



MET Guidelines for Personnel Conducting Extracurricular/Educational Programs

In the spirit of 'Good Governance is essential for both a meaningful mission and its effective implementation'

Our mission is to enrich the public's understanding of Islam and dispel common myths and stereotypes, while serving the Muslim community's educational, social, and spiritual needs in order to develop generations of proud and committed Muslims who lead our community to the fore front of bridge-building dialogue, faith-based community service, and stewardship of Earth and humanity.

The procedures and policies outlined in this document apply to all extracurricular programs and functions offered by the Muslim Educational Trust. Personnel and/or volunteers for extracurricular activities are defined as individuals who will be training and/or overseeing instruction to ISMET and OIA students and/or children in the community where applicable, for the duration of the extracurricular activity. *MET Personnel, appointed for these activities, whether with pay or as a volunteer, will be henceforth referred to as Personnel in the remainder of this document.*

Extracurricular activities take place at the MET Campus or off campus, as arranged by the MET Office, and may be scheduled any day of the week.

It is critical that all personnel for the extracurricular activity thoroughly read all guidelines outlined in this document prior to signing off on it. Please notify the MET Office immediately of any questions or concerns you may have about any of these guidelines. Thank you and may Allah SWT reward you most generously for your sharing your time and expertise with the MET community! We appreciate your dedication and commitment to helping MET accomplish its mission by providing our children with this unique opportunity to develop their God-given talents and skills to attain peace of body and peace of mind.

Responsibilities and Guidelines:

▪ **Professionalism**

Personnel conducting the extracurricular activity must display professional behavior as follows:

- Provide a supportive and inclusive atmosphere for all children enrolled in the activity;
- Maintain a respectful relationship with each participant that is based on Islamic principles, fairness, and mutual respect;
- Refrain from bringing own children, siblings, other children, or family members to participate in the activity without being officially enrolled or registered in this class;
- Refrain from bringing aides or helpers without prior authorization by the MET Office;
- Will not change the extracurricular activity or program in any way from its original intended format, without prior knowledge and approval by the MET Office;
- Follow ISMET/OIA Discipline Policies and Procedures (if needed). **Please bring such issues to the attention of the MET Office right away.**

▪ **Supervision and Dismissal**

Participants are to be supervised and attended by the MET personnel in charge at all times. Upon conclusion of the activity, personnel in charge is to stay to see off all participants and ensure proper and timely pickup by each participant's parent or guardian. ***Consistent tardy pickup needs to be reported to the MET Office as soon as possible so that the appropriate action is taken.***

▪ **Cleanup and Lockup**

Personnel supervising the extracurricular activity need to perform any necessary cleanup and lockup of the premises(where applicable) each day upon the conclusion of the activity.

▪ **Dress Code**

At all times, personnel will set a positive example for the students by dressing in good taste and following Islamic guidelines of modest dress.

▪ **Dependability and Punctuality**

Personnel committed to conducting or overseeing instruction of an MET extracurricular function have to be on time for the activity. Any foreseeable absence needs to be reported promptly and in advance to the MET Office.

▪ **Confidentiality**

Personnel conducting extracurricular activities must protect the participants' right to privacy, and not disclose any personal matters pertaining to any of the program participants and/or their families. Personnel must use good judgment and Islamic principles when discussing school business, student behavior or achievement. No personal information concerning any student, teacher, parent or related persons is to be revealed or shared except under judicial process.

▪ **Photos**

Any photos taken of the students, during the proceedings of ISMET/OIA classes, MET extracurricular activities and programs, and any related activities in which our students participate, representing MET or our school, are the property of MET and should not be posted, published, or shared online or otherwise on the teacher's personal Facebook account or any other internet or social media. Some parents are very particular about that and do not give the school permission to photograph their child(ren) in the first place. Please email these photos to metpdx@metpdx.org, and we will be sure to give the person named the credit for shooting them.

▪ **Liability**

MET and ISMET/OIA are not responsible for any loss of properties or any injury of coordinators, personnel, and/or participants during the extracurricular program. **Adequate supervision of all registered participants needs to be provided at all times throughout the duration of the extracurricular activity. All participants need to be physically and emotionally safe at all times.**

I have read and fully understand MET's Guidelines for Personnel conducting Extracurricular Programs, and agree to abide by all MET's policies, rules, and regulations.

Name: _____ (please print)

Signature: _____

Today's date: _____

Address: _____

Cell #: _____

Home #: _____

Emergency Contact (Name and Cell#):
