



DHAHRAN AHLIYYA SCHOOLS

# STUDENTS' COMMITMENT CODE

FOR SECONDARY AND INTERMEDIATE



AUGUST 2015

## Our Mission

Inspired by the principles of Islam, the mission of Dhahran Ahliyya Schools is:

**First:** To empower each student to be a compassionate, thinking, lifelong bi-lingual learner, who makes a positive difference locally and globally.

**Second:** To participate in the development of education in the Arab World.

## Summary of our Vision

We strive to be a pioneering learning community that fosters collaboration, persists in continuous inquiry and development, and utilizes current research and technology in the service of improving student learning.

## DAS Targeted Characteristics

DAS students will learn to become:

### 1-Principled, faithful Muslims

**a. Faithful:** Posses strong faith in the principles of our sacred Islamic religion.

**b. Principled:** Demonstrate a deep understanding of the lifelong principles and guidelines, applying them consistency in life.

### 2- Thinking persons who love learning and interact positively with the changing world

**a. Aware:** Keep up-to-date about current events and matters of importance locally and internationally.

**b. Thinking:** Possess and apply positive habits of mind and thinking skills in making decisions and solving complex problems.

**c. Inquiring:** Enjoy a sense of curiosity and love of learning throughout life, possess the skills needed to continue learning and research new ideas in a manner that is constrictive and valuable.

**d. Reflective:** Think about own learning and work in depth, analyzing own points of strengths and weaknesses in a constructive manner.

### 3-Open-minded persons who care about others

**a. Caring:** Demonstrate caring and empathy towards others and their feelings as well as a strong sense of personal commitment to take action in the service of the future of our world.

**b. Open Minded:** Appreciate differences in individuals, showing respect for the views, values and customs of other individuals and cultures: refuse extremism and racism.

### 4- Successful people who contribute to the development of society

**a. Effective:** Demonstrate life skills, applying them consistently in life.

**b. Communicating:** Demonstrate a high level of ability to express ideas, feelings and information with confidence, in English, in Arabic and in the language of mathematics.

**c. Balanced:** Know the importance of balance between the mind and body for personal health and maintain this balance of life.

**d. Risk-taking:** Approach the unknown without anxiety, having the confidence and self-reliance to take on new roles and deal with new ideas and strategies; demonstrate courage and readiness to stand firm in defense of own beliefs.

**e. Collaborating:** Take a positive view of matters and or persons and possess the skills and habits of cooperation with others for effective teamwork to accomplish joint objectives.

**f. Loyal:** Possess deep feelings of belonging and loyalty to their school, their country, and their people.

## STUDENTS' COMMITMENT CODE

We expect each student at our schools to behave properly by committing himself to the following principles: (doing personal best, being an active listener, being trustworthy, being truthful and avoiding put-downs.)

### **Principle 1: Doing Personal Best**

I promise to do my personal best.

#	Expected Behavior	Classification of misbehaviors					
		Degree 1	Degree 2	Degree 3	Degree 4	Degree 5	Degree 6
1	I come to school daily and avoid absences without a certified excuse.	See Punctuality Policy					
2	I am in school early in the morning before the first bell has rung.	See Punctuality Policy					
3	I attend each class on time, well prepared before class starts.	See Punctuality Policy					
4	I attend all classes according to the daily schedule, avoiding tardiness.	See Punctuality Policy					
5	I complete homework assignments and hand them in on time.	✓					
6	I bring all the class supplies as required by the teacher.	✓					
7	I keep my discussions in class relevant to the topic at hand.	✓					
8	I keep my nails short and clean, avoiding nail polish.	✓					
9	I don't wear accessories.	✓					
10	I keep myself and the work area clean.		✓				
11	I keep the textbooks and the teaching aids in good shape, avoiding misuse.		✓				
12	I walk quietly in the school buildings and corridors. I avoid running and shouting, too.			✓			
13	I keep my hair clean, and tidy avoiding bizarre dyes and styles and bizarre or very short haircuts.			✓			
14	I commit to keeping my identity as a male.				✓		
15	I wear the Saudi thobe on the days I don't have Physical Education classes or any other sports activities. I avoid wearing clothes with inappropriate pintings or characters.)	✓					
16	I follow the directions for boarding the bus and avoid causing any noise.	✓		✓			

<b>17</b>	I accept administrative procedures against me and obey them.				✓		
<b>18</b>	I bring to school only the food permitted by DAS. See below list. *		✓				
<b>19</b>	I eat during the recess only, and do not bring food to class.		✓				
<b>20</b>	I commit to praying at school during prayer time			✓			
<b>21</b>	I don't do or accept any mockery of Islam.						✓
<b>22</b>	I don't embrace wrong beliefs or ideas.						✓
<b>23</b>	I don't own, spread, promote or take drugs and intoxicants.						✓
<b>24</b>	I refrain from any forbidden sexual practices.						✓
<b>25</b>	I refrain from meeting the other gender during school time						✓

\* Examples of the prohibited food and drinks:  
 (soft drinks, chewing gum, potato chips,  
 chocolate, junk foods ...etc).

**Principle 2: Active Listening:**

I listen actively and interact with others positively.

#	Expected Behavior	Classification of misbehaviors					
		Degree 1	Degree 2	Degree 3	Degree 4	Degree 5	Degree 6
1	I pay attention during class, avoiding any distractions that may (negatively) affect my performance.	✓					
2	I avoid distractions that may disturb the flow and smoothness of the class such as off-task conversations, sharing messages, bringing items to attract attention, bothering others ...etc.		✓				
3	I avoid interrupting the teacher during class, and raise my hand whenever I want to ask questions or make comments.	✓					
4	I focus on the class content, rather than getting busy with preparation for another subject.		✓				
5	I adhere to the rules regarding the use of mobile phones in school. I refrain from using it during classes or in the hallways.			✓			
6	I am courteous when attending lectures, and at all times.			✓			

**Principle 3: Trustworthiness:**

I demonstrate trustworthiness for all people around me (employees, colleagues, mothers).

#	Expected Behavior	Classification of misbehaviors					
		Degree 1	Degree 2	Degree 3	Degree 4	Degree 5	Degree 6
1	I take permission from the teacher whenever I want to work on the computer.	✓					
2	I access the internet only under direct supervision of the teacher.		✓				
3	I avoid accessing my personal e-mail box during my time at school.			✓			
4	I do not design sites or create accounts on social media and ascribe these to DAS.				✓		
5	I take permission from the teacher whenever I want to download any file from the internet.				✓		
6	I do not install any program on DAS computers.				✓		
7	I only access proper sites and avoid unsuitable sites or sharing these sites with other students.					✓	

8	I refrain from using accounts or passwords of other people					✓	
9	I behave properly whenever I attend any activities outside the school and try to present a good impression of myself and my school.				✓		
10	I bring all my school supplies only, avoiding any forbidden items unless I take permission from the school when needed to bring any of the items mentioned in "A" and/or (B) below . These items are: A. mobile phones, recorders, musical instruments, video cassettes, magazines, ...etc. B. All kinds of cameras whether cameras on mobile phones, videos, or photographic cameras. C. Pornography or such materials. D-Dangerous items			✓		✓	✓

**Principle 4: Truthfulness:**

I promise to be truthful in words and deeds.

#	Expected Behavior	Classification of misbehaviors					
		Degree 1	Degree 2	Degree 3	Degree 4	Degree 5	Degree 6
1	I depend on myself when I do my homework and avoid copying from others. (Cheating in homework.)	See Honor Code					
2	I depend on myself when I perform tests and avoid copying from others. (Cheating in tests.)	See Honor Code					
3	I respect the copyrights of individuals and institutions and do not ascribe others' work to myself (plagiarism.)	See Honor Code					
4	I do not forge my parents' or other peoples' signatures.	See Honor Code					
5	I use the means of transportation assigned to me by my parents when coming to or leaving school and do not use any other vehicle without informing the school and my parents.				✓		
6	I avoid distorting the reputation of any of my classmates, the school, or any of the employees.					✓	
7	I say the truth whenever I am requested to testify.					✓	
8	I stay at school throughout the school day and I don't leave the school without permission from the school administration.					✓	

**Principle 5: No Put-Downs:**

I behave properly with all around me (classmates, employees, mothers). I also keep the environment safe and clean.

#	Expected Behavior	Classification of misbehaviors					
		Degree 1	Degree 2	Degree 3	Degree 4	Degree 5	Degree 6
1	I keep good relations with all of my classmates and avoid joining cliques that bully or marginalize other students.			✓			
2	I treat others nicely, making sure that I do not make them feel threatened or frightened. (Bullying)				✓		
3	I do not cause disruption and noise inside or outside the classroom (singing loudly, sprinkling water on others).			✓			
4	I use decent language with all and do not use bad words.			✓			
5	I ask the proper employee for help whenever I have trouble with the computer, printer, scanner ...etc. and do not plug or unplug any of the net connections.			✓			
6	I keep the property of the school and other people safe and avoid using others' property without permission.				✓		
7	I avoid erasing any program installed on the computer.				✓		
8	I do not access, adjust or cancel any file for another user of the computer.				✓		
9	I follow directions and do not challenge an employees' authority.				✓		
10	I treat others politely, avoiding fights with my classmates verbally or physically.					✓	
11	I treat the school's employees with respect.					✓	
12	I do not touch the fire bell compartment unless there is fire or emergency.					✓	
13	I do not send or receive any thing that may cause damage to the school computer sets, loaded programs or the internet.					✓	
14	I do not access, adjust or cancel any files for the school administration loaded on the computer net.					✓	
15	Repeating the misbehavior attitude with challenge. Any misbehavior repeated three or more times becomes a challenge.						✓

# Procedures for Misbehaviors

Misbehaviors have been classified into six categories ranging from simple to the very serious ones. For each category (degree), several consequences were established. However, this doesn't mean that we will apply all the consequences whenever a student misbehaves. Rather, we will select one or more consequences according to the seriousness of the problem and the student's behavioral record. The student's behavior will be evaluated as follows:

## The First Category (Degree):

The misbehaviors of this category often occur inside the classroom. Therefore, the teacher himself should follow and deal with these misbehaviors when they occur with the help of supervisor if/when needed. When misbehavior of this degree occurs, the consequences listed below will be applied. If the misbehavior persists to an extent that disrupts the class, the student is to be referred to the "Muraqib".

## Procedures for the misbehaviors of the first category:

- **First Procedures:**
  1. An individual oral warning will be given by the teacher or Administrator. Also, an oral analysis for the problem will be conducted in an educational way reinforcing a positive attitude.
- **Second Procedures:**
  1. An individual oral warning for the second time will be given by the teacher or Administrator. The student will apologize orally to the concerned individual upon request from the teacher or supervisor.
  2. If the school dress code rule is violated, the student will change and wear the uniform available at school. The student will return it clean to the "Muraqib".
- **Third Procedures:**
  1. The student will write a description of the misbehavior and sign it with the teacher who witnessed the problem.
  2. The student will be detained by the teacher during recesses under his supervision.
- **Fourth Procedures:**
  1. The parents will be notified both orally and in written form about their son's misbehavior. The school and the parents together will agree upon a way to correct the misbehavior.
  2. After applying this consequence, the student will be referred to the counselor to study the case.
- **Fifth Procedures:**
  1. The student will write a pledge not to repeat the problem.
  2. The school will request the parents visit school for a conference.
  3. One mark will be deducted from the student's conduct grades, yet he will be given the opportunity to make it up and the parents will be informed.
  4. If the problem is repeated, the case will be referred to the Ministry of Education Counselling Committee to help solve the problem in light of the case study conducted by the counselor. Fifth consequence will be applied.



## **The Second Category (Degree):**

Negative effects of the misbehaviors of this category are not limited to the student himself, but also extend to affect all those around him. When such misbehaviors occur, the teacher may select proper consequences from the consequences listed below. Also he may request help from the supervisor and the student counselor. If the misbehavior persists and disrupts the class, the student is to be referred to the “Muraqib”.

### **Procedures of the misbehaviors of the second category:**

#### ▪ **First Procedures:**

1. The student will correct whatever mistake he made.
2. The student will write an analysis of the problem he made, and will sign a contract with the teacher.
3. The student will write a pledge not to repeat the problem.
4. Items that violate the school regulations will be confiscated and destroyed. A record of the incident will be written.
5. Devices that violate the school regulations will be confiscated and returned to the parent. A record of the incident will be written.
6. The student will apologize to the concerned individual (peers, academic or administrative staff).
7. The student will repair what he damaged or replace it.
8. After applying these consequences, the student will be referred to the counselor to study the case, if needed.

#### ▪ **Second Procedures:**

1. The parents will be called upon to visit school for a conference. The school and the parents together will agree upon a way to correct the misbehavior.
2. The student will be moved to another class.
3. After applying this consequence, the student will be referred to the counselor to study the case.
4. Two marks will be deducted from the student’s conduct grades, yet he will be given the opportunity to make them up and the parents will be informed. \*

#### ▪ **Third Procedures:**

1. All the items mentioned in the first consequence. In addition to;
2. Two marks will be deducted from the student’s conduct grades, yet he will be given the opportunity to make them up and the parents will be informed. \*

#### ▪ **Fourth Procedures:**

1. All the items mentioned in the first consequence. In addition to;
2. Two marks will be deducted from the student’s conduct grades. Yet, he will be given the opportunity to make them up and the parents will be informed.\*
3. After applying this consequence, the student will be referred to the Ministry’s Counselling Services Unit to help solve the problem in light of the case study conducted by the counselor. The student will continue in school. The counselor will submit a report stating that the case is being followed up and clarifying the procedures applied.
4. If the problem is repeated, the case will be referred to the Ministry’s Counselling Committee to help solve the problem in light of the case study conducted by the counselor. Fourth consequence will be applied.

\* After referral to the Ministry of Education.

### **The Third Category (Degree):**

Misbehaviors of this category are referred to the school administration through the “Muraqib”. When the misbehavior is confirmed, the consequences listed below will be applied.

#### **Procedures of the misbehaviors of the third category:**

##### **▪ First Procedures:**

1. The student will write an analysis of the violation made and plans to behave properly in the future.
2. The parents will be informed of the incident in writing.
3. The student will write a pledge not to repeat the problem.
4. The student will apologize to the concerned individual in writing. (in private)
5. Items that violate the school regulations will be confiscated and destroyed. A record of the incident will be written.
6. Devices that violate the school regulations will be confiscated and returned to the parent. A record of the incident will be written.
7. The student will be kept from participating in a desired extracurricular activity.
8. After applying these consequences, the student will be referred to the Ministry’s Counselling Services Unit to help solve the problem in light of the case study conducted by the counselor.

##### **▪ Second Procedures:**

1. All the items mentioned in the first consequence.
2. The student will be detained during recesses. The parents will be informed.
3. The school will request the parents visit school for a conference. The student will write a pledge not to repeat the problem, signed by the parent.
4. The student will be moved to another class in light of the case study conducted by the counselor.
5. Three marks will be deducted from the student’s conduct grades, yet he will be given the opportunity to make them up and the parents will be informed. \*
6. The student will be referred to the Ministry’s Counselling Committee to help solve the problem in light of the case study conducted by the counselor.

##### **▪ Third Procedures:**

1. All the items mentioned in the first consequence in addition to items 5 & 6 from the second consequence.
2. After applying this consequence, the student will be referred to the Ministry’s Counselling Services Unit to help solve the problem in light of the case study conducted by the counselor. The student will continue in school. The counselor will submit a report stating that the case is being followed up.

\* After referral to the Ministry of Education.

### **The Fourth Category (Degree):**

Misbehaviors of this category are referred to the school administration through the “Muraqib”. When the misbehavior is confirmed, the consequences listed below will be applied.

#### **Procedures of the misbehaviors of the fourth category:**

##### **▪ First Procedures:**

The Administration refers the student to the Ministry’s Counselling Committee to study the case immediately after the misbehavior occurs immediately. After that, the consequences listed below will be applied.

1. The parents will be informed of the incident and the consequences applied in writing.
2. The student will write a pledge not to repeat the problem.
3. The student will apologize to the concerned individual in public.
4. The students will repair what he damaged or replace it.
5. Items that violate the school regulations will be confiscated and destroyed. A record of the incident will be written.
6. The student will be detained in the Principal’s office (for two periods). He will be given an assignment to complete during detention.
7. After applying this consequence, the student will be referred to the counselor to study the case.
8. Ten marks will be deducted from the student’s conduct grades, yet he will be given the opportunity to make them up and the parents will be informed. \*

##### **▪ Second Procedures:**

1. All the items mentioned in the first consequence. In addition to;
2. The student will be moved to another class in light of the case study conducted by the counselor.
3. The student will be suspended from coming to school for one week.
4. After applying this consequence, the student will be referred to the Ministry’s Counselling Services Unit to help solve the problem in light of the case study conducted by the counselor. The student will continue in school. The counselor will submit a report stating that the case is being followed up. The student will be monitored by the Ministry’s Counselling Services Unit and followed up by the counselor. The student will be provided with educational and counseling services that are suitable for his case.

##### **▪ Third Procedures:**

1. All the items mentioned above except for item 2 in the first consequence and item 4 in the second consequence. In addition to;
2. The parents will be called upon to visit school for a conference. A written warning will be given stating that student will be moved to another school if he repeats the misbehavior.
3. The student will be suspended from coming to school for one month after receiving the approval from the Directorate of Education.

##### **▪ Fourth Procedures:**

1. The School Administration will coordinate with the Directorate of Education to move the student to another school. The parents will be informed of the decisions applied. They will be asked for their approval about the school their son will be moved to.

\* After referral to the Ministry of Education.

### **The Fifth Category (Degree):**

Misbehaviors in this category are referred to the school administration through the “Muraqib”. When the misbehavior is confirmed, the consequences listed below will be applied.

#### **Procedures of the misbehaviors of the fifth category:**

##### **▪ First Procedures:**

1. For dangerous misbehaviors, the School Administration will write a record to detail the incident and call the concerned individual to visit school for a conference.
2. The School Administration will contact the Directorate of Education officially and urgently and will send them the record of the meeting conducted by the school’s Counselling Committee regarding the case. The decision made by the Director of Education will be applied.
3. The school will request the parents visit school for a conference. The student will write a pledge stating not to repeat the problem, signed by the parent.
4. The test score will be cancelled in case of cheating.
5. The student will not be permitted to come to school unless accompanied by his father. Then, he will be required to apologize to the concerned individual before the class or the cluster.
6. The student will be suspended from attending classes for one day (in-school detention).
7. Cameras will be confiscated, destroying the pictures and returning the camera at the end of the semester.

##### **▪ Second Procedures:**

1. All the items mentioned in the first consequence.
2. After applying the consequences made by the Director of Education, the student will write a pledge to adhere to discipline and good conduct.

##### **▪ Third Procedures:**

1. The School Administration will have the student write a detailed report of the incident.
2. The case will be referred to the concerned or the security agencies, if needed.
3. In case the decision is suspension of student, the case will be referred to the Counselling Services Unit in the Directorate of Education. The student will be provided with an educational program designed according to the decision made by the Director of Education.
4. The student will not be permitted to continue at DAS for the next year.

### **The Sixth Category (Degree):**

Misbehaviors of this category are referred to the school administration through the “Muraqib”. When the misbehavior is confirmed, the consequences listed below will be applied.

### **Procedures of the misbehaviors of the sixth category:**

#### **▪ First Procedures:**

1. The School Administration will write a report outlining the details of the incident.
2. Concerned or the security agencies will be called upon to come to school immediately after the incident.
3. The Counseling Committee at the school will meet immediately to study the case and its circumstances.
4. The School Administration will contact the Directorate of Education officially and urgently and will send them the record of the meeting conducted by the school’s Counselling Committee regarding the case.
5. The decision made by the Director of Education will be applied.
6. After applying the consequences made by the Director of Education, the student writes a pledge to adhere to discipline and good conduct.

#### **▪ Second Consequence:**

1. All the items mentioned in the first consequence.
2. The student will not be permitted to continue at DAS for the next year.

# DHAHRAN AHLIYYA HONOR CODE

The DAS community embodies a spirit of mutual trust and intellectual honesty that is central to the Islamic values, school mission, and students' targeted characteristics, and represents the highest possible expression of shared values among the members of the school community. Students who commit themselves to upholding the following Honor Code which expresses these values will be instilled with a sense of integrity and personal achievement that will support long-life learning and success.

## THE CODE

Students attending DAS are expected to conduct themselves honorably in pursuit of their education. Cheating, plagiarism, and fraud violate ethical codes of conduct and will not be accepted at DAS. The Honor Code expressly forbids the following academic violations:

### Offenses:

#### A- Cheating

Examples of cheating include but are not limited to:

- Copying another person's work.
- Allowing another person to copy your work.
- Using unauthorized notes, aids, or written material in any form.
- Talking, copying from another person's paper, or giving or receiving information by signs, gestures, or deception during any type of assessment.
- Using notes or any kind of information without permission during assessments.
- Sharing or publishing assessments or part of them without permission.
- Accessing someone else's account(s) or any secured property without his/her permission.
- Hacking someone's web accounts and tampering with his data.

#### B- Plagiarism

Examples of plagiarism include but are not limited to:

- Presenting someone else's work as your own including the copying of language, structure, programming, computer code, ideas, and/or thoughts of another without proper citation or acknowledgement.
- Copying word for word, without using quotation marks or giving credit to the source of the material.
- Having somebody else do assignments which are then submitted as one's own work.

#### C- Falsification/Lying

Examples of falsification/lying include but are not limited to:

- Making an untrue statement verbally or in writing with the intent to deceive.
- Creating false or misleading impressions.
- Forgery of official signatures
- Claiming submission of work and accusing others of losing or destroying it.
- Assuming a false identity (or asking others to do the same) in order to deceive teachers or administrators.
- Tampering with grades or answers on returned graded papers and requesting a higher grade.

## Responsibilities:

### A- Students will...

- Sign the pledge with their parents at the start of every school year.
- Exercise academic honesty in all aspects of their work.
- Prepare sufficiently for all types of assessments.
- Seek extra help from teachers according to their needs.
- Avoid engaging in cheating, plagiarizing, and lying.
- Use proper documentation of all sources on assignments.
- Use technology responsibly and in accordance with school/teacher norms and expectations.
- Report any violations of the Honor Code.
- Observe and follow announced and posted instructions and regulations.
- Make careful course and extra-curricular selections to avoid excessive course loads and/or extra-curricular commitments.

### B- Teachers will...

- Develop, model, and sustain ethical practices within the classroom setting.
- Consider the demands of student time and only assign tasks/assessments necessary to meet the objectives.
- Report violations to the administration.
- Confer with those who violate the Honor Code.
- Contact student's parent or guardian regarding a violation.
- Record a failing grade for the assignment.

### C- Parents will...

- Sign the pledge with their child the at the start of every school year.
- Discuss the Honor Code with their child to ensure understanding.
- Encourage their child to maintain high standards with regard to integrity, honesty, and personal responsibility.
- Support faculty and administration in enforcing the Honor Code.
- Guide their child to make careful course selections to avoid excessive course loads and/or extra-curricular commitments.

### D- The administration will...

- Ensure that all faculty, students, and parents receive the Honor Code.
- Help contribute to a school-wide environment that encourages adherence to the Honor Code.
- Provide comprehensive and regular staff trainings on the Honor Code.
- Require teachers to enforce the Honor Code.
- Maintain accurate records of Honor Code violations.
- Post copies of the Honor Code in all classrooms and hallways.
- Ensure that the Honor Code is being applied consistently throughout the school.
- Publish the Honor Code on the school website.

## Consequences:

Note: Honor Code violations will accumulate throughout the student's entire middle and high school career. Presenting, teaching and applying the Honor Code starts at the earliest stages of school.

### First Offense (and all subsequent offenses):

- Immediate referral to the student's administrator and counselor for information purposes and to be recorded in their permanent record.
- Parent will be contacted by teacher regarding the violation.
- Student will be asked to do the work again under the supervision of the teacher.

### Second Offense:

- Immediate referral to the student's administrator for disciplinary action.
- Conference including the student's administrator, the teacher, the counselor, the parent, and the student.
- If student is a member of any extra-curricular activities (including but not limited to clubs, sports teams, or honor societies), the administrator will notify the sponsor of the society of the violation.
- The student will be excluded from any local/international trips with these groups.
- The society will decide additional consequences for the member, according to the group's by-laws.

### Third Offense (and all subsequent offenses):

- The administrator will notify immediately the student's parents.
- Conference including the student's administrator, the teacher, the counselor, the parent, and the student. Consequences for any additional violations of the Honor Code will be discussed at that time. Alternative discipline may be assigned as well.
- If student is a member of any extra-curricular activities (including but not limited to clubs, sports teams, or honor societies), the administrator will notify the sponsor of the society of the violation.
- The student will be removed from all extra-curricular activities and excluded from any further participation in such activities.
- Forfeiture of credit for the work and a failing grade (0% or F) on the assessment
- The student will not be permitted to continue at DAS for the next year.



## **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 begin from the second week of the first semester of each year because the first week is needed to be sure that everyone fully understands it. Therefore, the first week of school will not be included but the last week before each vacation and before the examination period at the end of each semester will be 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, Quderat, or 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;

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 (7-8-9)** 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 for any reason in any semester, excused or unexcused, with or without official documentation is more than double the maximum permitted without official documentation (see point 3.4, above), the student may not participate in any more summative assessments for that class until the final re-test, after the end of the semester. The only exceptions to this rule will be connected with extreme cases of absence tied with one of the six categories of excusable absences that are 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"> <li>Levels 3,4,5 in the Student Commitment Codes will be applied.</li> <li>The school will not accept the student for the following year.</li> </ul>	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	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 point 3.4, 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 3.4, 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 2<sup>nd</sup> 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-.



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I, \_\_\_\_\_ in grade \_\_\_\_\_ have read and understood the rules and regulations of the Student's Commitment (adopted from the Ministry of Education), and I promise to follow these regulations. DAS has the right to enforce any procedures and policies against me according to the code.

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_