



**Ansaar  
Academy**

# PARENT HANDBOOK

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**909-294-6553**

[www.ansaaracademy.com](http://www.ansaaracademy.com)

[admin@ansaaracademy.com](mailto:admin@ansaaracademy.com)

# ANSAAR ACADEMY PARENT HANDBOOK

Ansaar Academy is an Islamic Sunday and Weekday-Afterschool program providing quality Islamic education for the community of Inland Empire.

## **Vision**

To provide students with an excellent Islamic education in a safe and enjoyable learning environment that helps them become Muslim American citizen models and leaders.

## **Mission**

In our programs we strive to help students become model characters based on the teaching of Qur'an and the Sunnah of prophet Muhammad ( PBUH). We strive to help them become practicing Muslims and actively engaged citizens. Our program emphasizes on moderation and balance among faith and life. Muslims are part of the American mosaic and we want our students to grow up to be proud effective American citizens who are proud of their Islamic heritage and are empowered with leadership characters.

Ansaar Academy is committed to the preservation of the Islamic identity of the children and youth of our community.

## **Our Philosophy**

1. The school must be able to serve the needs of each and every student accepted into its program.
2. The teaching of religious tolerance and ethnic/ cultural equality leads to an improved society.
3. Teaching the Islamic history and acquire students with the knowledge about Prophet Muhammad and his companions helps Muslim children to foster proud Islamic identity.
4. Teaching Quran with proficiency helps the legacy of reading and memorizing Quran for generations to come.

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5. Teaching Arabic language is an important introduction of understanding the miracle Quranic language that touch the inner soul.
6. The importance of understanding the moral issues facing young Muslims and youth and present Islamic relevance in dealing with issues.
7. Ansaar Academy School Faculty and staff all should be positive role models for the students.
8. Parents and community members are an integral part of the education process.

Our distinguished program includes teaching Quran using the popular and successful Noraniah method, Arabic and Islamic studies, including fiqh, aqeeda, seerah, and Islamic history.

We accept students ages up to 12 years old.

Youth program is for ages 12 to 18 years old.

The regular programs begin from August through April each year.

Check us on our website [WWW.ANSAARACADEMY.COM](http://WWW.ANSAARACADEMY.COM)

## Programs Hours

**Sunday Program Every Sunday 9:30 am - 1:30 pm**

**Youth Program Every Sunday 9:30 am -1:30 pm**

**Monday and Wednesday After-School Program 4:00 pm - 6:30 pm**

**Friday Qur'an Program 4:00 pm – 6:30 pm**

For more information, please contact:

[admin@ansaaracademy.com](mailto:admin@ansaaracademy.com)

[info@ansaaracademy.com](mailto:info@ansaaracademy.com)

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**Staff Development:** We continue to make a concerted effort to implement a structured staff development program throughout the school year. We believe that to run a successful educational program, we need to involve all school personnel in planning, participating, applying and evaluating program activities designed to improve the staff's job-related skills and knowledge so they can help students learn more effectively.

## SCHOOL POLICIES

### DAILY SCHEDULE

#### WEEKEND/SUNDAY SCHOOL

School will begin promptly at **9:30 a.m.** with our morning assembly. The classes will begin at 9:45 a.m. **If your child arrives past 9:50 a.m. they will be considered late.** School dismissal is after Duhar Salat at **1:30 pm.** **If your child is not picked up by 1:45 p.m. you will be considered late for picking up your child** (please see the policy for late pick up)

#### WEEKDAY AFTER-SCHOOL

School will begin promptly at **4:00 p.m.** **If your child arrives after 4:20 p.m. he/she will be considered late.** Dismissal will be at **6:00 p.m.** **If your child is not picked up by 6:15 p.m. you will be considered late for picking up your child** (please see the policy for late pick up).

### ATTENDANCE AND ABSENTEEISM

Children must attend the school regularly. If your child is going to be absent due to personal illness, a medical appointment, or attending a family affair, please call the school office at **(909)944-1836** or **(909)294-6553** before school starts and leave a message. You can also send an email to [Admin@ansaarAcadem.com](mailto:Admin@ansaarAcadem.com)

or [Principal@ansaaracademy.com](mailto:Principal@ansaaracademy.com)

#### Sunday Program:

**Please note that any child absent for more than three (3) consecutive times without informing the office will be automatically dropped from the school enrollment.**

#### Afterschool Program:

**Please note that any child absent for more than 3 consecutive weeks without informing the office will be automatically dropped from the school enrollment.**

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## EARLY PICKUPS

If you must pick up your child from school before the end of the school day, we strongly encourage you to do so during recess or lunch **11:30 am-12:00 pm** to minimize classroom/instructional disruptions. You will need to sign out your child with the reason for early pick-up.

## TARDINESS

We cannot sufficiently stress to you the importance of bringing your child to school on time. Not only does your child miss very important class instructions, but tardiness will also cause a disturbance to other students. **Punctuality will be strictly enforced** throughout the year. **Three tardiness in a trimester equal one absence and three (3) unexcused absences will mean that your child will be dropped from the class.**

## LATE PICK-UP

LATE PICK-UPS HAVE BEEN AN ONGOING PROBLEM. Staff cannot stay after class closing time. Children must be picked up promptly at dismissal time. One minute past dismissal time is considered late. If someone else is picking up your child, it is still your responsibility to have him or her arrive by the closing time of the classroom. It is always recommended that you phone the school to let the staff and your child know if there will be a problem. It will reduce the stress and worry for everyone specially your child/ children! The first time a child is picked up late results in an issued warning. The second late pick-up will result in a fee assessed. **The parent must accept the consequences of being late. No exceptions will be made regardless of the situation. The school would prefer not to levy fines but the rules are in place to improve the safety and the environment of the school.**

### Late pick-up fee

**Any late pick-up after SCHOOL DISMISSAL will be rounded to the next 15 minutes. \$20.00/each 15 minutes**

**All students who are at the masjid past the 15 minutes pick-up time will be in the office waiting for their parents.**

**This policy will be strictly enforced. Please be on time to pick up your child. It is disturbing to the children when they are picked up late. Our teachers and staff members have families and other responsibilities to which they need to attend at the end of their work day. If you are late, it infringes on their personal time. Please be responsible and pick up your children on time.**

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## HOMEWORK

Each student will be assigned homework. Homework is designed to reinforce, enrich and extend learning. Students are encouraged to read Islamic literature, memorize surah and practice the Noraniah lessons as part of their homework program.

**Student responsibilities:** Students should complete all assignments, communicate with the teacher if work appears too easy or too hard, and return the completed assigned work to school. Sickness is the only excuse tolerated for incomplete homework assignments.

**Parent responsibilities:** Parents should provide a quiet place for students to work and adequate time to do the work. They should also take an active interest in the homework, and provide the necessary help. It is recommended that the parents check that their child has completed all homework assignments.

Ansaar Academy Sunday Program provides 45-50 minutes of Quranic education per week. This is insufficient for proficiency in learning and reading Quran correctly. While we do our best, we expect parents to supplement this time with extra investment at home or add another Ansaar Academy program along with the Sunday program. Ansaar Academy provides two avenues to assist students with the Quranic studies: the Friday Quran program and the Online Quran program. We encourage you to use these valuable resources.

If your child is falling behind on the yearly milestones for each grade, we will inform you promptly. Please pay special attention to all updates and feedback from your child's Quranic studies teacher. Your effort is a future investment in your children's Quranic and Islamic education.

**End of the year report card:** Student's Report card reflects 10 assignments and 5 exams conducted during the school Year period.

Thank you to all parents and teachers who worked together in encouraging the children to complete their assignments and prepare for their exams and enjoy the learning experience.

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## HEALTH GUIDELINES

To help your child remain healthy at school:

1. Have regular physical and dental checkups and keep immunizations up to date.
2. Provide simple and comfortable clothing and easy to put on and take off shoes, especially for the young children.
3. Make certain your child is provided breakfast on Sundays and a snack before the weekday school.
4. For your child in lower grades, please ensure that your child is completely potty-trained; the teachers provide regular bathroom breaks. However, in the event that your child keeps having accidents, we will drop your child from the program.
5. Please ensure your child is not infected with head lice by regularly checking for head lice.
6. Keep your child home if he/she is ill or has a fever.

## MEDICATION AT SCHOOL

No medications (prescription or over –the-counter) may be administered to a student at school until the school has received a medication consent form (contact school for form) completed and signed by the students physician and parent/guardian. No student may keep asthma inhalers or breathing machines. If you have any questions or concerns, please contact the school. No student may have in his possession any medication of any kind prescribed or over –counter.

## FIRST AID

Simple injuries will be cared for at the school. In the event that a more serious injury occurs, you will be notified at once, and if appropriate, the directions you designated will be followed.

## EMERGENCY CONTACT INFORMATION

Your emergency information must be updated whenever there is a change. **It is the responsibility of the parent to notify the school office of any changes in telephone number or address (business or residential). It is important that, in case of emergency, we are able to reach a parent.**

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## WAIVER AND RELEASE OF LIABILITY

All parents **must** complete the online registration form that includes a Waiver and Release of Liability form.

### **Disclaimer**

This disclaimer outlines the enrollment acceptance policy of Ansaar Academy of Inland Empire referred to as "the school" hereafter for all its educational programs. By submitting an application for enrollment, all applicants and their guardians acknowledge and agree to the following terms and conditions:

- Admission Criteria: Admission to any program at Ansaar Academy is subject to meeting Ansaar Academy's admission criteria, which includes academic qualifications, character assessment, and other relevant factors deemed essential by the Ansaar Academy's administration.
- Limited Enrollment: Ansaar Academy reserves the right to limit enrollment in its programs based on available resources, classroom capacity, and faculty-student ratios.
- Academic Performance: Applicants may be evaluated based on their previous academic performance, extracurricular activities, and any additional assessments or tests deemed necessary by Ansaar Academy.
- Character Assessment: Ansaar Academy places importance on character and conduct. Applicants' behavior, disciplinary records, and personal conduct will be taken into consideration during the evaluation process.
- Application Process: Submission of an application does not guarantee acceptance. Ansaar Academy reserves the right to accept or deny admission to any applicant based on the evaluation of the application materials and other relevant information.
- Admission Decision: Ansaar Academy's admission decisions are final and cannot be appealed. The reasons for denial of admission will not be disclosed.
- Reservation of Rights: Ansaar Academy reserves the right to revoke an acceptance offer or dismiss a student from any program if it is discovered that the information provided during the application process is false or misleading.
- Confidentiality: All application materials and related documents will be treated with strict confidentiality and used solely for the purpose of evaluating the applicant's eligibility for enrollment.
- Enrollment Dates: Admitted students must adhere to the enrollment dates and procedures specified by Ansaar Academy. Failure to do so may result in forfeiture of the acceptance.
- Program Availability: Ansaar Academy reserves the right to alter, suspend, or cancel any program based on unforeseen circumstances or insufficient enrollment.
- Parent/Guardian Responsibility: Parents or guardians of accepted students are expected to comply with all rules, regulations, and policies of Ansaar Academy throughout the enrollment period.

By proceeding with the enrollment application process, all applicants and their guardians affirm that they have read, understood, and accepted the terms and conditions stated in this disclaimer. Ansaar Academy holds the right to amend this policy as necessary, and any such changes will be duly communicated to all parties concerned.



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## PUBLISHING STUDENT PICTURES

Ansaar Academy will have the right to publish any student school picture for advertisement, unless A PARENT/GUARDIAN SUBMIT A WRITTEN REQUEST NOT TO DO SO.

## LOST AND FOUND

Parents are urged to clearly label student's names on clothing, lunches, books, and other belongings. During pick-up, be sure to check with your child for missing books, homework, lunch box and clothing before departure. In the event that lost items are found, the student who finds them shall turn them to the office or to their teacher as soon as possible. The student who lost the items should check the lost and found. Items unclaimed at the end of the semester will be donated to a charitable organization.

## STUDENT DROP-OFF AND PICK-UP AREAS

1. Parents shall manage to be on time as these rules are made for the welfare and safety of your children.
2. The speed limit is 5 MPH.
3. No parking or waiting where it is not allowed. i.e. the front steps of the masjid.
4. Child must walk NOT RUN in any area where there are cars.
5. Parents and students are expected to follow any instructions and accept any changes may need to be done by the office at any time to secure safety specially as we go back to in- person learning after Covid.

## Recess Rules and General rules

- **FOLLOWING DIRECTIONS OF THE ADULT IN CHARGE AT ALL TIME**
- **TREAT EVERYONE WITH RESPECT**
  - Everyone has to participate/ play in their designated play areas.
  - Do not engage in
    - Name calling
    - Physical Fighting
    - Throwing things (rocks, sticks, rubber mulch, food)
    - Swearing or using offensive language
    - Any rude behavior
- **LOOK OUT FOR YOUR OWN SAFETY AND THE SAFETY OF OTHERS**
- **(Playground equipment has been removed and we are looking for a new playground)**
  - The following areas are **OFF LIMITS**
    - The parking lot
    - Beyond the fenced/ retuning wall at field area
  - Swings
    - When swings are in use stand 10 ft away
    - Only swing back and forth while seated.
    - Do not jump or flip off the swings.

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## ▪ RESPECT ALL PROPERTY

- Do not climb trees, hang on branches, or run through flowers beds.

## ▪ EATING LUNCH

- East patio is the lunch area for the students KG- 2<sup>nd</sup> grade and the west patio is the lunch area for students 3<sup>rd</sup>- 8<sup>th</sup> grade.
- Remain seated in one place when you are eating.
- Pick up all your trash, then go to the play area- if trash remains after everyone has left, recess time will be used to clean up litter.

## ▪ Other

- Before school start students gather in the main Musla
- During recess ask for permission to leave the playground for any reason
- Before the third period starts students have to use the bathroom make wudo and drink water
- WALK to and from classrooms and in the lobby. Don't run

## PARENT VOLUNTEER GROUP

The Parent Volunteer Group is established for special school projects to enrich the experiences of students, teachers and parents of the school. The education and welfare of our students is the responsibility of the entire community. The Group's primary functions are: fundraising, and helping to organize and assist extra-curriculum activities, such as field trips, quiz competitions, special enrichment programs. Parents interested in becoming volunteers must fill out a form and provide fingerprint and background checks. Polio test is required for parents coming from outside the United States. Parents involved in the Parent Volunteer Group are required to participate in all scheduled meetings.

## DISCIPLINE POLICY

Teachers will make every effort to ensure that the students keep out of trouble, however, if students break the rules, the school's policy is:

- Teachers will handle disciplinary problems in their classrooms and playground, unless the situation is repetitive, serious, or lacks parental support, in which case the office will intervene.
- **Please note that persistent behavioral problems may result in expulsion of the child from the school; after receiving three (3) citations the child will be expelled from the school. This action is necessitated by our school policy of strict discipline and ensuring a safe environment for all students in the school.**

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## General Rules

### Students Shall:

1. Show respect to self and others.
2. Be considerate and courteous to other students and adults by not swearing, making inappropriate gestures, name calling, or using verbal harassment.
3. Follow the directions given by school personnel, volunteers, proctors, and other authorized adults.
4. Keep hands, feet and objects to self.
5. Arrive at school on time and stay in designated areas.
6. Stay at the masjid for the duration of the school time and do not leave campus without permission from authorized personnel.
7. Have regular attendance.
8. Help keep the masjid clean and orderly.
9. **NO RUNNING or SHOUTING AT ANY TIME IN THE MASJID OR AROUND THE MASJID**

## General Classroom Rules

### Students shall:

1. Enter the room one at a time, quietly and prepared with necessary materials, books, homework, etc.
2. Follow directions, practice good Islamic manners, and show respect to people and their belongings.
3. Raise their hands and wait to be called on by the teacher before speaking or getting out of their seats.
4. Be responsible for doing and turning in their work on time.
5. Keep hands, feet and objects to themselves.
6. No eating snacks, chewing gum or any other edibles or drinks in the classroom.
7. **NO RUNNING!!!**

### 1. Discipline Procedures

As Muslims we are called to act in a manner consistent with the teachings of the Quran and the Sunnah of our beloved prophet Muhammad (PBUH). The underlying principles that guide discipline at Ansaar Academy are based on Dignity, Rights and Responsibilities, Solidarity, and Care for each and every one.

Students who attend Ansaar Academy should recognize that these discipline procedures will help them to mature in the development of positive character traits.

The following guidelines of disciplinary procedures are designed in order to assist in good citizenship behavior expected at Ansaar Academy.

This must be taken into careful consideration while in school, classrooms, on school grounds, and while attending school events.

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Students and youth are expected to present themselves in an appropriate manner at all times. Any action that is persistent or might cause discredit to Ansaar Academy will call for disciplinary action.

Disciplinary actions will vary and depend on student's age.

Disciplinary actions (including, but not limited to: detention, suspension, expulsion, etc) shall be assessed against a student in accordance with the following guidelines.

Note: School detentions will be issued for infractions of in and outside the classroom behavior.

Detention is an extension of the class day.

Detentions take precedence over work, activities, and other extracurricular activities.

Detentions customarily last for one hour and may take the form of written or physical work, in a classroom or on the school grounds. Typically, the work required includes maintenance of the building and grounds.

Violations That warrant Detention (non-Exhaustive):

1. Unacceptable behavior in class
2. Disrespecting the teacher or guest speakers.
3. Fighting, bullying or engaging in aggressive behavior, which may lead to a physical altercation.
4. Inappropriate use of cell phones and/or electronic devices
5. Use of profanity, obscenity, vulgarity
6. Stealing, tampering, with, or any unauthorized handling of another person's property
7. Littering anywhere in the school or the masjid
8. Loitering when classes are in session
9. Writing on desks or other school property/structures
10. Repeated unexcused tardies
11. Throwing food or other objects on campus or in the classroom.

## **DAMAGE CAUSED TO SCHOOL/MASJID PROPERTY**

**Parents are responsible for any damage caused to the school and/or masjid property inside OR outside of the classrooms by their child.**

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## FINANCIAL POLICY

- All fees, which include monthly installments, books and supplies, and light meal fees are **non-refundable**.
- Registration fee is yearly one-time fee that is **non-refundable**.
- Any field trips and special events fees will be a separate charge.
- Fees must be paid on monthly basis. **A late payment fee of \$20.00 per family will apply for every late month payment (please add this to your payment—NO EXCEPTIONS)**.
- Fees are to be paid by credit card but not American Express or discover cards, we accept check and money order made payable to: **Ansaar Academy of Inland Empire**.
- For any remaining balance / financial obligation that is unsettled for a period greater than 60 days, the school has an obligation to impose quarterly tuition payments in advance. Students who are receiving any Financial Aid form AAIE and or any parents who have notified the school of Economic Hardship are exempt.
- **Tuition is based on annual enrollment, not attendance.**  
No deductions will be made from the monthly installments for absences (vacation or illness) or holidays.

## FINANCIAL AID POLICY

Ansaar Academy offers Financial Aid to low-income families (verification required). Please note only a limited amount of financial aid is available. Financial Aid will be rewarded on a first come first serve basis.

**Financial aid depends on the yearly donation collected toward supporting the financial aid program.** The remaining balance of the tuition must be paid in full. **Financial aid qualification is reviewed and determined on a 6 month- 9 months basis.**

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## BASIC DRESS GUIDELINES

We are in the masjid and this is the house of Allah. We must show respect to ourselves and the people who are around. Remember that we will always have salat and the children must be dressed in appropriate outfit to be able to participate in salat. \*No shoes are allowed inside the masjid at all times.

### Girls

- No sleeveless shirts NO EXCEPTIONS.
- Girls that are 7 years old and older must wear a hijab (head scarf).
- Long pants or skirts NO SHORTS ALLOWED.
- Long tops that cover appropriately the back and front upper body and the top of the lower body.
- Must have socks to wear inside the masjid and school at all times.

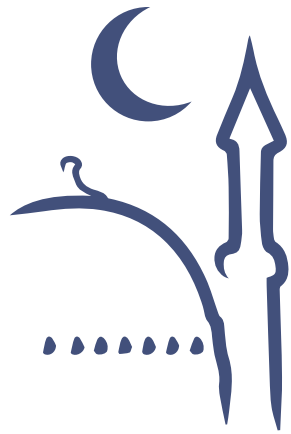
### Boys

- No sleeveless shirts. NO EXCEPTIONS.
- NO SHORTS ALLOWED.
- Must have socks to wear inside the masjid and school at all times.

*Please make sure that the clothing is not torn nor has holes.*

### Parents

- **It is important that ladies wear hijab before entering the masjid. There are extra hijabs available all the time to use. Ladies expected to wear appropriate clothing (long sleeve, loose long shirts and loose pants) to the masjid.**



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