

Pakistan Islamia Higher Secondary School, Sharjah, UAE



Behavior Policy

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Purpose of the Policy:

It is one of the school management council committees assigned to handle students' educational and behavioral problems, and consider the measures to be taken against the undisciplined students according to the provisions of the ministry of education. Preservation of student discipline inside and outside the classroom is the collective responsibility of the administration and the teachers.

Members of Behaviour Management committee:

- Principal (Chairman)
- Vice Principal
- SEN Coordinator
- Social Worker (Secretary)
- Class Teachers / P.T.I
- Head of departments (for academic issues)
- Student Body Representatives (Student Council & Prefectorial Board)

Main Objectives of Behaviour Management Committee:

- The primary role of the Disciplinary Committee is to implement the provisions of the Codes of conduct in the school.
- Building positive behavior among the students inside the school community.
- Disposing a suitable educational and teaching environment for the students and the school staff to realize the objectives of the educational process.
- Enhancing and consolidating the positive behavior of the students as well as encouraging and promoting them, while eliminating the behavior problems using all the possible educational means.

SOURCES OF INFORMATION:

Sources of information are teachers, P.T. Is , Prefects, Class Representatives, Parents, Student council members.

Definitions:

Educational community All individuals working at or affiliated with at or relate to the General Education Institutions, who have an impact on the student's behavior, including the educational and administrative staff and guardians.

Behavior assessment agencies

Agencies employed to support the General Education Institutions in addressing the student's behavioral problems and implementing the behavior modification programs, such as the special education support centers of the Ministry of Education, smoking combat clinics, drug addiction combat centers, psychiatric clinics of the Ministry of Health and Prevention, the Department of Community Police and Social Support Centers of the Ministry of Interior, Vocational Education and Development Center, and any other concerned agencies.

Student Each learner enrolled at any educational institutions, including those people of determination and those of special needs.

Integrated continuing education

A set of educational programs in the integrated continuing education system, including the literacy programs, academic and vocational education and home education. Learner The one enrolled to the integrated continuing education system.

Educational and administrative staff

All staff of the education institutions, who have direct or indirect impact on the student's learning and behavior. Guardian The person legally responsible for the student, who enjoys the custody right over him / her or the person entrusted with taking care of him / her.

Behavior management committee

One of the school management committees, which is concerned with discussing the students' problems, in educational and behavioral terms, and taking the proper decision in this regard, in accordance with the provisions hereof.

Guardians' council Shall mean the educational entity consisting of the students' guardians, which works in cooperation with the school management to activate the partnership between school and home, to ensure that the students are provided with the best educational services.

Kindergarten Shall mean the preschool stage for the children of 4 to 5 years old, including the KG1 and KG2 stages.

People of determination and those of special needs

Shall mean the category needs a special care, including the talented and overachieving students, students of disorders and learning difficulties. "People of Determination" is the terms used for the handicapped persons.

Educational environment

Shall mean the work environment of the educational community with its material, social, human, psychological, and virtual elements.

Student integrity Shall mean the student's mental, physical, moral, and morale integrity.

Behavior Shall mean every word, deed, practice, or activity made by the student within the context of his / her interaction with the surrounding educational environment.

Exemplary behavior Shall mean the behavior that exceeds the expectations, which should be within the three topics included herein.

Positive behavior Shall mean the behavior expected from the student, which is consistent with the objectives, value, bylaws, educational regulations, and the norms prevailing in the educational community.

Offense Shall mean any action made by the student that is inconsistent with the expected positive behavior, and consequently has an adverse impact on the student himself / herself, others and on the educational environment.

Behavior modification plan

Shall mean the entire procedures aiming at promoting, guiding, and correcting behavior.

Promotion of behavior

Shall mean the process of positive behavior support or increasing the future possibilities of its repetition, through the incorporation of positive effects or the removal of negative effects after its occurrence.

Guidance of behavior

Shall mean enabling the student to understand the concepts of positive and exemplary behavior and to practice it independently by himself / herself without being under control, through using preventive and remedial methods and actions that ensure the

achievement of this goal.

Correction of behavior

Shall mean a set of educational and remedial methods and programs aiming at creating a positive change in the student's behavior and minimizing the potential for committing offenses, and this shall consequently, lead to the enhancement of the positive and exemplary behavior level.

Individual educational plan

Shall mean the plan including support services, in educational and behavioral terms that support the people of determination (disabled) students and helps in integrating and adapting them in respect of academic, social, and behavioral aspects.

Case study A significant method for collecting and summarizing as much information as possible on the case (subject matter of the study), in order to address and treat this case.

Corporal punishment Shall mean the physical abuse of various types and forms experienced by the student and conducted by any of the staff of the educational community.

Psychological Punishment

Shall mean the psychological abuse of various types and forms, such as insults, verbal abuses, mockery, or debasement.

Behavior modification programs

Shall mean the set of procedures to be determined by the Behavior Management Committee for modifying the behavior. Such programs shall be implemented inside and outside the school during the school year and the holidays.

Absence Shall mean the drop out of school for one day or more, or for a part or more of the school day, which may be under acceptable or unacceptable excuse.

Bullying Shall mean any form of intentional psychological, physical, verbal, electronic or digital abuse, or intimidation, or menace conducted by a student or a group of students against one student or more, or against the school staff, on frequent basis.

Sexual harassment Shall mean any word or act that suggests or has symbolic sexual connotations made by a student, whether verbally, by writing, by physical contact, by looking, by eye winking, by showing sensitive parts of the body...etc.

Sexual assault Shall mean committing any sexual act against a child, juvenile or an adult, including sexual intercourse, whether with or without the victim's consent

Self-harming Shall mean harming one's self physically or physiologically, due to behavioral disorders.

Electronic devices Shall mean any audio or video devices, such as various types of mobile phones, communication and connectivity devices with internet, cameras...etc.

Communication channels

Shall mean any method of communication between the school system, educational councils and the guardians. These channels may include telephone communications, email, SMS, social media and smart notices, and alerts through the smart application of the Ministry of Education.

Cybercrimes Shall mean any unlawfully committed act, including the unauthorized access aiming at threatening or blackmailing a person, compromising his / her private life or causing defamation or harm to him / her, or having access to a private data and disposing thereof, as well as producing what may have an adverse effect on the public order or the religious values.

School uniform Shall mean the school or sport uniform approved by the Ministry of Education for girls and boys at the government schools, or the school or sport uniform approved by the management of the private school

DESIRABLE CONDUCT REINFORCEMENT METHODS:

The desirable conduct of the students is reinforced on the level of the class in line with the age of the student and student's conduct using the following methods

1. Oral praising, landing and encouraging expressions by one of the staff members.
2. Displaying the student's name and photograph on the honor board
3. Honoring the student in the school celebrations as distinguished student.
4. Representing the school in outside trips.

RECTIFYING THE UNDESIRABLE CONDUCT:

Intervention should take place gradually to handle the undesirable conduct according to the following methods:

1. Elimination of the conditions that lead to the undesirable conduct.
2. Implementation of remedial and preventive methods as mentioned below,
 - A. Orientation to the school bylaws and regulations
 - B. Taking into account the characteristics of the student's growth, their needs and problems.
 - C. Planning and executing individual guidance and advisory programs.
 - D. Continuous emphasis on the model of good example among the students
 - E. Executing programs and activities which support and strengthen the relationship between school and home.

The following practices should be avoided when rectifying the student's un-desirable conduct:

- a. Physical punishment in all its types, forms and manifestations.
- b. Depriving the student from taking the meals
- c. Assigning extra homework as a punishment.
- d. Prohibiting the student from using a toilet.
- e. Ridiculing or taunting the student
- f. Deducting marks or threatening to do so.

THE UNDESIRABLE CONDUCT CONTROL:

The discipline committee follow the procedures as mentioned below while rectifying the student's undesirable conduct:

1. The discipline committee takes immediate action corresponding to the level and nature of the conduct.
2. Verify the occurrence of the fault.
3. Apply the rule with the aim to guide and rectify the conduct.
4. Take into account the circumstances in which the fault occurred.
5. Deal with the students on the basis of respect for his/her character and feelings.
6. Apply the strategies that relate to positive reinforcement.
7. **Firmly enforce the measure against the undesirable conduct in accordance with the conduct disciplinary bylaw and its procedures as well as the cooperation of the person in charge of its implementation.**
8. While rectifying the undesirable conduct, we avoid cruelty, psychological abuse, vilification

or sarcasm.

9. Focus on student's conduct rather than his/ her personality.
10. Prior to enforcing the measures, we consider the student's problems from social, educational, psychological and financial perspectives.
11. All measures are taken against the undisciplined student after conducting a written investigation of the facts and violations and after proving these violations and with decision by the educational committee of the school.
12. The individual case of the undisciplined students with the undesirable conduct is studied but the social worker and school psychologist in accordance with level and frequency of the conduct.

REWARDS:

At PIHSS, we believe that one of the most effective ways to increase the motivation and achievement of our pupils is to create a positive learning environment, which recognizes and rewards high standards of behavior, promotes learners' self-confidence, self-esteem and enjoyment of learning. Rewards currently available for individual students: Verbal praise House Points Certificates Positive emails/phone calls to parents Principals Commendation Teacher Star of the Week Subject Star of the Week Rewards Assemblies Rewards.

Rewards currently available for individual students:

- Verbal praise
- Certificates
- Positive emails/phone calls to parents
- Teacher Star of the Month
- Subject Star of the Month Rewards
- Assemblies Rewards

Verbal praise:

Verbal praise should be given to pupils at every opportunity. All pupils should feel good when they produce high quality work and behave in a positive manner and need to know that these behaviors have been recognized. Pupils respond positively to praise and this should be the first tool in the 'behavior management tool kit'.

Certificates

Pupils will have numerous opportunities to receive personalized certificates. These include Subject Star of the Month Certificates, Principals Award Certificates, Outstanding Effort Certificates, Outstanding Attainment Certificates, Outstanding Progress Certificates, 100% Attendance Certificates, 100% Punctuality Certificates and Core Values Awards.

Positive emails/phone calls to parents:

Members of staff are encouraged to contact home to celebrate individual pupil successes. This supports and helps build positive relationships between staff, pupils and parents; giving parents further opportunity to engage in their child's learning and provide further positive reinforcement to the learners.

Teacher Star of the Month

Each month, teachers will complete their Teacher Star of the Month Poster displayed on their classroom door or window. This will highlight the students name and why they have achieved their nomination.

Subject Star of the Month

Bi-monthly, Heads of Department will nominate a Subject Star of the Month on a circulated link. Heads of Departments will ensure that each of the pupils nominated receive their certificate.

Rewards Assemblies

Rewards Assemblies will take place for each year group at the end of each year. Students will receive personalized awards from each subject area and the pastoral system. Rewards include Outstanding Effort, Outstanding Attainment, Outstanding Progress, 100% Attendance, 100% Punctuality, Outstanding Male, Outstanding Female and Core Values Awards.

ASSESSMENT:

The person, who reports the undisciplined conduct about any student, gives his own report about the matter. Then statements are taken from the witnesses in written. Then depending upon the level of violation discipline committee discuss the case and apply the level of violation in accordance with the Student Discipline Code (Discipline Bylaw) providing very clear case-to- case procedure for dealing with undesirable student's behavior.

The Behavior Management Committee Applies the Following Procedures in different situations a variety of student performances to showcase talent.

References:

- Ministerial Resolution No.851 of Year 2018 on Code of Behavior Management for Students in the General Education Institutions
- Ministerial Decree no. 33 for the year 2011 in respect of Student Conduct
- Sharjah Private Education Authority (SPEA)

PIHSS Prospectus

Review:

The policy will be reviewed in line with the school's review cycle. However, the Board of Governors may review the policy earlier if the Board of Governors receives recommendations on how the policy might be improved.

Student's referral flowchart

Student with issue

Teacher to do initial Intervention & send it to BMC Team
Fill the referral form send it:
To: Ms. Bisma Qazi
CC: Sir Najaf Ali Shah

Behavior
Doctor/Nurse
Counselor / SEN coordinator

Taking needful procedures

Academic
Referred to (SEN)

Counseling entails:
behavioral issues,
personal issues,
class discipline

Easy:
Observation, daily report, thinking sheet
Written behavior note to parent

Inform teacher about the procedures which need follow up
Session needed
Group counseling

Parents informed when needed

Serious:
Take action as mentioned in student conduct disciplinary bylaw in schools

Inform teacher about the procedures which need follow up.
Counselor follows up with parents

FORMS

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 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:		

Appendix (1) To the Ministerial 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 semester							

Appendix (4) To the Ministerial 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/
Grade and division: ...

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 fromtoof 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 - / - /

Appendix (5) To the Ministerial on the Code of Behavior of Students in General Education Institutions

Emirate:

School Operations Department /

Council :

Sector :

School:

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

Grade and Division

Kindly be informed that by a decision of the Behavior Management Committee in its meeting held on, it has been approved to hand over the certificate of your 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: - / - /

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:	
Grade:	
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.:

School Principal

Date:

Signature:

Time

Emirate :

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

Emirate :

School Operations Department /

Council :

Sector :

School :

To guardian of the student:

Grade and division:

Dear Guardian,

On the daythe 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.

Signature of the concerned School Principal: employee:

Signature of the student as acknowledgement:

Signature of the student's guardian as acknowledgement: Tel:

Emirate :

Issued on:

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

School Operations Department:

Council :

Sector :

School :

Form No. (8) Summons Letter to the Guardian

To guardian of the student:

Grade:

Dear Guardian,

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

To meet the school management for a matter related to your 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:

Emirate :

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

School Operations Department:

Council :

Sector :

School :

Form No. (9) Written warning following verbal warning

I, the student: Grade do hereby 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,

Emirate :

School Operations Department

Council :

Sector

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: Grade: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:

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

:

School :

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: Grade:

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:

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

Form No. (12) Temporary suspension Decision

To guardian of the student: ... Grade

Dear Guardian,

Kindly be informed that due to the repetition of the offenses committed by the above-mentioned student, and 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:

Fromdated - / - / to dated - / - For the following reasons:

1.
2.

:

3.

School Principal:

Signature of the student's guardian Signature
of the student:

Tel.:

Issued on:.

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

School :

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

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

Summary of the topic:

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

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

:

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

:

School :

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

To/ guardian of the student:
Grade & division

Dear Guardian,,

Kindly be informed that due to the repetition of the offenses committed by the above-mentioned student, and 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)



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:

Grade & division:

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: -/ -/

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

School Operations Department/

Council :

Sector :

School :



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:

Grade & division

Dear Guardian,,

Kindly be informed that:

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

1.
2.

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

School Operations Department/

Council :

Sector :

School :

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:

Grade & division

Dear Guardian,

Kindly be informed that:

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

1.
2.

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

.....

Upon the approval of H.E. Undersecretary of the Ministry for Academic Affairs, and after briefing 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

School Operations Department:

Council :

Sector :

School :

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

To/ guardian of the student:

Grade & division

Dear Guardian,

Kindly be informed that:

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

1.

2.

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

.....

It has been decided to expel the student permanently and deprive him / her of 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.		

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

School Operations Department:

Council :
Sector :
School :

Form No. (19) Grievance of the Guardian

I, The guardian of student Grade & division: 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

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:

Grade & division:

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:	

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

Total Marks:

Total Marks at the end of the semester:

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

**Appendix (22) 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:

Grade:

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

Signature of the student:

Total Marks:

Total Marks at the end of the semester:

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

Appendix (23) 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:

Grade & division:

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

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:

Grade & division:

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: - / - / -	

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:
Grade & division:

Dear Guardian,,

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

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

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

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 hereby 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:

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:

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

Emirate :
School Operations Department:
Council :
Sector :
School :

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,

Circular: Constitution of Behaviour Management Team.

To: All Teachers and Staff,

Dear Team,

We are pleased to announce the formation of the Behaviour Management Team at PIHSS. The purpose of this team is to create a positive and inclusive school environment that fosters positive behaviour among students, manages challenging behaviour effectively, and promotes a safe and conducive learning environment for all students.

The Behaviour Management Team will be responsible for:

1. Developing and implementing strategies, policies, and procedures related to behaviour management in the school.
2. Conducting assessments of challenging behaviour, and developing individualized behaviour plans for students who require additional support.
3. Collaborating with teachers, parents, and other stakeholders to address behavioural concerns and provide appropriate interventions.
4. Providing professional development and training to teachers and staff on effective behaviour management techniques.
5. Monitoring and evaluating the effectiveness of behaviour management strategies and making necessary adjustments as needed.
6. Promoting positive behaviour through recognition programs, rewards, and reinforcement strategies.
7. Collaborating with external agencies, such as psychologists, counsellors, and special education professionals, to provide additional support for students with complex behavioural needs.

The Behaviour Management Team will consist of the following members:

1. School Counsellor/Psychologist (Head)

Morning Shift:

2. Mrs. Tahira Rahat
3. Mrs. Maryam Naz
4. Mrs. Saima Farhat

Afternoon Shift:

5. Mr. Javed Iqbal
6. Mr. Saddiq ur Rehman

The team will meet regularly to review and discuss behaviour-related concerns, develop interventions, and monitor progress. The team will also work closely with the school leadership team, teachers, parents, and other stakeholders to ensure a coordinated and collaborative approach to behaviour management in the school.

We appreciate your dedication and commitment to creating a positive school environment that promotes positive behaviour among our students. The Behaviour Management Team will play a crucial role in achieving this goal, and we look forward to your active participation and support. Thank you for your cooperation.

8. Maintaining confidentiality and adhering to ethical standards when dealing with sensitive behaviourrelated issues.

The Behaviour Management Team will consist of the following members:

1. School Counsellor/Psychologist (Head) Morning Shift:
2. Mrs. Tahira Rahat

3. Mrs. Maryam Naz
4. Mrs. Saima Farhat

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(Syed Najaf Shah)