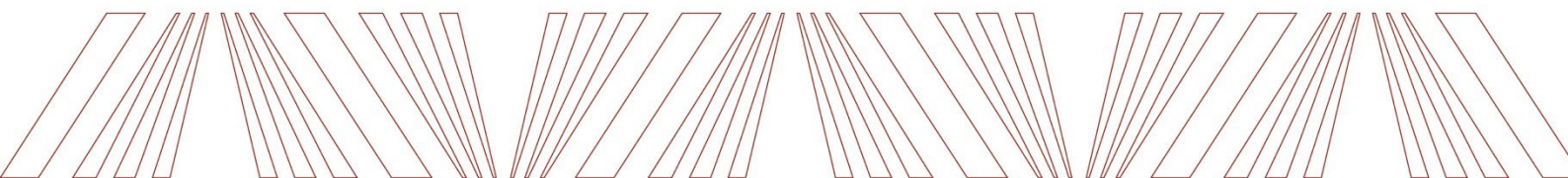




دائرة رأس الخيمة للمعرفة
RAS AL KHAIMAH
DEPARTMENT OF KNOWLEDGE

Student Suspension and Expulsion Policy

Ras Al Khaimah Department of Knowledge



1. Introduction

Ras Al Khaimah Department of Knowledge (RAK DOK) is committed to maintaining a safe and conducive learning environment across all private schools in the Emirate. This *Student Suspension and Expulsion Policy* provides a structured framework for addressing severe behavioural issues, ensuring that disciplinary actions are applied consistently and aligned with the *UAE Ministry of Education's (MOE) Student Code of Conduct 2018* and other relevant regulations and guidelines.

1.1. Purpose

- To establish clear criteria and procedures for suspending and expelling students who exhibit severe behavioural infractions.
- To ensure that disciplinary measures are implemented fairly, transparently, and in the best interest of the school community.
- To ensure the school's disciplinary practices are aligned with the UAE Ministry of Education's Student Code of Conduct and related policies,

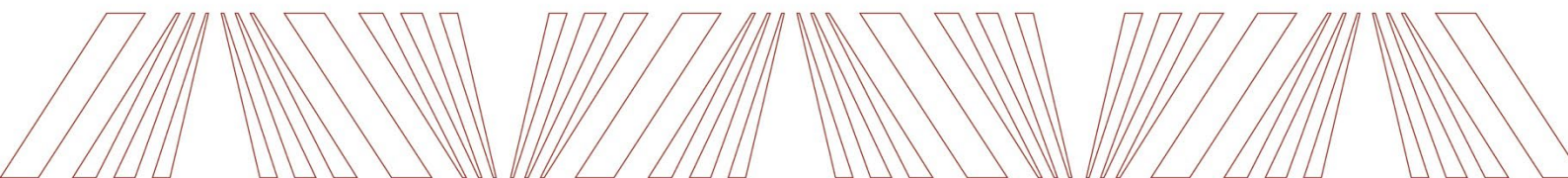
1.2. Scope of Application

This policy applies to all private schools in Ras Al Khaimah and encompasses the following areas related to student discipline:

- Criteria for Suspension and Expulsion
- Procedures for Implementing Disciplinary Actions
- Roles and Responsibilities of School Administration
- Compliance with Regulatory Requirements

2. Definitions

Behavioural Infraction	Actions by a student that violate the school's code of conduct or policies.
Expulsion	The permanent removal of a student from the school due to severe or repeated violations of school policies.



RAK DOK	Ras Al Khaimah Department of Knowledge is the regulatory authority overseeing education in Ras Al Khaimah.
School-Based Educational Committee	A group within the school responsible for reviewing and recommending actions on student behavioural issues.
Suspension	A temporary removal of a student from regular classroom activities as a disciplinary measure for violating school policies.
UAE Ministry of Education	The federal authority responsible for education policies and regulations in the United Arab Emirates
Unexcused Absence	A student's absence from school without a valid reason accepted by the school administration.

3. Policy Statement

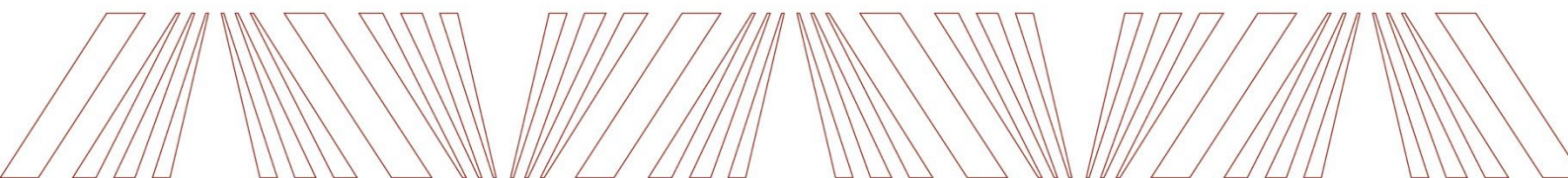
Schools shall develop and implement a Suspension and Expulsion Policy that includes the following conditions:

- **Grounds for Expulsion:**

1. **Chronic Unexcused Absences:** Accumulating more than ten consecutive days or fifteen non-consecutive days of unexcused absences during the academic year. Before expulsion, the student must receive three official written warnings - one warning for each five days of absence. Schools must follow the most current MOE Behaviour Policy procedures for unexcused absences.

All decisions must be approved by RAK DOK.

2. Schools must ensure that all their policies and procedures are fair and incorporate the needs of all groups of students.
3. **Severe Behavioural Infractions:** Incidents warrant expulsion based on the recommendation of a school-based educational committee. This committee must ensure the decision aligns with the MOE code of conduct and behaviour policy. The decision must be approved by RAK DOK.

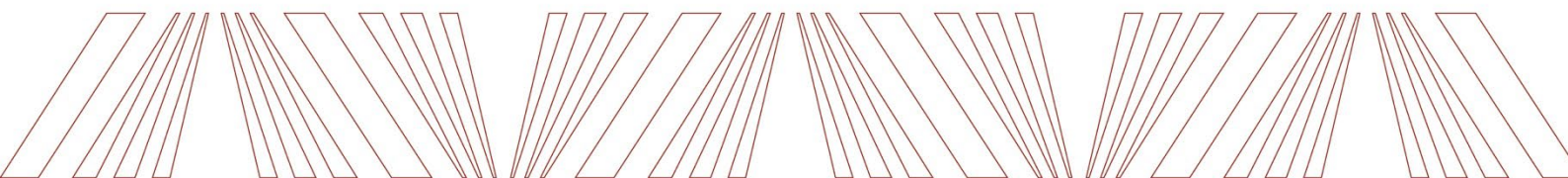


4. **Criminal Convictions:** Any student who receives a final conviction for a felony or misdemeanour related to honour or honesty.
5. **Highly Grievous Offences:** Specific offences, such as possession of weapons, sexual assault, or promoting extremist beliefs, are grounds for immediate expulsion upon investigation and confirmation by the Behaviour Management Committee. The school, in consultation with RAK DOK, may suspend the student with immediate effect for a period until the investigation is completed.
6. **Failure to Adhere to Behaviour Reform Programs:** Students who cannot comply with or benefit from behavioural reform programs may be transferred to alternative educational environments or expelled as a last resort.

In all expulsion decisions, the school must obtain RAK DOK's prior written approval, and the decisions must be aligned with the MOE students' code of conduct and behaviour policy. For detailed guidance, the school must refer to Ministerial Resolution No. 851 of 2018, titled "Code of Behaviour Management for Students in General Education Institutions. "

- **Procedures for Suspension and Expulsion of Students:**

- **Documentation:** All incidents leading to suspension or expulsion must be thoroughly documented, including details of the infraction, communications with the student and parents, and any interventions attempted.
- **Interventions:** Schools must design interventions using a comprehensive, systematic, and tiered approach to manage student behaviour in schools to avoid the need for student suspension. It is important to note that the decision to suspend a student will be made after implementing various interventions and after RAK DOK approval.
- **Parental Involvement:** Parents or guardians **must** be promptly informed of any disciplinary actions and involved in discussions regarding the student's behaviour and consequences.
- **Right to Appeal:** Students and their parents or guardians have the right to appeal suspension or expulsion decisions through a process established by the school in accordance with RAK DOK guidelines. Refer to *RAK DOK Stakeholder Complaints Management Policy*.



4. School Responsibilities

- **Policy Development and Communication:** School administrations must develop and implement a clear *Suspension and Expulsion Policy* aligned with RAK DOK and MOE guidelines. This policy should be communicated effectively to all stakeholders, including students, parents, and staff.
- **Implementation of Disciplinary Actions:** Schools are responsible for ensuring that disciplinary actions are applied consistently and fairly, focusing on corrective measures and the student's well-being.
- **Record-Keeping:** Accurate records of all disciplinary incidents and actions taken must be maintained and made available for review by RAK DOK upon request.
- **Support Services:** Schools should provide or facilitate access to counselling and support services for students facing suspension or expulsion to address underlying issues and promote positive behaviour.

5. Compliance

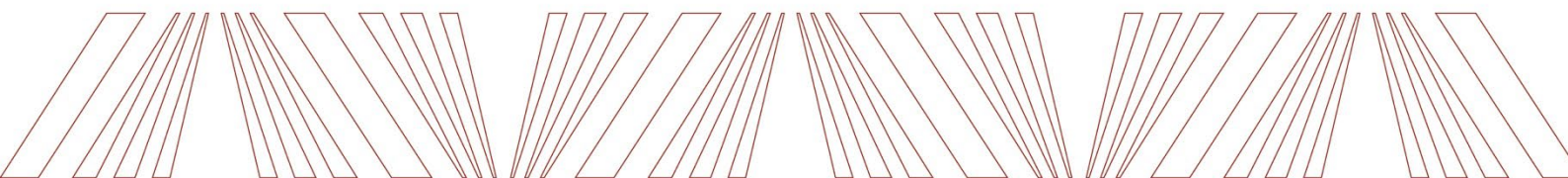
- **Effective Date:** This policy shall take effect from the start of the Academic Year 2025/26. Full compliance by all private schools is expected by the beginning of the Academic Year 2025/26.
- **Enforcement and Penalties:** Schools that do not adhere to this policy will be subject to accountability measures as stipulated by RAK DOK, including penalties or other corrective actions. Non-compliance may result in intervention by RAK DOK as per UAE federal regulations.
- **Compliance Audits:** RAK DOK reserves the right to conduct periodic audits to ensure that schools comply with this approved policy. The school administration must promptly resolve any discrepancies during these audits to avoid further action.

6. Feedback and Improvement

- **Annual Review:** RAK DOK will conduct an annual review of this policy to incorporate feedback, address emerging needs, and ensure it aligns with the latest educational standards and regulatory requirements.
- **Feedback Mechanisms:** School administrators are encouraged to submit feedback on the calendar policy to RAK DOK, which allows for continuous improvement based on schools' practical experiences.

7. Contact Information

For any questions related to this policy, please contact: info@dok.rak.ae



8. Conclusion

By adhering to the *Student Suspension and Expulsion Policy*, schools in Ras Al Khaimah are committed to maintaining a safe and respectful educational environment. This policy ensures that disciplinary measures are applied judiciously, emphasising fairness, transparency, and the holistic development of students. Compliance with this policy aligns schools with the strategic educational objectives of Ras Al Khaimah and the UAE, fostering a balanced learning atmosphere that upholds both discipline and student well-being.

9. Revision History

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Updated by:	-
Reviewed by:	Executive Director

Note:

This policy is issued and controlled by Ras Al Khaimah Department of Knowledge (RAK DOK) the "Authority." It is understood that this policy is to be treated as confidential and the same should not be copied. Any disclosure in whole or in part for any purpose is considered as not authorized unless prior written permission is obtained from the authority.

