

Kingdom of Saudi Arabia

Ministry of Education (280)

Ministry of Education

General Department of Direction and Guidance

General Instructions

- Activate the preventive side regarding behavioral violation through implementing those school's responsibilities defined at the rules.
- Familiarize with students, parents and the educational work system at schools with rules of behavior and punctuality via available educational mass media. Familiarize students with their responsibilities defined at the rules and get their signatures according to the behavior contract form.
- Hand over a copy of the rules of behavior and punctuality to parents to take cognizance and sign the same.
- It is necessary to activate the role of the Guidance & Awareness Committee at the school.
- Serious and continuous activation of rules of behaviors taking the same as a base for dealing with behavioral violations by students.
- Gradual application of procedures and document the same as stated at the rules.
- Document marks taken off the marks of behavior and take necessary procedures against the student's violation. Record changes to the marks of behavior arising out of the improvement opportunities available for students.
- Be careful not to apply whatever punishment against the student without ensuring that the school performed and documented its preventive responsibilities.
- A student's parent shall be notified with any takeoff the behavior and punctuality marks.
- Apply procedure's at the same behavioral violation.
- Violations of the 5th and 6th grades, pertinent to students' issues, shall be documented at a special record comprising all proofs and substantiations. This record shall be kept in strict confidence.
- Coordinate and get into partnership with teachers, responsible for those educational activities inside and outside the school, to take care of violators, provide behavior improvement opportunities and estimate compensative marks.
- Accurately and fairly classify violations on ground of type and degree according to and after studying rules of behavior and punctuality for the intermediate and secondary stages.
- The school management shall document those students' behavioral violations during the educational year, on the statistical and qualitative levels, and report the same to the educational administration (Department of Guidance & Awareness) to make inventory of most prominent behavioral violations at the region / governorate and to prepare guiding, preventive and treatment programs for such violations.

Kingdom of Saudi Arabia
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General Department of Direction and Guidance

Region / Governorate:
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Day:
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Behavior Contract Form A

Student	I, the undersigned hereby, student school: Grade:	
	Declare taking cognizance of rules of behavior and punctuality and attending the relevant meeting, thus, acknowledging complying with those high morals, respecting the school's systems and instructions and committing with all instructions stated at such rules. Moreover, I agree to be responsible for whatever violation of the educational system according to provisions of such rules. This is to acknowledge that. Signature.....Date: / /14...H	
Parents	I, the undersigned hereby, parent of the aforesaid student, declare taking cognizance of rules of behavior and punctuality, thus, acknowledging cooperating with the school management for the interest of my son/daughter for the latter's compliance with systems and instructions for those rules of behavior and punctuality.	
	Signature.....Date: / /14... A.H WorkBusiness Phone: Home Phone:Mob. No.Another No.....	
School Management	Student Affairs Deputy	Principal
	Name:	Name:
	Signature:	Signature:
	Date: / /14.....H	Date: / /14.....H
Note: <ul style="list-style-type: none"> • This contract form shall be renewed at the beginning of each educational year after explaining those rules of behavior and punctuality. • If a student is transferred to another school, then, this Behavior Contract Form shall be signed at the school where the student is transferred to. • Forms shall be kept at a special file at the students affairs deputy office. 		

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Behavior violations by students of the intermediate and secondary stages

1st degree violations:

- 1- Failure to comply with the school uniform or having an appearance violating the school uniform.
- 2- Showing non-seriousness or poor participation in the school morning line.
- 3- Cause classes suspension such as side-talks, sleeping during class, continuous and meaningful interruption of explanation, having food and beverage during class, a student crash or delay to attend classes.
- 4- Students repeated exit and entry through the gate in the afternoon before the school bus arrival or gathering around the school bus.

2nd degree violations

- 1- Cheat in performing assignments or non-term quizzes
- 2- Cause chaos at classes, the school or on school transportation means such as playing with water, using sprays, loud voice and writing on walls.
- 3- School books contempt.
- 4- Classroom escape, leaving classroom without permission or not attending classes.

3rd degree violations:

- 1- Non-persistence in prayer at the school or tamper during prayer.
- 2- An obscene gesture, which is a movement or position of the finger, hand or body.
- 3- Squabbles or get involved in quarrels, assault on and threaten colleagues and improper utterance.
- 4- Willful damage to or steal property of colleague; colleagues intimidation.
- 5- Bring hazard materials or games to the school without using the same such as fireworks and colorful gas sprays.
- 6- Have controlled media materials whether printed, audio or visual; bring morally prohibited models.
- 7- Have cigarette.
- 8- A student signs communications between the school and the parent for the parent and without the latter knowledge.

- 9- Bring personal communication devices of whatever kind to the school (free of violation).

4th degree violation

- 1- Insistence on not playing with colleagues and teachers without a legitimate excuse.
- 2- Playing with hazard materials, tools or games at the school such as explosives, flammable materials and fire games.
- 3- Willful injury to students through hitting with hands or using non-sharp instruments which cause injury (wound, pleading or broken bones)
- 4- Smoke at the school.
- 5- School scape.
- 6- Bullying
- 7- Display or distributed prohibited medial materials: printed, audio or visual.
- 8- Documents forgery or imitating official seals.
- 9- Wrong and strange behavior such as Emo or Transvestim.
- 10- Bring another person to take the exam or taking the exam on behalf of another person.
- 11- Bring whatever personal communication devices to school which contain inappropriate images of video.
- 12- Willful damage or sabotage to the school preparations or facilities such as electrical tools, computers, machines, laboratories, school buses, security and safety equipment.
- 13- Make videos or voice recordings of students using smart electronic devices (for girls).

5th degree violations

- 1- Willful damage or sabotage to the school preparations or facilities such as electrical tools, computers, machines, laboratories, school buses, security and safety equipment.
- 2- Threaten students with firearms or the equivalent.
- 3- Use or benefit from forged documents or seals or illegal use or benefit from official documents.
- 4- Sexual harassment
- 5- Make videos or voice recordings of students using smart electronic devices (for girls).
- 6- Set fire inside the school.
- 7- Have firearms or the equivalent such as knives, sharp instruments and bullets without guns.

6th degree violations

- 1- Ridicule a ritual of Islam.
- 2- Adopt destructive ideas or beliefs or performing prohibited religious rituals.
- 3- Have, use or promote narcotics or alcohol.
- 4- Engage in prohibited sex or pre-sexual intercourse practices.
- 5- Lead to vice.
- 6- Escape from the school to accompany the opposite sex.

- 7- Exercise witchcrafts.
- 8- Information crimes

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Students' violations against teaching staff and personnel

4th degree violations:

- 1- Improper utterance toward teachers, administrative employees or equivalent from the school's personnel.
- 2- Affront teachers, administrative employees or the equivalent through improper acts such as throwing chalks, spraying soft drinks, imitating acts of teachers for sarcastic purposes.
- 3- Sign, for a school officer, communications between the school and the parents.
- 4- Make videos or voice recordings of students using smart electronic devices (for males).

5th degree violations

- 1- Threaten teachers, administrative employees or equivalent as well as to cause damage or steal their property.
- 2- An obscene gesture toward teachers, administrative employees or their equivalent.
- 3- Make videos or voice recordings of students using smart electronic devices (for females).

6th degree violations:

- 1- Assault on teachers, administrative employees or their equivalent.

- 2- Blackmail teachers, administrative employees or their equivalent through taking pictures of the same or offensive drawings and uploading the same on the internet.

**Record
Of
Behavioral Violations
Of rules of behavior and punctuality
For students of the intermediate and secondary stages**

Kingdom of Saudi Arabia

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School:

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Day:

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Student Name:		Grade:		Violation No.	
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1st degree violations:

- 1- Failure to comply with the school uniform or having an appearance violating the school uniform.
- 2- Showing non-Seriousness or poor participation in the school morning line.
- 3- Cause classes suspension such as side-talks, sleeping during class, continuous and meaningful interruption of explanation, having food and beverage during class, a student crash or delay to attend classes.
- 4- Students repeated exit and entry through the gate in the afternoon before the school bus arrival or gathering around the school bus.

SN	Day/Date	Procedure	Act	Student signature	Employee name & signature
1st procedure		Verbal warning Individually	You committed a 1 st degree violation so you are given this verbal warning for the first time		
2nd procedure		Verbal warning Individually -2 nd	You committed a 1 st degree violation so you are given this verbal warning for the second time		
3rd procedure		Violation registration and student signature	You committed the violation (.....) of the 1 st degree so you shall sign this registration of the violation		

4th procedure		Parents notification	Hand over the student a parent notification letter of the committed violation; call the parent and coordinate with the latter for behavior modification (signature of the officer that makes the call)		
		Referral to the counselor	You are referred to the counselor to study your case owing to the violation you committed		
5th procedure		Declaration			
		Parent summoning	Hand over the student a parent notification and summoning letter		
		Take off a mark of behavior	As all procedures have been taken, a mark shall be taken off the behavior marks as stipulated into the rules		
		Parent notification with takeoff	Hand over the student a parent notification letter of the taken off marks.		
<ul style="list-style-type: none"> • In the event of the violation being repeated, the case will be referred to the Awareness & Guidance committee to help modify the student behavior according to the case study report made by the counselor, in which case provisions of the 5th procedure shall apply. • The notification form shall be filled and handed over to the student for handover to the parent subject that the student shall sign for receipt of the notification. • The summoning form shall be filled and handed over to the student for handover to the parent subject that the student shall sign for receipt of the summoning. 					

Students' affairs Deputy Name:

Signature:

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Student Name:		Grade:		Violation No.	
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2nd degree violations

- 1- Cheat in performing assignments or non-term quizzes
- 2- Cause chaos at classes, the school or on school transportation means such as playing with water, using sprays, loud voice and writing on walls.
- 3- School books contempt.
- 4- Classroom escape, leaving classroom without permission or not attending classes.

SN	Day/ Date	Procedure	Act	Student signature	Employee name & signature
1 st procedure		Written undertaking	I undertake to maintain discipline and not to repeat the violation		
		Parent notification	Hand over the student a parent notification letter clarifying acts taken against the student		
		Damage repair	I undertake to repair damage or provide a replacement		
		Referral to the counselor	Refer the student to the counselor to study his case (If necessary)		
2 nd procedure		Parent summoning	Hand over the student a parent summoning letter		
		Written undertaking	The student submits a written undertaking not to repeat the violation and the parent signs the attached hereto undertaking form		
		Damage repair	I undertake to repair damage or provide a replacement		
		Take off two marks	As all procedures have been taken, two marks shall be taken off the behavior marks as stipulated into the rules and you can compensate such taken off marks when modifying behavior		
		Parent notification	Hand over the student a parent notification letter clarifying the taken off marks.		

		Referral to the counselor	As you committed a violation, you are referred to the counselor to study your case		
3 rd procedure		Parent summoning	Hand over the student a parent summoning letter		
		Written undertaking	The student submits a written undertaking not to repeat the violation and the parent signs the attached hereto undertaking form		
		Damage repair	I undertake to repair damage or provide a replacement		
		Take off two marks	As all procedures have been taken, two marks shall be taken off the behavior marks as stipulated into the rules and you can compensate such taken off marks when modifying behavior		
		Parent notification	Hand over the student a parent notification letter clarifying the taken off marks.		
		Referral to the counselor	Owing to the violation you committed, you are referred to the counselor to study your case.		
		Student transference	You are transferred to another class because of your repeated behavior violation		
		Referral to the Awareness & Guidance committee	As all procedures are taken, you are referred to the Awareness & Guidance committee		

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Continue 2nd degree violations procedures

SN	Day /Date	Procedure	Act	Student signature	Employee name & signature
4th procedure		Written undertaking	The student submits a written undertaking not to repeat the violation and the parent signs the attached hereto undertaking form		
		Damage repair	I undertake to repair damage or provide a replacement		
		Take off two marks	As all procedures have been taken, two marks shall be taken off the behavior marks as stipulated into the rules and you can compensate such taken off marks when modifying behavior		
		Parent notification with takeoff	Hand over the student a parent notification letter of the taken off marks.		
		Referral to the counselor	You are referred to the counselor to study your case owing to the violation you committed		
		Parent summoning	Hand over the student a parent summoning letter		
		Parent notification	Notify the parent in writing with transferring their son if the violation is repeated		

5th procedure		Referral to the guidance unit	As all procedures are taken, you are transferred to the guidance unit to follow-up your case and help you get treated in parallel with study		
	1	Parent summoning	Hand over the student a parent notification and summoning letter		
		Damage repair	I undertake to repair damage or provide a replacement		
		Written undertaking	The student submits a written undertaking not to repeat the violation and the parent signs the attached hereto undertaking form		
		Take off two marks	As all procedures have been taken, two marks shall be taken off the behavior marks as stipulated into the rules and you can compensate such taken off marks when modifying behavior		
		Parent notification	Hand over the student a parent notification letter clarifying marks taken off		
		Referral to the counselor	You are referred to the counselor to study your case owing to the violation you committed		
	2	Referral to the education department	The school management refers the case to the education department to transfer the student to another school without suspension of study until transference		
		Parent notification	Notify the parent with decisions and to take their opinion on the school to which their son will be transferred		

*If the violation is repeated for the fifth time, the case will be referred to the Awareness & Guidance committee to help treat the student and assess his situation according to the case study report made by the counselor and the guidance unit then the committee decides whether the student will remain at the school with applying the fifth procedure of the paragraph No. (1) or applying the fifth procedure, the paragraphs No. (1) and (2).

- *The notification form shall be filled and handed over to the student for handover to the parent subject that the student shall sign for receipt of the notification. The notification shall clarify taken procedures.
- *The summoning form shall be filled and handed over to the student for handover to the parent subject that the student shall sign for receipt of the summoning.
- *The student shall submit a written undertaking the parent signs the same.

- *The guidance unit prepares a report on following-up the student case study and clarifying taken procedures.
- *The counselor follows-up the violating student, provides educational and guidance services and coordinates with the student to modify the violating behavior.

Students Affairs Deputy

Name:.....Signature:

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Date:

Student Name:		Grade:		Violation No.	
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3rd degree violations:

- 1- Non-persistence in prayer at the school or tamper during prayer.
- 2- An obscene gesture, which is a movement or position of the finger, hand or body.
- 3- Squabbles or get involved in quarrels, assault on and threaten colleagues and improper utterance.
- 4- Willful damage to or steal property of colleague; colleagues intimidation.
- 5- Bring hazard materials or games to the school without using the same such as fireworks and colorful gas sprays.
- 6- Have controlled media materials whether printed, audio or visual; bring morally prohibited models.
- 7- Have cigarette.
- 8- A student signs communications between the school and the parent for the parent and without the latter knowledge.
- 9- Bring personal communication devices of whatever kind to the school (free of violation).

SN	Day/ Date	Procedure	Act	Student signature	Employee name & signature
1st procedure		Parent notification	Hand over the student a parent notification letter of the committed violation and taken procedure		
		Written undertaking	I undertake with discipline and not to repeat the violation		

		Student apology	I apologize for mistakes and abuse I committed		
		Damage repair	I undertake to repair damage or provide a replacement		
		Confiscate prohibited materials	The prohibited materials found with you will be destroyed and a report in that regard will be made.		
		Device confiscation	As you bring a personal communication device that contains no prohibited materials, the school management will confiscate the device for a term from date of confiscation as stipulated into the rules (a report in that regard will be made)		
		Device handover to the parent	The device will be handed over to the parent upon expiry of the specified period. A handover report shall be made and signed by the parent.		
		Transport the injured student	Transport the injured student to the health center		
		Take off three marks	As all procedures have been taken, three marks shall be taken off the behavior marks as stipulated into the rules and you can compensate such taken off marks when modifying behavior		
		Parent notification	Hand over the student a parent notification letter of the taken off marks.		
		Referral to the counselor	You are referred to the counselor to study your case owing to the violation you committed		

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Continue 3rd degree violations:

SN	Day/ Date	Procedure	Act	Student signature	Employee name & signature
2 nd procedure		Parent notification	Hand over the student a parent notification letter of the committed violation and taken procedure		
		Written undertaking	I undertake with discipline and not to repeat the violation		
		Student apology	I apologize for mistakes and abuse I committed		
		Damage repair	I undertake to repair damage or provide a replacement		
		Device confiscation	As you bring a personal communication device that contains no prohibited materials, the school management will confiscate the device for a term from date of confiscation as stipulated into the rules (a report in that regard will be made)		
		Device handover to the parent	The device will be handed over to the parent upon expiry of the specified period. A handover report shall be made and signed by the parent		

		Transport the injured student	Transport the injured student to the health center		
		Take off three marks	As all procedures have been taken, three marks shall be taken off the behavior marks as stipulated into the rules and you can compensate such taken off marks when modifying behavior		
		Parent notification	Hand over the student a parent notification letter of the taken off marks.		
		Referral to the counselor	You are referred to the counselor to study your case owing to the violation you committed		
		Parent summoning	Hand over the student a parent notification and summoning letter		
		Student transference	You are transferred to another class because of your repeated behavior violation		
		Referral to the Awareness & Guidance committee	As all procedures are taken, you are referred to the Awareness & Guidance committee to help in dealing with the violated student and evaluate the situation according to the study report by the school counselor		

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Continue 3rd degree violations:

SN	Day/ Date	Procedure	Act	Student signature	Employee name & signature
3 rd procedure		Parent notification	Hand over the student a parent notification letter of the committed violation and taken procedure		
		Written undertaking	I undertake with discipline and not to repeat the violation		
		Student apology	I apologize for mistakes and abuse I committed		
		Damage repair	I undertake to repair damage or provide a replacement		
		Confiscate prohibited materials	The prohibited materials found with you will be destroyed and a report in that regard will be made.		
		Device confiscation	As you bring a personal communication device that contains no prohibited materials, the school management will confiscate the device for a term from date of confiscation as stipulated into the rules (a report in that regard will be made)		

		Device handover to the parent	The device will be handed over to the parent upon expiry of the specified period. A handover report shall be made and signed by the parent		
		Transport the injured student	Transport the injured student to the health center		
		Take off three marks	As all procedures have been taken, three marks shall be taken off the behavior marks as stipulated into the rules and you can compensate such taken off marks when modifying behavior		
		Parent notification	Hand over the student a parent notification letter of the taken off marks.		
		Referral to the counselor	You are referred to the counselor to study your case		
		Parent summoning	Hand over the student a parent notification and summoning letter and signing to transfer his son and the necessary actions in case of repeating the violations.		
		Student transference warning	You are transferred to another school in case of repeating your behavior violation		
		Referral to the Awareness & Guidance committee	As all procedures are taken, you are referred to the Awareness & Guidance committee to follow-up you and helping you to treat your case with continuing study,		

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Continue 3rd degree violations:

SN	Day/ Date	Procedure	Act	Student signature	Employee name & signature
3 rd procedure		Parent notification	Hand over the student a parent notification letter of the committed violation and taken procedure		
		Written undertaking	I undertake with discipline and not to repeat the violation		
		Student apology	I apologize for mistakes and abuse I committed		
		Damage repair	I undertake to repair damage or provide a replacement		
		Confiscate prohibited materials	The prohibited materials found with you will be destroyed and a report in that regard will be made.		
		Device confiscation	As you bring a personal communication device that contains no prohibited materials, the school management will confiscate the device for a term from date of confiscation as stipulated into the rules (a report in that regard will be made)		
		Device handover to the parent	The device will be handed over to the parent upon expiry of the specified period. A handover report shall be made and signed by the parent		
		Transport the injured student	Transport the injured student to the health center		
		Take off three marks	As all procedures have been taken, three marks shall be taken off the behavior marks as stipulated into the rules and you can compensate such taken off marks when modifying behavior		
		Parent notification	Hand over the student a parent notification letter of the taken off marks.		

	Referral to the counselor	You are referred to the counselor to study your case		
	Referral to the Awareness & Guidance committee	As all procedures are taken, you are referred to the Awareness & Guidance committee to follow-up you and helping you to treat your case with continuing study,		
	Referral to the Education administration	The school administration shall coordinate with the education administration to transfer the student to another school		
	Parent notification	Notifying the parent of the transferring decision, and consulted in the transferred school		

*If the violation is repeated for the forth time, the case will be referred to the Awareness & Guidance committee to help treat the student and assess his situation according to the case study report made by the counselor and the guidance unit then the committee decides whether the student will remain at the school with applying the forth procedure of the paragraph No. (1) or applying the forth procedure, the paragraphs No. (1) and (2).

<ul style="list-style-type: none"> *The notification form shall be filled and handed over to the student for handover to the parent subject that the student shall sign for receipt of the notification. The notification shall clarify taken procedures. The awareness & guidance committee shall prepare a report on destroying prohibited substances. Handover minute of the device unconnected to a case shall be prepared upon the end of the determined period and shall be signed by the parent 	<ul style="list-style-type: none"> Minutes of the Awareness & Guidance Committee meeting shall be prepared to include recommendations of the damages according to the case study report The school management writes with the Awareness & Guidance Committee to the education department and with notifying the parent of the transferring decision and consulting him in the transferee school .
<ul style="list-style-type: none"> The summoning form shall be filled and handed over to the student and shall sign for receipt of the summoning. 	<ul style="list-style-type: none"> The guidance unit prepares a report saying that following-up the case is still existing and clarifying taken procedures
<ul style="list-style-type: none"> Written undertaking shall be taken on the student and signed by the parent 	<ul style="list-style-type: none"> The counselor follows-up the violating student and provide educational and guiding services as well as coordinating with him to modify the violating behavior.

Students Affairs Deputy

Name:

Signature:

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Student Name:		Grade:		Violation No.	
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4th degree violation

- 1- Insistence on not playing with colleagues and teachers without a legitimate excuse.
- 2- Playing with hazard materials, tools or games at the school such as explosives, flammable materials and fire games.
- 3- Willful injury to students through hitting with hands or using non-sharp instruments which cause injury (wound, pleading or broken bones)
- 4- Smoke at the school.
- 5- School scape.
- 6- Bullying
- 7- Display or distributed prohibited medial materials: printed, audio or visual.
- 8- Documents forgery or imitating official seals.
- 9- Wrong and strange behavior such as Emo or Transvestim.
- 10- Bring another person to take the exam or taking the exam on behalf of another person.
- 11- Bring whatever personal communication devices to school which contain inappropriate images of video.
- 12- Willful damage or sabotage to the school preparations or facilities such as electrical tools, computers, machines, laboratories, school buses, security and safety equipment.
- 13- Make videos or voice recordings of students using smart electronic devices (for males).

SN	Day/ Date	Procedure	Act	Student signature	Employee name & signature
1 st procedure		Referral to the Awareness & Guidance committee	Referring to the Awareness & Guidance committee to study the case with continuing study,	<u>The Awareness & Guidance Committee at the school shall consider the violation</u>	
		Parent notification	Hand over the student a parent notification letter of the committed violation and taken procedure		

		Written undertaking	I undertake with discipline and not to repeat the violation		
		Student apology	I apologize for mistakes and abuse I committed		
		Transfer to another class	Due to your violation and you will be transferred to another class as per the consular report		
		Damage repair	I undertake to repair damage or provide a replacement		
		Confiscate prohibited materials	The prohibited materials found with you will be destroyed and a report in that regard will be made.		
		Device confiscation	As you bring a personal communication device that contains no prohibited materials, the school management will confiscate the device for a term from date of confiscation as stipulated into the rules (a report in that regard will be made)		
		Device handover to the parent	The device will be handed over to the parent upon expiry of the specified period. A handover report shall be made and signed by the parent		
		Transport the injured student	Transport the injured student to the health center		
		Referral to the counselor	You are referred to the counselor to study your case		
		Take off ten marks	As all procedures have been taken, three marks shall be taken off the behavior marks as stipulated into the rules and you can compensate such taken off marks when modifying behavior		
		Parent notification	Hand over the student a parent notification letter of the taken off marks.		

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Continued – 4th degree violations

SN	Day/ Date	Procedure	Act	Student signature	Employee name & signature
2 nd procedure		Referral to the Awareness & Guidance committee	Referring to the Awareness & Guidance committee to study the case with continuing study,	<u>The Awareness & Guidance Committee at the school shall consider the violation</u>	
		Parent notification	Hand over the student a parent notification letter of the committed violation and taken procedure		
		Written undertaking	I undertake with discipline and not to repeat the violation		
		Student apology	I apologize for mistakes and abuse I committed		
		Damage repair	I undertake to repair damage or provide a replacement		
		Parent notification	Hand over the student a parent notification letter of the damages.		
		Confiscate prohibited materials	The prohibited materials found with you will be destroyed and a report in that regard will be made.		
		Device confiscation	As you bring a personal communication device that contains no prohibited materials, the school management will confiscate the device for a term from date of confiscation as stipulated into the rules (a report in that regard will be made)		
		Device handover to the parent	The device will be handed over to the parent upon expiry of the specified period. A handover report shall be made and signed by the parent		
		Transport the injured student	Transport the injured student to the health center		

		Referral to the counselor	You are referred to the counselor to study your case		
		Take off ten marks	As all procedures have been taken, three marks shall be taken off the behavior marks as stipulated into the rules and you can compensate such taken off marks when modifying behavior		
		Parent notification	Hand over the student a parent notification letter of the taken off marks.		
		Suspension for one week	Due to the repeated violation you have been suspended for one week		
		Referral to the Awareness & Guidance unit	As all procedures are taken, you are referred to the Awareness & Guidance unit to follow-up you and helping you to treat your case with continuing study and follow-up with the consular		

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Continued – 4th degree violations

SN	Day/ Date	Procedure	Act	Student signature	Employee name & signature
3 rd procedure		Referral to the Awareness & Guidance committee	Referring to the Awareness & Guidance committee to study the case with continuing study,	<u>The Awareness & Guidance Committee at the school shall consider the violation</u>	
		Parent notification	Hand over the student a parent notification letter of the committed violation and taken procedure		
		Written undertaking	I undertake with discipline and not to repeat the violation		
		Student apology	I apologize for mistakes and abuse I committed		
		Damage repair	I undertake to repair damage or provide a replacement		
		Parent notification	Hand over the student a parent notification letter of the damages.		
		Confiscate prohibited materials	The prohibited materials found with you will be destroyed and a report in that regard will be made.		
		Device confiscation	As you bring a personal communication device that contains no prohibited materials, the school management will confiscate the device for a term from date of confiscation as stipulated into the rules (a report in that regard will be made)		
		Device handover to the parent	The device will be handed over to the parent upon expiry of the specified period. A handover report shall be made and signed by the parent		
		Transport the injured student	Transport the injured student to the health center		

		Referral to the counselor	You are referred to the counselor to study your case		
		Take off ten marks	As all procedures have been taken, three marks shall be taken off the behavior marks as stipulated into the rules and you can compensate such taken off marks when modifying behavior		
		Parent notification	Hand over the student a parent notification letter of the taken off marks.		
		Parent notification	Delivering a notify to the student to appear at the school and sign on the transferring decision to another school in case or repeating the violation.		
		Student transference warning	You are transferred to another school in case of repeating your behavior violation		
		Suspension for one month	Referral to the education administration and attaching all the documents and procedures to take the approval of the education manager of the suspension for one month.		
		Referral to the Awareness & Guidance unit	As all procedures are taken, you are referred to the Awareness & Guidance unit to follow-up you and helping you to treat your case with continuing study and follow-up with the consular		

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Continued – 4th degree violations

SN	Day - Date		Procedure	Act	Student signature	Employee name & signature
The Awareness & Guidance Committee at the school shall consider the violation			Referral to the Awareness & Guidance Committee	The violation is referred to the Awareness & Guidance committee at the school to study the same		
4 th procedure		1	Parent summoning	Hand over the student a parent summoning letter to sign a statement declaring knowledge of the violation and the taken act.		
			Written undertaking	I undertake to maintain discipline and not to repeat the violation		
			Student apology	I apologize for mistakes and abuse I committed		
			Damage repair	I undertake to repair damage or provide a replacement		
			Parents notification	Hand over the student a parent notification letter of the damaged items.		
			Confiscate prohibited materials	The prohibited materials found with you will be destroyed (after the case is finished) and a report in that regard will be made.		
			Device confiscation	Confiscate the device that contains pictures of students or inappropriate videos or images; reconfigure the same and keep the same for one year from date of confiscation. A report in that regard shall be made.		
			Device handover	The device will be handed over to the parent upon expiry of the specified period. A handover report shall be made and signed by the parent.		
			Transport the injured student	Transport the injured student to the health center		
			Referral to the counselor	You are referred to the counselor to study your case owing to the violation you committed		

			Take off ten marks	Ten marks shall be taken off the behavior marks as stipulated into the rules and you can compensate such taken off marks when modifying behavior		
			Parent notification with takeoff	Hand over the student a parent notification letter of the taken off marks.		
			Student suspension for a month	The case is referred to the education department with all documents and procedures attached thereto for the education director approval of suspending the student for one month.		
			Referral to the guidance unit	As all procedures are taken, you are transferred to the guidance unit to follow-up your case according to the case-study report in parallel with study and follow-up with the counselor.		
		2	Student transference	Report to the education department to transfer the student to another school without suspension of study until transference.		
			Parent notification	Hand over the student a parent notification for the latter approval of the school to which the student will be transferred.		

(*)If the violation is repeated for the fourth time, the case will be referred to the Awareness & Guidance committee help treat the student and assess his situation according to the case study report made by the counselor and the guidance unit then the committee decides whether the student will remain at the school with applying the fourth procedure of the paragraph No. (1) or applying the fourth procedure, the paragraphs No. (1) and (2).

<ul style="list-style-type: none"> Minutes of the Awareness & Guidance Committee meeting shall be prepared to include recommendations. *The notification form shall be filled and handed over to the student for handover to the parent subject that the student shall sign for receipt of the notification. The notification shall clarify taken procedures. A report on damage repaired or the provided replacement shall be made and the parent shall be notified. The awareness & guidance committee shall prepare a report on destroying prohibited substances. 	<ul style="list-style-type: none"> The school management writes to the education department for approving of suspending the student for a month as stipulated into rules. All procedures taken against the student shall be attached. (Suspension shall not be effective prior to the education director consent) Coordinate with the Awareness & Guidance Department to transfer the student to another school. The parent consent notification shall be filled to take the parent's consent to the school to which the student will be transferred. This notification shall be handed over to the student
<ul style="list-style-type: none"> A report on confiscating the device, which is related to the case, reconfiguring and keeping the same. 	<ul style="list-style-type: none"> against signing for receipt.
<ul style="list-style-type: none"> The summoning form shall be filled and handed over to the student for handover to the parent subject that the student shall sign for receipt of the summoning. 	<ul style="list-style-type: none"> The guidance unit prepares a report saying that following-up the case is still existing and clarifying taken procedures.
<ul style="list-style-type: none"> A warning form shall be filled saying that the student will be transferred to another school if the violation is repeated. 	<ul style="list-style-type: none"> The counselor follows-up the violating student and provide educational and guiding services as well as coordinating with him to modify the violating behavior.

Student Affairs Deputy

Name:.....

Signature:

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Student Name:	Grade:	Violation No.
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5th degree violations

- 1- Willful damage or sabotage to the school preparations or facilities such as electrical tools, computers, machines, laboratories, school buses, security and safety equipment.
- 2- Threaten students with firearms or the equivalent.
- 3- Use or benefit from forged documents or seals or illegal use or benefit from official documents.
- 4- Sexual harassment
- 5- Make videos or voice recordings of students using smart electronic devices (for girls).
- 6- Set fire inside the school.
- 7- Have firearms or the equivalent such as knives, sharp instrument and bullets without guns.

1st Procedure:

- 1- The school management executes a report to establish this incident.
- 2- Competent security bodies shall be reported, forthwith upon the violation occurrence, to appear at the school (when necessary).
- 3- Seize the associated device or tool to be handed over to the competent bodies (when necessary) at the education department or those securities bodies considering the incident subject that a report in that regard shall be made. In case it is not necessary to hand over the associated tool, the school management shall keep the device until the case is finished, then, the Awareness & Guidance committee shall destroy the same and prepare a report in that regard.
- 4- The Awareness & Guidance committee shall hold a meeting, forthwith upon the incident occurrence, to consider circumstances of the case.
- 5- The school management shall forthwith refer minutes of the Awareness & Guidance committee's meeting to the directorate of education.
- 6- The educational director shall, forthwith upon receipt of the letter from the school management, assign the "students' cases committee" to consider the case, hear the violating students and related persons and collect circumstances of the case to prepare a report in that regard.
- 7- The "Students' cases committee", at the directorate of education, shall hold a meeting after the visit to the school to consider whereas of the case seeking the help of both the report on the visit and the school's opinion. Then, the educational director issues a corrective educational decision which includes the following:
 - Refer the case to securities bodies, if necessary.
 - Suspend the student for six months.

- Transfer the student to another school (whose name shall be defined at the decision and a copy of the decision shall be sent to the school to implement the same) where the student will resume study forthwith after the suspension period. The parent shall be notified, on a call and in writing, with the decision.
- 8- The guidance unit, at the education department, studies the case after the decision is issued in order to prepare an educational program during the suspension period which includes the following:
 - The student attends to the guidance unit during the suspension period according to a schedule, appropriate for his case, inclusive of a behavioral program comprising behavior modification sessions by the guidance team at the guidance unit and sessions on daily skills so the student acquires positive behavioral skills by efficient practitioners.
 - The violating student will be assigned with tasks in social service field and voluntary societal services under the supervision of the education department according to a schedule approved by the parent.
- 9- Upon the suspension expiry, the student shall submit a written undertaking to comply with discipline and good behavior and the parent shall sign this undertaking. In addition, the parent will be notified in writing that the student will be turned to an external student if such violation is repeated.

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Continued – the 5th degree violations

2nd Procedure:

- 1- The school management executes a report to establish this incident.
- 2- Competent security bodies shall be reported, forthwith upon the violation occurrence, to appear at the school (when necessary).
- 3- Seize the associated device or tool to be handed over to the competent bodies (when necessary) at the education department or those securities bodies considering the incident subject that a report in that regard shall be made. In case it is not necessary to hand over the associated tool, the school management shall keep the device until the case is finished, then, the Awareness & Guidance committee shall destroy the same and prepare a report in that regard.
- 4- The Awareness & Guidance committee shall hold a meeting, forthwith upon the incident occurrence, to consider circumstances of the case.
- 5- The school management shall forthwith refer minutes of the Awareness & Guidance committee's meeting to the directorate of education.
- 6- The educational director shall, forthwith upon receipt of the letter from the school management, assign the "students' cases committee" to consider the case, hear the violating students and related persons and collect circumstances of the case to prepare a report in that regard.
- 7- The "Students' cases committee", at the directorate of education, shall hold a meeting after the visit to the school to consider whereabouts of the case seeking the help of both the report on the visit and the school's opinion. Then, the educational director issues a corrective educational decision which includes the following:
 - Refer the case to securities bodies, if necessary.
 - Turn the student to an external student, at another school, for the educational year during which the violation is committed.
 - The violating student, at credit hours systems, will be turned to an external student at another school for both the term during which the violation is committed and the following term.
 - Holy Quran memorization schools and the credit hours system do not allow external students so the following procedure shall be implemented.
- 8- The guidance unit, at the education department, studies the case after the procedure is implemented and an educational program is prepared during the suspension period which includes the following:
 - The student attends to the guidance unit during the suspension period according to a schedule, appropriate for his case, inclusive of a behavioral program comprising behavior modification sessions by the guidance team at the guidance unit and sessions on daily skills so the student acquires positive behavioral skills by efficient practitioners .
 - The violating student will be assigned with tasks in social service field and voluntary societal services under the supervision of the education department according to a schedule approved by the parent.

- 9-** Upon the suspension expiry, the student shall submit a written undertaking to comply with discipline and good behavior.
- 10-** The student, who performed the procedure, will be allowed to be a full-time student for the following educational year at another school, if the student is at age of the educational stage, upon a decision by the education director, in which case, the guidance unit and the transferee school shall follow-up the student case and the school shall submit a monthly confidential report to the education department (awareness & guidance) about the student case.
- 11-** If the student is at age more than his/her educational stage, after the procedure – referred to at the paragraph (8)- is applied, this student will be allowed to return to study upon a decision by the education director according to those regulations organizing admitting older students subject to taking into account the student's educational and behavioral interest.

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Continued – the 5th degree violations

3rd Procedure:

- 1- The school management executes a report to establish this incident.
- 2- Competent security bodies shall be reported, forthwith upon the violation occurrence, to appear at the school (when necessary).
- 3- Seize the associated device or tool to be handed over to the competent bodies (when necessary) at the education department or those securities bodies considering the incident subject that a report in that regard shall be made. In case it is not necessary to hand over the associated tool, the school management shall keep the device until the case is finished, then, the Awareness & Guidance committee shall destroy the same and prepare a report in that regard.
- 4- The Awareness & Guidance committee shall hold a meeting, forthwith upon the incident occurrence, to consider circumstances of the case.
- 5- The school management shall forthwith refer minutes of the Awareness & Guidance committee's meeting to the directorate of education.
- 6- The educational director shall, forthwith upon receipt of the letter from the school management, assign the "students' cases committee" to consider the case, hear the violating students and related persons and collect circumstances of the case to prepare a report in that regard.
- 7- The "Students' cases committee", at the directorate of education, shall hold a meeting after the visit to the school to consider whereas of the case seeking the help of both the report on the visit and the school's opinion. Then, the educational director issues a corrective educational decision which includes the following:
- 8- The students' cases committee at the ministry considers the case to get the deputy minister consent, upon powers conferred on him, to issue a decision as follow:
 - The violating student is deprived of studying at all schools of the education department for the educational year during which the violation is committed. With regard to the credit hours and term systems, the violating student will be deprived of studying at both the term during which the violation is committed and the following term. The education department shall be furnished with a copy of the decision to implement the decision at all education departments.
- 9- The guidance unit, at the education department, studies the case after the procedure is implemented and an educational program is prepared during the suspension period which includes the following:
 - The student attends to the guidance unit during the suspension period according to a schedule, appropriate for his case, inclusive of a behavioral program comprising behavior modification

sessions by the guidance team at the guidance unit and sessions on daily skills so the student acquires positive behavioral skills by efficient practitioners .

- The violating student will be assigned with tasks in social service field and voluntary societal services under the supervision of the education department according to a schedule approved by the parent.
- 10-** Upon the suspension expiry, the student shall submit a written undertaking to comply with discipline and good behavior.
- 11-** The student, who performed the procedure, will be allowed to be a full-time student for the following educational year at another school, if the student is at age of the educational stage, upon a decision by the education director, in which case, the guidance unit and the transferee school shall follow-up the student case and the school shall submit a monthly confidential report to the education department (awareness & guidance) about the student case.
- 12-** If the student is at age more than his/her educational stage, after the procedure – referred to at the paragraph (9)- is applied, this student will be allowed to return to study upon a decision by the education director according to those regulations organizing admitting older students subject to taking into account the student's educational and behavioral interest.

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Student Name:		Grade:		Violation No.	
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6th degree violations

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|---|--|
| 1- Ridicule a ritual of Islam. | 6- Escape from the school to accompany the opposite sex. |
| 2- Adopt destructive ideas or beliefs or performing prohibited religious rituals. | 7- Exercise witchcrafts. |
| 3- Have, use or promote narcotics or alcohol. | 8- Information crimes |
| 4- Engage in prohibited sex or pre-sexual intercourse practices. | 9- Use firearms or the equivalent or stabbing with a sharp instrument. |
| 5- Lead to vice. | |

First Procedure:

- 1- The school management executes a report to establish this incident.
- 2- Competent security bodies shall be reported, forthwith upon the violation occurrence, to appear at the school (when necessary).
- 3- Seize the associated device or tool to be handed over to the competent bodies (when necessary) at the education department or those securities bodies considering the incident subject that a report in that regard shall be made. In case it is not necessary to hand over the associated tool, the school management shall keep the device until the case is finished, then, the Awareness & Guidance committee shall destroy the same and prepare a report in that regard.
- 4- The Awareness & Guidance committee shall hold a meeting, forthwith upon the incident occurrence, to consider circumstances of the case.
- 5- The school management shall forthwith refer minutes of the Awareness & Guidance committee's meeting to the directorate of education.
- 6- The educational director shall, forthwith upon receipt of the letter from the school management, assign the "students' cases committee" to consider the case, hear the violating students and related persons and collect circumstances of the case to prepare a report in that regard.
- 7- The "Students' cases committee", at the directorate of education, shall hold a meeting after the visit to the school to consider whereas of the case seeking the help of both the report on the visit and the school's opinion. Then, the educational director issues a corrective educational decision which includes the following:
 - Refer the case to securities bodies, if necessary.
 - Turn the student to an external student, at another school, for the educational year during which the violation is committed.
 - The violating student, at credit hours systems, will be turned to an external student at another school for both the term during which the violation is committed and the following term.
 - Holy Quran memorization schools and the credit hours system do not allow external students so the following procedure shall be implemented.

- 8- The guidance unit, at the education department, studies the case after the procedure is implemented and an educational program is prepared during the suspension period which includes the following:
- The student attends to the guidance unit during the suspension period according to a schedule, appropriate for his case, inclusive of a behavioral program comprising behavior modification sessions by the guidance team at the guidance unit and sessions on daily skills so the student acquires positive behavioral skills by efficient practitioners .
 - The violating student will be assigned with tasks in social service field and voluntary societal services under the supervision of the education department according to a schedule approved by the parent.
- 9- Upon the suspension expiry, the student shall submit a written undertaking to comply with discipline and good behavior.
- 10- The student, who performed the procedure, will be allowed to be a full-time student for the following educational year at another school, if the student is at age of the educational stage, upon a decision by the education director, in which case, the guidance unit and the transferee school shall follow-up the student case and the school shall submit a monthly confidential report to the education department (awareness & guidance) about the student case.
- 11- If the student is at age more than his/her educational stage, after the procedure – referred to at the paragraph (8)- is applied, this student will be allowed to return to study upon a decision by the education director according to those regulations organizing admitting older students subject to taking into account the student's educational and behavioral interest.

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Continued – the 6th degree violations

2nd Procedure:

- 1- The school management executes a report to establish this incident.
- 2- Competent security bodies shall be reported, forthwith upon the violation occurrence, to appear at the school (when necessary).
- 3- Seize the associated device or tool to be handed over to the competent bodies (when necessary) at the education department or those securities bodies considering the incident subject that a report in that regard shall be made. In case it is not necessary to hand over the associated tool, the school management shall keep the device until the case is finished, then, the Awareness & Guidance committee shall destroy the same and prepare a report in that regard.
- 4- The Awareness & Guidance committee shall hold a meeting, forthwith upon the incident occurrence, to consider circumstances of the case.
- 5- The school management shall forthwith refer minutes of the Awareness & Guidance committee's meeting to the directorate of education.
- 6- The educational director shall, forthwith upon receipt of the letter from the school management, assign the "students' cases committee" to consider the case, hear the violating students and related persons and collect circumstances of the case to prepare a report in that regard.
- 7- The "Students' cases committee", at the directorate of education, shall hold a meeting after the visit to the school to consider whereas of the case seeking the help of both the report on the visit and the school's opinion. Then, the educational director issues a corrective educational decision which includes the following:
- 8- The students' cases committee at the ministry considers the case to get the deputy minister consent, upon powers conferred on him, to issue a decision as follow:
 - The violating student is deprived of studying at all schools of the education department for the educational year during which the violation is committed. With regard to the credit hours and term systems, the violating student will be deprived of studying at both the term during which the violation is committed and the following term. The education department shall be furnished with a copy of the decision to implement the decision at all education departments.
- 9- The guidance unit, at the education department, studies the case after the procedure is implemented and an educational program is prepared during the suspension period which includes the following:
 - The student attends to the guidance unit during the suspension period according to a schedule, appropriate for his case, inclusive of a behavioral program comprising behavior modification sessions by the guidance team at the guidance unit and sessions on daily skills so the student acquires positive behavioral skills by efficient practitioners .
 - The violating student will be assigned with tasks in social service field and voluntary societal services under the supervision of the education department according to a schedule approved by the parent.

- 10-** Upon the suspension expiry, the student shall submit a written undertaking to comply with discipline and good behavior.
- 11-** The student, who performed the procedure, will be allowed to be a full-time student for the following educational year at another school, if the student is at age of the educational stage, upon a decision by the education director, in which case, the guidance unit and the transferee school shall follow-up the student case and the school shall submit a monthly confidential report to the education department (awareness & guidance) about the student case.
- 12-** If the student is at age more than his/her educational stage, after the procedure – referred to at the paragraph (9)- is applied, this student will be allowed to return to study upon a decision by the education director according to those regulations organizing admitting older students subject to taking into account the student's educational and behavioral interest.

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Students' violations against teaching staff and personnel

Student Name:		Grade:		Violation No.	
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4th degree violations:

- 1- Improper utterance toward teachers, administrative employees or equivalent from the school's personnel.
- 2- Affront teachers, administrative employees or the equivalent through improper acts such as throwing chalks, spraying soft drinks, imitating acts of teachers for sarcastic purposes.
- 3- Sign, for a school officer, communications between the school and the parents.
- 4- Make videos or voice recordings of students using smart electronic devices (for males).

SN	Day/ Date	Procedure	Act	Student signature	Employee name & signature
1 st procedure		Referral to the Awareness & Guidance committee	Referring to the Awareness & Guidance committee to study the case with continuing study,	<u>The Awareness & Guidance Committee at the school shall consider the violation</u>	
		Parent notification	Hand over the student a parent notification letter of the committed violation and taken procedure		
		Written undertaking	I undertake with discipline and not to repeat the violation		
		Student apology	I apologize for mistakes and abuse I committed		
		Transfer to another class	Due to your violation and you will be transferred to another class as per the consular report		

	Device confiscation	As you bring a personal communication device that contains no prohibited materials, the school management will confiscate the device for a term from date of confiscation as stipulated into the rules (a report in that regard will be made)		
	Device handover to the parent	The device will be handed over to the parent upon expiry of the specified period. A handover report shall be made and signed by the parent		
	Referral to the counselor	You are referred to the counselor to study your case		
	Take off ten marks	As all procedures have been taken, three marks shall be taken off the behavior marks as stipulated into the rules and you can compensate such taken off marks when modifying behavior		
	Parent notification	Hand over the student a parent notification letter of the taken off marks.		

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Continue violations:

SN	Day/ Date	Procedure	Act	Student signature	Employee name & signature
2 nd procedure		Referral to the Awareness & Guidance committee	Referring to the Awareness & Guidance committee to study the case with continuing study,	<u>The Awareness & Guidance Committee at the school shall consider the violation</u>	
		Parent notification	Hand over the student a parent notification letter of the committed violation and taken procedure		
		Written undertaking	I undertake with discipline and not to repeat the violation		
		Student apology	I apologize for mistakes and abuse I committed		
		Transfer to another class	Due to your violation and you will be transferred to another class as per the consular report		
		Device confiscation	As you bring a personal communication device that contains no prohibited materials, the school management will confiscate the device for a term from date of confiscation as stipulated into the rules (a report in that regard will be made)		
		Device handover to the parent	The device will be handed over to the parent upon expiry of the specified period. A handover report shall be made and signed by the parent		
		Referral to the counselor	You are referred to the counselor to study your case		
		Take off ten marks	As all procedures have been taken, three marks shall be taken off the behavior marks as stipulated into the rules and you can compensate such taken off marks when modifying behavior		
		Parent notification	Hand over the student a parent notification letter of the taken off marks.		
		Suspension for one week	Due to the repeated violation you have been suspended for one week		

		Referral to the Awareness & Guidance unit	As all procedures are taken, you are referred to the Awareness & Guidance unit to follow-up you and helping you to treat your case with continuing study and follow-up with the consular		
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Continue violations:

SN	Day/ Date	Procedure	Act	Student signature	Employee name & signature
3 rd procedure		Referral to the Awareness & Guidance committee	Referring to the Awareness & Guidance committee to study the case with continuing study,	<u>The Awareness & Guidance Committee at the school shall consider the violation</u>	
		Parent notification	Hand over the student a parent notification letter of the committed violation and taken procedure		
		Written undertaking	I undertake with discipline and not to repeat the violation		
		Student apology	I apologize for mistakes and abuse I committed		
		Transfer to another class	Due to your violation and you will be transferred to another class as per the consular report		
		Device confiscation	As you bring a personal communication device that contains no prohibited materials, the school management will confiscate the device for a term from date of confiscation as stipulated into the rules (a report in that regard will be made)		
		Device handover to the parent	The device will be handed over to the parent upon expiry of the specified period. A handover report shall be made and signed by the parent		
		Referral to the counselor	You are referred to the counselor to study your case		
		Take off ten marks	As all procedures have been taken, three marks shall be taken off the behavior marks as stipulated into the rules and you can compensate such taken off marks when modifying behavior		
		Parent notification	Hand over the student a parent notification letter of the taken off marks.		

	Student transference warning	You are transferred to another school in case of repeating your behavior violation		
	Suspension for one month	Referral to the education administration and attaching all the documents and procedures to take the approval of the education manager of the suspension for one month.		
	Referral to the Awareness & Guidance unit	As all procedures are taken, you are referred to the Awareness & Guidance unit to follow-up you and helping you to treat your case with continuing study and follow-up with the consular		

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Continue Procedures

SN	Day/ Date	Procedure	Act	Student signature	Employee name & signature
4 th procedure		Referral to the Awareness & Guidance committee	Referring to the Awareness & Guidance committee to study the case with continuing study,	<u>The Awareness & Guidance Committee at the school shall consider the violation</u>	
		Parent notification	Hand over the student a parent notification letter of the committed violation and taken procedure		
		Written undertaking	I undertake with discipline and not to repeat the violation		
		Student apology	I apologize for mistakes and abuse I committed		
		Device confiscation	As you bring a personal communication device that contains no prohibited materials, the school management will confiscate the device for a term from date of confiscation as stipulated into the rules (a report in that regard will be made)		
		Device handover to the parent	The device will be handed over to the parent upon expiry of the specified period. A handover report shall be made and signed by the parent		
		Take off ten marks	As all procedures have been taken, three marks shall be taken off the behavior marks as stipulated into the rules and you can compensate such taken off marks when modifying behavior		
		Parent notification	Hand over the student a parent notification letter of the taken off marks.		
		Suspension for one month	Referral to the education administration and attaching all the documents and procedures to take the approval of the education manager of the suspension for one month.		

		Referral to the Awareness & Guidance unit	As all procedures are taken, you are referred to the Awareness & Guidance unit to follow-up you and helping you to treat your case with continuing study and follow-up with the consular		
		Student transference	Report to the education department to transfer the student to another school without suspension of study until transference.		
		Parent notification	Hand over the student a parent notification for the latter approval of the school to which the student will be transferred.		

- Minutes of the Awareness & Guidance Committee meeting shall be prepared to include recommendations.
- The notification form shall be filled and handed over to the student for handover to the parent subject that the student shall sign for receipt of the notification. The notification shall clarify taken procedures.
- A report on confiscating the device, which is related to the case, reconfiguring and keeping the same.
- The summoning form shall be filled and handed over to the student for handover to the parent subject that the student shall sign for receipt of the summoning.
- The school management writes to the education department for approving of suspending the student for a month as stipulated into rules. All procedures taken against the student shall be attached. (Suspension shall not be effective prior to the education director consent)
- Coordinate with the Awareness & Guidance Department to transfer the student to another school.
- The parent consent notification shall be filled to take the parent's consent to the school to which the student will be transferred. This notification shall be handed over to the student
- The guidance unit prepares a report saying that following-up the case is still existing and clarifying taken procedures.
- The counselor follows-up the violating student and provide educational and guiding services as well as coordinating with him to modify the violating behavior.

Student Affairs Deputy/Name:..... **Signature:**

Ministry of Education - General Directorate of Awareness & Guidance - Rules of Behavior & Punctuality 30

Kingdom of Saudi Arabia

Region / Governorate:

Ministry of Education (280)

Ministry of Education

School:

General Department of Direction and Guidance

Day:

Date:

Students' violations against teaching staff and personnel

Student Name:		Grade:		Violation No.	
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5th degree violations

- 1- Threaten teachers, administrative employees or equivalent as well as to cause damage or steal their property.
- 2- An obscene gesture toward teachers, administrative employees or their equivalent.
- 3- Make videos or voice recordings of students using smart electronic devices (for females).

1st Procedure:
<ol style="list-style-type: none">1- The school management executes a report to establish this incident.2- Competent security bodies shall be reported, forthwith upon the violation occurrence, to appear at the school (when necessary).3- Seize the associated device or tool to be handed over to the competent bodies (when necessary) at the education department or those securities bodies considering the incident subject that a report in that regard shall be made. In case it is not necessary to hand over the associated tool, the school management shall keep the device until the case is finished, then, the Awareness & Guidance committee shall destroy the same and prepare a report in that regard.4- The Awareness & Guidance committee shall hold a meeting, forthwith upon the incident occurrence, to consider circumstances of the case.5- The school management shall forthwith refer minutes of the Awareness & Guidance committee's meeting to the directorate of education.6- The educational director shall, forthwith upon receipt of the letter from the school management, assign the "students' cases committee" to consider the case, hear the violating students and related persons and collect circumstances of the case to prepare a report in that regard.7- The "Students' cases committee", at the directorate of education, shall hold a meeting after the visit to the school to consider whereas of the case seeking the help of both the report on the visit and the school's opinion. Then, the educational director issues a corrective educational decision which includes the following:<ul style="list-style-type: none">• Refer the case to securities bodies, if necessary.

- Suspend the student for six months.
 - Transfer the student to another school (whose name shall be defined at the decision and a copy of the decision shall be sent to the school to implement the same) where the student will resume study forthwith after the suspension period. The parent shall be notified, on a call and in writing, with the decision.
- 8- The guidance unit, at the education department, studies the case after the decision is issued in order to prepare an educational program during the suspension period which includes the following:
- The student attends to the guidance unit during the suspension period according to a schedule, appropriate for his case, inclusive of a behavioral program comprising behavior modification sessions by the guidance team at the guidance unit and sessions on daily skills so the student acquires positive behavioral skills by efficient practitioners.
 - The violating student will be assigned with tasks in social service field and voluntary societal services under the supervision of the education department according to a schedule approved by the parent.
- 9- Upon the suspension expiry, the student shall submit a written undertaking to comply with discipline and good behavior and the parent shall sign this undertaking. In addition, the parent will be notified in writing that the student will be turned to an external student if such violation is repeated.

Ministry of Education - General Department of Direction and Guidance - Rules of Behavior & Punctuality 31

Kingdom of Saudi Arabia

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Day:

Date:

Continue Procedures

2nd Procedure:	
	<ol style="list-style-type: none">1- The school management executes a report to establish this incident.2- Competent security bodies shall be reported, forthwith upon the violation occurrence, to appear at the school (when necessary).3- Seize the associated device or tool to be handed over to the competent bodies (when necessary) at the education department or those securities bodies considering the incident subject that a report in that regard shall be made. In case it is not necessary to hand over the associated tool, the school management shall keep the device until the case is finished, then, the Awareness & Guidance committee shall destroy the same and prepare a report in that regard.4- The Awareness & Guidance committee shall hold a meeting, forthwith upon the incident occurrence, to consider circumstances of the case.5- The school management shall forthwith refer minutes of the Awareness & Guidance committee's meeting to the directorate of education.6- The educational director shall, forthwith upon receipt of the letter from the school management, assign the "students' cases committee" to consider the case, hear the violating students and related persons and collect circumstances of the case to prepare a report in that regard.7- The "Students' cases committee", at the directorate of education, shall hold a meeting after the visit to the school to consider whereabouts of the case seeking the help of both the report on the visit and the school's opinion. Then, the educational director issues a corrective educational decision which includes the following:<ul style="list-style-type: none">• Refer the case to securities bodies, if necessary.• Turn the student to an external student, at another school, for the educational year during which the violation is committed.• The violating student, at credit hours systems, will be turned to an external student at another school for both the term during which the violation is committed and the following term.• Holy Quran memorization schools and the credit hours system do not allow external students so the following procedure shall be implemented.8- The guidance unit, at the education department, studies the case after the procedure is implemented and an educational program is prepared during the suspension period which includes the following:<ul style="list-style-type: none">• The student attends to the guidance unit during the suspension period according to a schedule, appropriate for his case, inclusive of a behavioral program comprising behavior modification sessions by the guidance team at the guidance unit and sessions on daily skills so the student acquires positive behavioral skills by efficient practitioners .• The violating student will be assigned with tasks in social service field and voluntary societal services under the supervision of the education department according to a schedule approved by the parent.9- Upon the suspension expiry, the student shall submit a written undertaking to comply with discipline and good behavior.10- The student, who performed the procedure, will be allowed to be a full-time student for the following educational year at another school, if the student is at age of the educational stage, upon a decision by the education director, in which case, the guidance unit and the transferee school shall follow-up the student case and the school shall submit a monthly confidential report to the education department (awareness & guidance) about the student case.

11- If the student is at age more than his/her educational stage, after the procedure – referred to at the paragraph (8)- is applied, this student will be allowed to return to study upon a decision by the education director according to those regulations organizing admitting older students subject to taking into account the student's educational and behavioral interest.

Ministry of Education - General Department of Direction and Guidance - Rules of Behavior & Punctuality 32

Kingdom of Saudi Arabia

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Continued Procedures

3rd Procedure:

- 1- The school management executes a report to establish this incident.
- 2- Competent security bodies shall be reported, forthwith upon the violation occurrence, to appear at the school (when necessary).
- 3- Seize the associated device or tool to be handed over to the competent bodies (when necessary) at the education department or those securities bodies considering the incident subject that a report in that regard shall be made. In case it is not necessary to hand over the associated tool, the school management shall keep the device until the case is finished, then, the Awareness & Guidance committee shall destroy the same and prepare a report in that regard.
- 4- The Awareness & Guidance committee shall hold a meeting, forthwith upon the incident occurrence, to consider circumstances of the case.
- 5- The school management shall forthwith refer minutes of the Awareness & Guidance committee's meeting to the directorate of education.
- 6- The educational director shall, forthwith upon receipt of the letter from the school management, assign the "students' cases committee" to consider the case, hear the violating students and related persons and collect circumstances of the case to prepare a report in that regard.
- 7- The "Students' cases committee", at the directorate of education, shall hold a meeting after the visit to the school to consider whereas of the case seeking the help of both the report on the visit and the school's opinion. Then, the educational director issues a corrective educational decision which includes the following:
- 8- The students' cases committee at the ministry considers the case to get the deputy minister consent, upon powers conferred on him, to issue a decision as follow:
 - The violating student is deprived of studying at all schools of the education department for the educational year during which the violation is committed. With regard to the credit hours and term systems, the violating student will be deprived of studying at both the term during which the violation is committed and the following term. The education department shall be furnished with a copy of the decision to implement the decision at all education departments.
- 9- The guidance unit, at the education department, studies the case after the procedure is implemented and an educational program is prepared during the suspension period which includes the following:
 - The student attends to the guidance unit during the suspension period according to a schedule, appropriate for his case, inclusive of a behavioral program comprising behavior modification sessions by the guidance team at the guidance unit and sessions on daily skills so the student acquires positive behavioral skills by efficient practitioners .
 - The violating student will be assigned with tasks in social service field and voluntary societal services under the supervision of the education department according to a schedule approved by the parent.
- 10- Upon the suspension expiry, the student shall submit a written undertaking to comply with discipline and good behavior.
- 11- The student, who performed the procedure, will be allowed to be a full-time student for the following educational year at another school, if the student is at age of the educational stage, upon a decision by the education director, in which case, the guidance unit and the transferee school shall follow-up the student case and the school shall submit a monthly confidential report to the education department (awareness & guidance) about the student case.

12- If the student is at age more than his/her educational stage, after the procedure – referred to at the paragraph (9)- is applied, this student will be allowed to return to study upon a decision by the education director according to those regulations organizing admitting older students subject to taking into account the student's educational and behavioral interest.

Ministry of Education - General Department of Direction and Guidance - Rules of Behavior & Punctuality 33

Kingdom of Saudi Arabia

Region / Governorate:

Ministry of Education (280)

Ministry of Education

School:

General Department of Direction and Guidance

Day:

Date:

Students' violations against teaching staff and personnel

Student Name:		Grade:		Violation No.	
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6th degree violations

- 1- Assault on teachers, administrative employees or their equivalent.
- 2- Blackmail teachers, administrative employees or their equivalent through taking pictures of the same or offensive drawings and uploading the same on the internet.

1st Procedure:

- 1- The school management executes a report to establish this incident.
- 2- Competent security bodies shall be reported, forthwith upon the violation occurrence, to appear at the school (when necessary).
- 3- Seize the associated device or tool to be handed over to the competent bodies (when necessary) at the education department or those securities bodies considering the incident subject that a report in that regard shall be made. In case it is not necessary to hand over the associated tool, the school management shall keep the device until the case is finished, then, the Awareness & Guidance committee shall destroy the same and prepare a report in that regard.
- 4- The Awareness & Guidance committee shall hold a meeting, forthwith upon the incident occurrence, to consider circumstances of the case.
- 5- The school management shall forthwith refer minutes of the Awareness & Guidance committee's meeting to the directorate of education.
- 6- The educational director shall, forthwith upon receipt of the letter from the school management, assign the "students' cases committee" to consider the case, hear the violating students and related persons and collect circumstances of the case to prepare a report in that regard.
- 7- The "Students' cases committee", at the directorate of education, shall hold a meeting after the visit to the school to consider whereas of the case seeking the help of both the report on the visit and the school's opinion. Then, the educational director issues a corrective educational decision which includes the following:
 - Refer the case to securities bodies, if necessary.
 - Turn the student to an external student, at another school, for the educational year during which the violation is committed.
 - The violating student, at credit hours systems, will be turned to an external student at another school for both the term during which the violation is committed and the following term.
 - Holy Quran memorization schools and the credit hours system do not allow external students so the following procedure shall be implemented.
- 8- The guidance unit, at the education department, studies the case after the procedure is implemented and an educational program is prepared during the suspension period which includes the following:
 - The student attends to the guidance unit during the suspension period according to a schedule, appropriate for his case, inclusive of a behavioral program comprising behavior modification sessions by the guidance team at the guidance unit and sessions on daily skills so the student acquires positive behavioral skills by efficient practitioners .
 - The violating student will be assigned with tasks in social service field and voluntary societal services under the supervision of the education department according to a schedule approved by the parent.
- 9- Upon the suspension expiry, the student shall submit a written undertaking to comply with discipline and good behavior.

- 10-** The student, who performed the procedure, will be allowed to be a full-time student for the following educational year at another school, if the student is at age of the educational stage, upon a decision by the education director, in which case, the guidance unit and the transferee school shall follow-up the student case and the school shall submit a monthly confidential report to the education department (awareness & guidance) about the student case.
- 11-** If the student is at age more than his/her educational stage, after the procedure – referred to at the paragraph (8)- is applied, this student will be allowed to return to study upon a decision by the education director according to those regulations organizing admitting older students subject to taking into account the student's educational and behavioral interest.

Ministry of Education - General Department of Direction and Guidance - Rules of Behavior & Punctuality 32

Kingdom of Saudi Arabia

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Ministry of Education (280)

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Date:

Continued Procedures

2nd Procedure:

- 1- The school management executes a report to establish this incident.
- 2- Competent security bodies shall be reported, forthwith upon the violation occurrence, to appear at the school (when necessary).
- 3- Seize the associated device or tool to be handed over to the competent bodies (when necessary) at the education department or those securities bodies considering the incident subject that a report in that

regard shall be made. In case it is not necessary to hand over the associated tool, the school management shall keep the device until the case is finished, then, the Awareness & Guidance committee shall destroy the same and prepare a report in that regard.

- 4- The Awareness & Guidance committee shall hold a meeting, forthwith upon the incident occurrence, to consider circumstances of the case.
- 5- The school management shall forthwith refer minutes of the Awareness & Guidance committee's meeting to the directorate of education.
- 6- The educational director shall, forthwith upon receipt of the letter from the school management, assign the "students' cases committee" to consider the case, hear the violating students and related persons and collect circumstances of the case to prepare a report in that regard.
- 7- The "Students' cases committee", at the directorate of education, shall hold a meeting after the visit to the school to consider whereas of the case seeking the help of both the report on the visit and the school's opinion. Then, the educational director issues a corrective educational decision which includes the following:
- 8- The students' cases committee at the ministry considers the case to get the deputy minister consent, upon powers conferred on him, to issue a decision as follow:
 - The violating student is deprived of studying at all schools of the education department for the educational year during which the violation is committed. With regard to the credit hours and term systems, the violating student will be deprived of studying at both the term during which the violation is committed and the following term. The education department shall be furnished with a copy of the decision to implement the decision at all education departments.
- 9- The guidance unit, at the education department, studies the case after the procedure is implemented and an educational program is prepared during the suspension period which includes the following:
 - The student attends to the guidance unit during the suspension period according to a schedule, appropriate for his case, inclusive of a behavioral program comprising behavior modification sessions by the guidance team at the guidance unit and sessions on daily skills so the student acquires positive behavioral skills by efficient practitioners .
 - The violating student will be assigned with tasks in social service field and voluntary societal services under the supervision of the education department according to a schedule approved by the parent.
- 10- Upon the suspension expiry, the student shall submit a written undertaking to comply with discipline and good behavior.
- 11- The student, who performed the procedure, will be allowed to be a full-time student for the following educational year at another school, if the student is at age of the educational stage, upon a decision by the education director, in which case, the guidance unit and the transferee school shall follow-up the student case and the school shall submit a monthly confidential report to the education department (awareness & guidance) about the student case.
- 12- If the student is at age more than his/her educational stage, after the procedure – referred to at the paragraph (9)- is applied, this student will be allowed to return to study upon a decision by the education director according to those regulations organizing admitting older students subject to taking into account the student's educational and behavioral interest.

Assistance Forms
For applying the procedures

Kingdom of Saudi Arabia
Ministry of Education (280)
General Department of Direction and Guidance

Region / Governorate:
School:
Day:
Date:

Confidential
Case Proof Report

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.....
.....

Members of Counseling and Guidance Committee

S	Member Name	Position	Assigned Work	Signature
1		School Principle	Chairman	
2		Assistant Principal for students affairs	Vice-Chairman	
3		Assistant Principal for educational affairs	Member	
4		Guidance Counselor	Member and Rapporteur	
5		Special Teacher	Member	
6		Special Teacher	Member	
7		Special Teacher	Member	

School Principal

Name:

Signature:

Date: __ \ __ \ 14—H.

Kingdom of Saudi Arabia
Ministry of Education (280)
General Department of Direction and Guidance

Region / Governorate:
School:
Day:
Date:

Confidential
Meeting Minutes of Counseling and Guidance Committee

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

Committee Decisions:-

- 1-
2-
3-

Members of Counseling and Guidance Committee

S	Member Name	Position	Assigned Work	Signature
1		School Principle	Chairman	
2		Assistant Principal for students affairs	Vice-Chairman	
3		Assistant Principal for educational affairs	Member	
4		Guidance Counselor	Member and Rapporteur	
5		Special Teacher	Member	
6		Special Teacher	Member	
7		Special Teacher	Member	

School Principal

Name:

Signature:

Date: — \ — \ 14—H.

Kingdom of Saudi Arabia
Ministry of Education (280)
General Department of Direction and Guidance

Region / Governorate:
School:
Day:
Date:

Confidential
Summoning letter

Honored Guardian\ Parent of Student: ----- In Grade\ -----

Peace be upon you,

We hope that you attend at school on ----- corresponding to --\--\14—H.

To meet School Principal for an important matter relating to your son/ daughter.

**We are thankful and grateful for your kind cooperation and quick response
for achieving student's interest**

Student Signature on receiving the letter:

School Principal

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: __ \ __ \ 14—H.

Date: __ \ __ \ 14—H.

Note: student is handed the original document and school administration reserves a copy after signing it.

Stamp

Kingdom of Saudi Arabia
Ministry of Education (280)
General Department of Direction and Guidance

Region / Governorate:
School:
Day:
Date:

Confidential

Guardian \ Parent Notification

Honored Guardian\ Parent of Student: ----- In Grade\ -----

Peace be upon you,

We are notifying you that your son/daughter has committed a behavioral violation of degree,

Which is

The following procedures will be taken against him/her in accordance with Codes of Conduct and Attendance

1.
2.
3.
4.
5.
6.

So, Please follow up and cooperate with School to enhance behavioral discipline.

Guardian \ Parent signature

Name: _____

Signature: _____

Date: __ \ __ \ 14—H.

School Principal

Name: _____

Signature: _____

Date: __ \ __ \ 14—H.

Note: Guardian \ Parent is handed the original document and school administration reserves a copy after signing it.

Stamp

Kingdom of Saudi Arabia

Region / Governorate:

Ministry of Education (280)

Ministry of Education

School:

General Department of Direction and Guidance

Day:

Date:

Confidential

Student Referral

Honored Guidance Counselor for Male students \ Female Students

Peace be upon you,

We are referring to you, **Student** \ **In grade** \

For committing a behavioral violation of Degree.

Which is

So, Please follow up and examine the student's case and provide suitable pedagogical and curative remedies.

Peace be upon you,

Students Affairs Deputy

Name: _____

Signature: _____

Date: __ \ __ \ 14—H.

Stamp

Kingdom of Saudi Arabia
Ministry of Education (280)
General Department of Direction and Guidance

Region / Governorate:
School:
Day:
Date:

Confidential

Degrees Deduction Notification

Honored Guardian\ Parent of Student: ----- In Grade\ -----

Peace be upon you,

We are notifying you that your son/daughter has committed a behavioral violation of degree,

Which is

As a consequence of the decision of the Counseling and Guidance Committee in school No. Dated on -- \ -- \ 14—H. the procedure stipulated in Codes of Conduct and Attendance was issued against your son \ daughter which is to deduct (-----) degree of behavioral degrees in -- ----- semester of the academic year: 14-- \ 14—H.

The student will be granted an opportunity to retrieve some of the deducted degrees according to the following:

1.
2.
3.
4.
5.

Guardian \ Parent signature

Name: _____

Signature: _____

Date: __ \ __ \ 14—H.

School Principal

Name: _____

Signature: _____

Date: __ \ __ \ 14—H.

Note: Guardian \ Parent is handed the original document and school administration reserves a copy after signing it.

Stamp

Kingdom of Saudi Arabia
Ministry of Education (280)
General Department of Direction and Guidance

Region / Governorate:
School:
Day:
Date:

Confidential

Referral to Counseling and Guidance Committee in School

Honored members of Counseling and Guidance Committee

Peace be upon you,

We are referring to you **Student \** **In grade\**

For repeating the behavioral violation of Degree.

Which is

The procedures were applied to the case, and after examining the case it turned out that participation in following up and treatment is needed, so, we hope you provide us with suitable remedies for student violations by referring to Codes of Conduct and Attendance and case report that was obtained from the Guiding counselor.

Peace be upon you,,

School Principal

Name: _____

Signature: _____

Date: __ \ __ \ 14—H.

Stamp

Kingdom of Saudi Arabia	Region / Governorate:	
Ministry of Education (280)	Ministry of Education	School:
General Department of Direction and Guidance	Day:	
	Date:	

Confidential

Guardian \ Parent Notification of transferring the student from the school

Honored Guardian\ Parent of Student: ----- In Grade\ -----

Peace be upon you,

Because of the repetition of behavioral violations by your son /daughter of -----
-- degree, and since all procedures stipulated in Codes of Conduct and Attendance
were applied to the violations of degree, it was decided to transfer the student
from this school to another school in ---- semester for the academic year 14--
\14—H.

You shall review this issue with education department to decide the
suitable school, and your son / daughter shall attend the school to which he\she
will be transferred to since the issuance date of the decision.

May Allah Grants Success

Guardian \ Parent signature

School Principal

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: __ \ __ \ 14—H.

Date: __ \ __ \ 14—H.

Note: Guardian \ Parent is handed the original document and school
administration reserves a copy after signing it.

Stamp

Kingdom of Saudi Arabia
Ministry of Education (280)
General Department of Direction and Guidance

Region / Governorate:
School:
Day:
Date:

Confidential

Guardian \ Parent Notification of deprivation of studying at school (for one week)

Honored Guardian\ Parent of Student: ----- In Grade\ -----

Peace be upon you,

Because your Son \ Daughter has committed a behavioral violation of Degree, which is

We inform you that The Counseling and Guidance Committee in school has decided to deprive student of studying for one week with effect from corresponding to --\--\14—H to Corresponding to --\--\14—H. as all stipulated procedures that precede the aforementioned decision were applied according to the codes of conduct and attendance.

May AllH Grants Success

Guardian \ Parent signature

School Principal

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: __ \ __ \ 14—H.

Date: __ \ __ \ 14—H.

Note: Guardian \ Parent is handed the original document and school administration reserves a copy after signing it.

Stamp

Kingdom of Saudi Arabia

Region/ Governorate: _____

Ministry of Education (280)

Ministry of Education

School: _____

General Department of
Direction and Guidance

Day: _____

Date: _____

Confidential

warning of transferring the student to another the school

Honored Guardian\ Parent of Student: ----- In Grade\ -----

Peace be upon you,

Because of the repetition of behavioral violations by your son /daughter and committing a behavioral violation of ----- degree, and since all procedures stipulated in Codes of Conduct and Attendance were applied to the violations of degree.

We inform you that your son\daughter will be transferred to another school if the violation was repeated and didn't comply with codes of conduct and attendance.

May AllH Grants Success

Guardian \ Parent signature

School Principal

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: __ \ __ \ 14—H.

Date: __ \ __ \ 14—H.

Note: Guardian \ Parent is handed the original document and school administration reserves a copy after signing it.

Stamp

Kingdom of Saudi Arabia

Region/ Governorate: _____

Ministry of Education (280)

Ministry of Education

School: _____

General Department of
Direction and Guidance

Day: _____

Date: _____

Confidential

Deprivation of studying at school

(For one month)

Honored General Manager of Education in (May Allah grant him success)

Honored Manager of Education in (May Allah grant him success)

Peace be upon you,

We inform you that the meeting of The Counseling and Guidance Committee was held at the school on corresponding to --\--\14—H. to examine the case of student:

In grade:, and upon reviewing the case file, The Counseling and Guidance Committee decided to deprive the violating student of studying at school for one month, with effect from corresponding to --\--\14—H to Corresponding to --\--\14—H. as all stipulated procedures that precede the aforementioned decision were applied according to the codes of conduct and attendance.

We are looking forward to your approval of the decision of the committee.

Peace be upon you,

School Principal

Name: _____

stamp

Signature: _____

Date: __ \ __ \ 14—H.

Note: summary of student's case is attached.

Kingdom of Saudi Arabia

Region/ Governorate: _____

Ministry of Education (280)

Ministry of Education

School: _____

General Department of
Direction and Guidance

Day: _____

Date: _____

Confidential

Guardian\Parent Notification of Deprivation of studying at school (for one month)

Honored Guardian\ Parent of Student: ----- In Grade\ -----

Peace be upon you,

Because your Son\Daughter has committed a behavioral violation of Degree,
which is

We inform you that The Counseling and Guidance Committee in school, and after obtaining the approval of Education Manager No. () dated on --\--\14—H, has decided to deprive student of studying for one month with effect from corresponding to --\--\14—H to Corresponding to --\--\14—H. as all stipulated procedures that precede the aforementioned decision were applied according to the codes of conduct and attendance.

May AllH Grants Success

Guardian \ Parent signature

School Principal

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: __ \ __ \ 14—H.

Date: __ \ __ \ 14—H.

Note: Guardian \ Parent is handed the original document and school administration reserves a copy after signing it.

Stamp

Kingdom of Saudi Arabia

Region/ Governorate: _____

Ministry of Education (280)

Ministry of Education

School: _____

General Department of
Direction and Guidance

Day: _____

Date: _____

Confidential

Security Authority Summoning Form

Authority:

Name of Informer:.....

Time of report:

Reason of Summoning:

Summary of the case:

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

Name of Summoner: _____

School Principal

Occupation: _____

Name: _____

Signature: _____

Signature: _____

Date: __ \ __ \ 14—H.

Date: __ \ __ \ 14—H.

Stamp

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Region/ Governorate: _____

Kingdom of Saudi Arabia

Ministry of Education (280)

Ministry of Education

School: _____

**General Department of
Direction and Guidance**

Day: _____

Date: _____

Confidential

Honored General Manager of Education in (may AllH grant him success)

Honored Manager of Education in (may AllH grant him success)

Peace be upon you,

We inform you that student: In grade:

Nationality: Civil register No. \ residence:

Has committed a violation of degree,

Which is

And as a consequence, The Counseling and Guidance committee has met at school
In the immediate aftermath of the violation and has studied the case and its
circumstances according to what was stipulated in the Codes of Conduct and
Attendance as recorded in minutes No. () dated on --\--\14—H.

And here we submit to you the aforementioned minutes as we hope you take a
suitable procedure regarding it.

Peace be upon you,

School Principal

Name: _____

stamp

Signature: _____

Date: __ \ __ \ 14—H.

Kingdom of Saudi Arabia

Region/ Governorate: _____

Ministry of Education (280)

Ministry of Education

School: _____

**General Department of
Direction and Guidance**

Day: _____

Date: _____

Confidential

Guardian\Parent Notification

Honored Guardian\ Parent of Student: ----- In Grade\ -----

Peace be upon you,

Because your Son\Daughter has committed a behavioral violation of fifth Degree according to what was stipulated in the Codes of Conduct and Attendance,

We inform you of the decision of Education Manager No dated on --\--\14—H. to apply the procedures that were stipulated in the Codes of Conduct and Attendance which are as following:

1. Deprive the student of studying for one month in semester of the academic year
2. Transfer the student from school to another school
3. Deducting from behavioral degrees (15) degree.
4. Referral to guiding services unit to apply behavioral therapeutic program that contributes to correcting his\her behavior within a time schedule consistent with the period of deprivation.

May AllH Grants Success

Guardian \ Parent signature

School Principal

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: __ \ __ \ 14—H.

Date: __ \ __ \ 14—H.

Note: Guardian \ Parent is handed the original document and school administration reserves a copy after signing it.

Stamp

Ministry of Education - General Department of Direction and Guidance - Rules of Behavior & Punctuality 51

Kingdom of Saudi Arabia

Region/ Governorate: _____

Ministry of Education (280)

Ministry of Education

School: _____

**General Department of
Direction and Guidance**

Day: _____

Date: _____

Confidential

Guardian\Parent Notification

Honored Guardian\ Parent of Student: ----- In Grade\ -----

Peace be upon you,

Because your Son\Daughter has committed a behavioral violation of Degree according to what was stipulated in the Codes of Conduct and Attendance,

We inform you of the decision of Education Manager No dated on --\--\14—H. to apply the procedures that were stipulated in the Codes of Conduct and Attendance which provide for your Son\Daughter's deprivation of studying for the academic year 14--\14—H, and shall be granted the opportunity study as External Student at another school, and shall return to study as a regular student in the next academic year 14--\14—H. at another school.

That's to notify you of the school where your son\daughter will take his\her exams as home-educated student, he\she shall also attend at the guiding services unit in the Department of Counseling and Guidance to apply behavioral therapeutic program that contributes to correcting his\her behavior.

May AllH Grants Success

Guardian \ Parent signature

School Principal

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: __ \ __ \ 14—H.

Date: __ \ __ \ 14—H.

Note: Guardian \ Parent is handed the original document and school administration reserves a copy after signing it.

Stamp

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**General Department of
Direction and Guidance**

Day: _____

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Guardian\Parent Notification

Honored Guardian\ Parent of Student: ----- In Grade\ -----

Peace be upon you,

Because your Son\Daughter has committed a behavioral violation of Degree according to what was stipulated in the Codes of Conduct and Attendance,

We inform you of the decision of Education Manager No dated on --\--\14—H. to apply the procedures that were stipulated in the Codes of Conduct and Attendance which provide for your Son\Daughter's deprivation of studying for the academic year 14--\14—H. in all the schools of education departments affiliated to Ministry of Education, and shall return to study as a regular student in the next academic year 14--\14—H. at another school.

So, we hope you review this issue with education department at the end of this academic year 14--\14—H.

That's to notify you of the school to which your son\daughter will be transferred, and he\she shall also attend at the guiding services unit in the Department of Counseling and Guidance to apply behavioral therapeutic program that contributes to correcting his\her behavior.

May Allah Grants Success

Guardian \ Parent signature

School Principal

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: __ \ __ \ 14—H.

Date: __ \ __ \ 14—H.

Note: Guardian \ Parent is handed the original document and school administration reserves a copy after signing it.

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Direction and Guidance

Day: _____

Date: _____

Undertaking

I'm student: _____ **in grade:** _____

I admit that on Corresponding to --\--\14—H I've committed a behavioral violation of degree.

Which is

I undertake not to repeat any behavioral violations in the future

in faith thereof, I signed this undertaking

School Principal

Student Name: _____

Name: _____

Signature: _____

Signature: _____

Date: __ \ __ \ 14—H.

Date: __ \ __ \ 14—H.

I'm Guardian\Parent of student: _____ **in grade:** _____

I was informed about my Son\Daughter's violation which is.....

.....

And I'll cooperate with the school to correct his\her behavior for public interest.

in faith thereof, I signed this undertaking

Guardian \ Parent

School Principal

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: __ \ __ \ 14—H.

Date: __ \ __ \ 14—H.

Stamp

Region/ Governorate: _____

School: _____

Date: _____

This image shows a full page of primary-ruled paper. It features 20 horizontal rows, each consisting of two parallel dotted lines. The rows are evenly spaced across the entire page, providing a guide for handwriting practice. There are no margins, text, or other markings on the paper.

Date: __ \ __ \ 14—H

Region/ Governorate: _____

School: _____

Date: _____

[illegible]

Kingdom of Saudi Arabia

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Ministry of Education (280)

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School: _____

General Department of
Direction and Guidance

Day: _____

Date: _____

Behavior Rectification

Name of Student: Grade:

Day and date of violation	Violation degree	Type of violation	Deducted degree (-)	Retrieved degree (+)	Method of retrieval	Student signature
Total Degrees						
Degree due to the student at the end of the semester						

Employee in charge

School Principal

Name: _____

Name: _____

Signature: _____

Signature: _____

Stamp

Ministry of Education - General
Department of Direction and Guidance
- Rules of Behavior & Punctuality
57 Kingdom of Saudi Arabia

Region/ Governorate: _____

Ministry of Education (280)

Ministry of Education

School: _____

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Direction and Guidance

Day: _____

Date: _____

Summoning letter

Honored Guardian\ Parent of Student: ----- In Grade\ -----

Peace be upon you,

You will find below a receiving report relating to the mobile phone that was found with your son\daughter: on Corresponding to --\--\14—H.

Since bringing such a device is considered a degree violation according to the codes of conduct and attendance, it was reserved for a period of since it was brought on --\--\14—H. and upon the end of the determined period (), it is handed to you on a condition that your son\daughter shall not bring it back again. We are looking forward to your cooperation with school administration to achieve student behavioral discipline.

We are grateful for your cooperation and interest

School Principal

Name: _____

Signature: _____

Receiving Report

Day: _____ date: -- \ --\ 14—H.

S	Name of Device	Type	No.	Notes

Deliverer

Receiver

Employee in charge

Student Guardian\Parent

Name: _____

Stamp

Name: _____

Signature: _____

Signature: _____

Kingdom of Saudi Arabia
Ministry of Education (280)
General Department of Direction and Guidance

Region / Governorate:
School:
Day:
Date:

Disposal report

On: Date: --\--\14—H. at: _____

The following unpermitted materials were disposed and damaged which were found with Student: In grade: on: date: --\--\14—H. which is considered as a violation of degree.

According to the following details:-

S	Unpermitted Material description	Quantity \ number	Type	Notes

In accordance with the required procedures in the codes, the materials were seized and damaged by The Counseling and Guidance Committee with report No. dated on

S	Member Name	Position	Assigned Work	Signature
1		School Principle	Chairman	
2		Assistant Principal for students affairs	Vice-Chairman	
3		Assistant Principal for educational affairs	Member	
4		Guidance Counselor	Member and Rapporteur	
5		Special Teacher	Member	
6		Special Teacher	Member	
7		Special Teacher	Member	

School Principal

Name: _____

Stamp

Signature: _____

Forms of Referral to Guiding Services Unit

Kingdom of Saudi Arabia

File No.

Ministry of Education (280)

Ministry of Education

Attachments:

General Department of
Direction and Guidance

Confidential
Student Case Study

Primary data:

Name:	_____	Age:	_____	Nationality:	_____
School:	_____	Stage:	_____	Grade:	_____
Guardian\Parent name:	_____	Mob:	_____	Address:	_____
Case source:	_____	Date of referral:	--\--\14- -	Date of receiving the case:	--\--\14--

Problem:

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

Problem Cause:

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

The interview and Problem Behavior description:

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

Kingdom of Saudi Arabia

File No.

Ministry of Education (280)

Ministry of Education

Attachments:

General Department of
Direction and Guidance

The used psychological Measurements:

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.....

Diagnosis:

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.....
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.....

Recommendations:

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.....
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.....

Therapeutic Program:

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

Psychologist \ Counselor Name: _____ Signature: _____ Date: __ \ __ \ 14—H	Stamp	Manager of service unit Name: _____ Signature: _____ Date: __ \ __ \ 14—H
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Kingdom of Saudi Arabia

File No.

Ministry of Education (280)

Ministry of Education

Report date: --\--\14-- H

General Department of
Direction and Guidance

Confidential

Summary report of student case after applying therapeutic program

Name: _____ Age: _____ Nationality: _____
School: _____ Stage: _____ Grade: _____
Referral _____ Date of --\--\14- Date of receiving the case: --\--\14--
entity: referral: -

Case Description:

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

Services provided by school according to the recommendations of Guiding Services Unit:

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.....
.....

Services provided by school to the family according to the recommendations of Guiding Services Unit:

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

Extent of case improvement:

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

Psychologist opinion after receiving the case in therapeutic program:

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

Psychologist \ Counselor

Name: _____

Signature: _____

Date: __ \ __ \ 14—H

Stamp

Manager of service unit

Name: _____

Signature: _____

Date: __ \ __ \ 14—H

Form (1)

Following up plan for a case examined by Guiding Services Unit

Student: _____ **Grade:** _____ **School:** _____ **Education office:** _____

Date of referral to Guiding Services Unit: --\--\14—H.

Psychologist recommendations in Guiding Services Unit for activating the therapeutic plan:

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

Student guide \ Counselor :	Counseling and Guidance	Psychologist in service unit:
	supervisor:	
Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____
Date: __ \ __ \ 14—H	Date: __ \ __ \ 14—H	Date: __ \ __ \ 14—H

Following up plan:

1. The psychologist in Guiding Services Unit shall illustrate and demonstrate the recommendations for activating student therapeutic plan and the procedures of following up student case to counseling and guidance supervisor and student counselor and get them sign on it.
2. Student counselor shall activate the recommendations of the psychologist to apply the therapeutic plan according to form No. (1) after coordinating with the psychologist in guiding services unit.
3. counseling and guidance supervisor in school shall follow up the psychologist recommendations to apply the suitable therapeutic plan of the student after coordinating with psychologist in guiding services unit, in case if there isn't student counselor in the school.
4. The psychologist shall follow up student case through different means (school field visits – individual interviews with the student – calling family – calling the school – text messages – letters –etc.) and record this as following:-
 - When psychologist visits school he shall record his following up in forms No. (3) and (4) (guiding services provided to student case that was referred to the guiding services unit).
 - When psychologist calls school on phone, the student counselor shall record that in form No. (2) (following up procedures in school for student case) and shows the reason of call and the psychologist shall also write this down in forms No. (3) and (4) (guiding services provided to student case that was referred to the guiding services unit).
 - Psychologist shall communicate with student counselor after meeting the student's family to present new information after meeting them and to write this down as needed in forms No. (3) and (4) (guiding services provided to student case that was referred to the guiding services unit).

Form (2)

Following up procedures in school for student case

Student: **Grade:** **Academic year:** **14 – H.**

Day and Date	School procedures (student counselor)

*when psychologist calls the guiding services unit in school on phone, the student counselor shall record this in the current form and show the reason of calling.

Notes of Counseling and Guidance supervisor:

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

Student guide \ Counselor :

Name: _____

Signature: _____

Date: __ \ __ \ 14—H

**Counseling and Guidance
supervisor:**

Name: _____

Signature: _____

Date: __ \ __ \ 14—H

**Psychologist in guiding services
unit:**

Name: _____

Signature: _____

Date: __ \ __ \ 14—H

Form (3)

guiding services provided to student case that was referred to the guiding services unit

S	Student Name	school	Grade	Case type	Therapeutic program	Guiding sessions and their dates	Follow up and its date	results

Psychologist:

Name: _____

Signature: _____

Date: __ \ __ \ 14—H

Form (4)

**guiding services provided by guiding services unit to student case with
behavioral violations**

S	Student Name	school	Grade	Case type	Therapeutic program	Date of application	Follow up and its date	results

Psychologist:

Name: _____

Signature: _____

Date: __ \ __ \ 14—H

The procedures that shall be applied against male and female students absence in intermediate and secondary stages

Student:	Grade:	Academic year:

Days of absence	Procedure type	Applied procedure	Day and date	Student signature	Guardian\ Parent signature	Name of Employee in charge
3 consecutive days or 5 separate days	Referral	Because of repeated absence you have been referred to student counselor to examine your case.				
Consecutive or separate (10% percent) without accepted excuse throughout academic year	-warning. -summoning guardian\Parent	- Because of repeated absence we warn you not to repeat that. - The student is handed a written summoning letter for guardian\parent to attend at school to clarify the procedures associated with absence.				
Consecutive or separate (15% percent) without accepted excuse throughout academic year	-warning. -summoning guardian\Parent - written undertaking. - referral to guiding services unit.	Because of repeated absence we warn you not to repeat that. - The student is handed a written summoning letter for guardian\parent to attend at school to clarify the procedures associated with absence. -written undertaking by Guardian\parent showing that the student will attend school regularly. - Referring student to guiding services unit to follow up its case.				
Consecutive or separate (20% percent) without accepted excuse throughout academic year	- summoning guardian\Parent -referral to education department (the Counseling and Guidance department). - transferring the student to another school. Written commitment by the guardian\parent	- the student is handed a written summoning letter for guardian\parent to attend at school. - referral to education department (the Counseling and Guidance department) to examine student circumstances. Transferring the student to another school after submitting report to education manager. - written undertaking by Guardian\parent showing that the student will attend school regularly. Guardian\parent signature on warning of depriving student f study regularly in school and be an external student.				

	- guardian \ parent warning.				
Consecutive or separate (20% percent) without accepted excuse throughout academic year	-submit the issue to education department. -transferring regular student to external student according to admission and enrollment conditions	-school administration submits report about student case to education department about student's case to evaluate his\her case and what was provided to him of guiding and pedagogical services and transferring request to be regular student. -education manager shall issue a decision of depriving student of attending school regularly and transfer him\ her to be external student according to the controls of admission and enrollment.			

Reviewing fourth article of (general conditions in attendance) is needed, in addition to applying the contained provisions.

(Das of absence= absence percentage\100 x actual days of studying)

Receiver

School principal

Name: _____

Stamp: _____

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