



2023-2024 Parents/Students Handbook

Address:

Sadiq School Inc
49 Cedar Grove Lane
Somerset, NJ 08873
Office: 732- 532-2030
Office: 732-939-8395 (Text)

Website: www.sadiqschool.org

Email: Info@sadiqschool.org

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

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Principal's Note

Dear Noble Parents,

On behalf of the Sadiq School staff, it is my pleasure to welcome students and their parents to the 2023-2024 academic school year. This guidebook is designed to help familiarize our parents and students with the school's values, goals, policies, and procedures. We hope that this guidebook can be used as a reference tool throughout the year.

InshAllah, our goal is to provide your child with the best academic experience, coupled with a strong emphasis on building Islamic morals and manners. Your involvement and support in your child's overall (academic, and spiritual) growth is crucial. Our children are our most valuable investment for the future and deserve our time.

Education in Sadiq School is designed around the New Jersey State standards. We pride ourselves in providing a learning experience that fosters curiosity and promotes thinking and problem-solving skills. Our educators train throughout the year to provide engaging learning experiences with the special focus on the character development of each child.

Our goal is to provide an enriched learning experience which fosters intellectual and spiritual growth. We want to instill a deep understanding and love for religion, a strong sense of Islamic values and morals in our children. Our goal can only come to fruition if our parents, teachers and the school admin all work together towards this goal.

Communication is the key to making sure that together we help each student reach their full potential. It is imperative that the teacher, parents, and principal communicate openly and frequently concerning the progress of the student. When you have a concern, always contact the school, WE ARE HERE FOR YOU!!!

Finally, as parents raising children in a non-Muslim society, it is crucial that we all work together to instill the morals, manners, and sense of responsibility that our beloved Prophet (peace be upon him) and Ahlul Bait would be proud of.

We have opened the gates of this school in the hopes that we will instill a strong sense of Muslim identity, a clear sense of Islamic morals and an unwavering commitment to the Islamic values in our next generation. A true testament to our success as parents and as a school will be when these children hold on these moral values as a compass to navigate life InshAllah.

May Allah bless us with the wisdom, courage, and ability to work hand in hand for the future of our next generation.

Principal,

Hareem Fatima Reza

About This Book

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: hreza@sadiqschool.com.

Mission & Vision

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.

Goals

Sadiq School is dedicated to achieving all the goals set forth:

1. Providing our students with the opportunity to achieve academic excellence.
2. Building strong moral character, based on the principles of integrity, honesty and sincerity, respect for others, property, and other resources, coupled with a strong sense of responsibility.
3. Instill a strong sense of Islamic identity.
4. Instill and foster understanding of religion.
5. Molding tomorrow's generation so they uphold the Islamic morals and become God wary individuals.

Core Values

We hope our students will InshAllah develop the following core values as they learn and grow at Sadiq School. These values are embedded, integrated,

and implemented through our entire curricula and school culture.

1. Kindness
2. Respect
3. Responsibility
4. Discipline
5. Collaboration
6. Communication
7. Empathy
8. Grit
9. Growth Mindset
10. Integrity
11. Honesty
12. God Consciousness

Sadiq School Staff

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

Sadiq School Calendar

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

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.org>) under Academics tab

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

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

- Envision(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. Masjid-e-Ali resident Alim, Maulana Rizwan Rizvi, oversees Islamic subjects
- Great and dedicated teachers and paraprofessionals for all subjects

Courses Offered

Our curriculum is fully aligned with New Jersey State Standards and NGSS. Our

educators receive training throughout the year to keep abreast with the new and effective pedagogical practices.

In addition to the four core subjects (Language Arts, mathematics, Science and Social Studies) we offer multiple elective courses. These courses are to enrich our students' learning experience and to foster the Islamic knowledge and moral development of our students.

- ❖ Language Arts
- ❖ Math
- ❖ Science
- ❖ Social Studies

We use Savas, Starfall, Sadlier and many other vetted new resources to reach or exceed the NJSS learning objectives and enrich the learning experience. Besides the core curricula, we offer the following subjects in our school:

- ❖ Islamic Studies -- Kisa Kids Curriculum.
- ❖ Physical Education
- ❖ Quran
- ❖ Computer and Digital Literacy
- ❖ Arts & Character Development

****Detailed curriculum maps will be linked on our website and Sycamore.**

In addition, field trips are planned to enrich the academic experience and holistic growth of the students.

- Parents will receive advance notice of all such trips and any out-of-pocket expenses.
- A permission slip must be signed by a student's parent/guardian for the student to participate in a field trip. Students without signed permission slips will not be able to join the trip. Participating students should bring a bagged lunch unless otherwise noted.
- PTO helps with chaperoning. All parents are encouraged to serve as chaperones on class field trips.
- The primary responsibility of a chaperone is to ensure appropriate supervision for students.
- Parental chaperones are asked to take this responsibility seriously and to remain vigilant and attentive to the students' needs throughout the trip.
- Babies and children who are not enrolled in the class may not accompany the chaperones.

Registration Procedure, Tuition & Billing

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.org>) under “FOR PARENTS/Full Registration Packet”.

Tuition & Billing Information:

- The yearly tuition is \$7500 (subject to change)
- There is a one-time yearly fee of \$500 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 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 for registered siblings, a 10% sibling discount will be applied.
- 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 must 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 installments no refund will be made.
 - No refund will be paid if a student leaves after Jan. 1 of the academic year.

Parent’s Responsibilities

The home and the community have a direct impact on the growth and advancement of each child. The home is the first socializing agent. Hence the family and parents have certain responsibilities, and we expect that these responsibilities will be met.

- Be present, be involved in your child’s life and activities.
- Teach your child to respect everyone. It begins at home.
- Encourage your child to be kind and courteous.
- Bring your child to school on time.
- Ensure your child wears a school uniform and keeps up good hygiene.
- Ensure that your child attends school regularly and punctually.
- Check school messages, emails and Sycamore regularly.
- Keep doors for communication open. Bring your concerns and questions up to the teachers and administration. We are here for you.
- Schedule appointments with the teachers through email or sycamore.
- Meet your financial obligations to the school.
- Support the school and the events that it holds.

- **Guide students in homework and projects without completing it for them.**
- **Review Quran and implement at home Islamic Studies principles that are taught in the school.**
- **Please complete and return the Emergency Contact Form in the Registration package to the school administrator.**

Student’s Responsibilities

- **Arrive at school on time.**
- **Do not run in the hallways.**
- **Do not give up when things are challenging.**
- **Take responsibility for our actions:**
 - **Bring all the materials needed for school.**
 - **Bring hijab or kufi (boy’s hat) for salah time.**
 - **Keep the uniform neat and clean.**
 - **Take pride in doing schoolwork & homework.**
 - **Do work with honesty.**
 - **Complete our work in a timely manner.**
 - **Try to always stay clean and “tahir”.**
- **Settle differences in a peaceful manner-**
 - **respect other people’s property and personal space**
 - **do not physically or verbally fight with other children.**
 - **do not take anything that does not belong to you.**
- **Show respect.**
- **Do not talk back to teachers or adults in charge.**
- **Listen to directions and follow them the first time they are given.**
- **Be considerate to the needs and feelings of others.**
- **Be silent during Salah time.**
- **Always use appropriate language.**
- **Do not bully or tease other children.**
- **Do not make fun of anyone.**

Attendance Policy

The administration and staff shall adhere to the New Jersey State Commissioner of Education’s philosophy on attendance, which “requires pupil participation in all regularly scheduled classroom learning activities in each area of study in order for each pupil to receive the maximum benefits of a thorough educational program.”

The New Jersey Statutes Annotated (18-A; 38-26) reads, in part: “Such regular attendance shall be during all the days and hours that the schools are in session in the district.”

- **School Starts promptly at 8:40am**

- **Classes End promptly at 3:28pm**
- **Parent Pick up starts at 3:30**
- **Early dismissal/ half days at 12:30pm**
- **Our school policy states that any student who misses more than 18 days of school will be retained in that grade.**
- **According to our policy, every 5 tardies will be considered as one day absent.**
- **All absences are considered un-excused until the school receives required documentation.**
- **Only valid excuses are recognized as suitable reasons for a student's absence. At Sadiq School a valid excuse is one for personal illness, legal matters, a religious observance, or the death of an immediate family member. Verification should be submitted to the school upon the student's return.**

****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.

Morning Drop Off and Pick-up Policy

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.

Morning Drop Off

- **School begins at 8:40 A.M sharp.**
- **Students will be considered tardy after 9:00 AM.**
- **5 tardies count as one day of unexcused absence.**
- **Our doors will be locked at 9:00 AM.**
- **After 9:00 AM**
 1. **Parents would need to buzz their child in.**
 2. **Parents will issue a late slip to their child.**
 3. **Parents will fill in the slip and issue it to the child to take it to their teacher.**
- **Students may NOT be dropped off earlier than 8:30. There will be no supervision available prior to 8:30 am.**
- **Students MUST NOT be left unattended anywhere on the mosque or school premises.**

Dismissal/Pick Up Policy

- **Students need to be picked up from school promptly at 3:30 PM.**

- **Only individuals authorized by the parents are allowed to pick up students.**
- **Within the first week of school parents MUST provide the list of individuals authorized to pick their child.**
- **Parents will be held responsible for supervising their children in the parking lot and all school/ masjid premises after pick-up.**
- **Once a student has been dismissed to an authorized individual or parent Sadiq School is no longer responsible for the student.**
- **Due to any circumstance if your child needs to be picked up by anyone other than authorized individuals,**
 1. **A parent MUST call to inform the school prior to pick up time.**
 2. **A child will only be released after school verifies the ID of the person picking up.**
 3. **The school will not be able to accept oral requests to have students picked up by someone not authorized.**
- **After 3:30**
 1. **If a parent is running late for dismissal time, they may send a text to Sadiq School (732-939-8395).**
 2. **If a child is not picked up by 3:40 and the child will automatically enter the aftercare program.**
 3. **Parents will be charged for the after care for that day.**

- **After 4:15**

If a parent, or authorized person by the parent, fails to pick up a student by 4:15 without any prior notice:

1. **The school administration will make a reasonable effort to contact the parents/guardians, and the emergency contact numbers.**
 2. **As a last resort the office will contact the Franklin police.**
 3. **A note stating the whereabouts of the child will be left on the door of the school building as the school closes at 5:00 and no supervision will be provided after hours.**
- **Morning and after school care may be available for an extra charge for the Sadiq School families. Please contact the school for more details.**

Emergency School Closing Policy

In case of an emergency school closing parents will be contacted through Sycamore, email, phone calls and school WhatsApp.

Lunch Policy

At Sadiq School students' safety and well-being is our first priority. Due to the high prevalence of food allergies in young children we do not allow any nuts or nut containing products in the school. Nuts include but are not limited to *peanuts, hazelnut, almonds, cashews, macadamia, pistachios* etc.

- Parents are responsible for providing lunch and snacks for their child daily.
- We do not have a running kitchen therefore a child must bring lunch and snacks from home daily.
- We are strictly a nut free facility.
- Students shall NOT bring any nuts or nut containing products to school. This includes but is not limited to peanut butter and Nutella.
- If we find that a child's lunch or snack has nuts, unfortunately the lunch/snack will have to be taken and kept away. In the meanwhile, parents will be contacted to bring back a new lunch for their child.
- We want to instill proper hygiene habits; therefore, children are expected to wash their hands before eating.
- Time is allocated so students must wipe their eating area before and after snack and lunch.
- We encourage our parents to pack healthy lunch and snack items for their child.
- No candies, lollipops, fruit roll ups etc. are allowed to be eaten during snack or lunch time.

Playtime/Recess Rules and Policy

- Physical activity is a very important part of a child's growth and learning experience. Student safety is our number one priority, so students need to be extra attentive during the playground/outdoor recess time.
- Temperature, heat index, and air quality are all taken into consideration for outdoor play.
- Athletic shoes are needed for Physical Education every day.
- Students will be expected to participate in Physical Education at recess.
- If a student requires exemption from physical activity, a doctor's note would be required.
- Children must listen to the directions always given by teachers and other school staff.
- Students are not allowed to be in the playground area during, after and before school hours without adult supervision.
- Children are not allowed to push or shove other children at any time during school, this is even more important during our playground and recess time.
- Playground use is a privilege and if a child fails to follow directions or deliberately hurts anyone, their privilege to use the playground equipment will be revoked.

Uniform Policy

As a private Islamic school, we mandate uniforms for our students. Please refer to the chart below for uniform specifications.

Boys Uniform

Hunter Green Shirts	Velcro, closed toe shoes appropriate for running and playing	Hunter Green/ Black sweaters
Khaki pants	No lights or wheels on the shoes	

Girl's Uniform

Hunter Green Shirts	Velcro, closed toe shoes appropriate for running and playing	Hunter Green or Black sweater	Hunter Green Polo Dress
Khaki pants	No lights or wheels on the shoes	Black or Hunter Green hair accessories	Black tights

- **Students must come to school wearing clean, ironed, and tidy uniforms.**
- **Boys and girls must NOT have their hair covering their eyes or face. Hair must be styled/combed in a way that it stays out of the student’s face.**
- **We recommend hijabs for our girls and kufis (praying hats) for our boys to be worn during salah time.**

Discipline & Anti Bullying Policy

We take bullying issues very seriously at Sadiq school. We believe in restorative practices and an age-appropriate response to every incident. Our general policy includes:

- 1. Talking to the students about the issue.**
- 2. Informing the parents of all involved parties about the issue/incident.**
- 3. Talking individually to all parties involved.**
- 4. Setting up a restorative circle, which would involve both/all parties, a teacher, and/or one member of the admin team for conflict resolution.**
- 5. If through talking and mentoring an issue is not resolved we involve the parents and age appropriate discipline measures are taken.**
- 6. Depending upon the age, severity of the incident, and/or recurrence of an issue a child may be given detention, timeout or even be asked to leave the school.**
- 7. Safety, wellbeing, and good character development of the students is our number one priority. We have zero tolerance for bullying.**

Student Health/Injury/ Illness Policy

All students are required to have a complete medical examination. The medical form provided with the registration packet must be completed and all students must have the state required immunization before the first day of school.

- STUDENTS WILL NOT BE PERMITTED TO ATTEND SCHOOL UNLESS IMMUNIZATION REQUIREMENTS HAVE BEEN MET.**

Illness:

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.

Injury:

Student safety and wellbeing is our first priority however accidents may happen. If a student gets hurt on the school premise our policy includes:

1. Attending to the child
2. Accessing the situation and calling the nurse
3. The nurse will determine the appropriate treatment and determine if the parent/guardian or emergency contact person needs to be informed.
4. The nurse, when present, will provide first aid treatment and the parent/guardian will be notified when deemed appropriate by the school nurse.
5. The school nurse or the principal contacts the parents.
6. If a parent/guardian cannot be notified and medical treatment is necessary, the principal and nurse will arrange for hospital transportation and arrange for designated staff members to accompany the student. When a nurse is not present the principal or available adult will render first aid to the student.
7. In case of an accident or injury an accident report will be filled out.
8. **Activity Restrictions:** Without a note, students will be expected to participate in Physical Education at recess.

Grading System

We have invested in a new central portal Sycamore for communication and record tracking. It will streamline the process of report cards, communication, record keeping, billing, emergency, and family contact information etc. We will provide training for our parents on how to use Sycamore.

Change of Address or any other pertinent information will need to be accessed through this portal:

- 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 main Office.

Home Language/ESL & Special Ed

Sadiq School neither provides nor is liable for classes or support classes related to the ESL and Special Ed service. Please complete and return the ESL Waiver form to the school administrator.

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 Policy

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 take away such items.
- We highly recommend that parents do NOT provide cell phones to their children.
- The use of cell phones during school hours is prohibited.
- Please complete the Technology agreement form in the Registration package and return it to the school.

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 Policy

- **Student safety is our number one priority. To ensure the safety of our students and staff 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 registered student.**
- **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 via phone or email.**
- **All visitors during the school day must sign in at the front desk. They will be asked to show their driving license. They will be provided with an escort or be directed to their destination.**
- **Visitors to the school will wear a "Visitor" pass. Teachers and staff might question any non-staff member who is not wearing a "Visitor" pass so please keep that on if you are issued a visitor pass.**
- **If parents have something that must be given to their children during the school day, they must deliver the item(s) to the main office. 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 classroom.**

Parent/Teachers 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.**

Parent Teachers Organization (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

- **All policies are built keeping safety and security of the students in mind.**
- **Sadiq School has installed state-of-the-art security cameras inside and outside of the school building which records activities 24/7.**
- **Periodically the students are trained for fire drills, lock-down drills, and shelter in**

- place drills.
- We do not want to scare our children and build unease; however these drills are necessary and will always be followed up with a conversation in class to provide emotional support.
- No visitors are allowed without appointment.
- Students are received and dismissed from the one designated location only.
- Students will only be dismissed to authorized individuals.

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.

We are always here for you. Please feel free to reach out to us with your questions, concerns, and feedback.

May Allah bring ease for us throughout the year as we strive to provide one of the best academic experiences embedded in Islamic values and morals for our next generation.