Annoor Academy of Chattanooga

Parent-Student Handbook

2026-2027

Mission:
The mission of Annoor Academy of Chattanooga is to support the religious, intellectual, moral, social-emotional, and physical development of our students according to the Quran and Sunnah by empowering them to live as socially responsible Muslim leaders in the global society.

Vision:
The vision of Annoor Academy of Chattanooga is a K-12 Islamic school of excellence with emphasis on moral character building, critical thinking, technology, and 21st-century skills.

Our Philosophy on Education:

- Supporting the development of the physical body, mind, and soul leads to strong, well-balanced Muslims
- Healthy homes and supportive families are key
- Students have a voice that must be heard and respected
- Fair does not mean equal; students have an opportunity for individualized instruction • Students learn in many different modes, and teachers teach according to multiple intelligence theories.
- Re-teaching and remediation are essential components of the learning process • Mastery and comprehension of learned material can be demonstrated in different ways • Reading is fundamental.
- Students can work collaboratively and independently.
- Technology, critical thinking, and 21st-century skills are essential in our curriculum • The arts, health studies, and physical education are necessary for the development of students.
- Healthy eating, thinking, habits, and choices lead to a healthy lifestyle.

Our Goals:

- To create a vibrant, well-educated, Muslim community in the Greater Chattanooga area • To empower students with a strong Muslim identity and God-consciousness • To achieve a top-ranked status in religious studies
- To achieve a top-ranked academic status in Chattanooga
- To create a strong and united community for Muslims to prosper as Americans • To empower students to adopt healthy and morally responsible lifestyles • Our students will be exemplary models of the Islamic faith
- To construct learning spaces for a secondary school

Our Values:

- We value the role the Islamic faith has in our daily lives
- We value every child as a gift from God
- We value creativity, curiosity, and our students' voice
- We value our staff and their commitment to excellence

- We value the role of parents at home and school
- We value service to the community
- We value people and the inherent good in every person
- We value respect, integrity, truthfulness, dignity, support, empathy, compassion, and friendship
- We value the support we receive from community members and organizations •

We value the world that God has created

- We respect the environment, water, plants, animals, and humans
- We value peaceful coexistence throughout humanity

Our Beliefs:

- We believe in God, Allah--the Only and True God
- We believe in the Angels
- We believe in God's Books of Revelation, and that the Quran is the final Revelation from God
- We believe in the Messengers and Prophets of God, and that Muhammad (peace and blessings upon him) is the seal of the Prophets
- We believe in the Day of Judgment
- We believe in the Divine Will

Our source of religious beliefs and teachings derives from the Holy Quran and the Sunnah of the Prophet Muhammad, peace and blessings be upon him. [i]

PROGRAM OF INSTRUCTION

CURRICULUM

ANNOOR ACADEMY follows and implements the curriculum guidelines set forth by the Tennessee Department of Education Content Standards and Benchmarks, as well as the Common Core State Standards. **ANNOOR ACADEMY** will continually update its academic curriculum in accordance with the Hamilton County Department of Education (HCDE) curriculum, the State of Tennessee, and national standards.

ISLAMIC EDUCATION PROGRAM

Since Islam is the complete code of life based on the guidance of the Qur'an and the teachings and practices of the Prophet Muhammad (Peace be upon Him), Islamic education prepares a student to be a comprehensive and successful person in this life and in the life hereafter. Once a student understands Islam, it becomes easy for them to recognize its true meaning and goal: the growth and development of peace on earth.

To provide a proper understanding of Islam and the values and morals it stands for, the Religious Studies Program at **ANNOOR ACADEMY** aims to nurture and deepen its students' faith in Allah and the message of Prophet Muhammad (pbuh) through study, demonstration, and practice. Children learn about Islamic values and virtues under the guidance of teachers who share these values and in the company of children who share these goals.

ANNOOR ACADEMY strongly emphasizes Islamic Education and Arabic Language Studies as part of the Religious Studies program; the children are taught Qur'an, Hadith, Seerah, Fiqh, Tawheed, and Islamic Manners and Morals. The four courses in the Religious Studies Program are: Quran, Arabic, Islamic Studies, and Character Education.

OTHER ACTIVITIES

Field Trips:
Classes may take field trips to enrich the classroom experience. Before the event, each student must have a signed permission slip from a parent or guardian. You will be notified of trip details. Since field trips support instructional objectives, students are expected to participate. ***No child will be left behind due to their parents' financial difficulties.***

Rules and Regulations for ANNOOR ACADEMY Field Trips:
All school activities, including field trips, are subject to approval from the Principal. The Principal or their designee is responsible for planning and implementing the field trips. All drivers and/or the cars they drive must show proof of a driver's license and insurance for each field trip. Copies will be made and kept on file in the office. All rules and regulations of the State Department of Transportation must be obeyed at all times (i.e., speed limit).
If there is more than one vehicle, there must be a lead vehicle, and no one is to pass it.
All students must be in the back seat, wearing seat belts, and away from airbags. No monetary compensation will be given to volunteer drivers, and they are responsible for their own

expenses unless otherwise pre-approved.
The Principal must approve all volunteers.
Safety is everyone's job and responsibility.
Every child must have a permission slip before going on the field trip. The children's behavior represents the school and Islam. Misbehavior is subject to a 1-day suspension from school.

ADMISSIONS POLICIES

ANNOOR ACADEMY respects the dignity of the students as well as the students' right to an education in a Muslim School. It is operated on a non-discriminatory basis with respect to race, religion, color, or national origin.
While education is provided from an Islamic perspective, children of any religion may be admitted. The Religious Studies Program for Non-Muslim students is optional.

Minimum standards for admission to each grade shall be applied to all student applicants. **ANNOOR ACADEMY** is not yet equipped or staffed to provide services for students with special needs or those who require special educational methods or systems.

We reserve the right to deny admission to any child whose needs we do not have the ability and/or resources to meet, or whose parents are motivated by concerns that are inconsistent with the goals or policies of **ANNOOR ACADEMY**. If this is determined, parents will be asked to place the child in a school elsewhere or will be denied admission.

Any students experiencing extreme learning difficulties, very poor attendance, or serious behavioral problems will not be allowed to continue in the school. New students will be on probation for their first 60 days. Enrollment is not considered final until the previous school records have been received and reviewed.

REGISTRATION PROCEDURES

Early registration for new and returning students occurs on a rolling basis. Any person interested in registering at **ANNOOR ACADEMY** may contact the school to receive an application and to inquire about open registration times.
Any registration applications will be submitted to the **ANNOOR ACADEMY** office along with the required fees and any supporting documentation. Please note that registration fees are non-refundable.
Acceptance priority will be given to children currently enrolled in **ANNOOR ACADEMY**; second to siblings of children already enrolled; then to any other interested parties. The school will review all materials and documents submitted by applicants wishing to attend **ANNOOR ACADEMY** and make recommendations for admission to the Principal/ who will make the final admission decision.

DOCUMENTS NEEDED WITH APPLICATION

An Application for Admission Form to the **ANNOOR ACADEMY** office will not be complete unless accompanied by the following:

- A copy of the student's birth certificate or passport documentation verifying age. • Transcripts and School Records - Official transcripts and school records for each year of attendance at another school. It is assumed that report cards/school records will indicate the student's level of achievement, successful completion of previous grades, and ranking on nationally administered standardized achievement tests, if taken.
- Proof of immunizations.
- Social Security card.
- Proof of custody if not living with both natural parents.
- Complete address of previous school.

MINIMUM AGE REQUIREMENTS

Pre-K: All students must be at least three (3) years of age and completely toilet trained.

Kindergarten: The student must be 5 years of age on or before September 30th to be admitted.
First Grade: The student must have completed Kindergarten level with passing grades and be 6 years of age by September 30th. .

Visits

We have an open-door policy at ANNOOR ACADEMY and encourage new parents to observe classes. We do ask that you call the school to schedule an appointment to prevent disruptions.

Applicants who are unable to visit while school is in session should contact the school to make other arrangements.

Re-Enrollment

Students currently enrolled at **ANNOOR ACADEMY** are given the first opportunity to re-enroll for the next school year. **Re-enrollment is not automatic**. These students must be registered at the office during open enrollment and all fees paid.

UNIFORM POLICY

It is the policy that all ANNOOR ACADEMY students wear the full uniform each day unless special permission is granted. Please contact the school for more information about the uniform and the locations of stores where it can be purchased.

Girls- PreK and Kindergarten:

- Navy Blue skirt, White or light blue uniform polo shirt with school logo,
- Uniform Navy Blue Jumper
- White or light blue shirt
- Dark blue pants
- Socks or tights
- Closed-toe shoes

Girls- 1st grade-Fifth grade

- • Uniform Navy Blue Jumper
- • White or light blue shirt
- • Dark blue pants
- • Socks or tights
- • Closed-toe shoes
- White for 5th grade and up.
- Closed-toe shoes and socks
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Girls 6th grade-9th grade

- Loose navy blue pants
- Long navy blue vest or tunic
- White shirt
- Black blue abaya
- White hijab

Boys- PreK and Kindergarten:

- White or light blue uniform polo shirt with school logo,
- Dark blue pants
- Socks
- Closed-toe shoes

Boys- 1st grade and up:

- White, light blue, or navy blue polo shirts
- Dark blue pants or khaki pants
- Closed-toe shoes and socks

Students at Annoor Academy must wear clean, neat school uniforms daily. The uniform should be free of any holes, tears, and stains. In addition to the clothing portion of the school uniform, both boys and girls are not allowed to wear makeup, kuhl, or nail polish to school.

TUITION & FEES POLICY

Tuition Policy

Because **ANNOOR ACADEMY** is a private school, the only means of financing its operations is to charge tuition and fees, receive donations, and conduct fundraising activities. Tuition and fees cover the costs of textbooks, instructional materials, staffing, and general operations.

The tuition rate for Pre-K–8th grade: $7,250.00 per year

Tuition rate for 9th grade: $ 7500

Registration Fee: $ 100

Application Fee: $ 100

Pre-K fees: $ 400

K-8th fees:: $600

9th fees: $800

Transportation fee: $ 1500

Graduation caps and gowns (Pre-K, KG, fifth, and 8th): $ 40

These fees are DUE AT THE TIME OF REGISTRATION.

Payment Schedules

Option 1: Payment in Full ($5,250) due by the first day of school. Tuition paid in full is entitled to a 5% discount. Other due fees are not entitled to this discount.
Option 2: 10 installments ($525.00) due in the first week of each month starting in August and ending in May. (Schedule will be posted)
If option 2 is selected, the monthly payment must be made before the 5th of each month.
$15 late payment fee will be applied to payments received after the 5th of the month.

All financial obligations must be settled before a student is admitted to any succeeding semester.

Tuition accounts should be paid in full by May 15th regardless of any deferred payment arrangement.

Amounts due to the school office may be paid with cash, personal check, or cashier's check. Payment must be placed in a **sealed envelope** and can be sent by mail, dropped in the **"Tuition Drop Box"** at the school office, or handed to the Principal during school hours. Please put the full name(s) of the student(s) on the envelope.

Sibling Discount

The second child from the same family is entitled to a 20% discount on their tuition. Third children and up from the same family are entitled to a 20% discount on their tuition.

Note: Students receiving scholarships or financial aid are not entitled to any additional discount; discounts cannot be combined.

Delinquent Accounts

Accounts are considered delinquent after twenty days. A delinquent account will result in students not being allowed to attend school until their tuition account is paid or a specific arrangement and agreement is reached in writing between the Treasurer and the parents. All financial obligations must be settled before students are admitted to any subsequent semesters, and all transcripts, report cards, test results, and other necessary documentation will not be released or transferred to any school until all delinquent fees and tuition have been settled in full.

There will be a review of all accounts at the end of each semester in each academic year. In addition, if accounts are consistently delinquent, notice will be taken, and students may not be admitted for the upcoming school year. All outstanding accounts must be paid in full before the following year.

Tuition for students admitted during the year is prorated.

Returned Checks

Checks returned by the bank for non-sufficient funds or for closed accounts must be replaced immediately, with an additional $35.00 service charge. If these funds are not replaced within five working days, payments for the year may be required to be made by money order or cashier's check.

ACADEMIC POLICIES

Homework

Your child may periodically receive homework assignments. The amount depends on his level, his ability to use his time wisely, and the individual subject requirements. Types of assignments might include unfinished or incomplete class work, review or practice work, drill assignments, special projects, or reports. You will help your child most by providing a set time and place for such work, as well as some “guidance” if necessary. You should not be placed in a situation where you have to do the student's assignments. If you discover that your child consistently spends an excessive amount of time on homework, please discuss your findings with the teacher.

Homework will not be used as a punishment for student misbehavior. Such a practice only reinforces negative feelings.

Students will be responsible for:
Completing major work assignments and returning them to the teacher on time to receive a full grade. Assignments turned in late may receive less credit or no credit unless there are extenuating circumstances.

Submitted homework assignments must be neat, reflect careful attention to detail, and be of high quality. If the student fails to do so, they will be asked to redo the assignment. Homework assignments should not be completed during other classes, such as gym, or during arrival or dismissal time.

Homework Make-up Policy

Students will have two days for each day of excused absence to make up work. It is the student's responsibility to obtain any missed assignments from the teacher. An extension of make-up work time may be granted by the principal if sufficient (legitimate) reason is shown, or in the case of absences of an unusual nature or length.

MONITORING AND REPORTING ACADEMIC PROGRESS

Report Cards / Each Quarter

An academic year is divided into 4 quarters. Report cards are issued 4 times per year to inform parents of their child's progress. Report cards are available on Quickschool.

Progress Reports and Parent-Teacher Conferences will be administered at the teacher's and principal's discretion and/or at the Parent's request. However, the school requires two parent/teacher conferences per year. Parents are required to pick up their child's report card during the conference. The first one at the end of the first nine weeks, and the second one at the end of the third nine weeks.

Parent / Teacher Conferences

Parent/Teacher Conferences are scheduled twice per year. All parents/guardians are requested to attend all conferences. Students who are encountering academic or behavioral difficulties will require additional parent/teacher conferences at the discretion of either the parent or the teacher.

Standards-Based Grading for Pre-K

4.0 ----------Advanced content

3.0----------Target Content

2.0----------Simpler content is necessary for proficiency

1.0----------With help. Partial success with score 2.0 content and score 3.0

0.0----------even with help, no success

Grade Kindergarten-ninth grade

Assignments: 25%

Homework: 10%

Quiz: 25%

Test: 25%

Grading practices may vary from subject to subject. Teachers will inform students of their grading procedures at the beginning of the year.

PROMOTION AND RETENTION POLICY

Promotion is the process of advancing a student from one grade to the next. Retention is a student in the same grade for another year. It gives the student the opportunity for an extra year of growth.

When making recommendations regarding students' promotion or retention, the teacher will consider the viewpoints of parents, support staff, and the principal. Parents are notified of the possibility of retention as soon as the teacher considers such action. The factors determining retention usually surface early in the second semester. The decision to promote or retain students always considers many factors and may include: student attendance, grades, daily work habits and achievement, physical and social maturity, grade-level expectations, and student ability.

ANNOOR ACADEMY Board policy does not allow "double promotion" or promotion of underage students. Minimum attendance required for promotion in all grades is 85% of the school year. Absenteeism will be considered a prime factor in the decision to retain borderline students. Students will be promoted if, in the teacher's judgment, satisfactory academic, social, and behavioral progress has been made during the current school year that predicts success in the following grade. A failing grade in any major subject may result in a student being retained. By the middle of the third marking period, the parents of students who are in jeopardy of being retained will be notified, and a conference will be conducted. The decision to retain a student will be made in consultation between the teachers and the principal. A letter stating possible retention will be sent by the end of the third marking period. In some borderline Cases, promotion may be granted upon satisfactory completion of additional summer school or tutoring.

- All students must pass the year’s classwork to be promoted to the next grade.
- All students must also score a passing grade on the applicable grade-level test.

- All students must achieve a satisfactory score on the educational skills and abilities outlined in the Tennessee Department of Education Curriculum Standards.
- Students who fail the grade-level test or who fail to make satisfactory grades will be given an opportunity for additional or personalized instruction and will be re-tested.
- Students who are retested and still do not meet the requirements for promotion will be retained at that grade level to provide them with the opportunity for an extra year of educational growth and development.

Academic Probation

Any student who does not meet the school's minimum standard of academic achievement (below "satisfactory" in two or more major subjects) will be placed on academic probation for one marking period. During this time, the student has the opportunity to demonstrate reasonable improvement in their academic performance.

Any serious neglect or deficiency in academic performance during this period may be sufficient grounds for removing a student from the school, to be determined at the discretion of the school administration.

HOME AND SCHOOL RELATIONS

To provide an effective educational program, **ANNOOR ACADEMY** strives to maintain close communication between the home and the school through the following means:

ELECTRONIC COMMUNICATION

The primary form of communication with parents is through email; the secondary form is through our school management system, Quickschools. Parents should check both Quickschools and their personal email regularly for emails and updates.

OPEN HOUSE/FAMILY NIGHT

An Open House or Family Night for parents and students is held in the fall. All parents are encouraged to attend. This is a chance for parents to get acquainted with the school, teachers, our educational program, and school policies. A parent may schedule a separate conference with the teacher at this time.

The Academy will have a second open house/registration in the spring. It is an opportunity for students and parents to share all the work completed during the year. New students and parents are welcome to participate, and all may register for the following school year.

NEWSLETTERS AND YEARLY CALENDAR

Notes, calendars, newsletters, and other communications are sent home regularly. Parents are asked to stress to their children the importance of bringing all messages to the parents' attention immediately. Please check your child's backpack each day for information from the teachers and the office.

PARENTS SUGGESTIONS

We welcome and encourage parents' suggestions. Parents are asked to send their remarks in writing to the Principal/Administrator's office.

PARENT CONCERNS

Should a parent have a concern regarding their child and wish to speak to the teacher, they are requested to contact the school to schedule an appointment or to request a note or phone call from the teacher. Appointments must be scheduled for times before or after school. The office staff will not disturb the teacher or student during class time. Teachers are responsible for classroom concerns, and they must give their full attention to their students without outside distractions. If this does not resolve the problem, then bring it to the principal. School Board members who are contacted individually will refer complaints to the Principal.

STUDENT CONCERNS OR PROBLEMS

Should a student have a specific concern, every effort will be made to resolve it on a one-to-one basis. The following are the steps for resolving a problem:
1) Student meets with teacher
2) Student and parent meet with teacher
3) Student and parent meet with teacher and principal/administrator
4) If no resolution is reached at these meetings, the school administrator will make the final decision, and the parents will be given a copy.
5) If parents are not satisfied with the principal's decision, then they must put their complaint in writing and submit it to the Education Affairs Committee.
6) If parents are not satisfied with the decision of the Education Affairs Committee, they can take their complaint in writing to the School Board.
7) The school board has the final say in all decisions.

PARENTAL INVOLVEMENT

Parents are expected to be continuously involved in their child's education. Parents are expected to volunteer a **minimum of 20 hours per household** per year in the following manner: 10 hours in service to Annoor Academy and 10 hours in service to the community through an Annoor Academy volunteer event.

Volunteering can include:

- Attending school during school hours and help teachers manage class activities (parent will not be teaching)
- Organizing and/or attending fundraising activities (bake sales, yard sales, open houses, etc.).
- Involved in PTO activities, including attending meetings, serving on committees, and assisting with coordinating various PTO initiatives.
- Assisting the school with different school events and activities

ATTENDANCE POLICIES

School Hours

The school office will be open from 7:45 a.m. to 3:45 p.m., Monday through Thursday, and 7:45-2:45 on Friday.

Building Visitors

Adult visitors are always welcome. However, for safety and security reasons, we need to know who is in the building and require that all visitors, including parents, register in the office. Meetings with the teacher must be scheduled in advance; conferences with teachers cannot be held while the teacher is responsible for a group of children. Please leave a message at the office, and the teacher will contact you to schedule a convenient time to meet.

Arrival and Dismissal

Student Drop- off: 7:30 – 8:00 am

Student Morning Assembly: 7:45 am

Student Dismissal: 3:45 – 4:00 pm

The regular school day for students is from 7:45 a.m. to 3:45 p.m. Monday to Thursday, and from 7:45:am to 2:45 pm on Fridays. No students are to arrive or enter the building before 7:30 a.m., as adequate supervision cannot be guaranteed before that time. We cannot be responsible for students before or after school hours.

After-school care is provided upon request; check with school staff for more details on the after-school schedule and fees.

Any student arriving after 8:00 a.m. will be counted tardy. Students must report to the office with a parent to receive a TARDY slip. Students will not be allowed into their classroom after the bell rings without a TARDY slip. If the student arrives at school after 8:05 am, the student will remain at the front office until the next lesson portion or next class. Parents should be prompt in dropping off and picking up
their children. Parents must realize that the time to pick up children is strictly enforced and should not be a burden to school personnel. All Students must be picked up by 4:10.

Returning to School/Locking of Doors

No child will be permitted to return to a classroom after dismissal. Children must learn to be responsible for their homework and other items that need to be taken home. Classroom and entrance doors will be locked after 4:00.

Attendance

Tennessee law requires students to attend school regularly. Regular attendance is essential to

make progress in school. Students are excused for illness and for prearranged doctor or dental appointments. Other requests for absences may be approved by special permission from the principal/administrator. A school officer will contact parents if their children are excessively absent or tardy. Excessive tardiness is unacceptable and will be considered a form of truancy.

Also, your child must have enough sleep each night and a good breakfast in the morning. Children have difficulty learning if they are tired and hungry.

Compulsory attendance of all students between the ages of six and sixteen shall be enforced in compliance with the laws of the State of Tennessee. The administration, faculty, and staff of **ANNOOR ACADEMY** expect every student to be in attendance at every class, every school day. If a student is excessively absent, a 90% attendance rule will be invoked, and the parents will be notified.

Punctuality and good attendance are important to a student's educational success. Students who arrive late or leave early disrupt the classroom routine for everyone. Students must know their dismissal plan before they arrive at school. We will not interrupt classrooms to give daily reminders. Therefore, the parent must send a note to the teacher with the child.

Definitions

Verified Absence: An absence where one of the following contacts occurs: 1. A parent/ guardian of the absent pupil calls the school to report an absence. 2. A student returning from an absence provides their teacher with a written excuse. This notification must be dated and signed by the parent/guardian. Copies of the doctor's excuses should be sent to the school and kept on file with the child's teacher.

Unverified Absence: An absence in which the contacts listed under verified have not occurred, and the notification has not been received.

Absent, full day - A full-day absence is recorded if the student is absent for more than half the day.

Tardy: A student who arrives more than 2 hours late. A student who arrives at school after 10:30 a.m. is counted absent for 1/2 day, or a student who leaves before 1:00 is counted absent for 1/2 day.

Early Dismissal:

A student who leaves school with 59 or fewer minutes remaining in the school day. This will be reflected on the report card as a tardy, except in cases of illness, emergencies, or medical/dental appointments.

Reporting an Absence

Compulsory attendance laws apply to all students between the ages of 6 and 16. When your child is absent, please call the school office before 9:15 a.m. This is to ensure that all students have been accounted for and have arrived safely at the school building. Failure to call the office

or send a written note when the child returns will result in an unexcused absence for the student.

To report an absence, please call (423) 894-1637 by 9:15 am. Please leave the date, the child's name, the teacher, and a short reason for the absence.

Excused Absences

The following shall constitute valid excuses for temporary non-attendance, provided the evidence of the excuse is submitted to the school. However, excused absences may not exceed 10 days per year.

1. Illness or Injury.
2. Illness of Immediate Family Member at the Principal's discretion.
3. Death in the Immediate Family.
4. Medical or Dental Appointments with a doctor's note.
5. Court or Administrative Proceedings.
6. Educational or Religious Opportunity: such as travel to Hajj or overseas, with a written request to the Principal.
7. Other circumstances may be excused at the Principal's discretion.

Unexcused Absences

Any absences not listed above as excused will be considered unexcused. Note that the absence of a child from school resulting from the student's suspension or expulsion for misconduct is unexcused. However, **ANNOOR ACADEMY** may not deny any child suspended from school for 10 days or less the opportunity to take any missed quarterly or semester examinations during the period of suspension.

Three unexcused absences by a student in a marking period will result in a note sent home to the parents.

Five or more unexcused absences by a student in the same marking period will result in a note sent home to the parents for a conference.

Should a student have more than ten (10) unexcused absences in the same semester, the parents would be required to meet with the school administration to evaluate the validity of the absences. If they are not found to be valid, no report card may be issued for that marking period.
If the student has more than twenty (20) absences (excused or unexcused) for the total year, they may not be promoted.

If a student is excused for a doctor's or dentist's appointment, the student will not be counted as absent or tardy. The child must report to the office to obtain a class admission slip when returning to school. Students absent from school for up to one-half day will be counted as absent one-half day. School staff members will monitor student attendance on an ongoing basis. The parent/guardian will be contacted when absence/tardiness reaches serious levels.

Tardiness

Being on time is a life skill important to each student's future. Schools are responsible for teaching the importance of this skill. Students who arrive late are at a great disadvantage. Not only are they missing the information needed to start their day, but they are also interrupting the class's instructional time.

Students are required to be in class on time. Tardiness to class is defined as not being seated when the bell rings at the beginning of each school day, or at the beginning of class, after lunch recess, assembly, or prayer. Any student arriving after 8:00 a.m. will be considered tardy and must report to the office for a pass before going to the classroom. Teachers will not allow a late student to enter class without an office pass. Five instances of tardiness will be recorded as unexcused absences. Excessive tardiness may result in a meeting with the school administration to evaluate its validity.

Please be advised that tardiness is considered excused when it is beyond the parent's or guardian's control, such as a flat tire, a car breakdown, extreme weather, or unexpected road construction. Unexcused tardiness is within an individual's control, such as oversleeping or leaving home late for school. Parents are expected to leave home early enough to arrive at school on time. Annoor Academy advises parents to leave 5-10 minutes earlier due to unexpected road conditions, such as traffic delays and auto accidents.

Students Leaving School during the Day

Parents should refrain from taking children out of school during school hours except in extreme cases. A written request, dated and signed by the parent or guardian, is required for a student to leave the school before dismissal.

Any students leaving during school hours must receive permission from the principal or the office designee and leave with an authorized adult. Identification of this adult will be required. The adult must then proceed to sign the child out of school in the main office. You must notify the school in writing as to which persons are authorized to pick up your child.

Parents must not go directly to the class; they must report to the office. Teachers are instructed not to release students to parents or other adults, but rather to send the child to the office upon a request from the office personnel. This procedure will guarantee the safety and well -being of
all students. Unless the parent has contacted us by telephone or in writing, a child will only be released to the people listed on their emergency card.

If the child does not live with both parents, a copy of the custody agreement must be on file in the office.

Parents are strongly urged not to take students out of school for vacations. Parents deciding to take their children out of school for a planned family vacation must inform the principal and the teacher in writing at least one week in advance. A student's grade and attendance will be two of the factors considered before the principal grants approval. Work and assignments will not be

sent before leaving. The absences are recorded as unexcused absences.

If parents wish their children to be assigned work during the vacation period, they must make this request to the teachers at least (5) school days before the absence date. It should be understood that it would not always be appropriate to assign work before instruction. However, if work is taken, the student is expected to have missing assignments completed and ready to turn in on the day of their return to school.

Students may make up work within a reasonable period of time (one day for each day of absence) upon returning to school. Please keep in mind that the total amount of work covered while your child is absent cannot possibly be made up. The teacher will make the assignments they feel are necessary for your child. After that, the assignment may be considered late, resulting in lower grades. Children who are out of school for more than the minimum required number of attendance days per quarter may not receive a grade for that particular marking period.

ANNOOR ACADEMY BULLYING POLICY

General

Annoor Academy of Chattanooga School prohibits acts of harassment, intimidation, bullying, and cyber-bullying. A safe and courteous environment in school is necessary for students to learn and achieve. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe and orderly environment. Since students learn by example, administrators, faculty, staff, and volunteers should be positive role models by demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying. All Annoor Academy School teachers and administrative personnel are responsible for ensuring this policy is faithfully implemented in all areas under their purview or direct supervision.

"Cyber-bullying" means bullying undertaken through the use of electronic devices;
"Electronic devices" include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants (PDAs), computers, electronic mail, instant messaging, text messaging, and websites;
"Harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance; and:

(A) If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop, the act has the effect of:

(i) Physically harming a student or damaging a student's property:
(ii) Knowingly placing a student or students in reasonable fear of physical harm to a student or damage to the student's property;
(iii) Causing emotional distress to a student or students; or
(iv) Creating a hostile educational environment; or

(B) If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the educational environment or learning process.
All students are expected to refrain from acts of harassment, intimidation, bullying, or cyberbullying in any form and to be aware that disciplinary measures, as appropriately assigned under Board policy, will be used for the unacceptable behavior described above.

At the beginning of each school year, principals will provide this policy to parents and ensure that students are aware of the expectations for their behavior under this policy. This policy shall also be posted on Annoor Academy's website.
To promote and foster intergroup awareness, appreciation and understanding by students and staff of the diverse ethnic, racial, and cultural groups represented in the school district, United States, and the world, Annoor Academy School shall:

- Provide ongoing professional development for staff to prevent harassment, intimidation, and bullying. Implement practices to achieve safer, less violent schools for students, teachers, and administrators through Restorative Practices, Positive Behavioral Intervention and Supports, and professional development on implicit bias. Unless the schedule is modified, training is expected to continue through 2019.
- Endeavor to ensure that the curriculum does not promote stereotypical views of any group and recognizes the accomplishments and contributions of all peoples. Provide a comprehensive digital citizenship training program at all levels.

REPORTING AND RESPONSE

Students who feel they are being harassed, bullied, or intimidated may report this concern to any teacher, school administrator, or the office of the Superintendent, using any means of communication they feel comfortable with.

- Students may report anonymously, and anonymous reports will be treated with the same level of urgency as all other reports. All school employees are required to report alleged violations of this policy to the principal or the principal's designee for investigation and appropriate action.
- All district employees are required to submit a written incident report to the principal. Oral reports will also be considered official reports.
- Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report.
- Once a report is received, the principal or their designee must initiate an investigation within forty-eight (48) hours to address student well-being, unless the need for additional time is appropriately documented.
- An appropriate intervention must be initiated within twenty (20) calendar days of receipt of the report, unless the need for more time is appropriately documented.

- Parents of all students must be immediately informed if their student is involved in

harassment, intimidation, bullying, or cyberbullying. Restorative practices will be used to the extent practicable in those schools where training has been completed.

- A school employee, student, or volunteer who possesses reliable information that a student has electronically transmitted a credible threat to cause bodily injury or death to another student or school employee shall report such information to the Principal or other school administrator. The Principal shall, in consultation with the appropriate district administrative personnel, determine the disposition of the report with respect to appropriate investigations and disciplinary actions.
- Failure to report reliable information about a credible threat electronically transmitted to a student or employee may result in disciplinary action against the student or employee who withheld the information. If a volunteer fails to report such information, the volunteer may be restricted from volunteering at any further school-related activities.
- A school employee, student, or volunteer may not engage in reprisal or retaliation against a victim of, witness to, or person with reliable information about an act of harassment, intimidation, bullying, or cyberbullying.
- No student shall be the subject of reprisal for any report of bullying, harassment, or intimidation. Students found to have perpetrated acts of reprisal shall be subject to appropriate disciplinary action as described in the school's policy.
- Consequences for a student found to have falsely accused another of harassment, intimidation, or bullying range from behavioral interventions to suspension or expulsion, as permitted under the school's policy.

The following factors will be considered in determining the appropriate response to students who commit one or more acts of harassment, intimidation, bullying or cyber-bullying:

- The developmental level and maturity levels of the parties involved
- The levels of harm as determined by the student's ability to be educated in a safe and orderly environment
- The surrounding circumstances;
- The nature of the behavior(s)
- Past incidents or continuing patterns of behavior
- The relationships between the parties involved
- The context in which the alleged incidents occurred.
- The efficacy of restorative practices with the students involved.

Consequences and appropriate remedial action for students who commit acts of harassment, intimidation, or bullying may range from behavioral interventions to suspension or expulsion. The appropriate action will be consistent with established Board policy, case law, and federal and state statutes.

DISCIPLINE POLICIES

The Annoor Academy Behavior Policy is in effect and is used to address student behavior.

ROLE RESPONSIBILITY IN DISCIPLINE

- **Responsibilities of the Student**

The student is expected to respect authority, which includes not only obedience to school rules and regulations but also to the laws of the community, state, and nation. Students should respect personal property and the rights of fellow students, teachers, administrators, and other school personnel.

• Responsibilities of the Parent

Parents are expected to cooperate with school authorities and participate in conferences regarding their children's behavior, health, attendance, and academic progress. Parents are subject to the provisions and statutes of the State of Tennessee.

• Responsibilities of the Teacher

Teachers are responsible for creating an atmosphere conducive to learning. Thus, they are directly responsible for maintaining discipline in their classroom and for assisting in maintaining discipline throughout the building. The responsibility and authority of any teacher extend to all pupils of the Academy.

Teachers will provide opportunities for students to learn and understand acceptable behavioral standards in their classrooms.

• Responsibilities of the Principal/Administrator

The principal/administrator is expected to exercise leadership in implementing all necessary school procedures, rules, and regulations.

• Responsibilities of the Board

The Board of **ANNOOR ACADEMY**, acting through the principal/administrator, holds all school personnel responsible for controlling students while they are under the school's supervision. The Board will support all personnel acting within the framework of the school policies.

SCHOOL RULES

- Respect Yourself
- Respect Others
- Respect the School

CLASSROOM RULES

- All pencil sharpening must be done before instruction or with the teacher's permission. - Students must remain in their classroom unless permitted by their teacher. - Students are expected to do their best in all classes and to do all of their homework assignments.
- Students are expected to let all their teachers instruct and to allow other students the opportunity to learn.
- Students should keep their classrooms clean at all times.
- Students should be in their assigned classes at the designated times and use their student planners. - Student must raise their hands to be recognized before speaking.
- Students are expected to have all necessary books and supplies for each class with them at the start of class.
- Students should be responsible for their own actions.

INSIDE RECESS RULES

- Children should remain in their designated room and area and should not be in any other part of the building without their teacher's permission.
- Provide appropriate games and activities for students during inside recesses and lunch hours in each classroom. Students are informed of these games and activities, and the rules for conduct on inside days are clearly explained.
- Children should not run in the classrooms or in the hallways.
- There should be no use of scissors or other devices that require teacher supervision.
- Indoor voices must be used.
- Students should always follow the direction of the recess

  supervisor.

LUNCHROOM RULES

- Students are not to return to other parts of the building without permission. - Students are not allowed to use microwaves.

SCHOOL GROUNDS/PLAYGROUND RULES

- Use all equipment properly and safely.
- Play only in the designated area.
- Fighting, wrestling, tackling, or rough horseplay is prohibited; play-fighting often starts real fights, so it is not allowed.

- Throwing any unapproved objects, such as hardballs, snowballs, rocks, dirt, gravel, stones, woodchips, or any other sharp or potentially dangerous objects, is prohibited. - Students are not allowed to leave the playground area or school boundaries without permission.
- Students are expected to respect and follow the instructions of all adult supervisors. - Students are expected to line up quickly when the teacher signals.
- Be fair; Take turns.

HEALTH & SAFETY POLICIES

Immunizations & Immunization Certificates

Tennessee State Law requires all children enrolling in a public, private, or parochial school to have an up-to-date Immunization Certificate for the state of Tennessee. Physicals are required for KG *and* 7th grade, *and* if you are new to Tennessee schools.

The parents of a student must provide the school office with a TN state immunization certificate by the 1st day of school. Failure to do so will prevent the student from attending classes until the certificate has been submitted. KG students: if the parent has evidence of an upcoming appointment, they have 30 days from the first day of school to get this.

If a child has a religious exemption certificate, they must go home and stay home if an outbreak occurs.

Health Problems

If your child is ill, it will be difficult for them to perform well at school, and their need for medical attention should not be neglected. To protect other students, faculty, and staff from health hazards, any students with contagious illnesses (including the flu, a virus, a bad cold, or a fever) should not attend school. Also, if your child is vomiting or exhibits other symptoms of illness, they should remain at home for the day.

When to Return to School:

Any child with a fever of 100 degrees or higher should not return to school until 24 hours after a normal temperature has been reached.
Active, heavy coughing, a runny nose, and sneezing are symptoms that may need a doctor's evaluation. Allergy symptoms can be controlled with medications. A child with a cold needs additional rest and fluids to avoid complications and should remain at home until symptoms have diminished.
Any child who vomits should not return until 24 hours have passed with no vomiting. Diarrhea may be difficult for a child to manage in school and may be a symptom of a contagious illness. Diarrhea can also be very upsetting to a child. Treatment requires dietary modification, rest, and fluids, which can be better managed at home.

Note: Any child who runs a fever of 100 degrees or more, or presents signs of a contagious

disease, will be sent home from school. It is the parent's responsibility to provide transportation and care for the child. Please keep your emergency phone numbers up to date and provide us with SEVERAL names and numbers of people who can care for your child if you are unavailable. It is so sad to watch a sick, feverish, crying child wait for hours while we attempt to locate a responsible adult. Don't let this happen to your child.

If your child remains at home because of illness, please telephone the office to notify the school of the excused absence. If a child becomes ill during the school day, the school will contact you to come to the school and take the child home. Upon return, your child should bring a doctor's note or a note from the parent or guardian noting the illness.

It is the responsibility of the parent or guardian to inform the office and the child's teacher in writing of any allergies, long-term health problems, or medical problems that may require attention while at school. This should be included on the Emergency Card. Doctor-recommended directions for immediate action or first aid should be provided in writing.

Administration of Medicine:

School policy prohibits school faculty and staff from administering any medication (even Tylenol) to students without written permission from the parents and written directions from the physician. If a child is recovering from an illness and medication needs to be administered, the following procedures must be complied with:

1) Parents must bring the medication to the office and sign the Medication Log. Do not send any medicine to school with your child.
2) Instructions for administering medication must be supplied by the physician and kept on file in the office. (This note is in addition to the label from the pharmacy and must clearly indicate the quantity of medication, the time of day it is to be given, and for whichfor which
3) If your child tests positive for strep throat, they need to stay home for at least 24 hours after starting antibiotics. Do not send your child to school before that to prevent the spread of this potentially serious illness.

Illness and Injury (at school)

If an illness, accident, or injury occurs at the school, the office will be immediately notified. If it is a minor injury, it will be treated at the office, and the child will go back to class. If it is more serious and requires parental or medical attention, we will make the student comfortable and contact the parents to pick up the child. If there is no response at home or at the parent's place of employment, we will call the emergency number provided on the Emergency Card. If no one can be reached, we will contact the family doctor for directions. (For this reason, the Emergency Card needs to be kept up to date.)

Communicable Disease

If a student is sent home with a suspected communicable disease, the school must report it to the local health department. If your child is kept home because of this, please report it to our office so that we may notify other students and parents.
Students suffering from a communicable disease must be excluded from classes and cannot be readmitted without written approval from the Public Health Department or the family doctor.

It is strongly suggested that a child be kept home for at least 24 hours after a bout with the flu, once their temperature returns to normal. Do not send your child to school with an elevated temperature.

If a student must stay in recess or be excused from physical education, a note from their doctor must be given to the school, stating the reason and the length of the excused time. Under normal circumstances, if a child cannot go out for recess, they should not be in school.

Lunch & Snacks

Annoor Academy offers a full-time lunch program for students and staff. The meals are prepared daily at the school's commercial kitchen. The lunch program receives a yearly evaluation and license from the TN Health Department. Parents receive a monthly lunch menu prepared by school personnel. Parents select from the menu and submit it to the office. Students eat their lunches at the gym.

Parents are responsible for providing their children's daily snacks. As a reminder, we urge parents to provide nutritious and well-balanced snacks for their children. Foods from the food groups, with a non-carbonated beverage, should be included: whole-wheat breads & grains, meat, milk & dairy, and fruits & vegetables.

We strongly discourage "junk" and "empty-calorie" foods. If a child learns good eating habits when they are young, they will maintain healthy eating habits throughout their life. Also, studies have shown that a child's performance in school is directly affected by the types of food they eat.

Child Abuse & Neglect

We are required to report all cases of suspected child abuse or neglect to the State / local Social Services. All school employees and volunteers are required to follow the law.

EMERGENCY PROCEDURES

School Emergency Dismissal Procedures

School will remain in session unless there is an emergency in the building or inclement weather develops after school has begun. We must ask all parents to PLEASE MAKE CERTAIN THAT THE CHILD KNOWS WHERE TO GO WHEN PARENTS ARE NOT AT HOME, IN CASE OF EARLY DISMISSAL. In the event of a fire or other disaster (May Allah forbid), an emergency plan will be

implemented to provide the children with as much protection as possible. Faculty and staff orientation includes training for such situations.

Severe Weather

ANNOOR ACADEMY determines whether to close the school during severe weather conditions. The decision to close the school is made as early as possible, usually before 7:30 a.m., or later if there is a sudden change in the weather. **Parents must listen to the local TV or Radio stations to determine when ANNOOR ACADEMY is closed. There will also be a call or text from the school through the Quickschools system. Do not call the principal or teachers at home**.

Closing While School is in Session

If a severe weather emergency forces a closure while students are in school, we will call each family. If the school is unable to contact someone at home, we must ask all parents to PLEASE MAKE CERTAIN THAT THE CHILD KNOWS WHERE TO GO WHEN PARENTS ARE NOT AT HOME, IN CASE OF EARLY DISMISSAL.

Tornado Warnings & Drills

In the event of a tornado WARNING (a tornado has been sighted in the area), students will be escorted to a designated protected area until an "all clear" is given. Students will not be dismissed from school during a tornado emergency, even if the school day is over. If a parent insists on taking a child with them, THE SCHOOL WILL NOT BE RESPONSIBLE FOR THE CHILD'S SAFETY AFTER LEAVING THE BUILDING. Also, tornado drills will be conducted at our school several times during the year.

Fire Drills

Fire drills will be conducted 10 times throughout the school year. The Principal and Staff will supervise these drills.

GENERAL INFORMATION AND MISCELLANEOUS

Holiday Celebrations

Religious Holidays: ANNOOR ACADEMY celebrates only two Islamic holidays: Eid al-Fitr (after Ramadan) and Eid al-Adha (during the Hajj season).

National Holidays: ANNOOR ACADEMY will be closed on the National holidays as recorded in the annual school calendar. Annoor Academy does not allow celebrations for birthdays, Halloween, Christmas, Easter, etc. on campus.

Classes

Classes begin at 8:00 a.m. Students will be escorted to class by their class teacher. Students are

expected to be respectful to the administration, teachers, and parent volunteers. Students are to be attentive, responsible, and careful with personal property and the property of others. Our students should remember that we are indebted to the one who has taught us even one letter.

RECESS

All students are to go outside when the weather permits unless they have a written excuse from home. We do not go outside when the temperature is below 40F. If a child has been sick or has a bad cough, it is all right for the parent to send a note to the teacher requesting that the child be allowed to stay in recess for one or two days. Excuses for a longer period will be granted only upon a doctor's request. Normally, if the child is well enough to come to school, they are well enough to go outside for a short time. Children remaining inside are to bring a book or quiet activity to an assigned area. Students cannot be left unsupervised in their rooms. It is the parent's responsibility to ensure the child is adequately dressed for outdoor play. All students may go outside when the temperature is above 40°F.

Hall Passes

Students must remain in class during scheduled lessons and must not leave their desks without their teacher's permission. Other than in cases of extreme emergency, students should not approach the office without their teacher's permission. Parents may be called only with the Administration's permission.

Prayer Hall

As Muslims, the children are taught to respect the prayer hall. The children are expected to remain quiet until the prayer has begun. Playing, loud talking, or unnecessary movement will not be tolerated in the prayer hall.

Salaat (Daily afternoon prayer and Jum'ah in congregation)

Salah is the second most important pillar of Islam. Students must approach it with the proper degree of decorum.
Students should not loiter in the Wudu area.
Students must enter the prayer area quietly and prepare to line up properly for prayer.
Unnecessary conversation is discouraged.
Students must obey and respect their supervising teacher in charge for the day. After prayer, students should not loiter but return to class as quietly and as orderly as possible.

Bathrooms

Students must observe the Islamic values of cleanliness in the restrooms. Students must not put paper towels in the toilets (only toilet paper is allowed). Boys must be seated when using the toilet.

Students must not throw soap into the toilet or on the floor. Make sure that the water is turned off after washing. Take care of the lavatory, as it belongs to every individual who uses it. Try to keep the restrooms as clean as possible.

TRANSPORTATION

Transportation to and from the school is the responsibility of the parents. **ANNOOR ACADEMY provides busing services when available.**

Parking Lot Procedures

When picking up or dropping off your children, please remain in your car, in line, and wait for your child to come out of the building. Cars must not be left unattended, as they will block others' way. Please do not ask children to cross between cars. Anyone picking up or dropping off children under any arrangement must report it to the office in advance. This will allow **ANNOOR ACADEMY** to release your child to other parents in the group if necessary. For any special requests to ride with someone else, a child must have permission in advance.

Use of ANNOOR ACADEMY Grounds

Students involved in after-school activities are not to be unsupervised on school property. It is a parental responsibility to bring children to activities and to pick them up on time. Parents should ensure the adult in charge of the activity is present before dropping their child off. The school is not responsible for the safety of any children on school property after regular school hours. However, the school requires a signed release form for after-school activities.

Textbooks

Textbooks are the property of **ANNOOR ACADEMY** and are on loan to the students for the school year. Workbooks are consumable and are purchased for various subjects. Children are held responsible for the condition of all textbooks and other books checked out to them. All textbooks must be returned in good condition at the end of the year. A charge will be assessed if these books are lost or damaged. The fine for damaged or lost books usually ranges from $25 to $50, depending on the book's cost and condition. Fines that are not paid by the end of the year will result in the school withholding the student’s report card. Parents must purchase a replacement for a lost workbook.

Lost & found

Because many articles and supplies are similar, it is very important that students clearly identify their possessions. Names should be marked plainly on all articles of clothing such as sweaters, coats, gloves, hats, boots, and lunchboxes. All books should be marked legibly with the student’s name so that those lost articles may be returned to the student. Articles found on school premises should be taken to the Lost & Found in the designated area. Articles that are not claimed within two (2) weeks will be given away.

Supplies and Materials

To help preserve consumable materials and supplies, **ANNOOR ACADEMY** asks that parents supply extra pencils, loose-leaf paper, paste, crayons, markers, glue, notebooks, and other materials for their child. At the beginning of the year, each teacher will give students a supply list. These supplies will need to be replenished periodically. Please encourage your child to take proper care of materials. We urge you to become familiar with your child's instructional materials. Parents in grade KG may take turns providing snacks for their child's class.

Student Records

Student records are transferred by mail. The parent or guardian will be asked to sign an authorization form provided by the new school, which will be mailed to the leaving school, authorizing the transfer of records to the new school.

With prior arrangement, parents have the right to view their child's records. All student records are confidential and primarily for local use.

Moving from the District

Official school records will be sent to the receiving school at their request. Under certain circumstances, copies of student records can be made and given to parents or guardians. The school should be notified in advance when a student is leaving.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

According to the regulations for the Protection of the Rights and Privacy of Parents and Students, student records may not be released without the written consent of the parents to any individual or agency other than to the following: officials of other schools or school systems in which the student seeks or intends to enroll, upon the condition that the act includes the following:

- The right to be provided a list of the types of education records that are maintained by the institution and are directly related to students.
- The right to inspect and review the contents of those records.
- The right to obtain copies of those records, which may be at the expense of the parent of the eligible student (but not to exceed the actual cost of the educational institution's reproduction costs).
- The right to a response from the institution to reasonable requests for explanations and interpretations of those records.
- The right to an opportunity for a hearing to challenge the contents of those records.

In compliance with the Federal Family Educational Rights and Privacy Act of 1974, notice is hereby given that **ANNOOR ACADEMY** intends to release the following student directory information: Name, address, date and place of birth, participation in officially recognized activities and sports, weight, height of members of athletic teams, dates of attendance, courses of study, awards and recognition received, and the name of the most recent previous school attended by the student. Be it further advised that only a parent/guardian has the right to refuse to permit the release of any or all of the types of information designated by **ANNOOR ACADEMY**. If you wish that all or part of the items listed in the directory information not be released, contact **ANNOOR ACADEMY** within two weeks of receipt of this notice.

EDUCATIONAL RIGHT AND PRIVACY

ANNOOR ACADEMY complies with the Family Educational Rights and Privacy Act of 1974, as amended. The act provides parents, guardians, and eligible students (students who have attained 18 years of age) with access to student records and places restrictions on the release of those records to third parties.

It is the responsibility of the principal/administrator to maintain student records and to educate the staff about the information that will be included in student records. These records are to be locked at all times. The principal or designee shall record each request for and release of information in a permanent record book.
School personnel within the system may examine students' records for legitimate educational purposes. Officials or other schools may obtain records for a student who intends to enroll in their school.

The school will supply information from records without a signed consent form only upon receipt of a subpoena or judicial order; the parent or guardian, or eligible student, will be notified of such release in advance of compliance therewith.

Student records are available for inspection by a parent or guardian upon completion of a written request form. The parent or guardian of a student who is 18 years of age may inspect records only with the student's written consent. A minor student is not permitted to see their records without the written consent of a parent or guardian.

A parent, guardian, or eligible student wishing to review records must complete a written request form available at the principal's office. The review of the student record will be in the presence of the principal or their designee.

A parent, guardian, or eligible student may seek correction of the student's records by requesting an amendment to the records or by requesting a hearing with the principal or their designee. A parent, guardian, or eligible student may place a statement in the student's education records. The principal's decision may be appealed.

Copies of the student's education record shall be made available upon request for a minimum fee of $1.00 and five cents per page. There shall be an additional charge for all material mailed, sufficient to cover the cost. Fees are to be paid before copies are made.

ANNOOR ACADEMY SEXUAL HARASSMENT POLICY

Harassment may be because of race, color, sex, national origin, physical handicap, or physical characteristics. Harassment in the elementary school is considered any actions in the aforementioned situations that makes a student feel unsafe or uncomfortable. Harassment includes, but is not limited to, name-calling, inappropriate touching of a person or their clothes, improper remarks or jokes, or any actions that display power or hostility toward a person.

ANNOOR ACADEMY will not tolerate any harassment of individuals. Sexual harassment is unlawful. All contact between students, teachers, and other employees should be in keeping with respect for the individual and should create a favorable learning environment.

Reports of harassment will be investigated, and anyone found to be in violation will be subject to disciplinary action in accordance with the building discipline plan.

VIDEO/INTERNET/PICTURES

We take pictures of students for the yearbook and newsletters, and sometimes newspapers and TV. No full names will be used for the media. Pictures of the school kids might be used on the ANNOOR ACADEMY website. The children also look up information on the internet. The teacher always supervises this. If you do not wish your child to participate in these activities, please send a written note stating your objections.

Parent- Student Contract

We have read the Parent-Student handbook and agree to abide by all the rules and regulations set forth therein. By signing this contract, we agree to work with Annoor Academy and teach our children to follow the rules and to work with the teachers, staff, and the Principal to make this happen.

We, as parents and students, expect the same in return from the Principal, teachers, and staff.

Only as a team can we make the academic year run smoothly and successfully, and always keep the best interests of the child at hand.

Safety and Emergencies: Policies and Procedures

INTERRUPTION OF INSTRUCTION FOR EMERGENCIES

The Board authorizes the Principal or their designee to close the school in the event of hazardous weather or other emergencies that present a threat to the safety of students, school staff, or school property. The Principal or his/her designee shall ensure that administrative regulations are maintained for fire drills, civil defense drills, bomb threats, tornadoes, inclement weather, and other emergencies throughout the building.

EMERGENCY SCHOOL CLOSING

Annoor Academy follows Hamilton County School closings in case of severe weather ONLY, unless otherwise specified. Announcements are posted via QuickSchools and social media.

ESCORT POLICY

Under no circumstances may a child be released from school to anyone other than the parents or the authorized adults mentioned on the student's pick-up list.

In case of late arrival or early dismissal, the person who's dropping off or picking up the child must report to the office and sign the "Late Arrival/Early Dismissal Book".

In the case of divorce or separation, a student will be released ONLY to the parent with custody or to the authorized adults listed on the student's pick-up list.
A proof of custody is required from the parent when the parent first admits their child to

school.

FIRST-AID POLICIES

Most school accidents often require Band-Aids or ice bags. The school personnel will handle minor injuries. Parents will be notified immediately in case of a more serious injury. In an emergency, the school will use 911.

A nurse's station (Copy room) is available in the facility, where first-aid supplies are provided. Staff members have valid first-aid and CPR certificates.

EMERGENCY DRILL AND COMPLIANCE

The school conducts fire drills as required by State Law, once every month during the school year. Three additional safety drills are also held during the school year, which may include severe weather, earthquake, intruder, or other emergency drills.

Fire drill and emergency procedures are available in Appendix 2.

Records of monthly fire drills, full evacuations, and tornado drills shall be kept on file in the school office.

Routes for fire exits and telephone numbers shall be posted in classrooms and appropriate places in the school facility.

Evidence of compliance with applicable State and/or local standards/codes for heating, ventilation, illumination and fire safety can be found in the building construction records.

PARKING AND SCHOOL GROUND POLICIES

Parking rules have been established to ensure the safety of the drivers and students. The school believes that accidents do not just happen but are often caused by irresponsible drivers.

DOOR POLICIES:

For grades Pre-K and up, all students should be dropped off at the front door; pickup can be at the front door or in the gym area, depending on the weather.

All doors should be locked for outside visitors at 8:15 am.

TRAFFIC FLOW:

Traffic flow is ONE WAY in the school grounds. As a driver enters the school campus, they should go right, turn around the middle island, and drive toward the front door.

PARKING:

If a driver wants to go into the building to take care of any business, the car should be parked only in the designated parking spots, NOT in the fire lane or anywhere that would disrupt traffic flow.
If children accompany the driver, it's the driver's responsibility to look after them.

MONITORING STUDENTS:

Staff members will supervise students entering and leaving the building. While moving in the hallways and throughout the building, the students are expected to follow the established guidelines.
Students may never be left unattended.
Students will remain within the specified playground boundaries during outside play. Students requesting early entrance into the building must obtain permission from the playground supervisor.

Appendix 2: Fire Drill Procedure

For Office

1) Call CES (Fire Alarm Monitoring Company) at:

   1-800-318-9486

2) Give them the following info:

   Signal # : 108075
   The time frame of the fire drill

3) Conduct the fire drill within the time specified.

4) Pull down the alarm handle.

5) After you're done, go to the monitoring panel and push the button that says: Alarm silence.

FIRE DRILL PROCEDURE

SIGNAL: FIRE ALARM WILL SOUND

PROCEDURE DURING CLASS TIME

1. Students exit the classroom and WALK in orderly lines.

2. Students evacuate the building by designated exit routes to the nearest exit, either the main entrance or the side stairwells, heading toward the lower parking lot beside the playground.

3. NO TALKING IS PERMITTED!

4. Teachers:

- Take your attendance sheet with you.
- Check that all students are out of the classroom.
- Check that all exits are clear.
- Close the classroom door. DO NOT LOCK. (Later entry may be required.

5. Once you have reached the designated area, the teacher calls and accounts for the students.

6. Students in classrooms other than their own are to remain with that class until permitted to rejoin their class by both teachers.

7. Students remain in orderly and silent lines until the Principal gives

them all clear. **PROCEDURE DURING LUNCH AND RECESS**

1. Students wait in orderly and silent lines for the teachers on duty or other supervising adults to conduct them to the assembly area.

PROCEDURE DURING PE.

1. The teacher or supervising adult will stop play, organize classes into silent and orderly line/s and conduct them to the assembly area.

PROCEDURE WHEN NOT IN YOUR OWN CLASSROOM

1. Teachers should be familiar with the evacuation route designated for that classroom

or area. 2. Be sure to take the class attendance sheet with you and account for all

students. ALL SCHOOL PERSONNEL ARE TO PARTICIPATE IN ALL FIRE DRILLS.

Parents, guests, and community members on the grounds during a drill MUST participate.

Adults are reminded that no talking is allowed. PLEASE BE GOOD ROLE MODELS FOR THE CHILDREN.

EMERGENCY PROCEDURES:

IN CASE OF A FIRE:

In case of a small fire:

- No matter where you are, know where the fire extinguishers are and how to use them correctly so that you will be able to act quickly.
- PUT IT OUT.
- Act safely and with caution.
- If necessary, sound the alarm.
- Warn others in the area.
- Stand away to direct the firefighters to the fire.
- Stay back and out of the way unless you are asked to help.

In case of a big fire or an uncontrolled small fire:

The fire protection system in the school works as follows: when the system's temperature reaches a certain threshold, it will automatically sound an alarm and activate the sprinkler system. As an extra precaution, it's the Principal's responsibility to call 911 and make sure help is on the way.

WHEN YOU HEAR THE ALARM:

Always know where you are, and locate your Exit routes. Start the evacuation as follows:

1) Before opening the door, feel (the teacher) if the door is Hot. Open cautiously.

2) If it's SMOKY, crawl and stay near the floor where less smoke accumulates.

3) Instruct the students and assist them in evacuating through the nearest and clearest exit.

4) Lead the students to the designated assembly area, which is the lower parking lot beside the playground.

5) Stay put for further instructions, and never go back to the building.

IN CASE OF A TORNADO:

In case a tornado warning is issued during school hours, the following emergency actions will be implemented:

ACTION RESPONSIBILITY

The Principal makes an announcement

Students are directed to designated areas, and teachers

Students are told to take cover away from other students
Windows and against a safe wall, cover your head
with hands

Keep tuned to one of the state-designated Principals
Radio stations for advisory information

When the Tornado Warning is no longer in effect, Principal
An announcement is made to return to classrooms

Attendance is taken, Teachers

If necessary, the school office will contact the Principal
Fire/Police Department

Assess the need for psychological first aid, Principal/Teacher

Notifies utility companies of the actual Building Manager/ or suspected
damage Principal

Designated Shelter Areas

All students and staff members gather in the gym and sit against the walls.

IN CASE OF AN EARTHQUAKE:

IF INDOORS:

- DROP to the floor. TAKE cover under a sturdy desk, table, or other furniture. HOLD on to the furniture you are under and protect your face.

- Instruct Students to DROP, COVER, and HOLD.

• Stay away from glass windows, wall shelves, and heavy equipment.

• Do not run outside or evacuate until after tremors cease. Be aware that earthquake aftershocks may cause further damage.

• Once the tremors have ceased. Instruct and assist the students in evacuating to the assembly area in the lower parking lot beside the playground.

• Stay put and await further instructions.

IF OUTDOORS:

Quickly move at least 300 feet away from buildings, utility poles, and other structures.
CAUTION: ALWAYS avoid power or utility lines.
Please weigh your options and assess your situation. A suggestion for a safe place would be the upper parking lot, as far away from the trees as possible.

IN CASE OF IMMINENT DANGER, HATE ASSAULT OR ARMED OR UNARMED INTRUDER:

Any personnel who witness any suspicious sign, ANNOUNCE THE CODE using the walkie-talkies immediately; The meeting has been canceled

"The Staff meeting has been canceled"

1. In classrooms:
• Close and lock the classroom door.
• Turn off lights and pull shades/drapes.
• Do not allow students to leave the room.
• Gather students into a corner of the room away from windows and doors. •
Remain quiet and out of sight.
• Take attendance. Do not go out looking for missing kids.
• Stay off the intercom and do not use cell phones.

2. In Preschool:
All doors should be locked, and students should be in the PK Hallway.

3. In Hallways:
• When you hear the code, you should go to the nearest room.
• If the room is locked, go to the bathroom and follow bathroom procedures.

4. In Bathrooms:
• Turn the light off and lock yourself in the bathroom stall.
• Put both feet up on the toilet so that they are not visible from underneath.

5. If outside (Playground side)

• All teachers, when they're outside with students, should carry cell phones at all times • The office will notify them of the danger.
• Go to the Publix parking lot and lie down flat on the grass.
• Await further instructions from the office.

6. If outside
• Go to the Publix Parking lot.
• Await further instructions from the office.

7. Recess and Lunch:
• Instruct students to go to the kitchen and lock the doors.
• Follow the classroom procedure.

8. Meeting Site:
• Waterside Apartment Parking lot is the meeting place and family

OFFICE SHOULD CALL 911.

EVERYONE SHOULD STAY IN THE ROOM UNTIL EVACUATED BY THE POLICE. FOLLOW ALL COMMUNICATIONS FROM THE OFFICE.

IN CASE OF A BOMB THREAT:

Bomb threats are usually received by phone. If one is received, the following actions should be taken:

ACTION RESPONSIBILITY

- Keep the caller on the phone line. Person answering the phone, delay the caller by saying statements like:
  I'm sorry, I didn't understand you.
  What did you say?
  Ask the caller where the bomb is located, what
  Time the bomb is going to explode, and what it
  Looks like.

  If possible, note the sex of the caller, the approximate
  Age, the time the person called, and the background
  Noises.

- The person answering the phone, must notify the principal and call the Police

  Department.

- The principal and staff follow the Police instructions..
- If a suspicious object is discovered, the Principal/Police or, if the threat remains real, the building will be evacuated

- Students should be cautioned against picking up any strange object. It could be a bomb.
- Secure the building to prevent re-entry. Principal/Police Evaluate the

  needs for Psychological First Aid, Principal/Teachers

If you have any questions, please give us a call at 423-894-1637