



Dhahran Ahliyya Schools

POLICY

Code: JDAB/10-04-01-02

Section: Students

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POLICY AND PROCEDURES FOR STUDENT ATTENDANCE AND PUNCTUALITY FOR GRADES 7-9 (Intermediate)

Revised September 18-2011

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. PURPOSE

The purpose of this policy is to improve the opportunity for excellence in learning and development of work habits by ensuring a high level of student attendance and punctuality. DAS aims to accomplish this purpose by clarifying school policy, monitoring its implementation and applying consequences consistently and promptly.

2. PRINCIPLES

- 2.1 Attendance and punctuality at school are important for student learning and achievement and also for development of a positive work ethic.
- 2.2 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.
- 2.3 Parental involvement and support or lack of same sends a strong message to students about the importance of learning and personal responsibility.



- 2.4 As a result of these facts, DAS has established a new policy with the following main points:
- 2.4.1 Absence and lateness will both 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.
 - 2.4.3 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.

3. RULES

- 3.1 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.
- 3.2 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.
- 3.3 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:
 - 3.3.1 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 Muraqib at least three days ahead of time and provides official proof of the test or event;
 - 3.3.2 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;



- 3.3.3 Absence in the case an accident on the same day which is verified by the police;
- 3.3.4 Absence for which the student provides an official medical certificate within one week (five working days) of returning to school;
- 3.3.5 Absence for three to five working days because of a death in the immediate family (grandparent(s), parent(s), brother(s) and sister(s));
- 3.3.6 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.
- 3.4 The maximum number of absences without official documentation per year in the 2011-2012 school year will be established for each class, 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. During the year 2012/2013, the maximum will be reduced.
- 3.5 If the total number of absences for any reason in any school year, 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 absence 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.
- 3.6 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.
- 3.7 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 apply.
- 3.7.1. On the first and second unexcused absence: The Muraqib will contact parents by telephone or email to clarify the mukhalifa and remind the parents of the policy.



- 3.7.2 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 Muraqib informs both parents by email if there is a fourth unexcused absence.
- 3.7.3 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).
- 3.7.4 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 who will give the parent 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 Muraqib will inform both parents by email if there is a seventh unexcused absence.
- 3.7.5 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.
- 3.7.6 If there is an additional absence, whether related to absence or repeated lateness, the Principal will inform the parent and the student they he/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.
- 3.8 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, he/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, he/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.

- 3.9 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.
- 3.10 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 Muraqib will inform the parent and will arrange for the student to wait in the Principal's office until the parent arrives.

4. PROCEDURES

- 4.1 Students leaving school early – before the end of the school day.

Any periods missed as a result of a student leaving school early will be added to the list of unexcused absences unless evidence is provided that the reason for the absence is one of the six permitted for excused absence and unless permission is given in writing by the Principal. This is the case even if the parent has asked for the leave. The Muraqib is responsible to keep a record of any student leaving early, the time of departure, and the reason for leaving. The Muraqib is also responsible to get the Principal's signature on the record to show that he/she gave permission for the student to leave, regardless of whether it is an excused or unexcused absence.

- 4.2 Contacting parents in case of students absent in the morning

If a student's absence has not been confirmed and explained by 8:30 am on the first day of an absence, the Muraqib will try to contact parents by email or sms and also by telephone to ensure the safety of the child and clarify the situation. The Muraqib will keep a log of all such emails and calls. The absence will be unexcused unless written documentation is provided on the return of the student to school and the evidence is such that it can be accepted as suitable according to DAS policy to consider the absence as "excused". The decision about whether the absence is excused or unexcused cannot be made by the teacher but can only be made by the Muraqib-- in the case of a student who is not on probation-- or by the Principal --in case of a student who is on probation.

- 4.3 Unexcused absences



- 4.3.1 On every absence: The teacher informs the Muraqib, either through use of a paper form or through use of the school's computerized management system. The Muraqib maintains records of all absences and follows up with the parents to keep correct records about whether or not documents have been provided to show that it is an excused or unexcused absence.
- 4.3.2 On the first and second unexcused absence: The Muraqib will contact parents to clarify the reasons and remind the parents of the policy.
- 4.3.3 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 Muraqib will inform the Counselor who 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 Muraqib informs both parents by email if there is a fourth unexcused absence.
- 4.3.4 On the fifth unexcused absence from a class OR if the total of the excused plus unexcused absences reach 60% of the maximum permitted (see point 3.4, above): The Muraqib will inform the Principal who will meet with the parent and student within five school days and give the student a formal letter (first warning) saying that he is now "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 may not accept the student next year. The Principal/the Discipline Committee applies an appropriate consequence from those listed in the Student Commitment Code for Level 4.
- 4.3.5 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 Muraqib will inform the Principal who will give the parent 2nd warning that the school may not accept the student next year. The Principal/the Discipline Committee applies an appropriate consequence from those listed in the Student Commitment Code for Level 5. The Muraqib informs both parents by email if there is a seventh unexcused absence and reminds them of the policy.
- 4.3.6 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 Muraqib will inform the Principal who 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/ the Discipline committee applies an appropriate consequence from those listed in the Student Commitment Code for Level 5.



4.4 Lateness

On each case of lateness, the teacher will record lateness, warn the student verbally and send notice to the Muraqib, either on paper or through the electronic system provided by the school.

4.5 Unexcused lateness

4.5.1 Whenever the student has been late for three times to a given class without an acceptable excuse, these three will be counted as one unexcused absence to that class. Notice of each lateness will be given by the teacher to the Muraqib on paper until it can be done by the electronic management system. The Muraqib will inform the parent by email and also inform the counselor who will call the student in to discuss the matter and guide him in writing or revising an improvement plan. Counselor will contact the parent by email to inform him of the discussion and consequences.

4.5.2 Whenever the total number of unexcused latenesses to the classes of all his teachers reaches 6, the Muraqib will inform the principal who will require that the parent comes in to a meeting with him and the student to revise the improvement plan and clarify the roles of each person in implementing it. The plan must be signed by principal, parent and student. The Principal applies an appropriate consequence from those listed in the Student Commitment Code for Level 3. The student starts filling in a daily follow up form and submits it to the counselor at the end of each day. The student's cooperation in completing these forms and improvement in punctuality or lack of same will be taken into consideration when considering future consequences and deciding about the status of the student.

4.5.3 Each time the student is late for 3 more times in all classes, the Principal asks the counselor about the student's cooperation and progress, meets with the student and applies an appropriate consequence from those listed in the Student Commitment Code for Level 3 or 4, depending on the total number of times the student has been late.

4.6 Parents

4.6.1 Raising awareness of parents

The policy will be maintained on the school's website and updated immediately when any change is made. Further, the policy will be included in the Parent-Student Manual which is given to each parent through the website and, at appropriate times, on paper. In addition, at the time of any major change in the policy, parents will receive a copy of it and will be required to send the school a signed form stating that they have read it



and that they take responsibility for their child's understanding of the DAS rules and consequences.

4.6.2 Meeting with parents

If the parent is asked to come for a meeting to discuss a student 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 Muraqib will inform the parent and will arrange for the student to wait in the Principal's office until the parent arrives.

4.6.3 Informing parents of final decisions

If the number of absence/lateness exceeds the number allowed, the principal will inform the parent in writing that the school will not accept the student in the following year.