

PARENT / STUDENT
HANDBOOK
ANDALUSIA SCHOOL
2014-2015

INTRODUCTION

This handbook was created to protect Andalusia School's standards of scholarship, discipline, and Islamic character. Andalusia High School reserves the right to remove any student that is deemed to endanger these standards as determined by the disciplinary committee under the Dean's leadership and approved by the Principal. All students and parents are expected to abide by the rules and guidelines outlined in this handbook and to partner with teachers and administration in achieving the collective objective of making Andalusia's environment conducive to learning.

Students are expected to be on their best Islamic behavior. Andalusia School students should uphold the highest form of Islamic conduct both in school and out of school.

The severity of the disciplinary action taken by the disciplinary committee will increase for repeated offenses regarding all rules stated in this handbook.

CODE OF CONDUCT

Students are not permitted to take part in character slandering, backbiting, nor fitnah causing behavior in any form whether it is verbal, through social media or written. These acts include behavior that intentionally and negatively impacts the reputation, emotional and mental well-being and good name of students, teachers, administration, and other staff members. Such behavior will result in immediate suspension, while repeated offenses will result in recommendation for expulsion.

The Principal or his designated representative have the right to search backpacks, computer bags, and student cars when circumstances indicate that there is a reasonable suspicion of drugs, weapons, dangerous, illegal or stolen items that may be found.

Bullying is banned in all its forms: Verbal, physical, emotional and cyber-bullying will be referred to the Dean of Students for action by the disciplinary committee. First and second violations will result in suspension, followed by possible expulsion for repeated offenses.

Play-fighting is banned in all its forms. It is dangerous and can cause permanent injury or even death. Students who play-fight will be automatically suspended. Repeated offenses will result in longer suspension periods and serious cases will be recommended for expulsion.

Using school utensils or furniture for purposes other than intended is a violation of school safety policy. Using school utensils/furniture in a reckless manner will result in immediate suspension. Examples of furniture that can cause physical harm: chairs, desks, tables, and any bulk objects. Examples of utensils that can cause physical harm: staplers, staples, staples remover, pens, pencils, scissors, compass, glass, plastic and any object that poses a risk of stabbing, slicing, cutting or bruising. Using these types of utensils/furniture will result in disciplinary action even if no actual physical harm is done. Damaging school property and/or moving it out of place is considered vandalism and is an automatic suspension.

Repeated offenses for all aforementioned violations will result in longer suspension periods and serious cases will be recommended for expulsion.

DRESS CODE

Having a good personal Islamic appearance is essential, if not critical for the learning process. A required dress code supports the organized, neat and orderly nature of the school. Parents are asked to support administration to ensure that their child arrives to school in the proper school uniform. Decisions regarding appearance are the responsibility of the Dean of Students or the designated representative in cases of absence or unavailability during teaching or other assigned duties. Faculty, Instructional Leaders and administration will support the Dean in enforcing the dress code. There are no exceptions to the dress code.

Boys:

Pants: Black or grey pants are the school uniform for high school boys. Pants must be long. Jeans, leisure pants, carpenter and/or tie string/zipper pant, cargo pants are not considered dress pants and are not allowed. Navy blue is not permitted.

Shirts: A plain white shirt is only permitted. Shirts must be tucked in and worn appropriately throughout the school day.

Shoes: Black shoes must be worn at all times except in the masjid. Shoes that require shoelaces must have shoelaces and they must be tied properly. Sneakers are not allowed. Casual shoes are not permitted. No slippers or flip-flops. Sneakers may be worn for gym.

Ties: Ties are required. Students are permitted to wear colors that are in the black-grey family. Navy blue ties are not permitted. Bow ties are permissible.

Blazers/Sweaters/Cardigans: Only black or grey colors are permitted. **NO HOODIES ARE ALLOWED.**

Jewelry that is considered to be a weapon is not allowed. This may include but is not limited to: rings, covering multiple fingers, spiked belts, belts with large removable buckles, heavy/large neckwear, ninja type stars, chain link wallets, key rings etc.

Girls:

Headgear: Girls are required to wear white hijabs. For the interest of the safety of all students, headgear such as: hats, caps, and hoods are not permitted. Only a white under-piece is allowed.

Jewelry that is considered to be a weapon is not allowed. This may include but is not limited to: rings, covering multiple fingers, spiked belts, belts with large removable buckles, heavy/large neckwear, ninja type stars, chain link wallets, key rings etc.

Shoes: Black shoes or boots may be worn. No sandals, flip-flops/open toes, no heels. Sneakers can be worn for gym.

Gym attire: Girls cannot wear shorts or tights. Girls can wear sweatpants and t-shirts. No tank tops.

Make-up and nail polish: No make-up or nail polish is allowed. Girls will be asked to remove the make-up or nail polish.

Abaya: Girls are required to wear the black school Abaya.

Blazers/Sweaters/Cardigans: Only black or grey colors are permitted. NO HOODIES ARE ALLOWED.

CELLULAR PHONE/I-POD POLICY

Students are not permitted to bring their cell phones/I-pods to school. Students found with a cell phone/I-pod will be automatically suspended. Students will have their phone/I-pod taken away and sent to the main office. The student will be able to take their cell phone/I-pod home at the end of the school day. Andalusia School is not responsible for any loss or damage to cell phones/I-pods.

LAPTOP/TABLET USE

Laptops/tablets are not to be used unless in a classroom setting with the supervision of a teacher. Laptops/tablets are not allowed to be used or seen anywhere else. Laptops/tablets used without authorization by teachers or used outside of a classroom setting will be confiscated for the remainder of the school day and returned to the parent. Unauthorized use will result in detention/suspension. Andalusia School is not responsible for any loss or damage to cell phones/I-pods.

ANDALUSIA SCHOOL INTERNET POLICY

Andalusia School offers students access to a computer network for electronic Internet. Students are able to explore libraries, databases, museums, and other sources. Parents/guardians of minors are responsible for setting the standards that their children should follow when using media and information sources. Students are responsible for appropriate behavior on the school's computer network just as they are in all settings in the school. The use of a network is a privilege, not a right, and may be revoked if abused.

Privacy: Network administrators, who will evaluate communications to maintain system integrity, will make sure that students are using the system responsibly.

Illegal copying: Students should never download or install any copyrighted material. This includes movies and television programs. Students must not copy other people's work.

Inappropriate Materials or Language: No inappropriate, abusive or disrespectful language should be used to communicate. Students should not send or access materials they would not want their teachers or parents to see.

Students can use a laptop/tablet for classwork under the supervision of a teacher. A Student may not take out any electronic device (laptops, tablets, cell phones...etc.) at any time unless given permission by a teacher. Students are also required to follow individualized classroom technology rules.

The Principal, Dean or a designated representative has the right to check the contents of school email, text messages and voice mails that are possible harmful to Andalusia School's reputation or the welfare of students and staff.

No student is permitted nor authorized to use any audio and/or video recording devices.

Violating these rules will result in suspension/detention. Serious or repeated violations involving plagiarism and inappropriate material may result in expulsion of student.

ASSEMBLY, LUNCH, MASJID, HALLWAY AND DISMISSAL CONDUCT

Assembly: Assembly begins at 8:10 a.m. Any student who arrives after 8:10 will be marked late. Every three incidents of lateness will result in detention. Students must line up with their class. Students are not permitted to talk during assembly because they should be reciting dua. If a student is found to be consistently talking during assembly then the student will serve lunch detention. If this behavior continues then the high school Dean will take necessary action. After assembly, students must go to their classrooms in an orderly fashion.

Lunch: At 11:50 a.m. students will be escorted to lunch. Students will go straight to the cafeteria. Students will take good care to keep the cafeteria clean. Students will need a pass should they need to go to the restroom or the vending machine. Students are not allowed to eat in the classrooms. Students must finish their lunch in the lunchroom.

Masjid: Students cannot talk in the masjid. Students should not be doing homework or classwork in the masjid. Students are encouraged to read Quran until salah begins. Boys are not permitted to sit against the wall. If students do not comply, they are subjected to detention and repeated offences will result in suspension. Students have five minutes to make wudu, and should come to the masjid in an orderly, timely manner. Students need to ask permission to go to the bathroom.

Hallway Conduct: Students are to be on their best behavior in the hallways. Students need to be mindful that there are younger children in the building and to treat everyone they interact with, with the utmost respect.

Dismissal: High school students are to go to the gymnasium for dismissal. For students' safety, students cannot stand outside in the driveway and students need to keep out of the way of traffic.

Violating these rules repeatedly will result in suspension/detention. Serious and repeated violations that cause disruption and disorder may result in longer suspensions and possible expulsion.

All disciplinary decisions are subject to Principal's approval

CLASSROOM CONDUCT

Students must come to class prepared. Students cannot disrupt other classes by entering in classrooms during lessons to ask for school supplies, including calculators, from other students. Students will be reprimanded accordingly by the high school Dean with detention and suspension for repeated offenses.

There is no eating or drinking in the classroom. Students can only drink water. Students caught eating or drinking will face detention and subsequently suspension for repeated offenses.

Students cannot go to the bathroom after assembly or between periods. Students must always get permission from the teacher to go to the restroom. Students caught going to the restroom without teacher's permission will face detention and possible suspension for repeated offenses.

All disciplinary decisions are subject to Principal's approval

STUDENT ACADEMIC FAILING AND MAKE-UP POLICY

- A failing grade is either a letter grade "F" or a percent score less than 65% or a GPA less than 2.00 or its equivalent.
- Failing students must retake failed subjects during the summer at locations designated by the Yonkers Board of Ed. or other institutions approved by school administration. Proof of satisfactory completion is required for promotion to next grade level. If a student passes in summer school then the student will be awarded a grade of 65% for the year on his transcript. If a student fails summer school, the student may be dismissed from Andalusia School subject to the Principal's review of the student's academic record.
- If a student fails a course that is not offered during the summer at any designated institution then the student will need to take an in-house parallel course and pass a final exam for that subject during the course of the following school year. No in-house courses will be offered for summer courses offered and available by YPS or other designated institutions. Students cannot take in-house parallel courses unless the principal or a designated representative gives a waiver letter stating that there were no make-up courses available at YPS or other designated institutions. The make-up syllabus and final exam will be administered by the current subject teacher or designated replacement if the original subject teacher is no longer employed by Andalusia.
- Admitting failing students into the next grade level pending successful completion of failed subject courses is not a guarantee of grade promotion. Students who fail to pass these courses will result in grade demotion or holding back subsequent grade promotions at the discretion of the principal.
- Approved enrollment applications and/or tuition contracts and/or physical attendance of the subsequent grade-level classes are not to be construed as proof of academic promotion or of successful completion of the previous grade-level. All enrollment applications, including EZ-Registration, and any other indications of promotion are conditional upon final academic approval by school administration.
- If a student fails two subjects for the year this may result in dismissal from Andalusia School. In the case a student fails three or more courses a year, that student will be dismissed from Andalusia School.

ANDALUSIA HIGH SCHOOL POLICY ON CHEATING

Definition

Cheating is the act of doing one or more of the following during an in-class or take home exam:

- communicating with another student verbally, in writing or through gesturing
- communicating with another student or outside source with a device
- copying material from another student
- using unauthorized notes or devices
- submitting work done by another student or another individual
- submitting work done by the student from another assignment
- copying another student's assignment
- obtaining, distributing unauthorized copies of an exam
- committing plagiarism
- aiding and abetting another student to commit one or more of these acts

REPORTING

1. Teachers who visually catch a student in the act of cheating will report the incident to the high school dean and will fill out a mandatory incident report.
2. Teachers will not decide to be discreet regarding cheating incidents, and will report all acts of cheating regardless of how minor they may be considered in the teacher's judgment.
3. Teachers will preserve any evidence of cheating such as cheat sheets, written communication with other students, unauthorized markings, and transcripts of any witnesses to the incident, and must ensure that the evidence is properly stored and filed.
4. Teacher will act on reports from other students regarding alleged incidents of cheating by searching surveillance video, interviewing the student in question and interviewing other students.
5. Cheating incidents that rely solely on other students' testimony shall not be reported as a cheating offense, however will be filed for the purpose of monitoring and following patterns of behavior.

BASIC ASSUMPTION OF INTEGRITY

Basic benefit of the doubt is given to teachers regarding confirmation and reporting of cheating incidents. Cheating incidents need only rely on a teacher's observation and written testimony to be considered as a cheating offense. No other evidence is required. Parents shall not challenge the basic assumption that teachers act with integrity and responsibility. The Principal will monitor patterns of reporting by teachers for abuse.

CONSEQUENCES

Multiple offenses are cumulative even if they occur in different courses

First Offense

Incident report or equivalent document is filed
Letter of suspension is issued to student
Student is suspended (1 day)
Students receives a zero on the test in which the offense occurred

Second Offense

Incident report or equivalent document is filed
Letter of suspension is issued to student
Student is suspended (3 days)
Student receives failing grade for the marking period for the subject in which second infraction occurred
Student is given an essay assignment pertaining to the
Conference with parent to notify of seriousness of the repeated offense and consequences of future infractions

Third Offense

Incident report or equivalent document is filed
Letter of suspension is issued to student
Student is suspended (5 days)
Student receives an overall failing grade for the subject in which third infraction occurred
Student will be informed on makeup procedure or the necessity to repeat the course depending on the seriousness, elaborateness and degree of premeditation of the three offenses at the principal's discretion
Student is given an assignment to do without credit relating to the subject of cheating and to the serious consequences of an additional offense
Conference with parent to notify of seriousness of the repeated offense and a last warning for possible expulsion in the case of a fourth offense

Fourth Offense and beyond

All aforementioned disciplinary procedures are escalated
Student fails overall subject for the school year and must repeat
The possibility of expulsion may be enacted or an extension of final warning may be exercised at the Principal's discretion

ATTENDANCE AND LATENESS POLICY

According to New York State Education Law, students are considered to have an “excused” absence for the following reasons: sickness, death in the family, and required court appearance

Students are unexcused to be absent for the following reasons: vacations, entertainment/sports events, personal activities

- ❖ Students who accumulate more than 25 absences within the span of a school year get an F for all subjects. The failing grade will be equivalent to 55% and will be entered as the official grade for the first marking period ending after surpassing this threshold. The student must make-up the class as per the make-up policy.
- ❖ Students who arrive late more than 15 times to the same class in a marking period will get an F for that given subject for that marking period. Arriving late more than 45 times during the span of the whole school year will result in an F as the final grade, regardless of the specific distribution of the acts of lateness across marking periods.
- ❖ Students who surpass the absence or lateness thresholds can pass the failing subjects only if they have a joint meeting with their parents, principal and Instructional Leader to work out an emergency academic plan in which student can make up the lost time to the principal’s satisfaction by performing special assignments, getting tutoring, attending summer make up classes and other remedial options as deemed necessary.
- ❖ Students who continue to be absent or late after the approval and implementation of the emergency academic plan may lose the privileges of this plan and fail one or more subjects. All emergency academic plans are contingent upon student attendance and timely arrival.

EARLY DISMISSAL POLICY

For safety reasons students are not permitted to leave early unless a parent/guardian comes to school and signs the student out. Students are not permitted to leave the school premises otherwise. Frequent early dismissals will require proof of valid excuse as determined by the Principal. Invalid early dismissals are equivalent to unexcused lateness and bear the same consequences as outlined in the attendance policy.

CUTTING CLASS AND CUTTING SCHOOL

Students who cut class will receive a two day detention. Students will receive an unexcused absence. Repeated offenses will result in further disciplinary action.

Students who cut school will receive an automatic suspension.

AFTER SCHOOL ACTIVITIES POLICY

- ❖ Students cannot remain after school unless they are officially included in a school activity or program.
- ❖ Students who participate in after school programs or sports activities without authorization by the Instructional Leader will be subject to suspension and other disciplinary actions as determined by the disciplinary committee. Repeated offenses may result in expulsion.
- ❖ Teachers will not plan activities or initiate programs after school without official approval by the Principal and High School Instructional Leader.

LOCKER POLICY

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

AWARDS

The awards committee will seek clearance from the disciplinary committee for each student nominated for an award before officially issuing the award.

Students who are suspended, serve detention, receive multiple written warnings or whose actions result in one or more incident reports may not receive certain awards at the discretion and judgment of the disciplinary committee for the following disciplinary violations:

- inappropriate verbal language or verbal abuse of other students or teachers
- physical violence or making threats
- bullying in any form
- disobeying or being disrespectful of teachers or staff
- disruptive behavior during lessons
- disruptive behavior during assembly, lunch, salat, dismissal, and in the hallways
- academic integrity violations
- inappropriate gender interaction
- creating fitnah, backbiting, causing division or conflict among fellow students
- any other behavior or actions that have a harmful effect on the learning environment or on fellow students or teachers

Parents will support teachers by supporting their disciplinary decisions that teach students to connect their actions with consequences even if it involves their own child. Parents will also recognize that giving their child an undeserved award may unfairly prevent a more deserving student from getting that award.

All disciplinary decisions are subject to Principal's approval

AFTER-SCHOOL SPORTS PARTICIPATION POLICY

- ❖ Andalusia High School Students who choose to participate in after-school sports must maintain minimum academic and disciplinary standards as follows:
 - Maintain a minimum average GPA of 75% or C+ in the most recent report card or progress report
 - Maintain all passing grades in the most recent report card or progress report
 - In compliance with any after-school tutoring or other prepping programs assigned to student for the purpose of meeting graduation requirements
 - Free of suspensions and detentions for the past 45 days or since beginning of school year whichever is more recent
 - Is free of any incidents reported to the school relating to any current after-school sports program concerning inappropriate behavior unbecoming of an Andalusia School High School Student, including but not limited to: violence, fighting, vulgar language, and inappropriate contact with the opposite gender
 - Participation is at the final discretion of the instructional leader who may take into account other pertinent information such as after-school track record and previous complaints

- ❖ Every distribution of a report card or progress report will result in an after-school sports participation review by the high school teachers. The following action will be taken against any student who does not meet the minimum academic and disciplinary standards:
 - Parent of student will be informed of the decision to exclude the student from after-school sports
 - The coach or adult supervisor for the sport in concern will be informed of the decision to exclude the student
 - The student will sign a copy of the After-School Sports Participation Policy stating that they accept and under the policy including criteria and consequences.

- ❖ If a student violates this policy by participating in after-school sports the following consequences will take place:
 - Parents will be contacted notifying them of the violation and of the consequences of repeating this violation
 - The coach or supervisor will be notified in writing of the consequences the student will face if the student is permitted to further participate
 - The 2nd violation will result in banning the student from class pending a parent teacher conference
 - Repeated violations will result in further disciplinary action as deemed appropriate by principal, instructional leader or dean which may result in delayed graduation, denial of certain student privileges, community service, detention or expulsion.

- ❖ If a student believes that a ban from after-school sports should be removed as a result of complying with the aforementioned standards then the following will occur:
 - Student must request the removal of this ban from any high school teacher in writing
 - The teacher will forward that request to the instructional leader
 - A meeting will take place to review the student's particular case
 - Student will be notified of the decision, which may be:
 - immediate removal of the ban or
 - delayed removal of the ban after a specified time or
 - denial of the request with a list of conditions that must be met for removal of the ban or
 - reasons for the denial

AFTER SCHOOL CONDUCT

Students are held accountable for their actions and conduct after school hours for any incidents of misbehavior and any cases of violating disciplinary rules. Unless the student is attending or participating in another activity or event sponsored by another department, then the student will be held accountable under school rules and regulations. Students remaining on the premises both indoors or outdoors after school are considered to still be under the school's jurisdiction until they leave the premises. The disciplinary committee will require documentation that the student was involved in a non-school activity before reversing any disciplinary decisions regarding after school incidents.

UNIQUE CIRCUMSTANCES

Each disciplinary incident is different and has its own unique circumstances. Disciplinary decisions taken by the dean and the disciplinary committee involve many factors including:

Context of the incident

State of mind of the student

Attitude of student

Sense of regret conveyed by the student

Previous violations

Frequency of prior verbal warnings and other undocumented factors
and much more

Therefore, parents will understand why one disciplinary action may differ from another even though the violation may appear to be the same. In addition, parents will take into account that implementing disciplinary action is not an exact science and different disciplinary action taken on their child for the same infraction is not an automatic case of targeting.

All disciplinary decisions are subject to Principal's approval