

RAHAINTERNATIONALSCHOOL KHALIFA CITY CAMPUS

GUIDELINES

Guidelines title	Textbook and Resources Compliance Guidelines
Guidelines number	KCC_GL_TR_01
Guidelines Version	3
Effective date	August 2024
Scheduled review date	October 2027

Approving Committee	Name	Signature
Principal	Peter Taylor	

Framework

These guidelines shall be read in conjunction with Cultural Consideration Policy. The Learning Resource Center contains materials which support and are in line with UAE policies, values and culture.

At KCC it is our duty to ensure that all books and other learning materials in use at the School are free of any content that conflicts with the values and customs of society, or which insults religious beliefs or social practices, and that they are also free from any content that is offensive to the UAE whether in terms of religion, ideas, society, culture or politics.

The Principal is responsible for ensuring that curricula, all textbooks and other learning materials in use at school are free of any content that may violate the religious, moral, cultural and national norms of the UAE. At KCC we form a sub-committee, under the supervision of the Principal, to review the suitability of all resources and ensure that it complies with the policy.

KCC Textbook and Resource Compliance Policy

The school has a compliance policy which is updated annually and is shared with staff, and available for staff on our policy page.

In the event that a member of the community has become offended by a school resource the following steps are applied:

- i) The Head of School informed; responding personally to the complaint.
- ii) Where possible and appropriate the complainant completes the 'Cultural Consideration concern form (Appendix A).
- iii) The Head of School may liaise with the librarian to consider the next steps which may include:
 - Deletion of the resource.
 - Recategorising/labelling of the resource.
 - Referral to the Head of Multilingualism and NIM committee (in conjunction with the Curriculum Coordinator if appropriate).

A list of responsibilities pertaining to processes and procedures for selecting resources can be found below:

Control / Action	Owner / Responsible
Staff will be reminded of the Cultural Consideration Policy on an annual basis	Heads of School
Staff will be inducted with a cultural sensitivity session at the beginning of the year.	Head of Multilingualism, Arabic Heritage Leaders
Policy to be reviewed annually to include any new or revised information provided by ADEK or MOE or any other governing body	Resource Committee
New Textbooks and Classroom Materials to be screened and reviewed before use	HOD / LTL
New Library Resources to be screened and reviewed	Librarians
Library resources will be divided and labelled for age appropriateness and culturally sensitive content where necessary	Librarian
Keeping and updating the record of resources and materials which have been removed due to non-compliance.	Librarian
Firewall filters to be applied to assist in preventing access of non-compliant sources	Head of Innovation

Resource Review Committee

A committee is formed under the supervision of the Principal to review resources as required. If clarification is required about the use of a particular resource (or the inclusion of a topic) advice can be sought from the Arabic Heritage Team. In the event of conflict of interest between curriculum content and regional guidelines, the IB Curriculum Coordinator will review the resource in conjunction with the Head of Multilingualism.

The Resource Review Committee consists of the following members:

- Vice Principal, Robert Paler
- Head of Primary, Anne Watkins

- Head of Early Years, Anna Lacey
- Head of Multilingualism, Fatima Miller
- Librarian, Fakhra AlMazrouei
- Librarian, Eleni Karakosa
- Librarian, Ashwaq Salem

IB Responsibilities

As an IB school we foster an inclusive and tolerant community which promotes for our host nation. It is more than a goal to ensure that all students and staff are taught to show cultural respect to UAE culture and the Islamic religion; it is a responsibility.

The Role of Staff

The Principal is responsible for ensuring that curricula, all textbooks and other learning materials in use at School are free of any content that may violate the religious, moral, cultural and national norms of the UAE and Cultural Consideration Policy.

By dissemination of this document, it is the responsibility of all Raha International School KCC staff members to become collectively and individually responsible in ensuring the demands outlined in the policy are satisfied.

In class Texts and Resources are the responsibility of the individual teacher to screen and distributed to classes ensuring that they are compliant with Cultural Consideration Policy.

The teacher may in turn seek clarification from their HOD or LTL regarding a particular source, as needs arise. If the HOD or LTL is unable to assist, the resource should be submitted to the Head of Multilingualism.

In the event of conflict of interest between curriculum content and the guidelines the Curriculum Coordinator will review the document in conjunction with Head of Multilingualism. If a decision cannot be reached the Head of School will take the ultimate decision upon the use of the resource.

It is the responsibility of the individual teacher to monitor the usage of databases by students on premises and offer guidance regarding cultural sensitivity on a case-by-case basis as and when required.

The IT department will assist in supporting the role of the teacher, by blocking key words of known sensitive themes; in addition, the IT department will respond to staff requests to block sites which contain potentially offensive material as they occur in a proactive manner.

Censorship and the Law as Governed by ADEK & MOE

Information has been supplied by ADEK through the Cultural Consideration Policy pertaining to sensitive topics and censorship.

Subject	Detail
Israel Judaism Jewish Holocaust	Avoid mention of Israel as a country. Judaism as a religion, anything mentioning Jew or Jewish due to the sensitive political situation between Israel and Palestine with exception to Islamic materials. World War II topics dealing with Hitler and Holocaust should be avoided.
Islamic Issues	Subjects that contain erroneous information (or defame) Islam or the Prophet Mohamed (PBUH) are against UAE Educational Law.
	Drawings or pictures depicting any Islamic prophet, Allah, Angels, etc. are not allowed. Refrain from conducting any activities and or using any content that leads to the indoctrination and promotion of religious/political extremism.
Social Issues	Strong negative emotional titles should be avoided. Indecent pictures/drawings which violate public matters are to be avoided or covered. The suitability and appropriateness of the materials (topic/content/images) must adhere to the UAE culture, values, and national identity: For example, topics/content/images that are culturally inconsiderate or encourage undesirable habits/behaviour such as drug and alcohol use, violence, smoking, gambling, alternative gender identity and sexual orientation, indoctrination, etc., shall not be accepted. The suitability and appropriateness of political topics as per the approved UAE Social Studies curriculum.

Inappropriate themes	The suitability and appropriateness of the materials (topic/content/images) must adhere to the UAE culture, values, and national identity: For example, topics/content/images that are culturally inconsiderate or encourage undesirable habits/behaviour such as drug and alcohol use, violence, smoking, gambling, alternative gender identity and sexual orientation, indoctrination, etc., shall not be accepted. Includes topics relating to biological reproduction, human evolution or sex education, schools shall limit the usage of figurative explanation and scientific images/photos required to address the relevant learning outcomes in a manner that is respectful and culturally considerate. Items containing writings on alcohol or love scenes, non-Muslim worshipping, and entertainment places (Night clubs, etc.) are to be removed.
Sensitive topics	Items or titles that give a negative image of family life are not allowed. Such titles like “my mother is mad” or “Families are different” and topics such as foetal alcohol syndrome, child abuse should be avoided.

Heritage and Culture	Items that falsely demonstrate historical facts are not allowed. Items that defame or give erroneous information about the government, history, heritage or society of the United Arab Emirates are against educational law. Refraining from (directly/indirectly) promoting inappropriate stereotypes, preconceptions, and assumptions about the UAE and the region. Refraining from directly or indirectly encouraging any behaviour, practice, or displays that are culturally inconsiderate, such as drug and alcohol use, smoking, violence, promoting alternative gender identity and sexual orientation, indoctrination, etc. Refraining from using symbols, colours, or imagery associated with any movement/beliefs related to political, social, or extremist religious groups which are culturally inconsiderate, such as misrepresentations of prominent figures, images that are gratuitously violent or sexual in nature, representation of pride movement, extremist ideas, etc.). Refraining from conducting any activities and/or using any content that leads to the indoctrination and promotion of religious/political extremism, racism, bullying, and all other forms of discrimination.
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General Compliance

The purpose of the table below is to add clarity and detail to the broader items outlined in Cultural Consideration Policy; please note this is an interpretation only with intent to not undermine the guidelines as set by MOE but to additionally include compliance information beyond sensitivity.

Subject	Detail
UAE Values and Culture.	Staff should be aware of the information from the Cultural Consideration Policy as provided by ADEK.
Topics that defame UAE and UAE rulers.	Any material which is critical of the UAE, including but not limited to leaders, rulers, ministries, forces, public services and government are not appropriate for use in school and should be avoided.
Age appropriateness	Websites such as commonsensemedia.org; pluggedin.com; and compassratings.com can be used in providing specific information about content which educators may use to determine compliancy regarding age appropriateness.
Visual Images	There should be absolutely no reference to Israel or the Persian Gulf. There should be no materials that implicate terrorists and terrorism in association with Muslims, Arabs, or the Islamic Faith. Pictures of Pigs and themes relating to pork can be deemed offensive and should not be displayed. Imagery of reproductive organs (including mammary glands) is not allowed. Endeavours should be made to ensure that Information provided in case studies and charts should be accurate and up to date.
Differing religious views	Personification of prophets and angels including but not limited to; Allah/God, Prophet Mohamed, Jesus, Angels. Judaism as a religion is to be avoided. Writings that contain detailed religious practice (non-Muslim) are to be avoided. Evolution should be presented as a theory and not a fact.

Sexism and racism	Materials presented to students should not promote an inferior attitude toward any gender or race. Materials for study should be free from bias save the situation where the purpose of the study is identification of bias. Further, materials should not contain themes of abuse toward women to include trafficking and prostitution or any other behaviour which might de-value women.
Family Values	Resources should not promote for negative family values. Including adultery, and encouragement of disrespect.
Negative themes/behaviours.	Items that contain information about sexual child abuse should not be used; any detail of child abuse (all forms) should be
	approached with extreme caution and consideration of the age appropriateness, detail and positive value of the information. Materials that promote for the use of alcohol, promote for promiscuous behaviour, promote for drug taking (all forms), or normalising suicide should not be used. Detailed sexual content cannot be used. Themes such as rape, incest, same sex relationships should be avoided including promoting alternative gender identity and sexual orientation, indoctrination, etc. Sources which promote sectarianism, invite crime, or sympathise with criminals are to be avoided.
Banned Books	No student should have access to unauthorized books as identified by ADEK. A list of known banned authors, as supplied by ADEK.

Revision Log

Date	Changes	Reviewed By
26 January 2024	Updated with changes from Cultural Consideration Policy, January 2024	Resource Committee
Feb 2025	Principal reviewed and signed	Abigail Fishbourne
August 2025	Updated resource committee members	Hiba Firoze
September 2025	Principal reviewed and signed	Peter Taylor