

Islamic School of MET/Oregon Islamic Academy
Parent Handbook Addendum
Online School (Grades 6-12)

Introduction:

In light of the pandemic and the Governor's guidelines for schools, we will need to find an alternative to come together as a school community to resume teaching and learning. Alhamdulillah, we are grateful for technology that makes it feasible to learn and connect remotely which seems to be the only option we have at this time. Granted, this experience will never be the same as being in class and making that personal connection with your teachers and peers, but it is a viable solution for the time being until this crisis is over, in shaa Allah soon, and we come out of it better and stronger as a humanity with our life priorities in order, our egos/nafs more humbled, and a renewed appreciation of the immense blessings we take for granted every day, ameen.

Dear parents and students, we appreciate your positive partnership to make this experience successful towards our mutual goal of helping our students grow in responsibility and character and successfully meet the learning outcomes for each of their classes and advance to the next grade level in the upcoming school year, in shaa Allah.

Before we start, we would like to ask for your patience as we navigate online schooling together over the next few weeks (and possibly months). While our teachers and school admin/tech team have been working hard to get ready for this new experience, we appreciate your understanding and partnership as we get used to this new medium of teaching/learning. We also appreciate your support for your child's teacher(s) and your child's learning to ensure a positive and productive experience for all, in shaa Allah. Things will be tweaked as we go to perfect the process, in shaa Allah.

Dear parents and students, we appreciate your positive partnership to make this experience successful towards our mutual goal of helping our students grow in responsibility and character and successfully meet the learning outcomes for each of their classes and advance to the next grade level in the upcoming school year, in shaa Allah.

This addendum to our handbook contains the logistics and protocols for our online schooling. This information is also included on our website under Education - ISMET/OIA Online Schooling, which contains all pertinent information in that regard. Please also note our HELP DESK/TECH SUPPORT that is available Monday thru Friday, 9:00 am - 5:30 pm, as noted below.

Online Learning Logistics & Learning Platforms:

The platform we are using for online learning is Google Classroom and Hangouts/Meet. Our team researched different options and found that Google Classroom and Hangouts provide a medium that safeguards the security and privacy of our students. Google Classroom is your point of reference for homework/project/exam postings; HAC continues to hold your gradebook.

- Google Classroom will provide the environment in which your teachers will assign work, provide comments on your work, proctor online exams and quizzes, deliver virtual lectures, and hold daily live check-ins. You will also be able to turn in assigned work and projects within this platform.
- Google Classroom, Hangouts, and Meet are accessible from a computer OR a mobile device. Parents and/or older siblings, please help your child get setup and logged in for their online classes.
- For mobile devices, please upload apps from the App Store.
- If you will be using a computer, connect to classroom.google.com / hangouts.google.com / meet.google.com on your internet browser.

- Each student MUST LOGIN with their personal metpdx.org email which has the format firstname.lastname@metpdx.org (if your name is hyphenated, please include the hyphen)
- ISMET Students will have one Google classroom with different topics for the different subject matter
- OIA Students will have multiple classrooms: one per subject matter
- By now, all students should have joined their classes.
- Students are expected to login and connect at the time of their scheduled classes each day.
- All students MUST have all their textbooks; if you do not, you will need to give us a call and schedule a time to pick them up from MET.

Google Classroom & Hangouts/Meet Orientation Videos:

Please take the time to watch the following videos with your child to get familiar with the Google Classroom and Hangouts/Meet platform:

- [Google Classroom: Tutorial for Parents and Students](#)
- [Google Classroom Student Guide](#)
- [Google Hangouts Tutorial](#)
- [Getting Started with Google Meet](#)

Platform Recap at-a-glance:

- Students use their metpdx.org email accounts to login to Google Classroom and Home Access Center
- Parents have separate Home Access Centers accounts with their personal emails as login
- Google Classroom: 1 per class for ISMET classes: Point of Reference for assigned work, homework, class work, projects, online quizzes, etc.
- Google Classroom: 1 per subject for OIA classes: Point of Reference for assigned work, homework, class work, projects, online quizzes, etc.
- Google Meet: Platform for online class meetings per schedule
- Zoom: Platform for conferences and special events (i.e. collective Quran recitation, debate, senior theses, fair presentations, field day, etc.)
- Home Access Center: Point of reference for gradebook, and grades to-date in each class.
- If you are connecting from a phone or mobile device, please upload the Apps ahead of time for Google Classroom, Meet, and Hangouts

Google MEET for ALL PK-12 Online Classes, NOT HANGOUTS:

- Our tech team has been working closely with Google to improve the process for online class experiences, and Google MEET has now become the BETTER option. The Google Meet Link is posted on the Google Classroom Banner. When it is time for class, Go to your Google Classroom (for your grade or subject) and CLICK the GOOGLE MEET LINK in the banner underneath the class name. If you are joining class from a phone or mobile device, please click the video icon on the Google Classroom banner.
- For classes already using MEET, you will continue to do so, but please make sure to always go to your classroom banner to click the link there to join your class.

HANGOUTS only used OUTSIDE OF CLASS TIME as an auxiliary communication and learning support tool; Parental Management NEEDED:

- It is very important that students are focused and actively engaged in their online class experiences; The hangouts platform is a good medium for student-teacher exchanges with questions, one-on-one help, as well as student-student exchanges for group projects, etc.

- Dear parents, we will need your support in managing these exchanges and closely monitoring them especially for younger students to minimize unnecessary talk or distractions. This is a new platform for all, and it is critical that our children use it safely and responsibly. Please NEVER LEAVE your child unattended online, and limit unnecessary hangout groups and/or exchanges.

Online Learning Netiquettes, Guidelines, and Code of Conduct:

[Please Read HERE.](#)

In an effort to ensure a better experience and a POSITIVE, SAFE, and PRODUCTIVE learning space for all, here are a few additional guidelines that all students MUST observe:

- Please KNOW YOUR SCHEDULE; you may look it out at the MET website within the Education tab.
- ISMET Parents (PK-5th Grade) MUST accompany student throughout their online classes.
- Please be ready ON TIME with your device (phone, mobile device, laptop, computer).
- ONLY the teacher should INITIATE the video call at the start of class time; students are not supposed to do that.
- BE ON TIME for class; attendance is taken at start and end of class.
- Student Video MUST BE ON throughout the duration of class.
- Students MUST follow the teacher's instruction promptly to mute/unmute sound, or stop unnecessary chat or discussion.
- Students CANNOT use the chat/group conversation DURING class time, unless they want to communicate an important message to the teacher.
- Chat group CANNOT be used for casual conversation, spamming, and non productive messages that have nothing to do with the class.
- Be kind and respectful, and make the most of your class time by paying attention to your teacher and taking notes.
- Choosing NOT TO FOLLOW these guidelines will result in a lower participation grade.
- Use your student metpdx.org account to LOGIN; NO other accounts, please
- Keep your video and audio ON
- Welcome! You are now in your online class with your teacher and peers
- Teacher will go over Netiquettes (during the first week of school)
- Teacher will take attendance
- Start with Morning Duaa
- Teacher may ask students to MUTE their sound to turn off background noise and improve sound quality
- Teacher will proceed with online class, assign work, open for discussion
- Teacher may call on you, and you must be ready to reply
- Remember to Un-mute to be able to participate in discussion or ask a question
- Follow all rules and follow teacher's lead as s/he gives you permission to speak
- Remember class time is limited and we need to make the best use of it!
- At the end of class, teacher will check everyone out; end the conversation
- Get ready for your next online class! Please follow your class schedule also available on your Google Calendar at your student metpdx.org account.

Schedule:

The ISMET/OIA schedule is staggered in alternating 2-hour intervals to ensure equity and accessibility to students in the same family who are in different grade levels. Additionally,

- Siblings may need to connect simultaneously on different devices to their classrooms to attend virtual classes.
- Students must connect on time with their VIDEO ON; **attendance will be recorded at the beginning and the end of EACH CLASS.**
- **Office Hours** are designed for students who need extra help one-on-one. Please email your teacher or send them a message on Hangouts to schedule a virtual meeting with them (on Hangouts) during their daily office hours.
- **Please check your class schedule below, and make sure to login with your metpdx.org student account onto Google Classroom AND Hangouts/Meet (on your computer or phone) shortly before your scheduled class time to get ready and be on time for class.**

ISMET/OIA Online School Schedule:

Session Time	Monday/Wednesday/Friday	Tuesday/Thursday
9:00 am – 11:00 am	OIA Online Classes	ISMET Online Classes
11:00 am – 1:00 pm	ISMET Online Classes OIA Teachers Office Hours	OIA Online Classes ISMET Teachers Office Hours
1:30 pm – 3:30 pm	OIA Online Classes ISMET Teachers Office Hours	ISMET Online Classes OIA Teachers Office Hours
3:30 pm – 5:30 pm	ISMET Online Classes	OIA Classes

Go to our website to check your class schedule and **BE ON TIME** for class.

Notes:

- Teachers to track student attendance at the start and end of each LIVE session.
- Students must use their metpdx.org for all school-related Google Classroom and Google Hangout activities.

Online Learning Weekly Curriculum Charts:

Weekly Curriculum Charts (by grade level) will be UPLOADED WEEKLY HERE on our website. These charts will be uploaded by the beginning of each week.

Physical Education (P.E.):

At the end of each week, students will need to turn in a P.E. assignment indicating the duration and description of their physical activity.

- The requirement is 100 minutes per week per student (that is 20 minutes per day).
- ISMET students will turn this in online to their homeroom teachers.
- OIA students will turn this in within their P.E. Google Classroom.

School Supplies & Textbooks Pick-up Drive-Thru:

You will need your textbooks and school supplies (i.e. notebooks, pencils, markers, paper, binder, etc.) for online school. If you have them, great! If not, we will be scheduling a drive-thru day to pick up your needed supplies and school textbooks/resources for this school year. If you are not able to come during the scheduled days and hours designated to that, please call the office at (503) 579-6621 to make an appointment to pick up your books and supplies during open hours.

Attendance and Gradebook:

Google Classroom is your point of reference for assigned homework, classwork, and exams. HAC has your child's gradebook and grades to-date across all subject matter.

Make sure to be ON TIME for all your classes.

If you cannot for any reason or if you are having tech/connectivity issues, parents MUST contact Teacher Elvira PROMPTLY for this absence to count as excused. Teacher Elvira may be reached at admin@metpdx.org or 503-548-7673.

Policy for Attendance and MISSED Exams or Quizzes:

Regarding ABSENCE/Tardiness for online classes or MISSED EXAMS or quizzes, parents must contact the office BEFOREHAND for this absence to be excused and for a make-up test to be coordinated. Otherwise, with no prior notice about absence, the student's absence will be unexcused and s/he will receive 0 credit for a missed exam. Please contact Teacher Elvira IN ADVANCE at admin@metpdx.org or 503-548-7673.

Homework and other work Submits:

Teachers will post ALL assigned work (whether class-prep, class work, homework, projects, exams) as Assignments. Homework submits by students MUST always be made within the assignment on Google Classroom. Please DO NOT USE email or the Google Classroom Stream for that purpose. The teachers have been going over that with the students. There are also helpful how-to videos on youtube. Parents, please help support your student as needed in that regard.

REVISED Grade Breakdown for Online School towards proper self-disciplined digital citizenship:

Please be advised that due to the new format and inherent limitations of online classes compared to traditional class settings, our school management team in consultation with our teachers decided to change the gradebook breakdown as follows for all Spring term graded classes in grades 3-12:

- 30% Exams, Assessments, Quizzes, etc.
- 30% Homework & Projects
- 40% Online Citizenship: Class work, Attendance, Participation, Behavior, Effort

This replaces the older breakdown with 60% weight placed on assessments and the remaining 40% weight placed on homework, class work, participation, and effort,

This new breakdown places more emphasis on the student's attendance, engagement, and participation during the very brief time they have with their teachers each class. Students are expected to give their teachers their full attention and actively participate in every online class. We greatly appreciate your support, dear parents, as we work closely together on this for the best interest of our students, in shaa Allah. Online learning is especially new to our students, and it is important that they develop the right attitude, habits, and self-discipline in this virtual environment where they have more control over their choices.

End-of-Trimester Assessments:

We realize the limitations and opportunities with conducting online year-end assessments that properly reflect a student's proficiency and skill level. Hence, we will implement the following strategy for year-end assessments:

- **Grades PK-2 Assessments:** will take place ONE-on-ONE for Reading, Writing, and Math OUTSIDE OF scheduled class time. For that reason, these assessments may start a few weeks before our last week of school. Homeroom teachers will follow up with more details in that regard. Quran and Arabic assessment will take place one-on-one during class time.
- **Grades 3-5 Assessments:** Online, timed exams will be proctored for Reading, Writing, Math, Science, and Arabic. Quran assessment will take place during class time. Social Studies and Islamic Studies assessment will be project-based, and students will present what they learned during class. More information will be shared by your child's teachers in that regard.
- **Grades 6-12 Assessments:** Online, timed exams will be proctored for English, Math, Arabic, Social Studies, Islamic Studies, Health, and Debate. Quran assessment will take place during class time in addition to an essay reflection. Science and Art assessment will be project-based, and students will present what they learned during class. More information will be shared by your student's teachers in that regard.

Trimester Exam Guidelines:

ISMET (Grades 3-5):

- For each exam, GO TO YOUR GOOGLE CLASSROOM Meet Link just like normal class.
- Exam duration is 45 minutes. All exams are closed-book and closed-notes.
- Use of calculators and online resources is NOT allowed.
- To receive FULL CREDIT, your Video must be ON with your whole face showing AND you must be MUTED for the entire duration of the test; please plan device use accordingly.
- Test must be submitted online. No one will be dismissed before the scheduled end time of the test. No bathroom or water breaks are allowed.
- It is critical that students take their time AND review their answers before submitting their exam. Parents are kindly asked to sit next to their student to ensure that they develop these important test-taking skills.

OIA (Grades 6-12):

- For each exam, GO TO YOUR GOOGLE CLASSROOM Meet Link just like normal class, EXCEPT for Debate & Health for which you will be given a separate Zoom Link for both.
- Exam duration is 60 minutes EXCEPT for Algebra 1, 8th/HS English and 8th/HS Social Studies which are all 90 minutes long. No extensions will be granted.
- All exams are closed-book and closed-notes. Use of online resources is NOT allowed.
- Math Exams: Use of calculators is allowed; blank scratch paper may be used, but must be submitted at the end of the test, in addition to your exam.
- To receive FULL CREDIT, your Video must be ON with your whole face showing AND you must be MUTED for the entire duration of the test; please plan device use accordingly; Test must be submitted online.
- No one will be dismissed before the scheduled end time of the test. No bathroom or water breaks are allowed.

Virtual End-of-Trimester Conferences:

Spring term report cards will be published on your Home Access Center by 8:00 pm the night before conferences.

ISMET/OIA Conferences are held as follows on two consecutive days:

- ISMET PK-5 Parent-Teacher Conferences; By Appointment, ONLY. Parents MUST sign up for a time slot on the sign-up genius link shared by your child's homeroom teacher.
- OIA Student Conferences:
 - Fall: New Students and other students (by Invitation only)
 - Winter: BY Invitation only – students on academic or behavioral probation
 - Spring: Group Conferences for rising seniors, rising freshman, high school students, and rising 6th graders; students who were on academic probation in Winter 2020 will be contacted during the week of June 22 with final decisions regarding re-enrollment or dismissal in the upcoming 2020-2021 school year based on their Spring trimester final grades.

End-of-year Textbook Drive-Thru Drop-off:

Textbook drop-off is scheduled on two consecutive days for ISMET/OIA students. Please note that students/parents who drop-off MUST WEAR MASKS.

Also, lost textbooks or textbooks in poor condition will need to be replaced. Each teacher will be checking in his/her subject textbooks. Please make sure to bring and return ALL textbooks for ALL classes in addition to library books, graduation gowns, chromebooks for graduating seniors only):

- ISMET: Students will also pick up pre-assembled desk contents, MET sweaters, etc.
- OIA: Students will also pick up pre-assembled locker/desk contents, MET sweaters, etc.

Help Desk/Tech Support:

Please REPORT any technical difficulties with your online classes ASAP.

Please also communicate ASAP any issues pertaining to technology or accessibility of the online lectures and teaching materials. Please email admin@metpdx.org or call 503-548-7673.

We are available Monday through Friday from 9:00 am till 5:30 pm.

Healthy Online Habits:

Please take frequent breaks to take care of yourself during Online School, when you may find yourself constantly sitting down and staring at the computer screen. Here are a few tips to stay healthy and strong:

- Get up and stretch before each class
- Look outside and stretch your eyesight into the horizon
- Get out for a walk
- Make sure you are doing physical activity for your weekly P.E. assignment
- Manage your time wisely and limit your screen time; parents and students should work together to come up with a schedule that works, that includes family time, chores, going out for a walk, etc.

Please be Patient:

We would like to ask for your patience as we navigate online schooling together over the next few weeks (and possibly months). While our teachers and school admin/tech team have been working hard to get ready for this new experience, we appreciate your understanding and partnership as we get used to this new medium of teaching/learning. We also appreciate your support for your child's teacher(s) and your child's learning to ensure a positive and productive experience for all, in shaa Allah. Things will be tweaked as we go to perfect the process, in shaa Allah.

Thank you so much for your continued partnership and support!