

STUDENT BEHAVIOUR MANAGEMENT POLICY

(2026-2027)

Based on Ministerial Resolution No.851 of Year 2018

Gulf Asian English School, Sharjah
Code of Conduct 2026-2027
(Based on Ministerial Resolution No.851 of Year 2018)

I. INTRODUCTION

The Student Behaviour Management Code of Conduct of Gulf Asian English School, Sharjah, has been developed in align with the Learner Behaviour Management Policy adopted by the Sharjah Private Education Authority to promote a safe, respectful, inclusive, and supportive educational environment in which every student is encouraged to demonstrate positive behaviour, uphold good morals, and develop a sense of responsibility and self-discipline. The Code serves as a guiding framework for fostering exemplary conduct, strengthening mutual respect, and ensuring the overall wellbeing and holistic development of students.

The school recognizes that effective behaviour management is an integral part of the educational process and is best achieved through a balanced approach that emphasizes positive reinforcement, encouragement, guidance, care, and fair and consistent procedures. The Code outlines the expectations, responsibilities, and procedures related to student behaviour, while promoting collaboration among students, parents, teachers, school leadership, and all members of the school community.

This Code of Conduct is designed to support the development of students' cognitive, personal, social, and moral values by establishing clear behavioural expectations and appropriate educational responses to behavioural concerns. It aims to ensure that preventive and corrective measures are implemented in a transparent, proportionate, and educationally appropriate manner, taking into consideration the age, developmental needs, and individual circumstances of students.

The provisions of this Code apply to all students of Gulf Asian English School, Sharjah, from Kindergarten to Class 12, and are organized into two categories based on the students' age and grade level:

- Category 1: Kindergarten to Class 2 (who are subject to their own age-appropriate guidelines)
- Category 2: Class 3 to Class 12.

Through the effective implementation of this Code, the school seeks to nurture responsible, respectful, and well-rounded individuals who contribute positively to the school community and demonstrate appropriate behaviour both within and beyond the school environment.

II. OBJECTIVES OF THE CODE (REGULATION)

Gulf Asian English School Sharjah aims to enhance good morals, and the practice of positive and exemplary behavior among the students.

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

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

the features of each student.

5. Application of the principles and culture of the promotion, encouragement and permanent care within the educational community, in order to decrease the behavioral offenses inside and outside the school, by using the best possible educational methods.
6. Orienting the students and their guardians on their obligations and earning their trust in respect of the fairness of the adopted procedures and methods, in order to achieve the self-discipline and the development of the positive and exemplary behavioral attitudes of the students inside the school community on permanent basis.
7. Provision of a reference for identifying the rules, standards and procedures that should be referred to in dealing with the students' behaviors, in order to ensure the compliance with the school values and systems.
8. Ensuring that the preventive and handling mechanisms of behavioral problems and offenses are effectively planned and implemented.

III. SCOPE OF APPLICATION

1. This code of conduct is applicable to all the students of Gulf Asian English School.

2. The students targeted by this code of conduct are divided into two categories:

A. First category: Kindergarten to Grade 2 (who are subject to their own age-appropriate guideline)

For students in **KG to Class 2**, behaviour management shall be guided by age-appropriate, developmental and positive behaviour approaches that promote self-discipline, social-emotional development, respect, responsibility and positive conduct. Behavioural concerns shall be addressed through appropriate guidance, counselling, parental communication and supportive interventions, taking into consideration the student's age, developmental level and individual needs.

B. Second category: Class 3 to Class 12 students.

The provisions of Ministerial Resolution No. (851) of 2018 concerning the Behaviour Management Regulation for Students in General Education Institutions shall apply to students from **Class 3 to Class 12**, in accordance with the applicable provisions and requirements of the Regulation.

IV. MECHANISM OF BEHAVIOUR MARK CALCULATION

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

A. Positive behavior:

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

B. Exemplary behavior:

- It reflects the exemplary practices undertaken by the student, through his / her good behavior and morals, and his / her initiatives in the school community.
- 20% of the total behavior marks are allocated to exemplary behavior.
- During the semester, the educational staff shall assess the topics, indicators, and criteria of the exemplary behavior, and at the end of the semester; shall grant the student the marks he/she is eligible as per such topics, indicators and criteria, which are classified within three main topics:
  1) Personal development.
  2) Appreciating the religious values and respecting the identity, heritage, and culture of the UAE and the global cultures.
  3) Social responsibility as well as leadership and innovation skills.
- The due mark of exemplary behavior shall be granted as per the topics, indicators, and criteria mentioned in **Article 5** below during each school term.

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

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

Sample of Behaviour Report Card

Balance of behaviour subject marks for the school year	Calculation of positive behaviour marks				Exemplary behaviour marks		Final Marks
	Expected balance for all students	Deduction mark offenses	Compensation mark	Due mark	Expected balance for all students	Due mark	
Year 2025-2026	80	-12	+12	80	20	+16	96

3. 60% shall be the minimum expected mark of behavior. The student shall be granted opportunities to make up for the marks deducted during the school year from his / her semester behavior mark balance, through the improvement of the exemplary behavior marks or by not repeating the offense and his / her adherence to the positive behavior.
4. Such compensation for the marks deducted from the positive behavior may be in part or in full, according to the resolution of the Behavior Management Committee and within the period to be determined by the committee, provided that the mark shall be added before the final approval of the behavior marks. The indications clearly referring to the improvement of the student's behavior shall be monitored and shall be kept in his / her file in accordance with (**Form No.21**).
5. The educational and administrative staff shall document and record the marks of, and the reports on the behavior of each student, as well as the negative or positive developments that may have occurred, in a hardcopy and softcopy file for each student of the school. These marks and report shall be summarized as per (**Form No.3**).
6. If the student fails to achieve the behavior pass mark; then his / her certificate shall be withheld and referred to the Behavior Management Committee to study each case separately and to decide the necessary procedures, place, and period of behavior modification that shall be implemented during the summer holiday, the assessment date of the student, and the date of submission of the report to the committee, to make its decision in this regard , as per (**Form No.4**).
7. The 12th Grade students shall be keen on being in full compliance with, and on succeeding in, the behavior components at the end of the school year. If the student fails to meet the criteria; then he/ she shall be given an opportunity to improve his / her mark as follows:
   - In case of failing to meet the behavior criteria during the first and second semesters; such case shall be handled before the beginning of the third semester through granting him / her the pass mark of the behavior criteria as per the rates of the two semesters, according to the recommendations of the Behavior Management Committee, in order to ensure his / her willingness and success in behavior terms during the third semester.
   - In case of failing to meet the behavior criteria during the third semester; the student and his / her guardian shall be met by the concerned body of the Ministry, in order to evaluate his / her behavioral status and to make the proper decision in this regard, and to have it approved by the assistant undersecretary for the school operations sector or his equivalent.
8. The completion of the Behavior Management Committee's decisions, implementation, and passing the assessment successfully shall entail handing the certificate over to the student and transferring him / her to the next grade under a decision by the committee itself, as per (**Form No.5**).

V. MEASUREMENT OF THE EXEMPLARY BEHAVIOUR

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

Topic	Criteria	Indicators	Mark
1. Personal development	1.1 Through his / her attitudes, the student shows an ability to have self-discipline and taking responsibility on a permanent basis.	1.1.1 The student complies with the school regulations inside the classroom and the school, and during the school outdoor activities, in a permanent and persistent manner during the semester.	10
	1.2 The student shows patterns of cooperative work behaviors with his /	1.2.1 Respects the feelings of his / her peers, considering their needs and offers help to them permanently.	5

	her peers, teachers and school management.	1.2.2 Taking the initiative to encourage others, to cooperate, synergize, propose solutions to engage others, and inviting them to partake in teamwork on a permanent and persistent basis, inside and outside the classroom.	5
	1.3 The student complies with health and safety standards.	1.3.1 He / She takes care of his / her appearance and the cleanliness of his / her body, clothes and hair permanently and without being reminded by others.	10
		1.3.2 He / She contributes to the dissemination of health and safety culture among his / her peers or proposes activities in relation to health and safety.	5
	1.4 The student is always keen on attending his / her lessons and on being punctual.	1.4.1 At least 98% school attendance.	5
		1.4.2 Arriving to school and to class on time.	5
2. Appreciating the religious values and respecting the identity, heritage and culture of UAE and the global cultures	2.1 The student shows high understanding and appreciation to the religious values in UAE and shows compliance with them through his / her daily behavior.	2.1.1 Characterized with trust, honestly, and good manners.	10
		2.1.2 Showing the Principal of acceptance of others and tolerance through his / her behavior.	5
	2.2 The students respect the identity, heritage and culture of UAE and the global cultures.	2.2.1 Taking the initiative to participate in a diverse range of cultural activities aiming at the promotion of belonging and national identity values.	5
		2.2.2 Taking the initiative to execute out of school activities and projects to learn about other cultures.	5
3. Social responsibility and leadership & innovation skills	3.1 The student takes the initiative to effectively participate in the meaningful social activities.	3.1.1 Representing the school in one of the various occasions over the school year, when he / she is asked to do so.	5
		3.1.2 Participating in the activities of the students' councils, teams, voluntary work or school initiatives. His / her participation should have a positive impact on the local or school community.	5
		3.1.3 Taking the initiative to participate in purposeful social activities during the holidays.	5
	3.2 The student has a great work ethic, and shows a high level of environmental awareness, ability to innovate, entrepreneurship, solution finding and decision-making skills.	3.2.1 Having an independent character and being able to lead important and beneficial social initiatives and projects.	5
		3.2.2 Proposing innovative and creative solutions for the public interest in his / her school community, or for solving the problems facing the school.	5

		3.2.3 Implementing ideas andactivities, whether individually or in a group, to rationalize energy consumption and natural resources inside and outside his / her school environment, and to maintain their sustainability.	5
Evaluation full mark			100
Exemplary behavior mark (full mark divided by 5)			20

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

VI. PROMOTION OF BEHAVIOUR

Gulf Asian English School promotes the students' positive and exemplary behavior in consistence with their age groups, schoolgrades and their mental and physical capabilities by using various methods. The following controls are considered when the procedures of positive and exemplary behavior promotion are applied:

1. Student's behavior will be focused at the time of promotion.
2. Promotion will be done on immediate basis, through applauding the exemplary behavior and developing the positive behavior.
3. The school provides equal opportunities for all students, in order to promote their positive and exemplarybehaviors.
4. Methods of promotion include moral, material, and educational methods.
5. The students achieving the exemplary behavior criteria will be rewarded by engaging them in the programs in which they will represent their school, whether inside or outside UAE.
6. The student's guardian will be informed of his son's / daughter's behavior through periodic reports and meetings. The methods and strategies adopted by the school will be discussed in order to promotethe student's behavior. Emphasis shall be made on the need for cooperation between the student's guardian and the school, to establish the culture of the student admitting the mistakes and apologizing.

VII. OFFENSES

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

First degree offenses (simple offenses)
4 marks shall be deducted for each offense

Offense No.	Description
1.1	Being repeatedly late to the morning parade or failing to participate therein without an acceptable excuse.
1.2	Failing to attend the classes on time repeatedly without an acceptable excuse.

1.3	Non-compliance with the school uniform or the school sports uniform without an acceptable excuse.
1.4	Overgrown hair for boys or bizarre haircuts for boys and girls.
1.5	Not brining the books and school kits without an acceptable excuse.
1.6	Non-compliance with the positive behavior rules inside and outside the classroom, such as: keeping calm and disciplined during the class time and making inappropriate sounds inside or outside the classroom.
1.7	Sleeping during the class time or formal school activities with no justification (after making sure of the student's health status).
1.8	Eating during the class times or during the morning parade without a justification or permission (after making sure of the student's health status).
1.9	Non -compliance with presenting homework and assignments given to him / her in a timely manner.
1.10	Misuse of the electronic devices such as the tablets etc., during the class, including playing games and using headphones inside the classroom.
1.11	All of what is similar to these offenses as per the discretion of the Behavior Management Committee

Second degree offenses (medium severity offenses)
8 marks shall be deducted for each offense

Offense No.	Description
2.1	Not attending the school without an acceptable excuse at any time, including before and after the holidays and ends of weeks and before exams.
2.2	Getting in or out of the classroom during the class time without permission.
2.3	Not attending the school activities and events without an acceptable excuse.
2.4	Inciting quarrel, threatening or intimidating peers in the school.
2.5	Acting in a manner contradicting with the public morals or the public order at the school and with the values and traditions of the society, such as imitating the opposite sex in terms of clothes, appearance, haircuts and use of makeup.
2.6	Writing on the school furniture or school bus seats. Tampering with the alarm bell or the lift.
2.7	Bringing mobile phones or misuse any means of communication.
2.8	Verbally abusing or insulting students, staff, or visitors of the school.
2.9	Smoking or possessing the relevant kits inside the school campus.
2.10	Refusing to respond to the instruction of inspection or to hand over the banned materials.
2.11	All of what is similar to these offenses as per the discretion of the Behavior Management Committee

Third degree offenses (grievous offenses)
12 marks shall be deducted for each offense

Offense No.	Description
3.1	Various types and forms of bullying.
3.2	Copying or reproducing the assignments, reports, researches or projects and taking credit for them, as per the **Form No.23.**
3.3	Getting out of the school without permission or absconding during the school day.
3.4	Attempting to defame peers and the school staff via the social media or abusing them.
3.5	Impersonating others' personality in the school, during transactions, or forging the school documents.

3.6	Destroying or seizing the school furniture, tools, and vandalism
3.7	Tampering with or destroying the school buses. Causing harm to the driver, supervisor, or the other road users.
3.8	Assaulting others in the school, without causing any injuries to the victim (corporal abuse).
3.9	Driving a private car recklessly inside or around the school campus, and not following the security and safety instructions.
3.10	Capturing, possessing, publishing or disseminating photos of the school staff and / or students without their permission.
3.11	All of what is similar to these offenses, as per the discretion of the Behavior Management Committee.

Fourth degree offenses (highly grievous offenses)
Failure in the subject

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

VIII. MECHANISM OF DEALING WITH OFFENSES

1. The below sequential actions shall be taken, and deduction shall be made to the behavior marks in case of committing an offense, with due consideration to the mentioned detailed instructions, and ensuring that the topics falling within the functions of the Behavior Management Committee has been brought before the committee for making the necessary decisions.

Degree of offense	Repetitiveness	Deducted Mark	Action	Responsibilities and powers
First degree (simple offense)	Upon committing	None	1. Verbal warning and directions. 2. Documenting the offense and the action taken, in accordance with **Form No.6.**	- Teacher in charge. - The action will be executed once the offense occurs. The offense will be documented in coordination with Student Welfare Officer
	When repeated for the first time	None	1. Written warning and documenting the offense. 2. Informing the guardian in writing, as per the Form No.7.	- Offense will be documented by the Student Welfare Officer. - The Student Welfare Officer will inform the guardian through phone or message.
	When repeated for the second time	2	**1.** as per the **Form No.8** 2. Referring the student to the Student Welfare Officer. 3. Signing an undertaking not to repeat the offense again by the student's guardian and informing them of the marks deducted, as per the **Forms No.9, 10** & **20**.	- Student Welfare Officer will be responsible for summoning the student's guardian. - The concerned supervisors will ensure that the undertaking referred to herein is signed by the student's guardian and the student.

	When repeated for the third time	4	3. Summoning the guardian on the day next to the offense date. **4.** Issuing a written warning for the student and his / her guardian in case no response is made, as per the **Form No.9**	- Student Welfare Officer will be responsible for summoning the student's guardian. - The concerned supervisor will issue the warning.
	When repeated for more than 3 times	To be calculated in accordance with the Committee's discretion.	1. Behavior Management Committee will meet on the day next to the offense date. **2.** The Student Welfare Officer will open a file for studying an individualcase, as per the **Form No.11.** 3. Implementing a set of strategies aiming at reducing this negative behavior.	- Behavior Management Committee will meet upon the instructions of the Committee Incharge. - The committee decisions will be implemented on the day next to the offense date. - The Committee's terms of reference include the expulsion and deduction of marks. - The Student Welfare Officer will be responsible for following up the procedures of the student's behavior reform through opening a file to studying his / her case.
<u>* If the total of 10 marks is deducted against the first-degree offenses; then a file shall be opened to study and follow up the student's case in accordance with the recommendations of the Behavior Management Committee.</u>**				

Second degree (medium severity offenses)	Upon committing	4	**1.** Issuing the first written warning and instructing the student to sign on an undertaking not to repeat the offense, as per the **Form No.9.** 2. Completing the file of the individual case study by the Student Welfare Officer. 3. Summoning the student's guardian on the day next to the offense date and asking them to sign on an agreement for reforming his/her son's / daughter's behavior. 4. Monitoring the student's behavior and providing guidance sessions for him / her.	- The concerned supervisor will issue the warning. - The Student Welfare Officer will study the case. - The concerned supervisor will ensure that the behavior reform agreement is signed by the student and his / her guardian.
	When repeated for the first time	8	1. Having the student temporarily suspended for a maximum of two days and assigning him / her with study assignments inside the school, as per the **Form No.12.** 2. Bringing the matter before the Behavior Management Committee of the school. 3. Issuing the second written warning to the student and his / her guardian. 4. Implementing a set of strategies for reforming the student's behavior.	- Behavior Management Committee will meet upon the instructions of the Committee Incharge, and decisions will be implemented on the day next to the offense date. - The Committee will decide the suspension and deductionof marks. - The Student Welfare Officer will be responsible for following up the procedures of the student's behavior reform through opening a file to studying his / her case. - The concerned supervisor will take the responsibility for following up the student while suspended inside the school.

	When repeated for the second time	8	1. Behavior Management Committee will meet immediately and shall take the proper decision. 2. Suspending the student for 1 to 3 days and assigning him / her with a study assignment inside the school. 3. Issuing the final warning for the student and his / her guardian. **4.** Transferring the student to another school as a disciplinary action; if he / she does not reform his / her behavior, and putting him / her under continuous observation, as per the **Form No.14.**	- Behavior Management Committee will meet upon the instructions of the Committee Incharge. - The Committee's terms of reference include the suspension, deduction of marks, and issuing the student transfer decision. - The concerned supervisor will take the responsibility for following up the student while suspended inside the school. - The School Principal will follow up the matter of transferring the student from the school.

***** If the total of 20 marks is deducted against the second-degree offenses; then a file shall be opened to study and follow up the student's case in accordance with the recommendations of the Behavior Management Committee.**

Third degree (grievous offenses)	Once committed	12	1. Suspending the student immediately (inside the school campus). 2. Behavior Management Committee will meet on an immediate basis to take the proper decisions. 3. Summoning the student's guardian immediately and asking them to sign on the warning and the decision.	- Behavior Management Committee will meet upon the instructions of the Committee administrator. - The Committee's terms of reference include the suspension, marks deduction and making the student transfer decision. - The Student Welfare Officer will take the responsibility for summoning the student's guardian and implementing the Committee's decisions.

	When repeated	12	1. Suspending the student immediately until the investigations end (outside the school campus). **2.** Behavior Management Committee will meet on an immediate basis to make the proper decisions, in respect of the student suspension. 3. Summoning the student's guardian immediately and presenting the Committee's decision to them. 4. If the student fails to reform his / her behavior; then he / she shall be transferred to another school as a disciplinary action under a decision by the Director of the school.	-Behavior Management Committee will meet upon the instructions of the Committee Incharge. -The Committee's terms of reference include the suspension, deduction of marks and making the student transfer decision. -The Student Welfare Officer will take the responsibility for summoning the student's guardian and implementing theCommittee's decisions -The procedures of the student transfer to another school shall be performed through the school director. -The school Principal will follow up the procedures of the student transfer to another school as per the Form adopted herein.

Fourth degree (highly grievous offenses)	Upon committing	Failing in the behavior subject or final or expelling the student	1. The school Principal, will notify the Legal AffairsDepartment of the Ministry and the concerned agencies, once the offense is committed. 2. Notifying the student's guardian of the matter and suspending the student on an immediate basis until the investigations end for a period not later than 2 working days. Suspension period maybe extended until the end of the legal investigation. 3. The Behavior Management Committee will meet on an immediate basis to refer the matter, through the submission of an explanatory memorandum together with the evidence on the offense committed to the under secretary of academic affairs for the general education 4. Seizing the tools used in committing the offense once it occurred, in order to hand them over to the security authorities.	- The school Principal will report any offense once committed, without prejudice to the fact that everybody shall be held accountable; if such offense is not reported. - The Behavior Management Committee's functionswill include the following: 1. Deciding to deem thestudent as failed in respect ofthe behavior subject or expelling him / her accordingto the severity of the offense he / she committed. 2. Preparing a memorandum, with which the relevant evidences are attached and submitting it to the under secretary of academic affairs for the general education. 3. Instructing the Student Welfare Officer to follow up the other procedures in accordance with his / her role and duties stated herein.

Summary of the Procedures

<table>
<tr><th rowspan="2">Degree of offense</th><th rowspan="2">Upon committing</th><th colspan="3">Reoccurrence</th></tr>
<tr><th>First time</th><th>second time</th><th>third time</th></tr>
<tr><td rowspan="2">First-degree (simple offenses)</td><td>Verbal warning</td><td>Written warning</td><td>Deducting half of the mark</td><td>Deducting the full mark and instructing the student and his / her guardian to sign an undertaking for not committing this offense again.</td></tr>
<tr><td colspan="4">If the aggregate deduction, which is made against the reoccurrence of the first-degree offenses (of one type or more), reaches 10 marks or more; then a case study file will be opened.</td></tr>
<tr><td rowspan="2">Second-degree (medium severity offenses)</td><td>Written warning</td><td>Deducting half of the mark</td><td>Deducting the full mark and instructing the student and his / her guardian to sign an undertaking fornot committing this offense again.</td><td></td></tr>
<tr><td colspan="4">If the aggregate deduction, which is made against the reoccurrence of the second-degree offenses (of one type or more), reaches 20 marks or more; then a case study file will be opened.</td></tr>
<tr><td>Third-degree (grievous offenses)</td><td>Deducting the full mark</td><td>Deducting the full mark and taking the actions prescribed under Section 8.</td><td></td><td></td></tr>
<tr><td>Fourth-degree (highly grievous offenses)</td><td colspan="4">Taking the actions prescribed under Section 8.</td></tr>
</table>

- In case of the occurrence of any offense inside the classroom; then the teacher will observe and document it.
- In case of the occurrence of any offense outside the classroom; then it will be reported to the academic supervisor, Student Welfare Officer, the Vice Principal, or the school Principal.

IX. CONTROLS OF PROCEDURES APPLICATION

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

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

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

The staff of the school community are restricted to do any of the following actions when dealing with thestudents:

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

X. PERSONS OF SPECIAL NEEDS AND PEOPLE OF DETERMINATION

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

XI. GRIEVANCES

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

XI1. BEHAVIOUR MANAGEMENT COMMITTEE AND ITS FUNCTIONS

1. **Behavior Management Committee:**

   Gulf Asian English School has a Behaviour Management Committee, which is entrusted with discussing the students'problems in educational and behavioral terms and deciding the actions to be taken against the violatingstudents, in accordance with the provisions hereof. This Committee shall be composed as follows:
   - The school Principal as the chairman.
   - The Vice Principal as the overall incharge (Vice Chairman)
   - The academic Headmaster as a member and the Coordinator.
   - The Student Welfare Officer as an Administrator

- The School Counsellors as members
- The Academic Supervisor as a member.
- One of the school teachers as a member.
- The head of the school Parents council, who shall attend discussing sessions only andnot the sessions dedicated to considering the students' issues.
- The safety officer as a member.

2. <u>The Committee's functions:</u>

- Examining the students' behavioral offenses, deciding in respect and determining the actions to be taken in accordance with the provisions hereof.
- Adopting the procedures of the establishment of positive behavior among the students and reducing offenses.
- Achieving the integration between the educational roles oriented to the comprehensive care to the students.
- Developing reports and presenting recommendations to the zone director, the sector director and the assistant undersecretary for school operations sector, in respect of the offenses when so is necessitated, in accordance with the provisions hereof.
- Checking on the process of granting behavior marks to the students and approving the term and final procedures of behavior reform for reforming the behavior of each student who fails in the behavior subject, with paying due consideration to each case separately.
- Completing the procedures related to mark and certificate granting to the student, after performing the behavior reform procedure, within a proper timeframe, with paying utmost attention to the student's interest.
- Handling the guardians' complaints and grievances and deciding in respect and in accordance with the provisions herein.
- Coordinating with the academic supervisor/Student Welfare Officer to activate preventive and remedial, andbehavior reform programs and employing counsellors as necessary in accordance with the range of the schools.
- Coordinating with the school support team to study the nature of the behavior conducted by each student of the people of determination and deciding in respect thereof.
- Documenting and keeping the records and correspondences of the Committee (the administrator).

  The Committee shall have some of its actions and functions surrounded by secrecy and privacy, in particular, the one related to certain offense, and shall neutralize its members who are in direct relation with the violating student, or those who are not members of the school community.
- Studying the behavioral phenomena prevailing in the school, their nature, causes, implications, and the methods of overcoming them.

3. <u>Meetings of the Committee:</u>

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

keeping the reports of these meetings.

- Approving the student's behavior mark in consultation with the concerned persons in the Committee, through checking the student's records during the school year and not to rely on personal judgments.
- This Committee shall be deemed as automatically composed once this Regulation is promulgated.

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

4. <u>The Committee administrator (Student Welfare Officer):</u>

The Committee administrator's responsibilities are as follows:

- Keeping a record containing all offenses, disciplinary remarks and actions taken.
- Preparing and keeping the minutes of meeting and documenting the decisions and following up the implementation thereof.
- Calling the members of the Committee to meet and preparing the agenda to be discussed by the Committee.
- Coordinating with the safety officer and the students' affairs unit, to ensure that each of them performs his / her role properly as prescribed under **Section 15.**

XIII. ROLES AND RESPONSIBILITIES OF THE STAKEHOLDERS IN THE SCHOOL

1. **<u>Guardian</u>**:

- Submitting a written undertaking to the school, wherein they shall acknowledge that they familiarized themselves with the Code of the Students' Behavior management, and that they shall comply therewith and shall act accordingly, as the **Form No.1.**
- Motivating, encouraging and promoting the positive behavior, and working on reducing the behavioral problems of their child.
- Instilling self-discipline inside their child's mind, and always reminding them of their religious and social values and that they are responsible for the future of their country.
- Commitment to attend the meetings and the educational and awareness-raising events whenever invited by the school administration to attend such meetings or events.
- Notifying the school of their child's needs and cooperating with it to solve the behavioral problems from which their child may suffer.
- Being obligated to pay for repairing or replacing the items damaged or lost because of their child. The value to be paid in this regard shall be determined in the light of supporting documents and under the decision to be made by the Committee.
- Being fully responsible towards the student in accordance with the Law of Child's Rights and Protection, as well as the other UAE Laws.
- If any omission or negligence is proven in the guardian's side towards their child's right in education terms; then the procedures prescribed by the Law of Child's Rights (Wadeema's Law) shall be applied.
- If the guardian abstains from responding to the school's decisions or from assuming responsibility for the violating behavior of his child; then the matter shall be referred to the concerned bodies through the Legal Affairs Department of the Ministry.
- Complying with the provisions of the Regulation of Students' Guardians once issued.

2. <u>The Student:</u>

- To be self-disciplined.
- To be punctual.
- Taking the educational and behavioral responsibility and having positive attitudes towards

education.

- Committed to the positive behavior and seeking to achieve the criteria of the exemplary behavior.
- Committed to respecting the provisions hereof and acting accordingly as a responsible person.
- Respecting others, and effectively participating in the school life in order to establish himself / herself and to develop his / her mental and physical potentials and talents.
- Keen on representing his / her school in the school meetings on reforming his / her behavior perfectly.
- To be aware of the others' different characters, and to respect their feelings.
- Taking informed decisions in respect of his / her health and safety.
- Showing an understanding and appreciation to the UAE's culture, traditions and customs and to the cultures of other countries, as well as to the Islamic values and their role in the UAE society.
- Respecting the natural environment in his / her school and avoiding causing harm thereto (rationalizing water and electricity consumption, plants and pets in the school environment).

3. <u>Teacher and Assistant Teacher:</u>

- Due to his / her academic and professional qualification, the teacher's role is fundamental in the development of national belonging and good citizenship in his / her students.
- Reviewing all of the procedures hereof and applying them persistently.
- Dealing in good, fair and respectful manner with all students.
- Representing the good example of the positive behavior through his / her saying and actions.
- Committed to the creation of a secure environment for all the students in all times.
- Contributing to the setting of mechanisms for promoting positive and exemplary behavior and for handling offenses.
- Contributing to the clarification of the Regulation to the students and giving them the opportunity to participate in the application thereof.
- Showing the spirit of cooperation, and continuously communicating with all of the stakeholders to support and enhance the positive atmosphere.
- Reviewing the data of the students' behavior continuously and contributing to the observation and determination of the positive and exemplary behaviors and also the offenses, as well as participating in the analysis of such behaviors and offenses.
- Participating in and supporting the implementation of the individual education plans for the students of determination.

4. <u>Safety Officer</u>

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

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

5. <u>Student Welfare Officer/ Social Worker</u>

- Providing orientation, education and guidance to the students and their guardians in respect of this Code of Behavior.
- Submitting the required reports and documents to the Principal or Vice Principal /Behavior Committee on periodic basis, to show the method of action in accordance with the Behavior Code.
- Planning the preventive and remedial programs aiming at reducing the negative behavior and encouraging the positive and exemplary behavior among students.
- Studying and documenting the social status of the students who repeatedly commit offenses and bringing the case study before the Behavior Management Committee after obtaining the student's written consent.
- Studying and following up the behavioral cases of the students.
- Effectively contributing to the Behavior Management Committee, in his / her capacity as the committee administrator.
- Following up the individual cases of the students and taking the necessary actions to communicate and cooperate with their teachers and guardians.
- Working on strengthening the ties between home and school and raising the guardians' awareness on the importance of their role in following up and tackling the studying and behavioral problems of their children.
- Coordinating with the school management to get benefit from the extracurricular activities for being an effective instrument for achieving the objectives of the preventive and remedial programs of this category.
- Recommending the referral of the cases suffering from difficult behavioral problems to the competent agencies accredited by the Ministry and following up the implementation of the recommendations contained in the reports of the specialists dealing with these cases.
- Dealing directly with the school nurse and the specialists handling the special behavioral cases.
- Supporting the process of application of the individual educational plan for the students of determination and facilitating communication with the concerned agencies offering support to them.
- Following up the implementation of the recommendations contained in the report of the specialists dealing with the cases.
- Raising awareness on the Behavior Code inside the school and illustrating it to the administrative & educational staff and the students' guardians in cooperation with the Student's Affairs Unit, through holding workshops and designing posters and brochures.

6. <u>Senior Leadership Team</u>

- Contributing to setting an integrated plan for promoting the positive and exemplary behavior in participation with the staff and the students' guardians.
- Ensuring that the Code (Regulation) is circulated to and is complied with by all the school staff, students and their guardians.
- Recording the marks for the positive and exemplary behavior, and keeping and retaining these marks by the teachers, safety officer and the academic advisor/social worker, and calculating the total behavior marks by deducting marks against the offenses committed and adding marks for the positive behavior.
- Making sure that the documents and procedures of the offenses are completed and kept in electronic records for ease of reference.
- Following up the implementation of the behavior remedial plans for the students of special needs and of determination.

- Analyzing all the data of the positive and exemplary behavior and the offenses, and presenting suggestions contributing to the reform and promotion of behavior.
- Setting the plan for promoting the positive behavior among the students and programs for motivating the exemplary students and overseeing the honoring programs.
- Raising awareness on the Behavior Code inside the school and illustrating it to the administrative & educational staff and the students' guardians in cooperation with the head of student's affairs unit, through holding workshops and designing posters and brochures.

7. <u>Vice Principal</u>

- Preparing a periodical plan (weekly, monthly, annual) for all the meetings of the school Behavior Management Committee.
- Identifying the training needs of the teaching and administrative staff and providing the necessary support to develop their competences in behavior management.
- Participating in training the teaching staff in respect of the application of this Code.
- Directly communicating with all of the staff and the students to ensure their full compliance with the decisions and procedures in relation to the Code.
- Directly supervising on the committees, teams, and councils concerned with the students' affairs.
- The effective coordination between the teachers, the school management, and the students' guardian in order to facilitate the fulfillment of the roles and responsibilities of each of them.
- Full oversight over the students when applying actions for the offenses they commit, such as depriving from the break time or the social activity, implementing the punishment inside the school by the student, keeping the student busy by giving him / her assignments and homework or assigning him / her to do approved school works.
- Requiring the student's guardian to present an undertaking that they have reviewed the Code of Students' Behavior Management.
- Assuming the school Principal's powers in respect of the application of the Code of Students' Behavior Management in his / her absence.

8. <u>School Principal</u>

- Providing safe, and sound educational environment supporting the application of this Code.
- Being committed to orient the student and his / her guardian on the provisions hereof, as amended or altered.
- Establishing an interior system showing the roles and responsibilities of the school staff in the application of this Code.
- Overseeing the implementation of the professional development and training plans for the teaching staff, in respect of the application of this Code.
- Overseeing the establishment of an integrated system of the teaching and administrative staff's roles for getting informed about the student's personal, social, and value development and for raising their awareness on their responsibilities towards the school community.
- Receiving the guardians' complaints and grievances and referring them to the school Behavior Management Committee.
- Providing due care for the students of determination and creating an effective framework to have them integrated into the learning environment with the other members of the school community, provided that a following up system shall be provided for fulfilling their individual needs.
- To be keen on the establishment of an effective system for managing the positive and exemplary behavior and extending such behavior to the whole educational community.
- Establishing an effective system to address offenses extending such system to the whole educational community.
- Forming committees, teams and councils supporting the school's efforts in respect of the

integrated upbringing of students in an effective manner.

- To be informed about the data of behavior and to analyze them, and to lead the processes of purposeful planning that aim at improving the students' performance.
- Taking the necessary actions towards the developmental proposals presented by the head of students' affairs unit and the educational community.

9. Director

- Approving the decision to form the Behavior Management Committee for the school.
- Approving the decisions of the Behavior Management Committees of the schools inside his / her area
- Helping Principal of the school in effectively applying and implementing the content and procedures of the Code as appropriate for the characteristics of the school stage.
- Participating in the preparation of the professional development program and the procedural plans for developing the performance of the school in respect of the application of the Code.
- Collecting data on the impact of the application of this Code in the educational arena and analyzing them by discussing the extent of their appropriateness, success and the methods of development thereof.
- Collecting the suggestions about the development of the students' behavior in the schools falling within his / her area and following up the implementation of the distinctive ones within the school initiatives.
- Identifying the problems and challenges facing the application of this Code of Behavior and reporting the same to the school operations department.

10. Parents' Council

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

Ministerial Resolution No. (851) of 2018 on the Code of Behavior For Students in General Education Institutions

Index of Forms

Form No.	Subject
1	Written undertaking by the student's guardian to the school
2	Written undertaking (for students of integrated continuing education)
3	Transcript of student behavior
4	Decision of the Behavior Management Committee to withhold the certificate and determine the procedure for modifying student's behavior (end of semester / school year)
5	Decision of the Behavior Management Committee to submit the certificate to the student after his / her compliance with the decision of modifying the behavior successfully
6	The Report of Offense
7	Written warning / warning / first warning / second warning / final warning to the guardian
8	Summons letter to the guardian
9	Written warning following verbal warning
10	The undertaking of the guardian regarding the student's offenses
11	Referring a student to assess his / her condition
12	Temporary suspension of the student
13	Application for Support from Behavior Assessment Agencies
14	Decision to transfer the student to another school
15	Decision to enroll the student and transfer his / her file to Behavior Assessment Agencies for the first / second time
16	Decision of expulsion of a student from school until the end of the semester
17	A notice of final dismissal of the student from the school and transfer him / her to integrated continuing education and to the competent authorities for remedy and rehabilitation
18	A notice on the decision of the Undersecretary for Academic Affairs on the decision of a final dismissal of the student and depriving him / her from study in General Education Institutions
19	Grievance of the guardian
20	A notice of deduction of marks of behavior
21	Re-scoring the deduction marks of behavior
22	Scoring the exemplary behavior
23	Decision of fraudulence and cheating cases
24	Confiscation of electronic devices
25	Returning of electronic devices
26	Undertaking of the guardian regarding the persons authorized to receive their son / daughter at the end of the school day.
27	Undertaking of the guardian on the commitment of their son/ daughter to school attendance
28	A notice on the need to receive the student at the door of the house

GULF ASIAN ENGLISH SCHOOL, SHARJAH

Appendix (26) To the Ministerial Resolution No. (851) of year 2018 on the Code of Behavior of Students in General Education Institutions

Form No. (1)

Written Undertaking by the Guardian

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

Name of guardian:	**Name of student:**	**Class:**
Date:	**Date:**	
Signature:	**Signature:**	
Signature of the school Principal:		

GULF ASIAN ENGLISH SCHOOL, SHARJAH

Appendix (2) To the Ministerial Resolution No. (851) of year 2018 on the Code of Behavior of Students in General Education Institutions

Form No. (2)

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

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

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

Name of guardian:	**Name of student:**	**Class:**
Date:	**Date:**	
Signature:	**Signature:**	
Signature of the Center Director:		

GULF ASIAN ENGLISH SCHOOL, SHARJAH

Appendix (1) To the Ministerial Resolution No. (851) of year 2018 on the Code of Behavior of Students in General Education Institutions

Form No. (3)

Transcript of Behavior Marks (Scores)

For the (first / second / third) semester of the school year (20 …/ 20…)

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

GULF ASIAN ENGLISH SCHOOL, SHARJAH

Appendix (4) To the Ministerial Resolution No. (851) of year 2018 on the Code of Behavior of Students in General Education Institutions

Form No. (4)

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

Dear guardian of the student/ …….
Class and Section: …

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

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

Signature of the student's guardian:
Tel:
Date:
Head, Student Affairs Unit/ Academic Advisor
School Principal:
Issued on -/ -/

GULF ASIAN ENGLISH SCHOOL, SHARJAH

Appendix (5) To the Ministerial Resolution No. (851) of year 2018 on the Code of Behavior of Students in General Education Institutions

Form No. 5

Decision of the Behavior Management Committee to submit the certificate to the student after his / her compliance with the behavior modifying decision successfully

Dear guardian of the student …….
Class and Section ....
Kindly be informed that by a decision of the Behavior Management Committee in its meeting held on ..... , it has been approved to hand over the certificate of your son / daughter after his / her passing the Behavior Modification Programs resulting from his / her offenses to the school rules, regulations, and the provisions of the Code of Behavior of Students in General Education Institutions during the ……. Semester of the school year ..... during the period from……. to .....of the school year ( ).

Therefore, we expect your cooperation in following-up the student to maintain his / her positive behavior.

Signature of the concerned employee **School Principal:**

Signature of the student's guardian:
Tel:
Date:
Issued on: - / - /

GULF ASIAN ENGLISH SCHOOL, SHARJAH

Appendix (6) To the Ministerial Resolution No. (851) of year 2018 on the Code of Behavior of Students in General Education Institutions

Form No. 6

The Offense Report

Name of the student:	
Class:	
Name of the teacher:	
Date of incident:	
incident:	
Place of incident occurrence:	
Time:	

Description of the action / incident /situation: ……

The action taken: …….

…….

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

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

Name of the offense organizer:
Job title:
Oracle No.: Signature:
School Principal
Date: Time:

GULF ASIAN ENGLISH SCHOOL, SHARJAH

Appendix (7) To the Ministerial Resolution No. (851) of year 2018 on the Code of Behavior of Students in General Education Institutions

Form No. 7

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

To guardian of the student:
Class and Section:

Dear Guardian,,
On the day ..... the aforementioned student has committed a behavior offense as follows:
……
……

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

School Principal:

Signature of the concerned employee:

Signature of the student as acknowledgement:

Signature of the guardian as acknowledgement:

Tel:

Issued on:

Appendix (8) To the Ministerial Resolution No. (851) of year 2018 on the Code of Behavior of Students in General Education Institutions

Form No. (8)
Summons Letter to the Guardian

To guardian of the student:
Class:

Dear Guardian,,
You are kindly requested to attend at the school on .... /.....

To meet the school management for a matter related to your son / daughter:.....

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

Signature of the student on receipt	School Principal
Name:	Name:
Signature:	Signature:
Date:	Date:

Appendix (9) To the Ministerial Resolution No. (851) of year 2018 on the Code of Behavior of Students in General Education Institutions

Form No. (9)
Written warning following verbal warning

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

1. …….
2. …….
3. …….

Name of student:
signature:

Approved by the school Vice Principal:
Issued on: - / - /

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

The guardian has been notified,
Name :
Kinship :
Tel. Number :
Contact Date: Time:

GULF ASIAN ENGLISH SCHOOL, SHARJAH

Appendix (10) To the Ministerial Resolution No. (851) of year 2018 on the Code of Behavior of Students in General Education Institutions

Form No. (10)
Undertaking of the Guardian in Case Student's Offenses are Repeated

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

1. ……..
2. ……

In witness whereof , this undertaking is given by me.
Name of guardian :
Signature :
Tel.:

Approved by Vice Principal of the school :
Issued on : - / - /

GULF ASIAN ENGLISH SCHOOL. SHARJAH

Appendix (11) To the Ministerial Resolution No. (851) of year 2018 on the Code of Behavior of Students in General Education Institutions

Form No. (11)
Referring a student to assessing his/ her case

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

Dear Sirs,
We refer you the case of the student: …… Class: …….

Due to committing a behavior offense, degree: ,namely;
……

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

Signature of the academic advisor / social worker on receipt	Signature of the Vice Principal of the School
Name:	Name:
Signature:	Signature:
Date:	Date:

GULF ASIAN ENGLISH SCHOOL, SHARJAH

Appendix (12) To the Ministerial Resolution No. (851) of year 2018 on the Code of Behavior of Students in General Education Institutions

Form No. (12)
Temporary suspension Decision

To guardian of the student:… Class ……

Dear Guardian,,

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

1. …….
2. …….

Therefore, the Behavior Management Committee in the school decided in its meeting No. ( )

held on…….dated - / - / to expel the student temporarily from school, and enroll him / her in a Behavior Modifying Program during the period:

From ……dated - / - / to .....dated - /- For the following reasons:

1. .....
2. .....
3. .....

School Principal:
Signature of the student's guardian
Signature of the student:
Tel.: ……. Issued on :.

GULF ASIAN ENGLISH SCHOOL, SHARJAH

Appendix (13) To the Ministerial Resolution No. (851) of year 2018 on the Code of Behavior of Students in General Education Institutions

Form No. (13)
Application for Support by Behavior assessment agency

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

Summary of the topic:
……
……
……..

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

GULF ASIAN ENGLISH SCHOOL, SHARJAH

Appendix (14) To the Ministerial Resolution No. (851) of year 2018 on the Code of Behavior of Students in General Education Institutions

Form No. (14)
Decision to transfer the student to another school

To/ guardian of the student:
Class & Section:

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

1. …….
2. ……..

Therefore, the Behavior Management Committee in the school decided in its meeting No. ( )

held on……. dated - / - /- to raise the matter to the School Operations Department/ ……council ( ) to transfer him / her to another school, due to the following reasons :

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

Signature of the student's guardian:
Signature of the student:
Issued on: - / - /
School Principal:
(copy to School Operations Department /..... Council)

GULF ASIAN ENGLISH SCHOOL, SHARJAH

Appendix (15) To the Ministerial Resolution No. (851) of year 2018 on the Code of Behavior of Students in General Education Institutions

Form No. (15)

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

To/ guardian of the student:
Class & Section:

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

1. ……
2. …….
3. ……..

Expecting your kind cooperation to modify your son's / daughter's behavior to be better.
Members of the Behavior Management Committee:
Name :
Signature :
Vice Principal :
Academic advisor / social worker (responsible for the case).
Teacher :
Teacher :
Teacher :
Approved by School Principal :
Signature of the student's guardian :
Tel.: Issued on: -/ -/

GULF ASIAN ENGLISH SCHOOL, SHARJAH

Appendix (16) To the Ministerial Resolution No. (851) of year 2018 on the Code of Behavior of Students in General Education Institutions

Form No. (16)

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

To/ guardian of the student:
Class & Section:

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

1. ……
2. ……..

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

1. …….
2. …….

Best regards,
Issued on: -/ -/ School Principal: ……

Signature of the student:	Signature of the student's guardian :	Tel. No.:
A copy to the school operations department / …… ( ) sector.		

Appendix (17) To the Ministerial Resolution No. (851) of year 2018 on the Code of Behavior of Students in General Education Institutions

Form No. (17)

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

To/ guardian of the student:
Class & Section:

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

1. ……
2. ……..

Due to his / her behavior contravening the school rules and regulations, represented in: …….
Upon the approval of H.E. Undersecretary of the Ministry for Academic Affairs, and after briefing him on all details and obtaining his approval, it has been decided to expel the student permanently from the public schools and transferring him / her to the integrated continuing education and a competent authority for remedial and rehabilitation for the following reasons:

1. ……
2. ……

School Principal: ……

Signature of the student:	Signature of the student's guardian :	Tel. No.:
Issued on: -/ -/		
A copy to the school operations department / …… ( ) sector.		

Appendix (18) To the Ministerial Resolution No. (851) of year 2018 on the Code of Behavior of Students in General Education Institutions

Form No. (18)
A notice of the decision of the Undersecretary for Academic Affairs

To/ guardian of the student:
Class & Section:

Dear Guardian,,
Kindly be informed that:
Due to the repetition of the offenses committed by the said student and not responding to the preventive, developmental and remedial programs provided to modify the behavior during the previous period, despite the following actions already taken against him / her:
1. ……
2. ……..
Due to his / her Behavior contravening the school rules and regulations, represented in: ……
It has been decided to expel the student permanently and deprive him / her of study in all General Education Institutions for the following reasons:
1. …….
2. ……..

School Principal: ……

Signature of the Student:	Signature of the student's guardian :	Tel. No.:
Issued on: - / - /		
A copy to the school operations department / …… ( ) sector.		

GULF ASIAN ENGLISH SCHOOL, SHARJAH

Appendix (19) To the Ministerial Resolution No. (851) of year 2018 on the Code of Behavior of Students in General Education Institutions

Form No. (19)
Grievance of the Guardian

I, ……The guardian of student ……. Class & Section: ..... do hereby submit a grievance for the following:

Subject of grievance

……

Signature of student's guardian: …… on ……/……/ …….

Tel No.: …….

Opinion of the Assistant Undersecretary for the School Operations Sector ……

Signature of the Assistant Undersecretary for School Operations Sector ……. on: …./ …./ ….

Opinion of the Undersecretary for Academic Affairs of General Education

…….

Signature of the Undersecretary for Academic Affairs of General Education..... on …/ …/ …….

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

GULF ASIAN ENGLISH SCHOOL, SHARJAH

Appendix (20) To the Ministerial Resolution No. (851) of year 2018 on the Code of Behavior of Students in General Education Institutions
Form No.20

A Notice on deduction from the behavior marks

To guardian of student:
Class & Section:

Dear Guardian,,
Kindly be informed that your son / daughter has committed a behavior offense of..... degree, namely; …….
So, pursuant to the decision of the Behavior Management Committee in the school No. ……. dated ----/ ----/ --- the corrective action stipulated under the Code of Behavior of the Ministry of Education has been applied against your son / daughter , namely; deduction of (….) marks from the behavior marks in the …… semester for the school year ..... / ..... .

However,, the student shall be given the opportunity to recover a part of these marks according to the Code of Behavior under the following suggestions:
1. ……
2. ……
3. …….

Signature of the guardian on the receipt:	Signature of the School Principal:
Name:	Name:
Signature:	Signature:
Date:	Date:
Tel:	

GULF ASIAN ENGLISH SCHOOL, SHARJAH

Appendix (21) To the Ministerial Resolution No. (851) of year 2018 on the Code of Behavior of Students in General Education Institutions

Form No.21

A form of Re-scoring of marks deducted against an offense

Name of student:	Class:

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

Total Marks:
Total Marks at the end of the semester:

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

GULF ASIAN ENGLISH SCHOOL, SHARJAH

Appendix (22) To the Ministerial Resolution No. (851) of year 2018 on the Code of Behavior of Students in General Education Institutions

Form No. (22)

Form of Scoring for the exemplary Behavior

Name of student:
Class:

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

Signature of the student:
Total Marks:
Total Marks at the end of the semester:

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

GULF ASIAN ENGLISH SCHOOL, SHARJAH

Appendix (23) To the Ministerial Resolution No. (851) of year 2018 on the Code of Behavior of Students in General Education Institutions

Form No. (23)
Decision of fraudulence & cheating cases

To guardian of student:
Class & Section:

Dear Guardian,,
Kindly be informed that you your son / daughter has been caught in a cheating incident in..... and has been found guilty after conclusive evidences have been produced against him / her. This is an offense to the school rules, regulations and provisions of the Code of Behavior for Students in General Education Institutions.

Therefore, the student shall be suspended for a period of ( ) days until the decision of the Assistant Undersecretary for School Operations Sector is issued.

Signature of the concerned employee	Signature of School Principal:
Signature of student's guardian:	
Tel.:	
Issued on: -/ - / -	

GULF ASIAN ENGLISH SCHOOL, SHARJAH

Appendix (24) To the Ministerial Resolution No. (851) of year 2018 on the Code of Behavior of Students in General Education Institutions

Form No. (24)
Confiscation of electronic devices

To guardian of student:
Class & Section:

Dear Guardian,,
Kindly be informed that that we have confiscated a_____device from your son / daughter. This is an offense to the school rules, regulations and provisions of the Code of Behavior for Students in General Education Institutions.

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

Signature of the concerned employee:	School Principal:
Signature of student's guardian:	
Tel.:	
Issued on: -/ - / -	

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GULF ASIAN ENGLISH SCHOOL, SHARJAH

Appendix (25) To the Ministerial Resolution No. (851) of year 2018 on the Code of Behavior of Students in General Education Institutions

Form No. (25)
Returning of Electronic Devices

To guardian of student:
Class & Section:

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

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

Signature of the concerned employee:	School Principal:
Signature of student's guardian:	
Tel.:	
Issued on: -/ - / -	

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GULF ASIAN ENGLISH SCHOOL, SHARJAH

Appendix (26) To the Ministerial Resolution No. (851) of year 2018 on the Code of Behavior of Students in General Education Institutions

Form No. (26)

Undertaking of the guardian regarding the persons authorized to receive his son / daughter at the end of the school day.

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

In witness whereof, this undertaking is issued.

Student's Name:
Name of guardian:
Tel.:

The person authorized to transport the student to and from the school ……
Kinship to the student:
ID No.:
Tel.:
Signature of the guardian:

GULF ASIAN ENGLISH SCHOOL, SHARJAH

Appendix (27) To the Ministerial Resolution No. (851) of year 2018 on the Code of Behavior of Students in General Education Institutions

Form No. (27)

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

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

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

Verbal warning (SMS)	First notice	Second notice	third notice	Student Expulsion
After the absence for 3 days	After the absence for 5 days	After the absence for 10 days	After the absence for 14 days	After the absence for 15 days

Name of the guardian:
Kinship:
Signature:

GULF ASIAN ENGLISH SCHOOL, SHARJAH

Appendix (28) To the Ministerial Resolution No. (851) of year 2018 on the Code of Behavior of Students in General Education Institutions

Form No. (28)
A notice on the need to receive the student at the door of the house

Dear Guardians,,

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

Best regards