

Ministerial Resolution No.851 of Year 2018
On Code of Behavior Management for Students in the
General Education Institutions

Article 2
Objectives of the Code (Regulation)

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

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.
9. Behavioral and educational rehabilitation of students through rehabilitation services and programs in partnership with the behavior reforming agencies, in consistence with their behavioral cases, in order to ensure that they are re-integrated within the society.

Article 3
Scope of Application

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

Article 4
Mechanism of Behavior 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 semester.

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

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

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.

Article 5

Measurement of the Exemplary Behavior

- 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	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

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

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.**

Article 7 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 levels shall be carried out in accordance with the provisions, provided that each of them shall be documented in accordance with the approved regulations and forms and shall be dealt with in accordance with the educational values and systems.

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 bringing 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 <u>Form No.23.</u>
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.

Summary of the Procedures

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

Article 14

Behavior Management Committee and its Functions

1. Behavior Management Committee:

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

- The school Principal as the chairman.
- The Vice Principal or the academic Vice Principal as a vice chairman.
- The academic advisor/social worker as a member and administrator.
- The head of students' affairs unit as a member.
- One of the school teachers (regardless of specialization) as a member.
- A legal member from the child protection unit.

- The chairman of the school guardians' council, who shall attend discussing sessions only and not the sessions dedicated to considering the students' issues.
- The chairman of the school students' council, who shall attend discussing sessions only and not the sessions dedicated to considering the students' issues.
- The safety officer as a member.

2. **The Committee administrator (academic advisor/social worker):**

The Committee administrator shall undertake the following actions:

- Keeping a record containing all offenses, disciplinary remarks and actions taken.
- Preparing and keeping the minutes of meeting and documenting the decisions and following up the implementation thereof.
- Calling the members of the Committee to meet and preparing the agenda to be discussed by the Committee.

Article 15

Roles and responsibilities of the stakeholders in the educational institutions

1. **Guardian:**

- Submitting a written undertaking to the school, wherein they shall acknowledge that they familiarized themselves with the Code of the Students' Behavior management, and that they shall comply therewith and shall act accordingly, as 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. **The Student:**

- To be self-disciplined.
- To be punctual.
- Taking the educational and behavioral responsibility and having positive attitudes towards education.
- Committed to the positive behavior and seeking to achieve the criteria of the exemplary behavior.

- Committed to respecting the provisions hereof and acting accordingly as a responsible person.
- Respecting others, and effectively participating in the school life in order to establish 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. **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.

Appendix (1) 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 social upbringing to the student in a safe and secure environment, through applying this regulation properly. Based on the above, the student and his / her guardian shall acknowledge that they have been informed of the Code of Students Behavior and shall agree to respect its provisions and to comply with all the provisions contained therein.

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

Appendix (2) 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 social upbringing to the student in a safe and secure environment, through applying this regulation properly. Based on the above, the student acknowledges that he / she has been informed of the Code of Students Behavior and agrees to respect its provisions and to comply with all the provisions contained therein.

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