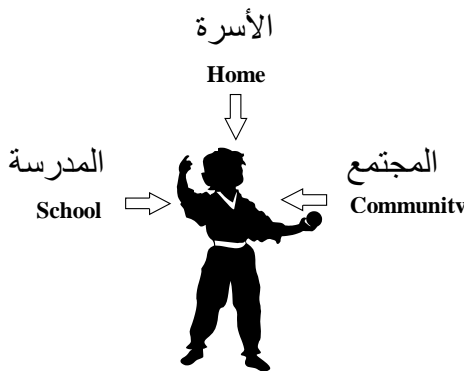


# Mission and Objectives

## Introduction

We would like to welcome you and your family to the Islamic School of MET (ISMET). As parents, you have taken an important step toward assuring your child of a proper education in an Islamic environment. We sincerely hope that your child will find enjoyment in and appreciate the peace and happiness associated with the Islamic way of life. For your child, the quality of Islamic education depends essentially on the degree of cooperative effort from three important institutions: home, school, and community. The greater the degree of Islamization of these three environments, the stronger the child's Islamic personality and identity.



*This handbook will familiarize you with general information regarding philosophy, goals, policies, and instructional programs of our school. This handbook will also serve as an ongoing framework of reference that governs our mutual relationship in this attempt to provide an Islamically based education for your child. Parents are strongly encouraged to share the information in this handbook with their children.*

*Our staff and management team are dedicated to providing opportunities for your child that develop your child's abilities, assuring both growth in the present and preparation for the future. We eagerly welcome you, as parents, to be active participants in your child's Islamic educational process. Community is a key element contributing to the success of your child's education. Community support is essential to the development of an effective Islamic education program. We are confident that you will perform your duty in reaching out to the community members for their full support for the pleasure of Allah (SWT).*

*Again, welcome to the Islamic School of MET, ISMET. It is the best place to be; nurturing your elementary grade child – mind, heart, body and soul.*

## General Background

أَفَمَنْ أَسَّسَ بُنْيَانَهُ عَلَى تَقْوَىٰ مِنَ اللَّهِ وَرِضْوَانٍ خَيْرٍ أَمَّنْ أَسَّسَ بُنْيَانَهُ  
عَلَىٰ شَفَا جُرْفٍ هَازٍ فَاتَّهَارَ بِهِ فَنَارَ جَهَنَّمَ وَاللَّهُ لَا يَهْدِي الْقَوْمَ الظَّالِمِينَ (١٠٩)

*"Which of them is best? A person who lays his/her foundation on piety to Allah (SWT) and His good pleasure, or one who lays his/her foundation on an undermined sand-cliff ready to crumble to pieces?"*

*[Quran, Surah At-Tawbah, 9:109]*

The Islamic School of MET, a non-profit and privately funded Islamic institution, opened its doors to students and families for the first time on September 8, 1997, with the ultimate mission to "please Allah (SWT) through excellence in Islamic education." Its foundation has been laid on the cornerstone of *taqwa* (piety), *alhamdulillah*.

Our school has been blessed with the involvement of many Muslim leaders of vision as well as dedicated parents and community members, *alhamdulillah*. It has grown gradually through the determination of those who have been involved in the process from the start and have had a clear vision of the importance of holistic Islamic education for our children from an early age through high school. They have been constantly reminded that: **"Muslim children of today are Muslim leaders of tomorrow."**

## Purpose and Goals

وَتَزَوَّدُوا فَإِنَّ خَيْرَ الزَّادِ التَّقْوَىٰ وَاتَّقُونِي أُولِيَ الْأَلْبَابِ (١٩٧)

*"And take a provision (with you) for the journey, but the best of provisions is right conduct (taqwa). So fear me, O you who are wise." [Quran, Surah Al-Baqarah, 2:197]*

The full-time Islamic School of MET is currently providing the much-needed Islamic environment in development, inculcation, and practice of the Islamic way of life for our children. We strongly believe that the

purpose of Islamic education is to guide our children toward the full realization of their spiritual, intellectual, physical, mental, emotional, and social potentials to serve Allah (SWT).

The primary goal of ISMET is to create a holistic and comprehensive program of teaching and learning experiences for our children within a truly Islamic environment. Our aim is to develop the Islamic personality in our children so they will be able to lead their daily lives according to the principles established in Al-Qur'an and exemplified in the words and actions of Prophet Muhammad (SAW). Through the continuous process of Islamic education our children will develop, within themselves, a collective capacity to establish a firm relationship with Allah (SWT), in the sense of *taqwa* ("awareness and fearing of Allah (SWT)), which is the best of all provisions" [Al-Baqarah: 197]. Thus, the curriculum at our school is conducted in accordance with Islamic principles. We believe that, in order to achieve this goal, the total school environment must be set up as a microcosm of Islamic society, with the absolute promotion of Islamic ethics as the basis for behavior and the development of the full Islamic personality.

## Statement of Philosophy and Mission

Since the mission of our life, in this world, is to seek the pleasure of our Creator-Allah (SWT) it becomes necessary that the total work and effort in Islamic education should remain in the same line of this mission. The ultimate mission of our school is:

*"Pleasing Allah (SWT) through excellence in education."*

Our philosophy is to deliver superb, holistic academic and spiritual education within an Islamic environment that will nurture our children's hearts and minds, build their character, develop their identities as American Muslims, and prepare them for their role in life as stewards of Earth and humanity. ISMET continues to achieve academic excellence within a healthy learning environment, intimate adherence to Islamic practices, and strong collaboration with positive interaction among school, students, parents, and community. As such, our school motto is:

قُلْ رَبِّ زِدْنِي عِلْمًا

*"Say 'O My Lord, advance me in knowledge.'" [Quran, Surah Taha, 20:114]*

## Objectives

In order to create a comprehensive program that fulfills our Islamic philosophy, purpose, goals, and mission, the Islamic School of MET has the following objectives:

1. To provide an active, comprehensive learning experience that incorporates critical thinking, analytical reasoning, and problem solving skills in the core areas of Language Arts, Mathematics, Science, Fine Arts, Social Sciences, and Physical Education in parallel with a comprehensive curriculum of Islamic Studies, Quran, and Arabic Language.
2. To instill in our students a love of learning, a spirit of inquiry and the ability to link science with Islam so they can explore the myriad signs of God in the Universe and within themselves.
3. To inspire and transform students into confident, capable individuals with a God-centered outlook on life through Islamic education and discipline.
4. To utilize modern teaching strategies and methodologies to deliver superb academics and extracurricular experiences to our students that will polish their talents and mold them into positive, productive members of society.

The Islamic education program, if implemented properly according to the above stated objectives, will produce exceptional students. The student will, in turn, become the noblest among mankind in the sight of Allah (SWT), *in shaa Allah (God willing)*.

## Administration

### School Management Team

يَا أَيُّهَا الَّذِينَ آمَنُوا أَوفُوا بِالْعُقُودِ (١)

*“O you who believe, fulfill (all) obligations.” [Quran, Surah Al-Maidah, 5:1]*

The daily management of the Islamic School of MET rests with its School Management Team, and is supported by the MET Executive Director and School Counselor. They are also supported by members of the MET Education Committee made up of MET Board members who are ISMET/OIA parents and community members. The School Management Team comprises the school leadership and is responsible, accordant to Islamic *Shari'ah*, for insuring a quality education in an Islamic environment; establishing major school policies; overseeing and maintaining the financial stability of the school; participating in fundraising and promotion, employing staff, evaluating policies, and generally supporting the school. Some of the important duties of the ISMET leadership include:

- To serve in reviewing the implementation of established Islamic school policies and goals.
- To establish communication and cooperation with other Islamic schools and non-Islamic schools as public relations for ISMET.
- To formulate and advise on policies pertaining to the planning and efficient operation of the Islamic school.
- To provide for change and innovation in order to meet Islamic educational needs.
- To advise and plan for means of financial and community support.

### Faculty and Staff

*Prophet Muhammad (SAW) said, “The best charity is a Muslim who gains knowledge and later teaches it to his/her fellow Muslim brother/sister.” (Narrated by Ibn Majah)*

The staff of ISMET is committed to the educational growth and development of all children, Islamically. Our teachers actively promote the development and use of ideas in teaching and learning that respect student learning styles. We require that our teachers be certified educators or possess a degree and/or 3+ years of teaching experience in the subject matter they teach. Teachers are asked not to receive any gifts from the students or their parents; a hand-made card made by the student will be cherished.

*“Teaching is the best of charity.”*

Should any unforeseen changes take place to the child's teacher due to a teacher's emergency medical or family condition/leave, the parents will be notified promptly, and a qualified substitute will take over the class.

### Tuition and Financial Policies

مَنْ ذَا الَّذِي يُقرضُ اللَّهَ قَرْضًا حَسَنًا فَيُضَاعِفَهُ لَهُ أَضْعَافًا كَثِيرَةً وَاللَّهُ يَقْبِضُ وَيَبْصُطُ وَإِلَيْهِ تُرْجَعُونَ (٢٤٥)

*“Whoever loans to Allah (SWT) a beautiful loan, Allah (SWT) will double unto his credit and multiply it manifold.” [Quran, Surah Al-Baqarah, 2: 245]*

As a non-profit and privately funded institution, the Islamic School of MET receives financial support for its operational expenses through the following means: Tuition fees, donations, and fundraising activities. The funds from tuition are a main source of income, *alhamdulillah*. The fulfillment of tuition fees from parents is vital to the school's operation.

*Tuition is subsidized for domestic students to make quality Islamic education affordable to our community. International students are charged the full cost of education of their children. We depend on outside donations from parents and the community at large to bridge the annual deficit in our school operating budget. Parents are encouraged to make an annual donation to cover the full cost of their child(ren)'s education at ISMET/OIA.*

**Tuition Fee Chart (Domestic Student Applicants)**

Grade	Monthly Payment (x10)	Total Annual Tuition
Pre-K	\$900.00	\$9,000.00*
Kindergarten	\$1,000.00	\$10,000.00*
1 <sup>st</sup> – 5 <sup>th</sup> Grade	\$1,200.00	\$12,000.00*

In addition to tuition, parents are required to pay the following fees at the time of registration:

- Registration Fee of **\$100 per child per year**, for all grades Pre-K through 5<sup>th</sup>.
- School Supplies Fee of **\$200 per child per year**, for all grades Pre-K through 5<sup>th</sup>. *Please note that parents are still responsible for personal supplies such as a student's backpack, lunchbox, water bottle, and school uniform.*
- Book/Curriculum, and Incidental/Facility Use Fees are **\$400 per child per year** for grades K through 5<sup>th</sup>. *Lost or damaged textbooks will need to be promptly replaced in coordination with the MET Office. Parents are also responsible for fixing or replacing school property that is damaged as a result of accidental or intentional misuse by their child(ren). No Book Use, Incidental, and Facility Use Fees are assessed for Pre-K students.*

**Tuition Fee Chart (International Student Applicants)**

Grade	Monthly Payment (x10)	Total Annual Tuition
Pre-K / Kindergarten	\$1,400.00	\$14,000.00*
1 <sup>st</sup> – 5 <sup>th</sup>	\$1,700.00	\$17,000.00*

In addition to tuition, parents are required to pay the following fees at the time of registration:

- Registration Fee of **\$100 per child per year**, for all grades Pre-K through 5<sup>th</sup>.
- School Supplies Fee of **\$200 per child per year**, for all grades Pre-K through 5<sup>th</sup>.
- Book Use, Incidental, and Facility Use Fees are **\$400 per child per year** for grades K through 5<sup>th</sup>. *Lost or damaged textbooks will need to be promptly replaced in coordination with the MET Office. Parents are also responsible for fixing or replacing school property that is damaged as a result of accidental or intentional misuse by their child(ren).*

**Footnotes for above tables:**

- \* *Parents may also be required to pay additional fees for school supplies, special school events, extracurricular functions, testing fees, and/or field trips that take place throughout the school year. Unfulfilled parent volunteer hours are charged at a rate of **\$25 per hour**.*

**General Tuition Guidelines**

Please note that tuition rates are subject to incremental annual increases due to inflating cost of living, increased operating expenses, and enhanced extracurricular activities, growing school resources, and unique opportunities that are made available to our students throughout the year. MET schools continue to be very affordable to families in our community in comparison to other private schools of similar size and scope.

It is the policy of ISMET that all fees are **non-refundable**. **Tuition is a yearly commitment for all grades Pre-K thru 5<sup>th</sup>. For your convenience we have broken it down into 10 monthly installments. Your payment is due for 10 months regardless of vacations or other absences. By registering your child at ISMET, your child is expected to hold a spot at ISMET for the whole academic year. This means that even in case of permanently withdrawing your child from ISMET for any reason, the remainder of the full 10-month tuition will be due for each registered child at the time of withdrawal.**

If you withdraw, and you wish to re-enroll at a later time, your child is placed at the end of the waiting list, if there is one. If you are called for admittance from the waiting list and you decline, you must reapply and your child will be placed at the end of the waiting list should you wish them to attend ISMET in the future.



**Tuition is due on the 1<sup>st</sup> business day of each month.** All parents are required to pay tuition, and any other fees incurred by their child, no later than three (3) days from the due date. After the third day, there is **a late charge of \$10.00 per child/per day.** We require all parents to fill out an ACH auto-withdrawal authorization with their bank account or credit card information. If using credit or debit card, please add 4% for associated fees. Yearly tuition may be paid in full in a lump sum at the beginning of the school year. Due to subsidized tuition, no discount is applied for such an arrangement.

*In the case of excessive late payment, which was not pre-arranged, the child may be required to remain at home until tuition is paid or arrangements have been made. Remember, honoring contracts is one of seven noble qualities of the successful Muslim (Al-Mu'minun: 8).*

In late Winter/early Spring, we begin pre-registration for current ISMET Students. At that time parents complete returning student registration and pay the registration fee and their child(ren)'s September tuition for the next school year. See the section titled "Pre-Registration" for more information.

Our best investment for the future is the Islamic education of our children. May Allah (SWT) make it easy on us to fulfill our obligation toward our children and ISMET; ameen.

\*Parents may also be required to pay additional fees for school supplies, special school events, extracurricular functions, testing fees, and/or field trips that take place throughout the school year.

## Financial Aid

A limited amount of financial aid will be granted to ISMET families. Application for financial aid has to be submitted, with all supporting documents, at the time of student registration (for new students) and pre-registration for returning students. If granted, the new tuition payment schedule will apply to the months of October thru June (9 months), with September tuition paid in full. Financial aid applications are reviewed and granted by the committee, on the basis of financial need and fund availability with priority given to existing families. Alhamdulillah, ISMET has been able to provide approximately \$50,000.00 in tuition assistance yearly.

## Admission Policies

***"Whosoever follows a path to seek knowledge therein, Allah will make easy for him a path to Paradise."**  
(Prophetic saying related by Muslim)*

Although the philosophy, curriculum, and operation of the Islamic School of MET are Islamically-based, admission is open to all as long as the student meets the requirements of the school. ISMET is not equipped to handle children with serious behavioral issues or learning disabilities. **If a student appears, at any time, to have a behavioral or learning disability we will require that the student be tested by a specialist, at the parents' expense. Enrollment may be terminated if the school believes it to be in the best interest of all involved.**

ISMET Preschool and After-school Child Care (if available) are licensed by Oregon State Department of Education, Early Learning Division, Office of Child Care.

## Preschool

The goal of the ISMET Preschool program is to:

- Enhance the social, physical, emotional spiritual and intellectual development of each child's potential.
- To create opportunities for creative thinking through experimental learning.
- To incorporate Islamic values into the daily realities.
- To prepare children for formal education and to involve parents in the education of their children.

Preschool students must be at least 3 years old by September 1<sup>st</sup> of the current school year \* and **fully toilet trained.** The child may not be wearing "pull-ups" and must be capable of taking care of their toilet needs **independently.** This means that the child must undress/dress by him or herself, wipe him or herself and wash him or herself independently. Under no circumstances will staff perform these functions for the child. Should a child have an "accident" in their pants, the parents will be called to pick up the child immediately. Any child who has repeated accidents will not be allowed to attend preschool. The ISMET Preschool Program Philosophy, Guidelines, Policies, and

Procedures are published on the Preschool Google Classroom and are shared in the Preschool Family Parent Orientation packet.

### Kindergarten

The nature of kindergarten at ISMET is to offer an organized and structured Islamic educational program to inculcate social growth and intellectual development in a child. In order for each child to be admitted to the kindergarten program, he or she must be five (5) years of age by September 1<sup>st</sup> of the school year. **See chart below.**

**All newly admitted first graders MUST have previously completed a kindergarten program.**

### General Admission Guidelines

All age deadlines are **September 1<sup>st</sup>** of the current school year. Please refer to the age guideline chart below.

Grade	Per Oregon State Requirements, Must be born on or before...
Pre-K (3+ and potty-trained)	9/01/2022
Kindergarten (5+)	9/01/2020
1 <sup>st</sup> Grade (6+)	9/01/2019
2 <sup>nd</sup> Grade (7+)	9/01/2018

*Please note that all elementary-grade admissions in Pre-K through 2nd Grade require that the Oregon State age cutoff requirement be met in addition to the prior grade level being completed (with the exception of Pre-K and Kindergarten).*

Complete School Records (including progress reports, standardized test scores (IOWA/SBAC/OAKS/PSAT/SAT), teacher narratives, teacher recommendations, and all other pertinent information listed on the School Wait List Application) from schools previously attended will need to be submitted as part of your child's ISMET application packet for ALL elementary grades from Pre-K through 5<sup>th</sup> grade. Student records will be thoroughly reviewed, and the prospective students will be called in for in-house testing in reading, writing, and math, as well as shadowing in the classroom. Credit and completed coursework will only be accepted from accredited schools<sup>1</sup>. Based on this review and assessment, these credits will be transferred, either in full or in part, into ISMET's credit system, and will be included as part of the student's permanent record with ISMET.

*Students who have not been previously enrolled in an Islamic school immediately before seeking enrollment at ISMET will generally not be admitted to ISMET from 3<sup>rd</sup> grade and higher.*

**While ISMET accepts NEW STUDENT APPLICATIONS throughout the school year, ALL FILES NEED TO BE COMPLETE BY APRIL 1<sup>st</sup> of the school year preceding the one in which admission is requested.**

Applicants who have already completed 3<sup>rd</sup> grade or higher at a different school will be interviewed, evaluated, and tested. ISMET will deal with each application on a case-by-case basis. ISMET reserves the right to accept or decline the application of any new students as it sees fit to its well being and that of the staff and students. All new student admissions are probationary over the course of the first grading period or trimester in which enrollment started and will be reviewed after that time for continued enrollment. Should the student's academic or behavioral progress prove to be detrimental to the staff and/or students, his/her enrollment at ISMET will be terminated immediately.

### Transfer Students:

Transfer student applicants, who transfer to ISMET during the school year, are required to fulfill all requirements listed under 'General Admission Guidelines' above. They are also responsible for completing and making up for all missed work for year-long classes that are already in session at ISMET, with the exception of classes already

<sup>1</sup> An accredited school is one that is part of the network of accredited schools by Cognia, formerly AdvancED and the Northwest Accreditation Commission (NWAC), and/or other school accreditation bodies in North America.

earned at a different school in the current school year. This may be done via oral exams, take-home tests, homework, etc. The school will devise a realistic schedule and action plan for missed work that needs to be completed in agreement with the student and his/her parents at the time admission is granted.

### Pre-Registration

In late Winter/early Spring, ISMET will begin pre-registration for the following school year. Students currently enrolled at ISMET/OIA are given first priority for re-enrollment, second priority is given prospective students on the waiting list as well as siblings of enrolled students on a first-come, first-serve basis. **Space is limited.** All requested paperwork and required fees are due IN FULL by the final date of pre-registration for the students to be considered officially enrolled and for their spots to be reserved at the school in the upcoming school year. **Any students whose paperwork and fees are received after the deadline for pre-registration will NOT be accepted.** Late applicants will be placed at the bottom of the School Waitlist for consideration in future school years.

With regards to uncertainty of family plans in the new school year, please be advised of the following policy for pre-registration:

September tuition and registration fees are due with your pre-registration application. This will reserve a spot for your child(ren) at ISMET/OIA in the upcoming school year. In case of unforeseen family plans that will prevent your child(ren) from coming to school in September, your payment will be considered a donation to MET for which you will receive a tax credit/receipt. If your child(ren) attend school in September, their spot(s) will be saved until the end of the school year, which means that the remaining 9-months tuition for October thru June will be due and in effect, even in the event of family relocation during the school year.

There are also special evenings set aside for a SCHOOL OPEN HOUSE for prospective families to come and visit our school and check out our programs first hand. School visits may also be scheduled through the MET Office. ***All NEW Student Applications (complete with requested attachments and payment) are due to the MET Office no later than April 1<sup>st</sup> of the school year preceding the one in which admission is requested.***

### School Hours

Our doors open at 8:15 a.m. each morning. **ISMET Classes are in session as follows, including morning circle, snack, recess, lunch, Salah/Prayer, and P.E.**

Grade	School Hours
Pre-K	8:30 a.m. – 12:00 p.m.
Kindergarten	8:30 a.m. – 1:30 p.m.
1 <sup>st</sup> through 5 <sup>th</sup>	8:30 a.m. – 3:20 p.m.

### Late Pickup

Students who are picked up late will be charged a late fee of **\$25** per student for the first 15- minute period and \$1 for each minute after that. Please note that these rates also apply to After-School Child Care if such service is available.

### Early Release and Daily Student Dismissal

Parents may take their child out before the end of the school day under urgent circumstances ONLY. The child has the right not to be interrupted during school hours. **Repeated early pickup is NOT allowed.**

Parents who wish to take the child out before the end of the day must call the office at least one hour before coming to school in person or send a pre-authorized person to pick up the child. To pick up a child, the office must have written permission from the parent. If you change the person(s) who will be picking up your child, you must fill out additional authorizations. ***NO CHILD WILL BE RELEASED WITHOUT PARENTAL AUTHORIZATION AND NO CHILD IS TO LEAVE THE SCHOOL PREMISES (at dismissal time or otherwise)***

**WITHOUT PRIOR PARENTAL APPROVAL AND OFFICE AUTHORIZATION.** ISMET has the right and responsibility to detain the child until proper arrangements can be made, in shaa Allah (God willing).

### After-School Child Care

After-School Child Care is available, at the discretion of the School Management Team, for students in PreK through 5<sup>th</sup> grade. Parents must officially register their children for this service, and commit to this service month to month. Space is limited and is filled on a first come, first serve basis. The monthly fee schedule is as follows:

12:00 – 1:30 pm	\$150	1:30 – 2:00 pm	\$50	
12:00 – 3:30 pm	\$225	1:30 – 3:30 pm	\$175	
12:00 – 4:00 pm	\$250	1:30 – 4:00 pm	\$175	3:30 – 4:00 pm \$50
12:00 – 5:00 pm	\$300	1:30 – 5:00 pm	\$225	3:30 – 5:00 pm \$150

Monthly fees must be paid ahead of time with tuition by the 3<sup>rd</sup> business day of each month. Rates will not be prorated for months with fewer school days. If payment is not received on time, that student is subject to dismissal from the After-School Child Care service.

Also, childcare will be offered on No School or Early Dismissal Days per the school calendar for a separate fee. Please contact the office for more details. However, only those students officially enrolled in the After-School Childcare on a monthly basis will be offered this service. Due to space limitations, we cannot offer drop-in daycare. Parents are responsible for picking up their children on time. Late pickup fees apply to After-School Child Care. Parents will be charged at a rate of \$10 for the first fifteen-minute period, and \$1 for each minute after that.

### After-School Tutoring and Homework Help

Homework help and tutoring may be offered after school hours, at the discretion of the School Management Team, to help students catch up on missed work or develop a better grasp of different subject matters. These are available by parental demand or recommendation /accommodation of the teacher and are conducted by MET teachers and/or volunteers. The rate is \$30 per month for two weekly sessions after school.

Limited scholarships are available based on financial need.

### School Calendar

The ISMET School year is a ten-month period, September to June. Refer to your registration packet for the calendar of important dates. Please put this calendar where you can easily refer to it throughout the year, and mark your calendars for important annual functions noted thereof in which student participation is required, such as the fundraising dinner, the cultural night, etc.

### School Closure

School will be closed on several specific occasions (see school calendar). “Family days” are National holidays which most parents have off work or school. We encourage families to take advantage of extra family time to spend together.

Additionally, school may also be closed or open late due to inclement weather or dangerous driving conditions. We typically use the Beaverton and Tigard/Tualatin School Districts as a reference to make a decision one way or the other. Safety is first and foremost and is the primary factor guiding our decision to close or open late. In such cases, a school closure or late opening announcement will be emailed, texted, and/or called into parents and posted on the MET website ([www.metpdx.org](http://www.metpdx.org)) under the Education tab; phone calls will also be made to families with no internet access by 6:45 a.m. that day.

If school is closed for unexpected circumstances (other than inclement weather), an announcement will be posted on the MET website ([www.metpdx.org](http://www.metpdx.org)) under the Education tab, and an email/text/phone call will be sent/made out to the parents by 6:45 a.m. that day; phone calls will also be made to families with no internet access.



## Attendance Policy

Prophet Muhammad (SAW) was reported to have said, in a Hadith Qudsi, that Allah (SWT) said, *“Do not abuse the time, for I (Allah (SWT)) am the time.”*

At ISMET, the faculty and administration strongly believe in the importance of regular and punctual attendance. Absences from regular classroom learning experiences disrupt the continuity of the instruction process, not only for the individual student who is absent himself or herself, but for the entire class. The process of Islamic education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum Islamic educational benefits for each individual child, *in shaa Allah (God willing)*.

### Tardiness

Regular and punctual attendance at school is the primary responsibility of the parent and the student. **Students should be in the school building by 8:15 a.m. to attend the daily morning circle duaa which starts at 8:30 a.m. sharp. Students who arrive after 8:30 a.m. will be considered tardy.** Students arriving to school after 8:45 a.m. MUST report to the office for a tardy slip before proceeding to the classroom. Tardies, whether caused by traffic delays or other reasons (or whether called into the Office ahead of time), will be counted towards the total number of days the student is tardy and recorded on the student's report card. Tardies will be addressed as follows each trimester:

- 1<sup>st</sup> & 2<sup>nd</sup> Tardy: Student attends morning class; loses participation points
- 3<sup>rd</sup> & 4<sup>th</sup> Tardy: Student misses morning class; loses participation points; Email/Call parents
- 5<sup>th</sup> Tardy: **Student placed on probation.** Conference scheduled with Parents; student attends class in progress; loses participation points; does community service
- 6<sup>th</sup> Tardy: Student will be suspended one day
- 6+Tardies: Suspension continues with review concerning student's continued enrollment

### Excused Absence due to illness or a family emergency

Parents should call the school before 8:30 a.m. to report a student's absence and the reason for this absence. ALL absences are counted toward the total number of school days missed. **If a student misses 3 consecutive days of school, a doctor's note is required upon his/her return. A note is also required in the event that a student's absence from school exceeds his/her allowance of 10 days per school year.** A student who has excessive absences will be referred to the office to determine if they should continue enrollment in ISMET. Dental and medical appointments should be made after school hours or on school breaks, early release days, or no-school days.

Missed homework due to illness or an excused absence must be submitted to the teacher upon the child's return. Missed exams will be proctored in the MET Office upon the child's return.

No make-ups will be offered for class work, quizzes, or trimester finals except in case of illness or a medical emergency (with a note from the child's pediatrician or family doctor). Missed tests will be proctored in the MET Office and must be written promptly upon the student's return.

### Extended or Short-term Absence due to Family Trips

We are a very diverse school and have a high percentage of our student population with extended family overseas. With that in mind, **we strongly encourage our families NOT to travel overseas during the school year, as extended absence from class disrupts the students' learning process academically and socially, and deprives them of valuable classroom instruction, hands-on activities, and lively discussions that enrich the learning process and that cannot be duplicated at home. Family trips are best planned around our No-School days, Winter or Spring breaks, or the longer 2-month Summer break.** Please refer to our school calendar for all No-School days scheduled throughout the school year. If you need help planning your trip so your child will not miss numerous school days, you may contact our Office Staff at any time.

Students who miss **more than 10 school days** without prior approval from the MET Office may be withdrawn from ISMET for excessive absenteeism. Absence due to Hajj, Umrah, and/or medical emergencies are extended to

20 school days. Absence beyond the designated number of days will result in the student's withdrawal and discontinued enrollment from ISMET, even if tuition and other fees have been paid.

**Extended Absence Requests are assessed on a case-by-case basis, and exceptions may be made based on family emergencies and/or extenuating circumstances.**

**NOTE: In any absence circumstance, full tuition is due regardless of actual attendance.**

#### **Procedure to follow**

All extended absence requests need to be submitted to the MET Office for approval in writing at least one month prior to the expected travel. Please send an email to [admin@metpdx.org](mailto:admin@metpdx.org) with an "Extended Absence Request due to Travel" in the subject line. This email should include the dates of absence, the student's last day prior, and his/her first day back. Any changes to this plan must be promptly communicated in writing with the Office Staff. **All communication in that regard must take place with the MET Office, NOT your child's teachers.**

#### **Missed School Work**

It is not reasonable to expect teachers to provide work for extended absences. Most learning in elementary school occurs in the classroom through hands-on activities and interactive discussions which cannot be duplicated at home. It is, therefore, the responsibility of the student and the parent to pack all textbooks/workbooks needed, catch up on missed topics, and follow-up with homework assigned on Google Classroom and Home Access Center (HAC). **All missed homework is DUE upon the child's return, on his/her first day back. No credit will be received for missed class work and quizzes assigned during the child's absence.**

**Missed exams will be made up in the MET Office during the first week following the child's return.** If the child performs poorly, the parents will be contacted for a conference immediately to establish a plan of action to ready the child to carry on effectively in the classroom. Implementing this plan will be the primary responsibility of the child and his/her parents, and continued enrollment in ISMET will be contingent upon the successful implementation of the agreed-upon plan within the set time frame.

#### **Missed Trimester Finals**

For the sake of fairness and consistency, students are not allowed to write trimester finals early. The earliest they can write them is on the day of the first scheduled exam for that trimester.

Students in K – 2<sup>nd</sup> grade who do not write trimester finals will receive a grade of T (Toward), W (Within), or B (Beyond Grade Level) as a final grade for each subject matter based on their cumulative work for that trimester.

Students in 3<sup>rd</sup> – 5<sup>th</sup> grade who do not attend first or second trimester finals due to extended absence will receive an Incomplete (or IC) as their final grade on each respective subject matter, until they get a chance to write the exams they missed immediately upon their return **within 2 weeks of trimester finals week**. If a student continues to be absent past these two weeks, trimester exams cannot be made up, and the student's final grade for the trimester in each subject matter will be updated to reflect their gradebook record to date, including a Zero (m for missing) on their final exam. Depending on the weight of the final exam within each subject, a student's grade may drop from A to B or from A to C as a result. The reason for this grade drop will be explained and documented on the student's final trimester report card.

**For the third trimester only**, students who do not write finals during the regular schedule will **NOT** be allowed to make up for them once school is over, and the above policy will be applied to compute their final grades i.e. the student's final grade for the trimester in each subject matter will be updated to reflect their gradebook record to date, including a Zero (m for missing) on their final exam. Depending on the weight of the final exam within each subject, a student's grade may drop from A to B or from A to C as a result. The reason for this grade drop will be explained and documented on the student's final trimester report card.

The following verbatim will be included on the report card: *3rd Trimester Grades reflect <student name>'s cumulative work throughout the Spring term, excluding the final trimester exams. <student name> was not able to write the finals due to family travel, and per school policy received 0 on all his/her finals.*

Finally, students who are absent for more than half the trimester will receive an IC as their final trimester grade on all subject matter for that trimester.

## Transportation

Transportation is the responsibility of the parent. However, carpooling arranged among parents is one way to meet transportation needs.

## School Visitors

Parents, school alumni, and community members are welcome to visit and volunteer at our school. Such visits MUST be arranged in advance and coordinated with the MET office. Please call the office at (503) 579-6621 to schedule a visit.

## Academics

### Curriculum

أَقْرَأْ بِاسْمِ رَبِّكَ الَّذِي خَلَقَ (١) خَلَقَ الْإِنْسَانَ مِنْ عَلَقٍ (٢) أَقْرَأْ وَرَبُّكَ الْأَكْرَمُ (٣) الَّذِي عَلَّمَ بِالْقَلَمِ (٤) عَلَّمَ الْإِنْسَانَ مَا لَمْ يَعْلَمْ (٥)

*“Read! In the name of your Lord Who created. He created humankind from a clot. Read and your Lord is most honorable, Who taught (humankind) how to write with the pen, taught humankind what they knew not.”*  
[Quran, Surah Al-Alaq, 96: 1-5]

The educational program of the Islamic School of MET has not been developed simply to build up the students’ store of information. The ultimate aim is to prepare the students to be exemplary citizens -- who consciously worship Allah (SWT) and diligently promote Islamic values, according to the teachings of Al-Qur’an and the *Sunnah* of the Prophet Muhammad (SAW).

In order to fulfill this aim, the Islamically-based curriculum in all subject areas has been developed according to Islamic principles in parallel with curriculum criteria set by the State of Oregon. The curriculum is also integrated with educational materials and guidelines developed by the Islamic Schools League.

The educational program at the Islamic School is expanded and enriched at every level with audio-visual aids, field trips, enrichment materials and equipment to make it an all-encompassing educational experience. The curriculum includes Language Arts, Mathematics, Science, Social Studies, Health, Fine Arts, and Physical Education. All subject areas are presented in a developmentally appropriate manner with respect for the needs of each individual student, beginning in kindergarten and continuing through all grade levels. Public speaking is another skill that is instilled in the students from a young age through annual school fairs and various classroom projects within the different subject areas.

In addition to the core subjects, the Islamically-based curriculum includes instruction in the following areas: Arabic language, Quranic reading, recitation and memorization, Islamic studies, Islamic history and instruction in performance of Salah/Prayer. There is also strong emphasis upon development of Islamic behavior and personality. The students start each morning learning different aspects of proper Islamic manners. Students are guided towards putting what they learn into daily action. Students are instructed on the ways in which they may maintain an Islamic personality in a non-Islamic society. In the classroom, students are taught to maintain proper speech and behavior. Curriculum materials are adapted so that they reinforce Islamic ideals.

**All homework assignments and upcoming exams and quizzes shall be promptly posted by teachers on your child’s Google Classroom and Home Access Center (HAC), accessible at [www.metpdx.org](http://www.metpdx.org). Please make it a habit to check it daily for latest classroom news and information regarding homework due dates, exams, etc.**

Some of ISMET’s classes are blended i.e. multiple ages are in the same classroom. This arrangement has a variety of benefits as listed below:

1. Students with early and late birthdays are not always the youngest or oldest in their classes.

2. Students can learn in mixed age groups which provide for a richer and more effective learning environment.
3. Students can make smoother transitions from year to year.
4. Students' levels can more easily be accommodated.

## Curriculum Support and School Resources

MET Teachers offer our students the best possible learning experiences within an engaging classroom environment that fosters teamwork and positive student relations. Opportunities for hands-on learning are seized throughout the day across all subject matter to enrich each student's learning experience and meet their individual learning styles. Toward that end, the Muslim Educational Trust provides our students with the privilege of utilizing the following resources:

- MET Kadri Family Library
- MET Computer Lab and Technology Center
- MET Kareem Family Science Center
- Misc. online subscriptions and resources including enchantedlearning, brainpop, brainpop junior, SpellingCity, Learn360, PCTV, CSEE, and ASCD, among others.

Students are expected to be responsible to utilize these resources for their intended purpose under the supervision of their teachers at all times. Printing assignments should be done at home. Printing at school will only be allowed with the use of flash drives (no email) and with permission from the Office. Printing will be available **only** during the student's recess break, and **not** during class time. Misuse or vandalism of any of these school resources may result in suspended use and/or a fine as determined by MET staff.

## Textbooks

Students pay an annual book fee during registration in August for the use of Oregon Islamic Academy textbooks. Exact fee amounts are listed in the *Fees and Financial Aid* section of this handbook. Students are responsible to keep their textbooks in good/mint condition (and with no scribbling) throughout the school year. Students with lost or damaged books will incur a replacement fee.

## Parental Involvement

We welcome your partnership and believe that working closely together will reap the most benefit to your child's holistic education, academically, socially, and spiritually.

وَالْعَصْرَ (١) إِنَّ الْإِنْسَانَ لَفِي خُسْرٍ (٢) إِلَّا الَّذِينَ ءَامَنُوا وَعَمِلُوا الصَّالِحَاتِ وَتَوَّصَوْا بِالْحَقِّ وَتَوَّصَوْا بِالصَّبْرِ (٣)

*"By (the token of) time (through the ages), verily man is in loss, except for those who have faith, do righteous deeds, and (join together) in the mutual teaching of truth, patience, and constancy."*

*[Quran, Surah Al-Asr, 103:1- 3]*

Islamic education of a child begins at home with the parents. From the moment the child is born he or she is being educated. The home is the first school for the child, while the mother's arms provide the comfort from which the child views the world. In the home environment, the father is the next best role model to prepare the child for the life of the outside world. By the time the child begins formal instruction, the Islamic education process is well under way.

To have the home, school, and community working together in mutually responsible ways is the height of unity.... the grand achievement of Islam and of Muslims. The concept of unity is of extreme importance to the child's Islamic education. Parents need to consistently show support for the school operation and the educational program in a positive way. The learning environment of the child will be fully enhanced by a reciprocal line of communication between parents and school staff. All parents are encouraged to become actively involved in their child's academic, social, and behavioral progress. The mutual teaching of truth, patience, and consistency must be our common goal.

Parents are requested to be responsible for providing a quiet, well- lit place at home for the child to study, for making sure that the daily homework is done carefully and to the best of the child's abilities, and for scheduling the



homework time so that it does not interfere with family activities. Parents should discuss the child's homework and other school activities every day with him or her. If the child fails to complete the homework assignment, both teachers and parents must persist until the child develops satisfactory study habits.

### Zoom-In

In an effort to maximize parental engagement and contribution, MET established the Community Relations Committee (CRC) in Fall 2013. The goal of this committee is to brainstorm ideas for the advancement and betterment of our school programs and celebrate the accomplishments of our students and our school. This committee is made up of teachers, staff members, and parents. "Zoom-In Wednesdays" is a weekly program of CRC scheduled every Wednesday throughout the school year to showcase the students' achievements at each grade level, get to know your child's teachers, receive curriculum updates, and enhance a better one-on-one communication and working relationship between school and home.

### Mandatory Volunteer Hours

*Families are required to contribute a total of 30 hours worth of volunteer time at MET/ISMET/OIA. If the parents are busy or choose to opt out for any reason, then they need to pay \$25 per hour for each missed hour, for a total of \$750.00 per year. This rate is per family and not per child. Please fill out the volunteer form and indicate your areas of interest and how you feel we can utilize your talents to enhance our educational and outreach programs. For families receiving tuition scholarships, the requirement is for at least 50 hours per family per year.*

### Dress Code and Interactions

We ask that all parents observe modest dress while on ISMET grounds or at MET/ISMET/OIA functions, and refrain from addressing students who may have been involved with their child(ren) in an incident. Any concerns about interaction between the students have to be brought up to the teachers or to the office immediately. Incidents are promptly handled by the office, thoroughly documented, and communicated to the parents involved if needed; confidentiality is maintained at all times.

Parents who wish to publicize certain community events within our school need to approach the office with their request and NOT speak with the students, parents, or teachers directly.

### School-Home Communication

Because we believe that communication between home and school is so important to a child's educational development, ISMET will implement, *in shaa Allah (God willing)*, the following plan to foster this communication:

- A weekly MET News newsletter (sent via e-mail, please keep your e-mail address up-to-date with the office) which will inform about upcoming events and school functions.
- **Google Classroom and eSchoolPlus Home Access Center (HAC)** are two online tools available to parents and students on your computer and mobile device that allows access to your child's assigned work, upcoming exams, progress report cards, to-date grades in each class, missing assignments, etc.; parents and students will have their individual user accounts to monitor progress, and login info and passwords will be included in your welcome packet; **please check with your child regularly. Students will be assigned a school email account as follows: <[firstname.lastname@metpdx.org](mailto:firstname.lastname@metpdx.org)> which they will be using for school-related correspondence as well as logging in to their HAC and/or Google Classroom. Parents will have a separate login for HAC, that will be their personal email we have on file. Google Classroom will be the point of reference for assigned work and submits by the students, while HAC will be the point of reference for up-to-date grades, attendance, report cards, and other school admin-related items.**
- Progress Report Cards published on HAC by 8:00 pm on the night before Conference Day
- Parent-Teacher conferences each trimester.
- Teachers are committed to contacting parents if any situation arises of which the parent should be aware.

Parents with no internet access will be given paper copies of the weekly newsletter and other important school and classroom announcements throughout the school year.

Parents are welcome to schedule a meeting with their child's teacher any time during the course of the term should any concerns or questions arise concerning their child or classroom matters; the earlier in the term, the better. To schedule a meeting, please email the teacher or contact the office and a meeting will be coordinated at the parent's and teacher's earliest convenience. If a meeting is not feasible for any reason or due to end-of-term time constraints, parents are welcome to email the teacher or the **MET Office** <[admin@metpdx.org](mailto:admin@metpdx.org)>. Parents, please cc the office in all email correspondence with your child's teacher for follow-up purposes. Teachers will reply promptly to emails during school business hours.

**Teachers are not available to confer with parents during teaching hours, or at drop-off or pick-up times, unless there is an appointment.** *The School Management Team, however, has an open-door policy when it comes to parental concerns; parents are welcome to walk-in to address any pertinent concerns they may have.*

We also conduct periodic and annual school surveys in which parents and students can share their feedback and evaluate our academic and extracurricular programs and our performance as a teaching and management team. All survey responses are anonymous.

It is essential that home and schoolwork together in a cooperative effort for our children's Islamic education so that our Muslim children may grow strong. If there is any situation in the child's life which may affect their school concentration, behavior or academics, please speak to the OIA staff. All personal information is treated with the strictest confidence.

The Muslim child must be guided to a disciplined life, with the awareness that obedience and submission to Allah (SWT) and respect for His creation will create a strong and successful *Mu'min* adult.

## Homework

Homework is an integral part of the educational program at the Islamic School of MET. Performing homework assignments helps reinforce skills and knowledge acquired in the classrooms. Homework is a portion of the student's final grade. Homework gives the family an opportunity to have discussions about what the child is learning and to observe the child's progress. Homework assignments will take a variety of forms, including skill practice; memorization; problems, projects or explorations; reading; reports; and sharing with other family members. Students may be expected to complete a long-term project during the trimester. Completing homework assignments to the best of the child's abilities is mandatory for every student attending ISMET. Failure to complete homework assignments will result in appropriate consequences and a Parent-Teacher-Student conference may be scheduled to help remedy the situation.

Parents are requested to provide a quiet, well-lit area for the child to study and perform daily homework. The child needs quality time to study without interference from home activities.

**All homework assignments and upcoming exams and quizzes shall be promptly posted by teachers on your child's Google Classroom and Home Access Center (HAC), accessible at [www.metpdx.org](http://www.metpdx.org). Please make it a habit to check it daily for latest classroom news and information regarding homework due dates, exams, etc.**

*Prophet Muhammad (SAW) said, "The deeds most loved by Allah are those done regularly, no matter how small."*

In an effort to improve transparency between school and home, ISMET has adopted an online student information and grading system, Google Classroom and eSchoolPlus Home Access Center (HAC), that allows effective communication of classroom news and upcoming due dates and tests. Login information will be shared with families at the beginning of the school year. These are tools that allow parents to follow-up on their child(ren)'s progress in real-time with regards to their latest grades on homework, class work, quizzes, and tests, as well as missed work throughout the trimester until the end of each grading period.

## Daily Classroom Procedures

Islam teaches us that any act of the Muslim, in conjunction with Qur'an and *Sunnah*, is *ibadah* (worship). The educational process according to Islam and for the sake of Allah (SWT) is an act of *ibadah*. ISMET has striven to fulfill this concept in its daily operations.

ISMET starts its day with Morning Circle. Morning Circle is a time of reflection upon ourselves, our manners and behaviors toward each other and our families. This is achieved through duaah' (supplication) and discussion of akhlaq (Islamic mannerisms), hadith (prophetic sayings), and the Tarbiyah (Character-Building) Core value for the month, in addition to emphasizing the school core values of Piety, Excellence, Academics, Character, and Engagement (P.E.A.C.E.) and encouraging the students to reflect upon how to uphold these values in their daily lives. Morning Circle is also a time where older students rotate in making weekly announcements to their peers about latest school happenings and upcoming MET events.

## Student Assessment

Because students at the Islamic School of MET are provided an education which values growth and the individual learning style and pace of each child, our system of assessment is aligned with this approach. To find out what students really know, assessment must be authentic, meaning it must require the student to perform "real" tasks. This is best done as part of the learning process and not as a separate, isolated task. Teachers will assess students in their classrooms on a continual basis. This assessment will be done through a variety of strategies: observation, performance tasks, interviews or conversations with children, student work samples, and student self-assessment. Working portfolios of student work will be kept to monitor student growth.

Teachers will use the information they gain from these assessments in order to plan future instruction and activities based on each child's needs, to evaluate the effectiveness of instructional strategies and curriculum and to make necessary adaptations, and to evaluate student progress.

It is important that accurate information about a child's skills and growth be communicated to the child's parents. Therefore, in addition to your child's report card, written narratives or Parent-Teacher conferences will be utilized. Please see the yearly calendar for specifics.

Parent/Teacher Conferences at the end of each trimester will be a time when parents can see their child's work and hear about the child's progress as well as any concerns. Parents MUST sign up for a time slot to meet with their child(ren)'s teachers via a link that is shared with them in advance by the homeroom teacher. Parents who come to conferences without an appointment may NOT have a chance to meet with the teachers that day. Report cards and final trimester grades and work ethic/behavior assessment will be available for viewing on the Home Access Center (HAC) by 8:00 p.m. on the night prior to Conference Day.

The conference will be a time to set goals for the next trimester of school and for the parents to ask questions and share information with the teacher.

Conferences are held three times a year upon the conclusion of each trimester or grading period. At the end of each trimester, the student's behavioral and academic is assessed in each subject area, and shared with the parents. Academic performance is assessed at the end of each trimester using letter grades (i.e. A, B, C, etc.) starting in 3rd grade as follows:

### Standard Grade Scale:

Symbol	Points	%	Performance
A+	4.33	98-100%	
A	4.00	93-97%	Excellent
A-	3.67	90-92%	
B+	3.33	87-89%	
B	3.00	83-86%	Above average
B-	2.67	80-82%	
C+	2.33	77-79%	
C	2.0	73-76%	Average
C-	1.67	70-72%	
D+	1.33	67-69%	

<b>D</b>	1.0	63-66%	Below average
<b>D-</b>	0.67	60-62%	
<b>F</b>	0.0	< 60%	Failing

Other grades that may appear on grade reports include the following:

Symbol	Performance
<b>IC</b>	Incomplete (in case of missing course work or absence at trimester finals)
<b>T</b>	Toward grade level
<b>W</b>	Within grade level
<b>B</b>	Beyond grade level
<b>O</b>	Outstanding
<b>S</b>	Satisfactory
<b>I</b>	Improvement needed
<b>4</b>	Exceeding Standard - Consistently grasps/applies/extends beyond standard
<b>3</b>	Meeting Standard - Grasps/applies grade level standard
<b>2</b>	Approaching Standard - Making progress towards grade level standard
<b>1</b>	Below Standard - Working well below grade level standard

Please note that no course credit is awarded for classes in which a student receives F or IC as their final trimester grade. If a student cheats or plagiarizes on a test or homework, s/he will receive zero credit for it.

For students in 3<sup>rd</sup> grade and higher, each teacher will use a grade breakdown for each subject matter that is a good balance of homework, class work, projects, quizzes, and exams, and that will be published to parents at the beginning of the school year. The following proficiency-based grade breakdown is employed across all subject matter in ISMET (starting in 3<sup>rd</sup> grade):

30% Exams & Quizzes\*\*  
20% Trimester Final\*\*  
30% Homework

10% Projects/Classwork/Labs/etc.  
5% Class participation/readiness/effort  
5% Behavior/character/work-ethic/org

\*\*Tests have to be taken within the allotted class time, with **no** extensions granted beyond class time, in order to develop sound time management and test-taking skills; also, test re-does and retakes are **not** allowed for test credit; rather, test corrections may be counted for credit within the homework or class work component of the grade, at the discretion of the teacher.

An ongoing channel of communication is expected to be in place between the teachers and the parents throughout the trimester. A teacher will be communicating with parents on a regular basis pertaining to issues of poor academics or behavior. Likewise, a parent may schedule a meeting with any of their children's teachers during the school year by emailing the teacher or scheduling the meeting through the office. Meeting time is limited to 15 minutes. Teachers will promptly reply to emails during school business hours.

***Students are highly encouraged to attend Parent-Teacher Conferences with their parents.*** Parents, please note that on conference, back-to-school night, or any other after-school events, your child(ren) are your responsibility and are to remain within your adequate and immediate supervision at all times. On these days, ISMET will not be responsible for providing any children-supervision, and MET shall not be held liable for any incidents that may occur, God forbid.

Additionally, ISMET may administer a national achievement test yearly. Oregon State Standardized Benchmark Assessment Tests (i.e. Smarter Balanced to replace OAKS for English & Math, effective 2015-16) will also be administered to students in grades 3 and 5, in the areas of Reading Comprehension, Writing, and Mathematics. OAKS tests will continue to be proctored for Science & Social Studies, based on grade level. The results of this assessment will be shared with the parents and documented in the student's official school record.



Because instruction at the Islamic School of MET considers an individual child's needs and development, all students can be served within the framework of any classroom. However, in some cases a child might benefit from spending an additional year at a certain grade level. The decision to keep a child in a class for an additional year needs to be discussed with the child, his/her parents, his/her teachers, and the School Management Team. Consideration must be given not only to a child's academic development, but also emotional, social, physical and spiritual development.

## Student Records

Student records are maintained by teachers and office personnel. Records are kept in strict confidence. Parents have a right to inspect and review all their child's official records. Requests by parents for access to the child's records will be granted within a reasonable time frame and mutual convenience. Due to the right of privacy, the Islamic School will not release the record of any student without written permission from the child's parent or guardian.

## Students

### Dress Code and Uniform Requirements

At ISMET, K-5<sup>th</sup> grade students are required to wear a school uniform that is clean and neat, and meets the Islamic dress code as follows (fingernail checks every week):

ISMET School Uniform Requirements for Students in K-5 <sup>th</sup>		
Boys	Girls K-4 <sup>th</sup>	Girls 5 <sup>th</sup>
<ul style="list-style-type: none"> <li>Plain white long or short-sleeve dress shirt or polo shirt <b>(with collar)</b>. T-shirts are <b>not allowed</b>.</li> <li>Navy blue long pants <b>(no jeans or drawstrings)</b></li> <li>Navy blue sweater with MET Logo from Lands' End* (see below)</li> <li>Clean socks daily</li> <li>Clean-cut haircut</li> <li>Closed-toe tennis shoes</li> </ul>	<ul style="list-style-type: none"> <li>Navy blue vest (down to knee) or navy blue pinafore dress</li> <li>Plain white long or short sleeve shirt <b>(with collar)</b>.</li> <li>T-shirts are <b>not allowed</b>.</li> <li>Navy blue long pants <b>(no jeans)</b>, or White or Navy blue tights (with pinafore dress)</li> <li>Hijab is <b>required</b> for younger grades for daily salah/prayer</li> <li>Navy blue sweater with MET Logo from Lands' End* (see below)</li> <li>Clean socks daily</li> <li>Closed-toe tennis shoes</li> </ul>	<ul style="list-style-type: none"> <li>Navy blue vest (down to knee) or navy blue pinafore dress</li> <li>Plain white long sleeve shirt <b>(with collar)</b>. T-shirts are <b>not allowed</b>.</li> <li>Navy blue long pants <b>(no jeans)</b>, or Navy blue long cargo skirt <b>(down to ankle)</b></li> <li>Hijab <b>must</b> be worn as part of the uniform during school hours. Hijab must be pinned; must cover head, ears, neck, and chest <b>at ALL times</b>.</li> <li>Navy blue sweater with MET Logo from Lands' End* (see below)</li> <li>Clean socks and hijab daily</li> <li>Closed-toe tennis shoes</li> </ul>
<p><b>Navy Blue Sweater with MET Logo from LANDS' END (see below) is <b>REQUIRED</b> as part of uniform for ISMET Boys and Girls in K-5<sup>th</sup></b></p>		
<p><b>Swim Attire:</b></p> <p>BOYS: Swim Shirts, Swim Shorts</p> <p>GIRLS - Swim Cap, Swim Shirts, Swim Shorts/Capris</p> <p>Students should bring their swim attire including towels and a waterproof swim bag to school each day they are scheduled to swim and take it home for drying. Please note that <b>only swimwear</b> will be allowed in the pool. Other items of clothing, including Dri-FIT, will NOT be permitted.</p> <p><i>Students are required to take a quick cleansing shower before and after their swim session.</i></p>		

Obedience to the commands of Allah (SWT) and adherence to the teaching of Prophet Muhammad (SAW) are the two most important ingredients for success in any situation. Students attending the Islamic School of MET must obey the commands of Allah (SWT) and adhere to the teaching of Prophet Muhammad (SAW) in any affair,

including dress code. The concept and practice of the Islamic dress code is introduced to our children at the kindergarten level.

*All components of the ISMET/OIA uniform need to be worn at all times during school hours and need to be loose-fitting per the requirements of Islamic dress. For no-uniform days, attire must meet requirements for Islamic modesty. ISMET/OIA School Uniforms are available at Lands' End, Target, Burlington Coat Factory, Old Navy, French Toast, and JC Penney'. Girls' vest-and-pants uniform is available for sale at the MET Office.*

### **\*LANDS' END CONTACT INFORMATION:**

The Required Navy blue sweater with the imprinted MET logo is available **ONLY** at *Lands' End*. You may shop at *Lands' End* as follows for the sweater or other uniform pieces: **(MET's Preferred School Code is: 900197872)**

- **Online:** [CLICK HERE](#). Create an account or sign into your existing account; Use the True Fit® tool to find the right size; Place your order.
- **BY PHONE:** Call Lands' End Customer Service, 6 am-12 am (CST) at 1-800-469-2222; Reference our school number: 900197872; Reference the grade level, gender and size; Place your order.

*All students are required to wear this sweater on top of their white shirt/uniform during the winter months or cold school days. **Any other sweaters are NOT allowed and will be considered out of uniform. Outer jackets or rain-proof shells are allowed ONLY OUTDOORS on top of the MET sweater.***

ISMET students must have a clean uniform, combed hair and an overall tidy and clean appearance (with no holes, rips, or stains). Inappropriate items, worn-out uniform clothing, or forgotten hijab for Salah/Prayer are considered out of uniform as these are against school policies. If your child arrives at school without his/her uniform or with any items deemed inappropriate, parents may be called to either pick up the child or bring the required garments to bring the child into compliance. Items must be brought to the office and not to the child's classroom.

Sample inappropriate items and/or attire include:

- |                        |  |   |
|------------------------|--|---|
| ✗ Jeans or capris      | ✗ Nail polish  | ✗ Make-up (including eyeliner, lip gloss, etc.)   |
| ✗ Sweatshirts          | ✗ Perfume  | ✗ Shirts with pictures, logos, and/or name brands |
| ✗ Hats                 | ✗ Jewelry (anything that is not tucked underneath clothes) |   |
| ✗ Fake nails or lashes |  |   |
- ✗ For all grades including Preschool, the following items are not considered appropriate: Skate shoes (whether the skates are engaged or not), flip-flops, open-toe footwear, and high heels. Boots are acceptable as long as they are concealed underneath pant legs. Rain boots are allowed for younger students.

**Students deemed Out-of-Uniform will be addressed in the following manner:**

1. Verbal Warning
2. Written notice home and/or parents called to bring missing uniform item(s)
3. Non-uniform item will be confiscated until the end of the school year
4. Student sent home

### **Lunches and Snacks**

**PLEASE NOTIFY THE OFFICE IMMEDIATELY IF YOUR CHILD HAS A FOOD OR DRUG ALLERGY, ASTHMA, DIABETES or any other condition that requires special attention; Parents are responsible for supplying prescribed Epipen, inhaler, other medications or devices, as needed. Medication will only be administered and dispensed by the office with a Medication Authorization Form filled out by the parent.**

Alhamdulillah, we are pleased to be able to cook and serve our students hot lunches with milk every day for \$7.00 per meal per day, complements of our MET Kitchen.

**Please note: Hot lunches will continue to be served to ISMET students during the month of Ramadan.**

Families may have their own lunch/snack money card which they can keep charging with the office throughout the year for their children to use when buying school lunches or snacks. When funds are depleted, families will be contacted to recharge their card. Students are allowed to use cash otherwise but **CANNOT** bring to school more than \$20.

Students also have the option of bringing their own lunches from home; they **MUST PACK ENOUGH HEALTHY SNACKS** to last them through the day. Students are also able to shop at the MET Gift Shop for snacks during their recess breaks. **EATING IS NOT ALLOWED IN CLASS.**

Parents are advised to provide their child(ren) with adequate food for snacks and lunch. Students are not allowed to use the microwave or the refrigerator. If you want your child to have warm or cold food, we advise you to use a food thermos which will keep food warm or cold for several hours. The child's name should be clearly placed on the lunchbox and/or thermos. Parents should prepare a nutritious lunch and beverage each day, if their child is not having the school hot lunch. In case of a forgotten lunch or snack, any items brought to your child while at school must be brought to the office with the child's name written on it and **NOT** to the child's classroom. All students are discouraged from having junk food and sweets, since they have little nutritious value and detrimental impact on a student's learning and behavior. **NO gum, candy, soda pop, Takis, hot Cheetos, or foods with excessive artificial food coloring are allowed at school, except for educational purposes. Food sharing is PROHIBITED due to severe food allergies and sensitivities among our student body.**

We do not allow treats to be brought to the school for special occasions. All food provided should be nutritious. **No candy, soda pop, pastries, or chips (that are not baked) are allowed.** Additionally, homemade food is only allowed with restrictions due to food allergy considerations. Any class parties will be coordinated with the student's individual teachers and will be communicated to the parents through email or a note home.

*Umar Ibn Abi Salamah (RA) has related that the Messenger of Allah (SWT) said, "Say 'Bismillah', eat with your right hand, and eat what is near you, and what is good for you (halalan tayyiban)."*

*(Narrated by Bukhari and Muslim)*

## Student Personal Property

CD players, airpods, headsets, game consoles, cell phones, laptops, and other electronics are **NOT PERMITTED** on school property unless they are used as part of a class project *that is approved by the teacher and the MET Office*, in which case the item needs to be checked in at the MET Office at the beginning of the day, kept there until needed for class, checked out, then returned to the MET Office and picked up from there at dismissal.

Any of these items that the student brings to school needs to be checked in with the office first thing in the morning, and later checked out at dismissal. Students bring valuables and electronics to school at their own risk; MET and MET staff assume no liability for cell phones or other electronics or valuable items that are damaged or lost while at school.

**If unauthorized electronics are found in the possession of a student, the student will be given a warning, and a conference will be called with the student and his/her parents in which the device is returned to the parents. A repeated occurrence will result in the electronics device being confiscated and not returned to the student or his/her parents or legal guardians until the end of the school year.**

**Chromebook Use Privilege:** Parents and Students sign a Chromebook Use Agreement at the beginning of the school year in which students promise to handle the chromebook with care, refrain from eating or drinking while using it, and not use it for online gaming, social media, or classroom chats, or other non-academic endeavors. Chromebook use is strictly academic. *Chromebooks are allowed to be used in the classroom ONLY at the directive of the teacher. Students MAY NOT use their chromebooks between classes or during their breaks.* The chromebook use privilege will be revoked if the chromebook is misused or used **WITHOUT** permission. In case of damage or mishandling, a replacement fee is applied.

## Student Illness

In case of illness or emergency, students must contact the office. Likewise, parents who need to contact their child(ren) during school hours must call the office.

## Extracurricular Activities

ISMET strives to provide opportunities outside of classroom work for student enrichment. Some of the activities we have participated in are Field trips, Guest Speakers, INTEL/Northwest Science Expo, ISMET Science Fair, ISMET Poetry Fair, Ramadan Qur'an Contest, National Geographic Geography Bee and Family Cultural Night. In addition, since Islamic education emphasizes the development of a healthy body along with a strong spirit and mind, an after-school program will be available to students who are interested in participating in a variety of team sports activities and other enrichment programs like Art, Jump-rope, Quran, Lego Robotics, Boy/Girl Scouts, Battle of the Books, Table Tennis, Taekwondo, Mad Science, Swimming, Soccer, Volleyball, Basketball, Tennis, etc. Student enrollment in an after-school activity will be determined on a first-come first-served basis. Enrollment priority will be given to students who are not enrolled in any other after-school activity. If a club or after-school activity becomes full, a waiting list will be started. Students who are absent due to illness on a given school day are expected to rest and not show up to the after-school extracurricular activity scheduled that day. Consistent absence from meetings will result in the student's dismissal from the club, and in students from the waiting list being approached for purposes of enrollment. Parents must officially enroll their children in the club and payment is due at the beginning of each trimester. Club dues are not prorated regardless of whether your child attended a particular club session. Parents will be informed of club dates for the year as well as club times. As a courtesy to our volunteer club leaders, parents are responsible for picking up their children on time. Late pickup fees apply to Clubs. ***Parents will be charged at a rate of \$25 for the first fifteen-minute period, and \$1 for each minute after that.***

### Character-Building Tarbiyah Program and School Core Values (P.E.A.C.E.)

The Character-Building Tarbiyah Program has been adopted by ISMET as an integral part of our curriculum over the years and serves to instill in ISMET children good habits and strong moral and ethical behavior from day one. Children get 'Caught Doing Good' in class, in the playground, or at lunch making the right choices and acting in a compassionate and caring manner toward those around them. The Tarbiyah themes go hand in hand with the school core values of Piety, Excellence, Academics, Character, and Engagement (P.E.A.C.E.) introduced in 2012. Through Tarbiyah, the students are encouraged to reflect upon what it takes to uphold these values in their daily lives. **أخلاق, آداب, تهذيب** (i.e. morality, attitude, and Islamic mannerisms) all lie at the core of our Character-Building program.

### Private Parties

Regarding private parties held outside school, please do not give invitations to your child to distribute at school. Rather, talk directly to your child's friends' parents and make sure to be inclusive of all classmates. **Please also note that children's birthdays are not to be celebrated at school.**

## Health and Safety

### Student Health

Any student who becomes ill during the school day is to report to the school office and parents will be notified to pick up the child. A child who is ill should not be sent to school and will be sent home immediately! In the case of serious or chronic illness, the school may require a doctor's release before the student is allowed back to school. Parents should notify the school by phone if the child will miss a day due to illness. Parents must give the school up-to-date emergency telephone numbers. If contact numbers change, please notify the school office at once. If you have a friend or relative as an emergency back-up, please inform them and your child that you have put them down as someone who may pick up a sick child should the school not be able to reach parents. Teachers are not allowed to dispense medication to students. All medication must be given to the office, fully labeled with the child's name and instructions for administering them.

**PLEASE NOTIFY THE OFFICE IMMEDIATELY IF YOUR CHILD HAS A FOOD OR DRUG ALLERGY, ASTHMA, DIABETES or any other condition that requires special attention; Parents are responsible for**



supplying prescribed Epipen, inhaler, other medications or devices, as needed. Medication will only be administered and dispensed by the office with a Medication Authorization Form filled out by the parent.

*Students need to be healthy at school to minimize impact on peers and teachers. Students who develop contagious symptoms such as coughs or stomach viruses need to stay home for as long as these symptoms persist. Students who are vomiting will be sent home immediately. Also, if a child is sick with a fever, s/he has to stay home, and should return to school only after s/he is fever-free for at least 24 hours without fever-reducing medication. If a child is on antibiotics, s/he has to stay home for at least the first 24 hours. If absence extends beyond two consecutive days, a note is REQUIRED from the child's family doctor BEFORE the student is allowed back in the classroom. A note is also REQUIRED in the event that a student's absence from school exceeds his/her allowance of 10 days per school year.*

Additionally, health checks are administered from time to time, pertaining to eyesight, hearing, teeth, and general health, by professionals, and recommendations are shared with the parents, and are subject to follow-up as needed by the School Management Team. The School Management Team also reserves the right to send a child home immediately and/or for a few days depending on the severity of a condition/illness/infection, discovered as a result of a health check. Our responsibility at MET is to notify parents of the situation, and ensure that the child is treated immediately, and is kept out of school for as long as needed, depending on the case at hand, to protect other students and ensure adequate treatment of the child. As with all other student issues, such situations are treated in the strictest of confidence, and teachers are very sensitive to student interactions in that regard. Days the child is absent will count as such on their final progress report card for the trimester.

## Mandatory Abuse Reporting

According to Oregon law, all childcare providers and school staff members are mandatory reporters. A staff member who has reasonable cause to suspect that a student may be an abused or neglected child MUST report such a case to the Department of Children and Family Services. In such a situation, the staff member shall notify the head administration, and a report made. Traditional consideration of confidentiality shall not constitute grounds for failure to report such cases.

Abuse and neglect are defined by Oregon law but may generally be understood as follows:

1. "Abuse" is any physical or mental injury or sexual abuse inflicted on a child other than by accidental means by a person who is responsible for the child's health and welfare.
2. "Neglect" is abandoning a child, subjecting a child to an environment injurious to his/her welfare, or failing to provide the proper support, education, or mental or remedial care required by law by one who is responsible for the child's welfare.

## Student Conduct

*Abu Hurairah (RA) has related that the Prophet of Allah (SWT) said, "Verily, Allah does not look at your bodies or external appearances. Rather, He scans your hearts and examines your deeds." (Narrated by Muslim)*

To be successful, in both this world and the world hereafter, every Muslim must obey what Allah (SWT) says in Al-Qur'an and follow the *Sunnah* of the Prophet Muhammad (SAW). The Muslim should try to behave well, according to the behavior standards set forth by the Prophet Muhammad (SAW). By doing so, Allah (SWT) will be pleased with him/her, the Prophet (SAW) will be pleased with him/her and fellow Muslims will be pleased with him/her. Every Muslim, boy or girl, who tries to obey Allah (SWT) and behave well toward all people will be helped and guided by Allah (SWT). He/she will be on the right path of Islam (*As-SiratulMustaqim*). Allah (SWT) will grant him/her a great reward in this life and a greater reward in the hereafter, *in shaa Allah* (God willing). This is the importance of Islamic moral education, to which every Muslim child has the right.

Home is the first foundation where the child learns how to behave and conduct himself/herself. Teaching the child good manners is primarily the responsibility of the parent.

*The Prophet Muhammad (SAW) states, "No father or mother can give or teach his/her child anything better than good mannerisms and strong ethics." (Narrated by Tirmidhi)*

The purpose of the Islamic School is *not* to take over the responsibility of the parents in teaching good manners and proper behavior. The purpose of the Islamic School is to assist parents in the child's growth as a well-educated, well-mannered, compassionate, and conscientious youth. In order to fulfill this purpose, certain behaviors and manners are expected of children to maintain a proper atmosphere where instructional processes can proceed. Islam requires all Muslims to act in a manner that will be a credit to themselves, their parents, their school and their Islamic community. The Islamic School is then complementary to the home.

Since the act of *ibadah* (or worship and God-consciousness) is everything that pleases Allah (SWT), Muslim students must form the habit of following, not only the rules listed below, but also the general rules of good conduct.

The excuse that a particular violation of good conduct is not specifically mentioned is not acceptable. Habitual disregard of the Islamic School regulations or rules of good conduct will inevitably lead to consequences.

### Student Behavior

The following guidelines for student behavior apply to ISMET students at all times while under school supervision.

#### **Students will be expected to:**

- Show respect for Islamic teachings
- Display academic honesty and integrity at all times
- Show respect for school staff, adults and fellow students in words and actions at all times
- Comply immediately with instructions from teachers and staff members
- Use good, kind, compassionate, and clean language at all times (bullying and name-calling are not tolerated AND MUST BE REPORTED IMMEDIATELY)
- Treat classmates, teachers and administration respectfully
- Adhere to the school dress code and uniform guidelines
- Follow campus rules and act in a safe and healthy manner at all times
- Respect the safety, welfare, and feelings of others
- Speak the truth and use only good, positive, and appropriate language
- Respond appropriately and respectfully to the directives of faculty and staff
- Respect the property of the school and of fellow students
- Return library books on time, care for textbooks, and handle school property with care
- Arrive to class on time prepared with supplies, books, and a positive attitude toward learning
- Display appropriate classroom behavior by listening attentively and not being disruptive
- Take responsibility for learning
- Strive for excellence, do their best, work hard, complete homework, turn it in on time, and maintain a clean and organized work space
- Display excellent citizenship and Islamic character
- Be a good example for others

Students modeling these behavioral expectations will be recognized periodically within our school-wide Tarbiyah (Character-building program) and school core values in which strong Islamic mores and ethics are taught, modeled, and championed by MET staff and teachers on a daily basis.

### Our Discipline Philosophy

We believe that students will make mistakes and test their boundaries from time to time, and that it is very important to re-enforce the good behavior and positively address the challenges. We believe that all staff members need to be on the same page and give the students the same consistent message. Teachers are encouraged to handle any infractions inside the classroom, and only refer a student to the office in extreme circumstances. Consequences to various infractions, whether behavioral or academic, depend on the type of challenge and are assigned on a case-by-case basis. Consequences may include writing an apology letter, community service, detention, suspension, follow-up counseling sessions and/or workshops for the student (and parent as needed; may be for a fee), among others. Counseling session progress is confidential, and will be monitored, documented, and communicated as needed to the child's parents and teachers. The objective of the assigned consequence is to seize this as an opportunity for learning and growth, so that the student learns from his/her mistakes and does not repeat them. We need them to be able to tell right from wrong, acknowledge their

mistakes, be able to stand up for what is right, be able to deal with challenges and move on, etc. In the end, our goal is to produce students who are compassionate, morally and ethically responsible, and have an intrinsic drive to take charge of their learning, while being an excellent citizen and added value to our school.

**To follow is an outline of our general Disciplinary Guidelines & Procedures followed by a more detailed listing of infractions and possible consequences in each scenario.**

**Every infraction or violation by a student is handled on a case by case basis and is subject to a holistic review towards an assessment of consequences that are in the best interest of the students and the school, based on the case at hand.**

## General Disciplinary Guidelines & Procedures

### **1. Office Referral**

Students will be sent to the office immediately for the following actions:

- Lying, cheating, or stealing
- Misuse of computers or any other school property
- Bullying or cyber-bullying
- Defiance of teacher authority
- Disrespect of others or insubordination
- Using obscene or offensive language
- Fighting or otherwise endangering the welfare of others
- Vandalism or tampering with fire alarms, fire extinguisher, or school equipment
- Use and/or possession of cellular phones, pagers or electronic games
- Repeated misbehavior in the classroom

The office will deal with these infractions on a case-by-case basis. The general procedure is as follows in case of a repeated misbehavior, and is subject to variation based on the case at hand:

1. Having a conference with the student
2. Filling out a Disciplinary Referral that will be signed by the parents and placed in the student's file
3. Referral to the School Counselor
4. Student will be dismissed from attending an upcoming activity or an after-school extracurricular event
5. Suspension from school

### **2. Detention**

A student referred to the office for unacceptable behavior in the classroom or elsewhere on campus, may be detained in an area designated by the administration during or after-school hours. The student may be required to forfeit participation in school activities. Depending on the severity of the behavioral problem, the office may also require a student to turn in a written research paper and/or a written apology. The student may be required to perform on-campus community service. In some cases, a parent conference will be scheduled.

### **3. Behavioral and Academic Probation**

Before a student is placed on behavioral or academic probation, multiple attempts are made to work with the student and inform the parents via a Disciplinary Form or an Academic Progress Report Form. If the student does not improve in the issue at hand, s/he is placed on probation.

Students who consistently display disruptive or disrespectful behavior will be placed on behavioral probation, and student's behavior and overall attitude will be closely monitored on a regular basis to assess continued enrollment at ISMET.

Students who earn less than a "B" or 3.00 overall GPA will be placed on academic probation, and student's overall attitude and performance in class with regards to homework, class work, quizzes, and tests will be closely monitored on a regular basis to assess continued enrollment at ISMET.

While on probation, communication and conferences with the student and parents are held on a regular basis.

A student who does not pass their behavioral or academic probation period will be dismissed from Oregon Islamic Academy at any time during the school year at the discretion of the ISMET staff and the MET Office.

#### 4. Suspension Policy

Suspension is dismissal from classes and school for a period of time. The student has to go home and stay home for as many days as is decided by the office depending on the gravity of the infraction.

Violations that can result in suspension include, but are not limited to the following:

- Plagiarism or copying the ideas or work of others
- Abuse of property of others and/or property of the school
- Tampering with the fire alarm or other school equipment
- Fighting, physical, verbal or written threats and other acts of defiance
- Repeated disregard for ISMET rules and regulations
- Smoking, vaping, or substance abuse
- Bringing to school a weapon (real or fake)
- Possession of tobacco, controlled substances, drugs, dangerous objects, weapons, fireworks, lighters, explosive devices, etc.

Policies & Procedures in case of a suspension:

- In cases of suspension, parents will be promptly notified by the office of the circumstances surrounding the disciplinary action.
- Students on suspension are marked absent.
- Students on suspension are required to complete any homework or projects assigned (during the period of suspension) and submit them on time on their scheduled due dates for 50% credit.
- Students will write chapter or cumulative tests missed due to suspension, immediately upon their return to school, for 100% credit. These tests will be proctored in the MET Office.
- If suspension falls during trimester exam week, the student has to come in, write his/her final on the day it is scheduled for 100% credit, then go home.
- Students will not be able to make up quizzes or class work missed due to suspension.

#### 5. Expulsion Policy

Expulsion is dismissal from school, usually without the privilege of re-admittance. Violations that can result in expulsion include repeated violations that warrant an office referral or a suspension.

**ISMET has the right to terminate a student's enrollment based upon behavior, threats or actions of the student, their parents or others who affect the well-being of our school and our staff/student body.**



### List of Infractions and Possible Consequences

**Student Misbehavior will be defined by the following 5 Levels at ISMET:**

**LEVEL 1: Student engaged in minor misbehaviors or infractions:**

- Classroom intervention occurs

**LEVEL 2: More serious misbehaviors escalating:**

- Teachers record the incident to maintain a data,
- Teacher gives consequences.
- Parents will also be contacted by the teacher who has written the incident.

**LEVEL 3: Serious misbehaviors, students referred to the office:**

- Written office referral
- Behavior will be dealt with by administration
- Consequences assigned by administration.
- Parents will also be contacted by a school administrator, and/or parent conferences.

**LEVEL 4: Repeated serious misbehavior:**

- Office referral
- Out of school suspension (at home)

**LEVEL 5: Severe misbehavior or three suspensions:**

- Expulsion

Infraction	Definition	Occurrences	Misbehavior/ Consequence Level	Possible Disciplinary Action (may include referral to Counselor)
<b>Disorderly or Disruptive conduct</b>	Language or behavior which disrupts and/or interferes with the educational environment process.	First Repeated	Level 1-2 Level 3-4	1. Conference 2. Detention 3. Suspension
<b>Disruptive Appearance Student Dress Uniform</b>	Disruptive Appearance Student Dress Uniform Students are required to wear a school uniform that meets the Islamic dress code	First Repeated	Level 1-2 Level 3-4	1. Conference 2. Detention 3. Suspension/ confiscation of item
<b>Defiance of Authority</b>	Student fails to obey the lawful direction of any authorized staff member while in school. Student refuses to follow reasonable request from any adult in charge.	First Repeated	Level 1-2 Level 3-4	1. Conference 2. Detention 3. Suspension 4. Expulsion
<b>Offensive Language</b>	Verbal messages that include swearing, name calling, or use of words in an inappropriate way.	First Repeated	Level 1-2 Level 3-4	1. Conference 2. Detention 3. Suspension
<b>Fighting or Otherwise Endangering the Welfare of Others</b>	Mutual participation in an incident involving physical violence, where there is no major injury. A hostile physical encounter between two or more individuals	First Repeated	Level 3-4 Level 4-5	1. Conference 2. Detention 3. Suspension 4. Expulsion
<b>Tampering with Fire Alarm, Fire Extinguisher, or School Equipment</b>	Modifying, tampering with, or altering any school equipment, such as fire alarms, fire extinguishers, and other school equipment.	First Repeated	Level 3 Level 3-4	1. Conference 2. Detention 3. Suspension 4. Expulsion

<b>Vandalism</b>	Damaging or drawing graffiti on school properties. Willful destruction or defacement of school or personal property	First Repeated	Level 3 Level 3-4	1. Conference 2. Detention 3. Suspension 4. Expulsion
<b>Bullying, Cyber bullying or Harassment</b>	Repeated acts over time that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Can be physical, verbal, or psychological. Can occur in cyber-space through the use of social media, chat rooms, and websites. Include language and behavior which insults, ridicules, or torments another person.	First Repeated	Level 3-4 Level 4-5	1. Conference 2. Detention 3. Suspension 4. Expulsion
<b>Smoking, Vaping, and/or Usage or Possession of Tobacco</b>	The use or possession of cigarettes	First Repeated	Level 4 Level 5	1. Suspension 2. Expulsion
<b>Dangerous Drug Possession and/or Substance Abuse</b>	The use or possession of alcohol, drugs, or other substances deemed illegal and/or inappropriate for student use.	First Repeated	Level 4 Level 5	1. Suspension 2. Expulsion
<b>Use and/or Possession of Cellular Phones, Pagers or Electronic Games</b>	Possession of cellular phones, pagers, cameras, or electronic games while in class or on campus	First Second	Level 3 Level 4	1. Conference 2. Confiscation of item until the end of the school year
<b>Forgery, Lying, and Violation of Academic Integrity</b>	Giving false or misleading information to school official by forging parent's, guardian's, or any other person's signatures on any letter or other school document; cheating, plagiarizing, turning in another person's papers, projects, computer programs, etc., as the student's own; and/or any other misrepresentation of truth	First Repeated	Level 3 Level 3-4	1. Suspension 2. Expulsion  <i>Additionally, the subject grade may also be affected; student may end up getting an F per the discretion of the teacher and school management team as a result of cheating or an act of academic disintegrity.</i>
<b>Disrespect of Others, Insubordination</b>	Disrespecting and disobeying authoritative and fellow peers.	First Repeated	Level 1-2 Level 3-4	1. Conference 2. Detention 3. Suspension

<b>Use and/or Possession of Dangerous objects, weapons, fireworks, lighters, explosive devices, etc.</b>	Possession, use, threat of use of or distribution of any weapon, whether real or fake, that could be perceived as a threat or could pose an actual threat to the safety of individuals on campus, such as knives and firearms. Administration may modify the expulsion on a case-by-case basis.	First Repeated	Level 4 Level 5	1. Suspension 2. Expulsion
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## Emergency Management Procedures

MET has partnered with the City of Tigard to institute an Emergency Response Plan outlining basic steps and measures that need to be taken in case of an emergency, God forbid. Please contact the MET Office to see a copy of the Manual for City of Tigard's School Emergency Response Training received by MET personnel.

### Teacher and Staff Training

Our teachers and staff are First-Aid and CPR certified for any emergency that should arise, God forbid. We have an ample supply of first aid kits on hand at the school, as well as CPR-needed supplies including a defibrillator.

Our teachers have also completed special training with the City of Tigard and hold a CERT Emergency Response Certification.

### Routine Fire Drills

Routine Fire Drills take place at ISMET on a regular basis as part of our Emergency Response Plan. The goal is to ensure adequate response time and complete, proper evacuation in case of an emergency. Fire drills are practiced every month at unannounced times. A bell is rung and all classes must file out of the building in a quiet and orderly fashion. No belongings should be gathered. All students must go directly to the field and line up with their classes. Teachers then do a head count and report any missing students immediately. Office staff does a sweep of bathrooms, classrooms, lunchrooms, and Salah/Prayer rooms to make sure all students are out. Office staff will then give a hand signal to all staff and students to return to the building.

### School Safety Plan

The MET Campus is monitored 24 hours a day with security cameras and a burglar alarm system. A School Safety Plan is in place for response to emergencies that may necessitate an in-campus lockdown or an off-campus evacuation, God forbid. MET staff and teachers receive periodic training on implementing and coordinating our response and safety plan, should a lockdown or an evacuation become necessary.

Emergency lockdown may be needed due to outside criminal activity where police want to prevent a criminal from taking refuge in a school or when a verbal or written threat has been made. All students will be directed into classrooms. Outside classes (PE, recess, etc.) will either re-enter the school, take available cover, or evacuate to a safer area. Windows and doors will be shut and locked. Students will not be allowed to leave the classroom for any reason until cleared by office staff. All lockdown rules will remain in effect until an "all clear" sign is given by office staff.

Off-campus evacuation may be deemed necessary in case of a gas leak, an earthquake, or a situation in which staying on campus may pose danger. A detailed procedure and response plan in the context of different scenarios is documented in ISMET/OIA's School Safety Plan and is routinely rehearsed by MET staff and teachers. **In case of an emergency situation that necessitates evacuation of the premises (for example, a gas leak, an earthquake, etc.), MET teachers and staff will escort the students to Greenway Park across the street from our campus. The address for Greenway Park is: 8350 SW Greenway, Beaverton, OR, Phone#: (503) 644-3632.** Our staff and students will assemble in the Playground area of Greenway Park that is adjacent to and within walking distance from Scholls Ferry Road. This shall be our designated pickup area where parents will be able to pick up their children. Staff members will be seeing off each child and will remain with the children until they are picked up by their authorized family members. In case of a pickup delay, parents may contact our emergency response team.

Please contact the MET Office to request a copy of our ISMET/OIA School Safety Plan and Emergency Management Procedures.

*May Allah (SWT) help us please Him by raising our children to the best of our ability to obey His commands, and adhere to the teachings of His Prophet Muhammad (SAW), and as such to become true stewards of themselves, their families, Earth, and humanity at large; ameen.*