



DOHA INTERNATIONAL SCHOOL
مدرسة الدوحة الدولية

The Procedural Plan to Reduce Students Morning Lateness

2024/2025

The Procedural Plan to Reduce Morning's Lateness

The phenomenon of morning lateness is considered one of the problems that accompany some students in most of their school stages, and thus promotes negative behaviors for them.

Morning lateness is the late attendance of students to school on time, and therefore they are unable to participate in the morning assembly like the rest of their classmates.

Punctuality out of respect for students and other teachers. When students are late at the beginning of the school day, it often means losing important information from the teacher or that the main learning goals are not implemented, and this will have a significant impact on the student. We understand that unforeseen situations may arise that may cause students to be late for school, though it is not their fault, and we will always take this into consideration.

Thus, promoting and supporting good school attendance is key to supporting learning and raising standards. Doha International School will reduce student delays, recognizing that regular attendance is a contributing and crucial factor to a productive and successful career life.

By reducing student's lateness, recognizing that regular attendance is a contributing and decisive factor to a productive and successful career life.

Causes of morning lateness:

1. The student stays up late at night.
2. The distance of the student's home from school.
3. The existence of other family work that delays him/her.
4. Family neglect to wake the student early.
5. Lack of transportation for the student.
6. The student neglects to perform his/her homework.
7. The student un ability to properly organize time.
8. The school administration overlooks the lateness.
9. The student's hatred for a particular subject or a particular teacher.
10. The student's unwillingness to study.
11. The presence of difficult and exhausting exercises.
12. Lack of motivation to study and unwillingness to perform exercises.

The Importance of attending the morning assembly:

- Develops unity among all students and teachers, creating a school environment that meets quality standards.
- Communicating with oneself and developing the religious pillar in student's lives because of listening to the Holy Quran and the Hadith on the school radio channel.
- Changing the lifestyle of students and instilling important values and habits within them.
- Developing a sense of identity and nationality among students towards the homeland and school.
- Enhance self-confidence by sharing with students everything that happens in the school year, which helps to feel responsible.
- Learning the importance of personal hygiene and school cleanliness.
- Appreciation of students by providing awards for good performance in all students' activities, whether academic or social life.
- Learning communication skills, self-confidence and overcome the weakness of the human soul.
- The aesthetic sense within students is developed by providing an important insight, which helps to form a personal perspective for students about the importance of beauty, exercise and brotherhood without racism.
- Loyalty, belonging and high morals Students are trained with effective steps during the school stage that help to love the homeland, and sometimes this is within the curriculum as well.

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- Learn public speaking by providing important annual events and celebrations, which help motivate students and weigh their media skills by developing the correct listening and recitation habits, including what is concerned with developing students' abilities and talents and refining them in many fields such as public speaking, poetry recitation and building self-confidence.
- School activities and games develop teamwork, which helps to have healthy psychological bonds between students.
- Students accustomed to learning discipline and order
- Attending the morning assembly helps to acquire the skill of discipline and respect for time.

School Timing:

The school day starts at 07:30 and all students must be present at the school at 7:15 am to prepare for the school day, noting that attending the morning assembly, the national anthem and all sports and cultural activities is mandatory for all students in the school, and the gate will be closed at 7:40 am and if students arrive after that, appropriate measures will be taken according to the school policy.

Types of morning lateness:

First: Lateness with having an excuse

The guardian must inform the school administration or the Student Affairs Department due to the morning lateness before the start of school hours, explaining the reasons and attaching the documents needed, if any, with the need for the student to attend with his/her guardian to the administration building to obtain a paper authorizing him to enter the classroom.

Note: Students will be allowed 3 excuses per month for the student's lateness, with the need to communicate with parents in case of repeated lateness, and work to avoid them, if possible, or postpone them until after school.

Note: Students with chronic diseases attached with a medical report and whose requires continuous late attendance in the morning within the school hours will be taken into consideration.

Second: lateness without excuse

Students are considered late without prior notice of an appointment and there is no excuse note from the parents. All late students will receive a tardiness sheet from the Student Affairs Department and the morning lateness policy will be applied to them within the school's policy, and the school will work to record all lateness data monthly.

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In case that any student is late to attend school on time, the following measures will be taken:

Numbers of lateness	Procedures	Notes and Penalties
First and second time lateness	weekly and individual verbal warning by the school administration and the social worker in a wise educational manner that promotes positive behavior	The need for the student to go to the Student Affairs Office to obtain a signed paper authorizing him to enter the class and attend class.
lateness 3 to 5 times a month. The lesson will not be reexplained or what has been solved will not be written, and any tests or assessments made before the student attended will not be repeated.	Communicate with the guardian and invite him/her to discuss the reasons for the lateness and try to find a solution to the problem.	The student must go to the Student Affairs Office to obtain a signed paper authorizing him to enter the class and attend the class
Lateness 5 to 7 times a month.	Communicate with the guardian and invite him/her and take a written pledge not to be late, and in case the guardian does not attend, the pledge is considered activated and documented.	The student must go to the Student Affairs Office to obtain a signed paper authorizing him to enter the class. The lesson will not be reexplained or

Mission: Doha International School focuses on the individuality and uniqueness of each child. We provide an environment that allows each child to develop at his/her own pace and activities are planned that encourage self-confidence, curiosity, self-discipline, as well as assisting in the development of the child's social and emotional health

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

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	Be aware that the next time the student will be considered absent that day.	what has been solved will not be written, and any tests or assessments made before the student attended will not be repeated.
lateness for more than 8 times a month.	<p>Communicate with the guardian and invite him/her to take the student home and not allow him to attend classes on the same day.</p> <p>And the student will be considered absent, and the absence policy will be applied.</p>	The student is deprived for a week of school activities "sports lesson - drawing - exhibitions and celebrations"

School principal

Academic Vice Principal

Social Worker