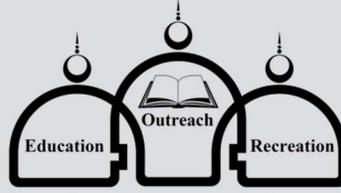


Oregon Islamic Academy (OIA)

أكاديمية أوريجون الإسلامية

*Founded by the Muslim Educational Trust in 2007
Celebrating our 15th Anniversary this year, alhamdulillah!*



Muslim Educational Trust

Building, Sewing, and Healing Community through Excellence in Education since 1993

Parent Handbook دليل الآباء

School Year العام الدراسي

2022 - 2023

**Oregon Islamic Academy (OIA) is a program
of the Muslim Educational Trust (MET)**

Middle School and High School, Grades 6-12

Private, Not-for-profit, Independent, Full-time, Co-Educational Islamic School

With an option for ONLINE Schooling (as needed due to any unforeseen circumstances)

Licensed by the Oregon State Department of Education

Accredited by the Northwest Accreditation Commission (NWAC), a division of AdvancED

Our mission 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.



Muslim Educational Trust

10330 SW Scholls Ferry Road, Tigard, OR 97223

Phone: (503) 579-6621, Fax: (503) 590-0201

E-mail: admin@metpdx.org, Website: www.metpdx.org

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In the Name of Allah, Most Merciful, Most Compassionate

"وَقُلْ اَعْمَلُوا فَسَيَرَى اللَّهُ عَمَلَكُمْ وَرَسُولُهُ وَالْمُؤْمِنُونَ وَسَتُرَدُّونَ اِلَىٰ عَالِمِ الْغَيْبِ وَالشَّهَادَةِ فَيُنَبِّئُكُمْ بِمَا كُنْتُمْ تَعْمَلُونَ" (١٠٥)

And say, "Do [as you will], for Allah will see your deeds, and [so, will] His Messenger and the believers. And you will be returned to the Knower of the unseen and the witnessed, and He will inform you of what you used to do." [Quran, 9:105]

A Message from the Founders of MET

"In 1993, MET was founded with the dream to help create an open, empowering, and collaborative atmosphere within the Muslim community in the greater Portland area. Over the last thirty years, MET has made significant strides in the development of Portland's Islamic based education. MET's focus on education through positive interaction with Muslims and non-Muslims and honest communication with the media and public officials has positively impacted not only the people of Portland, but well beyond our local area. The greatest impact has been on a core group of students who have spent their formative years at ISMET/OIA. These students have grown to be successful academically, but more importantly, to become the embodiment of what it means to be a confident, active, believing and practicing young American Muslim. In shaa Allah (God willing), it will be these very same students who grow into leadership roles in the coming years and help lead our community to be in the vanguard of those who engage in bridge-building dialogue, faith-based community service, and stewardship of Earth and humanity."

Ayoob Ramjan, Gail Ramjan, Wajdi Said

The Muslim Educational Trust (MET) does not discriminate on the basis of race, color, gender, religion, national or ethnic origin, marital status, disability, or age in any of its programs or activities that include the administration of its education policies, admission policies, scholarship, loan programs, athletic and other school-administered programs. MET is an equal opportunity provider and employer.

The Muslim Educational Trust reserves the right to make revisions to this handbook when, and if, deemed necessary by OIA School Administration. Observance of any changes is expected of all when the change is made known to the student body and parents. As a private, religious school, Rules & Regulations in this handbook are written in accordance to Islamic values and principles.

Oregon Islamic Academy is an active member of:

Oregon Federation Of Independent Schools

NSTA National Science Teachers Association



Oregon School Activities Association



Oregon Science Teachers Association



Association for Supervision and Curriculum Development



Pacific Northwest Association for College Admission Counseling



Islamic Schools League of America



Council of Islamic Schools of North America



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Index of terms used:

- SWT Sobhanahu wa ta'aala; meaning Exalted and Glorified be He; invoked after the mention of God's name
- SAW Sallallahu 'alaihi wa sallam; meaning peace and blessings be upon him; a prayer invoked when the name of Prophet Muhammad is mentioned asking Allah (SWT) to send His peace and blessings upon him
- RA RadiyAllahu 'anhu or 'anha; meaning May Allah (SWT) be pleased with him or her; a prayer invoked following the name of a male or female companion of the Prophet

Islamic School of MET (Pre-K – 5th) **Oregon Islamic Academy (6th – 12th)**
 مدرسة مؤسسة الوقف التعليمي الإسلامي مدرسة أكاديمية أوريغون الإسلامية

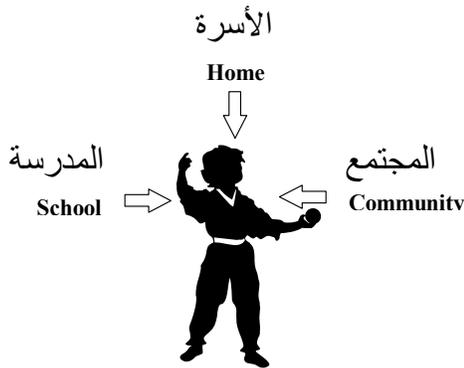


Piety محبة الله
Excellence الإحسان
Academics المنهجية العلمية
Character التربية والاخلاق
Engagement المبادرة والريادة

Introduction

We would like to welcome you and your family to Oregon Islamic Academy (OIA). 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 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 Oregon Islamic Academy, OIA. It is the best place to be; nurturing your middle school or high school child – mind, heart, body and soul.

General Background

أَقْمَنْ أَسَسَ بُنْيَانَهُ عَلَى تَقْوَى مِنَ اللَّهِ وَرِضْوَانٍ خَيْرٍ أَمَّنَّ أَسَسَ بُنْيَانَهُ
عَلَى شَفَا جُرْفٍ هَاذٍ فَاتَّهَارَبَتْ فِي نَارِ 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 back in 1997 up to 8th grade 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."**

The Oregon Islamic Academy high school program was launched in September 2007 in response to the growing need in our community for a holistic high school educational experience. Our mission and objectives follow.

Mission and Objectives

Oregon Islamic Academy's holistic educational philosophy is aimed at shaping the minds and hearts of our students according to the teachings of the Holy Quran and the tradition of Prophet Mohammad (PBUH). Oregon Islamic Academy presents a new and comprehensive outlook into Islamic Education in a nurturing, compassionate and loving environment. OIA's mission 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. Our mission will be achieved through educational excellence within a healthy learning environment, intimate adherence to Islamic practices, and strong collaboration with positive interaction among school, students, parents, and community.

Our objectives are:

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.

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]

School Management Team

The daily management of Oregon Islamic Academy 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.

Academics

Graduation Requirements

To graduate from Oregon Islamic Academy and earn an **Oregon Islamic Academy High School Diploma**, a student must complete four years of high school, 80 hours of volunteerism and community service, and a minimum of 33 units of credit over the course of his/her **4-year** high school career from 9th to 12th grade. Credit for AP classes and/or classes taken outside of Oregon Islamic Academy or taught by OIA teachers during the Summer have to be pre-approved by the MET Office in order to be counted towards OIA's graduation credit requirements. *Students need to attend and complete four years of high school in order to graduate from OIA; graduating early is not an option.* Students are also required by Oregon State to attain a meeting or exceeding score on their Junior year standardized assessment in the areas of Reading Comprehension, Writing, Mathematics, Science, and Social Studies.

Graduation requirements for Oregon Islamic Academy are closely aligned with those for Oregon State Department of Education, including the recently instated Essential Skills requirement to ensure proficiency in 21st century skills that are necessary for success and achievement in today's college, workplace, and civic life. Oregon Islamic Academy's academic program includes the following requirements:

| Subject | Units of Credit |
|----------------------|-------------------|
| English | 4.0 units |
| Social Studies | 4.0 units |
| Mathematics | 4.0 units |
| Science | 4.0 units |
| Arabic | 4.0 units |
| Islamic Studies | 4.0 units |
| Physical Education | 1.0 units |
| Speech | 1.0 units |
| Information Science | 1.0 units |
| Health | 1.0 units |
| Electives | 4.0 units |
| Fine/Performing Arts | 1.0 units |
| Total | 33.0 units |

Volunteer Hour & Internship Requirement for Graduation

To graduate from OIA, OIA High School students are required to perform a total of **80 hours** over the course of their 4-year high school career at OIA. Volunteer work is to be performed where needed in the community both within MET and beyond. Please note that additional hours of volunteerism are required by student members of the MET Honor Society on a per trimester basis. Each student is required to track their own volunteer hours and submit to the Office on an ongoing basis and in a timely manner. See "Community Service" on pg. 12 for additional information.

OIA High School students are also encouraged to pursue an internship in their area of interest over the course of a summer or a school year. Annual internships are available with Saturday Academy ASE Program, OHSU CURE Program, Mercy Corps, Reed College Young Scholars Program, World Oregon Young Leaders Program, Beaverton Mayor Youth Advisory Board, Judge Haggerty Young Scholars Program, Senator's or Congressman/woman's Office, City of Tigard Councilor Youth Board, SEMI Foundation High Tech U, Boeing Tech Prep, INTEL, MET Summer Camp or extracurricular programs, and various other companies, colleges, and non-profit organizations. An internship broadens a student's horizons and allows him/her to experience the workplace, explore his/her strengths and interests, and think outside the box. All internships should take place outside of school hours. Exceptions may be allowed from time to time to accommodate internship opportunities during school hours, in which case the student and his/her parents need to fill out a permission and liability release form to that effect.

Various opportunities will be brought forth to the students by the teachers and MET staff members; the students choose to participate in these venues at their personal risk and discretion; transportation to and from these venues is the responsibility of the student and his/her parents.

During Spring term, senior luncheons are also held off-campus with community leaders, teachers, and mentors from the MET community and the community at large.

Senior Thesis Requirement

Seniors are required to partake in a special senior thesis project experience that concerns various contemporary issues and relevant themes in our community and our world. The goal of this project is to re-affirm the student's

faith and American Muslim identity through delving deeper into the heart of Islam to re-discover what being a Muslim is all about and appreciate Islam as relevant in their daily lives, and as a viable, practical, simple, and intuitive way of life that provides answers and solutions. Seniors get to choose a project they are passionate about from a variety of topics offered at the beginning of the school year, and they are assigned a mentor. They are encouraged to start working on their theses in the Fall. A timeline of due dates is assigned throughout the year, and work involved includes weekly meetings with mentors, a research paper, community work/surveys/interviews, and a Powerpoint presentation to the community and school assembly at the end of the school year. Students are expected to research their topics in a comprehensive and holistic manner, while including sufficient supporting references from the Quran and the Sunnah, as well as contemporary research and Fiqh, as is relevant. Students also need to pay special attention to the Arabic content of their research paper and powerpoint, and ensure adequate and ample use of the language throughout. Towards that end, students are welcome to use MET Library and online resources/references in consultation with their mentors.

Starting in Spring term, weekly meetings with the mentors are required, and are part of the grade. During Spring term, seniors are exempt from attending English and Arabic classes so that they can work independently on their projects. During English and Arabic classes, seniors must be in the computer lab, library, or other designated space, and MUST use their time wisely. Seniors are still required to attend and fully participate in Islamic Studies class with the exception of completing homework and writing exams. They are also required to attend all other classes, including Quran, write their finals, and complete any required coursework and/or projects to receive a final Spring term grade in these classes. Each senior's grade for the Senior Thesis Project will count as their Spring term grade for English, Arabic, and Islamic Studies. The Senior Thesis grade breakdown is as follows:

- 33% Attendance at weekly meetings with mentors and meeting submission deadlines per timeline
- 33% Research Paper (standard format, including references) and one-page Executive Summary, including abstract and conclusion
- 33% Presentation and Powerpoint

Graduating with Honors

OIA students who successfully complete all OIA graduation requirements and meet the following criteria will graduate with honors and receive an *OIA High School Diploma with Honors*:

| OIA High School Academic Diploma with Honors for Graduating Classes of 2012-2013 and Beyond | |
|--|---|
| I. Core Classes (may be offered as AP) | Criteria |
| Arabic Language and Literature | 4 credits |
| Islamic Studies, History, Quran, and Civilization | 4 credits |
| English Language and Literature | 4 credits |
| Mathematics Including Algebra I, II, Geometry, Pre-Calculus, Calculus, and higher | 4 credits |
| Science Including Biology, Chemistry, Physics, and Research Methods | 4 credits |
| Social Studies | 4 credits |
| Information Science | 1 credit |
| Speech, Debate, and/or Journalism | 1 credit |
| Fine Arts | 1 credit |
| Health and Wellness/Physical Education | 2 credits |
| Electives and Global Studies: Including College-Prep/Career-Technical | 4credits |
| Minimum TOTAL CREDITS | 33 credit hours |
| II. Cumulative Grade Point Average | 3.5 or higher on a 4.0 scale |
| III. Additional Assessment | Criteria |
| Performance on OAKS for 11th grade | Meet or Exceed |
| Community Service and Engagement (80 volunteer hours required) | 100 hours or more |
| Leadership & Student Initiative: Sample work includes the following: | |

| | |
|---|-------------------------|
| <ul style="list-style-type: none"> • Leading an extracurricular club • Membership in the MET Honor Society as of senior year (meeting all requirements of attendance, academics, character, and leadership/community service) • Membership in the MET President's List (GPA \geq 3.75) or Circle (GPA \geq 3.9) | |
| IV. Supplementary/Optional Assessment | Criteria |
| SAT Score (800 points max on each of 3 tests (Math, Critical Reading, and Writing) - Max: 2400 points) | Over 1200 points |
| ACT Score (36 points on each test: Science, Reading, Math, and optional Writing 12) - Max: 120 points | Over 80 points |

High School Course Offerings

Oregon Islamic Academy offers a wide spectrum of high school classes each school year. High School students must take classes in each of the areas previously noted toward the completion of their Oregon Islamic Academy High School Diploma. A detailed listing of all OIA Course Offerings is available on our website and as an addendum to this handbook. [Please see the office for a paper copy or visit our website for an electronic version.](#)

From time to time, OIA will partner with other public and/or private schools to offer a joint course, in which OIA students will work with their peers from another school towards completing the requirements of the course over a trimester or a year. Other partnership opportunities with different schools come in the form of joint service learning days, community service projects, and interfaith conversations.

Every year, Oregon Islamic Academy will offer AP or college-level classes for which PCC Dual credit and/or PSU Challenge Program credit may be obtained. All these courses offerings will be made clear to the students and parents up front at the beginning of the school year. Students will have the option to obtain dual credit for these classes, with the understanding that expectations and work load will be higher with regards to assignments, exams, etc. Students who elect to drop these classes must do so by the deadline of the associated post-secondary college, otherwise, these classes (and the grades obtained thereof) will become part of their permanent college record. There may also be fees associated with obtaining college credit for selected OIA classes. If the student so chooses to enroll in and obtain college credit for these classes, they will be responsible for paying these fees in full in addition to the annual OIA tuition. See the *Fees and Financial Aid* section of this handbook for more details.

Academic Records

Students and parents may schedule an appointment with the OIA School Management Team to review the student's permanent academic record that includes the following:

- Name of student
- Name of school
- Student birth date
- Name of parent/guardian
- Name of school previously attended& records transferred therein
- Subjects attempted
- Grades received & Credits earned
- Standardized Assessment and PSAT/SAT test scores
- Attendance
- Behavior & Work Ethic Record
- Number of Volunteer/Community Service Hours performed
- Enrollment in the MET Honor Society or President's List/Circle
- (Prospective) Date of graduation/withdrawal from school
- Social Security Number
- Other information, i.e., academic testing, placement test information, etc.

Schedule

During the third trimester, students and parents forecast for the next academic year. The school academic counselor provides information and assistance in course selection and reviews the four-year plan of graduation

requirements. The student's parent/guardian must sign the forecasting form and pay the registration fee before forecasting may be completed.

Admission

New Admissions to OIA Middle School & High School:

To apply to Oregon Islamic Academy, the student and parent submit an application and three letters of recommendation from the student's previous school¹ as well as the student's past transcripts and complete records for the past two years, including progress reports, standardized test scores (SBAC/OAKS), teacher narratives, teacher recommendations, and all other pertinent information listed on the School Wait List Application. Students and their parents/families will then be contacted for in-house testing in reading, writing, and math, as well as an interview by Oregon Islamic Academy staff and shadowing in the classroom. Acceptance is determined based upon the holistic assessment of each student applicant.

Applicants who have already completed 5th grade or higher at a different school will be interviewed, evaluated, and tested internally. Test results are kept confidential and on file, but are not disclosed to the families; they are strictly used for internal reference only as a criterion for admission to OIA.

OIA will deal with each application on a case-by-case basis. OIA reserves the right to accept or decline the application of any new students as it sees fit to its well-being and that of its staff and students. *Priority will be given to students who attended Islamic schools in the USA.*

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

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 OIA will be terminated immediately.

Oregon Islamic Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and financial aid, and athletic and other school administered programs.

Admission to Oregon Islamic Academy High School:

Admission to Oregon Islamic Academy (OIA) High School is open to applicants who have indicated their ability to follow the rigorous course of studies offered at Oregon Islamic Academy High School and whose conduct is in alignment with the behavior and work ethic expectations of OIA. Acceptance is based upon Oregon Islamic Academy's ability to meet the student's needs and the potential for the student to complete the rigorous college preparatory program that Oregon Islamic Academy offers.

A placement examination for prospective freshmen will be administered on an assigned date during the Spring term.

Applications for enrollment in grades higher than ninth are based on openings available and the ability to fit the student into the school's curriculum.

Incoming Freshman from OIA 8th Grade:

OIA 8th Grade Students need to apply for re-admission into the OIA High School Program. All applicants will be screened by the OIA High School Admissions Committee. Assessment will be based on a holistic review of the

¹ Letters of Recommendation have to be filled in by the student's most recent Language Arts teacher, Math teacher, Principal and/or Counselor, and Islamic Studies teacher (if the student is joining us from another Islamic school). All letters have to be mailed by the student's previous school to OIA in a *sealed* envelope.

applicant's academics, behavior, work ethic, attitude, and special talents. This holistic assessment includes the following criteria:

- GPA: Cumulative grade-point average of 3.0 or higher; No trimester grade at D or below in any course
- Student cumulative records and transcript-to-date
- Overall behavior, attitude, and effort; No violation of the Academic Honesty Policy/OIA Code of Conduct
- Scores/performance on standardized testing (i.e. OAKS, Smarter Balanced, PSAT, SAT, etc.)
- Recommendations by the student's teachers and the School Management Team
- Student's resume, and individual strengths and talents
- Personal interview with the student and his/her parents

Transfer Students:

Transfer student applicants, who transfer to OIA during the school year, are required to fulfill all requirements listed under *New Admissions*. They are also responsible for completing and making up for all missed work for year-long classes that are already in session at OIA, with the exception of credits already earned at a different school in the current school year. This may be done via oral exams, take-home tests, homework, etc. The OIA Team will devise a practical 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.

High School Credits:

Once admission is granted, a student's earned credits and grades from a previous high school will be reviewed. Credit will only be accepted from accredited schools². Based on this review and assessment, these credits will be transferred, either in full or in part, into OIA's credit system, and will be listed on the student's year-end OIA transcript.

Student's Marital Status:

Married or engaged students will not be admitted to OIA; should an existing student get married or engaged during his/her enrollment at OIA, s/he will be immediately dismissed from Oregon Islamic Academy at the end of the present trimester.

Pre-Registration

In late Winter/early Spring, Oregon Islamic Academy 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 Wait-List 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.

² An accredited school is one that is part of the network of accredited schools by the Northwest Accreditation Commission (NWAC) and/or AdvancED.

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 1st of the school year preceding the one in which admission is requested.**

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.

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:

- Student-assigned Chromebook (as needed)
- MET Kadri Family Library
- MET Computer Lab and Technology Center
- MET Kareem Family Science Center
- Misc. online subscriptions and resources including brainpop, 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. Please be advised of the following protocols regarding use of the MET Computer Lab and/or student-assigned Chromebook:

- No food or drink at any time is allowed.
- Students must obtain a Computer Lab Pass from the office, or be there during their assigned lab time.
- Students should only use computers for schoolwork purposes (No email or social networking, etc.)
- **Printing assignments should be done at home. Printing homework at school is NOT allowed.**
- Students must save all their work to a flash drive and NOT to the computer hard drive.
- Computer Lab use will only be available during the student's recess break, and not during class time.
- **See additional items listed in the section titled, Code of Conduct**

Misuse or vandalism of any of these school resources may result in suspended use and/or a fine as determined by MET staff.

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 OIA 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.

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.

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 \$20 per hour for each missed hour, for a total of \$300 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 OIA 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, OIA 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> 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>. Parents, please include/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 school work 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.

Parent-Teacher Conferences

Conferences are held three times a year upon the conclusion of each trimester, **and are BY APPOINTMENT and/or BY INVITATION ONLY for OIA students.** Report cards and final trimester grades and work ethic/behavior assessment will be available for viewing on the Home Access Center by 8:00 p.m. on the night prior to Conference Day. *Group conferences will also be held in Spring term for rising 6th graders, rising freshman, rising seniors, and high school students and parents to review expectations for the upcoming school year.*

At the end of each trimester, the student's behavioral and academic is assessed in each subject area, and shared with the parents. However, 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 **REQUIRED** to attend conferences with their parents and teachers and be a part of the discussion. 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, OIA will not be responsible for providing any children-supervision, and MET shall not be held liable for any incidents that may occur, God forbid.

Grades & Test-Taking

Students at Oregon Islamic Academy receive grade reports at the end of the first, second and third semesters; these grades become part of the student's permanent academic record.

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% | |
| D | 1.0 | 63-66% | Below average |
| D- | 0.67 | 60-62% | |
| F | 0.0 | < 60% | Failing |

IMPORTANT NOTE FOR HIGH SCHOOL STUDENTS: All final trimester grades below C- are NON-PASSING grades, and **students will be REQUIRED to complete SUMMERTIME SCHOOL WORK** to pass any class in which they received a final grade that is less than C- on any given term. The maximum grade earned for make-up Summer-time work is B as 10% is deducted to be fair to other students who completed and passed all required coursework during the course of the actual term.

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

| Symbol | Points | Performance |
|--------|--------|--|
| IC | 0.0 | Incomplete (in case of missing course work or absence at trimester finals) |
| P | 0.0 | Passing(Credit is awarded but not counted as part of the cumulative GPA) |
| NP | 0.0 | Not Passing |
| NG | 0.0 | No Grade |
| NC | 0.0 | No Credit |
| W | 0.0 | Withdrawn |

Please note that no course credit is awarded for classes in which a student receives F, IC, NP, NG, NC, or W as their final trimester grade. If a student cheats or plagiarizes on a test or homework, s/he will receive zero credit for it. **Please note that Swimming is REQUIRED once a week as part of P.E. class, and lack of participation will affect the student's grade.**

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 OIA:

- 30% Exams & Quizzes**
- 20% Trimester Final**
- 30% Homework
- 10% Projects/Classwork/Labs (this will reflect the student's score at a relevant fair/tournament, if any, in a given trimester)
- 5% Class participation/readiness/effort/etc.
- 5% Behavior/character/work-ethic/organization/etc.

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.

Tests must be taken by students on the day they are scheduled. If a test is missed for the first time in a trimester, the student will be given the chance to take the test for full credit on the first day that he or she returns to school. For repeated occurrences of missed tests during the trimester, 10% will be deducted off the total test score if the test is taken after the scheduled exam date. *Exceptions will only apply to extended illness excused with a doctor's note or excused travel/absence granted by the School Management Team.*

Additionally, OIA may administer a national achievement test yearly. Standardized assessment will also be administered to students in grades 8 and 11 per Oregon State requirements, in the areas of Reading Comprehension, Writing, Mathematics, Science, and Social Studies, based on grade level.

In an effort to improve transparency between school and home, OIA has adopted an online student information and grading system, eSchoolPlus Home Access Center (HAC) in addition to Google Classroom, that allow 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. This is a tool that allows 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.

College Counseling

Throughout the four years at Oregon Islamic Academy, students and parents are encouraged to work closely with the Oregon Islamic Academy college counseling team to gain information about college admission and selection, college entrance exams, scholarships, applications and financial aid.

FAFSA and college applications need to be completed in the Winter term per the deadline of each college. College admission decisions are mailed to students by early Spring, and a final OIA high school transcript and diploma, that require successful completion of all coursework in the senior year, are both required to secure granted college admission in the following Fall term.

College Prep and Advisory/Character-Building Sessions

To adequately prepare our students for success in college, career, and civic life, Oregon Islamic Academy offers weekly Advisory Classes that enhance each student's skills and provide him/her with ample opportunity to explore different professions and college options.

Within Advisory Class, each student gains and builds basic skills in the following areas: organization, studying, test-taking, resume-writing, academic honesty & integrity (the art of paraphrasing, quoting, and citing), time management, interview-taking, note-taking, etc. OIA Advisory Class also hosts motivational speakers who teach our students about the human dynamic, effective communication, and conflict resolution. Additionally, OIA hosts professionals from different career paths as well as college administrators and financial aid advisors from various colleges and universities. The MET Annual Career day is also a great opportunity for students to explore different careers and college options.

Within Advisory Class, older high school students are also introduced to the college application process, college entrance exams, as well as scholarships. This is also specifically addressed within our annual college-prep night for high school students and their families in early Fall.

Every Spring, juniors and seniors are offered a College Survival Class during advisory, that includes the following topics: Personal Banking 101, Getting your Driver's license, College Life, Spiritual Clubs/Muslim Student Unions within college, and staying connected with your faith and your community in school, college, and beyond.

Lastly, our rigorous Scholastic Aptitude Test (SAT) Prep curriculum starts in middle school and continues through high school as an integral component of the Language Arts/English and Mathematics curricula. Our students take the Pre-Scholastic Aptitude Test (PSAT) in their junior year, and their SAT during their junior and early senior year. Students are also required to write the school-wide Oregon State Standardized Assessment (i.e. Smarter Balanced, OAKS, etc.) toward the end of their junior year.

Public Speaking and Debate are also an integral part of OIA curriculum that start in middle school and continue through high school. An in-house speech tournament and debate gala are held annually to celebrate the students' accomplishment. Students also get to practice their public speaking skills within various annual school fairs and classroom projects assigned throughout the year within different classes.

College Visits & Shadowing:

As part of our College-Prep program at Oregon Islamic Academy, we invite our juniors and seniors to visit college campuses and shadow college students in preparation for their own personal college endeavors. We go as a group once or twice a school year to college campuses and fairs. In addition, our students take initiative to make college visits and tours with their parents and families. Towards that end, seniors are allowed **up to three days off** of school (over the whole school year) for that purpose, and juniors are allowed **one day** off of school in the Spring term for that purpose. *Students who take on these opportunities are required to turn in on time all assigned homework and write any tests that are scheduled on their projected off-school day(s). They are also required to notify the office at least one week in advance with regards to any planned college visits or anticipated days of absence from school. The school needs to receive a written notice from the parents at admin@metpdx.org for the absence to be counted as EXCUSED.*

Freshman and sophomore students are not allowed time off school for college visits or shadowing.

OIA Middle School and High School Missed Homework/Class work Policy

In order to raise the bar for our students and help them develop healthy study habits, good organizational skills, and overall, a work ethic that enforces responsibility, accountability, and self-discipline. Our students need to be on top of their work, and turn in all their assigned homework, class work, and any other assigned projects on time.

Course of action to take when a student misses a homework or a class work:

- 1stOccurrence** Student is allowed to turn their homework in by the next class session with an automatic deduction of 50% of total points possible. No credit will be awarded for late homework submitted past the next class session. Teachers will email the parents informing them that their child has missed a homework assignment.
- 2ndOccurrence in a row** Treat in the same manner as 1stOccurrence AND conference with the parents in the presence of an office staff member.
- 3rdOccurrence in a row** Treat in the same manner as 1stOccurrence AND inform the Office that this is the 3rd missed homework in a row, at which time, the Office will determine loss of student privileges. This could involve loss of participation in upcoming club meetings, field trips, or other school events, etc.

In case of foreseen short-term absence, the student must turn in all assigned work (projects and homework) by the scheduled due date. Work submitted late (upon the student's return) will be awarded 50% of the grade.

In case of repeated, unexcused absence, homework is to be submitted on time, or else will be considered late, and will be awarded 50% of the grade.

Student Life

Extracurricular Activities and Athletics (Student Clubs)

Extracurricular activities are designed to develop students' physical, mental, social and creative abilities. ***Students participating in extracurricular activities must maintain a grade point average of at least 3.0 in the current trimester.*** Student club meetings take place after school hours. Students who miss four meetings will be dismissed from the club. Open enrollment is offered twice a year: at the beginning and middle of the school year, at which time a student may enroll in a club or switch to a different club in which there are openings. **Late pickup fees apply to Student Clubs. Parents will be charged at a rate of \$10 for the first fifteen minute period, and \$1 for each minute after that.** 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.

Among the extracurricular activities that are an integral component of our program are the following:

- Speech/Debate/Journalism and Media/Toastmasters (Public speaking and communication strategies)
- Drama
- Sports (Swimming, Basketball, Soccer, Volleyball, Tennis, Table Tennis, etc.)
- Cooking (Fantastic Chefs)
- Knitting and Embroidery
- Carpentry and Woodworks
- Photography
- Art/Jewelry making & design
- Embroidery, knitting, cross-stitching, quilting, etc.
- Nasheed/Voice
- Student Government, Student Leadership, Peer Mentorship, and Community Service (within MET's Youth Ambassadors Club - YAC)
- Game Design, Chess, Multimedia/Radio
- Programming/Coding, Lego Robotics/Electronics
- Environmental
- Media and Technology

- Model UN/Mock Trial
- Reading/Battle of the Books
- Jump-Rope
- Taekwondo
- Fencing
- Mad Science

Students are encouraged to take leadership and create their own student-led academic or extracurricular club, manage its activities, and monitor its progress and growth, while consulting with their high school mentor.

Special Events

- MET Annual Fundraiser
- Back to School Night
- Iftar
- Lailat al-Qadr
- Eid Party
- Mini Hajj
- Science Fair
- Cultural Night
- Graduation

Special, Seasonal Class Offerings

- Gender Relations in Islam
- Human Development for our adolescents

Please refer to the OIA Calendar for the exact dates of these events, and mark your calendars for these important annual functions in which student participation is required.

School Calendar

The OIA 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 in to parents and posted on the MET website (www.metpdx.org) under the Education tab; phone calls will also be made to families with no internet access by 6:45 am 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) under the Education tab, and an email/text/phone call will be sent/made out to the parents by 6:45 am that day; phone calls will also be made to families with no internet access.

Attendance

Academic success is directly related to daily attendance and participation in all classes. Medical/dental appointments should be scheduled outside the school day whenever possible. Prearranged absences and tardies

should be kept to a minimum. Planned foreseen absence must be communicated in advance with the office. **Student attendance is REQUIRED at some after-hours school functions, including: Beginning of the School year Orientation, Back-to-School Night, Parent-Teacher Conferences, College Fair Night, Career Day, STEM Night, etc. All these days are marked on the school calendar as required-attendance days. Student attendance is also REQUIRED at in-house fairs, bees, and tournaments, and for qualified students, at off-campus science fairs, speech tournaments, etc. Absence on such days will result in participation points being deducted, that will affect the student's final trimester subject grades.**

School Hours

Our doors open at 8:15 a.m. each morning. OIA Middle and High School Classes are in session from 8:30 a.m. to 3:20 p.m. every school day, including snack, recess, lunch, Salah/Prayer, and P.E. If Ramadan falls during the school year, classes are shortened in observance of the Holy month and classes start at 8:30 a.m. as usual, and end at 2:20 p.m. (an hour earlier than usual).

Late Pick-up

Students who are picked up late from school, clubs, or extra-curricular events will be charged a late fee of \$10 per student for the first 15- minute period and \$1 for each minute after that.

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*. OIA has striven to fulfill this concept in its daily operations.

OIA 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 *duaa'* (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. **تهذيب, آداب, أخلاق** (i.e. morality, attitude, and Islamic mannerisms) all lie at the core of our Character-Building program. Morning Circle is also a time where students rotate in making weekly announcements to their peers about latest school happenings and upcoming MET events.

Tardiness

Regular and punctual attendance at school and at all classes throughout the day is the primary responsibility of the parent and the student. Students should be in the school building by 8:15 a.m. to attend daily morning circle which starts at 8:30 a.m. 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.

Tardiness to Class: Students tardy to class will be referred to the office for a tardy slip. These tardies will also be tallied for each student as part of their total tardies shown on their trimester report card.

Tardies will be addressed as follows each trimester:

- 3rd& 4th Tardy - Student may not attend the class currently in progress
- 5th Tardy- Conference scheduled with Parents
- 6th Tardy- Student will be assigned community service during recesses
- 7th Tardy- Student will be suspended one day
- 7+Tardies- Suspension continues with review concerning student's continued enrollment.

Please note that students WILL NOT BE ADMITTED TO SCHOOL PAST 10:00 a.m. to avoid class disruption.

Timely attendance is taken daily and recorded at the start of classes, snack, lunch, Salah/Prayer, and other school functions throughout the school day. Tardies received will be counted toward the student's total instances of tardiness or absence. Excessive tardiness within the school day will be communicated to the parent and maintained in the student's record. Furthermore, excessive absence and tardiness will have serious implications upon the student's new or continued enrollment in the MET Honor Society.

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 student who has excessive absences will be referred to the office to determine if they should continue enrollment in OIA. Dental and medical appointments should be made after school hours or on Saturdays or school holidays.

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 OIA 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 OIA, 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 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 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 the Home Access Center. **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 OIA 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 6th – 12th 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.

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 \$4.50 per meal per day, compliments of our MET Kitchen. Families who are eligible for free or reduced-price lunches through the USDA must apply at the beginning of the school year so that their students may be served. The application must be filled out COMPLETELY to be considered. Parents will be notified within two weeks of the application date if their application is denied for any reason.

Please note: Hot lunches will NOT be served to OIA students during the month of Ramadan if it happens to fall during the school year. Please also note Ramadan etiquettes outlined below for students who are not fasting.

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.**

Ramadan Etiquettes for OIA Students in Grades 6-12 who are not fasting:

Out of respect for the sanctity and the spirit of this holy month and out of respect for the students and staff who are observing the fast, OIA Students (in grades 6-12) who are not fasting for any reason need to observe the following etiquettes at school:

- If student is not fasting, s/he should not eat or drink water publicly in class or in the hallways.
- Lunch will not be served and snacks from the gift shop will not be available; If needed, student needs to pack his/her own lunch and snacks.
- During snack or lunch recess, student needs to come downstairs to the cafeteria to eat/drink his/her snack or lunch.

Parents need to let the office know if their child is not able to fast the month of Ramadan due to health reasons. Please also bear in mind that a kaffarah/charitable donation needs to be given out to feed a fasting person in lieu of not fasting.

Class Parties

On occasion, individual classes may have parties. All parties must have prior approval from the Homeroom Teacher and the Office. All food provided should be nutritious. **NO candy, soda pop, pastries, or chips are allowed.** We do not allow treats brought to school for special occasions. Additionally, homemade food is only allowed with restrictions due to food allergy considerations.

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.** OIA has the right and responsibility to detain the child until proper arrangements can be made, in shaa Allah (God willing).

If parents give permission to their child(ren) to leave campus on a regular basis after dismissal, parents need to sign an authorization and liability release form to that effect. MET will not be held liable for any student authorized by his/her parent to leave campus after dismissal at 3:20 p.m.

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 matter. 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.

Community Service

Students at Oregon Islamic Academy have many opportunities to apply lessons learned in their Islamic Studies classes about the virtues of selfless giving and the spirit of being God's Caretaker on Earth to real life situations

both within the scope of MET and beyond. Students' interests will be matched with the needs of the community. At least once a year, OIA students will partner with their peers from area public and private schools in joint service learning days, community service projects, and interfaith discussions.

The following community service programs are available for service with various MET partners:

- Food drive (for example, through Mercy Corps, Neighborhood House, etc.)
- Children's hospital
- Homeless shelter (for example, Neighborhood House, etc.)
- Senior Citizen luncheon
- Environmental conservation
- Animal shelter, etc.

To graduate from OIA High School, students are required to perform 80 hours of mandatory volunteer work, where needed in the community both within MET and beyond, over the course of their high school years. OIA Middle School students are also required to volunteer a minimum of 10 hours per year.

Please note that additional hours of volunteerism are required by student members of the MET Honor Society on a per trimester basis. See the section below for more details.

MET Honor Society and President's Circle & List

Founded in Winter 2011, the MET Honor Society seeks to recognize students who exemplify outstanding academic performance with a GPA of at least 3.5, exemplary character and work ethic, excellent attendance, and exceptional leadership and community service spirit both within the MET community and beyond (at least 15 hours per trimester: 10 within MET and 5 outside of MET). Student performance is reviewed each trimester by the MET Honor Society Faculty Council to determine new or continued enrollment in the MET Honor Society. Students must sign an Honor Society contract at the beginning of the year indicating they understand the requirements of being a member of the Honor Society. Student members will be placed on probation in case of violation of any of the four criteria for society membership. Student performance is monitored and assessed at the end of the trimester, and based on this assessment, either the probation is lifted, or the student is dismissed from the Honor Society for the remainder of his/her middle school and high school career.

The Honor Society Faculty Council is made up of 5 teachers with voting privileges and an adviser with no voting privileges. The Faculty Council votes for new and continued enrollment in the society based on a holistic evaluation of each student. **Students must turn in their volunteer hours, both inside and outside, by the DUE DATE and by hand to a member of the office staff. Seniors must meet all volunteer hour submission deadlines and note that the deadline for the Spring trimester is the second Friday of May to be able to graduate with honors.**

The MET/OIA Honor Society is a chapter of the National Junior Honor Society (NJHS; Grades 6-9) and the National Honor Society (NHS; Grades 10-12), and is a program of MET's Oregon's Muslim Youth (OIA). The Honor Society Faculty Council can be reached at met-honor-society@metpdx.org.

In 2012-13, we also started an honor roll for students that is solely based on academic performance and GPA, and which is intended as a stepping stone to the Honor Society. The honor roll includes 2 student listings, namely the **MET President's Circle**, which includes middle school and high school students with a GPA of ≥ 3.9 , and the **MET President's List**, which includes students with a GPA of ≥ 3.75 . Student enrollment in either honor roll is assessed at the end of each trimester, and new or continued membership is determined.

At the end of each trimester, an email is sent championing new and continued members of the MET Honor Society, the MET President's Circle, and the MET President's List.

Code of Conduct

The following guidelines for student behavior apply to OIA students at all times while under school supervision in order to maintain a positive and productive learning environment. Students are expected to:

- Show respect for Islamic teachings (with respect to gender relations and otherwise)

- Display academic honesty and integrity at all times (plagiarism and cheating are not tolerated)
- 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)
- 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. Additionally, at the beginning of the school year, all OIA students are required to read and sign an OIA Student Code of Conduct document and return it to the office.

Additional Guidelines pertaining to Internet Use:

Internet use at OIA is a privilege and a responsibility; not a right. Parental control is in place to restrict access to websites with inappropriate content. Students are expected to abide by the following guidelines at all times when using the Internet. Failure to do so will result in immediate suspension from using the Internet, MET's Computer Lab facility, and the student's assigned Chromebook (which may be confiscated until the end of the school year):

- Be polite; do not write, post, or send abusive messages; refrain from cyber-bullying
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language
- Refrain from using social media or gaming
- Refrain from plagiarism and copying the work of other
- Honor and protect the privacy of yourself and others
- Do not vandalize the data of others
- Do not attempt to gain unauthorized access to information, resources, or entities
- Do not use an account owned by another user
- Do not forward personal communications without the author's consent
- Do not post anonymous messages
- Do not use the network to access or distribute unacceptable materials
- Report any defects in the system to the system administrator promptly
- Do not degrade or disrupt equipment or system performance

Computer Software Code of Ethics:

All students, teachers, and staff shall use software only in accordance with its license agreement as follows:

- All software is to be used in accordance with its license agreements.
- No student, faculty, or staff member will make any unauthorized copies of any software under any circumstances.
- MET will not tolerate the use of any unauthorized copies of software.

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 for 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 OIA.

Students who earn less than a "B" or an overall GPA of 3.0 (i.e., a B grade level) in any given trimester 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 OIA.

While on probation, communication and conferences with 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 OIA 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
- Use of foul language
- Vandalism or 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 OIA rules and regulations
- Smoking 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.

OIA 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 OIA:

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) |
|--|--|-------------------|--------------------------------------|--|
| Disorderly or Disruptive conduct | 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 |
| Disruptive Appearance Student Dress Uniform | 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 |
| Defiance of Authority | 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 |
| Offensive Language | 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 |
| Fighting or Otherwise Endangering the Welfare of Others | 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 |

| | | | | |
|---|---|-------------------|------------------------|--|
| Tampering with Fire Alarm, Fire Extinguisher, or School Equipment | 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 |
| Vandalism | 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 |
| Bullying- Cyber bullying or Harassment | 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 |
| Smoking and/or Usage or Possession of Tobacco | The use or possession of cigarettes | First Repeated | Level 4 Level 5 | 1. Suspension 2. Expulsion |
| Dangerous Drug Possession and/or Substance Abuse | 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 |
| Use and/or Possession of Cellular Phones, Pagers or Electronic Games | Possession of cellular phones, pagers, cameras, or electronic games while in class or on campus | First | Level 3 | Confiscation of item until the end of the school year |
| Forgery, Lying, and Violation of Academic Integrity | 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; an/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 dishonesty.</i> |
| Disrespect of Others, | Disrespecting and disobeying authoritative and fellow peers. | First | Level 1-2 | 1. Conference 2. Detention |

| Insubordination | | Repeated | Level 3-4 | 3. Suspension |
|--|--|-----------------------|------------------------|-------------------------------|
| Use and/or Possession of Dangerous objects, weapons, fireworks, lighters, explosive devices, etc. | 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 |

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.

Code of Dress

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 teachings of Prophet Muhammad (SAW) in any affair, including dress code. At OIA, 6th-12th grade students are required to wear a school uniform that meets the Islamic dress code as follows:

| OIA School Uniform Requirements for Students in 6 th -12 th | |
|--|--|
| Boys | Girls |
| <ul style="list-style-type: none"> Plain white long or short-sleeve dress shirt or polo shirt (with collar) Khaki long pants Navy blue sweater with MET Logo from Dennis Uniform* | <ul style="list-style-type: none"> Plain white long-sleeve shirt Khaki jumper or pinafore dress that loosely covers the hips and falls just above the knees. Various styles of Jumpers can be found at French Toast Uniforms (www.frenchtoast.com) or Burlington Coat Factory. NO Vests please. Khaki long pants or Khaki long cargo skirt. Skirts must be down to ankle. Hijab: <i>must be worn as part of the uniform during school hours.</i> Navy blue sweater with MET Logo from Dennis Uniform* |
| <p>Navy Blue Sweater with MET Logo is REQUIRED as part of uniform for OIA Boys and Girls in 6th-12th</p> | |

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.

ISMET/OIA School Uniforms are available at Target, Burlington Coat Factory, Old Navy, or on the web at <http://www.frenchtoast.com/>.

*DENNIS UNIFORM CONTACT INFORMATION:

The Required Navy blue sweater with the imprinted MET logo is available **ONLY** at *Dennis Uniform*. The 2 options available include a 1/4-zipper sweater or a full-zipper, hooded sweater. You may shop at *Dennis* as follows:

- Online:** Go to <http://www.dennisuniform.com/onlstore/searchschoolcode.asp> and enter 10330 for the school CODE, or
- At the Dennis Store:** 105 SE Hawthorne Blvd. Portland, OR 97214; Phone: (503) 234-7431

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 only allowed outdoors on top of the MET sweater.

OIA 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
- ✗ Sweatshirts
- ✗ Hats
- ✗ False nails
- ✗ Skate shoes (whether the skates are engaged or not), flip-flops, open-toe footwear, high heels. Boots are acceptable as long as they are concealed underneath pant legs.
- ✗ Nail polish
- ✗ Perfume
- ✗ Jewelry (anything that is not tucked underneath clothes)
- ✗ Make-up (including eyeliner, lip gloss, etc.)
- ✗ Shirts with pictures, logos, and/or name brands

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

1. Verbal Warning
2. Written notice home
3. Non-uniform item will be confiscated until the end of the school year
4. Student sent home

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.

Tuition Fees and Financial Aid

Domestic Students:

| | |
|---|--|
| One-time Registration Fee | \$50 per student per year |
| School Supplies Fee | \$75 per student per year (not including the student's backpack, lunchbox, water bottle, school uniform) |
| Chromebook Use Fee | \$75 per student per year |
| Book/Curriculum, Incidental/Facility Use Fees | \$400 per student per year |
| Middle School Tuition (grades 6-8) | \$9,000 per student per year (\$900/month)* |
| High School Tuition (grades 9-12) | \$9,250 per student per year (\$925/month)* |
| PLUS any additional fees associated with Dual Credit College Level classes (See the section on High School Course Offerings for more details)* | |

International Students:

| | |
|---|--|
| One-time Registration Fee | \$100 per student per year |
| School Supplies Fee | \$75 per student per year |
| Chromebook Use Fee | \$75 per student per year |
| Book Use, Incidental, & Facility Use Fees | \$400 per student per year |
| Middle School Tuition (grades 6-8) | \$11,000 per student per year (\$1,100/month)* |
| High School Tuition (grades 9-12) | \$11,250 per student per year (\$1,125/month)* |
| PLUS any additional fees associated with Dual Credit College Level classes (See the section on High School Course Offerings for more details)* | |

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

Unfulfilled parent volunteer hours are charged at a rate of \$20 per hour.

Families with multiple students enrolled at the Islamic School of MET (ISMET) and/or OIA, in any grade K through 12th, can receive a discounted tuition at a rate of **\$25 per month (\$250 per year) for each additional child**. Please note that Preschool students are not included in the tuition discount schedule.

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.

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).

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 OIA that all fees are **non-refundable**. **Tuition is a yearly commitment for all grades 6th- 12th. 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 OIA, your child is expected to hold a spot at OIA for the whole academic year. This means that even in case of permanently withdrawing your child from OIA for any reason, the remainder of the full 10-month tuition will be due for each registered child at the time of withdrawal.**

Tuition is due on the 1st 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 \$5.00 per child/per day**. *We accept Tuition Payment by cash, check, automatic transfer (please fill out form enclosed), or card. 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*).

A limited amount of financial aid will be granted to OIA 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, OIA has been able to provide approximately \$50,000.00 in tuition assistance yearly.

In late Winter/early Spring, we begin pre-registration for current OIA 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 OIA; ameen.

Personal Property

CD players, iPods, cell phones, laptops, game consoles, 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 school 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.

STUDENTS SHOULD KEEP THEIR CELL PHONES AT HOME, unless they use public transportation or drive to school AND special permission is requested from the office in that regard. In this case, the phone needs to be checked in with the MET Office first thing in the morning, and then checked out on the student's way out for the day.

Unauthorized electronics found in the possession of students will be confiscated immediately by MET staff members and will not be returned to the student or his/her parents or legal guardians until the end of the school year.

The school has the right to search the student's desk, locker, backpack, or the student him/herself at any time. Items brought for purposes of use in class have to be approved by the office and checked in at the office first thing in the morning.

Locker & Cubby Use Privilege: Students have to keep their lockers and cubbies clean and organized at all times. Locker inspections will take place from time to time by school admin, and students who do not maintain their lockers in good shape will lose their privilege of having a locker for the remainder of the trimester. Should a lock be installed, the student agrees to give the office full access to the locker whenever needed, and make reimbursement for any damage caused. The lock combination should be changed every so often; students must refrain from sharing their lock combinations, learning the combinations of others, and getting into other students' lockers, whether they are locked or not.

Lockers should be completely cleared, cleaned out, AND left unlocked at the end of the school year; any items left behind will be discarded.

Student Illness

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

Counseling

Oregon Islamic Academy is committed to preparing each student for a successful college experience. Students and parents have access to an academic counselor who assists families with information about college applications, scholarships, financial aid, Scholastic Aptitude Test (SAT) and Pre Scholastic Aptitude Test (PSAT). For more details, see the Section entitled *College Prep and Advisory Sessions* covered earlier in this handbook.

Teacher Advisor/Mentorship and Self-Enhancement Program

Every student in middle school and high school is assigned a teacher mentor who will be working with them throughout each trimester to monitor academic and behavioral progress, and provide guidance for internships, after-school programs, etc. that will further enhance the student's talents and abilities. The role of the mentor is also to help motivate their students academically, spiritually and socially. This Self-Enhancement Mentorship program is specifically designed to help students engage in school activities and activities in the larger community.

Mentors will be meeting with their students weekly or biweekly as needed, and will be communicating with the parents the outcome of these meetings once a trimester, or more frequently depending on any pressing issues that need to be addressed. Parents are also encouraged to get in touch with their student's mentor at any time by email or by scheduling a meeting through the office.

High School Students will also be working one-on-one with OIA's College Guidance Counselor for support with college and internship applications throughout their 4-year high school career; students start working on their college admission essays in Junior year.

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 immediately. 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 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.

Child Abuse

If any school employee has reasonable cause to believe that a student is suffering or has suffered from child abuse, Oregon Law (OR 419B.010 requires that the school employee report the situation to Children Protective Services. The purpose of contacting the protective social services agency is to prevent further abuse, to safeguard and enhance the welfare of the student, to preserve family life when consistent with the protection of the student, and to stabilize the family.

Drug and Alcohol Policy

Drug and alcohol use is strictly prohibited. The possession, use, sale or distribution of alcohol or illegal drugs on or around Oregon Islamic Academy grounds will result in the following:

- Immediate contact of parents/guardians
- Expulsion of student from school
- An inquiry to determine any support or disciplinary actions
- Notification of legal authorities

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 and Fire Evacuation

Routine Fire Drills take place at OIA 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.

History of the Muslim Educational Trust

The Muslim Educational Trust (MET) of Portland, OR, was founded in 1993 in response to community needs in the Portland area. These needs for education about Islam were generated not only from within the Muslim community, but also by the non-Muslim community. MET's unique mission is to educate the broader community about Islam in an engaging fashion, including those audiences which have not typically been receptive to Islam's message.

In 1994, MET established its Weekend School to serve the greater Portland metro area's need for Islamic education, especially for Muslim children attending local public schools or private schools. Each Saturday's four-hour long program would offer courses such as Arabic, understanding and memorizing the Qur'an, Islamic Studies, and Islamic History. Classes were based on varying levels of proficiency in each subject so students young and old could participate. The Weekend School was enthusiastically greeted by the Muslim community which made MET realize that there was enough support and indeed a real need in the community for a full-time Islamic school.

This need for a full-time Islamic educational institution led MET to establish the Islamic School of MET (ISMET) in 1997. ISMET would provide Muslim families in the greater Portland metro area with an alternative to public schools and/or already established local private schools. The institution would stress a rigorous academic program and high achievement within an Islamic milieu where students would develop a God-centered outlook on life through Islamic education and discipline.

In its first year, the school commenced with a kindergarten and a first grade class. An additional grade level was added each new school year to accommodate the enrolled students and new students who were quickly enrolling. Today, ISMET operates as a successful full-time pre-K through 8th grade school. Alhamdulillah, ISMET routinely earns top scores in the yearly Oregon statewide achievement exams, and its graduates consistently make the honor roll at local area public and private schools.

When the need has come for a full-time college preparatory institution to complement the work of ISMET, the Oregon Islamic Academy was established in 2007 as the first full-time Islamic college preparatory academy in the Portland metropolitan area.

With the blessings of Allah (SWT) and the tireless efforts of dedicated leaders, parents, teachers, and community members, the Oregon Islamic Academy commenced operation and opened its doors in Fall 2007. With Allah's will, help and guidance, the Oregon Islamic Academy will accomplish its mission to produce moral, ethical, and caring young men and women who take pride in their Islamic beliefs, possess a God-centered outlook on life, have a strong commitment to education and community service, and strive to excel in whatever endeavors they participate in.

In Fall 2015, we were blessed with the completion of the construction of our first-of-its-kind MET Community and Educational Center, a two-storey 36,000 square-foot building that houses our full-time Islamic School in addition to a wide variety of programs and events within our multipurpose halls, gymnasium, musalla, swimming pool, fitness center, art gallery, dining lounge, and gift store.

Our endowment is a trust that reaps continued charity, ongoing reward, and benefit for all.



OUR ENDOWMENT

CONTINUOUS CHARITY & BENEFIT FOR ALL

Support MET through your Continued Charity and Zakah.

www.waqfuna.org

Launched in 2019 towards financial sustainability in four areas: Programs, Operations and Maintenance, Scholarships, and Staff Benefits

A Message from the ISMET & OIA School Management Team

We welcome you to a new school year at the Islamic School of MET and Oregon Islamic Academy!

Our Culture and Legacy

It has been a blessing and a privilege for us to be able to serve the educational, social, emotional needs of families and children from the Greater Portland Metro Area for the past 18 years. We strongly believe that a solid partnership between school and home reaps remarkable results pertaining to a child's social and emotional growth and academic success. Character-building along with rigorous academics lie at the heart of our fully-accredited K-12 program. Shaping the American Muslim identity of our youth and future generations is the cornerstone of our mission as an educational institution. We take pride in each of our students who has applied himself or herself as a responsible citizen of the world and moved on to make a positive difference within his or her community and professional field.

The holistic culture of our school uses as a model the Madinan Society as it existed at the time of Prophet Muhammad, peace and blessings be upon him, in which human beings from different backgrounds worked together in harmony, peace, and freedom to uplift and advance their society, and make their lives matter. The MET full-time schools and Community Center reflect the values of the Madinan Society: compassion, peace, love, and acceptance. One humanity, one God is the underlying philosophy of the Madinan Society that we seek to exemplify and teach to our students.

إِنَّ هَذِهِ أُمَّتُكُمْ أُمَّةً وَاحِدَةً وَأَنَا رَبُّكُمْ فَاعْبُدُونِ

Your Ummah is one, and I am your Lord (and one God), so worship Me, [Quran, Surah Al-Anbiyaa, 21:92]

Since its founding in 1993, The Muslim Educational Trust has been blessed with a strong Local Advisory Board led by national scholars who guide the direction of our organization. National Scholars such as Dr. Jamal Badawi, Dr. Muzammil Siddiqi, and others are our consultants when it comes to issues of Fiqh and faith-based school activities, such as the annual Mini Hajj, Quran Contest, and Quran Khatm. The Love for Allah, Prophet Muhammad, and the Holy Quran is imbued within our school culture and curriculum and are celebrated every day. Each trimester, students and staff collectively recite the Quran. Every year in Ramadan, MET holds its annual Quran Contest enhancing love, understanding, and appreciation of Allah's holy book.

قال النبي صلى الله عليه وسلم: ما اجتمع قوم في بيت من بيوت الله يتلون كتاب الله ويتدارسونه بينهم، إلا نزلت عليهم السكينة وغشيتهم الرحمة وحفتهم الملائكة وذكرهم الله في من عنده

It is narrated that the Prophet has said: A gathering to recite Allah's book and study its teachings is indeed blessed with tranquility and encompassing mercy for its participants, who are surrounded by angels; Allah will surely remember the individuals attending these gatherings and place them in high regard.

Financial Obligations

Please note that your yearly ISMET/OIA tuition is subsidized and only covers 80% of the actual cost of education of your child(ren). The remaining 20% is covered by community-wide donations; please pay your tuition on time and give generously if you are able to, to help us balance our budget and pay our monthly school operational expenses. Also, your support will be greatly appreciated in paying off as soon as possible our \$4,000,000 Shariah-compliant loan, acquired to complete construction of the new school. Your donations are both Zakah-eligible and tax-deductible.

Culture of Giving and Philanthropy: Get Involved and Be Our Great Ambassador

Investing in education is the highest form of philanthropy. MET has enjoyed the generous support of our families and community members for the past 23 years. Several fundraising events are scheduled throughout the year, and your show of proactive support and participation is critical for our collective success.

- Volunteer (opportunities within education, outreach, and/or fundraising; you can serve on a committee [Outreach, Science, Academic Achievement, Community Relations, etc.], lead an after-school club, etc.)
- Monthly Potlucks, Annual Auction and Bake Sale
- Annual Cultural Night and Fundraising Dinner
- And more; enquire about how you can contribute your time, money, and/or skills to create a stronger MET, ISMET, and OIA.

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You shop. Amazon gives.

SHOP AT smile.amazon.com, and select Muslim Educational Trust as your charity of choice.



Earn cash for our school when you buy your favorite groceries!

We look forward to a positive partnership with you and your family and an uplifting school year, in shaa Allah (God willing)!



OUR ENDOWMENT
CONTINUOUS CHARITY & BENEFIT FOR ALL

4 Ways to Donate to MET

Your donation is both Zakah-eligible and tax-deductible.

1. Online or by credit card: www.metpdx.org
2. Mail a check to MET, P.O. Box 283, Portland, OR 97207
3. Donate stocks/mutual funds: Call 503-579-6621
4. MATCHING by EMPLOYER of donation or volunteer hours