



Wellspring Student Handbook 2026-2027

Last Review: August 2026

Review cycle: 1 year

Next Review: August 2027



Wellspring Student Handbook 2026-2027

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Related Policies:

Learning Behavior Policy
Academic integrity Policy
Artificial Intelligence policy
Phone Free Policy

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Student Handbook 2026-2027

Nursery - Grade 12

Student Signature Page

Acknowledgment of Wellspring Learning Community Expectations

Wellspring Learning Community invites all parents and students, regardless of grade level, to read and understand the school's expectations prior to signing the below acknowledgment.

Kindly note that failure to acknowledge that you have read and understood the 2026–2027 Student Handbook, unless addressed through formal written communication, will still bind you as parents and students by its content.

As principled members of Wellspring Learning Community, we recognize the importance of respecting the expectations and requirements set forth across all Wellspring campuses. By signing below, we (students and parents/guardians) acknowledge that we have read and fully understood the 2026–2027 Student Handbook and agree to be bound by its contents. While we may not always agree with every rule, we understand that these guidelines are established for the benefit, safety, and wellbeing of all members of our community.

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

Student's signature: _____

Parent's name print: _____

Parent's/guardian's signature: _____

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Wellspring

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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 International Baccalaureate (IB) Continuum World School with no political or religious affiliation. Wellspring is committed to fostering an inclusive environment where individuals of all nationalities, ethnicities, socioeconomic backgrounds, and personal beliefs contribute to and uphold the community's vision. Wellspring aims to nurture global citizens who embody respect, empathy, open-mindedness, and intercultural understanding.

Wellspring Student Responsibilities

- A one-page summary of the key expectations:
- Attend regularly and punctually.
- Demonstrate academic integrity.
- Follow the Learning Behavior Policy.
- Use technology responsibly.
- Respect the rights, dignity, and safety of others.
- Care for school property and resources.
- Adhere to all health, safety, transportation, and emergency procedures.
- Comply with all policies referenced in this Handbook.
- Adhere to all health, safety, transportation, and emergency procedures.
- Comply with all policies referenced in this Handbook

SECTION I: SCHOOL LIFE

Times of Operations

Mathaf Campus Arrival

EY Students (Nursery to KG2)

- **7:00 am:** Brown Door and Sports Gate open (Supervisors on Duty)
- **7:15 am:** Mathaf faculty arrive
- **7:35 am:** Sports Gate closes
- **7:40 am:** Classes officially begin
- **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.*

- **Late Policy:** EY students arriving after 7:40 am are considered late. A late pass must be collected from the Front Office (FO).

Elementary Students (Grades 1 to 5)

- **7:00 am:** Brown Door and Sports Gate open (Supervisors on Duty)
- **7:00 am:** Church Gate opens for bus riders only. *(Parents are not permitted to drop off students at the church gate).*
- **7:15 am:** Mathaf faculty arrive
- **7:25 am:** Spiral / Homeroom
- **7:30 am:** Elementary students are considered late – Late pass collected from the Front Office (FO)
- **7:35 am:** Sports Gate closes – drive to Brown Door
- **7:40 am:** Brown door closes

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

City Centre Campus (CCC) Arrival: Grades 6 to 12

- **7:00 am:** Front and Back Gates open (Supervisors on duty)
- **7:25 am:** CCC faculty arrive
- **7:25 am:** Back Gate closes – Access from Front Gate only
- **7:25 am:** Assembly / Advisory for students
- **7:40 am:** Classes officially begin

- **7:45 am:** Front Gate closes – Middle and Secondary students are considered late. No student access without parent escort or principal's permission upon a parent's call – Late pass collected from the Front Office (FO).

Regular Dismissal Schedule (Mon, Tue, Thu, Fri)

Mathaf Campus (Nursery to Grade 5)

- **2:15 pm:** Bus riders begin boarding buses in the Church Parking (*Church gate is available for bus riders only. Parents are not permitted to pick up students at the Church Gate*).
- **2:25 pm:** Brown Door opens for parent arrival.
- **2:30 pm:** All Grades (Nursery to Grade 5) walkers and parent pick-ups begin at the Sports Gate and Brown Door.
- **2:30 pm:** Mathaf After School Program (paid program) begins after school when available.

Important Notice: Wellspring cannot guarantee student supervision after 4:00 pm. Any emergency change to dismissal arrangements must be communicated before 2:00 pm.

City Centre Campus (Grades 6 to 12)

- **3:15 pm:** All students are dismissed.
- **3:15 pm:** Bus students head to Front Gate / walkers and pick-ups to Back Gate.
- **3:25 pm:** Back Gate opens for pick-up.
- **3:30 pm:** Buses leave from Front Gate.
- **3:40 pm:** Back Gate closes for the day.

Important Notice: Wellspring cannot guarantee student supervision after 4:00 pm. Any emergency change to dismissal arrangements must be communicated before 2:30 pm.

Wednesday Early Dismissal Schedule

Mathaf Campus

- **1:30 pm:** All students dismissed (Nursery to Grade 5).
- **1:45 pm:** Sports Gate closes / remaining students move to Brown Door for late pick-up.

City Centre Campus

- **2:25 pm:** All students dismissed (Grades 6 to 12).
- **2:25 pm:** Bus students head to Front Gate / walkers and pick-ups head to Back Gate.
- **2:25 pm:** Back Gate opens for pick-up.
- **2:40 pm:** Buses leave from Front Gate.
- **2:45 pm:** Back Gate closes / remaining students move to Front Gate for late pick-up.

Commuting, Attendance, and Absences

Modes of Commuting

- All parents should inform the school in writing via email at the start of the school year regarding their child's mode of commuting (car, bus, or on foot):
 - **Mathaf:** Mathaf_Dismissal_Changes@wellspring.edu.lb
 - **CCC:** CCC_Dismissal_Changes@wellspring.edu.lb
- Parent/guardian cooperation is essential for a safe and effective daily commute.
- Students are allowed to walk to and from school **ONLY** with written parent/guardian consent.
- Any commuting changes or reasons for absence/tardiness must be formally communicated to the Front Office or Principal's Office.

Attendance Policy & Regulations

- Parents must ensure regular and punctual attendance. Students are expected to attend all classes daily unless prevented by illness or critical family/legal matters.
- Starting the school year late, arriving late from a vacation, or leaving before the last official day of school violates school policy.
- **Unexcused Absences:** Makeup tests will not be permitted, and absences will be marked as unexcused on ManageBac.
- **Force Majeure:** Absences resulting from extraordinary circumstances beyond the family's control are considered excused (documentation may be required).
- **ManageBac:** Students are responsible for making up any missed work posted on ManageBac.
- **Legal Requirement:** Under Lebanese Law and MEHE guidelines, students missing more than 15 consecutive school days or a total of 40 school days (excluding official medical reports) may be required to repeat their grade level.

Absence Procedures

- **Reporting:** Call or email the Front Office before 7:25 am on the day of absence:
 - **Mathaf Phone:** 01 423 444 | **Email:** Mathaf_Dismissal_Changes@wellspring.edu.lb
 - **CCC Phone:** 01 282 582 | **Email:** CCC_Dismissal_Changes@wellspring.edu.lb
- **Medical Absence:** Submit a medical report on the second day of reported illness.
- **Missed Exams (Grades 6–12):** Students missing a scheduled exam due to illness can make it up once an official medical report is submitted to CCCNurse@wellspring.edu.lb.
- **Collecting Books:** Contact the campus Front Office to arrange pick-up times.
- **Recording:** All absences and tardiness are recorded on ManageBac and progress reports.

Health, Wellbeing, and Medical Guidelines

Both campuses have registered nurses on site to administer first aid, simple remedies, and coordinate sending sick students home.

- **New Students:** Must submit the *Medical History Form* prior to their start date.
- **Returning Students:** Must complete the *Health and Emergency Information Update* sent at the start of each year.
- **Contacts:** MathafNurse@wellspring.edu.lb | CCCNurse@wellspring.edu.lb

Allergies, Medical Conditions, and Medication

- **Declaration:** Serious allergies or chronic conditions must be declared during enrollment and updated annually (or immediately upon diagnosis).
- **Emergency Medication:** Must be submitted to the nurse's office with a current action plan from the healthcare provider.
- **Routine Administration:** Requires a physician's report (dosage, frequency, timing) alongside a completed *Medication Authorization Form*.
- **First Dose Policy:** To safeguard student health, the first dose of any newly prescribed medication must be administered and monitored at home prior to school use.
- **Self-Administration:** Prohibited without prior authorization and coordination with the School Nurse.

Sickness During the School Day

Mathaf: Primary students must be accompanied to the nurse's office by a staff/faculty member.

CCC: Middle/Secondary students require a nurse's pass stating the visit time.

Fever Protocol: Students with a temperature of **38°C or higher** must stay home. The nurse will assess, notify the principal, contact parents, and arrange pickup.

Contagious Diseases

Students displaying a temperature of 38°C or higher, uncontrollable coughing/sneezing, heavy discharge, vomiting, diarrhea, severe pain, conjunctivitis, lice, chickenpox, rubella, mumps, or other communicable diseases will be sent home immediately.

Doctor's Appointments

Parents are asked to avoid scheduling appointments during school hours. If early departure is required, notify the school via email. For emergency appointments scheduled after 12:00 pm, call the Principal's Office and email the dismissal account.

PE Excuses

- **Single Session:** Parent note submitted to the nurse.
- **Multiple Sessions:** Doctor's note specifying the duration and medical reason submitted to the nurse (who will update student files and inform PE teachers).

School Uniform Code (Grades 1 to 12)

All students in Grades 1 to 12 must adhere to the uniform policy. Grade 12 students are granted the privilege of non-uniform attire starting Semester 2, provided it remains appropriate (no revealing clothes or inappropriate logos).

Standard Uniform Combinations

- Wellspring polo shirt with logo (short/long sleeve).
- Solid pants or skirts (knee-length or longer) in black, navy blue, grey, or blue jeans.
- Wellspring hoodies.
- **PE Uniform:** Wellspring logo T-shirt (short/long sleeve), track pants, and hoodie.
- **Head Scarves:** Plain, solid colors matching school palette (black, navy, grey, white, beige) without designs.
- **Outerwear (Cold Weather):** Logo-free coats/jackets in black, navy, blue, grey, white, or beige.
- **Footwear:** Closed, flat shoes or trainers.

Consequences for Uniform Non-Compliance

- **First Offense:** The school may supply a loaner uniform, require purchase of the item, or contact parents to bring clothes. Students remain in the Front Office until compliant.
- **Repeated Offenses:** Considered deliberate misconduct and handled as major learning behavior offenses (*See Learning Behavior Policy*).

Student Life & Community

Student life integrates academic and personal development through leadership, athletics, arts, and community engagement, anchored by the school mascot **PRACIS**—representing Wellspring's six core values: **Perseverance, Respect, Accountability, Creativity and Innovation, Integrity, and Selflessness.**

Key Components of Student Life

- **The House System:** Students are assigned to one of six Houses named after significant rivers symbolizing growth, connection, and resilience. Houses compete across academic, athletic, artistic, and service events.
- **Student Representatives & Council:** Opportunities for class representatives, House leaders, and Student Council members to voice student ideas and collaborate with leadership.

- **Varsity Teams:** Competitive and recreational sports promoting teamwork, sportsmanship, and physical wellbeing.
- **Activities & Enrichment:** Model UN, TEDx, Day of the AI, international competitions, interest clubs, performing arts, and community service projects.

Communication & Reporting

School Platforms

- **Official Website:** www.wellspring.edu.lb
- **ManageBac:** wellspring.managebac.com
- **Social Media:** Facebook (@wellspringlc) | Instagram (@wlc_wellspring)
- **Microsoft Teams:** Reserved strictly for virtual learning scenarios (not daily communication).

Email Communication

- info@wellspring.edu.lb : System-generated, **no-reply** announcement email. Do not reply.
- MathafFrontOffice@wellspring.edu.lb / CCCFrontOffice@wellspring.edu.lb : **General campus inquiries.**
- Mathaf_Dismissal_Changes@wellspring.edu.lb / CCC_Dismissal_Changes@wellspring.edu.lb : **Daily transportation and dismissal changes.**

Emergency Channels

- SMS Broadcasts & Dedicated Emergency WhatsApp Groups.

ManageBac Usage

- **For Students:** Access assignments, view assessment dates, and communicate with teachers.
- **For Parents:** Track academic progress, review portfolios, check behavior notices, and read Semester Reports.

Meetings & Contact

- **Faculty Meetings:** Arranged upon request via the Principal's Office. Group concerns should be raised through WPAC grade representatives.
- **Leadership Contact:** For sensitive matters requiring immediate Head of School attention, email Headofschool@wellspring.edu.lb.

Academic Integrity & Artificial Intelligence

Academic Integrity Rationale

Academic integrity requires conducting all academic work ethically and responsibly. In alignment with IB expectations, Wellspring supports "content creators" rather than "content imitators." Students must credit original sources and embody the core values of honesty, trust, fairness, respect, and responsibility.

Wellspring Students are responsible for understanding and adhering to the expectations and requirements outlined in the Academic Integrity Policy.

Artificial Intelligence Policy

Based on the OECD/European Union (2026) AI Literacy Framework (AII Framework), Wellspring's policy focuses on developing true AI literacy—equipping learners across Primary, Middle, Secondary, and PYP, MYP, DP, and High School to engage, create, manage, and shape AI while maintaining human agency and critical thought.

Wellspring Students are responsible for understanding and adhering to the expectations and requirements outlined in the Artificial Intelligence Policy.

SECTION II: SCHOOL SERVICES

Library Services & Clearances

Students are encouraged to utilize library resources. Borrowers are responsible for returning items on time and in good condition. All materials must be returned by the end of the academic year to receive clearance.

Lost or Damaged Items

Replacement costs apply for lost, unreturned, or damaged items based on market replacement value and administrative minimums.

Release of Official Documents

Official documents (transcripts, progress reports, recommendation letters, diplomas) will be withheld until all financial and departmental obligations are fulfilled. Clearances are required from:

1. Library
2. Art Department
3. Information Technology (IT) Department
4. Accounting Department

Locker Policies (City Centre Campus)

Students in Grades 6–12 are assigned lockers during the first week of school.

- **Lock Provisions:** Students must supply their own lock unless the locker features an integrated locking system.
- **Usage Rules:** Lockers must remain clean, locked, and used exclusively by the assigned student. Misuse, damage, or vandalism is strictly prohibited.
- **Lost Keys/Combinations:** Fee charges apply for lock cuts or replacement keys for integrated locks.

Technology, Devices, & Network Usage

Wellspring is a **Phone-Free Learning Community**. While educational technology is integrated into learning, personal mobile phone usage is strictly restricted.

Device Responsibilities & Liability

- Students must adhere to data safeguarding policies. Misuse results in disciplinary action.
- **School Liability:** Wellspring is **not responsible** for lost, stolen, or damaged personal electronic devices (phones, laptops, tablets, smartwatches).

Wireless Internet Rules

Network access is a privilege monitored by the IT Department.

- **Inspection Rights:** The school reserves the right to inspect devices connected to the network for malware, unauthorized software, or policy-violating content.
- **Prohibitions:** Excessive personal use, commercial gain/financial activities, accessing inappropriate content, or unauthorized downloads are strictly prohibited.
- **Penalties:** May result in loss of network privileges, disciplinary warnings, or enrollment review.

Wellspring Students are responsible for understanding and adhering to the expectations and requirements outlined in the Learning Behavior Policy, Phone Free School Policy, and Data Safeguarding Policy.

Counseling & Student Support Services

Social & Emotional Counseling

Dedicated wellbeing counselors are available on both campuses.

- **Referrals:** Made discreetly via teachers or self-referral
(mathafcounselor@wellspring.edu.lb / cccounselor@wellspring.edu.lb).

- **Consent:** Written parent and student consent is required for regular counseling sessions for students under 16 years of age.
- **Long-Term Support:** External professional therapy is recommended for long-term clinical needs.

University & Career Guidance (Grades 6–12)

- **Program:** Career exploration starts in MYP and leads into structured university application support in DP/High School.
- **BridgeU Platform:** Online guidance tool used for profiling, university matching, essay reviews, and application tracking starting in Grade 10.
- **Events:** WLC Career Day, job shadowing, university fairs, and standardized test prep partnerships.

Learning Diversity (LD) & ESL Programs

Wellspring provides inclusive support services to ensure equitable access to the curriculum. Specialized support teams assist students with learning differences or English language development (*Refer to Learning Diversity Policy and Language Policy*).

Community Engagement & CAS

Community Engagement and IB CAS (Creativity, Activity, Service) initiatives are embedded across all levels to foster empathy, leadership, and active citizenship.

Wellspring Students are responsible for understanding and adhering to the expectations and requirements as outlined and explained by the IB Coordinator.

Food Services & Cafeteria Rules

Mathaf Campus

- **Home Lunches:** Soft drinks, energy drinks, chocolate bars, hard candies, and **all nuts/peanuts** are strictly prohibited to ensure health and allergy safety.
- **Meal Program:** Daily subscription meal service available. Details provided by the Mathaf Front Office.

City Centre Campus

- Students may bring food or buy items (sandwiches, salads, snacks) from the campus cafeteria. Microwaves are available.
- **Delivery Restriction:** External food delivery services (e.g., Toters, restaurants) are **strictly prohibited** during school hours.

Section III: Safety, Emergency & Transportation

Daily Transportation & Dismissal Changes

- **Vehicle Policy:** Students may only arrive/depart in vehicles driven by parents/guardians, designated drivers, or self-driven by authorized Grade 12 students with written parent permission on file.
- **Cut-Off Time for Changes:** Transportation or dismissal changes must be emailed to the campus Front Office before **12:00 noon**:
 - *Mathaf:* Mathaf_Dismissal_Changes@wellspring.edu.lb
 - *CCC:* CCC_Dismissal_Changes@wellspring.edu.lb
- **Staff Restrictions:** Front Office staff cannot coordinate personal playdates, social plans, or last-minute transportation arrangements.
- **Extended Parent Absence:** If parents leave the country, they must formally notify the school with written details of the designated temporary guardian and pickup driver.

Bus Services

- **Address Changes:** Permanent route/address changes require one week's advance notice to busservice@wellspring.edu.lb or via the Bus Hotline (**76-018786**).
- **Bus Rules:** Students may only ride their assigned bus and use their designated stop. Guest ridership is not permitted.

Emergency Procedures

Lockdown Protocol

Activated for intruders, suspicious packages, nearby civil instability, or immediate security threats.

Action Steps

1. Emergency alarm/PA announcement initiated.
2. Silence all mobile phones and electronic devices immediately.
3. Turn off lights, close blinds, and lock doors.
4. Move away from sightlines, windows, and doors. Barricade entrances with furniture if needed.
5. **If in Restroom:** Lock stall door, sit on toilet with feet elevated, and stay silent.
6. **If in Hallways:** Enter the nearest available room immediately.
7. **Do not open doors** for anyone until the official annual **Code Word All-Clear** is spoken by leadership.

Parent Guidance During Lockdown

- Do not come to campus or call student phones (keep lines open).
- Await official updates via SMS, email, or website broadcasts.

- Students remain under school care until official clearance is given.

Earthquake Protocol

During Shaking ("Take Cover" Command)

- **Indoors:** Drop, Cover, and Hold On under heavy desks or tables. Stay away from windows, glass, and tall furniture.
- **Hallways/Open Spaces:** Kneel against an interior wall, protect head and neck with arms, and tuck close to knees.

After Shaking

- Remain alert for aftershocks. Evacuate only when instructed by staff.
- **If Trapped:** Stay calm, cover nose/mouth, tap on pipes/walls to signal rescuers. Avoid excessive shouting to preserve air and prevent dust inhalation.

Fire Evacuation Protocol

1. Stop all activity immediately upon hearing the fire alarm.
2. Leave personal belongings behind.
3. Walk calmly in single file along designated evacuation routes to the assembly point.
4. Line up by class/homeroom for roll call.
5. Remain quiet at assembly areas until the **"All Clear"** is given by the Head of School or Emergency Response Team.

Section IV: Learning Behavior & Discipline

Wellspring Students are responsible for understanding and adhering to the expectations and requirements outlined in the Wellbeing Policy and Learning Behavior Policy.

Behavior Philosophy & Progressive Discipline

Wellspring utilizes positive prevention, restorative practices, and progressive discipline. Conflicts and misbehaviors are treated as opportunities to repair harm and learn self-regulation.

Behavioral Offense Levels

Level	Classification	Description
Level 1	Minor Misbehavior	Occasional, unintentional minor actions conflicting with classroom norms (e.g., minor disruption, unpreparedness).
Level 2	Major Misbehavior	Intentional, repeated, or ongoing disruptions that compromise learning or safety (e.g., uniform defiance, persistent disrespect, misuse of tech).
Level 3	Offensive Misbehavior	Severe, intentional acts violating school safety, trust, or laws (e.g., physical harm, bullying, gross academic dishonesty, vandalism).

- **Consequences:** Designed to be pedagogical, restorative, and proportionate.
- **Enrollment Consequences:** Repeated Level 2 or severe Level 3 offenses may result in the **denial of re-enrollment** for subsequent academic years.

Transportation Behavior Expectations

Behavioral expectations apply across all school buses, rented transit, field trips, and international excursions. Students and parents must sign the **Bus Pledge Agreement**.

Student Bus Responsibilities

- Follow driver and bus monitor instructions immediately.
- Remain seated with seatbelts fastened while the vehicle is in motion.
- Keep body parts and objects inside windows at all times.
- Treat staff and peers with respect; use appropriate language.
- Maintain clean buses (follow rules regarding food/drinks).
- Do not travel if sick (fever of 38°C or higher).

Response to Bus Misbehavior

- **1st Incident:** Verbal warning by monitor/coordinator + Parent notification.
- **2nd Incident:** Official written warning.
- **3rd Incident:** 1 to 3-day suspension from bus services.
- **4th Incident:** Permanent loss of bus privileges for the semester (without fee refund).
- *Note: Severe safety violations result in immediate suspension or permanent removal.*
- **Property Damage:** Parents are financially liable for intentional or negligent damage to transit vehicles.
- **Parent Misconduct:** Parents must report issues to the Bus Coordinator and are strictly forbidden from directly confronting other students or families on buses.

A Final Note and Key Contact Information:

As an IB Continuum school, our commitment extends beyond this handbook to fostering a culture of inquiry, open-mindedness, and lifelong learning. These guidelines outline our shared expectations, helping our community work together to build a supportive, inspiring environment where every student can thrive. Thank you for your partnership and dedication to our school's shared mission.

Stay Connected: To ensure your inquiry reaches the right department quickly, please refer to our list of key email contacts below.

Early Years (Nursery, KG1 and KG2 only): EYHead@wellspring.edu.lb

Primary School (Nursery to Grade 5): MathafPrimaryPrincipal@wellspring.edu.lb

Middle School (Grades 6 to 10): MiddleSchoolPrincipalCCC@wellspring.edu.lb

Secondary School (Grades 11 and 12): SecondaryPrincipalCCC@wellspring.edu.lb

For our full list of school policies and detailed guidelines, please visit:
<https://wellspring.edu.lb/policies-and-procedures/>
