

### Daily Attendance Policy for Students

Rawan Online School

To improve the quality of education and maintain discipline in the learning process, adherence to the attendance policy is mandatory for all students:

1. Regular Attendance:

All students are required to attend the online class at the scheduled time.

2. Punctuality:

Students must join the class at least 5 minutes before it begins. A delay of more than 10 minutes will be recorded as an absence.

3. Attendance Recording:

Attendance is recorded by the teacher at the beginning of each session. Students whose names are not marked on the attendance list will be considered absent.

4. Excused and Unexcused Absences:

- In case of absence, the student must share the reason with the teacher.
- Absences without a valid reason are unacceptable and will be recorded in the student's record.

5. Maximum Allowed Absences:

More than 3 unexcused absences per month are not acceptable and may result in a warning or suspension from the class.

6. Active Participation:

Attendance alone is not sufficient; students must actively participate in the lesson, answer questions, and engage in class activities.

### 7. Technical Responsibility:

Students must ensure that their internet connection, device, and required software are ready before the class begins.

### 8. Consequences of Non-Compliance:

Failure to comply with this policy may result in:

- Official warning
- Notification to parents
- Temporary suspension from the class



**RAWAN**  
ONLINE SCHOOL  
مكتب آنلاين روان

