



O MY LORD! ADVANCE
ME IN KNOWLEDGE
Surah Ta-Ha 20:114

SADIQ SCHOOL PARENT HANDBOOK

Sadiq School Inc
49 Cedar Grove Lane
Somerset, NJ 08873

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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.

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.org or at info@sadiqschool.org

Principal's Note

Dear Parents,

On behalf of the Sadiq School, it is my pleasure to welcome students and their parents to Sadiq School. 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 at 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 in making sure that together we help each student reach their full potential. It is imperative that the teacher, parent, and principal communicate respectfully, 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 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 will hold on to 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.

Hareem Fatima Reza-
Principal Sadiq School

Sadiq School Mission Statement

The mission of Sadiq School is to provide students with the skills, knowledge and sound moral values within an Islamic environment that will lead them to success in their lives and they will become active participants in their communities.

Sadiq School prepares students who can think critically, have an excellent academic foundation, and a deep appreciation of the Creator Allah swt, 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, sincerity, kindness, respect and responsibility.
3. Instill and foster understanding of religion and appreciation of the creation and the Creator.
5. Molding tomorrow's generation so they uphold the Islamic morals and (taqwa) 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. Gratitude
7. Empathy
8. Integrity
9. Honesty
10. God Consciousness

Academics at Sadiq School

Sadiq School serves students as young as two and a half years old to middle school. Our early childhood education program also known as **Sadiq School ECE** serves children **two and a half to five years old** and the **Sadiq elementary and middle school** serves students from **KG - 6th grade**. Each division is intentionally designed to meet the developmental, academic, and social-emotional needs of its students.

Early Childhood Education Program (ECE) is intentionally designed to meet the developmental needs of young learners through **hands-on, play-based, and developmentally appropriate instruction**. Students engage in guided play, **sensory exploration, storytelling, art, and movement-based activities** that build early literacy, numeracy, motor skills, and social-emotional development. Classrooms emphasize routine, structure, and positive behavior guidance to foster independence, self-regulation, and school readiness, while age-appropriate Islamic values are gently integrated to nurture kindness, gratitude, and early God-consciousness in a warm and supportive environment

At Sadiq School our **Elementary and Middle School** students are challenged and supported to excel academically, socially, and spiritually. Our core curricula are fully aligned with the **New Jersey Student Learning Standards (NJSLS)** and the **Next Generation Science Standards (NGSS)**. Instruction is rigorous, and thoughtfully scaffolded to support students. Students receive comprehensive instruction in the four core academic subjects: **Language Arts, Mathematics, Science, and Social Studies**. These are complemented by a robust selection of elective courses, including **Quran, Islamic Studies, Physical Education, Fine Arts, and Digital Literacy**.

Sadiq School emphasizes **differentiated instruction** and **enrichment** to meet the diverse learning needs of our students. Teachers use a **data-driven approach** to instruction, regularly analyzing assessments to tailor lessons, provide targeted interventions, and extend learning for advanced students. Upper elementary and middle school students take **cumulative exams three times a year in addition to MAP assessments**, ensuring consistent monitoring of progress and academic growth.

We take a balanced and **intentional approach to technology use**. While digital tools are thoughtfully integrated to enhance learning, we are equally committed to minimizing overreliance on screens. Students continue to use physical textbooks and workbooks, with a strong emphasis on handwriting, structured note-taking, organization, and executive functioning skills such as time management, planning, and accountability. This balanced approach supports deep learning, focus, and cognitive development. Instruction at Sadiq School is designed to engage multiple learning modalities and intelligences, ensuring that students learn through a variety of approaches including visual, auditory, kinesthetic, collaborative, and independent

learning experiences.

Beyond the classroom, students are offered a variety of after-school extracurricular clubs such as STEM, coding, Qur'an, Arabic, cooking, and soccer. These opportunities allow students to explore interests, build skills, and develop teamwork and leadership. Additionally, students participate in planned field trips that further enrich their academic learning and support their holistic growth.

All activities and courses are intentionally designed to enhance students' knowledge base, foster creativity, strengthen communication and collaborative skills, and further cultivate God-consciousness.

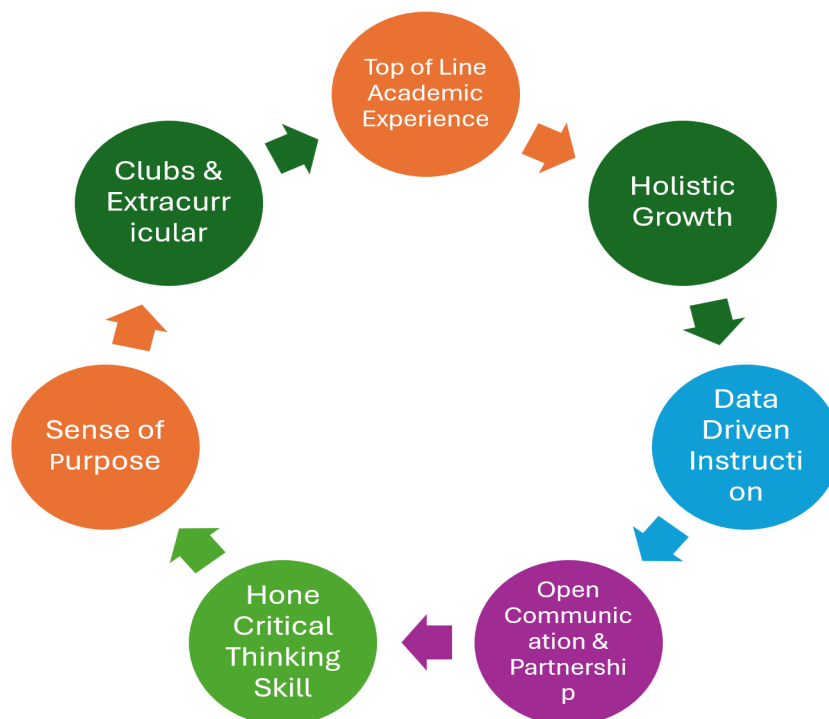
At Sadiq School, we strive to educate the whole child—mind, body, and soul—preparing our students to succeed academically while developing strong character, faith, and lifelong learning skills.

Home Language/ESL & Special Education

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

Why Is Sadiq School Different

From Others?



Criteria for Admission in Sadiq School

Sadiq School admits students whose families seek a faith-based Islamic education and

who are able to benefit from the academic and behavioral expectations of the school. Admission is subject to the following conditions:

1. Mission Alignment
Families must acknowledge and support the educational philosophy, and policies of Sadiq School.
2. Family Cooperation
Enrollment requires ongoing cooperation with school administration, adherence to school policies, and respectful communication with staff.
3. Academic Eligibility
Applicants must complete an entrance assessment. Grade placement is determined by age and demonstrated academic performance.
4. Behavioral Standards
Students are expected to comply with behavioral expectations that reflect Islamic values, respect for authority, and responsible conduct.
5. Work Ethic & Integrity
Students must demonstrate consistent effort, honesty, and accountability in all spheres of school-related activities.
6. Program Limitations
Sadiq School does not offer specialized special education services. Admission is contingent upon the school's ability to reasonably meet the student's needs within a general education setting.
7. Financial Considerations
Admission decisions are not based on financial status. Financial assistance may be available to qualifying families.
8. Conditional Admission
Admission may be provisional. Continued enrollment is contingent upon academic progress, behavior, and compliance with school policies.

Sadiq School reserves the right to deny admission or discontinue enrollment when it determines that the school is not an appropriate placement

How to apply for admissions

1. Visit Sadiqschool.org
2. Click on admissions - select How to Apply
3. Select the program: ECE/Elementary/Middle - It will take you to a new page. Scroll to the bottom of this page and it will have information about the selected program. Click on "New Families Click Here to Register"
4. It will direct you to a new page that will say Sycamore on it. Sycamore is our school management portal.
5. Click on "Register" on the box labelled as I need a new account.
6. Start filling information about your child and family here and once done hit submit application.
7. Once all the information is completed and submitted we will process your application and reach out to you via email.

Entrance Exam:

Prospective students are invited to visit the facility, meet the nurse and guidance counselor and take entrance tests for the grade level they are applying to. Dates for the exam are communicated in advance. Students take exams in Language Arts, Mathematics and Quran.

From Admission to Enrollment at Sadiq School:

Once an application is received, we send a welcome email along with the **admission/enrollment packet** which includes a list of important documents that must be submitted to the school to enroll the child into Sadiq school. The list of documents included in the packet that have to be completed are immunization record, medical history form, media consent form, technology use form, transportation credit B6T form etc.

Tuition

At Sadiq School we keep our tuition low and offer limited tuition discounts and financial aid for qualifying parents. For the latest tuition please see Sadiq School website. Monthly payment is due by the first of each month. If payment is received after the 5th of the month a late fee of \$50 will be applied.

We also offer before and after school care. For options and pricing please visit our website

www.sadiqschool.org

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 made if a student leaves after Jan. 1 of the academic year.

Discounts and Financial Aid

Sadiq School offers a 10% sibling discount for families with more than one child

enrolled. The sibling discount will be applied to the tuition(s) of all younger siblings

of the oldest child enrolled. In addition, we have discount and financial aid for full time Sadiq School families who have been impacted by a crisis or qualify as a low-income household. Please click [here](#) for details.

Parent's Responsibilities

The home and the community have a direct impact on the growth and advancement of

www.sadiqschool.com

Ph: 732- 532-2030 & 732-939-8395 (Text)

Email: info@sadiqschool.org

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. It begins at home.
- Bring your child to school on time.
- Ensure your child wears clean underclothes and a clean school uniform.
- Keep up good hygiene for your child/ren (nails should be cut and filed, hair combed (not falling on the face), shower regularly etc).
- 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.
- Meet your financial obligations to the school.
- Be present for your child and support the school events.
- Ensure your child does the school assigned work and projects in a timely manner. Guide students without actually completing the work for them
- Review the Quran and implement at home Islamic Studies principles that are taught in the school.
- Ensure that all pertinent information like address, phone numbers, medical information and the emergency contact form provided to the school are updated and accurate. Inform the school immediately if any of this pertinent information changes.

School Calendar

For an up-to-date copy of the school calendar, please refer to the school website under Our Programs/ Elementary Education. We have 180 days of school.

Arrival in the Morning

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.

Elementary to Middle School 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.
- After 9:00
 - Parents would need to buzz their child in.
 - Late slip is issued for the child.
 - Students may NOT be dropped off earlier than 8:30. There will be no supervision available prior to 8:30 am unless a student is in before care.
- Students MUST NOT be left unattended anywhere on the MFI campus (mosque or school premises).

KG-6th Grade 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, 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 school must be informed using following steps:
 - A parent MUST call to inform the school prior to pick up time. If there is no answer please text to Sadiq school (732-939-8395).
 - A child will only be released after school verifies the ID of the person picking up.
- If a parent is running late for dismissal time, they may send a text to Sadiq School (732-939-8395).
- If a child is not picked up by 3:40 the child will automatically enter the aftercare program.
- Parents will be charged for the after care for that day.

- If a parent fails to pick up a student by 4:30 without any prior notice regarding lateness
 - The school administration will make a reasonable effort to contact the parents/guardians, and 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 as the school closes at 5:00.
- 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 (winter storm etc) parents will be informed via email, and school Whatsapp community group.

School 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."

- Our school policy states that any student who misses more than 18 days of school will be retained in that grade or if a child is academically on level parents will be charged \$500.00 in order for us to advance the child to the next grade. This goes on the student record.
- According to our policy, every 5 tardies will be considered as one day absent.
- All absences are considered unexcused 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.

An Unexcused Absence is any time a student misses school **without a valid doctor's note for more than 2 consecutive days or for reasons that the school does not qualify as a family emergency.** The school reserves the right to determine what qualifies as a family emergency, using its discretion.

Excused Absence is:

- Student being sick- please note for more than 2 days of absence a doctor's note is needed.
- Family emergency such as:
 - Travel due to a serious illness of a family member
 - Death in the family
 - Travel due to the passing of a family member, etc.

However, such emergency-related absences may not exceed **5 school days**. If a situation is deemed extreme, the school administration will review the case, and their decision will be final regarding excused status.

Excused Absences & Grading:

If a student has to miss school and his/her absence is considered **excused**, the student will need to:

For KG-5th:

1. Makeup missed tests within 7 days of returning to the school.
2. Complete and submit select homework (as per teacher's discretion) within 5 days, the rest will be excused.
3. Student's classwork will be excused.
4. If work including tests is not made up within the 7 day time period it will be counted as a zero on the grade book (Sycamore)

For Middle School:

1. Makeup missed tests within 2 days of returning to the school.
2. Complete and submit all homework and classwork for 4 core subjects (Math, Science, Social Studies and English) within 5 days.
3. If work including tests is not made up within the given time period it will be counted as a zero on the grade book (Sycamore)

Unexcused Absences & Grading:

In accordance with the New Jersey Department of Education, any student who misses more than eighteen (18) days of school during the school year may NOT be eligible for promotion to the next grade level. The New Jersey State Commissioner of Education's philosophy on attendance states that "*regular attendance shall be during all the days and hours that the schools are in session in the district*" to ensure that every student receives the maximum benefit from their education.

As per Sadiq School's policy an elementary student who reaches 18 absences consecutive or not will be retained if a child does not procure 70% & or above in Mathematics and/or Language Arts. If a student has to miss school and his/her absence is considered **unexcused**, the student will:

- Receive a zero for all the missed classwork (CW) & homework (HW) on the grade book (Sycamore) with no makeup given for the work.
- May not be given the opportunity to make up missed tests. If the opportunity is given to makeup tests it has to be done within 2 days of his/her return.

Tardy Policy:

Please note that, in accordance with our school policy, every five (5) tardies count as one full absence. We are a commuter school therefore on days when the weather is bad or severe and unusual traffic conditions prevail school will use its discretion at excusing the tardy/late arrival. Habitual late arrivals are not going to be excused. A student is considered late at 9:01am, anyone arriving after **10:15 am is considered absent**, not late for the day unless they have a doctor's note.

By adhering to this policy, Sadiq School aims to maintain academic integrity and ensure that all students are given fair opportunities to succeed despite occasional absences.

Student Dressing & General Appearance Expectations

As a private Islamic school we mandate uniforms for our students. Adherence to the uniform policy reflects our commitment to discipline, modesty, cleanliness, and a focused learning environment. Students are expected to arrive at school fully compliant with the uniform and grooming requirements each day.

- Uniforms must be clean, ironed, and worn properly at all times.
- Students must maintain personal cleanliness and a neat appearance.
- Hair must never cover the eyes.
- Hair must be neatly combed at all times.
- Long hair must be properly tied back.
- Hijabs for girls must be white only
- Shirts and tops must be loose-fitting and modest for both boys and girls. Shirts should ideally fall below the hips for all boys and girls.
- No front-closed sweaters or hoodies are allowed.
- Only black or green zip-up sweaters or zip-up jackets are permitted.
- Only black gym pants or black leggings are allowed.
- Uniform items must fit properly and not be oversized, tight, or distracting.
- Shoes must be closed-toe and flat.
- No heels, sandals, or open-toe shoes are allowed.
- No jewelry is permitted except earrings.

- No necklaces or rings are allowed.
- Nails must be:
 - Short and clean
 - No long nails
 - No nail polish or painted nails

Uniform Compliance & Consequences

- Students will receive warnings for uniform violations. After the 1st reminder students will be written up on Sycamore.
- After four (4) warnings/writeups, parents will be contacted and required to:
 - Pick up their child or
 - Bring the proper uniform to school

UNIFORM

Please refer to the below given chart for uniform specifications.

Boy's Uniform

Hunter Green Shirts with Khaki pants	Velcro, closed toe shoes appropriate for running and playing	Hunter Green or Black sweaters- No front closed hoodies
For Gym hunter green tee shirts with black gym pants	No lights or wheels on the shoes	

Girl's Uniform

Hunter Green Polo dress with black tights or Long hunter green shirts below the hips with khaki pants	Velcro, closed toe shoes appropriate for running and playing	Hunter Green or Black sweater	White hijabs only.
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For Gym long hunter green shirts with black gym pants	No lights or wheels on the shoes		
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Student Safety, Security & Health

Safety and Security at School

- 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.
- Students are received and dismissed from the one designated location only.
- Students will only be dismissed to authorized individuals.

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

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 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 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 an escort or be directed to their destination.
- 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.

Playtime/Recess Rules and Policy

During school days, everyday students have recess time. It is held indoors if the weather doesn't permit outdoor play. 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. Please note the following in terms of our procedure and expectations with playtime/ recess time offered during school days.

- Temperature, heat index, and air quality are all taken into consideration for outdoor play.
- Athletic shoes are needed to be worn every day as students are expected to participate in active play daily.
- If a student requires exemption from physical activity, a doctor's note would be required.
- Children must listen to the directions given by teachers and other school staff at all times.
- 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 the 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.

School Lunch

At Sadiq School students' safety and well being is our first priority. We do not have a running kitchen or hot food service at our facility. Parents are responsible for providing lunch and snacks for their child daily.

- A child must bring lunch and snacks from home daily.
- Students shall NOT bring any nuts or nut containing products to school. This includes but is not limited to peanut butter and nutella. Nuts include but are not limited to *peanuts, hazelnut, almonds, cashews, macadamia, pistachios* etc
- If we find that a child's lunch or snack has nuts, the child is placed on a separate table from others and is allowed to finish his/her lunch and then they are asked to wash their hands with soap and water. In the meanwhile parents will be reminded not to send nuts containing food to the school.
- We want to instill proper hygiene habits, therefore children are expected to wash 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.

School Food Policy for Event Celebrations and Birthdays at school.

We love to celebrate with our students their birthdays or any special event. If a parents wants to send in food, goodies bags or treats to celebrate their child they need to follow the given guidelines

- Notify the homeroom teacher if they would like to sponsor lunch on their child's birthday or at any event.
- We need at least seven days prior notice in case a parent would like to sponsor

lunch/snack or goodie bag for an event. The teacher will inform the principal and school nurse.

- Lunch may only be purchased through the school approved vendors.
- Parents may collaborate with the PTO in ordering the lunch if they like. as the PTO will order food from two trusted vendors to ensure safety for students with nut allergies.
- All snacks (cupcakes etc) must be pre-packaged with clearly labeled ingredients, including potential allergens.
- Candy, lollipops and chocolates are not allowed to be served to students during school hours due to choking hazards and food allergy risks.
- Ice cream can be served if it is brought in a sealed, unopened container with a clear ingredient list.
- If a parent wants to send in goodie bags, then items must be safe, age-appropriate, and allergen free (nuts) and store bought with labels.
- Homemade baked items may NOT be served to the students during the school hours.
- Ad-hoc parties are not allowed.

Internet, Computer, Technology Use Policy & Expectation

The use of school computers, tablets, and internet access is a privilege, not a right. These tools are provided strictly to support learning and academic tasks. All students are expected to follow this policy at all times while on school premises. Student activity on school devices and networks may be monitored at any time. Students are expected to follow teacher instructions immediately regarding device use.

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, any wearable Internet accessible device (smart watches), gaming portable consoles etc by students at any time during school hours.
- If a student is seen with such items teachers will 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 to the school.
- Devices like computers, laptops or tablets may only be used for educational purposes as directed by the teacher.
- Students must stay on task and use only the websites, programs, or applications assigned during class.
- All online activity must be appropriate, respectful, and related to classwork.

Students are strictly prohibited from the following:

- Accessing YouTube, TiK ToK or any video-streaming platform unless explicitly approved by the teacher.
- Streaming or listening to music of any kind
- Accessing, viewing, or searching for vulgar, inappropriate, or non-educational material
- Downloading or installing games, apps, extensions, or software
- Opening or keeping open any window, tab, or application other than what the teacher has instructed
 - This includes windows open in the background or foreground
- Using Google or any other search engine to look up unnecessary or unrelated content
- Using or accessing social media platforms or apps.
- Using the computer/ tablet camera to capture photos or videos at any time in the school.
- Posting comments, chatting, or passing messages to anyone. This includes but is not limited to classmates, schoolmates and known or unknown people online.
- Using school devices for entertainment, personal browsing, or non-academic purposes
- Smartwatches, cell phones and gaming devices (example: Nintendo switch etc.) are NOT allowed in school.
- Sadiq School limits device use to what is necessary for learning only.
- Any unauthorized device use will result in disciplinary action.

Any violation of this policy will result in disciplinary action. If the school determines that the nature of the violation results in or promotes unkindness, vulgarity, profanity or other inappropriate behavior, stricter administrative consequences will be applied based on the severity and frequency of the violation.

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, marketing social media accounts etc. Parents MUST complete and sign the Photo/Video release form in the Admission/Enrollment packet to indicate whether or not the school has permission for reproduction of any photographs, videos, or slides of your children.

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.

Nurse's Corner

This section will have all the information regarding a student's physical and health related information. Confidentiality and Privacy- All health-related information will be handled in accordance with applicable privacy laws, including FERPA, HIPAA, and when applicable IDEA. Information will be shared strictly on a need-to-know basis to protect student dignity and confidentiality.

All students are required to have a complete medical examination. The medical form provided with the admission/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 well being is our first priority however accidents may happen. If a student gets hurt on the school premise our policy includes

- Attending to the child
- Accessing the situation and calling the nurse
- The nurse will determine the appropriate treatment and determine if the parent/guardian or emergency contact person needs to be informed.
- The nurse, when present, will provide first aid treatment and the parent/guardian will be notified when deemed appropriate by the school nurse.
- 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.
- In case of an accident or injury an accident report will be filled out.

Physical Activity Restrictions

After a serious injury, students will not be able to participate in gym and recess until a clearance note is provided by the doctor.

Medication Administration During School

Medication may be administered at school only when all of the following are met:

1. Written authorization from a parent/guardian
2. Written order from a licensed healthcare provider (required for all prescription medications and OTC medications exceeding standard dosing)
3. Medication must be:
 - In its original, labeled container
 - Clearly labeled with:
 - Student's full name
 - Medication name
 - Dosage
 - Time and route of administration
 - Prescribing provider's name if not over the counter medication has to be administered
 - Pharmacy label (for prescriptions)

No medication will be administered without proper documentation.

Allergies and Medical Condition Accommodation

To receive accommodations, families must provide:

- Written medical documentation from a licensed healthcare provider identifying:
 - The allergy or medical condition
 - Potential triggers
 - Signs and symptoms
 - Required accommodations
 - Emergency treatment protocols (if applicable)
- Parent/guardian consent authorizing the school to implement accommodations and emergency care.

Documentation must be updated annually or sooner if the condition changes.

Accommodations will be reasonable, age-appropriate, and aligned with medical guidance while minimizing disruption to the learning environment.

Confidentiality, Privacy, and Professional Standards

Our school takes student confidentiality, privacy, and safety very seriously. All student academic, health, and personal information is handled with care and shared only with authorized staff in accordance with applicable laws including FERPA, IDEA, and applicable 504 Plans and IEPs. The school follows a strict Child Protection Policy, and all staff are trained mandated reporters who are required to act promptly on any concerns related to student safety. Staff are held to high standards of professionalism, ethical conduct, and appropriate boundaries at all times..

School Culture & Discipline

We believe in restorative practices and age appropriate response to every incident. However we

expect our parents to partner with us and support us as we embed good akhlaaq, a sense of responsibility and accountability in our students. The school has the right to give consequences and implement them as it deems necessary and fit.

As a Sadiq School student each student has a responsibility to treat others with kindness.

This means a student will try to be a good friend by NOT....

- Teasing others
- Laughing at others
- Calling others unkind names
- Using unkind words
- Using unkind body language

Bathroom Behaviors/ expectations

- Students are expected to use the bathroom in a quiet manner without interrupting or invading the privacy of others.
- Misusing the facility and causing damage to school property is not acceptable.

Stealing/damaging school property or the property of others

- Honesty is expected from students. Stealing, taking away objects and/or hiding items that do not belong to the student is unacceptable and will not be tolerated.

Recess Rules

- Students may NOT throw rubber chips, rocks or any other object at anyone. This type of fun or play is not acceptable.
- Students may not engage in name calling, fighting over spots, swings, or objects. We take turns and share the space in a friendly and civil manner.
- No pushing and shoving is allowed
- Do not bring any rocks/ wood chips etc inside the building after recess.
- Students are supposed to play in the designated area only.
- Students MUST listen and follow directions given by their duty teachers and school staff.

Keep the environment clean and safe by NEVER ...

- Writing on the walls or furniture
- Touching the walls or the hallway displays
- Littering the school
- Chewing gums
- Getting into a physical altercation with other students (pushing, shoving, punching, hitting, touching etc.)
- Using any threatening words, gestures etc.

Respecting Others:

Threatening Words or Actions

Recent events in schools across America have made it necessary for school officials to pay close attention to threats which may be present that could result in a student to do harm to themselves, peers, or an adult in the school.

Students and parents should understand that words or actions which imply threat or harm will NOT be taken lightly.

Writing or expressing a threat verbally, online, via drawing, and/or making threatening gestures will result in immediate and serious consequences and steps will be taken by the school officials to address and reprimand the student/s involved in such behavior.

Sadiq School Violation of Rules and Disciplinary Consequences

Each individual teacher within their respective classroom has his/her own rules for behavior along with rewards and consequences. On the occasions that a student displays behaviors not in line with our student code of conduct, he or she may incur a disciplinary consequence.

Individual teachers will handle most issues concerning minor disciplinary infractions within the classroom; however, some circumstances require further action, including when a teacher has exhausted other options, and the student is sent to the guidance or principal's office.

The purpose of imposing a consequence to any student is not only to maintain a civil and orderly school environment, but to help the student understand what is expected, what was wrong, and hopefully to consider better choices going forward. A continuum of disciplinary consequences are intended to help students learn and grow in order to become positive citizens.

When it comes to the application of consequences for violations of our student code of conduct, it is the **administration's goal to be firm, fair and consistent in the application of its rules**. In this way, we can ensure that we are looking out for the safety and best interest of our entire student body.

Additionally, there are rare occasions that may necessitate involving local law enforcement in addition to applying school consequences. While the following guidelines present the general rules that will be followed, the principal has the right and discretion to impose consequences as she/he sees fit in light of all circumstances involved, particularly, but not exclusively, for those behaviors that involve multiple offenses or are extreme in nature. This may include consequences that go beyond those listed below.

Through progressive discipline, the school determines the appropriate consequences and/or supports to help students improve their behavior. School does all this while taking into account the individual circumstances including the students' age and stage of growth and development. If a student earns 10 points of violation, the case will be referred to the principal for consequences.

DEFINITION OF HARASSMENT, INTIMIDATION AND BULLYING (HIB)

Harassment, intimidation, or bullying means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- Has the effect of insulting or demeaning any student or group of students; or
- Creates a hostile educational environment for the student;
- By interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

The HIB policy requires that a suspected violation of the policy be reported to determine if the action was or was not a violation. If you suspect your child is being bullied and/or harassed, please contact your school counselor or the building principal. It is strongly recommended that you verbally report the bullying incident on the day it occurs and follow up with the written reporting form.

We ask that parent, teacher, and student reporters describe the behavior / incident of concern and not label the action as "bullying," as our old definition is often misleading. An act which does not fit the characteristics of a Code of Conduct violation might still fall under a violation of the HIB law, and an act which does not meet the criteria required by the HIB Law might still be considered a violation of our school Code of Conduct and subject to disciplinary action. Whether a violation of Code of Conduct or of the HIB Law, all such behaviors can incur the same disciplinary actions ranging from admonishment to suspension. In other words, both violations are handled with equal weight and seriousness.

Consequences:

- a) Are inevitable, immediate, escalating, and predictable.
- b) Will match the child's action rather than his or her intentions.

c) Will consider the age, developmental and emotional functioning of the student and will be appropriate based on those factors.

d) Include counseling for both the offender and victim if deemed appropriate through the investigation. Learning and well-being continues to be our focus. The HIB Law requires that any suspected violation of the policy be reported immediately to the school administration and/or the anti-bullying specialist for investigation.

The legal HIB Law is a Civil Rights Law, designed to protect the civil rights of people who could be targeted due to specific characteristics as outlined in the law.

Prevention and awareness for students includes:

1. Assemblies, Guidance Specials, and emphasizing character pillars throughout the year, highlighting one per month, and infusing positive character throughout the curriculum and the school day.

2. Instruction to all students through the Second-Step Curriculum, Social Studies content, embedded character education throughout all aspects of the school day including conflict resolution.

3. Letting students know that they have a voice whether as a victim or a bystander when it comes to bullying. A variety of measures are available for students to communicate with adults and advocate for themselves or others in addition to speaking to someone face-to-face.

4. Teaching awareness as to what the differences are between normal conflict, a Code of Conduct violation, and HIB Violation. Normal conflict is something that all students will face in school and in life.

Harassment intimidation and Bullying Policy

- We take bullying issues very seriously at Sadiq school. Details of the HIB policy and consequences are all outlined in our Code of Conduct Violation booklet.
- Consequences for HIB related issues
 - are inevitable, immediate, escalating, and predictable.
 - Will match the child's action rather than his or her intentions.
 - Will consider the age, developmental and emotional functioning of the student and will be appropriate based on those factors.
 - Include counseling for both the offender and victim if deemed appropriate through the investigation. Learning and well-being continues to be our focus.
 - The HIB Law requires that any suspected violation of the policy be reported immediately to the school administration for investigation.

Quick Guide to Discipline Consequences per Infraction

Sadiq School administration has the right to change, amend or revise this guide without prior notice as they may deem appropriate keeping the needs of the school in mind. Incidents might occur which are not listed below and may be deemed inappropriate and school has the right to treat those on a case to case basis and use its discretion with giving consequences.

Minor Infraction Low-level, first-time, mostly classroom-managed behaviors	Description of the Behavior	Points Earned on Discipline log
Disruptive behavior during class	Student engages in behavior that disrupts the flow of instruction and does not stop despite redirection (running around in class, loud noises)	1 point
Disruptive behavior during Salah	Makes noises, distracts others, etc and does not stop despite redirection and reminders.	2 point
Disrespect towards staff	Defiantly act and/or use defiant language with school staff.	3 points
Spitting on others	A student spits on another student/s.	2 points
Teasing/ Name Calling	1st Offense -If a student uses unkind words. This includes name-calling, teasing, making fun, etc	2 points
Stealing	Students purposefully steals or takes away and hide items that do not belong to them.(Grades KG- 2nd)	2 points

Moderate Infractions <i>Intermediate – Repeated or disruptive behaviors requiring administrative involvement</i>	Description of Behavior	Points Earned on Discipline log
Teasing/ Name Calling	2nd Offense -If a student uses unkind words. This includes name-calling, teasing, making fun, criticizing others etc	4 points
Stealing	2nd offense or 1st offense if the student is in grade 3rd and up. Student purposefully steals or takes away and hide items that do not belong to them	4 points
Wandering Off in School	If a student wanders off in school without permission or is found in any location in the building where an unsupervised student is not allowed.	3 points
Physical Altercation - no injury incurred.	A student pushes or shoves another student/s.	4 points
Forgery & Dishonesty	If a student deliberately cheats on tests/quizzes or assignments. Copies answers on a cheat sheet etc. Please be mindful of the grade level and maturity of the child (KG-1st is excluded). Award a zero for the assignment along with writeup.	4 points
Use of profane language	2nd offense - If a student is heard using profane language, including curse words.	3 points
Verbally threatening others	1st Offense: If a child threatens anyone in school the parents have to be contacted on the first offense. Second repeat will be a serious escalation that will require a face to face meeting with parents and the student. It will become a major infraction if repeated.	4 points

Profane gesture	If a student uses profane gestures in school Ex. showing the middle finger etc	4 points
Vandalism and destroying school property	Student destroys school property ex. writes on walls, peels paints, damages technology, rips books on purpose etc	3 points
Major Infraction Serious violations affecting safety, dignity, or school order	Behavior Description	Points earned on the Discipline log
Verbally Threat 2nd offense (Bullying to intimidate)	Students threaten to use force or use verbal assault to insight fear or intimidation.	5 points
Walking/Running away from the classroom	If a student runs/walks out of the class or designated premise of activity without permission.	5 points
Inflicting physical harm on others	If a student engages in behavior that puts others in the way of harm. Ex. choking, throwing stuff at others, locking someone in a room/ closed space. etc.	5 points
Inflicting self-harm	A student engages in behavior that puts him/herself in harm's way, e.g., cutting, biting self, etc.	5 points
Pulling Fire Alarm	If a student pulls the fire alarm (even as a joke/fun or during horseplay).	5 points
Severe Infractions	Behavior Description	Points earned on the Discipline log

<i>Critical / Egregious – Extreme or zero-tolerance behaviors that threaten safety or violate law or core school values</i>	These will require immediate attention and escalation determined by the school administration. Parents will be contacted and required to come immediately. Law enforcement might be involved.	Might result in suspension or expulsion from school
Possession of a weapon, firearm, or other dangerous/illegal subs	If a student is found to possess any object deemed as unsafe (weapons, knives, firearms, drugs, pills, alcohol etc.) The school admin must get involved, and the object must be removed immediately.	15 points
Running away from school premises	If a student tries to run away from the school and leaves or tries to leave the premises.	15 points
Altercation resulting in injury	If a student hurts others (peers or adults) due to an aggressive outburst.	15 points
Any interaction deemed as not aligned with standards of modesty or hiya (in person or online).	If a student interacts with anyone else in a way that is deemed inappropriate (kissing, touching, inappropriate texts, exchanging pictures in person or online, drawing profane pictures etc).	15 points
Exposing self to others	If a student exposes self in front of others in a profane manner.	15 points

Referral Guidelines for Disciplinary Consequences:

Any time a behavior or incident falls under moderate infraction, guidance counselor referral will ensue.

- 1st referral - students may be given a verbal warning and the possibility of a reflective assignment to be completed, considering the severity of the violation and age of the child. Students will write and sign a contract of promise. Parents will be notified for an in-person meeting.
- 2nd referral- students may be assigned to silent lunch and/or recess with a reflective response activity. Students will write and sign a contract of promise. Parents will be notified.

- 3rd referral Parents will be notified. Students may start to lose school-wide privileges including, but not limited to, participating in special events, class trips, parties, assemblies, etc. Depending on the infraction and age of the child it could result in suspension.

All major infractions need escalation. The guidance counselor and principal will be involved in dealing with the situation and informing the parents.

Our general policy includes-

- Informing all the students about our expectations and clearly laying out behaviors that we will have zero tolerance for like unkindness, physical fights, non safe behavior etc.
- If a child is found to be in violation of the behavior code we
 - Talk to the student about the issue.
 - Issue a discipline slip on sycamore
 - Informing the parents if the issue is repeated.
- Setting up a restorative circle, which would involve both/all parties, a teacher, and/or one member of the admin team for conflict resolution.
- If through talking and mentoring an issue is not resolved we involve the parents and age appropriate discipline measures are taken.
- 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.
- Safety, wellbeing and good character development of the students is our highest priority. We have zero tolerance for bullying. Refer to our detailed code of conduct violation policy for more details.

PTO

Parents are encouraged to join the Sadiq School Parents Teachers Organization (PTO) to assist with the school's extracurricular activities, such as Eid festivals, carpooling, graduation, fundraising, school trips etc. PTO fees are collected annually and all parents are expected to pay the fee even if they don't want to run for the PTO officer positions.

Elections for PTO officers are held every three years and anyone who wants to organize and lead the PTO is welcome to run for the positions.

Communication

At Sadiq School we believe that open, clear, timely and RESPECTFUL communication between school and the parents is key in making sure that together we help each student reach their full potential. For that reason we have multiple avenues of communication.

- **Sycamore System** -Our central school management portal Sycamore is used for communication and record tracking. It is where all grades, report cards, discipline

logs and emergency and family contact information is maintained.

- **Weekly Teacher's Email** - Teachers send weekly emails to all parents that lists the important upcoming assignments, tests, homework and school events. This email is sent at the start of the week to keep parents informed of what will be covered in the upcoming classes.
- **Parent Teacher Conferences** - Twice a year formal parent teacher conferences take place after the report cards are rolled out for Trimester 1 & 2.
- **Ongoing Parent Teacher Meetings & Emails**- All staff is available via email and they reach out to the parents whenever necessary to update parents about their child's progress. Parents are also welcome to reach out to the teachers via email if they have any questions or feedback. Parents who wish to meet their child's teacher may request a meeting with the teacher in advance via email. Teachers are not allowed to confer with parents during class time, dismissal or arrival time.
- **Townhall with Admin**- Annually two townhall meetings are held via zoom for all the parents to meet the school principal and other administration.
- **Principal's Weekly Reflections**- Every week the school principal sends reflective emails informing parents of what may be happening at the school.
- **Change of Address or any other pertinent information**- It is the responsibility of the parent to immediately inform the school of a change in address, phone number or email and also to update Sycamore with correct information. This is imperative for the safety of your children in case of an emergency.