



Ministerial Decision No. (851) of 2018

**Concerning the Student Behavior Management Regulation in the
Public Education Institutions**

Minister of Education:

Having reviewed:

- The Federal Law No. (1) of 1972 AD concerning the Ministry's Terms of Reference and the Minister's Powers, as amended.
- The Federal Law No. (11) of 1972 AD concerning the Compulsory Education.
- The Federal Law No. (9) of 1976 AD concerning the Delinquent and Homeless Juveniles.
- The Federal Law No. (3) of 1987 AD concerning Promulgation of Penal Law, as amended.
- The Federal Law No. (29) of 2006 AD concerning the Handicapped Rights, as amended by the Law No. (14) of 2009 AD.
- The Decree issued by virtue of the Federal Law No. (11) of 2008 AD concerning the Human Resources in the Federal Government, as amended.
- The Decree issued by virtue of the Federal Law No. (5) of 2012 AD concerning Anti-Cyber Crime.
- The Decree issued by virtue of the Federal Law No. (2) of 2015 AD concerning combating the Discrimination and Hatred.
- The Federal Law No. (3) of 2016 AD concerning the Child Rights and Protection (Wadeema).



- The Decree issued by virtue of the Federal Law No. (15) of 2016 AD concerning Incorporation of Emirates Foundation for School Education.
- Council of Ministers Resolution No. (21) of 2013 AD concerning the Information Security Regulation of the Federal Authorities.
- Council of Ministers Resolution No. (28) of 2016 AD concerning the Organization Structure of Ministry of Education.
- Council of Ministers Resolution No. (1) of 2018 AD concerning the Implementing Regulation of the Decree issued by virtue of the Federal Law No. (11) of 2008 AD concerning the Human Resources in the Federal Government, as amended.
- The Ministerial Decision No. (820) of 2014 AD concerning the Student Enrolment Regulation.
- The Ministerial Decision No. (84) of 2015 AD concerning Prohibition of Mobile Phones and Electronic Appliances in the Exams of Public and Private Education applying the Ministry's Curriculum, The Adult Education Centers and The Home Study.
- The Ministerial Decision No. (699) of 2016 AD concerning the Organization Structure of Ministry of Education's Departments, Offices and Sections and their Powers and Functions.
- The Ministerial Decision No. (619) of 2017 AD concerning the Student Behavior Management Regulation in the Public Education Institutions.
- And Pursuant to the Requirements of Public Interest



Decides the Following

Article (1)

Definitions

The State:	The United Arab Emirates
Ministry:	Ministry of Education
Minister:	Minister of Education
Regulation:	Student Behavior Management Regulation in the Public Education Institutions
Education Authorities:	The Education Councils and Authorities, each according to its terms of reference.
Public Education Institutions:	The Governmental or Private Education Institutions in which the student is enrolled during the public education levels. They comprise the schools, kindergartens, technical and technological institutes and the integrated continuing education centers.
Educational community:	Every person working in the public education institutions, or having relationship therewith and influencing the student behavior, including the education and administrative staff and masters.
Behavior Rectification Entities:	The entities whose assistance is asked for in order to support the public education institutions in handling the student behavior problems and implementing the behavior modification programs; like the Ministry of Education's Private Education Support Centers, Anti-Smoking Clinics, Anti-Doping Centers, Ministry of Health and Prevention's Psychiatric Clinics, Community Police Department, Ministry of Interior's Social Support Centers, Professional Development and Education Center and any other relevant entities.
Student:	Every learner in the educational institutions including the people of determination and the persons with special needs
Continuing Education:	Collection of educational programs in the integrated continuing education system; it comprises the elimination of illiteracy streams, academic and professional education and home study.
Studier:	The person joining the integrated continuing education system.



Teaching and Administrative Staff:	All employees of the educational institutions who have direct or indirect influence to the student learning and behavior.
Master:	The person in charge of student legally, the person (father) who has the right in guardianship or that who is assigned to take care of the student.
Behavior Management Committee:	One of the school committees entrusted with discussion of the student problems in terms of educational and behavioral respects, and make the suitable decisions thereto in accordance with the provisions of this Regulation.
Council of Masters:	An educational entity consisting of the students masters that cooperates with the school management in order to activate the partnership between the school and home so that the students may acquire the best educational and learning services.
Kindergarten:	Pre-primary education level for the children aged between four and five years, comprising the first kindergarten and the second kindergarten.
Persons with Special Needs and Handicapped:	Comprising the category requiring a special care, including the gifted and talented, those who have learning disabilities and dyslexia and the "People of Determination"; a term launched to the handicapped.
Educational Environment:	The working environment of educational community with all its material, social, human, mental and virtual elements.
Student Safety:	The mental, physical, moral and immaterial security and safety of the student.
Behavior:	Every saying, act, practice or activity by the student during his reaction with the surrounding educational environment.
Distinct Behavior:	The behavior outmatching the expectations and fallen within the three pivots included in this Regulation.
Positive Behavior:	The behavior expected from the student and be in line with the educational objectives, values, regulations and rules and the usages of the educational community.



Violations:	Any behavior by the student inconsistent with the expected positive behavior, resulting in an adverse effect to the student, to others and the educational environment.
Behavior Modification Plan:	The procedures aiming to enhance, guide and rectify the behavior.
Enhancement of Behavior:	Support to the positive behavior or increasing the possibilities of its recurrence in the future through adding positive effects or removing the adverse effects.
Guidance Behavior:	of To enable the student to understand the concepts of positive and distinct behavior and practice them personally and independently without any control thereon, through using preventive and remedial manners and procedures that ensure achieving thereof.
Rectification Behavior:	of Group of educational, learning and corrective manners and programs aiming to create a positive change in the student behavior and reduce the potentialities of committing the violations, resulting in raising of the positive and distinct behavior level
Single Educational Plan:	It comprises the supporting services in the educational and behavioral side that support the people of determination (the handicapped) for easement of their merging and adaptation in terms of academic, social and behavioral respects.
Case Study:	An important mean for collecting and summarizing the greatest amount of information about the case, subject matter of study, in order to remedy it.
Physical Punishment:	The physical assault - of different types and forms – to the student by one of the employees of the educational community.
Mental Punishment:	The mental harm - of different types and forms – such as the insult, revilement or contempt
Behavior Modification programs:	Collection of actions resolved by the Behavior Management Committee for modifying the behavior, and implemented inside or outside the school during the school year or the leaves.
Absence:	Cessation of the study for one day or more or a part of day with acceptable or unacceptable excuse.



- Bullying:** Any form of recurrent deliberate mental, physical, verbal, electronic or digital assault or insult, or the terror or threat by one student or group of students against one student or more or against the school employees.
- Sexual harassment:** Any saying or act by the student bearing express or symbolic sexual indications in the wording, writing, touching, physical contact, eyesight, eyewink, or showing sensitive parts of the body or others.
- Sexual assault** Any sexual act against the child, juvenile or adult, including the sexual intercourse with or without the victim's consent.
- Self-harm:** The harm done by a person against himself physically and mentally as a result of behavioral disorders.
- Electronic Appliances:** Any video or audio device such as the mobile phones of different types, connecting devices linked with the mobile phones or internet, tablet computers, cameras and the like.
- Channels of Communication:** Any means of communication between the school matrix, educational domains and councils and the masters. They may comprise the telephone call, email, SMS, social media, smart notifications and warnings via the smart applications of Ministry of Education.
- Cyber Crime:** Any act committed including the unlawful log-in for threat or blackmail of a person and affecting his own life and defamation and causing harm to him, and accessing to special data and disposing of them or generating what may affect the public order or the religious values.
- School Uniform:** The official or sporting uniform approved by Ministry of Education in the government boys' and girls' schools, or the school or sporting uniform approved by the private school management.



Article (2)

Regulation Objectives

This Regulation generally aims to achieve the Emirates school principles concerning planting and enhancing the good ethics and performing the positive and distinct behavior and enhancing the values of national affiliation.

In particular, this Regulation seeks for achieving the following objectives:

- 1- Build the positive behavior with the students inside the school community.
- 2- Promote the positive and distinct behaviors and repeat them regularly and continuously through applying the principles of enhancement, encouragement and care at all times and reduce the misbehaviors through the best possible educational means.
- 3- Set the responsibility milestones for realizing the integrity in the roles inside the school community through activating, applying and restricting the procedures that ensure the obvious, flexible and fair application of the student behavior management regulation.
- 4- Configure the suitable educational environment for promoting the principle of integrated education on the basis of equality and harmony of the cognitive, personal and social aspects forming the characteristics of every student.
- 5- Apply the principles and education of the permeant enhancement, encouragement and care of the educational community so as to reduce the behavior violations inside and outside the school through the best possible educational means.
- 6- Introduce the students and their masters to their obligations and win their confidence in the fair applicable procedures and manners for achieving the self-discipline and permanently developing the positive

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and distinct behavioral attitudes of the students inside the school community.

- 7- Provide governing reference setting the relevant rules, criteria and procedures of dealing with the student's behaviors and ensuring the compliance with the school values and rules.
- 8- Ensure the effective planning and implementation of the prevention and remedy methods of the behavior problems and violations.
- 9- Rehabilitate the student's cases educationally and behaviorally through rehabilitation services and programs in partnership with the behavior rectification entities that fit their behavior cases and ensure their re-merging in the community.



Article (3)

Scope of Application

- 1- The Articles set forth in this Regulation shall be applied to all public education institutions from the third to the twelfth class together with the students of the continuing education. The application comprises any rules, controls, particular conditions or instructions issued by the Ministry as an implementation, interpretation or completion of what has been stipulated in this Regulation.
- 2- Upon applying their own behavior management regulations, the other educational authorities should depend on this Regulation and take it as a milestone.
- 3- The targeted students are divided into three categories:
 - a- **The first category:** The kindergarten up to the second grade. (This category is subject to special guidelines).
 - b- **The second category:** From the third grade to the twelfth grade.
 - c- **The third grade:** The students of continuing education.

Article (4)

Computation Method of Behavior Grading

- 1- The behavior subject is one of the basic subjects reflecting the student educational outputs and attainment in terms of ethical respects, and shall be acted as the other subjects in regard to pass/fail rating
- 2- 100 mark shall be allocated for the behavior subject. This Regulation shall set out the bases and method of giving and deducting the behavior mark on the basis of dividing it into two basic components:
- 3-



a- Positive Behavior:

- The behavior expected from all students with no violations. (80%) of the total behavior marks shall be allocated for such behavior.
- Every student shall be automatically entitled to the positive behavior mark (80) in the beginning of each session.
- Should the student commit any violation under this Regulation, it shall take the actions as set forth in the table hereunder.

b- Distinct Behavior:

- It reflects the distinct practices of the students through his good behavior and ethics and initiatives in the school community.
- (20%) of the total behavior marks shall be allocated for such behavior.
- The educational staff shall, during the school session, assess the pivots, indexes and criteria of distinct behavior and grading the student behavior in the end of each school session. They are classified into three principal areas:
 - (1) Personal development.
 - (2) Assessment of religious values and respect of the UAE's identity, heritage and culture and the world's cultures.
 - (3) Social responsibility, leadership skills and innovation.
- The distinct behavior grading shall be in accordance with the pivots, indexes and criteria set forth in the Article (5) hereunder during each school session.



Illustrative example of computation of the session and final grading of behavior subject:

Grand Total	Positive Behavior	Distinct Behavior
100	80	20

Behavior Marks Balance throughout the school year	Balance expected to all students	Good Behavior Grading			Distinct Behavior Grading		Final Mark
		Deduction	Compensation	Deserved	Balance expected to all students	Deserved	
The First School Session	80	0	0	80	20	+20	100
The Second School Session	80	-12	+12	80	20	+16	96
The Third School Session	80	-8	0	72	20	+17	89
The End of School Year			77		18		95

- 4- The expected minimum limit of behavior grading is (60%). The student shall be granted opportunities in order to compensate the deducted marks of balance of his session behavior grading during the school year, and such through improving the distinct behavior grading or non-recurrence of the violation and his compliance with the positive behavior.
- 5- The compensation against the deduction from the positive behavior shall be either wholly or in part according to the Behavior Management Committee's decision and within the period set by such Committee, provided the grading shall be added before the final approval of behavior mark and observing the indications referring to the student



behavior improvement and keeping the same in his own file, according to the ([Form No. 21](#)).

- 6- The educational and administrative staff should record the behavior grading and reports of every student, together with the negative or positive upgrades may occur thereto in two files (hard copy and soft copy) for each student and making a summary thereof, according to the ([Form No. 3](#)).
- 7- Should the student fail in the behavior grading in the end of school year, his certificate shall be withheld, and such case shall be referred to the Behavior Management Committee for studying each case individually and setting the actions, place and duration of behavior modification as required for executing them during the summer holiday and the date of student assessment and submitting a report to the Committee that shall issue a decision regarding the same, according to the ([Form No. 4](#)).
- 1- The twelfth grade student shall completely comply with the behavior subject and pass it in the end of school year. Should he fail therein, he shall be given an opportunity to improve the mark as follows:
 - If he failed in the behavior subject during the first and second sessions, the situation shall be remedied before starting the third session, and be given the success mark in the behavior subject in the rate of the two sessions as recommended by the Behavior Management Committee, and such for ensuring his success in the third school session.
 - If he failed in the behavior subject during the third session, the relevant authority of the Ministry shall meet the student and his master in order to assess his behavior and issue a decision in this regard and approve it by the Assistant Deputy Minister of Schooling Sector or his deputy.



- 2- Completion of implementation of Behavior Management Committee's decisions and passing the assessment shall be binding for giving the certificate to the student and transferring him to the following grade under a decision by the same Committee, according to the ([Form No. 5](#)).

Article (5)

Distinct Behavior Measurement

- 1- The distinct behavior of students is classified into three pivots and measured through observation of student and assessing his behavior on the basis of following collection of pivots, criteria and indexes:

Pivot	Criterion	Index	Grade
1- Personal Development	1-1 In his situations, the student shows the ability to self-discipline and assuming the responsibility permanently	1-1-1 The permanent and continuing commitment to the school rules and regulations inside the class and school and during the out of class activities in the school session.	10
	1-2 The student shows manners of the cooperative behavior with his colleagues, teachers and school management	1-2-1 Respect his peers feelings and observe their needs and provide assistance to them constantly.	5
		1-2-2 Take the initiative to encourage others on cooperation and mutual assistance and propose solutions for engaging others and support them for teamwork constantly and continuously inside and outside the class.	5
	1-3 The students is committed to the health and safety criteria	1-3-1 Take care of his own appearance, cleaning, body, clothes and hair constantly without reminding by any persons.	10
		1-3-2 Participate in publishing the health and safety education between his colleagues or propose activities relating to the health and safety.	5
	1-4 The student is keen on attendance and constantly persists in lessons and observes the times	1-4-1 The attendance proportion shall not be less than 98%	5
		1-4-2 The student gets to the school and class on time.	5



2- Assessment of religious values and respect of the UAE's identity, heritage and culture and the world's cultures	2-1 The student highly understands and appreciates the religious values of the United Arab Emirates and shows them in his daily behavior.	2-1-1 The student shall be sincere, honest and good-tempered	10
		2-1-2 The student shows the principle of acceptance of others and tolerance in his own behavior.	5
	2-2 The student respects the UAE's identity, heritage and culture and the world's cultures	2-2-1 Take the initiative to participate in various range of cultural activities aiming to promote the national affiliation value.	5
		2-2-2 Take the initiative to perform extracurricular activities and projects so as to know the cultures of others.	5
3- Social responsibility, leadership skills and innovation	3-1 The student takes the initiative to participate in the purposeful social activities.	3-1-1 When requested, to represent the school in one of the various occasions during all the school year.	5
		3-1-2 Take the initiative to participate in the activities of student councils, teams, voluntary works or the school initiatives, in such case his participation has a positive impact to the local or school community.	5
		3-1-3 Take the initiative to participate in purposeful social activities during the holidays.	5
	3-2 The student shall be distinguished by distinct morals and shows a high level of environmental awareness, the ability in innovation, leadership of projects, proposing the solutions and making the decisions.	3-2-1 Shall be distinguished by the independence and could lead purposeful social initiatives and projects	5
		3-2-2 Propose innovative solutions for the public interest in his school community or for solving the school problems.	5
		3-2-3 Perform concepts and activities individually or collectively for energy saving and natural resources maintenance inside and outside his school environment and keep them sustainable.	5
		Final Grading	
Distinct Behavior Grading (The final grading shall be divided into 5)		20	

- 1- The distinct behavior shall be assessed and graded constantly to each student individually.
- 2- It should advise the student and his master periodically about his distinct behavior indexes and encourage him to maintain and improve the marks during the session, according to the ([Form No. 22](#)).



Article (6)

Enhancement of Behavior

The positive and distinct behavior of the students shall be enhanced in line with their age groups and school grades and mental and physical capabilities through different manners, provided it should observe the following controls upon applying the procedures of enhancement of the positive and distinct behavior:

- 1- The enhancement shall concentrate on the student behavior.
- 2- The enhancement shall be immediate through praising the distinct behavior and developing the positive behavior.
- 3- Equal opportunities shall be provided to all students in order to enhance their distinct and positive behaviors.
- 4- The type and level of enhancement shall be suitable with the relevant behavior.
- 5- The manners of enhancement are moral, material and educational.
- 6- The students realizing the criteria of distinct behavior shall be rewarded through engagement in the programs wherein they represent their school inside or outside of the State like (Ambassadors Program).
- 7- The master shall be advised with his son behavior through the periodical reports and meetings, and discuss the manners and strategies of the school so as to enhance his son behavior and assure the master's cooperation with the school for promoting them to the culture of admission of guilt and apology.

Article (7)

Violations

- 1- The behavior violations are classified into four levels as mentioned hereunder, and such on the basis of its degree, seriousness and impact to the student, educational environment and the community in general.



The measures of each level shall be implemented according to the provisions of this Regulation, provided it should record them pursuant to the applicable rules and samples and shall be handled in accordance with the educational values and systems.

First-Degree Violation (Simple) – (4) marks shall be deducted against each

Violation No.	Description
1-1	Recurrent delay in the morning parade or not taking part therein without acceptable excuse.
1-2	Recurrent delay in attendance on time of starting the lesson without acceptable excuse.
1-3	Not committing to the school or sporting uniform without acceptable excuse.
1-4	Long hair of the boys or the odd haircut of the boys and girls.
1-5	Not bringing the school books and objects without acceptable excuse.
1-6	Not following the rules of positive behavior inside and outside the class such as not being quiet and disciplined during the lesson and releasing improper sounds inside or outside the class.
1-7	Sleeping during the lesson or official school activities without acceptable excuse. (after assuring the student's health condition)
1-8	Eating during the lesson or the morning parade without acceptable excuse. (after assuring the student's health condition)
1-9	Not committing to handover the assignments on time.
1-10	Misusing the electronic appliances like the tablet computers and others during the lesson; this comprises playing video games and wearing the headphones.
1-11	All those acts similar to such violations according to Behavior Management Committee's discretion.

Second-Degree Violation (Medium) – (8) marks shall be deducted against each

Violation No.	Description
2-1	Absence at any time without acceptable excuse; before or after the leaves, holidays, weekends and before exams.
2-2	Entering to and leaving the class during the lesson without permission.

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2-3	Not attending the school activities without acceptable excuse.
2-4	Instigating to quarrel, threatening or frightening any colleagues.
2-5	Doing any act breaching the public morals or public order of the school and the values and traditions of community such as imitating the opposite sex in terms of clothes and appearance like the haircut and putting makeup.
2-6	Writing on the school furniture or school bus seats or playing with the alarm or elevator.
2-7	Bringing the mobile phone or misusing any means of communication.
2-8	Verbal abuse and excessive behavior to the students, employees or the guests.
2-9	Smoking inside the school grounds and possessing its objects.
2-10	Not responding to the inspection instructions or delivering the prohibited objects.
2-11	All those acts similar to such violations according to Behavior Management Committee's discretion.

**Third-Degree Violation (Serious) – (12) marks shall be deducted
against each**

Violation No.	Description
3-1	All types and forms of bullying
3-2	Transferring and copying the assignments, reports and researches or projects and ascribing them to himself according to the (Form No. 23)
3-3	Leaving the school without permission or escaping from it during the school day.
3-4	Attempt to defame and abuse the school colleagues and employees in the social media.
3-5	Impersonation in the school dealings or forgery of the school documents.
3-6	Damaging the school furniture, instruments and facilities and taking them over.
3-7	Playing with and damaging the school buses, and abusing the driver, supervisor or the road users.
3-8	Physical assault to people inside the school without injury to the victim.
3-9	Reckless driving inside or around the school grounds and not following the safety and security instructions.
3-10	Taking photos, possessing, publishing and circulating of the school's employees and students photos without their permission.
3-11	All those acts similar to such violations according to Behavior Management Committee's discretion.



Fourth-Degree Violation (Very Serious) – Fail in the Subject

Violation No.	Description
4-1	Using the means of communication or social media for illegal or immoral purposes or in such a manner abusing the educational institution, its employees or the others.
4-2	Possessing or using the firearm or cold steel and the like inside the school.
4-3	Sexual assault inside the school or the bus or during the activities.
4-4	Physical assault to people inside the school with injury to the victim.
4-5	Systematic (Pre-planned) stealing or concealing it
4-6	Bringing, possessing, offering and promoting unlicensed material, informative or electronic articles violating the values, ethics, public morals, public order and the indecency.
4-7	Sexual harassment inside the school or the bus or during the activities.
4-8	Leak of exam questions or taking part therein in any form whatsoever.
4-9	Causing fire inside the school grounds.
4-10	Abusing the political, religious or social figures of the State.
4-11	Possessing, bringing, promoting or taking the dopes or drugs or the psychotropic substances inside the school or the bus or being under the influence of dopes or drugs or the psychotropic substances not prescribed.
4-12	Broadcasting or promoting extreme, expiatory or atheistic ideas or beliefs abusing the political and social community systems.
4-13	Abusing the monotheistic religions or causing the sectarian sedition in the school.
4-14	All those acts similar to such violations and deemed a crime under the law provisions and according to Behavior Management Committee's discretion.

Article (8)

How to Handle the Violations

- 1- The following serial measures shall be taken and computing the behavior grading deduction in case of committing the violation, taking into account the detailed instructions as set forth hereunder and assuring offering the matters fallen within the terms of reference of Behavior Management Committee in order to take the required decision.

Level	Recurrence	Deduction	Measures	Responsibilities and Powers
			1- Verbal warning and direction. 2- Recording the violation and the taken action, according to the (Form No. 6).	Teacher/ class leader, it shall be executed at time of violation and recording the violation in coordination with the administrative officer (academic counselor,

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First-Degree (Simple)	Once it is committed			social worker, head of student affairs unit – or the acting manager of student affairs or the headmaster)
	For the first time	None	- Written warning and recording the violation. - Written notice to the master, according to the (Form No. 7) .	The head of student affairs unit – or the acting manager of student affairs shall record the violation. The academic counselor/ social worker shall inform the master according to the channels of communication approved by the school.
	For the second time	(2) marks	- Calling for the student's master in the following day of violation, according to the (Form No. 8) . - Referring the student to the academic counselor/ social worker. - The student and his master shall sign non-recurrence undertaking and the master shall be informed with the deduction, according to the (Forms Nos. 9, 10 and 20) .	The academic counselor/ social worker shall be liable for calling for the master. The head of student affairs unit or the acting manager of student affairs shall request from the student and his master to sign the undertaking.
	For the third time	(4) four marks	- Calling for the student's master in the following day of violation. - Written warning to the student and to his master if not responded, according to the (Form No. 9) .	The academic counselor/ social worker shall be liable for calling for the master. The head of student affairs unit or the acting manager of student affairs shall issue the notice.
	Recurrence for more than three times	The deduction shall be according to the Committee's discretion.	- The Behavior Management Committee shall held its meeting in the following day of violation. - Opening an individual case study file by the academic counselor/ social worker, according to the (Form No. 11) . - Implementing a collection of strategies in order to reduce the misbehavior.	The Behavior Management Committee shall held its meeting under the reporter's order. The Committee's decisions shall be implemented in the following day of violation. The Committee shall be empowered with the cessation and deduction. The academic counselor/ social worker shall be liable for following up the measures of student's behavior modification through opening a file for studying his case.
*** Should there a deduction of 10 marks from the first-degree violations, a file for studying the student's case shall be opened and followed up in accordance with the Behavior Management Committee's recommendations.				
			- Issuing the first written warning and the student shall sign non-recurrence undertaking, according to the (Form No. 9) .	The head of student affairs unit or the acting manager of student affairs shall issue the notice.



Second-Degree (Medium)	Once it is committed	4	<ul style="list-style-type: none"> - Completing the student's case study file by the academic counselor/ social worker. - The student's master shall be called for in the following day of violation and signing an agreement for modifying his son's behavior. - Observing the student's behavior and carrying out direction sessions to the student. 	<p>The academic counselor/ social worker shall study the case.</p> <p>The head of student affairs unit or the acting manager of student affairs shall request from the student and his master to sign the behavior modification agreement.</p>
	For the first time	8	<ul style="list-style-type: none"> - Cessation for a period of no more than two days and charging him to do assignments inside the school, according to the (Form No. 12). - Offering to the Behavior Management Committee. - Issuing the second written notice against the student and his master. - Implementing a collection of strategies in order to modify the student's behavior. 	<p>The Behavior Management Committee shall held its meeting under the reporter's order. The Committee's decisions shall be implemented in the following day of violation.</p> <p>The Committee shall be empowered with the cessation and deduction.</p> <p>The academic counselor/ social worker shall be liable for following up the measures of student's behavior rectification through opening a file for studying his case.</p> <p>The acting manager of student affairs or the academic counselor/ social worker shall be liable for following up the student during his cessation inside the school.</p>
	For the second time	8	<ul style="list-style-type: none"> - Immediate meeting of the Behavior Management Committee and making the suitable decision. - Cessation for a period from one day to three days and charging him to do assignments inside the school. - Asking for the help of competent entity for studying the file according to the (Form No. 13). - Issuing the final notice against the student and his master. - Disciplinary transfer to another school if his behavior is not modified, together with the continuing observation according to the (Form No. 14). 	<ul style="list-style-type: none"> - The Behavior Management Committee shall held its meeting under the reporter's order. - The Committee shall be empowered with the cessation and deduction and addressing the behavior rectification entity and issuing the transfer decision. - The acting manager of student affairs or the academic counselor/ social worker shall be liable for following up the student during his cessation inside the school. - The domain directors shall follow up the process of transfer.
<p>*** Should there a deduction of 20 marks from the second-degree violations, a file for studying the student's case shall be opened and followed up in accordance with the Behavior Management Committee's recommendations.</p>				



	Once it is committed	12	<ul style="list-style-type: none"> - Immediate cessation (inside the school grounds) - Immediate meeting of the Behavior Management Committee and making the suitable decision. - Referring the student to the competent entity (such as the behavior rectification entities) for the first time for a period of no more than three weeks, according to the (Form No. 15). - Immediate calling for the student's master and requesting him to sign the notice and decision. - Following up and receiving the reports of student's case from the competent entity (such as the behavior rectification entities) 	<ul style="list-style-type: none"> - The Behavior Management Committee shall held its meeting under the reporter's order. - The Committee shall be empowered with the cessation and deduction and issuing the referral decision. - The academic counselor/ social worker shall call for the student's master and implementing the Committee's decisions and following up the case with the behavior rectification entities.
Third-Degree (Serious)	In case of recurrence	12	<ul style="list-style-type: none"> - Immediate cessation (outside the school grounds) till expiring the investigation. - Immediate meeting of the Behavior Management Committee and making the suitable decision regarding the cessation till the end of school session and referring him to the behavior rectification entities, according to the (Form No. 16). - Immediate calling for the student's master and receiving the Committee's decision. - Referring the student to the competent entity (such as the behavior rectification entities) for the second and last time). - Should his behavior be not modified, the student shall be disciplinarily transferred to another school under a decision by the Assistant Deputy Minister of Schooling Sector for the Government Schools and by the Assistant Deputy Minister of Control for the Private Schools. 	<ul style="list-style-type: none"> - The Behavior Management Committee shall held its meeting under the reporter's order. - The Committee shall be empowered with the cessation and deduction and issuing the referral decision. - The academic counselor/ social worker shall call for the student's master, implement the Committee's decisions and follow up the case with the behavior rectification entities. - The student transfer to another school shall be through the domain directors. - The domain directors shall follow up the process of transfer according to the form set forth in this Regulation.
			1- The headmaster, his deputy or the probation officer shall notify the <u>Ministry's Legal Affairs Department</u>	The headmaster, his deputy or the probation officer shall be liable for the immediate notification of violation. They



Fourth-Degree (Very Serious)	Once it is committed	Fail in the behavior subject or final dismissal	<p><u>and the Competent Authorities</u> once the violation is committed.</p> <p>2- Notifying the master together with the immediate cessation till completion of the investigation within two working days at most. The cessation may be lasted till completing the legal investigation, and such under a decision by the Deputy Minister for Public Education Academic Affairs.</p> <p>3- The Behavior Management Committee shall held an immediate meeting for submitting the matter to the Deputy Minister for Public Education Academic Affairs or his acting under an explanatory memo enclosed with all evidences confirming the violations committed so as to issue a decision for referring the case to the Competent Authority in coordination with the Legal Affairs Department.</p> <p>4- Confiscating the instruments used in the violation once occurred for delivering them to the Security Authorities.</p>	<p>all shall be held accountable if failed therein.</p> <p>The Behavior Management Committee shall have the power to take the following actions:</p> <p>1- Issue the decision regarding the fail or the final dismissal according to the severity of violation.</p> <p>2- Prepare a memo enclosed with the evidences confirming the violations and submit it to the Deputy Minister for Public Education Academic Affairs.</p> <p>3- Give directions to the academic counselor/ social worker for following up the other measures according to his functions and roles as set forth in this Regulation.</p>

Summary of Measures

Degree	Once it is committed	Recurrence		
		First	Second	Third
First-Degree Violation (Simple)	Verbal warning	Written warning	Deducting 50% of grading	Deducting the whole grading together with signing an undertaking by the student and his master
	<u>A case study</u> file shall be opened if the <u>total accumulative deduction</u> reached 10 marks or more because of recurrence of the first-degree violations.			
Second-Degree Violation (Medium)	Written warning	Deducting 50% of grading	Deducting the whole grading together with signing an undertaking by the student and his master	
	<u>A case study</u> file shall be opened if the <u>total accumulative deduction</u> reached 20 mark or more because of recurrence of the second-degree violations.			



Third-Degree Violation (Serious)	Deducting the whole grading and taking the actions set forth in the Article 8.	Deducting the whole grading and taking the actions set forth in the Article 8.		
Fourth-Degree Violation (Very Serious)	Taking the actions set forth in the Article 8.			

- 2- In case of violation inside the class, it shall be observed and recorded by the teacher.
- 3- In case of violation out of class, it shall be submitted to the administrative officer (academic counselor, social worker, head of student affairs unit – or the acting manager of student affairs or the headmaster).
- 4- Should the master abstain from attendance or delegate his representative upon calling for him or cooperate with the school in regard to the student's misbehavior, the matter shall be referred to the Legal Affairs Department for further actions, and the student's master shall be notified under an official letter or a text message through the Ministry's SMS System.
- 5- If it is impossible to rectify the student's behavior in the end of school year according to the assessment and recommendation of the specialty institutions, the Deputy Minister for Academic Affairs shall issue his decision concerning cessation of the student's enrollment in the school together with his deprivation from joining the school and transferring him to the continuing education and controlling his behavior, according to the [\(Form No. 17\)](#).
- 6- In case of exhausting all means of remedy, the student shall be finally dismissed from all Public Education Institutions, according to the [\(Form No. 18\)](#).



Article (9)

Rules for Applying Penalties

Before applying the penalties, the reasons for the violation must be studied in addition to considering the student's social, educational, psychological, health and financial conditions along with the circumstances in which the violation occurred and the frequency thereof.

The student shall be treated with full respect of his personal qualities and qualities. The methods of conduct enhancement shall be prioritized to the modification of conduct subject to the following restrictions:

1. Use different methods for modifying the conduct subject to the receptivity of the student.
2. Avoid cruelty, psychological abuse, offence, insult and mocking.
3. Not to generalize or apply a penalty to all students of the classroom or the school for a violation committed by one student.
4. Apply the penalties on time in consideration of the type and degree of the conduct.
5. Achieve justice and equality in dealing with the school students.
6. The procedures taken shall be suitable to the growth of the student taking into account the student's private needs, nature of conduct and frequency or degree of the behavioral violations.
7. Ensure the accurate definition of the type of the negative behavior committed by the student before commencing the application of modification.
8. Avoid applying any penalty to the student without considering the school's performance of its protective liabilities and documenting the same.
9. Maintain the confidentiality and privacy of the student and avoid any defamation.



The school staff may not practice any of the following procedures upon dealing with the students:

1. Corporal punishment of all types and forms.
2. Preventing students from having their meals.
3. Provoking or mocking the student.
4. Preventing the student from going to the toilet.
5. Mental punishment such as oral offending or threatening.
6. Restricting student's freedom or holding the student in the school.
7. Withholding the student's personal belongings under an individual decision without obtaining a decision from the behavior management committee.
8. Reducing or threatening to reduce the scores of school subjects.
9. Expelling the student from the class, activity or school during the school day subject to an individual decision and leaving the student without supervision.
10. Preventing the student from participating in the events and journeys under an individual decision without obtaining the decision from the behavior management committee.
11. All persons concerned with bear the liability for modifying the conduct subject to the degree and frequency of the same.
12. The methods shall be applied in the framework of conduct directing and rectifying not out of rage or revenge.
13. All similar procedures shall form a violation of the laws and regulations subject to the determination of the behavior management committee.



Article (10)

Attendance, Absenteeism and Dismissal

The mechanism and procedures of calculating the attendance and absenteeism, with or without excuse, shall be subject to the laws and regulations issued in regard therewith.

Article (11)

Cheating and Violating the Examination System

The procedures of cheating cases shall be subject to the laws and regulations issued in this regard.

Article (12)

People with Special Needs and Determination

1. Ensure the student with special needs and determination was assessed and has the comprehensive report approved by the special education centers and must be included in the approved classes of the handicapped.
2. In case a student with special needs or determination commits any behavioral violation, the behavior management committee, the school support team and special education support center shall coordinate for studying the behavior of the student and to determine the extent of the violation – handicap relationship. Then, the following procedures shall be taken:



- If the violation is not related to the nature of the handicap, the behavioral violation penalties outlined in these regulations shall be applicable after obtaining the approval of the special education support center.
 - If the violation is related to the nature of the handicap, the behavior modification plan relevant to the violation shall be set and applied by the concerned officers. It shall be followed-up and reviewed regularly along with continuing providing the student with the required support to integrate the student in the school.
- 3. In case of existence of a previous behavior modification plan, it shall be reviewed and modified for remedying the behavior that caused the violation.
- 4. In case the student with special needs or with determination does not benefit from the applicable behavior modification plans, the student shall be referred to another environment suitable for his condition. Such referral shall be made by a specialized committee in the special education support system under the approval of the special education department.

Article (13)

Grievance

1. The student or the student's master shall be entitled to submit a grievance or complaint to the school management against the committee's decision in [Form No. 19](#).
2. The student's master shall send the grievance via email, phone call or deliver the same by hand to the intended recipient entity.



3. The school management shall decide on the grievance within a period not exceeding three days for supporting or modifying the decision and shall notify the master about the same.
4. The student and the student's master may not file a complaint five working days after the date on which he / she is notified about the committee's decision.
5. In case the school does not respond within three days or if the master does not accept their response, the master may file an objection to the school operation sector to decide on the same within a period not exceeding one week at maximum. The school management shall be under an obligation to submit a report on the violation to the school operation sector.
6. The decision issued by the school operation sector shall be deemed final after it is approved by the undersecretary of academic affairs of public education.

Article (14)

Behavior Management Committee and its Terms of Reference

1. Behavior Management Committee:

It is one of the committees formed in the school. Such committee shall discuss the educational and behavioral problems of the students and consider the procedures taken against the violating students according to the provisions of these regulations. The committee shall be formed as follows:

- The principal shall be the chairman.



- The deputy principal or deputy academic director shall be the deputy chairman.
- The academic advisor / Social worker shall be a member and rapporteur.
- The director of the students' affairs unit shall be a member.
- A member of the schoolteachers of any specialty.
- The legal member from the child protection unit.
- The chairman of the parents' council of the school shall attend the discussing meetings not the students' issues.
- The chairman of the students' council of the school (at any stage of the secondary school) shall attend the discussing meetings not the students' issues.
- The safety officer shall be a member.

2. Its terms of reference:

- Studying the behavioral violations of the students, deciding on the same and taking the measures as per the contents of the regulations.
- Approving the procedures of establishing the rules of positive behavior among the students and limiting the violations.
- Achieving the integration of the educational roles oriented to the students' comprehensive care.
- Preparing the reports and filing recommendations to the domain director, sector director and deputy undersecretary of the school operation sector in terms of the violations requiring the same as per the contents of the regulations.
- Reviewing the behavior degrees of the student and approving the interim and final behavior modification procedures for any student



who fails in the subject of behavior subject to considering each case independently.

- Completing the procedures related to monitoring the degrees and delivering the student's certificate after the behavior modification procedures within a proper period along with considering the student's best interest.
- Dealing with the complaints and grievances of masters and deciding on the same subject to the provisions of the regulations.
- Coordinating with the academic advisor / social worker for activating the protective programs and behavior modification programs and appointing the required psychologists subject to the range of schools.
- Coordinating with the school support team to study the nature of the behavior of each student with special needs or with determination and making the decision in this regard.
- Documenting and keeping records and correspondences of the committee's work (committee's rapporteur).
- The committee shall maintain the confidentiality and privacy of its works especially those related to some violations along with neutralizing the members who have direct relationships with the violating students and those who are not members of the school community.
- Studying the truth, causes, effects and how to get rid of the behavioral phenomena prevailing in the school it.



3. Committee's Meetings:

- The committee's meeting shall be duly convened if it is attended by five members including the chairman or the deputy chairman. In cases of emergencies, the committee shall hold its meeting immediately in presence of only four members. The committee shall:
- The committee shall hold one meeting per week regularly and when necessary.
- The committee shall hold urgent committee upon the call of the chairman of the committee to settle the violations referred to the committee by the chairman or to consider defining the honoring programs of the students with distinct behavior.
- The committee shall hold an assessment meeting upon the end of each semester and a similar meeting upon the end of the school year. The committee shall be liable for keeping all minutes prepared on such meetings.
- The committee shall approve the degree of the student's behavior in consultation with the concerned members of the committee with reference to the student's records during the school year. The committee may not depend on personal reasoning in this regard.
- The committee shall be deemed automatically formed immediately upon the issuance of these regulations.

The committee shall pass its resolutions unanimously or with the majority of the votes of the present members. In case of equal votes, the chairman, or the deputy chairman in case of the chairman's absence, shall have the casting vote.



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

The committee rapporteur shall be liable for the following procedures:

- Maintain a record including all violations, disciplinary notes and the procedures to be taken.
- Maintain and prepare the minutes of the meetings and document the decisions and follow up the implementation thereof.
- Invite the committee members to the meeting and prepare the agenda of the subjects to be discussed by the committee.
- Coordinate with the safety officers and the students' affairs unit to perform their respective roles as outlined in Article (15).

Article (15)

Roles and Liabilities of the Concerned Parties in Educational Institutions

1. The master shall:

- Submit a written acknowledgment to the school acknowledging reviewing the students' conduct management regulations; undertaking to respect all provisions contained therein and to act accordingly as outlined in ([Form No. 1](#)).
- Encourage the positive behaviors and undertake to encourage, take care of and be keen on limiting the behavioral issues of the parent's sons.



- Establish the self-discipline with the sons and always remind them with the values of religion and society and of being liable for the future of their homeland.
 - Attend the meetings, cultural and awareness events whenever invited to the same by the school management.
 - Notify the school about the needs of his son and cooperate with the school to solve the behavioral issues suffered by his son.
 - The master shall pay the value for repairing or replacing what his son damages or loses. Such value shall be determined in light of the supporting documents and exhibits and by virtue of a decision to be issued by the committee.
 - Bear the full liability for the student as contained in the law of child's rights and protection along with the other laws applicable in the state.
 - In case the master is proven to be in default or negligence in terms of his son's educational rights, the procedures stipulated in the Child's Rights Law (Wadeema Law).
 - In case the student's master abstains from responding to the school's decisions or bear the liability for his violating son, the issue shall be referred to the concerned authorities by the department of legal affairs at the ministry.
 - The master shall comply with the contents of the regulations of masters when issued.
2. The student shall:
- Be self – disciplined.
 - Be punctual and attend on time.



- Bear the liability for his education and behavior and shall have positive attitudes towards the teacher.
- Behave positively and seek achieving the standards of distinct behavior.
- Respect the laws contained in the regulations and act as a responsible person.
- Respect others and actively participate in the school activities to prove himself and develop his abilities and his mental and physical talents.
- Be keen on representing his school in the school meetings concerning the perfect assessment of his behavior.
- Understand the different qualities of the others and consider their feelings.
- Make informed decisions in terms of his health and safety.
- Show understanding and appreciation of the UAE culture, customs and traditions, the other world cultures, the Islamic values and the role thereof in the UAE society.
- Respect the natural environment of his school and avoid causing harm to the same (rationalize the consumption of water and electricity and take care of the plants and pets in the school).

3. Teacher and Teacher's Assistant shall:

- Through his / her academic and vocational preparation, play the main role in developing the spirit of national affiliation and good citizenship with the students.
- Review all procedures of the regulations and apply the same continuously.



- Treat all students well based on equality and respect.
- Represent the good example of positive behavior in words and deeds.
- Prepare a safe environment for all students in all times.
- Participate in setting the mechanisms of enhancing the positive and distinct behavior and dealing with violations.
- Participate in explaining the regulations to the students and give them the opportunity to participate in applying the same.
- Show cooperation and continuously communicate with all concerned parties for enhancing and supporting the positive climate.
- Review the information of the students' behavior continuously, participate in monitoring the positive and distinct behaviors and violations and participate in analyzing the same.
- Participate and support the implementation of the individual educational plan for the students of determination.

4. The safety officer shall:

- Monitor the students' behavior in general to define the collective and individual behavioral phenomena and the effect thereof on the safety of individual and school community.
- Apply these regulations in coordination with the concerned officials in the schools through the approved forms. The safety officer shall further encourage and enhance the practices of positive behavior among the students.
- Maintain a record containing all violations, disciplinary notes and procedures taken.



- Exclude the sources, which adversely affect the students' behavior and work on limiting the effect thereon on students by encouraging the positive and distinct behavior.
- Participate with the teacher, academic advisor / social worker, chairman and deputy chairman of the students' affairs and whoever concerned in the school community in defining the factors affecting the students' behavior, setting plans and applying the procedures of dealing with different types of violations and analyzing the same. The safety officer shall further encourage the practices of positive and distinct behavior among students.
- Communicate and follow up with the security entities, of which jurisdiction cover the school, to notify and cooperate with them in cases of emergencies or any cases requiring the interference of such entities subject to the decision of the behavior management committee.

5. The Academic Advisor and Social Worker shall:

- Review, guide and spread awareness among the students and masters in terms of these regulations.
- Regularly submit the required reports and documents to the principal or deputy principal / behavior committee to explain the methodology of the behavior regulations.
- Plan the protective and remedying programs to limit the negative behavior and encourage the positive and distinct behavior of the students.
- Study the social case of the student of repeating violations; document the same in writing and submit the case study file to the behavior management committee after obtaining the written consent of the student.
- Study the behavioral cases of the students and follow up the same.



- Actively participate in the behavior management committee as the rapporteur of the committee.
- Follow up the individual cases of students and take the procedures required to communicate and cooperate with their teachers and masters.
- Enhance the connections between home and school and inform the masters about their important roles in following up and remedying the behavioral and educational issues of the students.
- Coordinate with the school management to benefit from the extracurricular activities as an effective tool in achieving the targets of the protective and remedying programs of such class.
- Recommend the cases suffering behavioral issues, which are hard to treat, to the concerned authorities approved by the ministry and follow up the implementation of the recommendations contained in the report prepared by the specialists who deal with the cases.
- Directly deal with the nurse of the school and the specialists who are in charge of the special behavioral cases.
- Support the application of the individual educational plan of the students of determination and facilitate communicating with the concerned authorities supporting them.
- Follow up the implementation of all recommendations contained in the report of the specialists who deal with the cases.
- Spread awareness about the behavioral regulations in the school and explain the same to the administrative and administrative cadre and masters in cooperation with the head of the students' affairs unit through implementing workshops and designing stickers and bulletins.



6. Director of the Student Affairs Unit shall:

- Participate in setting an integrated plan for enhancing the positive and distinct behavior in collaboration with the staff and masters.
- Ensure the circulation of the regulations to all employees of the school, students and masters ensure their compliance therewith.
- Monitor, keep and maintain the degrees of positive and distinct behavior by the teachers, safety officer and the academic advisor / social worker and calculate the total behavior degrees by discounting the violations and adding the positive behavior.
- Ensure the completion of the documents and procedures of violations and keep the same in electronic records for convenience of reference.
- Follow up the implementation of the behavioral remedying plans of the students of special needs and determination.
- Analyze all data of positive and distinct behavior and violations and submit proposals for modifying and enhancing the behavior.
- Set the positive behavior support plan among the students along with the encouragement programs of outstanding students and supervise the honoring programs.
- Spread awareness about the behavior regulations in school and explain the same to the administrative and education cadre and masters in cooperation with the academic advisors / social works through holding workshops and designing stickers and bulletins.

7. Deputy Director of the Student Affairs Unit shall:

- Prepare a periodical plan (weekly – monthly – annual) for the meetings of the behavior management committee at school.



- Define the training needs of the educational and administrative staff and provide the support required for developing their efficiency in behavior management.
- Participate in training the educational staff in terms of applying the regulations.
- Directly communicate with all employees and students to ensure full compliance with the decisions and procedures related to these regulations.
- Directly supervise the committees, teams and councils related to the students' affairs.
- Effectively coordinate between the teachers, school management and masters to facilitate their respective roles and liabilities.
- Supervise the students upon applying the procedures of dealing with the violations such as depriving from the break or social activity or student's punishment in the school. Keep the student busy by requiring the student to do the homework or approved school works.
- Obtain the master's acknowledgment of reviewing the regulations of the student behavior management.
- Practice the principal's authorities in terms of applying the regulations if the principal is absent.

8. The Principal shall:

- Provide a safe, healthy and proper educational environment supporting the application of these regulations.
- Introduce the student and the student's master to the provisions of these regulations along with any modification or amendment to the same.
- Establish bylaws for all staff of the school showing their respective roles and liabilities in terms of applying these regulations.



- Supervise the implementation of the vocational development and training plan for the staff in terms of applying the regulations.
- Supervise the establishment of an integrated system of the roles of the educational and administrative staff for information of the personal, social and value development. Such system shall further enhance their awareness about their liability for their school community.
- Receive the complaints and grievances of masters and refer them to the behavior management committee of the school.
- Provide the complete information about the students of determination; find an effective framework to integrate them in the educational environment along with the other persons of the school community provided that there shall be a follow- up system meeting their individual needs.
 - Be keen on establishing an effective system for managing the positive and distinct behavior and disseminate the same to the educational community.
 - Establish an effective system for remedying the violations and be keen on disseminating the same to the educational community.
 - Form committees, teams and councils supporting the school's efforts in the integrated upbringing of the students effectively.
 - Be aware of and analyze the information related to behavior and lead the planning operations targeting improving the students' performance.
 - Take the necessary procedures concerning the development proposals submitted by the director of the student affairs unit and educational community.



9. The Senior Director shall:

- Introduce the principals of schools to the regulations and operation procedures defined by the Ministry in terms of behavior management.
- Assist the principals of schools effectively apply and implement the contents and procedures of the regulations in pro rata with the qualities of the school stage.
- Collect and analyze data about the effect of applying the regulations in the educational field through discussing the extent of appropriateness, success and methods of development thereof.

10. The Domain Director shall:

- Approve the decision of forming the behavior management committee in the school.
- Approve the decisions of the behavior management committee in the domain schools.
- Introduce the senior directors of schools to the regulations and the operation procedures set by the Ministry in terms of behavior management (introduce the senior director to the regulations and operation procedures set by the Ministry in terms of behavior management).
- Assist the senior directors of schools effectively apply and implement the contents and procedures of the regulations in pro rata with the qualities of the school stage.
- Participate in preparing the vocational development program and procedural plans to develop the performance of schools in applying the regulations.



- Collect data about the effect of applying the regulations in educational field on the domain and analyze the same by discussing the appropriateness, success and development methods thereof.
- Collect proposals concerning the development of the students' behavior in the domain schools and follow up the application of the distinct proposals thereof in school initiatives.
- Monitor the issues and challenges, which encounter the application of the regulations and file the same to the director of the school operations and assistant undersecretary of the sector of school operations.

11. Council of Masters:

- Study the behavioral phenomena and students' violations, which need interference and define the methods of facing and remedying the same.
- Suggest plans, programs and initiatives related to spreading awareness among parents about the regulations, provisions and articles thereof.
- Participate in achieving the social support for supporting the programs of enhancing the positive and distinct behaviors.
- Actively participate in emphasizing and establishing the behavioral concepts and values among students.
- Document the taken procedures and decisions in special records for study and analysis.



Article (16)

Roles and Liabilities of the Regulatory Units in the Ministry and Other Educational Entities

The regulatory units of the Ministry, or the equal entities in the educational entities, shall have the following roles and liabilities:

1. The Sector of School Operations shall:

- Ensure the schools, which apply the Ministry's syllabi, apply all regulations and decisions related to the behavior management.
- Ensure the directors of operation departments and domains perform the roles assigned to them as per the regulations.
- Define and analyze the different types of violations and the procedures taken for each violation and file the same to the education data center.
- Approve the vocational training and development programs of the schools in terms of the student behavior management.

2. The Control Sector shall:

- Prepare the control mechanisms and tools to ensure the compliance of the public education institutions with the regulations of the student behavior management.
- Implement the control operations on the public education institutions in terms of applying the student behavior management.
- Prepare the year – end report on the application of the student behavior management.



3. The Sector of Care and Activities shall:

- Prepare the instructions and procedures related to the student behavior management and follow up the behavioral cases and the procedures taken in regard therewith.
- Organize the educational activities implement inside and outside the school concerning the care and rectification of the behavior of violating students for providing the opportunities of improving the behavior degrees.
- Use the potentials of the departments of special education, academic and vocational guidance and physical fitness to serve the educational and behavioral aspect of the school students in coordination with the other entities outside the school.

4. The Sector of Performance Improvement shall:

- Assess the quality of the student care provided in all public and private education schools in the state.
- Study the behavioral factors that affect the performance of all elements of the educational community.
- Design the vocational training and development programs of the education staff including the teachers, supervisors, school leaders and domain directors to achieve the vision of the Ministry and state of proper and pioneering upbringing of students.

5. The Sector of Syllabi and Assessment shall:

- Enhance the positive behavior through the syllabi, especially the subjects such as ethical and national education.



6. The Department of Legal Affairs shall:

- Review the procedures of the cases referred to it concerning the penalties applicable to the students and compare the same to the regulations.
- Refer the violations, which involve penal crimes, to the concerned authorities.

7. The Education Data Center shall:

- Provide technical support subject to its terms of reference.
- Set the mechanisms of continuous online communication with the masters to integrate them in the education process.
- Regularly receive and analyze the data including the number and types of violations, complaints and procedures currently taken in regard therewith by the concerned sectors and departments of the Ministry.
- Update the program for monitoring the violations and assessing the behavior subject to commensurate with the update changes subject to the feedback of the application.
- Prepare periodical reports and submit recommendations to the related sectors of the Ministry.



Article 17: General Provisions

1-Without prejudice to the criminal responsibility provided for in the relevant penal codes, each one who violates this regulation shall be punished by disciplinary penalties provided for in the enforceable laws and regulations of human resources.

2- In case the act made by student is a crime from the fourth degree or requires the suspension of student from school for a period of more than two school days or in case a decision of transfer to another school is issued, in case of failure in the subject of “Behavior” or in case of dismissal of student:

- The Behavior Management Committee shall report that through an explanatory memorandum attached with the evidences to the Undersecretary for Academic Affairs for General Education in order to issue his decision with the referral of student to the competent authority in coordination with the Legal Affairs Department for Implementation
- The parent shall be notified with the actions being taken or taken against student.

3- In case the parent refuses to sign or attend, this shall be established in the same paper it is required to be signed by the parent in the presence of academic guide and safety officer. And their signatures shall be deemed as evidence to the knowledge by parent of the violation made by his son.

4-The school shall apply the behavior modification actions and the enhancement methods before the taking of any penal actions and with the following of education and behavioral rules which achieve the objectives of that decision, enhancing the direction of student behavior for the better.

5- Domain Manager shall constitute a committee for the consideration and settlement of violations made by the students in the integrated continuing education.

The origin is signed by the Minister



6- No assessment action shall be taken against the violating student unless by the Behavior Management Committee of school or the Management of Integrated Continuing Education Centers. The student shall be transferred to the committee under a direction from the principal or the center as per the actions and regulations thereof, provided that the actions shall be associated with the violation and shall be made immediately.

7- Student and the parent thereof shall pay the value of repair or replacement of damage, loss or corruption made by the violating student and the value shall be determined as per the supporting documents.

8- In case the student commits a behavioral violation requiring his transfer from school just before the classroom exam or during the exam, the student shall be allowed to take the exam in a private committee of school.

9- If student makes more than one violation at the same time, he shall be subjected to the most punitive violation procedures among the violations made thereby.

10- Staff of school may intervene to prevent any harm to students in case of quarrelling or physical violence between them.

11- In case there is a non-positive behavior around the school campus or on the school bus from and to the school or during trips or formal visits, the supervisor of students may take the disciplinary actions necessary as per the degree of violation hereunder.

12- Behavior Management Committee shall meet whenever needed for the consideration of cases in which it shall take a decision, like the e-devices seized and the return thereof and the follow-up of documentation of procedures of regulation implementation. (Forms 24& 25)

UNITED ARAB EMIRATES
MINISTRY OF EDUCATION
OFFICE OF THE MINISTER



الإمارات العربية المتحدة
وزارة التربية والتعليم
مكتب الوزير

13- The school may make inspections to the students and property of school subject to the physical inspection regulations and controls when there is a convincing reason, by thinking that the students have “prohibited” materials that violate the policy and regulations of Emirati school for the sake of preservation of school environment and protection of students from any possible risk resulting from the contraband. In addition, the school administration may use the metal detectors and the mobile transmit interrupt devices approved by the Ministry of Education in random places and times, whenever needed.

Article 18

Ministerial Decision 619/2017 on the Student Affairs Administration Regulations in the general education institutions and any decision conflicted with this decision shall be cancelled and the regulations hereof shall apply, considering that the annexes attached hereto are integral part hereof.

Article 19

This decision shall be published and shall take effect from the date of issue thereof.

Minister of Education

Husein bin Ibrahim Hammadi

The origin is signed by the Minister

Issued on: 20/02/1440 AH corresponding 29/10/2018 AD

The origin is signed by the Minister



Ministerial Decision 851/2018 on the Student Affairs Administration Regulations in the General Education Institution

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15	Decision of transfer of student's file to the behavior assessment authorities for the first/second time
16	Decision of suspension of student until the end of term
17	Notification of dismissal of student and transfer of him to the integrated continuing education and the competent authorities for treatment and rehabilitation

The origin is signed by the Minister



18	Notification with the decision by the Undersecretary for Academic Affairs of the dismissal of student and his deprivation from education at the general education institutions
19	Grievance by the parent
20	Notification with the deduction from the behavior mark
21	Behavior mark compensation
22	Monitoring of sign of outstanding behavior
23	Decision of fraud cases
24	Seizure of e-devices
25	Return of e-devices
26	Undertaking by the parent of persons authorized with the receipt of his son/daughter at the end of school time
27	Undertaking by the parent of obligation of his son/daughter to the school time
28	Notification of necessity of receipt of student from the house

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الإمارات العربية المتحدة
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**Annex (1) to Ministerial Decision 851/2018 on the student behavior
management regulations in the General Education Institutions**

Form 1

Parent's Undertaking

The public policy of Student behavior management regulation stipulates that the students and staff of school and the parents have roles and responsibilities that shall be complied with, ensuring integrated personal, and cognitive and social upbringing of student in a safe and secure environment through the proper application of this regulation.

Depending, the student and his parent declare that the same have read the student behavior management regulations and undertake to comply therewith.

Parent's name:

Student's name:

Grade:

Date:

Date:

Signature:

Signature:

Accreditation of Principal

The origin is signed by the Minister

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Annex(2) to Ministerial Decision 851/2018 on the student behavior management regulations in the General Education Institutions

Form 2

Written Undertaking (for students in the Integrated Continuing Education)

Student shall sign this undertaking at the start of academic year of their agreement to the Student behavior management regulations after reading it

The public policy of Student behavior management regulation stipulates that the students and staff of school and the parents have roles and responsibilities that shall be complied with, ensuring integrated personal, and cognitive and social upbringing of student in a safe and secure environment through the proper application of this regulation.

Depending, the student declares that the same have read the student behavior management regulations and undertake to comply therewith.

Parent's name:

Student's name:

Grade:

Date:

Date:

Signature:

Signature:

Accreditation of Center Manager

The origin is signed by the Minister



**Annex No. (3) of Ministerial Decision No. (851) of 2018 Concerning
the Student Behavior Management Regulation in the Public
Education Institutions**

Form No. (3)

Behavior marks record

For (first, second and third) semester of the school year (20....-20....).

Brief description of distinct behavior or violation or correction	Distinct behavior scoring (marks granted out of 20)		Scoring of violations (marks deducted out of 80)		Mark for rectification	Measures taken	Final mark
	Pivot index / No.	Granted mark	Violation No.	Marks deducted because of the violation			
Total mark of behavior for the semester							

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**Annex No. (4) of Ministerial Decision No. (851) of 2018 Concerning
the Student Behavior Management Regulation in the Public
Education Institutions**

Form No. (4)

Decision of the committee of behavior management of withholding the certificate and determining the action for rectifying the student's behavior.

Student's master:-

Grade and class:-

Dear Sir,

This is to inform you that the committee of behavior management at its meeting on has decided to withhold the certificate of your son/daughter because of his/her violation to the school systems and regulations and the lines of the behavior management regulation for the public education institutions and failing (the class of behavior) during semester of school year. The action for **rectifying** his/her behavior has been decided to be from through of the school year (), at the following place: ()

Therefore, we hope for your cooperation in following up the student to successfully complete this period and obtain the required mark of behavior.

Signature of the student's master

Tel

On:

Head of the Student's Affairs Unit/educational counselor

Headmaster

On: / /

The origin is signed by the Minister

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**Annex No. (5) of Ministerial Decision No. (851) of 2018 Concerning
the Student Behavior Management Regulation in the Public
Education Institutions**

Emirate of :
Directorate of Educational Process:
The Council:
District:
School:
Form No. (5)

The behavior management committee's decision to deliver the certificate after the student has successfully implemented the behavior rectification decision.

We wish to inform you that upon the decision of the conduct committee at its meeting on, it was agreed to deliver you the certificate of your son/daughter after passing the behavior modification programs because of his violations to school systems and regulations and the lines of the behavior management regulation for the public education institutions during semester of school year This was during the period from through of the school year (.....). Therefore, we hope for your cooperation to maintain his positive behavior.

Signature of the officer-in-charge

The Headmaster

Signature of the student's master:

Tel

On:

Done on: / /



**Annex No. (6) of Ministerial Decision No. (851) of 2018 Concerning
the Student Behavior Management Regulation in the Public
Education Institutions**

Form No. (6)

A report of a violation

Student's Name:

Grade:

Teacher's Name:

Date of occurrence:

The situation:

Place of occurrence:

Time:

The behavior/incident/ situation:

The action taken:

Classification of the violation (according to the Student Behavior Management Regulation).

- First grade in case of being committed for the first time () second time () third time ()
- Second grade in case of being committed for the first time ()
- Third grade in case of being committed ()
- Fourth grade in case of being committed for the first time ()

Name of the person who wrote the violation position:

Oracle No.: signature the headmaster
.....

Date: time:

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**Annex No. (7) of Ministerial Decision No. (851) of 2018 Concerning the
Student Behavior Management Regulation in the Public Education
Institutions**

Form No. (7)

Written notification /warning /first notice/second notice/final notice

To the student's master

Emirate of :

Directorate of Educational Process:

The Council:

District:

School:

Master of student Grade and class

Dear Sir,

Whereas, on corresponding to the mentioned student has
committed the behavioral violation of

.....
.....

Whereas, this behavior violates the school systems and regulations and the lines of
the behavior management regulation for the public education institutions,

You have to follow the student up to prevent the recurrence of this behavior ,
otherwise the school administration will be forced to take further, more severe
measures in the event of the recurrence of this violation or the occurrence of a
undesirable behavior again.

Signature of the officer-in-charge

The Headmaster

Signature of the student

Signature of the student's master:

Tel

Done on: / /

The origin is signed by the Minister

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**Annex No. (8) of Ministerial Decision No. (851) of 2018 Concerning the
Student Behavior Management Regulation in the Public Education
Institutions**

Emirate of :

Directorate of Educational Process:

.....

The Council:

District:

School:

Form No. (8)

A master's summons letter

Master of student

Grade:

May God's peace, mercy, and blessings be upon you,

We kindly ask for your presence in the school on corresponding to

/ / AD.

to meet the administration for an issue concerning your son / daughter

.....

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

Signature of the student upon delivery

The Headmaster

Name:

Name:

Signature:

Signature:

Date:

Date:



Annex No. (9) of Ministerial Decision No. (851) of 2018 Concerning the Student Behavior Management Regulation in the Public Education Institutions

Form No. (9)

Emirate of :

Directorate of Educational Process:

The Council:

District:

School:

Written notification to the student after the oral one

I am student pledge

Class:.....

To adhere to the rules of conduct and discipline within the school and to maintain its facilities and to follow the instructions and school systems. In the event of my violation I will be responsible for all the procedures applied by the school administration to me according to what is stated in the Student Behavior Management Regulation in the Public Education Institutions.

I have been alerted more than once because of the non-positive behaviors committed by me, which are summarized in the following:

- 1-
- 2-
- 3-

Student's Name: signature:

to be approved: deputy headmaster

Done on: / / AD

A copy of the written pledge shall be sent to the student's master, a copy shall be kept in the student's file and a copy with the Academic counselor/the Social Worker.

The student's master has been notified, Name: the consanguinity:

Tel Date of contact: time:

.....

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**Annex No. (10) of Ministerial Decision No. (851) of 2018 Concerning the Student
Behavior Management Regulation in the Public Education Institutions**

Form No. (10)

Emirate of :

Directorate of Educational Process:

The Council:

District:

School:

An Obligation in the event of violations recurrence by the student

I am

The master of the student:

In class:

Pledge my son's commitment to the rules of conduct and discipline within the school, to maintain its facilities and to follow the instructions and school systems. In the event of his violation I will be responsible for all the procedures applied by the school administration to him according to what is stated in the Student Behavior Management Regulation in the Public Education Institutions. I have been informed of the violations he committed which are summarized in the following:

- 1-
- 2-
- 3-

This is an obligation on my part

Master's Name: Signature:

Tel

to be approved, Assistant of the headmaster

Done on: / / AD

The origin is signed by the Minister

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**Annex No. (11) of Ministerial Decision No. (851) of 2018 Concerning the Student
Behavior Management Regulation in the Public Education Institutions**

Emirate of :

Directorate of Educational Process:

The Council:

District:

School:

Form No. (11)

Referral of a student for case assessment

Academic counselor/the Social Worker/School Committee for Behavior

May God's peace, mercy, and blessings be upon you,

We refer to you the case of student grade:

Because of committing a grade behavioral violation:

of:

Please follow up on the student, study his case, write a detailed report and a treatment plan and involve the concerned parties of teachers and student's master to find the proper solutions and support for the case.

Signature for delivery by the Academic
counselor/the Social Worker

Deputy Headmaster

Name:

Name:

Signature:

Signature:

Date:

Date:

The origin is signed by the Minister



**Annex No. (12) of Ministerial Decision No. (851) of 2018 Concerning the Student
Behavior Management Regulation in the Public Education Institutions**

Form No. (12)

Emirate of :

Directorate of Educational Process:

The Council:

District:

School:

A decision of temporary suspension from study

Master of Student Grade and Class

Dear Sir,,

We shall inform you that, owing to the recurrence of violations by the aforementioned student and lack of response on his part to the preventive, developmental and therapeutic programs presented to him for rectification of his behavior during the previous period, even though the following procedures have been taken against him:

- 1-
- 2-

The Student Behavior Committee of the School has, in its meeting No. () on which corresponds to / / AD, decided to suspend the student from attending the school and to send him to a behavior rectification program during the period :

From day corresponding to / / AD through day corresponding to / / AD

This for the following reasons:

- 1-
- 2-
- 3-

The Headmaster

Signature of the student's master

Student's Signature

.....

Tel

Date: / / AD

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Annex No. (13) of Ministerial Decision No. (851) of 2018 Concerning the Student Behavior Management Regulation in the Public Education Institutions

Emirate:

School Operations Management/

the Council:.....

Range:

School:

form No. (13)

Application form to support the behavior modification Authority

Authority: Name of informer

Notifying time: Reason for summon :

Summary:

.....

Name of the responsible official: School principal

Title : Name:

Signature: Signature:

Date: Date:

The original copy signed by Mr. Minister

The origin is signed by the Minister



Annex No. (14) of Ministerial Decision No. (851) of 2018 Concerning the Student Behavior Management Regulation in the Public Education Institutions

form No. (14)

Emirate:

School Operations Management.....

the Council:.....

Range:

School:.....

Decision to transfer a student to another school

Mr. Parent of student grade / class

Dear sir.

We inform you that due to the repeated violations of the mentioned student, and lack of response to the preventive, developmental and therapeutic programs presented to him to amend the behavior during the previous period, the following measures have been taken against him:

1.

2.

The school behavior management committee decided in its session No. () on / / to submit the issue to the school operations department / council () to transfer the student to another school for the following reasons:

Accordingly, We have connected with the head of the Student Affairs Department at the Ministry to determine the school the student is transferred to. If you do not comply, the student will be transferred automatically.

Signature of the student's parent

Signature of student

Date : / /

The principal

(A copy of the School Operations Administration / Board)



Annex No. (15) of Ministerial Decision No. (851) of 2018 Concerning the Student Behavior Management Regulation in the Public Education Institutions

form No. (15)

The behavior management committee's decision to enroll and transfer the student file to the behavioral assessment authority for the first / second time

Mr. Student's parent

grade and Section

Dear sir,

We inform you that your son / daughter will be enroll in the behavioral modification authorities as a result of his violation and his violation of school systems , regulations and rules and regulation of students 'behavior management in public education institutions. This is a summary of some of the student's behaviors and what was taken about them:

1.
2.
3.

We hope for your cooperation in order to modify your son's behavior for the better ...

Behavior Management Committee members:

Name : Signature :

vice president

Academic Advisor / Social Worker (responsible for the case).

Teacher.....

Teacher.....

Teacher.....

the principal approval

Signature of the student's parent

Phone No.

Issued in / /

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Annex No. (16) of Ministerial Decision No. (851) of 2018 Concerning the Student Behavior Management Regulation in the Public Education Institutions

form No. (16)

Emirate:

School Operations Management.....

The Board :.....

Range:

School:.....

A decision of dismiss student from school until the end of the semester / school year

Mr. Parent of the student:

Grade and Section

Dear sir,

We inform you That:

Due to the repeated violations of the mentioned student, and lack of response to the preventive, developmental and therapeutic programs presented to him to amend the behavior during the previous period, the following measures have been taken against him:

1.

2.

After consulting the School Operations Sector / Board ()and informing of all the details and approval, it was decided to dismiss the said student from the school until the end of the current academic year, and transfer it to a competent authority to amend the behavior.

For the following reasons:

1.

2.

Sincerely,

Date : / /

Principal.....

Student signature:

Signature of the student's parent:

Phone No.

:

(A copy to the School Operations Administration / Sector ()

The origin is signed by the Minister



Annex No. (17) of Ministerial Decision No. (851) of 2018 Concerning the Student Behavior Management Regulation in the Public Education Institutions

form No. (17)

Emirate:

School Operations Management.....

The Board :.....

Range:

School:.....

Notification of a final student dismiss from the school and referring it to integrated continuous education and to a authority specialized in treatment and rehabilitation

Mr. Student's Parent

Grade and Section

Dear sir ,,,

We inform you of the following:

Due to the repetition of the violations committed by the aforementioned student, and failure to respond to the preventive, developmental and remedial programs presented to him to amend the behavior during the previous period, the following measures have been taken against him:

1.

2.

And due to his behavior that violates the regulations and rules applicable in the school such as :

And based on the approval of His Excellency the Under Secretary for Academic Affairs, and informing him of all the details, it was decided to suspend the student completely from studying in government schools and transfer him to integrated continuing education and a competent authority for treatment and rehabilitation for the following reasons:

.....

.....

The Principal

Student signature Signature of student parent

Parent Phone:

Date : / /

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(A copy to the School Operations Administration / Board ()

Emirate:

School Operations Management.....

The Board :.....

Range:

School:.....

The origin is signed by the Minister



**Annex No. (18) of Ministerial Decision No. (851) of 2018 Concerning the Student
Behavior Management Regulation in the Public Education Institutions**

form No. (18)

Notification of the decision of the Under Secretary for Academic Affairs

Mr. Student's Parent

Grade and Section

Dear sir ,,

We inform you of the following:

Due to the repetition of the violations committed by the aforementioned student, and failure to respond to the preventive, developmental and remedial programs presented to him to amend the behavior during the previous period, the following measures have been taken against him:

1.

2.

And due to his behavior that violates the regulations and rules applicable in the school such as :

It has been decided the student will be permanently dismissed and denied the studying in all public education institutions for the following reasons:

.....

The Principal

Student signature Signature of student parent

Parent Phone:

Date : / /

(A copy to the School Operations Administration / Sector ()

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**Annex No. (19) of Ministerial Decision No. (851) of 2018 Concerning the Student
Behavior Management Regulation in the Public Education Institutions**

form No. (19)

Emirate:

School Operations Management.....

The Board :.....

Range:

School:.....

The parent's grievance

I / the parent of student grade and class / complain that

Subject of grievance

.....

Signature student parent Date

Phone No. :

The decision of the Assistant Undersecretary of the School Operations Sector

.....

Signature of the Assistant Undersecretary for the School Operations Sector Date:

The decision of the Undersecretary for Academic Affairs of public Education

.....

Signature of the Undersecretary for Academic Affairs of public Education.....

Date: / /

Note: Please be aware that the grievance will be responded within one working day of the date

The origin is signed by the Minister



Annex No. (20) of Ministerial Decision No. (851) of 2018 Concerning the Student Behavior Management Regulation in the Public Education Institutions

Form No. (20)

Notification of deduction from behavior marks

The student's parent: Grade:

Dear sir,

Mr. Student parent:

Grade and Class

We inform you that your son / daughter committed a behavioral violation of the degree which is

And based on the decision of behavior Management Committee in the School No. dated....., the corrective stipulated in the Ministry of Education's regulation, was issued against your son to deduct (....) a marks of behavior for the semester on the school year/..... ..

The student will be given an opportunity to retrieve part of the marks according to Code of Conduct and the following proposals:

1.
2.
3.

Parent Signature of Receipt:

The Principal

Name:

Name:

Signature:

signature:

Date:

Date :

Phone No :



**Annex No. (21) of Ministerial Decision No. (851) of 2018 Concerning the Student
Behavior Management Regulation in the Public Education Institutions**

Form No. (21)

Violation Compensation Form

student's name: Grade:

Violation degree	Violation No.	Violation Description	Deduction Marks	Modification (Description of positive behavior)	Compensation marks
Total marks of positive behavior after compensation					

Total marks

The total marks at the end of the semester

Official :

The Principal

Name:

Name:

Signature:

signature:

Date:

Date :



Appendix (22) for ministerial Decision No. (851) of 2018 AD, concerning to
students Behavior management regulation in public education institutions

Form No.22

monitoring template of distinguished conduct mark

Student Name/..... class.....

day and date of distinguished conduct	distinguished behaviour standard	distinguished behaviour indicator	distinguished behaviour grade	distinguished behaviour type	Participation range
	Marks Total of positive conduct after compensation.				

Student signature/.....

Marks total/.....

Total grade at the end of term/.....

Officer-in-charge/.....

Name/.....

Signature/.....

Date/.....

headmaster/.....

Name/.....

Signature/.....

Date/.....

The origin is signed by the Minister

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Appendix (23) for ministerial decree No. (851) of 2018 AD, concerning to students
Behavior management regulation in public education constitutions.

Form No.23

decree of deceit and fraud

The parent of the student/.....
Class and class/.....

Dear sir,

It is our pleasure to inform you that, your son/ your daughter has been seized in a deceit case....., we are condemning him/her after identification of committing this heinous act, we absolutely make sure that by definitive evidences, and no one can deny that committing deceit is considered illegal and go against the scholastic rules, systems and regulations and is contrary against students conduct regulation in public education institutions.

Consequently, we decided to penalize the student by suspension him/her days until the decision of Assistant Undersecretary of schooling processes sector.

Officer-in-charge Signature/.....
Headmaster/.....
The parent signature of student/.....
Telephone No./.....
This is entered in the date..../..../.....

The origin is signed by the Minister

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Appendix (24) for ministerial decree No. (851) of 2018 AD, concerning to students
Behavior management regulation in public education constitutions.

Form No.24

Confiscation of electronic devices

Mr/The parent of the student/.....
Class and class/.....

Good Greetings, thereafter.....

It is pleasure to inform you that it was a Confiscation to a device....., it had been possessed by your son/daughter, and it is illegal and go against the rules of law, school regulations furthermore students conduct management regulation in public education institutions.

Consequently, the device will be kept for a period estimated.....days, if it is clear that the device contains pictures of the members of the administrative and teaching entity or one of the student or contains a more things are contrary against religion, customs, tradition and customary in EMIRATES, therefore the device will be sent to competent authorities to take their decisions and procedures.

Officer-in-charge Signature/.....
Headmaster/.....
The parent signature of student/.....
Telephone No./.....

This is made and entered on the day of Dated on...../...../.....

The origin is signed by the Minister

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Appendix (25) for ministerial decree No. (851) of 2018 AD, concerning to students
Behavior management regulation in public education institutions.

Form No.25

Electronic devices restitution

Mr, the parent of the student/.....

Class and class/.....

Good Greeting,thereafter....

It is pleasure to inform you that, certainly, the device which had been requisitioned under the offence No..... Dated on, it also had been restored, therefore we sign for receipt and obligation not to reiterate this offence.

Officer-in-charge Signature/.....

Headmaster/.....

The signature of the student parent/.....

Telephone No./.....

This is made and entered on the day of Dated on...../...../.....

The origin is signed by the Minister

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Appendix (26) for ministerial decree No. (851) of 2018 AD, concerning to students
Behavior management regulation in public education institutions.

Form No.26

**Student Parent Obligation of persons who authorized to receive his sons/daughter
at the end of school hours.**

I pledge as my capacity of the student parent for delivery from and to
school on a day-to-day basis in a timely manner especially at time and attendance unless in
the case of a justification of personal excuse, I will constantly contact the school
management to explain the reasons and then send the person who authorized for
accompanying my son/daughter.

This is an acknowledgment on my part.

Student Name/.....

The student parent unless he is the father/.....

Telephone No./.....

The person who authorized to deliver the student from and to

school..... his relationship of the student.....ID

Number..... Telephone No./.....

Signature of the Student Parent

.....

The origin is signed by the Minister



Appendix (27) for ministerial decree No. (851) of 2018 AD, concerning to students
Behavior management regulation in public education institutions

Form No.27

Obligation of the student Parent of his son/daughter compliance in school hours

I pledge as my capacity of the parent of the student..... on my son/daughter compliance during the school hours and I am aware of that the accepted excuses are only (sickness - travelling abroad for receiving therapy - the death of one of relatives), and I will produce a paper-based statement of my son/daughter sickness according to the policy of education ministry.

concerning to the personal excuses, I will contact the school administration through two days to illustrate the reasons of that.

verbal warning	The first notification	Second notification	Third notification	Student's separation
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

The parent Name/.....

Relative Relationship/.....

Signature/.....

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Appendix (28) for ministerial decree No. (851) of 2018 AD, concerning to students
Behavior management regulation in public education institutions

Form No.28

Emirate/.....
Schooling Processes management/.....
Council/.....
Range/.....
School/.....

Student Delivery Necessity Declaration from the home door

Dear sir,

According to the instructions of Education Ministry and the policy of Transportation Authority of the Students who use school buses, we are so pleased to inform you about the necessity of presence in front of the home door especially before the arrival of the bus which will send your sons/daughters to school, but in the case of nonexistence of the parents to receive them, the bus supervisor will return the student to school once again, therefore the parents should go to the school management to receive them.

With Sincere Salutations for everyone.

The origin is signed by the Minister