

**Ansaar
Academy**

PARENT HANDBOOK

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909-294-6553

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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

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

For more information, please contact:

admin@ansaaracademy.com

info@ansaaracademy.com

(909) 294-6553

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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 Dhuhar 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

or 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- 2nd grade and the west patio is the lunch area for students 3rd- 8th 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

General Behavior Expectations Policy

Purpose

Ansaar Academy is committed to providing a safe, respectful, and productive learning environment to all students. This policy outlines the expectations for student behavior to ensure that all members of our school community—students, staff, and families—work together with mutual respect and in accordance with Islamic values.

1. Core Principles

- **Respect for Allah's House:** Show adab (good manners) in classrooms, prayer areas, and all school spaces.
- **Respect for Self and Others:** Speak and act with kindness. No bullying, teasing, or hurtful language.
- **Respect for teachers, staff and volunteers:** Follow their instructions promptly and courteously, listen attentively, speak with kindness, and show appreciation as part of good Islamic manners (adab).
- **Responsibility:** Take care of personal belongings, school property, and shared spaces.
- **Integrity:** Be truthful, honor commitments, and take responsibility for actions.

2. Expected Student Behavior

- Arrive on time and prepared for lessons.
- Follow teacher instructions the first time given.
- Use respectful language and maintain appropriate voice levels
- Dress modestly and appropriately (see Ansaar Academy Handbook, p. 15).
- Participate with sincerity and maintain quiet reverence.

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- Keep hands, feet, and objects to yourself.
- No phone or any other devices to be used unless given permission by the teacher.
- Dispose of trash properly.

3. Partnership with Parents

We believe parents and guardians are our partners. We will communicate concerns promptly and work together to support positive change. Parents are encouraged to reinforce these expectations at home.

4. Consequences for Misconduct

When behavior falls short of expectations, staff will respond with fairness and consistency:

1. **Gentle Reminder/Redirection** – verbal cue or private reminder.
2. **Reflect & reset** – brief time-out or reflection sheet to encourage self-correction.
3. **Parent Notification** – phone call or written notice if behavior persists.
4. **Administrative Action** – meeting with administration; may include loss of privileges, disciplinary probation, or suspension.
5. **Severe or Repeated Violations** – may result in receiving suspension or dismissal, as detailed in the student suspension and behavioral policy.

Student Suspension and Behavioral Intervention Policy

Purpose

This policy outlines the process for addressing ongoing student behavior issues that are significantly disrespectful or disrupt the classroom environment or negatively impact other students' learning or negatively impact the school environment.

This policy applies to all students enrolled at Ansaar Academy Sunday program, Youth Group, and Afterschool Program.

Behavioral Intervention and Suspension Process

1. **First Step – Early Pick-Up Call:** If a student's behavior causes significant disruption or safety concerns, parents/guardians will be called to pick up the child early. A written incident report will be provided.
2. **Second Step – Initial Suspension:** If the behavior continues, the student will receive a **one-day suspension**. Parents/guardians will receive written notification detailing the reason and required corrective actions.
3. **Third Step – First Suspension:** If issues persist, the student will receive a **two school days suspension**.
4. **Fourth Step – Second Formal Suspension:** Continued infractions may result in a **four school days suspension**. This graduated process provides students with multiple opportunities to correct their behavior.

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Return to School

- Students returning from any suspension must comply with behavioral expectations.
- Ongoing monitoring and documentation will continue upon return.

Dismissal

- If the student's behavior does not improve after the progressive response schedule, the administration and Ansaar Academy School Board reserve the right to dismiss the student from Ansaar Academy.
- This decision will be communicated in writing to parents/guardians.

Authority and Compliance

- **All suspension and dismissal decisions are final** and rest with the **school board and administration**, in alignment with the Ansaar Academy Code of Conduct and California private-school regulations.
- **Ansaar Academy reserves the right to modify or bypass the progressive steps** if a single incident poses a serious safety risk or represents a major breach of school rules.

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.

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.

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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.**

The school expects the highest level of commitment and responsibility from both you and your child. This includes full compliance with school policies, consistent academic performance, and respectful conduct in alignment with the values of our school and community.

Please note that acceptance into the financial aid program does not guarantee continued assistance for the full academic year. Continued eligibility is subject to biannual review based on criteria established by the school administration.

Financial Aid Eligibility Requirements:

To maintain eligibility for financial aid, students must meet the following expectations:

▪ Academic Excellence

Students must maintain academic performance above the school average, demonstrating growth, consistent effort, and active participation.

▪ Behavior and Conduct

Students are expected to:

- Fully comply with school rules and behavioral standards
- Demonstrate respect toward teachers, staff, peers, and school property
- Uphold the school's values both on and off campus

▪ Attendance and Punctuality

Students must:

- Maintain an attendance rate of 95% or higher
- Arrive on time and avoid unexcused absences or tardiness

▪ Parental Involvement

Parents/Guardians are expected to:

- Attend required meetings and participate in school events or volunteer opportunities
- Communicate regularly with school staff
- Support their child's academic and behavioral progress

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▪ Reevaluation and Continuity

- Financial aid is granted on a conditional basis and may not cover the entire academic year
- Aid is subject to biannual review and may be reduced or revoked if criteria are not met

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 fingerprints 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.

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

- Long-sleeved tops are required- no sleeveless shirts NO EXCEPTIONS.
- Girls who are 10 years old and older must wear a hijab (head scarf). whenever they are at the school/ masjid.
- 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.

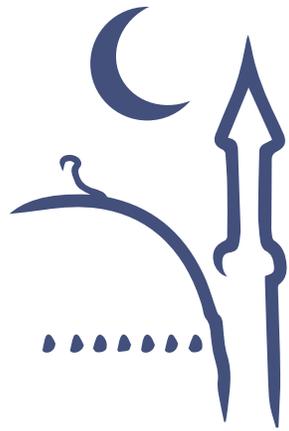
Boys

- 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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