



Promotion Policy

Latest Review: September 2023

Review cycle: 3 years

Next Review: September 2026



Wellspring Learning Community

Promotion Policy

Contributors to the 2023 review:

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Related Policies:

Admissions Policy

Assessment Policy

Language Policy

Learning Diversity Policy

Inclusion Policy

Approvals - names and signatures:

Chairperson of the Board

Head of School

Wellspring Learning Community

Promotion Policy

Wellspring's Mission Statement

Wellspring Learning Community aims to establish an inquiry-based learning environment in which students from diverse backgrounds are given every opportunity to optimize their social, emotional and academic capacities and talents. Our students will become confident, resourceful, creative, caring, responsible global and local citizens prepared to use their education to contribute in meaningful ways towards improving society, both locally and internationally.

Rationale

The Promotion Policy aims to set expectations of achievement that reflect every student's growth in learning and determine readiness for promotion based on student's academic performance and completing programme criteria.

Wellspring believes that a strong partnership among all constituents is key to the academic success of students. It provides the basis for a clear and open communication system to support student progress and keep parents/guardians regularly informed. Communication on academic follow-up, extra support, academic probation and promotion status is transparent and regular throughout the school year.

Academic Support

At Wellspring, students are given varied opportunities to demonstrate their understanding of expected learning outcomes that take into account their learning styles, needs and existing barriers to learning. Continuous monitoring of student progress and the early detection of academic shortcomings takes place at all levels for focused intervention.

Learning Diversity Students

Students officially enrolled in Wellspring's Learning Diversity (LD) programme may be offered specific access arrangements, extra support with in-class and out-of-class support sessions, extra testing time and, in some instances, even a modified schedule. Wellspring's LD students need to meet the curriculum requirements, academic learning outcomes and the required passing grades to be promoted.

The promotion of an LD student may be presented to the promotion committee for further consideration and review.

Promotion Committee

In special cases, promotion decisions are made by the Head of School with the assistance of a promotion committee comprised of Principal, Programme(s) Coordinator(s), and Director of Learning & Teaching.

Promotion in Primary School

According to the Lebanese Ministry of Education and Higher Education (MEHE), and in the aim of ensuring that every student has the right to a fair and equitable education, students from Nursery until end of Grade 3 are promoted automatically at the end of every school year. Wellspring follows the same practice of continuous promotion unless parents, administration and possibly an educational professional from outside the school community all agree that having an individual student repeat a primary grade level would benefit the student's overall educational and social wellbeing. The student might also be asked to repeat if they have been continuously absent from school for 15 consecutive or a total of 40 school days. Only a prolonged absence due to an extended illness supported by a medical report or a legal situation concerning family circumstances may be considered.

Monitoring of Academic Performance in Middle and Secondary School

For students in Middle or Secondary School, when the academic performance in any subject does not meet expectations, the student will be given an Academic Notice or Warning or be placed on Academic Probation.

Academic Notice

An Academic Notice is a notification that is sent to parents when a student's performance falls below grade level academic expectations **either at the first check-in period** in November of the current school year **or at the second check-in period** in April. The student will be given an Academic Notice for the designated subject for the remainder of the semester. The purpose of the Notice is to alert the student and parents that more effort needs to be exerted to meet the academic requirements and consequent promotion.

Academic Warning

An Academic Warning is a designation for students in middle school who earn an overall MYP grade of less than 4 in any subject **after the first semester** of the current school year. The student will be placed on Academic Warning for that subject for the following semester. This is a warning for the student that continuing the path of low grades needs to be redirected and supported so as to avoid possible repeating of the grade at the end of the school year. Similarly for students in secondary school, those who do not meet the passing grade in each subject after the first semester will be placed on Academic Warning for that particular subject. The Warning will be lifted once the student's grades are no longer failing (4 and above). Additional details for grades related to courses needed for the Lebanese programme are listed in the following section.

An academic warning requires a Middle or Secondary School student to:

- Attend a meeting with their parent, academic advisor, programme coordinator and principal at the beginning of the probationary term
- Meet with the academic advisor/programme coordinator regularly to review the student's grades, discuss their current academic standing, and to develop an academic plan for successful improvement
- Attend support classes as scheduled with the academic advisor/programme coordinator
- Schedule appointments with teachers, academic advisor, programme coordinator, learning diversity department and other mentors as appropriate.

Academic Probation

Academic Probation is a designation for students in middle school who have earned a final MYP grade of 3 or less out of 7 in no more than 3 subjects **at the end of the current school year. (Refer to the Academic Team Promotion Recommendations below)**. A student promoted on Academic Probation must complete the same requirements as listed above for Academic Warning and may be asked to attend summer school or seek additional tutoring.

Promotion in Middle School

Promotion Criteria

Promotion or retention in Grades 6-10 fully depends upon each student's ability to meet the expected standards and requirements of IB MYP or the Lebanese Brevet.

Wellspring sets the grade of 4 out of 7 (70%) as the passing grade for each of the MYP subjects listed below in the section on "Promotion Criteria". This is **not a collective or aggregate grade** but rather a standard school expectation for all mid-year and end-of-year performance assessments. Each subject in the IB MYP has the same value or "co-efficient" **thus grades are not averaged together to report**. IB MYP summative assessments have four criteria of A, B, C, D. A final overall grade of 4/7 is considered the passing grade for each subject.

For promotion of students in Grades 6-10, the following requirements must be met at the end of the school year in the following areas:

- A grade of 4 or above is required in each subject of mathematics, English language and literature, Arabic language and literature, sciences (general science or biology, physics, chemistry), individuals and societies (I&S), language acquisition (foreign languages), design, arts, and physical and health education (PHE).
- A grade of 12/20 on all Brevet specific subjects.
- For Grade 10 students: Successful completion of the Personal Project to be granted promotion to Secondary School.

A promotion committee will meet to decide on the cases of students failing more than three core subjects in Grades 6-10. They might be asked to repeat their grade level.

Students may not repeat the same grade more than once.

Make-up Exams

Students in Grades 6-10 failing up to three subjects will sit for make-up exams. In the event they do not pass the make-up, they will be promoted on probation for one year.

Any student who does not show up for the required make up exam or chooses not to present an agreed upon project or assignment, may lose their right to redeem their grade, academic standing, and placement at Wellspring.

Personal Project

The Personal Project (PP) is an IB mandated requirement for all Middle School Grade 10 Students including those who sat for the Lebanese Brevet in Grade 9. It is internally assessed against IB MYP published criteria for the PP and is externally moderated by the International Baccalaureate. The Personal Project provides an excellent opportunity for students to produce a truly personal, differentiated and creative work of their choice and to demonstrate the skills they have developed through the Approaches to Learning (ATL) and the MYP subjects. Students are required to meet with their supervisors on a weekly basis, keep a process journal to document every step of the process in addition to creating a product, and then produce a written report about the completed process.

Promotion in Secondary School

Diploma Programme

All students meeting the promotion requirements from Middle School will begin Grade 11 as Full Diploma students.

To stay in the full IB Diploma Programme in Grades 11 and 12, students must demonstrate commitment to their work, meet deadlines, complete Creativity, Activity and Service (CAS) and Extended Essay (EE) requirements and maintain satisfactory grades. Students must score an average of 4 with no more than one IB level of 3 to be promoted to Grade 12 full diploma.

A student who does not gain an average of 4, may be promoted to the Courses track in Grade 12. A student who scores 3 or below in four or more subjects may be asked to repeat Grade 11.

A student who misses major deadlines, including submission of full Internal Assessment (IA)/ Theory of Knowledge (TOK) essay drafts and final submissions, may be asked to leave the full diploma programme.

Similarly, a student who does not submit a full draft of the EE by the assigned date may be asked to leave the programme.

Courses Track

Students who are following the courses track in Grade 11 must gain a minimum total of 18 points to be promoted to Grade 12 Courses track. Students who fail to meet this requirement may be asked to repeat Grade 11 or leave Wellspring. Students who wish to sit for one or more subjects officially through the IB are encouraged to do so.

Lebanese Baccalaureate

The Lebanese Baccalaureate Sociology and Economics (SE) programme will be offered in Grade 12 to non-exempt students who have passed the Brevet Official exams in Grade 9 and who are not continuing in the full IB Diploma Programme.

Wellspring's Graduation Requirements

- A. A full diploma programme or courses track student must have:
- Completed six academic subjects selected from offered courses during Grades 11 and 12 for DP students
 - Gained a minimum total of 18 points for the subjects taken in Grades 11 and 12
 - Completed the full requirements of all subjects
 - Completed the CAS requirements
 - Completed their research paper (Extended Essay)
 - Met Wellspring's attendance requirements
- B. A Lebanese Baccalaureate student must have:
- Gained a minimum average grade of 12/20 on the national scale
 - Completed the Creativity, Activity and Service (CAS) requirements
 - Completed their research paper (Extended Essay)
 - Met Wellspring's attendance requirements

Participation in Wellspring's Graduation Ceremony

Wellspring awards the Wellspring Diploma of Graduation to each student who has successfully fulfilled the graduation requirements set forth by the school. To participate in the graduation ceremony, students must have fully settled their financial obligations to Wellspring and have been granted necessary clearances.

N.B: Wellspring Diplomas, university transcripts and other necessary official school documents will only be released once the student's account has been paid in full and cleared of any tuition and library outstanding issues.