



PARENT & STUDENT

Handbook

2026 – 2027 School Year

Serving Grades Pre-K to 12

380 Walnut Street · Yonkers, NY 10701

(914) 964-5600 ext. 115 · andalusiaislamicschool.org

School Directory

Contact Information

Main Office (914) 964-5600 ext. 115

Email andalusiaoffice@masuny.org

Website andalusiaislamschool.org

Address 380 Walnut Street, Yonkers, NY 10701

Role	Name	Contact
Principal	Sr. Bibi Baksh	Main Office
High School Coordinator	Sr. Kristina Pinderi	Main Office
School Counselor	Sr. Tafaool Ali	Main Office
Office Admin	Sr. Ayesha Quadri, Sr. Parise & Sr. Ayia Musatafa	ext. 115
High School Advisors	Amana Bukhari & Alia El-Jamal	Main Office
Finance Office	Sr. Lori Jarhoud & Br. Wasfi Alomari	AndalusiaFinanace@masuny.org ext. 422 & 423

Key Dates & Deadlines

When	What
May	Registration opens for new students (confirm with the office)
May 15	Returning-student registration deadline to reserve a seat
June 1	High school community service hours due (25 hours)
June 25	Late registration: \$150 fee applies after this date
August	First tuition payment (15%) due
Within first 2 months	Physician-completed medical form due

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SECTION 01

About Our School

Andalusia Islamic School, a fully accredited, full-time, Pre-K to 12th grade religious educational institution, is a division of MAS-UNY, a subchapter of the Muslim American Society.

MAS-UNY is a 501(c)(3) non-profit organization dedicated to serving the Muslim American community in Yonkers and Westchester County. Through its various departments, MAS-UNY offers unique programs and services that develop our youth by imparting Islamic knowledge, promoting community service, and advocating leadership and quality character.

As the educational arm of MAS-UNY, our school has been molding the next generation of Muslim American community builders, knowledgeable scholars, and contributing citizens — promoting the intellectual, socio-emotional, and spiritual development of each student.

Andalusia School is committed to providing students from Pre-K through 12th grade with a solid, accredited educational foundation in mathematics, science, language arts, social studies, Arabic, Islamic studies, and Quran.

We strive for scholastic excellence blended with Islamic morals, helping our children achieve their highest potential. Our dedicated staff work with parents to create a high-quality, stimulating learning environment that bolsters the foundation of your child's development, growth, and overall success.

Vision & Mission

Our Mission

To provide Excellence in Education while Nurturing Muslim Character.

Our Goals

- To teach in a way that educates spiritually, physically, intellectually, and emotionally.
- To provide skilled instruction at an academic level necessary for worldly success.
- To strive for excellence, social awareness, and responsibility through involvement in the community.
- To instill the attributes of integrity, citizenship, service, and diversity in our children by providing Islamic character education.

SECTION 02

Enrollment & Tuition

Registration

Current Students

Current students get first priority and must register by **May 15** to reserve their seat for the upcoming school year. To register, submit:

- **Registration Form**
- **Behavior Contract** (Grades 6–12)
- **Supply Fee** — refundable before September

Late Registration

Families who do not register by **June 25** will pay an additional **\$150 Registration Fee** along with the Supply Fee.

New Students

Registration for new incoming students opens in **May** (*check with the office to confirm*).

Tuition

The Tuition Pay Chart is located on the second page of the School Application.

- The first payment of **15%** is due in **August**.
- Failure to maintain regular tuition payments may result in disruption of your child's education or removal from the school.
- Payment by **check or cash**. Debit and credit card payments carry a **3% surcharge**.

Child Custody

In the event of a child custody issue, the parent must submit an official court order stating the custody arrangement. If no document is provided, both parents have the right to pick up the child and/or access the child's grades.

SECTION 03

School Day & Attendance

School Schedule

All instructional classes are 48 minutes long.

Elementary / 6th Grade	Time	Middle / High School	Time
Period 1	8:25	Period 1	8:25
Period 2	9:13	Period 2	9:13
Period 3	10:01	Period 3	10:01
Period 4	10:49	Period 4	10:49
Lunch	11:37 – 12:07	Period 5	11:37
Period 5	12:07	Lunch	12:25
Period 6	12:55	Salah	12:55
Salah	1:42	Period 6	1:13
Period 7	2:03	Period 7	2:01
Dismissal	2:50	Dismissal	2:50

Friday dismissal is at 2:15 pm.

Arrival & Dismissal Times

	Monday – Thursday	Friday
Report to gym by	8:05 am	8:05 am
Marked late at	8:25 am	8:25 am
School day ends	2:50 pm	2:15 pm
Pick up no later than	3:15 pm	2:30 pm

Attendance & Lateness

School policy requires that students attend school every day and are only absent or late in exceptional circumstances. Repeated lateness and absences violate school policy and harm your child’s learning and growth. By law, the school must contact CPS (Child Protective Services) when a child has been absent **25 days or more** during the school year.

Excused absences (NYS Education Law)	Unexcused absences
Sickness · Death in the family · Required court appearance	Vacations · Entertainment/sports events · Personal activities

Attendance Thresholds at a Glance

3 late arrivals = 1 absence added to the attendance record

More than 25 absences in a school year = F (55%) in all subjects for the marking period in which the threshold is passed

More than 15 late arrivals to the same class in a marking period = F in that subject for that marking period

More than 45 late arrivals in a school year = F as the final grade, regardless of distribution across marking periods

- Students who fail due to absences must make up the class per the Make-Up Policy.
- Students who pass the absence or lateness thresholds can pass failing subjects only after a joint meeting with parents, the principal and/or school administration to create an **emergency academic plan** — e.g., special assignments, tutoring, summer make-up classes, or other remedial options — completed to the principal’s satisfaction.
- Students who continue to be absent or late after the plan is approved may lose its privileges and fail one or more subjects. All emergency academic plans depend on attendance and timely arrival.

Early Dismissal

Parents must notify the school **30 minutes before** an early pick-up. For safety, students may not leave early unless a parent/guardian comes to school and signs them out. Frequent early dismissals require proof of a valid excuse, as determined by the Principal. Invalid early dismissals are treated as unexcused lateness and carry the same consequences.

Late Pick-Up

All students must be picked up by **3:15 pm** (Monday–Thursday) or **2:30 pm** (Friday). **No student is permitted on the premises unsupervised after dismissal.** Students remaining after pick-up time must be collected from School Administration; a student-release form must be signed and the fee paid.

Pick-up time	Late fee (per student)
After 3:15 pm (Fri: after 2:30 pm)	\$10 per 15 minutes
After 4:00 pm	\$20 per 15 minutes

We thank you for your cooperation in ensuring the safety and well-being of Andalusia's students.

After-School Policy

No students may remain in the building or on school premises after the school day ends (3:15 pm), unless officially enrolled in a program held in the building. These programs provide a list of enrolled students to the School Office.

- Students may not stay after school unless officially included in a school activity or program.
- Students who join after-school programs or sports without authorization are subject to suspension and other disciplinary action. Repeated offenses may result in expulsion.
- Teachers will not plan activities or start programs after school without official approval from the Principal.

Transportation

Students from	Busing details
Yonkers & Westchester County	Free busing for grades KG–8 through your local school district. Parents must contact their district to arrange it; the school office can help with directions and assistance.
New York City	Bus service from the Bronx Muslim Center & Parkchester area to Andalusia. Seats are limited, first come, first served. Contact the office for current rates.

SECTION 04

Uniform & Dress Code

A good personal Islamic appearance is essential to the learning process. A required dress code supports the organized, neat, and orderly nature of the school. Parents are asked to support the administration by ensuring their child arrives in the proper uniform. Decisions regarding appearance are the responsibility of the Administration or its designated representative. **There are no exceptions to the dress code.**

Dress code is set by your child's division (Elementary, Middle, or High School). Students out of uniform may not attend class — parents will be called to bring the correct clothes, or the student may be sent home.

Please make sure your child has **3–5 sets** of school uniform. One abaya and hijab, or one pants-and-shirt set, cannot last a whole school year.

Uniform by Grade Level

	1st – 2nd	3rd – 5th	Middle School	High School
Girls	Checkered dress (short or long sleeve)	Navy abaya with green hijab (hijab optional for 3rd grade)	Navy abaya with green hijab	Black abaya with green hijab
Boys	Powder blue polo (short or long sleeve) with navy pants/joggers	Powder blue polo with navy pants/joggers	Navy polo (short or long sleeve) with navy pants	Green polo (short or long sleeve) with black pants
PE – Girls	Powder blue t-shirt, navy gym pants	Powder blue long shirt, navy gym pants	Navy long shirt, navy gym pants	Green long shirt, black gym pants
PE – Boys	Powder blue t-shirt, navy gym pants	Powder blue t-shirt, navy gym pants	Navy t-shirt, navy gym pants	Green t-shirt, black gym pants
Outerwear	Navy crewneck or fleece jacket	Navy crewneck or fleece jacket	Navy crewneck or fleece jacket	Black crewneck or fleece jacket

Hijab Policy

- **Pre-K – 3rd Grade:** Wearing the hijab is optional and left to each family’s discretion.
- **4th Grade and above:** The hijab is a required part of the uniform for all female students. Approved styles: Green Amira Hijab (grades 1–2) and Chiffon or Green Jersey Hijab (grade 3 and up), available from the uniform vendor.

General Guidelines

Footwear	Closed-toe shoes required (sneakers recommended). No heels, sandals, or open-toe shoes.
Jumu’ah (Friday)	Boys are encouraged to dress in their Islamic best — thobes, shalwar kameez, etc.
Grooming	Hair trimmed above the collar and out of the eyes. No unusual styles (mushroom cuts, flat tops, shaved sides, etc.). Long hair must be tied back. No unnatural hair colors.
Makeup & nails	No makeup. Nails trimmed short; no nail polish.
Allowed (all grades)	White kufi, wristwatch
Not allowed	Hoodies, sweatshirts, jewelry, smart watches, clothing with logos
Condition	Uniforms must be clean, properly sized, and in good condition.
Enforcement	Students out of dress code may be asked to change, have home called, or receive a demerit per the disciplinary policy.
Medical needs	Accommodation requests should be directed to the school administration.

Where to Purchase Uniforms

All uniforms are purchased **only** through Verona Uniforms. Order from the collection matching your child’s grade:

Grade band	Verona Uniforms collection
1st – 2nd Grade	verona-uniforms.com/collections/mas-andalusia-1st-2nd
3rd – 5th Grade	verona-uniforms.com/collections/mas-andalusia-3rd-5th
Middle School	verona-uniforms.com/collections/mas-andalusia-middle-school
High School	verona-uniforms.com/collections/mas-andalusia-high-school

SECTION 05

Supplies, Meals & Devices

School Supplies

Andalusia School provides all textbooks and workbooks. Students are responsible for their individual supplies, listed below. Teachers may request additional supplies during the year.

KG – 5th Grade: General	Grade-Specific
• 3 glue sticks • 1 liquid glue • 1 box of crayons (Pre-K – 3rd) • 1 box of colored pencils (4th – 5th) • 1 box of pencils • 1 ruler • Pencil sharpener • Erasers • 1 pack construction paper • 2 two-pocket folders • 2 reams of multi-purpose paper	Kindergarten • 1 set of extra clothes 1st – 3rd Grade • 5 composition notebooks • 5 primary-lined composition notebooks (1st grade) 4th – 5th Grade • 1 protractor • 2 packs of loose-leaf paper • 1 binder • 1 pack section dividers
6th – 12th Grade: General	Grade-Specific
• 2 packs of loose-leaf paper • 1 binder (2–3 inch) • 1 pack section dividers • Black or blue pens only • 2 highlighters • 1 box of pencils • 1 glue stick • 1 box of colored pencils or markers • Erasers • 2 packs of sticky notes • Folders for each class • 2 reams of multi-purpose paper	Middle School • 1 ruler • 1 compass • 1 protractor High School • 1 graphing notebook • TI-84 Plus calculator (with extra AAA batteries)

Meals & Snacks

Breakfast and lunch are free for all students. Parents are still required to submit school lunch forms to the office.

- Students may bring their own lunch; it cannot be microwaved.
- No glass bottles or containers. All beverages must close securely.
- **Spicy chips are not allowed** (Takis, Spicy Cheetos, etc.) and will be confiscated without return.
- Lower elementary students have snack time — snacks must be provided by parents.

Cell Phones & Electronic Devices

Personal electronic devices may not be used in the school building. If a parent deems a cell phone necessary, it must be **turned off** while the student is in the building. To reach your child, contact the Main Office at (914) 964-5600 ext. 115.

Offense	Phone is held for
1st offense	24 hours
2nd offense	One week
3rd offense	Until June

A phone is confiscated if a student is caught using it or if notifications are heard. **Smart watches are not allowed**; they will be confiscated and a parent must come to school to pick them up.

Lockers & Desks

Andalusia School is the co-leaseholder of all lockers and desks and reserves the right to search them at any time without notice. Students should keep lockers locked at all times. The school is not responsible for items stolen from desks or lockers.

SECTION 06

Pre-Kindergarten

Toilet Training

All students must be fully toilet trained before attending. Every student must keep a change of clothing at school. If a student needs to change, a teacher or staff member will direct them on how to change and dispose of soiled clothes, and parents will be notified.

Naptime

Students have a daily nap/rest period that lets their minds and bodies relax and recharge. Rest helps enhance memory, support learning, reduce irritability, and encourage creativity.

Every child is given the opportunity to rest or nap. Children who choose not to rest are given a quiet activity. Each student has their own assigned cot.

SECTION 07

Academics

Grading Scale

Grades reflect actual achievement of Student Learning Objectives (SLOs) and must follow the scale below. Teachers may not give grades that do not match this system.

Grade	Range	Descriptor	GPA
A	95 – 100%	Exceeds Expectations	4.00
A–	90 – 94.9%	Excellent	4.00
B+	85 – 89.9%	Very Good	3.33
B	80 – 84.9%	Meets Expectations	3.00
C+	75 – 79.9%	Could Do Better	2.33
C	70 – 74.9%	Needs Improvement	2.00
D+	65 – 69.9%	Area of Concern	1.00
F	Below 65%	Failure	0.00

Homework Policy

Parents and caregivers play an important role in the school’s homework policy. It affirms the partnership in learning between parents and teachers and ensures that family and leisure time are respected in the amount and type of homework assigned. Homework should be educationally beneficial and meet the realistic expectations of students, teachers, parents, and caregivers.

Grade level	Expected nightly homework
KG – 1st Grade	15 minutes
2nd – 3rd Grade	30 minutes
4th – 5th Grade	45 minutes
Middle School	60 – 90 minutes
High School	2 – 3 hours

Purposes of Homework

- Is a valuable part of schooling.
- Allows for practice, extending and consolidating work done in class.
- Trains students in planning and organizing time.
- Develops skills in identifying and using information resources.
- Establishes lifelong habits of study, concentration, and self-discipline.
- Strengthens home–school links and reaffirms parents and caregivers as partners in education.
- Gives parents insight into what is taught in class and their child’s progress.

Failing & Make-Up Policy

A failing grade is a letter grade of **F**, a score below **65%**, or a GPA below **2.00** (or equivalent).

Failing students must retake failed subjects during the summer at locations designated by the Yonkers Board of Education or other institutions approved by the administration.

Grades	Summer make-up requirements
9 – 12	Proof of satisfactory completion is required for promotion. Passing summer school earns a grade of 65% for the year on the transcript. Failing summer school may result in dismissal, subject to the Principal’s review of the academic record.
1 – 8	Proof of satisfactory completion is required, followed by an entrance exam given by the school. Students may attend local summer school or a tutoring center program (proof required). Failing or not attending may result in dismissal, subject to the Principal’s review.

- If a failed course is not offered in summer at any designated institution, the student must take an in-house parallel course and pass a final exam during the following school year. In-house courses require a principal’s waiver letter confirming no make-up course was available at YPS or other designated institutions. The syllabus and exam are administered by the current subject teacher (or a designated replacement).
- Admitting failing students into the next grade pending make-up completion is **not a guarantee of promotion**. Students who do not pass may be held back or demoted at the principal’s discretion.
- Enrollment applications (including EZ-Registration), tuition contracts, or attending next-grade classes are **not proof of promotion**. All promotion is conditional on final academic approval by the administration.

Failing **two subjects** in a year may result in dismissal. Failing **three or more** courses in a year **will** result in dismissal from Andalusia School.

Community Service (High School)

All high school students must complete **25 hours of community service per year**.

- Hours will **not** count for service performed for a parent, relative, or family business.
- The supervising organization **must** verify hours with a signature and phone number.
- Hours not completed by **June 1** may result in the student not being accepted for the next school year.

Why community service? Service helps students gain maturity and responsibility, explore career possibilities, see the relevance of skills learned in school, and stand out on college applications — while contributing to our community and discovering their own interests and talents.

Learning Support & Disability Policy

Andalusia School can offer limited support for students who show signs of learning disabilities. The general policy is as follows:

- Admission includes a careful review of previous school records. For Pre-K, K, and 1st grade, the principal must sign a form declaring that the child does not currently show signs of a learning disability.
- Students who are shown to have learning needs beyond the school's ability to support will be asked to transfer to another school. The process begins with the teacher and ends with the principal; documentation is required.
- Students with minor learning disabilities that do not interfere with the learning process may continue at the school. Parents and specialists must sign documents approving this arrangement.

SECTION 08

Health & Safety

Wellness & Illness Policy

We aim to keep all students safe from contagious illnesses. If your child develops any symptoms, they must stay home. The list below covers common illnesses, but the policy applies to all contagious illnesses. A child who arrives with or develops symptoms will be removed from class, and parents will be called to pick them up as soon as possible.

General Rule

If your child is too ill to play outside with peers or take part in regular classroom activities, **your child is too ill to attend school.**

Knowingly sending a sick child to school and endangering others may result in immediate withdrawal from our program. Please notify the school as soon as possible so we can sanitize and/or notify other parents of possible exposure.

Illness	Keep child home	May return	Class notified
COVID	Follow current CDC guidelines (call the office for guidance)	Per the most recent CDC guidelines	If others had contact
Chicken Pox	Yes	When all blisters, scabs, or rash are gone (about 8–10 days)	Yes
Diarrhea	Until the condition improves	After 24 hours diarrhea-free	—
Hand, Foot & Mouth	If open, draining lesions on hands, body, or mouth, or drooling	When lesions heal	Yes
Head Lice	Until all lice and eggs are gone	24 hours after treatment or when hair is clear	Yes
Pink Eye	Until eye drainage and itching are gone	After 24 hours or when all signs are gone	—
Fever	Until the fever is reduced	24 hours after the fever is gone	—
Vomiting	If 2 or more episodes within 12 hours	—	—

The school is not allowed to administer any medication.

Injuries & Accidents

We take student safety seriously. For a minor injury, an incident report is completed, placed in the child's record, and a copy is given to the parent. For a major injury, accident, or medical emergency, parents are called immediately. If needed, 911 will be called and the child transported to the hospital — even if a parent cannot be reached.

Medical Form & Immunizations

Medical form: Every child must submit a medical form completed by a physician within the **first two months** of school.

Immunizations: By law, all children must be fully vaccinated before attending. Documentation must be submitted at registration, and parents are responsible for keeping immunizations and physicals up to date.

Vaccine	Pre-K	KG – 5th	6th – 12th
DTaP	4 doses	3–5 doses*	3–5 doses*
Polio (IPV/OPV)	3 doses	3–4 doses*	3–4 doses*
MMR	1 dose	2 doses	2 doses
Hepatitis B	3 doses	3 doses	3 doses
Varicella (Chickenpox)	1 dose	2 doses	2 doses
Tdap	N/A	N/A	1 dose
MenACWY	N/A	N/A	1–2 doses
Hib	1–4 doses	N/A	N/A
PCV	1–4 doses	N/A	N/A

* Depending on when received.

SECTION 09

Code of Conduct & Discipline

“Righteousness is good morality, and wrongdoing is that which wavers in your soul, and that which you dislike people finding out about you.”

— Narrated by Muslim

Code of Conduct

Slander & backbiting	Character slandering, backbiting, or fitnah-causing behavior in any form — verbal, written, or on social media — that harms the reputation or well-being of students or staff results in immediate suspension ; repeated offenses lead to a recommendation for expulsion.
Bullying	Banned in all forms: verbal, physical, emotional, and cyber. Cases are referred to the Dean of Students and the disciplinary committee. First and second violations result in suspension; repeated offenses may lead to expulsion.
Play-fighting	Banned in all forms — it can cause permanent injury or death. Play-fighting results in automatic suspension ; repeat offenses bring longer suspensions, and serious cases are recommended for expulsion.
Misuse of school items	Using items such as staplers, pens, pencils, scissors, or compasses recklessly or for unintended purposes results in immediate suspension , even if no harm is done. Repeat offenses bring longer suspensions or expulsion.
Searches	The Principal, Dean of Students, or a designee may search backpacks, computer bags, and student cars when there is reasonable suspicion of drugs, weapons, or dangerous, illegal, or stolen items.

This Code of Conduct Applies

- On school property and on school vehicles.
- At any school activity, in any location.
- In any situation related to upholding good order and discipline — remember, you always represent Andalusia School!
- **On all forms of social media, at all times.**

Behavior & Discipline Policy

Philosophy and Purpose

Andalusia School fosters a learning environment that reinforces self-discipline and personal responsibility in line with Islamic teachings. To maintain an environment conducive to the highest quality of education, clear disciplinary policies define unacceptable behavior and provide the basis for sound, fair practice. These policies are enforced **fairly, uniformly, and consistently**.

This policy is distributed to all parents, teachers, and administrators at the start of the school year, and to new hires and families of newly enrolled students. Students may be asked to sign a statement committing to academic and behavioral excellence.

Behavior Levels

Consequences depend on the behavior level and number of offenses. Examples include, but are not limited to:

Level	Consequence range	Example behaviors
1	Write-up to lunch detention	Eating or drinking in class, refusal to work, sleeping, disruption, being unprepared
2	Lunch detention to 1-day in-school suspension	Disorderly conduct, insubordination, loitering, unauthorized use of equipment
3	2-day in-school to 5-day out-of-school suspension	Leaving/skipping class, cheating, disrespect to staff, profanity, bullying, threats of violence, property damage
4	1–10 day out-of-school suspension to expulsion	Fighting, acts of racism, improper communication, indecency, stealing, verbal assault, intimidation
5	5–10 day out-of-school suspension to expulsion	Smoking/vaping, alcohol/drugs, criminal acts, weapon possession, physical assault, arson, vandalism

A student with **5 write-ups** who receives a **6th** is subject to a **1-day out-of-school suspension**. All write-ups are available online for parents to review.

Celebrations

Andalusia School adheres to Islamic teachings and principles and celebrates **Eid al-Adha** and **Eid al-Fitr**. Birthdays, Halloween, Valentine's Day, and other secular holidays are not celebrated in school.

Photography & Publicity

As part of registration, all students give consent to be photographed or filmed for school-related purposes. Parents who do not want their child photographed or filmed must submit a letter to the school office requesting an exemption.

The school will make every effort to keep exempt students out of photos and video; however, a child may occasionally appear unintentionally in a group image.

Computer & Internet Use

Andalusia School offers students access to a computer network and the Internet to explore libraries, databases, museums, and other resources. Parents/guardians are responsible for setting the standards their children follow when using media. Students are responsible for appropriate behavior on the network just as in every school setting. **Network use is a privilege, not a right**, and may be revoked if abused.

Privacy	Network administrators review communications to maintain system integrity and ensure responsible use.
Illegal copying	Never download or install copyrighted material, including movies and TV programs. Do not plagiarize others' work.
Language & materials	No inappropriate, abusive, or disrespectful language. Do not send or access material you would not want teachers or parents to see.
Monitoring	The Principal, Dean, or a designee may review school email, texts, and voicemails that may harm the school's reputation or the welfare of students and staff.
Recording	Students may not use any audio or video recording devices.
Consequences	Violations result in suspension/detention. Serious or repeated violations involving plagiarism or inappropriate material may result in expulsion.

SECTION 10

CIPA-Compliant Internet Safety Policy

Introduction

It is the policy of Andalusia School to:

- (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (b) prevent unauthorized access and other unlawful online activity;
- (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children’s Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (“Internet filters”) shall be used to block or filter Internet and other electronic communications access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Andalusia School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called “hacking,” and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Andalusia School staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the School Principal or designated representatives.

The School Principal or designated representatives will provide age-appropriate training for students who use Andalusia School’s Internet facilities. The training will be designed to promote Andalusia School’s commitment to:

- a. The standards and acceptable use of Internet services as set forth in the Andalusia School Internet Safety Policy;
- b. Student safety regarding:
 - i. safety on the Internet;
 - ii. appropriate behavior while online, on social networking websites, and in chat rooms; and
 - iii. cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the school’s acceptable use policies.

Adoption

This Internet Safety Policy was adopted by the Board of Andalusia School at a public meeting, following normal public notice, on July 18, 2022.

SECTION 11

Network, Internet & Email Agreement

Section 1 — To Be Signed by Student

I understand that Andalusia School reserves the right to monitor all computer, Internet, and email use to ensure compliance with school policy, state regulations, and federal law. I understand that violations of the Acceptable Use Policy will be considered insubordination and will be dealt with seriously. Violators risk:

- Losing computer privileges on a temporary or permanent basis; and/or
- Disciplinary action; and/or
- Academic sanctions for academic infractions (plagiarism); and/or
- Prosecution for violation of local, state, and federal laws.

I have read the Andalusia School Acceptable Use Policy for Computer and Internet Use and agree to abide by its terms. I understand that violating the policy may lead to my access privileges being revoked, school disciplinary action, academic sanctions, and/or appropriate legal action.

Student's Name (print) _____ Grade _____

Student's Signature _____ Date _____

✂ detach here · completed form: copy to student's folder and Computer Facilitator

Section 2 — To Be Signed by Parent or Guardian

All parents are required to grant student access to school Internet and school email in order for their child to attend Andalusia School. A signature on enrollment paperwork confirms parental cooperation and agreement to comply with the Acceptable Use Policy for Computer and Internet Use.

Parental Pledge of Cooperation

As the parent or guardian of an Andalusia student, I agree to read and discuss with my son/daughter the Acceptable Use Policy of Andalusia School for Computer and Internet Use. I agree for my child to use the Andalusia School Internet network as a required part of daily instruction, and to use his/her Andalusia School email account as a necessary part of daily school life to receive communications from teachers, school administration, and fellow students.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____ Date _____