AAKPS Vetting Procedure Plan

Purpose:

The purpose of this procedure plan is to establish a rigorous vetting procedure plan that efficiently vets all material to be curricular and culturally appropriate. This procedure plan is meant to identify AAKPS practices to ensure adherence to the current legislation of the UAE. This procedure plan is meant to identify specific requirements to ensure teaching and learning resources are aligned with the UAE's cultural awarenesses.

ADEK Policy Dictates:

As per the Cultural Consideration Policy 1.2 states: Ain Al Khaleej School

> "1.2 The Principal shall be responsible for ensuring that school practices and the content of all teaching and learning resources align with and respect cultural consideration as regulated within the laws of the UAE, including but not limited to the following:
> 1. "Respecting the constitution, laws and orders issued by public authorities in implementation thereof, observance of public order and respect for public morals, is a duty of all residents of the union" (Article 44, Constitution of the UAE).
> 2. "Preserving the Islamic and Arab principles and values, public morals, and the values, traditions, and systems of the state" (Clause 11, Article 11, Federal Decree Law No. (18) of 2020 Concerning Private Education).
> 3. "Respect for national identity and sovereignty" (Clause 12, Article 11, Federal Decree Law No. (18) of 2020 Concerning Private Education).
> 4. Penalties are applied for "Manufactur[ing], import[ing], export[ing], possess[ing], acquir[ing] or transfer[ing] with the intention of exploitation, distribution or display to others, writings, drawings, photographs, films or symbols or other things if they violate public morals" (Article 416, Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties Law)."

Ain Al Khaleej School has established a vetting committee to effectively ensure that all material, both hardcopy and online, are vetted to meet curricular, UAE cultural and UAE social expectations.

AAKPS Vetting Committee Members are:

Principal: Mr. Raed Qasrawi
Vice Principal: Ms. Samar Elhamalawy
Arabic Head of Section: Ms. Suhad Samara
English Head of Section: Ms. Marcia Harker
Math/Science American Lead: Dr. Vikram
Math MOE Lead: Mr. Hasan Al Rishani
Science MOE Lead: Ms. Rawia Salem
Librarian: Sara Abbraa
IT Technician: Mr. Mahmoud Gomaa

Hardcopy Material and Resources:

Each English teacher must submit all ELA resources to Ms. Marcia Harker for approval, American mathematics and Science resources are to be submitted to Dr. Vikram for approval, MOE Math resources are to be submitted to Mr Hasan for approval, all MOE science resources must be submitted to Ms. Rawia for approval and all Arabic, Islamic Studies and Social studies material are to be submitted to Ms Suhad for approval. Vetting committee has vetted and approved HMH as the official American resources, provided that they only use the hardcopy material previously vetted. Regarding MOE curriculum, AAKPS uses MoE approved textbooks for the MoE mandatory subject (Islamic Studies, Social Studies and Arabic). All hardcopy material in the library has been vetted and any books that does not meet curricular, cultural or social expectations are immediately removed. All questionable material is removed from shelves and reviewed by vetting committee. If required, the list will be submitted to ADEK for final approval.

Biology:

According to the Cultural Consideration Policy AAKPS has informed parents in advance of the lesson, including the topics that will be covered (and whether the topic will be covered in any assessments), and allow parents to excuse their child from attending the relevant lesson with a written exemption.

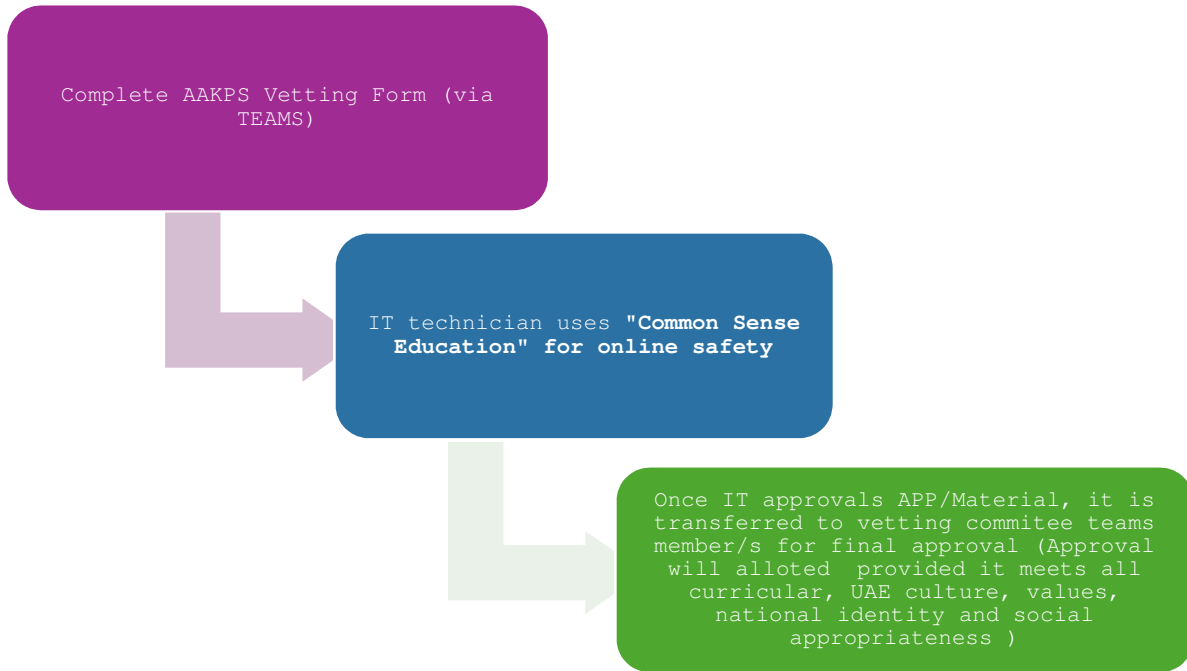**NOTE**: All external hardcopy materials are vetted through:

Hardcopy Vetting Resources Tool: Ed Reports

https://www.edreports.org/

Online Resources and APP's:

AAKPS undertakes a rigorous vetting process if /when any new material is presented to students. All online material needs constant vetting, therefore AAKPS, has established a Teams application Form that all teachers must use if they are using any online material or App's that has not received previous approval. Teachers have been provided with a preauthorized list that has been vetted against curricular expectations, UAE culture, values, national identity and social appropriateness of App's and online resources and is updated as needed. Please find vetting process chart below:

Online Vetting Process:

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│                             │
│  Complete AAKPS Vetting     │
│  Form (via TEAMS)           │
│                             │
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       │                             │
       │  IT technician uses         │
       │  "Common Sense Education"   │
       │  for online safety          │
       │                             │
       └─────────────────────────────┘
              │
              ▼
              ┌─────────────────────────────────┐
              │  Once IT approvals APP/Material,│
              │  it is transferred to vetting   │
              │  commitee teams member/s for    │
              │  final approval (Approval will  │
              │  alloted  provided it meets all │
              │  curricular, UAE culture,       │
              │  values, national identity and  │
              │  social appropriateness )       │
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NOTE: All online material/Apps are vetted for age appropriateness and curricular expectations through:

Online Vetting Tool: Common Sense Education

https://www.commonsense.org/education

If in doubt, DO NOT USE