

IAS – Behavior Policy

(Code of Conduct and Management for Students)

2025 – 2026

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ARTICLE 1

OBJECTIVES OF THE CODE

Article 1: OBJECTIVES OF THE CODE

In general, this code aims to achieve of the principles of the school and is represented by the enhancement of good morals, and the practice of positive and exemplary behavior, while promoting loyalty to the homeland.

This code seeks to achieve the following objectives:

1. Building positive behavior among the students inside the school community.
2. Enhancing the positive and exemplary behaviors and having them repeated on a regular and persistent basis, through the application of promotion, encouragement, and care principles at all times, and reducing the behavioral offenses by using the best possible educational means.
3. Identifying the lines of responsibility in order to achieve integration among the roles inside the school community, through activating, applying, and determining the procedures, to ensure the enforcement of the regulation of students' behavior management in a clear, flexible, and fair manner.
4. Creation of an educational environment that is proper to enhance the principle of integrated upbringing, which is based on the parity and harmony between the cognitive, personal, and social aspects forming the features of each student.
5. Application of the principles and culture of the promotion, encouragement, and permanent care within the educational community, in order to decrease the behavioral offenses inside and outside the school, by using the best possible educational methods.

6. Orienting the students and their guardians on their obligations and earning their trust in respect of the fairness of the adopted procedures and methods, in order to achieve the self-discipline and the development of the positive and exemplary behavioral attitudes of the students inside the school community on permanent basis.
7. Provision of a reference for identifying the rules, standards and procedures that should be referred to in dealing with the students' behaviors, in order to ensure the compliance with the school values and systems.
8. Ensuring that the preventive and handling mechanisms of behavioral problems and offenses are effectively planned and implemented.
9. Behavioral and educational rehabilitation of students through rehabilitation services and programs in partnership with the behavior reforming agencies, in consistence with their behavioral cases, in order to ensure that they are re-integrated within the society.



ARTICLE 2

SCOPE OF APPLICATION

Article 2: SCOPE OF APPLICATION

1. The articles hereof shall apply to all of the General Education Institutions, from the 3rd elementary Grade to the 12th Grade and the learners of continued learning. This scope of application shall include any rules, controls, special requirements, or instructions made by the Ministry, which are considered as an implementation, interpretation, or complement to the provisions of this Regulation.
2. Other educational bodies shall be at least guided by the provisions hereof, when applying their own behavior management regulations.
3. The students targeted by this Regulation are divided into three categories:
 - First category: The kindergarten children until the second elementary Grade (this category shall be subject to its own indicative guidance regulation).
 - Second category: 3rd Grade to 12th Grade students.
 - Third category: The students of the integrated continuing education.



ARTICLE 3

BEHAVIOR MARK CALCULATION MECHANISM

Article 3: BEHAVIOR MARK CALCULATION MECHANISM

1. Behavior subject shall be considered as one of the basic subjects that reflect the learning outputs and the student's attainment in the moral terms and shall be dealt with same as other subjects in terms of passing and failure.
2. One hundred marks shall be allocated to student's behavior subject. This Regulation shows the basis and mechanism of granting and deduction of behavior marks, where it is divided into two basic components.

3.1 Positive behavior

- It is the behavior expected from all students without committing any offenses, for which 80% of the total behavior marks are allocated.
- Each student shall be considered as automatically eligible to the positive behavior marks (80 marks), at the beginning of each semester.
- If any offense is committed by the student in accordance herewith; then the proper action, taken as per the degree of offense according to the table to be included hereunder.

3.2 Exemplary behavior

- It reflects the exemplary practices undertaken by the student, through his / her good behavior and morals, and his / her initiatives in the school community.
- 20% of the total behavior marks are allocated to exemplary behavior.
- During the semester, the educational staff shall assess the topics, indicators, and criteria of the exemplary behavior, and at the end of the semester; shall grant the student the marks he/she is eligible as per such topics, indicators, and criteria, which are classified within three main topics:
 - a. Personal development.

- b. Appreciating the religious values and respecting the identity, heritage, and culture of the UAE and the global cultures.
- c. Social responsibility as well as leadership and innovation skills.
- The due mark of exemplary behavior shall be granted as per the topics, indicators, and criteria mentioned in Article 4 below during each school semester.

An example on the calculation of the semester and final marks of the behavior subject is shown below:

Full mark of Behavior subject	Positive behavior	Exemplary behavior
100	80	20

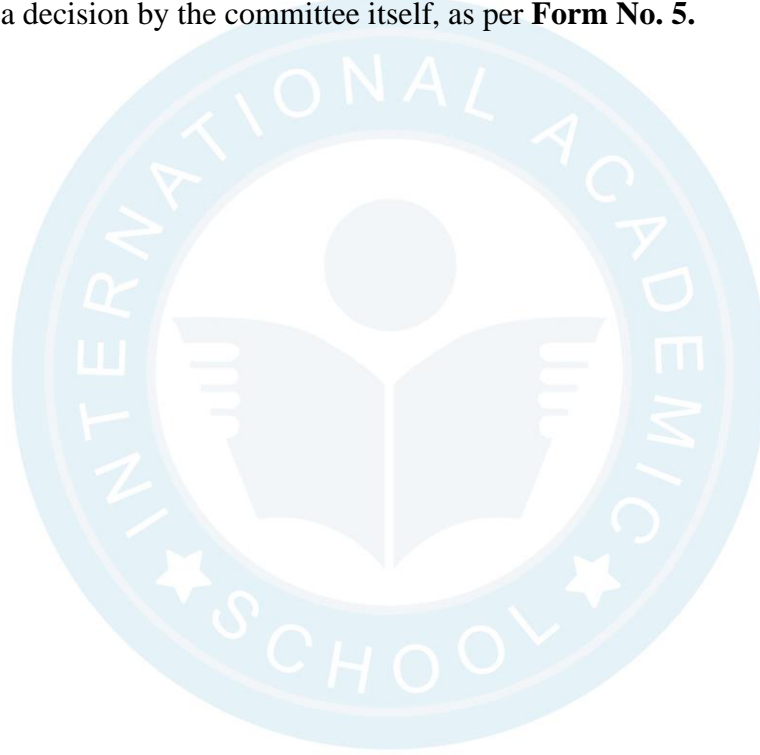
Balance of behavior subject marks over the school year	Calculation of positive behavior marks				Calculation of exemplary behavior marks		Final marks
	Expected balance for all students	Deduction mark	Compensation mark	Due mark	Expected balance for all students	Due mark	
First semester	80	0	0	80	20	+20	100
Second semester	80	-12	+12	80	20	+16	96
Third semester	80	-8	0	72	20	+17	89
End of the year total		77			18		95

Table 1: Behavior mark calculation

- 60% shall be the minimum expected mark for the behavior. The student shall be granted opportunities to make up for the marks deducted during the school year from his/her semester behavior mark balance, through the improvement of the exemplary behavior marks or by not repeating the offense and his/her adherence to the positive behavior.

- Such compensation for the marks deducted from the positive behavior may be in part or in full, according to the resolution of the Behavior Management Committee and within the period to be determined by the committee, provided that the mark shall be added before the final approval of the behavior marks. The indications clearly referring to the improvement of the student's behavior shall be monitored and shall be kept in his/her file, as per **Form No. 21**.
- The educational and administrative staff shall document and record the marks, and reports on the behavior of each student, as well as the negative or positive developments that may have occurred, in a hardcopy and softcopy file for each student at the school. These marks and reports shall be summarized, as per **Form No. 3**.
- If the student fails to achieve the behavior passing mark; then his/her certificate shall be withheld and referred to the Behavior Management Committee to study each case separately and to decide the necessary procedures, place, and period of behavior modification that shall be implemented during the summer holiday, the assessment date of the student, and the date of submission of the report to the committee, to make its decision in this regard, as per **Form No. 4**.
- 12th Grade students shall be keen on being in full compliance with, and on succeeding in, the behavior components at the end of the school year. If the student fails to meet the criteria; then he/she shall be given an opportunity to improve his/her mark as follows:
 - In case of failing to meet the behavior criteria during the first and second semesters; such case shall be handled before the beginning of the third semester through granting him/her the passing mark of the behavior criteria as per the rates of the two semesters, according to the recommendations of the Behavior Management Committee, in order to ensure his/her willingness to succeed in behavior terms during the third semester.

- In case of failing to meet the behavior criteria during the third semester; the student and his/her guardian shall be met by the concerned body of the behavior committee, in order to evaluate his/her behavioral status and to make the proper decision in this regard, and to have it approved by the assistant undersecretary for the school operations sector or his equivalent.
- The completion of the Behavior Management Committee's decisions, implementation, and passing the assessment successfully shall entail handing the certificate over to the student and transferring him/her to the next grade under a decision by the committee itself, as per **Form No. 5**.





ARTICLE 4

EXEMPLARY BEHAVIOR MEASUREMENT

Article 4: EXEMPLARY BEHAVIOR MEASUREMENT

The students' exemplary behavior is classified through three topics, and is measured through observing the student and evaluating his/her behavior through the topics, criteria, and indicators below:


Topic	Criteria	Indicators	Mark
1. Personal development	1.1 Through his/her attitudes, the student shows an ability to have self-discipline and taking responsibility on a permanent basis.	1.1.1 The student complies with the school regulations inside the classroom and the school, and during the school outdoor activities, in a permanent and persistent manner during the semester.	10
	1.2 The student shows patterns of cooperative work behaviors with his/her peers, teachers, and school management.	1.2.1 Respects the feelings of his / her peers, considering their needs and offers help to them permanently.	5
		1.2.2 Taking the initiative to encourage others, to cooperate, synergize, propose solutions to engage others, and inviting them to partake in teamwork on a permanent and persistent basis, inside and outside the classroom.	5
	1.3 The student complies with health and safety standards.	1.3.1 He/she takes care of his/her appearance and the cleanliness of his/her body, clothes, and hair permanently and without being reminded by others.	10
		1.3.2 He/she contributes to the dissemination of health and safety culture among his / her peers or	5

		proposes activities in relation to health and safety.	
	1.4 The student is always keen on attending his / her lessons and on being punctual.	1.4.1 At least 98% school attendance.	5
		1.4.2 Arriving to school and to class on time.	5
2. Appreciating the religious values and respecting the identity, heritage and culture of UAE and the global cultures	2.1 The student shows high understanding and appreciation to the religious values in UAE and shows compliance with them through his/her daily behavior.	2.1.1 Characterized with trust, honesty, and good manners.	10
		2.1.2 Showing the Principal of acceptance of others and tolerance through his / her behavior.	5
	2.2 The students respect the identity, heritage and culture of UAE and the global cultures.	2.2.1 Taking the initiative to participate in a diverse range of cultural activities aiming at the promotion of belonging and national identity values.	5
		2.2.2 Taking the initiative to execute out of school activities and projects to learn about other cultures.	5
3. Social responsibility and leadership & innovation skills	3.1 The student takes the initiative to effectively participate in the meaningful social activities.	3.1.1 Representing the school in one of the various occasions over the school year, when he/she is asked to do so.	5
		3.1.2 Participating in the activities of the students' councils, teams, voluntary work, or school initiatives. His/her participation should have a	5

		positive impact on the local or school community.	
		3.1.3 Taking the initiative to participate in purposeful social activities during the holidays.	5
	3.2 The student has a great work ethic, and shows a high level of environmental awareness, ability to innovate, entrepreneurship, solution finding and decision-making skills.	3.2.1 Having an independent character and being able to lead important and beneficial social initiatives and projects.	5
		3.2.2 Proposing innovative and creative solutions for the public interest in his/her school community, or for solving the problems facing the school.	5
		3.2.3 Implementing ideas and activities, whether individually or in a group, to rationalize energy consumption and natural resources inside and outside his/her school environment, and to maintain their sustainability.	5
Evaluation full mark			100
Exemplary behavior mark (full mark divided by 5)			20

Table 2: Exemplary behavior measurement

- The evaluation of exemplary behavior and the calculation of its mark shall be continued for each student separately.
- The student and his/her guardian shall be informed of the indicators of his/her exemplary behavior on a periodic basis. The student shall be encouraged to maintain and improve his/her behavior marks during the semester, as per **Form No. 22**.



ARTICLE 5


PROMOTION OF BEHAVIOR

Article 5: PROMOTION OF BEHAVIOR

The students' positive and exemplary behavior shall be promoted in consistence with their age groups, school grades and their mental and physical capabilities by using various methods.

The following controls shall be considered when the procedures of positive and exemplary behavior promotion are applied:

1. Promotion shall focus on the student's behavior.
2. Promotion shall be done on immediate basis, through applauding the exemplary behavior and developing the positive behavior.
3. Equal opportunities shall be provided for all students, in order to promote their positive and exemplary behaviors.
4. Promotion shall be commensurate, in type and degree terms, with behavior to be promoted.
5. Methods of promotion include moral, material, and educational methods.
6. The students achieving the exemplary behavior criteria shall be rewarded by engaging them in the programs in which they will represent their school, whether inside or outside UAE, such as "Ambassadors" programs.
7. The student's guardian shall be informed of their child's behavior through periodic reports and meetings. The methods and strategies adopted by the school shall be discussed in order to promote the student's behavior. Emphasis shall be made on the need for cooperation between the student's guardian and the school, to establish the culture of the student admitting the mistakes and apologizing.



ARTICLE 6 OFFENSES

Article 6: OFFENSES

Behavior offenses are classified into four levels according to their degree, severity, and impact on the students, and on the educational environment and community in general. The procedures of such levels shall be carried out in accordance with the provisions, provided that each of them shall be documented in accordance with the approved regulations and forms and shall be dealt with in accordance with the educational values and systems.

6.1 First degree offenses (Minor risk)

****4 marks shall be deducted for each offense****

Table 3: First degree offenses

Offense No.	Description
1.1	Being repeatedly late to school in the morning and to the morning assembly.
1.2	Non-compliance with the school uniform or the school sports uniform without an acceptable excuse: This includes make-up, press-on nails, crocs, etc.
1.3	Overgrown hair for boys or bizarre haircuts for boys and girls.
1.4	Not bringing books and/or tools.
1.5	Non-compliance with the positive behavior rules inside and outside the classroom, such as: keeping quiet during the lesson or not following instructions from school leaders..
1.6	Sleeping during the class time or school activities with no justification (after making sure of the student's health status).
1.7	Eating during the class times or during the morning assembly without justification or permission (after making sure of the student's health status).
1.8	Non-compliance with submitting assignments and projects in a timely manner.

1.9	Misuse of the electronic devices such as tablets, mobile phones, gaming devices, etc., during the class. This includes playing games and the usage of headphones inside the classroom.
1.10	All of what is similar to these offenses as per the discretion of the Behavior Management Committee

Table 4: Procedures to deal with first level violations.

Degree of Offense	Repetitiveness	Deducted Mark	Action	Responsibilities and powers
First degree (Simple offense)	Upon committing	None	<ol style="list-style-type: none"> 1. Verbal warning and directions. 2. Documenting the offense and the action taken, in accordance with <u>Form No.6.</u> 	<ul style="list-style-type: none"> - Teacher/classroom head. The action shall be executed once the offense occurs. The offense shall be documented in coordination with administrator in charge (academic advisor, social worker, head of students' affairs unit, or Vice Principal for students' affairs or the school Principal).
	When repeated for the first time	None	<ol style="list-style-type: none"> 1. Written warning and documenting the offense. 2. Informing the guardian in writing, as per the <u>Form No.7.</u> 3. Having the student serve 1 day of lunch detention. 	<ul style="list-style-type: none"> - Offense shall be documented by head of students' affairs unit or Vice Principal for students' affairs. - The academic advisor/social worker shall inform the guardian in accordance with the communication channels adopted by the school.



	When repeated for the second time	2	<ol style="list-style-type: none"> 1. As per Form No.8 2. Having the student serve lunch detention for a maximum 2 days. 3. Referring the student to the school counselor. 4. Signing an undertaking not to repeat the offense again by the student's guardian and informing them of the marks deducted, as per Forms No.9, 10 & 20. 	<ul style="list-style-type: none"> - Academic advisor/social worker shall be responsible for summoning the student's guardian. - The head of students' affairs unit or Vice Principal for students' affairs shall ensure that the undertaking referred to herein is signed by the student's guardian and the student.
	When repeated for the third time	4	<ol style="list-style-type: none"> 1. Summoning the guardian on the day next to the offense date. 2. Issuing a written warning for the student and his/her guardian in case no response is made, as per Form No.9 3. Having the student serve lunch detention 	<ul style="list-style-type: none"> - Academic advisor/social worker shall be responsible for summoning the student's guardian. - The head of students' affairs unit or Vice Principal for students' affairs shall issue the warning.



			for a maximum 2 days.	
			4.	
	When repeated for more than 3 times	To be calculated in accordance with the Committee's discretion.	<ol style="list-style-type: none"> 1. Behavior Management Committee shall meet on the day next to the offense date. 2. The academic advisor/social worker shall open a file for studying an individual case, as per Form No.11. 3. Implementing a set of strategies aiming at reducing this negative behavior. 	<ul style="list-style-type: none"> - Behavior Management Committee shall meet upon the instructions of the Committee administrator. - The committee decisions shall be implemented on the day next to the offense date. - The Committee's terms of reference include the expulsion and deduction of marks. - The academic advisor/social worker shall be responsible for following up the procedures of the student's behavior reform through opening a file to studying his / her case.
*** If a total of 10 marks are deducted against the first-degree offenses; then a file shall be opened to study and follow up the student's case in accordance with the recommendations of the Behavior Management Committee.				

6.2 Second degree offenses (Medium Risk)

****8 marks shall be deducted for each offense****

Table 5: Second degree offenses.

Offense No.	Description
2.1	Repetition any of first level violations.
2.2	Absence from school before and after holidays, vacations, or before the final exams.
2.3	Getting out of the school without permission or escaping during the school day which will be considered as absence.
2.4	Incitement to conflict or intimidation of school colleagues.
2.5	Infraction of public morals, school rules and disrespecting society values and habits, such as: imitating the other gender through clothing, appearance and hairstyles (gender identity disorder) and using cosmetics.
2.6	Photographing, possessing, publishing, and circulating photos of school staff and students without getting permission.
2.7	Failing to submit mobile phones or misuse any means of communication.
2.8	Verbally abusing or insulting students, staff, or visitors of the school.
2.9	Leaving the class during the lesson or not attending school activities without permission and an acceptable excuse, which also includes skipping any portion of the lesson.
2.10	Bullying: Cyber (online) and verbal actions towards another student.
2.11	Causing disruption at a whole school level such as stink bombs, threats, fire alarms, refusing to participate in assignments, or formulating classroom walk-outs.
2.12	Copying or reproducing the assignments, reports, research or projects and taking credit for them, as per Form No. 23 .

2.13	Writing on school furniture (e.g., desks, chairs, boards) and/or tampering with classroom equipment such as projectors, boards, doors, etc.
2.14	Causing disruption on the school bus; not wearing seatbelts, walking while the bus is in motion, eating, and/or disturbing the bus driver.
2.15	All of what is similar to these offenses as per the discretion of the Behavior Management Committee

Table 6: Procedures to deal with second level violations.

Degree of Offense	Repetitiveness	Deducted Mark	Action	Responsibilities and powers
Second degree (Medium severity offense)	Upon committing	4	<ol style="list-style-type: none"> 1. Issuing the first written warning and instructing the student to sign on an undertaking not to repeat the offense, as per Form No.9. 2. Having the student serve lunch detention for a maximum 2 days. 3. Completing the file of the individual case study by the academic advisor/social worker. 4. Summoning the student's guardian on the day next to the offense date and asking them to sign 	<ul style="list-style-type: none"> - The head of students' affairs unit or the Vice Principal for students' affairs shall issue the warning. - The academic advisor/ social worker shall study the case. - The head of students' affairs unit or the Vice Principal for students' affairs shall ensure that the behavior reform agreement is signed by the student and his/her guardian.

		on an agreement for reforming their child's behavior.	
		5. Monitoring the student's behavior and providing guidance sessions for him/her.	
When repeated for the first time	8	<ol style="list-style-type: none"> 1. Having the student temporarily suspended for a maximum of two days and assigning him/her with assignments inside the school, as per Form No.12. 2. Bringing the matter before the Behavior Management Committee of the school. 3. Issuing the second written warning to the student and his/her guardian. 4. Implementing a set of strategies for reforming the student's behavior. 	<ul style="list-style-type: none"> - Behavior Management Committee shall meet upon the instructions of the Committee administrator, and decisions shall be implemented on the day after the offense date. - The Committee's terms of reference include the suspension and deduction of marks. - The academic advisor/social worker shall be responsible for following up the procedures of the student's behavior reform through opening a file to study his/her case. - The Vice Principal for students' affairs or the academic advisor/social worker shall take the responsibility for following up with the student while suspended inside the school.
When repeated for the second time	8	<ol style="list-style-type: none"> 1. Behavior Management Committee shall meet immediately and shall take the proper decision. 2. Suspending the student for 1 to 3 days and assigning him/her with a 	<ul style="list-style-type: none"> - Behavior Management Committee shall meet upon the instructions of the Committee administrator. - The Committee's terms of reference include the suspension, deduction of

			<p>assignments outside the school.</p> <p>3. Requesting the support of an agency concerned with behavior for studying the case file, as per Form No.13.</p> <p>4. Issuing a final warning for the student and his/her guardian.</p> <p>5. Transferring the student to another school as a disciplinary action; if he/she does not reform his/her behavior, and putting him/her under continuous observation, as per Form No.14.</p>	<p>marks, addressing the agency concerned with the behavior reforming and issuing the student transfer decision.</p> <ul style="list-style-type: none"> - The Vice Principal for students' affairs or the academic advisor/social worker shall take the responsibility for following up the student while suspended inside the school. - Sector directors shall follow up the matter of transferring the student from the school.
<p>*** If a total of 20 marks are deducted against the second-degree offenses; then a file shall be opened to study and follow up the student's case in accordance with the recommendations of the Behavior Management Committee.</p>				

6.3 Third degree offenses (High Risk)

****12 marks shall be deducted for each offense****

Table 7: Third degree offenses.

Offense No.	Description
3.1	Repetition any of second level violations.
3.2	Getting out of the school without permission or absconding during the school day.
3.3	Attempting to defame peers and the school staff via social media or abusing them.
3.4	Impersonating others' personality in the school, during transactions, or forging school documents.

3.5	Destroying or seizing the school furniture, tools, and vandalism
3.6	Tampering with or destroying the school buses. Causing harm to the driver, supervisor, or the other road users.
3.7	Assaulting others in the school, without causing any injuries to the victim (corporal abuse).
3.8	Capturing, possessing, publishing, or disseminating photos of the school staff and / or students without their permission.
3.9	Bullying: Which includes physical actions towards another student.
3.10	Tampering with the alarm bell.
3.11	Smoking or possessing smoking-related tools inside the school campus and/or refusing to respond to the instruction of inspection or to hand over banned materials.
3.12	Possessing, distributing, and/or selling and buying fire pops, fireworks, or any similar hazardous materials on campus.
3.13	Attempting to and/or committing theft. (Includes covering up theft)
3.14	Distributing, and/or selling and buying or using arms or blade weapons, or their equivalent inside the school.
3.15	All of what is similar to these offenses, as per the discretion of the Behavior Management Committee.

Table 8: Procedures to deal with third level violations.

Degree of Offense	Repetitiveness	Deducted Mark	Action	Responsibilities and powers
Third degree (Grievous offense)	Upon committing	12	<ol style="list-style-type: none"> 1. Suspending the student immediately for a maximum of 3 days (outside the school campus). 2. Behavior Management Committee shall meet on an immediate basis to take the proper decisions. 3. Deciding to refer the student to the concerned agencies (such as: behavior reform agencies), for the first time, for a period not more than 3 weeks, as per Form No.15. 4. Summoning the student's guardian immediately to sign on the warning and the decision. 5. Following up and receiving the reports of the student's case development by the concerned agency (such as: behavior reform agencies). 	<ul style="list-style-type: none"> - Behavior Management Committee shall meet upon the instructions of the Committee administrator. - The Committee's terms of reference include the suspension, marks deduction and making the student's transfer decision. - The academic advisor/social worker shall take the responsibility for summoning the student's guardian, implementing the Committee's decisions, and following up with the behavior reform agencies.
	When repeated	12	<ol style="list-style-type: none"> 1. Suspending the student immediately until the investigations end (outside the school campus). 	<ul style="list-style-type: none"> - Behavior Management Committee shall meet upon the instructions of the Committee administrator. - The Committee's terms of reference include the

			<p>2. Behavior Management Committee shall meet on an immediate basis to make the proper decisions, in respect of the student's suspension until the end of the semester and transferring him/her to behavior reform agencies, as per Form No.16.</p> <p>3. Summoning the student's guardian immediately and presenting the committee's decision to them.</p> <p>4. Referring the student to the concerned agencies (such as the behavior reform agencies) for the second and last time.</p> <p>5. If the student fails to reform his/her behavior; then he/she shall be transferred to another school as a disciplinary action under a decision by the assistant undersecretary for school operations for the public schools, or by the assistant undersecretary for Control for the private schools.</p>	<p>suspension, marks deduction and making the student's transfer decision.</p> <ul style="list-style-type: none"> - The academic advisor/social worker shall take the responsibility for summoning the student's guardian, implementing the Committee's decisions, and following up with the behavior reform agencies. - The procedures of the student transfer to another school shall be performed through the sector directors. - Sector (zone) directors shall follow up the procedures of the student transfer to another school as per the Form adopted herein.
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6.4 Fourth degree offenses (Highly grievous)

****Failure in the subject****

Table 9: Fourth degree offenses.

Offense No.	Description
4.1	Repetition any of third level violations.
4.2	Using communication means or social media for unlawful or immoral purposes, or in a manner discrediting the educational institution and its staff or others.
4.3	Using arms, blade weapons, or their equivalents to threaten, harm, intimidate, or attack another student, staff member or visitor of the school.
4.4	Committing sexual assault inside the school, the bus or during activities.
4.5	Assaulting others in the school causing injuries to the victim (corporal abuse).
4.6	Bringing, possessing, presenting, or promoting information or electronic materials that are unauthorized and inconsistent with the values, morals, public order, and public decency.
4.7	Leaking questions of the exams or engaging therein, in any way.
4.8	Setting the school campus on fire.
4.9	Abusing political, religious, or social figures in UAE.
4.10	Possessing, bringing, promoting, or using narcotics, medical drugs, or the psychotropic substances inside the school or the school bus, or being under the influence of narcotics, non-prescribed medical drugs or the psychotropic substances.
4.11	Disseminating or promoting ideas or beliefs on extremism, blasphemy or atheism, or the ones harming the political and social regulations of the society.
4.12	Disdaining the divinely revealed religions or stirring sectarian strife in the school.
4.13	All of what is similar to these offenses, which are considered as legally punishable offences, as per the discretion of the behavior committee.

Table 10: Procedures to deal with fourth level violations.

Degree of Offense	Repetitiveness	Deducted Mark	Action	Responsibilities and powers
Fourth degree (Highly grievous offense)	Upon committing	Failing in the behavior subject or expelling the student.	<ol style="list-style-type: none"> 1. The school Principal, his/her deputy, or the behavior officer shall notify the Legal Affairs department of the Ministry and the concerned agencies, once the offense is committed. 2. Notifying the student's guardian on the matter and suspending the student on an immediate basis until the investigations end for a period not later than 2 business days. Suspension period may be extended until the end of the legal investigation under a decision by the undersecretary of academic affairs for the public (general) education. 3. The Behavior Management Committee shall meet on an immediate basis to refer the matter, through the submission of an explanatory memorandum together with the evidence on the offense committed to the undersecretary of academic affairs for the general education or the person he nominates, who shall make a decision to 	<ul style="list-style-type: none"> - The school Principal, his/her deputy or the behavior officer shall report any offense once committed, without prejudice to the fact that everybody shall be held accountable, if such offense is not reported. - The Behavior Management Committee's functions shall include the following: <ol style="list-style-type: none"> 1. Deciding to deem the student as failed in respect of the behavior subject or expelling him/her according to the severity of the offense he/she committed. 2. Preparing a memorandum, with which the relevant evidence is attached, and submitting it to the undersecretary of academic affairs for the general education. 3. Instructing the academic advisor/social worker to follow up the other procedures in accordance with his/her role and duties stated herein.

			<p>refer that case to the concerned agency in coordination with the Legal Affairs Department.</p> <p>4. Seizing the tools used in committing the offense once it occurred, in order to hand them over to the security authorities.</p> <p>5. Student receives a zero on their assignment/exam when violation 4.8 is committed.</p>	
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6.5 Summary of The Procedures

Table 11: Procedures summary.

Degree of offense	Upon committing	Reoccurrence		
		First time	Second time	Third time
First degree (simple offenses)	Verbal warning.	Written warning.	Deducting behavior marks.	Deducting behavior marks and instructing the student and his/her guardian to sign an undertaking for not committing this offense again.
	If the aggregate deduction, which is made against the reoccurrence of the first- degree offenses (of one type or more), reaches 10 marks or more; then a case study file shall be opened.			
Second degree (medium severity offenses)	Written warning	Deducting behavior marks.	Deducting behavior marks and instructing the student and his / her guardian to sign an undertaking for not	

			committing this offense again.	
	If the aggregate deduction, which is made against the reoccurrence of the second-degree offenses (of one type or more), reaches 20 marks or more; then a case study file shall be opened.			
Third degree (grievous offenses)	Deducting the full mark.	Deducting the full mark and taking the actions prescribed under Article 6.		
Fourth degree (highly grievous offenses)	Taking the actions prescribed under Article 6.			

1. In case of the occurrence of any offense inside the classroom; then the teacher shall observe and document it.
2. In case of the occurrence of any offense outside the classroom; then it shall be reported to the supervisor.
3. Once summoned, if the student's guardian refrains from attending or sending his representative or fails to cooperate with the school in respect of the behavioral offenses committed by the student; then the case shall be referred to the Legal Affairs Department to take the necessary actions, and the student's guardian shall be notified of so through an official letter or a text message sent via the Ministry's message system.
4. If the student's behavior cannot be reformed in accordance with the evaluation and recommendations of the competent specialized institutions by the end of the school year; then a resolution shall be made by the undersecretary for academic affairs for suspending the student's enrollment in the schools and depriving him/her from joining, and transferring him/her to the integrated continuing education and observing his/her behavior therein, as per **Form No.17.**
5. Decision of expelling from all General Education Institutions shall be taken when all reforming methods are exhausted, as per the **Form No.18.**



ARTICLE 7

CONTROLS OF PROCEDURES APPLICATION

Article 7: CONTROLS OF PROCEDURES APPLICATION

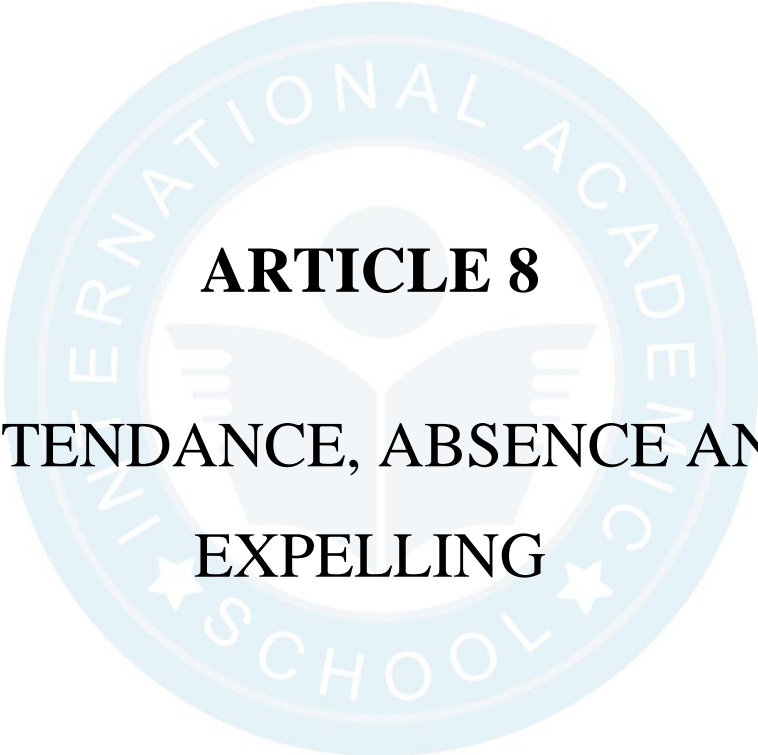
Before applying these procedures, the causes led to the occurrence of the offense shall be examined, with due consideration to the social, educational, psychological, health, and financial circumstances of the student, the circumstances in which the offense occurred and the reoccurrence of that offense.

The student's character and feelings shall be respected, and the behavior promotion methods shall be provided as necessary for reforming his/her behavior in accordance with the following controls:

1. Diversifying the methods used for reforming the student's behavior, in consistence with what may be acceptable to him/her.
2. Avoiding cruelty, psychological abuse, insulting, mockery, or personal humiliation.
3. Not to generalize the application of the procedures to include all the students of the class or the school because of a mistake committed by one of them.
4. Applying the procedures in a timely manner in accordance with the behavior type and degree.
5. Ensuring fairness and equality in dealing with school students.
6. The procedures taken shall be appropriate to the student's development stage, with due consideration to his/her special needs and the nature of his/her behavior. In addition, the reoccurrence and the degree of the behavioral offenses shall be also taken into account.
7. Ensuring the accurate identification of the type of the non-positive behavior that is committed by the student, before commencing in the application of the reforms.
8. Not to impose any punishment on the student without determining whether the school has fulfilled and documented its preventive responsibilities.
9. Maintaining the privacy of the student, and not to defame him/her.

The staff of the school community shall not do any of the following actions when dealing with the students:

1. Different types and forms of corporal punishment.
2. Depriving the student from eating meals.
3. Provoking the student or making fun or mocking him/her.
4. Preventing the student from using the restroom.
5. Psychological punishment, such as verbal abuse or threatening.
6. Restricting the student's freedom or locking him/her inside the school.
7. Seizing the student's personal belongings by an individual decision, without having a resolution by the Behavior Management Committee.
8. Decreasing the school subjects' marks or threatening to do so.
9. Expelling the student from class, activities, or school during the school day by an individual decision and leaving the students unattended.
10. Depriving the student from participating in events and trips by an individual decision, without having a resolution by the Behavior Management Committee.
11. All concerned persons shall take the responsibilities they are entrusted with, in respect of reforming behavior in accordance with the graveness degree and reoccurrence of such behavior.
12. The relevant methods shall be applied in the context of guiding and reforming the behavior, not out of anger or revenge.
13. Any act that is similar to these actions shall be considered as a breach to the regulations and bylaws, in accordance with the Behavior Management Committee's discretion.



ARTICLE 8

ATTENDANCE, ABSENCE AND EXPELLING

Article 8: ATTENDANCE, ABSENCE AND EXPELLING

The mechanism and procedures of the calculation of the attendance and the absence with/without excuse are subject to the relevant Laws and Regulations enacted in this regard.





ARTICLE 9

CHEATING AND OFFENSE TO EXAM REGULATION

Article 9: CHEATING AND OFFENSE TO EXAM REGULATIONS

Cheating events are subject to the relevant Laws and Regulations enacted in this regard.

Per our assessment policy:

ACADEMIC INTEGRITY Students must understand that the tests/exams they complete and the assignments they submit as evidence of learning must be their own work and that cheating and/ or plagiarism will not be tolerated. International Academic School has zero tolerance for cheating and academic dishonesty.

5.4. International Academic School - Underlying Principles for Assessments –

To uphold integrity during examinations, the following rules and consequences will be strictly enforced:

Levels of Cheating and Consequences

Level 1 Infractions:

- Talking during the exam
- Addressing or disturbing others
- Chilling or relaxing inappropriately during the exam
- Using sign language or gestures
- Looking at neighbors' work

Consequence: A **25% deduction** from the total marks of the exam.

Level 2 Infractions:

- Using mobile phones during the exam
- Possession of cheat sheets or any unauthorized materials

Consequence: A **50% deduction** from the total marks of the exam.


Maintaining academic honesty is a cornerstone of our school's values, and we seek your support in reinforcing this with your child.

ARTICLE 10

PERSONS OF SPECIAL NEEDS AND PEOPLE OF DETERMINATION

Article 10: PERSONS OF SPECIAL NEEDS AND PEOPLE OF DETERMINATION

1. Making sure that the student of special needs or of determination is assessed and that a comprehensive report issued for his/her case, which is approved by the special education support centers, and also that this student was categorized among the approved disability categories.
2. If the student of special needs or of determination commits a behavioral offense; then coordination shall be made between the Behavior Management Committee, the school support team and the special education support center to study the behavior done by this student, and to determine the relations of the offense to his/her disability, and then the following actions shall be taken:
 - If the offense is not related to the nature of his/her disability; then the procedures of the behavioral offenses as prescribed herein shall be applied, after getting the approval of the inclusion department.
 - If the offense is related to the nature of his/her disability; then a relevant behavior reform plan shall be set and implemented by the concerned persons. This plan shall be followed up and reviewed on periodic basis. Necessary support shall be continuously provided to the student, who shall be integrated in the school.
3. If a behavior reform plan previously existed; then it shall be reviewed and amended to address the behavior leading to the offense.
4. In case the student of special needs or of determination does not get benefit from the behavior reform program applied to him/her; then he/she shall be transferred to another alternative environment that is suitable for his/her case, through the competent committee of the special education support centers after getting the approval of the Inclusion Department.

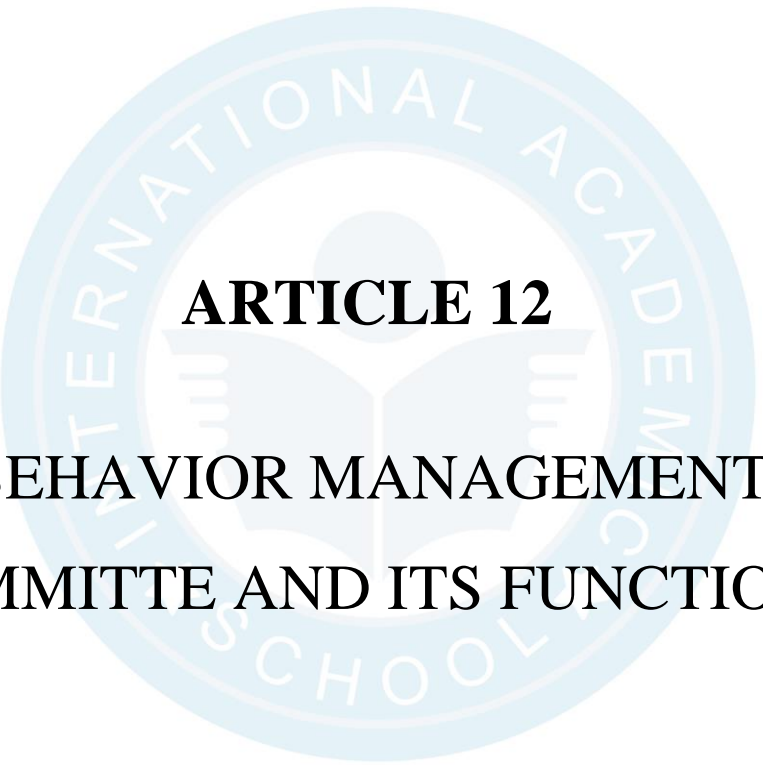


ARTICLE 11

GRIEVANCES

Article 11: GRIEVANCES

1. The student or his/her guardian shall be entitled to lodge a grievance or a complaint to the school administration against the Committee's decision, as per **Form No.19**.
2. The student's guardian shall send the grievance via email or through telephone or hand delivery to the addressee.
3. The school administration shall determine in respect of this grievance not later than 3 days, through confirming or modifying the decision. The student's guardian shall be notified of the final determination.
4. The student or his/her guardian may not lodge his/her complaint 5 business days after the date on which he/she was notified of the Committee's decision.
5. If the school does not respond to the complaint within 3 days or in case the student's guardian refuses the response made; then he shall be entitled to lodge an objection to the grievance to the school operations sector, which shall be determined within a maximum of 1 week. The school administration shall submit a report on the offense to the school operations sector.
6. The decision to be made by the school operations sector, after having it approved by the undersecretary for the academic affairs of the general education, shall be deemed final.



ARTICLE 12

BEHAVIOR MANAGEMENT COMMITTEE AND ITS FUNCTIONS

Article 12: BEHAVIOR MANAGEMENT COMMITTEE AND ITS FUNCTIONS

12.1 Behavior Management Committee

It is one of the committees to be formed at the school, which is entrusted with discussing the students' problems in educational and behavioral terms and deciding the actions to be taken against the violating students, in accordance with the provisions hereof. This Committee shall be composed as follows:

- The school Principal as the chairman.
- The Vice Principal or the academic Vice Principal as a vice chairman.
- The academic advisor/social worker as a member and administrator.
- The head of students' affairs unit as a member.
- One of the school teachers (regardless of specialization) as a member.
- A legal member from the child protection unit.
- The chairman of the school guardians' council, who shall attend discussing sessions only and not the sessions dedicated to considering the students' issues.
- The chairman of the school students' council, who shall attend discussing sessions only and not the sessions dedicated to considering the students' issues.
- The safety officer as a member.

12.2 The Committee's Functions

- Examining the students' behavioral offenses, deciding in respect, and determining the actions to be taken in accordance with the provisions hereof.
- Adopting the procedures of the establishment of positive behavior among the students and reducing offenses.
- Achieving the integration between the educational roles oriented to the comprehensive care to the students.
- Developing reports and presenting recommendations to the zone director, the sector director, and the assistant undersecretary for school operations sector, in respect of the offenses when so is necessitated, in accordance with the provisions hereof.
- Checking on the process of granting behavior marks to the students and approving the semester and final procedures of behavior reform for reforming the behavior of each student who fails in the behavior subject, with paying due consideration to each case separately.
- Completing the procedures related to mark and certificate granting to the student, after performing the behavior reform procedure, within a proper timeframe, with paying utmost attention to the student's interest.
- Handling the guardians' complaints and grievances and deciding in respect and in accordance with the provisions herein.
- Coordinating with the academic advisor/social worker to activate preventive and remedial, and behavior reform programs and employing psychologists as necessary in accordance with the range of the schools.

- Coordinating with the school support team to study the nature of the behavior conducted by each student of the people of determination and deciding in respect thereof.
- Documenting and keeping the records and correspondences of the Committee (the administrator).
- The Committee shall have some of its actions and functions surrounded by secrecy and privacy, in particular, the one related to certain offense, and shall neutralize its members who are in direct relation with the violating student, or those who are not members of the school community.
- Studying the behavioral phenomena prevailing in the school, their nature, causes, implications, and the methods of overcoming them.

12.3 Meetings of The Committee

- The Committee's ordinary meeting shall be deemed valid; if it is attended by 5 members, one of them shall be the chairman or the vice chairman. For emergency cases, the committee's meeting shall be immediately held with the presence of 4 members only. The Committee shall comply with the following:
 - The committee shall meet on periodic basis (once a week) and whenever necessary.
 - The emergency meetings shall be held upon the chairman's call, to decide in respect of the offenses referred to the Committee by its chairman, or to consider and set programs for honoring the students of exemplary behavior.

- The Committee shall hold an evaluation meeting at the end of each semester every year and another meeting at the beginning of the school year. The Committee shall take the responsibility for keeping the reports of these meetings.
- Approving the student's behavior mark in consultation with the concerned persons in the Committee, through checking the student's records during the school year and not to rely on personal judgments.
- This Committee shall be deemed as automatically composed once this Regulation is promulgated.

The Committee shall make its resolution unanimously or by the majority of the attendees' votes, and in case of votes equality; then the chairman (or the vice chairman in his absence) shall have the casting vote.

12.4 The Committee administrator (academic advisor/social worker)

The Committee administrator shall undertake the following actions:

- Keeping a record containing all offenses, disciplinary remarks and actions taken.
- Preparing and keeping the minutes of meeting and documenting the decisions and following up the implementation thereof.
- Calling the members of the Committee to meet and preparing the agenda to be discussed by the Committee.
- Coordinating with the safety officer and the students' affairs unit, to ensure that each of them performs his / her role properly as prescribed under **Article 13**.

ARTICLE 13

ROLES AND RESPONSIBILITIES OF STAKEHOLDERS IN EDUCTAIONAL INSTIUTIONS

Article 13: ROLES AND RESPONSIBILITIES OF STAKEHOLDERS IN EDUCATIONAL INSTITUTIONS

13.1 Guardian

- Submitting a written undertaking to the school, wherein they shall acknowledge that they familiarized themselves with the Code of the Students' Behavior management, and that they shall comply therewith and shall act accordingly, as per **Form No.1**.
- Motivating, encouraging, and promoting positive behavior, and working on reducing the behavioral problems of their child.
- Instilling self-discipline inside their child's mind, and always reminding them of their religious and social values and that they are responsible for the future of their country.
- Commitment to attend the meetings and the educational and awareness-raising events whenever invited by the school administration to attend such meetings or events.
- Notifying the school of their child's needs and cooperating with it to solve the behavioral problems from which their child may suffer.
- Being obligated to pay for repairing or replacing the items damaged or lost because of their child. The value to be paid in this regard shall be determined in the light of supporting documents and under the decision to be made by the Committee.
- Being fully responsible towards the student in accordance with the Law of Child's Rights and Protection, as well as the other UAE Laws.

- If any omission or negligence is proven in the guardian's side towards their child's right in education terms; then the procedures prescribed by the Law of Child's Rights (Wadeema's Law) shall be applied.
- If the guardian abstains from responding to the school's decisions or from assuming responsibility for the violating behavior of his child; then the matter shall be referred to the concerned bodies through the Legal Affairs Department of the Ministry.
- Complying with the provisions of the Regulation of Students' Guardians once issued

13.2 The Student

- To be self-disciplined.
- To be punctual.
- Taking the educational and behavioral responsibility and having positive attitudes towards education.
- Committed to the positive behavior and seeking to achieve the criteria of the exemplary behavior.
- Committed to respecting the provisions hereof and acting accordingly as a responsible person.
- Respecting others, and effectively participating in the school life in order to establish themselves and to develop their mental and physical potentials and talents.
- Keen on representing their school in school meetings on reforming their behavior perfectly.
- To be aware of the others' different characters, and to respect their feelings.

- Taking informed decisions in respect of their health and safety.
- Showing an understanding and appreciation of the UAE's culture, traditions, and customs and to the cultures of other countries, as well as to the Islamic values and their role in the UAE society.
- Respecting the natural environment in the school and avoiding causing harm thereto (rationalizing water and electricity consumption, plants, and pets in the school environment).

13.3 Teacher and Assistant Teacher

- Due to their academic and professional qualification, the teacher's role is fundamental in the development of national belonging and good citizenship in their students.
- Reviewing all of the procedures hereof and applying them persistently.
- Dealing in good, fair, and respectful manners with all students.
- Representing the good example of the positive behavior through their words and actions.
- Committed to the creation of a secure environment for all the students at all times.
- Contributing to the setting of mechanisms for promoting positive and exemplary behavior and for handling offenses.
- Contributing to the clarification of the Regulation to the students and giving them the opportunity to participate in the application thereof.
- Showing the spirit of cooperation, and continuously communicating with all of the stakeholders to support and enhance the positive atmosphere.

- Reviewing the data of the students' behavior continuously and contributing to the observation and determination of the positive and exemplary behaviors and also the offenses, as well as participating in the analysis of such behaviors and offenses.
- Participating in and supporting the implementation of the individual education plans for students of determination.

13.4 Safety Officer

- Watching the students' behavior in general, to identify the group and individual behavioral phenomena and their impact on the safety of individuals and the school community.
- Applying this regulation in coordination with the officials of the school by using the approved forms and encouraging and motivating the practices of positive and exemplary behaviors among students.
- Keeping a record containing all offenses, disciplinary remarks and the actions taken.
- Eliminating the sources of adverse impact on the students' behavior and seeking to reduce their effect through encouraging positive and exemplary behaviors.
- Participating with the teacher, the academic advisor/social worker, head of student's affairs unit, the Principal, the Vice Principal, and any other related person inside the school community in determining the factors affecting the students' behavior, setting plans, applying procedures of various offenses, handling, analyzing, and motivating practices of positive and exemplary behaviors among students.
- Communicating and following up with the security authorities, within whose area the school falls, to report to and cooperate with them in case

of the occurrence of any emergency or cases that necessitate the intervention of these authorities in accordance with what the Behavior Management Committee would decide.

13.5 Academic Advisor/ Social Worker

- Providing orientation, education and guidance to the students and their guardians in respect of this Code of Behavior.
- Submitting the required reports and documents to the Principal or Vice Principal/ Behavior Committee on a periodic basis, to show the method of action in accordance with the Behavior Code.
- Planning the preventive and remedial programs aiming at reducing negative behaviors and encouraging positive and exemplary behaviors among students.
- Studying and documenting the social status of students who repeatedly commit offenses and bringing the case study before the Behavior Management Committee after obtaining the student's written consent.
- Studying and following up with behavioral cases of the students.
- Effectively contributing to the Behavior Management Committee, in his/her capacity as the committee administrator.
- Following up with the individual cases of students and taking the necessary actions to communicate and cooperate with their teachers and guardians.
- Working on strengthening the ties between home and school and raising the guardians' awareness on the importance of their role in following up and tackling the studying and behavioral problems of their children.

- Coordinating with the school management to benefit from the extracurricular activities for being an effective instrument for achieving the objectives of the preventive and remedial programs of this category.
- Recommending the referral of cases suffering from difficult behavioral problems to the competent agencies accredited by the Ministry and following up the implementation of the recommendations contained in the reports of the specialists dealing with these cases.
- Dealing directly with the school nurse and the specialists handling special behavioral cases.
- Supporting the process of application of the individual educational plan for students of determination and facilitating communication with the concerned agencies offering support to them.
- Following up with the implementation of the recommendations contained in the report of the specialists dealing with the cases.
- Raising awareness on the Behavior Code inside the school and illustrating it to the administrative & educational staff and the students' guardians in cooperation with the head of Student's Affairs Unit, through holding workshops and designing posters and brochures.

13.6 Head of Student's Affairs Unit

- Contributing to setting an integrated plan for promoting positive and exemplary behavior in participation with the staff and the students' guardians.
- Ensuring that the Code (Regulation) is circulated to, and is complied with by all the school staff, students, and their guardians.
- Recording the marks for positive and exemplary behavior, keeping and retaining these marks by the teachers, safety officer and the academic

advisor/social worker, and calculating the total behavior marks by deducting marks against the offenses committed and adding marks for positive behavior.

- Making sure that the documents and procedures of the offenses are completed and kept in electronic records for ease of reference.
- Following up with the implementation of the behavior remedial plans for students of special needs and of determination.
- Analyzing all the data of the positive and exemplary behavior and the offenses and presenting suggestions contributing to the reformation and promotion of behavior.
- Setting the plan for promoting positive behavior among the students and programs for motivating exemplary students and overseeing the honoring programs.
- Raising awareness on the Behavior Code inside the school and illustrating it to the administrative & educational staff and the students' guardians in cooperation with the head of student's affairs unit, through holding workshops and designing posters and brochures.

13.7 Vice Principal for Students' Affairs

- Preparing a periodical plan (weekly, monthly, annual) for all meetings of the school Behavior Management Committee.
- Identifying the training needs of the teaching and administrative staff and providing the necessary support to develop their competences in behavior management.

- Participating in training the teaching staff in respect of the application of this Code.
- Directly communicating with all of the staff and students to ensure their full compliance with the decisions and procedures in relation to the Code.
- Directly supervising on the committees, teams, and councils concerned with the students' affairs.
- The effective coordination between teachers, the school management, and the students' guardian in order to facilitate the fulfillment of the roles and responsibilities of each of them.
- Full oversight over the students when applying actions for the offenses they commit, such as lunch detention, implementing the punishment inside the school by the student, keeping the student busy by assigning them to do approved school tasks.
- Requiring the student's guardian to present an undertaking that they have reviewed the Code of Students' Behavior Management.
- Assuming the school Principal's powers in respect of the application of the Code of Students' Behavior Management in his/her absence.

13.8 School Principal

- Providing a safe educational environment supporting the application of this Code.
- Being committed to orient the student and their guardian on the provisions hereof, as amended or altered.

- Establishing an interior system showing the roles and responsibilities of the school staff in the application of this Code.
- Overseeing the implementation of the professional development and training plans for the teaching staff, in respect of the application of this Code.
- Overseeing the establishment of an integrated system of the teaching and administrative staff's roles for getting informed about the student's personal, social, and value development and for raising awareness on their responsibilities towards the school community.
- Receiving the guardians' complaints and grievances and referring them to the school Behavior Management Committee.
- Providing due care for students of determination and creating an effective framework to have them integrated into the learning environment with the other members of the school community, provided that a follow up system shall be provided for fulfilling their individual needs.
- To be keen on the establishment of an effective system for managing the positive and exemplary behavior and extending such behavior to the whole educational community.
- Establishing an effective system to address offenses extending such system to the whole educational community.
- Forming committees, teams and councils supporting the school's efforts in respect of the integrated upbringing of students in an effective manner.
- To be informed about the data of behavior and to analyze them, and to lead the processes of purposeful planning that aim at improving the students' performance.

- Taking necessary actions towards the developmental proposals presented by the head of students' affairs unit and the educational community.

13.9 Senior Principal

- Orienting the school Principals on the Behavior Code and the procedures of action adopted by the Ministry in respect of the behavior management.
- Helping the school Principals in applying and implementing the Code effectively as appropriate for the characteristics of each school stage.
- Collecting data on the impact of the application of this Code in the educational arena and analyzing them by discussing the extent of their appropriateness, success, and the methods of development thereof.

13.10 Sector (Area) Director

- Approving the decision to form the Behavior Management Committee for the school.
- Approving the decisions of the Behavior Management Committees of the school inside their area.
- Orienting the senior Principal of the school on the Code and the procedures of action approved by the Ministry in respect of the behavior management.
- Helping the senior Principal of the school in effectively applying and implementing the content and procedures of the Code as appropriate for the characteristics of the school stage.

- Participating in the preparation of the professional development program and the procedural plans for developing the performance of the school in respect of the application of the Code.
- Collecting data on the impact of the application of this Code in the educational arena and analyzing them by discussing the extent of their appropriateness, success, and methods of development thereof.
- Collecting the suggestions about the development of the students' behavior in the school falling within their area and following up with the implementation of the distinctive ones within the school initiatives.

13.11 Parents' Council

- Studying the behavioral phenomena and students' offenses requiring an intervention and working on identifying methods for facing them and participating in addressing them.
- Proposing plans, programs, and initiatives for orienting the guardians on the Code and its provisions.
- Contributing to the realization of the community support for the programs of positive and exemplary behavior promotion.
- Effectively participating in emphasizing on and inculcation of behavioral concepts and values among students.
- Documenting the actions and decisions made in special records for studying and analysis purposes.

ARTICLE 14

ROLES AND RESPONSIBILITIES OF THE REGULATORY UNITS OF THE MINISTRY AND OTHER EDUCATIONAL AGENCIES

Article 14: ROLES AND RESPONSIBILITIES OF THE REGULATORY UNITS OF THE MINISTRY AND OTHER EDUCATIONAL AGENCIES

14.1 School Operations Sector

- Making sure that the schools adopting the Ministry curriculum are complied with all regulations and decisions in relation to behavior management.
- Ensuring that the directors of departments of operations and areas undertake the roles entrusted to them under the Code.
- Determining and analyzing different types of offenses and the action taken in respect of each and reporting the same to the Education Data Center.
- Approving the programs of training and professional development for the school, in respect of the Code of Student's Behavior Management.

14.2 Control Sector

- Setting mechanisms and tools of control in order to make sure of the compliance of the General Education Institutions with the Code of Students Behavior Management.
- Undertaking control processes over the General Education Institutions, in respect of the application of the Students Behavior Management Code.
- Developing a report at the end of the year on the application of the Students' Behavior Management Code.

14.3 Care and Activities Sector

- Preparing the guidelines and procedures in respect of the Code of Students' Behavior Management and following up the behavior-related cases and the actions taken in that regard.
- Organizing the educational activities held inside or outside the school, in respect of taking care of and reforming the behavior of the violating students, in order to provide them with opportunities to improve their behavior marks.
- Employing the potentials of the Special Education Department, the Department of Academic and Professional Guidance and the Department of Health and Physical Fitness to serve the educational and behavioral aspects of the students, in coordination with the other bodies inside and outside the Ministry.

14.4 Performance Improvement Sector

- Evaluating the quality of the student care services provided in the public and private general education schools in the UAE.

Studying the behavioral factors affecting the performance of all of the educational community elements.
- Designing training and professional development programs for the teaching staff, such as the teachers, supervisors, school leadership and zone directors, in order to realize the vision of the Ministry and of UAE in respect of leading upbringing of the students.

14.5 Curriculum and Assessment Sector

- Promoting positive behavior through curriculum, particularly, subjects like: Moral Education and National Education.

14.6 Legal Affairs Department

- Checking on the procedures and actions taken against the violating students in the cases referred to it and matching them to the Code of Behavior.
- Referring the offenses involving a criminal offense to the competent authorities.

14.7 Education Data Center

- Providing technical support within the limits of its functions.
- Setting the mechanisms of the continuous communication with the students' guardians to have them engaged in the educational process.
- Receiving data on the number and types of the offenses and grievances and the actions taken in respect thereof by the concerned sectors and departments of the Ministry on a periodic basis and analyzing these data.
- Updating the program of offense observation and evaluating the behavior subject to keep pace with the development as per the feedback received through the application.
- Submitting periodic reports and presenting recommendations to the relevant sectors of the Ministry.



ARTICLE 15

GENERAL PROVISIONS

Article 15: GENERAL PROVISIONS

1. Without prejudice to the criminal liability prescribed by the relevant Penal Laws, a person violating the provisions hereof shall be punished by the disciplinary actions provided for in the Human Resources Laws and Regulations in force.
2. If the act committed is a criminal offense of the fourth degree, or if such act necessitates the suspension of its doer temporarily for a period not more than two school days, or if a decision is made to transfer the doer to another school, to deem them failed in the behavior criteria, to expel the doer from the school or to deprive them from studying:
 - The Behavior Management Committee shall refer the matter, together with an explanatory memorandum and the supporting documents, to the undersecretary for the academic affairs of the general education, who shall decide to refer that matter to the concerned body that shall coordinate with the Legal Affairs Department for following up with the execution.
 - The student's guardian shall be notified of all procedures taken against their child.
3. If the student's guardian refuses to sign or abstains from attending when they are requested to do so; then this shall be recorded on the paper that they are requested to sign, in the presence of the academic advisor and the safety officer whose signature shall be deemed as evidence that the student's guardian knows about the occurrence of the offense.
4. The school shall be strictly committed to apply the behavior reforming and promotion methods before taking disciplinary action, and it shall follow the educational and behavioral rules helping in the achievement of the objectives of

this resolution and in promoting and directing the students' behavior for the better.

5. The Zone (area) director shall form a committee for considering and deciding in respect of the offenses committed by the student of the integrated continued education system.
6. Any reforming action against the violating student shall be only taken by the school Behavior Management Committee or the administration of the integrated continued education centers. The violating student shall be referred to the Committee upon the instruction of the school Principal or the director of the center, in accordance with the procedures and controls regulating the agency functioning, provided such procedures shall be relevant to the offense and shall be taken on an immediate basis.
7. The violating student and their guardian shall be obligated to pay for repairing or replacing the items damaged or lost by the student. The value to be paid shall be determined in light of the relevant supporting documents.
8. If a student committed a behavioral offense entailing their transfer to another school shortly before or during the semester exams; then this student shall be allowed to have the exam in a designated location inside the school.
9. If it is found that the student committed more than one offense at the same time; then the procedures of the offense of the severest punishment shall be applied.
10. The school staff in charge shall be entitled to intervene to prevent the occurrence of any harm to the students; in case any quarrel or corporal violence erupted among them.
11. If any negative behavior takes place around the school campus, on the school bus, during school trips, or the official visits; then the attendant/ supervisor shall be entitled to take the necessary disciplinary action as per the degree of the offense.

12. Behavior Management Committee shall meet when required to consider the cases for which a decision should be made, such as the return of confiscated electronic devices to the owners, and the documentation of the procedures of the application of this Code, as per **Forms No. 24 & 25**.
13. The school shall be entitled to inspect/search the students and the school property, provided a due consideration is paid to the regulations and controls of body search, when there is a reasonable reason to believe that the student possesses "prohibited" materials in offense to the policy and regulations of the schools in the UAE, in order to maintain the school environment and to protect the students from any probable danger that may result due to these prohibited materials. The school management shall also be entitled to use metal detectors and the mobile phone jammers as approved by the Ministry of Education, randomly, in any places and times as and when required.

APPENDICES

Appendix – 1: Form No. 1

Written Undertaking by the Guardian

The general policy of the Code of Behavior of Students states that students, school staff, and guardians have roles and responsibilities that all shall comply with in order to ensure personal, cognitive, and social upbringing to the student in a safe and secure environment, through applying this regulation properly. Based on the above, the student and his / her guardian shall acknowledge that they have been informed of the Code of Students Behavior and shall agree to respect its provisions and to comply with all the provisions contained therein.

Name of guardian:	Name of student:	Grade:
Date:	Date:	
Signature:	Signature:	
Signature of the school principal:		

Appendix – 2: Form No. 2

Written Undertaking (for the students of the integrated continuing education)

The student shall sign this Undertaking at the beginning of the school year by accepting that they are informed of the contents of the Code of Students' Behavior.

The general policy of the Code of Behavior of Students states that students, school staff and guardians have roles and responsibilities that all shall comply with in order to ensure personal, cognitive, and social upbringing to the student in a safe and secure environment, through applying this regulation properly. Based on the above, the student acknowledges that he / she has been informed of the Code of Students Behavior and agrees to respect its provisions and to comply with all the provisions contained therein.

Name of guardian:	Name of student:	Grade:
Date:	Date:	
Signature:	Signature:	
Signature of the Center Director:		

Appendix – 3: Form No. 3

Transcript of Behavior Marks (Scores)

For the first, second, and third semesters of the school year (20... / 20...) of the contents of the Code of Students' Behavior.

A brief description of the exemplary behavior, offense, or compensation	Scoring the exemplary behavior (Marks awarded out of 20)		Scoring the offenses (Marks Deducted From 80)		Compensating the student	Action taken	Final score
	Code of Indicator/ Standard	Mark due to the student	Offense code	The deducted mark due to the offense			
Total behavior marks of the semester							

Appendix – 4: Form No. 4

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

Dear guardian of the student
Grade and division:,

Kindly be informed that by a decision of the Behavior Management Committee in its meeting held on, your child's certificate has been withheld because of their violation of the school rules, regulations, and the provisions of the Code of Behavior of Students in General Education Institutions, in addition to their failure to meet the behavior criteria during the semester of the school year and the procedure for modifying their behavior was determined during the period from to of the school year, in the following area

Therefore, we expect your cooperation in following-up with the student to complete this period successfully and achieve the required behavior mark.

Best regards,

Signatures below:

Student's guardian:

Head, Student Affairs Unit/ Academic Advisor School:

Principal:

Issued on:

Appendix – 5: Form No. 5

Decision of the Behavior Management Committee to submit the certificate to the student after their compliance with the behavior modifying decision successfully.

Dear guardian of the student
Grade and Division,

Kindly be informed that by a decision of the Behavior Management Committee in its meeting held on, it has been approved to hand over the certificate of your child after they pass the Behavior Modification Programs resulting from their violations of the school rules, regulations, and the provisions of the Code of Behavior of Students in General Education Institutions during the semester of the school year during the period from..... to of the school year

Therefore, we expect your cooperation in following-up with the student to maintain their positive behavior.

Best regards,

Signatures below:

Student's guardian:

The concerned employee:

School Principal:

Issued on:

Appendix – 6: Form No. 6

The offense report.

Name of the student	
Grade	
Name of the teacher	
Date of incident	
Place of incident occurrence	
Time	
Incident	

Description of the incident:

.....

.....

.....

.....

The action taken:

.....

.....

.....

.....

Classification of the Offense: (according to the Student's Code of Behavior)

- ☐ First degree if committed for the () first time () second time () third time
- ☐ Second degree if committed for the () first time
- ☐ Third degree if committed for the () first time
- ☐ Fourth degree for the () first time

Name of the offense organizer:

Job title:

Oracle No.:

Signature:

School Principal

Date:

Time:

Appendix – 7: Form No. 7

Written warning/ first warning/ second warning/ final warning to the guardian.

To guardian of the student:

Grade and division:

Dear Guardian,

On the day, the aforementioned student has committed a behavior offense as follows:

.....
.....

As this behavior contravenes school rules, regulations, and the provisions of the Code of Behavior of Students in General Education Institutions, you are kindly requested to observe careful follow up of the student to avoid repetition of such a behavior, otherwise the school management shall be obliged to take severer action in case of repetition of such an offense.

Best regards,

Signatures below:

Student's guardian:

The concerned employee:

School Principal:

Issued on:

Appendix – 8: Form No. 8

Summons letter to the guardian.

To guardian of the student:

Grade:

Dear Guardian,,

You are kindly requested to attend at the school on to meet the school management for a matter related to your child.

Thank you for your kind cooperation and your response with us to achieve the interests of the student.

Student	School Principal
Name:	Name:
Signature:	Signature:
Date:	Date:

Appendix – 9: Form No. 9

Written warning following verbal warning.

I, the student from Grade do hereby undertake to comply with the rules and regulations of behavior inside the school, maintain its facilities, and to follow- up with the instructions and rules of the school. In case of any breach to the same, I shall be subject to all the measures taken by the school management against me according to the rules stipulated under the Code of Behavior of Students in General Education Institutions, keeping in mind that I had been already warned verbally regarding my adverse behaviors summarized as follows:

1.
2.
3.

Name of student:

Signature:

Approved by the school Vice Principal:

Issued on:

(The guardian shall be provided with a copy of this written undertaking; a copy will be kept in the student's file and a copy will be sent to the academic advisor/social worker).

****The guardian has been notified****

Name:

Kinship:

Appendix – 10: Form No. 10

Undertaking of the Guardian in case the student's Offenses are Repeated.

I, , guardian of the student Grade do hereby undertake that my child shall comply with the rules and regulation of behavior in the school, maintain its facilities, and follow the school instructions and regulations. In the case of any offense of the same, I shall assume all the measures applied by the school management against my child according to the rules stipulated under the Code of Behavior of Students in General Education Institutions, and that I have taken note of the offenses committed by him/her, summarized as follows:

1.
2.

In witness whereof, this undertaking is given by me.

Name of guardian :

Signature :

Approved by the Vice Principal of the school :

Issued on :

Appendix – 11: Form No. 11

Referring a student to assessing their case.

Academic advisor/ social worker / Behavior Management Committee of the school

Dear all,

We refer you the case of the student from Grade

Due to committing a behavior offense, degree, namely:

.....

You are kindly requested to follow up with the student and study his/her case, and provide us with a detailed report, treatment plan, and involve the concerned parties, such as the teachers, and the guardian to reach an appropriate solution and support for the case.

Best regards,

Academic advisor / social worker	Vice Principal of the School
Name:	Name:
Signature:	Signature:
Date:	Date:

Appendix – 12: Form No. 12

Temporary suspension Decision.

To guardian of the student Grade

Dear Guardian,

Kindly be informed that due to the repetition of the offenses committed by the above-mentioned student, and not responding to the preventive, developmental, and remedial programs provided to him/her to modify his/her behavior during the previous period, despite the fact that the following actions have been already taken against him/her:

1.
2.

Therefore, the Behavior Management Committee in the school decided in its meeting, held on dated to suspend the student temporarily from school, and enroll him/her in a Behavior Modifying Program during the period:

From to

For the following reasons:

1.
2.
3.

Best regards,

Signatures below:

Student's guardian:

The student:

School Principal:

Issued on:

Appendix – 13: Form No. 13

Application for Support by Behavior assessment agency.

Agency:	Name of the informant:
Reporting Time:	Reason for call:

Summary of the topic:

.....

.....

.....

.....

.....

Name of the concerned employee:	School Principal:
Job Title:	Name:
Signature:	Signature:
Date:	Date:

Appendix – 14: Form No. 14

Decision to transfer the student to another school

To the guardian of the student:

Grade & division:

Dear Guardian,

Kindly be informed that due to the repetition of the offenses committed by the above-mentioned student, and not responding to the preventive, developmental, and remedial programs provided to him/her to modify his/her behavior during the previous period, despite the fact that the following actions have been already taken against him/her:

1.
2.

Therefore, the Behavior Management Committee in the school decided in its meeting held on dated to raise the matter to the School Operations Department /council () to transfer him/her to another school.

Accordingly, head of the Student Affairs at the Ministry shall be contacted to determine the school where the student shall be transferred to. In case of your non-compliance the student shall be transferred automatically.

Best regards,

Signatures below:

The student's guardian:

The student:

School Principal:

Issued on:

(Copy to School Operations Department /Council)

Appendix – 15: Form No. 15

Decision of the Behavior Management Committee to enroll the student and transfer his/her file to Behavior assessment agencies for the first / second time.

To the guardian of the student:
Grade & division:

Dear Guardian,

Kindly be informed that your child will be enrolled with the Behavior Assessment Agencies due to his/her violation of the school rules and regulations and the provisions of the Code of Behavior of Students in General Education Institutions. This is a summary of some of the student's behaviors and the actions taken regarding them:

1.
2.
3.

Thank you for your kind cooperation to better your child's behavior.

Best regards,

Members of the Behavior Management Committee:

Name :

Signature :

Vice Principal :

Academic advisor / social worker (responsible for the case):

Approved by the School

Principal:

Signature of the student's guardian:

Issued on:

Appendix – 16: Form No. 16

**A decision on expulsion of a student from school until the end of the semester/
end of the school year.**

To the guardian of the student:
Grade & division:

Dear Guardian,

Kindly be informed that due to the repetition of the offenses committed by the said student and not responding to the preventive, developmental and remedial programs provided to modify their behavior during the previous period, despite the following actions already taken against him/her:

1.
2.

After taking the view the School Operations Department / Council and informing them of all the details and obtaining their approval, it has been decided to expel the student mentioned above from the school until the end of the current semester/school year and transferring him/her to a competent behavior modifying agency. For the following reasons:

1.
2.

Best regards,

Signatures below:

The student's guardian:

The student:

School Principal:

Issued on:

(Copy to School Operations Department /Council)

Appendix – 17: Form No. 17

A notice of final dismissal of the student from the school and transferring him/her to the integrated continuing education and to a competent authority for remedial and rehabilitation.

To the guardian of the student:

Grade & division:

Dear Guardian,

Kindly be informed that due to the repetition of the offenses committed by the said student and not responding to the preventive, developmental and remedial programs provided to modify the behavior during the previous period, despite the following actions already taken against him/her:

1.
2.

Due to his/her behavior contravening the school rules and regulations, represented in:

Upon the approval of H.E. Undersecretary of the Ministry for Academic Affairs, and after briefing them on all details and obtaining their approval, it has been decided to expel the student permanently from the school and transferring him/her to the integrated continuing education and a competent authority for remedial and rehabilitation for the following reasons:

1.
2.

Best regards,

Signatures below:

The student's guardian:

The student:

School Principal:

Issued on:

(Copy to School Operations Department /Council)

Appendix – 18: Form No. 18

A notice of the decision of the Undersecretary for Academic Affairs.

To the guardian of the student:
Grade & division:

Dear Guardian,

Kindly be informed that due to the repetition of the offenses committed by the said student and not responding to the preventive, developmental and remedial programs provided to modify the behavior during the previous period, despite the following actions already taken against him/her:

1.
2.

Due to his/her behavior contravening the school rules and regulations, represented in:
.....

It has been decided to expel the student permanently and deprive him/her of studying in all General Education Institutions for the following reasons:

1.
2.

Best regards,

Signatures below:

The student's guardian:

The student:

School Principal:

Issued on:

(Copy to School Operations Department /Council)

Appendix – 19: Form No. 19

Grievance of the Guardian.

I,, the guardian of student from grade & division
....., do hereby submit a grievance for the following:

Subject of grievance

.....

Signature of student's guardian:

Date:

Tel No.:

Assistant Undersecretary for the School Operations Sector

Opinion:

.....

Signature:

Undersecretary for Academic Affairs of General Education

Opinion:

.....

Signature:

Date:

Note: Please note that the complaint will be answered within one working day.

Appendix – 20: Form No. 20

A Notice on deduction of behavior marks.

To the guardian of the student:
Grade & division:

Dear Guardian,

Kindly be informed that your child has committed a behavior offense of
degree, namely

Therefore, pursuant to the decision of the Behavior Management Committee in the school dated the corrective action stipulated under the Code of Behavior of the Ministry of Education has been applied against child, namely: deduction of (.....) marks from the behavior marks in the semester for the school year /

However,, the student shall be given the opportunity to recover a part of these marks according to the Code of Behavior under the following suggestions:

1.
2.
3.

Guardian	School Principal
Name:	Name:
Signature:	Signature:
Date:	Date:

Appendix – 21: Form No. 21

A form of re-scoring marks deducted against an offense.

Name of Student:			Grade:		
Degree of offense	Offense No.	Description of the offense	Deducted Marks	Correction (Positive Behavior description)	Re-scoring the deducted marks
Total positive behavior scores after re-scoring					

Total Marks:

Total Marks at the end of the semester:

The concerned employee	School Principal
Name:	Name:
Signature:	Signature:
Date:	Date:

Appendix – 22: Form No. 22

Scoring for the exemplary Behavior.

Name of student:

Grade:

Day and date of exemplary behavior	Standard of exemplary behavior	Indicator of exemplary behavior	Mark of exemplary behavior	Type of exemplary behavior	Scope of participation
Total positive behavior scores after re-scoring					

Signature of the student:

Total marks:

Total marks at the end of the semester:

The concerned employee	School Principal
Name:	Name:
Signature:	Signature:
Date:	Date:

Appendix – 23: Form No. 23

A Notice on the deduction of behavior marks.

To the guardian of the student:
Grade & division:

Dear Guardian,

Kindly be informed that your child has been caught in a cheating incident on and has been found guilty after conclusive evidence has been produced against him/her.

This is an offense to the school rules, regulations, and provisions of the Code of Behavior for Students in General Education Institutions. Therefore, the student's exam marks shall be deducted pertaining to his/her infraction per article 9.

Best regards,

Signatures below:

The concerned employee:

The student's guardian:

School Principal:

Issued on:

Appendix – 24: Form No. 24

Confiscation of electronic devices.

To the guardian of the student:
Grade & division:

Dear Guardian,

Kindly be informed that that we have confiscated a device from your child. This is an offense to the school rules, regulations, and provisions of the Code of Behavior for Students in General Education Institutions.

Therefore, the device will be retained with us for a period of (.....) days. However, if it is proved that the device contains photos of any administrative and teaching staff, any student or if it contained some pictures that are contrary to religion and customs and traditions in the UAE, the device shall be handed over to the concerned authorities for their action.

Best regards,

Signatures below:

The concerned employee:

The student's guardian:

School Principal:

Issued on:

Appendix – 25: Form No. 25

Returning of Electronic Devices.

To the guardian of the student:
Grade & division:

Dear Guardian,

Kindly be informed that that we have returned the device which was confiscated
under offense No. dated

Therefore, you are hereby requested to sign hereunder on receiving the notice and
undertake not to repeat the offense.

Best regards,

Signatures below:

The concerned employee:

The student's guardian:

School Principal:

Issued on:

Appendix – 26: Form No. 26

Undertaking of the guardian regarding the persons authorized to receive their child at the end of the school day.

I, the guardian of the student, do hereby undertake to transport my child to and from the school every day on time of school attendance and leaving. However, in case there is any personal excuse I shall communicate with the school management immediately, explaining the reasons and sending the authorized person to transport my child.

In witness whereof, this undertaking is issued.

Student's Name:

Name of guardian:

The person authorized to transport the student to and from the school:

Kinship to the student:

Tel. No.:

Signature of the guardian:

Appendix – 27: Form No. 27

Undertaking of the guardian on the commitment of their son/ daughter to school attendance.

I, the guardian of the student, do hereby undertake that my child shall comply with the school attendance, and not to be absent unless for an acceptable excuse. I am aware that the acceptable excuses are (illness, travel abroad for treatment, and death of a relative). I shall provide a written excuse for the illness of my child according to the policy of the Ministry of Education.

In case there is a personal excuse, I shall communicate with the school management within two days from the absence incidence to explain the reason for the absence.

Verbal warning (SMS)	First notice	Second notice	Third notice	Student Expulsion
After 3 days of absence.	After 5 days of absence.	After 10 days of absence.	After 14 days of absence.	After 15 days of absence.

Name of the guardian:

Kinship:

Signature:

Appendix – 28: Form No. 28

A notice on the need to receive the student at the door of the house.

Dear Guardians,

According to the instructions of the Ministry of Education, and pursuant to the policy of the Transportation Authority for students who use school buses, kindly be informed that you should be available at the door of the house before arrival of the bus transporting your child. We would like to stress that the bus supervisor shall return the child to the school in case of guardian's absence to receive the child into the house. In such a case the guardian shall go to receive the child from the school management.

Best regards,

