



مدرسة الزهور الخاصة – Al Zuhour Private School

2026-2025



AL ZUHOUR PRIVATE SCHOOL

Student Behavior Management Policy

فريق القيادة المدرسية: Approved by:

Last reviewed on: 2025/5/30

Next review due by: 2026/5/30



Goal

1. Identify proactive actions to encourage positive behavior in students, and to prevent and address worrying behaviors.
2. Clarify expectations regarding student behavior through a uniform code of conduct.
3. Activating the prevention of bullying through a purposeful school policy
4. Support students who are having difficulties in adhering to behavioral expectations through appropriate interventions.
5. Identify requirements for dealing with offending behaviors through a step-by-step approach.

Our Core Values:

At Al Zuhour Private School, we adhere to a set of core values that guide our society and shape our culture. These values include:

Respect: Treating others with kindness and consideration.

Responsibility: Taking responsibility for an individual's actions and obligations.

Integrity: Upholding honesty, trust, and ethical behavior.

Collaboration: Promote a sense of teamwork and collaboration.

Citizenship: Belonging and participating in the society in which the individual lives

Positive behavior of students:

We are committed to fostering a learning environment based on respect, responsibility, and inclusion. We expect all our students to demonstrate the values of integrity, kindness, and excellence through their daily actions.

The following is an explanation of the positive behaviors expected of each student:

Respect for others and the school community

1. Adherence to all school rules and procedures.
2. Demonstrate respect towards all staff, students, and visitors.
3. Use polite phrases such as "please" and "thank you."
4. Listen attentively and speak politely during discussions and interactions.
5. Refrain from bullying, ridiculing, or excluding others.

Responsible and safe behavior

1. Adherence to school uniform and dress policies
2. Attend school and classes on time.
3. Positive and effective participation in classroom activities.
4. Completing academic duties and tasks honestly and diligently.
5. Maintain school property and the property of others.
6. Leveraging technology responsibly and in accordance with school policies
7. Always conduct in a safe and calm manner, and avoid any behavior that may endanger the student or others

Positive engagement in learning

1. Regular attendance and participation in all classes.
2. Focus and avoid sources of distraction and contribute to a stimulating learning environment.
3. Ask for help when needed, and support classmates in their learning.
4. Demonstrate a desire to improve, accept and learn from feedback.
5. Academic Integrity: Upholding the highest standards of honesty in all academic aspects



Social Responsibility and Positive Participation

1. Represent the school positively at events and in public spaces.
2. Acting as a positive role model, especially for younger students.
3. Follow personal hygiene practices and adhere to the rules of dress and public appearance.
4. Promoting environmental awareness and sustainable practices.
5. Respect and celebrate cultural diversity and the values of the UAE.

Cooperation with parents:

We believe that a strong partnership between the school and parents is vital to student success. Ongoing and effective communication will be maintained to address any concerns and celebrate achievements.

By embracing these expectations and working collaboratively, we can create an environment where every student can thrive academically, socially, and emotionally.

Unacceptable Conduct Policy and Procedures

Students are expected to behave respectfully, responsibly and safely always. Any conduct that violates the school's values or regulations or disrupts the learning environment is considered a violation of behavior.

While we focus primarily on **positive reinforcement** and guiding students toward **responsible behavior**, it is also essential to identify the consequences of **conduct violations**.

These consequences may include:

1. Providing Counseling and Behavioral Support
2. Verbal Alerts
3. Parent Engagement
4. In serious cases, appropriate disciplinary action is taken.

Irregularities

This policy for violating behavior applies to students starting from the fifth grade, while the disciplinary measures for students under the fifth grade are subject to the Ministry of Education's Decision No. (206) of 2020 on the Policy of Managing Positive Behavior for Children in Early Childhood in Educational Institutions (Ministry of Education, 2020).

Behavioral violations are classified into four levels according to their degree, severity, and impact on students, the educational environment, and society at large. The procedures for these levels are carried out in accordance with the provisions of this policy, if each of them is documented in accordance with the approved regulations and models, and is dealt with in accordance with educational values and regulations.



First Degree Violations:

1. Frequent delays in the morning queue or failure to participate in it without an acceptable excuse.
2. Failing to attend classes on time frequently without an acceptable excuse.
3. Failure to adhere to school uniforms (uniforms or physical education uniforms) including wearing an identification card without an acceptable excuse.
4. Hair lengthening for boys and exotic cuts for boys and girls.
5. Not bringing textbooks and other required materials without an acceptable excuse.
6. Entering and exiting class during class without permission
7. Failure to maintain calm and lack of discipline during the class and making unpleasant sounds
8. Sleeping or eating during classes or the morning queue without justification or permission (after verifying the student's health status).
9. Failure to commit to completing homework (if any) or study assignments on time, if any.
10. Bring means of communication such as mobile phones and misuse of digital devices at school (e.g., playing games, browsing social media, sending messages, using speakers in the classroom without justification or permission).
11. Any other forms of misconduct like the above, at the discretion of the **Conduct Management Committee** (e.g., repeated permission to go to the clinic, repeated early departures without an acceptable excuse)

Progressive Procedures for First-Degree Offenses

| Iteration | | | |
|--|--|--|---|
| First time (if it occurs) | Second time | The third time | More than three times |
| Verbal Alert | Written warning | Written warning | Written warning |
| Discussing the expected behavior with the student. | Notify the parent in writing of the student's violating behavior | Notify the parent in writing and hold a meeting(s) with the parent to agree on a reasonable joint strategy between the home and the school. The parent is asked to sign a pledge to support the agreed strategy. Deduction of two grades from the degree of conduct | The Conduct Committee meets to determine the necessary actions to address the offending behavior Notify the parents in writing and summon them with the Conduct Management Committee to agree on how to implement a set of strategies aimed at reducing the offending behavior Deduction of four degrees of behavior |
| Violation Report Form | | Parent Summons Form Notice of deduction form from the degree of conduct Written Warning Form After Verbal Warning - Parent Pledge Form | Parent Summons Form Notice of deduction form from the degree of conduct Pattern of written warning after verbal warning |

Important Notes: In addition to the previous gradual measures, the following actions will be taken:

1. The distribution of continuous evaluation grades (in classes) contains the item of attendance and absence, and a grade will be deducted from the course for each absence.
2. In case of late morning, late students will not be allowed to interrupt the class and enter the classes, and a room will be allocated in each building to sit until the end of the first class, and the student will be recorded as absent from the lesson and late for work.
3. If the parent insists on the early departure of his/her son/daughter, the attendance grade will be deducted from the subjects in which the student is absent
4. Failure to bring textbooks and educational materials and sleep in class will be reflected in the degree of participation in classes, which is one of the grades of continuous evaluation in the class.



Second-degree violations

1. Absence from school without an acceptable excuse, including before and after holidays and weekend exams.
2. Entering and exiting class time without asking permission.
3. Failure to attend school activities and events without an acceptable excuse
4. Fights and/or incites a fight or threatens or intimidates any classmates at school
5. Violating public morals such as haircuts, lengthening nails, applying cosmetics, and resembling the opposite sex in appearance and clothing.
6. Causing minor damage to school property such as writing/sticking gum on walls, school furniture, school bus seats, playing with an alarm bell or elevator
7. Verbal abuse and abuse of students, staff or school guests
8. Using a mobile phone during school hours or misusing any means of communication.
9. Smoking and possession of gadgets such as hookah, e-cigarettes/vaping, lighters, and smokers, whether on campus, on the bus, or during extra-school activities.
10. Refusing to follow any safety instructions in line with **Sharjah Private Schools Health and Safety Policy**
11. Everything that is like these violations

Progressive Procedures for Second-Degree Offenses

| Iteration | | | | |
|--|--|---|---|--|
| First time (if it occurs) | | Second time | The third time | More than three times |
| Written warning | Temporary suspension inside the school | Temporary suspension inside the school | Suspension | |
| 1. 4 Points of Conduct Discount | 1. Temporary suspension of the student for up to two days , with assignment to study tasks under supervision within the school, and the parent is notified. | 1. Convening the Conduct and Decision-Making Committee. | 1. The student shall be immediately suspended from school until the end of the investigation, for a period not exceeding 5 days, with the notification of the parent. | |
| 2. Summoning the governor on the second day to sign the written warning | 2. A second written warning is sent to both the student and the parent. | 2. 1 to 3 days suspension with assignment of school assignments | 2. The Conduct Management Committee evaluates the evidence and agrees on a set of final disciplinary actions, which may include final dismissal. If the student continues to repeat the offense after following all the previous steps, the school may apply to the Sharjah Private Education Authority to dismiss the student. When submitting the request, the school must provide evidence that all previous stages have been followed, including providing adequate support and guidance as per the adopted behavior modification strategy. | |
| 3. Written warning signed by the guardian | 3. The Behavior Management Committee is notified to agree on a set of strategies to modify the student's behavior. The parent is required to sign an undertaking to support the agreed strategy. | 3. Final Warning | | |
| 4. The student is asked to sign a pledge not to repeat the violation. The parent is summoned and is asked to sign an agreement to support his/her son in modifying the behavior. | 4. Discount of 8 Points of Behavior Grade | | | |
| Parent Summons Form Written Warning Form for Parent Notice of deduction form from the degree of conduct Behavior Modification Agreement Models | Parent Summons Form Written Warning Form for the Parent for the Second Time Notice of deduction form from the degree of conduct | Final Written Warning Form for Parent | Conduct Management Committee Decision 1. Recommending that the student be transferred to distance learning until the end of the semester/academic year and then transferred to another school according to the decision of the Conduct Committee and after coordination with the Sharjah Private Education Authority. | Final Semester after approval of Sharjah Education Authority |



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Third-degree violations:

1. Bullying of various types and forms (**bullying, intimidation, or abuse** of any member of the school community, including **defamation via social media**).
2. Copying and transferring assignments, reports, research, and projects and attributing them to himself, as well as cheating in exams.
3. Leaving or running away from school without permission during school hours
4. Attempting to defame and offend employees and colleagues on social media.
5. Impersonating others in school transactions or forging school documents
6. Destroying or deliberately destroying school furniture, utensils and facilities
7. Tampering, vandalizing, damaging school buses, and harming the driver, supervisor, or road users.
8. Assault on the body of others at school, on the bus, or during school activities outside the school and not causing injuries to the victim (physical assault)
9. Reckless driving in or around the school campus and not following safety instructions.
10. Photographing, possessing, viewing or distributing media materials (audio, images, videos, etc.) to staff members or students without their permission or consent.
11. Operating or activating fire alarms or fire extinguishers in the school without justification
12. All similar violations are in accordance with the decision of the Conduct Committee.

Progressive Procedures for Third-Degree Violations

| المرة الأولى (حال حدوثها) | First time (if it occurs) First time (if it occurs) | The third time |
|---|---|--|
| Temporary suspension inside the school | Stop out of school | Suspension |
| 1. Immediate convening of the Conduct and Appropriate Decision-Making Committee 2. Issuing a written warning to the student 3. Immediately suspend the student from studying inside the school 4. Summon the guardian immediately to inform him of the disciplinary action and request that he sign the suspension decision 5. 12 Points Discount of Conduct Scores | 1. Immediately convene the Conduct Committee to evaluate the evidence and agree on a set of final disciplinary measures, and making the right decision 2. The student shall be immediately suspended from school until the end of the investigation, for a period not exceeding 5 days, with the notification of the parent. 3. Issue a final written warning to the student and the parent. 4. Summon the students and the parents to the school to present the committee's decision to them. | 1. The student shall be immediately suspended from school until the end of the investigation, and for a period not exceeding 5 days, with the notification of the parent. 2. The Conduct Management Committee evaluates the evidence and agrees on a set of final disciplinary actions, which may include final dismissal. 3. After completing all the above steps, and in case the student continues to repeat the violation, the school has the right to apply to the Sharjah Private Education Authority to dismiss the student |
| Temporary Dismissal Decision Parent Summons Form Decision to deduct the grades of conduct | Decision to dismiss the student Student Final Warning Form | Parent Summons Form Student Out of School Temporary Suspension Form Student's Final Semester Form |



Violations of the fourth degree

1. Using the means of communication or social media for illegal or ethical purposes that harm the school, its staff or others.
2. Bringing and possessing firearms, white or similar weapons in school.
3. Sexual assault inside school or bus
4. Assault on the physical integrity of others at school leading to injuries to the victim (physical assault)
5. Intentional theft or cover-up
6. Importing, possessing, displaying and promoting unlicensed material or media materials that are contrary to values, morals, morals, public order, and that violate public modesty.
7. Sexual harassment inside school, on the bus, or during activities
8. Leaking exam questions and participating in it in any way
9. Causing fires on campus
10. Insulting the political, religious and social symbols of the state
11. Possessing, procuring, abusing or promoting narcotic drugs or narcotic medical substances or the like inside a school or bus or appearing under the influence of narcotic drugs or psychotropic substances Unprescribed narcotic drugs
12. Spreading and promoting takfiri, extremist, atheist, or offensive ideas and beliefs to political and social systems.
13. Insulting the divine religions or provoking anything that causes sectarian and sectarian strife in the school.
14. Anything similar to these offenses is considered as crimes punishable by law.

Gradual Procedures for Violations of the Fourth Degree:

| Temporary suspension out of school | Final Suspension |
|---|---|
| <ol style="list-style-type: none">1. Suspending the student until the investigation is completed for a maximum of two working days with notifying the parent2. The Conduct Management Committee evaluates the evidence and agrees on a set of final disciplinary actions, which may include final dismissal.3. Issuance of a final warning to the student | <ol style="list-style-type: none">1. The student shall be immediately suspended from school until the end of the investigation, and for a period not exceeding 5 days, with the notification of the parent.2. The Conduct Management Committee evaluates the evidence and agrees on a set of final disciplinary actions, which may include final dismissal.3. After completing all the above steps, and in case the student continues to repeat the violation, the school has the right to apply to the Sharjah Private Education Authority to dismiss the student. |
| <p>Student Temporary Suspension Decision Form Parent Summons Form Student Final Warning Form</p> | <p>Student Temporary Suspension Decision Form Parent Summons Form Final Dismissal Decision of the Student</p> |



How to deal with violations

Sequential actions are taken as mentioned above, and the signs of conduct are deducted in the event of a violation, considering the detailed instructions mentioned, and ensuring that the topics that fall within the tasks of the Conduct Management Committee are presented to the Committee to take the necessary decisions.

Regulations for the application of procedures:

Respect the student's personality and feelings, and provide the necessary behavioral improvement methods to correct his behavior according to the following controls:

1. Diversifying the methods used to modify the student's behavior in a way that is appropriate to the student's acceptance.
2. Avoid cruelty, psychological abuse, humiliation, sarcasm, or personal humiliation.
3. Not generalizing the application of the procedures to all students in the class or school due to a mistake made by one of them.
4. . Apply timely actions according to the type and degree of behavior.
5. Ensuring fairness and equality in the treatment of school students
6. The actions taken should be appropriate for the student's developmental stage, considering their specific needs and the nature of their behavior. In addition, the frequency and degree of behavioral violations should also be considered.
7. Ensure that the type of non-positive behavior the student is committing is accurately identified, before starting to apply the modification.
8. No penalty shall be imposed on the student without specifying whether the school has fulfilled its preventive responsibilities and documentation.
9. Maintaining the student's privacy and not defaming him.



Progressive Measures to Address Morning Lateness/Early Departure of Students

Violation Name: Repeat delay in the morning queue and/or early departure without an acceptable excuse

| Iteration | Total/Days | Procedures | Number of Scores Decided | Degree |
|--------------------------|------------|--|--------------------------|---------------|
| As it happens | One day | Oral intubation Documentation of the violation by the head of the department/social worker | 0 | The first |
| Repetition 1 | Two days | Written Alert Inform the Guardian in Writing: Written Alert Form for the Parent | 0 | |
| Repetition 2 | Three days | Summoning the guardian the day after the violation (Guardian Summons Form) Deduction of two degrees of conduct Informing the parent of the deduction of the grade (Notice of deduction from the degree of conduct) The student and the parent must sign an undertaking not to repeat the violation Form of a written warning after the verbal warning | 2 | |
| Repeat3 | Four days | 4 Degrees of Behavior Discount Providing a written warning to the student and the parent in case of non-response | 6 | |
| Repeat more than 3 times | Five days | Deduction of four degrees of behavior The Conduct Management Committee shall be convened the day after the violation is committed. | 10 | |
| As it happens | Six days | Issuance of the student's first written alert Calling a parent to sign a behavior modification agreement Monitor student attendance 4 Degrees of Behavior Discount | 14 | Second Degree |
| Repetition 1 | Seven days | Issuing the second written warning to the student and the parent Temporary suspension of the student for two days inside the school while assigning him to school assignments 8 Points of Behavior Discount | 22 | |
| Repetition 2 | 8 days | Suspending the student for 3 days inside the school with assigning him to school duties 8 Points of Behavior Discount Issuing the final warning to the student and the parent | 30 | |



Important notes about morning delays

The student will be considered late if he arrives after 7:35 a.m. and will not be allowed to enter the class and boycott the first class, and a room will be allocated in each building to wait for late students in the morning, and the student will be counted as absent from the first class, and the attendance grade will be deducted for this class.

In case the student leaves early without an acceptable excuse, the grades will be deducted in all the lessons that he misses on that day.

Roles and Responsibilities in the Implementation of the Student Chain Management Policy

Responsibilities of a parent

1. Submit a written undertaking to the school, acknowledging to be informed of the Student Conduct Management Regulation, acknowledging to respect it and to act on its contents.
2. Motivation, encourage and promote positive behavior, and work to reduce behavioral problems in children
3. Instilling self-discipline in children, always reminding them of their religious and social values and that they are responsible for the future of their country.
4. Commitment to attend educational and awareness meetings and events whenever invited by the school
5. Notify the school of the children's needs and cooperate with them to solve the behavioral problems they may be experiencing
6. Obligation to pay the costs of repairing or replacing items damaged or lost due to children, and the value to be paid in this regard shall be determined in the light of the supporting documents and according to the decision issued by the Conduct Management Committee.
7. Take full responsibility towards children in accordance with the Child Rights and Protection Law, as well as other UAE laws.
8. If any negligence or negligence on the part of the parent towards the children's right to education is proven, the procedures stipulated in the Children's Rights Law (Wadeema Law) shall be applied.
9. If the student's parent refuses to sign or refuses to attend when asked. This is written down on the paper they are required to sign in the presence of the social worker and a member of the Behavior Management Committee, whose signature is considered proof that the student's parent is aware of the violation
10. In case the parent refuses to respond to the school's decisions or to take responsibility for the child's violating behavior. The matter shall be referred to the concerned authorities

Compliance with the provisions of the Students' Parents Regulations as soon as they are issued

Student Responsibilities:

1. Be self-disciplined.
2. Committed to attendance and punctuality
3. Responsible for learning and positive attitudes towards education.
4. Adheres to positive behavior strives to achieve standards of outstanding behavior
5. Shall be obliged to respect the provisions of these Regulations and shall treat them as a responsible person.
6. Respectful of others, actively participates in school life, asserting oneself and developing one's mental and physical potential and talents.
7. He is keen to represent his school in school meetings that are related to the evaluation of his behavior in the best possible way.
8. Be aware of the different traits of others and respect their feelings.
9. Makes informed decisions regarding its health and safety.
10. It shows an understanding and appreciation for the culture, traditions and customs of the UAE and for the cultures of other countries, as well as for Islamic values and their role in the UAE society.
11. Respects the natural environment in his school and does not harm it (rationalize the consumption of water, electricity and domestic plants in the school environment).



School Staff Roles

School community staff may not take any of the following actions when dealing with students: Any act of such action is considered **a breach of rules and regulations, at the discretion of the Conduct Management Committee.**

1. Different types and forms of corporal punishment.
2. Depriving the students of meals.
3. Provoking or ridiculing the student.
4. Prohibit the student from using the restroom.
5. Psychological punishment, such as verbal abuse or threats.
6. Restrict the student's freedom or lock him or her inside the school.
7. Seizure of a student's personal belongings through individual decision-making, without obtaining a decision from the Conduct Management Committee.
8. Reducing or threatening to do so.
9. Expulsion of a student from a class, activity, or school during the school day by an individual decision and leaving students unattended.
10. Depriving the student of participating in events and trips by individual decision, without obtaining a decision from the Conduct Management Committee.
11. All people concerned have the responsibility entrusted to them, with regard to modifying the conduct according to the degree of severity and frequency of such conduct.
12. Relevant methods should be applied in the context of directing and modifying behavior, not out of anger or revenge.

The Role of the Parent Council

1. Studying behavioral phenomena and student violations that require intervention and working to identify ways to confront them and participate in addressing them.
2. Propose plans, programs, and initiatives to guide parents to the Regulation and its provisions.
3. Contribute to achieving community support for positive behavior promotion programs.
4. Actively participate in emphasizing and instilling behavioral concepts and values in students
5. Documenting the actions and decisions taken in special records for the purposes of study and analysis.

Conduct Management Committee and its Functions

The Behavior Management Committee is one of the committees formed in the school, which specializes in discussing students' problems in terms of education and behavior and determining the measures to be taken against the students violating in accordance with the provisions of this law. This committee is composed of the School of Flowers as follows:

- The school principal as president.
- Vice Principal or Deputy Academic Director as Vice President.
- The social worker is a member and rapporteur.
- Parent Liaison Officer as a member.
- One of the school's teachers (regardless of specialization) is a member.
- The head of the department in which the violation occurred (non-permanent member)
- The head of the school's parents' council attends the discussion sessions only and not the sessions dedicated to considering students' issues.
- The President of the School Student Council who attends the discussion sessions only and not the sessions dedicated to considering student issues.
- Security and Safety Officer Member



Tasks of the Committee:

1. Studying and deciding on students' behavioral violations and determining the actions to be taken in accordance with the provisions of this policy.
2. Adopting procedures to consolidate positive behavior among students and reduce violations.
3. Integrating educational roles geared towards comprehensive student care.
4. Preparing reports and recommendations to the concerned authorities, especially the Sharjah Private Education Authority
5. Audit the process of awarding behavior marks to students and approve the semester and final procedures for behavior modification
6. Address and resolve parents' complaints and grievances in accordance with the provisions of this policy.
7. Coordinating with the social workers to activate preventive and therapeutic behavior reform programs
8. Coordinating with the school support team to study the nature of the behavior of each student of determination and decide on it.
9. Documenting and preserving the records and correspondence of the Committee (Director).

The social worker performs the following procedures:

1. Maintain a record of all violations, disciplinary notices, and actions taken.
2. Prepare and keep minutes of meetings, document decisions, and follow up on their implementation.
3. Invite the members of the Committee to meet and prepare the agenda to be discussed by the Committee.

Committee Meetings: The Committee is committed to:

1. The Committee meets periodically (once a month) and whenever necessary.
2. Emergency meetings shall be held at the invitation of the Chairman, or to decide on violations referred by the Chairman to the Committee, or to consider and develop programs to honor students with exemplary behavior.
3. The Committee holds an evaluation meeting at the end of each semester of each year and another meeting at the beginning of the academic year. The Committee is responsible for the preservation of the reports of these meetings.
4. Adopting the student's behavior signs up in consultation with the relevant parties in the committee, by auditing the student's records during the academic year and not relying on personal judgments.

General provisions

If any undesirable behavior is done on the school campus, on the school bus, or during school trips or official visits, the facility/supervisor has the right to take the necessary disciplinary action depending on the degree of the violation.



Bullying prevention policy

Bullying is a repetitive, intentional behavior that aims to harm or annoy another person. It can take several forms, including:

1. Physical bullying: such as hitting, pushing, stumbling, or any form of physical aggression.
2. Verbal bullying: such as calling names, insults, threats, taunts or insults.
3. Cyberbullying: The use of digital media such as social media, messaging apps, or email to harass, intimidate, or insult.
4. Social (relational) bullying: excluding someone from the group, spreading rumors, or damaging social relationships or reputation.

Reporting Procedures

1. Outreach: Ensure that all students, staff, and parents are aware of the concept of bullying and the importance of reporting it.
2. Secure Reporting by Email Quality of Life Officer - School Child Protection Officer
3. Ongoing training for staff and students on how to recognize bullying and how to report it properly.

Response Steps

Upon receiving a report of bullying, the school will:

1. Confirming receipt of the report and reassuring the whistleblower that the case will be addressed.
2. Conduct a fair, thorough, and prompt investigation by interviewing the students involved and witnesses.
3. Maintain detailed records of all reports, investigations, and actions taken.
4. Take appropriate action based on the results of the investigation, which may include: - Individual sessions. Contracts of Conduct - Association Meetings
5. Apply appropriate and consistent disciplinary procedures according to the severity and frequency of bullying and in accordance with the Student Conduct Management Policy.
6. Follow-up by monitoring the case to ensure that the bullying stops.

Support and Guidance

1. Support the bully through sessions with a social/psychological worker aimed at:
 1. Provide counseling and psychological support to help those who have been bullied deal with the situation and regain self-confidence.
 2. Provide safety planning strategies and training on how to express yourself confidently.
2. Support the bully through sessions with a social/psychological worker aimed at:
 1. Address the underlying causes of bullying behavior through counseling and behavioral intervention plans.
 2. Promote empathy and conflict resolution skills.
3. Parent Engagement: Keep parents informed and involved in the resolution process.



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ANNEX



(Incident Report)

Student's Name:

Grade and Division:

Teacher's Name:

Date of Incident/ Situation

Place of Incident/ Situation/ Violation

Time:

Description of the disposition / incident / situation:

Action taken:

Violation Classification: (According to the Conduct Management Regulations)

| Degree | Iteration | | |
|---------------|------------|-------------|----------------|
| First Degree | First Time | Second time | The third time |
| Second Degree | First Time | | |
| Third Degree | First Time | | |
| Fourth Degree | First Time | | |

| | |
|-------------------------------|--|
| Name of the Violation Editor: | |
| Job Title: | |
| Signing: | |
| Principal: | |
| Date: | |
| Time: | |



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Written Alert to Parent

Written Alert/First Warning/Second Warning/Last Warning

To the students' parents:

Grade and Division:

Guardian of the student:

Grade Division

Whereas, on the _____ day corresponding to _____, the aforementioned student/ student issued the behavioral violation which consisted of:

As this behavior is contrary to the school's rules and regulations and the provisions of the Student Conduct Management Regulation at Al Zuhour Private School, please follow up with the student closely to avoid repeating such behavior, otherwise the school administration will be forced to take more severe measures in case such a violation is repeated or unwanted behavior is issued again.

Signature of the responsible employee_____

Principal _____

Signature of the student with the flag:

Signature of the student's guardian with the flag:

Parent's Phone Number:

Released on _____



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Parent Summons Form

Student's Parent: _____

Grade: _____

Please come to school on _____

To meet with the school administration for a matter related to your son / daughter

We thank you for your good cooperation and response with us to achieve the interests of the students.

Student's signature on receipt

Name:

Signing:

Date:

Name of the Principal:

Signing:

Date:



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Written Alert to the Student After the Verbal Alert

I pledge that I am the student _____

Grade _____

To abide by the rules of conduct and order within the school, maintain its facilities and follow the school regulations. In case of my violation, I will be responsible for all the measures taken by the school administration in accordance with the regulations of the management of behavior at Al-Zuhour Private School, noting that I have been verbally alerted more than once about the unipositive behaviors issued by me, which are summarized as follows:

.....

.....

.....

Student's name _____ signature _____

The Deputy Principal approves the school _____

Released on _____

(A copy of this written undertaking will be provided to the parents; a copy will be kept in the student's file, and a copy will be sent to the Conduct Management Committee.)

Guardian notified,

Name: _____ Relation: _____

Phone Number _____

Contact Date: _____ Time: _____



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Guardian's undertaking in case of repeated violations of the student

I pledge that I am the guardian of the student _____ grade _____ -

My son/daughter adheres to the school's rules and regulations of conduct, maintains its facilities, and follows the instructions and school regulations. In the event of a violation, I will be responsible for all the measures taken by the school administration against him/her in accordance with the regulations of the Student Behavior Management at Al-Zuhour Private School, and I have taken note of the violations issued by him/ her, which were as follows:

1.

2.

3.

And that's a pledge from me.

The Deputy Principal approves:

Guardian's Name: _____ Signature: _____

Phone Number _____

Released on _____



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Notification of deduction from the conduct mark

Guardian of the student /student _____

Grade and Division: _____

We inform you that your son/daughter has committed misconduct of the _____ degree.

And it is _____

Based on the decision of the Behavior Management Committee in the school on -----, your son or daughter has been issued the corrective measure stipulated in the Behavior Management Regulations at Al-Zuhour Private School, which is a deduction. A degree of conduct in Semester _____ for the academic year ____/____

The student will be given the opportunity to redeem part of these marks as stipulated in the Code of Conduct according to the following suggestions:

1.

2.

3.

Parent's Name _____ Signature _____

Date: _____ Phone Number _____.

Signature of the school principal _____

Released on _____



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Suspension

Student's Guardian: _____

Grade and division _____

We would like to inform you that due to the repeated violations committed by the student, and his/her failure to respond to the preventive, developmental, and therapeutic programs provided to him/her to modify his/her behavior during the previous period, even though the following measures have already been taken against him/her:

Therefore, the Behavior Management Committee at the school, in its meeting held on _____,

corresponding _____ the student, decided to temporarily suspend the student from the school and register him in the behavior modification program during the period: from _____ corresponding to _____ for the following reasons:

1.

2.

3.

Principal:

Signature of the student's parent _____

Student Signature: _____

Phone:

Issued on _____



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Grievance of the guardian

I am the guardian of the student _____

Grade and division _____

Grievance Subject

Signature of the student's parent _____ phone number: _____

Opinion of the Conduct Management Committee

Signature of the Principal of the

Released on _____

Note: Please note that the complaint will be responded to within one business day from the receipt of the grievance.



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Confiscation of electronic devices

Student's Guardian: _____

Grade and division _____

We inform you that a _____ device has been confiscated from your son / daughter. This is a violation of the school regulations and the rules of the student code of conduct at Al-Zuhour Private School, the device will be kept for (.....) days.

If it is proven that the device contains pictures of any of the administrative and teaching staff members or any student, or if it contains some images that are contrary to religion, customs and traditions in the UAE, the device will be handed over to the concerned authorities to take the necessary action.

Signature of the employee concerned:

Signature of the Principal of the

Signature of the student's parent _____ phone number: _____

Released on _____



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Return of electronic devices

Student's Guardian: _____

Grade and division _____

We inform you that we have returned the ----- device that was confiscated under Violation No. -----
on -----

Therefore, please sign the receipt and pledge not to repeat the violation

Signature of the Responsible Officer _____

Signature of the Principal of the

Signature of the student's parent _____ phone number: _____

Released on _____



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The guardian undertakes regarding the persons authorized to accompany his/her

child/daughter at the end of the school day.

I pledge that I am the guardian of the student..... I will take my son/daughter to and from the school daily on time to attend and leave the school, and in case of any personal excuse, I will contact the school administration immediately, explaining the reasons and sending the person authorized to pick up my son/daughter.

And this is an acknowledgment from me of that

Student's Name _____

Guardian's name if not the father _____ phone _____

The name of the person authorized to take the student to and from the school _____

Student's Kinship: _____

ID Number: _____

Phone Number _____

Signature of the Guardian: _____



The parent pledged to his/her son/daughter to attend school

I pledge that I am the guardian of the student

Grade/ Division

My son/daughter **must be committed to** school hours, and not **to be absent which is a second-degree offense**

(attending school at any time, including before, after holidays, weekends, and before exams) except for an acceptable excuse. I am aware that the acceptable excuses are (illness, traveling abroad for treatment, death of a relative).

I will provide a paper excuse for my son/daughter's illness as per Al Zuhour Private School policy.

In case of a personal excuse, I will contact the school administration within two days of the absence to explain the reason for the absence.

| | | | | |
|--|--|---|---|--|
| 1. 4 Points of Conduct Discount | 1. Temporary suspension of the student for up to two days , with assignment to study tasks under supervision within the school, and the parent is notified. | 1. Convening the Conduct and Decision-Making Committee. | 1. The student shall be immediately suspended from school until the end of the investigation, for a period not exceeding 5 days, with the notification of the parent. | 1. 4 Points of Conduct Discount |
| 2. Summoning the governor on the second day to sign the written warning | 2. A second written warning is sent to both the student and the parent. | 2. 1 to 3 days suspension with assignment of school assignments | 2. The Conduct Management Committee evaluates the evidence and agrees on a set of final disciplinary actions, which may include final dismissal. If the student continues to repeat the offense after following all the previous steps, the school may apply to | 2. Summoning the governor on the second day to sign the written warning |
| 3. Written warning signed by the guardian | 3. The Behavior Management Committee is notified to agree on a set of strategies to modify the student's behavior. The parent is | 3. Final Warning | 3. Written warning signed by the guardian | 3. Written warning signed by the guardian |
| 4. The student is asked to sign a pledge not to repeat the violation. The parent is summoned and is asked to sign an | | | 4. The student is asked to sign a pledge not to repeat the violation. The parent is summoned and is asked to sign an agreement to support his/her son in modifying the behavior. | 4. The student is asked to sign a pledge not to repeat the violation. The parent is summoned and is asked to sign an agreement to support his/her son in modifying the behavior. |



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| | | | | |
|---|---|-------------------------------|---|-------------------------------|
| agreement to support his/her son in modifying the behavior. | required to sign an undertaking to support the agreed strategy. Discount of 8 Points of Behavior Grade | | the Sharjah Private Education Authority to dismiss the student. When submitting the request, the school must provide evidence of following all previous stages, including providing adequate support and guidance as per the approved behavior modification strategy. | |
| After 3 days of absence | After a 5-day absence | After a 10-day absence | After a 14-day absence | After a 15-day absence |

1. Recommending that the student be transferred to distance learning until the end of the semester/academic year and then transferred to another school according to the decision of the Conduct Committee and after coordination with the Sharjah Private Education Authority. Final Semester after approval of Sharjah Education Authority

Parent's name _____

signature _____

Kinship _____



Parent Pledge to Commit his/her Son/Daughter to School Attendance - No Late

Arrival

I pledge that I am the guardian of the student _____

From the class/division _____ My son / daughter adheres to the policy of attendance at school and not to be late in arriving at school (a first-degree violation) except for an acceptable excuse, and I am aware that the acceptable excuses are (emergency traffic congestion, emergency health condition, difficult weather conditions, technical malfunction in the means of transportation). I will contact the school administration within two days of being late to explain the reasons.

| | | | | |
|--|---|---|---|--|
| Discuss the expected behavior change with the student. | Notify the parents in writing of the student's violating behavior | Notify the parent in writing and hold a meeting(s) with the parent to agree on a reasonable joint strategy between the home and the school. The parent is asked to sign a pledge to support the agreed strategy. Deduction of two grades from the degree of conduct | The Conduct Committee meets to determine the necessary actions to address the offending behavior Notify the parents in writing and summon them with the Conduct Management Committee to agree on how to implement a set of strategies aimed at reducing the offending behavior Deduction of four degrees of behavior Written warning after verbal warning | Discuss the expected behavior change with the student. Written warning after verbal warning Placing the student on the ban list to register for the next academic year |
| 3-days delay | 5-days delay | 10-days delay | 14- days delay | 15- days delay |

Guardian's Name ----- - Signature -----

Kinship -----



Parent Pledge to Commit his/her Son/Daughter to School Attendance – Early Departure

Departure

I pledge that I am the guardian of the student _____

From the class/division _____ My son / daughter adheres to the policy **of school attendance** and not to **leave early during the school day (a first-degree violation)** except for an acceptable excuse, and I am aware that the acceptable excuses are (medical appointment, health emergency, death of first-degree relatives). I will provide a paper excuse for the medical appointment/death as per Al Zuhour Private School policy.

In case of a personal excuse, I will contact the school administration within two days of the absence to explain the reason for the absence.

| | | | | |
|--|---|--|---|---|
| Discuss the expected behavior change with the student. | Notify the parents in writing of the student's violating behavior | Conduct Committee meets to determine the necessary actions to address the offending behavior Notify the parents in writing and summon them with the Conduct Management Committee to agree on how to implement a set of strategies aimed at reducing the offending behavior Deduction of four degrees of behavior Written warning after verbal warning | Notify the parent in writing and hold a meeting(s) with the parent to agree on a reasonable joint strategy between the home and the school. The parent is asked to sign a pledge to support the agreed strategy. Deduction of two grades from the degree of conduct | Discuss the expected behavior change with the student. Placing the student on the ban list to register for the next academic year Written warning after verbal warning |
| 3-days early departure | 5-days early departure | 10-days early departure | 14-days early departure | 15-days early departure |

Guardian's Name ----- - Signature -----

Kinship -----



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The parents pledged not to register the student for the academic year in case of repeated violations

I, Student's Parent:

Grade

I hereby undertake that my son/daughter will abide by the school's rules and regulations of conduct, maintain its facilities, and follow the school's instructions and regulations. In case of any violation thereof, I will take all the measures applied by the school administration against him in accordance with the rules set out in the Code of Conduct for Students in Public Education Institutions, which have taken note of the violations he has committed, which are summarized as follows:

1.
2.

Resolution:

During the _____ meeting, the Conduct Management Committee concluded that for the above reasons, the student _____ will not be allowed to continue at our school in the event of repeated violations

We understand the seriousness of this decision and assure you that it was made after extensive deliberation and consideration of the safety and well-being of the entire school community.

We seek your understanding and cooperation in this regard. Please acknowledge receipt of this notice by signing below.

Signature of the guardian:

Student's Signature:

Released on: _____



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Notice of the need to pick up the student at the door of the house

Dear Parents

As per the instructions of the Ministry of Education, and pursuant to the Transport Authority's policy for students using school buses, please be aware that you must be at the door to pick up the student before the arrival of the bus transporting your son / daughter.

We would like to confirm that the bus supervisor will send the child back to school in case the parent is absent to pick him up at home. In this case, the parents will go to pick up the child from the school administration.

With our sincere greetings to you