



“Inspiring Excellence, Faith and Character”

19250 N 35th Ave Glendale, AZ 85308 || 602-312-4603 || www.greenwayacademy.org

FAMILY & STUDENT HANDBOOK

2025-2026

Dear Parents and Students As-salaam Alaykum,

It is our pleasure to welcome you to Greenway Academy (GA) for the school year 2025-2026. We, at GA, are dedicated to providing your children with the best possible education in an Islamic environment. Your support of policies and adherence to the procedures ensure smooth and effective school functions.

- ❖ The content of this handbook includes rules and procedures for both students and parents.
- ❖ **Please read it thoroughly, review it with your child, and use it as a reference throughout the year.** Since the handbook is an official document, please sign the Acknowledgement Statement to confirm that you have received and read this document.
- ❖ Please utilize the school calendar, which serves as a source of information regarding all minimum days, breaks, and teacher-in-service days.

The school reserves the right to make changes or amend any policies and procedures outlined in this Handbook from time to time.

Contact Information School phone number

Main phone number: (602) 312-4603

Principal: Zeba Ahmed

Finance officer: Lamese El-Khalidi

Front office: Judy Srowjy

Teachers: Please email the respective teachers directly.

School Hours

All grades apart from kindergarten:

Monday through Thursday: 8:00 AM – 3:00 PM

Friday: 8:00 AM – 2:10 PM

Kindergarten: Monday through Friday 8:00 AM- 2:10PM**

** You may choose to pick up your student at 3:00 PM at **no additional cost**. During this time, students will engage in self-guided learning or relax under supervision.

Admission required list of items

- Complete an enrollment packet on FACTS system.
- Pay all applicable fees.
- Submit a copy of a birth certificate.
- Provide a copy of social security.
- Provide up to date immunization records.
- Provide behavioral record from previous school
- Provide the most recent 2 years of report cards
- Successfully complete entrance examinations. More information will be provided upon request.
- All new students are admitted to the school with 90-days academic and behavioral probations

Communication Methods with parents

Method	Frequency	Purpose
Student folder – from teacher	Daily	Homework, projects, test
Student folder – from GA	As needed	Event, forms, lunch menu, reports etc
Email Communication	As needed.	Communication from teacher, principal, Communication in regard to progress, behavior etc
FACTS	As needed	All communication, messages from front office & teachers.
WhatsApp	As needed	Information, announcement etc

- ❖ All enrollment packets, report cards, attendance records will be done through FACTS system.

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 15 years. Our 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:

“Inspiring Excellence, Faith and Character”

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.

Vision:

To be the Islamic school of choice in the North-West Phoenix area weaving academic and moral excellence.

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.

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 five 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 if needed.
- The teachers/faculty members of the school staff may directly discuss with the board chairperson 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
- Financials/Fundraisings/Scholarships
- Education/Curriculum Development
- Building/Facility/Maintenance
- Parent Advisory
- Communication and Technology Committee
- Regulatory and Legal committee
- Safety Committee

Rights and Responsibilities

Civility Policy:

Parents and Guardians of GA acknowledge and agree that the opportunity to attend Greenway Academy is conditional. So long as students and all other members of the family honor the standards for civility, courtesy and mutual respect toward other students, faculty and staff set forth in the school's student handbook at all times.

If a student or a parent/guardian is unable to maintain the "Civility Policy", the following may occur:

- GA reserves the right to dismiss a student(s)/parent(s) whose presence in the school is considered detrimental to the best interest of the student, of fellow students, or of the school in general.

- GA also reserves the right to terminate or not renew a student's enrollment if the school concludes that the actions of a parent or guardian make a positive and constructive relationship impossible, or otherwise seriously interfere with the school's accomplishment of its mission.
- GA also reserves the right to dismiss any student, parent and/or employee who knowingly goes against any of the school's published policies and/or promotes negative advertising against the school verbally, in writing and/or on any published medium, including all avenues of social networking sites and/or messaging apps.

Students Rights:

- 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, prepare necessary books, materials, 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 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 Rights:

- 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 about student progress and achievement regularly 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 report 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 children.
- 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 promoting a school environment that is free of harassment and accepting diversity.

VISITORS/VOLUNTEERS

- All visitors and volunteers, including parents, must check-in with the front 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 accorded or made available to the students at GA. GA does not discriminate based on 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 based on 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
- E-mail a formal complaint. 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.

Tuition & Payments

Greenway Academy 2025-2026 Registration

1. There is a non-refundable registration fee of \$100.00/student for new students.
2. For returning students, the registration fee has been waived.
3. The 1st installment is to be paid in full by Aug 6th for returning student to be considered registered
4. Failure to apply for the scholarship (as required) will result in parents being billed with the full tuition agreed upon.
5. Total yearly tuition is \$14,000 depending upon several factors mentioned below.
6. Tuition for the year consists monthly installments, collected monthly, on the 1st day of the month tuition is due:
 - Payments due dates are the first of each month: August 5th, September 1nd, October 1st, November 1st, December 1st, January 1st, February 1st, March 1st, April 1st, May 1st

- Multi Student Discount dependent on the source of the funding awarded.
 - a. If ESA funds were granted
 - i. For the 1st child the max out of pocket after ESA will be \$3100
 - ii. For the 2nd child the max out of pocket after ESA will be \$2000
 - iii. For the 3rd child the max out of pocket after ESA will be \$1000
- 7. There is a 5% Early Bird Discount applied to tuition paid in full by August 15th.

STEP-BY-STEP GUIDE

STEP 1. BEFORE MAY 2025/2026

- Are you thinking for your student to join Greenway Academy **and its between April to May 30, 2025**, then you **MUST** apply for **BOTH** of the following scholarships
 - AAA scholarship at <https://www.aaascholarships.org/> **Deadline May 31, 2025**
 - **Arizona Leadership** at www.arizonaleader.org/ **Deadline June 17,2025**
- These programs are education plans designed to help **Low-Income families**
- Family must meet the following income requirement
 - For Arizona Leadership Foundation

Household Size	Annual Family Gross Income Allowable
1	\$51,543
2	\$69,956
3	\$88,369
4	\$106,782
5	\$125,195
6	\$143,608
7	\$162,021
8	\$180,434

- For AAA scholarship

2024- 2025 Household Income/Financial Resources Eligibility Table - Arizona

1. **Household size:** count all the people who live in your household (regardless of their relationship to you); this is your household size.
2. **Household income:** add together ALL the 2023 annual gross earnings and assistance (taxable and non-taxable) for everyone in the household; this is your household income.
3. **Use these two numbers to look at the chart below.** Your household income must be at or below the listed value for your household size in order to apply.
Note: Any business losses will be adjusted to zero, and therefore the total income will be adjusted accordingly to determine household eligibility.

Household size	Maximum 2023 Household Income for an AAA Arizona Scholarship	<p><i>NOTE: All eligible AAA scholarship students will be granted scholarships up to the maximum values allowed by law for their grade level:</i></p> <p>K – 8th = \$6,300.00</p> <p>9th – 12th = \$8,100.00</p>
1	\$51,543	
2	\$69,956	
3	\$88,369	
4	\$106,782	
<i>Each additional person</i>	<i>\$18,413</i>	

- The scholarship cap that Arizona Leadership Foundation and AAA can award to a student for the 2025/26 school year is **\$6,300 individually for Grades K-6; but it CAN NOT EXCEED THE COST of the school tuition which is a total of \$14,000/year.**
- **If you are qualified based on the income criteria, you can combine both scholarships and potentially cover the entire tuition for the year at zero cost.**
- Especially important: **Attendance AAA Scholarship students may not be absent more than 8 days during the 180-day school year** (“90 percent attendance”). Failure to be present for this minimum amount of time will result in the scholarship loss. If you plan to withdraw your student during the school year, please notify the school two (2) weeks before withdrawal.

STEP 2. After June 17,2025

- If you did not qualify for the above scholarships or missed the deadline, you have 2 options.
 - Option 1. Apply for ESA at <https://www.azed.gov/esa>
 - Application opens as early as June 20, 2025
 - Sooner you apply faster you will get the funds
 - Criteria is not based on income but rather a formula that has not been disclosed (school district, family size, area, etc.)
 - Allocation amounts average vary between \$6,000-\$7,000 / year
 - Option 2. ***ONLY if instructed by the administration: Apply for APESF at <https://apesf.org/families/>
 - Scholarship amounts vary case by case and depend on available funds.
 - Important note: ESA cannot be combined with any other scholarships.
- Once you have applied for the above and received the fund, the remaining amount of the tuition not covered by the ESA or APESF, you will be responsible to pay in the following arrangement
 - A flat fee of \$310/month due the 1st of the month every month.
 - \$100 off discount if full amount is paid all at once
- See table for more specific details only to ESA

GREENWAY ACADEMY TUITION TABLE 25-'26 ESA			
Annual Tuition	Scholarship with ESA	Annual Tuition Net	Your payment/year
\$14,000	Average range between \$6,000-\$8,000	Average range between \$6,000 - \$8,000	\$3,100 max

Payment Options

- You may drop off cash or check at the Greenway Academy front office.
- Zelle payment
- Online payment at the school's website

STUDENT EXPECTATIONS- Uniform Policy

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 **clean, respectful, and modest appearance** while ensuring comfort and practicality for our students in kindergarten through 6th 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 child's educational experience, we hope that our parents can assist by checking the dress code every day prior to leaving the house.

- Teachers will check daily that each student is following the dress code.




Custom GA spirit shirts coming soon

The uniform policy specifications are as follows:

- **Uniform standards for all**
 - Polo shirts: **Dark blue, dark green, light blue and white polo shirt**
 - **Solid navy blue or Khaki (beige) pants. Must be uniform style.**
 - Must not touch the ground.
 - K-2nd grade elastic waists required, no belts
 - Pants cannot be brown, must be beige
 - No side stripe, bell-bottoms, cargo, carpenter, or hip hugger styles.
 - **Solid blue jeans are allowed**

- No embroidery, no prints of any kind
- Plain solid blue jeans only
- All must be loose-fitting, no leggings/tights or sagging pants

Shirts	 <p>Light Blue Navy Blue Hunter Green White</p>
Bottoms	

	
Shoes (any color)	
Hijabs	

Not
allowed

NOTE:
The list is
not all
inclusive.



- **Boys**

- Short or long sleeve polo shirts
- Solid navy blue or Khaki (beige) pants or knee-high length pants.
- Any colored cardigans, jackets or vests are allowed
- Closed toe-shoes (no crocs, no sliders)

- **Girls**

- Short or long sleeve polo shirts for kinder to 4th grade
- Long sleeve uniform shirts for 5th graders and up.
- Hijab/headscarf are required to wear all day **for 5th graders and up**
- Hijab must match the shirts uniform color, therefore only white, navy blue, dark green or light blue color. Solid color only, one piece hijab preferred.
- No loose scarves or designs on caps. Hijab should be secured on head, hair, ear, and neck should be covered.
- Solid navy blue or Khaki (beige) long pull-on pants.
- Solid navy blue or Khaki (beige) long skirts with leggings under. The leggings must be either dark blue, beige or white. No prints or other colors are allowed.
- Any colored long sleeve cardigans or jackets are allowed.
- Closed toe-shoes. No crocs, no slides, no sandals are allowed.

- 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 dedicated events, students may wear modest and appropriate clothing as approved by the school administration.

All grades should follow the below guidelines:

- Students must wear the official school uniform during school hours, school-related events, and field trips unless otherwise specified.
- **We emphasize the highest standards of personal hygiene, including regular bathing. Keeping the body and clothes clean is emphasized in Islam. The Prophet Muhammad (peace be upon him) encouraged trimming nails and maintaining a pleasant appearance.**
- 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 allowed.
- Footwear is to be enclosed on 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 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 and up should not wear makeup to school, including nail polish or fake nails.
- 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

1. If a student violates the dress code, he or she will receive a dress code citation slip.

CITATIONS DRESS CODE SLIPS WILL BE SEND WITH YOUR CHILD. THE SLIPS ARE TO BE SIGNED BY A PARENT/GUARDIAN AND RETURNED TO THE TEACHER THE NEXT DAY.

2. After 3 citations on the 4th dress code citations, it will result in detention such as no recess.
3. Repeat violations may be treated more severely and parents will be contacted.

Lost And Found

- Any clothing or items found will be kept by the school office.

Cell Phones, Electronic Devices, and Other Prohibited Items

- Disruptive devices, including but not limited to cell phones, Bluetooth speakers (Students ARE NOT allowed to listen to music through Bluetooth speakers at any time), headphones/earbuds, radios, and electronic toys/games, ARE NOT allowed in school.
- Devices will be confiscated if the policy is not followed.
 - Exception: Use of Chromebooks/laptops and headphone/earbuds ONLY during classroom time.
- Other prohibited items include 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 school's property. 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

Regular daily student attendance is an important part of creating a successful and positive school experience for children. Arriving on time and staying until the end of the day are equally important.

Attendance is taken promptly after morning assembly.

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)
 - Especially important: See scholarship attendance requirement.

Tardiness (Late arrival)

- Students must arrive at school between: **7:45 AM - 8:00 AM**
- **Students arriving at 8:05 a.m. will be recorded tardy.**
- The attendance office will maintain a record of all tardies.
- All students arriving after 8:05 a.m. must have a parent sign them in at the school office.
- A tardy is excused if it is the result of extenuating circumstances that impact a large segment of the school population, i.e., road closures, inclement weather, or power failures.
- A tardy that is the result of a doctor's appointment will be excused if a note from the doctor's office is submitted.
- All other tardies are considered unexcused.
- **A student who has accumulated four (4) unexcused tardies in a quarter will be assigned to detention – no recess. If the student receives a fifth unexcused tardy in a quarter, the student and parent may be required to have a conference with an administrator to discuss prompt arrival at school.**
- 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 them. The school gate will remain closed. It can only be opened by morning monitors who will begin supervising.
- Parents must inform the office each day that their child has excused tardiness and provide a reason.
 - Tardies are excused only for student:
 - i. Illness
 - ii. Severe injury
 - iii. 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.

Arrival and Dismissal

Morning can get heavy traffic flow during arrival and dismissal times.

For the safety of all children, please allow yourself ample time for drop off and pick up.

- Please be aware of students walking across the parking lot.
- Follow all drop off and pick up rules.
- Respect and follow instructions of duty staff and volunteers
- Never leave your child unattended in the car.

Early Arrival/Late Pick-up

Your children will be supervised by school staff between:

- **7:45 AM to 3:15 PM Monday through Thursday**
- **7:45 AM to 2:15 PM on Friday**

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

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. Do not try to conference with the teacher or security guard now, as they need to attend the dismissal of the entire class. In addition, the discussion will not be private. Email your teacher directly to set up a time for the 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.

Hot Lunch Menu

- GA school will serve hot lunches for students at all grade levels daily.
- All food purchased is from locally certified Halal restaurants or vendors.
- Monthly menu with details about each day and payment will be shared every month.

Home Food Guidelines

To nurture healthy habits in our students, GA encourages parents to send healthy foods for snacks, lunch and for school approved events.

The following are recommendations of healthy snacks or green foods to provide for your child's snack and lunch:

- Few servings of fruits (grapes, strawberries, apples, and oranges) and vegetables (baby carrots, sliced cucumbers)

- Cheese and crackers
- Yogurt/other dairy food
- Fresh foods, with minimal sugar, are recommended

For your child's health and well-being due to the effect of some food products on the physical brain development the following foods should not be brought to school campus during school hours:

- Caffeinated Drinks: coffees, tea, and frappuccino
- Energy drinks
- High sugar content drinks such as soda and other artificial drinks

There is NO Microwave (Safety concern) available for student use; therefore, do not send lunches that need to be heated for consumption, ex: Cup of noodles, frozen lunches, and other foods that may require the usage of a microwave.

No food is to be shared with other students. Sharing food is one major way of transmitting disease or illness and could lead to allergic reactions.

Parents, students or staff wishing to bring treats, after it has been approved from the administration are expected to follow the guidelines below:

- Parents must inform teachers at least one day before they wish to bring in a treat.
- Parents must reach out to the classroom teacher to ensure there are no food allergies.
- Drop off the food in the front office
- Treats must be: Hallal, Nut- Free Food Items; Limited high sugar food content; Individually wrapped only

Vacation

GA requests parents not to plan any vacations or other activities that will interfere with your child's attendance at school. In an emergency or urgent personal matter, parents may arrange 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 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 any time before that. This work should be done while the student is away and returned to the teacher when the student returns.
- Tuition for the vacation duration 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 at home, especially if the student has flu-like symptoms, rash, etc.
- Students with communicable diseases 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 cannot 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 can 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 (Advil, Benadryl, cough syrup, etc.) to students without written permission from the student's doctor, specifying the student's name, medication, and directions/dosage.
- Only in case of emergency, we may administer Tylenol if parent consent has been obtained in writing.
- Parents must fill out an Authorization to Administer Medication form in the school office for GA staff to administer a prescribed medication (Amoxicillin, other antibiotics, etc.) Prescribed medications will be administered if 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.**

Head Lice

GA administration follows the recommendation from the National Pediculosis Association, which states “The No Nit Policy as the public health standard intended to keep children lice free, nit free, and in school. We opted for this policy to be more proactive in looking for the well-being of the entire student body.

<https://www.cdc.gov/parasites/lice/head/treatment.html> & <https://www.headlice.org/comb/>

Based on this policy:

- As prevention and early detection, the school requires parents to check their children for lice before sending them back to school.
- If the school detected or suspected lice, parents will be called to pick students up as soon as possible. Parents need to treat or have the students treated before students can come back to school. Parents must bring a doctor’s clearance note upon their student return. Their hair must be completely free of lice and nits before being allowed back in the classroom.
- Students cannot attend school if they have head lice and/or nits in their hair.
- The school will send notices to the parents of other children in the same grade level.

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 on 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 primary office upon arrival and sign in.
- Visitors will receive a visitor name tag, which must be worn visibly while on school grounds.
- Staff members will challenge any unidentified individuals and escort them to the primary 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 to 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.
- A fire extinguisher for each classroom is installed.
- The school will have a designated emergency response team consisting of trained staff members.
- The team will be responsible for coordinating emergency responses and aiding 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-5th) 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-5th 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.

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 material
 - Tutoring
 - Peer tutoring
 - Tailored 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 to determine an 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) 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 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 behavior.
- 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 snacks, throw away all garbage and make sure the table and floor are clean. Clean yourself in the bathrooms and on the playground.
- Leave personal items at home. Items such as gum, toys, videos, cosmetics, knives, glasses, jars, etc. do not belong at school. Objects that are dangerous, toxic, illegal, or forbidden by Allah are strictly not allowed.

Discipline Standards:

90 days probation period for all new enrollments

- In Class
 - Breaking of classroom rules according to each teacher's classroom discipline plan. Classroom rules shall be discussed with 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 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 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
<p>1 Ex: Disruptive behavior, dress code, refusal to do class work, verbal altercation, violating classroom rules</p>	<p>Teachers should consult with the parent/principal/administration immediately when a student is reaching this level. This student support team will implement a plan.</p> <p>Example of disciplinary actions can include but not limited: verbal warning, written notification to student/parent, separation from peers, denial of class privileges, principal referral, PE detention.</p>	<p>Received 4 infractions</p>	<p>Detention during recess</p>
<p>2 Ex: Electronic devices, academic misconduct, inappropriate language, damage of property, physical altercation, bullying</p>	<p>Student support team follow up. Suspension/Detention of at least 1 day, depending on the severity</p> <p>Ex: Hitting - with the first offense there will be 1 day suspension. Second offense there will 2 days suspension, and 3rd offense there will be 3 days suspension.</p> <p>Note: this is all subject based on the scenario, severity and investigation.</p>	<p>Received 4 more infractions</p>	<p>Suspension</p>
<p>3 Ex: Intimidation, threatening</p>	<p>Student support team follow-up. Suspension/Detention of 2-5 days. Consultation with BOS.</p>	<p>Received 4 more infractions</p>	<p>Suspension/ Detention</p>
<p>4 Ex: Altering official documents, offensive social/media</p>	<p>Student support team follow-up. Automatic Expulsion; Evaluate re-enrollment</p>	<p>Received 4 more infractions</p>	<p>Expulsion</p>

posts, arson, assault, threats or false alarms, explosive device, robbery			
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NOTE: The Administration reserves the right to impose disciplinary actions outside of the sequence listed in the chart based on the severity of the case.

POSSIBLE ACTIONS: All above infractions will be documented in writing and/or phone notification to the parent/guardian describing the problem and action required to correct it. In addition, one or more of the following actions may be required (as deemed necessary by the Administration):

- **CONFERENCE BETWEEN TEACHER AND STUDENT.** A discussion of needed changes in behavior.
- **RESTORATIVE JUSTICE CIRCLE.** This allows students to connect with peers and resolve disputes through empathy, responsibility, and effective communication. It also provides emotional and spiritual support and gives students a voice to help ensure openness and emotional safety.
- **CONTRACT WITH STUDENTS.** A written statement is developed collaboratively, listing steps to be taken by the student to improve behavior, the time frame for review, and the consequences if the contract is not honored.
- **CONFERENCE WITH STAFF, PARENT/GUARDIAN, AND STUDENT.** A meeting or telephone conversation with staff, parent/guardian, and student to discuss student performance and conduct and prepare a plan.
- **TIME-OUT SYSTEM.** An assignment of the student to a different location in the classroom or building, coordinated by teachers, other staff, or administrators.
- **EXCLUSION FROM EXTRACURRICULAR ACTIVITIES/FIELD TRIPS.** A student is denied participation in extracurricular activities for a specified time.
- **COMMUNITY SERVICE.** The student may be required to help clean up, sweep, or wash desks, classrooms, etc. This may be before school, during lunch, or after school.
- **DETENTION.** The student serves community service during the lunch break. The parent/guardian will be notified before or after school detention. School staff provides supervision for all students serving detention.
- **ONE DAY IN-SCHOOL SUSPENSION.** A student may be denied the right to attend a class or school activity for one day.
- **IN-SCHOOL SUSPENSION (up to 5 days).** A student may be barred from attending scheduled classes and be required to attend personal development sessions for up to five consecutive school days.
- **REFERRAL FOR PROFESSIONAL COUNSELING.** The student may not be readmitted to school before receiving a professional evaluation.
- **DISMISSAL/EXPULSION.** The GA Board, Principal, and Parents/Guardians will hold a due process hearing to determine whether the student will be expelled from Greenway Academy.
- **REFERRAL TO LAW ENFORCEMENT AGENCY.**

Discipline

- Students may be removed from class if their behavior is deemed harmful or disruptive.
- Detentions will be evaluated on a case-by-case basis per administrator's discretion.
- Students may be subject to out-of-school suspension for one or two days, but no more than 10 days per school year.
- Per state statute, students over age 7 may be subject to longer out-of-school suspension for certain specific offenses on school grounds including:
 - Possession of a dangerous weapon or Possession, use or sale of a dangerous and/or narcotic drug as defined by state statute
 - Engaging in conduct that immediately endangers the health or safety of others
 - Behavior that qualifies as aggravating circumstances and all the following apply: Persistent behavior that is documented as preventing other pupils from learning or prevents the teacher from maintaining control of the classroom environment ▪ Ongoing behavior that is unresponsive to targeted intervention

Detention

Detentions are given for infractions from all three levels. Upon meeting with the principal, would make the final decision to implement the detention, depending on the circumstances and infraction.

Detention is a disciplinary “time out.” It is not time to do assignments. Students will sit silently. Students will serve detention during recess or lunch. Students may serve one-hour detention after school depending on the circumstances.

Suspension

Principal will make the decision if the suspension is to be “In-School Suspension (ISS),” or “Out-of-School Suspension (OSS).”

For the duration of the OSS:

- A student is not allowed to attend classes, extra-curricular activities, school functions, or be on the school premises. However, he or she will be allowed to take tests and will be given credit for the work done.
- It is the students’ and parents’ responsibility to follow up with teachers on these tests and the work required to finish the academic requirements.
- A first-time suspension may be served In-School, unless the student has committed an infraction that warrants more than a one-day suspension or a level 3 infraction.

In-School Suspensions (ISS):

- Are held during the school day.
- Students are responsible for securing assignments from their teachers and will receive credit for the work completed.

- ISS days do not count as student absences.
- After the third violation, the student will be placed on probation. Any violation made after that may result in expulsion from the school or suspension until the end of the school year.
- A student who is expelled from the school may not be admitted to the school next year.
- Parents will receive written notice via email at least 24 hours in advance of any assigned suspension.
- Parents are expected to check their emails daily to monitor all types of school communication.
- Parents may not receive notice in advance of lunch detentions or recess detentions that are served the same day as an offense but will receive notice within 24 hours that the consequence was served
- Students must 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 schoolbooks and materials that can be taken home to work 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 up at least 15 minutes before school starts to let the students 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.

Expulsion Procedures

- Students who receive a suspension while on disciplinary probation, commit subsequent level two infractions, or commit a level three infraction may be referred to the BOS for potential expulsion.
 1. When a student is referred to the BOS for expulsion, the family will be informed in writing via email that the student is placed on an open-suspension and will provide the reason for the school's action.
 2. The BOS will hold a meeting to review the case within 14 school days from the day of suspension.
 3. The student and his/her guardian may appeal in writing to present their case to the BOS
 4. The BOS will make a decision that will be conveyed to the parents in writing as soon as possible.
 5. Appeals may be addressed at a maximum of one time within 14 days after the discipline decision is made.
 6. The decision of the BOS is final. Students on open suspensions may not return to school without a decision from the principal. They may not be on school premises or participate in any school activity or function including field trips or after-school events.

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 (about 2 days). 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.

Right to Search

Students do not have an expectation of privacy in regard to in-school storage areas whenever there is a cause to suspect the presence of a hazardous, prohibited, or illegal object. When possible, searches will be conducted in the presence of the student(s) and two staff members. Students who refuse to cooperate will have their locks broken and will be subject to disciplinary action.

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 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 school property or at a school-related event is deemed detrimental to the safety, image, and/or well-being of GA, its staff, students, and/or parents.

The Right to Report

School staff are mandated reporters of suspected child abuse and neglect. This means they are legally required to report any reasonable cause to suspect a child has been abused or neglected. Failure to report can have serious legal consequences, including misdemeanor or felony charges.

ACKNOWLEDGEMENT OF RECEIPT

By receiving the Greenway Academy handbook, the students, and GA Families are acknowledging the receipt and understanding of the terms as indicated below:

The student and family Handbook provides essential information about the Academy, and I should consult with the principal regarding any questions not answered in the Handbook. I understand that any policies and practices may be changed at any time by Greenway Academy. All such changes will be communicated through official notices, and I understand that revised information may modify or eliminate existing policies. Furthermore, I acknowledge that this Handbook supplements the Enrollment Application.

I have received the Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

Parent's Name: _____ Parent's Signature: _____

Student's Name: _____ Student's Signature _____

Date _____