

Punctuality and Attendance “Almwuadhiba”

Policies regarding punctuality and attendance include student arriving to school on time, attendance in the morning and in classes.

THE INTERNATIONAL PROGRAM (THE AMERICAN DIPLOMA)

The rules and procedures described in this policy will be monitored consistently in the Principal’s office. A report to the Directors’ Committee will be made every eight weeks by the Principal with the assistance of the Research Unit on both sides of the school, based on the rules and procedures outlined below.

1. PRINCIPLES

- 1.1 Attendance and punctuality at school are important for student learning and achievement and also for development of a positive work ethic.
- 1.2 Repeated absence or lateness of one student can affect activities in the classroom and therefore interrupt the learning of other students and the implementation of the teacher’s instructional plans.
- 1.3 Parental involvement and support or lack of same sends a strong message to students about the importance of learning and personal responsibility.
- 1.4 As a result of these facts, DAS has established a new policy with the following main points:
 - 1.4.1 Absence and lateness will be considered on the basis of each period for each subject.
 - 2.4.2 Students are responsible to learn what they missed during any absence and perform whatever tasks have been assigned by their teachers, whether the absence was excused or unexcused.
 - 3.4.3 Since repeated student absence or lateness will inevitably affect that student’s learning (and might affect the learning of others in the class), it will result in consequences which the student will find negative and, if not stopped, may affect the continuation of the student at DAS.

2. RULES

- 2.1 The rules and consequences in this policy will come into effect from the first week of the first semester of each year making sure every student fully understands all the rules. Please be notified that the last week before each vacation and before the examination period at the end of each semester will be also included.
- 2.2 Absence will be considered on the basis of class periods missed for a particular subject. Teachers must keep a record for each class period separately on paper or through the software provided.
- 2.3 Any absence from any day or class period is considered as being “without official documentation” and, therefore, unexcused, even if it is to go out of the school with the parent or to leave the school on request/approval of the parent, except for cases that fall in the following six categories:
 - 2.3.1 Absence to take official tests like SAT, TOEFL, IELTS, STEP, Qudarat, Tahseeli or other exams approved by DAS or absence to participate in a competition or event which has been approved by the school (see the Policy for Participating in External Events) if the student informs the Muraqiba at least three days ahead of time and provides official proof of the test or event;

- 2.3.2 Absence in the case of an accident or an illness that begins at school which is recorded and verified in an official certificate by the school nurse for one day only; If the absence is for more than one day, the School Nurse’s report must be seconded by an external medical report;
- 2.3.3 Absence in the case of an accident on the same day which is verified by the police;
- 2.3.4 Absence for which the student provides an official medical certificate within one week (five working days) of returning to school if it is from a private hospital; and one month if it is from a government hospital.
- 2.3.5 Absence for three to five working days because of a death in the immediate family (grandparent(s), parent(s), brother(s) and sister(s));
- 2.3.6 Absence verified by official papers that require the student to go to the court or to a governmental agency or hospital that has specified a particular appointment which requires absence from school.

2.4 **Intermediate (6-7-8-9-10)** The maximum number of absences without official documentation per year in the school year will be as follows: for classes that meet 5 periods or more per week, the maximum will be 8 per year. For classes that meet less than 5 periods per week, the maximum will be 6 periods per academic year.

2.5 **High School (9 Diploma-10-11-12)** The maximum number of absences without official documentation during the first semester will be as follows: for classes that meet 5 periods or more per week, the maximum will be 5 periods per semester. For classes that meet less than 5 periods per week, the maximum will be 4 periods per semester.

2.6 If the total number of absences (excused or unexcused) for any reason in any semester/ year, , with or without official documentation is more than double than the maximum permitted of absences without official documentation, the student may not participate in any more summative assessments for that class and has to wait for the final re-test at the end of the semester/year. The only exceptions to this rule will be in cases of medical reasons proven by dependable documents. In such a case, parents and principal (with advice from the supervisors and teachers involved) will coordinate to make arrangements to be sure the student’s learning is not negatively affected.

Subjects	Classes per week	Maximum absences without official documentation		Consequences	Total number of absences with/without official documentation		Consequence
		Intermediate (per year)	Secondary (per term)		Intermediate (per year)	Secondary (per term)	
Religion-Arabic-English – Science – Math-Social Studies for high school	5 and more	8	5	<ul style="list-style-type: none"> • Levels 3,4,5 in the Student Commitment Codes will be applied. • The school will not accept the student for the following year. 	16	10	The student will continue the year but will not be permitted to have her final evaluation if she exceeds that limit.
Social Studies for intermediate-Computer-Home Economics- Art for intermediate-PE – Drama- Product Design - Geography - Personal Project – Community Project	4 and less	6	4		12	8	

- 2.7 Punctuality will also be considered on the basis of each class period. The teachers will keep records for each class period separately for each subject and section. Unexcused lateness to three class periods will be equal to one unexcused absence from class (without official documentation), and will be added to the total number of unexcused absences. In other words, the number of late arrivals to a class will increase the number of unexcused absences which will be considered in determining if the student will be permitted to complete the course or fail it.
- 2.8 In the case of absences, including those instances when three late arrivals to a single subject are converted into one unexcused absence, the following consequences will be applied on Intermediate students (Same consequences will be applied on High School students considering their maximum number of absences).
- 2.8.1. On the first and second unexcused absences, the Muraqiba will contact parents by telephone or email to clarify the violation and remind the parents of the policy.
- 2.8.2 On the third unexcused absence OR if the total of the excused plus unexcused absences reaches 40% of the maximum permitted (see points 2.6, above). The Counselor will arrange a meeting with both parent and student to discuss the implications of the policy and design/revise an improvement plan, a copy of which must be kept in the student record. The Principal will be informed and will apply an appropriate consequence from those listed in the Student Commitment Code for Level 3. The Muraqiba informs both parents by email if there is a fourth unexcused absence.
- 2.8.3 If a student has 5 unexcused absences or more (including the absences that are the result of repeated lateness to class) or 60% or more of the total absences permitted including both excused and unexcused (see point 2.6 above), the Principal will prescribe a consequence from Level 4 and will also place the student "On Probation". A student on probation should understand that he/she must have the Principal's signature to miss any class for any reason and that the school might not accept the student in the following year (first warning).
- 2.8.4 On the sixth unexcused absence from a class OR if the total of the excused plus unexcused absences reach 80% of the maximum permitted (see point 3.4, above): The Principal will give the parent a 2nd warning that the school may not accept the student next year. The Principal will apply an appropriate consequence from those listed in the Student Commitment Code for Level 5. The Muraqiba will inform both parents by email if there is a seventh unexcused absence.
- 2.8.5 On the eighth unexcused absence from a class OR if the excused plus unexcused absences reach 100% of the maximum permitted (see point 3.4, above). The Principal will clarify to the parent that the student will not be accepted the following school year if there is any further absence or lateness. The Principal will apply an appropriate consequence from those listed in the Student Commitment Code for Level 5.
- 2.8.6 If there is an additional absence, whether related to absence or repeated lateness, the Principal will inform the parent and the student she will not be able to continue at DAS in the following year. A plan will be set for completion of the current year without further problems for the student or for the school.
- 2.9 Students who have an excused absence must learn the skills and content and hand in all the work that was assigned in the period they missed but can be given an amount of time which is double the

amount of time they were absent. As an example, if the student is out sick for 5 days, she has 10 school days to hand in the work, starting from the day he returns to school.

If he was out for one day, she has 2 days to hand in the work, starting from the day of return to the school. Teachers will do their best to help during the school day if asked but the responsibility is with the student.

2.10 For an unexcused absence, the student must learn the skills and content lost because of the absence independently and must submit all assignments on time.

2.11 If the parent is asked to come for a meeting to discuss a student's absence or lateness and does not come or call to make an alternative appointment, the student will not be allowed to attend any class until the parent does so. The Muraqiba will inform the parent and will arrange for the student to wait in the Principal's office until the parent arrives.

SECONDARY (MUQARARAT)

First: Punctuality and Attendance:

Punctuality and attendance are considered crucial conditions in the Muqararat Secondary Program. Therefore 5 grades are given for punctuality in each subject. The following procedures will be applied for absence in each subject:

1. $\frac{1}{2}$ point is deducted from each subject during which the student is absent without excuse.
2. If the student is absent for 5 times in any subject, a warning is sent to the parent to be signed and then returned to school to be kept in the student's file.
3. If the student is absent for 10 times in any subject, a warning will be sent again and she will sign a promise to be punctual in the presence of the mother.
4. If the student is absent for 15 times without excuses in any subject, she will not be permitted to attend the final examination of the subject and she has to repeat the subject.
5. If the student is absent during the final examination of any subject without excuse she will be given zero.
6. If a student cannot take the final examination of any subject, with an excuse, she will get "incomplete" in her report for the term. The school will arrange for the student to take a make-up test within the first two weeks (at most) of the next semester. If the student does not take the exam, she is considered to have failed that course.

The previously mentioned American Diploma procedures and consequences will be applied on the student

Second: Tardiness for class periods:

We expect all students to be ready in class on time. In case of tardiness the following procedures will be applied:

- ❖ First, second, third times: oral notification.
- ❖ Fourth time and more: $\frac{1}{4}$ point is deducted for every two times of tardiness in each subject. In addition to applying the procedures mentioned in the codes – degree 3-.