

## Cultural Consideration Policy

Policy	AJF-TL-CCP-03 - Cultural Consideration Policy	
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Author/Contact	Dr. Antoinette C. Brown	
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<b>Distribution:</b> <ul style="list-style-type: none"> <li>• All staff, students, parents.</li> <li>• School drivers, cleaners, contractors, and external service providers.</li> </ul>		

Version	Date	Comments	Author
01	February 2024	Created and reviewed	Dr. Antoinette C. Brown
02	September 2024	Reviewed	Dr. Antoinette C. Brown and SLT
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## AJYAL INTERNATIONAL SCHOOL – AL FALAH

### CULTURAL CONSIDERATION POLICY

Academic Year: 2025–2026

#### 1. Introduction

Ajyal International School – Al Falah is committed to maintaining an educational environment that fully respects the cultural norms, values, and laws of the United Arab Emirates. As a diverse school community, we recognize our responsibility to ensure that all staff, students, parents, and visitors demonstrate cultural awareness and uphold practices that align with the UAE's national identity, cultural values, and legal expectations.

Ajyal Al Falah follows an American curriculum and serves a predominantly Emirati student population. At the same time, the school acknowledges the continuous growth and influx of non-nationals. Therefore, it is imperative that the school embraces its diversity through the principles of tolerance and ensures that all members of the school community are aware of the culturally and nationally acceptable topics and practices within the UAE educational context.

This policy is developed in accordance with the **ADEK School Cultural Consideration Policy (Version 1.1, September 2024)**, the **Ministry of Education Code of Conduct for Education Professionals**, **Federal laws related to public morals**, and all other relevant UAE legislation.

#### 2. Purpose

The purpose of this policy is to:

1. Ensure cultural respect and compliance throughout the school environment, in alignment with UAE cultural values, national identity, and legislation.
2. Prevent, identify, and address inappropriate or culturally insensitive practices within the school community.
3. Provide clear guidance to all Ajyal community members (staff, students, and parents), who share responsibility for upholding cultural consideration in the UAE.
4. Develop awareness of topics and practices that are culturally appropriate and respectful in the UAE context.
5. Ensure adherence to all relevant UAE legislation, including ADEK requirements, MoE directives, and federal laws concerning cultural awareness and public morals.
6. Establish systems and procedures that support cultural awareness, monitoring, reporting, and compliance among all stakeholders.
7. Provide clear expectations for the vetting, selection, and approval of teaching and learning resources.
8. Ensure that all teaching and learning materials—including written, audio-visual, digital, e-learning, event content, displays, and any resource used directly or indirectly—are aligned with UAE cultural sensibilities.
9. Safeguard students, staff, and the wider school community from exposure to content, practices, or behaviors that conflict with UAE cultural values.

### 3. Scope

This policy applies to:

- All **staff** (teachers, leaders, assistants, administrators, third-party providers)
- All **students**
- All **parents and families**
- All **visitors, vendors, and contractors**
- Any person involved in a **school-organized event** on or off campus

### 4. Definitions (Aligned with ADEK Policy)

- **Cultural Consideration:** Awareness and understanding of appropriate practices and topics within the UAE cultural context.
- **School Community:** Staff, students, parents/families, alumni, and stakeholders connected to the school.
- **Teaching & Learning Resources:** All written, digital, audiovisual, and physical materials used for instruction.
- **Malicious Intent:** A deliberate attempt to violate cultural expectations or cause cultural offense.

### 5. Adherence to UAE Laws and Expectations

Ajyal International School – Al Falah ensures full compliance with all UAE laws, regulations, and official directives related to cultural values, public morals, and national identity. The school community is required to understand, respect, and adhere to the expectations outlined in this policy, as well as the following legislation and guidelines:

- ADEK School Cultural Consideration Policy (Version 1.1, September 2024)
- Ministry of Education Code of Conduct for Education Professionals (2022)
- MoE Circular No. 1 of 2022 regarding Private Schools' Compliance with National Identity Requirements
- MoE Circular No. 1 of 2023 regarding Promoting a Safe School Environment
- UAE Federal Laws and Decrees related to cultural values, public order, and public morals
- National identity and tolerance frameworks issued by UAE authorities
- All other relevant UAE legislation and regulatory requirements

All members of the Ajyal Al Falah community—including staff, students, parents, and visitors—must:

- Respect Islamic values, Emirati cultural traditions, and UAE social norms
- Maintain appropriate appearance, conduct, and communication at all times
- Avoid any form of propaganda, indoctrination, or political, ideological, or socially sensitive messaging
- Uphold behaviors and practices that reflect the dignity, values, and laws of the United Arab Emirates

## **6. Prevention Measures**

### **6.1 Cultural Awareness Training**

To prevent cultural breaches, the school provides:

1. **Mandatory Induction Training** for all new staff, students, and parents at the beginning of the academic year.
2. **Annual Refresher Training** for returning staff, students, and parents.
3. Awareness sessions on:
  - o UAE laws and values
  - o National identity expectations
  - o Cultural practices in school
  - o Use of appropriate resources
  - o Staff professional ethics

Attendance is recorded and kept as evidence.

### **6.2 Vetting of Teaching and Learning Resources**

Ajyal Al Falah has a **Resource Selection Committee** responsible for reviewing and approving:

- Textbooks
- Workbooks
- Digital resources, videos, and images
- Library materials
- Classroom displays
- Event content (performances, projects, celebrations)

The vetting process includes:

1. Teacher screening
2. Librarian review and sign-off
3. Committee evaluation
4. Final approval by the **Principal**

Resources must:

- Be age-appropriate
- Be culturally appropriate
- Avoid any prohibited content under ADEK guidelines
- Align with UAE national identity content
- Respect Islamic values

A **Resource Vetting Form** (Appendix 1) is completed and stored for every approved item.

### **6.3 Observation of UAE Cultural Practices**

The school ensures:

- Daily recitation of the UAE national anthem
- Proper placement of UAE flag and leaders' portraits
- Respectful celebration of UAE National Day, Flag Day, Commemoration Day, and cultural events
- Observance of public holidays and national protocol rules

## 6.4 Monitoring of Communications

Ajyal International School – Al Falah ensures continuous monitoring of all communication channels to maintain cultural compliance. The Principal, Senior Leadership Team (SLT), and the Resource Selection Committee will regularly monitor all official and unofficial school-related communication, including:

- Newsletters
- Social media platforms
- ClassDojo
- School WhatsApp groups
- Parent communication groups
- Website postings
- Any publicly shared school materials

The school shall establish clear processes and procedures for reporting and responding to any breaches of this policy. Any content found to be culturally inappropriate or non-compliant will be removed immediately and reported to the Principal and, where required, to ADEK.

## 7. Identification of Breaches

The school uses multiple systems to detect cultural breaches:

### 7.1 Reporting Channels

- Staff reporting through an internal **Cultural Breach Reporting Form** ( Appendix 2)
- Anonymous student reporting form
- Parent reporting through school communication channels
- Immediate reporting by teachers if inappropriate content is discovered

### 7.2 SLT and Librarian Monitoring

- Weekly review of lesson plans
- Classroom observations
- Monitoring of shared online platforms
- Inspection of classroom displays and student work
- Library and digital resource audits

## 8. Response Mechanism for Non-Compliance

Ajyal Al Falah follows ADEK requirement 2.1.5 – Response Mechanism for Breaches.

### 8.1 Step 1 – Immediate Reporting

- Any staff member who identifies a breach must report it to the Principal on the same day.
- Content is immediately removed from student access.

### 8.2 Step 2 – Investigation

The SLT investigates by:

- Reviewing the incident
- Interviewing involved parties

- Determining whether it was accidental or malicious

### 8.3 Step 3 – Corrective Action

Actions may include:

- Replacing or removing inappropriate resources
- Re-training the staff member involved
- Formal written warning
- Parent communication if students were exposed
- Counseling for students (if needed)

### 8.4 Step 4 – Escalation

In severe cases involving malicious intent, the school reports to ADEK immediately, following Policy Section 3.4(g).

### 8.5 Step 5 – Documentation

The school keeps:

- Incident report
- Evidence (screenshots/photos)
- Action taken
- Communication logs
- Follow-up documentation

## 9. Roles and Responsibilities

### 9.1 Teachers

Teachers shall:

- Develop lesson plans using resources approved by the SLT and the Resource Selection Committee.
- Conduct *additional screening* of all resources—including online videos, digital images, websites, color schemes, and terminology—to ensure cultural appropriateness before each lesson.
- Ensure that all classroom displays, visual materials, and learning environments follow UAE cultural norms, including flag protocols and leadership portrait regulations.
- Avoid any form of indoctrination when discussing political, cultural, or sensitive topics.
- Immediately report any culturally inappropriate or non-compliant content discovered in resources to Coordinators, Senior Leaders, and the Principal.
- Ensure adherence to this policy when posting or sharing school-related information on public forums or social media, including ensuring data confidentiality.
- Support students in understanding and demonstrating respect for UAE values, traditions, and cultural norms.

### 9.2 Senior Leadership Team (SLT)

Middle and Senior Leaders shall:

- Review and approve all lesson plans and resources submitted by teachers.

- Ensure that all materials used or developed by teachers are age-appropriate, culturally considered, and fully vetted according to ADEK requirements.
- Supervise and monitor the use of resources *during lessons* to ensure cultural compliance.
- Continuously monitor all school-approved digital platforms and online resources to ensure ongoing compliance with ADEK and MoE regulations.
- Immediately report any violation of this policy to the Principal and ensure inappropriate content is removed without delay.
- Provide regular staff training, guidance, and updates on cultural expectations and ADEK regulations.
- Ensure that events, activities, and celebrations reflect UAE cultural norms and national identity.

### 9.3 Librarian

The Head Librarian shall:

- Review, scrutinize, and sign off all requested resources to ensure cultural and age appropriateness.
- Maintain a documented list of acceptable and non-acceptable resources aligned with ADEK regulations.
- Continuously monitor **digital platforms**, textbooks, library books, and all non-digital materials for cultural compliance.
- Remove any non-compliant resource from circulation immediately upon discovery.
- Report any discovered violations to the Principal and Resource Selection Committee.
- Maintain accurate records of all vetted and approved materials for ADEK inspection.

### 9.4 Principal

The Principal shall:

- Establish and lead the Resource Selection Committee to review, vet, and approve all school resources.
- Implement and document all processes for teaching and learning resource selection as required by ADEK.
- Provide, upon request, complete documentation of the vetting process to ADEK or relevant authorities.
- Ensure selective and appropriate age-level usage of all materials, including those related to sensitive or controversial topics.
- Ensure the delivery of induction and refresher training on cultural consideration for all staff, students, and parents.
- Immediately remove any non-compliant or inappropriate material and report violations to ADEK.
- Communicate clearly with parents regarding expectations for monitoring their children's internet use.
- Encourage parents to report any non-compliant content both to the school **and to the ADEK Parent Hotline (800 2335)** as required.

## 9.5 Parents

Parents shall:

- Respect all school policies, expectations, and cultural requirements.
- Ensure their children's appearance, behavior, and attire follow UAE cultural norms.
- Monitor their child's internet usage at home to prevent exposure to inappropriate content.
- Report any non-compliant resource or culturally inappropriate content discovered in school materials to the school administration immediately.
- Report serious concerns or violations to the **ADEK Parent Hotline (800 2335)** as required by ADEK.

## 9.6 Students

Students shall:

- Respect UAE cultural values, traditions, and laws at all times while on school premises and during school-related activities.
- Follow school expectations regarding respectful conduct, communication, and behavior.
- Maintain culturally appropriate appearance as per the school dress code and UAE expectations (e.g., covering visible tattoos, avoiding inappropriate piercings).
- Avoid displaying symbols, gestures, or messages that conflict with UAE cultural values.
- Immediately report any inappropriate or culturally insensitive content encountered in school or online platforms to a teacher or school leader.

## 10. Compliance and Review

This policy is effective as of **January 6, 2024**, and the Ajyal Al Falah school community is expected to be fully compliant with all requirements outlined in this policy and the ADEK School Cultural Consideration Policy.

ADEK will actively and rigorously monitor compliance with this policy. Any report of potential violations will be investigated and may lead to a determination of non-compliance if malicious intent is established.

If a violation occurs, consequences may include:

- Written warning letters
- Mandatory corrective actions or retraining
- Immediate removal of non-compliant materials
- Immediate termination of staff (depending on the severity of the case)
- Reporting the violation to ADEK for further action

ADEK may impose additional sanctions, which may include:

- Revocation of staff appointment
- Warning letters to the school or investors
- Financial penalties as per ADEK regulations
- Intervention or legal accountability under UAE law

The Principal is responsible for ensuring that all non-compliant materials are removed immediately and that all required documentation is submitted to ADEK when requested.

## 11. References

This policy is aligned with and guided by the following official UAE and ADEK documents:

1. **ADEK School Cultural Consideration Policy**, Version 1.1, September 2024
2. **MOE Code of Conduct for Education Professionals in General Education (2022)**
3. **MOE Circular No. 1 of 2022 – Private Schools’ Compliance with National Identity Requirements**
4. **MOE Circular No. 1 of 2023 – Promoting a Safe School Environment**
5. **Federal Decree Law No. (18) of 2020 on Private Education and its amendments**
  - o Article 11: Respect for national identity, public morals, values, and traditions
6. **Federal Decree Law No. (31) of 2021 – Crimes and Penalties Law**
  - o Article 416 regarding materials that violate public morals
7. **UAE Constitution**, Article 44
  - o Respect for public order, laws, and morals
8. **UNESCO Universal Declaration on Cultural Diversity (2001)**
9. **Official Portal of the UAE Government** – National Identity, Culture, and Social Values
10. **Ministry of Tolerance** – National Program for Tolerance
11. **ADEK Regulations, Guidelines, and Inspection Framework**
12. **Ajyal International School – Al Falah Internal Policies**
  - Staff Handbook
  - Parent Handbook
  - Behavior Protocol
  - Teaching and Learning Policy
  - Assessment & Resources Policy

## Appendix 1

### AJYAL INTERNATIONAL SCHOOL – AL FALAH

#### RESOURCE VETTING & APPROVAL FORM

Academic Year: 2025–2026

#### Section 1: Basic Information

Item	Details
<b>Title of Resource:</b>	
<b>Type of Resource:</b>	<input type="checkbox"/> Textbook <input type="checkbox"/> Workbook <input type="checkbox"/> Storybook <input type="checkbox"/> Video <input type="checkbox"/> Image <input type="checkbox"/> Worksheet <input type="checkbox"/> Website <input type="checkbox"/> Digital Application <input type="checkbox"/> Event Content <input type="checkbox"/> Classroom Display <input type="checkbox"/> Library Material <input type="checkbox"/> Other: _____
<b>Grade Level / Subject:</b>	
<b>Submitted By (Teacher/Staff):</b>	
<b>Date Submitted:</b>	
<b>Purpose of Use:</b>	<input type="checkbox"/> Teaching <input type="checkbox"/> Assessment <input type="checkbox"/> Homework <input type="checkbox"/> Library <input type="checkbox"/> Event <input type="checkbox"/> Classroom Display <input type="checkbox"/> Enrichment

## Section 2: Initial Teacher Screening

The teacher confirms that the resource:

Screening Criteria	Yes	No	Comments
1. Is age-appropriate for the intended grade level	<input type="checkbox"/>	<input type="checkbox"/>	
2. Aligns with curriculum learning outcomes	<input type="checkbox"/>	<input type="checkbox"/>	
3. Contains no political, extremist, or indoctrination content	<input type="checkbox"/>	<input type="checkbox"/>	
4. Contains no sexual, inappropriate, or culturally offensive material	<input type="checkbox"/>	<input type="checkbox"/>	
5. Contains no symbols, colors, or images related to prohibited movements (e.g., pride movement, extremist groups)	<input type="checkbox"/>	<input type="checkbox"/>	
6. Does not promote violence, drugs, smoking, or harmful behaviors	<input type="checkbox"/>	<input type="checkbox"/>	
7. Respects Islamic values and UAE social norms	<input type="checkbox"/>	<input type="checkbox"/>	
8. Uses respectful language, visuals, and themes	<input type="checkbox"/>	<input type="checkbox"/>	
9. Is factually accurate and free from bias/stereotyping	<input type="checkbox"/>	<input type="checkbox"/>	
10. All external links, videos, or images have been manually checked before use	<input type="checkbox"/>	<input type="checkbox"/>	

Teacher Recommendation:

- Approve
- Reject
- Approve with Modifications

Teacher Name & Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Section 3: Librarian Review

The Librarian confirms that the resource:

Screening Criteria	Yes	No	Comments
1. Meets UAE cultural and moral expectations	<input type="checkbox"/>	<input type="checkbox"/>	
2. Contains no restricted or sensitive content	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is suitable for the school's library/classroom environment	<input type="checkbox"/>	<input type="checkbox"/>	
4. Matches the approved curriculum and subject content	<input type="checkbox"/>	<input type="checkbox"/>	
5. Is indexed/catalogued correctly and safe for student access	<input type="checkbox"/>	<input type="checkbox"/>	

Librarian Recommendation:

- Approve
- Reject
- Approve with Modifications

Librarian Name & Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Section 4: Resource Selection Committee Evaluation

Committee Members (tick who reviewed):

- Principal
- Vice Principal
- Head of Section
- Librarian
- Curriculum Coordinator
- Other: \_\_\_\_\_

Committee Review Criteria

Screening Criteria	Yes	No	Comments
1. Fully aligns with ADEK Cultural Consideration Policy	<input type="checkbox"/>	<input type="checkbox"/>	
2. Avoids controversial, sensitive, or inappropriate themes	<input type="checkbox"/>	<input type="checkbox"/>	
3. Supports student learning in a respectful, culturally aligned manner	<input type="checkbox"/>	<input type="checkbox"/>	
4. Contains no prohibited content as per ADEK guidelines	<input type="checkbox"/>	<input type="checkbox"/>	
5. Is approved for classroom/library/event use	<input type="checkbox"/>	<input type="checkbox"/>	

Committee Decision

- Approved
- Rejected
- Approved with Required Modifications

Committee Comments / Required Changes:

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

### Section 5: Principal Final Approval

Final Decision:

- Approved for School Use
- Not Approved
- Approved with Modifications Completed

Principal Name: Dr. Antoinette Brown

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**AJYAL INTERNATIONAL SCHOOL – AL FALAH**  
**CULTURAL BREACH REPORTING FORM**  
**Academic Year: 2025–2026**

## Section 1: Incident Details

## Field Information

Date of Report: \_\_\_\_\_

**Date & Time of  
Incident:** \_\_\_\_\_

**Location of Incident:**  Classroom  Corridor  Library  Online Platform  Event   
Other:

**Reported By:**  Teacher  SLT Member  Librarian  Parent  Student  Other:

**Name of Person** \_\_\_\_\_  
**Reporting:** \_\_\_\_\_

## Section 2: Individuals Involved

Staff Involved (if any): \_\_\_\_\_

Students Involved (if any): \_\_\_\_\_

#### **Others Involved (Parents, Visitors):**

**Section 3: Type of Breach (select all that apply)**

**1. Content-Related Breach**

- Inappropriate images, videos, symbols, or colors
- Sexual / indecent content
- Violence / weapons
- Drug, alcohol, smoking depiction
- Promotion of political content or indoctrination
- Misrepresentation of UAE identity or values
- Content related to alternative gender identity or prohibited social movements
- Inappropriate or unvetted educational resources

**2. Behavior-Related Breach**

- Dress code violation / inappropriate appearance (tattoos, piercings)
- Disrespect of UAE cultural norms
- Inappropriate communication (verbal, written, online)
- Disrespect during UAE national anthem or flag protocol

**3. Event / Activity Breach**

- Inappropriate content during performance or assembly
- Unapproved display or decoration
- Violation of UAE cultural celebration protocols

**4. Other**

- \_\_\_\_\_ (Specify)

#### Section 4: Description of Incident

Provide a clear and factual summary.

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#### Section 5: Immediate Actions Taken

- Resource removed from classroom/library
- Students removed from exposure
- Parent notified
- Teacher notified
- SLT informed
- Counseling/support provided
- Other: \_\_\_\_\_

Details:

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### Section 6: Investigation Summary (completed by SLT)

Field	Details
Investigated By:	_____
Investigation Date:	_____
Findings:	_____

Was there malicious intent?  Yes  No

Notes:

\_\_\_\_\_

\_\_\_\_\_

### Section 7: Final Decision & Action (SLT/Principal)

#### Outcome

- No breach found
- Minor breach – retraining needed
- Moderate breach – warning issued
- Serious breach – escalation required
- Report submitted to ADEK

#### Corrective Actions

- Staff retraining
- Removal of inappropriate material
- Classroom follow-up
- Parent meeting
- Disciplinary action
- Other: \_\_\_\_\_

Details:

\_\_\_\_\_

\_\_\_\_\_

### Section 8: Signatures

Role	Name	Signature	Date
Reporting Person			
SLT Investigator			
Principal (Final Approval)	<i>Dr. Antoinette Brown</i>		

# AJYAL INTERNATIONAL SCHOOL – AL FALAH

## RESOURCE SELECTION COMMITTEE

### TERMS OF REFERENCE (TOR)

#### Academic Year: 2025–2026

## 1. Purpose of the Committee

The Resource Selection Committee is established to ensure that all teaching and learning resources used across Ajyal International School – Al Falah comply with the UAE's cultural norms, ADEK's Cultural Consideration Policy, national identity requirements, and relevant UAE legislation.

The Committee ensures that:

- All resources are culturally appropriate, age-appropriate, and aligned with curriculum standards.
- No resource violates UAE cultural values, laws, moral expectations, or ADEK requirements.
- A clear, documented vetting process is implemented and maintained for internal and external review, including ADEK inspection.

## 2. Authority

The Committee is authorized by the principal to:

- Review, approve, reject, or request modifications to any teaching or learning resource.
- Remove or prohibit the use of non-compliant resources.
- Request additional information, evidence, or justifications from teachers and departments.
- Maintain complete documentation of vetting decisions and sign-off records.
- Report any non-compliant or concerning material to the Principal immediately.

The Committee's decisions are final and binding within the school.

### 3. Scope of Work

The Committee oversees the vetting of all resources, including but not limited to:

- Textbooks and workbooks
- Storybooks, reading books, and library material
- Digital resources (websites, videos, apps)
- Classroom posters, displays, and visual materials
- Worksheets, presentations, and handouts
- Assessment materials
- Event content (songs, performances, scripts, images, themes)
- Any other material used directly or indirectly for learning

The Committee also ensures:

- Full documentation of the vetting process
- Compliance with ADEK, MoE, and UAE federal regulations
- Sign-off by Librarian → Committee → Principal
- Maintenance of a central archive of vetted resources for inspection

### 4. Membership

The Committee consists of:

- Principal Director
- Vice Principal / Deputy Principal
- Head of Middle and High School
- Head of Elementary
- Head of Kindergarten
- Head of Arabic & Islamic Studies
- Head of Inclusion
- Assistant Principal
- Librarian
- Subject Coordinators (as designated by the school administration)
- Additional members may be appointed as needed

Resource Selection Committee	
2025-2026	
Position	Name
Principal Director	Dr. Antoinette Charmaine Brown
Vice Principal / Head of Elementary	Ms. Nicola Marie Deane Al Mazrouei
Vice Principal / Head of Middle and High School	Ms. Maria Ann Martin
Head of Kindergarten	Ms. Najah Al Khodr
Head of Arabic & Islamic Studies	Mr. Rami Al Sabbagh
Head of Inclusion	Ms. Mona Alaaleldin Amin Elsaeed
Assistant Principal of Elementary	Mr. Damien Robert Bourke
Assistant Principal of Elementary	Ms. Heather Deshea Harris
Assistant Principal of Middle School / Science Coordinator	Ms. Ms. Fatma Zohra
Assistant Head of Department (KG)	Ms. Maggie Hamdanieh
Librarian	Ms. Maysa Bassam Dahmash Ms. Geemee Herrera
Math Coordinator	Dr. Mohammed Sharaf Bani Issa
ELA Coordinator	Ms. Angham Musaad Ismaiel Abdel Zaher
PE Coordinator	Mr. Davy Daniel Moore
Foreign Language Coordinator	Ms. Amal Baz
ART Coordinator	Ms. Rania Boini

Music Coordinator	Mr. Makrem Chargui
ICT Coordinator	Ms. Suad Mazin Nayef Sabelesh
National Identities Coordinator	Ms. Hala Mohamed Abdelmonem Abdalla
Arabic Language Coordinator	Ms. Sana'a Hammad Yousef Abuayesh
Arabic Language Coordinator	Ms. Maysaa Saed Ismaeel Kteeshat
Arabic Language Coordinator	Ms. Randa Ezat Ghaloul
Arabic Language Coordinator	Mr. Shadi Hammoud
Islamic Studies Coordinator	Ms. Badrieh Mouafak Al Bunni

## 5. Roles and Responsibilities

### 5.1 Principal / Director (Chairperson)

The Principal / Director shall:

- Lead and oversee the Resource Selection Committee.
- Ensure full compliance with ADEK Cultural Consideration Policy and UAE federal legislation.
- Approve all final decisions regarding the approval, modification, or rejection of resources.
- Ensure the immediate removal and reporting of any culturally non-compliant resource.
- Ensure that complete documentation of the vetting process is maintained for ADEK inspection.
- Provide final guidance on sensitive or escalated cases requiring clarification.

### 5.2 Vice Principal / Deputy Principal

The Vice Principal / Deputy Principal shall:

- Support the Principal in enforcing all Committee decisions.
- Ensure that the vetting procedures are implemented consistently across the school.
- Assist in reviewing teaching and learning materials for compliance.
- Monitor the implementation of approved resources within their assigned division.
- Communicate decisions to staff and ensure corrective actions where required.

### 5.3 Head of Middle and High School

**The Head of Middle & High shall:**

- Review and evaluate resources submitted for Grades 6–12.
- Ensure all materials used in Middle and High School align with UAE cultural expectations.
- Identify sensitive or inappropriate content and raise concerns to the Committee.
- Support teachers with modifications required during the vetting process.
- Ensure compliance with approved resources across Middle and High School.

### 5.4 Head of Elementary

**The Head of Elementary shall:**

- Review resources submitted for Grades 1–5.
- Ensure all materials are age-appropriate and culturally sensitive for Elementary students.
- Provide feedback to teachers before resources are sent for Committee approval.
- Ensure that approved materials are implemented correctly across Elementary School.

### 5.5 Head of Kindergarten

**The Head of KG shall:**

- Review and evaluate all KG resources for cultural appropriateness and developmental suitability.
- Identify any imagery, themes, or vocabulary unsuitable for young learners.
- Ensure strict adherence to UAE cultural expectations in early-years content.
- Support KG teachers in modifying resources when needed.

### 5.6 Head of Arabic & Islamic Studies

**The Head of Arabic & Islamic Studies shall:**

- Review Arabic and Islamic resources to ensure cultural, linguistic, and religious accuracy.
- Ensure compliance with UAE Islamic and moral guidelines.
- Advise the Committee on sensitive cultural or religious content.
- Participate in decisions regarding cross-curricular materials involving Islamic content.

## 5.7 Head of Inclusion

**The Head of Inclusion shall:**

- Review and evaluate learning resources used for students of determination to ensure cultural and developmental appropriateness.
- Ensure that all Individual Education Plans (IEPs), intervention materials, and support resources comply with UAE cultural values and ADEK regulations.
- Work collaboratively with teachers and coordinators to adapt or modify resources as needed for inclusive access.
- Identify any culturally sensitive or inappropriate materials used in learning support sessions and report concerns to the Committee.
- Maintain documentation of inclusive resource adaptations for ADEK inspection.
- Support staff in implementing culturally appropriate inclusive practices across the school.

## 5.8 Assistant Principal

**The Assistant Principal shall:**

- Coordinate communication between departments regarding resource submission and deadlines.
- Support the documentation and filing of Committee decisions.
- Assist with preparing evidence for ADEK compliance audits.
- Help track modifications and ensure teachers implement required changes.

## 5.9 Librarian

**The Librarian shall:**

- Conduct the first-level screening of all requested resources.
- Maintain accurate records of approved, rejected, or modified resources.
- Monitor all digital and print materials for ongoing cultural compliance.
- Remove any material found to be non-compliant and immediately report it to the Principal.
- Ensure the Resource Vetting Folder is up to date for ADEK inspection.

## 5.10 Subject Coordinators (as designated)

Subject Coordinators shall:

- Review resources submitted within their department before Committee vetting.
- Ensure materials align with curriculum outcomes and grade-level expectations.
- Identify potentially sensitive, controversial, or inappropriate content.
- Support teachers in making modifications required by the Committee.
- Ensure adherence to ADEK requirements within their subject area.
- 

## 6. Vetting Criteria

Resources must be checked for the following compliance elements:

### Cultural and Social Alignment

- Respect for UAE cultural values, Islamic principles, public morals
- Respect for UAE national identity, symbols, and leadership

### Content Restrictions

Resources must *not* include:

- Violence, brutality, or graphic imagery
- Sexual or indecent content
- Alternative gender identity or sexual orientation content
- Political content or ideological messaging
- Promotion of drugs, alcohol, smoking, vaping, gambling
- Symbols or colors associated with political or activist movements (e.g., pride movement)
- Extremist, controversial, or culturally inappropriate themes

### Age Appropriateness

- Visuals, topics, and vocabulary must be appropriate for the specific grade level

### Curriculum Alignment

- Matches the school curriculum and ADEK requirements
- Sensitive topics must follow ADEK protocols

## 7. Meeting Procedures

- Meetings shall be held regularly and additionally as needed.
- Minutes must be recorded and include decisions, signatures, and follow-up actions.
- Urgent requests may be approved electronically but must be logged.

## 8. Submission and Documentation Process

### Step 1 — Submission

Teacher completes the Resource Vetting Form and submits the resource to the Librarian.

### Step 2 — Librarian Review

Librarian screens and forwards to the Committee.

### Step 3 — Committee Evaluation

Resource is reviewed, discussed, and a decision is documented.

### Step 4 — Principal Sign-Off

Required for all final approvals.

### Step 5 — Filing

All forms, minutes, and evidence placed in the Cultural Consideration Evidence Folder.

## 9. Decision-Making

Decisions may be:

- Approved
- Approved with required modifications
- Not approved

No resource may be used in the school unless approved.

## 10. Compliance and Accountability

- Committee decisions are mandatory for all staff.
- Non-compliance may result in disciplinary action.
- Violation of ADEK Cultural Consideration Policy must be reported directly to ADEK.
- The Committee must keep complete documentation for inspection.

## 11. Review of TOR

This TOR will be reviewed annually or upon release of new ADEK or MoE policies.