

SADIQ SCHOOL

PARENT/STUDENT HANDBOOK



Address:

**Sadiq School Inc
49 Cedar Grove Lane
Somerset, NJ 08873**

Website: www.sadiqschool.com

Phone Numbers:

**Office: 732- 560-0191 (Voice)
Office: 732-939-8395 (Text)**

Email: sadiqschoolprivate@gmail.com

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

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About This Handbook

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 sadiqschoolprivate@gmail.com.

Sadiq School Mission Statement

Faith, knowledge, family, and community are the key building blocks of a 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, socially, and spiritually. For details of our curriculum and methodology please refer to our website.

Curriculum: (<https://www.sadiqschool.com>) under Academics tab

Methodology: (<https://www.sadiqschool.com>) under Academics tab

Currently, we have selected great curricula used by best private and Islamic schools in the nation and have hired dedicated and knowledgeable staff.

- Superkids (zaner-bloser.com), Language art and Social Science, for KG and above grades
- Pearson Envision Math (savvas.com) for KG and above grades
- Starfall (www.starfall.com), Language Art, Math and Social Science, for preschool grade
- SABA Academy (<https://www.sabaacademy.org/>) for Islamic subjects
- Maulana Rizwan Rizvi oversees Islamic subjects
- Great and dedicated teachers and paraprofessionals for all subjects

Sadiq School Staff

Please refer to the Sadiq School Website (<https://www.sadiqschool.com>) under "FOR PARENTS/School Staff" for a complete list of staff.

School Contact Information

Mailing Address: 49 Cedar Grove Lane Somerset, NJ 08873

Office Main Phone Number: 732- 560-0191

Office Cell Phone Number: 939-8395

Website: <https://www.sadiqschool.com>

Email: sadiqschoolprivate@gmail.com

School Calendar

For an up-to-date copy of the school calendar, please refer to the school website (<https://www.sadiqschool.com>) under “FOR PARENTS” tab.

School Hours, Drop Off and Pick-up

- School begins at 8:45 A.M. Parents can drop their 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 3:15 – 3:30 PM.
- Morning and after school hours care may be available when the Daycare opens. Please contact the school admin for details.
- Only authorized individuals listed in the school registry are allowed to pick up students.

Student Registration

Sadiq School is accepting registration for the current academic year. To register your child or children please visit our website to complete the form. Upon completion and submission of the form you will receive an email with instructions on how to complete the registration process. (<https://www.sadiqschool.com>) under “FOR PARENTS/Full Registration Packet”.

Tuition

Currently, the yearly tuition is \$7000 and there is a one-time yearly fee of \$ 250 to cover the cost of supplies for students. A deposit of \$750 is required at the time of registration to hold your child’s spot. The remaining tuition of \$6,500 should be received by September 1 of the academic year.

We also give parents the option to pay in two installments, one by Sept. 1st of the academic year and the other by no later than Jan. 1st of the academic year. A late fee of 3% of the remaining balance will be added if payment is received after Sept. or Jan. 5th.

If additional siblings are registered %10 tuition discount will be applied for additional siblings each.

Tuition is due as stated above 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.

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

- School begins at 9:00 A.M. Parents can drop their child in their class between 8:45 and 9:00 AM.
- School doors will be open at 8:45 AM.
- Students will be considered tardy after 9:15 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 planning to arrive late, school should be informed by texting or calling 732-939-8395 and leaving a message for the Office Professional.

Student Dismissal

- Parents pick up children from the classroom between 3:15 – 3:30 PM.
- If you are late, please send a text to Sadiq School (732-939-8395) 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.
- 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 3:30 PM he/she will be placed in aftercare. A late fee will be charged for students who are picked up more than five minutes after the above time unless the parent made arrangements with the school.
- 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 Pre-K and Pre-K Junior students. However, girls are required to have a clean scarf in school for prayer.
- For KG and First grade student, please refer to the letter that was recently sent to parents and/or visit sadiqschool.com under "FOR PARENTS/School Uniform" tab.

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 the school offers options to purchase or provide 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 allergies. The following items/ingredients are forbidden due to safety or allergy reasons:
 - Peanuts

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 provided by school. For a copy of the registration package please refer to the school website (www.sadiqschool.com) under "FOR PARENTS/Full Registration Packet"

- 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 SCHOOL PRINCIPAL 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 at recess.

Emergency Policies

Please complete and return the Emergency Contact Form in the Registration package to the school administrator.

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 provides nor is 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 sending a text 732- 939-8395.
- 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 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 request 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 arrange 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 videos 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 the Registration package to indicate whether or not the school has permission for reproduction of any photographs, videos, or slides of your children.

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

- All visitors during the school day must register at the school registration desk. They will be asked to show their driving license. They will be provided an escort or be directed to their 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 school security officer immediately.
- If parents have something that must be given to their children during the school day, they must deliver the item(s) to the registration desk. All items are subjected to inspection by the school.
- The office staff will deliver items to the student(s) as soon as possible without disrupting the educational process.

Parent/Teacher Conferences

- Parent/teacher conferences will be conducted twice per year.
- Parents can request a meeting with a teacher at a mutually agreed time.
- After making a prior arrangement with the school office, parents are permitted to visit classes for a limited time.
- Parents wishing to have a meeting with a teacher must arrange in advance for an appointment.
- 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 extracurricular activities, such as carpooling, fundraising, school events, etc.

Safety and Security

- For the security of our students and staff, Sadiq School has installed state-of-the-art security cameras inside and outside of the school building which records activities 24/7.
- Periodically the school will perform fire drills, lock-down drills, and shelter in place.