



# Staff Handbook

## 2025 – 2026

**Last Review: July 2025**

**Review cycle: 1 year**

**Next Review: July 2026**



## Wellspring Learning Community'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.

**As a new or returning Wellspring employee, I support the Mission, Vision and Guiding Principles of the school. I understand that all school decisions are based on what is best for the student. I agree to provide all requested documentation, and I agree to follow all established policies and procedures.**

## Equal Opportunity Employer

Wellspring Learning Community does not discriminate on the basis of race, color, religion, nationality, origin, gender, age, disability or sexual orientation.

Wellspring staff members are expected to observe all ethical and professional principles, and guidelines set by Wellspring Learning Community, a non-sectarian institution, that has no political or religious affiliations. Thus, all staff members neither express nor condone any form of personal beliefs or practices throughout the time of their employment.

## Security on Campus

If you see a stranger on campus without a "Visitor" ID badge, and you are not directly supervising students, please approach the person politely and escort them to the Brown door security at Mathaf or the CCC front gate. If the stranger is not cooperative, send someone to quickly go to security while you keep "an eye" on where the stranger is going.

Most common areas and classrooms are outfitted with cameras. Since safety and security for all students and staff members are the main concerns for wellbeing at Wellspring, their installation and recordings will be confidential and only available in the HOS office when needed to be reviewed (further information regarding the data will be available in the Data Safeguarding Policy).

## Professional Appearance

Keep in mind that you are contractually obligated to support the school's Guiding Statements, Wellspring Code of Ethical Conduct and public image, at all times.

### Dress Code

#### NOT ALLOWED:

- Jeans with holes, tears or rips
- See-through clothing, transparent bra straps, spaghetti string tank tops, low-cut tops
- Blouses, bare backs, halter tops or bare stomachs
- Leggings as pants unless with a long top, shirt or blouse that is at least fingertip length.
- Mini-skirts, mini shorts, short dresses (knee length or longer please).
- **Large designer logos, messages of violence, sexual messages, political, alcohol messages**
- Patterns or logos about marijuana or any other type of drugs
- Shorts, sweatpants or track suits are not permitted except during an all-school sporting event such as field day (PE teachers and Supervisor excluded).
- **No crocs, slippers, furry slippers, or flipflops.**

### Employee Badges

All Wellspring leaders, academic and non-academic staff (hereinafter "**Wellspring Staff**") are required to wear their Wellspring ID badges at all times while on campus, so security is able to identify Wellspring employees. If an employee forgets to wear their ID badge three times, they will receive three oral warnings documented in an email. After three documented oral warnings, a 4<sup>th</sup> warning will be a written warning. A lost or damaged ID/lanyard will result in a \$10 (fresh USD) replacement fee.

## Mobile Phone Use

Do not use your cell phone in front of students, during instruction, assemblies, proctoring, and school playground duties-please focus on our students. Oral and Written warnings will be issued by HR to teachers and staff who are repeat offenders. After three documented oral warnings, a 4<sup>th</sup> warning will be a written warning.

**The first time your school attire is deemed inappropriate by HR, the Head of School (HOS), or principal you will be asked to cover up or change immediately. If you have nothing appropriate, a Wellspring loaner shirt will be issued, and you will be asked to wear it until the end of the workday. After three documented oral warnings, a 4<sup>th</sup> warning will be a written warning.**

## Smoking on Campus

Smoking is forbidden in or on campus or during field trip supervision or any school activity.

Wellspring has no designated area for smoking therefore smoking can only be done off campus, away from public view of the students and public entrances to school where parents enter. Please keep the smoking area clean and clear of litter or cigarette butts.

If you see any parent, workman or colleague smoking on campus, please politely ask them to step off campus (out of sight) immediately. If they refuse or resist, please report them immediately to the security staff.

## Official Wellspring Time

Please set your watches, cell phones and personal computers by the time used on the Wellspring “punch in” (Timeclock) computer system. It is our official school time and used at both campuses. It is the time used for issuing tardy warnings.

## Punch In and Punch out

Everyone is required to punch in and out each time they enter or leave the campus for security reasons (in order to know the whereabouts of everyone in case of an emergency), and for the purpose of paying transportation. There are two machines at CCC and two at Mathaf campus.

When leaving campus **for any amount of time** or any break, for security reasons, they are required to leave their badge with the security at the Brown Door desk or CCC Security posts (back and front gates) and retrieve it when they are back.

It is strictly forbidden for a staff member to “punch in” in the morning and then spend time driving around in their car looking for a parking place or going to buy coffee or breakfast. Once you punch in, you must go straight to your duty.

## Working Hours for staff

- **Mathaf full time teachers: 7:15am-4pm, Mondays and Wednesday**
- **Mathaf full time teachers: 7:15am-3 pm, Tuesday, Thursdays, Fridays**
- **Mathaf part time-teachers: according to individual contract.**
- **CCC full time teachers: Monday and Wednesday 7:25 am-4 pm**
- **CCC full-time teachers: 7:25am-3:30pm, Tuesday, Thursday, Friday.**
- **CCC part-time teachers: according to individual contract.**
- **For non-academic staff, please refer to HR for your working hours.**
- **Admin offices may have different work hours or different vacation days.**

**Please do not compare Mathaf and CCC teaching hours, days off for students, or working days for teachers. Each program and grade level have different requirements.**

Occasionally, staff (full and part time) may be required to attend a special training, outside workshop or school event. As a staff member, you are obligated to this contribution. Dates will be set in advance to help with your planning.

- Teachers or staff may be required to attend professional development sessions, which might occur on a weekend or evening. Transportation will be paid according to the punching machine report.
- Attendance is always required for staff meetings, planning sessions and special school events.
- Attendance is required at special school-sponsored events, which may occur outside of the normal work week such as a Saturday or Sunday and will be announced ahead of time.

### Campus Hours of Operation

Mathaf and the City Centre Campuses open weekdays at 7 am. Staff who want to work longer than 4 pm may do so with the understanding that electricity might not be available after 5 pm. **Both campuses close at 7 pm** and everyone is expected to leave unless special arrangements have been made in advance with the Operations Manager. Once locked at night, both campuses cannot be reopened until morning.

Children of Wellspring employees who arrive early to school (with their parent), must remain in the designated waiting area for early arriving students and wait until 7:15 am when classrooms open.

### Parking at Wellspring

Wellspring does not have exclusive parking for staff members. Wellspring does pay a portion of any parking lot fees provided a daily receipt is presented to Accounting for reimbursement. Please check for further details with HR or Accounting.

#### Mathaf Campus:

There are no available places to park near the Brown Door entrance, unless your car is the designated “school emergency car”.

#### CC Campus:

Parking in front of a shop, bakery or barber shop located on the street coming toward the front gate is strictly forbidden and you may be asked by the shop owners to move your car immediately.

### Arriving Late to Work

If late, please call your principal immediately so substitution can be arranged. SMS and/or missed calls will not be accepted. All principals are available by 6:45 am on their mobile phones.

Staff who are habitually late after 3 occurrences per month **will receive an oral warning, written warning and/or salary deduction.**

### Absence

Staff who are not feeling well, or are unable to work, or have an emergency, are required to call their principal or direct supervisor **before 6:45 am**. SMS and/or missed calls will not be accepted. Please state your full name, campus and position when reporting your absence.

## Vacations and Time Off

The school’s yearly vacation calendar is posted on the school’s website at [www.wellspring.edu.lb](http://www.wellspring.edu.lb). Please do not purchase tickets or make plans until you check the school calendar.

Kindly note that teachers are registered with the government and due to their profession, benefit from a different summer vacation. Before making any travel plans, please check with HR to review your contract and the school calendar.

Kindly note that all non-teaching staff benefit from different summer vacations and different summer working hours. Before making any travel plans, please check with HR and your supervisor to review your contract, your rights and your benefits.

### Adding Personal or Sick Days to a School Vacation

According to the school policy, absences that take place either directly before or after a school vacation (i.e., Winter Break, Spring Break) or directly before or after a long weekend will result in a salary deduction of two (2) full days’

salary per missed school day of absence, regardless of the reason including a country wide quarantine or other unknown circumstances.

### **Time Off Requests**

All staff members, in case of sickness, benefit from five (5) sick days throughout the academic year.

Wellspring offers all staff four (4) full personal days off, or eight (8) half personal days off, throughout the academic year, that cannot be accumulated or used collectively, nor attached to an existing school vacation or holiday.

- Submitting a form should be done 3 days prior to the off-day and does not guarantee automatic approval.
- Please note that all "REQUEST FOR TIME OFF" may or may not be granted.
- Leaving school without official permission may result in a written warning and/or a deduction in pay.

The number of school days and the school calendar may vary slightly from year to year. Therefore, a make-up teaching day may be required if the school is unable (even with the use of our virtual learning schedule) to make up for lost school days. All staff will be required to attend any make up teaching day if needed to fulfill the required school days.

**For details on marriage, bereavement or maternity leave please refer to the HR Department.**

## **Staff to Student Relationship**

**Avoid forming friendships with students.**

**Overfriendly behavior may be misinterpreted and may create an uncomfortable school environment and may lead to an illegal situation.**

**Teachers must always keep a friendly yet professional distance with students, regardless of student age. Please refer to the Safeguarding policy, WLC's Child Protection Policy, and Employment contracts.**

### **Social Media Use: Personal and Professional**

Due to confidentiality, conflict of interest and student wellbeing, **it is against school policy for any staff member to communicate, comment or interact socially with a Wellspring student using any form of social media unless it has been approved by the school or needed for a school project.**

- Do not share or post any personal or professional information about Wellspring, a student or school colleague, **which might include pictures and personal information unless it is done via the school's social media department** and media sharing permission has been fully checked. You may receive an oral or written warning through HR.
- As Wellspring and the IB do encourage the use of photographs to document learning, please download any pictures, voice messages or emails that are connected to your schoolwork, to your official school folder where your academic student work is stored thus eliminating the storage on your private devices.

### **Social Invitations**

Going out with students or attending student personal gatherings outside school hours or off school premises without school authorization is strictly forbidden.

Accepting an invitation from a student or a student's family outside of a sanctioned Wellspring event is strongly discouraged, because it may project the illusion of favoritism or conflict of interest. Furthermore, other students or families may feel obligated to engage or compete in similar social invitations to stay in good favor. Confidentiality concerning school related information needs to be maintained during social gatherings.

### **Accepting Gifts from Students or Parents**

Staff members must not accept, under any circumstances, cash payments or expensive gifts from students, or their families. Flowers and homemade gifts or sweets are acceptable anytime. Wellspring and the parent committee (WPAC) celebrate Teacher's Day each year with collective monetary gifts that are given equally to all staff.

### **Promoting Items or Services**

Staff members are forbidden from selling or promoting their merchandise or recommending their talents or services

to students and their families. Teachers are not allowed to promote or accept tutoring assignments without full disclosure to the Head of School. Under certain circumstances, permission may be granted by the HOS, this permission needs to be documented by HOS, signed by teacher and put in teacher's HR file.

**FAILURE TO IGNORE THE ABOVE MAY RESULT IN A WRITTEN WARNING, POSSIBLE IMMEDIATE EMPLOYMENT TERMINATION AND/OR OTHER LEGAL IMPLICATIONS, TO BE DETERMINED ON A CASE-BY-CASE BASIS.**

## Student Safety, Security and Wellbeing

### Child Protection

Wellspring has a Memorandum of Understanding with Himaya, a well-established local NGO that supports and protects the rights and welfare of all children living in Lebanon. Wellspring and Himaya have developed a comprehensive child protection policy (CPP) for the school. All staff are required to uphold the CPP and adhere to its procedures.

### Supervision, Duty and Recess Expectations

#### **THE SAFETY OF STUDENTS IS OUR PRIORITY.**

A Duty Schedule will be issued by the principal per semester.

- Teachers are expected to serve duties when asked.
- All Wellspring staff must be proactive and take responsibility for the safety and supervision of students.
- Carrying drinks (except water) during supervision, teaching or any activity with our students is forbidden.
- **Talking on your phone during supervision duty is not allowed.** Kindly remember that after 3 occurrences you will receive documented oral warnings. After three documented oral warnings, a 4<sup>th</sup> warning will be a written warning.
- If you are on supervision duty, it is your responsibility to make sure that students use the school facilities and equipment in an appropriate and safe manner.

At any time, even though you are off duty, and you see students misbehaving, fighting or bullying other students, or in an area where they should not be, please intervene and report the situation to the Supervisor. Any serious infractions should be immediately reported to the principal.

If you see a student outside class who does not have a pass or has a pass, but is not headed in the right direction, please ask the student where they are going. You may need to walk with the student to their destination.

### Dismissal

**Student security is our number one priority.**

#### **The dismissal duty teacher must wait until the last student is picked up. No student should be left alone.**

- Each family from Nursery to Grade 12 has filed a security form (with photographs) at Mathaf or CCC front office listing those individuals who are allowed to pick up their children. These instructions are to be strictly followed.
- Anyone on dismissal duty needs to check the school issued student ID of the person picking up the students.
- **Students are not allowed to go home with anyone other than those mentioned on the school's form (not even the parents of another student in the school) unless the student's parents have informed the front office directly via email or phone call.**
- **BE SURE, BE SAFE AND ASK. When in doubt, ask the student if they know the driver. If you are still unsure, check with the front desk or have the student call their parent and ask the parent to confirm.**

### Late Student Pick Up

Students who are still waiting to be picked up after 15 minutes are considered to be a "late pick up".

- **Please give the front desk the names of all "late pickups", their grade level and time of pick up to the front desk.**
- **If the pick-up is delayed due to an unexpected situation, the parent is required to notify the front desk immediately.**
- **A third lateness for pick up will be considered habitual, and will result in late "pick up fees", added to the student's accounting file.**

## Dismissal Changes

- Be familiar with your campus' Morning News and information email that is sent out each day before dismissal.
- This information is extremely important for a safe dismissal.
- It must be followed exactly.
- Please check your email half an hour before dismissal if you have bus duty or gate duty.

If a student tells you about changes to their regular dismissal routine but the change is **not listed** in the Daily Dismissal Changes email or you have not heard from the front office about any special arrangements, immediately contact the front office for clarification.

- **Listen to the student, but check first before believing the student.**
- Students are not allowed to make changes to their own dismissal arrangements,
- Students need to go to the front office and request to call their parents for confirmation.
- All changes must be made through the front office by the parents via phone, written notes or email messages before 12:00 noon.

## Emergency Situations

If an emergency situation occurs (e.g., bombing, earthquake, fire, street fighting, etc.),

- Remain calm.
- Be alert and follow all Wellspring safety procedures that have been practiced.
- Instructions may be announced over the speaker system or flashed on your computer screen.
- In the event of a power outage, instructions may be announced orally, or by SMS
- In an emergency, check WhatsApp Emergency Groups (Mathaf/CCC)

Wellspring does practice fire drills, lock down and earthquake drills during the school year. New and returning employees receive training. **All employees, including admin offices are required to participate in the safety drills at any time.**

## Elevator Use (Mathaf campus)

- Elevator use is **reserved for the safe movement of sick or injured individuals and for the moving of furniture and equipment.**
- The elevator is not available for general use by staff members or students.
- If you hear the elevator alarm, unusual banging on a wall or suspect that someone is trapped inside, **notify the front desk immediately.** This could be a "life or death" situation that needs an urgent response.

## Staff to Staff Relationships

### Safe Work Environment

Wellspring does not tolerate behavior that leads to the creation of a hostile or uncomfortable work environment for other staff members. Harassment of any kind toward another staff member or parent will not be tolerated. Staff members found to be responsible for harassing behavior or requesting favors will be subject to disciplinary action such as an oral warning, written warning, possible legal action and/or dismissal in accordance with the law.

- 'Harassment' includes, political or religious discussion, constant flirting, sexual harassment, bullying, gossiping, formation of negative cliques, or the posting of any type of unwanted information on social media such as Facebook, Twitter or Instagram or WhatsApp or other.
- All incidents or evidence of harassment towards colleagues must be reported must be reported to either the HOS or HR and put in writing and all documentation must be submitted to HR within 72 hours of incident. Any reported case will be taken seriously, promptly investigated and handled as confidentially as possible.

## Attending School Meetings, Work Sessions and Workshops

Please respect everyone's time and the planned agenda, be timely and prepared to participate. If you are unable to attend, please notify the person who requested your presence.

## Community Building and Service

Wellspring expects all faculty and staff to participate, at times, in decision-making, community building, school events and community service. Staff members are expected to donate at least 20 hours of their time during the school year. These activities may include committee work, student interviews, open houses, campus tours, parent sessions after school, during free periods, weekends or evenings.

## Intra-community Communication

Wellspring teachers, staff administration and leadership, rely on internal e-mail for daily communication. Everyone is required to check, read and answer their Wellspring e-mails during the school day.

- If you do not get a response to your email for an issue that needs the recipient's prior approval – you should assume your request has not been approved or that the person has not yet read your request.
- If you send an e-mail marked "urgent" and don't get a quick response, you should go directly to the person.
- If you are confused about the meaning or content of any email, it is your responsibility to go to the sender directly and ask them for face-to-face clarification.
- Please do not type any correspondence out of anger or vengeance. Emails are public and all Wellspring staff members must set examples of proper content, tone, spelling or grammar.
- Please take a moment to double-check recipient names and email addresses before sending any emails, especially when multiple staff members have similar names. This helps ensure that emails are directed to the correct individuals and prevents any potential miscommunication or confidentiality breaches.

## Borrowing from Colleagues

Please return all borrowed items (including personal books) to your colleagues in a timely manner, in the same condition that the item was loaned to you.

## Staff Wellbeing

### Nurse and Counseling Services

**Nurse services are primarily intended for the needs of students.** Should a staff member require medical attention they are welcome to visit the nurse only after making sure that all their assigned duties are covered. If the nurse determines that the staff member is too sick to stay in school, the principal, direct supervisor, and HR will be informed.

- Sick staff are not allowed to leave the campus until they first visit the nurse and get approval from their director supervisor, principal, and HR.
- The nurse will contact the principal, direct supervisor, and HR before allowing anyone to go home.

**The nurse is not expected to dispense medication to staff members.**

- It is recommended to keep your own supply of pain relief, cold/flu medication or other.
- Staff members should also keep on hand any emergency supplies needed for personal needs and individual situations.
- If you find that you **MUST** consult the nurse about a personal, non-emergency medical issue you should plan to do this after students are in class or dismissed for the day.

**Counseling Services are available at both campuses for addressing the needs of students and staff members.** Please do not approach with problems regarding colleagues or the work environment. Problems between Wellspring colleagues need to be reported to HR, and resolved according to our Grievance Policy.

## Professional Development

Professional development is at the heart of Wellspring. Various professional development sessions (PD) are offered to the faculty and staff throughout the year.

- Academic PDs include official IB training (in-school workshops, online workshops, or regional workshops), targeted discussion sessions, research discussions, staff meetings, committee work, peer observation, online tutorials, classroom observation and feedback, sharing sessions, conference attendance and more.
- Non-academic PDs are assigned based on individual need.
- **Participation** in professional development sessions **is required even if they occur outside of regular work hours or workdays.**

## Maintaining Wellspring Resources

Personal responsibility toward our environment is an important part of school culture. Everyone is responsible for keeping their workspace, common shared work areas or classroom tidy and in good working order.

It is not appropriate to directly request assistance from the cleaning staff during the school day except in the rare occurrence of an emergency.

## End of Working Day Tasks

- **Turn off interactive whiteboards and overhead projectors.**
- **Shut down the computer. Do not keep on “sleep mode”.**
- **Close and lock all windows.**
- **Turn off lights and AC/heat units.**
- **Unplug electrical equipment (except refrigerators).**
- **Keep workspace neat, clear and free of personal clutter.**
- **Be sure that all equipment used is returned to its place safely and neatly.**
- **Trash should be put in the waste bins.**

## Technology and Internet

Wellspring e-mail addresses and Internet services are to be used for professional purposes only. If you subscribe to external server lists or other online organizations use your personal e-mail and **not your Wellspring address.**

**Pay attention to upload/download limits.** If you are unsure about whether or not to start a download of a large file/image/document– first check with the IT Department for help.

**Please note that the uploading, downloading or streaming of information, television shows, radio station broadcasts from the Internet for personal use and not school-related is considered an abuse of resources and grounds for an official warning. Also note that the use of ‘Social Networking’ sites such as ‘Facebook’ or ‘Twitter’ (even on your own personal devices) during school hours and on school property is grounds for a written warning.**

A personal USB may contain a computer virus. If you are unsure about the health of your USB, please have the IT Department check it BEFORE plugging it into ANY computer on campus.

Any school documentation worked on during your employment at Wellspring is the property of the school and should be moved and saved onto OneDrive and shared with the appropriate leaders.

## Resources

All equipment, resources, curricular materials (print or digital), sports equipment and classroom computers, are the property of Wellspring. All equipment is to be shared by faculty, staff and students to enhance the educational experience. Please share school desktop with others.

- All equipment, classroom furnishings, teaching and learning resources are shared resources and should be maintained in good condition, so they may be used by all members of the community.
- If you encounter an IT equipment malfunction of any kind, you are responsible to report the malfunction to the IT department immediately.

- All other equipment or classroom furnishings that require repair should be reported to the Operations Manager via school email at [Operations@wellspring.edu.lb](mailto:Operations@wellspring.edu.lb).
- Please leave a note on the damaged or non-functioning equipment letting others know the problem. Even if you did not cause the malfunction, it is your responsibility to make sure it is reported. Most of our electronic equipment is under warranty, so it is very important to act quickly when a problem is discovered so that Operations can take full advantage of the repair services offered under warranty.
- Digital technology devices assigned to you in your classroom including desktops, laptops, interactive boards, pens, whiteboards, computer keyboards and cameras are your responsibility to maintain. Kindly notify the **IT Help Desk** if your assigned equipment needs to be cleaned or maintained in any way.
- If you notice any problems in the school building such as loose tiles or plumbing issues in the bathrooms or water leaking from the ceiling, you should immediately report to Operations. Don't assume that someone else will notice—if you see it or experience it, then take responsibility and report it.
- There are a number of resource materials for teachers' use available in the Library and the Printing center office. Remember these materials are the property of Wellspring and must be checked out and returned.
- When you borrow manipulatives, books, or other cataloged print resource materials, please sign them out and return them in a timely manner and in good condition.
- Missing components should be reported immediately. Please cooperate with your colleagues as much as possible in sharing materials.

### Keys to Offices, Libraries, Classrooms and Cabinets

You are required to sign a form upon receiving your office, classroom or cabinet keys from the Operations Department.

- Please do not give your key to anyone, nor should you ask to borrow anyone else's keys.
- If you unlock an office, or a non-teaching classroom, you must lock it up when you leave and return the key to Operations immediately.
- Please ensure that your valuable items are securely stored in a locked drawer or locker. If you do not have access to a drawer or locker, please request one from the administration/operations.

You are responsible for keeping your own key(s) in good condition and returning it to Operations at the end of the school year. **PLEASE REPORT ANY LOST, STOLEN OR DAMAGED KEY TO THE Operations Manager IMMEDIATELY.** This is a serious security issue. The fine for lost, damaged or stolen keys is \$40 Fresh USD, IF a new door lock and new keys need to be installed.

### Stationery and Classroom Supplies

Teaching or classroom supplies are available at the printing center at each campus. Each school employee is required to sign the items taken. **If a pair of scissors or stapler breaks, please return the broken item to the supply room and a new item will be given as a replacement.**

All books and resources assigned to a specific teacher and or classroom must all be returned by the end of the academic year. Missing items are the responsibility of the teacher who originally checked out or was assigned the resources.

## Administrative Support and Requests

### Ordering Supplies or Resources

At certain times during the year, our administrative staff will ask for general stationery that needs to be ordered. It is your responsibility to respond to these requests according to the instructions given and the deadlines provided in order to ensure that you receive the supplies/resources that you need. If you do not answer the requests promptly then you risk not receiving the resources you ordered.

### Photocopies

- The photocopying of large quantities can only be done at the **school's printing center located at each campus.**
- Request for worksheets, booklets and multiple pages must be sent via email to the printing center but **requires the subject leader or facilitator's signature or approval.**
- All Mid-Year and End-of-Year Exams are highly confidential and require the signature of the IB Coordinator.
- Unusual sized printing jobs may need to be done at an outside printing company.
- Any outsourcing of printing needs to have the direct approval and signature from the principal or your direct supervisor.

## Reimbursement for any School Related Purchase

All independent purchases, outside printing jobs, equipment or supplies (including food supplies for baking and cooking) regardless of price, must have prior approval from your principal or direct supervisor.

**Any purchase without the prior and proper authorization may not be reimbursed.**

## Requesting Documents from the HR Department

- If you require an employment or salary verification from Wellspring, you **must** request it through the Human Resources (HR) department **at least 7 business days prior to the date it is needed, and upon approval of the principal or your direct supervisor. You should request your employment and/or salary verification directly from the HR department by e-mail.**
- **Verbal requests, requests by phone, Whatsapp or requests made through a third party will not be accepted.**
- When making your request, please provide all details regarding to whom your letter should be addressed (i.e., a particular embassy or embassy official, bank or bank officer, etc.) as well as exactly what information should be included in the letter. This will help to expedite your request. Without this information your request may not be processed in a timely manner.
- When your documents are completed, you will receive an email from HR.
- Also note that the HR department has 'black out' periods during which no salary statements will be issued. Generally speaking these are: during the orientation and training period before the start of the academic year; the week before Winter Break; the week before Spring Break and the last 2 weeks in June. Please plan accordingly!

**In the event of your termination/resignation, Wellspring will be required to notify any bank and/or lending institution to which salary verification was issued on your behalf of your departure.**

## Communication with Parents

### Wellspring Email Address

All Wellspring staff members are issued a Wellspring email address. Leaders and key positions will be issued generic email addresses according to the position rather than a personal name. Please contact the HR department if you have not been issued an email address or in case you are having trouble logging on you can contact the IT Department.

All communication with parents should be done using your official Wellspring email address (no WhatsApp, personal emails or Teams platform). Your principal or direct supervisor should be copied (cc) in the mail.

### Meeting with Parents

The principal (either campus) should be consulted regarding ALL requested parent-teacher meetings BEFORE the meeting can be scheduled, no matter who makes the request.

#### Teacher requested meeting with parent:

- The teacher should always first send the request for a meeting to the principal and clearly state the reason for the meeting request in the body of the e-mail.
- The principal will advise who, if anyone, from the teaching, academic, behavioral, counseling or LD staff needs to be invited to the meeting.
- Phone calls need to be recorded on FO's phone log sheet.
- **Parents, teachers and other attendees must all sign the meeting minutes form.**
- Parents **must** receive a photocopy of the meeting minutes before leaving the campus.

- The original form should be first scanned, then filed in the student' online school folder under LD, ESL, Behavior or Counseling. If the nature of the meeting is academic, the original copy of the minutes should be stored in the student's file. Teachers wishing to access any student file must first request permission from the principal by e-mail and wait to receive confirmation of their request.

#### **Parent requested meeting with Teacher:**

- Need to call the principal's office directly (**not** the Front Desk) to make an appointment. Parents' requests directed to the teacher must be forwarded to the principal's office, with a cc to the principal.
- Verbal meeting requests from teachers or staff members will not be accepted under any circumstance – they must be requested by e-mail as detailed above.

#### **Letters, Social Media and Messages sent to Parents**

Day to day communication with parents is done primarily through the student agenda, teacher's e-mail, Wellspring's social media or ManageBac. **Teams is strictly reserved for official virtual teaching and learning.**

- **Think before you write:** Please keep in mind that notes or emails, if written in haste or anger to parents, might be misunderstood. When handwriting, make sure to use legible handwriting, correct spelling-no abbreviations, proper grammar and current date. Always sign your writing. You are a role model and so is the school.
- All informational flyers, unit newsletters or social media posts (whether in English, Arabic or French) must be first proofread by your principal or direct supervisor and then sent to the Marketing and Communications Officer for posting.
- Kindly submit the letter/flyer electronically to the appropriate person(s) for proofreading at least five (5) days before you plan to send it home.
- **The final copy must be emailed to the Head of School and the principal before posting or publishing.**

### **Academic Expectations, Responsibilities and Documentation**

#### **Unit Plans and Subject Documentation:**

Unit plans/subject plans are developed by using the official IB unit planners. Please check with your facilitator, subject leader or IB Coordinator for specific details about the required documentation, deadlines, and uploading required from you.

All progress reports vary between the IB programme and the Lebanese Program. Please check with your Subject Leaders, Programme Coordinator or principal for deadlines, content, learning outcomes and your responsibilities.

#### **Homework – Calendars – ManageBac - Teams**

- All homework assignments and daily activities should be scanned, listed and posted on the ManageBac calendar by **3:00 pm each day for CCC and 2:00 pm for Mathaf students.**
- It is the responsibility of each staff member to learn how to use ManageBac and Teams (VL teaching only). There will be initial training sessions and the Educational Technologist is always available for additional help.

#### **Field Trips for Learning**

A field trip (whether walking or bus riding) may be taken as long as the trip fits into the current unit of inquiry or subject lesson and is necessary to enhance the students' access to information.

**BEFORE** confirming arrangements for any field trip, you must first discuss the feasibility with the PYP, MYP, DP Coordinator or EY Head. The Head of School or Director of Learning and Teaching will give the final approval. Once approved, you are then responsible for making the final arrangements.

All Wellspring families at the beginning of the school year will sign a **"General Field Trip" permission agreement** that eliminates the need to have separate permission slips and parent signatures for every bus or walking trip.

- Teachers need to prepare a letter of intention, location, date and time to inform parents.
- The information may be sent via the school info email or a printed letter that goes home with each student.

### Field Trip Requirements When Planning

- There should be a ratio of at least 1 teacher for every 5 EY students, 1 teacher for every 5-7 elementary students, and 1 teacher for every 8-10 students in MYP/DP. EY may require a higher teacher ratio if you are crossing streets or going in busy public areas.
- **Shadow teachers and LD teachers need to attend the field trip and supervise their own student or students.**
- Request for **Field Trip Transportation** must be sent to the bus service coordinator at least 7 days in advance of the field trip.

Login to [www.wellspring.edu.lb](http://www.wellspring.edu.lb) and fill out the “**Field Trip Permission**” form and the “**Field Trip Risk Management**” form found under **TEACHERS**. Describe all details of the field trip and what you expect the students to gain from the experience, particularly as relevant to the unit of inquiry. The completed draft field trip form should be approved by the PYP, MYP, DP coordinator, EY head **or principal** at least 4 days before posting it publicly for parents.

- Field Trip notifications should be sent home via a school email a minimum of four (4) school days prior to the scheduled trip date. Never on a Friday for a Monday field trip.
- **A First Aid kit must always be part of any field trip. It should be carried by one of the teachers.**
- Parents must be informed that students who are not attending the field trip must stay home from school for the day or come to school once the returning students have arrived.
- **A hard copy and e-copy of the field trip information should be provided to the Front Office staff 4 days before the trip, so they are aware of school activities.**
- Field trip information needs to be presented to the Office of the Head of School at least 4 days in advance.

### Virtual Teaching (VL)

Teaching from home or from another country rather than physical face to face school is strictly forbidden unless the entire school moves to virtual school or a type of individual quarantine.

- Wellspring does not allow a teacher to conduct his or her class out of convenience or personal preference online when the campus is fully open, and students are attending face to face.
- Staff members will be notified if an emergency overnight situation happens where it is unsafe to travel to school and the school will switch to virtual classrooms.

## Legal Obligations

### Contracts and Confidentiality

#### **Your Wellspring Contract is Confidential.**

Sharing contract information with others is a breach of confidentiality which could result in a written warning, or in certain situations, dismissal according to the terms of your contract.

- If you have questions regarding the details of your contract do not hesitate to discuss your questions with HR.
- If WLC is not renewing your contract or has decided to place you on Employment Probation, you will receive written notice by letter or by e-mail.

If you **do not receive a “notice of non-renewal”** this means that Wellspring wants you to return for the following year.

### Working for other Organizations while under Contract with WLC

Locally hired Lebanese citizens may work **on their own free time, outside of contracted Wellspring working hours**, as long as the outside employment causes no impediment to their work at Wellspring, does not constitute a conflict of interest or honesty, or is in any way damaging to Wellspring’s public image or reputation.

- You must declare all outside employment in writing to HR.
- A written declaration should be provided and discussed with the Head of School prior to beginning any outside employment.

**Foreign employees, who have a work permit sponsored by Wellspring, are governed by Lebanese Law. Please see the HR department if you require further clarification.**

### **Private Tutoring your own Students**

It is a conflict of interest for Wellspring teachers to tutor Wellspring students except under school direction such as during Wellspring homework club or Brevet lessons. If you find yourself being approached by parents who want you to tutor their children, please immediately inform the Head of School for advice. During the summer months, you are welcome to tutor a Wellspring student. Under certain circumstances, permission may be given by the HOS, this permission needs to be documented by HOS, signed by the teacher and put in the teacher's HR file.

### **School Property Return Before Final Exit**

All school property must be returned upon termination of employment.

In case of non-return, the employee should pay:

- 10\$ for lost ID tag.
- 40\$ for a lost Key (depending on type of lock needed to be replaced).
- 100\$ or the higher value plus all shipping costs, for any book that is lost or damaged and has not been found or replaced.
- Cost of training attended within 12 months.
- Cost to cover any damage to your assigned computer (desktop or laptop) and accessories.
- Cost to replace your assigned laptop and accessories, if lost or stolen.

**Please note these are Fresh USD charges or market exchange rate**