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# FAMILY & STUDENT HANDBOOK 2023-2024

*As-Salaamu 'Alaikum*

*Welcome to Greenway Academy! As your child starts this new school year, we pray that your child finds the joy and peace of the Islamic way of Life in our school.*

*We pray for a successful year, as we prepared this handbook to better understand and coordinate between home and the school, this will be our guide for practices and policies throughout.*

*Our goal is to primarily establish and provide good Islamic role models at school, and it is equally crucial that your child gets reinforcement of Islamic values and practices at home as well. This will reassure easier transitions and will further strengthen their muslim character.*

*We strongly believe in a close and structured collaboration between the family, school and masjid. The school and your child needs your full support to reach their full potential.*

*Thank you in advance for your cooperation.*

*Sincerely,*

*Greenway Academy Team.*

## Greenway Academy at its Core

1. Islamic values centered: Our philosophy, academic and ethics are centered in the teaching of the Quran and the Sunnah.
2. History: Established in 2009: We have been providing Phoenix community Islamic based curriculum through our Sunday School for over 14 years. Our ultimate goal is to have a full time established kindergarten to 12th grade.
3. Strong Academics: We aim through rigorous academics to prepare students for high school, college and beyond.

## Philosophy

The intention for founding a full time school is to provide an Islamic centered education where the community, home, masjid work together, supporting our kids' future and the future of our ummah. Our children should experience and gain a strong muslim identity and understand the foundations of Islam.

## Mission

The mission of Greenway Academy (GA) is to educate children to strive and grow together. Provide a safe, nurturing, and inspirational Islamic environment that enables our students to achieve academic excellence & develop a strong character guided by the teachings of the Quran and Sunnah. Empower students to develop: a positive identity as an American Muslim who is prepared intellectually, socially, emotionally, spiritually, and physically to succeed in tomorrow's world. Aims to raise students who demonstrate: impeccable Islamic character along with advanced academic skills ,exemplary citizenship and committed to the betterment of family, community, and humanity.

## A message from President Mufti Didmar Faja

Bismillah Rahman Rahim ("In the name of God, the Most Gracious, the Most Merciful)  
At Greenway Academy, we embrace and promote the principles of Islam as a cornerstone of our educational philosophy. As a religious private school rooted in the Muslim faith, we are committed to fostering an environment that cultivates spiritual growth, intellectual curiosity, and compassionate citizenship.

As a Muslim faith-based private school, we strive to create an inclusive and nurturing environment where students, staff, and families can grow spiritually, intellectually, and emotionally. Our commitment to these principles is aimed at nurturing well-rounded individuals who can positively contribute to their communities and the world.

## Management and Structure

Greenway Academy (GA) is governed by a Board of school (BOS) consisting of six board members. BOS is the directing and executive body of the school. BOS ensures the financial stability of the school, sets the school's mission with input from administration, and supports the administration in the day-to-day operations of the school on an as-needed basis.

- BOS is to keep regular communication with the school principal and the teachers.
- The teachers/faculty members and officials are encouraged to discuss issues they might have with the school principal.
- The principal may discuss with the board for further assistance, if needed.
- The teachers/faculty members of the school staff may directly discuss with the board chairman via email if they feel something has not been addressed properly.

More details on the qualifications, roles and responsibilities of BOS can be found in the school by-laws upon request.

The BOS appoints the following positions:

- Principal of Elementary school and middle school
- Committees
  - Financials/Fundraisings/Scholarships
  - Education/Curriculum Development
  - Building/Facility/Maintenance
  - Parent Advisory
  - Communication and Technology Committee
  - Regulatory and Legal committee
  - Safety Committee

## Rights and Responsibilities

### Students Right:

- Education in a safe, clean environment.
- Full use of class time to receive instruction and to learn.
- Fair, consistent, and respectful treatment by staff members and other students.
- Be heard, due process, and appeal before a penalty is imposed.

### Students Responsibilities:

- Explain any illegal or questionable absences from class or school activity to parents.
- Be on time for all classes, prepared with necessary books, materials, and homework, assignments, and participate in the classroom work.
- Respect the right of the teachers to teach, free from any disruptive conduct.
- Respect the rights of others to study and to learn.
- Respect the public property and carefully use and return all materials and equipment.
- Students are expected to come to school every day with the essential items they need to be successful in their classes.

- Attend school daily unless ill or legally excused.

#### Teachers Right:

- Be safe and teach in a comfortable and friendly environment.
- Be listened to and respected.
- Adequate resources to ensure learning standards are met.
- Religious and professional support within the school and from appropriate outside professionals.

#### Teachers Responsibilities:

- Be prepared to teach and provide quality instruction within the current curricular framework.
- Exhibit an attitude of respect for students that has a positive influence in helping them develop good citizenship and muslim traits.
- Remain knowledgeable about school policies and rules, and enforce them in a fair, impartial, and consistent manner for all students.
- Communicate information regarding student progress and achievement on a regular and timely basis to students, parents, and other involved professionals.
- Communicate policies and expectations to students and parents, including course objectives and requirements, grading procedures, assignment deadlines, and classroom discipline plans.
- Mandated reporter of suspected child abuse and/or neglect to Child Protective Services.

#### Parents Rights:

- Be partners in their children's education.
- Written information about school policies relevant to parents.
- Ongoing information about the educational progress of their child.
- Visit schools and classes at times that respect the educational environment.
- Be treated with courtesy by all members of the school staff.
- Be informed of school policies and administrative decisions.

#### Parents Responsibilities:

- Send their children to school regularly and punctually.
- To consistently set good examples of behavior.
- To support the school in promoting the school's ethos as described in the policy document.
- To provide adequate care and attention so that the child gains maximum benefit from school experience.
- To ensure their child comes equipped for school and in uniform.
- Support the school's published policies and refrain from promoting negative advertising against the school verbally, in writing, and/or on any published medium, including social networking sites.
- Treat all members of the school community, including students and staff, with respect to promote a school environment that is free of harassment and accepting of diversity.

## VISITORS/VOLUNTEERS

- All visitors and volunteers, including parents, must check-in with the main office and receive a pass. Social visitations are prohibited during school hours.
- Parents wanting to visit classrooms need to give 24-hour notice. Students from other schools are not allowed on campus without the prior approval of an administrator at GA. The school is closed outside of regular school hours unless there is a school-sponsored activity.

## NONDISCRIMINATION POLICY

GA admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at GA. GA does not discriminate on the basis of race, color, and national and/or ethnic origin in the administration of educational policies, sponsorship, or other school-administered programs. Likewise, GA does not discriminate against any applicant for employment on the basis of sex, age, disability, race, color, and national and/or ethnic origin.

### Procedures for Complaints and Investigation of Harassment:

- Tell the individual causing the harassment that his/her conduct is offensive and must stop.
- If it does not stop, report the harassment to the teacher who will report it to the Principal, or to a member of BOS
- Complete a formal complaint in writing. This complaint will be investigated thoroughly and as confidentially as the situation allows.
- Once the facts have been gathered, the Principal and the BOS will, in consultation with the Imam, decide what disciplinary action is warranted according to the nature, context, and seriousness of the harassment, up to and including immediate dismissal.
- If the complaint is against a non-student, non-employee, such as a parent, volunteer, community member, or vendor, the school will take any steps within its power to investigate and resolve the issue.

## FINANCIAL

### Tuition and Fees

The success of GA hinges upon its financial stability. As a non-profit and privately-funded institution, GA receives financial support for its operations through the following means:

Tuition/fees, donations and fundraisers. Funds from tuition are the main source of the school's income. As such, it is vital that GA families meet their financial obligations in a timely manner.

- Current tuition amount is \$8000/year for K-4th grade and \$300/month for 5th-9th grade. Tuition payment structure can be found on the school's website as well.
- Families with multiple students are offered a 10% optional sibling discount.
- Quarterly Installment Per Student : \$1800 (10% discount)
  - **Due dates : August 9th, October 15th, Jan 15th, April 15th**
- **Monthly Installment Per Student K-4th : \$800 Due first day of the month**
- **Monthly Installment Per Student 5th-9th : \$300 Due first day of the month**
- Please note that donations (zakat/sadaqat) may be used to cover any deficit in the school budget resulting from the discount.
- GA students are only eligible to receive one type of discount at any given time. Eligibility for the particular type of discount is determined by the school administration at its sole discretion.
- Each monthly payment that is delinquent will be fined a \$25 late fee, after the 5th of every month
- Each quarterly payment that is delinquent will be fined a \$25 late fee, after the 20th of every month

#### Payment Options

- You may drop off cash or check at the Greenway Academy front office.
- Zelle payment (include phone#)

## STUDENT EXPECTATIONS- Uniform Policy

The Greenway Academy dress code is part of our mission to instill modesty based on Islamic values and principles. We believe that a uniform dress code fosters a sense of belonging, promotes a positive learning environment, and reflects the values and identity of our Islamic school community. The following uniform policy has been implemented to maintain a neat, respectful and modest appearance while ensuring comfort and practicality for our students in kindergarten through 9th grade.

Staff and students are expected to model proper examples of Islamic dress. To ensure modesty, dress code should be followed every school day appropriate to their grade level, except on special occasions, which will be announced by the school administration.

As partners in your childs' educational experience, we hope that our parents can assist by checking the dress code every day prior to leaving the house.

School staff will be checking daily that each student is following the dress code.

The uniform policy specifications are as follows:

- **Boys**
  - Short sleeve or long sleeve polo; [white or light blue](#) ( See Great Hearts uniform policy as well. Click on this [link](#) to take you there.)
  - Any colored long pull-on pants or knee-high length pants
  - Any colored cardigans, jackets or vests are allowed
  - Closed toe-shoes
- **Girls**
  - For K to 4th grade : Short sleeve or long sleeve polo; [white or light blue](#) ( See Great Hearts uniform policy as well. Click on this [link](#) to take you there.)
  - For 5th to 9th grade:
    - Long sleeve polo; [white or light blue](#) ( please see Great Hearts uniform policy as well. Click on this [link](#) to take you there.)
    - Hijab/headscarf (no bright colors or sequin) (2 piece solid white Al-Amira style hijab preferred) and required to wear all day - no loose scarves or designs on caps. Hijab should be secured on head, hair, ear and neck should be covered.
  - Any colored long pull-on pants
  - Any colored long skirts with leggings under
  - Any colored long sleeve cardigans or jackets are allowed.
  - Closed toe-shoes.
- Physical Education (PE) Uniform:
  - Students must wear the uniform during physical education classes.
  - The PE uniform consists of appropriate athletic shoes.
- Non-Uniform Days and Special Events:
  - On designated non-uniform days or special events, students may wear modest and appropriate clothing as approved by the school administration.

**All grades should follow the below guidelines:**

- All students are required to wear the official school uniform during school hours, school-related events, and field trips unless otherwise specified.
- Grooming Hair should be groomed to be out of the face and allow for clear eye contact. No artificial coloring of the hair, extreme spiking of the hair or mohawks (including combed down or over and some facsimile of a mohawk).
- Hair gel that helps the hair stay in place or controls curly hair is allowable.



- Footwear is to be enclosed in the back or have straps on the heels (flip flops are not appropriate for school). Athletic shoes are to be worn for PE.
- Clothing is required to be clean and without holes or rips. Clothing, hijabs, face masks and sweatshirts, may not have any wording or images other than clothing brand names (i.e. Quicksilver, Old Navy, etc.)
- Clothing is to be appropriately sized (not too baggy and not too tight), and undergarment is not to be visible.
- Jewelry placed into parts of the body other than a girl's ears is not permitted for any student (boys are not permitted to wear earrings to school or any school events).
- Students 5th grade to 9th grade should not wear makeup to school, including nail polish or fake nails. Disclaimer: light makeup such as use of mascara or clear lip gloss is permissible. Therefore only light and natural makeup is ok.
- Hats are not to be worn indoors or at any public gathering. Hats are welcomed outside for recess. Hats are required to be worn as intended (for example: brims of hats should be forward and not inside-out). Kufi hats are an exception.
- Backpacks, jewelry, buttons, stickers, etc. that advertise, promote, or picture alcoholic beverages, tobacco, drugs, sexual, or violent behavior are not acceptable.
- Items related to any gang logos, pictures, gestures, symbols or emblems or related language that may suggest intimidation or threat are not acceptable.
- Chains (except delicate chain jewelry) are not permitted at school.

### Consequences for Dress Code Violation

- If a student violates the dress code, he or she will be referred to the office.
  - Level 1 Infraction: The office will keep track of students who come to the office for dress code. The first or second time to the office may be a recorded warning depending on the seriousness of the dress code infraction.
  - Level 2 Infraction: Repeat trips to the office or a more serious dress code infraction will result in the student needing to change clothes. At this point, a set of clothing (PE uniform or used school shirt,) will be given to the student, and he/she will be asked to change into that clothing and bring it back to school cleaned for the following day.

Obviously, we will make every attempt to protect the child's dignity and respect in this exchange, but also expect the parent's cooperation for such action. Parents may need to drive to school to provide a change of clothing, if necessary. Part of the correction will be in the child's requirement to change into clothing provided by the school or clothing provided by the parents depending on the situation.

- Continued dress code infractions will result in further disciplinary action depending on the severity of the issues involved.
- Parents are urged to be constantly aware of what their child is wearing or taking to school.

## Lost And Found

- Any clothing that is found will be kept for two weeks by the school office. If it is not claimed within that time, it will be given away.

## Cell Phones, Electronic Devices, and Other Prohibited Items

- Disruptive devices, including but not limited to cell phones, Bluetooth speakers (Students may not listen to music through Bluetooth speakers at any time), headphones/earbuds, radios, and electronic toys/games, ARE NOT allowed to be turned on, in use, or visible during instructional time whether inside the classroom or in hallways and other common areas. Devices will be confiscated if the policy is not followed.
  - Exception: Use of Chromebooks/laptops and headphone/earbuds for 5-9th grade ONLY during online classroom time.
- Other prohibited items include, but are not limited to: permanent markers, laser pointers, aerosol containers, spikes, and water pistols.

## School Property

Books and other materials or equipment issued to students for home use remain the property of the school. All materials and equipment must be kept clean, handled carefully, and returned in good condition. Parents will be contacted and will be kindly asked to pay for the cost of repair or replacement for damaged or lost items.

## ATTENDANCE

This section covers the details on missing attendance for any reason.

### Absences

- Parents must inform the office **each day a student is absent** and give specific reasons for the absence. Absences are excused only for student illness, severe injury, or death in the immediate family, although GA may consider unforeseen circumstances on a case-by-case basis. Whenever possible, doctor appointments must be scheduled for after school hours.
- Absences that exceed **3 days will require a doctor's excuse** in case of illness, or specific reasons for the absence.
- Excessive absences may result in non-promotion to the next grade level or non-acceptance in GA the following year. (Example: 10 consecutive days of absence without proper documentation)

### Tardiness (Late arrival)

- Students must arrive at school between: **7:45 AM - 8:00 AM**
- It is illegal to leave your children unsupervised; therefore, parents must not drop students off at school before the morning monitor is on duty to supervise. The school gate will remain closed until this time. It can only be opened by the morning monitors who will begin supervising.
- **Students not in their seats by the first bell time, 8:05 AM will be considered tardy.**

- Parents must inform the office each day that their child has an excused tardiness and provide a reason.
  - Tardies are excused only for student:
    - Illness
    - Severe injury
    - Death in the immediate family

**GA reserves the right to consider unforeseen circumstances on a case-by-case basis. GA EXPECTS STUDENTS TO BE PRESENT AND ON TIME EVERY DAY, UNLESS THERE IS AN EXCUSED ABSENCE.**

### **Early Arrival/Late Pick-up**

Your children will be supervised by school staff between:

- 7:45 AM to 3:00 PM Monday through Thursday
- 7:45 AM to 2:00PM on Friday

For safety reasons parents **must not let students stay at the school unsupervised.**

### **Before and After School - TBD**

- After-school care may be available at a rate of \$5.00 per child, per 30-minute increment, Monday through Thursday, until 5:00 PM, and until 3:00 PM on Fridays.
- It is not permitted to leave your child in the afterschool program after 5:00 PM. A penalty fee of \$5.00 per child, per 15-minute increment, will be applied for any student remaining in after school care after 5:00 PM.

### **Early Dismissal**

Parents who must pick up a student before the regular dismissal time must:

- Report to the school office to sign out your child.
- The student will be brought to the office, accompanied by a staff member.

### **Regular time Dismissal**

- Students will only be released to those whose names were provided on the authorized pick up list, including siblings if they are of driving age and will be leaving the premises.
- Parents should follow the dismissal procedure. Please do not try to conference with the teacher at this time as the teacher needs to attend to the dismissal of the entire class. In addition, the discussion will not be private. Email your teacher directly to set up a time to conference. Teachers should respond within one business day to discuss your needs.
- GA does not allow children to be left unattended. GA Students must stay with parents/authorized pick-up until they leave the premises and should not be on the playground without supervision after school hours.

- Students not picked up 15 minutes after dismissal time will be taken to the after-school program and parents will be billed for the service.

### Vacation

GA requests parents not to plan any vacations or other activities that will interfere with your child's attendance at school. In the event of an emergency or urgent personal matter, parents may make arrangements for a leave of absence.

To arrange for a leave of absence, the family must:

- Obtain consent from the Administration by filling out a Leave of Absence form(to do!!) in the GA office at least 2 weeks in advance.
- Homework and assignments for the Leave of Absence may be given to the student/parent on the student's last day of school prior to taking leave, and not anytime before that. This work should be done while the student is away, and returned to the teacher when the student returns.
- Tuition for the duration of vacation should be paid in advance.
- Students who leave school before the end of the term may receive "incomplete" grades in one or more subjects. Students with "incomplete" grades will not be promoted **until work is completed and a final grade given.**

## STUDENT WELLBEING

### Home Illness

- Students who have an illness that can spread to others must be kept home, especially if the student has flu-like symptoms, rash, etc.
- Students with a communicable disease such as chickenpox, staph infection, strep throat, measles, mumps, etc. must stay home from school and the parent or guardian must notify the school immediately.
- Students who show signs of Conjunctivitis (pink eye) at school will be sent home until symptoms disappear, or a doctor notifies the school that it is fine for the child to return.
- Students may not attend school with a fever of, or above, 100° without the use of fever reducing medication. Students must be fever free for 24 hours before returning to school.

### School Illness/Emergency

- Minor first aid will be given in the classroom or in the school office.
- You will be contacted if your child is ill or seriously injured while at school.
- If we can not contact you, we will contact the Emergency Contact Person listed on your child's registration form.
- In case of a severe emergency, a student may be transported to a local hospital via ambulance. GA is not responsible for charges incurred in this event.
- If there is a change in your child's emergency information, notify the school immediately so that records may be updated.

### Administration of Medications

- It is the parent's responsibility to make sure that the school office has medication with a valid prescription. Expired medications will not be administered to students.
- GA staff will not administer over the counter medication (Tylenol, Benadryl, cough syrup, etc.) to students without written permission from the student's doctor, specifying the student's name, medication, and directions/dosage.
- Parents must fill out an Authorization to Administer Medication form in the school office in order for GA staff to administer a prescribed medication (Amoxicillin, other antibiotics, etc.) Prescribed medications will be administered as long as the student's name, medication, and directions/dosage is clearly labeled on the bottle.
- All medication should be checked in at the school office before school begins in the morning. UNDER NO CIRCUMSTANCE SHOULD ANY MEDICATION BE CARRIED IN THE STUDENT'S BACKPACK OR POCKETS.

## EMERGENCY PROCEDURES

At Greenway Academy, the safety and well-being of our students, staff, and visitors are our top priorities. To ensure a secure learning environment, we have developed a comprehensive safety and security protocol. This protocol outlines the measures we take to prevent and respond to potential emergencies and ensure the safety of everyone within our school premises.

### Safety:

- GA retains the right to search desks, book bags, student uniforms, and cars if suspicion arises. Reasonable searches of individuals may take place on rare occasions or during emergencies.

### Visitor Management:

- All visitors must report to the main office upon arrival and sign in.
- Visitors will receive a visitor name tag, which must be worn visibly at all times while on school grounds.
- Staff members will challenge any unidentified individuals and escort them to the main office for verification.
- Parents or guardians picking up students during school hours must provide valid identification.
- The Masjid will be open to visitors during Dhuhr prayer. Once the prayer concludes, our family and community members are kindly asked to leave campus promptly for security reasons. Our closed campus policy will resume following the end of prayer time.

### Access Control:

- Daily full time presence of armed security staff from opening to closing hours all along the periphery of the property.

- Exterior doors will remain locked during school hours, and entry will be allowed only through the main entrance. We will follow a **closed campus policy during school hours**.
- Security cameras will monitor entrances and key areas of the school premises.
- Gated property from both entry and exit will be locked during school hours, access into the property will be obtained through security staff only.

#### **Emergency Drills:**

- Regular fire drills, lockdown drills, and other emergency drills will be conducted throughout the school year.
- Drills will be practiced with the utmost seriousness to prepare students and staff for real emergencies.

#### **Communication:**

- Communication with parents and guardians will be maintained through official channels, such as email, phone calls and school newsletters.
- In case of emergencies, parents will be informed right away.

#### **Emergency Response Team:**

- Display of emergency number in each classroom that include local police station, ambulance, school security, principal etc
- Fire extinguisher for each classroom will be installed.
- The school will have a designated emergency response team consisting of trained staff members.
- The team will be responsible for coordinating emergency response and providing assistance during critical situations.

#### **Medical Emergencies:**

- The school will maintain updated medical records and emergency contact information for each student.
- Staff members will receive basic first aid and CPR training.
- Emergency medical supplies will be available and accessible at strategic locations within the school.

#### **Crisis Management:**

- The school will develop a crisis management plan, which includes responses to various potential emergency situations.
- The crisis management plan will be regularly reviewed, updated, and communicated to staff members.

#### **Bullying Prevention:**

- The school will implement a comprehensive bullying prevention program to create a safe and respectful environment.

- Staff members will be trained to identify signs of bullying and respond appropriately.

#### **Evacuation Plan:**

- The school will have a well-defined evacuation plan in case of emergencies that require vacating the premises.
- Evacuation routes and assembly areas will be clearly marked and communicated to staff and students.

#### **Staff Training:**

- All staff members will receive regular training on safety and security protocols.
- Training sessions will cover emergency response, crisis management, and student safety.

By adhering to these safety and security protocols, we aim to create a secure learning environment where students can thrive and grow without any compromise on their well-being.

## **ACADEMIC POLICIES**

Greenway Academy (K-9th) curriculum adheres to the Arizona Common Core Standards, subject specific content standards, and the school scopes and sequences for Arabic, Quran, and Islamic Studies.

#### **The curriculum taught at GA for K-4th Grade includes:**

- Quran: Memorization, Reading, and Tafseer.
- Islamic Studies: Seerah & Islamic History, Aqidah & Ibadat, and Islamic manners.
- Arabic: Reading, Conversation, Writing, Vocabulary, and basic Grammar.
- Language Arts: Literature, Reading, Language, Spelling, Listening, Speaking, and Writing.
- Math: Concepts, Operational Skills, and Problem-solving.
- Sciences: Life Science and Physical Science.
- Social Studies: History, Geography, Cultures, Civilizations, and Government.
- Physical Education: Motor Skill Development and Nutrition.
- Art: Visual Arts, Performing Arts, and Media.

#### **The curriculum taught at GA for 5-9th Grade includes:**

- Quran: Memorization, Reading, and Tafseer.
- Islamic Studies: Seerah & Islamic History, Aqidah & Ibadat, and Islamic manners.
- Arabic: Reading, Conversation, Writing, Vocabulary, and basic Grammar.
- Core Curriculum provided by Great Heart, please refer to Great Heart curriculum

#### **Academic Concerns:**

- When a student is below average and struggling with any area of the academic curriculum, the teacher shall apply the following list of interventions:

- Extra homework
- Re-teaching sheets
- Tutoring
- Peer tutoring
- Modified assignments
- Consultation with other teachers and principal
- Parent consultation and assistance
- Reinforcement interventions

When a struggling student demonstrates that they may have special needs, we can refer them to their neighborhood district for assessments. Should an IEP for services outside of our scope be suggested, we reserve the right to refuse re-admission based on our inability to provide the wrap-around services and support that are needed for their success.

#### **Academic Probation:**

Any student who does not maintain a C- grade in a subject during the school year will be placed on probation. While on probation, the administration will closely monitor their work. If the low grade is due to poor effort on the part of the student and continues to the next quarter, continued placement in the school will be in jeopardy.

#### **Retention:**

A student with a grade of D or F in any subject must work during the summer to improve his/her grade and will be re-tested in the fall to determine appropriate grade level. Students may be required to repeat one or more subjects or the entire grade depending on individual circumstances. Students who have not met the attendance requirement due to excused illness or injury will be promoted provided their grades are adequate.

## **BEHAVIORAL STANDARDS AND STUDENT CONDUCT**

Maintaining harmony within the Greenway Academy community is a standard that we strive to uphold. We ask all students, parents and staff to follow expectations derived from the Holy Qur'an and sunnah of the Prophet (SAWS):

*You have indeed in the Messenger of Allah a beautiful pattern of conduct for anyone whose hope is in Allah and the Last Day, and who engages much in the praise of Allah. Qur'an 33:21*

*"The best among you is the best among you in conduct." Al-Bukhari and Muslim*

GA's goal is to foster a desire in the students to model the example of the Prophet (SAWS) in order to attain the character traits of a Muslim who seeks the pleasure of Allah (SWT). This goal is the basis of all stages of the student conduct plan, Islamically guiding and advising on the best ways to behave, considering the following Islamic principles: Reverence for Allah,



repentance (Taubah), respect, justice, and patience. References should be made to the Qur'an and lessons from the sunnah of the Prophet Muhammad (SAWS) whenever student conduct is addressed.

Policies require that parents talk to teachers about student problems before talking to the principal. If unresolved, the matter is moved up the school's organizational structure.

### Ethical Standards

- Remember Allah and follow His commands. Remember that Allah (swt) is watching at all times; He hears and knows everything. Behave in a way that will please Allah (swt).
- Show respect for others and self. Showing respect includes using first names when speaking to fellow students (no nicknames or teasing), addressing school staff by their title (Brother, Sister, Mr., Mrs., or Ms.), and being kind, courteous, and considerate of others, including by not disrupting or interrupting classes through voice or actions.
- Follow directions of all GA staff. Listen when staff members speak and politely follow their instructions.
- Keep hands, feet, and objects to self. Keep hands, feet, and objects to self even when playing. Do not hurt or bother other students.
- Use clean language and speak in an appropriate tone of voice. Use clean and respectful language. Do not disrupt or interrupt classes through voice or actions. This includes while standing up for what is right in an appropriate way. Differences also should be solved by talking and acting in a way that will not hurt anyone.
- Safeguard and protect all masjid, school, and private property. Treat all property with care. Do not break, take, or write on things of others.
- Be honest and truthful. Always be honest with others and yourself; also avoid making excuses for wrong behaviors.
- Be prepared. Report to class on time with all necessary books and supplies.
- Keep the school and masjid clean. Students should be proactive when keeping their school clean. Put trash in the garbage can and recycle when possible. At lunch and snack, throw away all garbage and make sure the table and floor is clean. Clean after yourself in the bathrooms and on the playground.
- Leave personal items at home. Items such as gum, toys, videos, cosmetics, knives, glass, jars, etc. do not belong at school. Objects that are dangerous, toxic, illegal, or forbidden by Allah are strictly not allowed.

### Discipline Standards:

- In Class
  - Breaking of classroom rules according to each teacher's classroom discipline plan. Classroom rules shall be discussed to students by each teacher at the beginning of the school year. (classroom rules- to do for teacher- to present to principal- teacher to change based on needs, post for everyone to see)
- School wide

- Running repeatedly in halls/musalla
- Disruptions during line-up or prayer
- Name-calling, teasing, or put-downs Rough play during recess or lunch
- Playing in restrooms or hallways
- Disregarding directions of staff and volunteers
- Principal Referral– “Serious behaviors” such as those below. Parents are notified by the principal.
  - Obscene Language and Gestures
  - Defiance/Extreme Disrespect
  - Harassment/Intimidation/Threats/non-severe Bullying\*
  - Physical Fighting/Harmful Physical Action
  - Destruction/Vandalism
  - Inappropriate mixed gender interactions
- Automatic BOS referral (Level 3 infraction) for the following “severe behaviors”
  - Theft/Attempted Theft
  - Possession of Illegal Substances/Weapons
  - Severe Bullying\*

\*Bullying among youths may take place in a variety of hostile acts that are carried out repeatedly over time. The acts involve a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be physical (hitting, kicking, spitting, pushing), verbal (taunting, malicious teasing, name calling, threatening), or psychological (spreading rumors, manipulating social relationships, or promoting social exclusion, extortion, or intimidation). Bullying can occur face-to-face or in the online world.

### **Discipline Levels**

Although most students follow the school rules and conduct themselves according to the example of our prophet (SAWS), some may need help in achieving this goal. Not following schoolwide rules and routines will be recorded by teachers for classroom behaviors and by an administrator for schoolwide, serious and severe offenses. Frequent offenses and serious/severe offenses will be tracked through a 4-step level system with the intent to help students develop the self-control and responsibility towards correcting their behaviors before reaching additional levels.

The chart helps everyone (students, parents, and school) know the standing of a student whose frequent or serious offenses have placed them on the chart and the consequences of continued offenses. Parents and students will always be notified when a student has reached the first level and of any movement forward. Insha’Allah, by conferencing at each level, parents, students, teachers, and administration can discuss and develop ways to assist the student.

Level	Action	Infraction	Severe Referral Behavior
1	Teachers should consult with the parent/principal/administration immediately when a student is reaching this level. This student support team will implement a plan.	Received 4 infractions	1st
2	Student support team follow-up. Suspension/Detention of at least 1 day, depending on the severity	Received 4 more infractions	2nd
3	Student support team follow-up. Suspension/Detention of 2-5 days. Consultation with BOS.	Received 4 more infractions	3rd
4	Student support team follow-up. Automatic Expulsion; Evaluate re-enrollment	Received 4 more infractions	4th

NOTES: The Administration reserves the right to impose disciplinary actions outside of the sequence listed in the chart based on the severity of the case.

### Suspension

Students will be expected to complete schoolwork at home along with an appropriate reflection assignment. Whenever possible, when a student is to be suspended, their teachers will be contacted for any school books and materials that can be taken home to work on while suspended. All work is due the day they return. Missed quizzes or tests will be taken upon return. No extra time will be allowed. Before returning to class after a suspension, the student is required to meet with the assigned administrator before returning to class with their reflection assignment, plan for action of restitution, and any classwork that was completed. An appointment should be set at least 15 minutes before school starts in order to have time to let the student discuss their planned strategy for avoiding additional problems.

### Expulsion

After severe infractions or multiple suspensions and advancing to Level 3 or 4 on the Consequence Chart, expulsion is a possibility. Expulsion is for the remainder of the academic year, and if the expelled student wishes to return the following academic year, he/she must re-apply, meet all the conditions for admission, and have BOS approval for rejoining the school.

### Appeals

If a parent is not convinced that their child exhibited behavior that lowered their student on the discipline chart, they may submit an Appeal Form to the BOS within 48 hours. The appeal will only pertain to the discipline level and not any immediate consequences. The BOS will choose a committee of 2 teachers (not including the one in dispute if applicable) and one member from the BOS to investigate the matter. The committee shall meet with the parents, the involved teacher (if applicable), and the administrator handling the behavior, then send back an assessment to the BOs within 72 hours. The BOS will then send out a final decision to those involved in the case within another 72 hours.

### **Representing GA On & Off Campus**

Besides in the classrooms and on school grounds, students enrolled in GA are expected to follow all guidelines anytime they are participating in a GA activity or representing GA in another fashion:

- While the student is attending any school-related activity regardless of when or where it takes place, whether it is during school time with a teacher accompanying or if it is after school hours.
- Whether it is on social media or in social settings and talking about other students, the school, or anyone associated with the school itself. Hurtful posts or comments about any students will be treated in the same manner as if at school. Negative comments about any aspect of GA will indicate dissatisfaction with GA and the appropriateness of continued enrollment will be discussed with parents.
- When a school employee, parent or student is a victim of retaliation regardless of when or where it takes place.
- When criminal mischief committed on or off of school property or at a school-related event is deemed conduct detrimental to the safety, image, and/or well-being of GA, its staff, students, and/or parents.