



Student Handbook

2025-2026

Last Review: July 2025
Review cycle: 1 year
Next Review: July 2026



Student Handbook 2025-2026

Nursery - Grade 12 Student

Signature Page

For all students, it is advisable that parents and students regardless of grade level, read and understand Wellspring's expectations because both the parents and the students are held responsible for knowing the content.

As principled members of Wellspring Learning Community, we understand that we must respect the expectations and requirements of Wellspring at both Mathaf or City Centre Campus. By signing below, you acknowledge that we (students and parents/guardians) have read the 2025-2026 Student Handbook and fully understood its contents. At times, we may disagree with a rule, but we must understand that the system is in place for the benefit, safety and wellbeing of all members of our community.

Please acknowledge that you have read the 2025-2026 Student Handbook and understood all rules and your responsibilities.

Student's name (print): _____ Grade: _____

Student's signature: _____

Parent's name print: _____

Parent's/guardian's signature: _____

Wellspring Learning Community

Student Handbook

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.

Rationale

Wellspring Learning Community is a non-sectarian educational institution that has no political or religious affiliations. The school strives to be an inclusive school where different nationalities, ethnicities, socio-economic backgrounds, and personal beliefs support the school's vision and where all students become global citizens who will respectfully support the spirit of open-mindedness. Wellspring honors diversity and encourages all members to share their different cultures beliefs and practices. Since Wellspring has an international body of students, families and staff there may be times when learning events, trips or experiences may expose, celebrate, or honor diverse cultures outside of our local Lebanese culture.

I. School Life

Times of Operations

Arrival Time for Mathaf Campus EY students (Nursery to KG2):

- 7:00 am – Brown Door and Sports Gate open
- 7:15 am – Mathaf Teachers arrive
- 7:40 am – Classes officially begin-learning begins
- 7:35 am – Sports Gate closes
- 7:40 am – Brown Door closes*

*To access school premises after arrival time, please ring the bell located on the left-hand side of the Brown Door.

Arrival Time for Mathaf Campus Elementary students (Grade 1 to Grade 5):

- 7:00 am – Brown Door and Sports Gate open
- 7:15 am – Mathaf Teachers arrive
- 7:25 am – Mathaf Spiral Schedule – Teachers/Students in classrooms
- 7:25 am – Elementary students late – collect late pass at FO
- 7:35 am – Sports Gate closes – drive to Brown Door
- 7:40 am – Brown door closes*
- 7:40 am - EY students are considered late – collect late pass at FO

*To access school premises after entrance closes, ring the bell located on the left-hand side of the Brown Door

Arrival Time for City Centre Campus (G6 - G12)

- 7:00 am – Front and Back Gates open
- 7:00 am – Supervisors on duty
- 7:25 am – CCC Teachers arrive
- 7:25 am – Back Gate closes – drive to Front Door Gate
- 7:25 am – Assembly or Advisory for students in classrooms
- 7:40 am – 1st period

Late to School

- Students are late if they arrive after 7:25 am except for Early Years who are late after 7:40
- Each late arrival is recorded on ManageBac
- Students need to take a late pass issued at the FO at Mathaf or FO CCC before entering class
- Five late to school in the morning equals one major offense
- Five “late to class” during the school day equals one major offense

Dismissal for Mathaf (Nursery - G5) Monday, Tuesday, Thursday, Friday

- 2:15 pm - Bus riders begin boarding the buses in the Church Parking.
- 2:30 pm - All Grades (Nursery to G5) walkers and parent pick-ups begin at the Sports Gate and Brown Door
- 2:30 pm - Mathaf After School Program (paid program) begins afterschool when available.

Dismissal for CCC (G6 - G12) Monday, Tuesday, Thursday, Friday

- 3:15 pm all students are dismissed.
- 3:15 pm Bus students to front gate / walkers, pickups to back gate.
- 3:30 pm Buses leave front gate 3:40 pm Back gate closes for the day / late pick-ups are moved to the front gate, and a late pick-up fee may be charged after 3rd late pick up and recorded on ManageBac.

Wednesday Early Dismissal for All Students

Mathaf

1:30 pm for Nursery to Grade 5

1:45 pm Sport gate closes / remaining students move to Brown Door for late pick up.

CCC

2:25 pm all students are dismissed.

2:25 pm bus students head to front gate / walkers, pickups head to back gate.

2:40 pm buses leave from front gate.

2:45 pm back gate closes / remaining students move to Front Gate for late pick-up.

Modes of commuting to and from school

All parents should inform the school in writing – at the start of the school year – of their child’s mode of commuting to and from school. These may include: car, bus or on foot.

- Wellspring students are allowed to walk to and from school with the written consent of their parents or guardians.
- Any changes in commuting mode must be communicated with the Mathaf/CCC Front Office or Principal’s Office.
- Parents/guardians are asked to notify the Front Office/Principal’s Office if their child/ren will be absent or arriving late.
- Parents/guardians will ensure that the school has up to date emergency contact information.
- The cooperation of Wellspring parents and guardians is essential in making the school’s daily commute safe and effective for all students.

Attendance and Absenteeism

Parents are responsible for ensuring that their children attend school regularly and arrive on time. Students are expected to attend all classes on a daily basis unless circumstances of illness or important family or legal matters prevent this. Starting the school year late, arriving from a vacation late or leaving for any break before the last official day of school is against school policy. Students will not be allowed to sit for makeup tests. Students will be given a zero and will be marked as unexcused absence on ManageBac.

Once inside the campus, students are responsible for getting to class on time, and ready to learn. It is the student’s responsibility to make up any missed work assigned on ManageBac due to lateness or absence.

Under Lebanese Law and the Ministry of Education and Higher Education, students who miss more than 15 consecutive school days or a total of 40 school days (excluding official medical reports) may be asked to repeat their grade level for the following year.

- Parents must inform the **front office** by calling 01-423 444 (Mathaf) or 01-282 582 (CCC) before 7:25 am to report their child’s absence.
- If the child is absent due to medical reasons, a medical report must be submitted to the school within the second day of reported illness.
- Students who have been absent, are required to make up missed homework assignments.
- Students in Grades 6-12 who miss a pre-scheduled exam due to illness will be given a chance to make up the exam once an official medical report has been submitted to the principal. Unexcused absences without a medical report will earn the student a zero.
- Absent students who want to collect their schoolbooks need to contact the front office at either Mathaf or CCC to make arrangements.

- All absences and tardiness are officially recorded on Manage Bac and progress reports.

Written PE Excuses

- If your child needs to stay out of PE class for one session, a note needs to be sent to the school nurse from the parent.
- If your child is required to stay out of several PE sessions for a medical reason, a note from your doctor must be provided, stating the length of time expected to be out of class and the medical reason.
- Please present the medical note to the school nurse, who will inform the PE teachers.

Serious Allergies and Health Conditions

If a student has serious allergies or long-term health issues, parents need to inform the nurse at the beginning of each new school year. Arrangements for medicine taking and emergency situations need to have the appropriate medicines ready at the nurse's office with a plan of action for each.

If your child needs to take medicine on a regular basis during school hours, please contact the school nurse to make all necessary arrangements. Please present a doctor's report, stating the name of the medicine, dosage and time to be taken while completing the "Medication Authorization Form" available on the school's website.

Student should receive the first dose of any newly administered medication at home to monitor for any allergic reaction before taking the medicine at school.

- Serious allergies need to be declared during the enrollment process and on Open Apply
- Serious allergies that develop after enrollment need to be immediately reported to the nurse.
- Students are not permitted to self-medicate without liaising with the school nurse to discuss timings and procedures.

For further information, please contact the school nurse: MathafNurse@wellspring.edu.lb or CCCNurse@wellspring.edu.lb.

Nurses and Wellbeing

Both Mathaf and City Centre Campuses have registered nurses who are able to administer first aid and offer simple remedies. The nurse will also assist a student who is not feeling well and needs to be sent home. Parents of new students need to complete and submit the Medical History Form" before the student starts school. Parents of returning students SHOULD complete the "Health and Emergency Information Update" sent by the nurse at the beginning of each school year.

Sickness During the School Day (students calling home) - Mathaf and CCC

Students who are not feeling well must visit the nurse before calling their parents. Primary school students need to be accompanied by a staff member to the nurse's office. The nurse will assess the situation, report the situation to relevant staff, call parents and arrange for pick up, when needed.

Students who are sick and have a temperature of 38°C or higher are kindly asked to stay home for the day.

Leaving Early for Doctor's Appointments

Please do not set appointments during school hours.

In case of an urgent doctor's appointment, where your child needs to leave early, please email the CCC or Mathaf at least 24 hours in advance at:

Mathaf_Dismissal_Changes@wellspring.edu.lb or CCC_Dismissal_Changes@wellspring.edu.lb

In case of an emergency doctor appointment before noon, also please email at:

Mathaf_Dismissal_Changes@wellspring.edu.lb or CCC_Dismissal_Changes@wellspring.edu.lb

In case of an emergency doctor's appointment after 12:00, you will need to call the principal's office and send an email to one of the above addresses, depending on the campus.

Preventing the Spread of Contagious Diseases

The nurse will immediately send a student home when the child displays a temperature of 38°C or higher, including illnesses with fever, uncontrollable coughing and sneezing, heavy nasal discharge, vomiting, diarrhea, severe pain, conjunctivitis, lice, chickenpox, rubella (measles), mumps, or other communicable diseases.

School Uniform

Uniform Code for Grades 1 -12

All Wellspring students in Grades 1-12 are required to abide by the school uniform code. Uniform combinations will vary depending on individual PE schedules, the weather and limited personal decisions.

Allowed:

- Wellspring polo shirt with Wellspring logo (long or short sleeve)
- Personal choice of school appropriate jeans, pants, shorts or skirts are allowed but must be knee-length or longer (Gr. 6 – 12), worn to the waist and in school-appropriate colors of **black, navy, blue, grey, white or beige**.
- Wellspring hoodies
- PE uniform of Wellspring: T-shirt with Wellspring logo (long or short sleeve), track pants and PE hoodie. Students are not allowed to modify the design of the PE uniform
- Head scarves must follow the school-appropriate colors and scarves must be plain without designs.

In cold weather, non-school jackets and coats can be worn in the acceptable colors of black, navy, blue, grey, white, and beige, but must not have logos larger than 10cm x 10cm (ideally logo free)

Not Allowed:

- Pink, yellow, orange, red, gold, silver, purple, burgundy, brown, military-colored pants, jeans, shorts, skirts, sweaters, jackets and/or coats.
- Pants must not drag on the floor for safety reasons
- Ripped, torn or heavily decorated, beaded, or acid-washed jeans
- **Leggings worn as pants (Grades 6-12) - not to be worn in PE either**
- No floral prints, stripes, checkered, army camouflage, plaid, stars etc.
- Designer brand names, trademarks or logos (larger than 10cm x 10cm)
- Hats, caps or sunglasses in class (may be worn outside for PE class or field trips)
- Face piercing jewelry during school hours.
- Flip-flops, slides or Crocs
- Violent or obscene symbols, profane numbers, or messages seen on backpacks, shoes, jackets, binders, lockers.

Consequences for NOT FOLLOWING the Wellspring Uniform Code

1st Incident: Student will be asked to wear a school loaner uniform for the day. It will be reported as a minor offense on MB.

2nd Incident: Parents will be called to bring the appropriate uniform. The student will be asked to wear a school loaner uniform until the correct uniform is brought from home. It will be reported as a minor offense on MB.

3rd Incident: The student cannot enter the class until the correct uniform is brought from home or the student will be asked to purchase a new uniform that will be charged to the parents' account.

Communication with Parents

Forms of Wellspring Communication

School website: www.wellspring.edu.lb

The school uses the following email for general communication:

Info@wellspring.edu.lb -outgoing non-reply email for general parent communications. Please DO NOT send email correspondence to this address.

For **general inquiries**:

MathafFrontOffice@wellspring.edu.lb or CCCFrontOffice@wellspring.edu.lb;

For all **dismissal changes** to your child's regular dismissal routine or driver:

Mathaf_Dismissal_Changes@wellspring.edu.lb or CCC_Dismissal_Changes@wellspring.edu.lb

- Manage Bac: wellspring.managebac.com
- Facebook: www.facebook.com/wellspringlc
- Instagram: **wlc_wellspring**
- SMS from school in cases of emergency - Please keep your phone open 24/7.
- Emergency Whatsapp group

Please note that Teams platform is not used for communication. It is reserved for virtual learning purposes if the need arises.

ManageBac and Reporting

Students will find homework and assignments through their ManageBac account calendar and will be able to communicate with their classroom teachers when needed.

Parents have access to the same platform, in order to follow up with the assignments and assessment dates posted for their children's classes and to monitor their academic progress and behavior. Where applicable, the portfolio section of ManageBac is used to showcase learning.

All assignments and homework will be posted on ManageBac by 2:00 pm (Mathaf) and 3:00 pm (CCC) and by 2:00 pm on Early Wednesdays.

- Please make it a habit to regularly check your child's ManageBac calendar.
- Valuable information, events, activities or homework assignments are posted daily.
- Reports on academic progress are issued and posted on ManageBac two times during the school year (Semester 1 in February, Semester 2 in July) and a final report at the end of the year only for CCC. Interim reports are also posted on ManageBac.
- Hard copies of reports are issued through the Registrar's office.

Meeting with a Teacher or Member of Staff

Additional parent-teacher meetings are welcomed and can be arranged to discuss the performance of students throughout the year. Individual meetings may be initiated during the school year by parents, teachers or senior leadership members. Parents need to call the principal's office to set up an appointment. General concerns should be addressed during parent orientation or other general school meetings that are held at least twice per school year. These schoolwide meetings are published in the school calendar.

Meeting with the Head of School

Urgent meetings, or highly private matters that need to be discussed immediately, must be scheduled through the Head of School: HOS@wellspring.edu.lb.

II. Academic Integrity and Malpractice

Academic Integrity Grades 6 to 12 - CCC

Across all school levels, Wellspring students are expected to be principled, creative and independent and abide by the regulations of IB with regards to academic honesty. All members of the school, including teachers, administrators, and parents, are expected to model these attributes and guide students to maintain the highest standards of integrity. All students must be aware of the significance of the concepts related to academic honesty including intellectual property AI and authenticity. Intellectual property forms include, but are not limited to, trademarks, registered designs, patents and copyrights.

Malpractice can be defined as any behavior that results in gaining an unfair advantage in one or more assessment components and includes any of the following:

- *Plagiarism*: this is defined as the representation of the ideas or work of another person as the student's own;
- AI-Artificial Intelligence use
- *Collusion*: this is defined as supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another;
- *Duplication of work*: this is defined as the presentation of the same work for different assessment components;
- Any other behavior that gains an unfair advantage for a student or that affects the results of another student (such as, taking unauthorized material into an examination room, misconduct during an examination).

A pattern of continued dishonesty may lead to the student being asked to leave Wellspring at the end of the school year or the denial of work submission to the IB or other reporting agencies.

Academic Malpractice Consequences Table

Primary Years (Grades 1-5) - Cycle resets every term		
<p>First occurrence: Work one-on-one with the teacher to recognize where academic malpractice has occurred. Re-submit work after reflection with the teacher. Inform the parents of Grade 5 students about the malpractice.</p>	<p>Second occurrence: Same consequences as for the first occurrence.</p>	<p>Third occurrence: Same consequences as for the first occurrence, Meet with librarian to review citation practices one-on-one. Student is referred to counseling.</p>
Middle Years (Grades 6-10) - Cycle resets every 18 months		
<p>First occurrence: Assessment in question is awarded a zero. Parents are notified of breach. Breach is recorded on Managebac. Student meets with librarian to review practices.</p>	<p>Second occurrence: Assessment in question is awarded a zero. Parents are notified of breach and of suspension. Breach is recorded on Managebac. Student meets with librarian to review practices. Student is referred to counseling.</p>	<p>Third occurrence: Assessment in question is awarded a zero Parents are notified of breach and of suspension. Breach is recorded on Managebac. The awarding body is notified of breach: If the work is to be sent to the IB (personal Project), the teacher comment will mention the breach of academic integrity. This may lead to a mark of 0 with serious implications for the official Personal Project results." Principal/ MYP Coordinator calls student to a re-entry interview and contract is signed Student is referred to counseling.</p>
Diploma Programme (Grades 11-12) - Cycle does not reset		
<p>First occurrence: Parents are notified of the breach. Assessment in question is awarded a zero. Breach is recorded on Managebac.</p>	<p>Second occurrence: Student is suspended. Parents are notified of breach and suspension. Assessment in question is awarded a zero. Breach is recorded on Managebac. Principal/ DP Coordinator calls student to a re-entry interview and contract is signed. Student is referred to counseling.</p>	<p>Third occurrence: Student is suspended. Parents are notified of the breach and suspension. Assessment in question is awarded a zero Breach is recorded on Managebac. Principal/ DP Coordinator calls student to a re-entry interview and contract is signed The awarding body is notified of breach: If the work is to be sent to the IB, the teacher comment will mention the breach of academic integrity. This may lead to a mark of 0 with serious implications for the official DP results." Student is referred to counseling Student candidacy is removed from current session.</p>

III. School Services

Library – Borrowing Books and Library Fines

Wellspring believes each student should develop a love for reading and the use of books at an early age and then continue to be lifelong readers. Students are encouraged to use school libraries and borrow books to suit their reading and researching needs. Borrowers are expected to return each book in the same good condition as it was loaned and in a timely manner.

Three weeks before the end of the school year, students will be asked to return all outstanding library books/textbooks to their respective campus libraries. Upon returning their books at the end of the school year, students will be issued (by their librarian), a final clearance to collect official school records or documents.

All official school documents, such as transcripts for university, progress reports, school attestation letters, school recommendation letters, or Wellspring’s Graduation Certificate will not be issued until each student receives clearance from the library, art department, IT department and the accounting department.

If a student loses a checked-out textbook, or reading book, the student is expected to find the book and return it to the library or replace the lost book by buying the same book locally and returning it to the library or pay the Fresh USD book replacement fee as detailed below:

- MYP and DP subject textbooks: **\$100**
- MYP and DP subject textbook returned book but missing the CD: **\$100**
- MYP and DP library book: **\$100**
- PYP library reading book: **\$75**
- PYP leveled reader from class set: **\$75**
- PYP Video CD: **\$75**

Locker Responsibility - CCC

Students in Grades 6 through 12 may be assigned a locker during the first week of school. Students must supply their own locks unless the locker has a “built-in lock.

Students should:

- Use their lockers in a safe, responsible and respectful manner
- Use only their assigned locker
- Store valuables in their lockers
- Keep it locked while not in use
- Keep the locker clean and organized
- Keep the locker free from damage and abuse
- Report any damage or vandalism to the principal immediately

Students who require the maintenance department to replace a key that is for the built-in lock will be charged \$40, or \$15 to cut a lock off, paid in cash to accounting.

Use of Technology or Devices

Wellspring forbids any unauthorized filming or voice recordings of friends, classmates, other students, teachers, school activities or classroom lessons without written consent from the school. **(Filming with the aim of bullying is considered a severe offense and is cited in detail on p.25).**

The 1st incident will result in the confiscation of the technology by the HOS or Wellspring leader for the remaining school day. Parents will be notified of the incident. The technology will be secured and returned at the end of the school day. **The 2nd incident** will result in the confiscation of the technology by the HOS or Wellspring leader for a full school day, beginning at 7:30 am - 3:30 pm. Parents will be notified. The technology will be secured in the HOS office.

The 3rd incident will result in the confiscation of the technology for the remaining school week. Parents will be notified. The student must hand over the technology at 7:20 am each day to the HOS or Wellspring leader and retrieve it at 3:30 pm each afternoon.

Continued abuse or misuse of the technology will result in denial of school re-enrollment.

Cell Phones

Mathaf

Students are not allowed to bring phones to school under any circumstances.

City Centre Campus

Students are allowed the privilege to bring their cell phones or to wear a smart watch during the school day. However, students cannot use their phones during five-minute transition times or during the school day, except for break times. Cell phones should remain **“on silent”** in their backpacks, lockers or the “cell phone parking lots.”

Some teachers may require students to put their phone in a special box on the teacher’s desk or in a special storage area during the session, upon entering their class.

Smart watches are treated like phones and should be removed during all assessments.

Laptops, Earbuds, Headphones, Speakers, Tablets

Mathaf

The school does not encourage students to bring any type of electronic device to school. There are exceptions, where students may be doing research or a special project. Primary school students bringing a device from home must be reminded that it is their responsibility to safeguard their device.

City Centre Campus

To enhance learning and convenience during the school day, students at CCC in Grades 6-12 are required to bring electronic devices to school.

Wellspring will not be held accountable for the misuse, damage or loss of a student’s computer or phone. Students are totally responsible for the treatment and safekeeping of their personal items.

Use of Wireless Internet

Both Mathaf and City Centre campuses provide wireless environments for the benefit of our students, teachers and staff, but along with these privileges come responsibilities. All Wellspring users must recognize that the school's IT Department monitors each device's usage and downloads and has the right at any time, to take the student's device to check for viruses, malware, unwanted or prohibited content or programs that may interfere or damage Wellspring's network, school reputation or stakeholders' reputation.

Students may lose their usage rights and privileges if the administration and the IT Department deem an individual's usage to be excessively personal, unnecessary or inappropriate in nature. Students found to be using the school's network for personal financial gains outside of Wellspring's purpose of education are subject to written warnings or termination of the use of the network, school software and hardware, or may be denied re-enrollment.

School Social and Emotional Counselor Mathaf and CCC

Each campus has a team of well-being professionals who are available to support students, staff, and parents in areas related to social and/or emotional needs. The school has a system where student referrals are made discreetly to the counselor. For students younger than the age of 16, consent forms are to be signed by **both** the parents and the students, prior to the scheduling of regular sessions or interventions. It is generally requested that long-term counseling be done separately with outside professional help. Students are always welcome to ask for an appointment with the counselor through email:

cccounselor@wellspring.edu.lb or mathafcounselor@wellspring.edu.lb

University and Career Information

The City Centre Campus offers university and career information to support students and families throughout the entire university application process, starting with early exploration in the Middle Years Program and culminating with the students' university acceptance in Grade 12. This is done through evening parent orientation sessions, university recruitment visits, WLC Career Day, internship day, individual meetings, as well as classroom sessions to prepare students for their application requirements.

The primary tool Wellspring uses is BridgeU, which is an online platform where each student creates a personalized profile that will match them to "good fit," universities based upon their academic achievement, major interest and qualities they are looking for in campus life. This platform is also used for the university application process from preparing and receiving feedback for application essays, to keeping a database of the student's extracurricular activities, to submitting transcripts and recommendation letters. The secondary principal's office will also help students set up their individual SAT accounts.

Learning Diversity (LD) Department

Each IB programme and the Lebanese program allow for different degrees of support, intervention and accommodations. Students in Nursery to Grades 5 may need to participate in a specialized program of support where additional intensive support from a learning diversity (LD) teacher along with differentiated assignments and assessments may be available. PYP and MYP LD support programs have additional fees that will be discussed with the parents prior to implementation. Parents are contacted with a letter prior to or during the new school year, regarding their child's needs and participation.

DP students may continue to receive limited support. Students who have officially documented LD cases registered with the school are entitled to present their LD case to external organizations for special exam accommodations such as extra time, or an official reader. **It is the student and the family's responsibility to apply for special official accommodations from the Ministry of Education and Higher Education for Grade 9 Brevet. Wellspring will help by providing the required documentation.**

English as a Second Language (ESL) Program

Wellspring provides a special instructional **English as a Second Language (ESL)** program to help students whose native language is not English and who need to acquire proficiency in the English language at a faster pace.

The ESL program implemented at Wellspring aims to help students become integrated into the general educational program. The ESL program is a structured, student-centered curriculum, involving second language teaching methods and instructional objectives. **This program has additional fees associated to the number of periods needed to achieve results.**

Instruction is offered at different levels to supplement the mainstream classroom environment. Students receive a varying number of ESL instructions per period depending on their needs.

Service Learning

The City Centre Campus has a CAS, Service-Learning Coordinator who serves as an advisor and resource for students and teachers in fulfilling IB, Lebanese Program and Wellspring requirements for service (Grades 6- 10) and Creativity, Activity, and Service (CAS) for Grades 11-12. The coordinator is responsible for the enhancement of the students' non-academic life by providing support and resources for existing initiatives and coordinating new initiatives based on student needs. The coordinator also acts as a community liaison in order to connect students with opportunities of interest outside of Wellspring.

In the PYP, service learning is built into the Units of Inquiry and IB curriculum. Many activities are student-initiated and coordinated under the direction of the homeroom teacher, PYP coordinator, or principal.

Lunch and Snacks

Mathaf

Mathaf students bringing packed food from home are not allowed to bring soft drinks, energy drinks, chocolate bars, hard candy, or peanuts/nuts due to potential severe allergies of classmates.

Students may subscribe to the daily meal program delivered to enrolled students each day. This program is renewable for 3 terms. Please contact the front office at the Mathaf campus for further details, prices, the menu, and the deadline for enrollment and payment.

City Centre Campus

Students in Grades 6-12 have the choice to bring their lunch from home or purchase food from the cafeteria. There is a wide selection of snacks, sandwiches, salads, and drinks available. The cafeteria has a microwave oven available for student use.

FOOD DELIVERIES FROM OUTSIDE RESTAURANTS DURING SCHOOL HOURS IS STRICTLY FORBIDDEN.

Transportation

Safety is always a priority while traveling back and forth to school, during field trips or out-of-country trips. Everyone has a responsibility to act appropriately and follow school procedures. For safety purposes, student transportation via a motorcycle or scooter is not allowed except, with a parent driver or with a parent's written permission given to the school.

Changes in regular daily transportation

Notify the school of changes in drivers or other changes by sending an email before noon to:

Mathaf_Dismissal_Changes@wellspring.edu.lb

or

CCC_Dismissal_Changes@wellspring.edu.lb

Mathaf and CCC front office staff are not allowed to call parents or help make special dismissal arrangements. It is not the school's responsibility to get involved in organizing after-school play dates or transportation arrangements. All such plans must be made in advance with students and parents.

Permanent Address Changes for Bus Riders

Permanent changes in addresses must be discussed with the Bus Service Coordinator at least one week in advance due to the new location and service area. Bus riders may not change buses or go with friends or get off at another bus stop, this is a serious issue of safety, insurance and liability.

Transportation or Daily Transportation Routine

Please notify the school immediately using:

Mathaf_Dismissal_Changes@wellspring.edu.lb or CCC_Dismissal_Changes@wellspring.edu.lb,

before 12 noon with any changes regarding transportation to and from the school, such as:

New driver information / New Nanny/ New phone number(s) / Changes in dismissal / Student absence / Early pickup

If parents will be away from Lebanon for an extended period, please notify the school in writing with the newly appointed person, and their contact phone number and details of their vehicle. To report any permanent address change or changes in bus subscription (one/two-way service), parents of registered bus riders must contact our bus hotline number: 76-018786 or email busservice@wellspring.edu.lb

IV. Wellbeing and Safety

Safety Procedures

Lock Down Procedure

A lockdown procedure is an emergency protocol used when there is an intruder on campus, a suspicious package, a bomb situation, an immediate threat of violence in or around the school or when it is dangerous to evacuate the school. Lockdown literally means that we will lock/block ourselves inside the school since it is unsafe to move around campus. This could happen at any time during the day.

During a lockdown:

The alarm system will be activated, or alert signals will be made over the speakers or messages will be sent through the emergency WhatsApp group. Once alarmed:

- Put your phone or other electronic device immediately on silent. Turn off the lights in the room.
- If you are in the bathroom, stay there, lock the stall door and sit on the toilet seat with feet up until it is safe to come out.
- If you are in the hallways, go inside the nearest room or office. Lock the door or barricade yourself in the room (move a piece of furniture like cubbies or desk in front of the door). Pull down window shades, move away from windows and doors.
- Stay low, stay calm, stay out of sight, and stay quiet.
- Do not open doors until you hear the **code word (TBA each new school year)**.
- The lockdown will end when the Head of School or principal notifies everyone. You will hear: **“All clear code word”** as your signal that the lockdown has finished, and it is safe to move around campus.

Should a lockdown occur, parents should be aware of the following:

Try to remain calm. The school staff will remain with students either on campus (if safe to do so) or in an alternative safe location until students can be released to their parents.

Keep cell phone usage to a minimum so the phone networks do not get jammed and are able to receive emergency messages/instructions from the school.

Check the school website when possible for emergency messages and instructions.

If a lockdown goes beyond the normal dismissal time, parents will be notified and the students may not be allowed to leave the campus unless it is safe to depart the school campus. School officials will notify parents by phone, SMS or website notices, as available. Students who are the dependents of UN or UN-related organizations may have other evacuation arrangements on file with the front office in the event of an emergency.

There will be no bus service in situations involving civil unrest. Parents will be required to pick up their children in person from school campus or from another designated safe location once it is safe to do so.

Earthquake Procedure

The type, severity, and impact of an earthquake are not always the same. The information provided below represents required actions to take.

During an earthquake drill, your teacher will say “take cover”. All students need to follow the steps below.

If you are indoors: take cover under a sturdy desk, table or other furniture. Hold on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.

Stay clear of windows and heavy furniture or appliances that may fall over.

Stay inside to avoid being injured by falling glass or building parts. Stay calm and encourage others to do likewise.

If you are in a hallway, stairway, or another area where no cover is available: move to an interior wall. Kneel with your back to wall, place your head close to your knees, clasp hands behind your neck, and cover the side of your head with your arms.

If you are outdoors: get into the open, away from buildings and power lines.

After an earthquake: remember that there could be another earthquake, aftershock, or smaller shakes called tremors. Do not assume the earthquake is over and continue to take precautions to avoid danger while you wait for assistance or rescue as needed.

If trapped under debris: do not move about or kick up dust. Cover your mouth with a handkerchief or clothing. Tap on a pipe or wall so rescuers can locate you. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

Fire Evacuation Procedure

During an evacuation:

- Alert signals will be announced over school speakers.
- Stop whatever you are doing immediately and line up at the door of the classroom, or at the entrance/exit of your present location.
- If you are not in class, follow the students to the announced assembly area. Listen for attendance and to the teacher's instructions.
- Leave all personal belongings in the classroom and proceed to the assembly area. Always evacuate by moving away from the fire or danger and not towards it.
- Exit in two rows: one to the right and the other to the left of the stairs. Walk quickly and quietly in a single file line along the exit path.
- Once you reach the assembly area, stand or sit quietly and wait for further instructions. The evacuation will end only after all absences are accounted for and justified.
- Once given a clear sign, The Head of School, principal or nurse notifies everyone. An "All Clear" signal and instructions will be given by the administration when the evacuation is

Should an evacuation occur, parents should be aware of the following:

- The school will notify the parents if dismissal needs to take place outside regular timings.
- The school will be kept open as long as the situation permits, and the surrounding environment remains in a safe condition.
- If surrounding roads are blocked for any reason, the school will keep students until their parents can pick them up.
- Only the parent or guardian (as designated) listed in school records will be allowed to take his/her child out of the school, unless the school is directly notified in advance by a parent of a change in plans.

V. Behavior

Behavior Expectations

The goal is to reinforce positive behavior and maintain a productive learning environment. The final objective of our behavior strategies is for students to attain self-discipline and a positive outcome.

In order to provide a school environment that fosters safety, responsibility, and respect, all students are expected to:

- Arrive to class on time and to be prepared with supplies
- Follow school instructions and be cooperative with school colleagues
- Be honest and practice academic integrity
- Complete all classroom assignments and homework on time
- Clean up their work area or break area
- Walk quietly and calmly up the stairways and in the hallways
- Keep hands and feet to themselves
- Accept and respect others
- Assist others when needed
- Be cooperative with teachers
- Respect school property
- Respect the space of others

Behavior Offenses

When responding to a behavior incident, the teacher, principal, counselor or HOS will determine if the incident is minor, major, or severe, with the following agreed understanding:

- Minor offenses are handled and reported by classroom teachers.
- Major offenses could be addressed immediately by the principal, counselor or HOS.
- Severe offenses are those demand immediate and are referred to the principal and Head of School.

Specific circumstances involving student behavior may require additional action in the form of consequences. The goal is to provide a restorative response first in order to repair any harm done, then to reinforce positive behavior, and finally to maintain a productive learning environment.

1. **Discipline:** As a general rule, the school follows progressive discipline strategies that may include, but are not limited to verbal or written warnings, lunch/recess reflections, and parental contact.
2. **Removal from a specific situation, subject or activity:** A student may be asked to quietly leave temporarily from a class, subject, or activity by a teacher or an administrator. The teacher or administrator must have a reason to take this action. The student will be sent to a school leader to reflect on this incident and take appropriate restorative actions according to the Student Handbook.
3. **Suspension:** Suspensions could be short-term (1 – 3 days) or long-term (more than five days) depending on the offense, severity and consequences listed in the Student Handbook. Serious offenses may result in an immediate suspension to de-escalate the situation. Any suspended student must attend a re-entry meeting with their parents and the principal or Head of School to reflect upon the incident and to discuss an action plan before returning to class.
4. **Denial of Re-Enrollment:** In some instances, a student's consistent and repeated misbehavior, whether major or severe, may be enough to deny the student re-enrollment for the following school year.

Early Years (Nursery, KG1, KG2)

Student Behavior in the Early Years is based on positive guidance and role modeling, which is focused on:

- Building positive relationships with each child by providing individualized attention and connecting in a meaningful way.
- Setting firm boundaries while being respectful and kind, by using restorative practices.
- Teaching children appropriate behavior and providing many opportunities to develop skills, through intrinsic motivation rather than through external rewards.
- Working closely with families to meet the needs of the child.

Individual behavior plans are implemented for children who present persistent challenging behavior and when other interventions do not achieve desired outcomes.

Grades 1 to 5

Behavior expectations along the main lines of “Be Safe, Be Responsible, Be Respectful” are outlined for the different common areas of the campus. Teachers and staff will consistently teach and reinforce rules and expectations schoolwide. When responding to offenses, the teacher, supervisor, or principal, will act according to the categories of behavior mentioned in the Student Handbook:

- **Minor** – Teacher Managed: is handled by staff members at the time it happens
- **Major** – Office Managed: could be addressed immediately by the supervisor, Principal or HOS

Behavior offenses (minor and major) will be reported on the student’s record on ManageBac and will be visible to parents. In case of major offenses, parents will be notified by ManageBac email and the principal’s office for a meeting. Behavior offenses are generally categorized, but not limited to, the following: physical contact/aggression, uniform code breach, disruption during lesson, technology misuse/ digital contract breach, damage of school resources/property, disrespect, and defiance.

Minor - Teacher Managed using Classroom Routines and Expectations

Teacher-Interventions for minor offenses may include:

- Verbal warnings
- Redirecting
- Use of non/verbal signals
- Reseating
- Reflections (oral or written)
- Reteaching expectations
- Verbal apologies
- Limiting recess time

If the behavior does not change after several teacher interventions, it is then reported as a minor on Managebac.

If the student’s behavior persists for more than three weeks, and/or has 5 minor notes reported for the same offense, the student will be referred to the behavioral specialist to set a behavior plan with the student, teacher, and parents if needed.

Major - Office Managed

When the behavior is assessed as Major, the student is referred to the Mathaf behavior specialist, and/or principal if needed.

Interventions for major offenses may include:

- Reflection (written or oral)
- Reteaching expectations
- Mediation
- Recess restructuring

- Verbal or written apology
- Talk with a supervisor and/or principal in office
- Parent collaboration (phone/email/meeting)
- Behavior contract with student
- Written warning signed by the student and parents
- Suspension
- Denial of the following next year re-enrollment

Students who have recurring major offenses will be referred to the counselor for a more specialized intervention.

Grades 6 to 12

When responding to unwanted behavior, the teacher or staff member first determines if the problem behavior is minor, major, or severe, with the following agreed understanding:

- **Minor offenses** are handled by staff members at the time it happens generally in classrooms, or on site.
- **Major offenses** are addressed immediately by staff members and referred to the supervisor, principal or HOS.
- **Severe offenses** are those that demand immediate referral to the principal or HOS and the student may be removed from an activity or environment where their action might endanger self or others.

Minor Offenses

Minor offenses are those breaches related to school expectations that do not violate the rights and wellbeing of others or negatively impact the learning and teaching. Minor offenses examples:

- Being late in the morning (transition time)
- Being late between classes
- Not cleaning up (work, desk or eating areas)
- Coming unprepared for class
- Missing homework assignments

Consequences

For most initial instances of poor behavior, students may receive verbal re-direction and the chance to correct their behavior.

5 documented minor offenses will equal 1 major offense and will be recorded on Manage Bac.

Teachers are not expected to continuously repeat the same oral warning more than twice before it becomes a minor offense and then reported on ManageBac.

Major Offenses

Major offenses are those breaches of the school expectations that violate the rights and well-being of others and negatively impact learning and teaching. Major offenses examples:

- Major classroom disruptions,
- Disrespect towards a member of faculty, or staff, or student.
- Skipping a class without permission,
- Misrepresenting the truth,

Consequences

1st incident

- The staff member will document the incident on Manage Bac.

- A documented meeting will be held with the student, staff member and the supervisor where reflection on the behavior and the development of strategies to move forward that reflects school values and expectations.

2nd incident

- The staff member will document the incident on ManageBac.
- The parents will be notified via email and phone.
- A documented meeting will be held with the student, staff member, the supervisor and the principal where reflection on the behavior and the development of strategies to move forward that reflects school values and expectations.

3rd incident

- The staff member will document the incident on ManageBac.
- The parents will be notified via email and called for a meeting.
- A documented meeting will be held with the student, the supervisor, the principal and the parents where reflection on the behavior and develop strategies to move forward in a way that reflects school values and expectations. During the meeting a new action plan will be set, which will include various guidelines to assist the student in managing future behavior.
- The parents and the student will sign the first official warning letter.

4th incident

- The staff member will document the incident on ManageBac.
- The parents will be notified via email and phone and called for a meeting.
- A documented meeting will be held with the student, the supervisor, the principal, the HOS and the parents where reflection on the behavior and develop strategies to move forward in a way that reflects school values and expectations. During the meeting an action plan will be set, which will include various guidelines to assist the student in managing future behavior.
- The Parents and the student will sign the second official warning.
- Student will be suspended for a day more.

5th incident

- The staff member will document the incident on ManageBac.
- The parents will be notified via email and phone and called for a meeting.
- A documented meeting will be held with the student, the supervisor, the principal, the HOS and the parents where reflection on the behavior and develop strategies to move forward in a way that reflects school values and expectations. During the meeting an action plan will be set, which will include various guidelines to assist the student in managing future behavior.
- The Parents and the student will sign the third official warning.
- Student will be suspended.
- Student might be denied re-enrollment for the next academic year.

Further offenses

If a student continues to display unwanted behavior, the following actions will be taken:

- Students will be suspended from school and its activities for 3-5 days.
- Professional intervention is mandatory. This may take the form of counseling by the school counselor, outside psychologist, or other mutually agreed upon educational specialist(s) at the parents' expense.
- Student will be denied reenrollment for the next academic year
- If a student ultimately fails to show improvement in their behavior, the student may be asked to permanently leave Wellspring at any time.

Severe Offenses – Mathaf and CCC

Severe offenses are those that demand immediate referral to the principal or HOS so the student is removed from an activity where his/her actions might endanger self or others.

These behaviors are those that significantly violate the rights of others and/or put others/self at risk of harm and therefore include but are not limited to the possession of **forbidden items and offensive actions**.

Possession of Forbidden items

Forbidden items are, but not limited to the below:

Illegal Drugs

Students found with illegal drugs or drug paraphernalia, including illegal food or illegal candy products, on campus or at a school-sponsored event off-campus, will be immediately expelled from school and the illegal drugs will be handed over to the ISF or Police.

1st incident (only time):

- Permanent expulsion from Wellspring.
- All tuition payments are non-refundable.
- Students may not be allowed to complete the academic year at Wellspring and may be denied re-enrollment for the coming years.

Weapons: Explosives, Guns, Knives, and Plastic (toy) Weapons*

Real, collectible or antique weapons of any kind, plastic guns (which resemble real looking guns) bullets, fake or real hand grenades, brass knuckles, metal sticks, knives of any length, heavy chains, martial arts weaponry, empty bullet casings, tasers, and lasers are forbidden to bring to school.

If the weapon violates Lebanese Law and the student is showing, threatening, or hurting another school stakeholder, the item will be handed over to the ISF and the student will be subject to the proper governmental agency. Parents, with their lawyer, will deal with the ISF or Police.

1st incident (only time):

- Permanent expulsion from Wellspring.
- All tuition payments are non-refundable.
- Students may not be allowed to complete the academic year at Wellspring and may be denied re-enrollment for the coming years.

*Parents, guardians, drivers or bodyguards, diplomats (or others) carrying weapons are not allowed on school premises.

Alcohol, Cigarettes, Vapes, Energy Drinks

Any student who is under the influence of or in possession of an alcoholic drink, energy drink, cigarettes, e-cigarettes, vapes or other smoking devices during the school day, on school property or during a school-sponsored trip is a **Severe Offense** and will be immediately **suspended for 3 days**

Overseas trips:

Students (CCC) who travel overseas on a Wellspring school-sponsored trip must abide by the laws of the country of destination, keeping in mind that the school rules supersede any foreign regulations. The school will not be able to intervene in a foreign country's legal system when a law is broken. Traveling students and supervisors must be familiar with each country's laws and must show respect for the country's norms and values.

Fireworks, Incendiary Devices, Pressurized Canisters, Pepper Spray, Explosives, Sound Bombs, Stink Bombs

A student found to be in the possession of any type of exploding device, pressurized devices (canisters), or products such as but not limited to fireworks, smoke bombs, stink bombs, pepper spray, shocking or stunning devices, firecrackers, or noise-making bombs, is a **Severe Offense** at Wellspring and the student will be immediately suspended from school for **3 days or longer** depending on the use of the item and if it caused physical harm to the student community or damage to the school or its contents.

In cases where the safety or well-being of other student has been endangered, or exposed to possible danger, the student who brought the item to school and/ or the student who also has or took possession of the item from another student will also be subject to **immediate suspension or permanent expulsion from Wellspring**.

Other Forbidden Items

- Chewing gum or any type of candy that contains chewing gum.
- Tipex/white out, fountain pens, ink cartridges
- Violent or vulgar symbols, words or pictures whether in print or electronic form.
- **Consequences:** to be determined on a case-by-case basis.
-

Offensive Actions or Behavior

Offensive action or behavior is, but not limited to the below:

Fighting

Students who participate in a fight, whether through physical contact or provocation, will receive the same consequence.

Fighting includes but is not limited to “pretend fighting”, pushing, slapping, hitting, pulling of clothes or hair, and tripping.

Vandalism/Causing Damage or Theft

All public and private property, regardless of whether it belongs to the school, contracted entities, other students, teachers or staff, is to remain safe and secure at all times. **This extends to venues, hotels, museums, restaurants, events and touristic locations where Wellspring students and supervisors may be visiting. Regardless of whether it is a local destination or overseas venue, all personal and public property must be treated with respect. Stolen property must be returned and damaged property must be replaced or repaired.**

Bullying

Bullying, in any form, is unacceptable. Bullying is defined as an unprovoked intentional behavior by an individual or group of individuals that can cause pressure, distress, hurt, or injury to a fellow student. Bullying behavior can be **verbal or digital** (name-calling, teasing, sarcasm, insults, abuse, inciting to inflict harm), physical such as but not limited to, hitting, punching, kicking, scratching, tripping, spitting, or social such as but not limited to ignoring, excluding, ostracizing, alienating, inappropriate gesturing, or psychological such as but not limited to **spreading rumors, hiding or damaging possessions, malicious texts or emails, taking pictures or filming non-consensually, or any non-consensual posting on social media or school electronic platforms.**

Unauthorized Recording or Filming

It is forbidden to conduct unauthorized recording or filming or staged pranks at any time or any location without the prior written consent of the classroom teacher or the principal of HOS.

Selling or Distributing Products

Students are not allowed to sell or distribute products on school premises or during field trips without school authorization.

Consequences of the above-mentioned offensive actions or behavior are as follows:

1st incident

- Depending on the severity of the incident and at the discretion of the principal and HOS, the consequence will be a **1–3-day suspension**.
- A phone call or an email is sent to the parents informing them of the behavior and the immediate suspension, and a meeting will be held with parents, student and school team upon return to school to discuss and reflect on the incident.

2nd incident

- Depending on the severity of the incident and at the discretion of the principal and HOS, the consequence will be a **3–5-day suspension**.
- A phone call or an email is sent to the parents informing them of the behavior and the immediate suspension, and a meeting will be held with parents, student and school team upon return to school to discuss and reflect on the incident.

3rd incident

- **Immediate 5 days suspension**
- Possible permanent **expulsion** from Wellspring with no refund of tuition or the **refusal or re-enrollment** for the following academic year.

Transportation Behavior - Bus Riders and School Field Trips

The expected appropriate behavior is required whether it is on a local Wellspring school bus or other means of transportation arranged for students during a field trip or overseas excursion.

Students and their parents need to sign the “bus pledge form”.

Students are expected to:

- Listen to and follow the instructions of the bus assistant, bus driver or person responsible.
- Remain seated (no standing in the aisles) while the vehicle is moving.
- Keep your arms, legs, body and head inside the vehicle.
- Wear a seatbelt if available.
- Never throw any item out of the vehicles’ windows, doors or on the floors.
- Respect other students, the bus driver, and bus assistant. Refrain from name calling, shouting, use of vulgar language, threatening violence, hitting, slapping, poking, punching, spitting, kicking or pinching others who are on the bus or other means of transportation.
- Do not eat while on the bus or vehicle unless otherwise directed by the person responsible.
- Do not commit vandalism or deface the vehicle's interior or exterior.

Morning bus riders who appear to be ill or have a temperature of 38°C or above, are kindly asked to stay home for the day.

Afternoon bus riders with a fever during the school day cannot ride the bus home. Parents will be called to arrange for a pick-up.

Consequences

Should students not meet the transportation behavior expectations, the possible consequences are as follows:

1st Incident: Verbal warning from the bus assistant, bus service coordinator, principal or HOS, with an email sent to parents to document the verbal warning.

2nd Incident: Written warning from the school.

3rd Incident: 1–3-day suspension from the bus depending on the severity of the situation.

4th Incident: Suspension from the bus or other form of school-operated transportation for the remaining semester, with NO REFUNDS.

Restitution for vandalism: Parents of students identified as causing damage to buses will be charged with the cost of the damage incurred.

Parents who have any complaints regarding the behavior of other bus riders should report these concerns to the Bus Service Coordinator and refrain from addressing the student concerned or their parents directly.