

ترجمة  
TRANSLATION

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

مكتب عبد الله العبيد للترجمة المعتمدة

Abdullah Al-Obaid's Translation Office

ترخيص رقم ٤٤ 44 Licence No.

رقم الغرفة التجارية ٤/١٨٤٩٦

Kingdom of Saudi Arabia

General Secretariat for the Council of Foreign Schools

The Minister of Education

In pursuant to the authorities and powers vested into him and in terms of article (12) of the Foreign Schools Regulations stipulated "Every foreign school shall have a Management Council to care for the best interest of the school. The parents of the students of the school shall be represented in this council and the ministry shall have the right to attend its meetings".

Since this field requires a unified Regulation to organize the work of the management, council of the foreign communities schools of their different nationalities. And in pursuant to the decisions by the General Secretariat for Foreign Schools Supervisory Council

its meeting No. (12) dated 25/03/1427H, the minister of education decides the following:

- 1- Approve the amendment of the Organizing Rules of the Management Councils of Foreign Schools attached with this decision.
- 2- This decision shall be valid as of the date of issuance of this decision.
- 3- The concerned authorities shall execute this decision and put it into force. The original copy shall be returned back for safekeeping with the General Directorate of Foreign Education.

Best Regards,

Minister of Education

Dr. Abdullah Saleh Al Obaid



Kingdom of Saudi Arabia  
Ministry of Education  
Ministry Agency of Education  
General Directorate of Foreign Education

Organizing Rules  
Of  
Management Councils of Foreign Communities' Schools  
1427H (2006)



Kingdom of Saudi Arabia  
Ministry of Education  
Ministry Agency of Education  
General Directorate of Foreign Education

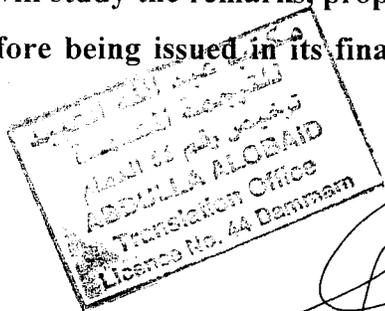
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**Introduction:**

The Article (12) of Foreign Schools Regulations issued by the Council of Ministers decision No. (26) Dated 24/02/1418 H reads as follows: "Every foreign school shall have a Management Council to care for the best interest of the school. The parents of the students of the school shall be represented in this council and the ministry shall have the right to attend its meetings". In terms and implementation of this article and since this sector requires organizing rules to organize the management councils of the schools of foreign communities in Saudi Arabia and in order to determine the powers and authorities of these councils and lay down the necessary procedures for the formation of the management councils. In a bid to cope with the developments the ministry has checked, revised and improved the organizing rules of management councils of foreign schools in order to help in formation of these councils on proper and effective basis to achieve their targeted purposes in line with the decisions of H.E Minister of Education No. (319097) dated 16/11/1422 h, which confirmed the implementation of these rules for two years during which the General Directorate of Foreign Education will study the remarks, proposal and suggestions received on these organizing rules before being issued in its final shape based on the field and actual experiment.



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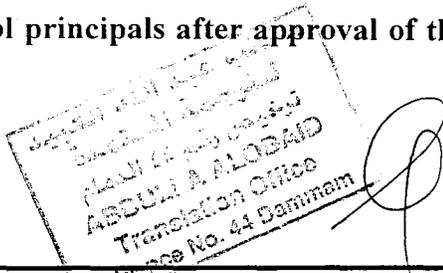
**Article (1): Management Council of Foreign Community School:**

The management council is team of work whose members shall be selected from the parents of the students in order to care for the best interest of the school administratively, financially and educationally. The council shall be responsible for all affairs of the school before all government authorities, private institution, individuals and etc.

**Article (2): Council's Powers:**

The School Management Council will be responsible of the following:

- 1- Prepares the plan, methodology, programs and activity plans ensuring that the school will perform its assignment as per the targeted goals within the rules and instructions issued by the Ministry.
- 2- Prepares and check the inter-school policy and lays down the required rules and executive procedures for compliance with after taking the necessary approval of the same of the Ministry.
- 3- Determine and list the requirements of the school from staff, school facilities every year and adopt the necessary procedures for the provision of them as per the rules and instructions received and approved by the Ministry of Education.
- 4- Prepares the annual school budget and determine the aspects of revenues, expenses and approves the budget from a licensed certified public accountant before submission to the Ministry of Education in Arabic Language at least one month before the start of the school year.
- 5- Contracts with the school principal or terminates his services as per the conditions and instructions regulating the appointment and selection of the foreign school principals after approval of the directorate general of education in the area.



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**Definitions:**

**Student**

Means boy and girl students

**Foreign Schools**

Means the school teaching non- Arabic syllabus and divided in two categories as follows:

1- Schools managed by the community itself .

2- Schools owned by Saudi citizens and run by Saudi principals.

**Ministry**

Means the Ministry of Education

**Directorate of**

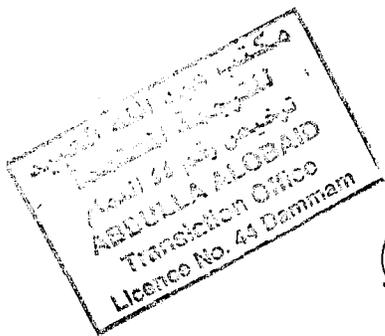
Includes the General Directorate, Department of Education

**Education**

for Boys in all Provinces and areas.



- 6- Approves the organization chart of the school and determine the jobs in the organization chart after its approval by the Ministry of Education.
- 7- Approves the curriculum, school syllables & school grades as per license issued to the school.
- 8- Contracts with teachers as well as other school staff as per internal policy of the school in line with the applicable instructions in this regards issued by the Ministries of Education, Interior, Labor & Social Affairs as well as other relevant authorities.
- 9- Rents the school buildings, concludes the contracts for maintenance, cleaning, transport and school facilities as per specifications and conditions intimated to the foreign schools in this connection.
- 10-Lays down the salary and pay roll ladder for the school teaching and auxiliary staff as well their benefits, monthly, annual and periodical services entitlements.
- 11-Drafts out the fees, tuition, scholarships, privileges, excellence incentives for the students as mentioned in paragraph (4) and (5) of article (9) of Foreign School issued by the Council of Ministers decision No. (26) dated 24/2/1418H.
- 12-Receives the donation, kind contributions as per instructions and conditions issued by the Ministry and record down them in their designated Register and hand over the receipt.



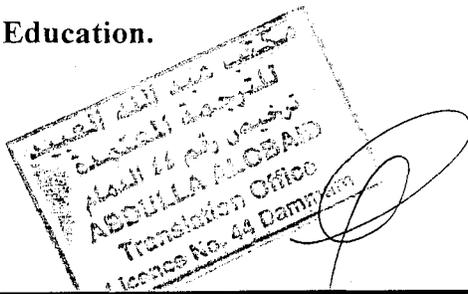
13-Ratifies the school parties program and approves the names of invited guests, follow up obtaining the necessary approvals as per instructions issued by the Ministry regarding organization of school parties in foreign schools.

14- Formation of administrative, financial, educational and cultural committees as per the requirement of the school management council and school needs provided that the member of each committee shall not be less than three persons per committee and shall be from inside school.

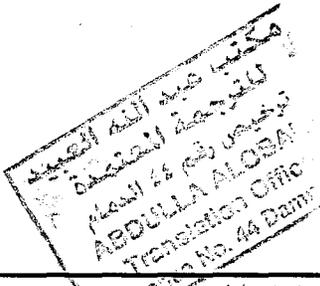
**Article (3): Council Responsibilities:**

The council will be responsible before the Ministry about the compliance with and implementation of all rules and regulations issued by the government authorities to the foreign schools with particular emphasis on:

- 1- Monitoring the school respect of Islamic, ethical values of Saudi Arabia and ensures that the syllables, school texts, activities or educational resources are free from any thing affecting these values and to adopt necessary actions to remove any violations.
- 2- Follows up the implementation of school instructions issued by the Ministry and monitors the execution by school of instructions and directions issued by the visiting educational supervisors.
- 3- Provides the ministry with the necessary proof of quality of educational level in the school through the concerned authority of the community or through the educational authorities in area where the school is established in order to teach his sons or by an international recognized authority approved and acceptable to the Ministry of Education.



- 4- Provides the Ministry with the details of the curriculum applied in the school as well as the requested urgent or periodical and regular reports in the designated forms or as per required data.
- 5- The council shall contract with a licensed certified public accountant to prepare the school balance sheet in its legal form.
- 6- Provide the Ministry with an annual report on the progress of work in the school and implementation of the school budget detailing the reasons for violations if any and explaining the adopted procedures for to resolve and solve them.
- 7- Provide the parents with sufficient information about the educational level of the school as well as the activity fields and all issues concerning the parents of the schooling affairs through a general meeting held for this purpose at least twice a year as well as other types of communication between the school and student's parents.
- 8- Handling and solving any educational, teaching, administration, financial or environmental problem facing the school created from within the school or out of the school.
- 9- Maintain a link of cooperation with the Department of Education in all matters aimed at raising the standard of the school and finding solutions to any emerging problem as maintaining continued cooperation with the Department and notifying it with the dates and timings of any emergency or regular meeting of the Managing Council of the school in timely manner.



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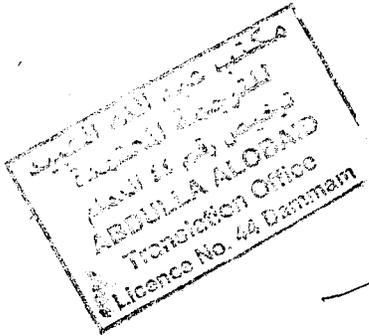
- 10- The council shall be responsible that the school will satisfy and fulfill its prescribed obligations of contracts and rights and shall defend the school, demand for its financial, moral and kind rights. The council responsibility includes also performance of the rights and obligations documented in the works of the previous council.
- 11- The council shall maintain the money of the school and its safe keeping of its properties and facilities.
- 12- Not to open any account or approves any additional signatory unless a prior approval is obtained from the Department of Education who will address the Saudi Arabian Monetary Agency in this regards.

**Article (4): Formation of the Management Council of the School:**

The Ministry will approve the Management Council of the school of foreign communities in the following cases:

- 1- Coordination between the embassy of the foreign community and General Directorate of Foreign Education when the Council members are nominated as per requirement of the public interest.
- 2- Election of the Council members by the parents of the school students.

The candidate for the Management Council of the school shall satisfy all terms and conditions mentioned in article (6) of the organizing rules of the managing councils of foreign community schools. The Ministry will exclude any candidate that it seems not fit or competent.



**Article (5): Formation of a steering and election committee for selection of Management Council members:**

**1- The committee shall be formed of:**

**A- Two of parents of the students who known of competency, education and cooperation with the school provided that they are not candidate for the Council membership.**

**B- Representative of the Embassy of the foreign community and supervisor of the Foreign Education of the General Directorate of Education as observers.**

**C- Principal of the School.**

**D- Two persons of the school staff one of the teaching staff and other an admin. Staff.**

**E- Representative of the General Directorate for Foreign Education as when necessary.**

**2- The Department of Education will appoint the school principal or one of the parents of the school student as a head of this committee.**

**3- The Foreign Education Manager of the General Directorate of Foreign Education - in coordination with the concerned persons appointed by the management and community of the school - to nominate the members of election committee in a decision issued by the Director of Education.**

**4- The committee entrusted to supervise the election of the Management Council of the school shall discharge the following duties:**

**A- Sets the date for election of the new Council members and informs the school students parents of this date provided that the new election date shall be determined before a sufficient period before the expiry of the term of the previous Council taking into consideration that the date shall not conflict with the school holiday.**

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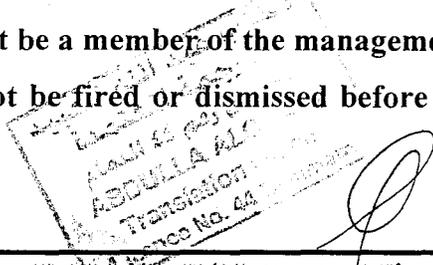
- B- Prepares the necessary arrangements, procedures and regulations necessary for discharging the work from its beginning up to the end of the whole process and inform the concerned persons.
- C- Designs the cards and necessary data for collection of information and organization of the works.
- D- Receives the pre-requisites of the candidates for the membership of the Council of director of the school, study, check and evaluate them as per the prescribed guidelines and instructions in this regards.
- E- Monitors and controls the process of selection and election of the Council members by the guardians of the school students.
- F- Ensure proper and honesty of the election process and submit the result to the Director of Education for approval and announcement of the same.
- 5- Following the appointment of its members of, the election and steering committee shall hold a preparatory meeting designated for the following:
- A- Lays down a plan of action, determines the procedures, guidelines and necessary tools for discharging its work and prepares a time schedule for its work.
- B- Determine the number of members who will be selected for the Management Council of the school as mentioned in Article (8) taking into consideration the circumstances of the community, the expected level of participation in the Council membership by the parents and guardians of the school students.
- 6- The steering and election committee may stop the selection process and cancels the results or requesting the repetition of election provided that sufficient justifications for the same.
- 7- In case of any difference in views between the committee members, the matter of difference shall be submitted to the Director of Education for proper directions.

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- 8- The committee shall document its works in minutes signed by all members of the committee.
- 9- The principal of the school shall sign the letters issued by the committee.
- 10- The assignment of the committee shall be over by approval and announcement of the results of its works, therefore, the committee shall hand over all documents of its work to the Foreign Education section and the Department of Education.

**Article (6): The conditions for the Management Council Candidates:**

- 1- Shall be one of the members of the community for which the school is licensed.
- 2- Shall be a parent of a regular student studying in the school.
- 3- Shall be holder of a university degree. The degree shall be legalized and attested by the competent authority in his country of origin.
- 4- Shall be assuming a position qualifies him to participate effectively in the Management Council
- 5- Undertakes to perform the functions and duties assigned to him by the Management Council. He shall present to the council a concept of his plans to develop the educational, financial and administrative work in the school.
- 6- To present a written certificate of his Embassy confirming that he is not a diplomat and that he is of good conduct and character.
- 7- To present a No Objection Certificate from his sponsor duly attested by the chamber of commerce to certifying that the sponsor have no objection to be a member of the council and attend the meeting of the management council.
- 8- He shall not be a staff of the school neither a staff of his country of origin.
- 9- He shall not be a member of the management council of any other school.
- 10- He shall not be fired or dismissed before from the management council of the school.



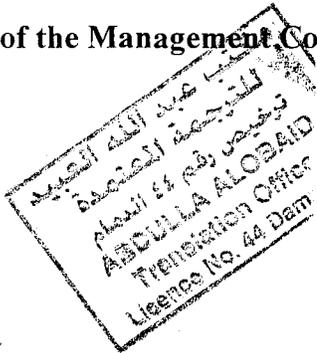
- 11- Shall not be indebted or suffers from any financial or tuition due to the school.
- 12- His work and residence shall be the city where the school is exists.
- 13- Shall be holding a valid Residence Permit.

**Article (7): The conditions of the voters:**

- 1- Shall be a guardian of a regular student of the school.
- 2- Shall be a member of the community for which the school is licensed.
- 3- Shall have a valid Residence Permit.
- 4- Shall be free of any debts or financial obligations due to the school.

**Article (8): The Number of Management council:**

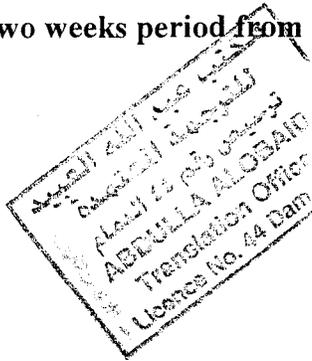
- 1- The Management Council of the school whose total number are one thousands and above. The management council shall consist of at least seven members with additional three reserve members.
- 2- The management council of the school whose total students is less than one thousands shall be formed from five members with additional three persons as reserve members.
- 3- The minimum number of the school management shall be three persons.
- 4- In case of decrease of the number of the candidates, decrease of the numbers of those who meet the required membership conditions or the decrease of the numbers of the candidates selected by the parents and become less than three person only, the Embassy or the election committee shall prepare a report on the same recommending the decrease of the conditions needed for the candidates of the Management Council.



The new competency conditions may be decrease to include the holders of the higher secondary education certificate or its equivalent and may nominate anyone to be a member the management council announcing their degrees and social conditions. The minutes shall be submitted to the Director of Education for necessary approval and issue a decision for their official appointment.

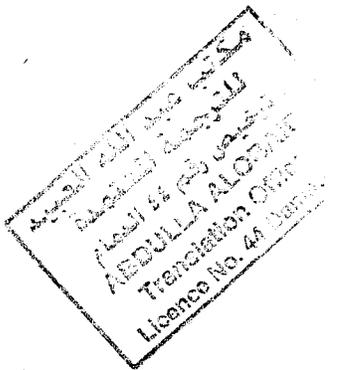
Article (9): The Announcement of Nomination of the Management Council and Hand over their duties:

- 1- After the approval of the Department of Education in the area of the proposed names of the new Management Council of the school presented by the Embassy or names elected by the parents, the Education Director shall issue a decision approving the formation of the new management council citing the chairman of the council, the deputy chairman and secretary of the council. The council shall embark on its work after one week from the decision date.
- 2- The Department of Education shall inform all relevant parties with the names of the new council. The Department of Education shall also provide the concerned government department with samples of signature of the chairman and other authorized signatories.
- 3- The trust of the previous council shall be hand over to the new elected council under supervision of the Foreign Education section of the Department of Education and representative of the Embassy as per legal procedures for hand over of trust. The receipt and hand over process shall be completed within a maximum two weeks period from the election of the new members.



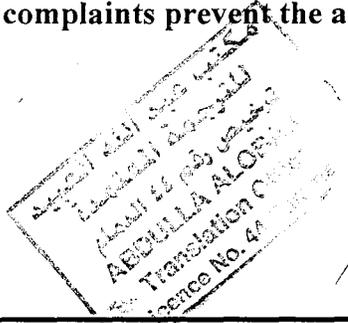
**Article (10): Council's Meetings:**

- 1- The council shall hold at least six regular meetings per year during the school year. The chairman of the council may call for emergency meeting as when necessary.
- 2- The council shall hold its meeting out of the school hours.
- 3- The legal quorum of the council meetings shall be obtained by attendance of at least two third of the members.
- 4- The majority of the members attending the meeting shall adopt the decisions of the council. In case the votes are equal, the chairman shall have a prevailing vote.
- 5- Representatives of the Department of Education and the Embassy or Consulate shall attend the meeting as observers. The chairman shall inform the representatives of the council meeting at least one week before the meeting date and provide them with copy of the meeting agenda.



### General Provisions

- Article (11):** The head of the election committee shall announce the result in the presence of all committee members in front of the parents and concerned officials immediately after the end of the counting process.
- Article (12):** The term of the management council shall be three Hijri year as per the calendar of Um Al Qora effective the date of approval of the formation of the council by the Education Director.
- Article (13):** The Director of Education may extend the term of council for more than one year in case of necessary reason and justification for such extension if the chairman of the council and other members shall be intimated with an official memo containing the extension of the period and determining the date for election of the next council.
- Article (14):** The Director of Education may issue a decision preventing any member of the expired council to participate in the new council. One or two members of the expired council may be allowed to apply for the membership of the new council in terms of the following conditions:
- 1- The applicant shall meet all conditions required for the membership of the council.
  - 2- The applicant shall have excellent and documented contributions in the works of the council during the terms he intends to join.
  - 3- No complaints prevent the applicant to be a member of the council.



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4- The election committee of the council members shall unanimously approves his candidacy to the new council.

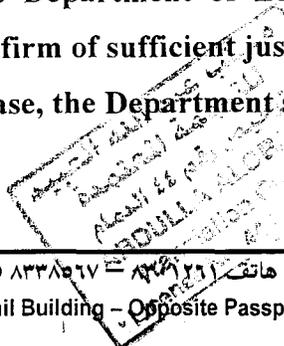
5- If the ex-member is allowed to apply for new council, his membership in the new council shall be limited only in one term and shall only allowed to apply for the membership of the council after two terms of the council.

**Article (15):** The Department of Education is entitled to dissolve the management council of the school and decides the invitation the election of the new council in the following cases:

- 1- In case of difference between the members of the council and such difference continued in a manner impeded the smooth functioning of the council work.
- 2- If the council insists on violation of the Foreign Schools Regulations and its Organizing Rules and failed to stop the violation of the school to the instructions governing the work of foreign schools or any of the applicable instructions or directions.
- 3- If it is proved that the council, its chairman or any of its member has committed a financial or administrative violations harming or negatively affecting the interest of the school.
- 4- If it is proved that, the council has ignored the financial or behavioral violation committed by any member of the council.

**Article (16):** The dissolution of the council in terms of any of the above cases shall be in accordance with the following guidelines:

- 1- The Department of Education shall conduct the necessary investigations to confirm of sufficient justifications and reasons for dissolving the council. In such a case, the Department shall document these reasons.



2- Study of results of investigations by the committee formed to follow up the work of the management council of foreign schools consisting of the following representatives:

- a- A member of the Embassy to be appointed by the Embassy.
- b- A member of the Ministry of Education (Department of Foreign Education).
- c- A member of the Department of Education in the region.

3- The committee shall prepare a report containing a recommendation to adopt the necessary action submitted to the Ministry Undersecretary for Educational Affairs.

4- Approval of the Ministry Undersecretary for Educational Affairs.

Article (17): The Ministry may decide the termination of one or more of the management council of the school, dismissal of the chairman or cancels his membership, provided that such decisions shall be based on reports and investigations documented by the committee formed to follow up the work of the management council of foreign schools mentioned in the forgoing article (13) hereinabove and after approval of the Ministry Undersecretary for Educational Affairs.

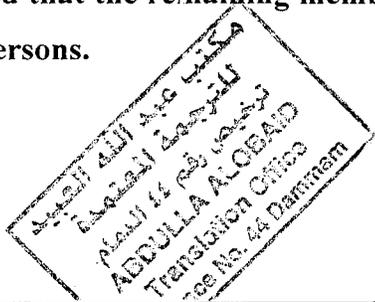
Article (18): The management council member may loose his membership in the council in one of the following cases:

- 1- In case of resignation of the member with his resignation accepted by the chairman, member resignation shall be submitted to the Director of Education for approval.
- 2- If the sponsor of the member demanded to stop his membership in the managing council as per official letter.
- 3- In case of an official court judgment for imprisonment of subjecting Islamic Hud against the member.
- 4- If he left the Kingdom of Saudi Arabia on final exit visa.



- 5- If the member's work place is transferred from place where the school is exist.
- 6- In case he violates the work of the council or makes the council, busy of other business other than the original and targeted purposes. Such violations shall be document by an investigation or a memo to be signed by the chairman and other members of the council to be approved the Director of Education.
- 7- If it is proved that the member did not met the conditions needed for the members of the council as he had submitted false information when he applied for the membership of the council or if he lost the conditions on which he was accepted as a member of the management council of the school.
- 8- If his son or daughter is no longer a student of the school. In such case the chairman and members of the council may submit a memo singed by all of them to the Director of Education demanding to continue in office up to the end current terms of the council.
- 9- If he is absent four times from the regular or emergency meetings of the council called for by the chairman in one school year provided that his absence is documented in a record signed by the chairman and all members of the council.

Article (19): If of resignation of the council members or upon expiry of his term of membership, the Department of Education shall select one of the stand by members to substitute the resigned member. If no substitute member is available, the council shall continue its work with the remaining members provided that the remaining members of the council shall not be less than three persons.



**Article (20):** if the members of the council decrease than three members, necessary procedures shall be adopted to select a new management council in terms of article (4) of this Regulation and the principal of the school shall be entrusted to run the affairs till the formation of the new council.

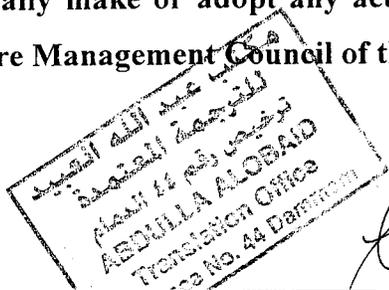
**Article (21):** in case of group resignation of the members of the council, the Department of Education shall entrust the Principal of the school to take the charge of the council until the formation of a new management council. The Department of Education shall take early steps and procedures to select the new council in terms of article (4) herein.

**Article (22):** The new management council shall be formed and approved within a maximum two-month period from the date of the end of the previous management council.

**Article (23):** The Management Council shall not liquidate the school or transfer its title without approval of the Ministry of Education and other relevant authorities in accordance with the provisions of Foreign School Regulations.

**Article (24):** Neither the Chairman nor any other member of the management council is allowed to intervene in the daily works of the school or to come to the school during school hours unless for official assignment approved by the council.

**Article (25):** No member of the Management Council shall be allowed to unilaterally make or adopt any action falling within the jurisdictions of the entire Management Council of the school.



Article (26): The member of the Management Council shall not slander or defame the reputation, disdain or belittle the ideas and opinions of his colleague members and the chairman shall resolve such violations and adopt the necessary actions at the due dates to avoid their repetition. For doing so, the chairman may take support of the Department of Education as when necessary and required.

Best Regards,

