



ACADEMY OF GREATNESS & EXCELLENCE

Where Prosperous Futures Begin

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PURPOSE OF HANDBOOK

This Handbook is a comprehensive source for student information. Parents and Students are required to read this handbook when they receive it. The handbook is a quick way for parents, guardians and students to learn about the guidelines for the school. The directives discussed in this handbook do not include every rule incorporated into the daily life of Academy of Greatness and Excellence.

At the end of the handbook there is a "Letter of Parental Agreement" which all parents must sign and students must return to their homeroom teacher upon reading. This verifies that the students and parents understand the basic guidelines of the school.

MISSION & VISION

Grounded in the strengths of our Islamic heritage and spiritual beliefs, AGE's mission is to develop highly educated, responsible, and active students with an interest in the pursuit of knowledge in all its forms.

In pursuit of this mission, all students are given top-quality educational resources customized to meet individual aspirations and abilities. With a low student to teacher ratio, we ensure each student receives ample opportunities for one-on-one learning and enrichment. This hands-on process is further strengthened by strong parental communication and involvement.

NON-DISCRIMINATION POLICY

We seek diversity in our staff and student body. In the admission and employment policies and practices, in scholarship aid programs, and in all our educational programs, Academy of Greatness and Excellence does not discriminate on the basis of gender, race, color, religion, or ethnic origin. As a policy, we cannot guarantee admission to any applicant regardless of affiliation with the school.



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PRINCIPAL'S MESSAGE

As'salamu Alaikum Respected Parents and Dear Students,

It is with great pleasure that I welcome you all to a new school year filled with many exciting opportunities awaiting us. Our dedicated staff members seek to promote a safe, caring, and supportive Islamic environment that fosters the development of academic excellence where our children can attain the knowledge and leadership skills that would enable them to perform as effective 21st Century Muslim leaders, especially in today's world of Globalization. However, in order to achieve what is best for our children we all need to work together as a team; the staff, the parents and the children. The best way to get started with the task of educating your child is to become familiar with the School policies.

Please carefully read the following policies and procedures while encouraging your child to follow and respect them. Inshaa Allah, this handbook will help you understand the expectations we have from you. Please read the handbook carefully and feel free to ask any instructor or the school administration if anything remains unclear. This handbook has been prepared to help answer many questions students and parents usually have concerning the activities, procedures and rules for the successful daily operation of our school.

We are praying for a blessed school year InshAllah. May the Direction, Peace and Blessings of Allah SWT be upon us all! Ameen!

Sincerely,

Iman ElDessouky

RULES AND DISCIPLINE

Rules, policies and guidelines are a necessary part of every school, organization or institution. At Academy of Greatness and Excellence, we have carefully established rules that reflect Islamic and legal principles and shared values. Some rules are more important in terms of orderliness in a classroom or any other school function. Some rules relate to how you treat your fellow classmates. Some rules relate strictly to behavior. You are expected to follow the policies and guidelines established in this handbook (as well as other documents) because they affect you and our school.



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MUSLIM CHARACTER

We expect all students to identify with the work from a Muslim Perspective. This will be reflected in all of our policies and procedures. Academy of Greatness and Excellence accepts all students and does not discriminate on the basis of religion. However, it is a must for all students' behavior and lifestyle to be consistent with a Muslim model. The Qur'an makes specific prohibitions against the following behaviors and student participation in them may adversely affect continued enrollment in the School:

- Inappropriate behavior among boys and girls
- Any outward manifestation of sexuality
- Criminal activity
- Illegal drug and alcohol use
- Disrespect of authority
- Hate crime and racial discrimination
- The possession of pornography

In addition to these Qur'anic mandates, the following areas are also inconsistent with Muslim standards at Academy of Greatness and Excellence:

- Display of anger
- Bringing weapons (or anything that can be constructed as a weapon) to school
- Profanity

STUDENT RESPONSIBILITIES

- Responsibility to attend school on a regular basis and to be on time
- Responsibility to complete all academic work as assigned
- Responsibility to bring the appropriate tools to class
- Responsibility to obey school rules and state and federal laws
- Responsibility to respect the rights of others
- Responsibility for your own actions
- Responsibility to use appropriate language
- Responsibility to respect school property
- Responsibility to dress appropriately for school and to abide by the rules of modesty, safety and cleanliness



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STUDENT CODE OF CONDUCT

Students must realize that rights are not absolute. Accompanying every right is a corresponding duty and obligation. Thus, the right to an education carries with it the corresponding obligations and duties to respect the rights of others, to adhere to all rules and regulations established for the government of Academy of Greatness and Excellence and to refrain from interfering with the orderly operations of Academy of Greatness and Excellence, the damaging of Academy of Greatness and Excellence or the property, rights and possessions of others. The right to an Islamic education, however, may be limited or forfeited in the event that a student's conduct has brought about suspension, exclusion, or expulsion.

Thus it becomes necessary on the part of all students to adhere to the codes of conduct prescribed for the operations of Academy of Greatness and Excellence. No code may be expected to list each and every offense which may result in the use of disciplinary proceedings against a student. However, it is possible to list certain offenses that, if committed by a student, may result in penalties ranging from reprimand and counseling to suspension, exclusion, or expulsion.

Our code of behavior at Academy of Greatness and Excellence extends beyond the school day and into all (after school) student activities. It is essential that all school employees, students, and other personnel conduct themselves properly, projecting a positive behavior and/or sportsmanship whether attending an athletic contest or other school function. Failure to comply could lead to administrative censure. For the guidance of all concerned, the above-mentioned Code of Conduct shall hereafter be in effect.

DISCIPLINE IS ADMINISTERED IN THE FOLLOWING PROGRESSION:

- Verbal reprimand
- Detention
- In-school suspension
- Out-of-school suspension
- Possible expulsion

It is the school's right to take more serious actions, that may result in immediate suspension or expulsion with or without prior notice to the parent.



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RULES/CONSEQUENCES

The following infractions will be at the discretion of the teacher and school administrators:

- Students not using self-control and not showing respect for fellow students, others and property
- Students not completing class assignments
- Students displaying inappropriate behavior
- Students not attending all classes

The following infractions will warrant Detention. Number of days will be based upon the seriousness of the infraction:

- Students not being orderly and quiet on the stairs, line-up, or in the hallways between classes
- Students not being on time for school
- Students not bringing in absence note and other forms
- Students running in the street
- Students throwing or touching snow
- Students wearing inappropriate clothing; including hats
- Students not putting litter in proper receptacles
- Students chewing gum or candy
- Students bringing to school – skateboards, water guns, hand-held electronic games
- Students spitting
- Students misbehaving during a Fire Drill
- Students forging a signature

HARASSMENT, INTIMIDATION OR BULLYING

This includes any gesture: written, verbal or physical that takes place on school property or any school sponsored and/or related function or activity or on a school bus that (1) is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, or a mental, physical or sensory disability; or (2) by any other distinguishing characteristic; and, (3) a reasonable person should know, under the circumstances, that the act will have the effect of harming a student or damaging a student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or (4) has the effect of insulting or demeaning any student or group of students in such a way as to cause disruption or interference with, the orderly operation of the school.



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Disputes between students must be resolved through proper channels. Pushing, shoving, wrestling, etc. will be considered as fighting regardless of the intent. Statements threatening the health, safety or well being of staff or other students are taken very seriously and can subject the offending student to detention, suspension, psychological evaluation and police notification.

Any student who feels that he or she may be the target of harassment, intimidation or bullying, is encouraged to report the allegation to an instructor or administrator the same day. Disciplinary action may range from a documented conference, recommendation for counseling, detention or suspension.



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PROFANITY

Use of inappropriate, offensive and/or improper language, including signs or gestures, is not a characteristic of well-educated human beings and will not be tolerated. Infractions will result in an after-school detention. For subsequent offenses, the student will receive a one-day In-School Suspension. Repeated offenses could result in dismissal from school. In addition, obscene and libelous materials – distribution of material that is obscene or libelous is prohibited in school, on, or adjacent to school property or at school-related functions. Obscene material is that which depicts or describes sexual conduct in an offensive way. Libelous material is that which tends to injure the reputation of another.

VANDALISM/THEFT OF PROPERTY

Emphasis is placed upon respect for the property of others and the right of each individual to the free use of his own possessions. Damaging property, whether personal or school is violating the rights of others. The offender will compensate the victim or correct the situation to the satisfaction of the one who has been wronged. The offender may be subject to Out of School Suspension.

UNPREPARED FOR CLASS

It is very important that each student comes prepared to learn in each class. Supplies include paper, pens/pencils, books, and any other material requested by the teacher (calculator, flashcards, laptop, etc.)

DISRUPTIVE BEHAVIOR

This category covers all minor inappropriate classroom behaviors such as talking out of turn, throwing things, noises and/or gestures, etc. Any behavior, that interferes with instruction and the reception of the same, is disruptive. This is punishable by detention.

REMOVAL BY TEACHER

This occurs when a teacher feels that a student's presence is disruptive to the learning process to such an extent that the offending student must be sent out. Students will be sent to the office and remain there until their next class. Students will receive zeros for all work missed in that class.



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DISRESPECT

Students are asked to respond promptly to the directions of teachers, staff members and the like and act respectfully at all times – in school and out – proper conduct does not stop with the end of your school day. Refusal to do so is considered a serious breach of the Code of Conduct and may result in disciplinary action. Disrespect includes inappropriate gestures, comments, attitude and body language.

DISHONESTY/CHEATING

The following actions are considered cheating: giving or receiving help on tests or quizzes, copying homework or allowing someone to copy yours, plagiarism, or breaking any additional rules of cheating given by individual teachers. In addition, lying to school officials, forging school forms, altering school forms, or unauthorized possession of school forms are all unacceptable. Cheating on a test or assignment will result in a zero for that assignment. However, further assignments and/or consequences are to be determined by the individual teacher. Repeated instances of cheating will result in suspension from school, and eventually expulsion.

CELLULAR PHONES

Cellular phones are disruptive to the school and classroom environment and are prohibited. Students are not to use cellular phones anywhere in the school building for any reason. Students may ask permission to use a phone in the Main Office in the school for urgent situations. Parents must call the Main Office to reach their child in case of an emergency. Because they contain games, internet connections, cameras, texting and the like, cell phones that are visibly displayed or used will be confiscated by teachers/staff members, given to the principal/administrator, and be returned to the student's parents.

MUSIC LISTENING DEVICES

Headphones or other portable music players are not allowed during the school day. A first instance of a student wearing or displaying a music listening device during the regular school day (including lunch) will result in warning, a referral to an administrator, and school detention.

SOCIAL MEDIA USAGE

AGE's school community represent the school in social media spaces, regardless of whether these are considered professional or personal spaces. It is expected that good judgment be utilized in all situations. Students should behave in a way that will make you and others proud and reflect well on our Islamic values. Good character is expected in all aspects of daily living



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whether it inside or outside of the school. There will be consequences if students are found to violate the social media usage.

LOST AND FOUND

It is a good idea to put your name on all items so that they can be returned to you easily. Students who find lost articles are asked to take them to the Main Office where they can be claimed by the owners. Students should immediately report a theft so that the school can be aware of the incident and take the necessary steps to remedy the problem, if possible. The school is not responsible for any personal property left at school. It will be the student's responsibility to check the lost and found box for lost items. Monthly, unclaimed items remaining in the lost and found container will be donated to charity.

ABSENCE

Students need to be in school every day and missing school days will deprive the students of a variety of educational experiences shared with their peers. Students can make up the missed work upon their return to school; however, there is no way to recapture classroom activities. A student who is absent must bring a written excuse signed by the parent or guardian the day the student returns to school.

Any student not in school by the third period will be considered absent.

Should a parent need to pick up work for a student due to an absence, please call the office before 10:00 AM. Materials may be sent home with another student or may be picked up at the end of the school day. For extended excused absences, the student's assignments may be collected before, during or after the absence. Completion of work, missed during an absence is determined at the teacher's discretion and the needs of the student.

Please, notify the school if your child has a contagious disease or an extended illness. Most county school boards have defined the following absences as lawful: illness or injury; quarantine; medical or dental appointments; death in the immediate family; court or administrative proceedings; religious observances; educational opportunities.

Regularity of attendance is important if a student is to show a record of success in schoolwork. Excessive absence; eighteen (18) or more unexcused absences will result in loss of credit for the course in which they are absent. The penalties may include grade reduction or retention.

If a student is absent "unexcused" from a class six (6) or more times in a quarter because of cutting a class, early dismissals or tardiness, he/she will receive an "F" in that course for the



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quarter, subject to administrative review and in extraordinary circumstances to the teacher's review.

COVID-19 POLICIES

Students who test positive are expected to follow CDC guidelines of quarantine. Students are expected back in school after submitting a negative COVID PCR test result. Students' absences will be excused. Students will be expected to follow school activities through teachers' assignment postings. In the case of exposure to a COVID case, students must follow CDC guidelines of quarantine and submit a negative COVID-19 PCR test result. Doctor's notes must be submitted to the main office for an absence from school to be excused.

EXCUSED ABSENCES

Upon returning to school, students must present a note from the parent excusing the absence. The note must explain the reason for the absence. Only absences in accordance with the "county schools' policy" will be excused. In the case of excessive absences, the student may be required to bring a note from a physician in order for those absences to be excused. *Academic make-up policy:* Students get one day for make-up for each day of school missed if the absence is excusable.

UNEXCUSED ABSENCES

If a note to excuse the absence has not been presented to attendance, the absence will be irrevocably unexcused. If a student cuts a class, he/she will not receive credit for the class.

LATE CHECK IN

Attendance is taken at the beginning of each class period daily. Students who arrive to school after the commencement of the first class are required to check in through the Main Office immediately upon entering the school and receive a late pass for the teacher. Failure to follow this procedure will result in disciplinary action. Students arriving late must be signed in by a parent in order to be excused. Students checking in after that time without a parent will be unexcused and will be considered tardy. For every five (5) times a student is late, it will be counted as one day absent.

EARLY CHECK OUT

If it is necessary for a student to leave school during the school day, a note from the parent/guardian must be presented to the Main Office staff prior to first period class. The note



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must state a legitimate reason for dismissal, the time the student needs to be released, along with a phone number where the parent/guardian can be reached during the day for verification purposes. Upon verification the Main Office will issue a dismissal slip authorizing the student to check out at the appropriate time. The parent must then sign out at the Main Office at the time of their arrival to pick up their child. If a parent needs to pick up their child early and does not provide a note, we would appreciate a phone call, half an hour prior to pick up, to notify the office ahead of time. This is to ensure that your child gets all his/her assignments before he/she leaves, and for the office to prepare the dismissal slip for the parent prior to their arrival.

ILLNESS, INJURY & IMMUNIZATIONS

AGE adopts a set of protocols and procedures for handling injury and illness at school that have been researched and reviewed by certified pediatricians and healthcare professionals. The injury and illness protocols guide our staff to apply basic first aid and illness management when a nurse or other medical professional is not available. Please note that staff members at AGE are required to complete an approved first aid and CPR course.

At AGE, we put in every effort to protect the health of the children and staff by frequent hand washing, sanitizing the furniture and equipment and requiring sick children to stay home from school. We must have your cooperation in keeping the spread of disease to a minimum. Children who are not well are unable to take advantage of the learning opportunities of the day or participate comfortably in activities. If your child has a runny nose please do not send him/her to school if the mucous is yellowish or green. It is very important to keep your child at home if he/she is ill. We recognize that working parents aren't always free to stay home with sick children, but in the interest of all the children, we ask you to use good judgment and keep a sick child home.

If your child has any of the following symptoms, your child may not attend school. If any of these symptoms occur at school, the child will be removed from the classroom, made comfortable, and you will be called to take your child home.

- Severe pain and discomfort
- Acute diarrhea
- Your child must not have vomited for 24 hours prior to returning.
- Temperature of 100.5 degrees Fahrenheit
- Sore throat or severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing



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- Skin rashes lasting longer than 24 hours
- Swollen joints
- Visible enlarged lymph nodes
- Stiff neck
- Blood in urine

You cannot bring your child back to school until he or she is symptom-free and you have a note from a doctor stating that he or she may return to school. In the case of an illness/injury during the school day, the parent or designated “Emergency Contact Person” will be notified via phone or email. Depending on the severity of the case, the emergency contact is called only when the parent/guardian cannot be reached and there is an emergency. If the name of the emergency contact is changed, the school must be notified. No arrangements will be made to send the student home unless a parent/guardian or relative is reached. If a student is sent home by the nurse, this is an excused absence. An injury report is sent home with the child for the parents' information.

If your child is sent home with a fever he/she may not return to school until the temperature has been normal (98.6 F) for a full 24 hours. Your child may return to school if he/she has not vomited or had diarrhea within the last 24 hours and has exhibited no other symptoms during this time. A child who wakes up with a crusty red eye should not come to school without seeing a doctor. If pinkeye (conjunctivitis) is diagnosed, 24 hours is usually needed for the medication to take effect and your child may then return to school. Should a child have a health issue which may include but is not limited to allergies, asthma, or seizures, the child will not be allowed to come to school until the family provides a care plan specific to that child, filled out and signed by the child’s pediatrician. No exceptions will be made.

Communicable Diseases

If your child contracts any of the following diseases, please call us immediately and speak with one of the administrators. Your child MAY NOT return to school without a doctor’s note.

RESPIRATORY ILLNESSES

Varicella(Chicken Pox)
 Rubella(German Measles)*
 Hemophilus Influenzae*
 Measles*
 Meningococcus*
 Mumps*

GASTROINTESTINAL ILLNESSES

Campylobacter*
 Escherichia Coli*
 Giardia Lamblia*
 Hepatitis A*
 Salmonella*
 Shigella*

CONTACT ILLNESSES

Impetigo
 Lice
 Scabies
 Shingles



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Strep Throat

Norovirus

Tuberculosis*

Whooping Cough*

IMMUNIZATIONS

All students enrolled at AGE are mandated to submit their updated immunization records at the time of admissions into AGE. **(COVID-19) All students are expected to receive immunizations as per the NJ Health regulations. Medical reasons will be the only reason for accepting an exemption from immunizations. It is strongly recommended that students 12 years or older get vaccinated for COVID.**

VISITORS

All visitors must first report to the Main Office before attempting to tour the building. If the visit is approved, the visitor will be assigned a badge and a guide and directed accordingly.

Students are not to bring guests or invite outsiders to the school or during school sponsored activities. Lunch hour is part of the school day and the limitations noted above apply to visitors at that time as well.

Parents, former students or others who have business with a teacher, counselor or administrator must check in through the Main Office. Teachers may be seen only during their prep time, by appointment through the Main Office.

DRESS CODE

All students are expected to wear clothing that is appropriate for school. Appropriate clothing is defined by the following guidelines:

- Decency
- Neatness
- Cleanliness
- Safety
- Uniform

Students should be neat and clean and dressed in clothing which appropriately reflects Islamic standards. This means that you may not wear shirts with indecent or inappropriate language or pictures on them; this would include pictures of people and/or animals. Students are not to



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wear clothing that would be provocative to other students. Male and female students may not wear hats indoors at any time. Sunglasses may not be worn in the building. Personal grooming should take place at home or in the restroom, not in the hallways and/or classrooms.

The following guidelines apply where applicable:

- Full proper uniform must be worn at all times.
- No underwear showing at any time.
- Pants must be worn at waist, not below.
- No jewelry or extravagant wrist watches will be allowed for boys.
- No overly indulgent perfume/nail polish will be allowed for girls.
- Boys' shirts must be tucked in at all times.
- Girls' hijab clean and neatly put.
- The outer sweater/jacket should be school color (navy).
- On gym days, gym uniform with sneakers.
- On regular uniform days, dress shoes must be worn.
- Shoe laces tied.
- Girls' jilbab buttoned up all the way.
- Good hygiene always.
- Clean socks always.

Consequences for not wearing correct uniform

- First Offense: Conference with Principal and phone call to parents
- Second Offense: Lunch Detention
- Third Offense: Student sent home

STUDENT POLICY ON ISLAMIC APPEARANCE

Body modifications can be a distraction in an Islamic school environment. Therefore, no body piercing ornaments may be worn at any time except for on pierced ears (female). Also, tattoos may not be visible at any time.

In addition to the above, the following are some general appearance rules:

Boys:

- Proper Haircuts:
 - Hair should be off the neck
 - A portion of the ear must be visible
 - The hair must be neat in appearance (well groomed)
 - Extreme hairstyles that draw undue attention will not be allowed
- Jewelry is not acceptable school attire for boys



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Girls:

- No clogs, sandals or flip-flops
- No long fingernails, artificial nails or nail polish
- No flashy or expensive jewelry
- No nose rings or any other piercing other than the traditional lobe of the ear

CELEBRATION OF HOLIDAYS

At Academy of Greatness and Excellence, we are fully aware of and respect the traditions that all our families practice, since we hold a tolerant and moderate philosophy of our Deen, Islam. However, as an Islamic School, we do follow the Prophet's (SWS) sunnah, in all what we do and practice within the walls of the school. Accordingly, we do not allow for explicit celebrations of birthdays in classrooms or at school in general. At AGE, we only celebrate two holidays throughout the year; Eid ul Fitr and Eid ul Adha.

If any parent wishes to hold birthday parties for their children and invite students to them, parents are welcome to do so outside of the school; the school will not be involved.

GRADING SYSTEM

Interim Reports are issued three times per year, at the mid-point of each marking period. These reports indicate how well students are doing in their respective courses. Report Cards are issued three times per year, at the completion of each trimester or marking period.

Midterm and Final Examinations are given for English, Math, Arabic, Islamic Studies, Social Studies and Science for grades Six through Eight. There are no make-ups for such exams except with written permission from the Principal pending presentation of a doctor's note/or other explaining the absence. The value of the midterm and the final exams is 25% of the **Tests** grade for the second and third marking periods, respectively.

AGE Grading Policy

Evaluation is an ongoing process at Academy of Greatness and Excellence. Therefore, tests and exams are not our exclusive assessment tools. However, daily involvement, performance, and progress should be considered in evaluating the student's academic performance. In addition, projects, research papers, and performance-based assessments are other evaluation means.

Work graded by the teachers throughout the marking period will be graded with letter grades, A through F, or with numerical equivalents, except for the Early Childhood Division.

1. Report card grades recorded in letter or numerical grades will be issued each marking period.



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2. In order to receive the minimum passing average in a course, a student must achieve a final grade average of “C” or “70”.
3. A student receiving two marking period grades of “F” which results in a final failure must attend remedial summer school.
 - a. Parents and students have the right to see and discuss their grades, if they so request, at a time convenient for the teacher.
 - b. Students are to be informed by the teachers of the grading system at the beginning of the course.
4. A marking period grade should be measured on the basis of the following
 - a. Homework (Not all subjects)
 - b. Tests
 - c. Quizzes
 - d. Projects
 - e. Papers (when applicable)
 - f. Laboratory performance (when applicable)
 - g. Class participation
 - h. Class work assignments
5. Students who miss a class for an unacceptable reason will receive a failure for all work missed and do not have the option to make up missed work.
6. Tests and homework may only be made up within the respective marking period at the discretion of the teacher.

Grading Chart

ELEMENTARY (1-5) GRADING POLICY

Class work: 10%
Class Participation: 10%
Homework: 20% (not all subjects)
Test: 30%
Quiz: 20%
Project: 10%

MIDDLE (6-8) GRADING POLICY

Class work: 10%
Class Participation: 10%
Homework: 20%
Test: 40% { 2nd & 3rd Trimester: Test: 30%,
Midterms: 10%; Finals: 10%}
Quiz: 10%
Project: 10%

PHYSICAL EDUCATION GRADING POLICY

Class Participation: 50%
Uniform: 20%
Test: 30%



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STUDENT PLACEMENT

Student placement in classes at AGE is based on specific criteria set by the School Administration and on teachers' recommendations.

Criteria include:

- Admissions Placement Exam
- Grade Point Average (GPA)
- Discipline Report
- Teacher Recommendation

Starting 4th Grade, all students registered at AGE, must be able to maintain a GPA of 80% or more. If a student is unable to meet such academic standards, she/he must enroll in summer school to improve the GPA. A placement test will be administered prior to moving up to the next grade.

HOMEWORK PHILOSOPHY

Homework practices are an important part of the educational process. Homework helps to enhance the opportunity to practice and/or explore related subject matter. Homework has different purposes at different grade levels:

- For students in *the earliest grades (Pre-K to 3rd Grade)*, homework fosters positive attitudes, habits, and character traits; permits appropriate parent involvement; and reinforce learning of simple skills introduced in class.
- For students in *grades 4-8*, its play a more direct role in fostering improved school achievement. It reinforces the day-to-day instruction in all subject areas and fosters a sense of student responsibility for the learning process through tasks requiring time management and decision-making.

More specifically, homework is intended to:

- ✓ Prepare for tests
- ✓ Provide for essential practice in skills
- ✓ Provide instructional enrichment
- ✓ Build positive work and study skills
- ✓ Provide experiences in finding sources and gathering data
- ✓ Develop effective independent work habits



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HOMEWORK POLICY

The amount of time that students in the same grade will spend on homework will vary due to individual differences. Students are assigned daily homework, that is appropriate to their grade and performance level.

- ✓ Early Childhood (Kindergarten): Homework for Math and English will be given to students Monday-Thursday; no homework on Friday. Arabic Homework will be assigned on Friday only.
- ✓ Lower Elementary (1st through 3rd Grade): Students should be prepared to spend 15 minutes of homework per day. Homework may also be completed in class the following day as a review for the skill/concepts taught. Only **projects** will be assigned for Social Studies, Science and Islamic Studies during the marking period. No homework will be assigned for the aforementioned subjects.
- ✓ Upper Elementary (4th-5th Grade): Students should be prepared to spend 10 minutes for each subject. Only **projects** will be assigned for Social Studies, Science and Islamic Studies during the marking period. No homework will be assigned for the aforementioned subjects.
- ✓ Middle School students should be prepared to spend 15-20 minutes for each subject. There will also be times when no written assignment will be given, allowing students time to review, do research, complete marking period projects, and study for exams.

Grading/Evaluation of Homework

To encourage positive student attitudes toward homework, teachers are expected to instruct their students on proper techniques and methods of completing homework assignments, as early as Pre- Kindergarten.

Starting 6th Grade, the following are the AGE practices:

1. The teacher will accept only the highest quality work which is comparable to regular class work.
2. The teacher checks homework as quickly as possible and affixes a comment and/or assigns appropriate grade to all written assignments. Thus, homework grades become a part of the report card grade.
3. The student is responsible for and expected to complete and submit each assignment on its due date. A penalty will be imposed for a late assignment.
4. If the teacher employs oral correction or self-checking as the teacher-applied grading technique, scores will be given. No credit will be given for untidy, error filled papers.
5. The teacher will provide discussion time after student's self-correction of papers to clarify any misconceptions.



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6. The parent will be notified by phone or via Teacherease, the online grading system, whenever a student repeatedly fails to do his/her work.

Homework during absences

All missed class work and homework assignments, due to absence, are to be made up within a time period specified by the classroom teacher or administrator. Homework shall be sent home during periods of absence depending on the medical condition of the student; a home instruction plan will be developed if the need arises.

Upon the student's return to school, he/she will be required by the teacher to make up tests. The student/parent is expected to show initiative in seeking out a teacher to determine what assignments were missed and when they will be done.

AGE TUITION POLICY

At AGE, the annual tuition per student is \$5,850 (2021/2022) tuition fees: Pre-School-6th Grade) and \$6,550 (2020/2021 tuition fees: 7th Grade-12th Grade) for which your child receives 180 days of school, regardless of when the school year starts and ends. However, in order to ease the financial pressure for our families, we offer the option of paying the tuition in installments over ten months. The first installment is due on June 1st of the previous academic year and the last installment is due on May 1st.

Monthly tuition fees are due on the first day of each month, and the payment is considered late after the 5th of each month. Late payments incur a late fee of \$35 on each families' account.

Your child's registration for the following year will not be finalized if your account is delinquent. Your account includes tuition, books, registration, transportation, parent service hours and/or any other fees that are applicable to your child. AGE may take legal action for unpaid tuition and/or fees

AGE TRANSPORTATION RULES

Academy of Greatness and Excellence, AGE, seeks to create and maintain an effective and efficient school van/bus transportation program for most students and families, registered with the school. AGE provides transportation as a support service for the families.



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The following school van/bus policy details our efforts to support a safe, equitable and cost-effective school van/bus transportation program.

Policy Goals

Safety will remain a top priority for the transportation of students and families. This includes students and families waiting for vans/busses and students and families riding on school vans/busses.

Responsibility of Students and Parents

Parents should understand that students, parents and children riding the van/bus must obey all regulations and requests of the driver or they will forfeit their privilege of riding on the school van. Parents are also responsible for the following:

1. The behavior of their children on the school van/bus.
2. Showing up on time in the morning and at the time of drop off.
 - a. Morning Pick up: Driver will leave immediately after all students have boarded the van/bus. Any late parents will have to make separate arrangements for their children.
 - b. Afternoon Drop-Off: Driver will wait for 5 minutes, after which, the students will be left at their assigned drop-off area.

AGE Van/Bus Drivers

Van/Bus drivers are responsible for the safety of the riders and maintenance of the van/bus. Drivers have the authority to refuse any student or family transportation if he/she feels that allowing the student or family to ride the bus could contribute to an unsafe situation for other riders. Any such refusals must be reported to the school. Drivers have the authority to refuel the van/bus as needed; clean or have the van/bus cleaned; initiate minor repairs; and to have the van/bus inspected for tags and licensure. Van drivers are responsible for completing the mileage log each time they use the van/bus. Drivers are responsible for returning the keys to the designated key drop location. Each driver must have a first aid kit, fire extinguisher and appropriate roadside repair supplies at all times.



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STUDENT HANDBOOK LETTER OF PARENTAL AGREEMENT

(Please sign and return)

The Parent's Pledge:

InshAllah...

- I want my child to have the best possible Islamic and secular education and I realize that strong school systems are essential
- I will provide a loving and nurturing home environment that will encourage my child to learn
- I will help my child build a small but meaningful home library
- I will insist that all homework assignments are done each night
- I will discuss at dinnertime what my child has learned at school each day
- I will include stimulating books among the presents I give my child
- I will review media newscasts with my child and discuss how the news may affect our lives as Muslims, Americans and members of the human race
- I will meet regularly with my child's teachers
- I will remind my child of the necessity of discipline in the classroom – especially self-discipline
- I will help my child appreciate and enjoy the excitement in learning and the thrill of an inquiring mind.
- I UNDERSTAND THAT by signing this document, I pledge to act responsibly at all times. I understand that it is not possible to delineate rules covering every possible situation that I, as a student, will encounter. I will use common courtesy and sensitivity to the rights of others and to the facilities that we use (Academy of Greatness and Excellence) in all situations.
- I understand that all students will and must be held accountable for their actions. I will be held accountable for my actions.
- I pledge to be a worthy member of my classmates, my school and my world through my actions and words. By reading and understanding this document, I pledge to act responsibly at all times and be held accountable to my teachers and classmates if I do not uphold this pledge.

I have received the student handbook and Inshaa Allah will abide by and adhere to all policies and procedures included in the book. My signature determines that I, as well as my child, fully read and understand the policies and procedures of Academy of Greatness and Excellence.

Student Name(s)

Grades

Parent/Guardian Signature

Date



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ATTENDANCE POLICY

Academy of Greatness and Excellence attendance policy is as follow:

- 1 Students who are absent excessively (18 days or more during the school year) are liable for the violation of this policy, regardless of whether the absences are excused or unexcused. The penalties may include grade reduction or retention.
 - 2 Teaneck Campus: The morning school bell rings at 7:30 a.m. All students must arrive by 7:25 a.m. Students arriving at school after 7:50 a.m. will be marked late. Students arriving after the 3rd period, will be marked absent for that day. Furthermore, they will not be admitted to the class until the bell rings for the next period. He/she will be responsible for all the missed work. Ridgefield Park Campus: The morning school bell rings at 7:40 a.m. All students must arrive by 7:35 a.m. Students arriving after 8:00 a.m. will be marked late. Students arriving after the 3rd period will be marked absent for the day.
 - 3 For every five (5) times a student is late; it will be counted as one day absent. Six (6) unexcused absences in a marking period will result in the loss of a letter grade (e.g. an "A" will be dropped to a "B").
 - 4 There will be no makeup test for an absent student without a doctor's notice.
 - 5 Students must be picked up no later than 2:55 PM (Teaneck Campus) and no later than 3:05 PM (Ridgefield Park Campus), which is 15 minutes after the dismissal time. If a child is picked up at 3:00 PM, we will consider this a late pick up.
-

Please sign and return

Student: _____

Parent's signature: _____

Grade(s): _____

Date: _____



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PHOTOGRAPH AND VIDEOTAPING CONSENT

Pictures or videos of Academy of Greatness and Excellence students are sometimes taken during awards ceremonies, activities or sporting events. Parent/guardian consent is required before a student can be videotaped. **Please be aware that if you do not give permission for Academy of Greatness and Excellence to videotape your son/daughter, he/she will not be able to appear during athletic events, school programs and awards ceremonies.** Please indicate your consent status on the form below. *A separate form should be completed for each child.*

Student Name (Please Print) Grade

_____ I give permission to AGE to include my child when videotaping projects related to AGE education.

_____ I **Do NOT** give permission for AGE to include my child when videotaping projects related to AGE education.

Parent Name (Please Print)

Parent Signature Date

PLEASE NOTE: The consent status that you indicate on this form will remain in effect for the duration of the 2021/2022 academic year at Academy of Greatness.



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TUITION POLICY AGREEMENT

I have read the school tuition policy and understand that my child may not attend school if I do not pay tuition and fees in accordance with this policy until all outstanding tuition and fees are paid in full. I also understand that the school is obligated to adhere to the policies for the benefit of all the students, parents, teachers and staff that are part of the AGE family.

Please sign and return

Student name(s): _____

Grade(s): _____

Parent's signature: _____

Date: _____



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**Addendum to the 2024-2025
Student/Parent Handbook**



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PARENT CODE OF ETHICS

Ethical interactions and transactions among all members of the Academy of Greatness & Excellence (AGE) community have been the cornerstone of our school. Since its inception in 2013, AGE has striven to ensure principled conduct and behavior among all its members. Each year, AGE has added principles to the Code of Ethics cumulatively, as ethical issues arose. With the rapid expansion that our school is undergoing and the growing number of students and parents, we find it imperative for AGE to maintain a document that includes practices and policies reflecting these new concerns for ethical conduct.

Core Values

- ✓ Trust: We believe our instructional and administrative practices are based upon trust, mutual respect, and honesty with one another, our students, and our parents.
- ✓ Fairness and Equity: We believe every member of our AGE community has a responsibility to treat one another in a fundamentally fair and equitable manner.
- ✓ Social Responsibility: We believe we have a duty to ultimately serve students responsibly, by safeguarding their rights and their access to a sound education.
- ✓ Collaboration: We believe in working together to promote and protect students and their best interests.

Parent Responsibilities

We expect all AGE parents to agree to abide by the following:

1. Parents will be ethical and respectful in their interactions with staff, students, and other parents.



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2. Parents will abide by local, state, and federal laws regarding their conduct on social media and in preserving confidential information related to the Academy of Greatness & Excellence.
3. Parents are not to use staff emails to correspond with them regarding personal matters.
4. Parents may not use staff members' cell phone numbers to call them for school-related matters.
5. Parents will call the Main office to schedule appointments with any staff member.
6. During school hours, parents must report to the Main Office upon entering and leaving the building. Parents may not walk directly to their child's classroom or hold conversations with staff members, while on morning/dismissal duty.
7. Audio and video recordings of Parent-teacher meetings are not public events. Parents shall not record any meeting of this nature.
8. Parents are required to check Teacherease for important announcements and to check on their children's academic performance. Parents must check emails for all updates.
9. AGE complies with the Family Educational Rights and Privacy Act (FERPA), the federal law that protects the privacy of students' education records, accordingly AGE will not release records regarding any student, to anyone other than the parent/guardian.
10. Parents may not drop off their children before the official school start hours. Also, parents must be prompt in picking up their children after school. Once your child has left the building, she/he may not enter the building or her/his classroom after school hours.
11. Parents must be respectful and courteous to one another. Please be reminded that we are all part of the village that is raising your child and every member of this village must be respected and appreciated for their efforts.



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PARENT SERVICE HOURS (PSH)

Having parents and families of our students involved and being a part of the education process is very important here at A.G.E. Studies show that parent involvement in a child's school can not only improve the child's learning and grades but also improve the overall standards of the school. As such, each family at A.G.E is required to complete 25 Parent Service Hours a.k.a. PSH during the school year.

Parent volunteering can take many forms, from donating your time, making items, or even purchasing things for one of the many events that occur throughout the year. Stay on the lookout for opportunities, which will be shared on the A.G.E. Parent Group WhatsApp Chat. Families are always welcome to complete more than the required 25 required PSH and we know that many families donate more than this requirement. Because of this dedication and support our school can provide our students with fun and enriching experiences that build and strengthen our community.

Please be mindful that not all volunteer opportunities are PSH eligible, and there may be caps on the eligible PSH.

- For example, donating items to be sold at a bake sale is not PSH eligible, but donating your time working the bake sale table is PSH eligible.
- Delivery Fees or Tips paid for convenience from using Doordash, Instacart, Uber, etc are not PSH eligible but the cost of the item purchased is PSH eligible.
- Similarly, classroom parties and activities will have a PSH cap to keep things uniform among all classrooms

PSH is earned as follows:

- 1 hr. of time volunteered = 1 PSH earned
- \$10 spent = 1 PSH earned
- Baking 24 items (inclusive of all costs) = 3 PSH
- Donating items for display (1-2) = .5 PSH (3-4) = 1 PSH

For consistency, PSH is recorded in the name of the ELDEST child at A.G.E. and their grade. More times than not, when you volunteer you will sign up on an Excel sheet which will ask for your eldest child's name and grade. Be mindful that even if you are volunteering for your younger child you consistently list the name of your ELDEST child and their grade so that your family gets credit for the PSH.



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Overall, PSH is self-recorded. When you volunteer for an event sponsored by the PTO, the PTO will keep track of the hours you worked and will record the PSH in the eldest child's name which you provided on the sign-up sheet. However, if you purchased items for an event, you are required to submit your receipt to psh@agenj.com in order to earn the PSH. Similarly, if you volunteered your time outside of a PTO event (ex. Teaneck morning drop off, classroom speaker/helper, Club Advisor, Field Trip, Substitute Teaching, etc) you must send an email to psh@agenj.com letting them know what volunteer work you did, the hours that you worked, who authorized the PSH, and your eldest child's name and grade in order for the PSH to be recorded. The email needs to be sent within 30 days of the volunteer work being completed.

All PSH must be completed by Graduation. If you have any outstanding PSH you will be asked to pay \$10/per outstanding PSH to the school before your child's report card is released.



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POLICY ON EARLY CHILDHOOD TOYS

The purpose of this policy is to ensure a safe and focused learning environment in our early childhood grades. We recognize that toys can be a source of distraction and, in some cases, pose safety risks. This policy provides clear guidelines for the management of toys within the classroom.

1. **Prohibited Items:** No magnets of any kind are permitted in early childhood classrooms. Magnets pose a safety risk and can interfere with the educational environment.
2. **Personal Toys:** Parents are not allowed to send their children to school with personal toys unless they have received explicit authorization from the school administration. Unauthorized toys will be collected and returned to parents at the end of the day.
3. **Authorized Toys:** Toys that are brought to school for educational purposes or as part of a classroom activity must be pre-approved by the teacher or school administration. These toys must comply with safety guidelines and should not include any small parts, magnets, or other potentially hazardous materials.
4. **Classroom Toys:** Toys provided by the school for use during designated playtime are carefully selected to meet educational and safety standards. These toys are to remain in the classroom and are not to be taken home by students.
5. **Enforcement:** Teachers and staff are responsible for enforcing this policy. Repeated violations may result in further actions, including discussions with parents to ensure compliance.