

In the Name of God, the Beneficent, the Merciful

RAZI SCHOOL



55-11 Queens Boulevard
Woodside, New York 11377
(718) 779-0711 Fax (718) 779-0103
www.razischool.org

*Chartered by The State Education Department of New York,
1995*

New York State Registered High School

Parent's Handbook

RAZI SCHOOL, EXCELLENT EDUCATION IN AN ISLAMIC ENVIRONMENT

*"Seek knowledge from the cradle to the grave."
Prophet Muhammad (S)*

In the Name of God, the Beneficent, the Merciful

*Read! In the name of they Lord and Cherisher,
Who created man out of a clot of congealed blood;
Read! And they Lord is most Bountiful,
He who taught (the use of) the Pen,
Taught man that which he knew not.*

Surah Al'Alaq 96:1 – 5



FOREWORD

Islam is a religion of knowledge and light; it urges its followers to seek knowledge from birth to death.

The Holy Prophet (PBUH) has therefore made learning obligatory upon every Muslim, man or woman. He did not stop with calling upon believers to propagate knowledge, but also called for continuous work in seeking knowledge and education.

We, at the Razi School have committed ourselves to achieve the set goals of our divine religion and the teachings of our Holy Prophet (PBUH). In recognizing the important role of the parents' involvement in our school work, we have created this Parent Handbook. It is an important resource for both parents and students. It provides information on the school's rules, regulations, policies, and procedures. It is considered a binding contract that all parents agree to honor and abide by once their child is enrolled in Razi School.

The administration of Razi School reserves the right to enforce the rules and regulations herein as deem appropriate, as well as amend this handbook at any time. Parents will be promptly notified of any amendments that have been made.

If you have a question or concern about any matter not addressed in this handbook, please call the school administration office.

Hesam Karimi,
Principal

Mission

Razi School fosters spirituality and academic excellence in a distinctive Islamic environment with high expectation for students in grades PreK-12 by assisting to develop the whole person and facilitating the success of all students.

Razi School has been established to provide an excellent education in Islamic environment while providing them with the academic tools to succeed as educated Muslims in a competitive society. Through the daily contact with teachers as Islamic role models and the interaction with the Muslim peers they will receive the inner strength and self-esteem to stand up for their believes and let their voices be heard through walls of frivolity and ignorance.

Razi School accomplishes this by:

- Teaching Islam as a faith to be lived.
- Providing a core curriculum of studies consistent with New York State and City Standards.
- Recognizing each individual's ability.
- Assisting students to grow in confidence.

*The man of learning is alive after he is dead,
The man of ignorance is dead even while he is alive.
Imam Ali (a.s.)*

ADMISSIONS

- **POLICY**

Razi School accepts students in Kindergarten through twelfth grade, space permitting. Kindergarten applicants must be five years old by December 31st of that calendar year. Students applying at the high school level should inquire as to their eligibility in meeting the Razi School graduation requirements by the end of the 12th grade. Razi School's high school program is a full Regents, college preparatory curriculum. In addition, students must meet performance standards by passing various Regents Exams as well as school prepared examinations. Credit for previous schooling is awarded as appropriate.

- **APPLICATION**

The first step in the admission procedure at Razi School is the return of the completed application form, together with the non-refundable and non-deductible application fee, a copy of the applicant's birth certificate or passport along with other needed documents detailed on the application form.

- **ADMISSION TESTING**

All applicants from K-12, must take an Admission Exam. Applicants for kindergarten are assessed to determine their readiness for school learning. Applicants for first grade and up are assessed on their achievement in language, mathematics, and science.

Those who score within the standard of Razi School will be accepted (space permitting).

- **ACCEPTANCE AND GRADE PLACEMENT**

Decisions on admission to Razi School are made by the administration as soon as all relevant information has been received. To be eligible for admission, the student must demonstrate academic abilities, which are compatible with the educational standard of Razi School. Decisions made by the administration are communicated to the parents as promptly as possible. Grade placement in Razi School is the sole responsibility of the school with no exception, as are teacher and class designations. If no place is available due to a full class, the applicant will be placed on a waiting list.

• HEALTH REQUIREMENTS

Proof of immunization and a recent PPD (regardless if the child received BCG) must be presented to the school **before the student is allowed to attend class**. Per New York City health regulations, all current or any students transferring to Razi School from a school outside of New York City must have the school medical form completed and signed by a physician prior to attending classes. All students must be immunized according to New York State health requirements.

• FINANCIAL RESPONSIBILITY

Once a child has been accepted, the non-refundable tuition deposit and the non-refundable registration fee are due. Before a student is allowed to attend class, the school must receive all due tuition and fees.

Re-registration occurs from March - April each year. Failure to re-register at this time will result in a possible loss of a place for your child for the following academic year.

• WITHDRAWALS AND TRANSFER OF STUDENT RECORDS

Written notice of transfer or withdrawal is mandatory. To withdraw or transfer your child to another school at any time during the school year, a parent must come to the school office and complete the necessary forms. Records of students will be forwarded to receiving schools when forms are complete and tuition bills have been paid in full.

• TRANSFER TO RAZI SCHOOL

Schools in the United States: If your child is attending a school in the US, the Admissions Office will request academic information and end-of-year grades directly from the previous school. To do so, you must provide the following:

1. The appropriate contact information of the student's current school.
2. All documents needed in the Application Form for Razi School.

Outside the United States: If your child is attending a school outside the US, the previous school is required to e-mail an official transcript for at least the past two years of academic study to the Admissions Office of Razi School. The official records should include copies of any national examinations. Teacher or headmaster comments are desirable.

Academic Program of Razi School

- **KINDERGARTEN**

In kindergarten, children from the age of five will build on the Readiness Program begun in pre-kindergarten and move toward the full curriculum of reading, language, mathematics, science, social studies, Islamic and Quranic studies.

Creative art, physical education, and various field trips also compliment the curriculum in both areas.

- **ELEMENTARY: FIRST - FIFTH GRADE**

The highly challenging elementary school program will include reading, English, mathematics, science, social studies, Islamic and Quranic studies, visual art, physical education, and second language. Extra-curricular activities and school field trips will be provided for all classes.

- **MIDDLE SCHOOL (JUNIOR/JUNIOR-HIGH): SIXTH, SEVENTH & EIGHTH GRADE**

The traditional preparatory curriculum of the junior high school includes language arts, mathematics - to include pre-algebra; as well as life and earth sciences, American history, Islamic and Quranic studies, computer literacy, visual art, physical education, and second language. In 8th grade, students begin working towards high school credit through Regents courses.

- **HIGH SCHOOL: NINTH - TWELFTH GRADE**

The Razi High School program is a challenging, rigorous college preparatory curriculum. Students who successfully complete the program will receive a New York State Regents Diploma.

To graduate, A credit is awarded to a student when he/she successfully completes the course and passes the required state exam, Regents Exam, AP exam and school exam.

Razi School Graduation Requirements

Subject	Advanced Regents
English	8 credits plus Regents English Exam
Science	5-6 credits plus Regents Exam for each course taken
Mathematics	4-5 credits plus Regents Exam for each course taken
Social Studies	4-5 credits plus Regents Global Studies Exam Regents US History Exam
Religion: Islamic Studies	3 credits
Religion: Quran	2 credits
Second Language	2.25 credits
Physical Education Health	4 years (state requirement) 2 credits
Electives	3-6 credits
Guidance	1 1/2 credit
Art	2 credit
Service	30 hours per year

New York State Education Department

Razi School Advanced Placement Program Policy

Razi School is registered with ETS and the College Board to administer Advanced Placement Exams at our school. Our school code is 336026. Advanced Placement Exams allow students to receive college credit for work completed at Razi School. The exams are scored on a scale of 1 – 5 (5 is the highest). Many colleges give credit for a 3 or higher. Students must contact the colleges that they plan to apply to and inquire about their particular Advanced Placement credit policy.

Students who present satisfactory grades on a specified number of Advanced Placement exams (as determined by the college) may be awarded a full year's credit and receive sophomore standing. This can shorten the time and money invested in college education.

Each year, the College Board recognizes students who have demonstrated college level achievement through Advanced Placement courses and exams. Students who receive grades of a 3 or higher on three or more exams qualify for AP Scholar Recognition.

Advanced Placement courses at Razi School will be conducted as all other high school courses. Students will have general assignments, projects, tests, and trimester exams. The class grade will be determined the same way as other classes, 80% exam grade and 20% course work. Advanced Placement courses will earn two credits per course and the grade will be weighted 1.2 . This extra weight will be calculated in the GPA only.

Advanced Placement exams are given in May according to the schedule set by the College Board. There is a firm deadline in which to order exams and exams must be paid for in advance. There is a penalty fee for ordering an exam, but not completing the exam. Financial assistance is available for students who qualify.

Students who complete the Advanced Placement Exam are required to take the final exam of that course. The final grade will be compiled from the first, second and required third trimester grades.

Failing grades will remain on the transcript but are not included in the GPA provided that the course is repeated and a passing grade achieved. The passing grade will be in the GPA.

Razi High School Course List

The course list shows the full program of curriculum available to H.S. students at our school. A class will be organized and taught only if there is sufficient enrollment to make it economically possible, and time available in the student schedule.

Course Title

Credit

English

101 ESL Beginning.....	0
102 ESL Intermediate	0
103 ESL Advanced	0
130 Regents English I.....	2
140 Regents English II.....	2
150 Regents English III	2
160 Regents English IV	2
165 Journalism.....	1
168 Yearbook	1
180 AP English Language and Composition	2
185 AP English Literature and Composition	2

Mathematics

235 Sequential Math A	1 1/2
245 Sequential Math B.....	1 1/2
270 Pre Calculus HON.....	1 1/2
275 AP Calculus AB.....	2
280 AP Statistics.....	2

Science

330 Regents Earth Science.....	1
335 Regents Earth Science Lab	0
340 Regents Biology.....	1
345 Regents Biology Lab.....	0
350 Regents Chemistry	1

355 Regents Chemistry Lab.....	0
360 Regents Physics	1
365 Regents Physics Lab	0
370 AP Biology.....	2
375 AP General Chemistry	2
380 AP Physics B.....	2
385 AP Introductory Psychology.....	2
342 AP environmental Science.....	2

Second Language

420 Arabic I	3/4
425 Arabic II.....	3/4
430 Arabic III.....	3/4
435 Arabic IV	3/4
450 Farsi I.....	3/4
455 Farsi II.....	3/4
460 Farsi III.....	3/4
465 Farsi IV	3/4

Social Studies

520 Regents Global Studies I.....	1
530 Regents Global Studies II	1
540 Regents US History and Government.....	1
550 Economics HON	1
560 US Government & Politics HON.....	1
570 AP Macroeconomics.....	2
575 AP Comparative Government & Politics.....	2
541 AP U. S. History.....	2
542 AP World History.....	2
547 AP US. Government	2

Computer Studies

600 Computer Applications	1/2
610 Advanced Computer Applications	1/2
620 Introductory Computer Programming.....	1
630 Web Design.....	1
638 Yearbook Production	1
670 AP Computer Science A	2

Art

720 Studio in Art I.....	1/2
721 Studio in Art II.....	1/2
725 Art History I	1/2
730 Art History II	1/2

Career/College Preparation

750 Career Discovery	1/2
751 Career Preparation	1/2
752 Internship & Field Work.....	2
760 College Discovery	1/2
761 College Preparation	1/2
799 Community Service	1/2

Physical Education & Health

800 P.E. I	1/2
801 P.E. II	1/2
802 P.E. III.....	1/2
803 P.E. IV.....	0
850 High School Health.....	1/2

Religion

(High school transfer students can use electives to fulfill this requirement if necessary)

910 Islamic Studies I.....	1/2
920 Islamic Studies II	1/2
930 Islamic Studies III	1/2
940 Islamic Studies IV	1/2
945 Comparative Religion	1/2
950 Quran I	1/2
960 Quran II.....	1/2
970 Quran III.....	1/2
975 Quran IV	1/2

Razi School Course of Study for All High School Students

English Language Arts 8 credits

Students must pass the English Language Arts Regents Exam before graduation.

9th	2 credits
10th	2 credits
11th	2 credits
12th	2 credits

Science 6 credits

To allow for an in-depth study with a concentration of laboratory skills, additional time completing lab reports is required for these courses.

8 th	1 credit + lab work	Regents Earth Science
9th	1 credit + lab work	Regents Biology
10th	1 credit + lab work	Regents Chemistry
11th	1 credit + lab work	Regents Physics
12 th	2 credit + lab work	AP Science Course

Social Studies 4 credits

9th	1 credit	Regents Global Studies I
10th	1 credit	Regents Global Studies II
11th	1 credit	Regents American History & Government
12th	2 credit	AP Comparative Government and Politics or
	2 credit	AP US. History or
	2 credits	AP Psychology

Mathematics 4 credits

9th	1 1/2 credit	Regents Math A
10th	1 1/2 credit	Regents Math B
11th	1 credit	Pre-Calculus
12th	2 credit	AP Calculus

Second Language 2.25 credits

Students will have the option to study either Persian or Arabic. Classes will be held three periods per week.

9th	¾ Credits
10th	¾ Credits
11th	¾ Credits

Health 1 ½ credit

This course is to be taken at some time during the four high school years.

P. E. 1 ½ credit

To be regularly taken each year. (NY State requirement)

Islamic Studies/Elective 2 credits

Students will have two periods each week of Islamic Studies.

9th ½ Credits

10th ½ Credits

11th ½ Credits

12th ½ Credits

Qur'an/Elective 2 credits

Students will have two periods of Quran each week.

9th ½ Credits

10th ½ Credits

11th ½ Credits

12th ½ Credits

Electives 4 credits

9th 1/2Credits

10th 1/2Credits

11th 1 credit

12th 2 credits

College & Career Guidance 2 credits

9th 1/2 Credits

10th 1/2Credits

11th 1/2Credits

12th 1/2Credits

- TRANSFER CREDIT**

Transfer students will be given credit for comparable courses taken at previous schools and Regents Exams passed.

All Razi School students are required to complete the high school course of study. Some students may need to take summer school courses to graduate on time. Razi School will work with every student to enable him/her to graduate on time. Students may also take summer school classes at a NY State accredited school to complete required courses. All steps will be taken to schedule students

into additional courses needed and assist in arranging for private tutoring and/or summer school classes.

Students will be permitted to sit for a Regents Exam (upon course instructor's approval) without having formally taken the course at Razi School and receive Regents credit if the transferred score of 75 or above is obtained.

• **LIMITED ENGLISH PROFICIENT STUDENTS (LEP) AND
ENGLISH AS A SECOND LANGUAGE (ESL) INSTRUCTION**

The New York State Board of Regents Policy states that LEP students are held to the same high standards and expectations as all students. Curriculum, instruction, and assessment in all classrooms serving LEP students are to be aligned with the New York State standards in the core areas.

All incoming students whose native language is other than English will be evaluated for English proficiency and if necessary, tested with the English Language Assessment Battery (LAB). The LAB assesses a student's level of listening, speaking, reading, and writing skills. According to the teacher evaluation and raw test score (number of correct items), it will be determined if a student needs ESL instruction. If ESL instruction is found to be needed, further testing by the teacher will be done to determine the level of instruction.

According to state guidelines, students must score at or below the designated scores in order to be eligible for ESL instruction:

Grade	Test Level	Raw Score
K.....	I	47
1st.....	I	49
2nd.....	I	54
3rd	II.....	73

4th.....	II.....	78
5th.....	II.....	80
6th.....	III.....	95
7th.....	III.....	101
8th.....	III.....	103
9th.....	IV	96
10th.....	IV	99
11th.....	IV	101
12th.....	IV	102

In accordance to state regulations, these students will be placed in ESL, an intensive English course with the goal being to bring a student's communicative, functional, and academic language proficiency to a level where full time enrollment in all mainstream classes is possible. In ESL, vocabulary and mathematics and science terminology will be stressed to enable a student to understand these classes faster. Students will be gradually placed in all academic classes as soon as they are ready.

ESL Progress Reports are sent to parents at the end of each trimester.

Following the requirements of the New York State Board of Regents, students will receive a minimum of the following daily English classes according to their proficiency level:

Elementary and Junior High Students

	ESL	English Language Arts	Total
Beginning.....	2	0	2
Intermediate	2	0	2
Advanced	1	1	2

High School Students

	ESL	English Language Arts	Total
Beginning	3	0	3
Intermediate	2	0	2
Advanced	1	1	2

Students will be evaluated at the beginning of the school year, and at the end of each trimester.

• **ESL PROMOTION POLICY**

Razi School stands by the State's policy that LEP students are to be held to the same standards and expectations as all students, therefore, in order for an elementary or junior high ESL student to be promoted at the end of the school year, he/she must receive passing grades in the mainstream English Language Arts and Mathematics classes and pass all state required exams. A high school student must pass all major courses: English, science, social studies, and math according to New York State Board of Regents requirements.

Students who do not meet the course standards may take Summer School classes at an accredited summer school to make up the failed grade.

ARRIVAL AND DISMISSAL

School hours are 8:00 a.m. to 3:10 p.m.

For the safety and security of all students, the following policy pertaining to students being dropped off and/or picked up from school has been adopted:

The main entrance of Razi School is located at the front of the building on Queens Blvd. All students, staff, and visitors must enter and exit the building through that door only. All other doors are exclusively for emergency use. Every one entering the School during class hours **MUST** sign in at the front door. All ladies entering the School building must observe Islamic Hejab (cover).

Anyone who is not a parent or staff member of Razi School must present identification to the security guard and sign the guest register before being allowed to enter the school. You must also sign when you leave.

Everyone is expected to cooperate with this policy as this is for the safety and security of all children, including yours.

No cars will be allowed to block the school bus loading/unloading areas. The security guard will tell you to move your car if you park in any of these areas. If you would like to accompany your child to school, you must park your car in a lawful area and walk to the school entrance. Please do not block the driveway. Any parked car blocking the school bus or driveway may be towed away at the owner's expense.

No students are allowed in the building before 7:30 a.m. or after 3:30 p.m. (exceptions apply to students attending after school or due to any emergency situation) Parents must pick up their children promptly at dismissal time. If someone other than a parent is picking up a child, or a student is to go home on the bus to another child's home, the school office must receive signed, written notification from the parent. If a parent is going to be late to pick up their child, the school must be notified before dismissal time.

If a parent is late to pick up their child three or more times in one month, a fee will be charged for the after school care.

Razi School Comprehensive Attendance Policy

New York Law mandates that all children from six to seventeen years of age attend school on a full time basis. A student must complete the school year in which he/she turns seventeen.

Every Razi School student is expected to be in school each scheduled school day and on time except in the case of an emergency.

It is the responsibility of both the parent and the student that the student attends school regularly and on time. It is the responsibility of the school to make sure that students are meeting compulsory state attendance requirements and to know the whereabouts of every student for the safety of the student and proper school management.

If your child is going to be absent or late for school, you should always notify the school office promptly.

Attendance

Attendance is taken promptly at the start of each day and also at the beginning of each class as needed.

All students not present when attendance is taken will be marked on the Register as "Absent".

If a student is marked "Absent", the parent will be called. This serves two purposes:

1. The absence is verified with the parent.
2. An explanation of the absence is marked on the school Register.

Absences will only be excused in case of illness or emergency. The following are examples of an Excused Absence:

- Child is sick
- Doctor's appointment
- Immediate family member has died

The following are examples of an Unexcused Absence:

- Child is tired
- Family is on vacation
- Child is preparing for a test

Following the telephone call to the parent, the child will be marked "Absent Excused", "Absent Medical", or "Absent Unexcused".

Students, who arrive at school at 11:30 or later, will be entered on the Register as being in attendance ½ day,

- Students who are "Dismissed" (check-out) at 12:30 or earlier will be marked on the Register as ½ day Excused Absent.

Tardy

As students are expected to arrive at school on time, late students will be marked "Tardy" on the Register. Students will be marked "Excused" in the following instances:

- The school bus is late
- A doctor's appointment
- A note signed by a parent is presented detailing a reasonable excuse for the lateness.

All tardy days will be entered on the Register, but they will be designated as "Excused" or "Unexcused".

- Five (5) Unexcused Tardy days will be counted as one (1) day Absent.
- Students who are absent for three straight days must present a signed note from a physician.

Disciplinary Action

Excessive Tardy days and/or absences may result in disciplinary action such as:

- Being barred from fieldtrips or extra-curricular activities
- Revocation of Employment Certificate (applies to high school students only)

Minimum Standard of Attendance

For high school students to receive course credit, all required course work must be completed including assignments from days absent.

Any student with **twenty-five (25) or more absent days**, Excused or Unexcused, may not be promoted to the next grade level at the discretion of the Principal. Students who enter Razi after September will have their absences prorated.

- For students with extended illnesses, arrangements may be made through the NYC Board of Education for Home Instruction.

Perfect Attendance Incentive

Students who attend school on time for each scheduled school day will be awarded with a Certificate of Perfect Attendance at the end of the school year.

Identification and Intervention

- Parents will be notified by telephone when their child is absent.
- Parents will be notified in writing when their child reaches five (5) Unexcused Tardy days or Unexcused Absent days and in increments thereof accordingly.
- Parents may request to review the record of their child's attendance.

Do not send your child to school sick. You will be called to get him/her. Razi School staff is prohibited from administering medication.

HOMEWORK

Homework serves many purposes. It is designed to reinforce study skills, practice what has been learned in class, develop research skills, explore ideas, and develop problem solving techniques. Teachers provide students with full details of homework expectations and requirements at the beginning of each school year and show them how to divide their work into manageable daily and weekly units.

Most subjects require daily homework assignments. Students are sometimes given long-term assignments such as research reports and other projects during their course of study.

The following is an approximate guideline for the amount of time your child should devote to homework daily. A weekly library visit is desirable.

Grade	Minimum Daily Allotment
Kindergarten	30 – 45minutes
1st - 2nd Grade	45 minutes – 1 ½ hours
3rd - 4th Grade.....	1 ½ - 2 hours
5th - 6th Grade.....	2 – 2 ½ hours
7th and 8th Grade	2 ½ - 3 hours
9th and 10th Grade	3 - 3 ½ hours
11 th and 12 th Grade	3 ½ – 4 hours

Students should:

- Record all assignments in an assignment notebook
- Start a routine for their homework at the same time each day
- Have a quiet place to work with no distractions
- Work to the best of their abilities
- Assume responsibility for getting and completing missed assignments

Parents should:

- Provide support and encouragement that is crucial to the child's development
- Show interest and concern for their child's success
- Request homework assignments for all absences
- Check that all homework is complete, and sign assignment sheet.

STUDENT ASSESSMENT

The testing program of Razi School is as rigorous and challenging as its curriculum. The program consists of measuring and appraising the academic achievement, attitude and behavior of all students and providing the necessary intervention and remediation.

Razi School aims to have its students succeed in all areas, that is why we believe it is important to test and re-test the students to determine their strengths and weaknesses and to continually improve the quality of learning of the school.

Students will regularly receive quizzes and trimester exams. The trimester exams are of extreme importance. They are of cumulative nature and cover all material taught in class up to the date of the test.

- **STANDARDIZED TESTS**

Standardized tests are administered school-wide. Currently the Stanford Achievement Test 10th Edition is administered to kindergarten through eleventh grade students. This allows teachers to monitor student progress annually in comparison to other US students.

- **REGENTS EXAMS**

Razi School administers all New York state mandated exams. Regents Exams are administered to high school students upon the completion of various courses. A score of 65% or higher must be achieved on all Regents Exams for credit to be given in that subject. Students who score below 65% have the opportunity to retake the exam at the next administration date.

Students who pass a Regents Exam but are not satisfied with the score may take the exam a second time only. Each exam score will be recorded on the student's transcript, but only the highest score will be included in the student's grade point average (GPA).

- **COLLEGE BOARD TESTS**

High School students are provided guidance and encouragement to take the PSAT, SAT, ACT, Advanced Placement (AP) and other tests according to the requirements specified in college applications across the United States. Razi School provides preparation programs to help prepare students for these tests.

- **GRADING SYSTEM**

Students in grades Kindergarten through 3rd will receive the following grades:

E = Excellent, 5

V = Very Good, 4

G = Good, 3

S = Satisfactory, 2

N = Needs Improvement, 1

U= Unsatisfactory, 0

Students in 4th through 12th grade will receive 65 to 100 as passing grade and 64 and below will be failing grade.

- **HIGH SCHOOL GRADE POINT AVERAGE (GPA)**

A cumulative or career grade point average (GPA) is maintained for all high school students. The final grade each high school student receives is called a quality point. All final grades are added together to form career quality points. Each course a student studies has a weight or value. Advanced placement (AP) courses will have a weight of 1.12, required courses have a weight of 1 Science lab, and physical education and ESL courses have a weight of 0. A student's career GPA is calculated by dividing their career quality points by their career weight.

Razi School does not officially rank its students.

All failing grades remain on a student's transcript, but are not included in the GPA provided that the student repeats and passes the exam. The passing grade is entered on the transcript and included in the GPA. For exams repeated to raise one's score, only the higher score is included in the GPA and credit is given only once. A student may only retake exams passed the previous school year, none earlier.

- **PROGRESS REPORTS**

Informal student progress reports are sent to parents in the sixth week of the first trimester. These reports identify students' strengths and weaknesses. Progress reports are sent to parents during the second trimester as needed.

Formal written reports, known as "report cards" are sent to parents following the end of each trimester. The purpose of the report is to summarize student performance and indicate the students' strengths and weaknesses. The report is based on teacher assessment of student performance.

ESL students will receive a narrative report of their progress each trimester.

A conference will be scheduled for parents of students who are not meeting the standards and curriculum requirements of the school.

- **PROBATION**

A student who, for academic reasons, is not progressing within the standards and expectations of Razi School may be placed on probation or demoted for a specified duration. If the terms of the probation are met, the student will be reinstated at school conditionally at the expiration of the term. When the terms of probation are not met, the student may be asked to leave the school.

- **PROMOTION AND RETENTION**

Promotions will be based upon a student's final grades. The final grades are determined by averaging the trimester grades for each main subject.

For High School students, Regent exam scores are considered as independent statewide score. Students are still required to take the third trimester exam which its score is averaged with previous trimesters as final score.

If a student fail the regent but has a passing final grade, he/she will be promoted to next level. But if a student fails the finals of the same regent that he/she passed, still the subject is considered failed and the rule for failing subject applies in this case. Juniors should finish all required regents before applying to college and Universities in their senior year.

No student will be promoted if he/she receives a failing final grade of U (unsatisfactory) for students in kindergarten through third grade, less than 65% in any subject for students in fourth through 12th grade. Students receiving a failing grade in one or two subjects will be permitted to retake their final exams at the beginning of the next school year. A passing grade must be achieved on all retake exams to be promoted to the next grade level. If not, the grade level must be repeated.

ANY STUDENT WHO RECEIVES A FAILING FINAL GRADE IN THREE OR MORE SUBJECTS WILL AUTOMATICALLY BE RETAINED AND THE GRADE LEVEL MUST BE REPEATED THE NEXT SCHOOL YEAR. THE ONLY EXCEPTION TO THIS IS IF THE THIRD FAILING GRADE IS IN A FOREIGN LANGUAGE. ONLY THEN WILL A STUDENT BE PERMITTED TO RETAKE ALL THREE EXAMS IN ORDER TO BE PROMOTED. A PASSING GRADE MUST BE RECEIVED ON ALL RETAKE EXAMS.

If a student is retained for two consecutive years, he/she will be discharged from the school, but may reapply for admission after one school year has passed.

No student will be promoted if he/she has not met the minimum attendance requirements.

During the school year, if any student is having difficulty, a meeting must be held with the student and his parents so that the school can advise them of ways in which the parents can help to prevent the child from being retained.

GRADUATION AND AWARDS

The Graduation and Award Ceremonies are held at the end of each school year. All students who received passing final grades will be officially promoted to the next grade. Kindergarten, Eighth Grade, and Twelfth Grade students will have a special graduation ceremony.

Golden and Silver Honor Roll Certificates will be awarded at the Awards Ceremony. Any student whose grades average to **5.0 and all grades are E for kindergarten through 3rd Grade and average of 96% - 100% and all grades 96 and up for 4th Grade through 12th Grade will receive a Golden Honor Roll Certificate.** Any student whose final grades average is 4.5 or higher and all grades are V and E for kindergarten through 3rd Grade and grades average of 90% - 95% with all grades 90 and up for 4th Grade through 12th Grade will receive a Silver Honor Roll Certificate.

The top two students in the Eighth and Twelfth Grade with the highest accumulative Grade Point Average (GPA) will be honored as the class valedictorian and salutatorian.

STUDENT SERVICES

- **Congregational Prayer**

Students in first grade and up are required to participate in congregational prayer every day. On Friday, students in third grade and up join the community for the Salat-ul-Jumah.

- **Library**

Use of the school library is encouraged for formal study and research, browsing, and borrowing. All elementary students have a library period scheduled weekly. The library is open at various times for students of all grade levels to use. **Students are expected to follow library rules at all times or their library privilege will be taken away.**

- **Computer Lab**

Students interested in using the Computer Lab or the computers in the library outside of class time should make arrangements with the Computer Teacher. Before any student will be allowed to use the computers.

Both the student and parent must sign the Acceptable User consent. Any violation in the use of the computers will be considered an offense.

- **Meals**

The meal program is optional for all students. **Students may bring their own lunches from home, but we do not have facilities to store student lunches in a refrigerator or warm them in an oven. Students are not allowed to bring glass containers to school as this can create a safety hazard.**

Students are not allowed to leave school grounds before dismissal and during lunchtime.

- **Lockers**

Students in 5th grade and up are assigned a locker for the year. Every student is required to provide a lock for the locker. All locker changes must be authorized. No student is to occupy more than one locker. Students will be expected to pay for the cost of any willful damage to their lockers. Usually, students will be asked to empty their lockers before Winter, Spring, and Summer breaks for cleaning.

Lockers, like desks and other furnishing, are property of Razi School. School authorities reserve the right to search them at any time.

- **Telephone and Messages**

In an emergency, students may request to use the school office telephone.

Students will not be called to answer telephone calls. Parents may leave a message with the school receptionist.

Cell phones are not allowed during the school time. Students with their parent's written request are allowed to keep their phone in their lockers or leave it with the dean and pick it up at the dismissal.

Any student using their cell phone during School hour will be given warning for the first time and second time their phone will be confiscated until the end of the year.

- **Lost and Found**

Students are responsible for their books and belongings. The school office maintains a lost and found box. During Parent Conferences, the items will be on display for parents to identify and retrieve. All unclaimed items will be donated to charity at the end of the school year.

- **Extra-Curricular Programs**

At Razi School, students have the opportunity to participate in a variety of co-curricular activities. Team sports, school clubs and organizations, holiday programs and activities, field trips, graduation and award programs, and other ceremonies and programs are considered co-curricular activities for which students must meet the requirements to participate. Club offerings include: Student Council, National Honor Society, Debate Teams, Team Sports, Yearbook, Newspaper, Math and Science Clubs, and Drama Club. Participation in these activities is a student privilege, not a student right.

- **Destination: College Program**

The objective of this program is to give each student the information and guidance needed to make intelligent college and career choices. The program will also assist students and their families in the task of applying to colleges, requesting financial aid, and applying for scholarships. The Destination: College Program will consist of Career and College Discovery and Preparation through student and parent workshops, guest speakers, college and workplace visits, career fairs, college fairs, and PSAT, SAT, and AP preparation classes.

TRANSPORTATION

- **Provided by Razi School**

Transportation is provided for students at a minimal fee. If there is a delay in the payment of the fees, transportation may be discontinued until the fees are paid up to date. For the safety of those students who are using Razi School transportation, rules have been set. General school rules will also apply to the bus.

1. Be at your bus stop a few minutes prior to the scheduled time. The bus will not wait.
2. Your bus driver will assign a seat to you.
3. Obey the bus driver and sit only in your designated seat.
4. Walk as you get on and off the bus, and do not push other students.
5. Take your seat immediately upon entering the bus and fasten the seat belt.
6. Keep the bus clean.
7. Stay in your seat and do not stand.
8. No bad language, misbehavior or teasing in the bus.
9. You and your parents are responsible for any damage done to the bus by you.
10. You are allowed on the bus only if you wear the school uniform.
11. The bus driver will report any wrong doing to the school administration immediately.

The following procedure will be followed should any student break these rules:

First Offense
Second Offense
Third Offense
Fourth Offense

Warning to parents
No bus service for three days
No bus service for one week
Bus service canceled

Razi School reserves the right to discontinue transportation service to any student who exhibits severe or repetitive disruptive behavior on the bus.

- **Provided by NYC Department of Education**

- ◊ **Metro Cards**

Razi School is authorized to issue Metro Cards to eligible students to be used for school transportation. Interested students should apply at the school office.

- ◊ **Yellow School Bus**

Students in kindergarten through sixth grade may be eligible for school bus service if they live within one to five miles from the school. Interested parents should apply at the school office. Before applying, parents should be aware that the bus may be shared with students from other schools, pick-up points are established, and students will be dropped off only at the scheduled stop.

TEXTBOOKS AND SUPPLIES

Students are required to bring basic writing material and needed school supplies. Teachers usually send home a list of needed supplies during the first week of school.

Razi School requires that all kindergarten through 8th grade students pay a yearly book fee. This is not for the complete purchase of the books; it is only a partial payment to ease the expenses of the school. Issued textbooks should be covered with **book covers** and **properly maintained**. Students are fully responsible for all textbooks, workbooks and other supplies issued to them by the school.

High School students from 9th through 12th grade pay a higher fee for books enabling them to keep **some** textbooks. This makes it possible for teachers to use the newest curriculum material available. The students will also build a personal academic library, which can be used for future references.

If a student **loses** or **damages** any school material such as textbooks, workbooks, library books, equipment, etc., **the parents are fully responsible for replacement/repair.** The school will bill the parent for the replacement/repair of the item and any shipping costs that may occur. In the event that a parent fails to pay for the replacement/repair, the school will not give the student his report card, and not transfer any records of the student in the event of a school transfer until all balances on the student's record have been paid in full.

FIELD TRIPS

Students are invited to attend various educational field trips throughout the school year. Permission slips are sent home with each child when plans for field trips are made. Parents must sign and return these slips promptly. Students will not be allowed to attend the field trip without permission slips signed by parents. When applicable, there will be a fee for transportation and/or admission.

Parents are often needed to assist in chaperoning the students during trips. If you are available, kindly notify your child's teacher. As a rule, parents with infants or toddlers are not permitted to chaperone students.

TUITION AND FEES

It is not among the objectives of Razi School to achieve financial gain. Nevertheless since there are substantial costs involved in operating the school we must require each student to pay tuition and certain fees. This covers only a portion of the actual cost of each student. The yearly tuition and fees can be found online at our website: www.razischool.org

To assist families enrolling more than one child, a discount of 20% on the second child and 30% on the third child is given on both tuition and bus fees.

Tuition and transportation fees must be paid on time in up to ten installments. The due date is the last date by which a payment can be made.

You may pay in installments by check, cash, debit / credit card.

- ◆ **A \$35 NSF fee will be charged for all returned checks.**
- ◆ **Payments are expected to be made as scheduled, even in cases of extended absences.**

If you fail to honor the payment plan which the school and you agreed upon, your child will be prohibited from attending class until payment is received. Razi School reserves the right to keep all records and transcripts and will not share them with any other school or entity.

The Razi School will enforce this policy without exception.

HEALTH & SAFETY

- **Immunization**

All students are required to be fully immunized according to New York State law. This is for the protection of your child, and you are urged to comply with this requirement. Each year, student health files are reviewed and those students who are lacking any immunization are notified. **You have fourteen days to have your child immunized or by law we must exclude your child from classes until the immunization has been received.**

- **Communicable Diseases**

A student with a suspected contagious illness may be isolated, and parents are contacted so that they may take the child home as soon as possible. Likewise, a student with a fever will be excluded from classes and parents will be contacted to arrange for their child to go home.

- **Returning to School After Illness**

Children may resume classes twenty-four hours after they are free of fever or when they have medical permission to return to school. A student returning to school following a major illness or injury is required to present the school with documentation from the attending physician.

- **Safety**

Accidents or illnesses are reported to the Principal. A written record of all injuries is kept. In rare instances, a student may be sent to the hospital for emergency treatment. The hospital to be used will be decided by the emergency medical team responding to the situation, usually St. Johns Queens Hospital (90-02 Queens Blvd.) or North Shore University Hospital at Forest Hills (102-01 66th Rd.).

- **Emergencies**

Upon enrollment, every parent is required to complete an emergency contact card. If your child is ill or has an accident, we will need to contact you quickly. Please make certain your emergency contact numbers are up to date and accurate.

Note: Razi School has a full time nurse on duty; however, staff members are trained in CPR and First Aid.

It is irresponsible for a parent to send a sick child to school. Children who wake up with fever or vomiting usually don't get better at school. They will most likely be very uncomfortable and will infect other students and staff members. DO NOT send sick children to school.

STUDENT DRESS CODE

The school uniform is a mandatory requirement for all students of Razi School. The uniform gives a professional look to our school and helps to break down the social barriers that can sometimes effect the youth of today. All students are expected to wear the uniform daily. No make-up or fingernail nail polish is permitted. Excessive jewelry is not permitted; school staff will determine what "excessive" is. For safety reasons, no jewelry may be worn during physical education class. The Razi School uniform will consist of the following:

- **Boys:**

- Navy blue dress pants for students grade K to 6

- Gray dress pants for students grade 7 to 12

- White long/short sleeve shirt

- Black shoes *Optional: Navy sweater*

- **Girls:**

- Navy overcoat with matching navy pants for students grade K to 6

- Gray overcoat with matching Gray pants for student grade 7 to 12

- White scarf

- Black shoes

- Opaque navy or white socks

- **Gym Uniform (boys and girls):**

- Navy blue sweat suit (T-shirt during warmer months)

- Sneakers

- White socks

Boys' uniforms and all gym uniforms may be purchased through Cookies Department Store.

Girls' uniforms are purchased through the school.

Students must wear sneakers during physical education. NO regular shoes are allowed to be worn in the gymnasium. It is recommended that a pair of sneakers be left at the school.

SCHOOL DISCIPLINE

*"Oh Lord! I implore your protection from the excitation
Of greed, the impetuosity of anger;
The domination of envy, the depravity of morals,
The importunity of passion, the excess of zeal,
The submission to desires, the opposition to right;
The drowsiness of negligence, the entrance into troubles,
The preferring wrong to right,*

*The persistence in sin, the underestimation of guilt,
The over-estimation of service, the pride of the wealthy,
The begging of equals, the despising of the poor;
The ridicule of enemy, the abuse of power;
The omitting to thank, assisting the oppressor; forsaking
The oppressed, aspiring to which I am not entitled and
speaking of learning without knowledge.*

*And I implore your protection from observing the
weaknesses of others, from being proud of my good deeds,
from indulging in far-fetched hopes,
From being involved in calamity, from the oppression of the
ruler; from extravagant habits, from want of livelihood,
from living in hardship, dying without asking pardon
And from the chastisement of the fire.*

*Oh Lord! Bless Muhammad and his descendants
And protect all the true believers, and me
Both male and female, from all these,
By Your Mercy, Oh Most Merciful!*

AI-Sahifah AI-Sajjadiyyah, Imam Ali Sajjad (a. s.)

One of our most important goals is to build an Islamic community in school, a seed that will blossom and take its rightful place as a vital part of the Islamic ummah.

Self-control and discipline can be achieved and maintained by teaching each student that he/she is a valuable, productive individual who must function harmoniously as part of a group. Good school spirit, a positive classroom atmosphere, enthusiasm for learning, and satisfying interpersonal relationships all contribute to the student's sense of well-being.

A good discipline policy ensures an optimal educational environment for all. It requires a rational approach accompanied by firm positive action and training to develop the traits of self-control and righteous judgment.

Behavioral Expectations and Code of Conduct Summary

The school emphasizes core values such as respect, responsibility, and empathy. Parents can support these by reminding their children of the following key behavioral expectations:

- Respect teachers, peers, and school property.
- Follow classroom rules and instructions.
- Engage in positive and inclusive behavior toward others.
- Communicate respectfully with all members of the school community.

The basis of our Discipline Policy is as follows:

- **Every student should act as a responsible Muslim.**
- **Every student has the right to learn.**
- **Every teacher has the right to teach.**
- **No student will prevent a teacher from teaching or a student from learning.**

For the safety of all students and to secure the enrichment of their learning process, all students are expected to abide by the following general school rules:

1. Students must arrive to school on time and ready to learn.
2. Disrespect to any faculty or staff member will not be tolerated.
3. Homework must be completed on time.

4. Do not bring to school toys, or other items deemed inappropriate by common courtesy. Items will be confiscated and returned only to parents.
5. No eating or drinking in the classrooms.
6. No chewing gum in school or on the bus.
7. No playing in the classrooms except during playtime.
8. No fighting, backbiting, or fraternizing.
9. No running in the halls or stairways.
10. No talking during class, except during discussions.
11. No playing in the bathrooms or around the water fountains.
12. No obscene words or school declared "curse" words.

We believe that our students represent Razi School, and their behavior should reflect the ideals of the school when they are on or off school grounds. Razi School students are expected to observe the standards of behavior wherever they may be. Each student is responsible for maintaining this standard of behavior and will be held accountable.

Parents are also expected to uphold the standards of Razi School while on the school premises. If a parent blatantly ignores school rules or behaves in a discourteous manner towards school staff, his child may be discharged from Razi School.

Disciplinary actions will be based on a tiered approach and the severity of the incident. And outline can be found on The Student Behavior Guidelines for Parents also known as the Intervention Plan form.

Possession/Use of Tobacco, Alcohol, or Illegal Substances

Immediate Expulsion

Failing to uphold the standards of Razi School while off school grounds will result in a penalty imposed depending upon the severity of the situation.

A student given an in-school suspension will spend his day completing his daily assignments in the school office. After lunch, he must report immediately back to the office and may not have recess time.

Detentions will be held after school or before school. Suspensions may be for one day, three days, or five days in length according to the severity of the incident.

The Administration reserves the right to issue detentions, in-school suspension, or home suspension to any student as deemed necessary.

In case of severe disciplinary infractions and/or destructive behavior, the Administration reserves the right to immediately expel the student. If a student is expelled, he will not be promoted to the next grade and must reapply for admission for the following school year. Furthermore, the school is not obligated to enroll the student.

Teachers and administrators will make every reasonable effort to find out all of the circumstances and the involvement of others in any violation of the school rules.

PARENT - TEACHER COMMUNICATION

Since both teachers and parents benefit by discussing the student's home life in addition to academic progress, it is essential to have a good home-school relationship. Parents are welcome to contact any teacher by calling the school and leaving a message with the school secretary.

Formal parent - teacher conferences are scheduled several times during the school year. During these conferences parents may learn about not only their child's academic progress but also his work habits, his social relationship with other students and faculty members, any special interests, aptitudes or abilities, and any health or emotional problems.

SCHOOL VISITORS

Parents are always welcome to visit the school and meet with staff members. **It is recommended that you call the school to arrange an appointment, as teachers have regular class hours and cannot meet parents during class time.** All visitors must present identification to the security guard and sign the guest register when they enter and when they leave. **No one is allowed in the vicinity of the classroom area without authorization. This is for the safety of all children.** All visitors are expected to observe the Islamic dress code.

Student Rights and Responsibilities

The Right of Allah

“Your Lord has ordained that you must not worship and obey anything other than Him.”

Surah Bani Isra'il 17:23

Rights of the Student

It is the right of your dependents in knowledge that you should know that Allah has made you their master bestowing upon you knowledge with the treasure of wisdom. Therefore, if you are generous in this commission given to you by Him you will be a virtuous man, and you will have hope and true faith. Otherwise you will be guilty against His creatures.

Imam Zayn-ul-Abideen (a.s.)

Responsibility to Your Parents

Prophet Mohammed (S) says, “Goodness and benevolence towards your father and mother is superior than prayers, fasting, hajj, umrah, and jihad, and it carries a greater recompense.”

“Your Lord had commanded you to worship Him and none else, and to be kind to your parents.”

Surah Bani Isra’il 17:23

Rights of Your Teacher

It is the right of your teacher that you respect him/her and respect the dignity of his audience, to listen to him while intently facing towards him and to help him to teach you knowledge which is something that you cannot be without.

Imam Zayn-ul-Abideen (a. s.)

Responsibility to Your School

This school belongs to you. The reputation of any school depends upon its students. Therefore, it is your responsibility to be good Muslims and good students. In this way you can bring honor and dignity to your school.

Responsibility to Your Classmates

It is your responsibility to help your classmates and influence each other to become better Muslims. You must treat each other the way you want others to treat you. You must help each other to achieve the very best education possible.

Acceptable Technology Use Policy

Razi School is pleased to offer its students access to its computer resources and the Internet. Access to the Internet will allow students to explore the multitudes of information available and to exchange electronic messages with Internet users throughout the world.

The Razi School computer network is designed for educational purposes and all precautions to eliminate controversial and obscene material are taken. Filtering software is installed and consistently used on all school computers to ensure the safety of all that use them.

Network Policy Enforcement Guidelines

The use of school computers is a privilege, not a right. Inappropriate use will result in cancellation of your privilege. Users are required to follow school policy and procedures. The supervising staff will determine what will be the appropriate use in accordance with the following guidelines, and may deny, revoke, or suspend your access.

The following are the steps, which the system operator in collaboration with administration will use in the event that a student decides not to abide by this policy. In most cases, these steps will be followed in order. Depending upon the infraction, however, steps may or may not be omitted.

- a) Verbal, written, or electronic mail warning
- b) Disciplinary probation
- c) Temporary access denial (lockout)
- d) Permanent access revocation
- e) Disciplinary school suspension
- f) Alternative punishment not involving access or usage restrictions

Demonstrated intent to violate policy will be considered the same as an actual violation. Demonstrated intent means evidence of actions that if successful or if carried out as intended, would result in a policy violation.

Razi School Admission Contract

We, (father's name) _____ and (mother's name) _____ request to enroll our child (student's name) _____ into Razi School. We hereby agree and accept without any reservations to abide by and follow all rules, regulations and procedures of Razi School as stated in this Parent Handbook. We also accept the course of disciplinary action, which will be instituted if any rule or regulation is not followed.

Parents' Signature _____

Student's Signature _____

Date _____

Razi School
55-11 Queens Blvd., Woodside, NY 11377

RAZI SCHOOL NON-DISCRIMINATION POLICY

Razi School admits students of any gender, race, color, nationality or ethnic origin. Razi School does not discriminate on the basis of gender, race, color, nationality or ethnic origin in administration of its educational policies, admission policies, and other school administered programs.