BELVEDERE
INTERNATIONAL SCHOOL

RESOURCE COMPLIANCE PROCESSES AND PROCEDURES

2026-2027

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Approvals:			
Principal	**Mr. Ismat Daou**		
Signature		*Date:*	10/9/26
BIS Board of Governors	**Dr. Naim Alradi**		
Signature		*Date:*	12/9/26

Resources Compliance Processes and Procedures for Vetting, Reviewing and Selection

The school will establish a resource selection committee to vet teaching and learning resources, considering age-appropriateness and alignment with UAE culture, values, and national identity.

This committee will consist of:

- Principal
- Vice Principal
- Head of the Arabic Department
- Head of Curriculum
- Head of Assessment
- Librarian
- Head of English
- Head of Maths
- Head of Science
- Head of Inclusion

Resources (books, videos, or other) should not contain:

- Themes relating to alternative gender identity and sexual orientation, same gender parents
- Reference to alcohol (written or as an image)
- Symbols and imagery that may be offensive to some based on religious or cultural norms (This includes rainbows, symbols associated with political or extremist religious groups)
- Themes of a sexual nature, including nudity
- Teaching students about wizardry, witchcraft, and religion (fictional texts are acceptable)

Vetting Process:

- Resource Proposal and Vetting form submitted to the Resources Compliance committee

- Resource will be reviewed by the Resources Compliance Committee

- If deemed to be appropriate, the Librarian will provide official communication to the necessary member/s of the school community

- If deemed inappropriate, the Librarian will remove the resource from the school immediately and will be reported to the Resources Compliance Committee and provide official communication to the necessary member/s of the school community

Requested Resources

The Phase Leaders or Heads of Departments requesting the resource will be responsible to ensure that the resources meet the expectations of the Cultural Consideration Policy. This may require an inspection copy of the resources to be ordered in advance. The resource request must be signed by the Vice Principal prior to final approval from the Principal.

Once the resource is received, the committee will review it, and the parameters outlined above, for current resources, will apply.

Topics in the Approved Curriculum:

Belvedere International School (BIS) acknowledges the importance of handling potentially controversial topics with sensitivity and cultural consideration. The following guidelines outline the approach to be taken when addressing such topics within the approved curriculum:

Topics relating to biological reproduction, human evolution, or sex education:

BIS shall limit the use of figurative explanation and scientific images/photos required to address relevant learning outcomes in a respectful and culturally considerate way.

Parents shall be informed in advance of the lesson, including the topics to be covered and whether the topic will be included in assessments. Parents can excuse their child from attending the relevant lesson with a written exemption and the understanding that the material covered will be assessed as per curriculum expectations.

Topics relating to revolution, wars, or potential violent conflict:

Schools shall ensure that content related to revolution, wars, or potential violent conflicts is discussed and handled within the appropriate formal educational context. The presentation shall be objective, and schools shall limit the usage of figurative explanation and scientific images/photos required to address relevant learning outcomes in a manner that is respectful and culturally considerate.

Controversial topics in high-stakes exams:

If the approved curriculum includes potentially controversial topics for high-stakes exams preparation, schools are authorized to teach these topics after seeking approval from the Abu Dhabi Department of Education and Knowledge (ADEK).

Handling controversial topics outside approved curricula:

In cases where controversial topics arise due to high-profile current events outside the approved curriculum, schools shall follow the direction of the UAE government and adhere to any directives issued by relevant federal or local UAE authorities.

Implementation:

The Principal or Vice Principal shall ensure that all educators are aware of and adhere to the guidelines outlined in this policy. Communication with parents regarding potentially controversial topics shall be timely and transparent.

Roles and Responsibilities

Librarian:

- Review, vet, and give final approval of resources for compliance
- Submit resource lists to the Resource Selection Committee
- Monitor digital and non-digital resources for compliance with all regulations, policies, guidelines, and circulars issued by ADEK
- Report any non-compliance to the Vice Principal or Principal
- Maintain meeting minutes and recommendations from Resources Compliance Committee

Teachers:

- Develop lesson plans using approved resources
- Prepare and vet all resources in advance of all lessons

- Will avoid indoctrination when discussing political or cultural matters
- Ensure adherence to this policy including data confidentiality requirements when posting school information on public forums, such as social media channels
- Report to the Phase Leader or Head of Department all non-compliant content immediately

Heads of Departments and Phase Leaders:

- Review and approve year/assessment plans and resources
- Ensure all resources are age and culturally considerate and have been approved by CIS' vetting process
- Monitor digital resources for compliance
- Immediately report any non-compliance to the Head of School

Principal and/or Vice Principal:

- Form a Resources Compliance Committee
- Provide upon request the full set of documentation for the vetting process
- Communicate processes to all staff
- Ensure cultural consideration awareness training
- Report non-compliant content to ADEK and remove from circulation
- Use opportunities throughout the school year to communicate with parents the importance of:
    - their child's use of the internet at home to minimize their exposure to inappropriate content
    - always exercising caution when posting school information on public forums and social media channels