



Al-Forqan Private School

American Division

Attendance and Behavior Policy

(Review 2022 - 2023)

Al-Forqan Private School (American Division) is a division of Tawjih Educational Group



School's Vision

“Al Forqan private School (American Division) is to be a major educational institution capable of developing the educational experiences of the students through a safe and encouraging learning environment that stimulates the students to think, create, research , promote the Islamic values and instill patriotism and belonging to their homeland”

Our vision's aim is to produce future leaders well-prepared to react positively towards various human cultures within the framework of collaborative thinking.

School's Mission

“Preparing students for successful careers through a life - long love of learning, as well as Creating awareness, characters and developing knowledge, skills using academic programs and extra-curricular activities of international standards to be successful contributors to society.”

We believe that our mission can be more meaningful if we bring it into the classroom and give it vision. Teachers can empower all students to become lifelong learners by connecting school activities and class work to real world–experiences and extending learning beyond the classroom. We place our efforts to help students achieve greater academic and personal success in the ever- expanding global community of the future.

“School attendance is vital for students to succeed. It is also a school and Ministry of Education requirement. Parents must ensure that their children attend school.”

First: Behavioral Discipline

Behavior Plan:

To create a caring, family atmosphere in which thinking and learning can take place in a safe and happy environment. To work co-operatively with parents to enable our pupils to develop, they should have:

- A sense of self-discipline and responsibility for their own actions
- A sense of identity, achievement, and self-worth
- Empathy for other children's feelings
- An awareness of and a desire to care for their environment.

This policy is designed to empower both teaching and support staff in our mutual desire to create a safe, secure, and happy learning environment.

When dealing with children's behavior that we do not wish to see repeated whether at school or outside of school, it is important to stress that it is the behavior we do not approve of, not the child. Positive reinforcement when a child is displaying good behavior will always work better and faster than negative reinforcement. If parents could also reinforce this practice at home, it would be greatly appreciated.

Children who continue to display consistently poor behavior may need further help and support to change their behavior. They will be referred by the students' counselor and parents will be informed and included in this process.

Good Behavior on the playground and around the school:

Students who demonstrate good behavior and are courteous and polite around the school, will be recognized and complimented by teachers and other members of staff who witness their behavior; they may be awarded a point, merit or a sticker as appropriate.

Parental Advice:

Always try to ensure that there is a 'united front' between home and school and between all care givers (parents / guardians) at home, so the child is not confused by different approaches. Be firm, fair, and consistent.

Should a note be placed in your child's record book regarding an incident of poor behavior - rather than 'just telling them off' - please discuss the incident with your child to see if they now recognize the mistake they made and how they could do better in future / avoid getting into the same situation. This will help us to see if they have processed and understood what the member of staff has discussed with them, which may need reinforcement at home.

Good Work/ Effort/ Progress/ Behavior:

Star of the Week: The star of the week certificate is awarded weekly per class in the lower grades to the pupil who has demonstrated particularly good work, behavior or progress that week.

Class Awards: Children will be awarded throughout the year with class points / merits / stickers as appropriate. Each teacher will have criteria for rewarding effort/ progress/ good attitude to work and behavior.

Our Objectives:

1. Upgrading and strengthening of good behaviors and commitment.
2. The availability of clear methods for workers in the field of education to deal with the behavior of students.
3. Avoiding alienating methods in dealing with the wrong behavior of students.
4. Informing students and their parents about rules and instructions for the conduct of attendance and the importance of commitment to it.

Grades for behavior:

100 degrees (50 degrees per semester) and added to the total score at the end of the academic year of the transfer and certificate.

Evaluation: The student's behavior is continuously evaluated according to his commitment to his punctuality and good behavior

Behavioral Violations:

Violation	Procedures taken against the behaviorally undisciplined students	Cut Marks
<ol style="list-style-type: none"> 1. Not wearing the national uniform 2. Not bringing books and stationery 3. Not participating in the morning assembly 4. Entry and exit from the class without permission. 5. Cheating in doing the homework 6. Bringing mobiles to schools 7. Abuse of textbooks 8. Not doing homework 9. Sleeping in the classroom 10. Hairstyles and clothing that are against the Islamic style. 11. Bringing gum, nuts and the like 	<ol style="list-style-type: none"> 1. Individual warning from the teacher who faced the situation. 2. Punishment by the vice principal and transferring him to the student counselor. 3. Depriving him of going out with his classmates and putting him away of his friends for a period ranging from one day to five days as the Committee deems 4. Taking a written commitment from the student to be punctual 5. Calling the parent and his commitment that his son will not repeat that bad behavior again bad behavior. 6. Dismissal for a period ranging from one day to five days depending on what the committee decides. <p>Transferring to another school</p>	<p>- 1</p>
<p><u>Violations of the second degree:</u></p> <ol style="list-style-type: none"> 1. Graffiti 2. Tampering with property 3. Negligence in the performance of prayer 4. Escape from school. 5. Quarreling and threatening others 6. The misuse of computers 7. Possession of media materials contrary to good manners 8. Uttering abusive words against others 9. To forge a signature of the guardian 	<ol style="list-style-type: none"> 1. Call the parents and take a written pledge. 2. In addition to what has been stated, the student is dismissed for a week and a notice of transfer to another school will be sent to the parents. 3. Isolating the student for a period ranging from one day to five days according to what the committee deems 4. Compulsory transfer to another school. 	<p>- 3</p>

Violation	Procedures taken against the behaviorally undisciplined students	Cut Marks
<p><u>Third degree Violations:</u></p> <ol style="list-style-type: none"> 1. Leaving prayers 2. View of media materials contrary to the ethics and values 3. Bringing sharp objects to school 4. Bringing materials and dangerous games 5. Deliberate damage to property of others 6. Deliberate damage and destruction of school equipment 7. Deliberately attacking students and causing damage to him 8. Theft of property of others and smoking 	<ol style="list-style-type: none"> 1. Calling the student's parent. 2. To correct the student's mistakes and return the stolen objects or pay their value. 3. Apologizing to those who offended him or his colleagues. 4. Isolating the student for a period ranging from one day to five days according to what the committee deems. 5. In addition to what has been stated, the student is dismissed for a week and a notice of transfer to another school will be sent to the parents 6. Compulsory transfer to another school depending on the opinion of the educational administration in the area 	<p>- 10</p>
<p><u>Fourth degree Violations:</u></p> <ol style="list-style-type: none"> 1. Possession of drugs and the like 2. Distribution of media materials contrary to Islamic ethics 3. The threat of administrators and teachers and bringing firearms 4. Damage to property of the school staff 5. Deliberately attacking students and damaging them 6. Uttering obscenities at the students or teachers 	<ol style="list-style-type: none"> 1. Calling the student's parents. 2. To correct the student's mistakes and return the stolen objects or pay their value. 3. Apologizing to those who offended him or his colleagues. 4. Isolating the student for a period ranging from one day to five days according to what the committee deems. 5. In addition to what has been stated, the student is dismissed for a week and a notice of transfer to another school will be sent to the parents. 6. Compulsory transfer to another school depending on the opinion of the educational administration in the area 	<p>- 15</p>

<p><u>Fifth degree Violations:</u></p> <ol style="list-style-type: none"> 1. The attack on the school officials or a staff 2. Falsification of official documents 3. Underestimated some of the symbols of Islam. 4. The practice of abnormal behavior 5. Use of weapons as a means of threat within the school 6. Drug smuggling 7. Cases where the student becomes a danger to the school 	<p>Offending in the first semester has the opportunity to study at a school other than his former school in the year that followed after the approval of the Director of Education. In the case of the student offense in the second quarter, the student must be dismissed from the rest of the class and deprived from studying in the next year. He can study at a school other than his former school after the approval of the Director of Education.</p>
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Collection methods and the number of degrees of positive behavior:

- The student gets 5 marks if there is no violation during the week
- The student is given one mark if there is no violation during the week
- The student is given two degrees to total grades if the student persists on prayer in time
- The student is given two marks if he shows improvement in different situation from the former one

How to monitor grades:

Monitor scores of negative and positive next to the original class distribution as follows:

- The original mark is 100 marks
- Positive degrees (The amount of what the student has gained is listed here)
- Negative degrees (the amount of cut marks is listed here)
- Due degree (the total mark of the student is listed here)

General rules on the school (Considering the chronological age in the application of sanctions):

- If you cannot perform an action for lack of compatibility with the offending behavior, move to the next procedure.
- Take a gradual approach in the implementation of sanctions under the regulations and the school has the right to skip.
- The school has the right to double the degree of positive behavior or irregularities behavioral emergency.
- The school will notify the guardian or the parent if the discount was 10 degrees or its doubling.
- Procedures for sanctions when the offense is repeated are not repeated if the degree of acquired behavior improved.
- If there is a positive behavior of the student, the school estimates the grade.
- Lack of involvement of the student counselor when executing sanctions.

Second: Attendance

Grades for Attendance:

- The allocation of 100 degrees for attendance by 50 degrees for each semester .This is to be added to the score of the student for the transfer and the certificate.
Sanctions of the violations of attendance and degrees of decisiveness:
- Cutting one mark for each day of the repeated absence without an acceptable excuse during the semester
- Cutting two marks for each day of absence without an acceptable excuse in the week preceding the holiday or that follows
- Cutting two marks for each day of absence without an acceptable excuse in the week before the tests
- Cutting half a degree of delay of the morning assembly .The cut is executed after the third time without an acceptable excuse.
- Cutting a quarter of the degree of delay of the share and starts the discount if he comes late to the class. This is to be executed after the second time.

General rules in attendance:

The school administration is responsible for cutting the degrees of attendance after making sure that the grounds for the absence of the student or delay is acceptable.

- The need for instant communication with the student's parent for being late or absence
- The school administration writes a letter to the parent if the student could not be contacted at the address agreed on when registering his son or if the student didn't bring documents to justify his absence .A copy of the letter is kept in the student's file.
- The student is transferred to the student counselor to study his condition in case of repeated delay or absence for five days continuously or at intervals.
- If the student reaches an absence rate of 25% in the days to be attended during the year without an acceptable excuse, the school will call the guardian to show him the actions that will be applied against his son. The student and parent or guardian have to write a pledge of commitment and attendance at school.
- If the student's absence amounted to 25% or more of the days due to attend, whether continuously or at intervals through the year without an acceptable excuse, the school issues a decision depriving the student from attending the test of the semester. This is to be done after the approval of the director of education.

Practices that should be avoided in the implementation of attendance sanctions:

- Body punishment in all its forms and kinds
- Reduce subject degrees or use it as a threat tool depriving the student from having breakfast on time.
- Students must copy the homework several times.
- Provoking the student to do false behavior or absence from school
- Laughing at the student
- Group punishment due to a violation committed by one student.

All educational practices that have a negative impact on the student's physical state and his school performance General rules:

1. Do not apply these rules to the primary stage (lower section)
2. Documenting the behavioral problems and attendance issues and irregularities in special records of students .A copy must be kept in the records of the student.
3. Classify behaviors that were not mentioned by the size and seriousness by the Emergency Committee in the school.
4. Honoring outstanding students' behavior at the end of the school year
5. Change the environment for the student who committed a violation and was sentenced to a legitimate account of as a way to help him in his psychological and social conditions.
6. The student is granted behavioral and attendance certificate signed by the principal or his deputy at the end of stage .The percentage and grade are listed as follows:
 - I. 90 degrees and above: **Excellent**
 - II. 75 degrees to less than 90 degrees: **Very Good**
 - III. 60 degrees to less than 75 degrees: **Good**
 - IV. 50 degrees to less than 60 degrees: **Acceptable**
 - V. Less than 50 degrees: **Weak**