, interfere with the students or the teachers, or start carrying on parent teacher conferences. If you would like to have a conference, contact the school so it can be arranged.

Health / Illness

Since we want to make our environment as safe as possible, we must ask the children who are sick to be kept at home. A child with a fever (over 100 degrees) may not come to classes. Parents will be required to pick up their child if he/she needs prompt attention.

If your child has a communicable disease such as lice, chicken pox, strep throat, measles, mumps, etc. the parent of the child should notify us and the child should complete the academic work at home.

Emergencies

If your child becomes ill or injured, you will be contacted and requested to pick up your child. In the event you cannot be contacted, we will contact the adult listed on the Emergency Card. 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 a written signed statement from the parent listing:

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

In addition, the parent must call us each time the medication is to be administered. A parent must write a new letter each time a new prescription is to be administered.

Special Events

The use of a camera, video, or any other image capturing device is prohibited on an As-Safa Academy event, like open house, end of the year party, award ceremony, or any other event. Any food item being sent to As-Safa should come with an ingredient label or the box being used to make the item. For example, if a mix was used to make a cake, the box of the mix should be sent with the cake itself. Generally, mixes or food items with U on them are fine.

The school holds parent conferences twice a year, field trips, Eid celebration/s, awards day, and end of the school celebration. The students should wear uniform at school events except during celebrations 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. Girls in grades 7 & up still should wear an abaya and scarf of their choice on non uniform days. No jeans, shorts, tights, etc. are allowed.

Parents are requested to bring a dish during some events. Please make sure the dish is either homemade (made from scratch ingredients) or is made from box/es with the U label. School policy regarding the use of meat is that it has to be 'zabiha' or hand slaughtered according to Islamic 'shariah'.

Lunch & Snack

Students will bring a lunch and a snack from home. The lunch should be nutritious and adequate. Lunch should be sent in a lunch box 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. There is no access to the kitchen. If the food needs spoon or fork, please send it with the child. We strongly discourage sending rice with students in k-grade 2 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 vegetable, or whole grain food as 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.

Money and Valuables

Any large amounts of money (more than \$10), and valuables, like jewelry or collectibles should not be brought to the school.

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.
3. Inform the school principal by emailing, calling, or writing a letter.

As-Safa Academy - Discipline Policy and Procedure

The philosophy of As-Safa Academy is to foster a learning environment that reinforces the concepts of self-discipline and the acceptance of personal responsibility. In order to attain an environment conducive to attaining the highest quality of education, there must be disciplinary policies and procedures relating to student conduct which delineate unacceptable behavior and provide the basis for sound disciplinary practices within the school. These policies and procedures will be enforced fairly, uniformly, and consistently, inshallah.

The purpose of this document is to outline the policy and necessary administrative procedures that will provide for a fair but firm approach in promoting proper student conduct and deterring unacceptable behavior. Parents, teachers, and students are required to read and adhere to the policy. Students will be expected to sign a statement committing to behavioral and academic excellence.

The school's disciplinarian shall have the authority to:

1. Assess and implement the discipline policy.
2. Remove a student for emergency reasons.
3. Suspend a student for no more than five consecutive days per incident.
4. Assign students to community service duties.
5. Expel the student.

Parent Responsibilities

Parents have the responsibility to:

1. Provide for the physical needs of the student.
2. Encourage Islamic behavior and character from their child; especially in regards to issues such as respecting those in authority and maintaining appropriate relations with other students.
3. Teach the students to listen to teachers and other school personnel and obey the school's rules.
Teach students self-discipline.
4. Encourage and lead the students to develop proper work habits at home.
5. Pay required tuition, fees and fines.
6. Be sure the student is properly dressed and groomed at school and school related activities.
7. Drop the student off on time.

8. Bring to the attention of the teacher any learning problem or condition that may relate to the student's education.
9. Cooperate with the staff.
10. Exercise appropriate parental control and responsibility, which includes being liable for property damage caused by either negligent or willful conduct of the student.

Student Responsibilities

Student's responsibilities for achieving a positive learning environment at the school or school-related activities include the following:

1. Attending the classes regularly and on time.
2. Demonstrate good work habits.
3. Give their best effort with every assignment.
4. Being appropriately dressed and groomed.
5. Avoid confrontation with other students.
6. Respect other students, teachers, staff, and other personnel
7. Follow the school's rules.
8. Obey all safety rules.
9. Respect the property of others.
10. Follow all rules given out by teachers and the staff.

Teacher Responsibilities

Teachers have the responsibility to:

1. Provide a safe and nurturing classroom environment using effective classroom management techniques.
2. Establish clear and concise classroom rules.
3. Discuss and clarify consequences for infraction of classroom rules.
4. Ensure the fair implementation of this discipline policy among their students.

5. Teach students to develop and practice self-discipline
6. Have regular attendance.
7. Maintain an orderly classroom atmosphere conducive to learning.
8. Encourage good work habits that will lead to success in meeting personal goals.
9. Serve as an appropriate role model for students, in accordance with the Quran and sunnah and the standards of the teaching profession.
10. Interact with parents to mutually solve any disciplinary problems the students may have.

PROHIBITED ACTIVITIES

General Prohibitions

1. No weapon of any kind is allowed in or around its property.
2. No toy weapon is allowed.
3. Outside toys and games are not allowed unless approved by the teacher.
4. Nor rock 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 her room without permission.
7. No student may cause disturbance in and around the property.
8. No electronic toys, games, radios, phones, beepers, headphone, etc are allowed.

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; such factors include:

- Seriousness of the offense
- Student's age
- Frequency of misconduct
- Student's attitude
- Potential effect of the misconduct on the school environment

3. Generally academic sanctions shall not be used as discipline. However, when the disciplinary infraction is academically related, such as cheating or plagiarism, academic sanctions determined by the teacher may be imposed.

Offenses

Students violating the rules and regulations shall receive disciplinary consequences commensurate with their behavior. In general, discipline shall be progressively administered so that penalties increase due to the severity or persistence of the misbehavior. The length of the punishment will depend on the offense. One or more disciplinary options may be used for a single offense if deemed appropriate. The staff member responsible for the discipline of a student in a give situation may use discretion in determining which of the listed disciplinary options is most appropriate to the context of the violation.

Minor Offenses

Following are some of the minor offenses for which the student shall be disciplined:

1. Running or making excessive noise in the building.
2. Neglecting to bring required material and/or assigned work to the classes
3. Disrespecting teachers or other adults.
4. Disrespecting the rules
5. Talking out of turn.
6. Playing at inappropriate time.
7. Failing to participate in activities.
8. Eating or drinking in an undesignated area or at an undesignated time.

9. Possessing and/or using nuisance items.
10. Misuse of others property.
11. Any offense not listed that categorizes as such.

Major Offenses

Following are some of the major offenses for which the student shall be disciplined:

1. Cheating or copying the work of another.
2. Misbehaving during prayers.
3. Leaving the school without permission.
4. Purposeful physical contact with another (pushing, tripping, bumping, etc.)
5. Vandalism
6. Possessing dangerous objects or materials. Possessing anti-Islamic materials.
7. Throwing objects that can harm others or damage property.
8. Using disrespectful, profane, or vulgar language or gestures
9. Fighting, physical abuse, or threat of physical abuse.
10. Stealing
11. Lying
12. Immoral writing, pictures, or graffiti
13. Insubordination, noncompliance with the orders of the teachers.
14. Any offense not listed that the school categorizes as such.

Disciplinary Options

Following are some of the disciplinary options taken by the teacher to discipline the student:

1. Remind the student of Allah, heaven, and hell.
2. Verbal reprimand
3. Time out

4. Confiscation of the prohibited item
5. Special assignment or duties
6. Discussion
7. Behavioral contracts
8. Withdrawal of privilege/s
9. Change seat assignments
10. Student owes time for the distraction in class
11. Temporary removal from class
12. Detention
13. Community service
14. Suspension
15. Expulsion

Parents will be notified in the case in which the student will be given a detention, suspension, and expulsion.

Corporal Punishment

As-Safa Academy, its teachers, and staff shall not physically punish the student under any circumstances or use indecent language/tone to express their disapproval.