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- Setting an internal system for all personnel in the school clarifying the roles and responsibilities of each of them in application of the Bylaw.
- Forming a Behavior Management Committee and following up the resolutions issued by it specialized for the behavioral cases of the learners.
- Supervising over the implementation of professional development plans and training for the teaching staff concerning the application of the Bylaw.
- Supervising over setting an integrated system of roles for the teaching and administrative staff to advise the personal, psychological and moral development of the students, and raising the awareness of their responsibility towards their school community.
- Receiving complaints and appeals of the parents and referring them to the educational committee.
- Providing full surrounding with the persons with disabilities and creating an effective frame to integrate them into the learning environment with the rest of individuals of the school community, stipulated that they should have a follow-up system that meets their individual needs.
- Keeness upon setting an effective system for the positive and outstanding behavior management and generalizing it upon the educational community.
- Setting an effective system to treat the irregularities and Keeness upon its generalization upon the educational community.
- Forming committees, teams and councils that support the school's efforts in the integrated bringing up of the learners effectively.
- Comprehending the statements concerning the behavior and its analysis, leading the objective planning processes aiming at improving the students' performance.



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- Performing the necessary action towards the developmental proposals submitted by the Head of Student Affairs Department and Education Community.

8. School Behavior Management Committee:

It is one of the committees of the Board of Directors of the school and is assigned to discuss the problems of learners from the educational and behavioral aspect, and to consider the actions adopted in the right of the violated learners in accordance with the provisions of this Bylaw, some of its roles are :

- Studying the behavioral irregularities of students, deciding on them and evaluating the measures in accordance with what is stated in the Bylaw.
- Adopting the procedures of setting the positive behavior rules among the students and reducing irregularities.
- Achieving the integration for the educational roles directed to the comprehensive care of learners.
- Preparing reports and submitting the recommendations to the district director, sector director, assistant deputy of the Ministry for the school operations sector regarding the irregularities necessitated that, in accordance with what is stated by the Bylaw.
- Accuracy in granting the behavior marks for the learner and approving the class and final corrective actions to modify the behavior of each learner who fails in the subject of behavior, taking into consideration each case separately.
- Dealing with complaints and appeals of the parents and deciding them.
- Coordinating with the academic and vocational guide / social worker to activate the preventive, corrective and therapeutic programs for learners and getting assistance with the necessary psychological specialists from outside the school.
- Coordinating with the school support team to study the nature of the behavior committed by each student with disabilities and adopting the decision thereon.



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- Documentation and preserving the records and correspondence for the work of the committee.
- The committee should surround some of its work with confidentiality and privacy, especially concerning some irregularities, and excluding the members who are directly involved with students who are violating thereof, or those who are not members in the school community, such as the chairman of board of parents.
- Formation of the committee with a decision of the principal of the school, as follows:
 - The principal of the school shall be a president.
 - The assistant director, deputy academic director or head of the academic affairs department shall be as a vice-president.
 - Academic guide (social worker) shall be as a member and determinant.
 - Head of student affairs department shall be as a member.
 - Four members of the school teachers of different specializations.
 - Head of the parents' board at the school.
 - Head of the board of students of the school in the secondary education stage.
- The Behavior Management Committee meetings shall be as follows:
 - The School Behavior Management Committee convene meetings periodically at the rate of one meeting per month.
 - The committee convenes emergent meetings by an invitation of the committee chairman in the irregularities referred to the committee by its chairman or to consider determination of honoring programs for the behaviorally outstanding learners.
 - The committee convenes an evaluation meeting at the end of each semester of each year, as well as an equivalent meeting by the end of the scholastic year.

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9. District Manager

- Identification of the school principals in the Bylaw and work procedures approved by the Ministry in relation to the behavior management.
- Assisting the school principals upon application and effective implementation for the content and procedures of the Bylaw and in a way adapts with characteristics of the scholastic stage.
- Participating in the preparation of professional development programs and procedural plans to improve the performance of schools in the application of the Bylaw.
- Collecting the statements around the impact of the application of the Bylaw in the educational field, analyzing them by discussing extent of their suitability, success and the ways of its development.
- Collecting the proposals for the development of students' behavior including the schools located within his district and acting for following up the application of outstanding including the scholastic initiatives.
- Setting the problems and challenges facing the application of the Bylaw and submitting them to the director of the School Operations Department and assistant deputy of the School Operations Sector.

10. Parent

- Providing a written undertaking to the school on the approved form in which he acknowledges reviewing upon the provisions of the Compulsory Education Law and the resolutions issued thereunder, and undertakes to send the student continuously to school during the compulsory education stage, and adapting a safe family environment for his children to achieve the objectives of the Bylaw. In case of violation, he shall bear the penal consequences resulting according to laws and regulations.



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- Stimulating the positive behaviors and undertaking to give encouragement and care, and keenness to reduce the behavioral problems of his children.
- Rooting self-discipline for the children and always reminding them of the values of their religion and community, and that they are responsible for the future of their homeland.
- Commitment to attend the meetings, culturing and awareness events whenever invited by the school administration.
- Advising the school of his son's needs and cooperating with it to solve the behavioral problems he may suffer from.
- Commitment of the student's parent to pay the value of repairing or replacement of what his son caused in destruction or loss, and determining the value in light of the documents and papers supporting that, under a decision of the Behavior Management Committee.
- In case of proving the direct responsibility of the parent for his son, the parent will be referred to the competent authorities by recommendation of the behavior management committee.
- Commitment with full responsibility towards the student according to what is stated in Wadema law and the other laws applicable in the state.
- In the case that the parent fails to comply with the school's decisions or proving his responsibility for behavior of his violated son, the matter shall be referred to the competent authorities through the legal affairs department in the Ministry.

11. Parents' Board

- Studying the behavioral phenomena and irregularities of students that need intervention and acting to determine ways of addressing and participating in their treatment.



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- Proposing the plans, programs and initiatives related to awareness of fathers and mothers in the Bylaw, its items and articles.
- Contributing in achieving the societal support promote programs of enhancing the positive and outstanding behavior.
- Effective participation in the confirmation and rooting the behavioral concepts and values for the students.

12. Educational Authority (Ministry of Education)

The Ministry shall issue this Bylaw and develop it from time to time and whenever necessary. Its roles and responsibilities are centralized in the following components in relation to the application of the Bylaw for each of :

A. School Operations Sector

- Preparation of directives and procedures related to the students' behavior management.
- Assuring of the schools commitment applied the Ministry's curriculum with all regulations and decisions related to the behavior management.
- Ensuring that the managers of the operations and district departments performing their assigned roles specified in the Bylaw.
- Restricting and analyzing the irregularities of its types, and the procedures that have been performed on each, and submitting them to the Education Data Center.
- Approving the professional development programs for schools in relation to student behavior management.

B. The Control Sector

- Preparation of mechanisms of follow-up, control, evaluation and reviewing for the procedures of applying the Behavior Management Bylaw for learners.



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- Following up the improvement of the Bylaw and its development in line with the needs of students and the educational field.
- Coordinating with the private schools to inform them of any updates regarding the Bylaw and their implementation tools.
- Submitting report of end of the semester and end of the year concerning application of student behavior management Bylaw.

C) Care and Activities Department

- Organization of the educational activities carried out inside and outside the school concerning the care and evaluation of behavior of the violated students aiming at providing opportunities to improve the behavior marks.
- Harnessing the possibilities of Private Education Department, Academic Guidance Department and Healthy and Sporting Care Department for service of the educational and behavioral side for the learners in the schools in coordination with other authorities inside and outside the Ministry.

D. Performance Improvement Sector

- Evaluating the quality of student care services provided in all of the governmental public and private schools in the country.
- Studying the behavioral factors affecting the performance of all elements of the educational community.
- Designing training and professional development programs of the educational staff including teachers, supervisors, school leaders and managers of the district to achieve the vision of the Ministry and the State in the correct and leading bringing up for the learners.

E. Curricula and Evaluation Sector

- Enhancing positive behavior through curricula, especially subjects such as ethical education, social studies and national education.



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F. Legal Affairs Department

- Accuracy upon the procedures stated concerning the irregularities applied to the students in addition to conformity to the Bylaw.
- Referral of irregularities involving penal crime against students.

G. Education Data Center

- Providing the technical support within its competence and following up the cases of behavior and actions adopted towards them.
- Laying mechanisms of continuous electronic communication with their parents to integrate them in the educational process.
- Receiving the statements with numbers and types of irregularities, appeals and the procedures adopted against them by the concerned sectors and departments in the Ministry periodically and analyzing them.
- Submitting periodic reports and offering recommendations upon the sectors related to the Ministry.



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Appendix (B) of the Ministerial Resolution No. (619)

**Concerning the Students Behavior Management Bylaw in Public Education Institutions
Enhancing the Positive Behavior**

1. Methods of enhancing the positive behavior of learners:

A. Appreciation and spiritual enhancing, including:

- Encouraging students to initiate good guidance and positive behavior at all times.
- Expressions of praise, laud, compliment and encouragement, oral or written, to pay tribute with the positive behavior for both of the student and the parent for their main role in improving the positive behavior of the learner.
- Acknowledgement letters and appreciation certificates addressed to the student and parent or honoring during the school events.
- Applauding or praising the student through school broadcast, wall papers, periodicals, or magazines issued by the school, or by publishing the student's name on the social networking websites affiliated to the Ministry or by sending them e-mails related to SIS system.
- Assigning leading roles of the learner through the student boards, teams and school clubs.

B. Appreciation and physical enhancement, including:

- Non-material awards and rewards in its various forms.
- Improving the behavior marks in case of non-repetition of committing the irregularity by which the mark was deducted.

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C. Educational enhancement, including:

- Granting the marks of the student's behavior expresses positive improvement after showing a negative behavior.
- Encouraging the student upon self-assessment, intelligent learning and using the school information system (SIS) so that he can include the documents of his volunteering activity by supervision of the teacher and parent.
- Increasing the participation opportunities in educational and national programs.
- Updating and generalizing a good guidance program in all classes by nominating the outstanding student behaviorally to attain the title of (class leader) and honoring him. That is in order to encourage students to initiative, discipline and positive competition.
- Granting him a title that distinguishes him among his peers (Ambassador of good guidance, Ambassador of positive behavior).

2. Classification and evaluation of the positive behavior, as follows:

- A. The student (responding) to the behavior modification efforts, it is followed up the level of his response seeking to encourage him for his (good) efforts and continuous communication with his parent to support the school's procedures.
- B. (Perseverant) student is the one who exceeded the level of success in the behavior, and the achievement shall be enhanced by several incentive procedures, such as: certificates of encouragement to the learner, thanks to the parent and assigning greater responsibilities to the learner, to be able to discover himself and to encourage his general positive behavior to reach distinction.
- C. (Leading) student who shows leading characteristics through his outstanding behavior, he shall be encouraged and appreciated by a certificate of honor, awards and distinction for the parent.



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Appendix (C) of the Ministerial Resolution No. (619) of 2017

Concerning the Students Behavior Management Bylaw in Public Education Institutions

Mechanisms of dealing with irregularities

1. The following controls should be observed when dealing with behavioral irregularities:
 - A. The assessment procedure may not be adopted with the violated student except through the Student Behavior Management Committee or the Continuing Education Center Management, in accordance with the organized procedures and controls, and shall be done immediately and documented according to the approved forms.
 - B. The appropriate action shall be adopted against the violated student after performing a written investigation with him and documenting all the actions that have been adopted by Behavior Management Committee around the facts and irregularities affiliated against him, and proving them of his right.
 - C. The cases requiring specialized programs shall be referred to the competent authorities specialized for treatment and modification of the behavior, such as the Special Education Support Center, anti-smoking clinics or anti-addiction clinics, the psychiatric clinics affiliated to Ministry of Health and other specialized governmental clinics. That is according to recommendation of educational committee, after the approval of director of the district, director of operations department and deputy of the Ministry for School Operations Sector, and the written consent of the parent, in addition to providing the school with a report from the concerned party stating commitment of the student to the behavioral assessment program.
 - D. Laying an internal plan to modify the student's behavior according to the decision issued by Behavior Management Committee, getting assistance with the

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specialists in the Support Center for Private Education in cooperation and coordination of director of the district.

- E. Any devices, machines or instruments used in committing the irregularity - as the case may be - shall be confiscated according to decision of the School Behavior Management Committee, and the parent shall be informed by written letter, stipulated that the confiscated materials shall be handed over to the security or competent authorities after a decision has been made in the irregularity alleged against the student or be handed over to his parent at the end of the scholastic year.
- F. The student and his parent shall be obliged to pay the value of repairing or replacement of what the student caused of damage, loss or vandalism and the amount shall be determined in the light of documents and papers supporting that.
- G. In the event that the student makes behavioral irregularity necessitates transferring from the school prior to the semesters examination or during the examination performance, the learner shall be allowed to perform the exam in a special committee in the school.
- H. On regarding the irregularities of cheating of its all types in the examinations, the rules of evaluation and examinations shall be applied.
- I. If the learner committed more than one irregularity at the same time, the most severe punishment irregularity procedures shall be adopted against him.
- J. The personnel of the school shall have the right to intervene in order to prevent any harm to the learners in the event of occurring a clash or physical violence between them. In the event of irregularities around the school campus or on the school bus from and to the school or during trips or official visits, the supervisor may take the necessary actions.



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- K. In the event of any action being adopted against the student without taking into consideration any of School Administration, Continuous Education Center or the personnel to the controls and standards contained in this manual, a disciplinary action will be adopted against the person who caused that.
- L. If the behavior issued by the student involves a penal offense, the Behavior Management Committee shall offer the matter of referral of the student, by the district director and the director of the operations department to the assistant deputy for the school operations sector, to legal affairs department to adopt the legal procedures in accordance with the enforced laws and regulations.
- M. If the behavior issued by the student from the first grade to the third grade in the first seminar, the parent shall be called and to be cooperated with him in the treatment of this behavior and following it up periodically and adopting the professional actions that correspond to their age characteristics.

2. Sequence of procedures of the application of (simple) first degree irregularities:

- A. If it is committed for the first time, an oral notice shall be issued, provided that it is documented.
- B. In case of the first repetition, the file shall be opened, the irregularity shall be documented and the parent shall be informed thereof.
- C. In case of the second repetition of irregularity, half mark of the irregularity shall be deducted, the parent shall be informed in writing and shall be notified of the adopted procedure, and this shall be documented in accordance with the prescribed systems and forms.
- D. In case of the third repetition of irregularity, the mark of the irregularity shall be deducted in full, and the parent shall be called to study the status, and determine any authorities influencing negatively upon the behavior of the student, and signing upon a final written warning by the student and his parent.

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- E. In case of proving the direct responsibility of the parent for the behavior of his son, the necessary actions shall be taken to preserve safety of his life, his physical, psychological, mental and ethical safety from danger, protecting his rights by recommendation of Behavior Management Committee and in coordination with the District Director.
- F. In case of fetching means of communication (phones) and this was repeated, the mark of the irregularity shall be deducted in full and the following shall be done:
- **In the first time:** Retaining and handing it to the learner at the end of the study day with a written warning.
 - **In the second time:** Deducting half of the mark and retaining the means of communication to be confiscated and handed over after passing one week to the parent with a written warning to each of them.
 - **In the third time:** Deducting the full mark shall retaining the means of communication to be confiscated and handed over at the end of the semester to the parent .

3. Sequence of procedures of applying (medium risk) second degree irregularities

- A. On committing any irregularities, the parent shall be summoned and a written pledge shall be taken from him and from the student that he shall not repeat the irregularity and half mark shall be deducted.
- B. In case of repetition of the irregularity for the first time, the full mark shall be deducted, the student and his parent shall sign on the first warning notice.
- C. In the event of repetition of the irregularity for the second time, the student shall be removed from the class from one day to three days, in addition to assigning him the task of studying and making the homework of the three days lessons. That is by decision of the educational committee, and the student will sign a final written warning.

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- D. In the event of repetition of the irregularity for the third time, the student shall be transferred to another division, the student shall be referred to the academic guide / social worker to study his case and to adopt a decision with the procedure required to modify his behavior in cooperation with the competent authorities. The student and his parent will sign a final written warning.
- E. Confiscation of the instruments used in the irregularity.
- F. In case that student destroys or sabotages the school bus, he shall be deprived of the use of the bus from one to three days as determined by the Behavior Management Committee.

4. Procedures for handling (serious) third degree irregularities :

- A. Calling the parent and notifying him of all the procedures followed by the irregularity determined by the behavior management committee, and signing the approval upon these procedures.
- B. Deducting the irregularity mark in full from the first time.
- C. Final deprivation of the use of the school bus in case of repetitive irregularities in the bus.
- D. The parent shall pay the amount of damages resulting from the inappropriate behavior of the learner.
- E. Application of fraud procedures in the exams in accordance with the regulations of the evaluation and examinations department.
- F. Referring the student to specialized certified centers to adjust the behavior.
- G. Retaining the devices used in the irregularity of the school or handing them and the student to the security authorities if necessary.
- H. In case of repetition of irregularity for the first time, he shall be dismissed from the school from one to two weeks (as decided by the Behavior Management

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Committee) after being approved by the Assistant Deputy of the School Operations Sector.

- I. In case of the second repetition, the student shall be transferred to another school (based on the report of the Behavior Management Committee) after being approved by the Assistant Deputy for the School Operations Sector. In this case, the parent shall be notified of the decision of transfer and shall be allowed to transfer the student optionally before the issuance of the official decision to minimize the negative psychological impact upon the parent and student, provided that this shall be performed in accordance with the relevant regulations and controls.
- J. In case of the third repetition, the student shall be finally dismissed from the governmental schools after being approved by the Deputy of Ministry for Academic Affairs and shall be returned to the school after passing the rehabilitation program of one of the specialized centers for treatment of behavior.

5. Procedures for handling irregularities of the (intensive high risk) fourth degree :

- A. Adopting the necessary immediate preventive procedures against the committer of the irregularity, such as: retention of the devices used in committing the irregularity and any evidence used by the student or his supporter; and informing Legal Affairs Department in the event of irregularities amounting to the level of the crime of any kind to perform the necessary action.
- B. Informing Legal Affairs Department to call the parent and inform him of all the procedures followed by the irregularity.
- C. Providing full psychological and moral support to the victim or victims of sexual abuse. That is by summoning a physician and psychologist to analyze and treat the physical and psychological effects of the victim.



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- D. Complete preservation upon the confidentiality of the procedures and acting for non-spreading the subject among other students or in means of social media.
- E. Holding an immediate meeting of behavior management committee to issue the appropriate decisions.
- F. Deducting the full mark of the student and dismissing him from the school until the completion of the investigation.
- G. The student and his parent are responsible to reform the student's behavior through seeking of psychological and educational treatment and enroll him to specialized reform institutions.
- H. The student and his parent shall be responsible for any damages resulting from the irregularity.
- I. The final deprivation from the governmental schools after investigation and proof that the student has committed the incident.



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Appendix (D) Ministerial Resolution No. (619) of 2017

Concerning the Students Behavior Management Bylaw in Public Education Institutions

Behavior Evaluation and Modification

1. On application of procedures for the evaluation of undesirable behavior, the following controls shall be observed:
 - A. All concerned and related parties shall bear the responsibility to modify the behavior according to the degree of seriousness and repetition.
 - B. Before application of procedures, the reasons leading to the irregularity shall be studied, taking into consideration the student's social, educational, psychological, material and health conditions, the circumstances in which the irregularity occurred and the extent of repetition.
 - C. The methods are applied in the frame of directing and modifying the behavior, not based on anger or revenge.
 - D. Dealing with the student on the basis of respecting his personality and feelings, and providing methods of behavior confirmation upon the behavior modification.
 - E. Diversification in the methods used to modify behavior in line with student acceptance.
 - F. Avoiding cruelty, psychological abuse, defamation, insulting, ridicule, or personal humiliation.
 - G. Non-generalization of the application of the procedures upon all learners of the class or school for a mistake committed by a student.
 - H. Applying the procedures in the proper time according to the type and degree of behavior.
 - I. Achieving justice and equality in the treatment among students in the school.



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- J. The appropriateness of the actions adopted for the student's growth stage, taking into consideration his specific needs, as well as the nature of behavior, and taking into consideration the repetition of behavioral irregularities or its degree.
- K. Strictness in the application of the Bylaw towards behavioral irregularities by the entites concerned for its execution.
- L. Ensuring the accurate determination of the non-positive behavior type committed by the student before the beginning of application of the modification.
- M. Caution of application of any punishment to the student without regarding that the school performs the protective responsibility and its documentation.
2. The intervention to tackle and modify the behavior of the student in a gradual manner as follows:
- A. Eliminating the circumstances leading to the occurrence of behavioral irregularities by following preventive methods through:
- Finding a school environment that supports school systems and procedures in all its activities, programs and events.
 - Activating the school regulations and systems permanently inside the school community.
 - Development and consolidation of good values through various programs and activities.
 - Application of individual and group direction and guidance programs.
 - Continuous emphasis upon compliance with good guidance between teachers and students.
 - Participation of parents and competent authorities in the programs of handling the undesirable behavior.



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- B. Interfering to tackle and modify student behavior in gradual form and at three levels, taking into consideration the growth characteristics of learners, their needs and problems as follows:

First level: Preventive :

It is the general system established by the school as a whole to manage positive behavior, which focuses on all students and this stage begins with the following:

- Building database by the school through which identifying all the behavioral phenomena and cases.
- Laying strategies for the preventive intervention for all groups.
- Determining positive behaviors by the school and acting for practicing and activating them inside the school community.
- The subsequent enhancement and the celebration of desired behaviors.
- Supporting the positive behavior among students inside the school community.
- Continuing to implement the preventive programs during the classes.

Second Level : Developmental :

As for the targeted group of students who are more likely to fall into behavioral problems and its repetition :

- The school shall define the most undesirable and repetitive behavior of students.
- The school shall lay a plan and programs for the development of behavioral skills for homogeneous groups of students of not less than (4) sessions.
- These strategies should include specific objectives, time dimension, and appointing the direct supervisor to implement them.
- Training on these skills and behaviors expected from the students.



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- Follow-up and immediate support for all positive behavior shown by the students targeted by the training.
- Appointment of a personal supervisor by the school among the teachers or administrators who shall adopt a small group of this category of the violated students and additional employees to assist in follow-up and monitoring processes.
- The school specifies a clear mechanism for following up the implemented developmental programs and evaluating their impact.

Third Level: Therapeutic:

Exacerbating behavioral cases, and the school should support these cases through:

- Laying therapeutic programs and individual plans based on correct and accurate diagnosis of problems.
- Follow-up of the implementation of these plans by the support team of the necessary needs by getting assistance with the specialized support in all field.
- Evaluating the therapeutic programs and plans provided to the cases and the extent of their response thereto, and adopting the necessary decisions concerning the cases that did not benefit therefrom by the Student Behavior Management Committee and submitting it the competent entities.
- Following up the support team of the school and providing their needs of specialized support.



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Appendix (E) of Ministerial Decree No. (619) of 2017

Concerning the Students Behavior Management Bylaw in Public Education Institutions

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Form No. (1)

Parents' Charter with the school

The student and the parent shall sign this charter at the beginning of the scholastic year by agreeing to reviewing the contents of the Student Behavior regulation:

This Charter is a devotion of the Ministry of Education's approach in achieving the vision of the UAE for a first-class education system that ensures that all students shall develop integrated personal, cognitive and social bringing up in a safe and secure environment. The Positive Behavior Bylaw derives its supports from the values of the Ministry of Education, aimed at promoting the values of Islam and rooting a sense of citizenship, shared responsibility and accountability, commitment, transparency and the right of education for all.

Accordingly, the school with all its teaching and administrative staff undertake to inform, direct and train all students with the instructions that should be observed at all times. Therefore, the school expects them to show respect and appreciation to their teachers and colleagues on a permanent basis. Also, they should respect their learning environment of the school's properties and facilities.

The general policy of the Students Behavior Management states that all students, employees and parents shall have roles and responsibilities which everyone must adhere, including the general obligations of the administrative and teaching authority, such as: adherence to the principles of the professional and ethical charter of the education profession permanently, good preparation for education and learning activities, and non-class activities.

Based on the above, the student and his parent agree that they have read the Student Behavior Management Bylaw, and they acknowledge to abide by the contents thereof.

Name of the parent:

Name of the student:

Grade:

Date:

Date:

Signature: Signature:

Principal of the school



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Appendix (F) of the Ministerial Resolution No. (619) of 2017
Concerning the Students Behavior Management Bylaw in Public Education Institutions
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Form No. (2)

Irregularity Report

- Oral warning
 Written warning

Student Name :

Grade :

Teacher's Name :

Date of occurrence :

Situation :

Situation occurrence location :

Time :

Description of the behavior / incident / situation:

Classification of Irregularity: (according to the Student Behavior Management Bylaw)	Repetition of the irregularity:
<input type="radio"/> First degree	<input type="radio"/> The first time
<input type="radio"/> Second degree	<input type="radio"/> Second time
<input type="radio"/> Third degree	<input type="radio"/> The third time
<input type="radio"/> Fourth grade	<input type="radio"/> The fourth time

Name of irregularity writer :

.....Position :

The number of the Oracle: Signature:Principal of the school

Date: Time:



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Appendix (G) of the Ministerial Resolution No. (619) of 2017
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Form No. (3)

Emirate:

School Operations Department

Sector :

District :

School :

Student declaration

I the student / grade hereby declare that

I shall abide by the rules of behavior and the system inside the school, and to maintain its facilities, and follow the school instructions and systems, and in the case of my irregularity, I shall be responsible for all the procedures applied by the school administration in my right according to what is stated in the student behavior management department bylaw in public education institutions, advising that I have been warned orally more than once on the non-positive behaviors committed by me, which are summarized as follows:

1-.....

2-.....

3-.....

4-.....

Student Name: Signature:

Approved by the Assistant Principal



Written on :

(The parent shall be notified of a copy of the written declaration, a copy shall be kept in the student's file and a copy shall be sent to the academic guide / social worker)

The parent has been notified, Name: Relationship:



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Phone number: Date of call: Time:

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Form No. (4)

Emirate :

School Operations Department

Sector :

District :

School :

Parent declaration

I the parent / grade hereby declare that

I shall abide by the rules of behavior and the system inside the school, and to maintain its facilities, and follow the school instructions and systems, and in the case of his irregularity, I shall be responsible for all the procedures applied by the school administration in the right of the student according to what is stated in the student behavior management department bylaw in public education institutions, advising that I have been advised of the irregularities issued by him, represented in the following :

- 1-.....
- 2-.....
- 3-.....
- 4-.....

Parent Name: Signature:

Approved by Assistant principal

Written on:



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Form No. (5)

Emirate :

School Operations Department

Sector :

District :

School :

Parent notification

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

Grade and division:/.....

Best greetings,,,

Where on the day corresponding.....the mentioned student committed a behavioral irregularity represented in :

Whereas this behavior violates the school rules and regulations and what is stated in the Student Behavior Management Bylaw in public education institutions, you should be careful to follow up the student to deter repetition of such this behavior. Otherwise, the school administration will have to adopt more severe actions in case of repeating this irregularity committing undesirable behavior once again.

Signature of the official in charge

Assistant Principal

Student signature of knowledge :

Signature of the student's parent of knowledge :

Written on:/...../.....



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Concerning the Students Behavior Management Bylaw in Public Education Institutions
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Form No. (6)
Emirate :
School Operations Department
Sector :
District:
School :

Study Temporary Suspension Decision

Mr. parent of the student /

Grade and division: /

Best greetings, ..

We would like to advise you with the following :

Due to the repetition of the irregularities made by the mentioned student, and his non-response to what was submitted to him of preventive, developmental and therapeutic programs to modify his behavior during the previous period, although the following actions have already been taken against him:

- 1-
- 2-
- 3-

The Student Behavior Management Committee in the school decided in its session No. () on day dated / / to suspend the student temporarily to student in the school, and to enroll him in a program to modify the behavior during the period:

From day corresponding to

To day corresponding to

For the following reasons:

1.
2.
3.

School principal

Signature of the student's parent:

Signature of the student of knowledge:



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Written on:/...../.....

Appendix (K) of the Ministerial Resolution No. (619) of 2017

**Concerning the Students Behavior Management Bylaw in Public Education Institutions
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Form No. (7)
Emirate:
School Operations Department
Sector () :
District :
School :

Decision of transferring to another school
Mr. parent of the student

The parent of the Student / Grade and Division.....
Best greetings,,

We would like to advise you with the following :

Due to the repetition of the irregularities made by the mentioned student, and his non-response to what was submitted to him of preventive, developmental and therapeutic programs to modify his behavior during the previous period, although the following actions have already been taken against him:

- 1-.....
- 2-.....

The Behavior Management Committee in the school decided in its session No. (.....) on day dated/...../..... to submit the matter to the School Operations Department / Sector () to transfer him to another school (inside / outside the sector). That is for the following reasons:

Accordingly, you are requested to search for another school to transfer the student to it and inform us of its name within one week of the date thereof, so that we can send the student file thereto.

If you do not abide thereof, the student will be automatically transferred.

Signature of the student's parent :

Signature of the student of knowledge :

Written on:/...../.....

School principal

(Copy to the school operations department / Sector ()



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Form No. (8)
Emirate :

School Operations Department
Sector () :

District:

School :

Decision of suspension of study till the end of the scholastic year

Mr. parent of the Student / Grade and Division.....

Best greetings,,

We would like to advise you with the following :

Due to the repetition of the irregularities made by the mentioned student, and his non-response to what was submitted to him of preventive, developmental and therapeutic programs to modify the behavior during the previous period, although the following actions have already been taken against him:

- 1-.....
- 2-.....

After taking the opinion of the School Operations Sector Department / Sector () and advising of all details and its approval, it was decided to suspend the mentioned student from studying at the school until the end of the current scholastic year and transferring him to a competent authority to modify his behavior.

That is for the following reasons:

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

Regards ,,,

School principal

Written on :

Signature of the student of knowledge

Signature of the student's parent of knowledge

(Copy to the school operations department / Sector ()).



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Form No. (9)

Emirate:

School Operations Department

Sector () :

District :

School :

Decision of Final Suspension and Transferring him to Competent Authority
for Treatment and Rehabilitation

Mr. parent of the student / Grade and Division

Best greetings,,

Due to the repetition of the irregularities made by the mentioned student, and his non-response to what was submitted to him of preventive, developmental and therapeutic programs to modify his behavior during the previous period, although the following actions have already been taken against him:

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

Due to committing behavior violates the enforced regulations and rules in the school.

It was represented in : ...

After taking the opinion of the competent school operations department / sector () and advising it with all details and its approval, it was decided to suspend the student finally from studying at the Public schools and transferring him to a competent authority for treatment and rehabilitation. That is for the following reasons :

School Principal

Signature of the student

Signature of student's parent

Written on : / /



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(Copy to school operations department / sector ()

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Form No. (10)

Emirate:

School Operations Department

Sector

District

School

The parent 's appeal

I/.....

The parent of the student:

Grade and division:

Appeal subject

Signature of student 's parent

Date

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

Opinion of the Ministry Deputy for Academic Affairs

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

Signature of Principal

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