

# *Muslim Academy of Greater Orlando*



## **ADMISSION POLICIES AND PROCEDURES**

### *Vision*

By providing a dynamic student-centered educational environment with high academic standards and expectations, Islamic values and morals, students will develop a sense of purpose, a connection to ALLAH and a desire to serve their creator via service to others and their community.

### *Mission*

The mission of the Muslim Academy of Greater Orlando is to provide quality education of the highest standard in a safe, supportive, dynamic and engaging Islamic environment so that students have the opportunity to excel to their fullest potential.

### **Non-Discriminatory Policy for Students**

The Muslim Academy of Greater Orlando (MAGO) is committed to admit students of any gender, race, color, religion, national or ethnic origin. It gives all rights, privileges, programs, and activities generally accorded or made available to the students at school. It does not discriminate on the basis of gender, race, color, religion, national or ethnic origin in administration of its admission and educational policies, scholarship and financial aid programs, or athletic and other school administered programs.

The Academy will accept transfer students that are home schooled or who attend U.S. or International schools as long as they meet the academic and behavioral requirements and observe the institutional policies of MAGO.

***NOTE: Due to the absence of specialized and accommodating facilities and programs at MAGO, the Academy may not admit individuals with special needs or who exhibit severe or specific learning disabilities (ESL/ESE/McKay/Gardiner Scholarship eligible). All students are on academic and socio-behavioral probation for their first full marking period and may be grade level demoted or dismissed from the Academy at any time therein as a function of academic and/or disciplinary reasons at the professional discretion of MAGO.***

### **ADMISSION OVERVIEW**

The ultimate goal of our selective/competitive admissions process is to assemble a student body capable of successfully meeting the expectations and dealing with the rigor of The Muslim Academy of Greater Orlando's Curriculum. In assessing the whole child, the Admissions Committee also takes into consideration social-emotional development, interests, talents and extra-curricular achievements.

Also integral to the final admissions decision is the perceived degree of congruence between the needs of the applicant and the school's ability to address those needs in a quality fashion.

Registration is on a **first come** basis and only then contingent on full non-refundable, non-transferable, non-negotiable registration payment and books & consumables fee, student records (indicating ability and merit), relevant standardized test results, and leveled entrance testing. The application will be processed and finalized with the understanding that maintenance of seat is subject to academic & social record review and at the discretion of the MAGO Administration.

### **ADMISSION POLICY**

In order for any student to be admitted to the MAGO he/she must meet the following requirements:

- 1. Age requirement**-To be admitted into Pre-K program, a child must be 3 years old to enroll in PreK-3 program or be 4 years old to enroll in PreK-4 program by September 1<sup>st</sup>. Kindergarten students must be 5 years old and 1st grade student must be 6 years old by September 1<sup>st</sup> to enroll in their respective grade. Students must be toilet trained and be able to use the restroom unassisted.

2. **Documentation-** Complete the registration form in full and provide all the documents. Applications and all required supporting materials and documents must be submitted before the formal admission process can begin. **Applications with incomplete documents will be declined.**
3. **Full Disclosure-** Parent/Guardians are required to inform MAGO officials of their child's special academic, emotional or physical needs. MAGO officials must also be informed of any testing for learning disabilities by public school or private agency. Copies of testing reports are needed to be considered for acceptance. Parent/Guardians are also required to disclose to MAGO officials of their child's behavior issues or disciplinary actions at previous learning institution. MAGO officials have the right to decide if its program will best meet an individual child's learning needs.
4. **Transcripts/Grade Reports** - Transfer students of all grades seeking admission must have passing grades and be promotable at previous school. Students transferring from outside the United States **must submit all academic records since kindergarten.** In order to ensure that all transfer students have average knowledge of subject matter as well as compliance with school policy and procedures, the following requirements must be met:

1. The applicant student must not have been arrested nor charged by any law enforcement agency for misdemeanor offenses or otherwise.
2. The applicant student must not have been assigned to an alternative school by his/her previous school or licensed institution public or private.
3. The applicant student must attain a passing score in the entrance examination.

***NOTE:** The Academy reserves the right to place a transferring student in a grade lower than the stated transfer grade contingent on academic and/or social performance and at the Administration's discretion. International transfer students will be placed according to the Academy's assessment test(s) and as long as they meet all relevant admissions requirements and legal documentations.*

5. **Home School Students Credit Evaluation** – Parents who are homeschooling students must submit an assessment done by the school district and the curriculum plan used in order to evaluate what grade a student may apply for admissions into the Academy.
6. **Fees**- Pay all non-refundable & non-transferable fees. Parents who enrolled the students while pending scholarship decision are responsible for paying the fee and tuition. Consult Fee & Tuition schedule for details on fees and tuition.
7. **Admissions Test**-1st-8th grade students must pass an English and Math assessment tests. Testing will be done on site and in person times and dates as set forth by MAGO. The testing fee is nonrefundable, payable only by credit/debit card on the testing date. MAGO does not tolerate cheating/plagiarism and will deny admission automatically. **The assessment test may be taken only once.** MAGO reserves the right to decline the admission application of any candidates who missed the scheduled assessment test. The administration reserves the right to refuse admittance based on student's assessment.

- 8. Student Interviews** –students seeking admission in first through grade eight must have an entrance-screening interview with either the administration or Principal. At least one parent must be present at the time of the interview.
- 9. Admission Acceptance Letter**— a prospective student is not considered fully accepted until he/she has been given an official admissions letter or email. Acceptance is subject to academic, discipline and social record review and at the discretion of the MAGO Administration.
- 10. Full Time Attendance**– All enrolled students must be in full-time and full-day attendance for all levels except for participants in VPK Program who may choose half-day or full-day options. However, in order to maintain an enrolled status, all students in all divisions except for PreK3 and VPK must be in attendance for at least 90% of any given marking period. Full tuition and fees are still warranted in all cases.
- 11. Acknowledgement, Agreement, & Acceptance of MAGO Policies**— the parent/guardian signature on the registration or re-enrollment form affirms acceptance of the current policies the Academy enforces. Should the parent or guardian, for whatever reason choose not to accept the changes or object to the amendments therein, MAGO may choose to prohibit the student from attending.

*The medium of instruction at MAGO is English. Therefore, all students must be able to speak, read, write and understand according to their grade levels. Those who are not yet able to do so are encouraged to improve their command of English language before seeking admission at MAGO.*

## **ADMISSION PROCESS**

The outline of the admission process is as follows:

1. Admission-Fill out the online admission form and provide the preliminary documents. Application with incomplete documents will be declined.
2. Assessment test – Students grade 1-8 will be taking computer-adaptive Reading and Math test.
3. Record Verification-Admission committee will review the records submitted and will request additional records whenever necessary.
4. Interview-The Admission team or the Principal will interview student. One parent must be present during the interview.
5. Registration-Parents are to bring all the required documents. Final report card must be submitted by June 15 to avoid losing the placement.
6. Acceptance notification-An email will be sent out to notify the acceptance.