



ANNOOR
ACADEMY

PARENT - STUDENT HANDBOOK



Faith. Knowledge. Character.

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Mission, Vision, Values

Our Mission

Annoor Academy is dedicated to providing its students with excellent academic education in an Islamic environment.

Our Vision

Annoor Academy envisions a future where every student receives high quality individualized education that prepares him/her for a bright future as a caring, productive member of the society.

Our Values

Temperament & Collaboration
Content Mastery & Pedagogy
Hard Work & Commitment
Honest & Open Discussion
Passion for Education & Children
Creativity & Curiosity
Cleanliness & Organization

Our Accreditation

Council of Islamic Schools of North America
Cognia (formerly AdvancEd)
College Board (Pre-AP Ledger and AP Testing Site)

Who to Contact



To efficiently answer parent questions and to get information to the right person, please refer to this list for guidance. The staff directory can be found at annoor.org/directory

- Please be respectful when communicating with staff
- Please use e-mail after 4:30 and limit text messaging to 7:30 AM - 4:30 PM
- Please remember that teachers are teaching during the day and may not be able to respond immediately

ENROLLMENT, RECORDS, BILLING

Ms. Debbie

Mrs. Lara



Ms. Debbie

LUNCHES

Log in **FACTS** to Order

Mrs. Lara

DISMISSAL (PICK-UP CHANGES)

Ms. Debbie

Mrs. Lara

CLUBS

Ms. Debbie

SICK CHILD

Class Teacher

CC: Ms. Debbie

GRADES, ASSIGNMENTS, PROJECTS

Class Teacher

TRAVELING (MISSING SCHOOL)

Class Teacher

HOME ISSUES

Class Teacher

CLASSROOM CONCERNS

Class Teacher

SPORTS

Coach Bell

Handy Links

- [Parent Portal](#)
- [School Calendar](#)
- [Uniform Policy](#)
- [Illness Policy](#)
- [Tardy & Attendance Policy](#)
- [Food & Nutrition](#)

School Governance

The school is governed by the Islamic Education Education Foundation of Knoxville (IEFK) school board. See current board members [here](#).

The school board:

- ensures fulfillment of the school mission and vision
- Develops the budget
- provides fiduciary and financial oversight of the school budget, including fundraising
- drives strategic planning and improvement
- oversees and evaluates the principal
- sets tuition and salary rates
- approves school-wide policies and calendars
- holds space for parent concerns and grievances
 - parents should first contact teachers or administrators
- capital expenditure projects and facilities expansion

Academic Calendar



2025

AUG 4-8	M - F	Inservice
AUG 11	MON	First Day for Students
SEP 1	MON	Holiday
SEP 24	WED	Early Dismissal
OCT 6-10	M - F	Fall Break
OCT 31	FRI	Inservice
NOV 24-28	M - F	Thanksgiving Break
DEC 22	MON	Winter Break Begins

2026

JAN 5	MON	Inservice
JAN 6	TUES	First Day for Students after Break
JAN 19	MON	Holiday
FEB 18	WED	Ramadan Begins
FEB 20	FRI	Inservice
MAR 9-13	M - F	Ramadan / Eid Break
MAR 16-20	M - F	Ramadan / Eid Break Continues
MAR 23	MON	First Day for Students after Break
APR 8	WED	Early Dismissal
MAY 19	TUES	Last Day for Students
MAY 20-22	W - F	Inservice

Admissions Process & Requirements

Process & Requirements

For parents interested in applying for their child:

- Visit www.annoor.org/admissions
- Create an account on FACTS and complete the full application, including uploading necessary documents (birth certificate, immunization records)
- Submit the application and registration fee
- The Admissions Team will send a receipt of the application and schedule a campus visit for an interview and assessment
- Parents must complete a Parent Questionnaire
- Once the interview and assessment are complete, the Admissions Team will determine if the child is eligible for enrollment
- Upon acceptance, parents must complete the tuition agreement and enter financial information for tuition and fee processing

Continued Enrollment

For students who are currently enrolled at Annor Academy, they qualify for auto re-enrollment each school year. If there are concerns about continuing enrollment from the Admissions Team, they will contact the parents. If parents plan to discontinue enrollment, they must notify the Admissions Team by March 1st.

Non-discrimination Policy

Annor Academy will not discriminate on the basis of race, color, or national origin. Admission is predicated upon a successful, age-appropriate assessment and completion of the admissions process including interview, assessment, application, and tuition agreement.

Age Requirements

- In order to join the Toddler Classroom, a child must be 24 months of age by August 1st.
- In order to join the Preschool, a child must be 3 years old and potty-trained by August 1st.
- In order to join the PreK, a child must be 4 years old by August 1st.
- In order to join the Kindergarten, a child must be 5 years old by August 1st.

The Admissions Team reserves the right to waive the age requirement based on an individual basis.

Grade Promotion

The policy for moving on to the next grade level is that the student is promoted each year on the recommendation of the teacher and the principal as well as completion of required courses. When making an evaluation of the student's academic progress, tardy and attendance history, and the social, emotional, physical, and moral development of the student is taken into consideration.

For parents seeking to "skip a grade," depending on a student's social and emotional maturity, as well as academic level, s/he may be considered for an additional grade-level promotion. The request for grade-level promotion may be initiated by a student's teacher or a parent. A final determination will be made in concert with the student's current teachers and the school principal.

Grade Retention

Depending on a student's social and emotional maturity, tardy and attendance history, and academic level, s/he may be considered for grade retention. Parents will be notified if the student has more than 5 unexcused absences OR if the school believes that a student may not be on grade level and would benefit from grade retention. A final determination will be made in concert with the student's current teachers and the school principal.

Tuition Information

The following fees are assessed annually, in addition to tuition.

- **Registration Fee:** \$100.00
- **Material Fee:** \$200.00
- **Facilities Fee:** \$200.00

Our tuition invoices reflect annual tuition rates. You will notice this change on your child's account and the invoices sent monthly. Your balance will reduce with each successful payment through the year. Information about tuition and fees can be found on our [website](#).

Payment Structure

- Tuition is an annual fee, not a monthly fee. We have created a monthly payment option to assist our parents.
- Tuition is critical to our payroll and is annualized and budgeted to maintain our staff.
- There are no refunds or prorating for missed days.
- Tuition is due in full prior to the first day of school. We accept cash, check, and credit cards for full year and semester payments.
- Regardless of payment frequency, parents must enroll in auto payments via auto bank draft or recurring credit card payments on FACTS, our automated tuition management system. The secure website can be accessed [here](#).
- Credit card payments are assessed with a fee by the processing company.
- Parents are responsible for all tuition and fees billed to them.

Please note that financial aid does *not* cover registration, material fees, or facilities fees.

Any unpaid balance may be automatically sent for collection and result in unenrollment. Please pay your tuition on time. It saves us time and saves you money.

Financial Aid

In order to make our school accessible to families of different backgrounds, we have a limited number of financial aid spots per grade. Applications for financial aid are due **March 31st**. It is based on household income and is available to students on a limited and individual basis. Applications must be renewed yearly.

To be considered for financial aid, you must submit a financial aid application (available upon request) with supporting documents such as copies of check stubs, tax returns, etc. The Financial Aid Committee will review the application and decide on the eligibility and the financial aid amount. Once a decision is reached, the Financial Aid recipient must pay any outstanding tuition and fees.

Please note that there is *no* financial aid applicable for Registration Fees, Material Fees, Facilities Fees, and there is very limited aid for Toddler, Preschool, and Pre-Kindergarten classes.

Those parents who have applied for financial aid are required to pay the adjusted tuition as recommended by the Financial Aid Committee. If you are not aware of the status of your application, contact Lara Upchurch at lara@annooracademy.net.

School Hours and Access & Building Safety

- Students in the ECD will use the ECD door to enter the building.
- Students in KG - 12th will use the main front door to enter the building.
- Parents may only enter the main lobby.

School Hours

ECD & Elementary Students

Monday – Thursday: 8:00am – 3:00pm

Friday: 8:00am - 2:45pm

Half Day Dismissal begins at 12:00pm.

Middle & High School Students

Monday – Thursday: 8:00am – 3:35pm

Friday: 8:00am - 2:45pm

Half Day Dismissal begins at 12:00pm.

Visitors

All visitors, upon entrance into the building, are required to report to the front office to pick up a visitor's badge. No exceptions.

Inclement Weather Policy

Decisions to close the school because of inclement weather or disaster are made by Annoor Academy administration.

Please do not call the school to find out if the school will be closed or dismissed early due to snow, ice, or other disasters. E-mails, text messages, and social media (Facebook and Twitter) will be utilized to announce school closings and delays. Additionally, local television stations broadcast school closings or early dismissal information as soon as the decisions are made. Our school closings will also be listed on these station's websites: WVLT.com, WBIR.com, and WATE.com.

In Case of Crisis

The safety of your child is our greatest concern. The school holds regular safety drills to teach students to respond calmly in the event of an emergency. Evacuation plans are posted inside the door of each classroom and each class has an escape route to an outside area away from the building. Our school crisis plan covers the following potential emergencies: fire, intruder, tornado, gas leaks, and general emergency protocols.

Lost and Found

The school is not responsible for any loss or damage of personal property. Personal belongings should be clearly marked with the students' name. Lost items are usually placed in the lost and found container located in the commons area. Due to the volume of lost items we cannot store lost items for an indefinite period. Therefore, at the end of each semester, all unclaimed items will be donated to charity. Please check the lost and found container as soon as you realize an item has been lost at the school.

Building Policies

When outside of the classroom, students should observe safe and respectable behavior. This includes the morning assembly, walking in the hallways, lunch time, recess, and other activities outside of the classroom. Each individual special area has specific expectations that will be shared with students in those areas. The general building rules are as follows:

1. Use a quiet voice so as not to disturb other students.
2. Take care of all school property.
3. Keep hands, feet, and objects to self.
4. Food and drink are only allowed in designated areas.
5. No chewing gum.
6. Safe hands, feet, and words.

Failure to comply may result in the following consequences.

1. Verbal warning from school staff.

2. If a student continues to misbehave, the student will be asked to return to class and the teacher will be notified. Students may first be separated from other classmates when visiting with a group.
3. If misbehavior is severe, the student will be asked to return immediately to class or be sent to the office.

Commons Area

The Commons Area (Cafeteria) is a place where students should enjoy their lunch with their friends. Students who follow these rules will make it a pleasant place to eat.

- Say du'a before and after eating.
- Always walk.
- Remain seated at your table unless otherwise directed.
- Always use your "inside" voice with appropriate conversation.
- Use good manners.
- Keep food in its proper place.
- Always follow the teacher's direction on the first request.
- Keep hands, feet and belongings to yourself.
- Leave the place clean and tidy.
- Minimize food waste.
- Clean up any spills.

Hallway and Stairs

- Whisper if speaking
- Always stay on your right side.
- Walk only.
- Hands and feet to yourself.
- Whisper "Allahu Akbar" when going up and "SubhanAllah" while going down the stairs.

Gymnasium

- Be safe.
- Listen and follow instructions.
- Practice good sportsmanship.
- Only rubber-soled shoes. No heels
- No food or liquids. In case of a spill, dry immediately.
- No tables or chairs.
- Put away gym equipment after use.

Bathroom

- Read the appropriate du'a upon entering and leaving the bathroom.
- Use water to clean yourself.
- Clean up any mess you make.
- Always keep the floor dry.
- Maintain personal space. One stall should have one person only.
- Use soap for washing hands only.

- Exit the bathroom clean and dry.

Playground & Outdoor Spaces

Many children use our play areas daily. In order to ensure safety for all, please follow the rules below:

- Use the bathroom before going out to the playground so that you do not have to come back inside during playtime.
- Use equipment properly.
- Throwing rocks, mulch, or other harmful objects is not allowed. Leave rocks, sand, mulch, snow, etc. on the ground.
- Play in the assigned areas only.
- Line up and **walk** to and from the playground.
- Keep hands and feet to yourself.
- Wait patiently for your turn.
- Ride equipment correctly.
- Avoid pushing, throwing and running fast.
- At the stop signal: Stop, Look, and Listen.

Transportation and Traffic

Traffic flow is ONE WAY on school grounds.



Arrival

- **Early Childhood Department Toddler Students**
 - Parents must park their vehicle in a parking spot and come into the ECD entrance.
- **PS– 12th Grade Students**
 - Parents must drive around the building to approach the main entrance.

Dismissal

- Toddler students will dismiss from the Toddler classroom door Monday - Friday.
- Preschool - 12th students will dismiss through the main doors at 3:00 PM Monday - Thursday.
- Preschool - 12th students will be dismissed from the main door or gym doors Fridays at 2:45 PM.
 - Parents in the gym must come to the gym doors to request their child for dismissal. Parents are not allowed to enter the school building from the gym.

Jumu'ah Parking & Dismissal

- Community members should park on the upper field and cannot block the fire lane or park on any curbs.
- There is only one lane of traffic for dismissal on Fridays. Parents coming for dismissal should drive around the building to the front door.
- Parents in the gym must come to the gym doors to request their child for dismissal. Parents are not allowed to enter the school building from the gym.

Speed

- It is very important to comply with the speed limit of 30MPH on Fox Road, 15MPH on Foxvue Road, and 7 MPH on the school premises.

Parking

- If a driver needs to go into the building to take care of any business, the car should be parked in the designated parking spots only, NOT in the fire lane or any place that will interrupt traffic flow. If a driver is accompanied by children, it is the driver's responsibility to look after the children.

Transportation Changes

- If your child needs to change his/her method of getting home, a signed and dated parent note should be delivered to the Front Office that morning. The student will not be released to another adult unless a written permission from the parent or guardian is provided; a phone call will not be accepted to change transportation methods.

School Lunch & Food Policies

Food Policy

- Fast food is NOT allowed on campus. Students who bring fast food items will be given school lunch and the fast food will be sent home.
- Healthy food preferred and encouraged (fresh fruits, vegetables, protein)
- No soda or sugary drinks allowed
- Students should not share food due to allergies
- Zabiha only for any communal meals
- No candy, gum, etc.

Allergies

Some classrooms will be nut free based on student allergies.



Approved Snack List

Baked potato chips
Baked tortilla chips
Boxed raisins and other dried fruits
Fig Cookies
Fresh whole fruits (apples, bananas, oranges, pears)
Fruit cups
Fruit parfaits
Fruit popsicles
Goldfish crackers
Graham crackers
Granola bars
Homemade baked goods (limited sugar, icing, etc.)
Pita chips
Pretzels
Pudding cups
Rice cakes
Sliced vegetables and fruits
String or cubed cheese
Trail mix
Yogurt

Illness Information

Illness Protocols & Procedures

- Anyone who develops signs and/or symptoms of illness while at school will be sent down to the front office, separated from others, and quarantined in a designated area limiting movement through the building. Parents will be required to pick children up from school immediately. Staff members will be sent home.
- If the temperature is 100° or higher, parents will be notified to come pick up the child. Staff members will be sent home. Instruct to wait 72 hours, if fever goes down without medication can return to school.
- Read the CDC guidance for caring for oneself and others.
- If tests positive for COVID-19, they should remain at home until symptoms disappear.
- Any class may be moved to remote learning for an unspecified number of days.
- Please be safe & smart -- we are relying on you!

Acknowledgment of Risk

You have voluntarily chosen face-to-face learning on-campus for your child. In choosing so, you acknowledge the risk of on-campus learning during a worldwide pandemic. The coronavirus is contagious and is typically spread by person-to-person contact. There are many unknown qualities of the coronavirus, including how it spreads and its impact on children. There is no guarantee that your child will not be exposed to or contract the coronavirus or other illnesses while on campus.

General Illness Procedures

Please keep your child home if your child has any **temperature** above normal or exhibits behavioral changes or other signs that your child does not feel well enough to participate comfortably in the daily activities. **Children are not allowed on campus if they have had a fever within 24 hours.**

- *Do not* risk your child's health or the health of others by giving him/her a fever reducer medication and sending your child to school!
- If your child has had **diarrhea** or **vomited** in the past 24 hours, keep your child at home until the child has been diarrhea-free for 24 hours.
- If your child has a **runny nose** with a green or yellow discharge, accompanied by fever and crankiness or difficulty breathing, please keep your child home until the child is acting better and fever-free.
- If your child is experiencing **itchy, watery eyes** (often symptoms of pink eye), please keep your child home until the condition has been evaluated and treated.
- If your child exhibits an unexplained **skin rash**, please keep your child home until the condition has been evaluated and treated.

- If your child has an **infectious or contagious disease** (such as hand, foot and mouth virus), please keep your child home until the condition has been evaluated and treated.
- If your child has a contagious condition, such as head **lice**, please keep your child home until the condition has been evaluated and treated.

Please take it seriously if your child says s/he is feeling unwell. You are ultimately responsible for determining your child's ability to actively participate in the daily activities of the school.

To provide a healthy environment, staff will use their discretion to determine if a child should leave school due illness. Parents are required to pick up their child if the administration deems the child is too ill to be at school.

Please be reminded: absences due to illness are excused. For an illness-related absence to be recorded, you must e-mail or send a note in writing to your child's teacher within three days of the absence. Doctor's notes can be turned in to the front desk.

Medication Policy

Students are not allowed to carry **any type** of medication in school. If a student has an inhaler or blood sugar test kit, they can carry and use it as needed during school hours.

As a general policy, medicines are not administered to children at school. However, in special circumstances, a *Medical Information Form* may be obtained by parents from the Front Office. This form should be filled out by the parent detailing the instructions for the medication for the child. Once completed, the parent must bring the form and medication to the school office and arrangements will be made for the principal or a designee to administer the medication at the prescribed time. **Under no circumstances should a student bring medication to the school without prior approval and arrangement.**

[Link to Medication Log](#)

Emergency Medical Treatment

Accident Reports

If a student sustains a minor injury (bump, bruise, minor cut, etc.), the teacher on duty will complete an accident report form to be sent home for parent awareness. In ECD and lower elementary, the parent will likely be notified by phone call.

For more than a mild injury, the injured party is taken to the front desk. Parents are immediately informed, particularly if there is a suspicion of broken bones and/or head or eye injuries. The child is kept under intense observation until parents arrive, with the emphasis on making the child as comfortable and as settled as possible.

In case of a serious injury, God forbid, the parent will be notified immediately. If the considered opinion of the staff is that immediate professional help is required, an ambulance is called. On

rare occasions the staff may agree that taking the child to Accident & Emergency Care in a private car is a more prudent option. Parents are kept informed of developing situations.

Child Abuse Reporting

All professionals who deal with children are mandated by state laws to report suspected child abuse victims. As professional educators, we intend to report suspected physical, sexual, and emotional abuse to the proper authorities. School personnel will notify the principal of any suspected indicators of child abuse or neglect. The reporting party will contact Child Protective Services. Child Protective Services will determine the child's needs at the time and will communicate those to the parents. This might lead to removal of the child from school into protective custody. Should this happen, the authorities will make every attempt to contact you by the end of your child's school day. We have a common responsibility to prevent these tragedies and to provide our young people with the opportunity for happy and healthy lives

Parent Engagement

It is important for teachers and parents to have open lines of communication. Our school communicates with parents at regular intervals by multiple methods as needed, including newsletters, e-mails, phone calls, WhatsApp and FACTS SIS. More information about how to access FACTS SIS will be sent home with your child.

Parent Support of School Values

Most students go through several stages and lots of ups and downs during the school years. The tips below will help you guide and advise your children during these important years.

- If you don't pray, it is hard for your children to pray. Model the behavior you want to see in your children.
- Be sure to communicate your concerns and questions about your child's academic performance with his/her teacher.
- Encourage your child to be involved in activities both in and out of school. Show your support by attending performances, games, etc. Sports are a great way to learn time management and team-building skills!
- Attend the open house events, classroom nights, family nights, and parent conferences. Being engaged in your child's school makes all the difference in their academic outcomes.
- Check FACTS for grades, attendance, and fee information.
- Encourage responsibility in your child: finishing assignments, working on projects, preparing for tests, and engaging in the classroom.
- Work together with the school. Teachers and the staff are there to help your child get the best education possible.
- Look for opportunities to recognize your child's efforts in and outside of the classroom.
- Limit screen time! This includes phones, TV, video games, and movies. Set limits that include enough time for sleep and play time.
- Help your child develop good organizational and study skills. Organizational skills are just as important as academic skills.
- Talk to your child about what is happening in school and be a good listener.
- Learn conflict resolution skills and help your child solve his/her problems independently.

Principal Meetings

To meet with the Principal, please schedule an appointment with the Office Admin in the Front Office.

Teacher Meetings

If you would like to make an appointment to speak with your child's teacher, coordinate with the teacher or call the Front Office at 865-525-3399 for further assistance to schedule a meeting.

Communication Methods & Frequency

Grievance Procedures

If parent has a concern about their child, the following chain of command is recommended:

- contact the responsible teacher
- if the concern is not adequately addressed, contact the school principal
- if the parent feels the concern has still not been resolved, contact the school board

PTO

The parent teacher organization (PTO) is a wonderful way for parents to get involved at the school while supporting its mission. There are elections and regular meetings to explore ways to make school a better place. The PTO is typically responsible for Teacher Appreciation Week; field day;

Student Conduct and Ethics

Students at Annoor Academy are expected to be ambassadors not only of their school, but also their religion. As such, the school has very high expectations for student conduct and ethics. Our hope is that school staff and parents can work together to create environments inside and outside of school that reinforce proper Islamic etiquette (*adab*) that reflects the beauty and example of the Prophet Muhammad (peace be upon him).

The following section outlines the basic guidelines and expectations for Annoor Academy students. These are not exhaustive; parents and students will receive additional guidance from classroom teachers as well.

Prayer (*Salah*) Policy

In a typical year, Annoor Academy students in the upper grades are required to attend daily *Dhuhr* prayer and attend the larger Jumu'ah service. All girls and boys must adhere to the Islamic dress code to be able to enter the musallah. Girls grades 3-5 must bring their hijab daily.

The Musallah (prayer room) is a sacred zone. Students should:

- Have wudu in advance of prayer time
- Enter quietly
- Say "Bismillah" and making du'a enter using their right foot
- Keep hands and feet to self
- Keep quiet
- Make dhikr while not praying
- Students should not leave during the prayer or khatira; if they must, they need to alert a teacher

Further expectations are posted in the musulla and are shared with students regularly throughout the year

These same expectations apply to Jumu'ah. In addition, after Jumu'ah prayer, students should report to the Commons for dismissal until they are called to their guardian.

Sadaqah

For years now, our AIQ staff has collected sadaqah from the children for various worthy causes around the Muslim ummah. The purpose of this program is to get students to think about the needs of others and to "*do something*" to make others' lives better. The focus of this program is not on collecting money, but rather on instilling in our students a desire for helping others. Thursday is the charity donation day at Annoor Academy. Parents should try to send a small amount of money with students on Thursdays for the charity program.

Student Behavior

Students should always maintain proper behavior in school. Disobeying the rules, showing disrespect, and other infractions may result in an office referral. Please see Appendix A at the end of this handbook for a sample of the referral form. If a student receives a referral, it is included in his/her student file.

Be Kind. Be Responsible. Be Respectful. Be Safe.

These expectations are the foundation of the school discipline guidelines. We expect our AAK family to:

- Simply: Be kind, follow directions, be on time, be prepared.
- Adhere to appropriate behavior and good manners in all areas of the school.
- Use kind words, avoid foul language, and greet with salaam whenever you see someone.
 - No name calling, cussing, teasing, bullying, lying, or use of a different language to insult others.
- Be where you are supposed to be.
- Leave places clean and tidy.
- Use materials and equipment properly.
- Damage or destruction of school property must be paid for by parents of students responsible, and disciplinary action will be taken.
- Demonstrate a respectful manner towards teachers, elders, peers, and school property at all times.

Safety & Food

- Your child is not permitted to bring dangerous or distracting articles to school, such as toys, guns, knives, water guns, or other similar articles.
- Instruct your child in stranger safety.
- Students are to stay on the playground or permitted area only for play.
- Glass containers are not allowed in school.
- Chewing gum is not allowed in school.
- Soda and fast food are not allowed for lunch/snack.
- No student can be outside without permission from his/her teacher.
- Running in the hallway, pushing, shoving, yelling, whistling, and slamming doors is not acceptable behavior.
- Safe and kind hands and words, always.

Electronics & Device Policy

Students are not allowed to bring electronic devices such as cellular phones, video games, etc to school. School staff have the right to confiscate any electronic devices that are found in the student's possession.

Students are not allowed to use their cell phones during school. If a student is seen using his/her cell phone at school, it will be taken up and held in the office. A parent or guardian will have to come pick it up after school is dismissed.

Tablets and laptops are only allowed for instructional and educational activities at the behest of the teacher. If a student is found using his/her device for anything other than a school-related activity, it will be taken up and held in the office. A parent or guardian will have to come pick it up after school is missed.

Repeated violations will result in that student losing access to his/her device.

We appreciate your attention to and cooperation with this policy.

Under no circumstance, are students allowed to make phone calls, text messages, or misuse the internet during the school day.

Discipline

Each teacher will share a classroom management plan. This plan outlines for the student and parent(s) the organization of the classroom. At any time, a staff member may address inappropriate behavior and students are required to respect the authority of every adult in the building.

Teachers are expected to lead their students in an orderly and constructive manner. If a child is sent to the principal for severe behavior problems, it is regarded as a serious matter. There will be a discipline referral sent by the teacher with the student (see Appendix A) to the Principal's office. Depending on the seriousness of the situation and/or the number of previous referrals to the office, the principal will choose to conference with the student(s) and contact parent(s) by telephone or in writing. If the behavior continues to persist after interventions, then the school administration has the discretion to expel the student from the school and may be ineligible for registration the following school year.

The following is a guideline for possible offenses and their consequences. Parent conferences are preferred for major offenses or inappropriate behavior.

Offense	Consequence(s)
Unsanctioned device use	Device held, detention, suspension
Unsanctioned social media accounts	Individual behavior contract, suspension, expulsion
Repeated tardiness (during the school day)	Detention, suspension
Damage or theft of school property	Fine, community service, suspension, expulsion
Bullying	Community service, suspension, expulsion
Disrespectful behavior, including profane language	Community service, detention, suspension, expulsion
Fighting	Detention, suspension, expulsion
Inappropriate gender relations	Detention, suspension, expulsion
Dishonest behavior including cheating and/or plagiarism	Community service, detention, suspension, expulsion, failing class
Misuse of technology or internet	Device held, detention, suspension

Staff also works with students to craft creative consequences in order to engage students in their behavior management.

Bullying

Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. A child who is being bullied has a hard time defending him or herself.

Bullying is not an inescapable part of childhood, or a minor problem that children can simply weather and move beyond. It has a profound effect on victims, aggressors, and bystanders alike. Adults have the power to deal with and prevent bullying. As the most important adults in a child's life, parents and teachers have a responsibility to take a stand against bullying.

To maintain a safe & respectful environment at the school, our school has a strict policy against bullying. After three office referrals documenting bullying and the appropriate counseling with the student and parents, the student will be asked to leave.

Bullying can take many forms, such as:

- Physical: Hitting or punching
- Verbal: Teasing or name-calling
- Non-Verbal or Emotional: Intimidation through gestures or leaving someone out on purpose, coercion, manipulation, spreading false information, racial or ethnic slurs and derogatory comments, continuous criticism
- Cyber: Sending insulting messages via the internet
- Sexual: Being forcibly exposed to pictures with sexual content; having your name used in the sending of messages with sexual content and the like.

There is also a concept of bystander bullying, in which individuals reinforce the bullying by failing to intervene, participating through approval, laughing etc.

Annoor Academy of Knoxville believes that all students have a right to a safe and healthy school environment.

Annoor Academy of Knoxville will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

We expect students and/or staff to immediately report incidents of bullying to the principal, teacher, or office staff. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur at school, we have provided staff orientation around bullying and prevention. Additionally, students receive an orientation around behavioral expectations. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.

- Students are expected to immediately report incidents of bullying to the principal, teacher, or office staff.

- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or school board. The school prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, and as part of new student orientation
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so.
- People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

Student Expectations Around Conflict Resolution & Bullying

Students are to resolve their disputes without resorting to violence.

- Students, especially those trained in conflict resolution and peer mediation, are encouraged to help fellow students resolve problems peaceably.
- Students can rely on staff trained in conflict resolution and peer mediation strategies to intervene in any dispute likely to result in violence.
- Students needing help in resolving a disagreement, or students observing conflict may contact the principal or a trusted teacher
- Students involved in a dispute will participate in a mediation meeting with the principal or counselor.
- Conflict resolution procedures shall not supplant the authority of staff to act to prevent violence, ensure campus safety, maintain order, and discipline students. For example,
 - For a first violation, the student will receive a teacher and/or principal conference and a loss of privilege
 - For a second violation, the student will receive an office referral, parent conference, and an extended time out of class (in school).
 - For a third violation, the child will be placed on a behavior plan with regular check-ins with the family. If expectations are not met, the child may be suspended or expelled.

Tardy and Attendance Policy

To enable student learning, it is necessary for students to attend school regularly. It is the responsibility of parents to ensure their children attend school on time on a daily basis.

Annoor Academy administration reserves the right to review and repeal any segment of the Tardy and Attendance Policy as needed to meet the needs of our students.

Tardy Policy

A student is considered tardy if s/he arrives after 8:00am. Students arriving after 8:00am will need to report to the office, who will have to sign the student in and provide a reason for the tardiness. In order to reduce class disruptions, students arriving after 8:10am will remain in the front office until the beginning of the next class period.

In **elementary** school, if a student misses half the day, it will be considered an absence. If a student In **middle** and **high** school, if a student misses **50% or more** of the class period, it will be considered an absence.

If a student is tardy five times, it will be counted as an unexcused absence. Any additional tardy after that point will accumulate toward the overall count of tardies. Every five tardies will be counted as an unexcused absence. Chronically tardy students may be penalized financially and asked by the administration not to return to school the following school year.

Early Dismissal

If your child leaves prior to dismissal time, s/he must be signed out in the Front Office before leaving school. We will call your child down from the classroom. Parents may be asked to show identification. No checkouts will be allowed 15 minutes before dismissal except for emergencies.

If an elementary student is dismissed early (any time before 12pm) more than five times in a semester, it will be counted as an unexcused absence. A pattern of routine early checkout is clearly educationally inappropriate for children and will be addressed as a truancy situation.

Absence Policy

The importance of students being in class on time cannot be stressed enough. Missing any instructional time can have a negative impact on a student's learning and ability to keep up with class discussions, assignments, and activities. As such, a stringent absence policy is in place to ensure students do not miss any class time unnecessarily.

Students are marked present at school when they have attended for half the school day (at least four hours).

Parents should call 865-525-3399 or e-mail before 9:00am to inform the school that their child will be absent. Additionally, for each absence, a note must be sent to the school within three days stating the reason for the absence. If a note is not received after three days, the absence will be marked as unexcused.

A student who has more than **20** unexcused absences may have to repeat a course/grade level.

Excused Absences

Students may miss class for excused absences. Excused absences include:

- School-endorsed trips or activities
- Illness (doctor's note requested)
- If a student misses three days due to illness, a doctor's note is required
- Severe illness or death of family member (up to five days allowed)
- Extracurricular activities (any school-related club or event that requires the student to miss school)
- Hajj or 'umrah trips
- The principal may make exceptions for extenuating circumstances, decided on a case-by-case basis.

A student may have up to **ten** excused absences per school year.

Do not send your child to school if s/he is sick! Illnesses are always excused with proper documentation.

Unexcused Absences

Missing school for non-approved absences will be considered an unexcused absence. Additionally, the tardy policy (outlined in the previous section) may also result in accruing unexcused absences.

Absences can be tracked in FACTS, by asking your child's homeroom teacher, or checking with the Front Office.

Five Unexcused Absences – Fine: If a student accrues five unexcused absences in a semester, parents may be fined \$50.00 per absence.

Thirteen or More Unexcused Absences – Possible Expulsion or Grade Retention: Any student with thirteen or more unexcused absences may be expelled for the remainder of the school year or retained in the current grade level regardless of academic performance.

Missed Work

Students are responsible for any missed work during absences. Parents should coordinate assignments with their child's teacher. Students receive **one day for each absence** to make up

work, e.g., if a student misses two days of school, s/he has two days to make up any missed work.

Uniform Policy

The uniform policy and pictures can be found [here](#).

The purpose of the uniform policy is to help promote a calm, balanced learning environment. All clothing must be Islamically appropriate (shirts cover bottoms, no jeans, leggings/jeggings/tights).

Boys: Preschool – 8th

Shirt Style Options: long sleeve polos, short sleeve polos

Shirt Color Options: yellow, light blue

Pant Style Options: khakis

Pant Color Options: khaki, navy blue

Shoe Style options: dress shoes, sneakers

Shoe Color options: rubber soled shoes, preferably brown or black

Fridays: Middle school boys are encouraged to wear a white thobe

Girls: Preschool – 2nd

Shirt Style Options: long sleeve polos, short sleeve polos, long sleeve oxford (button up)

Shirt Color Options: yellow, light blue

Pant Style Options: khakis (no jeans, leggings, or tight pants)

Pant Color Options: khaki, navy blue

Shoe Style Options: flats (Mary Janes, ballet shoes) or sneakers

Shoe Color Options: rubber soled shoes, preferably brown or black

Girls: 3rd - 5th

Shirt Style Options: long sleeve polos, short sleeve polos, long sleeve oxford (button up)

Shirt Color Options: yellow, light blue

Pant Style Options: khakis (no jeans, leggings, or tight pants)

Pant Color Options: khaki, navy blue

Skirt Style Options: maxi length only (3rd - 8th only)

Skirt Color Options: navy blue, black

Hijab Colors: white, navy blue (solid colors only)

Fridays: Female students in 3rd – 8th grade are welcome to wear solid black or navy abayas (no color/designs)

Girls: Middle School

Shirt Style Options: long sleeve long tunic (must reach mid-thigh)

Shirt Color Options: white or navy, navy blue button down (Tunics are available at EastEssence and Amazon)

Pant Style Options: khaki straight or boot cut (no skinny jeans, leggings, or tight pants)

Pant Color Options: khaki, navy blue

Shoe Style Options: flats (Mary Janes, ballet shoes) or Sneakers

Shoe Color Options: rubber soled shoes, preferably brown or black

Hijab Colors: white, navy blue (solid colors only)

Fridays: Female students in 3rd - 8th are welcome to wear solid black or navy abayas (no color/designs)

Sweaters & Outerwear

Sweater Style Options: V-neck, cardigan, long sleeve

Color Options: Gray, navy blue

Only sweaters are allowed inside the school/classroom

Jackets & hoodies are not allowed in the classroom

Tracksuits and sweatpants are not allowed

The principal may allow uniform exceptions for school-wide programs or special classroom activities, which will be communicated to parents and students in advance. Students are expected to adhere to the uniform policy every day. The teachers and the principal will administer appropriate consequences for policy infractions. If a student is in violation of the uniform policy, s/he will be sent to the Front Office to contact parents. Each uniform violation will be documented. Repeated uniform violations may result in disciplinary action.

Academic Policies

Grading Policies

Grading Scale for 1st - 12th grades

A: 90 - 100

B: 80 - 89

C: 70 - 79

D: 60 - 69

F: 0 - 59

Kindergarten Proficiency Levels

EE: Exceeds Expectations

ME: Meets Expectations

DE: Developing Understanding of Expectations

LE: Limited Understanding of Expectations

Homework Policy

Students will be required to complete assignments and return them to the school by the due date. For students in grade 3 and above, failure to return assignments by the due date will result in loss points, determined by the teacher.

Students with an excused absence will be given one day per absent day to complete their homework and classwork.

Standardized Testing

In order to receive credit for Biology I and Algebra I in 8th grade, students must:

- earn a 3 or 4 on the TNReady End of Course (EOC) assessments and C or above in the class, or
- earn a 2 on the TNReady EOC assessments and an A in the class

High School Graduation Requirements

Intervention