



وزارة التربية والتعليم
MINISTRY OF EDUCATION



HABITAT SCHOOL
AL TALLAH, AJMAN, UAE

CODE OF CONDUCT (BEHAVIOUR MANAGEMENT POLICY)

**BY
MINISTRY OF EDUCATION**

introduction

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

Applies to: Government and private educational institutions

Purpose

Promote **positive behavior** among the students inside the school community.

Define and assign responsibilities within the school community to ensure fair, flexible, and consistent enforcement of the student behavior management regulations.

Guide students and parents about their responsibilities, build trust in the fairness of school procedures, and promote self-discipline and positive behavior in students consistently.

purpose

Provide clear rules and procedures to guide how student behaviors are managed, ensuring alignment with school values and systems.

Make sure behavioral problems are prevented and handled through well-planned and effective measures.

MECHANISM OF BEHAVIOR MARK CALCULATION

Behaviour as a Subject

Treated like all academic subjects (pass/fail)

Total: 100 marks

Minimum passing mark: 60 %

Mark Breakdown

A. Positive Behaviour (80 Marks)

Awarded by default at the start of each month

Deductions apply if offenses are committed

Deductions based on offense severity

B. Exemplary Behaviour (20 Marks)

Based on student initiatives and moral conduct

Assessed by staff using 3 key areas:

- ☐ Personal development
- ☐ Respect for religious/cultural values (UAE & global)
- ☐ Social responsibility, leadership & innovation

BEHAVIOUR SCORES

POSITIVE BEHAVIOUR	EXEMPLARY BEHAVIOUR	TOTAL SCORE
80	20	100

Offenses

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

Being repeatedly late to the morning assembly or failing to participate therein without an acceptable excuse.

Failing to attend the classes on time repeatedly without an acceptable excuse.

Overgrown hair for boys or strange haircuts for boys and girls.

Not bringing the books and school kits without an acceptable excuse.

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.

Sleeping during the class time or formal school activities with no justification (after making sure of the student's health status).

Eating during the class times or during the morning parade without a justification or permission (after making sure of the student's health status).

Non -compliance with presenting homework and assignments given to him / her in a timely manner.

Misuse of the electronic devices such as the tablets etc., during the class, including playing games and using headphones inside the classroom.

Upon committing – Verbal warning and direction (No mark Deduction)

Documenting the offense and the action taken

The action shall be executed once the offense occurs. The offense shall be documented in coordination with administrator in charge (social worker, head of students' affairs unit, or Vice Principal for students' affairs or the school Principal).

When repeated for the first time- No mark deduction

Written warning and documenting the offense.

Informing the guardian in writing.

Offense shall be documented by head of students' affairs unit or Vice Principal for students' affairs.

The academic advisor/social worker shall inform the guardian in accordance with the communication channels adopted by the school.

When repeated for the second time-2 Mark deduction

Referring the student to the academic advisor/social worker.

Signing an undertaking not to repeat the offense again by the student's guardian and informing them of the marks deducted.

Academic advisor/social worker shall be responsible for inform the student's guardian.

The head of students' affairs unit or Vice Principal for students' affairs shall ensure that the undertaking referred to herein is signed by the student's guardian and the student.

When repeated for the third time-4 Mark deduction

Inform the guardian on the day next to the offense date.

Issuing a written warning for the student and his / her guardian in case no response is made,

Academic advisor/social worker shall be responsible for inform the student's guardian.

The head of students' affairs unit or Vice Principal for students' affairs shall issue the warning.

When repeated for more than 3 times

When **repeated for more than 3 times**, Mark deduction to be calculated in accordance with the Committee's discretion.

Behavior **Management Committee** shall meet on the day next to the offense date.

The academic advisor/social worker shall **open a file for studying an individual case**.

Implementing a set of strategies aiming at reducing this negative behavior.

Behavior Management Committee shall meet upon the instructions of the Committee administrator.

The committee decisions shall be implemented on the day next to the offense date.

The Committee's terms of reference include the **dismissal and deduction of marks**.

Social worker shall be responsible for following up the procedures of the student's behavior reform through opening a file to studying his / her case.

Second degree offenses (medium severity offenses)

8 marks shall be deducted for each offense

- Not attending the school without an acceptable excuse at any time, including before and after the holidays and ends of weeks and before exams.
- Getting in or out of the classroom during the class time without permission.
- Not attending the school activities and events without an acceptable excuse.
- Quarrel, threatening with peers in the school.
- 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.

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- Writing on the school furniture or school bus seats.
 - Bringing mobile phones or misuse any means of communication.
 - Verbally abusing or insulting students, staff, or visitors of the school.
 - Smoking or possessing the relevant kits inside the school campus.
 - Refusing to respond to the instruction of inspection or to hand over the banned materials.

Upon committing – 4 Mark Deduction

Issuing the first written warning and instructing the student to sign on an undertaking not to repeat the offense,

Completing the file of the individual case study by the academic advisor/social worker.

inform the student's guardian on the day next to the offense date and asking them to sign on an agreement for reforming his son's / daughter's behavior.

Monitoring the student's behavior and providing guidance sessions for him / her.

The head of students' affairs unit or the Vice Principal for students' affairs shall issue the warning.

The academic advisor/ social worker shall study the case.

The head of students' affairs unit or the Vice Principal for students' affairs shall ensure that the behavior reform agreement is signed by the student and his / her guardian.

When repeated for the first time

8 Mark Deduction

Having the student temporarily suspended for a maximum of two days and assigning him / her with study assignments inside the school,

Bringing the matter before the Behavior Management Committee of the school.

Issuing the second written warning to the student and his / her guardian.

Implementing a set of strategies for reforming the student's behavior.

Behavior Management Committee shall meet upon the instructions of the Committee administrator, and decisions shall be implemented on the day next to the offense date.

The Committee's terms of reference include the suspension and deduction of marks.

Social worker shall be responsible for following up the procedures of the student's behavior reform through opening a file to studying his / her case.

The Vice Principal for students' affairs or the academic advisor/social worker shall take the responsibility for following up the student while suspended inside the school.

When repeated for the second time- 8 Mark Deduction

Behavior Management Committee shall meet immediately and shall take the proper decision.

Suspending the student for 1 to 3 days and assigning him / her with a study assignment inside the school.

Requesting the support of an agency concerned with behavior for studying the case file,

Issuing the final warning for the student and his / her guardian.

Transferring the student to another school as a disciplinary action; if he / she does not reform his / her behavior, and putting him / her under continuous observation, as per the Form No.14.

Behavior Management Committee shall meet upon the instructions of the Committee administrator.

The Committee's terms of reference include the suspension, deduction of marks, addressing the agency concerned with the behavior reforming and issuing the student transfer decision.

The Vice Principal or the academic advisor/social worker shall take the responsibility for following up the student while suspended inside the school.

Follow up the matter of transferring the student from the school.

Third degree offenses (highly serious offenses)

12 marks shall be deducted for each offense

- Various types and forms of bullying.
- Copying or reproducing the assignments, reports, researches or projects and taking credit for them.
- Getting out of the school without permission or absconding during the school day.
- Attempting to defame peers and the school staff via the social media or abusing them.
- Destroying the school furniture, tools, and vandalism

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- Destroying the school buses. Causing harm to the driver, supervisor, or the other road users.
 - Assaulting others in the school, without causing any injuries to the victim.
 - Driving a private car carelessly inside or around the school campus, and not following the security and safety instructions.
 - Capturing, possessing, publishing photos of the school staff and / or students without their permission.
 - All of what is similar to these offenses, as per the discretion of the Behavior Management Committee.

Once committed-Mark Deduction 12

Suspending the student immediately (inside the school campus).

Behavior Management Committee shall meet on an immediate basis to take the proper decisions.

Deciding to refer the student to the concerned agencies (such as: behavior reform agencies), for the first time, for a period not more than 3 weeks, Inform the student's guardian immediately and asking them to sign on the warning and the decision.

Following up and receiving the reports of the student's case development by the concerned agency (such as: behavior reform agencies).

The Committee's terms of reference include the suspension, marks deduction and making the student transfer decision.

Social worker shall take the responsibility for inform the student's guardian, implementing the Committee's decisions and following up with the behavior reform agencies.

When repeated-Mark deduction 12

Suspending the student immediately until the investigations end (outside the school campus).

Behavior Management Committee shall meet on an immediate basis to make the proper decisions, in respect of the student suspension until the end of the semester and transferring him / her to behavior reform agencies.

Inform the student's guardian immediately and presenting the Committee's decision to them.

Referring the student to the concerned agencies (such as the behavior reform agencies) for the second and last time.

If the student fails to reform his / her behavior; then he / she shall be transferred to another school as a disciplinary action under a decision by the assistant undersecretary for school operations for the public schools, or by the assistant undersecretary for Control for the private schools

The academic advisor/social worker shall take the responsibility to implementing the Committee's decisions and following up with the behavior reform agencies.

Fourth degree (Extremely Serious)

- 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.
- Possessing or using arms or blade weapons inside the school.
- Committing sexual assault inside the school, the bus or during activities.
- Assaulting others in the school causing injuries to the victim.
- Systematic (pre-planned) or covering up theft.
- Bringing, possessing, presenting, or promoting information or electronic materials that are unauthorized and inconsistent with the values, morals, public order, and public decency.

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- Leaking questions of the exams or engaging therein, in any way.
 - Setting the school campus on fire.
 - Abusing political, religious, or social figures in UAE.
 - Possessing, bringing, promoting, or using narcotics, medical drugs, or the psychotropic substances inside the school or the school bus.
 - Promoting ideas or beliefs on extremism, atheism, or the ones harming the political and social regulations of the society.

Upon committing –

Failing in the behavior subject or final or expelling the student

The school Principal, or the behavior officer shall notify the Legal Affairs Department of the Ministry and the concerned agencies, once the offense is committed.

Notifying the student's guardian of the matter and suspending the student on an immediate basis until the investigations end for a period not later than days.

Suspension period may be extended until the end of the legal investigation under a decision by the undersecretary of academic affairs for the public (general) education.

The Behavior Management Committee shall meet on an immediate basis to refer the matter, through the submission of an explanatory memorandum together with the evidence on the offense committed, to the undersecretary of academic affairs for the general education or the person he nominates, who shall make a decision to refer that case to the concerned agency in coordination with the Legal Affairs Department.

Seizing the tools used in committing the offense once it occurred, in order to hand them over to the security authorities.

The Behavior Management Committee's functions

Deciding to deem the student as failed in respect of the behavior subject or expelling him / her according to the severity of the offense he / she committed.

Preparing a memorandum, with which the relevant evidences are attached, and submitting it to the undersecretary of academic affairs for the general education.

Instructing the academic advisor/social worker to follow up the other procedures in accordance with his / her role and duties

Exemplary Behaviour

- Committed to school systems and policies within the classroom and the school.
- Respects the feelings of peers, takes care of their needs, and continuously offers to help them.
- Encourages others to cooperate and collaborate, proposes solutions to involve others, and invites them for teamwork on an ongoing basis.
- Takes care of own his/her attire and his/her personal hygiene .
- Represents the school in social events throughout the school year
- Participates in student council activities, teams, volunteer work or other school initiatives. Participates in meaningful community activities during vacations.
- 98% attendance
- Proposes innovative/creative solutions for the public good in his/her school community, or solves problems.

ROLE OF PARENTS

- **Motivating, encouraging and promoting the positive behavior, will help to reducing the behavioral problems of your child.**
- **Instilling self-discipline inside your 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 to attend such meetings or events.**

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- Notifying the school of your child's needs and cooperating with it to solve the behavioral problems from which your child may suffer.
 - Being obligated to pay for repairing or replacing the items damaged or lost because of your child.
 - 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.

Please note 60% is the minimum behaviour score

Thank you
