



International Community School

2016 – 2017

Policy 11: Student behavior

Definitions

For the purposes of this policy, **students' behavior** refers to students' responses to a number of daily life situations and activities, such as the appropriateness or inappropriateness of their words, mannerisms, attitudes and actions toward each other or toward the Teaching Faculty or other members of the wider School community.

This policy establishes the importance of a student's to promote positive student behavior in Schools. To set out the Council's requirement that all Schools regularly review a behavior Policy which makes clear to all students and their Parents/Guardians the School's expectations of students' behavior and how the School will deal with any misconduct.

Purpose and application

1. Facilitators and all other staff and through maintaining an effective and consistent system for shaping and managing student behavior appropriately based on age and gender.
2. Creating a School environment that is welcoming, caring, safe, enriching, professional and respectful to students.

Policy statement

1. A Code of Conduct must be posted on the school's webs site and explained to all students and their Parents/Guardians at the beginning of each school year and it must be discussed from time to time with students, staff, and Parents/Guardians to ensure that it is understood throughout the School community.
2. Students must respect the school administration, facilitators, and all other staff members.
3. Students must respect and care for the school property.
4. Student behavior is to be guided by the Code of Student Conduct at all times.
5. Students must cooperate with others in a respectful manner.

Role and responsibilities

In order to ensure the effective implementation of this policy, all members of staff at International Community Schools will work collaboratively to enact this policy.

11.1 Attendance, Absenteeism and Tardiness (late-coming)

Definitions

For the purposes of this policy, **attendance** refers to the total number of school days attended by the student during the school year based on the School calendar

For the purposes of this policy, **absence** refers to the days when students fail to attend School. A student who does not miss a single class throughout the year is said to have a 0% absence record or a 100% attendance record. Absence rates above 10% should be regarded as a cause for concern. Authorized absences are to be distinguished from unauthorized absences or truancy.

Purpose

The purpose of this policy is to set out the Council's expectations in relation to full attendance at School by all students without exception, through a clear policy and effective communication with Parents/Guardians.

Policy statement

1. Basic requirements and responsibilities in relation to students' attendance at School are as follows and reflected in the School's attendance policy:
 - *Students are expected to attend School on every school day as specified in the School calendar.*
 - *Students shall arrive at School punctually every day, attend morning assembly, and attend classes on time.*
 - *Facilitators shall maintain a record of attendance by students for every lesson.*
 - *Schools will maintain accurate daily attendance data for each student, including timely or late arrival to School.*
 - *Parents / Guardians will make every effort to ensure that their children attend School every school day and arrive on time.*
 - *If students need to be absent from School for a particular day, Parents/Guardians must inform the School.*
 - *When a student returns to School following an absence, Parents/Guardians must send a signed note to the School indicating the reason for the student's absence.*
 - *Students are responsible for completing all assignments missed during their absence.*
 - *Parents/Guardians should seek to ensure that family vacations take place during scheduled School holidays.*
2. In accordance with the school philosophy, regular daily attendance is compulsory because our classes are based on active/students centered learning. All students are directed to attend school regularly. Parents are kindly requested to make sure that their children attend regularly with their books and equipment, and dressed in proper uniform. Parents are strongly encouraged to ensure that their children have full attendance.

ATTENDANCE REGULATIONS:

Goals

The administration seeks to achieve:

- High percentage of attendance
- High academic achievements
- Reduced tardiness in coming to school or to classes after break time
- Decrease in incidents of absence during exams
- Low incidents of students taking days off before a long holiday
- Minimize sending students on trips during normal school days.

Punctuality

- Students should arrive at school by 7:25am (grades 1 to 12) and by 7:30am for KG.
- Grades 1-12 Students must not leave the school before 2:30pm, except those students who have extra classes according to the schedule prepared by the administration.
- Students can't leave the school before 2:30 pm for grades 1 to 12 and before 12:55 PM for KG, unless the leave is approved by the supervisor, and the Principal/Vice Principal who will decide if the accompanying mentor of the student for the leave is eligible to escort the student in his/her leave.
- Three recorded instances of lateness will be considered as one day absence.
- The maximum absence as allowed by the Ministry of Education for the academic year is 20 days only (excused and unexcused)
- Supervisors will contact the parents of absent students (Absent two consecutive days) on a daily basis.
- A student absent due to a medical reason must produce a certified, valid medical certificate; the administration reserves the right to refuse the validity of the medical certificate. (All those certificates must be presented by the supervisors to the principal for approval on daily basis)

Rewards for maximum attendance

- The names of students with a high attendance record will be selected by grade advisors and rewarded during the morning assembly.
- At the end of the year certificates of appreciation will be awarded to the winning students.

ABSENCE:

Excused Absence

- Medical leave recommended by a physician
- Religious leave on certain occasions
- Representing the school in sports events
- Appearing in exams like TOEFL, SAT-1 and SAT-2
- An authentic letter signed from parents for one day leave

Unexcused Absence

- Any absence without an accepted legitimate excuse will be considered as unexcused absence. Unexcused absences should not exceed 2 days per month, or 14 days per year (non-continuous), or one week continuous.

TARDINESS:

Kindergarten School

- Students must arrive to school no later than 7:45am When students are late they must report to the Vice-Principal/Principal or the Social Worker. The student receives a late slip, which allows the student to be admitted to class. **Excused tardiness only involves car accidents, fog and traffic-related incidents that are documented and approved by the Principal/Vice-Principal.** A student who is late more than 3 consecutive times will not be admitted until parents meet the Vice Principal/Principal.
- Students are not permitted in class between 7:45am and 8:00am as not to interrupt circle time.

Elementary & High School (Grades 1-12)

- Students should arrive to their designated assembly area no later than 7:25am, late students must report to the supervisor. The student receives a late slip, which allows the student to be admitted to class. Excused tardiness only involves car accidents, fog and traffic-related incidents that are documented. A student who is late more than 3 consecutive times will not be admitted until parents meet the Vice Principal/Principal.
- Supervisors must keep a log of late students as follows :
 - a- Supervisors must call the parents of the students late the first time and remind them the school lateness rules in concordance with ADEC rules.
 - b- Supervisors must issue an incident report (written warning) to all students late the second consecutive time and inform the parents of the consequences of being late the third time.
 - c- Supervisors must not let in the students late the third time to class unless the parents of the students will meet the Principal or Vice Principal, and based on that meeting outcome and with the major input of the supervisor the decision will be made of the consequences of this third time lateness, varying from one day suspension to a final probation official warning letter.

NB: The following is considered clearly a case of consecutive lateness:

- i- The two lateness occurred consecutively.
- ii- The two lateness occurred within an interval of 30 school days.