



The Islamic Education Schools

Family Handbook

2024-2025



WELCOME

Dear Family,

Welcome to TIES! We are pleased that you have chosen TIES for your educational needs. Our caring staff is dedicated to providing your child with the learning environment that we can provide. We are honored to be a part of this school community and are passionate about providing a safe, caring, and open Islamic environment that follows a moderate, Islamically centered, model of education. We, here at TIES, are passionate about parent involvement. It is our goal to partner with you to jointly provide a supportive and comfortable environment for the children we serve for we believe that parent engagement is critical in the success of our children, our families, and our community. We look forward to partnering with you and your family in helping your child flourish and grow to his/her fullest potential.

ABOUT US

TIES

Our schools are a beacon of light, and our children are the shining hope of the future.

The Islamic Education School (TIES) is a private, non-profit, religious school established to satisfy urgent local community needs. Our mission is to prepare students for success by developing academic as well as Islamic content mastery, building student self-confidence and moral character, and supporting TIES social/emotional and artistic potential. Our academic curriculum materials are aligned to the State Standards, and our Islamic Studies materials are certified by al-Azhar University. Children in our school study Formal Arabic as a second language, and they spend time learning and memorizing sections of al-Qur'an by qualified teachers. The TIES teaching team is composed of dedicated educators who are committed to our students, TIES families, and our community. Our goal, as a team, is to continually raise the bar of our practice and challenge ourselves to always improve the services we provide our students and TIES families.

MISSION

Our mission is to protect the character of today's Muslim youth and shape them into life-long learners, future leaders, and selfless members of society by raising them in a safe, culturally diverse, well-rounded academic environment founded on the teachings of Prophet Muḥammad, peace be upon him.



TIES

Setting the foundation for success in school and life!

The TIES program is geared to meet the varying needs of children in grades K – 12. We believe in working to strengthen the cognitive, linguistic, social-emotional, and religious development of our children. As such, we gear our program to best meet the needs of our children. We work together to plan developmentally appropriate curriculum for children to learn from, both academically and religiously. We base our curriculum plans on a variety of resources, including Envision Math and Wonders Series by McGraw Hill for ELA. At TIES, we believe that having a successful partnership with families is a critical element in the success of our students, and as such, we work with our families to attain developmentally appropriate goals for each child. We are proud to be registered schools by the education departments of our states, and we continually challenge ourselves to excel. Our TIES staff is committed to making your children’s learning experience a beneficial and memorable one.

Ages We Serve

We currently serve Kindergarten through 12 grade students. These grades vary between our schools.

Entrance Age Requirements

Kindergarten – A student must be five (5) years old on or before August 31st.

First Grade – A student must be six (6) years old on or before August 31st.

Hours of Operation

Daily schedule: services are provided from (Academic Year):

7:45 a.m. – 3:00 p.m., Monday through Friday.

Scheduled Closures

We are closed for certain days throughout the year: **See school calendar**

There will be early closings on: **See school calendar**

As an Islamic school, we aim to make sure our children enjoy all Islamic days and celebrations. We recognize the following days and events:



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- ^Id al-^Adha (including the three days of Tashriq);
- Ramadan and ^Id al-Fitr;
- Day of ^Arafah
- Al-Hijrah and ^Ashura’;
- Mawlid of an-Nabiyy, sallallahu ^alayhi wa sallam;
- Al-^Isra’ and al-Mi^raj.

Parents will be notified of whether time will be taken off for these days prior to their onset.

Definition of Family

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

Admission & Enrollment

All admission and enrollment forms must be completed, and enrollment fees paid prior to your child’s first day of attendance.

Based on the availability, openings, and grades our facilities admits students in grades K-12.

Children are admitted without regard to race, culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided. If the school does not have the required resources, the family will be formally informed by the school administration.

If your child has an identified special need, we will work with parents to develop an appropriate educational plan including, but not limited to, outsourcing care to better-equipped local facilities who may better meet the needs of the child.

Inclusion

TIES believes that children of varying ability levels are entitled to the same opportunities for participation and belonging in our school. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on TIES individual capabilities and needs, within the scope of our ability.

Non-Discrimination

At **TIES**, equal educational opportunities are available for all children, without regard to race, color, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made



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unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of students.

Family Activities

Families are the center of the community. Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Please see the list of Family Activities at the end of this booklet.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released except for that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Staff Qualifications

Our caregivers and teachers are hired in compliance with the state requirements as well as religious qualifications as a base minimum. Teachers and aides participate in an orientation class and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

Communication & Family Partnership

Communications: Communication with TIES staff is essential for an effective parent-school partnership. Please ensure that we have up-to-date email addresses and phone numbers, and we will keep you informed about your child's activities, and important calendar dates. Our main source of written communication occurs via email and Gradelink.

Bulletin Boards: Located at the entrance of our school, **(on platform homepages in digiTIES)** bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc. Parent Resources on educational, behavioral, social, religious and community programs are also available for your taking.

Newsletters: Monthly newsletters provide center news, events, announcements, etc. These newsletters are emailed to all families at the beginning of each month.



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Family Visits: Family participation is encouraged. Visit our classrooms, volunteer, or come along on a field trip. Please call ahead to arrange your visit and remember that signing in is required for the safety and protection of our children. Each visitor must wear a visitor's badge while on premises and sign-out upon leaving.

Parent Empowerment Program (PEP) Events: Family nights and PEP events are scheduled throughout the year. Family nights include concession sales and fun filled age-appropriate activities for families. The objective of Parent Empowerment Program events is to build and strengthen and collaborative relationship between TIES and the families we serve through focused workshops, social events, training and religious events. We hope not only to educate parents but to provide them with tools to better their school experience and outcomes. Our events allow our families and children time to share, learn, and have fun while learning together. Families have an opportunity to be a part of the TIES child's learning experience and connect with other families.

Conferences: Family & teacher conferences occur during report cards and by appointment. During these conferences, we will discuss your child's strengths, likes and dislikes, development, and styles of learning and play. We will work together to set goals for your child's academic growth and development. While you may request additional conferences regarding your child's progress at any time, we encourage you to communicate any concerns as soon as they arise.

Publicity

We do request using pictures of children in our center for TIES media purposes. Each family may choose to give or withhold TIES consent on our photo release form. Unless the family indicates that they want the TIES child to participate, we will not use pictures and names of children for media purposes. However, at digiTIES, unless the family indicates in writing that they DO NOT want the digiTIES child to participate, we will use pictures and names of children for media purposes.

CURRICULA & LEARNING

Learning Environment

Islamic Content:

We emphasize the importance of the [^]Aqidah (Creed) as well as Fiqh (Jurisprudence) with the children. We teach them the foundation of the Muslim's belief of A^Hlus-Sunnah wal Jama[^]aah, including that All^h exists without a place, that All^h does not resemble the creation in any way, that All^h created everything and is not in need of anything, that All^h is the only one who deserves to be worshiped, that whatever we imagine in our minds, All^h is different from that, and that Prophet Mu^hammad is the last of the prophets and messengers and called the people to



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Islam. We teach them the basic rules of purification and prayers including how to make istinja', how to make wudu', and how to pray; we also teach them about hajj, zakat, fasting, Islamic manners, Islamic history, and sunnahs such as using the siwak.

We strive to provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at TIES at their own pace. We strongly believe that learning happens through routine and repetition. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness and the ability to work and play with others.

Our Religion is important to us; hence, we focus a part of our day on Arabic, Islamic and Religious studies and content in Creed and Jurisprudence. Our academic curriculum is based on Massachusetts state standards. Children learn phonics, reading, writing, math, science, social studies, Arabic, and Religious studies in our program.

Curricula & Assessment

TIES uses a variety of resources to meet the needs of state standards and frameworks. As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

Field Trips

From time to time, there will be supervised field trips, and we encourage you to join your child on the trip. Permission slips for each trip must be signed by the child's parent/guardian. For field trips, please dress your child appropriately for the season. Students are required to wear their specified TIES shirt and comfortable walking shoes.

In many cases, we will travel using a school bus to accommodate our students. The safety of children and staff will be guarded in all activities of childcare programs. Proper restraint systems (seat belts / car / booster seats) and the correct use of them are critically important during travel to/from the childcare program as well as during field trips.

digitIES students will be invited to participate in organized field trips; however, transportation is the responsibility of the family. Students and parents are also invited to participate in virtual field trips.



Transition

Your child's transition to our school should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Viewing Time

In our brick and mortar campuses, our normal daily routine does not include video and television watching, but from time-to-time, we may use clips to show as a teaching aid and discussion stimulator. Programs will consist of non-violent, religiously acceptable, and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world.

At digiTIES, our programming consists of live as well as asynchronous sessions where students will meet with teachers online to learn. Students will be guided to access a variety of digiTIES as well as physical tools to accomplish the learning goals. Asynchronous sessions provide a pre-recorded academic session for students to work through along with office hours, chat, and email communications for support from teachers.

Multiculturalism

Multiculturalism is vital for children because it sets social goals and promotes respect for the people and the community of which we are a part. We utilize books, Islamic music, games, and a wide range of activities as aids to teach our children how to be positive community members.

Celebrations

We emphasize Islamic holidays and occasions through parties, stories, projects, discussions, gifts, and days off school. There will be absolutely no birthday parties permitted at school.

GUIDANCE

General Procedure

TIES is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.



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Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop TIES ability to become self-disciplined. We encourage children to be fair, to be respectful of TIES classmates, teachers, property, and to learn to understand the results of TIES actions.

Challenging Behavior

(See Student Behavior Handbook)

Children are guided to treat each other and adults with self-control and kindness.

At TIES, we believe each student should:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying, physical and emotional abuse. If you have any concerns about this at any time, please report it to the school principal.

We reserve the right, at any time, to release a child from our school due to aggressive or challenging behaviors that put others at risk. Our policy is we will work with parents and community resources to turn around the unacceptable behavior; however, if little to no progress is achieved in a reasonable time deemed by the director, or if students or staff continue to be placed in harm's way, the offending child will be dismissed from our center.

Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others by restraining a child by gently holding her or him only for as long as is necessary for the child to regain control of himself and/or the situation.

Notification of Behavioral Issues to Families



If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

Consequences

Infraction of any school rule may result, but is not limited to, any or all of the following consequences as deemed appropriate by the administration:

- Verbal warning
- Phone call and/or note home (If a note is sent home, documentation may be placed in the student's permanent file.)
- Community Service
- Detention (either lunchtime, before school or after school)
- Administrative conference
- Failing courses
- Suspension (internal or sent home)
- Expulsion

TUITION AND FEES Payment

Payment is always due on the 1st of every month (leading to the total of 9 payments, in addition to the deposit which is part of the tuition) with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due as outlined in the *Financial Agreement Document*.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered an exceptional occurrence. Students not picked up within 20 minutes of the campuses' dismissal time will be considered as a late pick up and result in a fee of \$10 per day parents are late. It will be due upon arrival.

Special Activity Fees

From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.

Late Payment Charges

Late payments can pose serious problems for our programs. Therefore, we have put procedures in place to reduce TIES impact.



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If payment is not received by the 15th of the month a late fee of \$10 will be added for each day that it is late. If your account has not been paid in full within 10 business days, your child may be discharged from TIES. Your child will not be allowed to return to school until the full due payment has been received.

Payments

Payments may be made either in cash, personal check, or by online payments using Gradelink. Any checks returned for insufficient funds will incur a \$35 fee which will be automatically added on to your family ledger.

ATTENDANCE & WITHDRAWAL Absence

Students are expected to attend a full day of school every day. Absences of 3 days or more require a doctor's note for the student to be admitted to school. Furthermore, all missed classwork and homework needs to be made up with their teachers.

Excessive absences and lateness can have a negative impact on a child's ability to learn and grow. In compliance with the States Departments of Education once your child has three (3) or more unexcused absences in the current school year—meaning your child is “truant”—your child's school must send you a written notice explaining that your child is truant. The school must send this notice within **ten (10)** days of your child's third unexcused absence.

Withdrawals

A written notice, 2 weeks in advance, is required when a child is being withdrawn. Failure to notify will result in additional fees. Tuition deposits and registration fees are non-refundable. And any already paid for tuition payments will not be refunded. Books and uniforms are also not returnable under certain circumstances.

Transfer of Records

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally.

If your child is transitioning to a new school record will be transferred upon request from the school. A copy of your child's school records can be made available to you for a fee of \$1 per page.

Closing Due to Extreme Weather Or Events

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water, internet outages for digiTIES) prevent us



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from opening on time or at all, notification to the families will be announced on Gradelink by email, voicemail and text by 6 a.m.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

DROP-OFF AND PICK-UP

General Procedure

Brick and Mortar Campuses: We open at 7:45 a.m. You are permitted to drop off your children at 7:30 am. Please do not drop-off your child prior to the opening. Parents are expected to accompany TIES children to school and ensure their safe entry.

We close at 3:30 p.m. Please allow enough time to arrive, sign your child out, and leave by closing time. This does not include students that enrolled for aftercare.

digitIES: Classes begin promptly at the scheduled session start time each day.

Cell Phone Usage

The times you spend dropping off and picking up your child are windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone during these times.

digitIES: Although you have unfettered access to viewing your child's live virtual classroom, the session time is not the time for parents to communicate with teachers. We ask that you contact teachers with any questions, concerns, or comments by sending an email or chat message to schedule an appropriate time to speak with the teacher outside of the live session time.

Electronics

Students must keep all their electronic devices at front desk the whole school day.

digitIES: Students are not allowed to access non-school platforms and tools during live sessions.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance. Your child will not be released without prior authorization. You may send us a written request via email to the school



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administration office. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 1 hour we have not been able to reach you or a person listed as an Emergency and Release Contact, **we will call the local child protective services agency.**

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol or is physically or emotionally impaired or behaving in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child, or we may call the police to prevent potential harm to your child. Recurring situations may result in the release of your child from the program.

PERSONAL BELONGINGS What to Bring

- **All Students will need:**

Please see your child's school supply list including:

Reusable water bottle (sent home for weekly washing) and Prayer clothes.

Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located in the school office. After 10 days, lost and found items will be donated or dealt with. Please note that we are not responsible for lost personal property. Label all items brought from home with your child's name to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items.

NUTRITION

Foods Brought from Home

Food brought from home is permitted under the following conditions:

- **Halal Food:** All food items must be **halal**. Therefore, meat must be hand-slaughtered Islamically; Kosher products are accepted. Non-halal ingredients (such as alcohol based vanilla, gelatin, etc.) are not permitted and will be disposed of immediately.
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all the children.



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- Leftover food will be sent back home.

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

Health Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. We check annually with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department. Immunization records and health forms must be updated every six months for children under 1 year of age, and annually for children older than 1.

Physicals

Routine physicals are required, and a copy of your child's annual physical should be received before newly enrolled students begin but must be received no later than 60 days after your child begins the program. Returning students must submit TIES annual physical upon expiry of last year's physical. A returning child will not be accepted back in school without an updated physical. Families are responsible for assuring that TIES child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program.

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children, you may not bring a sick child to school. TIES has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms (this is not an all-inclusive list):

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Fever of 100.4°F or higher
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.



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- Vomiting – green or bloody, and/or 2 or more times during the previous 24 hours.
- Mouth sores
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They can participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:

- The child's physician signs a note stating that the child's condition is not "contagious" and the involved areas can be covered by a bandage without seepage or drainage through the bandage.

- If a child had a reportable communicable disease, a physician's note stating that the child is no longer "contagious" and may return to our care is required.

We will try to keep your child comfortable, but he/she will be excluded from all activities until you arrive. **Any issues with lengthy sick pick up (more than 1 hour to pick up TIES child) may result in dismissing the family from TIES.**

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us with a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications

All medications should be turned into the administrative office with specific written instructions for administration. Medications should never be left in the child's cubby or with the child to



administer on their own. Parents must fill out a medication log when leaving medicine for a TIES child. Our staff will ensure that the medication administered is recorded.

- **Prescription medications** require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.
- **Non-prescription medications** require a note signed by the parent/guardian. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received. Non-prescription medications require a medication log to be filled out by parents/guardians.
- **Non-prescription topical ointments** (e.g., rash cream, sunscreen, insect repellent, tooth pain reliever, etc.) require a medication log signed by the parent/guardian specifying frequency and dosage to be administered.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Haemophilus Influenzae (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature (or real feel) is greater than 96 °F or less than 32 °F degrees. Additionally, outdoor play will be canceled if the air quality rating is 50 or below.



Injuries

Safety is a major concern in childcare, so daily safety inspections are completed inside and outside the center area to prevent injuries. First aid will be administered by a trained caregiver if your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital by ambulance, while we will try to contact you or an emergency contact.

Respectful Behavior

Children and families will be treated respectfully. In return, we expect the same from all our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

SAFETY Clothing

TIES Uniform Policy:

The purpose of having a uniform policy at TIES is multifaceted. First, our goal is to encourage modest, Islamic-oriented dress. Second, it helps us unify our school community. Third, it trains students in the responsibility of preparing themselves for school (or employment in the future). Finally, it helps parents simplify the hectic morning routine. We think it's important for students to have some choice in what they can wear, so we have provided some options that they can choose from outlined below:

TIES UNIFORM POLICY: Brick and Mortar Campuses (Grades K – 12) Girls & Boys



<p>Daily Uniform</p>	<p>Long sleeve or Short sleeve polo with TIES Logo</p> <p>Color: Light Blue</p> <p>Shirt - White undershirts required</p> <p>School Uniform Zip or Button Front Cardigan w TIES Patch</p> <p>School Uniform Pants Color: Navy</p> <p>Closed-toe shoes- Black</p> <p>Socks: No ankle socks</p> <p>2-Piece Hoods: Navy Blue or Light Blue</p> <p>Boots: Weather related only</p>	<p>School Uniform Short or Long Sleeve Polo w TIES Logo Color: Light Blue</p> <p>Shirt - White undershirts required</p> <p>School Uniform Zip or Button Front Cardigan w TIES Patch</p> <p>School Uniform Pants Color: Navy</p> <p>Closed-toe shoes- Black</p> <p>Socks: No ankle socks</p> <p>Kufi: Navy Blue or Light Blue</p> <p>Boots: Weather related only</p>
<p>Fridays Only</p>	<p>Girls may choose to wear:</p> <p>Abaya : black or white</p> <p>Shirt: White undershirts required</p> <p>Pants: Uniform pants</p> <p>2-Piece Hood: Black or White</p> <p>Closed toe shoes: Black</p> <p>Socks: No ankle socks</p> <p>School jacket</p>	<p>Boys may choose to wear:</p> <p>Jalabiya or Thawb: black or white</p> <p>Shirt: White undershirts required</p> <p>Pants: Uniform pants</p> <p>Kufi: Black or white</p> <p>Closed toe shoes: Black</p> <p>Socks: No ankle socks</p> <p>School jacket</p>



<p>Gym / Field Trip</p>	<p>School Sweat Suits</p> <p>Socks: No ankle socks, Sneakers</p> <p>Shirt: Navy blue Gym shirt with logo</p> <p>Pants: Grey Sweatpants</p>	<p>School Sweat Suits</p> <p>Socks: No ankle socks, Sneakers</p> <p>Shirt: Navy blue Gym shirt with logo</p> <p>Pants: Grey Sweatpants</p>
<p>Dress Down Days</p>	<p>Girls may choose to wear:</p> <p>Abaya – any color</p> <p>Shirt - White undershirts required</p> <p>Pants- (no jeans, leggings, or sweatpants)</p> <p>2-piece Hood – any color</p> <p>Closed-toe shoes- Black</p> <p>Socks - No ankle socks</p>	<p>Boys may choose to wear:</p> <p>Jalabiya / Thawb – any color</p> <p>Shirt - White undershirts required</p> <p>Pants- (no jeans, leggings, or sweatpants)</p> <p>Kufi– many color</p> <p>Closed-toe shoes - Black</p> <p>Socks - No ankle socks</p>

digiTIES Students: Long sleeve shirt, sweater, or abaya/jilbab. Girls must wear a scarf covering to proper Islamic standards, and boys must wear a qalansuwa. No pajamas or sweat suits are allowed.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the school’s premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be intoxicated or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately. digiTIES students will be asked to turn their cameras off in such an instance, and school administration will be contacted for reporting procedures.

Dangerous Weapons



The Islamic Education Schools

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises, nor allowed on camera.

In cases that clearly involve a gun or any other weapon on our premises or on camera, the police will be called, and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have legal custody. We are legally bound to enforce court documents (based on a certified copy of the most recent court order) outlining custody restrictions, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Mandated Reporter

We are required by law to report all observations of child abuse or neglect cases to the required state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine the required action by law and may investigate. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our school will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

EMERGENCIES

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 10 minutes, the family and the police will be notified.

Fire Safety

Our brick and mortar campuses are fully equipped with fire alarms, fire extinguishers, and emergency kits. Our online platforms are equipped with cyber security tools.

Our fire evacuation plan is reviewed with the children and staff on an annual basis, and fire drills are conducted every 30 days.



The Islamic Education Schools

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives. In the case of digiTIES students, the teacher and school administration will make every reasonable effort to contact you, emergency services, and emergency contacts in case of an apparent medical emergency that occurs during live sessions or school events.

SCHOOL POLICIES

Our school policies not included in this handbook are reviewed annually and updated as needed.

FAMILY ACTIVITIES

We offer a variety of ways for families to participate in the growth and improvement of our program. We encourage families to take an active role.

Advisors:

Suggestions box – cards available to make anonymous suggestions on how to improve

Family Events: We have several events throughout the year that bring our entire community together. Watch for the announcements.

Classroom Activities: Enjoy and help your child's class with these special activities.

- Chaperone field trips
- Read to children at arrival or pickup
- Volunteer in the classroom
- Donate requested items
- Welcome new families
- Contribute to class Potluck Meal
- Participate in Family Teacher conferences

Family/Parent Workshops and Resources: Our menu of family workshops changes annually. Below is a list of workshops we may offer. We try to offer these in the early evening or on Saturdays. See the monthly calendar for scheduled topics. We welcome requests for workshop topics.

- Positive Guidance and Loving Discipline
- Learning Styles



The Islamic Education Schools

- Obligatory Knowledge Classes
- Nutrition and Exercise in Islam
- How to Prepare for a Conference
- Value of Reading to Your Child
- And More

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center to complete enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **TIES Family Handbook**, and I have reviewed the family handbook with a member of the **TIES** staff. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask school administration for clarification of any policy, procedure or information contained in the **TIES Family Handbook** that I do not understand.

Recipient Signature

Date

TIES Staff Signature

Date