



Wellspring Staff Handbook 2026-2027

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Wellspring Staff Handbook

2026-2027

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How to Use This Handbook

Who it applies to. This Handbook applies to every person employed by Wellspring Learning Community, at both the Mathaf and City Centre campuses, in every division and in every role, including leadership, faculty, administrative, operational and support staff.

What it is. It sets out the expectations, entitlements, procedures and standards of conduct that apply across the school, and directs the reader to the Wellspring policy that governs each area in full.

What it is not. It is not a contract of employment, and it does not vary the terms of one. It is not a substitute for the Wellspring policy suite listed under Related Policies and Documents below.

Order of precedence. Where this Handbook and a Wellspring policy differ, the policy prevails. Where a policy and an individual employment contract differ, the contract prevails. Where any Wellspring document is inconsistent with Lebanese law, the law prevails.

Related policy references. Throughout this Handbook, a line marked "Related policy" appears beneath a section heading. It identifies the Wellspring policy that governs that subject in full. The Handbook text summarizes; the policy is authoritative.

Amendment. The school may amend this Handbook during the academic year where operational, legal or safeguarding circumstances require. Amendments are communicated by Wellspring email.

Declaration. The Employee Declaration and Acknowledgement is issued as a separate document and is returned, signed, to the Human Resources Department.

I. Introducing Wellspring

Mission

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.

Rationale

Wellspring Learning Community strives to contribute to creating a peaceful world where all people are educated and respected, and to make decisions on the basis of integrity, compassion and responsibility, an aspiration that is carried, every day, by the people employed to deliver it. The Wellspring Staff Handbook aims to make explicit what *carrying it* requires.

Wellspring is an inquiry-based, non-sectarian learning community serving students from diverse backgrounds across the Mathaf and City Centre campuses. It delivers the four International Baccalaureate programs alongside the Lebanese Program and is accredited by the Council of International Schools (CIS) and the New England Association of Schools and Colleges (NEASC). Each of those relationships carries obligations that fall on individual employees, as well as the institution. With regards to safeguarding, academic integrity, documentation, and the consistency between what Wellspring promises in the guiding statements and policies and what a visitor would observe in any classroom on any day.

This Handbook answers three questions: what the school expects of them, what they may expect of the school, and where to go when a situation is not covered here. Where it summarizes a policy, the policy is authoritative; where an individual employment contract addresses a matter directly, the contract is authoritative. Where this document is silent, employees are expected to act in the interests of student safety and wellbeing first, and to seek guidance from their principal, direct supervisor, or the Human Resources and Talent Acquisition (HRTA) Department before acting.

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Equal Opportunity Employer

References: WLC Inclusion Policy 2023-2026; WLC Recruitment Policy 2023-2026; WLC Code of Ethical Conduct.

Wellspring Learning Community does not discriminate based on 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.

II. Employment at Wellspring

Legal Obligations

References: Wellspring Retention Policy 2024-2027; WLC Recruitment Policy 2023-2026.

Contracts and Confidentiality

An employee's Wellspring contract is a confidential document.

Sharing any contract-related information with colleagues or other individuals constitutes a breach of confidentiality and may result in disciplinary action, including a written warning or, in serious cases, termination of employment, in accordance with the terms of the employee's contract.

Questions regarding the terms or conditions of a contract, should be addressed with the Human Resources Department for clarification.

If Wellspring Learning Community decides not to renew an employee's contract or places an employee on Employment Probation, the concerned employee will be notified in writing, either by letter or email.

If an employee does not receive a notice of non-renewal, this indicates that Wellspring intends to renew their employment for the following school year.

Employment Outside of Wellspring

Locally hired Lebanese employees may engage in outside employment during their personal time and outside their contracted Wellspring working hours, provided that such employment does not:

- Interfere with their duties and responsibilities at Wellspring;
- Create a conflict of interest;
- Compromise professional integrity or honesty; and
- Negatively affect Wellspring's reputation or public image.

Employees must declare all outside employment in writing to Human Resources. In addition, a written declaration must be submitted to and discussed with the Head of School before commencing any outside employment.

Foreign employees whose work permits are sponsored by Wellspring are subject to Lebanese labor and immigration laws. Employees requiring clarification regarding their eligibility to undertake outside employment should consult the Human Resources Department.

Continuous Professional Development

Related policy: WLC Continuous Professional Development Policy 2024-2027.

Continuous 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.
- classroom observation and feedback, sharing sessions, conference attendance and more.

Requesting Documents from Human Resources

- Employees requiring employment verification letters, salary certificates, or other official documentation must submit their request directly to the Human Resources Department by email at least seven (7) business days before the document is required. Requests must also be approved by the principal or direct supervisor.
- Requests submitted verbally, by telephone, WhatsApp, or through a third party will not be accepted.
- To facilitate timely processing, employees must provide:
- The full name and details of the recipient organization or institution (e.g., embassy, bank, lending institution).
- The specific information required in the document.
- Any special formatting or submission requirements.
- Employees will be notified by email when their documents are ready.

HR Blackout Periods

The HR Department does not issue salary statements or verification documents during certain peak operational periods, including:

- Staff orientation and training before the start of the academic year;
- The week preceding Winter Break;
- The week preceding Spring Break; and
- The final two weeks of June.

Employees should plan accordingly and submit requests well in advance.

If an employee resigns or their employment is terminated, Wellspring may notify any bank or lending institution that previously received employment or salary verification documentation on the employee's behalf.

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.

All charges in this section are stated in fresh US Dollars. Payment may be made in fresh US Dollars, or in Lebanese Pounds converted at the market exchange rate published on the date of payment.

III. Time, Attendance and Leave

Official Wellspring Time

All employees are required to synchronize their watches, mobile phones, and personal devices with the time displayed on the Wellspring Timeclock System. The Timeclock serves as the official school timekeeping system at both campuses and is the authoritative reference for attendance records, punctuality monitoring, and the issuance of tardiness notifications.

Clocking In and Out

All employees are required to clock in upon arrival and clock out upon departure each time they enter or leave the campus. This requirement serves both security and operational purposes, including maintaining accurate records of personnel on campus in the event of an emergency and facilitating transportation-related payments.

Timeclock stations are available at both campuses:

Employees who leave campus for any reason during the workday, regardless of the length of time, must clock out upon departure and clock back in upon their return.

Failure to clock in on arrival or clock out on departure is reported by the principal or direct supervisor to Human Resources and is addressed under Progressive Discipline and the Infraction Log (Part 10).

After Clocking In

Employees are expected to proceed directly to their assigned duties immediately after clocking in. Clocking in and then leaving campus, remaining in a vehicle, searching for parking, purchasing food or beverages, or engaging in personal activities before reporting to duty is strictly prohibited and is addressed under Progressive Discipline and the Infraction Log (Part 10).

Employee Identification Badges

Employees leaving campus during the workday are required to leave their identification badge with Security at the designated location (Brown Door Security Desk at Mathaf Campus or the Security Posts at CCC Campus) and retrieve it upon their return. This procedure supports campus safety and accountability.

Working Hours

Mathaf Campus

Full-Time Teachers

- Monday and Wednesday: 7:15 a.m. to 4:00 p.m.
- Tuesday, Thursday, and Friday: 7:15 a.m. to 3:00 p.m.

Part-Time Teachers

- Working hours are determined by the terms of the individual employment contract.

CCC Campus

Full-Time Teachers

- Monday and Wednesday: 7:25 a.m. to 4:00 p.m.
- Tuesday, Thursday, and Friday: 7:25 a.m. to 3:30 p.m.

Part-Time Teachers

- Working hours are determined by the terms of the individual employment contract.

Non-Academic Employees

- Employees should consult Human Resources regarding their assigned working hours.

Administrative offices may operate under different schedules and may have different holiday or vacation periods based on operational needs.

Campus and Program Differences

Employees are expected to recognize that work schedules, student attendance days, instructional requirements, and operational needs may vary across campuses, departments, programs, and grade levels. Comparisons between campuses or programs regarding teaching hours, student schedules, or employee workdays are not appropriate, as each division operates according to its specific educational and operational requirements.

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 before 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.

Punctuality and Late Arrival

Employees are expected to arrive at work on time and be prepared to begin their duties at their designated start time.

If an employee anticipates being late, they must personally notify their principal or direct supervisor by telephone as soon as possible so that appropriate coverage or substitute arrangements can be made, if necessary. Text messages (SMS), messaging applications, emails, or missed calls do not constitute acceptable notification. principals and Directors are available by phone as of **6:45 a.m.**

Repeated lateness disrupts school operations and student learning. Each instance of lateness is reported by the by the principal or direct supervisor to Human Resources for logging. Lateness is addressed under Progressive Discipline and the Infraction Log (Part 10), except that, by way of exception to the annual counting basis set out in that Part, the threshold for lateness is more than three instances within a calendar month. A salary deduction may apply in addition, where permitted by applicable law and school policy.

Absence from Work

Employees who are unable to report to work due to illness, personal emergency, or other unforeseen circumstances must personally notify their principal or direct supervisor by telephone no later than **6:45 am** on the day of the absence.

Text messages (SMS), messaging applications, emails, or missed calls do not constitute acceptable notification unless expressly approved by the employee's supervisor under exceptional circumstances.

When reporting an absence, employees must provide:

- Full name
- Campus location
- Position/title
- Reason for absence (to the extent appropriate)

Employees are expected to keep their supervisor informed of any changes to their anticipated return date and to comply with all Human Resources requirements regarding documentation and leave requests. Failure to notify the principal or direct supervisor by telephone no later than 6:45 a.m. on the day of the absence is reported to Human Resources and is addressed under Progressive Discipline and the Infraction Log (Part 10).

Vacations and Time Off

School Calendar and Travel Planning

The official annual school calendar is published on the Wellspring website (www.wellspring.edu.lb) and serves as the authoritative reference for school operating days, holidays, vacations, and special events. Employees are expected to consult the school calendar before making personal travel arrangements, purchasing airline tickets, or committing to vacation plans.

Faculty Vacation Periods

Faculty are subject to contractual and legal provisions specific to the teaching profession and may be entitled to vacation periods that differ from those of other employee groups. Prior to making travel arrangements, faculty are encouraged to consult the school calendar and meet with Human Resources, if necessary, to review the terms and conditions of their employment contract.

Non-Teaching Staff Vacation Periods

Vacation schedules, summer working hours, and annual leave entitlements for non-teaching employees may differ from those of teaching staff. Non-teaching employees should consult Human Resources and their direct supervisor before making travel arrangements to ensure a clear understanding of their working schedule, leave entitlements, and contractual obligations.

Absences Adjacent to School Vacations and Long Weekends

To ensure continuity of school operations and instructional programs, employees are expected to be present for work immediately before and after scheduled school vacations and long weekends.

Absences occurring directly before or directly after a school vacation period or a recognized long weekend may result in a salary deduction equivalent to two (2) days' salary for each day of unauthorized absence, unless otherwise required by applicable law or expressly approved by the school administration.

Sick Leave

Employees are entitled to five (5) sick days per academic year, subject to the requirements and procedures established by Human Resources. Employees may be required to provide supporting documentation in accordance with school policy and applicable regulations.

Personal Leave

Wellspring provides employees with:

- **Four (4) full personal leave days, or**
- **Eight (8) half-day personal leave periods**

per academic year.

Personal leave:

- May not be accumulated from one academic year to the next.
- May not be combined or taken consecutively without prior approval.
- May not be attached to an existing school holiday, vacation period, or long weekend unless expressly authorized by the school administration.

Requests for personal leave must be submitted at least three (3) working days in advance whenever possible. Submission of a request does not constitute approval. All leave requests are subject to administrative review and approval based on staffing requirements, operational needs, and the educational interests of students.

The school reserves the right to approve or deny leave requests at its discretion.

Employees who leave campus or fail to report to work without obtaining the required approval may be subject to disciplinary action, including a written warning and/or salary deduction, as permitted by applicable law and school policy.

Make-Up Instructional Days

The number of instructional days and the annual school calendar may vary from year to year due to unforeseen circumstances, including emergencies, government directives, school closures, or other disruptions.

If required instructional days cannot be completed through regular scheduling or approved virtual learning arrangements, the school may designate one or more make-up instructional days. All employees are required to attend and fulfill their professional responsibilities on any designated make-up day to ensure compliance with educational requirements and school obligations.

Special Leave

Information regarding marriage leave, bereavement leave, maternity leave, and other statutory or special leave entitlements may be obtained from the Human Resources Department. Employees are encouraged to consult HR for the most current eligibility requirements, procedures, and applicable benefits.

Required Attendance at School Functions and Professional Development

Related policy: WLC Continuous Professional Development Policy 2024-2027.

From time to time, employees may be required to attend:

- Professional development sessions
- Training workshops
- Planning meetings
- Staff meetings
- School improvement initiatives

- Parent and community events
- School-sponsored activities and celebrations

Such events may take place outside of normal working hours, including evenings, weekends, or during school breaks. Employees are expected to attend as part of their professional responsibilities. Whenever possible, dates and schedules will be communicated in advance to facilitate planning.

Attendance at all required staff meetings, professional development activities, planning sessions, and special school events is mandatory unless an exemption has been granted by the appropriate administrator.

Non-attendance at a required staff meeting, professional development activity, planning session or special school event without an approved exemption is reported by the principal or direct supervisor to Human Resources and is addressed under Progressive Discipline and the Infraction Log (Part 10).

When transportation reimbursement is applicable, eligibility will be determined based on Timeclock attendance records and school procedures.

IV. Professional Conduct

Professional Appearance, Attire, and Demeanor

All employees are expected to maintain professional appearance, attire, and demeanor that reflect the values, Guiding Statements, and public image of Wellspring. Employees are contractually obligated to uphold the Wellspring Code of Ethical Conduct and to present themselves in a manner that promotes a respectful, safe, and professional learning environment always.

Dress Code

Related policy: WLC Code of Ethical Conduct.

Employees are expected to dress in professional attire that is appropriate for an educational setting. The following items are not permitted:

- Jeans that are torn, ripped, distressed, or contain holes.
- See-through or transparent clothing.
- Visible transparent bra straps.
- Spaghetti-strap tops, tank tops, low-cut tops, halter tops, backless tops, or clothing that exposes the midriff.
- Leggings worn as pants unless paired with a top, shirt, tunic, or blouse that extends to at least fingertip length.
- Mini-skirts, mini-shorts, or dresses that fall above knee length.
- Clothing displaying large designer logos or messages/images that promote violence, sexuality, politics, alcohol, tobacco, vaping, or any illegal substances.
- Clothing featuring references, symbols, patterns, or logos associated with marijuana or other drugs.
- Shorts, sweatpants, athletic wear, or tracksuits, except when specifically authorized for school-sponsored sporting events (e.g., Field Day). This exemption applies to Physical Education teachers and designated supervisors as required by their duties.
- Crocs, slippers, furry slippers, flip-flops, or other footwear deemed inappropriate for a professional educational environment.

Professional Expectations

Employees are expected to exercise sound professional judgment in their appearance and grooming. The Head of School or designated administrator reserves the right to determine whether attire is appropriate for the workplace and to require modifications when clothing or appearance does not align with the expectations set forth in this policy.

The standards outlined above are intended to promote professionalism, safety, respect, and positive role modeling for students and the wider school community.

Employees whose attire is determined by Human Resources, the Head of School (HOS), or a principal to be inconsistent

with the Wellspring Dress Code will be required to address the matter immediately. This may include covering the inappropriate attire or changing into appropriate clothing. If suitable replacement clothing is not available, the employee may be given a Wellspring loaner shirt which must be worn until the end of the workday.

Dress code violations are addressed under Progressive Discipline and the Infraction Log (Part 10). The principal, direct supervisor or designated administrator issues the oral warning at the time and reports it to Human Resources on the same working day. Three documented oral warnings may be issued; a fourth reported violation within the same academic year results in a written warning issued by Human Resources.

Employee Badges

All Wellspring leaders, faculty and staff are required to wear their Wellspring ID badges at all times while on campus, so security is able to identify Wellspring employees.

When an employee forgets to wear their ID each occurrence is recorded. The first, second and third occurrence each attract an oral warning issued by the principal, direct supervisor or designated administrator, confirmed to the employee by email and reported to Human Resources for logging. A fourth occurrence within the same academic year attracts a written warning issued by Human Resources. Warnings expire twelve months from the date of issue. See Progressive Discipline and the Infraction Log (Part 10).

Mobile Phone Use

Related policy: WLC Phone-Free School Day Policy 2026-2029.

Wellspring faculty and staff are expected to give their full attention to students and assigned duties throughout the school day. The use of personal mobile phones is prohibited while supervising students, delivering instruction, attending assemblies (spirals), proctoring examinations, or carrying out playground, arrival, dismissal, or other supervisory duties, except in cases of emergency or when expressly authorized for school-related purposes.

Employees must ensure that personal mobile phone use does not interfere with their professional responsibilities or the safety, supervision, and wellbeing of students.

Failure to comply with this expectation is addressed under Progressive Discipline and the Infraction Log (Part 10). The first three documented violations attract oral warnings issued by the principal, direct supervisor or designated administrator who observes the violation, each reported to Human Resources for logging. A fourth documented violation within the same academic year results in a written warning issued by Human Resources. Continued non-compliance may lead to additional disciplinary measures in accordance with school policy.

Smoking Free Campus

Wellspring is committed to providing a healthy, safe, and positive environment for all students, employees, parents, and visitors. Smoking, vaping, and the use of any tobacco or nicotine products are strictly prohibited on school premises, during field trips, and at all school-sponsored events or activities.

As Wellspring does not provide designated smoking areas, employees, parents, contractors, and visitors who wish to smoke must do so off campus, away from student view and away from school entrances, gates, and other areas frequently accessed by students, parents, and visitors. Individuals who smoke are expected to dispose of cigarette butts and related waste responsibly and to maintain the cleanliness of the surrounding area.

All employees share responsibility for supporting the enforcement of this policy. Any parent, contractor, visitor, or employee observed smoking on school premises should be politely informed of the school's tobacco-free campus policy and asked to move off campus immediately. If the individual refuses to comply or becomes uncooperative, the matter shall be reported to Security without delay for appropriate follow-up.

An employee observed smoking, vaping or using any tobacco or nicotine product on school premises, during a field trip, or at a school-sponsored event or activity is addressed under Progressive Discipline and the Infraction Log (Part 10).

Staff-Student Professional Boundaries, Social Media, Gifts, and Conflicts of Interest

Related policies: WLC Code of Ethical Conduct; WLC Safeguarding Policy; WLC Child Protection Policy.

Professional Relationships with Students

All employees are expected to maintain professional and appropriate boundaries with students at all times. While positive, supportive, and respectful relationships are essential to effective teaching and learning, employees must avoid relationships or conduct that could reasonably be perceived as overly familiar, preferential, or inappropriate.

Overly familiar interactions may be misinterpreted, compromise professional judgment, create discomfort within the school community, and, in some cases, place students and employees at risk. Employees are therefore required to maintain a friendly yet professional relationship with all students, regardless of age or grade level.

Employees shall comply with the expectations outlined in the Wellspring Safeguarding Policy, Child Protection Policy, Code of Ethical Conduct, and their employment contract.

Social Media and Electronic Communication

Related policies: WLC Data Safeguarding Policy 2023-2026; WLC Code of Ethical Conduct.

To protect student wellbeing, confidentiality, privacy, and professional boundaries, employees shall not communicate, interact, comment, message, follow, befriend, or engage with Wellspring students through personal social media accounts or digital platforms unless such communication has been expressly authorized by the school for educational purposes or is conducted through approved school channels.

Employees shall not post, share, publish, transmit, or otherwise disclose photographs, videos, confidential information, personal data, or school-related content concerning Wellspring students, employees, families, or school operations without appropriate authorization and verification of media permissions.

All media and communications relating to students or school activities must comply with Wellspring policies and be coordinated, where applicable, through the school's designated communications or social media personnel.

As part of the school's commitment to documenting learning, employees who collect photographs, recordings, emails, or other materials related to school activities or student learning shall transfer and store such materials in approved school storage systems and folders as soon as reasonably possible and remove them from personal devices when no longer required for legitimate educational purposes.

Failure to comply with the requirements set out above concerning contact with students and the publication of student images, information or personal data is not addressed through the progressive stages set out in Part 10. Such matters are dealt with directly under the WLC Safeguarding Policy, the WLC Child Protection Policy and the WLC Data Safeguarding Policy, and may result in an immediate written warning, suspension, termination of employment, or referral to external authorities.

Failure to comply with the requirements concerning the coordination of school communications and the transfer of school-related materials to approved school storage is addressed under Progressive Discipline and the Infraction Log (Part 10).

Social Invitations and Contact Outside School

Employees shall not socialize privately with students or attend student gatherings, celebrations, or personal events outside school-sponsored activities unless specifically authorized by the school.

Employees are strongly discouraged from accepting invitations from students or their families outside of officially sanctioned Wellspring events. Such interactions may create actual or perceived conflicts of interest, favoritism, or unequal access to school personnel and may compromise professional boundaries.

Employees must also ensure that school-related information, student information, and confidential matters remain protected at all times, including during social interactions outside the school setting.

Gifts and Gratuities

Employees shall not solicit or accept cash, cash equivalents, monetary gifts, or expensive gifts from students, parents, or family members under any circumstances.

Modest tokens of appreciation, such as flowers, handmade cards, or homemade treats, may be accepted where appropriate, and provided doing so does not create a conflict of interest or the appearance of preferential treatment.

Any collective staff recognition initiatives organized by Wellspring or the Wellspring Parent Association Committee (WPAC), including Teacher's Day celebrations, shall be administered in accordance with school procedures and distributed equitably among eligible employees.

Promotion of Personal Services, Businesses, and Tutoring

Employees shall not market, sell, advertise, or promote personal products, business ventures, professional services, or commercial activities to students or their families.

Employees are also prohibited from soliciting or accepting private tutoring arrangements involving Wellspring students without prior written approval from the Head of School (HOS).

In exceptional circumstances where approval is granted, such authorization must be:

- Documented in writing by the Head of School;
- Acknowledged and signed by the employee; and
- Maintained in the employee's Human Resources file.

Employees must avoid any actual or perceived conflict of interest and must not use their position at Wellspring for personal financial gain.

Non-Compliance

Failure to comply with the provisions of this policy may result in disciplinary action, up to and including written warnings, suspension, termination of employment, referral to external authorities, and/or other legal or regulatory consequences, as determined by the nature and severity of the violation and applicable laws and regulations.

Staff to Staff Relationships

Safe Work Environment

Related policies: WLC Grievance Policy 2023-2026; WLC Code of Ethical Conduct.

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 to either the HOS or HR in writing and all documentation must be submitted to HR within 72 hours of incident. Every reported case will be taken seriously, promptly investigated and handled as confidentially as possible.

Harassment is not addressed through the progressive stages set out in Part 10. A reported incident is dealt with directly under this section and the WLC Grievance Policy.

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.

V. Safeguarding and Student Welfare

Student Safety, Security and Wellbeing

Child Protection

Related policies: WLC Child Protection Policy; WLC Safeguarding Policy.

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.

Student Supervision and Duty of Care

Student safety is an absolute priority.

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

- Faculty members 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 or around students is forbidden.
- When on supervision duty, it is the responsibility of all faculty and staff to make sure that students use the school facilities and equipment in an appropriate and safe manner.

All employees share responsibility for maintaining a safe, orderly, and respectful learning environment. Regardless of whether they are on duty at the time, employees who observe students engaging in inappropriate conduct, including bullying, fighting, unsafe behavior, misconduct, or being present in unauthorized areas, are expected to intervene appropriately and promptly report the matter to the designated supervisor.

Serious behavioral incidents, safety concerns, or significant breaches of school rules must be reported immediately to the relevant principal or designated administrator.

Monitoring Student Movement

Employees who encounter a student outside the classroom during instructional time should verify that the student has appropriate authorization to be out of class. If a student does not possess a valid pass, or appears to be away from their approved destination, the employee should inquire about the student's destination and purpose.

Where necessary, the employee may escort the student, or arrange for the student to be accompanied, to the appropriate location to ensure student safety, accountability, and adherence to school procedures.

Dismissal Procedures

Related policy: Wellspring Student Handbook 2026-2027.

Student Safety and Security

The safety and security of students are of paramount importance. Employees assigned to dismissal duty are responsible for ensuring that each student is safely released to an authorized individual and must remain on duty until the last student has been picked up. Under no circumstances should a student be left unsupervised during dismissal. Each family has provided the school with authorized pick-up information, including designated individuals approved to collect their child. These records are maintained by the school and must be followed without exception.

Employees assigned to dismissal duty are required to verify the identity of individuals collecting students by checking the school-issued identification card or other approved identification procedures.

Students may only be released to individuals listed on the school's authorized pick-up records. Exceptions may only be made when the student's parent or legal guardian has notified the Front Office directly by telephone or email and the change has been confirmed by the school.

When uncertainty exists regarding a student's pick-up arrangements, employees must exercise caution and seek verification before releasing the student. If necessary, employees should consult the Front Office, verify the identity of the

individual collecting the student, and obtain parental confirmation before authorizing dismissal.

When in doubt, one should verify before releasing a student.

Late Student Pick-Up

Related policy: Wellspring Student Handbook 2026-2027.

Students who remain at school more than fifteen (15) minutes after dismissal are considered late pick-ups.

Employees supervising dismissal must report all late pick-ups to the Front Office and provide:

- The student's name;
- Grade level; and
- Actual pick-up time.

If a delay is unavoidable, parents or guardians are expected to notify the Front Office as soon as possible.

Repeated late pick-ups may result in administrative action. A third occurrence within the academic year may be considered habitual and may result in late pick-up fees being applied to the student's account in accordance with school policy.

Dismissal Changes

Employees are expected to review all daily dismissal communications, including Morning News announcements and dismissal update emails, before student dismissal. These communications contain important information regarding transportation changes, special arrangements, and student safety requirements and must be followed precisely.

Employees assigned to bus duty, gate duty, or dismissal supervision should review their email at least thirty (30) minutes before dismissal.

If a student reports a change to their usual dismissal arrangements and the change has not been communicated through official school channels, employees must contact the Front Office for verification before permitting the change.

Students are not authorized to make changes to their own dismissal arrangements. Any modification must be initiated and confirmed by a parent or legal guardian through the Front Office.

Where clarification is needed:

- The student should be directed to the Front Office.
- The Front Office will contact the parent or guardian for confirmation.
- All dismissal changes should be communicated by parents through approved channels, including telephone calls, written notes, or email messages, preferably before **12:00 noon** on the day of the change.

Employees should respectfully listen to students' requests while ensuring that all changes are verified through official procedures before action is taken.

VI. Health, Safety and Emergencies

Security on Campus

Visitor Identification and Campus Security

All employees share responsibility for maintaining a safe and secure school environment. Any individual observed on campus without a visible Visitor Identification Badge shall be approached in a polite and professional manner, provided that the employee is not directly supervising students at the time. The individual shall be escorted to the designated security checkpoint, namely the Brown Door Security Office at Mathaf Campus or the CCC Front Gate, for verification and registration.

In the event that the individual is unwilling to cooperate, the employee shall immediately notify Security, either directly or through another available staff member, while maintaining visual awareness of the individual's location and movements whenever it is safe and appropriate to do so. Under no circumstances shall staff members place themselves or others at risk when responding to such situations.

Security Cameras and Confidentiality

Related policy: WLC Data Safeguarding Policy 2023-2026.

To support the safety, security, and wellbeing of all students, employees, and visitors, Wellspring maintains security cameras in most common areas and classrooms across its campuses.

The installation and use of security cameras are intended solely for safeguarding, security, and operational purposes. All recordings and related data shall be treated as confidential and shall only be accessed, reviewed, or disclosed by authorized personnel when necessary to support school operations, safeguarding investigations, security concerns, or other legitimate purposes.

Access to security footage shall be managed through the Head of School's Office and governed in accordance with applicable legal requirements and the provisions outlined in the Wellspring Data Safeguarding Policy.

Emergency Procedures

In the event of an emergency, including but not limited to fire, earthquake, severe weather, security threats, civil unrest, or other crisis situations, all employees are expected to remain calm, act promptly, and follow established Wellspring emergency procedures.

Instructions may be communicated through:

- The public address (PA) system;
- Computer notifications;
- Direct verbal communication from administrators or supervisors;
- SMS notifications; or
- Official Wellspring emergency communication groups.

Employees should remain alert and follow all directions issued by school leadership, emergency response personnel, or designated safety officers.

In the event of a power outage or communication disruption, alternative communication methods will be used to provide instructions and updates.

Employees are also expected to monitor the designated Wellspring Emergency WhatsApp Groups for their respective campus when directed to do so during emergency situations.

Emergency Drills and Safety Training

To ensure preparedness and compliance with school safety requirements, Wellspring conducts regular safety drills throughout the academic year, including but not limited to:

- Fire drills;
- Lockdown drills;
- Evacuation drills; and
- Earthquake drills.

All employees, including administrators, teachers, support staff, and office personnel, are required to participate fully in all drills and emergency preparedness activities.

New and returning employees will receive safety training and are expected to familiarize themselves with all emergency procedures, evacuation routes, assembly points, and campus-specific safety protocols. Participation in safety drills is mandatory and forms part of every employee's professional responsibility toward maintaining a safe learning environment.

Elevator Use (where applicable)

The elevator is designated primarily for the transportation of individuals with illnesses, injuries, mobility limitations, or other physical needs, as well as for the movement of school furniture, equipment, and supplies.

To ensure safety and availability for those who require it, the elevator is not intended for routine or general use by employees or students.

Any employee who hears an elevator alarm, unusual noises, banging sounds, or has reason to believe that an individual may be trapped inside the elevator must immediately notify the Front Office or Security. Such situations should be treated as urgent safety concerns and require immediate attention to protect the health and wellbeing of those involved.

Staff Wellbeing

Related policy: WLC Wellbeing Policy 2025-2026.

Nurse and Counseling Services

Related policies: WLC Social Emotional Counseling Policy 2025-2026; WLC Wellbeing Policy 2025-2026.

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 is not expected to dispense medication to staff members.

- It is recommended that employees keep their 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.

Counseling Services are available at both campuses to address the needs of students and staff members. Employees are urged not to approach counselors with problems regarding colleagues or the work environment. Problems between Wellspring colleagues need to be reported to HR, and will resolved according to the Wellspring Grievance Policy.

VII. Campus, Facilities and Resources

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 the accounting department for reimbursement.

Faculty and staff must check with the accounting department for details.

Mathaf Campus:

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

CC Campus:

Parking in front of shops located on the street coming toward the front gate is strictly forbidden,

Keys, Access Control, and Security

Issuance and Use of Keys

Employees who are issued keys for offices, classrooms, libraries, cabinets, lockers, or other school facilities are required to sign the appropriate key receipt form through the Operations Department. The employee signing for the key assumes responsibility for its safekeeping and proper use.

Keys are issued for individual use only and must not be shared, loaned, duplicated, or transferred to another employee, student, or third party. Likewise, employees should not borrow keys assigned to another individual.

Securing School Facilities

Employees who unlock offices, classrooms, storage areas, or other school facilities are responsible for ensuring that these areas are properly secured when vacated. Any key borrowed temporarily from the Operations Department must be returned promptly upon completion of its intended use.

Employees are encouraged to safeguard personal valuables by storing them in a locked drawer, cabinet, locker, or other

secure location. Employees who do not have access to secure storage should submit a request to Administration or Operations for appropriate accommodations.

Key Accountability

Employees are responsible for maintaining all issued keys in good condition and must return them to the Operations Department upon request, at the end of the academic year, or upon separation from employment.

Any lost, stolen, damaged, or unreturned key must be reported immediately to the Operations Manager. Because keys provide access to school facilities and may impact campus security, such incidents are considered serious security matters requiring immediate attention.

Where the loss, theft, or damage of a key necessitates the replacement of locks and the issuance of new keys, the employee may be held responsible for the associated replacement costs. The current replacement charge is **USD \$40 (Fresh Dollars)** per lock and key replacement, subject to revision by the school as necessary.

Non-compliance with key security procedures is addressed under Progressive Discipline and the Infraction Log (Part 10). Where the loss, misuse or unauthorized transfer of a key creates a security risk to a campus, the matter may be escalated directly to a written warning.

Facilities Maintenance and School Resources

- **Reporting Maintenance and Safety Concerns**

- All employees share responsibility for maintaining a safe and functional learning environment. Any maintenance, safety, or facility-related concern, including but not limited to loose floor tiles, plumbing issues, water leaks, damaged equipment, electrical concerns, or other building defects, must be reported to the Operations Department as soon as it is identified.
- Employees should not assume that another person has noticed or reported the issue. Individuals who observe, discover, or experience a concern are expected to take responsibility for reporting it promptly so that appropriate corrective action can be taken.

- **Use of School Resources and Materials**

- Wellspring provides a variety of instructional and professional resources for employee use through the Library, Printing Center, and other designated resource areas. These materials remain the property of the school and are provided to support teaching, learning, and professional responsibilities.
- Employees who borrow books, manipulatives, instructional materials, equipment, or other cataloged resources are required to:
 - Follow established checkout procedures;
 - Record borrowed items as required;
 - Return materials within the designated timeframe; and
 - Ensure that all items are returned in good condition.
- Any missing, damaged, or incomplete materials, including missing components of resource kits or instructional sets, must be reported immediately to the appropriate department or resource coordinator.
- Employees are expected to use school resources responsibly and to collaborate professionally with colleagues to ensure equitable access to shared materials and resources.

Resources

Related policy: WLC BYOD Policy 2023-2026.

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

- 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.

- Any IT equipment malfunction should be immediately reported to the IT Department.
- All other equipment or classroom furnishings that require repair should be reported to the Operations Manager via school email at Operations@wellspring.edu.lb.
- Employees are asked to leave a note on the damaged or non-functioning equipment letting others know the problem even if they did not cause the malfunction, as it is everyone's responsibility to make sure it is reported. Most of Wellspring's electronic equipment is under warranty, thus, immediate reporting may allow to ke full advantage of the repair services offered under warranty.
- Digital technology devices assigned to employees including desktops, laptops, interactive boards, pens, whiteboards, computer keyboards and cameras are their responsibility to maintain. The IT Help Desk should be notified any assigned equipment needs to be cleaned or maintained in any way.

Maintaining Wellspring Resources

Personal responsibility toward the learning community environment is an important part of Wellspring's 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

Employees are expected to:

- 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.
- Dispose of trash appropriately.

Technology and Internet

Related policies: WLC BYOD Policy 2023-2026; WLC Data Safeguarding Policy 2023-2026; WLC Educational Technology Master Plan 2023-2024.

Wellspring e-mail addresses and Internet services are to be used for professional purposes only. Subscriptions to external server lists or other online organizations must be made using personal e-mails and not their Wellspring address.

Employees are required to pay attention to upload/download limits. In the event where an employee is unsure about whether to start a download of a large file/image/document, they must first check with the IT Department for help.

NOTA BENE: 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. Furthermore, the use of 'Social Networking' sites such as 'Facebook' or 'X' (even on employees' own personal devices) during school hours and on school property is grounds for a written warning.

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

Administrative Support and Requests

Ordering Supplies and Resources

- At designated times throughout the year, administrative staff will request submissions for stationery, classroom supplies, and other resources. Employees are responsible for responding to these requests in accordance with the stated procedures and deadlines.

- Failure to submit requests on time may result in delays or the inability to obtain the required supplies and resources.

Photocopying and Printing

Related policies: WLC Academic Integrity Policy 2023-2026; WLC Assessment Policy 2023-2026.

- Large-volume photocopying and printing must be completed through the school printing center located on each campus.
- Requests for worksheets, booklets, examinations, and multi-page documents must be submitted by email to the printing center and approved by the appropriate Subject Leader or Facilitator.
- Mid-Year and End-of-Year examinations are highly confidential documents and require approval from the relevant IB Coordinator before printing.
- Printing requests requiring specialized sizes or formats may need to be outsourced to an external printing provider. Any outsourced printing must receive prior approval from, and be signed by, the principal or the employee's direct supervisor.

Reimbursement for School-Related Purchases

- All purchases made on behalf of the school, including equipment, supplies, outsourced printing, and consumable materials such as cooking or baking ingredients, require prior approval from the principal or direct supervisor, regardless of cost.
- Purchases made without prior authorization may not be reimbursed.

VIII. Teaching, Learning and Academic Responsibilities

Academic Expectations, Responsibilities, and Documentation

Unit Plans and Subject Documentation

Related policies: WLC Teaching and Learning Policy 2023-2026; WLC Assessment Policy 2023-2026.

Teachers are required to develop unit and subject plans using the official IB planning templates and documentation processes.

Specific expectations regarding planning, documentation, submission deadlines, and uploads will be communicated by Subject Leaders, Facilitators, Program Coordinators, and IB Coordinators.

Requirements for progress reports may vary between IB programs and the Lebanese Program. Teachers should consult their Subject Leader, Program Coordinator, or Principal regarding deadlines, reporting requirements, and learning outcomes.

Homework, Calendars, ManageBac, and Teams

Related policies: WLC Homework Policy 2022-2025; WLC Assessment Policy 2023-2026.

Teachers are responsible for posting homework assignments and daily learning activities on ManageBac each school day. Posting deadlines are:

- CCC Campus: by 3:00 p.m.
- Mathaf Campus: by 2:00 p.m.

All employees are expected to become proficient in the use of ManageBac and Microsoft Teams. Training and ongoing support are available through the Educational Technologist.

Teams should only be used for virtual learning purposes.

Field Trips for Learning

Field trips should directly support the curriculum, unit of inquiry, or learning objectives and provide meaningful educational experiences for students.

Before making any arrangements, teachers must discuss the proposed trip with the relevant Program Coordinator or Early Years Head. Final approval must be obtained from the Head of School or Director of Learning and Teaching.

Once approval is granted, the organizing teacher is responsible for all logistical arrangements.

At the beginning of each school year, families sign a general field trip consent agreement. However, parents must still be informed of all specific field trip activities.

Teachers must provide parents with information regarding:

- Purpose of the trip;
- Destination;
- Date and time;
- Learning objectives.
- Notifications may be sent through school email or a printed letter.

Field Trip Planning Requirements

Staff-Student Ratios

Related policies: WLC Inclusion Policy 2023-2026; WLC Learning Diversity Policy 2024-2025.

Minimum supervision requirements are:

- Early Years: 1 adult for every 5 students
- Elementary: 1 adult for every 5-7 students
- MYP/DP: 1 adult for every 8-10 students

Additional supervision may be required for younger students or when visiting crowded public locations.

Shadow teachers and Learning Support teachers must attend when supervision of specific students is required.

Transportation

Transportation requests must be submitted to the Bus Service Coordinator at least seven (7) days before the trip.

Documentation

Teachers must complete and submit:

- Field Trip Request Form
- Field Trip Risk Management Form

These forms are available through the school's website under the Teachers section.

Completed forms must be reviewed and approved by the appropriate Coordinator, Early Years Head, or Principal before they are shared with families.

Communication Deadlines

Parent notifications must be issued at least four (4) school days before the trip.

Notifications should not be sent on a Friday for a Monday trip.

The Front Office must receive both electronic and printed copies of trip information at least four (4) days before departure.

The Office of the Head of School must also receive all documentation at least four (4) days in advance.

Safety Requirements

A fully stocked first aid kit must accompany every field trip and remain under the supervision of a designated staff member.

Parents must be informed that students not participating in the field trip should either remain at home or arrive at school after participating students have returned.

Virtual Learning (VL)

Teaching remotely from home or from another country while the school is operating normally is not permitted.

Virtual learning may only be implemented when:

- The entire school transitions to online learning;

- Individual quarantine requirements are in place; or
- An emergency situation requires the temporary closure of campus.

Wellspring does not permit employees to choose virtual instruction for personal convenience or preference when in-person classes are operating normally.

Should an emergency situation arise that makes travel to campus unsafe, employees will be notified promptly, and instruction may temporarily transition to virtual learning.

IX. Communication

Intra-community Communication

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

Email Communication Expectations

Related policies: WLC Code of Ethical Conduct; WLC Data Safeguarding Policy 2023-2026.

Email is an important professional communication tool and should be used responsibly, respectfully, and appropriately.

- If an employee submits a request that requires prior approval and does not receive a response, the employee should assume that the request has not yet been approved and should refrain from proceeding until authorization has been received.
- If a matter is urgent and an email response is required promptly, employees should follow up directly with the recipient in person or by telephone rather than relying solely on email communication.
- If the content, intent, or instructions contained in an email are unclear, employees are expected to seek clarification directly from the sender. Whenever possible, clarification should be obtained through a face-to-face conversation or other direct communication to ensure mutual understanding and prevent misinterpretation.
- All electronic communications must reflect the professional standards of Wellspring. Employees should refrain from sending emails written in anger, frustration, or retaliation. Messages should be respectful, professional, and consistent with the expectations outlined in the Wellspring Code of Ethical Conduct.
- Employees are expected to review all correspondence carefully before sending, including checking for accuracy, tone, spelling, grammar, attachments, and recipients.
- Care should be taken to verify recipient names and email addresses before sending any message, especially when multiple employees have similar names. This helps ensure that information is shared with the intended recipient and reduces the risk of miscommunication, confidentiality breaches, and unauthorized disclosure of information.

All email communications may be considered official school records and should be composed with the same level of professionalism expected in any formal workplace communication.

Communication with Parents

Related policy: WLC Parent Code of Conduct 2026.

Wellspring Email Accounts

- All employees are provided with an official Wellspring email account. Staff members in leadership or designated positions may also be assigned role-based email addresses rather than individual accounts.
- Employees who have not received an email account, or who experience login difficulties, should contact the HR Department or IT Department for assistance.
- All communication with parents must be conducted through official Wellspring email accounts. Personal email accounts, WhatsApp, and Microsoft Teams may not be used for parent communication. The employee's Principal or direct supervisor should be copied on all parent correspondence.

Parent Meetings

- All parent-teacher meetings must be approved by the principal before they are scheduled, regardless of who

initiated the request.

- *Teacher-Initiated Meetings*

- When requesting a meeting with parents, teachers must:
- Submit the request to the principal by email.
- Clearly state the purpose of the meeting.
- Await confirmation regarding attendance requirements.
- The principal will determine which staff members, if any, should attend, including representatives from teaching, counseling, learning support, behavioral support, or leadership teams.
- All telephone conversations with parents must be recorded on the Front Office phone log.
- Meeting requirements include:
 - Completion of meeting minutes.
 - Signatures from all attendees.
 - Providing parents with a copy of the signed meeting minutes before leaving campus.
- The original meeting record must be scanned and filed electronically in the appropriate student support folder (e.g., Learning Support, Counseling, ESL, or Behavior). Academic meeting records should also be maintained in the student's academic file.
- Teachers wishing to access a student's file must first obtain approval from the principal by email.

- *Parent-Initiated Meetings*

Related policy: WLC Parent Concerns Policy 2026-2029.

- Parents who wish to meet with a teacher must contact the principal's Office directly. Requests sent directly to a teacher must be forwarded to the principal and copied to the principal by email.
- Verbal meeting requests from employees will not be accepted. All requests must be submitted by email.

Letters, Social Media, and Parent Communications

Routine communication with parents should be conducted through:

- Student agendas;
- Wellspring email;
- ManageBac;
- Official school social media platforms.
- Microsoft Teams is reserved exclusively for official virtual teaching and learning activities.

Written Communication Standards

Employees should ensure that all written communication is:

- Professional and respectful;
- Clear and accurate;
- Properly dated and signed;
- Free from spelling and grammatical errors;
- Appropriate for the school's professional standards.

Employees should take care when communicating in emotionally sensitive situations and avoid writing messages while frustrated or upset.

Publications and Social Media Posts

Related policy: WLC Language Policy 2023-2026.

All newsletters, informational flyers, announcements, and social media content, whether in English, Arabic, or French, must be:

- Reviewed and approved by the principal or direct supervisor.
- Submitted to the Marketing and Communications Officer for publication.

- Submitted for review at least five (5) working days before the intended publication date.

The final approved version must be shared with the Head of School and principal before distribution or publication.

X. Accountability and Acknowledgement

Progressive Discipline and the Infraction Log

This framework applies to the conduct and attendance expectations identified throughout this Handbook. It does not apply to serious misconduct; see Conduct outside this framework below.

Responsibilities:

Wellspring's leaders: principals, heads of section, direct supervisors and designated administrators are responsible for observing and addressing infractions as they occur. Human Resources does not observe conduct on the ground and does not determine whether an infraction has taken place. Human Resources maintains the record and issues formal warnings once the threshold is reached.

Stage 1 — First, second and third infraction: oral warning issued by the leader

The leader addresses the matter with the employee directly and issues an oral warning at the time. On the same working day, the leader emails Human Resources a written record of the infraction stating:

- the employee's full name, position and campus;
- the date, time and place of the infraction;
- a factual description of what was observed — what the employee did or failed to do, and the Handbook expectation concerned;
- whether students, parents or visitors were present;
- confirmation that an oral warning was given, and the employee's response, if any;
- names of any other staff present.

Human Resources acknowledges receipt, copies the employee, and records the entry in the employee's infraction log. An oral warning that is not reported to Human Resources is not recorded and does not count toward the threshold.

Stage 2 — Fourth infraction: written warning issued by Human Resources

On receipt of a fourth reported infraction in the same category within the same academic year; that is, once three oral warnings have been logged; Human Resources issues a formal written warning to the employee, copied to the principal or direct supervisor, and places it in the employee's Human Resources file.

Stage 3 — Continued non-compliance: Final written warning

A further infraction in the same category after a written warning results in a final written warning issued by Human Resources with the approval of the Head of School.

Stage 4 — Termination.

Continued non-compliance after a final written warning may result in termination of employment, decided by the Head of School in accordance with the employee's contract and applicable Lebanese law.

Expiry. Warnings expire twelve (12) months from the date of issue and are not counted toward the threshold after that date.

Counting. Infractions are counted per category: dress code separately from mobile phone use, and so on. Infractions are counted per employee rather than per supervisor, thus, infractions reported by different leaders accumulate against the same log. Lateness is counted per calendar month rather than per academic year; see Punctuality and Late Arrival in Part 3.

Conduct outside this framework

Safeguarding breaches, harassment, breaches of confidentiality, conduct that endangers a student, private contact with a student through personal accounts, the publication of student images or personal data, unapproved absence from work, and other serious misconduct do not follow the progressive stages. They are addressed directly under the relevant Wellspring policy and may result in an immediate written warning, suspension, termination of employment, or referral to external authorities.

Oversight. Human Resources circulates each principal's infraction log to that principal once per term, so that gaps in reporting are visible and the record can be verified.

Employee response. An employee who disagrees with a recorded infraction or a warning may raise the matter with Human Resources in writing, and may pursue it under the Wellspring Grievance Policy.

Raising a Concern

Concerns relating to conduct between colleagues are ed to the Head of School or Human Resources in writing, as set out under Safe Work Environment in Part 4, and are handled in accordance with the WLC Grievance Policy.

Appendix One - Related Policies and Documents

This Handbook is read together with the Wellspring policy suite published on the Staff Policies portal. It does not replace any policy. The policies listed below are those referred to in this Handbook; each is cited again beneath the section it governs.

Policy / document	Handbook section it governs
WLC Guiding Statements	Part 1 — Our Guiding Statements
WLC Code of Ethical Conduct	Dress Code; Staff-Student Boundaries; Safe Work Environment; Email Communication; Equal Opportunity
WLC Safeguarding Policy	Child Protection; Professional Relationships with Students
WLC Child Protection Policy	Child Protection; Professional Relationships with Students
WLC Data Safeguarding Policy 2023-2026	Security Cameras and Confidentiality; Social Media; Technology and Internet; Email Communication
WLC Phone-Free School Day Policy 2026-2029	Mobile Phone Use
WLC Grievance Policy 2023-2026	Safe Work Environment; Counseling Services
WLC Wellbeing Policy 2025-2026	Staff Wellbeing; Nurse and Counseling Services
WLC Social Emotional Counseling Policy 2025-2026	Nurse and Counseling Services
WLC Continuous Professional Development Policy 2024-2027	Continuous Professional Development; Required Attendance at School Functions and PD
WLC BYOD Policy 2023-2026	Technology and Internet; Resources
WLC Educational Technology Master Plan 2023-2024	Technology and Internet
WLC Recruitment Policy 2023-2026	Equal Opportunity Employer; Legal Obligations
WLC Retention Policy 2024-2027	Legal Obligations — Contracts and Confidentiality
WLC Inclusion Policy 2023-2026	Equal Opportunity Employer; Field Trip Staff-Student Ratios
WLC Learning Diversity Policy 2024-2025	Field Trip Staff-Student Ratios
WLC Teaching and Learning Policy 2023-2026	Unit Plans and Subject Documentation
WLC Assessment Policy 2023-2026	Unit Plans; Homework and ManageBac; Photocopying and Printing
WLC Academic Integrity Policy 2023-2026	Photocopying and Printing (examination materials)
WLC Homework Policy 2022-2025	Homework, Calendars, ManageBac and Teams
WLC Language Policy 2023-2026	Publications and Social Media Posts
WLC Parent Code of Conduct 2026	Communication with Parents
WLC Parent Concerns Policy 2026-2029	Parent-Initiated Meetings
Wellspring Student Handbook 2026-2027	Dismissal Procedures; Late Student Pick-Up

Appendix Two - Infraction Report — Standard Email Format

Leaders use the format below when reporting an infraction to Human Resources under Progressive Discipline and the Infraction Log (Part 10). A report that omits any of these fields cannot be logged and will be returned. The report is sent on the same working day as the oral warning.

To: The Human Resources Department distribution address. Cc: the employee.

Subject: Infraction Report — [Employee full name] — [Category] — [Date]

Employee: full name, position, division, campus.

Category: The Handbook expectation concerned (for example: Dress Code; Employee Badges; Mobile Phone Use; Punctuality; Clocking In and Out; Required Attendance; Smoke-Free Campus; Absence Notification; Key Security).

Date, time and place: when and where the infraction was observed.

What was observed: a factual account of what the employee did or failed to do. State facts, not conclusions — describe the conduct rather than characterising the employee.

Context: whether students, parents or visitors were present, and any effect on supervision, instruction or student safety.

Action taken: confirmation that an oral warning was given to the employee, when, and the employee's response if any.

Witnesses: names of any other staff present.

Reported by: name and position of the leader issuing the oral warning.

Human Resources acknowledges each report, records it in the employee's infraction log, and notifies the Principal or direct supervisor when a threshold is reached.

Appendix Three - Employee Declaration and Acknowledgement

The Employee Declaration and Acknowledgement for the 2026-2027 academic year is issued as a separate document. Every employee is required to complete it and return the signed copy to the Human Resources Department, where it is retained in the employee file.