

United Arab Emirates
Ministry of Education



الإمارات العربية المتحدة
وزارة التربية والتعليم

لائحة إدارة سلوك الطلبة

في مؤسسات التعليم العام

2019-2018

Minister of Education:**After viewing:**

Federal Law No. (1) for the year 1972 on the terms of reference of the ministries and the powers of the ministers and its amendments.

Federal Law No. (29) for the year 2006 regarding the rights of the disabled and amended by Law No. (14) for the year 2009.

Federal Law No. (11) of 2008 Concerning Human Resources in the Federal Government and its amendments.

The Cabinet Decision No. (13) for the year 2012 concerning the executive regulations of the Federal Law No. 11 of 2008 concerning human resources in the federal government and its amendments.

Decision of the Council of Ministers No. 21 of 2013 on the regulation of information security in the federal authorities.

Ministerial Decree No. (411) for the year 2015 regarding the regulation of the behavioral discipline of the learner in the school community.

Ministerial Decision No. (84) for the year 2015 regarding the use of mobile phones and electronic devices in the exams in General and private education schools applicable to the ministry curriculum, adult education centers and home study.

Federal Law No. (3) Of 2016 on the Law of the Rights of the Child

Federal Law No. (15) Of 2016 on the organizational structure of the Ministry of Education.

Ministerial Decision No. (699) for the year 2016 on the organizational structure of departments, offices, departments and their functions and responsibilities at the Ministry of Education.

Ministerial Decision No. (619) of 2017 on the Regulation of Student Affairs in General Education Institutions.

Based on the General interest, decided

Article (1)**Definitions**

In the context of the provisions of this Resolution, the following words and expressions shall have the meanings assigned to each of them unless the context otherwise requires:

Country	United Arab Emirates
Ministry	Ministry of Education.
Minister	Minister of Education
Educational bodies	Councils and departments of the organization and management of General education within the limits of its competence.
General / main Stream education	Includes education of all types of academic, technical and vocational, and stages of the gradation, which includes kindergartens and basic education and continuing secondary.

Educational institution	It is the governmental or private institution in which the student is enrolled in the general education stages, including schools, kindergartens, technical and vocational institutes and continuing education centers.
Regulation	Rules of Students' Conduct in Educational Institutions
Educational community	Anyone who works in the educational institution or has a relationship with it and impacts on the behavior of the student, including the educational staff, administrative and guardian.
Behavioral Evaluation Centers	are centers used to support schools in dealing with specific behavioral challenges of students and implementing corrective behavior programs such as the Special Education Support Centers at the Ministry of Education, anti-smoking clinics, addiction control centers, mental health clinics of the Ministry of Health, The social support centers of the Ministry of Interior and the behavioral school, and any other stakeholders.
Behavioral School	It is a remedial school supervised by the Ministry of Education and other designated bodies in the Country, which has programs and systems Specialized to modify the behavior of the offending student, such as the Center for Education and Professional Development.
Student	All enrolled in any educational institution including those with special needs
Student	Associate of the Continuing Education System
Educational staff	They are all staff in educational institutions and in the concerned bodies and have a direct or indirect impact on the learning and behavior of the student, Concerned with the study of behavioral cases and taking actions to evaluate behavior, such as social worker or equivalent in the tasks
Administrative staff	All employees in the ministry or educational institutions
School Procedures	Procedures established by the school and not inconsistent with the regulations
Parent	The person who is legally responsible for the student or the person entrusted with his or her care.
Behavior Management Committee	One of the school's management committees is charged with discussing students' problems in terms of educational, behavioral and educational community roles, and making appropriate decisions about them
Parents Council	An educational entity composed of parents of students, working in cooperation with the school administration to activate the partnership between school and home to ensure that students get the best educational services
Compulsory education	The minimum level of education that is required to be completed by the student
Early childhood	One of the basic stages in the development of children, including children from birth and during infancy, and during the pre-school years and up to the age of eighth year.

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Kindergartens	Pre-primary education for the ages of four to five years, including kindergarten1 and kindergarten2.
Basic education stage	The stage in which education is compulsory, and includes the first two cycles or the equivalent
Secondary education	Includes the third cycle of general education, or equivalent.
Continuing education	is a set of educational programs in the continuing education system, which includes literacy courses, vocational and academic education, and home schooling
Special Needs	The category that requires special attention, including gifted and talented, as well as those with disabilities (people with disabilities) and people with disorders and learning difficulties.
Educational environment	The climate that describes the working environment of the educational society and its physical, social, human, psychological and virtual elements
Assessment of learning trends	Evaluation of the performance of the child in kindergarten1 and kindergarten2 in social, emotional, behavioral, problem solving, creativity and innovation.
Student safety	The student's mental, physical, emotional and moral safety and integrity.
Positive School Climate	The quality of the educational environment in which there is a positive, safe and attractive environment for students, with an atmosphere of mutual respect between students and staff. This climate provides the necessary support for students and teachers to promote the educational process
Behavior	Any statement, action, exercise, or activity of the student through his / her interaction with the surrounding educational environment.
Distinguished behavior	Behavior that exceeds expectations, and be within the three axes included in this regulation.
Positive behavior	the expected behavior of the student which is consistent with the goals, values, regulations, educational systems and norms prevailing in the educational community
Infractions	Any behavior by the student is not consistent with the expected positive behavior, which has a negative impact on himself and others and the educational environment.
Behavior promotion	A set of measures based on incentives and material and moral incentives to encourage and encourage students to engage in positive behavior and to reduce behavioral irregularities
Guiding Behavior:	Enabling students to understand and practice positive and distinct behavioral concepts independently and not under supervision, using preventive and curative methods and procedures to ensure this.
Correction of Behavior	A set of educational and teaching methods and programs that aim to effect positive change in student behavior, reduce the likelihood of committing violations, and raise the level of positive and discriminatory behavior.
The individual educational	is the plan that includes support services in the educational and behavioral aspects

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plan	that support the students with disabilities (the people with disabilities and the difficulties of learning) on the ease of integrating them and adapting them academically, socially and behaviorally.
Case study	An in-depth study of an individual to determine the background and results of the environmental, psychological and social problems studied
Corporal punishment	The use of physical abuse of all kinds and forms on the student by any of the workers in the educational community, and for any reason, is one of the forms of physical abuse
Psychological punishment	resorting to psychological abuse of all kinds and forms - verbal insult or threat of the student by any of the employees in the educational community, and for any reason
Corrective Programs	A set of procedures approved by the Student Behavior Management Committee in the school for behavior modification and implemented during the school year or during vacations, including community service, voluntary work, a training course, or completion of a remedial program.
Absence	Dropout for a day or part of the school day or more
Excused Absence	The school dropout, which is approved by the school administration, must be documented with official evidence justifying the reasons and duration
Unexcused Absence	Leaving or not attending a full school day, class or several classes during the day or part of the day without permission or justification. It also includes the student leaving the school before the end of the school day in an irregular manner
Bullying (for review by the Guidance Department)	Any form of abuse, intentional, verbal, physical or electronic abuse, intimidation or threat by a student or group of students towards one or more students or school personnel.
Sexual Harassment	Any statement or act that has explicit or symbolic sexual connotations of the student by verbalization, writing, touching, physical contact, eye sighting, or showing or viewing sensitive parts of the body or otherwise
Sexual assault	the exercise of any sexual activity by any person, child, juvenile or adult. It includes exposure to any sexual activity or conduct, and often involves sexual harassment such as touching or carrying on contact with a sexual harasser.
Self-harm	is any act or practice of physical or psychological harm to oneself and aggression as a result of subjective behavioral disorders.
Electronic devices	any visible or audible device such as mobile phones of all kinds, devices for communication and connection with mobile phones or with the Internet, tablets, cameras, or similar.
Cybercrime	The use of computers and the information network in violation of the provisions of cybercrime: any act committed including this system such as illegal entry to threaten a person or to prejudice his private life or defamation of others and harm

	them or access to private data and disposition or production that would affect the General system or religious values.
School uniforms	Official or sports uniforms approved by the Ministry of Education in General schools for boys and girls or private schools applicable to the ministerial system or approved in private schools.

Article (2)

The objectives of the regulation

In general, the regulation aims to achieve the principles of the UAE School of instilling and strengthening the principles of good morals and the practice of positive and distinctive behavior and promote the values of belonging to the homeland.

In particular, this Regulation seeks to achieve the following objectives:

- 1- Building positive behavior among students within the school community.
- 2- Promote positive and distinctive behaviors and repeat them regularly and consistently by applying the principles of promotion, encouragement and care at all times. And to reduce behavioral irregularities with the best possible educational means.
- 3- Defining the parameters of responsibility to achieve complementarity in the roles within the school community through activating, applying and restricting the procedures so as to ensure that the rules of conduct of students are implemented in a clear, flexible and fair manner.
- 4- Create the appropriate educational and environment to promote the principle of integrated education based on the equality and harmony of the cognitive, personal and social aspects that constitute the characteristics of each student.
- 5- Apply the principles and culture of promotion, encouragement and permanent care in the educational community to reduce the behavioral irregularities, inside and outside the walls of the school, the best possible educational means.
- 6- Introduce students and their parents to their obligations and gain confidence in the fairness of the procedures and methods used to achieve self-discipline and develop behavioral trends positive and distinct permanently on the students and within the school community.
- 7- Provide a reference authority determines the rules and standards and procedures to be taken and taken to deal with the behavior of students, and to ensure compliance with values and school systems.
- 8- Ensure that the prevention and treatment mechanisms for behavioral problems and violations are effectively planned and implemented.
- 9- Rehabilitate the students' behavioral and educational situations through rehabilitation services and programs in partnership with the behavioral evaluation bodies in accordance with their behavioral situations and ensure their reintegration into the society.

Article (3)

Scope of application of the regulation

1. The articles of this regulation shall apply to all General education institutions, from the third grade to the

twelfth grade and the students in continuing education. The application shall include any rules, regulations, special requirements or directives issued by the Ministry, which represent implementation, interpretation or supplementation of these provisions Regulations.

2. Other educational bodies shall be guided by the provisions of these Regulations at a minimum when applying their own conduct management regulations.
3. The target students are divided into three categories:
 - a) 1st Category: Kindergarten children and up to the second grade. (This category is subject to its own guidelines).
 - b) 2nd Category: Students from the third to the twelfth grade.
 - c) 3rd Category: Students in Integrated Continuing Education.

Article (4)

The mechanism of calculating the marks of behavior

1. The subject of behavior is considered as one of the main subjects that reflect the outputs of the education and achievement of the student in terms of ethics, and treated like other subjects in terms of success and failure.
2. The subject of behavior is out of 100 marks. This Regulation sets out the foundations and mechanism for granting and deducting the marks of conduct, based on dividing it into two main components.

a) Positive behavior:

- The behavior expected of all students without committing offenses and allocating (80%) of the total marks of behavior.
- Each student is entitled to the(80) marks of positive behavior degree automatically at the beginning of each term.
- In the event of an offense under these Regulations, the procedures shall be taken according to the level of the violation as shown in the table to be presented later.

b) Outstanding behavior:

- Reflects the ethics, qualities and good practices shown by the student during his presence in the school community.
- 20% of the total marks of behavior are allocated to it.

During the term, the educational staff evaluates the axes, indicators and standards of behavior excellence and gives the student marks required for each of them at the end of each term, which were classified into three main axes:

- 1) Personal development.
- 2) Appreciation of religious values and respect for the identity, heritage and culture of the UAE and the cultures of the world.
- 3) Social responsibility, leadership and innovation skills.

- The marks to outstanding behavior are allotted according to the axes , indicators and criteria mentioned in Article (5) below, during each term.

An illustrative example to calculate the quarterly and final score of the behavior is as follows:

<u>السلوك المتميز</u> Outstanding behavior	<u>السلوك الإيجابي</u> Positive behavior	<u>الدرجة الكلية لمادة السلوك</u> Total marks of behavior
20	80	100

الدرجة النهائية Final Mark	رصد درجات السلوك المتميز Outstanding Behavior Record		رصد درجات السلوك الايجابي Positive Behavior Record				رصد درجات مادة السلوك على مدار العام الدراسي The record of the marks of the Subject of "behavior" throughout the academic year
	الدرجة المستحقة Marks	الرصيد المتوقع لكافة الطلبة The expected marks of all students	الدرجة المستحقة Marks	درجة التعويض Recoupment Marks	درجة الحسم Deducted Marks	الرصيد المتوقع لكافة الطلبة The expected marks of all students	
100	20+	20	80	0	0	80	الفصل الدراسي الاول Term 1
96	16+	20	80	12+	12-	80	الفصل الدراسي الثاني Term 2
89	17+	20	72	0	8-	80	الفصل الدراسي الثالث Term 3
95		18			77		درجة نهاية العام الدراسي End of Year Marks

- The score of (60%) is the minimum expected mark of conduct. The student is given the opportunity to make up for his or her academic grades by improving the marks of outstanding behavior or by not repeating the violation, and committing to positive behavior.
- Compensation shall be partially or completely of what has been deducted from the positive behavior in

accordance with the decision of the Behavior Management Committee and within the period determined by the Commission for compensation, provided that the marks are entered before the final approval of the marks of conduct and the evidence clearly indicates the improvement of student behavior and document in the students' File, as (Form No. 21).

5. The educational and administrative staff to document the marks and reports of the behavior of each student and the negative or positive updates that occur in paper and electronic files for each student in the school, and summarized. According to (Form No. 3).
6. In the case of failure of the student at the end of the academic year in the subject of conduct, his result shall be withheld. The case shall be submitted to the Behavior Management Committee to examine each case separately and determine the procedures, location and duration of the necessary modification of the behavior to be implemented during the summer vacation and the date of evaluation of the student and report to the Committee. The Committee shall do so in accordance with (Model No. 4).
7. A twelfth grade student should be fully committed and succeed in the subject at the end of the academic year, and in case of failure in the subject of behavior he/she shall be given an opportunity to improve the mark as follows:
 - In the case of failure in the subject of behavior during the first and second terms, the case must be addressed before the start of the third term, and give the pass marks in the behavior of the average of two terms according to the recommendation of the Behavior Management Committee to ensure his/her readiness and successful behavior in the third term.
 - In case of failure in the subject of behavior during the third term, the student and his guardian shall be interviewed by the competent authority in the ministry to assess his behavioral status and issue a decision in this regard and approved by the Assistant Undersecretary of the School Operations Sector or his equivalent.
8. Completion of the implementation of the decisions of the Conduct Management Committee and passing the evaluation successfully is a pre-requisite to issue his/her results and transfer to the next stage and by a decision of the same committee, according to (Form 5).

الدرجة Mark	المؤشرات Indicators	المعايير Standards	المحاور Axes
10	<p>1.1.1 يلتزم بالنظم واللوائح المدرسية داخل الفصل والمدرسة . وخلال نشاطات المدرسة الخارجية على نحو دائم ومستمر خلال الفصل الدراسي.</p> <p>Abide by school systems and regulations in the classroom and school. And during the activities outside school permanently and continuously during the term</p>	<p>1.1 يظهر الطالب من مواقفه القدرة على الانضباط الذاتي وتحمل المسؤولية على نحو دائم.</p> <p>Students demonstrate their ability to self-discipline and take responsibility on a permanent basis.</p>	(1) التطور الشخصي Personal (1 development)
	<p>1.2.1 يحترم مشاعر أقرانه ، ويراعي احتياجاتهم ، ويقدم لهم المساعدة على نحو دائم.</p> <p>Respects the feelings of his peers, and takes into account their needs and provides them with assistance constantly</p>	<p>1.2 يظهر الطالب أنماطاً من سلوكيات العمل التعاوني مع زملائه وعلميه وإدارة المدرسة من حوله.</p> <p>Students demonstrate patterns of collaborative work with their colleagues, teachers, and school management.</p>	
	<p>1.2.2 يبادر لتشجيع الآخرين على التعاون والتآزر ، ويقترح حلولاً لإشراك الآخرين ، ويدعوهم للعمل الجماعي على نحو دائم ومستمر داخل الفصل وخارجه.</p> <p>Take the initiative to encourage others to cooperate and collaborate, and propose solutions to involve others and invite them for collective work on a permanent and continuous basis inside and outside the classroom.</p>		
	<p>1.3.1 يهتم بمظهره ونظافته جسده ولباسه على نحو دائم ودون تذكير من أحد.</p> <p>He cares about the appearance and cleanliness of his body and his clothing without being reminded by anyone</p>	<p>1.3 يلتزم الطالب بمعايير الصحة والسلامة</p> <p>The student is committed to health and safety standards</p>	
	<p>1.3.2 يساهم في نشر ثقافة الصحة والسلامة بين زملائه ، أو يقترح أنشطة تتعلق بالصحة والسلامة</p> <p>Contributes to the dissemination of a culture of health and safety among colleagues, or suggests health and safety activities</p>		
	<p>1.4.1 نسبة حضور للمدرسة لا تقل عن 98%</p> <p>Attendance of the school is not less than 98%</p>	<p>1.4 يحرص الطالب على الحضور والمواظبة على الدروس والالتزام بالمواعيد على نحو دائم</p> <p>The student is keen to attend the lessons and abide by the deadlines on a permanent basis</p>	
	<p>1.4.2 يصل الطالب إلى المدرسة والحصص الدراسية في الأوقات المحددة.</p> <p>Student arrive at school and classes at specified times</p>		
	<p>2.1.1 يتصف بالصدق والأمانة وحسن الخلق</p> <p>Characterized by Truthfulness and</p>	<p>2.1 يظهر الطالب فهما وتقديراً عابدين للقيم الإسلامية (الدينية) في دولة الإمارات العربية المتحدة ويتمثلها</p>	(2) تقدير القيم الدينية واحترام هوية وتراث وثقافة دولة

	<p>honesty and good manners</p> <p>2.1.2 يظهر مبدأ التقبل للآخرين والتسامح في سلوكه</p> <p>Shows the principle of tolerance and acceptance of others in his/her behavior</p> <p>2.2.1 يبادر بالمشاركة في نطاق متنوع من الأنشطة الثقافية الهادفة إلى تعزيز قيم الانتماء والهوية الوطنية.</p> <p>Participates in a variety of cultural activities aimed at promoting values of belonging and national identity.</p> <p>2.2.2 يبادر لتنفيذ أنشطة لاصفية ، ومشاريع للتعرف على الثقافات الأخرى</p> <p>Initiates to carry out extracurricular activities, and projects to learn about other cultures</p>	<p>في سلوكه اليومي .</p> <p>The student demonstrates a high understanding and appreciation of Islamic values in the United Arab Emirates and is represented in daily behavior.</p> <p>2.2 يحترم الطالب هوية وتراث وثقافة دولة الامارات العربية المتحدة وثقافات العالم الأخرى</p> <p>The student respects the identity, heritage and culture of the United Arab Emirates and other cultures of the world</p>	<p>الامارات وثقافات العالم</p> <p>Appreciation of religious values and respect for the identity, heritage and culture of the UAE and the cultures of the world</p>
<p>100</p>	<p>3.1.1 يمثل المدرسة في إحدى المناسبات المختلفة طوال العام الدراسي حينما يطلب منه</p> <p>Represents the school on one of the different occasions throughout the school year when asked</p> <p>3.2.1 يتميز بالاستقلالية ، ويستطيع أن يقود مبادرات ومشاريع ذات فائدة اجتماعية مهمة</p> <p>Is independent and can lead initiatives and projects of significant social benefit</p> <p>3.2.2 يقترح حلولاً إبداعية مبتكرة لأجل الصالح العام في مجتمعه المدرسي أو لحل المشكلات التي تواجهها المدرسة.</p> <p>Propose creative and innovative solutions for the General interest in the school community to solve problems faced by the school.</p> <p>3.2.3 ينفذ أفكاراً وأنشطة بشكل فردي أو جماعي لترشيد استهلاك الطاقة ، والموارد الطبيعية داخل بيئته المدرسية وخارج نطاقها ، ويحافظ على استدامتها</p> <p>Implement ideas and activities individually or collectively to rationalize energy consumption, natural resources within and outside the school environment and maintains sustainability</p>	<p>يبادر الطالب بالمشاركة الفعالة في الأنشطة الاجتماعية الهادفة</p> <p>The student initiates active participation in the targeted social activities</p> <p>3.2 يتحلى الطالب بأخلاقيات عمل متميزة ويظهر مستوى عالياً من الوعي البيئي ، والقدرة على الابتكار وريادة المشاريع وإيجاد الحلول ، واتخاذ القرار</p> <p>The student has outstanding work ethic and shows a high level of environmental awareness, ability to innovate, entrepreneurship, solutions, and decision making</p>	<p>3) المسؤولية الاجتماعية ومهارات القيادة والابتكار</p> <p>Social responsibility and leadership skills and innovation</p>
<p>20</p>	<p>درجة السلوك المتميز (تقسيم الدرجة النهائية على 5)</p> <p>درجة التقييم النهائي</p> <p>Final rating</p>		

Article (4)**Measuring the outstanding behavior**

1- Distinguished behavior of students is characterized by three axes. It is measured by observing the student and evaluating his behavior through a number of parameters, criteria and indicators mentioned below:

1. The evaluation of outstanding behavior and the monitoring of individual grades for each student will continue.
2. The student and his / her guardian should be informed periodically of their outstanding behavior indicators and encouraged to maintain and improve these grades during the semester (Form 22).

Article (6)**Promote behavior**

Positive and distinguished behavior of students is promoted in proportion to their age and school, mental and physical abilities, and in a variety of ways, taking into account the following regulations when applying procedures to promote positive and distinctive behavior.

1. Emphasis is placed on student behavior
2. The reinforcement is immediate by praising outstanding behavior and developing positive behavior
3. Equal opportunities are offered to all students to enhance their positive and distinctive behaviors.
4. The reinforcement type and degree shall be proportional to the behavior to be strengthened.
5. The methods of reinforcement vary between moral, material and educational
6. Students who meet the standards of excellence will be rewarded by participating in the programs in which they represent their school, both outside and within the country, such as the Ambassadors program.
7. The parent is informed about the behavior of his son/daughter through periodic social reports, discussing methods and strategies followed by the school in order to enhance the behavior of his son and emphasize the need for parents to cooperate with the school to establish a culture of admitting of mistakes and apologies in children.

Article (7)**Violations**

Behavioral violations are classified into the four levels listed below, depending on their degree, severity and impact on the student, the educational environment and the society in general, and their respective procedures are implemented in accordance with the provisions of these regulations.

Each of which shall be documented according to the approved systems and forms, and deal with them in accordance with educational values and regulations.

First Level Violation (simple) - deduct (4) marks for each of them

مخالفات الدرجة الاولى (البسيطة) - يتم حسم (4) درجات عن كل منها

وصف المخالفة

رقم المخالفة

Description of the violation	Violation No.
تكرار التأخر عن الطابور الصباحي أو عدم المشاركة فيه دون عذر مقبول A repeat tardiness for the morning assembly and not to participate in it without an acceptable excuse	1.1
تكرار التأخر عن الحضور في الوقت المحدد لبدء الحصة الدراسية ودون عذر مقبول Repeated tardiness for classes without an acceptable excuse	1.2
عدم الالتزام بالزي المدرسي أو الرياضي الخاص بالمدرسة دون عذر مقبول Non-compliance with school uniforms or sportswear without acceptable excuse	1.3
تطويل الشعر للأولاد أو القصات الغريبة للأولاد والبنات Hair extension for boys or strange haircuts for boys and girls	1.4
عدم إحضار الكتب والأدوات المدرسية دون عذر مقبول Not to bring school books and stationary without an acceptable excuse	1.5
عدم اتباع قواعد السلوك الإيجابي داخل الصف وخارجه مثل المحافظة على الهدوء والانضباط أثناء الحصة ، وإصدار أصوات غير لائقة داخل الصف أو خارجه Failure to follow the rules of positive behavior inside and outside the classroom, such as maintaining calm and discipline during the class, and making inappropriate sounds inside or outside the classroom	1.6
النوم أثناء الحصة الدراسية أو الأنشطة المدرسية الرسمية دون مبرر (بعد التأكد من الحالة الصحية للطالب) Sleeping during the course or formal school activities without justification (after confirming the health status of the student)	1.7
تناول الطعام أثناء الحصة وأثناء طابور الصباح دون مبرر أو إذن (بعد التأكد من الحالة الصحية للطالب) Eating during the classes or morning assembly without justification or permission (after checking the health status of the student)	1.8
عدم الالتزام بتسليم الواجبات والتكليفات الموكلة إليه في الوقت المحدد Lack of commitment to hand over home works and assignments entrusted to him/her in time	1.9
سوء استعمال الأجهزة الإلكترونية كالحاسوب اللوحي وغيرها أثناء الحصة الدراسية ، ويشمل ذلك ممارسة الألعاب الإلكترونية ووضع السماعات في الصف Misuse of electronic devices such as a tablet computer and others during the classroom, including the playing of electronic games and using headphones in the classroom	1.10
كل ما هو شبيه بهذه المخالفات وفق تقدير لجنة إدارة السلوك All that is similar to these violations at the discretion of the conduct management committee	1.11

Second Level Violation (medium risk) - deduct (8) marks for each of them

مخالفات الدرجة الثانية (متوسطة الخطورة) – يتم حسم (8) درجات عن كل منها

وصف المخالفة Description of the violation	رقم المخالفة Violation No.
التغيب عن المدرسة دون عذر مقبول في أي وقت ، بما فيها قبل وبعد الإجازات والعطل ونهاية الأسبوع وقبل الامتحانات	2.1

Absence from school without an acceptable excuse at any time, including before and after the school holidays and General holidays and the end of the week and before the exams	
Entering and leaving the classroom without permission	2.2
Not attending school activities and events without an acceptable excuse	2.3
Incitement to quarrel or threaten or intimidate any of the colleagues at school	2.4
Violating the General morals or general school system and the values and customs of the society, such as resembling the other sex in clothing and appearance, such as haircuts and cosmetics.	2.5
Writing on school furniture, school bus seats, playing with alarm bells elevators	2.6
Bring a mobile phone or misuse any of the means of communication	2.7
Verbal abuse or harassment of students, employees, or school guests	2.8
Smoking inside the school campus and possession of smoking tools	2.9
Refusal to comply with inspection instructions or delivery of prohibited items	2.10
All that is similar to these violations at the discretion of the conduct management committee	2.11

Third Level Violation (Serious) - deduct (12) marks for each of them

مخالفات الدرجة الثالثة (الخطيرة) – يتم حسم (12) درجات عن كل منها

وصف المخالفة Description of the violation	رقم المخالفة Violation No.
Bullying of various forms and types	3.1
Photocopying and copying assignments, reports, researches or projects, and assigning them to themselves (model No. 23)	3.2
Leave school without permission or escape during school day	3.3
Attempting to defame colleagues and employees of the school in social media and abuse them	3.4
انتحال صفة الغير في المعاملات المدرسية ، أو تزوير الوثائق الخاصة بالمدرسة	3.5

Impersonating others in school transactions, or forging school documents	
إتلاف أو تخريب أثاث وأدوات المدرسة والأستيلاء عليها	3.6
Damage or destruction of school furniture and tools or steal them	
العبث والتخريب وإتلاف الحافلات المدرسية ، وإيذاء السائق أو المشرف أو مستخدم الطريق	3.7
Tampering with vandalism, destroying school buses, and harming the driver, supervisor or road users	
الاعتداء على سلامة جسم الآخرين بالمدرسة وغير المؤدي إلى حدوث أي إصابات للمعتدى عليه (الاعتداء الجسدي)	3.8
Assault on the safety of the body of others in school and not leading to any injuries to the victim (physical assault	
قيادة المركبة الخاصة بتهور داخل أو حول الحرم المدرسي وعم اتباع تعليمات الأمن والسلامة	3.9
Driving the vehicle recklessly inside or around the school campus and not following safety and security instructions	
تصوير وحياسة ونشر وتداول صور العاملين بالمدرسة والطلبة بدون إذن منهم	3.10
Photographs, possession, dissemination and circulation of photographs of school staff and students without their permission	
كل ما هو شبيهه بهذه المخالفات وفق تقدير لجنة إدارة السلوك	3.11
All that is similar to these violations at the discretion of the conduct management committee	

Forth “4’ Level Violation (Dangerous) – Failure in the subject

مخالفات الدرجة الرابعة (شديدة الخطورة) – رسوب في المادة

وصف المخالفة Description of the violation	رقم المخالفة Violation No.
استعمال وسائل الاتصال أو التواصل الاجتماعي في أغراض غير قانونية أو غير أخلاقية أو فيما يسبب للمؤسسة التعليمية أو العاملين بها أو الآخرين	4.1
The use of means of communication or social communication for illegal or immoral purposes or in a way that hurts the educational institution or its employees or others	
حيازة أو استخدام الأسلحة النارية أو البيضاء ، أو ما في حكمها داخل المدرسة	4.2
Possession or use of firearms or white weapons, or the like within the school	
الإعتداء الجنسي داخل المدرسة ، أو الحافلة أو خلال المناشط	4.3
Sexual abuse in school, bus or during activities	
الاعتداء على سلامة جسم الآخرين بالمدرسة المؤدي إلى حدوث إصابات للمعتدى عليه (الاعتداء الجسدي)	4.4
Assault on the safety of the body of others in the school leading to injuries to the victim (physical assault)	
السرقة المنهجية (المخطط لها مسبقاً)	4.5
(Systematic theft (pre-planned	
جلب وحياسة وعرض وترويج مواد مادية أو إعلامية أو الكترونية غير مرخص بها ، ومخالفة للقيم والأخلاق والآداب والنظام العام ، وما يخذش الحياء العام	4.6
The acquisition, possession, display and promotion of unauthorized material, information or electronic materials, contrary to the values, ethics, morals, General order, and what offends General decency	
التحرش الجنسي داخل المدرسة ، أو الحافلة أو خلال المناشط	4.7
Sexual harassment within the school, bus or during activities	
تسريب أسئلة الامتحانات أو المشاركة فيه بأي شكل من الأشكال	4.8
Leaking exam questions or participating in any form	

التسبب في إشعال الحرائق داخل حرم المدرسة	4.9
Causing fires within the school campus	
التعرض بالإساءة للرموز السياسية أو الدينية أو الإجتماعية بالدولة	4.10
Abuse of political, religious or social symbols in the country	
حيازة أو جلب أو ترويج أو تعاطي المخدرات أو العقاقير الطبية المخدرة أو المؤثرات العقلية داخل المدرسة أو الحافلة أو الظهور تحت تأثير مخدر أو مؤثرات عقلية أو عقاقير طبية مخدرة غير موصوفة	4.11
Possession, bringing, promotion or use of narcotic drugs, Medical drugs or psychotropic substances in school or bus, or appearing under the influence of narcotic drugs, psychotropic substances or non-prescribed Medical drugs	
بث أو ترويج أفكار ومعتقدات متطرفة أو تكفيرية أو إلحادية أو مسيئة لنظم المجتمع السياسية والإجتماعية	4.12
Broadcast or promote extremist, atheist, atheistic or offensive ideas and beliefs that harm the political and social systems of society	
الإساءة إلى الأديان السماوية ، أو إثارة كل ما يسبب الفتنة الطائفية والمذهبية بالمدرسة	4.13
Broadcast or promote extremist, atheist, atheistic or offensive ideas and beliefs that harm the political and social systems of society	
كل ما هو شبيهه بهذه المخالفات ويعتبر في حكم الجرائم التي يعاقب عليها القانون ووفق تقدير لجنة إدارة السلوك	4.14
All that is similar to these violations and Shall be deemed to be punishable by law and at the discretion of the conduct management committee	

Article (8)

Mechanism of dealing with Violations

1. The following serial procedures shall be taken and the calculation of the degree of conduct in the event of an offense being committed taking into account the detailed instructions mentioned and ensuring that the subjects within the jurisdiction of the Behavior Management Committee are presented to them to take the necessary decisions:

المسؤوليات والصلاحيات	الإجراءات	درجة الحسم	التكرار	درجة المخالفة
Responsibilities and powers	Procedures	Marks deducted	Repetition	Level of Violation
المعلم/رائد الصف وينفذ وقت وقوع المخالفة ويتم توثيق المخالفة بالتنسيق مع الإداري المسؤول (المرشد الأكاديمي ، الأخصائي الاجتماعي ، رئيس وحدة شؤون الطلبة – أو نائب المدير لشؤون الطلبة أو مدير المدرسة)	1. تنبيه شفهي وتوجيه 2. توثيق المخالفة والإجراء المتخذ حيالها ، حسب (النموذج رقم 6) 1. verbal alert and guide 2. Documentation of the violation and the action taken against it, according to (Form No. 6)	لا شيء Nothing	حال ارتكابها When committed	الدرجة الأولى (البسيطة) 1 st Level (Simple)
يوثق المخالفة رئيس وحدة شؤون الطلبة أو نائب المدير لشؤون الطلبة. يقوم المرشد الأكاديمي /الأخصائي	1. تنبيه خطي وتوثيق المخالفة 2. إبلاغ ولي الأمر خطياً حسب (النموذج رقم 7)		حال تكرارها للمرة الأولى	الدرجة الأولى (البسيطة)

<p>الأجتماعي بإبلاغ ولي الأمر حسب قنوات التواصل المعتمدة بالمدرسة.</p> <p>The violation shall be documented by the Head of the Student Affairs Unit or the Deputy Director for Student Affairs.</p> <p>The academic advisor / social worker inform the guardian according to the school's communication channels.</p>	<p>1. Written warning and documenting the violation</p> <p>2. Inform the parent in writing (Form 7)</p>		<p>If it is repeated for the first time</p>	<p>1st Level (Simple)</p>
<p>يتولى المرشد الأكاديمي / الأخصائي الاجتماعي مسؤولية استدعاء ولي الأمر. يقوم رئيس وحدة شؤون الطلبة أو نائب المدير لشؤون الطلبة بتوقيع ولي الأمر والطالب على التعهد.</p> <p>The academic advisor / social worker is responsible for summoning the guardian.</p> <p>The head of the Student Affairs Unit or the Deputy Director for Student Affairs responsible to get the signature of the parent and student.</p>	<p>- استدعاء ولي الأمر في اليوم التالي لارتكاب المخالفة حسب (النموذج رقم 8).</p> <p>- تحويل الطالب للمرشد الأكاديمي / الأخصائي الاجتماعي .</p> <p>- توقيع الطالب وولي أمره على تعهد بعدم تكرار المخالفة ، وإبلاغ ولي الأمر بحسم الدرجة حسب (النماذج 9،10،20).</p> <p>- Call the guardian the next day of the violation according to (Form No. 8).</p> <p>- Transfer student to the academic advisor / social worker.</p> <p>-Signature of the student and his guardian to a pledge not to repeat the violation, and to inform the guardian of the determined deduction of marks by (Forms 9,10,20)</p>	<p>درجتان (2)</p> <p>2</p>	<p>حال تكرارها للمرة الثانية</p> <p>If it is repeated for the second time</p>	<p>الدرجة الأولى (البسيطة)</p> <p>1st Level (Simple)</p>
<p>يتولى المرشد الأكاديمي / الأخصائي الاجتماعي مسؤولية استدعاء ولي الأمر. يقوم رئيس وحدة شؤون الطلبة أو نائب المدير لشؤون الطلبة بإصدار الإنذار.</p> <p>The academic advisor / social worker is responsible for summoning the guardian.</p> <p>The head of the Student Affairs Unit or the Deputy Director for Student Affairs issues the warning.</p>	<p>- استدعاء ولي الأمر في اليوم التالي لارتكاب المخالفة.</p> <p>- إصدار تنبيه خطي للطال وولي أمره في حالة عدم الاستجابة حسب (النموذج رقم 9)</p> <p>- Call the guardian the next day of the violation - Issuing a written warning to the student and his guardian in case of non-response according to (Form 9)</p>	<p>أربع درجات(4)</p> <p>4</p>	<p>حال تكرارها للمرة الثالثة</p> <p>If it is repeated for the third time</p>	<p>الدرجة الأولى (البسيطة)</p> <p>1st Level (Simple)</p>
<p>تعقد لجنة إدارة السلوك اجتماعها بإيعاز من مقرر اللجنة.</p> <p>وينفذ قراراتها في اليوم التالي للمخالفة وتختص اللجنة بالإيقاف وحسم الدرجة. ويتولى المرشد / الأخصائي الاجتماعي مسؤولية متابعة اجراءات تعديل سلوك الطالب بفتح ملف لدراسة حالته.</p> <p>The conduct management committee shall hold its meeting on the basis of the decision of the committee.</p> <p>Its decisions shall be executed on the day following the violation.</p>	<p>- إنعقاد لجنة إدارة السلوك في اليوم التالي لارتكاب المخالفة.</p> <p>- فتح ملف دراسة حالة فردية من قبل المرشد الأكاديمي / الأخصائي الاجتماعي حسب (النموذج 11) .</p> <p>- تنفيذ مجموعة من الاستراتيجيات للحد من السلوك السلبي.</p> <p>- Conduct a meeting of the behavior management committee on the next day following the violation.</p> <p>- Open an individual case study file by the academic advisor / social worker (Form11).</p> <p>- Implement a set of strategies to reduce negative behavior.</p>	<p>تحسب الدرجة حسب تقدير اللجنة</p> <p>The grade shall be calculated at the discretion of the Committee</p>	<p>حال تكرارها أكثر من (3) مرات</p> <p>If it is repeated more than third time</p>	<p>الدرجة الأولى (البسيطة)</p> <p>1st Level (Simple)</p>

<p>The counselor / social worker is responsible for following up the student's behavior modification procedures by opening a case file.</p>				
<p>***في حال حسم مجموع 10 درجات من مخالفات الدرجة الأولى ، يتم فتح ملف دراسة حالة للطالب ومتابعته حسب توصيات لجنة إدارة السلوك ***If a total of 10 marks of first level violations are deducted, a case study file for the student will be opened and followed up according to the recommendations of the Behavior Management Committee</p>				
<p>المسؤوليات والصلاحيات Responsibilities and powers</p>	<p>الإجراءات Procedures</p>	<p>درجة الحسم Marks deducted</p>	<p>التكرار Repetition</p>	<p>درجة المخالفة Level of Violation</p>
<ul style="list-style-type: none"> - يقوم رئيس شؤون الطلبة أو نائب المدير لشؤون الطلبة بإصدار الإنذار. - يقوم المرشد الأكاديمي /أخصائي إجتماعي بدراسة الحالة. - يقوم رئيس وحدة شؤون الطلبة أو نائب المدير لشؤون الطلبة بتوقيع ولي الأمر والطالب على اتفاقية تعديل السلوك. - The Head of Student Affairs or the Deputy Director for Student Affairs issues the warning. - The academic advisor / social worker will study the case. - The head of the Student Affairs or the Deputy Director of Student Affairs get the signature of the parent and student on the behavior modification agreement. 	<ul style="list-style-type: none"> - إصدار التنبيه الخطي الأول وتوقيع الطالب على تعهد بعدم تكرار المخالفة حسب (النموذج رقم 9). - استكمال ملف دراسة الحالة الفردية للطالب من قبل المرشد الأكاديمي / الأخصائي الإجتماعي. - في اليوم التالي للمخالفة يتم استدعاء ولي أمر الطالب وتوقيعه على اتفاقية بتعديل سلوك ابنه. - مراقبة سلوك الطالب وخضوعه لجلسات توجيهه. - Issuance of the first written notice and the student signing a pledge not to repeat the violation according to (Form No. 9). - Completing the individual case study file for the student by the academic advisor / social worker. - On the day after the violation, the student's guardian is called and signs an agreement to modify the behavior of his son. - Monitoring the behavior of the student and conduct sessions of guidance. 	<p>4</p>	<p>حال ارتكابها When committed</p>	<p>الدرجة الثانية (متوسطة الخطورة) Second Level Violation (medium risk)</p>
<ul style="list-style-type: none"> - تعقد لجنة إدارة السلوك اجتماعها بإيعاز من مقرر اللجنة ، وتنفذ قراراتها في اليوم التالي للمخالفة. - تختص اللجنة بالإيقاف وحسم الدرجة. - يتولى المرشد الأكاديمي / الأخصائي الاجتماعي مسؤولية متابعة إجراءات تقويم سلوك الطالب بفتح ملف لدراسة حالته. - يتولى نائب المدير لشؤون الطلبة أو يقوم المرشد الأكاديمي /أخصائي إجتماعي تحمل مسؤولية متابعة الطالب أثناء إيقافه داخل المدرسة. - The conduct management committee shall hold its meeting under the direction of the 	<ul style="list-style-type: none"> - إيقاف الطالب مؤقتاً بما لا يزيد عن يومين ، مع تكليفه بواجبات دراسية داخل المدرسة ، حسب (النموذج 12) . - العرض على لجنة إدارة السلوك بالمدرسة. - إصدار الإنذار الكتابي الثاني بحق الطالب وولي أمره. - تنفيذ مجموعة الاستراتيجيات لتعديل سلوك الطالب. - Suspension of the student temporarily for no more than two days, with the assignment of duties within the school, according to (Form 12). - Present to the school behavior management committee. - Issue the second written warning against the student and his guardian. - Implement a set of strategies to modify student behavior. 	<p>8</p>	<p>حال تكرارها للمرة الأولى If it is repeated for the first time</p>	<p>الدرجة الثانية (متوسطة الخطورة) Second Level Violation (medium risk)</p>

<p>committee's decision, and shall implement its decisions on the day following the violation.</p> <ul style="list-style-type: none"> - The Committee shall be competent to suspend and decide the marks deducted. - The academic advisor / social worker is responsible for following the procedures of evaluating student behavior by opening a file to study his condition. -The Deputy Director for Student Affairs or the academic advisor / social worker will be responsible for following up the student during his / her suspension within the school. 				
<ul style="list-style-type: none"> - تعقد لجنة إدارة السلوك اجتماعها بإيعاز من المقرر اللجنة وتختص اللجنة. - تختص اللجنة بالإيقاف وحسم الدرجة ومخاطبة جهة تقويم السلوك وإصدار قرار النقل. - يتولى نائب المدير لشؤون الطلبة أو المرشد الأكاديمي /الأخصائي الاجتماعي تحمل مسؤولية متابعة الطالب أثناء إيقافه داخل المدرسة. - يتابع مدراء النطاق موضوع نقل الطالب من المدرسة. - The conduct management committee shall hold its meeting in accordance with the decision of the committee and the committee shall be competent. - The Committee shall be competent to suspend and decide the marks deduction and address the conduct evaluation and the issuance of the transfer decision. - The Deputy Director for Student Affairs or the Academic Advisor / Social Worker shall be responsible for following up the student during his / her suspension within the school. -Domain administrators follow the subject of transferring students from school. 	<ul style="list-style-type: none"> - انعقاد فوري للجنة إدارة السلوك واتخاذ القرار المناسب. - إيقاف الطالب من يوم إلى 3 أيام مع تكليفه بواجبات دراسية داخل المدرسة. - طلب دعم جهة مختصة بالسلوك لدراسة الملف حسب (النموذج رقم 13). - إصدار الإنذار النهائي بحق الطالب وولي أمره. - نقل الطالب تأديبياً إلى مدرسة أخرى في حال عدم اعتدال سلوكه مع المراقبة المتواصلة حسب (النموذج رقم 14) - An immediate meeting of the conduct management and take the appropriate decision. - Suspension of student from one day to 3 days with assignment of duties within the school. - Request the support of a competent authority to study the file according to (Form No. 13). - Issue the final warning against the student and his guardian. -disciplinary transfer of student to another school in the event of absence of moderation behavior with continuous monitoring by (Model No. 14) 	<p>8</p> <p>8</p>	<p>حال تكرارها للمرة الثانية</p> <p>If it is repeated for the second time</p>	<p>الدرجة الثانية (متوسطة الخطورة)</p> <p>Second Level Violation (medium risk)</p>

***في حال حسم مجموع 20 درجات من مخالفات الدرجة الثانية ، يتم فتح ملف دراسة حالة للطالب ومتابعته حسب توصيات لجنة إدارة السلوك

*****If a total of 20 marks of second level violations are deducted, a case study file for the student will be opened and followed up according to the recommendations of the Behavior Management Committee**

المسؤوليات والصلاحيات Responsibilities and powers	الإجراءات Procedures	درجة الحسم Marks deducted	التكرار Repetition	درجة المخالفة Level of Violation
<p>- تعقد لجنة إدارة السلوك اجتماعياً بإيعاز من مقرر اللجنة</p> <p>- تختص اللجنة بالإيقاف وحسم الدرجة وإصدار قرار تحويل الطالب للجهة المختصة.</p> <p>- يتولى المرشد الأكاديمي/الأخصائي الاجتماعي مسؤولية استدعاء ولي الأمر وتنفيذ قرارات اللجنة والمتابعة مع جهات تقويم السلوك.</p> <p>- The Behavior Management Committee is convened by the Committee's Rapporteur</p> <p>- The Committee shall be competent to suspend and decide the degree and issue the decision to transfer the student to the competent authority.</p> <p>-The academic advisor / social worker is responsible for summoning the guardian and implementing the committee's decisions and follow up with the behavioral evaluation bodies.</p>	<p>- إيقاف فوري للطالب عن الدراسة "داخل حرم المدرسة".</p> <p>- انعقاد فوري للجنة إدارة السلوك لاتخاذ القرارات المناسبة</p> <p>- قرار تحويل الطالب للجهة المختصة (مثل جهات تقويم السلوك) للمرة الأولى لمدة لا تزيد عن ثلاثة أسابيع حسب (النموذج رقم 15).</p> <p>- استدعاء فوري لولي الأمر وتوقيعه على الإنذار والقرار.</p> <p>- متابعة واستلام تقارير تطوير تطور حالة الطالب من قبل الجهة المختصة (مثل جهات تقويم السلوك).</p> <p>- Immediate suspension of the student from studying "within the school campus".</p> <p>- An immediate meeting of the conduct management committee to take appropriate decisions</p> <p>- The decision to transfer the student to the competent authority (such as the behavioral assessment bodies) for the first time for a period not exceeding three weeks (Form15).</p> <p>- Immediate call to the guardian and sign the warning and decision.</p> <p>-Follow-up and receipt of reports to develop the status of the student by the competent authority (such as behavioral assessment agencies)</p>	12	<p>حال ارتكابها</p> <p>When committed</p>	<p>الدرجة الثالثة (الخطيرة)</p> <p>Third Level Violation (dangerous)</p>
<p>- تعقد لجنة إدارة السلوك اجتماعياً بإيعاز من مقرر اللجنة</p> <p>- تختص اللجنة بالإيقاف وحسم الدرجة وإصدار قرار تحويل الطالب للجهة المختصة.</p> <p>- يتولى المرشد الأكاديمي/الأخصائي الاجتماعي مسؤولية استدعاء ولي الأمر وتنفيذ قرارات اللجنة والمتابعة مع جهات تقويم السلوك.</p> <p>-تتم إجراءات نقل الطالب إلى مدرسة أخرى من خلال مدرء النطاق.</p> <p>- يتابع مدرء النطاق إجراءات نقل الطالب من مدرسته إلى مدرسة أخرى حسب النموذج المعتمد في اللائحة.</p> <p>- The Behavior Management Committee is convened by the Committee's Rapporteur</p> <p>- The Committee shall be</p>	<p>-إيقاف فوري للطالب عن الدراسة لفترة انتهاء التحقيق خارج حرم المدرسة.</p> <p>-انعقاد فوري للجنة إدارة السلوك لاتخاذ القرار المناسب بشأن إيقاف الطالب حتى نهاية الفصل الدراسي وتحويله إلى جهات تقويم السلوك حسب (النموذج رقم 16).</p> <p>-استدعاء فوري لولي الأمر واستلام قرار اللجنة.</p> <p>-تحويل الطالب للجهة المختصة (مثل جهات تقويم السلوك) للمرة الثانية والأخيرة.</p> <p>- في حال عدم اعتدال السلوك ، يتم نقل الطالب إلى مدرسة أخرى نقلاً تاديبياً بقرار من الوكيل المساعد للعمليات المدرسية بالنسبة للمدارس الحكومية ، ويتم نقل الطالب إلى مدرسة أخرى نقلاً تاديبياً بقرار من الوكيل المساعد للرقابة بالنسبة للمدارس الخاصة</p> <p>- Immediate suspension of the student from the study period for the completion of the investigation outside the school campus.</p> <p>-An immediate meeting of the conduct management committee to make the appropriate decision regarding the</p>	12	<p>حال تكرارها</p> <p>If it is repeated</p>	<p>الدرجة الثالثة (الخطيرة)</p> <p>Third Level Violation (dangerous)</p>

<p>competent to suspend and decide the degree and issue the decision to transfer the student to the competent authority. -The academic advisor / social worker is responsible for summoning the guardian and implementing the committee's decisions and follow up with the behavioral evaluation bodies - Transfer the student to another school through the domain managers. - Domain administrators follow the procedure of transferring the student from his school to another school according to the form adopted in this regulation.</p>	<p>suspension of the student until the end of the semester and transfer it to the bodies of the evaluation of behavior according to (Model No. 16). - Transfer the student to the competent authority (such as behavioral assessment agencies) for the second and final time. - - In the absence of moderation behavior, the student is transferred to another school by disciplinary decision by the assistant agent for school operations for the General schools, and the student is transferred to another school, disciplinary transfer by a decision of the Assistant Undersecretary of Supervision for private schools</p>			
<p>المسؤوليات والصلاحيات Responsibilities and powers</p>	<p>الإجراءات Procedures</p>	<p>درجة الحسم Marks deducted</p>	<p>التكرار Repetition</p>	<p>درجة المخالفة Level of Violation</p>
<p>يتولي المدير أو نائبه أو ضابط السلوك مسؤولية التبليغ الفوري في حال ارتكاب المخالفة بما لا يخل بمسألة الجميع في حال عدم التبليغ. تختص لجنة إدارة السلوك بإتخاذ الإجراءات التالية: 1. إصدار قرار الرسوب في مادة السلوك أو الفصل النهائي للطالب حسب مدى جسامة المخالفة. 2. إعداد مذكرة ومرفق معها الأدلة التي تثبت المخالفات ورفعها إلى وكيل الوزارة للشؤون الأكاديمية للتعليم العام. 3. توجيه المرشد الأكاديمي/الأخصائي الاجتماعي لمتابعة الإجراءات الأخرى حسب مهامه وأدواره في اللائحة. The Director, his Deputy or the Conduct Officer shall be responsible for immediate notification in case the violation is committed, in a way that does not prejudice the accountability of all in case of non-notification The Behavior Management Committee is responsible for the following actions: 1. Issue the decision of failure in the subject of behavior or final</p>	<p>1. يقوم مدير المدرسة أو نائبه أو ضابط السلوك بتبليغ إدارة الشؤون القانونية بالوزارة والجهات المختصة حال ارتكاب المخالفة. 2. إبلاغ ولي الأمر والإيقاف الفوري للطالب عن الدراسة لحين اكتمال التحقيق وذلك في مدة أقصاها يومي عمل، ويجوز استمرار الإيقاف لحين الانتهاء من التحقيق القانوني بقرار من وكيل الوزارة للشؤون الأكاديمية للتعليم العام. 3. تعقد لجنة إدارة السلوك اجتماعياً فوراً لرفع الموضوع بمذكرة شارحة ومرفق معها الأدلة التي تثبت المخالفات المرتكبة إلى وكيل الوزارة للشؤون الأكاديمية للتعليم العام أو من يكلف عنه ليصدر القرار بإحالتها للجهة المختصة بالتنسيق مع إدارة الشؤون القانونية. 4. التحفظ على الأدوات المستخدمة في ارتكاب المخالفة فور حدوثها بغرض تسليمها للجهات الأمنية. 1.The head of the school, his deputy or the behavioral officer shall notify the Department of Legal Affairs at the Ministry and the competent authorities at the time of the violation. 2. Inform the guardian and immediately suspend the student until the completion of the investigation within a maximum period of two working days. The suspension may be continued until completion of the legal investigation by a decision of the Undersecretary of the</p>	<p>رسوب في مادة السلوك أو الفصل النهائي للطالب</p>	<p>حال ارتكابها When committed</p>	<p>الدرجة الرابعة (شديدة الخطورة) Fourth Level Violation (Very dangerous)</p>

<p>expulsion of the student according to the extent of the seriousness of the violation. 2. Preparation of a memorandum and an annex with evidence proving the irregularities and submitted to the Undersecretary of the Ministry for Academic Affairs of General Education. 3. Instructing the academic advisor / social worker to follow up the other procedures according to his duties and roles in the list.</p>	<p>Ministry for Academic Affairs for General Education. 3. The Committee shall meet immediately to raise the matter with an explanatory memorandum and annex with it evidence proving violations committed to the Undersecretary of the Ministry of Academic Affairs for General Education or its deputy to issue the decision and to refer to the competent authority in coordination with the Department of Legal Affairs. 4. Preservation of the tools used to commit the violation immediately and deliver to the security authorities.</p>			
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Repetition التكرار			حال ارتكابها When committed	درجة المخالفة Level of Violation
الثالث Third	الثاني Second	الأول First		
<p>حسم الدرجة كاملة وأخذ تعهد من الطالب وولي الأمر Deduct full marks and take undertaking from parent & student</p>	<p>حسم نصف الدرجة Deduct half marks</p>	<p>تنبيه خطي Written warning</p>	<p>تنبيه شفهي Verbal warning</p>	<p>مخالفات الدرجة الأولى (البسيطة) First Level Violation (Simple)</p>
<p><u>إذا وصل إجمالي الحسم المتراكم بسبب تكرار مخالفات الدرجة الأولى من نوع أو أكثر إلى ما يساوي 10 درجات أو أكثر يتم فتح دراسة حالة</u> If the total accumulated marks deduction due to the frequency of first level violations of one or more type reaches a score of 10 or more, a case study is opened</p>				
	<p>حسم الدرجة كاملة وأخذ تعهد من الطالب وولي الأمر Deduct full marks and take undertaking from parent & student</p>	<p>حسم نصف الدرجة Deduct half marks</p>	<p>تنبيه خطي Written warning</p>	<p>مخالفات الدرجة الثانية (متوسطة الخطورة) Second Level Violation (Medium risk)</p>
<p><u>إذا وصل إجمالي الحسم المتراكم بسبب تكرار مخالفات الدرجة الثانية من نوع أو أكثر إلى ما يساوي 20 درجة أو أكثر، يتم فتح ملف دراسة حالة</u> If the total accumulated marks deduction due to the frequency of second level violations of one or more type reaches a score of 20 or more, a case study is opened</p>				
Repetition التكرار			حال ارتكابها When committed	درجة المخالفة Level of Violation
الثالث Third	الثاني Second	الأول First		
		<p>حسم الدرجة كاملة واتخاذ الإجراءات الواردة بالمادة 8</p>	<p>حسم الدرجة كاملة واتخاذ الإجراءات</p>	<p>مخالفات الدرجة الثالثة (الخطيرة) Third Level Violation</p>

		Deduct full marks and to take the actions contained in article 8	الواردة بالمادة 8 Deduct full marks and to take the actions contained in article 8	(Dangerous)
Take the actions contained in article 8		اتخاذ الإجراءات الواردة بالمادة 8		مخالفات الدرجة الرابعة (شديدة الخطورة) Fourth Level Violation (Very Dangerous)

1. In case of violation occurring within the class, it shall be monitored and documented by the teacher.
2. In the event of a violation outside the classroom, it is submitted to the responsible administrator (academic advisor, social worker, head of student affairs unit, deputy director for student affairs or school principal).
3. In the event that the guardian fails to attend or send a representative on his behalf when he is summoned or to cooperate with the school in respect of violations of the student's behavior, the subject is referred to the Department of Legal Affairs for the necessary action. The parent is notified with an official letter or text message from the ministry's official message system.
4. In the event that the student's behavior cannot be corrected according to the evaluation and recommendation of the specialized institutions at the end of the academic year, the decision of the Undersecretary of the Ministry of Academic Affairs shall be issued for the suspension of his enrollment in schools and transfer to continuous education, monitor his behavior according to (Form 17).
5. The decision of the final dismissal shall be made from all General education institutions in the event of the exhaustion of all means of treatment according to (Form 18).

Article (9)

Regulations of Application of procedures

Before applying the procedures, the reasons leading to the violation shall be considered, taking into account the student's social, educational, psychological, health and financial conditions, the circumstances in which the violation occurred and the frequency of the violation.

Dealing with the student on the basis of respect for his personality and feelings, and prioritize methods of “Behavior enhancement” over “Behavior Modification” according to the following regulations:

1. Diversity in the methods used to modify behavior in accordance with student acceptance.
2. Avoid cruelty, psychological abuse, defamation, insult, ridicule, or personal humiliation.
3. Do not generalize the application of the procedures to all students in the class or in the school for a mistake committed by one of the students.
4. Apply procedures in a timely manner depending on the type and degree of behavior.
5. Achieving justice and equality in dealing with students in school.
6. The appropriateness of the actions taken for the student's growth stage, taking into account his / her own

needs, as well as the nature of the behavior, and taking into consideration the frequency or degree of behavioral irregularities.

7. Ensure the precise identification of the type of non-positive behavior committed by the student before applying the amendment.
8. Beware of applying any penalty to the student without regard to the school's preventive responsibilities and documentation.
9. To maintain the confidentiality and privacy of the student and not to defame him.

Employees in the school community are prohibited from practicing any of the following procedures when dealing with students:

- 1) Corporal punishment of all kinds, and forms.
- 2) Deprivation of eating meals.
- 3) Provoking or ridiculing the student and making fun of him
- 4) Prevent the student from using the washroom.
- 5) Psychological punishment such as verbal insult or threat
- 6) Restrict the freedom of the student or detention at school
- 7) The student's personal property is seized by an individual decision without the decision of the conduct management committee.
- 8) Reduced marks in core subjects or the threat thereof.
- 9) Expulsion from the class, activity or school during the school day by an individual decision, leaving the student without supervision.
- 10) Depriving the student from participating in events and trips by an individual decision without the decision of the conduct management committee
- 11) All stakeholders shall have the responsibility to modify the behavior according to the degree of seriousness and frequency.
- 12) Methods shall be applied in the context of directing and modifying behavior, and shall not be motivated by anger or revenge.
- 13) Anything similar to these procedures is considered to be contrary to the rules and regulations at the discretion of the Conduct Management Committee.

Article (10)

Attendance, absence and expulsion

The mechanism and procedures for calculating attendance and absence whether excused or unexcused shall be subject to the laws and regulations issued in this regard.

Article (11)

Fraud and breach of the examination system

The fraud proceedings are subject to the laws and regulations issued in this regard

Article (12)

People with special needs and people with determination

1. Ensure that the student with special needs /determination has been evaluated and has a comprehensive report approved by a “special education support center”, and was classified within the approved categories of disability.
2. In the case student with special needs /determination committing of any behavior violation, coordination between the Behavior Management Committee and the school support team at the school and the Center for the support of special education to study the behavior of the student and determine the relationship of the violation with disability and then do the following:
 - In case the violation **is not related** to the nature of the disability, the procedures for the behavior violations mentioned in this regulation are applied after the adoption of the special education support centers.
 - If the violation **is related** to the nature of the disability, the implementation of an amendment plan for the behavior related to the violation by the concerned and are monitored and reviewed periodically with provision of necessary support to the student and his/her integration in school.
3. In the event of a previous behavior modification plan, it is reviewed and amended to address the behavior leading to the violation.
4. In the event that the student with special needs/with determination does not benefit from the motivational programs to modify the behavior followed with him, he/she shall be transferred to another alternative environment suitable for his condition through a special committee in the special education support centers and the adoption of the Department of Special Education.

Article (13)

Grievance

1. The student or his / her guardian may lodge a complaint or complaint in the course of the school's administration with the committee's decision according to (Form 19).
2. The guardian shall send the grievance by e-mail, by telephone or delivered by hand.
3. The school administration shall abide to revise the decision within a period of not more than three days and to confirm the decision or amend it and inform the guardian thereof.
4. A student / Guardian may not lodge a complaint five working days from the date of notification of the decision of the Committee.
5. In the event that the school is not returned within three days or the parent does not accept the response, he may raise an objection to the grievance to the school operations sector for decision within a period of not more than one week. The school administration shall submit a report on the violation to the school operations sector.
6. The decision issued by the school operations sector shall be a final decision, after being approved by the Undersecretary of the Ministry for Academic Affairs of General Education.

Article (13)

Conduct Management Committee and its Terms of Reference

1. Conduct Management Committee:

It is one of the committees that must be formed in the school, and is intended to discuss the problems of students in terms of educational and behavioral, and to consider the actions taken against the violators' student in

accordance with the provisions of these rules and constitute the Committee as follows:

- School principal as head.
- Deputy Director or Deputy Academic Director as Vice President.
- Academic advisor / social worker member and rapporteur.
- Head of Student Affairs Unit.
- A member of the school teachers of any specialty.
- Legal member of the Child Protection Unit.
- Chairman of the parents' council at the school, attending the discussion sessions and not the student cases.
- Chairman of the Student Council (secondary school), attending the discussion sessions and not the students' issues.
- Safety officer member.

2. Competencies:

- Studying the behavioral violations of the students and deciding on them and evaluating the measures according to the regulations.
- Adopting procedures for establishing positive rules of conduct among students and limiting violations.
- To achieve integration of educational roles directed to the comprehensive care of students.
- Prepare reports and make recommendations to the Director of the Sector, and the Assistant Undersecretary of the School Operations Sector regarding the irregularities that are required, and as provided in the Regulations.
- Examine the granting the marks of student behavior and approve the procedures for modifying the behavior of the quarterly and final marks to modify the behavior of each learner who fail in the subject of behavior, taking into account each case separately.
- Completion of the procedures related to the monitoring of grades and delivery of the student's certificate after the behavior modification procedures in an appropriate period of time taking into account the student's maximum interest.
- Dealing with parents complaints and grievances and decide according to what is stated in the regulation.
- Coordinating with the academic advisor / social worker to activate the preventive and curative programs, behavioral modification programs and the use of psychologists by the range of schools.
- Coordination with the school support team to study the nature of the behavior issued by each of the students with determination/ special needs and takes the appropriate decision.
- Documentation, record keeping and correspondence for the work of the Committee (Rapporteur of the Committee).
- The Committee must take some of its actions with confidentiality and privacy, in particular with respect to certain offenses, while neutralizing members who are directly involved with students who are offending or those who are not members of the school community.
- The study of behavioral phenomena prevalent in the school, what it is, its causes, effects, and disposal methods.

3. Committee Meetings :

- The normal session of the Committee shall be valid in the presence of five members, including the President or the Vice-President. In case of emergency, it shall be convened immediately and in the presence of only four members. The Committee shall abide by the following:
- The Committee shall hold its meetings on a regular basis at the rate of a meeting every week and whenever necessary.
- The Committee shall hold emergency meetings at the invitation of the Chairman of the Committee to decide on the violations referred to the Committee by its Chairman or to consider the identification programs for the distinguished students.
- The Committee shall hold an evaluation meeting at the end of each semester of each year, and shall be held by the end of the academic year and shall be responsible for keeping all reports resulting from such meetings.
- Accreditation of the student's behavior in consultation with the committee's specialists, reference to student records during the school year, and not relying on personal judgment.
- The Committee shall be deemed to be formed immediately upon the issuance of such Regulations.

The Committee shall issue its decisions unanimously or by a majority vote of those present. In case of equal votes, the resolution supported by the President or Vice-President shall prevail in the absence of the President.

4. Committee Rapporteur (Academic Advisor / Social Specialist):

The Rapporteur of the Committee shall undertake the following actions:

- Record keeping containing all disciplinary irregularities and observations and actions taken.
- Save minutes of meetings and prepare and document decisions and follow-up implementation.
- Invite the members of the Committee to meet and prepare an agenda for the topics to be discussed by the Committee.
- Coordinate with the Safety Officer and the Student Affairs Unit to carry out each course as indicated in Article (15).

Article (15)

The roles and responsibilities of the stakeholders in educational institutions

1. Guardian:

- To provide a written undertaking to the school in which he acknowledges that he is acquainted with the student behavior code, and he agrees to respect its provisions and to work according to what is stated in it (Form 1).
- Stimulate positive behaviors and promise encouragement and care, and keen to reduce the behavioral problems in his children.
- Instilling self-discipline in children and always remind them of the values of their religion and society and that they are responsible for the future of their homeland.
- Commitment to attend educational and awareness meetings and events as requested by the school

administration.

- Inform the school of his son's needs and cooperate with them to solve the behavioral problems he may suffer.
- The parent's obligation to pay the value of repair or replacement of what destroyed / lost caused by his, and determines the value in the light of documents and supporting documents and by a decision of the Committee.
- To fulfill his / her full responsibility towards the student in accordance with the Child Rights and Protection Act and other laws in the country.
- In the event of proven default or negligence of the guardian for his son's rights for education, the following procedures set thereon under the Rights of the Child Law (Wadima Law).
- In case the parent fails to comply with school decisions or assumes responsibility for the abusive behavior of his or her son, the matter shall be referred to the competent authorities through the Department of Legal Affairs of the Ministry.
- To comply with the parents' regulations at the time of issue.

2. The student:

- Be self-disciplined
- Be committed to attendance and punctuality
- Be responsible for learning and behavior and have positive attitudes towards learning
- Adheres to positive behavior and seeks to achieve outstanding standards of conduct
- Is committed to respect the laws contained in the regulations and deal with them as a person responsible.
- Respect others and participate actively in school life to prove himself and develop his abilities and mental and physical talents.
- Keen to represent his school in the school meetings pertaining to his conduct optimal image.
- Aware of the different attributes of others and take into account their feelings
- Make wise decisions about his health and safety.
- Shows understanding and appreciation of the culture of the UAE and its customs and traditions and other cultures of the world and the values of Islam and its role in the UAE society.
- Respects the natural environment in his school and avoids harming it (rationalization of water, electricity, plants and pets in the school).

3. Teacher and assistant teacher:

- The teacher, with his academic and professional preparation, has the primary role in developing the spirit of national belonging and good citizenship in the hearts of his students.
- Review all the procedures of the regulation and commit to apply them continuously.
- Be committed to good treatment based on fairness and respect for all students.
- A good example of positive behavior in words and deeds.
- Be committed to creating a safe environment for all students at all times.
- Contribute to the development of mechanisms to promote the positive and outstanding behavior and dealing with irregularities.
- Contribute to clarifying regulations for students, and allows them to participate in its application .
- Demonstrates a spirit of cooperation and communicates consistently with all stakeholders to support and

promote a positive climate

- Review students' behavior data consistently with all stakeholders to support and promote a positive climate
- Review data on student behavior constantly and contribute to the monitoring and inventory of positive and distinctive behaviors and irregularities and participate in the analysis.
- Participates and supports the implementation of the individual educational plan for students of determination/special needs.

4. Safety Officer:

- Monitors student behavior in general to identify collective and individual behavioral phenomena and their impact on the safety of the individual and the school community.
- Implement this regulation in coordination with officials in the school and using the approved forms and works to encourage and stimulate the practices of positive and distinguished behavior among students.
- Maintains a record of all irregularities, disciplinary observations and actions taken.
- Excludes sources that negatively affect behavior and seeks to reduce their impact on them by encouraging positive and distinct behavior.
- The teacher, the academic advisor, the social worker, the head of student affairs, the director, a deputy, and the person involved in the school community participate in determining the factors influencing the behavior of the students, developing plans and implementing the procedures for dealing with irregularities and analyzing them,
- Continues and follows up with the security authorities that the school falls within the scope of its powers to inform and cooperate with them in the event of any contingency or cases requiring the intervention of these authorities, as decided by the conduct management committee.

5. Academic advisor and social worker :

- Spread awareness and counseling for students and parents with regard to regulation.
- Provide reports and documents required to the school principal or vice / committee of conduct periodically showing the methodology of work within the code of conduct.
- Plans preventive and curative programs to reduce negative behavior and encourage positive and distinctive behavior of students.
- Studying the social situation of the student with repeated violations and documenting them in writing, and presenting the case study file to the Committee after obtaining the student's written consent.
- Recommends referral of cases that suffer from behavioral problems difficult to be addressed to the competent authorities approved by the Ministry and follow up the implementation of the recommendations contained in the report of specialists dealing with cases.
- Dealing directly with the school nurse and with specialists for special behavioral situations.
- Supports the application of the individual educational plan for students with determination/ special needs, facilitate the process of communicating with stakeholders supporting them.
- Follow up the implementation of all the recommendations contained in the specialists' report dealing with the cases.
- Raising awareness of the school's behavioral code and explaining it to the administrative and educational staff and parents in cooperation with the head of the Student Affairs Unit through the implementation of workshops and the design of posters and brochures.

6. Head of Student Affairs Unit:

- Contribute to the development of an integrated plan to promote positive and distinctive behavior with the participation of staff and parents.
- Ensure that the regulations are distributed to all school staff, students and parents and their commitment to their application.
- Monitoring and maintaining the levels of positive and distinctive behavior by teachers, safety officers, academic advisor / social worker, and calculating the overall behavior scores in order to resolve violations and add positive behavior.

Ensure that documents and procedures for violations are completed and kept in electronic records that are easy to refer to

- Follow up the implementation of behavioral remediation plans for people with special needs and owners of concern.
- Analyze all statements of positive and distinctive behavior and irregularities and make proposals that contribute to the modification and promotion of behavior
- Develop a plan to promote positive behavior among students and incentive programs for distinguished and supervise the programs of honor
- Raising awareness of the school's behavioral code and explaining it to the administrative and educational staff and parents in cooperation with the academic advisors / social workers through the implementation of workshops and designing posters and brochures.

7. Deputy Director for Student Affairs :

- Prepare a periodic plan (weekly, monthly, yearly) for all meetings of the School Behavior Management Committee.
- Identify the training needs of the teaching and administrative staff and provide support to develop their competencies in conduct management
- Participate in the training of the faculty in the implementation of the regulation.
- Communicate directly with all employees and students to ensure full compliance with the decisions and procedures related to these regulations.
- Direct supervision of committees, teams and councils for student affairs.
- Effective coordination between teachers, school administration and parents to facilitate the implementation of roles and responsibilities of each of them.
- Full supervision of the students when applying procedures to deal with irregularities such as exception from the break or social activity or the implementation of the student punishment within the school, and the occupancy of the student through assigning tasks or duties or approved school work.
- Get the guardian's undertaking to read the Student Behavior Code.
- To carry out the responsibilities of the school principal regarding the application of the regulation in case of absence.

8. School's Principal:

- Provide a safe and healthy learning environment that supports the implementation of the regulation.
- Adhering to inform student and his guardian of the provisions of these regulations and to any amendment or change they undergo.
- Establish an internal system for all staff in the school explaining the roles and responsibilities of each of them in implementing the regulation.
- Supervise the implementation of professional development plans and training for the teaching staff

regarding the implementation of the regulation.

- Supervise the establishment of an integrated system of roles for the teaching staff and management to understand the development of students' personal, social and values and raise their awareness of their responsibility towards their school community.
- Receive complaints and grievances of parents and transfer them to the School Behavior Management Committee
- Provide full briefing about students with determination/special needs and create an effective framework for their integration into the learning environment with the rest of the school community, with a follow-up system that meets their individual needs
- Ensuring the establishment of an effective system for the management of positive and outstanding behavior and circulate it to the educational community.
- Establish an effective system to deal with irregularities and circulate it to the educational community.
- Forming committees, teams and councils that support the school's efforts in the effective development of students.
- Learn and analyze behavior data and lead planning processes to improve students' performance.
- Take action on the development proposals submitted by the Head of Student Affairs and Educational Community.

9. Senior Manager :

- Introduce the regulations to school principals and work procedures approved by the ministry in relation to conduct management
- Assisting school principals in the effective application and implementation of the content and procedures of the regulation and in proportion to the characteristics of the school levels.
- Collect data on the impact of the application of the regulation in the field of education and analyze it by discussing the appropriateness, success and means of development.

10. Domain Manager :

- Adopting the decision to form the school's behavior management committee.
- Adopting the decisions of the behavioral management committees in the schools within his region.
- Introduce the senior school principals to the regulations and work procedures approved by the ministry in relation to conduct management (Define to the senior principal the regulations and procedures adopted by the ministry in relation to conduct).
- Assisting senior principals of schools in the effective application and implementation of the content and procedures of the regulation and in proportion to the characteristics of the school level.
- Participate in the preparation of professional development program and procedural plans to improve the performance of schools in the implementation of the regulation.
- Collect data on the impact of the implementation of the regulation in the field of education within the region and analyze it by discussing the appropriateness, success and means of development.
- Collecting proposals for the development of students' behavior within schools of the region and work to follow up on the application of such outstanding proposals through initiatives within the school.
- Monitoring the problems and challenges facing the implementation of the regulation and submit to the Director of the Department of School Operations and Assistant Undersecretary of the Department of School Operations.

11. Parents Council :

- Study behavioral phenomena and violations of students which need intervention and work to identify methods to address them and participate in the rectification.
- Proposing plans, programs and initiatives related to raising parents' awareness of the regulations' articles and terms.
- Contribute to achieve the community support to support programs to promote positive behavior and outstanding behavior.
- Participate actively in confirming and detailing the concepts and behavioral values of students.
- Documenting their actions and decisions in special records for study and analysis.

Article (16)

The roles and responsibilities of organizational units in the Ministry and other educational bodies

The organizational units of the Ministry or its equivalent in the educational bodies shall undertake the following roles and responsibilities:

School Operations Sector

- Ensure that the schools applied to the Ministry's curriculum comply with all regulations and decisions related to the conduct of the conduct
- Ensure that the managers of the operations and scope departments have the roles assigned to them in the regulation
- Inventory and analysis of violations of various types and procedures carried out on each of them, and upload them to the Education Data Center
- Adopting training and professional development programs for schools in the conduct of student behavior

Control sector

- Develop mechanisms, tools and control to verify compliance by General education institutions with the Student Behavior Management Regulations.
- Implementing the supervision of General education institutions with regard to the application of the Code of Conduct for Students.
- Submit an end-of-year report on the implementation of the Student Conduct Regulation.

Care and activities sector

- Prepare the directives and procedures related to the conduct of students' behavior, and follow up on cases of behavior and actions taken towards them.
- Organization of educational activities carried out inside and outside the school on the care and evaluation of the behavior of students in violation to provide opportunities to improve the degree of behavior.
- Harness the potential of the Department of Special Education and the management of academic and vocational guidance and management of health and fitness to serve the educational and behavioral side of students in schools in coordination with other bodies in the ministry and outside.

Performance Improvement Sector

- Evaluate the quality of student care services provided in all General and private General schools in the country
- Study behavioral factors affecting the performance of all elements of the educational community
- Design training and professional development programs for the educational staff of teachers, supervisors,

school leaders and managers of the scope to achieve the vision of the Ministry and the State in the sound and leading upbringing of students.

Curriculum and Evaluation Sector

- promote positive behavior through the curriculum, particularly subjects such as moral education, civic education.

Department of Legal Affairs

- To review the procedures in the cases referred to them regarding the violations applicable to students, as they conform to the regulations
- Refer offenses that involve criminal offense against students to the competent authorities.

Education Data Center

- Provide technical support within its competence.
- Develop mechanisms of continuous electronic communication with their parents to integrate them into the educational process.
- Receiving data on the types of violations and grievances and the procedures taken against them from the concerned sectors and departments in the ministry periodically and analyzing them.
- Updating the program to monitor the violations and evaluate the behavior to keep up with the changes that have been made by feedback through the application.
- Submit periodic reports and submit recommendations to relevant sectors of the ministry.

Article (17)
General provisions

- 1) Without prejudice to the penal liability provided in the relevant penal laws, anyone who contravenes the provisions of these regulations shall be punished by the disciplinary sanctions contained in the applicable laws and regulations relating to human resources.
- 2) If the act committed by the student is a fourth-degree criminal offense or requires suspension of the study temporarily for more than two instructional days, or if a decision is made to transfer to another school or due to failure in the subject of conduct or final dismissal and deprive him of study :
 - The Behavior Management Committee should submit the matter with an explanatory note and attach the documents to the Undersecretary of the Ministry for Academic Affairs for General Education. The decision shall be issued to the competent authority in coordination with the Department of Legal Affairs for Implementation
 - Parents are notified of the all actions taken or to be taken against the student.
- 3) In the event of refusal of the guardian to sign or refrain from attending, it shall be proved in the same paper to be signed in the presence of the academic advisor and the safety officer and their signature shall be evidence of the guardian's knowledge of the violation.
- 4) The school is fully committed to the implementation of behavior modification procedures, and methods of reinforcement before taking any punitive measures, and follow the educational and behavioral rules that achieve the objectives of this decision, and to promote the guidance of students' behavior for the better.

- 5) The Director of the Domain shall form a committee to consider and decide on the violations committed by the students in continuing integrated education.
- 6) No disciplinary action may be taken with the offending student except through the School Behavior Management Committee or the Department of Continuing Education Centers. The student shall be referred to the committee by the head of the school or center in accordance with the procedures and controls governing their work, and is done immediately.
- 7) The student and his guardian shall be obliged to pay the value of repairing or replacing for damage or loss caused by the student and determines the value in the light of the documents and supporting documents.
- 8) In the case of a student's behavior violation requiring transfer from the school prior to the examination or during the examination, the student is allowed to take the exam in a special school committee.
- 9) If a student is exposed to more than one offense at the same time, the most severe punishment shall be applied to the offenses committed by him.
- 10) School personnel who are on their staff shall have the right to intervene in order to prevent any harm to students in the event of a clash or physical violence between them.
- 11) In the case of a non-positive behavior around the school campus or on the school bus to and from school or during trips or official visits, the supervising employee is entitled to take the necessary disciplinary measures according to the degree of violation under this decision
- 12) The Behavior Management Committee shall meet whenever necessary to consider the cases in which it must decide, such as the cases of confiscated electronic equipment and its return, and follow up the documentation of the procedures for implementing the Regulation (Forms 25,24)
- 13) The school is entitled to conduct inspections of students and property of the school, taking into account the rules and regulations of physical inspection when there is a convincing reason to believe that students have "prohibited" materials in violation of the UAE school policies and regulations in order to protect the school environment and protect students from any potential danger resulting from the prohibitions. School use of metal detectors and mobile phone transmission devices approved by the Ministry of Education in random places and times whenever needed.

Article (18)

Cancel the Ministerial Resolution No. (619) of 2017 on the Student Conduct regulation in General education institutions and any decisions contrary to this resolution shall be repealed and shall apply to the regulations issued pursuant to this resolution, with the annexes attached to this resolution being an integral part thereof.

Article (19)

This Resolution shall be published and shall enter into force as of the date of its issuance.

Hussein bin Ibrahim al-Hammadi

Minister of Education

Issued on: 20/02 / 1440H corresponding to: 29/10/2018

Original signed by the Minister

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Form (1) of Ministerial Resolution No. (851) of 2018 on the Regulation of the Conduct of Students in General Education Institutions

Form No. (1)

Parent Undertaking

The general policy of the Code of Conduct for Students stipulates that students, school staff and parents have roles and responsibilities that all must adhere to in order to ensure that the student develops a personal, cognitive and social development in a safe and secure environment through the proper application of this regulation.

Based on the above, the student and his / her guardian agree that they have read the Code of Conduct for Students, and they respect their provisions and abide with all that is stated therein.

Name of the parent:..... Name of the student:..... Grade :
.....

Date:..... Signature:

Signature:

School principal
.....

Form No. (2)

Undertaking (for continuing education students)

Students sign this undertaking at the beginning of the academic year by agreeing to familiarize themselves with the contents of the student conduct code:

The general policy of the Student Conduct Regulation states that students, school staff and parents have roles and responsibilities that all must adhere to in order to ensure that the student develops an integrated personal, cognitive and social development in a safe and secure environment through the proper application of this regulation.

Based on the above, the student acknowledges that he has been informed of the Student Behavior Code .and agrees to respect its provisions and to comply with all the provisions contained therein

Name of the parent:..... Name of the student:..... Grade :
.....

Date:..... Signature:

Signature:

Center Director
.....

Form (4) of Ministerial Resolution No. (851) of 2018 on the Regulation of the Conduct of Students in General Education Institutions

Form No. (4)

The decision of the Behavior Management Committee to withhold the certificate and determine the procedure for modifying the student's behavior

To the parent of student:.....

Class / section:.....

We inform you that by a decision of the Behavior Management Committee at its meeting on your child's certificate was withheld because of his violation of the school rules and regulations and what is stated in the rules governing the conduct of students in General education institutions (Code of Conduct) during the..... term, of the academic year and was determined to modify the behavior during the period from to for the academic year (.....).

And we hope your cooperation to follow-up the student to complete this period successfully and collect the required score of conduct.

Parent Signature:

Phone number:

Date:.....:

School principal

Head of Student Affairs Unit / Academic Advisor

.....

Form (5) of Ministerial Resolution No. (851) of 2018 on the Regulation of the Conduct of Students in General Education Institutions

Form No. (5)

Emirate:

School Operations Sector:

Council:

School:

The decision of the Behavior Management Committee to submit the certificate after the student successfully implemented the decision to modify the behavior

To the parent of student:.....

Grade / Section:

We inform you that by a decision of the Behavior Management Committee at its meeting on, it was agreed to hand over your child's certificate and pass the behavioral modification programs resulting from his violation of the school rules and regulations and what is stated in the rules governing the conduct of students in General education institutions during the term of the academic year..... and during the period from to for the academic year (.....).

Therefore we hope your cooperation in follow-up of the student to maintain his/her positive behavior.

Signature of the employee in charge

School principal

.....

Parent Signature:

Phone number:

Date:.....:

Form (6) of Ministerial Resolution No. (851) of 2018 on the Regulation of the Conduct of Students in General Education Institutions

Form No. (6)

Infraction Report

Student's name:.....

Class:.....

The name of the teacher:.....

Date of occurrence:.....

Situation:.....

Location of the incident :.....

Time:.....

Act/Incident/Situation:

The action taken:.....

Classification of Violation: (According to the Student Behavior Management Code)

First level when committed () 1st Time () 2nd Time () 3rd Time

Second level when committed () 1st Time

Third level when committed ()

Fourth level the first time ()

Name of the violation editor : Job title

Oracle number :Signature: Principal

Date: Time:

Form (7) of Ministerial Resolution No. (851) of 2018 on the Regulation of the Conduct of Students in General Education Institutions

Form No. (7)

Written Notice / Warning / first warning / second warning / final warning

To the parent

Emirate:.....

School Operations Sector:.....

Council:.....

Domain:.....

School:.....

To the parent of student:..... Grade/section:

.....

Where on the day..... Corresponding the student has committed a behavioral violation was in:

.....

As this behavior contravenes school rules and regulations and what is stated in the Student Conduct Regulation in General education institutions, you must be careful to follow up the student to prevent repetition of such behavior, otherwise the school administration will have to take more severe measures in case of repetition of this violation Or unwanted behavior again.

Signature of the employee in charge

School principal

.....

Acknowledgment:

Parent Signature:

Student Signature:

Phone number:

Date:

Form (8) of Ministerial Resolution No. (851) of 2018 on the Regulation of the Conduct of Students in General Education Institutions

Form No. (8)

Emirate:.....

School Operations Sector:.....

Council:.....

Domain:.....

School:.....

Parent “Call Up” Letter

Parent of student:

Grade / section:

Please come to school on corresponding to/...../.....

To meet the school administration for a subject related to your ward

Thank you for your good cooperation and collaboration with us to achieve the interests of student.

Student signature on receipt

Principal

Name:

Name:

Signature:

Signature:

Date :

Date :

Form No. (9) Of Ministerial Resolution No. (851) of 2018 on the Regulation of the Conduct of Students in General Education Institutions

Form No. (9)

Emirate:.....

School Operations Sector:.....

Council:.....

Domain:.....

School:.....

A written Notice to the student after the verbal Notice

I undertake (Student Name):

Grade/section:

To abide by the rules of conduct and the system within the school, and to maintain its facilities, and follow the instructions and systems of the school, and in the case of my opponent I bare all the procedures applied by the school administration according to the rules governing the conduct of students in General education institutions, Noting that I have received several verbal notices about my negative behaviors, which is summarized as follows:

1-.....

2-.....

3-.....

Student Name:.....

Signature:.....

Approved by Vice Principal

Date:

(The guardian is notified by a copy of the written undertaking and a copy is kept in the student's file and a copy is sent to the Academic advisor/ social worker)

Guardian informed: Name..... Relation:

Telephone number: Date of calling:..... Time:

Form No. (10) Of Ministerial Resolution No. (851) of 2018 on the Regulation of the Conduct of Students in General Education Institutions

Form No. (10)

Emirate:.....

School Operations Sector:.....

Council:.....

Domain:.....

School:.....

The Guardian undertaking in the event of student’s repeated violations

I undertake /

Parent of student /

Grade / section

My son's commitment to the rules of conduct and order within the school, and maintain of facilities, and follow the instructions and school systems, and in case of violation I am accepting out all the procedures applied by the school administration against him according to the rules governing the conduct of students in General education institutions and I have taken note of violations represented below:

1-

2-

3-

That is my pledge

Parent Name:

Signature:

Date:

Vice Principal Signature:

Form No. (11) Of Ministerial Resolution No. (851) of 2018 on the Regulation of the Conduct of Students in General Education Institutions

Form No. (11)

Emirate:.....

School Operations Sector:.....

Council:.....

Domain:.....

School:.....

Refer the student to assess the case

Academic advisor/Social worker/ Conduct Management Committee

We refer to the case of the student:

For committing disciplinary violations of levelincluding the following:

.....

Please follow up on the student, study his / her case, write a detailed report and a remedial plan, and involve the concerned parties from teachers and the student's guardian in order to obtain appropriate solutions and support for the situation.

Signature of the Academic advisor/Social worker for receipt

Signature of the Vice Principal

Name:

Name:

Signature:

Signature:

Date :

Date :

Form No. (12) Of Ministerial Resolution No. (851) of 2018 on the Regulation of the Conduct of Students in General Education Institutions

Form No. (12)

Emirate:.....

School Operations Sector:.....

Council:.....

Domain:.....

School:.....

Notice of temporary ban from attending school

To/Guardian of the student:

Class/ Section:.....

Please note that due to the repetition of the violations made by the student mentioned above and his non-response to the preventive, developmental and remedial program provided to modify the behavior during the previous period, although the following measures have already been taken against him:

1-

2-

The Committee for the Conduct of Students at the School decided at its session No. (), on Day/ Date () suspending the student temporarily from school, and attaching a program to modify the behavior during the period:

From _____ to: / /

For the following reasons:

1-

2-

3-

Parent Signature:

Student Signature

School principal

Phone number:

Date:.....

Form No. (13) of Ministerial Resolution No. (851) of 2018 on the Regulation of the Conduct of Students in General Education Institutions

Form No. (13)

Emirate:.....

School Operations Sector:.....

Council:.....

Domain:.....

School:.....

Application form for the support of a behavioral evaluation body

Entity: Name of reporter:

Notification Time: Reason for the call: ..

Subject Summary:

.....
.....
.....
.....
.....
.....

Employee in charge

Principal

Name:

Name:

Signature:

Signature:

Date:

Date:

Form No. (14) Of Ministerial Resolution No. (851) of 2018 on the Regulation of the Conduct of Students in General Education Institutions

Form No. (14)

Emirate:.....

School Operations Sector:.....

Council:.....

Domain:.....

School:.....

Notice of Transfer to another school

Father of student:

Class:.....

Please note that due to the repetition of the violations made by the student mentioned, and not to respond to the preventive, developmental and remedial programs provided to modify the behavior during the previous period, although the following measures have already been taken against him:

1-

2-

The school's behavior management committee decided to hold it on the date of / ... to raise the matter to the Department of School Operations to transfer it from another school for the following reasons:

Accordingly, the head of the student affairs department of the Ministry will be contacted to determine the school to which the student is transferred. If you do not comply with this, the student will be transferred automatically.

Parent Signature:

Student Signature

School principal

Phone number:

Date:

Form No. (15) Of Ministerial Resolution No. (851) of 2018 on the Regulation of the Conduct of Students in General Education Institutions

Form No. (15)

The decision of the Behavior Management Committee to enroll the student and transfer his / her file to the Behavioral Assessors Authority for the first / second time

To/Guardian of the student:

Class/ Section:.....

We inform you that your daughter/son will be subject to behavioral evaluation as a result of his / her violation of the school rules and regulations and the rules governing the conduct of students in General education institutions. This is a summary of some of the student's behaviors and what was taken about them:

1-.....

2-.....

3-.....

We hope to cooperate with you to change your daughter /son's behavior for the better.

Members of the Conduct Management Committee:

Name:

Signature

Vice Principal:

Academic advisor/Social worker (In charge of the case)

Teacher

Teacher

Teacher

School principal

Parent Signature:

Phone number:

Date:

Form No. (16) Of Ministerial Resolution No. (851) of 2018 on the Regulation of the Conduct of Students in General Education Institutions

Form No. (16)

Emirate:.....

School Operations Sector:.....

Council:.....

Domain:.....

School:.....

Notice of Ban from Attending School till the End of the Term/School Year

To/Guardian of the student:

Class/ Section:.....

Kindly take note of the following:

Due to repeated violations committed by the aforementioned student and his/her failure to respond to any preventive, developmental and therapeutic programs that may have been modified during the previous period, although the following measures have already been taken against him:

1-.....

2-.....

After taking the opinion of the school operations sector (Council) and taking note of all the details and their approval, it was decided to ban the student from attending the school until the end of the current semester/academic year, and to transfer him/her into a competent authority to modify the behavior.

Due to the following reasons:

1.

2.

Parent Signature:

Student Signature

School principal

Form No. (17) Of Ministerial Resolution No. (851) of 2018 on the Regulation of the Conduct of Students in General Education Institutions

Form No. (17)

Emirate:.....

School Operations Sector:.....

Council:.....

Domain:.....

School:.....

A Notice of Final Dismissal from school and transfer to Integrated Continuous Education and to a competent authority for treatment and rehabilitation

To/Guardian of the student:

Class/ Section:.....

Due to repeated violations of the student and not to respond to the preventive programs, development and treatment to modify the behavior during the previous period, although the following actions have been taken with him:

1-.....

2-.....

Because of his/her conduct in contravention of the rules and regulations of the school and represented in:

Upon the approval of the Undersecretary of the Ministry for Academic Affairs, and taking all the details and approval, it was decided to dismiss the student finally from attending General schools and to transfer to Integrated Continuous Education and to a competent authority for treatment and rehabilitation for the following reasons:

1-

2-

Parent Signature:

Student Signature

School principal

Phone number:

Date:

Form No. (18) Of Ministerial Resolution No. (851) of 2018 on the Regulation of the Conduct of Students in General Education Institutions

Form No. (18)

Emirate:.....

School Operations Sector:.....

Council:.....

Domain:.....

School:.....

Announcement of the decision of the Undersecretary for Academic Affairs

To/Guardian of the student:

Class/ Section:.....

Due to repeated violations of the student and not to respond to the preventive programs, development and treatment to modify the behavior during the previous period, although the following actions have been taken with him:

1-.....

2-.....

And due to her/his conduct in contravention of the rules and regulations of the school shown as follows :
.....

It was decided to dismiss the student permanently and deprive him of study in all institutions of General education for the following reasons:

1-.....

2-.....

Parent Signature:

Student Signature

School principal

Phone number:

Date:

Form No. (19) of Ministerial Resolution No. (851) of 2018 on the Regulation of the Conduct of Students in General Education Institutions

Form No. (19)

Emirate:.....

School Operations Sector:.....

Council:.....

Domain:.....

School:.....

Parent Grievance

I complain guardian of the student:

Class/ Section:.....

Subject of grievance

.....

Parent Signature: Date:

Phone:.....

Decision of Deputy Assistant Undersecretary for the School Operations Sector:

.....

Signature: Date:

The opinion of the Undersecretary for Academic Affairs of General Education

.....

Signature: Date:

Note: Please be informed that the grievance will be answered within one working day of date

Form No. (20) Of Ministerial Resolution No. (851) of 2018 on the Regulation of the Conduct of Students in General Education Institutions

Form No. (20)

Notice to deduct the mark of conduct

To/Guardian of the student:

Class/ Section:.....

Please note that your son / daughter has committed a behavior violation oflevel, shown as follows:

.....

Based on the decision of the school behavior committee No. Datedit has been issued against your son / daughter a corrective action ,stipulated in the Code of Conduct of the Ministry of Education to deduct (.....) marks of behavior in Termof the Academic Year

The student will be given the opportunity to retrieve part of the marks according to the rules of conduct according to the following proposals:

1-.....

2-.....

3-.....

Guardian Acknowledgment

Signature of the Vice Principal

Name:

Name:

Signature:

Signature:

Date:

Date:

Form No. (21) Of Ministerial Resolution No. (851) of 2018 on the Regulation of the Conduct of Students in General Education Institutions

Form No. (21)

Compensation for violation

Student name:..... Grade/Section:.....

Level of Violation	Violation number	Description of the violation	Marks Deducted	Correction (Describe positive behavior)	Degree of compensation
Total positive behavior scores after compensation					

Total marks at the end of Term

Employee in charge

Name:

Signature:

Date:

Principal

Name:

Signature:

Date: