

RFS Student Publication Policy

Introduction:

This publication policy ensures that all student work featured in Ramallah Friends School publications aligns with Quaker values and testimonies of non-violence, stewardship, peace, and integrity. It aims to cultivate a community atmosphere reflecting the principles of our school community. Applicable to all school-related publications; if there is a need to publish students' work outside of school outlets, adherence to school regulations, consent, content approval, and respect for students' privacy is mandatory. This protocol, specifically for materials intended for publication under the school's name, maintains alignment with Quaker values and upholds standards of integrity, inclusivity, and community in a broader context.

First: Submission and Review Process

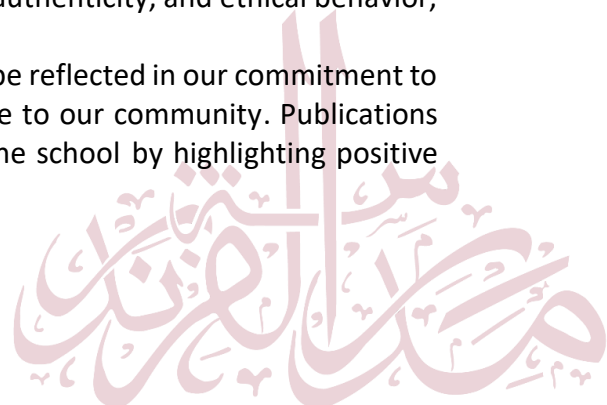
All student work intended for publication must be submitted to the Publication Oversight Committee overseeing publications for review and approval. All students planning for their written or artistic work to be published should submit the signed Consent Form issued by the Communications Department.

The Publication Oversight Committee consists of diverse members from the school's teaching and staff, which includes the Communications Manager.

- Submissions of the first draft of any written material should be made at least one week before the scheduled publication date to allow for thorough examination and approval.
- All communication regarding the approval process should be directed to the Communications Manager. Please note that, in this context, the Communications Manager's role does not involve direct communication with students, only with their supervisors.
- The Communications Manager will coordinate with the Publication Oversight Committee to comprehensively review each submission.

Second: Alignment with Quaker Values

- Non-violence: All content must adhere to principles of non-violence, promoting understanding and empathy rather than conflict. Publications at RFS should avoid content that promotes violence or aggression and encourage exploring positive and constructive solutions to issues and challenges within the school community.
- Stewardship and Environmental Responsibility: Materials should reflect a sense of responsibility towards our community and the wider world, encouraging a spirit of care and conservation. RFS advocates for sustainable practices, including using recycled paper or digital platforms, to align with Quaker values of stewardship and simplicity.
- Integrity: All submissions should embody honesty, authenticity, and ethical behavior, upholding the highest standards of integrity.
- Community: The importance of community should be reflected in our commitment to publish content that demonstrates care and service to our community. Publications must strengthen the sense of community within the school by highlighting positive



stories, achievements, and initiatives that contribute to a sense of unity and shared purpose.

- Collective Decision-Making: In the Quaker spirit, involve the school community, including a committee of teachers, students, and parents, if possible, in the decision-making process concerning significant publications.

Third: Approval Before Publication

- The Publication Oversight Committee must approve before any publication is released.
- Once approved, content may be published on the school's website, contributing to the dissemination of student work in alignment with our Quaker values.

Fourth: Publication and Printing

- Any publishing and printing should be done through the Communications Department and Procurement office, and they will direct the publication process.
- Any, and all students' written and artistic materials are to be posted online only through the school's official website and social media networks.

In conclusion, this policy reaffirms our dedication to fostering a school environment aligned with Quaker values and our commitment to the safety of our children and students. Your cooperation in adhering to these guidelines is valued for maintaining a positive and harmonious community.

***For any questions or clarification, please get in touch with the Communications Manager.**
