

# SADIQ SCHOOL

## PARENT/STUDENT HANDBOOK



**Address:**

Sadiq School Inc  
49 Cedar Grove Lane  
Somerset, NJ 08873

**Website:** [www.sadiqschool.com](http://www.sadiqschool.com)

**Phone Numbers:**

Principal Office: 732- 560-0191

**Email:** [info@sadiqschool.com](mailto:info@sadiqschool.com)

**Facebook:** <https://m.facebook.com/SadiqSchoolCentralJersey/>

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The Sadiq School handbook includes pertinent information parents will need to know about the School practices and policies. It establishes the procedures and provides a guide that sets the standard for what is expected of students and the students' parents or guardians. These guidelines are subject to change and we encourage parents to visit our website for the latest version of this document.

To ensure continued compliance with the routine operation and growth of the school, the School procedures and policies are subject to change. Students and parents will be informed of changes or additions through school notices.

Please take the time to read this handbook carefully. Questions about this handbook should be directed to the Principal, who can be reached at [mmoghadam@sadiqschool.com](mailto:mmoghadam@sadiqschool.com).

## **Sadiq School Mission Statement**

**Faith, knowledge, family, and community are the key building blocks of student's success.**

The mission of Sadiq School is to provide students with the skills and knowledge within an Islamic environment that they need to succeed in their lives and become active participants in their communities.

Sadiq School will aim to graduate young men and women who can think critically and creatively, have acquired an excellent academic foundation, and have a deep understanding of their Creator, the Quran, and the Ahlul-Bayt.

## **Sadiq School Teaching Methodology**

Sadiq school curriculum and methodology are designed to ensure our students are challenged, appropriately developed and excel academically and socially. For details of our curriculum and methodology please refer to our website.

Curriculum: (<http://www.sadiqschool.com/curriculum.html>)

Methodology: (<http://www.sadiqschool.com/methodology.html>)

Islamic Education based on SABA Academy Islamic full-time School (<https://www.sabaacademy.org/>)

## **Sadiq School Staff**

<http://www.sadiqschool.com/docs/Staff.pdf>

## **School Contact Information**

**Mailing Address:** 49 Cedar Grove Lane Somerset, NJ 08873

**Phone Number:** 732- 560-0191

**Website:** <http://www.sadiqschool.com>

**Email:** [info@sadiqschool.com](mailto:info@sadiqschool.com)

**Text messaging:** Send a text to 39970 with the text “masjideali myschool” to sign-up for school notifications such as school closing, etc.

## School Calendar

**Sadiq School 2019-2020 Parents Calendar: September 16<sup>th</sup> 2019 - June 23<sup>rd</sup> 2020.**

**2019- 2020 School Calendar:**

<http://www.sadiqschool.com/docs/Calendar.pdf>

**Calendar is subject to changes throughout the year. Please check website for up-to-date copy.**

## School Hours -9:00 AM – 3:00 PM

- School begins at 9:00 A.M. Parents can drop either child in their class between 8:45 and 9:00 AM.
- Students will be considered tardy after 9:15 AM.
- Parents pick up children from the classroom between 2:45 – 3:00 PM.
- For morning and after school hours care parents are required to make their own arrangement with the Assistant Teacher and Office Professional (Sr. Sabiha) for a nominal fee.
- Only authorized individuals are allowed to pick up your child.

## Student Registration

Sadiq School is accepting student registration for Preschool (3 years old), Pre-kindergarten (4 years old), and kindergarten (5 years) for the academic year 2020-2021. The students need to turn 3, 4 or 5 years of age before October 31, 2020 to register to Preschool, Pre-kindergarten, and kindergarten, respectively. To register your child or children please visit our website to complete the form. Upon completion and submittal of the form you will receive an email with instruction on how to complete the registration process. (<http://www.sadiqschool.com/registration.html>)

## Tuition

Currently, the yearly tuition is \$5500 and there is a one-time yearly fee of \$ 250 to cover the cost of supplies for students. A deposit of \$ 500 is required by August 1st of the academic year to hold your child spot. The remaining tuition of \$ 5000 and non-refundable school supply fee should be received by September 1 of the academic year.

Tuition is due in full before school starts unless special arrangement is made in advance and approved by the president of the school. Deposit is not refundable if cancellation is within two weeks of school opening.

We encourage parents to pay in full to take advantage of 3% discount. We also give the parents the option to pay in two installments, one by Sept. 1<sup>st</sup> of the academic year and the other by no later than Jan. 1<sup>st</sup> of the academic year. No discount will be provided. A late fee of 3% of the remaining balance will be added to the late payment.

**Refund for tuition is as follows if a student has to leave the school before the academic year ends:**

- If a student leaves by the end of the December of the academic year and his/her tuition was paid in full, only 50% of the tuition is refundable.
- If tuition is paid in installment no refund will be made.
- No refund will be paid if a student leaves after Jan. 1 of the academic year.

## **Toileting Experiences**

Your child needs to be toilet trained before starting Preschool.

School staff will give minimal assistance when students need help with toileting.

Students should also be able to dress and undress themselves.

Every preschooler needs to have a change of clothes and wipes that will be kept in the classroom.

## **Arrival/Dismissal**

At Sadiq School, we take your child's safety very seriously and we have procedures in place to make the arrival and dismissal times safe for all students.

### **Student Arrival**

The school day begins at 9:00 AM.

Students may not be dropped off but must be signed in by the parent/guardian or a carpool driver.

Please do not drop off your child/children early, as there will be no supervision available.

Students are not to be left unattended anywhere on the Mosque or school premises.

If a student is planned to arrive late school should be informed by calling 732- 560-0191 and leaving a message for the Office Professional.

### **Student Dismissal**

Dismissal on Regular School Days: 3:00 PM.

Parents pick up children from the classroom in second floor between 2:45 – 3:00 PM.

If you are late please call the school office at 732- 560-0191 and leave a message for the Office Professional with details.

Students will be dismissed to authorized adults provided by the parents during registration. Parents who have circumstances that prevent them from picking up a child themselves should find/designate a carpool person to sign out a child.

Sadiq School will not allow any child to go home with anyone who is not listed as an authorized pick up person. The school will not be able to accept oral requests to have students picked up by someone not authorized. Once a student has been dismissed to an authorized individual, as stated above, Sadiq School is no longer responsible for him/her.

Students will not be allowed to remain in the school building after dismissal unless they are involved in an organized after school activity. Parents should not allow children to loiter around the school/Masjid premises after dismissal, especially in the parking lot area. Also, do not pick up a student and then leave him or her unattended on the premises. Any parent who fails to ensure that his or her child/children are properly supervised after dismissal may jeopardize his/her child's/children's enrollment at Sadiq School.

#### **Late Opening/Early Dismissal**

If, for any reason, it should become necessary to have delayed opening or early dismissal the school community will be notified by text message, whatsapp group or phone calls. The parents, guardians or carpool persons must pick up the student at the specified closing time.

#### **Late Pick-up**

If a student is not picked up by 3:00 PM he/she will be placed in after care. A late fee will be charged for students who are picked up more than five minutes after the above times. For after school hours care parents are required to make their own arrangement with the Assistant Teacher (Sr. Sabiha) for a nominal fee.

In the event that a parent, or person authorized by the parents, fails to pick up a student or contact the school for lateness within twenty minutes of dismissal time, an office staff member will make a reasonable effort to call the parents/guardians, and then the emergency contact numbers. As a last resort the office will contact the Franklin police. A note stating the whereabouts of the child will be left on the door of the school building.

### **Student Dress Code**

No specific dress code is required for the Preschool, Pre-K, K and 1<sup>st</sup> grade students. However, girls are required to have a clean scarf in school for prayer.

## Lunch Time Procedures

Sadiq School lunch time is an important part of your child's learning experience. Students practice and develop social skills and strengthen friendships as they eat lunch with their classmates.

Parents will be responsible for their children's meals (snack, lunch, etc.) until we move to the new school building where we will provide options to purchase lunch. We recommend:

- Pack a healthy lunch for your child.
- Send a snack with your child each day.
- School has a **no food sharing** policy due to food allergy. The following items/ingredients are forbidden due to safety or allergy reasons:
  - peanuts
  - Sea food

It is the duty of the parent to inform the school in writing if a student has any allergies to specific items or if a student has any type of medical condition that may affect his/her health or learning ability. Any changes in this information should be reported immediately.

## Student Health

All students are required to have a complete medical examination and to have completed the medical forms in the registration package:

<http://www.sadiqschool.com/docs/FullRegistrationPacket2019-2020%20v4.pdf>

All students must have the appropriate inoculations before the first day of school. **STUDENTS WILL NOT BE PERMITTED TO ATTEND SCHOOL UNLESS IMMUNIZATION REQUIREMENTS HAVE BEEN MET.** New students must submit a copy of the student's immunization record and birth certificate before the first day of school.

**\*\*THESE REQUIREMENTS CANNOT BE WAIVED EXCEPT WITH THE EXPRESSED PERMISSION OF THE CHIEF SCHOOL ADMINISTRATOR OR HIS DESIGNEE AFTER CONSULTATION WITH THE BOARD ATTORNEY.**

**If your child has any of the following symptoms please avoid sending him/her to school:**

- Fever - A student's temperature must remain below 100 for 24 hours (without medication) before returning to school.
- Diarrhea - A student may return after they are free of the condition for 24 hours.

- Vomiting - A student with the symptoms of vomiting is excluded from school until the student is able to eat and drink a regular diet.

## Physical Activity and Safety

Athletic shoes are needed for Physical Education every day. Temperature, heat index, and air quality are all taken into consideration for outdoor play. Send your students prepared to participate in recess every day.

**Activity Restrictions:** Without a note, students will be expected to participate in Physical Education and recess.

## Emergency Policies

Please complete and return the Emergency Contact Form in the Registration package to the School administrator:

<http://www.sadiqschool.com/docs/FullRegistrationPacket2019-2020%20v4.pdf>

## Parents' concerns or suggestions

If a parent has concerns or suggestions about education of his or her child, they should send them in writing to [info@sadiqschool.com](mailto:info@sadiqschool.com). After receiving the concerns or suggestions, a written response will be provided to the parent. Any follow up steps will also be noted in the response, if required. We encourage parents to schedule meetings after the school hours.

## Teachers' concerns

If a teacher has a concern about education or behavior of a student, the concerns should be sent in writing to principal and in his absence to vice principal. After the concern is reviewed follow up steps will be provided.

## Change of Address

It is the responsibility of the parent to immediately inform the school of a change in address, phone number or email by completing the School address/phone number/email update form. This is imperative for the safety of your children in case of an emergency. Forms are available in the Principal Office.

## Report Cards/Grading System

Report cards or assessment sheets will be issued two times a year.



## Home Language/ESL & Special Education

Sadiq School neither provide and nor liable for classes or support related to the ESL and Special Ed service at this point in time. Please complete and return the ESL Waiver form to the School administrator.

## Attendance Policies

The State Law of New Jersey requires that all children between the ages of six and sixteen attend school regularly. Regular attendance is important if a student is to succeed in school.

If a student will be absent from school, the parents of the student are to inform the school office before 8:30 AM in the morning by calling 732- 560-0191. When the student returns to school, his/her absence should be explained in writing by the parent/guardian on the Student Absence Form (see Appendix A) or by a doctor's note. This must be provided to the school on the same day the student returns to school.

Doctor or dental appointments should not be scheduled during school hours whenever possible. If it becomes absolutely necessary to schedule an appointment during the school day, a note should be submitted to the school office at the latest by 8:30 AM of that day to make arrangements for an early dismissal. The note must have a phone number where the parent or guardian may be contacted to verify the request. A parent may also call the Principal Office to make arrangements for an early dismissal.

If the student absence form or a doctor's note is not sent to school when a student returns, the absence will be considered an unexcused absence.

If a student is absent from school for more than two days, it is the responsibility of the parent to contact the office and pick up missed homework assignments

**Extended Absences:** Family trips and other non-school activities should be planned so they do not interfere with school attendance. Since a student's presence and participation in class is essential to his or her success, the potential impact of an extended absence must be seriously considered.

## Photograph/Video/Tape Release

Sadiq School may occasionally take pictures and video of children enrolled. Such material may appear in printed materials such as brochures, teacher training videos, and on the New Jersey Department of Education's (NJDOE) Web site. Please complete and sign the Photo/Video release form in Registration package to indicate whether or not the School has permission for reproduction of any photographs, videos, or slides of your children.

## Classroom video camera

A camera is installed in the classroom for preschool students streaming video with no audio. Parents will be able to download an App and receive a log-In password and instructions so they can view the

classroom activities, if they wish. School reserve the right to discontinue streaming the video or limit it access to any of the parents, if deemed necessary.

## **Technology Usage and Personal Devices (Cell Phones/Tablets)**

Sadiq School is committed to leveraging the latest and greatest technology available for educating its students. Sadiq School will, as needed, provide students with the necessary technological equipment (such as tablets, laptops, etc) and/or provide parents with a list of technological equipment to purchase for school use only.

Sadiq School does not allow the use of personal tablets or any wearable Internet accessible device (smart watches) by students at any time during school hours. Please do not bring such items to school; teachers may confiscate such items which will require parents to come on campus to have items returned.

Cell phone use during school hours is prohibited, unless an emergency situation should arise or under special circumstances. Special permission must be obtained beforehand to avoid disciplinary action. All cell phones must be turned off during school hours.

Sadiq School is not responsible for, nor can be held liable for any activity on such devices before, during, or after school hours.

Please complete the Technology agreement form in the Registration package and return to the School administrator:

## **Request for Student Records**

Copies of records will only be provided by written request of a parent/guardian of the student or as required by the law. The request must be delivered to the school by mail or in person. The office requires five working days to process the request.

Financial records are not considered part of a student's records and are only available with written permission from a person whose name is on the financial responsibility form.

## **School Visitors**

Due to disruptions, distractions, and liability, no one is permitted on any school premises unless he/she is a staff member, school employee, parent/guardian with an appointment, authorized volunteer or a student listed on the school's attendance register. Neither students nor authorized volunteers are permitted to bring guests (this includes older or younger siblings, friends, etc.) to school.

All visitors during the school day must report to the Principal Office. You will be asked to show your driving license when entering the school. The office will then provide an escort or direct the individual to

his/her destination. Visitors to the school will wear a "Visitor" pass. Teachers and staff will question any non-staff member who is not wearing a "Visitor" pass and report him/her to the office immediately.

If parents have something that must be given to their children during the school day, they must deliver the item(s) to the Principal Office. The office staff will deliver items to the student(s) as soon as possible without disrupting the educational process.

Parents wishing to meet with a member of the administration must arrange in advance for an appointment through the appropriate office.

## **Parent/Teacher Conferences**

Parent/teacher conference will be conducted twice per year, and by appointments, if requested.

Parents are permitted to visit classes for a limited time, after making an appointment through the appropriate division office. Parents wishing to have a conference with a teacher must arrange in advance for an appointment during the teacher's free time by calling the appropriate division office or emailing the teacher. Teachers are not allowed to confer with parents during class time, at drop-off time or dismissal time, under any circumstances.

## **PTO**

Parents are encouraged to join the Sadiq School Parents Teachers Organization (PTO) to assist with School's extra-curriculum activities; carpooling, fund raising, school events, etc.