

# ***Al-Hadi Pre-School***



***PRESCHOOL  
HANDBOOK  
2017 – 2018***

**Disclaimer:**

“The contents of this handbook are not contractual, and do not give rise to a claim of breach of contract against the school. Further, the contents of this handbook apply to all students of the school, as the contents now appear in the handbook or may be amended in the future.”

# ACKNOWLEDGEMENT OF RECEIPT PRESCHOOL HANDBOOK 2017-2018

Parent Name: \_\_\_\_\_

## Children attending Al-Hadi Preschool and AHS

Name	Grade
_____	_____
_____	_____
_____	_____
_____	_____

I hereby acknowledge that it is my responsibility to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in Al-Hadi Preschool policies may supersede, modify, or eliminate the information summarized in this booklet. As Al-Hadi Preschool provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that I have an obligation to inform the school of any changes in personal contact information, such as phone number, address, etc. I also agree to send these changes via email to [alhadi@alhadi.com](mailto:alhadi@alhadi.com). I also accept responsibility for contacting the school if I have questions or concerns or need further explanation.

I understand that my responsibilities as a parent include the following:

1. I accept and acknowledge all the policies established by administration of Al-Hadi School and its Governing body, the Islamic Education Board (IEB) and submit to comply with them.
2. I commit myself to follow religious obligations and codes within school boundaries and act accordingly.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note: You will receive a copy of this form. Please sign and date it and return it to the administration.



# Al-Hadi PRESCHOOL

2313 S. Voss Road  
Houston, Texas 77057  
713-787-5000, ext. 2500  
Web site: [www.alhadi.com](http://www.alhadi.com)  
Email: [alhadi@alhadi.com](mailto:alhadi@alhadi.com)

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## IN HIS NAME, MOST GRACIOUS, MOST MERCIFUL

August 2017

Dear Students and Parents,

Assalaamu Alaikum,

The Al-Hadi school Board (also known as the Islamic Education Board or IEB) welcomes you to the 2017-2018 academic school year. By electing to enroll at Al-Hadi Preschool, you have chosen an institution whose mission is to provide academic excellence for all students in a safe and healthy environment, which will nurture and challenge students to develop their physical, emotional, spiritual, intellectual, and social potential following Islamic values. We sincerely hope this will ensure every single student to become a good human being, a productive member and an asset to society.

Al-Hadi Preschool is fully licensed by Department of Family and Protective Services. We could not have this distinction without your commitment and support. Going forward, we want to further enhance the academic and extracurricular offerings of our school. As such, we have created an inspirational agenda for the future as reflected in our vision.

This 2017-2018 handbook provides our administrative policies and code of conduct. We request your co-operation and participation in its full implementation and encourage you to provide comments and feedback for continual improvement via email to [alhadi@alhadi.com](mailto:alhadi@alhadi.com)

We hope that your experience here will be academically and personally rewarding.

Once again, as the governing body of the school, we would like to congratulate you and wish you all the best in the coming year.

Let us know if we can provide you any further assistance.

Regards,

**Islamic Education Board**



## Al-Hadi Preschool

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In the Name of the Most Almighty, Most Compassionate, Most Merciful

### WELCOME!

Dear Parents and Students:

Assalam Alaikum,

Welcome to the 2017-2018 school year!

The information in this handbook is designed to provide valuable details regarding school procedures and the rights and responsibilities of students in the Al-Hadi Preschool. I hope it serves as a resource for you during the school year.

Although each class has its own unique culture and climate, our goal of promoting student excellence in a safe, positive environment is shared. Al-Hadi Preschool has developed and implemented a school-wide plans, which emphasize students being safe, respectful, responsible and exhibiting proper Islamic values. This unified approach to addressing the needs of students is an example of what makes our school so successful.

Our school also depends on positive collaboration between home and school, so I invite you to visit your school often, take part in school activities and stay involved in your child's progress. Please don't hesitate to contact your child's teacher if you have any questions or concerns. It is my sincere wish that we all work together in fostering positive learning experiences for students.

I wish you and your family an outstanding school year!

Sincerely,

Humaira Bokhari Ed.D.  
Principal

## **B A C K G R O U N D**

Al-Hadi Preschool (hereinafter referred to as AHPS) was founded by the Islamic Education Center (hereinafter referred to as IEC), a non-profit organization serving the Muslim community in the Houston area, in 1996. The Islamic Education Center's services are of a religious, educational, social and charitable nature. AHPS is an integral part of AHS.

AHS is a private Islamic, non-discriminatory, independent school, which admits students from diverse cultural and ethnic backgrounds to its college-preparatory program serving families in the Greater Houston Area. The school program takes into consideration the spiritual, physical, social, psychological, and academic development of students. AHS is founded on Quranic teachings, and the Prophet Mohammad and his household (peace be upon them) as role models. The curriculum thus includes Quranic Studies, Islamic morals and ethics, Arabic reading and writing. In addition, accelerated curriculum is taught in English Language Arts, Mathematics, Science, Social Studies, Health, Art, Technology and Media, and Physical Education. High School students are offered Advance Placement course work.

## **V I S I O N**

To foster students' optimal potential and leadership skills by inculcating a spirit of lifelong learning based on Islamic principles.

## **M I S S I O N**

To provide academic excellence to all students in a safe and healthy environment following Islamic values.

## **P H I L O S O P H Y**

We, at AHS, believe that:

1. A safe and comfortable environment promotes student learning.
2. Faith, knowledge and good deeds are the keys to our children's success.
3. The *Jafari Ithna'Ashari* school of thought is the basis for our beliefs and practices.
4. Cultural diversity increases students' understanding of different peoples and cultures.
5. Islamic environment prepares students for future challenges by developing their spiritual compass.
6. Every student is unique in physical, spiritual, social, intellectual, and emotional needs and attributes.
7. Students learn to make appropriate decisions given a balanced supportive and challenging environment.
8. Staff, parents, and community are role models and share the responsibility for advancing AHS mission.

9. Curriculum and instructional practices incorporate variety of learning activities to accommodate differences in learning styles.
10. Students' learning is the chief priority and includes understanding of knowledge as well as developing critical thinking and problem solving skills.
11. The commitment to continuous improvement enables students to become confident lifelong learners.
12. The inclusion of Islamic Principles in the curriculum with an emphasis on ideology and morality is necessary to instill proper values and behavior in students, and prepare them to be a *Momin* (practicing and believing Muslims).
13. A structured environment allows for a uniform effort in discipline and fostering Islamic values into the lives of students and establishing a harmonious learning environment.

# **C O R E V A L U E S**

## **P . R . I . C . E**

**POSITIVE ATTITUDE**

**RESPECT**

**INTEGRITY**

**CREATIVITY**

**EXCELLENCE**



## ISLAMIC EDUCATION BOARD (IEB) MEMBERS

(as of August, 2017)

Name	Title	Email Address
Br. Dawood Mirza	Director of Education	<a href="mailto:director.education@iec-houston.org">director.education@iec-houston.org</a>
Br. Asghar Mirza	Secretary	<a href="mailto:secretary.ieb@alhadi.com">secretary.ieb@alhadi.com</a>
Br. Javad Mortazavi	Director	<a href="mailto:hr.ieb@alhadi.com">hr.ieb@alhadi.com</a>
Sr. Fatima Sheriff	Academic	<a href="mailto:academics.ieb@alhadi.com">academics.ieb@alhadi.com</a>
Br. Ali Mirza	Finance	<a href="mailto:finance.ieb@alhadi.com">finance.ieb@alhadi.com</a>

IEB group email: [ieb@alhadi.com](mailto:ieb@alhadi.com)

## SCHOOL ADMINISTRATIVE STAFF

Name	Title	Email Address	Phone Number
Dr. Humaira Bokhari	Principal	<a href="mailto:principal@alhadi.com">principal@alhadi.com</a>	713-787-5000 x 2501
Mariam Mirza	Registrar	<a href="mailto:registrar@alhadi.com">registrar@alhadi.com</a>	713-787-5000 x 2575
Shumaila Zaidi	Students Services Coordinator	<a href="mailto:studentservices@alhadi.com">studentservices@alhadi.com</a>	713-787-5000 x 2503
Qiyamah El Bari	Administrative Assistant / First Aid	<a href="mailto:qelbari@alhadi.com">qelbari@alhadi.com</a>	713-787-5000 x 2500
Lisa Kader	Middle and High School Coordinator	<a href="mailto:lkader@alhadi.com">lkader@alhadi.com</a>	
Dr. Sawsan Tawil	Elementary Coordinator	<a href="mailto:stawil@alhadi.com">stawil@alhadi.com</a>	
Maulana Syed Farhat Abbas	IQRA Coordinator	<a href="mailto:sfabbas@alhadi.com">sfabbas@alhadi.com</a>	
Fatemeh Vostaie	Pre-school Coordinator/Director	<a href="mailto:fvostaie@alhadi.com">fvostaie@alhadi.com</a>	713-787-5000 x 2506

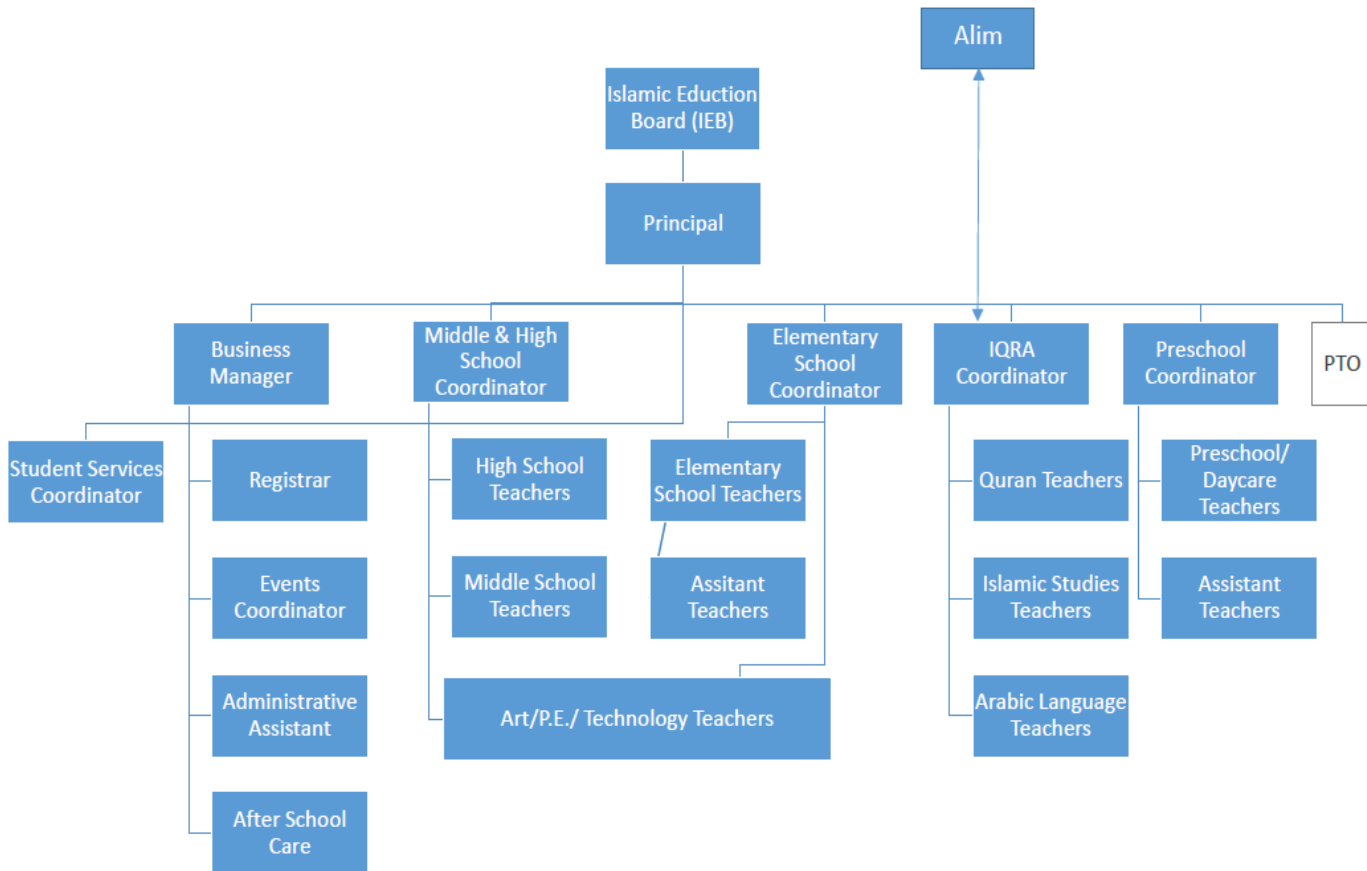
Admin group email: [schooladmin@alhadi.com](mailto:schooladmin@alhadi.com)



# ORGANIZATIONAL CHART

2017 - 2018

AHS Organizational Chart



## PRESCHOOL STAFF

Name	Title	Email Address
Sr. Sadeyah Alkaabi	Toddler homeroom teacher	salkaabi@alhadi.com
Sr. Shabnam Sanaei	PreK1 homeroom teacher	shabnam.sanaei@alhadi.com
Sr. Khadija Al-Sakkaf	PreK1 assistant teacher	kalsakkaf@alhadi.com
Sr. Naz Hasan	PreK2 homeroom teacher	nhasan@alhadi.com
Sr. Narjess Kardan	PreK2 assistant teacher	nkardan@alhadi.com
Sr. Baharak Tabandeh	PreK3 homeroom teacher	btabandeh@alhadi.com
Sr. Azadeh Naji	PreK3 assistant teacher	anaji@alhadi.com

## AHS PRE-SCHOOL GOALS

### **Children are personally and socially competent**

Children will learn how to share and work with others, how to solve problems, and how to help others. They will learn how to communicate and be used for proper speech and language development.

### **Children are effective learners**

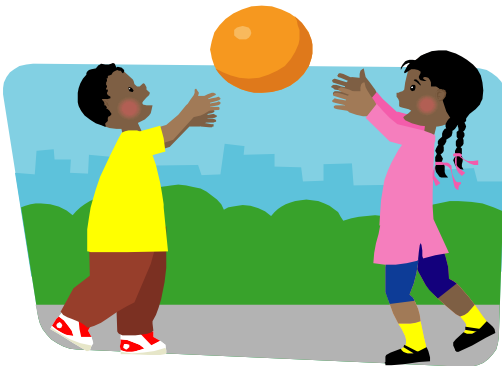
Cognitive development is encouraged through counting (math) games, listening to stories, thematic activities, as well as following directions. Students are encouraged to be responsible for themselves and their belongings (clean up, put backpacks away, etc.).

### **Children show physical and motor competence**

Gross motor (large muscle) development is encouraged through playing, running, climbing, etc. Fine motor (hand-eye) development is encouraged through a wide variety of activities; use pencils, markers, crayons, scissors, paints, small and large toys. Further, children classify, sort, match, items.

### **Children's safety and health**

Children are encouraged to maintain good hygiene through proper hand washing and use of tissue for nasal discharge. Proper nutrition is an important part of our program. Emergency education is covered as well. Severe weather and fire drills are practiced. Learning about the 9-1-1 system and first aid is included.



## **ADMINISTRATIVE POLICIES**

### **HOURS OF OPERATION**

Al-Hadi Pre- School is open Monday through Friday year-round (except for holidays and school closures) from 7:00 am till 6:00 pm. Parents have the option to sign for any one of the time slots.

Half Day	7:50 am - 1:00 pm
Full Day	7:50 am - 3:30 pm
Extended day	7:00 am - 6:00 pm

### **ADMISSION & PLACEMENT POLICY**

Children are initially placed in classrooms based upon their chronological age. Children are moved to the next classroom based on the following criteria:

1. Availability of space
2. Developmental readiness
3. Chronological age

Because all children in the classroom grow older as the year progresses, the teachers in each classroom will adjust the activities according to the developmental readiness of the children in each classroom.

### **REQUIRED ADMISSION DOCUMENTATION**

The following mandatory items are required in order for your child to be enrolled:

- Admission Application
- Immunization Records
- Birth Certificate
- Head Lice Policy Acknowledgement
- Handbook Acknowledgement
- Sick Child Policy Acknowledgement
- Discipline Policy Acknowledgement

### **ADJUSTMENT PERIOD**

Coming to school for the first time often causes anxiety to children. We recommend that you visit the pre-school before your child come to class, allowing him/her to meet some of the staff and see other children at play. We will work with you and the child to make this adjustment period a positive experience. We recommend that you give your child at least one month to adjust to the pre-school experience. First day of attendance must be scheduled with the office in advance.

### **STAFFING**

All Al-Hadi preschool staff has completed CPR/First Aid training and has been checked and cleared for any criminal history. They have training in Early Childhood Development/CDA and meet all the requirements set forth by the State of Texas and AHS. Our staff is hired because of their desire to nurture and care for your child.

## **ENROLLMENT & FINANCIAL POLICIES**

Tuition is charged on a monthly basis and is due on the first day of each month. Parents/guardians are expected to make tuition payments on a timely basis. Any payments received after a 3 school-day grace period, including the tuition due date, will be subject to a late payment charge of \$25 increment, per day.

**Tuition will be prorated for the first month at the time of enrollment**, if applicable. Both tuition and supply fees are posted on the fee schedule. The first month's tuition will be due on the first day of school.

**If an account becomes 15 days past due, the student may be denied attendance from school until account is paid in full. Parents/guardians who are consistently late in the fee payments (at least two months in a row) will be required to enroll in an auto debit/draft from a financial institution.**

Forms of payments accepted:

- Cash
- Credit card/PayPal – one time/recurring – an additional 3% charge applies
- Check, cashiers' check or money order made out to Al-Hadi School
- Monthly Automatic Bank Deduction

Returned payments are subject to a bank service fee of \$25 and declined Automatic Bank Deductions are subject to a fee of \$10 per transaction. Accounts with repeated returned checks may require a recurring credit card on file, to be charged on a monthly basis.

## **EXTRA CHARGES**

**Extra Hour, School Charges:** Daily school care or daycare charges will be billed to parents on a monthly basis and added to the next month's tuition. Prompt payment is expected for these charges. Extra Hour School care begins after 1:00pm for half day schedule and at 3:30 p.m. for a full day schedule, and after 6:00 pm for extended day schedule, after which parents are given a 15-minute grace period. After school care charges begin at 1:05pm, 3:45 pm and 6:00 pm respectively. Please refer to the tuition schedule for applicable charges.

**Al-Hadi Pre-school closes and ends all operations at 6:00 p.m. Any student picked up after 6:00 p.m. will be charged \$50 per 15-minute increment.**

Questions or concerns regarding student-billing accounts should be referred to the registrar and all other financial matters should be addressed to the Finance Department.

## **SCHEDULES**

1. Students on a part time schedule must adhere to their scheduled days.
2. **Beyond these approved by policy (2 sick/vacation days annually).**
3. Changes in student schedules can be made at the beginning of the month only. If changes are made in the middle of the month, higher of the old/new cost will be charged.

## **NOTICE OF WITHDRAWAL FROM SCHOOL**

A two-week advance written notice is requested for withdrawal of a child from the Pre-school program. Please contact the PreSchool Coordinator.

## **HEARING & VISION SCREENING**

Hearing and vision screening is required by the State of Texas for all four-year-olds and Kindergartners. All new entrants are also required to have hearing and vision screening. The school will administer these.

## **EMERGENCY MEDICAL INFORMATION**

Parents are required to sign the Emergency Authorization Card and the Tylenol Administration Form at the time of registration.

**It is to your child's benefit that you keep the school up-to-date on phone numbers, and other pertinent information.**

## **TELEPHONE CALLS**

Only phone calls of an emergency nature from parents will be transferred to teachers. Messages will be taken for non-emergency calls. Teachers will return phone calls during their planning time, 1:00 – 2:30pm, or evenings. Please call the office at 713-787-5000 ext. 2500 or 2554 after 4:00 pm to leave a message for your child's teacher.

## **SCHOOL CLOSING**

During inclement weather, the school closing will follow HISD protocol. During school hours, if weather conditions require students to leave for their safety, parents will be contacted by the administration with instructions for immediate pick-up.

## **RIGHTS OF STATE LICENSING AGENCY**

The State of Texas, Department of Social Services – Childcare Licensing Division has the right to visit the Pre-school location and perform inspection of the classroom and programs, including interviewing student and staff.

**Local Childcare licensing phone number: 713-940-5118**

## **GANG-FREE ZONE DESIGNATION**

Based on licensing requirements and local statutes, the area in and around Pre-schools and childcare centers are designated as gang-free zones. This designation acts as a deterrent for gang activity and helps maintain a safe and secure environment where children gather. For this reason, it is important to share this information with parents and guardians.

A gang-free zone is defined as the area within 1000 feet of a childcare center. According to the statute, prohibited gang-related (or organized) criminal activity with a gang-free zone is a violation of the Texas law and is subject to increased penalties.

## **HEALTH & SAFETY**

The health and safety of your child is one of our foremost concerns at AHS. It is a responsibility, which we take seriously on a daily basis. We have established several policies to ensure that your child's health and safety is protected while entrusted in our care.

Al-Hadi Preschool is a 'well-child' facility. This means that if your child is not feeling well, you will need to find alternate care. To protect your child, the staff and the other children, it is requested that your child not be brought to school if he/she is ill. State regulation requires that there be daily observation of each child on arrival at the Preschool. A child who is ill upon arrival at the preschool will not be admitted and will be separated from other children until the parent / guardian can pick up the child.

We plan our programs with the assumption that every child will attend their scheduled class. If your child is unable to attend preschool, please notify the office. In case of an infectious disease, we ask that you seek your physician's advice and always notify us of the disease immediately. By law, the school is required to notify all parents of any communicable diseases on premises. When children have been exposed to communicable diseases such as Hepatitis, Chicken pox, Measles, or Strep infection, etc., the school will notify guardians of children immediately. A release from the child's physician is required for the child to re-enter the classroom.

In general, if your child is too sick to go outside and play, then your child is too sick to attend childcare. If your child has a common cold (slight cough, sneezing, or clear runny nose), your child may attend daycare. However, if your child reaches a point where s/he requires constant attention will not play cries continuously, whines and wants to be held constantly despite all effort, then your child will need to stay home.

**If a child displays any of the following symptoms, s/he must be kept at home. Additionally, if these symptoms are observed after the child has been dropped off to school, s/he will need to be picked up immediately from school:**

- 1 Fever (child will need to be picked up if fever goes above 100.4 degrees)
- 2 Diarrhea (after two loose motions)
- 3 Vomiting (after two incidents on the same day)
- 4 Nasal secretion that is yellow or green, and accompanied by a fever. Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection and provide doctor's note stating that the condition is not contagious.
- 5 Sore throat with fever or spots.
- 6 Cough accompanied by fever, chills, and the coughing up of green or yellow mucous, vomiting, or nausea.
- 7 Eye drainage of any kind should be checked by the doctor to rule out bacterial infection. A doctor's note must be provided indicating that the condition is not contagious.
- 8 Unusual rashes should be checked by the doctor.

**A child may return to the preschool after illness when:**

- 1 The child has not had a fever (without the use of medication) for 24 hours
- 2 Nausea, vomiting, or diarrhea has subsided for 24 hours
- 3 At least 4 doses of antibiotic have been administered over a 24 –hour period for any type of bacterial infection (child requiring prescription medication will need to be kept at home for a period of at least 24 hours until no longer contagious, unless accompanied by a signed note from the child's physician). If the child begins to show symptoms such as fever, tiredness, then the child will need to be picked-up immediately.
- 4 Child is feeling well again and normal behavior has resumed.
- 5 Doctor's permission note to return to school is provided.

## **ALLERGIES**

All allergies to medication and/or other substances must be stated on the Emergency and Medical form. The law requires that we have a signed note from your physician stating any food allergies that your child may have. The physician must recommend alternate food choices for your child. This information will be provided to all concerned staff members.

## **MEDICATION USE**

Please dispense all medication at home whenever possible. For times when this is not possible, parents are required to bring the medication to the front office (please do not put the medication in your child's lunch box), along with a detailed note from the physician containing following information (this applies to over the counter and prescribed medication):

- Full name of the student
- Name of the medication
- Dosage



- Time / conditions for administration
- Authorization to administer medication

According to State licensing requirements, the prescribed medication must be kept in its original container and clearly labeled with the following information:

- The child's name
- Doctor's name
- Prescribed dosage
- Expiry Date

The school houses all medication in a secure place, well out of reach of children. We maintain dated records of the amount of medication dispensed and the name of the staff person who administered the medication. (We also provide refrigeration when necessary). Parents are responsible for collecting medicines from office at the end of the day, if required.

### **SICK CHILD POLICY**

AHS Pre School is a well-child facility. This means that if your child is not feeling well, you will need to find alternate care. Please do not bring your child if he/she has a contagious illness or exhibits any of the following symptoms:

- Fever of 100.4 degrees or above
- Vomiting
- Diarrhea
- Conjunctivitis (pink eye)
- Excessive greenish nasal discharge, indicating possible infection
- Head Lice

In general, if your child is too sick to go outside and play, then your child is too sick to attend childcare. If your child becomes ill, we will call you to pick up your child immediately.

If your child has a common cold (slight cough, sneezing, or clear runny nose) your child may attend daycare. However, if your child reaches a point where he/she requires constant attention, will not play, cries continuously, whines, and wants to be held constantly, then your child will need to stay home.

Any child requiring prescription medication will need to be kept at home for a period of at least 24 hours until no longer contagious, unless accompanied by a signed note from the child's medical practitioner.

Please dispense all medications at home whenever possible. For times when this is not possible, a Medical Consent Form must be filled out in order for us to dispense medicine. All prescriptions and over the counter medications must be in their original containers and prescriptions must display the pharmacist's label with the doctor's name.

Signatures below indicate acknowledgement of receipt of this form and agreement to adhere to these polices.

Name of Child: \_\_\_\_\_

Grade: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### **MEALS & NUTRITION**

Good nutrition is essential. Parents must provide lunch and snacks on a daily basis. Lunch can be purchased from school. We are unable to refrigerate food; therefore, parents are advised to place ice packs in their child's lunchbox. We are able to warm lunches using a microwave. All food sent from home must be *Zabiha* Halal in non-glass microwavable containers. **Students' lunch should include all paper supplies and utensils needed to consume meals.**

Please make lunch something your child enjoys, and the serving size should be age appropriate. **Please be sure to send only 100 % juice or water.**

We utilize mealtime as a means to instill in children, at an early age, the long-term benefits and the joy of healthy eating habits. We encourage the children to eat the healthy part of their lunch first. **Do note that we cannot force a child to eat.**

*Surahs* from the Holy Qur'an are recited before each meal/snack. We encourage parents to have lunch with their children after making prior arrangements with the teacher.

**Please provide healthy snacks. Here are a few suggestions:**

- 1 Fruits and vegetables prepared in bite sized pieces
- 2 Fruit snack packs or fruit rolls
- 3 Crackers and cheese snacks
- 4 Mini muffins
- 5 Pretzels
- 6 Peanuts
- 7 Carrots
- 8 Celery
- 9 Popcorn
- 10 Grapes
- 11 Juice (100% juice such as Juicy Juice brand)

## **REST PERIOD**

Children work and play hard all morning, and generally require a rest or nap to have energy for the rest of the day. It is the school's policy that all students must lie down for at least 45 minutes to rest every day after 1:00 pm. They are not required to sleep, but they must lie down and rest quietly. This is a time cycle they need to wake up and feel fresh and alert. AHS Pre School provides comfortable mats for this purpose. If your child has a favorite crib-size blanket or crib-size pillow (the size of an airplane pillow), he or she is welcome to bring it to school. These items from home often help children adjust to sleeping in a new environment. A standard size crib sheet will fit our mats. We ask that you **label the items with your child's name** and that you take all bedding home every other Friday for washing. The sleeping mats are disinfected after every use. Please do not bring full size pillows, sheets or blankets, as there is not enough storage space available.

## **ACCIDENT & INJURY REPORTING**

In designing our facility, we have attempted to prevent accidents and injuries by taking measures such as providing protective playground surfaces, equipping our classrooms with equipment that is age appropriate for your child, and using child-proofing materials such as outlet safety-covers. We ensure that staff members are trained in CPR/First Aid. In the event that an accident does occur, we have established accident and injury procedures.

The child will be administered first aid. At this time, it will be determined if the injury is serious enough to warrant further medical attention.

If the injury is serious enough to require medical attention, you will be notified immediately by telephone.

If the injury is not of a serious nature, you will be notified of the accident when you come to pick up your child. We don't want to unnecessarily interrupt your workday to report a minor injury.

An accident report is completed by the staff member who witnessed the accident following each incident and will be available at the end of the day for your review.

You will also be informed at the end of the day if your child has been injured as a result of a bite. Although you will be informed of the circumstances surrounding the event, the biting incident report is for staff use only.

In the event that a parent witnesses an injury to a child (his child), the parent should refrain from confronting the other child. The parent should talk to the lead teacher and not directly to the student. This will allow the regular discipline policies to be implemented. If confronted by a parent, the child can get scared unnecessarily.

Regardless of the type of injury (scratch, bite, etc.) it is AHS's policy not to reveal the name of the child who hurt another child to the parents of the child who has been hurt. If your child has hurt

another child or has been hurt by another child, you will be informed either verbally or in writing of the incident and all circumstances surrounding the incident. As per school policy, teachers are not allowed to disclose names.

### **GUIDANCE AND DISCIPLINE**

During early childhood, children begin to develop skills that help them take charge of their lives. While we must consistently enforce reasonable behavioral limits, our staff is trained to respond to inappropriate behavior with insight, sensitivity, and skill. Only when children clearly understand their limits, can they learn to make behavior modifications, and become responsible for their actions. AHS Pre School upholds the following principles in a manner appropriate to the child's age, developmental level, and maturity.

1. Each child is a precious and important individual who deserves to feel good about themselves.
2. Children need opportunities to learn responsibility and fully understand the consequences of their actions.
3. Children need limits, which are consistently enforced.
4. When a child exhibits inappropriate behaviors, a positive approach to redirecting the child is most effective.
5. Children need opportunities, which allow them to make appropriate choices.
6. Placing blame or shame on children is detrimental to their psychological well-being.

Based on these principles, the disciplinary procedures outlined on the next page are applied.





## GUIDANCE POLICY

### The following guidelines will be followed at Al-Hadi Preschool:

- Discipline will be:
  - (1) Individualized and consistent for each child;
  - (2) Appropriate to the child's level of understanding; and
  - (3) Directed towards teaching the child acceptable behavior and self-control.
  
- Caregiver will only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
  - (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
  - (2) Reminding a child of behavior expectations daily by using clear, positive statements;
  - (3) Redirecting behavior using positive statements; and
  - (4) Using brief supervised separation from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

If completed by parent/guardian, list name of child:

\_\_\_\_\_

My signature verifies I have read and received a copy of this guidance policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Check one please:

**Parent/Legal guardian**

**Employee/Caregiver**

## GENERAL POLICIES

### ARRIVING AT SCHOOL

Children must be escorted to their classroom by a parent/guardian or a staff member. Please do not drop the child at the front door unless a staff member assumes responsibility for the child.

**Regular and punctual attendance is the greatest single factor in school success. Please inform the office if your child will not be attending school for any reason. If you do not call, as a courtesy, the school will be calling you.**

### LEAVING THE SCHOOL

We would like parents to pick up their child (ren) at the classroom. Please wait outside the classroom and allow the child to come out. This way the child learns to independently collect his/her belongings e.g. Lunch box, jacket, say good-bye to the teacher and be ready to leave. **Please be punctual and kindly refer to the tuition schedule for late pick-up charges.**

The school will release children only to those persons designated by each child's parents on the School Registration Form. Parents can also call the school and give the name of the person who will be picking up their child. The staff requires proper identification from any unfamiliar person authorized to pick up your child. This has to be accompanied by a written authorization by the parents, dated, and signed. There will also be a phone call made to the parents to verify this. The authorized person will be asked to sign the child out.

**We suggest the parents to respect Islamic traditions and attire when dropping off their children.**

### TODDLERS

Toddlers must bring in their own diapers, baby wipes, creams, powder, or whatever you would like the staff to use on your child at changing time. You can send your child's favorite cup as long as it is labeled with his/her name. Also, please send extra clothes.

Feeding bottles should be prepared for the day. They should be clearly labeled with your child's name. Bottles will be warmed up in the microwave and shaken to avoid "hot" spots.

## **OBSERVING CHILDREN IN THE CLASSROOM**

You are welcome to visit your child's class. Parents need to pick up a visitor badge at the office indicating that they are visiting the class. Keeping in mind that parents' visits disrupt the students' routine, we request that you do not spend more than 15 – 20 minutes in the classroom. We request that you remain as discreet as possible while in the classroom. **Only one parent will be allowed at a time in the classroom.** Also, children often have a difficult time adjusting to parents coming and going during the day. They have a hard time understanding that mom or dad is coming to visit only, and think that it is time to go home. When they find out that they are staying at school, it can be very upsetting for the child. In such cases, it is better to schedule a visit around the time the child leaves school. Please schedule visit with the teacher in advance.

## **CLOTHING**

Please dress your child in comfortable, easily washable clothing. Children can get dirty in the course of activity and active learning. For safety reasons, sandals, slippers, and other open-toed shoes are not permitted. Be certain that all items (jackets, lunchboxes, and blankets) are well labeled with your child's name in permanent marker. **Please refrain from having your child wear any combat or action figure apparel. Keeping modesty in mind, we request that bike shorts be worn underneath dresses.**

## **TOYS**

Al-Hadi Preschool provides carefully chosen learning toys, tools, and developmental materials. As a result, we ask that your child **NOT** bring any toys from home. All children share the materials at the school as part of the learning experience. Children have more fun and participate more actively when they are not concerned about having personal belongings lost or destroyed. We are not responsible for any lost/damaged toy.

## **SUGGESTIONS AND CONCERNS**

Our goal is to make you and your child happy. We want to be aware of any problems or concerns that you may have. Please feel free to discuss any concerns you might have with your child's teacher or the school. Since teachers are responsible for and in charge of their own classrooms, concerns or problems within the classroom should be discussed with your child's teacher first, then discussed with the administration, if necessary. We want you to feel comfortable in approaching us to discuss your concerns.

## **TERMINATION OF ENROLMENT**

Al-Hadi Preschool reserves the right to terminate a child's enrollment in extreme situations. If the school cannot meet parental demands and needs, or the child's needs, due to some unforeseen reason(s), we reserve the right to terminate our service. If there exists a persistent and/or severe behavioral problem, and we do not receive full parental involvement and support, or we believe that we are unable to bring the problem to resolution, then we also reserve the right to terminate enrollment.

## **ANIMALS / PETS**

No pets/animals are allowed in school.

## **LOST AND FOUND**

A lost and found depository is maintained in the lobby area. Any lunch boxes or personal property found is placed in this central location. Students who have lost personal items should check this box. Items that go unclaimed for a period of one month will be donated towards a charitable cause.

## **SCHOOL PORTRAITS**

Student pictures will be taken in the Fall and Spring of each school year. There are varieties of packages, reflecting a broad price range, designed to accommodate all those who wish to participate. Complete details will be furnished prior to scheduled portrait date.

## **PROGRESS REPORTS**

Progress reports will be sent home three times during the academic year. Progress reports will be provided midway through each grading period in order to keep parents updated on students' growth and development. Daily report for your child is provided for toddlers and Pre-k1.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are scheduled twice a year. Once in the Fall and once in the Spring. These are the only scheduled conferences for the school year. However, parents are always welcome to call the school to schedule an individual conference with his/her child's teacher. Please note that parents are also welcome to contact the office and speak with the Preschool Coordinator. Memos reminding parents to sign-up for the Parent-Teacher Conferences will be sent home two weeks prior to the conference date.



## **FIELD TRIPS**

Field trips are an integral part of the preschool experience. They enhance the learning experience by offering opportunities not available in the classroom. Parents will be notified of a forthcoming field trip at least 4 to 5 days in advance.

## **SCHOOL VISITORS & VOLUNTEERS**

For safety and security of students and employees, we require that all visitors sign in at the office and pick up visitor badges, and sign out as they exit the building. The front office will be happy to help you find the location you wish to visit.

In an effort to maintain an Islamic environment on campus, all visitors are requested to observe Islamic attire (including head covering, or hijab). The front office can provide a headscarf, if needed, upon request, as a courtesy to visitors.

For safety reasons, any visitors not wearing a visitor badge will be directed to the office, and not allowed in the classroom. Only parents/guardians and individuals authorized to pick up students will be permitted to interact with their students. Unauthorized family members and other visitors will not be permitted to interact with students and may be asked to leave the premises if they are non-supportive of school policies. Similarly, IEC visitors are not permitted to interact with students unless they are parents/guardians or individuals authorized to pick up students.

## **WALK-IN VISITORS**

Parents will be given a tour of the school with prior scheduling, provided a member of the administration is available at the time. Tours by appointment are encouraged and appreciated.

## **PROSPECTIVE STUDENTS & PARENTS VISITING FOR A DAY**

Prospective students and their parents that wish to attend or observe classes must schedule a visit by calling the office at least a week in advance. Teachers will be informed so that they can accommodate visitors.

Visitors may not be able to meet with teachers unless an appointment has been made in advance. The major part of teachers' time during school hours is allocated to teaching. Unscheduled conferences with teachers may not be held while the teacher is on duty. To speak with a teacher, please leave a message at the office and the teacher will contact you. To meet with teacher and Principal, please make an appointment.

## **VOLUNTEERS**

Volunteer parents are always welcome to assist at the AHS Pre School. This assistance may involve working in the classroom, office, reading to children, monitoring students during lunch and escorting children on field trips.

Parent volunteers may be needed at times to help out with classroom activities and teacher may

request parents to help on these occasions. The presence of the volunteer is meant to enhance the educational experience of students (and should not be a distraction that takes away from student activities), and volunteers are expected to be free of all responsibilities except providing their complete attention to the students and the activity at hand, under the guidance of the teacher.

### **BIRTHDAY OBSERVANCES**

In an effort to promote moderation and avoid displays of extravagance, birthday parties for students are not celebrated at the school.

Parents may provide snacks for students in their child's class during their regularly scheduled snack or lunch times, provided that they have coordinated with their child's teacher in advance. Goodie bags may not be distributed among students.

### **RELIGIOUS HOLIDAYS AND ACTIVITIES**

Al-Hadi Pre School calendar differs from AHS, public, and other private schools. During the 2017-2018 academic year, school will be closed for approved Islamic holidays if they fall on weekdays. For Islamic holidays that fall on the weekend school will remain open. If there is a chance that a holiday that is projected to fall on the weekend may move (based on the sighting of the moon) to the previous or following work day, then that holiday will be marked as a tentative holiday, which will be confirmed only if the actual day falls during the week day.

**Please refer to our School Calendar online, for a list of holidays in 2017-2018.**

### **CONCLUSION**

Thank you for reading this handbook. Please keep it handy throughout the school year, as it will prove useful on a regular basis. If you have any questions or concerns, please feel free to contact the Principal. May you receive God's blessings and best wishes for a successful school year!

# Al-Hadi School

## Emergency Preparedness Plan

### Evacuation Process

When the decision is made to evacuate the Center facility, the Director/ Principal will make the announcement in the most expeditious way possible that all persons are to evacuate to their assigned assembly area and await further instruction. The building is to be evacuated completely. The Director will notify appropriate personnel and communicate what type of emergency is present.

In the event of an **Actual Fire**, the Director will be responsible to notify 9-1-1 of the emergency from a cell phone outside the building once the evacuation is complete.

Center staff will evacuate their children as follows:

#### **Toddlers and Preschool**

The Toddler Group Leader and Preschool Group Leader shall be responsible to gather their respective classes in a group and supervise an orderly evacuation to the Parking area. The Group Leader is also responsible to bring all attendance sheets, child rosters, and information sheets. Upon arriving at the parking area, all children must be physically accounted for against the sign-in log and the results reported to the Director immediately. **Director, Toddler Group Leader, and Preschool Group Leader will walk the kids to the Parking of:**

**2323 S.Voss Rd. Houston/TX77057**

#### **Alternate Location:**

**Walgreen: 6520 Westheimer Rd, Houston, TX 77057 change to next building**

**For inclement weather**, if possible, take appropriate supplies to protect the children. Center Aides and other available personnel will assist the staff with the evacuation and then proceed to perform their assigned duties.

**Director, Toddler Group Leader, and Preschool Group Leader will take the kids to the Playroom.**

### **Procedures For Conducting a Fire Drill**

1. Inform the staff in advance. The Center Director informs the staff that there will be a fire drill later in the day/week.
2. Familiarize the children with the fire drill. Teachers talk to the children in their classroom about the bell/alarm, rules, and procedures for vacating the building.
3. Evacuate the building. The Director will sound the alarm and the Center will be evacuated.
  - a) Evacuating Toddlers: The designated member of the management team goes to the toddler area.
  - b) Toddlers (walkers) proceed immediately with their Group Leader to the outside-designated area.
  - c) Group Leaders will count their children and take attendance sheets, emergency information and cell phones with them.
  - d) The Center Director or designee checks bathrooms, closets, and “hiding places” for “lost children” and for possible sources of smoke or fire during a real alarm.
  - e) The Center Director retrieves the official daily sign-in sheet and cell phone.
4. Time the drill. The Center Director times how long it took to vacate the building.
5. Verify accurate recount of all persons. The Center Director or designee checks with each group to verify an accurate recount of all persons.
6. Return to the building. The Center Director or designee gives approval to reenter the building. The Center Director or designee helps with toddlers.
7. Document the completed fire drill. The Center Director completes written documentation that contains the specifics of the drills: date, time and location of fire and the length of time required to vacate building. Fire drill will be practiced at least once in a month, at different times of the day. All children should have the experience of a practice fire drill to be better prepared for a real emergency.

Additional assignments of staff:

1. Evacuation Supervisor – Director
2. First Aid – Preschool Aide
3. Communications – Administrative Staff – Alternate: Director
4. Play space operations – Preschool Group Leader
5. Pick-Up Assignments – Toddler Group Leader

1. Evacuation Supervisor: Director - Alternate: Preschool Teacher
  - A. Make sure all children are accounted for.
  - B. Determine the safest location for continued operations until children can be picked up and the safest path for all staff and children to get there.
  - C. Activate the parent/guardian pick-up point assignment. This should be the best location away from the play space areas and first aid station.
  - D. Activate the communications assignment and provide specific phrases for the caller and information about the parent/guardian pick-up point – when possible, be the one to make contact with those families whose children are injured as a result of the event.

Key Materials: Cell phone, official daily sign-in sheets

2. First Aid Assignment: Preschool Aide  
Administer First Aid as necessary

Key materials: Complete First Aid Kit, flashlights, batteries, cell phone, and radio contained in a bright, labeled bag.

3. Communications Assignment: (Each Group Leader will contact their own class parents. Communication Coordinator to give out wording and information to be relayed.)

Check with Evacuation Supervisor about exact info to give to families when calling (emphasis should be placed on the child's condition and the pick-up location).

Discuss with the Evacuation Supervisor, the exact wording to offer families whose children have been injured in some way by the event.

4. Relay information to group leaders of each class
  - A. Confirm all parents/emergency back-up contacts have been actually spoken to.
  - B. Report back to Evacuation Supervisor with updates, needs, and problems during his/her rounds.
  - C. Play Space Assignment: Determine where to set up different groups of children
  - D. If possible, define areas.
  - E. Determine the nearest and safest bathroom and arrange for supervision.
  - F. Report back to the Evacuation Supervisor with updates, needs, and problems
  - G. during his/her rounds. Key materials: Prepared Emergency Evacuation Kit (see Emergency Kits and
  - H. Supplies, Attachment C) including some play materials.
  
5. Pick-Up Assignment: Establish an area away from the primary play area and first aid areas to control access.
  - A. Collect all the sign-in sheets to monitor family pick-ups.
  - B. Select a staff member to collect children and bring them to the pick-up point.
  - C. Report back to the Evacuation Supervisor with updates, needs, and problems during his/her rounds.

Key materials: Sign-in sheets; marker/pens and paper; highly visible cap

**Incase of school emergency evacuation please call:**

**Dr. Bokhari, School principal. 414-762-5210**  
**Fatemeh Vostaie, Preschool Coordinator/Director: 713-478-1180**

# Emergency Procedures for Preschool, Elementary, Middle, and High Schools

## FIRE DRILLS

1. **Familiarize the students with the fire drill.** Teachers talk to the students in their classroom about the bell/alarm, rules, and procedures for vacating the building.
2. **Evacuate the building.** At the sound of the alarm, the teachers will make sure that students immediately start to line up in an orderly manner. The teacher will grab the student roster by the door and escort the students out of the building making sure everyone is accounted for.
3. **PLAN A:** Unobstructed route is to proceed to the exit doors by the front play area.  
**PLAN B:** When that route/doorway is obstructed, proceed to the exit door towards the masjid area. Students on the second floor will be taken towards the parking garage exit door.
4. When told that it is safe to return, the teachers will escort the students back to their classrooms to resume work.

### **Fire Drill/Evacuation Instructions:**

- ❖ All students, employees, and visitors must evacuate the building upon the sounding of the fire alarm.
- ❖ Evacuate the building in an orderly and quiet manner to the safe area indicated on the evacuation map.
- ❖ **All teachers must take their class roster/grade book with them to take roll.**
- ❖ **Close all classroom doors behind you after exiting so the fire will be contained and not spread.**
- ❖ Everyone must walk, not run to the safe area. No talking is allowed. The building must be evacuated within 2 minutes.
- ❖ Students must stand in straight rows facing the building.
- ❖ **Teachers must take roll call / head count of students in their custody to assure all students have been accounted for.**
- ❖ Inform an administration member if all students are accounted for or if someone is missing. If a student is missing, under no circumstances should another student be allowed to enter the building.

- ❖ Remain absolutely quite – no talking, giggling, etc. Be ready to take instructions as necessary.
- ❖ Remain outside the building in lines with your class until permission is given to return inside the building.
- ❖ Return to class in an orderly and quiet manner.

**Notes:**

When alarm is activated, do not try to diagnose the problem, evacuate the building with the students. It is the school administration’s responsibility to investigate the problem. It is the teacher’s responsibility to help their students safely evacuate the building and supervise them until further instructions are given. Everyone must evacuate – the clock stops when the last person exits the building.

## S E V E R E   W E A T H E R   D R I L L S

**1) What does the Severe Weather Alarm sound like?**

The Severe Weather Alarm will be broadcast over the PA system (it sounds like a fire engine & is different from the Fire Alarm).

Groups in areas where the PA system cannot be heard will be alerted by an administrator or designee.

**2) What are the general procedures for a Severe Weather Drill?**

- a) Attendance roster should be taken from classroom to the safe zone.
- b) Students should be accompanied to designated safe zones (see #3).
- c) Students must be instructed to walk calmly and quietly.
- d) Attendance should be taken upon arrival in the safe zone in order to identify any missing students.
- e) To avoid crowding outside the prayer halls (safe zones), students in PE on the 2nd floor may use the external stairs (that lead into the parking basement) to enter the building and arrive at the safe zone (please leave shoes on shelves outside Men’s entrance).
- f) Everyone must report to a safe zone. Students & employees may NOT remain on the 2<sup>nd</sup> floor during a Severe Weather Drill.
- g) Severe Weather Drills will be announced in advance to employees. In case of an announced drill,
  - preschool** will be taken to the playroom next to the masjid
  - Students (**grades K-4**) will go to the masjid area and must take off their shoes before entering the prayer halls and put their shoes on the shelves near the ladies entrance.
  - Grades 5-12** will use the hallways of the restrooms.
- h) In case there is an unannounced drill, please consider it be an actual exercise.
- i) In case there is an unannounced drill, shoes must be kept on at all times during an actual exercise, since there may be dangerous debris on the floor that can cause injury.

**3) Where are the Safe Zones?**

- a) Preschool students will proceed to the Ladies with Children Prayer Hall (playroom/gym).



- b) Grades K – 4 students will proceed to the masjid area.
- c) Students in grades 5– 12 will proceed to the hallway in front of the restrooms.
  - i) Students should be seated upon arrival in the safe zone. They should be organized in to groups by grade (segregated into boys and girls sections).
  - ii) Grades K-1 will use the ladies side of the Main Prayer Hall
  - iii) Grades 2-4 will use the men’s side of the Main Prayer Hall
- d) The three back offices near the 1st floor lobby are also safe zones (Student Specialist, Vice Principal’s and Business Operations Manager’s offices.)

### **Hazardous Weather Outlook**

Severe Weather Coordinator will be responsible to check the weather forecast on a regular basis. Resources: weather.gov, local radio stations, TV channels, Houston ISD website, and HISD hotline: 713.267.1704.

### **L i g h t n i n g**

A thunderstorm contains lightning. It is a threat to anyone outdoors. Students in the play areas will need a safe shelter.

#### **30-30 Rule**

30 Seconds: Count the seconds between seeing lightning and hearing thunder. If this time is less than 30 seconds, lightning is still a potential threat. Seek shelter immediately.

30 minutes: After the last lightning flash, wait 30 minutes before leaving shelter. Stay in a safe area until you are sure the threat has passed.

### **F l a s h F l o o d s**

If the National Weather Service issues a Flash Flood Watch, you may continue with your daily routine. If a Flash Flood Warning is issued, then action needs to be taken. Never enter flooded waters! If in an automobile, turn around, don’t drown!

### **S e v e r e W e a t h e r**

Thunderstorms are those storms which produce winds of 58 mph or greater and/or hail of 1 inch in diameter or larger. Tornadoes are violently rotating columns of air attached to the cloud base above and in contact with the ground below.

### **S a f e t y Z o n e s**

The greatest danger from high winds are:

- Roof failure
- Breaking glass
- Flying debris

Rooms with large windows are not safe. Large rooms with expansive roofs are not safe. Lowest level is always the safest.

### **T o r n a d o W a r n i n g**

When a tornado warning is issued by the

county and



it is determined that the school is in the path of this storm, begin the process to move students and staff from unsafe locations to the safe zones.

### **Tornado Safety Position**

If winds begin to pick-up outside the school (or if a roar is heard or large hail is falling), have students and teachers drop immediately into the 'tornado safe' position.

### **Dismissal**

Hold classes beyond regular dismissal time until severe weather threat has passed. It is not advisable for parents to go to the school to pick up their children in severe weather.

### **Power**

At least two people should know how to **shut off** the main power (electricity) and gas (if applicable). After a severe storm, it may be necessary to turn these off (for example, to avoid leaked gas catching fire with electric sparks).

### **Exposure to Excessive Heat**

The National Weather Service issues a heat advisory when the heat index is expected to reach 105°F and an excessive heat warning is issued when the heat index is expected to reach 115°F or more. Students should be kept indoors. Encourage them to drink plenty of water.

## **Lockdown Procedures**

There are two types of lockdowns:

1. **LOCKDOWN WITH WARNING (Soft lockdown):** The threat is outside of the school. There may be a threat by an intruder or emergency situation outside the school that prevents the evacuation of students from the building. At any time during the soft lockdown it may be elevated to a hard lockdown if circumstances warrant.

During a soft lockdown, everyone needs to remain inside and lock their doors.

2. **LOCKDOWN WITH INTRUDER (Hard lockdown):** The threat or intruder is inside the school building.

### **Active Shooter in the Building**

The premise for the procedure for an active shooter in the building is based on the 3 actions- **Run, Hide** and **Fight** but more importantly is the use of **common sense** given the specific circumstances.

If the situation permits, evacuate the classroom, floor, building or campus.

## **Run**

- Plan several escape routes from your office or classroom.
- If an exit is out a window devise a plan to break the glass.
- Don't stop to gather personal belongings.
- Do not attempt to remove wounded people when escaping.
- Call 911 when you are safe. Tell the 911 operator the location of active shooter, number of shooters, physical description of shooters, and the number of potential victims at the location.

If the situation does not permit a safe evacuation, then hide.

## **Hide**

- Hide out of the shooter's view.
- Lock the door and block the entry to your hiding place.
- Remain quiet and silence your cell phone.
- If students or staff can be seen from the door, attempt to cover the door pane.

Fight only as a last resort when your life is in imminent danger.

## **Fight**

- Attempt to incapacitate the shooter.
- Use anything you have as a weapon.

When Law Enforcement arrives remember the following points:

- Remain calm and follow instructions.
- Raise hands and keep fingers spread and visible at all times.
- Avoid quick movements toward the officers such as holding on to them for safety.
- Avoid pointing, screaming or yelling.
- Do not stop to ask officers for help or directions when evacuating.
- Know that the first officers on the scene will not stop to help injured persons. Their main objective is to apprehend the shooter.

## **Lock Down Procedure**

- An announcement will be made over the public-address system, "Your attention please! We are now in Hard Lockdown."
- The Principal/business manager will make the announcement over the public address that the Lock Down procedure is now in effect.
- Teachers will keep the students in the classroom with the lights out, doors locked and

the blinds closed. Teachers will take roll and report unaccounted for students or all present by texting Sr. Fatemeh Vostaie. at 713.478.1180). **Make sure your cell phone is on SILENCE and not on VIBRATE.**

Your message should look like this:

Room # \_\_\_\_\_. I have \_\_\_\_\_ grade class. \_\_\_\_\_ are present today and all of them are with me. OR one of them went to the restroom. (Your name).

- All auxiliary teachers and staff should send a message of their location on campus.
- Teachers should disregard bells until further notice.
- Students out of their classrooms at the time of the lock down should take shelter in the nearest classroom. Their names and location should be reported to the business manager or the backup.
- Students and teachers in the library will evacuate to \_\_\_\_\_ and their attendance should be reported.
- Students should move to a location in the classroom with the least visibility from the door or window and remain silent. If an intruder has a gun and begins to shoot, everyone should lie down on the floor and cover their heads.
- Administration will call **911**.
- Administration will be alert to all students' locations and be ready to move students as necessary.
- Administration and the custodian will lock gates and appropriate inside and exterior doors in an attempt to isolate the intruder away from students and staff. PE staff will \_\_\_\_\_.
- Administration will initiate the communication system if the situation deems necessary.
- Administration will indicate with a "Bismillahir Rahmanir Raheem, **ALL CLEAR**" over the public address system when it is safe to resume normal activity. Preferably another person will also make a similar announcement.
- Teachers will take roll call after the "all clear."

**In the event there isn't time to evacuate children into the building from the playground or any outdoor areas, the "freeze down" procedure will be used.**

#### *Freeze Down Procedure*

- The students/faculty will respond by dropping flat to the ground, face down.
- The students and faculty will remain with arms over head and listen for the bullhorn signal "all clear."

