

Future International School Tardy Policy (Revised January 5, 2024)

A student is tardy/late for school when he or she enters the school after the bell rings. All students must report to school by 7:30 Monday through Friday. The gates will close promptly at **7:40** Monday through Thursday and **7:35** on Fridays. As a part of the UAE education requirements, students must be present in school for the Koran and National Anthem. **Students will not be allowed in school after 8:00 AM.** If the child has an appointment in the morning, please bring a doctor's excuse to enter the school. You are encouraged to schedule all appointments after school if possible. Parents should not pick their students up before the end of the school day except where there is a legitimate emergency.

Consequences for Tardy Policy Violation

1st Tardy- Verbal and written warning #1 to the student by the appropriate school official and documented in the school record.

2nd Tardy- Verbal and written warning #2 to the student by the appropriate school official and documented in the school record.

3rd Tardy- Verbal and written warning #3 to the student by the appropriate school official and documented in the school record.

4th Tardy- Parent conference with the principal and written warning #4

5th Tardy- Verbal and written warning #5 to the student by the appropriate school official and documented in the school record.

6th Tardy- Supervisor contacts the parent by phone and issues warning #6 documents in the school record.

7th Tardy- Supervisor document in the school record and issues warning #7

8th Tardy- Refer the student to the **Discipline Committee** to determine appropriate disciplinary measures up to suspension. Issues warning #8.

9th Tardy- Verbal and written warning #9 issued to the student by the appropriate school official and documented in the school record.

10th Tardy- The student will be suspended from school (the principal will determine the number of days) and required to have a parent conference with the school principal upon returning. Issues warning #10. **The student will not be allowed to register at Future International School for the next academic year.**



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