



CYPRESS ISLAMIC CENTER

Weekend Islamic School

STUDENT / PARENT HANDBOOK

Academic Year 2026 – 2027

16103 Cypress Rosehill Road, Cypress, TX 77429

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Welcome — Assalamu Alaikum

Dear Parents and Students,

This Handbook and weekly planner is an important document that will serve as a resource for students, parents, and staff volunteers throughout the year. It outlines the class schedule and curriculum, contact information for school administrators, policies, and expectations for student behavior, along with other pertinent information. These guidelines are designed to ensure a healthy, respectful learning environment during the Weekend Islamic School (WIS).

Please review this information with your child and revisit it whenever a question arises. The support, cooperation, and encouragement of parents is critical to a student's academic success and to maintaining the behavior necessary to attain the highest level of Islamic education and character. The Sunday School management team is committed to discipline and will work with families to ensure every child benefits from a good education. With this in mind, disruptive behavior will be addressed directly, and if it persists, the student may 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. Its success depends largely on the engagement and commitment of everyone involved, especially parents. Thank you for your support.

Wassalam,

Sr. Sadiqua Anjum, Principal

CIC-Weekend Islamic School

School Calendar

Fall Semester 2026

Date	Event
August 2, 2026	Teacher Orientation & Student Registration (10:30 AM – 12:00 PM)
August 9, 2026	Student Registration (10:30 AM – 12:00 PM)
August 16, 2026	First Day of School — Instructional Day
August 23, 2026	Instructional Day
August 30, 2026	Instructional Day
September 6, 2026	Instructional Day
September 13, 2026	Instructional Day
September 20, 2026	Instructional Day
September 27, 2026	Instructional Day
October 4, 2026	Instructional Day
October 11, 2026	Fall Break (No Classes)
October 18, 2026	Exam 1
October 25, 2026	Instructional Day
November 1, 2026	Instructional Day
November 8, 2026	Instructional Day
November 15, 2026	Instructional Day
November 22, 2026	Instructional Day
November 29, 2026	Thanksgiving Holiday (No Classes)
December 6, 2026	Instructional Day
December 13, 2026	Quiz — Instructional Day
December 20, 2026	Winter Break
December 27, 2026	Winter Break

Spring Semester 2027

Date	Event
January 3, 2027	First Day of Semester — Instructional Day
January 10, 2027	Instructional Day
January 17, 2027	Instructional Day
January 24, 2027	Instructional Day
January 31, 2027	Instructional Day
February 7, 2027	Instructional Day
February 14, 2027	Mid-Term Exam (11:00 AM – 1:30 PM)
February 21, 2027	Instructional Day (11:00 AM – 1:30 PM)
February 28, 2027	Ramadan Break
March 7, 2027	Ramadan Break
March 14, 2027	Spring Break
March 21, 2027	Instructional Day
March 28, 2027	Instructional Day
April 4, 2027	Instructional Day
April 11, 2027	Instructional Day
April 18, 2027	Instructional Day
April 25, 2027	Instructional Day
May 2, 2027	Instructional Day
May 9, 2027	Final Exam
May 16, 2027	Eid ul-Adha
May 23, 2027	Graduation Ceremony

School Hours

- Regular School Hours: 10:00 AM – 1:30 PM
- Ramadan School Hours: 11:00 AM – 1:30 PM
- Student Pick-up: Please pick up students by 1:45 PM. There is no after-school program.

Note: The school reserves the right to make any necessary changes to this calendar.

School Information

Address & Contact

Address:	16103 Cypress Rosehill Road, Cypress, TX 77429
Principal:	Sr. Sadiqua Anjum — cypresssundayschool@gmail.com
Vice Principal:	Sr. Asma Qureshi
Academic Year:	Fall 2026 – Spring 2027

Curriculum

Grade Level	Curriculum
KG – Grade 6	Islamic Studies, Qur'an, Salat & Dua
Grade 7–8 (J1)	Qur'an Surah Study, Hadith, Islamic Studies
Grade 9–12 (J2)	Fiqh, Qur'an Surah Study, Aqeedah (Creed/Faith)

Daily Schedule

Period	Duration	Time
Mandatory Assembly	15 min	10:00 – 10:15 AM
1st Period	45 min	10:20 – 11:05 AM
2nd Period	45 min	11:10 – 11:55 AM
Lunch Break	30 min	12:00 – 12:30 PM
3rd Period	45 min	12:35 – 1:20 PM
Wudu & Salah Prep	10 min	1:20 – 1:30 PM
Zuhr Prayer & Departure	15 min	1:30 – 1:45 PM

School Administrative Team

Team Structure

- Principal — Sr. Sadiqua Anjum
- Assistant Principal — Sr. Asma Qureshi
- Member, Office & Registration — Sr. Samina Sheikh
- Member, Student Discipline & Lunch — Sr. Uffaf Khan
- Member, Curriculum — Br. Arsalan Majid

Roles & Functions

A — Principal

- Lead the school admin team; call meetings when necessary
- Interact with the Associate Director and Shura Council; serve as the public voice
- Interact with the Education Committee
- Overall responsibility for curriculum, teachers, students, programs, budget, and parents
- Select and assign teachers and teaching assistants; train and evaluate performance
- Provide overall policy guidance and implementation; order textbooks and keep inventory
- Respond to parent complaints and suggestions

B — Assistant Principal

- Daily management of the school along with the principal and the team.
- Student placement and progress monitoring
- Teachers training and arrange meetings
- Respond to parent, teacher, and student concerns
- Organize special projects and events
- Responsible for lunch-hour student safety
- Serve as team leader in the principal's absence

C — Member, Office / Registration / Customer Service

- Register students, accept payments, and maintain student information
- Purchase daily supplies and library materials; track expenses and reimbursements
- Assist the Principal and Vice Principal as necessary
- Interact with new and current parents

D — Member, Curriculum

- Communicate with parents
- Maintain a high-quality curriculum, working with the principal, teachers, and admin team
- Prepare occasional newsletters for the community
- Work with the Principal on ordering textbooks and inventory

E — Member, Student Discipline & Lunch

- Communicate with students and parents regarding disruptive behavior
- Communicate with parents regarding unexplained tardiness or absence
- Coordinate changes with teachers and the school team
- Responsible for lunch arrangements & lunch-hour student safety.

Mission & Expectations

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 into good American Muslim citizens. Our mission is to impart knowledge and instill in our students a love for Islam and the knowledge to become practicing Muslims and engaged citizens, with an emphasis on moderation and balance in faith and life. Muslims are part of the American mosaic, and we want our students to develop into American Muslim citizens who are proud of their Islamic heritage.

Student Conduct

- Abide by the rules and regulations in this Handbook
- Be courteous and respect others
- Respect the property of the Masjid and of others
- Behave responsibly at all school events, on and off WIS premises
- Attend class regularly — attendance is monitored and critical for success
- Be on time — avoid tardiness
- Come to class prepared with all necessary materials
- 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
- Zero tolerance for weapons or drugs
- Fights or altercations will not be tolerated — always be civil and well mannered
- Repeated or serious misconduct may lead to expulsion from school

Parents & Guardians

- Read the Handbook with your child and encourage adherence to its rules
- Be actively involved in your child's Islamic education
- Encourage a positive attitude toward Islamic education, discipline, and staff
- Bring your child to school regularly and on time
- Attend open house, parent-teacher meetings, and special events
- Communicate regularly with teachers and administration
- Respect teachers, staff, and other parents
- Respond promptly to communication from school administration or teachers
- Follow appropriate drop-off / pick-up procedures and timings
- Provide emergency contact information and stay reachable during school hours

Faculty & Staff

- Always be on time and well prepared for class
- Notify the Vice Principal in advance of any absence
- Be gentle and courteous to parents, students, and colleagues
- Be fair to all students and hold them to high standards
- Be firm in classroom discipline; report disruptive behavior to the Principal and parents
- Maintain complete confidentiality of student records and performance
- Come to class well prepared
- Contact parents if a child is underperforming or has disciplinary issues
- Communicate with parents as needed and be responsive

School Policies

Registration

Students are expected to register formally before the semester begins, with tuition due at the time of admission. The school will work with families who move to the community mid-semester. Parents are expected to respect school policies and cooperate with an administration run entirely by volunteers.

School Timing & Drop-off / Pick-up

- School starts with assembly at 10:00 AM — students should arrive by 9:50 AM
- Parents must pick up children by 1:45 PM; the school assumes no responsibility for supervision after this time
- Young children should be brought inside and picked up directly by a parent
- Please drive carefully near school premises
- Young children needing the restroom will be supervised where possible

Elementary-Age Pick-up Policy

- Teachers and staff leave after Zuhr — please pick up children on time
- For emergencies only, contact the teacher if pick-up will be late
- Frequent late pick-up will result in a meeting with the principal

Discipline

Abusive language, disrespect toward faculty/staff or fellow students, physical assault, or vandalism of school or Masjid property are examples of disruptive behavior that will not be permitted and may result in suspension. The principal, or another team member, determines the nature and length of any suspension. Leaving school premises without permission may result in immediate suspension. There is zero tolerance for drugs or weapons; possession will result in immediate expulsion.

Dress Code

The dress code follows Islamic guidelines. Girls should wear a scarf/hijab with a long-sleeve top and long skirt or loose pants, or an abaya; tight jeans, short tops, or short sleeves are not permitted. Boys should wear loose pants (not baggy pants or shorts) with T-shirts or long-sleeve shirts (no sleeveless shirts); shirts should not display inappropriate pictures or messages. Failure to observe the dress code may result in the child being sent home.

Attendance & Tardy Policy

- Unexplained absence for three class days may lead to termination; re-registration may be considered with a \$50 re-admission fee
- Three instances of tardiness will prompt a meeting with the principal; continued tardiness may lead to withdrawal
- Missing the Final Exam without an arrangement with teachers means the student will not be promoted

Grading Policy

A	B	C	D	F
90–100	80–89	70–79	60–69	59 & below

Testing & Assessment

To ensure no child is left behind, students are tested on existing knowledge at the start of each year. Students who do not pass assessments are placed in a lower or special class until they master the material, then returned to their designated class. All students receive a year-end assessment sheet, and parents are responsible for ensuring students learn the required material over the summer. The goal is for every student to learn the basics of Islam — how to perform Salah correctly, memorize surahs, and duas — with full parental cooperation.

Emergency Contacts

Parents must provide a phone number reachable during school hours in case of emergency, and should designate an alternate contact if unavailable. In an emergency, calls are made in the order listed on the registration form.

Mode of Communication

The primary mode of communication, apart from emergencies, is email through sun web portal— please keep your email address and phone number current. Parents may contact teachers directly regarding a child's progress, and grade reports are accessible through the Sun web parent portal.

Electronic Devices & Toys

Cell phones and other electronic devices are not allowed in the classroom except for learning purposes with teacher permission; toys are not allowed at school. Repeated failure to follow this rule may result in suspension.

Textbooks

Each student is provided textbooks for the semester/year for an additional charge. Textbooks are expensive and limited — please ensure your child brings books to class each Sunday and does not lose them. A school bag is recommended; lost books require an additional replacement fee.

Student Council & Volunteers

The principal helps organize a Student Council so students can gain leadership experience through volunteering at special events, and students may propose their own projects with Administration approval. Seniors and juniors may volunteer as teacher's aides by requesting Principal approval, subject to vacancy. WIS encourages students to earn community service hours by volunteering at Sunday School.



JazakumAllahu Khairan

Thank you for being part of the Cypress Islamic Center Weekend Islamic School community.

We look forward to a safe, enriching, and prosperous school year together.

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