DOHA INTERNATIONAL SCHOOL
مدرســـة الــدوحــة الــــدولــية

The Procedural Plan to Reduce Student's Absence

2024/2025

DOHA INTERNATIONAL SCHOOL
مدرسة الدوحة الدولية

	Objective	Procedures	Implementing Party	Timeline	Indicators of Achievement	Notes
1	Raising students' motivation for teaching and learning.	-By using the method of encouragement and reinforcement in school in general and classrooms in particular - Presenting the subject in an interesting manner and diversifying teaching methods and strategies. - Reducing homework. - Focus on positive behaviors, encouraging and highlighting them.	Teachers	Throughout the school year	-Enable teachers to manage classroom behavior effectively. - Diversity of learning methods in the daily lesson plans of the departments - Internal incentive policy - Meetings - Attendance forms for teachers	
2	Strengthening the educational partnership between the school and the family to encourage	-Educating parents and students about the importance of adhering to school	-School Principal -Social worker -Community partnership	Throughout the school year	- Increasing parents' awareness of the necessity of adhering to school hours.	

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Vision: To empower students to acquire, and value knowledge and skills that will support them as life-long learners.

	commitment to school hours.	hours by organizing parent meetings. - Encouraging parents' visits to the school and identifying the student's level of academic and behavioral achievement. - Activate text messages to connect the school with the guardian. - Counting daily absences and informing the guardian via phone calls and text messages. - Honoring student's parents who are committed to school. - Delivering behavioral reports to parents explaining the student's commitment. - Sending the academic calendar	-Behavioral Evaluation Committee		- There are meetings that document all methods of raising awareness among parents. - Having a record of text messages sent to parents to follow up on their children. - Examples of letters, , and brochures that aim to raise awareness of the importance of attendance and school attendance. - Record parents' visits to the school.	

		explaining school days, tests, vacations, and the behavioral evaluation policy to parents. - Raising awareness of the positive role of students' attendance and the negative impact of their absence during the Term.				
3	The student should get used to commitment and respect the regulations and commitment to school hours	-Activating the policy of reinforcement and motivation. - Activating the behavior management policy - Intensifying morning radio directed at clarifying the behavioral evaluation policy. - Encouraging the use of the school points	-School Principal -Social worker -Activities Committee -Values Committee	Throughout the school year	- Motivation file - School radio file - School points program file	

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		program for students to reinforce all positive behaviors, especially commitment to attending school.				
4	Reducing absence on days before official holidays such as (Thursday - before and after mid-year vacation, National Day, etc.)	- Intensifying the media campaign that explains the necessity of female students' attendance until the last day of school - Emphasizing all teachers to develop a scheduled work plan for the last week before the test or vacation and activating it in a way that contributes to intensifying student attendance during this period. - Scheduling applications to be held during this week.	-School Principal -Social worker -Department Coordinators -Teachers -Activities Committees	Before and after school holidays		

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		- Conducting field trips during this week to ensure that the educational process is progressing seriously. - Encouraging students who commit to attending school throughout the year until the last day of school - Increasing exciting school programs and activities. -Directing teachers to avoid inciting students to be absent during this week.				
5	Effective follow-up of daily absence	- Follow up on the mechanism for recording absences and transferring in case of repeated absences.	-Teachers -Social Worker -Behavioral Evaluation Committee	Throughout the school year	Daily and monthly absence records	

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		- Activating the role of the social worker in knowing the problem of absence and studying the cases of students who are frequently absent.				
6	Honoring parents Honoring students	- Honoring parents of students who are committed to attending at the end of the school year - Honoring students for not being absent	-School Principal -Social Worker	At the end of school year	Thanks' Certifications	