Dunes International School

Plot no 19; Shabiya 9; Mussafah; Abu Dhabi; P.O Box 5121
Tel.: 0097125527527
School code: 90201 | Affiliation number: 6630051

مدرسة ديونز الدولية

رقم قطعة: ١٩ ، شعبية ٩ ، مصفح ، أبوظبي ، ص ب : ٥١٢١
هاتف:٠٠٩٧١٢٥٥٢٧٥٢٧
كود المدرسة : ٩٠٢٠١ | رقم الانتساب: ٦٦٣٠٠٥١

POLICY ON TEACHING AND LEARNING RESOURCE SELECTION

Introduced	April 2018
Review 1	November 2022
Review 2	March 2023
Review 3	May 2025
Next Review	May 2027

DEFINITION:
Learning Resources are texts, videos, software, and instructional materials that teachers use to assist students to meet the expectations for learning defined by provincial and local curricula.

PURPOSE:
This policy is specific to learning resources which form the core program collection of resources.
This policy sets out the procedures that determine how learning resources are chosen, as well as how concerns or challenges regarding the learning resources will be addressed by the School.

SCOPE:
This Policy applies to all the staff members of the school.

POLICY FRAMEWORK:
Learning resources used in the classroom will be evaluated and approved by School resource selection committee with consideration given to
  ❖ Curriculum fit
  ❖ Pedagogy, social considerations
  ❖ Age and developmental appropriateness
  ❖ School's vision and mission
  ❖ As well as the UAE's policies, values and culture.

Roles and responsibilities of the Resource selection committee:
It is the responsibility of the resource selection committee-
• To select resources that will enrich and support the curriculum, taking into consideration the diversity of interests and perspectives, and the variety of abilities, learning styles and maturity levels of the learners;
• To select resources that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and knowledge of societal standards;
• To select resources that positively and accurately reflect diverse perspectives on controversial issues, ensuring that learners have an opportunity to develop, under guidance, the practice of critical analysis and the ability to make informed judgments in their daily lives;

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- To select resources representative of gender, appearance, ability/disability, belief system, family structure, race and ethnicity, and socio-economic status;
- To assure a comprehensive collection appropriate to the school community by considering the appropriateness of placing principle above personal opinion and reason above prejudice in the selection of specific resources.
- To meet the copyright and privacy requirements.
- To eliminate/delete/cover any content that is not goes against the values, beliefs and culture of UAE.

Selection of school textbooks:

- The resource selection committee should review the text books at least once in three years or as required.
- The textbooks selected should be aligned to the National education policy of India and follow the CBSE guidelines.
- The textbooks should also align with the UAE's policies, values and culture.
- The resource selection committee should eliminate/delete/cover any content that is not goes against the values, beliefs and culture of UAE.
- Textbooks, digital resources that educates students about native flora, fauna, importance of sustainable development, presentation of historical sites and landmarks.
- The heads of the department along with their subject teacher should review a minimum of 3 publishers and record their reviews in the approved formats.
- The following aspects should be taken into consideration when finalizing a said textbook-
  - ❖ outdated information
  - ❖ factual errors
  - ❖ improper use of statistics
  - ❖ inaccurate graphs or displays
  - ❖ invalid or oversimplified models, examples, or simulations
  - ❖ errors in spelling or grammar

Selection of Audio visual aids:

- Educational video must strike a balance between education and entertainment; it must simultaneously engage and inform.
- Ensure the audio visual resources are free from factual errors and are not controversial.
- The contents should be age appropriate and short.
- The audio visual resources should also align with the UAE's policies, values and culture.
- The resource selection committee/teachers should ensure that the audio visual resources are free of any content that goes against the values, beliefs and culture of UAE.

Selection of Library resources:

- Following censored points must be considered while selecting the resources:
  1. Images or names of the animal 'pig'
  2. Kissing between men and women.
  3. Romance
  4. Politics
  5. Mythology/Gods/Goddesses
  6. Skin exposure / Body parts
  7. Israel to be replaced by "Occupied Palestine"
  8. Persian Gulf – Should always be referred to as Arabian Gulf
  9. Evolution

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10 Mention of alcohol use
11. Magic / witchcraft
12. Homosexuality
13. Religious symbols
14. Inappropriate language
15. Aliens
16. Mention of Judaism

- The resource selection committee will be responsible for procurement of the library books.
- The library books and resources must be age appropriate.
- The library resources should also align with the UAE's policies, values and culture.
- The resource selection committee should ensure that the library resources are free of any content that goes against the values, beliefs and culture of UAE.
- Following Arabic books should not be kept in the school library s

السادة/ مديري المدارس الخاصة

المحترمين

تحية طيبة و بعد،،،

بالاشارة إلى الموضوع أعلاه، يرجى العلم بأن عناوين الكتب المدرجة أدناه ممنوعة من التداول في جميع مدارس الدولة، و على جميع المدارس التأكد من عدم تداول هذه الكتب و خلو أرفف المكتبات المدرسية منها:

1. كتاب الجهاد في سبيل الله لأبي الأعلى المودودي + سيد قطب + حسن البنا.
2. كتاب " جلسة على الرصيف " للمؤلف: سلمان العودة.
3. كتاب " طريق التائبين" للمؤلف: عائض القرني.
4. كتاب " السعادة بين الوهم و الحقيقة" للمؤلف: ناصر سلمان محمد العمر.
5. كتاب " غرس الصواب في قلوب الأحباب" من إصدار قسم البحوث الإسلامية في سلطنة عمان و يدعو للمذهب الإباضي.

كما يرجى منكم تأكيد خلو المكتبات المدرسية من العناوين المذكورة بإرسال رسالة تأكد ذلك.

وتفضلوا بقبول فائق الاحترام والتقدير ،،،

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Process and Procedures for Vetting or Verifying Resource Suitability:

1. **Initial Review:**

   - Teachers proposing a new resource must submit it to the Resource Selection Committee using a standard Resource Evaluation Form.
   - This includes textbooks, library books, and digital resources.

2. **Committee Evaluation:**

   - The Resource Selection Committee assesses the resource based on:

     - Curriculum relevance
     - Age-appropriateness
     - Cultural sensitivity
     - Absence of censored content
     - Factual accuracy
     - Pedagogical effectiveness

3. **Content Verification:**

   - All materials are reviewed against the defined resource selection criteria to identify any sensitive or censored content.
   - Resources that do not meet all criteria are either:

     - Rejected
     - Recommended for modification (content covered, replaced, or redacted)

4. **Consultation (if needed):**

   - If ambiguity exists, the committee may consult with:

     - School leadership
     - Local education authorities
     - Cultural advisors

5. **Approval and Documentation:**

   - Approved resources are recorded and maintained in digital format.
   - Each entry includes a summary review, approval date, reviewer names, and any content redactions or notes.

6. **Periodic Re-evaluation:**

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- All approved resources are re-evaluated at least once in every year or when curriculum updates occur.

7. **Handling Challenges or Concerns:**

- Any concerns regarding learning resources may be raised by staff, students, or parents through a written submission to the Resource Selection Committee.
- Upon receiving a concern, the committee will:

  ➢ Acknowledge receipt of the concern within a reasonable timeframe (typically within one week).
  ➢ Conduct a fair and thorough review of the resource in question.
  ➢ Communicate a written response, including the committee's decision and rationale, within a reasonable period (generally within two to three weeks of receiving the concern).

Resource selection committee:
The resource selection committee should be set up revised at the beginning of each academic year.
The committee will be headed by the school principal along with the heads of the departments, subject head from each cohort, librarians and Senior Leadership Team.

Resource selection committee		
S. No	Members	Designation
1.	Mr. Paramjit Ahluwalia	Principal
2.	Ms. Tabassum Salim Kazi	Vice Principal
3.	Ms. Manjeet Ahluwalia	Head of Primary
4.	Ms. Tina Samir Vira	Head of Curriculum
5.	Ms. Gangalekshmi	Section supervisor
6.	Ms. Sheeja Jayagopal	Section supervisor
7.	Ms. Sasirekha Rajan	Section supervisor
8.	Ms. Saadya Shahab	Section supervisor
9.	Ms. Victoria M.	Section supervisor
10.	Mr. Mohamed Abdelmottaleb	Head of Arabic

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11.	Mr. Mohammed Jalal	Head of Islamic studies
12.	Ms. Nisha Devi	Head of Science
13.	Ms. Bindu Nair	Head of Mathematics
14.	Ms. Precilla Vinoth Kumar	Head of English
15.	Ms. Jyothy Jimmy	Head of Social Studies
16.	Ms. Hazeena P Yuseph	Librarian (Senior)
17.	Ms. Haseena Bathool	Librarian (Junior)

Amendments:

Prepared By	Date
Librarian	April 2018

Review	Date	Reviewed By	Amendments
Review 1	November 2022	Academic Vice Principal/Head of section/Head of Curriculum and Assessment/Academic supervisor/Librarian	No Change
Review 2	March 2023	Academic Vice Principal/Head of section/Head of Curriculum and Assessment/Academic supervisor/Librarian	No Change
Review 3	May 2025	Academic Vice Principal/Head of section/Head of Curriculum and Assessment/Academic supervisor/Librarian	The process and procedures for vetting and verifying the suitability of resources have been incorporated.

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Principal Mr. Paramjit Ahluwalia	