



**Makkah
International
Institute**

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Student Handbook

2021-2022

A Message from Administration

Dear Parents/Guardians:

Welcome to a new school year at Makkah International Institute. We pray that our experience with us will be beneficial spiritually, mentally, and physically. The faculty and staff are proud to partner with you in the holistic education of your children.

Educational success for all students cannot be complete without an effective partnership with all parents. You are the most essential part of your children's education and it is important that we build a strong relationship in order to best serve your children's educational needs. Therefore, we strongly encourage you to participate in our Parent-Teacher Conference Days, PTA meetings, and other school activities.

You will find in the Parent/Student Handbook some very important information regarding some of the policies and procedures established for the safety of the children and the smooth operation of the school. Please read this information carefully and keep it for future reference. Should you have questions, feel free to contact school staff at (770) 676-9242.

Our hope is that the partnership you develop with your children's teachers and the school will reflect a positive feeling about education and will be a pleasurable experience for everyone.

Sincerely

Makkah International Institute Administration

Mission

To build community and support families with their educational needs by exposing them to a variety of culturally relevant learning experiences.

Vision

A vision is that Makkah International Institute will be a leading provider of global and domestic educational services for families in the twenty first century.

Beliefs

Absolute truth is both permanent and can be found within all cultures (supreme truth.)

We believe that education should begin with knowledge of self and end with productive actions that don't harm others (harm no one.)

We believe that those that have more, have a responsibility to do more (equality.)

Attendance Policy

If your child is going to be absent, please notify your child's teacher. In order for an absence to be considered excused, a written note or email must accompany the student the first day back in class. The note should include the date returning, child's name, date absent, and the reason for the absence. Any absence for which the school does not receive appropriate

notification will be unexcused. Excessive or unexcused absences from school are detrimental to the educational process. Students having more than 20 absences for the year may, on the authority of the principal, be denied promotion.

Calendar

Makkah International Institute

2021-2022 School Calendar

August '21						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September '21						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October '21						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November '21						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December '21						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January '22						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February '22						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March '22						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April '22						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May '22						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June '22						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July '22						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	27	28	29	30	31

- School Closed/ Holidays
- Teacher in-Service Day (no school for students)
- End of Quarter
- First and Last Day of School

LATE ARRIVALS/TARDINESS

Students arriving late (after 5 minutes) to class will be marked tardy. Parents of students who have 10 or more tardies in a semester will be required to meet with the principal/designee to discuss the reasons for the tardies and to develop a plan for improvement.

Parent Responsibilities

Success Contracts

All students will be on academic probation until they have an A in all subjects for the first quarter they are enrolled in the school or until they have A's and B's the by the following quarter. Academic probation entails parental supervision during class time.

Lesson Plan contract

Parents must sign off that they have viewed the weekly lesson plans for all of their children.

Volunteerism

School-Wide Mandatory volunteer

Each family must volunteer at least 40 hours a year.

Volunteerism for Tuition

Tuition can be substituted for volunteer hours. Parent must volunteer 10 hours per week per child to waive tuition fees.

Families will receive a \$20 tuition credit per student after the referred student has registered and

paid the first month's tuition.

Computer/Internet Back-up Plan

Parents must have a technology back-up plan. Computers and internet do crash or become non-functional. In the event this does occur, communication with your child's teacher becomes critical. Parents must have a technology back-up plan. Students may not be excused from attendance for any technology problems. If a student is unable to complete work or attend synchronous class sessions for any reason, contact the student's teacher immediately.

Attendance

Students should log into class no later than 5 minutes after the scheduled start time, or they will be considered tardy. Three tardies will result in an email to the parent. Six tardies will result in a parent teacher conference to discuss a plan to improve timely attendance.

Academics

Late Work

Work will not be accepted if it is more than 2 weeks late. Individual teachers have the flexibility to determine what penalties are associated with turning in assignments within the two week window.

Grades

Parents and students should check grades weekly. The school uses Google Classroom and Quickschools to manage grades. The school is on a quarter system. Report cards will be emailed at the end of each quarter. Progress reports will be sent out in the middle of each quarter. Parents must acknowledge receipt. Students who do not make a "C" or above in a class will be referred to the study skills/intervention class which requires an additional fee.

Testing

Middle and High School students will take midterm and final exams for each of their classes. This may consist of a project of written assessment. Students in grades K-12 are required to

take the ITBS test at the beginning of the school year and at the end. The ITBS will assist us structuring classes that best fits your child's needs.

Dual Enrollment

High School students that wish to enroll in dual enrollment courses, must contact the school counselor. They must also find out the admission requirements for the school they wish to enroll in.

School Programs and Services

Intervention

Students who score more than two grades below where they are enrolled will be required to take academic intervention classes for an additional fee. A student qualifies for intervention based on standardized test scores, grades, and teacher recommendation. The students will meet with an academic coach twice a week for extra practice and assistance with either math or language arts. The fee for intervention is \$200 per semester.

Extra Curricular

Makkah International Institute offer the following extracurricular programs:

- Math Kangaroo
- National History Day
- Scripps Spelling Bee
- Exploravision Science Fair
- Gwinnett County Science Fair
- Earth Rangers
- Archery
- Basketball

These programs are integrated into our schools project based curriculum. This may require some outside of class time, group work and commitments.

Orientation

Parents and students are required to attend orientation. Orientation will be held Sunday, August

1st at 3PM. If you miss the orientation, you must view the recorded session.

Discipline

CONDUCT/ SCHOOL RULES

Our school seeks to provide an Islamic environment that is conducive to learning and to the development of each student's full potential and improved character development. Guidelines have been established to maintain the environment and to provide for the safety and well-being of students. School regulations apply in the virtual classroom, school building, on the school grounds, while traveling to and from school, and at events where the school is represented. Disruptive students who interfere with the educational process and/or do not comply with the regulations and procedures are subject to administrative action. Please be sure that you and your child become familiar with the [The Muslim Standards of Work and Life](#). It's our goal to not only foster educational excellence, but excellence in character. We create a culture of high moral values through our Islamic teachings and character education that is built into our lessons. This handbook lists the student's rights and responsibilities, parents' rights and responsibilities, dress code, and the school board policy and discipline consequences.

Dress Code

School uniform creates unity in the school environment and its importance cannot be overemphasized. The uniform also creates a sense of responsibility. Getting prepared for learning is also a part of the overall learning process. Your help and support as a parent is crucial in meeting the learning objectives we set for Tarbiyah students from an early age. Preschool, elementary and middle school education has a deep impact on children's personality when they grow up. Therefore, we request your support in our quest to educate your children and prepare them for challenges that they will encounter and solve outside of the school environment.

We are currently functioning as a fully online school and students should have electronic devices with camera capabilities. Students should be neatly dressed in clothes that are modest. Girls in 4th grade and up are required to wear a hijab (headscarf). Students should not wear the following:

- Clothing, pins, jewelry, accessories or other items of adornment displaying obscene, profane, derogatory, violent or gang-related messages, themes, designs or pictures;
- Clothing, pins, jewelry, accessories or other items of adornment conveying messages related to or promoting the use of alcohol, drugs, or tobacco products, or messages that promote illegal activities.

- Clothing pins, jewelry, accessories or other items of adornment depicting bawdy, salacious or sexually suggestive messages.
- Clothing that is transparent or exposes the midriff, navel or cleavage.
- Pants, skirts and/or shorts that sag below the waistline or must be held in place with the hands.
- Underwear as outer garments or clothing that exposes underwear (including, but not limited to, stretch lycra, spandex or nylon tights, leotards, biker pants, biker shorts, bathing suits, pajamas).
- Tank tops, halter tops, garments with spaghetti straps, tube tops, fishnet tops, strapless dresses, or other clothing that is not appropriate because of slits, rips or holes in the garment.
- Clothing that is too tight and/or is inappropriate in length (girls to the ankles and boys to their knees)

Student Code of Conduct

Although our classroom environment is virtual (online), the standards of behavior are as important as they are in brick and mortar schools. In other words, our virtual classrooms are real classrooms with real teachers; therefore, appropriate student behavior is expected. To ensure that all Makkah International Institute (MII) students understand how to behave in an online environment, we have developed a code of conduct that all students are required to follow. This code of conduct addresses student interaction with MII faculty, staff, and other MII students, as well as their individual actions. The following rules apply to the Google classroom and live session environments.

Interactions with Makkah International Institute Faculty and Staff

1. Students should address all MII faculty and staff members as adults with the courtesy expected for education professionals. They are to use both the appropriate title (Brother or Sister) and first name.
2. Students should phrase communications with MIIr faculty and staff in a polite and courteous manner appropriate for speaking to adults. The tone of emails and phone conversations must be respectful.
3. Since our online environment is a learning environment, students should not use excessive “slang” or language that they might use in other environments. Students should communicate with teachers in complete sentences.

4. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with MII faculty and staff. These actions are prohibited.

5. Students must use a profile picture and video feed background that is appropriate for an educational environment. The MII faculty & administration reserve the right to determine if a profile picture or video feed background is inappropriate. Students using an inappropriate profile picture or video feed background will be required to update their settings.

6. Students must use an email address that is appropriate for an educational environment. Email addresses that use profanity or may otherwise be construed as offensive, shall not be permitted in correspondence with VSC faculty and staff. The VSC faculty & administration reserve the right to determine if an email address is inappropriate for the educational environment.

Interactions with Other Makkah International Institute Users

1. All communications with other students in any forum, course related email, discussion post, etc., must be polite, courteous and respectful.

2. The integrity and authenticity of student work is something that we take seriously and check using a variety of technologies. Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the Internet could result in removal from our courses with a failing grade.

3. Do not collaborate with other students (work with) on your MII assignments unless directed to do so by your teacher. Working together is useful in the traditional classroom, but it is not permitted in our online environment without specific teacher instructions to do so. In addition, parents may not login to a student account and complete coursework on behalf of the student.

4. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with other MII students. These actions are prohibited.

Appropriate Use of the Internet

1. MII students are subject to all local, state, and federal laws governing the Internet. Consequently, program administrators will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through Internet access.

2. In the event there is a claim that a student has violated this policy, he/she will be notified of the suspected violation and given an opportunity to present an explanation.

3. Any student that violates this policy will be subject to disciplinary action that may result in removal from MII course(s), as well as other disciplinary or legal action.

Disciplinary Action

Violations to the MII Student Code of Conduct will initiate the following procedure:

1. Upon the violation, the teacher will send communication to the administration which outlines the nature and details of the infraction.

2. The teacher or administrator will notify the student, parent, and sponsor that the student has violated the code.

3. Based on the report, the administrator will determine what, if any, disciplinary action must be taken. A violation of the MII Student Code of Conduct will result in a disciplinary action and may result in the withdrawal of the student in the MII course(s) or removal of the student from the MII program.

Communication

CHANGE OF ADDRESS/PHONE NUMBER

It is vital in the educational process to be able to contact parents/guardians via phone, email, and mail regarding student emergencies, behavior, progress, and other pertinent information. If your phone number or address changes during the year, please notify the school office so that this information can be updated immediately.

EDUCATIONAL RECORDS REQUESTS

Requests by parents/guardians for information regarding their children's educational records should be made to the office clerk at least two (2) days in advance. This includes requests for student transfers and requests to view your child's record. It is important to be mindful that

requests to the school may not be able to be fulfilled immediately.

Opportunities for Parent-School/Teacher Communication

Orientation Day: Parents and students will have the opportunity at the beginning of the school year to meet with their teachers and learn about the curriculum and classroom expectations.

Technology Boot Camp

Regular Newsletter

School WhatsApp

Quarterly Parent Teacher Conferences

Quarterly Report Cards

Progress Reports

Feedback Fridays

Who We Service

Our programs are for children in Pre-k to 12th grade..

Islamic etiquette for Learning

How it translates in the virtual classroom

Supplies

Students are required to purchase supplies that are included in the teacher supply list. Each grade level has a book list. Parents may purchase books from Amazon, rainbow resource, singapore math, or any other resource. Books should be purchased prior to the first day of school.

Enrollment

Parents are required to complete a registration form which includes submitting prior to being considered for admission. Admission is contingent upon class size and student performance on placement tests.

Acknowledgement of Student Handbook

All students and parents or legal guardians should return this acknowledgment form within 15 days of enrollment at the school. Student Acknowledgement My signature acknowledges that I have received a copy of The Makkah International Institute Student/Parent Handbook. I understand that I am responsible for reviewing the handbook and becoming familiar with the Academy's policies and expectations set forth in the handbook. I also acknowledge that I will be held accountable for my behavior and may be subject to disciplinary action (up to and including expulsion) or other ramifications if I violate any policies or if I do not abide by the agreements set forth in this handbook. I understand that if I have any question about any policy or about any other school matter or situation, I can ask a member of the faculty, a counselor or any school administrator for assistance, and that if I do not feel my concern is being adequately addressed that I should speak specifically with the dean of students or head of school.

_____ Date Student Signature

Family Acknowledgement

My signature acknowledges that I have received a copy of The Johnson Academy Student/Parent Handbook. I understand that my child and I should review and become familiar with the Academy's policies and student expectations set forth in the handbook. I understand that my child will be held accountable for his or her behavior and may be subject to disciplinary action or other ramification if he or she violates any policy or agreement set forth in the handbook. I also know that if I have any questions or concerns about my student, the school's policies or procedures, or any other matter, that I can speak to any school administrator about the situation, and that if I do not feel that my question or concern is being adequately addressed that I should speak specifically with the dean of students or head of school

_____ Date Parent Signature (or legal guardian)

_____ Date Parent Signature (or legal guardian) This document may be signed in counterparts.

Appendices

The Muslim Standard of Excellence in Work and Life – Shaykh Faraz Rabbani

Shaykh Faraz Rabbani shares seven principles for making our work an act of worship. These are seven principles understood clearly from the Qur'an and Prophetic Sunna:

1. Purpose

Make your life, career, and work truly a means to seek Allah Himself.

2. Seeking benefit

Seek Allah in work by seeking true benefit: for yourself and others, both worldly and spiritual benefit.

3. Excellence in work

Strive to work in the best of ways, as excellence is beloved to Allah.

4. Upholding Being True and Trustworthy

These are two qualities central to what it means to be a believer. It isn't an accident that these are two qualities that the Beloved Messenger of Allah (peace & blessings be upon him & his folk) was known by even before Revelation: the True (al-Sadiq) and Trustworthy (al-Amin).

5. Upholding Sincere Concern

Seek the good for others, as you seek it for yourself: "None of you believes until they wish for others the good that they wish for themselves," said the Prophet (Allah bless him and give him peace). And religion itself was defined by the Blessed Messenger (peace and blessings be upon him) as being sincere concern: "Religion is sincere concern (nasiha)." This sincere concern applies to one's employers, fellow workers, one's customers or clients, and for all God's creation.

6. Upholding Excellence of Character

The Messenger of Allah (peace and blessings be upon him) said, “Deal with people on the basis of good character.”

7. Knowing and Upholding Limits, through sound contracts

Without observing the Limits of Law in one’s dealings, one will invariably fall into wrong and wrongdoing; harmed relationships; and grave sin. “The Lawful is clear and the Unlawful is clear,” said the Prophet (Allah bless him and give him peace). Learn the limits of the Law related to your work. Learn about how to have sound and virtuous contracts and dealings. And uphold your commitments with excellence and steadfastness.