The Crescent Academy
Parent/Student Handbook

THE CRESCENT ACADEMY
KINDNESS PATIENCE JUSTICE

Parents must sign a handbook acknowledgement during annual enrollment.

Updated August 2026

Introduction

Welcome to The Crescent Academy! For more than twenty years, TCA has partnered with families to provide an exceptional education rooted in academic excellence and Islamic values as a service to our community. At TCA, involved parents and accomplished educators partner to support every student's academic, behavioral, and Islamic development.

This handbook is designed to help families understand TCA's programs, expectations, and policies. We encourage you to use it as a reference throughout the school year and to review it together as a family. Please be on the lookout for the following symbol:



TCA Mission Statement

The mission of the Crescent Academy is to prepare the children of the Greater Binghamton Area to be tomorrow's leaders. Our goal is to academically exceed the NYS Curriculum standards by providing a balanced educational system that integrates the principles of Islam. Students build confidence, leadership and a sense of self, as well as develop an appreciation of Islamic heritage in a multicultural environment that is supportive of each child's uniqueness. The Crescent Academy cultivates future generations of students with a strong moral character and excellence in both Islamic and academic education.

TCA's Vision

The Crescent Academy is a premier institution that encourages student achievement in all fields. The vision of the Crescent Academy is to provide a comprehensive and balanced education through which students grow and develop their potential. TCA's balanced education develops students academically, intellectually, physically, and spiritually. As such, the principles and practices of Islam are woven into daily life, allowing them to build a moral and ethical compass that will guide them in both this life and the next. Our comprehensive education exceeds the New York State Curriculum standards and offers Quran, Arabic and Islamic Studies.

Through inquiry-based learning initiatives and incorporated technology, we will motivate our students to reach their full potential and build self-confidence. TCA recognizes that staff development and community involvement are imperative for academic excellence. Our mission is to develop strong leaders for success in all phases of life.

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Academic Honors and Recognition

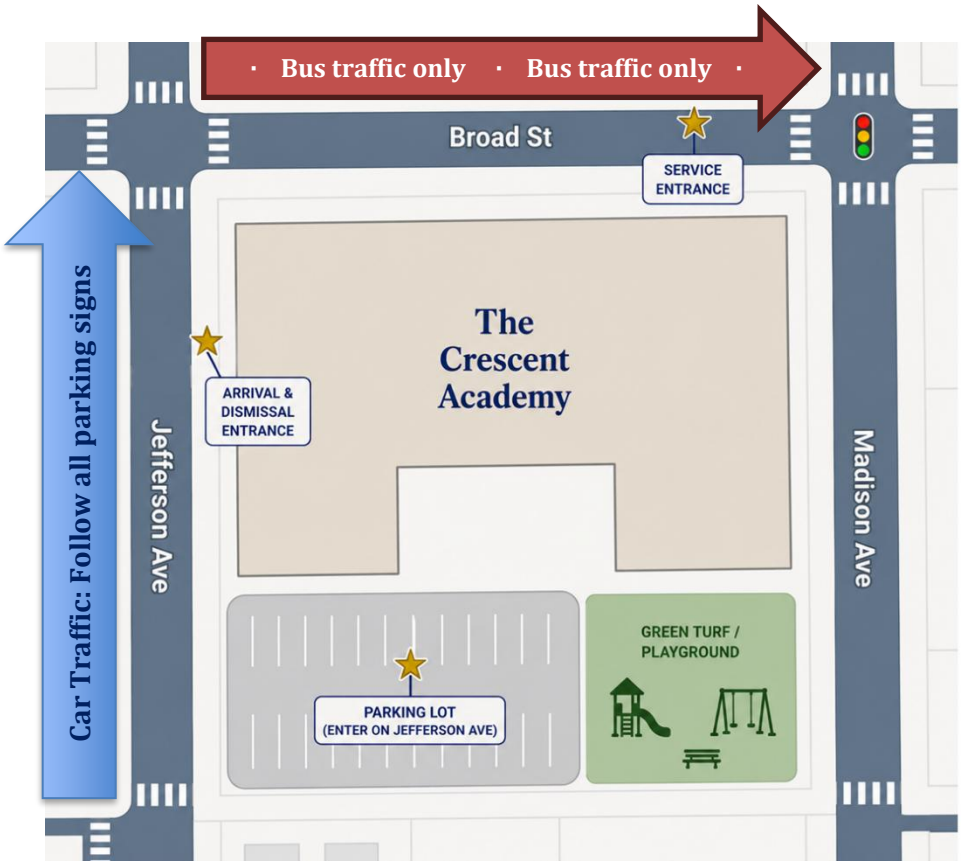
TCA recognizes students for academic achievement, growth, and excellence.

Award Name	Grade Level	Description
Primary All-Star	PreK, KG and Grade 1	Two students per class each grading quarter who show outstanding academic achievement
Intermediate Honor Roll	Grades 2-4	Awarded to students earning an overall academic average of 4 during the grading quarter.
Middle School Honor Roll	Grades 5-8	Awarded to students earning an overall academic average of 90% or higher during the grading quarter.
TCA Honors Society	Grades 4-8	Students qualify after demonstrating excellence in scholarship (all grades 90%+), character, and service.
Crescent Rising Star	All grade levels	Awarded to students demonstrating exceptional improvement and/or growth during the grading quarter.

Arrival and Dismissal Procedures

Arrival window for students is **7:50 AM to 8:10 AM** to participate in morning Assembly.
Beginning at 8:20 AM, tardy students must be signed in at the Service Entrance.
Dismissal window for pickup is **3:10-3:20 PM**.

- For student safety and fire/police response in emergencies:
  - ✓ Car traffic must use Jefferson Avenue
  - ✓ Bus traffic must use Broad Street



Asbestos

TCA maintains records of all asbestos containing materials present in its building. Our NYS Asbestos Management Plan is available for review upon request.

Attendance Policy

Students are required to arrive at school each morning on time and prepared to learn.
Students are expected to arrive before 8:10 to participate in Assembly.
Students will be marked tardy beginning at 8:20.

Absences/Tardies	Intervention
3 or more	Family contacted
5 or more	Mandatory after-school tutoring to make up missed instruction *Tutoring fees will be added to the family's tuition account.*
10 or more	**Promotion in Doubt** designated on quarterly report cards *Students with excessive absences or chronic tardiness may be retained in their current grade if they have not demonstrated mastery of grade-level standards.*

Regular attendance is essential for academic success. Students who arrive late or miss school frequently are at increased risk of failing academically.

Behavior and Academic Policy

TCA Code of Conduct		
kindness	patience	justice

TCA fosters a positive, engaging learning environment founded on our core principles of kindness, patience and justice. All students are expected to reflect these principles in their academic progress and behavior choices each school day. Our TCA Money system is a positive incentive system rewarding students for going above and beyond the TCA code of conduct.

Negative student behavior distracts from the learning environment and impedes student academic progress, both for the student causing the behavior and other students in class. TCA staff investigate student safety and disciplinary concerns in accordance with Board policies and administrative procedures before determining disciplinary consequences.

Academic and Behavior Policy (continued)

Students visiting the office for negative behaviors may lose the following privileges:

1. Outdoor or indoor recess time (this does not apply to PE classes)
2. TCA Store Shopping
3. Extracurricular activities or clubs
4. In-school or out-of-school field trip opportunities

In addition, students with continued misbehavior may be subject to:

5. Loss of Reduced Tuition
6. In-school suspension (one day)
7. In-school suspension (multiple days)
8. Out-of-school suspension (one day)
9. Out-of-school suspension (multiple days)
10. Expulsion

Minor Infractions (1 Demerit) ***Addressed at the Tier 1 classroom level***	**Major Infractions, *Office* Referral (2+ Demerits)** ***Tier 2 and 3 Addressed by Principal and Counselor***
isolated defiance	major/frequent/repeated defiance or disrespect
unorganized/unprepared	frequent incomplete home/classwork
infrequent incomplete home/classwork	major safety infraction including elopement
minor safety infraction	major distraction of others
minor distraction of self	repeated instance of cheating
first instance of cheating	Bullying, theft, destruction and/or violence
minor conflict with peer	Inappropriate/unIslamic behavior
	possession of unauthorized material or weapon

In the event a student is not meeting academic or behavioral goals, a Response to Intervention plan will be created to support each child's academic and personal growth.

Tier 1: Core Classroom Instruction

- Teacher provides academic and behavioral support within the classroom.
- Progress toward grade-level standards is reported in quarterly report cards and conferences.
- Behavior does not significantly interrupt student learning or classroom progress.

Tier 2: Targeted Intervention

- Documented concerns become chronic or severe, affecting learning and classroom instruction.
- Mandatory parent conference to create individualized interventions and support.
- Principal and counselor provide support/interventions. Progress is monitored for improvement.

Tier 3: Intensive Intervention

- Documented concerns are severe or not improving with Tier 2 support.
- Referral for evaluation and intensive interventions through outside providers.
- Mandatory enrollment hearing to determine if change of placement is needed.

In Pre-K, frequent bathroom accidents indicating lack of toilet training will be escalated concerns.
With attendance, frequent tardies or absences will be treated as escalated concerns.
Academically, academic failure or lack of progress will be treated as escalated concerns.
Reduced tuition recipients must maintain good behavior and minimum 80% grade point average.

Bus Service

Bus transportation is available for Kindergarten through Grade 8 students who are at least five years old by December 1 of the school year. Parents must request transportation through their home school district each year by April 1 preceding Fall enrollment.

Transportation follows your home school district's calendar, which may not always align with TCA's calendar. Parents are responsible for monitoring these schedule differences and arranging transportation when bus service is unavailable. "No Bus Days" are clearly identified on the TCA calendar and highlighted in pink.

District Name	Address	Phone Number
Binghamton City SD	164 Hawley Street, Binghamton	607-762-8100
Johnson City CSD	666 Reynolds Road, Johnson City	607-930-1005
Maine-Endwell CSD	712 Farm to Market Rd, Endicott	607-754-1400
Union-Endicott SD	1100 E Main St, Endicott	607-757-2811
Vestal CSD	201 Main Street, Vestal	607-757-2241

Curriculum: Academic

TCA's academic program provides daily core instruction aligned with the New York State Next Generation Learning Standards and delivered by accomplished educators. As a New York State-compliant nonpublic school, the Academy is committed to recruiting and retaining New York State certified teachers.

- **English/Language Arts:** TCA's English Language Arts curriculum emphasizes close reading, analytical writing, vocabulary development, research, and effective communication. Students in grades 3–8 participate in the annual NYS ELA Assessment, requiring critical thinking, evidence-based writing, and literacy across all content areas.

- **Math:** Students build a deep understanding of mathematical concepts through hands-on learning, critical thinking, and problem solving. Students in grades 3–8 participate in the annual New York State Mathematics Assessment, demonstrating their growth in mathematical knowledge and application. Beginning in Grade 7, the mathematics curriculum provides increased rigor and an accelerated pace of instruction. This honors program prepares students for high school-level mathematics including calculus by establishing a strong Middle School foundation.

- **Science:** Students engage in hands-on scientific lab work that develops conceptual understanding, analytical thinking, and problem-solving skills in alignment with the New York State P–12 Science Learning Standards. Beginning in Grade 8, the science

curriculum provides increased rigor and an accelerated pace of instruction. This honors program is designed to prepare students for advanced high school science courses, including Advanced Placement (AP) coursework, by establishing a strong foundation in life, physical, and Earth sciences.

- **Social Studies:** Students examine history, geography, economics, and civics through inquiry, primary source analysis, and evidence-based discussion in alignment with the New York State Social Studies Framework.

Curriculum: Islamic

TCA provides an Islamic environment that nurtures students' faith, character, and personal growth while supporting academic excellence. Through daily practice, positive role models, and age-appropriate guidance, students develop a strong Islamic identity rooted in respect, responsibility, and service.

- **Arabic:** Quranic Arabic is integrated into daily Islamic Studies and Quran classes to strengthen students' understanding of Quran (tafsir) and hadith, while encouraging Arabic vocabulary for Islamic communication and manners.

- **Holy Quran:** Our comprehensive Quran program includes both reading and memorization. Reading instruction begins with the Qaidah, where students learn Arabic with proper tajweed. After Qaidah graduation, students read directly from the Holy Quran, strengthening fluency while perfecting their memorization.

- **Islamic Studies:** Students study aqidah, hadith, seerah, Islamic history, the lives of the Prophets (AS), worship practices, and Islamic character. Instruction encourages students to understand, reflect upon, and apply Islamic teachings while developing strong moral character and responsible citizenship.

Curriculum: Special Areas

Weekly enrichment classes develop creative, physical, and technology skills.

- Art: Students create, respond to, and connect with works of art while developing creativity, technical skills, and self-expression in alignment with the NYS Learning Standards for the Arts.

- Music: The academic study of music includes theory, notation, rhythm, performance, composition, and historical/cultural significance, aligned to the NYS Learning Standards for the Arts to develop understanding and artistic expression.

- Physical Education: Students develop motor skills, physical fitness, teamwork, and lifelong healthy habits through standards-based instruction aligned with the NYS Physical Education Learning Standards.

- Library: Students develop a love of reading, research skills, and information literacy while learning to locate, evaluate, and use information effectively.

- Technology: Students develop digital literacy, computational thinking, coding, research, typing fluency, and responsible technology skills while learning to use digital tools effectively for communication, collaboration, and problem solving.

Devices and Cell Phones

School devices are provided to support learning and may only be used for teacher-directed educational activities. Misuse of school technology may result in the temporary loss of device privileges and disciplinary consequences outlined in this handbook.

In accordance with the NYS Phone-Free Schools Law, students may not use personal cell phones or devices during the school day.

Students must use school devices safely and responsibly as educational tools. Parents and teachers share the responsibility of monitoring student device use.

Digital Media

Throughout the school year, students may participate in activities involving photographs, videos, internet resources, educational software, and other digital media. Images and videos are used primarily for educational and school purposes but may occasionally appear in school publications, social media, the school website, or other promotional materials. Enrollment at TCA includes permission for your child to participate in these activities and to be photographed or recorded. Parents wishing to restrict their child's digital media permissions must notify the school office in writing.

Emergency Closings

TCA may delay, dismiss early, or close due to severe weather, hazardous travel conditions, utility outages, or other emergencies affecting the safety of students and staff.

Whenever possible, announcements will be made by about 6:30 AM and communicated through the school's official communication channels, including MySchool, WhatsApp, and local media. TCA generally follows Union-Endicott Central School District for delays, early dismissals, and closures. Because of our many districts of residence, TCA must sometimes make special decisions based on other local districts if UE does not make a safe or on-time call. Please know, TCA must keep the safety in mind of families and staff from Pennsylvania through Broome County, extending east to Deposit and west to Owego.

Communication regarding delays, closings and early dismissals:

- ✓ First alert on TCA Community Whatsapp: Join here
- ✓ School posting on WBNG Weather which also broadcasts on local TV:
- ✓ Myschool announcement: check your MySchool daily!

Family Support

At TCA, student success is built through a partnership between school and family. Through open communication, mutual respect, and shared responsibility, we work together to support each student's academic, social, emotional, and spiritual growth. Our staff is committed to building trusting relationships with families and maintaining a welcoming environment where parents feel comfortable seeking guidance and sharing concerns.

When families face challenges, TCA is committed to offering compassionate support. School staff connect families with appropriate school services, resources, and community assistance programs to promote family well-being and student success.

Illness Policy

In accordance with New York State Department of Health (NYSDOH) guidance, students and staff with new or worsening symptoms of a respiratory or gastrointestinal illness, including cough, runny or stuffy nose, fever, sore throat, vomiting, or diarrhea, must remain home until symptom-free for 24 hours. Students who arrive at school with these symptoms may be sent home.

Keep our school healthy! Stay home with new or worsening illness symptoms. Return to school only after being symptom-free for at least 24 hours.

Immunizations

New York State law requires students to be fully immunized within their first 14 days of school attendance. Please fax full immunizations to the school nurse: 607-757-2878. Students are also required to submit a doctor's physical their first year of attendance and in Pre-K, Kindergarten, Grades 1, 3, 5, 7, 9 and 11.

Medication

from NYSED Guidelines for Medication Management in Schools

Students may need to take medication(s) during school hours in order to attend school, participate fully in the education program, and maintain an optimal state of health. This applies to medications medically necessary while in school or at school sponsored events. NYSE Law only permits appropriately licensed health professionals to administer medication to students in a school.

Non-Discrimination Clause

The Crescent Academy admits students of every race, color, national origin, ethnicity, and religion to all the rights, privileges, programs, and activities generally accorded or made available to students. The school does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, age, disability, marital status, or any other protected characteristic in the administration of its educational policies, admissions, reduced tuition, scholarship or loan programs, athletics, the Child Nutrition Program, or any other school-administered program.

TCA complies with all applicable federal and New York State civil rights laws and regulations. Any individual who believes they have been subjected to discrimination in a school-administered program may submit a complaint to the school administration. Complaints will be documented, investigated promptly, and referred to the appropriate agency when required by law.

Outdoor Recreation

TCA uses its turf field, playground, sidewalks, and other outdoor areas for recess, physical education, and curriculum-related activities. Enrollment at The Crescent Academy includes permission for your child to participate in outdoor recreation and activities. Parents wishing to restrict their child's participation must notify the office in writing.

Parental Concerns: Ombudsman

The Ombudsman provides a confidential, neutral, and independent resource for students, parents, guardians, and staff who have concerns related to The Crescent Academy. The Ombudsman helps clarify policies, facilitate communication, and promote fair resolution of concerns. Most concerns can be resolved quickly through respectful communication between families and school staff. The Ombudsman process is intended for concerns that remain unresolved after following the school's communication process or when direct communication is not appropriate.

Please follow the school's communication process whenever possible:
- ✓ Teacher – Discuss concerns directly with your child's teacher.
- ✓ Principal – If the concern remains unresolved, contact the Principal.
- ✓ Ombudsman – Contact the Ombudsman for unresolved or serious concerns.

Concerns should be submitted in good faith and include sufficient factual information to allow for meaningful review. Communications with the Ombudsman are handled confidentially to the fullest extent reasonably possible. Personnel matters are generally reviewed directly by the Board of Directors and are not part of the Ombudsman process.

For complete Ombudsman procedures and the online contact form, please visit https://thecrescentacademy.org/home-version-3/contact-us/ombudsman/

Parking & Traffic Safety

The Crescent Academy is located next to police and fire facilities. For the safety of students, families, neighbors, and emergency responders, all visitors must follow traffic laws, posted signs, and staff directions during arrival, dismissal, and school events.

Visitors are expected to:
- ✓ Park in the Jefferson Ave lot or legal street parking by following all signs.
- ✓ Never double park or block traffic.
- ✓ Keep driveways, crosswalks, corners, and fire lanes clear.
- ✓ Use caution when loading and unloading students.
- ✓ Avoid U-turns and other unsafe maneuvers.

Failure to comply with traffic laws may result in citations. Your cooperation helps keep our students safe and demonstrates respect for our neighbors.

Please drive and park safely, especially during arrival, dismissal & events.
Our families help keep students safe and represent TCA in our community.

Parental Responsibilities

Parents are essential partners in their child's academic, behavioral, and Islamic development. TCA encourages parents to remain actively involved through regular communication with teachers, supporting school expectations at home, participating in their child's education, and celebrating their child's growth and achievements.

Parents are a child's first teachers. Students flourish through a strong partnership between families and TCA. Parents and teachers share the responsibility of developing each child's academic success, character, and Islamic values.

Parents can support their child's academic success by:

- ✓ Ensuring your child attends school, arrives on time, and is picked up promptly.
- ✓ Making sure your child arrives each day prepared with required materials, completed homework, and in proper uniform.
- ✓ Reviewing school communications, classroom messages, homework, and grading progress each day.
- ✓ Supporting school policies, procedures, and decisions at home in partnership with school staff.
- ✓ Communicating respectfully and positively with teachers, staff, and other families.
- ✓ Partnering with teachers and administration to address concerns early before they become larger issues.
- ✓ Reinforcing the Islamic principles and practices that begin at home.
- ✓ Monitoring your child's use of technology and supporting responsible digital citizenship.
- ✓ Reading with your child nightly and encouraging academic excellence.
- ✓ Limiting recreational screen time and encouraging healthy outdoor play.
- ✓ Providing a quiet and well-lit area for him/her to study and work at home.
- ✓ Teaching Islamic adab: respect, kindness, responsibility, and good character.
- ✓ Maintaining tuition payments according to the school's tuition schedule.
- ✓ Volunteering your services in your fields of interest and for the benefit of the school.
- ✓ Supporting the school through volunteer service, the PTA, and sharing the mission of The Crescent Academy.
- ✓ Stay informed by reviewing your child's folder, school communications, and MySchool Parent Portal each day: crescentacademy.msm.io/

MySchool Parent Portal: Log in daily to stay informed!

Grades	Homework	Attendance	Monthly Calendar
School Emails	Report Cards	Conference Scheduling	Permission Forms

Student Responsibilities

Students are at the heart of The Crescent Academy and are encouraged to pursue excellence in their academic, behavioral, and Islamic development. Every student is expected to take responsibility for their learning, come to school prepared each day, demonstrate good character and Islamic adab, and contribute positively to our school community. Students are active participants in their own success.

Excellence begins with personal responsibility. Every student has the opportunity to learn, grow, and honor Allah (SWT) through their words and actions.

Respect & Islamic Character

- ✓ We are honest and take responsibility for our choices.
- ✓ We treat others with kindness, respect, and Islamic adab.
- ✓ We respect our peers, teachers, volunteers, and all adults.
- ✓ We use kind and respectful language at all times.
- ✓ We listen attentively when others are speaking.
- ✓ We are helpful, courteous, and willing to serve others.
- ✓ We respect other people's property and school facilities.
- ✓ We are quiet, attentive, and engaged during prayer.

Responsibility & Learning

- ✓ We take responsibility for our own learning.
- ✓ We arrive at school on time and prepared each day.
- ✓ We wear the proper uniform and come well groomed.
- ✓ We bring the materials needed for learning.
- ✓ We complete assignments carefully and on time.
- ✓ We give our best effort every day.

School Supplies

TCA provides all classroom supplies, so there are no annual school supply lists. Students are welcome to bring additional personal school supplies if desired. Students should arrive at school each day with a bookbag, lunch, snack and reusable water bottle. Please label all personal belongings (jacket, water bottle, lunch bag, etc) with student name.

A healthy lunch includes a good source of protein, fruits and vegetables.
Please send spoons, forks, and a healthy lunch that does not require heating.

Security and Safety

The safety and well-being of our students is our highest priority. At TCA, we understand that students learn best when they are safe, supported, and engaged. By providing a secure environment, students grow academically, socially, emotionally, and spiritually.

TCA's promise is also our priority: keeping students safe, happy, and learning. The order matters. Students who feel safe experience joy in school, and that's when meaningful learning happens.

- **TCA maintains a secure campus with controlled building access.**
  During the school day, exterior doors are locked and monitored at all times. All visitors are verified before entering the building, sign in through the Service Office, and are escorted during their visit. TCA utilizes security measures including surveillance and controlled access systems, to maintain a safe environment.

- **TCA is located next to the Endicott Police Station.**
  Our building is fortunately located near local police and fire services. We maintain positive relationships with these agencies and work collaboratively to support the safety of our students, staff, and school community. TCA partners with local government, emergency response, and community agencies to strengthen school safety and emergency preparedness.

- **TCA complies with New York State school safety requirements.**
  TCA complies with all applicable New York State laws for school safety, including required emergency drills, safety inspections, reporting, and emergency planning. We also incorporate guidance from federal and state emergency preparedness agencies into our school safety practices.

- **TCA staff receive annual safety training and are prepared for emergencies.**
  All teachers and staff receive annual training in emergency preparedness and school safety, with refresher training provided throughout the year. Staff are trained in emergency response procedures, classroom and playground safety, student supervision, and other best practices to maintain a safe learning environment.

Tuition

Tuition and fees can be paid upfront at the start of the year or can be charged on a 12-month schedule. *(Families registering after July 1st will have registration and curriculum fees billed on the date of their enrollment).* Tuition pricing is as follows:

Tuition and Fees	Amount	Due
Annual Registration Fee	$200	June 28th
Annual Curriculum & Technology Fee	$400	July 28th
Monthly Tuition	$695*	August 28th – May 28th

**Reduced tuition is available on a limited basis to families demonstrating financial need.*

Billing: Tuition and fees are billed no later than the 1st of each month and are due no later than the 28th of each preceding month, according to the following schedule:

Annual Payment Schedule												
June 28th	July 28th	Aug 28th	Sept 28th	Oct 28th	Nov 28th	Dec 28th	Jan 28th	Feb 28th	Mar 28th	Apr 28th	May 28th	**Total**
$200	$400	$695	$695	$695	$695	$695	$695	$695	$695	$695	$695	$7550

Tuition payments support the daily operation of The Crescent Academy and allow the school to continue providing a high-quality education for our students. Families are expected to submit tuition payments according to the published schedule.

Late Fees: Payments submitted on or after the 1st are considered late. A late fee of $50 per child will be charged if tuition is not received on time. Delinquent tuition accounts of 30 days past due are subject to enrollment suspension or disenrollment.

Reduced Tuition Requirements
✓ Applications are due July 1 each school year, or upon enrollment after July 1.
✓ Applicants must provide tax returns, recent pay stubs, or other documents showing need.
✓ The $200 annual registration fee is due with each application.
✓ Reduced tuition recipients must maintain satisfactory payment history, student behavior, and academic performance.
✓ Apply here: https://forms.gle/UUScGNmvC9UoJ3Qd9

Payment Method: Automatic tuition payments are the preferred payment method. Auto-pay is free, secure, and avoids missed payments and late fees. Once enrolled, tuition is automatically deducted each month and remains active for future school years. For more information or to sign up: https://thecrescentacademy.org/home-version-3/parent-guardian-info/tuition/payment-of-dues/enroll-in-autopay/

Uniform Policy

Beginning in Kindergarten, students are expected to wear the TCA uniform each day. Uniforms should be clean, modest, and appropriate for an Islamic learning environment.

- ✓ Solid color White/Light Blue/Gray shirt or blouse (long length/below the waist)
- ✓ Solid color Navy Pants or Jumpers
- ✓ Solid color Navy or Gray sweaters
- ✓ Headscarf for girls (Required for Quran class and daily prayer)
- ✓ Athletic Sneakers for PE classes

The most important part of your uniform is a smile and your best Adab! ☺

The following clothing items are strictly prohibited:

- × Clothing with graphics, logos or patterns
- × Clothing that exposes skin when reaching, bending or in prayer
- × Slippers, sandals or unsafe shoes
- × Shorts/Tank tops
- × Nail polish, artificial nails or lipstick (Grade 3 and above)

Visitor Policy

Visitors are welcome at The Crescent Academy. To protect instructional time and maintain a safe learning environment, **all** visitors must schedule an appointment prior to their visit and follow our security policy:

Appointments should be requested on the school website at least 24 hours in advance.

✓ Check in at the Service office upon arrival.

✓ Visitors must be escorted by a staff member at all times.

✓ Present identification if requested.

✓ Follow all visitor management and security procedures.

Our children's safety begins with a safe school. Scheduling visits in advance helps protect instructional time, enable smooth school operations and maintain a safe, welcoming environment. For the safety of students and staff, unscheduled visitors will be assisted to schedule an appointment for a later date.