

Title: DISCIPLINARY PROCEDURES	Issue Date: 1/8/2019
School: Al Ain Juniors School	Revision Date: 1/7/2020
Reference No.: AJB-GCD-12	Version No.: 1

DISCIPLINARY PROCEDURES

Violations

- Behavioral violations are classified into the four levels, 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 Policies
- Each of which shall be documented according to the approved systems and forms, and deal with them in accordance with educational values and Policies

First level (Simple) violation – Deduct 4 marks

Second level (Medium) violation – Deduct 8 marks

Third level (Serious) violation – Deduct 12 marks

Fourth level (Dangerous) violation – Failure in the subject

- 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 and followed up according to the recommendations of the Behavior Management Committee
- 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 and followed up according to the recommendations of the Behavior Management Committee

Dealing with violations

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 public education institutions in the event of the exhaustion of all means of treatment according to Form 18

Levels of violations

VIOLATION LEVEL	VIOLATION NUMBER	DESCRIPTION OF VIOLATION
1	1.1	A repeat tardiness for the morning assembly and not to participate in it without an acceptable excuse
	1.2	Repeated tardiness for classes without an acceptable excuse
	1.3	Non-compliance with school uniforms or sportswear without acceptable excuse

	1.4	Hair extension for boys or strange haircuts for boys and girls	
	1.5	Not to bring school books and stationary without an acceptable excuse	
	1.6	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	
	1.7	Sleeping during the course or formal school activities without justification (after confirming the health status of the student)	
	1.8	Eating during the classes or morning assembly without justification or permission (after checking the health status of the student)	
	1.9	Lack of commitment to hand over home works and assignments entrusted to him/her in time	
	1.10	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	
	1.11	All that is similar to these violations at the discretion of the conduct management committee	
	2	2.1	Absence from school without an acceptable excuse at any time, including before and after the school holidays and public holidays and the end of the week and before the exams
		2.2	Entering and leaving the classroom without permission
		2.3	Not attending school activities and events without an acceptable excuse
2.4		Incitement to quarrel or threaten or intimidate any of the colleagues at school	
2.5		Violating the public 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	
2.6		Writing on school furniture, school bus seats, playing with alarm bells elevators	
2.7		Bring a mobile phone or misuse any of the means of communication	
2.8		Verbal abuse or harassment of students, employees, or school guests	
2.9		Smoking inside the school campus and possession of smoking tools	
2.10		Refusal to comply with inspection instructions or delivery of prohibited items	
2.11		All that is similar to these violations at the discretion of the conduct management committee	
3	3.1	Bullying of various forms and types	
	3.2	Photocopying and copying assignments, reports, researches or projects, and assigning them to themselves (Form 23)	
	3.3	Leave school without permission or escape during school day	
	3.4	Attempting to defame colleagues and employees of the school in social media and abuse them	
	3.5	Impersonating others in school transactions, or forging school documents	

	3.6	Damage or destruction of school furniture and tools or steal them
	3.7	Tampering with vandalism, destroying school buses, and harming the driver, supervisor or road users
	3.8	Assault on the safety of the body of others in school and not leading to any injuries to the victim (physical assault)
	3.9	Driving the vehicle recklessly inside or around the school campus and not following safety and security instructions
	3.10	Photographs, possession, dissemination and circulation of photographs of school staff and students without their permission
	3.11	All that is similar to these violations at the discretion of the conduct management committee
4	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
	4.2	Possession or use of firearms or white weapons, or the like within the school
	4.3	Sexual abuse in school, bus or during activities
	4.4	Assault on the safety of the body of others in the school leading to injuries to the victim (physical assault)
	4.5	Systematic theft (pre-planned)
	4.6	The acquisition, possession, display and promotion of unauthorized material, information or electronic materials, contrary to the values, ethics, morals, public order, and what ,offends public decency
	4.7	Sexual harassment within the school, bus or during activities
	4.8	Leaking exam questions or participating in any form
	4.9	Causing fires within the school campus
	4.10	Abuse of political, religious or social symbols in the country
	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
	4.12	Broadcast or promote extremist, atheist, atheistic or offensive ideas and beliefs that harm the political and social systems of society
	4.13	Broadcast or promote extremist, atheist, atheistic or offensive ideas and beliefs that harm the political and social systems of society
	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

Disciplinary Procedures

Level of violation	Recurrence	Marks deducted	Procedures	Responsibilities and powers
1	When committed	0	1. verbal alert and guide Documentation of the violation and the action taken against it, according to Form 6	1. Teacher / class teacher performs at the time of the offense and the offense is documented in

			coordination with the administrative officer (academic advisor, social worker, Head of Unit of Student Affairs - or Deputy Director for Student Affairs or the school principal)
If it is repeated for the first time	0	<ol style="list-style-type: none"> 1. Written warning and documenting the violation 2. Inform the parent in writing – Form 7 	<ol style="list-style-type: none"> 1. The violation shall be documented by the Head of the Student Affairs Unit or the Deputy Director for Student Affairs 2. The academic advisor / social worker inform the guardian according to the school's communication channels
If it is repeated for the second time	2	<ol style="list-style-type: none"> 1. Call the guardian the next day of the violation according to Form 8 2. Transfer student to the academic advisor / social worker 3. 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 	<ol style="list-style-type: none"> 1. The academic advisor / social worker is responsible for summoning the guardian 2. The head of the Student Affairs Unit or the Deputy Director for Student Affairs responsible to get the signature of the parent and student
If it is repeated for the third time	4	Call the guardian the next day of the violation - Issuing a written warning to the student and his guardian in case of nonresponse according to Form 9	<ol style="list-style-type: none"> 1. The academic advisor / social worker is responsible for summoning the guardian 2. The head of the Student Affairs Unit or the Deputy Director for Student Affairs issues the warning
If it is repeated more than three times	The grade shall be calculated at the discretion of the Committee	<ol style="list-style-type: none"> 1. Conduct a meeting of the behavior management committee on the next day following the violation 2. Open an individual case study file by the academic advisor / social worker Form11 3. Implement a set of strategies to reduce negative behavior 	<ol style="list-style-type: none"> 1. The Behavior management committee shall hold its meeting on the basis of the decision of the committee 2. The decisions shall be executed on the day following the violation 3. The counselor / social worker is responsible for following up the student's

				behavior modification procedures by opening a case file
2	When committed	4	<ol style="list-style-type: none"> 1. Issuance of the first written notice and the student signing a pledge not to repeat the violation according to Form No. 9 2. Completing the individual case study file for the student by the academic advisor / social worker 3. On the day after the violation, the student's guardian is called and signs an agreement to modify the behavior of his son 4. Monitoring the behavior of the student and conduct sessions of guidance. 	<ol style="list-style-type: none"> 1. The Head of Student Affairs or the Deputy Director for Student Affairs issues the warning 2. The academic advisor / social worker will study the case 3. 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
	If it is repeated for the first time	8	<ol style="list-style-type: none"> 1. Suspension of the student temporarily for no more than two days, with the assignment of duties within the school, according to Form 12 2. Present to the school behavior management committee 3. Issue the second written warning against the student and his guardian 4. Implement a set of strategies to modify student behavior 	<ol style="list-style-type: none"> 1. The conduct management committee shall hold its meeting under the direction of the committee's decision, and shall implement its decisions on the day following the violation 2. The Committee shall be competent to suspend and decide the marks deducted 3. The academic advisor / social worker is responsible for following the procedures of evaluating student behavior by opening a file to study his condition 4. 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
	If it is repeated for the second time	8	<ol style="list-style-type: none"> 1. An immediate meeting of the conduct management and take the appropriate decision 2. Suspension of student from 	<ol style="list-style-type: none"> 1. The behavior management committee shall hold its meeting in accordance with the

			<p>one day to 3 days with assignment of duties within the school</p> <p>3. Request the support of a competent authority to study the file according to Form 13</p> <p>4. Issue the final warning against the student and his guardian</p> <p>5. disciplinary transfer of student to another school in the event of absence of moderation behavior with continuous monitoring by Form 14</p>	<p>decision of the committee and the committee shall be competent</p> <p>2. The Committee shall be competent to suspend and decide the marks deduction and address the conduct evaluation and the issuance of the transfer decision</p> <p>3. 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</p> <p>4. Domain administrators follow the subject of transferring students from school</p>
3	When committed	12	<p>1. Immediate suspension of the student from studying "within the school campus"</p> <p>2. An immediate meeting of the conduct management committee to take appropriate decisions</p> <p>3. 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>4. Immediate call to the guardian and sign the warning and decision</p> <p>5. Follow-up and receipt of reports to develop the status of the student by the competent authority (such as behavioral assessment agencies)</p>	<p>1. The Behavior Management Committee is convened by the Committee's Rapporteur</p> <p>2. 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>3. 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>
	If it is repeated	12	<p>1. Immediate suspension of the student from the study period for the completion of the investigation outside the school campus</p> <p>2. An immediate meeting of the conduct management</p>	<p>1. The Behavior Management Committee is convened by the Committee's Rapporteur</p> <p>2. The Committee shall be competent to suspend and decide the degree</p>

			<p>committee to make the appropriate decision regarding the suspension of the student until the end of the semester and transfer it to the bodies of the evaluation of behavior according to Form 16</p> <p>3. Transfer the student to the competent authority (such as behavioral assessment agencies) for the second and final time</p> <p>4. 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 public 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>and issue the decision to transfer the student to the competent authority</p> <p>3. 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>4. Transfer the student to another school through the domain managers</p> <p>5. Domain administrators follow the procedure of transferring the student from his school to another school according to the form adopted in this Policy</p>
4	When committed	A failure in the subject behavior or final dismissal	<p>1. The head of the school, his deputy or the behavior officer shall notify the Department of Legal Affairs at the Ministry and the competent authorities at the time of the violation</p> <p>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 Ministry for Academic Affairs for General Education</p> <p>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</p>	<p>1. The Director, his Deputy or the Behavior Officer shall be responsible for immediate notification in case the violation is committed, in a way that does not prejudice the accountability of all. 2. In case of non- notification, the Behavior Management Committee is responsible for the following actions:</p> <p>a. Issue the decision of failure in the subject of behavior or final expulsion of the student according to the extent of the seriousness of the violation</p> <p>b. Preparation of a memorandum and an annex with evidence proving the irregularities and submitted to the Undersecretary of the Ministry for Academic</p>

			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	Affairs of General Education c. Instructing the academic advisor / social worker to follow up the other procedures according to his duties and roles in the list
--	--	--	--	---