

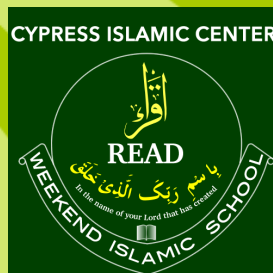
Cypress Islamic Center Weekend Islamic School



Student / Parent Handbook



2017-18



2017-18 Academic Calendar

Fall 2017	
Important Dates (10:00 am - 2:15 pm)	
DATE	ACTIVITIES
Aug 27	1 st day of school - Students report to school
Sept 3	Eid Al-Adha Holiday - No School
Sep 10	2 nd day of school
Sep 17	3 rd day of school - PTA meeting
Sep 24	4 th day of school
Oct 1	5 th day of school - Teachers Meeting
Oct 8	6 th day of school
Oct 15	7 th day of school - Field day/Trip Sat- 14 Oct
Oct 22	8 th day of school - Review for Exam 1
Oct 29	9 th day of school - Exam 1
Nov 5	10 th day of school - Report cards go home.
Nov 12	11 th day - Parents Teachers Meeting
Nov 19	Thanksgiving Holiday - No school
Nov 26	12 th day of school
Dec 3	13 th day of school - Teachers Meeting
Dec 10	14 th day of school - Class assessment/ short Quiz
Dec 17	15 th day of school - Bake sale fall fundraising event
Dec 24-Dec 31	Winter Holidays
Spring 2018	
Jan 7, 2018	1 st day of school Spring 2018; Registration
Jan 14	2 nd day of school - PTA meeting
Jan 21	3 rd day of school
Jan 28	4 th day of school
Feb 4	5 th day of school - Field trip on Sat, Feb 3
Feb 11	6 th day of school - Teachers Meeting
Feb 18	7 th day of school - Review Midterm
Feb 25	8 th day of school - Midterm Exam 2
March 4	9 th day of school - Report cards go home
March 11	10 th day of school - Parent teacher meeting
March 18	Spring break. No school
March 25	11 th day of school
April 1	12 th day of school
April 8	13 th day - School picnic Sat, April 7
April 15	14 th day of school
April 22	15 th day - Teachers Appreciation day
April 29	16 th day - Review day for Final Exam
May 6	17 th day - Final Exam
May 13	18 th day - End of Year Programs - GRADUATION CELEBRATION

Assalamu Alaikum Dear Parents and Students!

This weekly planner and *Student/Parent Handbook* is an important document. This will serve as a resource for students, parents and staff volunteers. The *Handbook* outlines the class schedule and curriculum, contact information of school administrators, policies and expectations for student behavior, and other pertinent information. The rules are designed to ensure a healthy learning environment during the Weekend Islamic School (WIS) and a healthy and respectful learning environment.

It is important that you review this information with your child, and revisit it when you have a question. The support, cooperation and encouragement of the parents is critical for student's academic success, and adherence to appropriate behavior necessary to attain the highest level of Islamic education and attitude. The Sunday school management team is committed to discipline, and will work with you to ensure that all children have the benefit of a good education. With this in mind, disruptive student behavior will be called out, and if this persists, the student will be removed from the school for the semester or year by the Principal.

The Weekend Islamic School is a joint project of the community, students, parents, and volunteers. It cannot be stressed enough that the success of the School largely depends upon the engagement and commitment from all parties involved, especially the parents. Thank you for your support.

Wassalam,

Br. Munir Quddus, Principal

& Management Team

Weekend Islamic School Team

Email: cypressundayschool@gmail.com

Website: www.cypressislamiccenter.org/sunday-school

Facebook : <https://www.facebook.com/cypressundayschool/>

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ADDRESS:

16103 Cypress Rosehill Road, Cypress, TX 77429

CONTACT:

Dr. Munir Quddus - Principal - (713-775-8723 | munirtasmina@sbcglobal.net)

Sr. Sadiqua Anjum - Vice Principal - (832-675-0823 | sanjum41@gmail.com)

ACADEMIC YEAR:

Fall 2017 - Spring 2018

STUDENT PERSONAL INFORMATION:

Student's Name:			
Father's Name:		Mother's Name:	
Parent's Phone:		Parent's Email:	

CLASSES THE STUDENT IS ENROLLED IN:

Period	Subject	Teacher
1 st		
2 nd		
3 rd		
4 th		

ISGH CYPRESS WEEKEND SCHOOL TIMINGS

Time Table		
Mandatory Assembly	(15 min)	10:00 – 10:15 am
1st Period	(40 min)	10:20 – 11:00 am
2nd Period	(40 min)	11:05 – 11:45 pm
Lunch Break	(30 min)	11:45 – 12:15 pm
3rd Period	(40 min)	12:20 – 1:00 pm
4th Period	(45 min)	1:05 – 1:50 pm
Zuhr Prayers and departure		2:00 – 2:15pm

SCHOOL ADMINISTRATIVE TEAM STRUCTURE

Principal (Interim):	Br. Munir Quddus
Vice Principal (Teachers, Curriculum):	Sr. Sadiqua Anjum
Member (Management, Retention, IT):	Br. Hassan Abbasi
Member (Office, Registration, Customer Care):	Sr. Kausar Khan
Member (Communications, Lunch):	Br. Mujeeb Rahman
Member (Software, Special events):	Br. Amir Jeelani
Member (Student discipline, IT, General):	Br. Taimoor Tie

ADMINISTRATIVE TEAM - ROLE AND FUNCTIONS:

A - Principal

1. Lead the school admin team; call meetings when necessary
2. Interact with Associate Director and Shura Council and be the public voice
3. Interact with the Education Committee
4. Overall responsible for curriculum, teachers, students, programs, budget and parents

5. Overall policy guidance and implementation
6. Library project
7. Respond to parent's complaints and suggestions

B - Vice Principal (Teachers, curriculum):

1. Select/Assign teachers and teaching assistants - train, evaluate performance, assign substitutes
2. Daily management (academic side) of the school
3. Student placement and monitor progress
4. Order textbooks and keep inventory
5. Respond to parent's complaints and suggestions
6. Serve as the team leader in the absence of the Principal

C - Member (Administration, student retention, other):

1. Daily management (administrative side) of the school
2. Ensure discipline; students are respectful of teachers and peers, and behave in class
3. Deal with the parent, teachers and student complaint
4. Be responsible for the lunch hour student safety

D - Member (Office, registration, customer service)

1. Registration students; accept payments; maintain student information
2. Purchase daily supplies, library books, other - keep track of expenses and reimbursements
3. Assist the Principal and VP as necessary
4. Interact with parents - new and current students

E - Member (Communications, Special Events)

1. Communicate with the parents;
2. Responsible for occasional newsletters to communicate with the community
3. Make changes working with the teachers and school team
4. Work with Vice Principal on ordering textbooks and inventory
5. Be responsible for the lunch hour student safety

F - Member (Student Discipline, Special Events)

1. Communicate with the student and parents, if there is disruptive behavior
2. Communicate with parents if the student is "tardy" and or "absent" without explanation
3. Make changes working with the teachers and school team
4. Work with Vice Principal on ordering textbooks and inventory

5. Be responsible for the lunch hour student safety

Parent Volunteers:

1. Br. Asad Jaffri - Food/ lunch services
2. Br. Abdul Malek - Library
3. Sr. Rayeesa Hasan - Library
4. Br. Javed Iqbal - Maintenance

SELECTED LIST OF TEACHERS

Br. Aref Hammad aref_hamad@hotmail.com	Br. Hassan Abbasi hassan385@gmail.com
Sr. Dania Hasan daniahasan44@gmail.com	Sr. Ferdawsi Begum ferdawsi.begum@gmail.com
Sr. Sadiqua Anjum sanjum41@gmail.com	Sr. Farzana Bindu farzanabindu@yahoo.com
Br. Hamza Mohsin hamza.mohsin.hm@gmail.com	Br. Mohsin Rashid mohsin_rashid70@hotmail.com
Sr. Samira Anjum samiraanjum79@yahoo.com	Sr. Tasleem Khan tasleemkhan25@hotmail.com
Sr. Sumayya Asif sumayya_asif@yahoo.com	Sr. Rubina Rahman rubinarahman2016@gmail.com
Sr. Hiba Hisham hiba.hisham@yahoo.com	

MISSION STATEMENT:

The goal of the Weekend Islamic School is to provide students with an excellent Islamic education in a safe and enjoyable learning environment that helps them grow up as good American Muslim citizens. Our mission is to impart knowledge, and instill in our students the love for Islam and the knowledge to become practicing Muslims and engaged citizens. Throughout, there is an emphasis on moderation and balance in faith and life. Muslims are a part of the American mosaic and we want our students to develop into American Muslim citizens who are proud of their Islamic heritage.

EXPECTATIONS - STUDENT CONDUCT:

- Abide by rules and regulations in this Handbook
- Be courteous and respect others
- Respect the property of the Masjid and the property of others
- Behave responsibly at all school events on and off WIS
- Attend class regularly - attendance is monitored and critical for success
- Be on time - avoid tardiness
- Come to class prepared; bring all necessary materials to class
- Dress according to the dress code and come to school well groomed
- Cooperate with teachers and staff in maintaining order, safety and discipline
- Report any threats, bullying or misconduct that may jeopardize safety of students, faculty and staff
- There is zero tolerance for carrying weapons or having possession of drugs.
- Know that fights or altercations will not be tolerated; always be civil and good mannered.
- Repeated or serious misconduct (academic, behavior) would lead to expulsion from school

All students are expected to adhere to these rules and maintain discipline at Weekend School events or functions. Failure to do could result in removal from the event or school.

EXPECTATIONS - PARENTS/ GUARDIANS:

- Read the Student/ Parent Handbook with the child and encourage him/her to adhere to these rules and regulations.

- Be actively involved in their child's Islamic education
- Encourage and support their child to establish a positive attitude toward Islamic education, discipline and faculty/ staff.
- Bring their child to school regularly and on time
- Attend open house and be involved in parent teacher and other special events
- Communicate regularly with teachers, administration to insure the success of their child
- Respect teachers, staff and other parents
- Respond to any communication sent by school administration or teachers
- Adhere to appropriate drop-off/ pick-up procedures and timings
- Provide emergency contact information and be reachable during school hours for any emergency.

EXPECTATIONS - FACULTY/ STAFF:

- Always be on time and be well prepared for the class
- In case of absence, inform the vice principal in advance; call or text if there is a last minute change.
- Be gentle and courteous to parents, students and other members of faculty/ staff
- Be fair to all students; hold them to high standards
- Be firm in discipline to manage the classroom; report disruptive behavior to Principal (and Parents)
- Maintain complete confidentiality of student records and performance
- Come to class well prepared
- Contact parents if a child is under-performing in class or has disciplinary problems
- Communicate with Parents as needed
- Be responsive to parents and students

REGISTRATION:

Students are expected to register formally before the semester begins. Tuition payment for the semester is expected at the time of the admission. The Sunday School management will work with students who move to the community in the middle of the semester. The parents are expected to respect School policies and cooperate with the school administration. Please remember that the school is run by an all-volunteer team of administration.

SCHOOL TIMING AND DROP-OFF/ PICK-UP POLICY:

- School will start with the assembly at 10:00 am. Therefore, students should be at the school premises by 9:50 am to attend the assembly on time.
- Parents must pick up their children by 2:00 pm. THE SUNDAY SCHOOL ASSUMES NO RESPONSIBILITY FOR SUPERVISING CHILDREN AFTER 2:00 PM.
- For safety, young children should be brought inside the building (and picked up) by the parents
- Parents are requested to be especially careful while driving near the school premises
- We try to ensure that young children needing to go to the bathroom are supervised

ELEMENTARY SCHOOL AGE CHILDREN PICK-UP POLICY:

- Teachers will check off the children's name as they hand each to their parents.
- The teachers and staff go home after Zuhr. PARENTS MUST PICK UP THEIR CHILDREN ON TIME
- In case of emergencies, parents shall contact the teacher to let him/her know that their child will be picked up late. This exception is for EMERGENCIES only.
- If parents frequently pick their student late, a parent meeting will be scheduled with the principal to discuss the consequences.

DISCIPLINE:

Using abusive language, disrespecting faculty/staff or fellow students, physical assault, vandalism of School or Masjid property - are examples of disruptive behavior that are not permitted. Such behavior may result in suspension from the school or other penalties. The Principal or another member of the Sunday School team will determine the nature and period of suspension. Leaving school premises without permission may also result in immediate suspension. There is zero tolerance for drugs or weapons on school premises that may impact safety of other students. Student will be immediately expelled from the WIS if they are in possession of drugs or weapons.

DRESS CODE:

The dress code follows the Islamic guidelines. Girls in 2nd grade and above should wear scarf/ hijab. They should include either long sleeve top with a long skirt or loose pants or abaya. Tight jeans, short tops or short sleeves are not allowed in school. Any traditional clothing must follow similar guidelines. Boys should wear loose pants (not baggy pants or shorts), T-shirts or long sleeve shirts (no sleeveless shirts please). Shirts should not have pictures or inappropriate messages. Failure to observe the dress code may result in the child being sent back home. In future we may have uniforms (or some standards) for the students.

ATTENDANCE/TARDY POLICY:

Absence without notice for three class days may lead in termination from the school. However, re-registration may be considered if a proper reason is given. There will be a \$25 penalty fee for re-admission.

If a student is tardy for three class days, parents/guardians will be contacted to meet with the Principal. If the student continues to be tardy after the third time, he/she will be withdrawn from school.

If a student misses the FINAL EXAM, they will not be promoted to the next grade level. Please ensure students arrange with the teachers to make up for a missed exam.

GRADING POLICY:

90-100 = A 80-89 = B 70-79 = C 60-69 = D 59 or below = F

TESTING/ASSESSMENT

The Weekend Sunday School in Cypress will incorporate testing to ensure that no child left behind in achieving their respective learning goals. At the beginning of every year, students will be tested on their existing knowledge. If a student fails the assessments, the student will be placed in lower or a special class to learn the required material. Once the student masters the material, he/she will be sent back to the designated class. All students will be provided with an assessment sheet at the end of the year, which they will be tested on. It will be the parent's responsibility to make sure the student learns the required material during the summer. Our goal is to ensure that each student learns the basics of Islam, i.e., how to make Salah properly, memorize surahs, durood and duas necessary for Salah and to gain other basic knowledge that every Muslim should know. We need full cooperation of the parents in this endeavor.

EMERGENCY CONTACTS:

Parents must provide a contact number and ensure someone can be reached by phone during school hours in case of an emergency. If parents are unavailable, they must designate someone for emergency contact. In case of emergency, calls will be made in the order listed on the registration form.

MODE OF COMMUNICATION:

The primary mode of communication, except for emergencies, is via email or text message. Please be certain that your email address (and cell phone number) is correct. It is your responsibility to read your email regularly to get the latest information. Parents may contact the teachers directly for their child's progress or concerns. The grade reports will also be sent by email to preserve student privacy and reduce the chance of getting lost.

ELECTRONIC DEVICES/ TOYS:

Cell phones and other e-devices are NOT allowed in the classroom, except if these are used for learning purposes. Also, toys are not allowed in the school. Students are not allowed to use electronic devices, i.e., cell phones, iPads (except for educational purposes per their teacher's permission), iPods, handheld games, etc., in the classroom. Repeated failure to follow rules may result in suspension from the school.

TEXTBOOKS:

For an additional charge, each student is provided with textbooks for use in the classroom for the semester/year. Textbooks are expensive and limited; parents must ensure that their child brings the books to the class each Sunday and these are not lost. A school bag is recommended. If books are lost, the student will have to pay an additional fee for replacement books.

STUDENT COUNCIL AND VOLUNTEERS:

The principal will help organize a Student Council to enable students to gain leadership experience through volunteering for special events. The Students can also decide on special projects on their own with approvals from the School Administration.

Seniors and juniors may volunteer as teacher's aid. They need to request the Principal for approval and will be assigned to a class if there is a vacancy for a teacher's assistant. WIS encourages students to earn community service hours by volunteering at Sunday school.

These guidelines are formulated to ensure safety of students, parents, faculty and staff. Our goal is to make sure the students enjoy a safe and fun learning environment. We look forward to a prosperous and safe school year. Since Sunday school is run by mutual cooperation of parents, volunteers, students and community members, suggestions and comments for improvement are always welcome. These will be discussed in teacher's meeting and action taken if agreed.

16103 Cypress Rosehill Rd, Cypress, TX 77429

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