



A LifePlus® International School

# The WellSpring Private School

Parent/Student Handbook  
2024-2025

Ras Al Khaimah, UAE

---

---

## TABLE OF CONTENTS

---

---

### **GENERAL INFORMATION ..... 5**

OUR HISTORY .....	5
OUR MISSION.....	5
OUR VISION .....	5
OUR PHILOSOPHY .....	5
9 QUALITIES FOR LIFE .....	6
ACCREDITATION/ASSOCIATIONS.....	7
GOVERNANCE.....	7
NON-DISCRIMINATION .....	7
OUR STUDENT BODY .....	8
SCHOOL DAY .....	8
DAILY ARRIVAL AND DEPARTURE .....	8
SCHOOL YEAR.....	9
FORCE MAJEURE .....	9

### **FINANCIAL INFORMATION .....10**

TUITION AND FEES .....	10
TUITION PAYMENTS AND REFUND POLICY .....	10
DELINQUENT ACCOUNTS.....	11

### **COMMUNICATIONS AT WELLSPRING .11**

HOW WELLSPRING COMMUNICATES WITH PARENTS .....	11
COMMUNICATIONS FROM PARENTS.....	13
CONFLICT RESOLUTION.....	14

### **ADMISSION POLICIES AND PROCEDURES .....14**

ENROLLMENT PRIORITY POLICY.....	14
ADMISSIONS REQUIREMENTS .....	15
PARENTS' PRESENCE IN Ras Al Khaimah	16
ENGLISH LANGUAGE SERVICES (ELS)	
STUDENT REQUIREMENTS.....	16
ACADEMIC AND BEHAVIORAL LEARNING SUPPORT .....	16
WAITING LIST .....	16
GRADE PLACEMENT .....	17

### **ADMISSION PROCEDURES .....17**

NEW STUDENTS .....	17
CONTINUING STUDENTS.....	18

### **CHANGE OF PERSONAL & CONTACT**

INFORMATION .....	18
STUDENT FILES AND RECORDS .....	18
WITHDRAWAL FROM SCHOOL.....	18

### **EARLY CHILDHOOD AND ELEMENTARY PROGRAMS ..... 19**

EARLY CHILDHOOD .....	19
ELEMENTARY .....	19
ENGLISH LANGUAGE AND LEARNING SUPPORT SERVICES .....	20
GRADING AND ADVANCEMENT.....	20
HOMEWORK POLICIES.....	21
EXTERNAL ASSESSMENTS .....	22
ELEMENTARY ATTENDANCE POLICIES .	23
STUDENT ACTIVITIES.....	24

### **SECONDARY PROGRAM ..... 25**

COURSE CATALOG .....	25
SECONDARY CURRICULUM .....	25
GRADUATION REQUIREMENTS .....	26
GRADING, ACADEMIC STANDARDS, AND ADVANCEMENT .....	28
SECONDARY ATTENDANCE POLICIES ....	34
STUDENT ACTIVITIES.....	37
STUDENT RECOGNITION AND COMMENCEMENT AWARDS .....	38

### **STANDARDS OF CONDUCT..... 38**

POSITIVE BEHAVIOR EXPECTATIONS ....	39
CODE OF CONDUCT .....	39
TECHNOLOGY AT LIFEPLUS .....	43
ACCEPTABLE USE POLICY FOR TECHNOLOGY IN LIFEPLUS SCHOOLS.....	43
OTHER SCHOOL EXPECTATIONS .....	46
DISCIPLINE PROCEDURES.....	48

### **STUDENT SAFETY AND WELLBEING ... 52**

SAFETY AND SECURITY ON AND OFF CAMPUS.....	52
OUTSIDE TEMPERATURE .....	53
SAFETY DRILLS AND EVACUATIONS.....	54
HEALTH POLICIES .....	54
STUDENT INSURANCE .....	57

SELF-HARM AND SUICIDE AWARENESS AND PREVENTION.....	57
--	----

CHILD SAFETY AND PROTECTION .....	57
SCHOOL COUNSELOR SERVICES .....	57

## GENERAL INFORMATION

---

### OUR HISTORY

---

The WellSpring Private School is located in Ras Al Khaimah and is part of the LifePlus organization, comprised of seven schools across China, the UAE, and our Online Academy. LifePlus, formally known as Leadership Development International (LDi), has been operating schools across the globe for over 40 years.

The WellSpring School opened its doors in 2015 with 175 students, renting a small space inside RAK Academy. At that stage, we only offered a KG - 9 program. The year-on-year growth of the school required us to continue to add to and expand the space the school used. Additional classes were built in 2017 to accommodate the current students moving up in grades, as well as new students attending the school. This quickly became too small and new classrooms were built on the same site in 2018. Continued growth meant that we needed a second campus for our secondary students.

At the end of the 2020 - 2021 school year, we moved to a unified campus with enough space for all our K - 12 students to learn and grow together. This new space gives us the opportunity to expand and grow the school ways we could not have done in the previous years.

### OUR MISSION

---

LifePlus is committed to providing families with transformative, holistic PK-12 education to develop globally minded individuals who learn, love and lead.

- LifePlus learns by providing high quality education through rigorous academic services for all learners.
- LifePlus loves by providing opportunities for all stakeholders to be connected through tangible and lasting positive relationships.
- LifePlus leads by being engaged in persistent service to the community and the world.

### OUR VISION

---

We desire to have world class leaders raised up in every vocation.

### OUR PHILOSOPHY

---

LifePlus believes in providing an educational experience that transforms students from the inside out. Our education is built on the ideas: **Learn, Love and Lead**. Our curriculum is intended to prepare students for active involvement in our contemporary, multicultural society and to equip them with tools for shaping the future.

We Believe:

- Parents and the school are partners in education.
- Parents are ultimately responsible for educating their children, while enlisting the school's expertise to assist in their children's development.
- The school should partner with families in helping their children develop a sense of their own intrinsic worth and their identity as human beings created for a purpose.
- Education is a continuing process through which this awareness develops individuals as they grow in all areas of their life toward their fullest potential.
- Lifelong learning occurs when students' hearts, minds, and bodies are actively engaged.

For these reasons, we provide academically challenging learning opportunities within a college preparatory course of study, replete with exploratory activities.

## 9 QUALITIES FOR LIFE

CONNECTION	I value people, and so I invest in communication, language learning, and understanding the cultures in which I live. I collaborate effectively and respectfully with people from any culture. I build and maintain healthy relationships with others in my life.
COURAGE	I take risks and boldly do what is best. I am willing to ask questions and make mistakes. I persist in thinking, inquiring, and discussing even in the presence of threat or fear.
CURIOSITY	I investigate and explore by asking questions and thinking critically about the answers. I am eager for authentic knowledge, wisdom, and understanding. I refuse to let others do my thinking for me or cheat myself out of learning opportunities.
COMPASSION	I show empathy for others and look for ways to make a difference. I listen carefully and think deeply to determine the best response or action. I will communicate my beliefs with clarity and respect.
SERVICE	I make available my gifts, talents, time, energy, and enthusiasm to serve the needs of those around me. I show love towards the world around me by being a responsible caretaker of our resources.
PERSISTENCE	I strive for excellence and practice diligence to get things right; I do not give up. I respectfully communicate until I am understood and question until I understand. I approach challenges with tenacity, creativity and thinking.

DISCERNMENT	I can see and understand people, things, or situations clearly. I use knowledge to make wise choices and judgments, speak the truth, and live with integrity.
HUMILITY	I have an accurate picture of my abilities, thinking neither too highly nor too lowly of myself. I acknowledge my limitations and my need for help, as well as accept criticism and demonstrate a teachable spirit. I demonstrate good sportsmanship.
PURPOSE	I treat myself and every person with intrinsic value and purpose. I strategically use the gifts and talents that I have to accomplish bigger purposes. I look for deeper meaning and explanations and I am not content with appearances or easy answers.

---

## ACCREDITATION/ASSOCIATIONS

---

LifePlus, and subsequently all its schools including The WellSpring Private School, has achieved Education Services Agency accreditation through Cognia. Cognia accreditation represents three of the six U.S. Department of Education regionally recognized K-12 accrediting bodies which together have been accrediting institutions for 125 years:

- North Central Association Commission on Accreditation and School Improvement (NCA CASI),
- Northwest Accreditation Commission (NWAC), and
- Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI).

---

## GOVERNANCE

---

The WellSpring Private School is part of a larger consortium of schools governed by LifePlus. LifePlus is a network of schools, which includes five international schools in China: in Chengdu, Qingdao, Tianjin, Wuhan, and Yantai; one international school in the United Arab Emirates; and one online supplemental academy. LifePlus is governed by a single management team that works with the superintendent to ensure that the schools are effectively meeting their annual goals and achieving a consistently high level of educational quality. Each LifePlus school also has a Local Advisory Committee (LAC), which supports the Head of School and school leadership team by serving as a sounding board and source of information on local issues. School administration deals with all parent concerns directly and takes them to the Superintendent Advisory Council (SAC) on such occasions as require action.

---

## NON-DISCRIMINATION

---

LifePlus and its network of schools do not discriminate on the basis of students' personal backgrounds. Enrollment and participation in all educational programs, including co-curricular programs, are open to students irrespective of race, ethnic origin, gender, or religion.

## OUR STUDENT BODY

---

WellSpring has a diverse population representing close to 50 different nationalities.

Believing that students thrive with individualized attention, LifePlus schools look to keep low student to teacher ratios at each grade level band. We strive to maintain a low ratio of teachers to students across all our grades and subjects, ensuring individualized learning for each student.

We cap our class sizes per classroom as listed below:

Life Skills	8
Pre-KG	18 (Ratio of 1 teacher to 6 students)
Early Childhood	20 (Ratio of 1 teacher to 7 students)
Grade 1	22 (Ratio of 1 teacher to 11 students)
2nd to 12th Grades	24

The school administration may decide to slightly exceed these numbers where circumstances warrant.

## SCHOOL DAY

---

The school day begins at 7:50 a.m. and ends at 3:00 p.m. (3:10 for Secondary Students). Students may not be allowed to enter the school grounds, hallways, or classrooms until 7:30 a.m. Parents are responsible for getting students to the bus stop, or to school, safely and on time. Students may ride the school bus, and parents should inform the school if they are interested in bussing services.

## DAILY ARRIVAL AND DEPARTURE

---

Morning drop-off is between 7:30 a.m. and 7:50 a.m. Afternoon dismissal begins at 2:55 p.m. for students in Early Childhood (PKG-KG2), 3:00 for students in Elementary (Grades 1-5) and 3:10 p.m. for students in Secondary (Grades 6-12). Students in Life Skills have an early dismissal at 1:30 p.m. All students must be picked up by 3:30 p.m. On Fridays, dismissal begins at 11:30 a.m. for students in Life Skills, Early Childhood and Elementary and at 11:40 a.m. for students in Secondary. On Fridays, all students must be picked up by 12:00 p.m.

Families with children in Secondary only (Grades 6-12) will arrive and dismiss outside Gate 12 each day.

Families with students in Early Childhood or Elementary (PKG-Grade 5) will be given a car number at the beginning of each year to guide each family in their drop-off and dismissal procedures. The number signifies the youngest child in the family and the color signifies the oldest child in the family.

Morning Drop-Off:

Purple and Pink tags: Drop-off at Gate 12 and enter the gate to drop off their children at the front door.

Blue, Green, and Yellow tags: Drop-off at Gate 14. Signs will direct you to stay to the right or to the left according to your car number.

Secondary students only, drop-off will be outside Gate 12.

Afternoon Dismissal:

Purple tags: Dismiss at 1:30 inside Gate 12. 11:30 on Fridays.

Blue and Pink tags: Dismiss at 2:55 inside Gate 12. 11:30 on Fridays.

Green tags: Dismiss at 3:00 at Gate 14. 11:30 on Fridays. Signs will direct you to stay to the right or to the left according to your car number.

Yellow tags: Dismiss at 3:10 at Gate 14. 11:40 on Fridays. Signs will direct you to stay to the right or to the left according to your car number.

## SCHOOL YEAR

---

The school year generally starts at the end of August and ends at the end of June. The school year is divided into two semesters for reporting. There are a minimum of 182 school days on the school calendar. The exact days and holidays are determined by the MOE and will be communicated to families.

## FORCE MAJEURE

---

In the event that LifePlus is unable to deliver any part of its scholastic or extra-scholastic program due to an act of nature, or any situation falling under the category of “force majeure,” the school will not be held financially responsible. LifePlus shall adopt alternative and substitutive programs (such as online courses or other forms of courses) as much as possible to achieve the goal of normal teaching programs. Without reasonable cause, parents shall not refuse such alternative and substitutive programs offered by LifePlus. If LifePlus is unable to provide normal courses and take alternative measures, the



normal refund policy will be in effect in such situations and reasonable consideration given to the circumstances.

## FINANCIAL INFORMATION

---

### TUITION AND FEES

---

The WellSpring Private School policy requires the establishment of an MOE approved tuition rate to cover all operating expenses for the year. The objective is not to maximize profits, but to ensure the fiscal health of WellSpring, including planned future development of the school, while providing high quality education for the children of Ras Al Khaimah and the northern Emirates.

Tuition fees shall be determined annually. Applicants shall be notified of tuition charges at the time of registration. Tuition payment plans are indicated in the published tuition and fees schedule.

### TUITION PAYMENTS AND REFUND POLICY

---

Parents are responsible for the payment of all school fees. Report cards, diplomas, and transcripts will not be released if payments are not complete.

#### One Time Registration Fee:

All students are subject to a one-time fee upon registration. Fees must be paid by Skiply app or telegraphic transfer at time of registration. New students who desire to enroll in the school must pay the one-time fee at time of application.

#### Other Fees:

Tuition does not cover all expenses associated with student attendance at WellSpring that may be incurred by the family. Examples of additional expenses include bus transportation to and from school, lunches, school supplies, resource fees for educational books/materials, student uniforms, shadow teacher fee, and field trips.

Students in Grades 6-12 must have a laptop computer for their studies at school daily. This device can be any brand with the following minimum requirements: Processor: 2.0GHz/RAM: 4 GB/SSD or NVMe: 126GB/Battery Life: 8 hours. These devices are parent purchased and maintained; however, the school provides all needed educational programming and support for required curriculum and resources.

Parents are responsible for the payment of all school fees on or before the published due dates. If accounts are not current, MOE guidelines will be followed.

Any registration and tuition fees will be refunded according to MOE guidelines.

## DELINQUENT ACCOUNTS

---

All tuition accounts for a given year must be paid in full before a child will be permitted to attend WellSpring during the following school year.

No child who has an outstanding tuition balance shall be permitted to graduate from The WellSpring Private School or be promoted to the next grade level without consent of the school management. No transcripts, transfers, or report cards will be issued for students with outstanding balances.

Persistent delinquent accounts may result in suspension of services for students in line with the MOE and including: PowerSchool, Canvas, etc.

## COMMUNICATIONS AT WELLSPRING

---

### HOW WELLSPRING COMMUNICATES WITH PARENTS

---

There are many ways that WellSpring staff communicate with parents. It is our hope that communications between the school and parents can be smooth, timely, and useful. The guidelines below outline most, although not all, of the ways that the school communicates with parents.

---

### APPOINTMENTS

---

Sometimes, it may be necessary for a teacher or other staff member to make a face-to-face appointment with one or both parents of a student. Parents will be notified by either email or phone if an appointment is required. Parents are also encouraged to contact the school to set an appointment as needed with staff members.

---

### EMAIL

---

Email is typically used for personalized communications between small numbers of people, for example from a teacher to one or both parents to discuss a student's grades, or from a principal to a parent to answer a parent's question. It is essential that parents submit an email address that they access regularly so that important personalized communications are not overlooked. The email address that WellSpring staff use for these communications is the one given by parents in their child's application for enrollment or the one input by the parent into PowerSchool. Changes to email contact information may be made in PowerSchool or through the local registrar at [registrar@tw-s-rak.org](mailto:registrar@tw-s-rak.org)

---

### OFFICIAL WHATS APP ACCOUNT

---

WellSpring's official WhatsApp account will occasionally be used to notify parents of urgent news.

---

## WELLSPRING PARENTS WEEKLY NEWSLETTER

---

Make every effort to read the WellSpring Parents' Weekly Newsletter each week so as not to miss any deadlines for activities, etc.

---

## BACK TO SCHOOL NIGHT

---

A Back to School Night is held within the first couple of weeks of school at WellSpring and gives parents and teachers a chance to get to know each other. This time is used to introduce parents to their child's teacher, the course content, and various WellSpring programs.

---

## STUDENT-PARENT-TEACHER CONFERENCES

---

Approximately one week in the middle of each semester, conference times are scheduled during which students and their parents are encouraged to meet with their child's teachers. This conference not only gives teachers a chance to share valuable information about the student's progress during the school year, but it also allows students to share their own progress and goals. During the conference parents are encouraged to share information with the teacher and ask questions about their child's education. Communication between the teacher and the parents is not limited to this meeting—any time parents have questions about their child, they are encouraged to contact their child's teacher.

---

## POWERSCHOOL AND CANVAS

---

PowerSchool is an electronic database of student data. Parents can find records of their child's grades, attendance, and more in PowerSchool. It is recommended parents check PowerSchool regularly to monitor their child's academic progress.

Canvas is the learning management system (LMS) for LifePlus and our full network of schools.

In ECC and Elementary, Canvas will be used to relay class information as well as general information to parents. Weekly letters and updates are posted on Canvas to inform families of the content and other important information for that week. Teachers can contact parents directly through Canvas.

Secondary student courses, assignments, and class information, as well as general information related to events and projects can be found via the Canvas Parent Portal.

Parents can see the assignments students are given on Canvas and can follow if students haven't submitted some assignments.

---

## WEBSITE

---

The WellSpring Private School's website has detailed information about WellSpring's mission, philosophy, history, programs, and more. For current parents, there is a convenient 'News & Events' page that has archived WellSpring Weekly, photos, etc.

---

## COMMUNICATIONS FROM PARENTS

---

LifePlus encourages regular communication from all parents. Below are some guidelines on ways parents can communicate with staff at The WellSpring Private School.

---

### WHO PARENTS SHOULD CONTACT

---

For questions regarding admissions procedures, the Marketing, Admissions, and Communications (MAC) Department should be contacted at [admissions@tw-s-rak.org](mailto:admissions@tw-s-rak.org).

To change parent contact information, inquire about student records, or update the student's passport and visa/residence information, contact the registrar at [registrar@tw-s-rak.org](mailto:registrar@tw-s-rak.org). It is the responsibility of the parent or guardian to update all student information annually, including passport and visa/residence information.

For general information related to your secondary student, contact the secondary receptionist Miss May Abouelkhir at [may.abouelkhir@tw-s-rak.org](mailto:may.abouelkhir@tw-s-rak.org). For general information related to your Elementary or Early Childhood student contact the receptionist at [info@tw-s-rak.org](mailto:info@tw-s-rak.org).

---

## APPOINTMENTS

---

Parents are encouraged to make an appointment with any staff member involved in their child's education at any time during the school year, not only during parent-teacher conferences. Staff members have times during the week when they are available to take appointments. To make an appointment, please either contact the staff member directly, or the appropriate principal's assistant. Also, please understand that due to work commitments such as teaching and supervision of students, it is difficult for staff members to accommodate face-to-face meetings without an appointment.

---

## EMAIL

---

Parents are welcome to send emails to specific teachers and staff members about any issue at any time. The WellSpring Private School staff will make every effort to respond by

the next business day. Parents can email the teacher or staff member directly or through the Canvas platform.

---

## PHONE CALLS

---

Requests that need a response within 24 hours should be made directly to the school receptionist who will direct your call to the appropriate person. Please do not send an email, text message, or use other messaging platforms for urgent matters. Furthermore, please be aware that teachers cannot answer the phone during the school day when they are teaching; therefore, calls may be directed to a principal or receptionist.

---

## CONFLICT RESOLUTION

---

On occasion, problems may arise between students, parents, faculty, and administration. LifePlus advocates for conflict resolution through conversation.

First, the offended party is to go only to the party that offended him or her. It is not appropriate to discuss the matter with others who are not part of the problem or the solution. Most of the time, a candid and personal conversation between the two parties will be sufficient to clear up any misunderstanding that may have developed. For classroom concerns, parents are encouraged to first contact the teacher and arrange an opportunity for conversation. If the two agree on the issue at hand, it must be forgiven and forgotten.

If the offender is unwilling to come to terms, the two parties should take the matter to the school administration at the divisional level. Most problems that make it past the individual level are solved at this level. The divisional level principal will help to mediate a conversation and provide advice and coaching through the conversation.

If the two parties are still unable to come to terms on the administrative level, the problem should be brought before the Head of School. Once the problem has been heard, the Head of School will make a final decision regarding the situation. Further grievances beyond the final decision of the Head of School should be addressed to the LifePlus Superintendent of Schools.

---

## ADMISSION POLICIES AND PROCEDURES

---

---

### ENROLLMENT PRIORITY POLICY

---

LifePlus adheres to the following enrollment priority policy:

- First Priority – Children of LifePlus staff and associates

- Second Priority – Siblings of students already attending The WellSpring Private School
- Third Priority – Children who speak English fluently
- Fourth Priority – Children who do not speak English fluently

## ADMISSIONS REQUIREMENTS

---

The school considers the following as essential for admission:

- Adequacy in the English language as determined by interview, examination, and/or educational records.
- An age-appropriate level of educational aptitude and skills as determined by interview, examination and/or academic records.
- Completion of all forms and paperwork, and payment of the registration fee before students are placed on the class roster.
- Before initial entrance into the school, parents must provide proof of the child's age and a completed Medical Report per MOHAP guidelines. Proof of a child's age may be in the form of a birth certificate, passport, school records, or other appropriate official government document.

---

### EARLY CHILDHOOD CENTER ENTRANCE REQUIREMENTS

---

- Pre-KG students must demonstrate readiness and reach the age of three by August 31 of the enrollment year. An interview is required.
- KG1 students must demonstrate readiness and reach the age of four by August 31 of the enrollment year. An interview is required.
- KG2 students must demonstrate readiness and reach the age of five by August 31 of the enrollment year. An interview is required.

Regardless of age, a child may be refused admittance to the ECC if evaluated as not ready.

---

### FIRST GRADE ENTRANCE REQUIREMENTS

---

Students must reach the age of six by August 31 of the enrollment year and have been promoted from kindergarten in a LifePlus or accredited transferring school.

OR

Students must reach the age of six by August 31 of the enrollment year, have passed an interview given by the school, and have received approval from the principal.

---

### ELEVENTH AND TWELFTH GRADE ENTRANCE REQUIREMENTS

---

LifePlus typically does not enroll eleventh and twelfth grade students. Students in these grades seeking enrollment must request a special admissions process which includes

evaluation of acceptable transfer credits and consideration to English language ability as minimum requirements for consideration. Admission of 11th and 12th grade students is based on receipt and review of the school requested information and is at the school's discretion.

## PARENTS' PRESENCE IN RAS AL KHAIMAH

---

We believe that parents are ultimately responsible for the education of their children. Cooperation between the school and the home is necessary to ensure that students reach their fullest potential. As a result, and in the best interest of the student, LifePlus has established the following guidelines concerning residency of parents.

- At least one parent or guardian must have full-time residency in Ras Al Khaimah.
- Guardians are only permitted to function in lieu of parents in unusual circumstances with the permission of the school administration.
- A hired employee (such as a nanny) does not qualify as an appropriate guardian for a child.
- In any case where both parents will be out of town for a short period of time, the school should be notified, and a guardianship form should be filed with the school.

## ENGLISH LANGUAGE SERVICES (ELS) STUDENT REQUIREMENTS

---

To qualify for admittance, non-native English-speaking students are required to undergo diagnostic testing of their English skills and proficiency to determine if they can function in an English language learning environment.

For these students we highly recommend intensive study in English during the summer prior to attending WellSpring. Students will be assigned to ELS support classes based on observations and/or testing by the classroom teacher and ELS specialist.

## ACADEMIC AND BEHAVIORAL LEARNING SUPPORT

---

LifePlus understands and recognizes that some students may have a learning difference that may require they receive added support. The WellSpring Private School has a Learning Support department to assist students, teachers, and families in developing specific interventions when extra academic and/or behavioral support is needed. Parents should inform the school if their child has a known learning disability. While WellSpring may not be able to meet the needs of students with significant disabilities, the Learning Support department partners with teachers and families for the best learning environment for all enrolled students.

## WAITING LIST

---

If a student has passed the necessary admissions requirements but there is no space available, he/she may be placed on a waiting list. Students will be added to this list according to the enrollment criteria. This waiting list is dissolved at the end of the school year and parents need to reapply if they wish to be considered for enrollment for the following school year. LifePlus encourages parents to look for other educational options while their child is on the waiting list.

---

## GRADE PLACEMENT

---

Students are ordinarily placed in the appropriate grade indicated by their previous schooling. If a question regarding placement arises, the following factors are considered in parent/school discussions:

1. School records
2. Chronological age
3. Evidence of maturity
4. Results of entrance or standardized tests

Students entering Grades 9-12 are placed in the proper grade according to the above criterion and in consideration of earned transferrable credits:

Grade	Considerations for Placement
9	Obtained no more than or equal to 6 credits
10	Obtained a minimum of 6 credits, but no more than or equal to 12 credits
11	Obtained a minimum of 12 credits, but no more than or equal to 18 credits
12	Obtained equal to 18 or more credits

The school does not practice acceleration of students (skipping a grade) in cases of high achievement.

---

## ADMISSION PROCEDURES

---

---

### NEW STUDENTS

---

- 1) Submit a completed application form and pay the application fee.
- 2) Complete all necessary testing.



- 3) Submit a current transcript or copy of school records.
- 4) Submit the original student's passport.
- 5) Complete an admissions interview with the grade-level teaching team and/or principal. Disclose and submit any related information related to academic and/or behavioral needs, such as learning plans from the previous school.
- 6) Upon acceptance, pay the nonrefundable enrollment deposit.
- 7) Submit a completed Medical Report per MOHAP guidelines.

---

## CONTINUING STUDENTS

---

- 1) Complete annual re-enrollment using the PowerSchool platform, including the yearly online health update and legal consents.
- 2) Complete the MOHAP Medical Form given to families at the start of each school year.
- 3) Pay the enrollment deposit by the date specified in the re-enrollment packet.

---

## CHANGE OF PERSONAL & CONTACT INFORMATION

---

The school needs to have the most current address, phone number, and email address of parents and emergency contacts. Please notify the registrar at [registrar@tw-s-rak.org](mailto:registrar@tw-s-rak.org) promptly of any changes. It is also important that the registrar has current passport and visa/residence permit information for every student enrolled.

---

## STUDENT FILES AND RECORDS

---

LifePlus maintains records of each student showing personal data and progress throughout his/her career at the school, including academic achievement, health information, discipline logs and test results. Student files also include any information related to academic and behavioral supports, including Individualized Learning Plans, Behavioral Intervention Plans, and other Learning Support documents. These files will be kept confidential. Only the student's parents as well as The WellSpring Private School teachers, counselors, and principals will be permitted to review a student's records.

---

## WITHDRAWAL FROM SCHOOL

---

In the normal course of the international school, it may become necessary for withdrawal of your student from school. Students needing to withdraw from school must contact the school registrar and complete withdrawal paperwork in advance. Reimbursement of any paid tuition and fees due to withdrawal will follow the school's guidelines on eligible repayment (see TUITION PAYMENT AND REFUND POLICY).

No child who has an outstanding tuition balance will be able to graduate from the school without the consent of the superintendent. Also, no transcript or report cards will be issued for students with outstanding balances.

If possible, parents must notify the Registrar at least two weeks prior to the date that the student plans to leave. As a rule, a student may not withdraw more than two weeks prior to the end of the semester and still receive full credit for the course.

---

## EARLY CHILDHOOD AND ELEMENTARY PROGRAMS

---

In this handbook and other LifePlus communications, 'ECC' (Early Childhood Center) is defined as Pre-KG, KG1 and KG2. 'Elementary' is defined as 1st through 5th grades. The phrase, 'All Elementary' is used whenever something applies to all Elementary grades from PKG through 5<sup>th</sup> grade.

---

### EARLY CHILDHOOD

---

Pre-KG, KG1 and KG2 classes make up the ECC program. Our goal in the ECC is to give students the necessary skills for school readiness while also allowing them to engage in the world around them through play-structured and discovery-based learning. We provide initial learning experiences in language development, number concepts, creative skills, and social, emotional, and physical development. Using practical experiences, pupils are given the building blocks for creative thinking, problem solving and future learning. Educational experiences provide balance and variety between physical, mental, spiritual, and social activities as the child's world of awareness is extended from the home to the classroom. Children are taught to care and share in a safe, nurturing environment.

---

### ELEMENTARY

---

The curriculum of the elementary division uses a combination of independent, small group and teacher-directed learning activities in character education, language arts, science, social studies, Arabic, math, physical education, art, music, moral education, and Islamic (for Muslim students). The curriculum seeks to provide a continuum in each core content area as the basis for the development of perceiving, thinking, and problem-solving skills. The child moves from concrete experiences to increasingly complex levels of abstraction in critical thinking. Skills related to each area are built upon previous learning and measurable performance objectives.

Since students come from a variety of educational backgrounds, an effort is made to identify the instructional level of each student in relation to the subject continuum,

including recommending and/or requiring alternative instruction, if necessary, which will assist the pupil to achieve at an optimum level.

---

## ENGLISH LANGUAGE AND LEARNING SUPPORT SERVICES

---

Occasionally students require additional support to be their most successful at school. The WellSpring Private School has a dedicated Learning Support Services team able to serve students with various learning and behavioral needs. In addition, WellSpring has a dedicated English Language Services team for supporting students that require language learning. Use of these services may require your child to have additional testing upon enrollment and throughout the school year for progress monitoring. If your child has a known English language, academic, or behavioral need, please inform the school upon enrollment so that from the start, we can prepare for serving your child in the best way possible.

---

## GRADING AND ADVANCEMENT

---

---

### GRADING, REPORT CARDS, AND POWERSCHOOL

---

LifePlus operates on the semester system. Each child will be graded in academic areas. End-of-semester reports are activated through the PowerSchool student and PowerSchool parent portals at the close of each semester. End-of-semester report cards will be issued to students leaving or upon request. Please request a report card a week in advance from the registrar.

Parents are encouraged to monitor the progress of their children using PowerSchool, an online system for tracking student grades and attendance. Students with academic or behavioral difficulties will receive a mid-semester report which will be posted at the midway point of each semester. Parents of students who require a mid-semester report will be notified via email or in writing.

---

### GRADING SCALE

---

The ECC uses a developmental scale. Students receive a number showing growth, not a letter grade.

Elementary, grades one through five use the following scale:

Numerical Grade	Letter Grade
98-100	A+

93-97	A
90-92	A-
88-89	B+
83-87	B
80-82	B-
78-79	C+
73-77	C
70-72	C-
68-69	D+
63-67	D
60-62	D-
Below 60	F

---

## PROMOTION

---

Students will be promoted to the next grade level if the requirements for advancement are met, upon the approval of the classroom teacher or teaching team.

---

## RETENTION

---

In rare cases, grade retention may be an appropriate tool among other educational strategies used for student development in line with MOE Guidelines. While it is recognized that this is a serious action with potentially long-range impact on children and their families, retention will be recommended in certain cases, and may only be approved by the educational team which includes the elementary principal, representatives of the Learning Support Team, and the classroom teacher.

---

## HOMEWORK POLICIES

---



---

### PRINCIPLES GUIDING THE POLICY

---

**We believe** that play is a child's work and that they learn from interacting with their environment.

**We believe** that English language learners should be encouraged at home in speaking, reading, and writing in their first language (mother tongue). \*Research demonstrates that students with strong mother tongue maintenance and understanding can make connections more quickly in additional languages. \*(Carder, Maurice. *"Bilingualism in*

*International Schools: A Model for Enriching Language Education." Journal of Research in International Education December 2007: 375-377.)*

**We believe** that the school's role is to assist families to develop their child's unique potential. Homework is one way for parents to connect with their child's learning.

**We believe** that homework and practice provide opportunities for students to refine their knowledge and extend their learning. Teachers will assign homework that reviews concepts the students should already be familiar with from class. When asked, teachers will clearly communicate the purpose and expected outcome of each homework assignment.

---

## HOMework AMOUNTS

---

Each child works at their own ability and pace. Some students may need additional time to complete homework while others may finish relatively quickly. Teachers give homework that can be completed within a reasonable time frame. Generally, a student's written responsibilities for homework, not including daily reading or special assignments, should take no more than 10 minutes per subject per day. Homework and practice also reflect the child's developmental level. Therefore, a student in 1<sup>st</sup> or 2<sup>nd</sup> grade may spend about 30 minutes on written homework, while a student in 4<sup>th</sup> or 5<sup>th</sup> grade may spend about an hour on homework. Occasionally students in ECC (Pre-KG, KG1, KG2) may receive additional practice in small amounts, but generally written homework for ECC students is limited.

In addition to written homework, parents are encouraged to have their child read 20 minutes of English language content each night. Educational research shows that daily reading of 20 minutes has been shown to improve learning in all subjects. Nightly reading may include books from home, books from the classroom or library, or books for fun. Parents are encouraged to read with their child and read aloud for those students learning to read.

Understanding that each child learns at their own rate, the amount of time it takes for a student to complete a task may take less than or more than the general time allotted. If a child is struggling with completing homework, parents are encouraged to talk with the classroom teacher.

---

## EXTERNAL ASSESSMENTS

---

---

### MAP® GROWTH

---

Students in KG2 through fifth grade participate in MAP (Measures of Academic Progress) Growth testing three times a year. MAP Testing is an internationally recognized

assessment designed to chart a student's progress through school in reading, language arts (writing), and math. MAP test scores are used by teachers to help identify students' strengths and weaknesses in academics, and help teachers develop a plan for learning with the individual child in mind. In Elementary, MAP scores are not recorded as part of the students' grades in any course.

---

## WIDA® MODEL

---

LifePlus also participates in WIDA MODEL (World-Class Instructional Design and Assessment Measure of Developing English Language) testing for English Language Learners upon enrollment and twice annually at mid-year and end of year. Progress on the WIDA determines a student's need for language services, as well as the proper time for the student to formally exit the program. WIDA scores are not recorded as part of the students' grades in any course.

---

## ELEMENTARY ATTENDANCE POLICIES

---

Consistent attendance is important for every student. Excessive absence from school hinders academic progress and jeopardizes the acquisition of academic credit. Attendance records will be kept by the school office and become part of a student's permanent record at the end of each semester. If an unplanned absence occurs, parents should notify the teacher by 8:30 a.m. Elementary students that exceed 10 days of absences, planned or unplanned, within a semester will require a conference with the school administration and an attendance plan to ensure their child's success and promotion to the next grade.

---

### PLANNED ABSENCE

---

Approval for a planned absence must be requested in writing to the divisional principal, at least one week in advance. Parents should clearly state the reason for the request. If approved, it will be considered an excused absence. Please note that even while excused and planned, the absence will be noted on the report card as part of the student's attendance records. Teachers may require any work to be done in advance that they deem necessary. Teachers will communicate with parents and students to give them a reasonable idea of the work that will be missed.

- Any activity that can be taken care of during non-school hours will not be considered an acceptable reason for a planned absence. Travel for documents or vacation, even while planned, are considered unexcused absences. Unexcused absences will count against the student's attendance records. It is at the teacher's discretion about requirements for make-up work for unexcused absences.

---

### UNPLANNED ABSENCE

---

- On occasion emergencies arise causing the student to miss school. Please notify the school office of your child's absence by 8:30 a.m.
- Unplanned absences such as medical illness or hospital visits are considered an excused absence. Please note that even while excused, the absence will be noted on the report card as part of the student's attendance records. Students will be afforded opportunities for make-up work for excused absences. Teachers may require any work to be done in advance that they deem necessary. Teachers will communicate with parents and students to give them a reasonable idea of the work that will be missed.
- Unplanned absences such as travel for documents or vacation are considered unexcused absences. Unexcused absences will be recorded as such on the students' attendance records. It is at the teacher's discretion about requirements for make-up work for unexcused absences.

---

## TARDINESS

---

LifePlus believes that being punctual to classes is important in achieving success in school. This is an integral part of self-discipline for life and shows respect for teachers and fellow students. Students are expected to be in class on time. Points will be deducted from the conduct grade for repeated tardies.

---

## TRUANCY

---

Truancy is an absence without the knowledge and consent of parents and/or school staff. This includes leaving school without permission before the end of the school day and staying out of scheduled classes or activities without permission. Consequences can range from detention to a meeting with parents, or suspension.

---

## EARLY RELEASE

---

Students are expected to stay on campus for the entire school day. Elementary students will not be permitted to leave campus during the school day without a parent or guardian. The teacher should be notified in advance if a student will be picked up early so that they can plan accordingly and send necessary work home.

---

## STUDENT ACTIVITIES

---

---

### ACTIVITIES/CLUBS

---

Activities and clubs are offered throughout the year after school to provide students opportunities to expand their learning outside the regular classroom. Students involved in these activities are expected to be responsible, respectful, and punctual, just as they would be in the regular classroom.

---

## ASSEMBLIES

---

Daily assemblies are an integral part of LifePlus. Assembly starts at 7:50 a.m. every day. Attendance is taken and uniforms are checked. Assembly is an MOE requirement for all students.

---

## FIELD TRIPS

---

Occasionally field trips are planned by classroom teachers to supplement what is taught in class. Permission slips will be sent home in advance to be signed by a parent. Students will not be permitted to go on a field trip without a signed consent form. Students must wear clothing that conforms to the school dress code on field trips.

---

## SECONDARY PROGRAM

---

### COURSE CATALOG

---

The secondary course catalog contains course descriptions and is available on Canvas.

---

### SECONDARY CURRICULUM

---

LifePlus secondary consists of grades 6 through 8 (referred to as middle school - MS) and grades 9 through 12 (referred to as high school - HS).

We use a predominantly United States-based curriculum and management structure while attempting to use best practices from around the world. The fundamental emphasis of the secondary curriculum is on English, Mathematics, Social Studies, Science, and Arabic. Elective courses may include Art, Computer Science, Yearbook, Choir, Band, and Physical Education.

---

### ADVANCED PLACEMENT COURSES

---

Advanced Placement courses are designed to provide an additional challenge for students wanting to learn more about a specific subject area. Advanced Placement (AP) course content is annually reviewed by the College Board and prepares students to take AP exams each Spring. Courses are taught at the level of a university freshman course. Due to the rigorous nature of the AP course, appropriate content-area teacher recommendation for placement is required.

Due to the rigorous nature of the course and the need for students to maintain a healthy balance of school and home, LifePlus gives the following recommendation for the number



of AP courses per year. Students that wish to exceed the recommendation must meet with administration and receive approval prior to enrolling in the course:

9 <sup>th</sup> Grade (Freshman)	1 AP Courses
10 <sup>th</sup> Grade (Sophomore)	2 AP Courses
11 <sup>th</sup> Grade (Junior)	3 AP Courses
12 <sup>th</sup> Grade (Senior)	4 AP Courses

Students in AP classes receive more homework than they would receive in an honors course. See “TESTING and ACHIEVEMENTS” for specific AP testing and payment requirements. See the Course Catalog for the current AP offerings.

---

### LIFEPLUS ACADEMY OFFERINGS

---

High school students may choose to join other LifePlus students in AP courses offered through the LifePlus Online Academy. These courses are assigned a time in the schedule but completed as a distance course, with the teacher communicating through digital tools. These courses require more responsibility, self-discipline, and communication on the part of the student, and count towards the school’s course enrollment requirements and limitations, including the recommended AP cap (see chart above). For AP courses offered in-person at the school campus, enrollment in a LifePlus Online Academy is discouraged and can be approved only at the discretion of the Secondary Principal.

---

### INDEPENDENT STUDIES

---

High school students are eligible for independent study in a content area if they have completed all the coursework offered by the school in that area. Independent study must be approved by the administration and must include a minimum of 50 hours of documented work per quarter.

Parents should understand that any costs incurred from independent study are separate from the school and that the school is not responsible for the management of the course. Independent Studies receive a Pass/Fail course completion only on the transcript.

---

### GRADUATION REQUIREMENTS

---

24 units of high school credit are required for graduation. One half credit is given for each full semester of a course successfully completed in 9th through 12th grades. A failing grade does not earn any credit.

The following credits must be earned to graduate:

- 4 credits of English
- 3 credits of Social Studies
- 3 credits of Sciences
- 3 credits of Mathematics
- 2 credits of Foreign Language
- 2 credits of Physical Education and Health
- 1 credit of Fine Arts

---

## COURSE LOAD REQUIREMENT

---

Students in grades 9-12 are required to take at least six courses per semester.

---

## ADDING OR DROPPING A COURSE

---

Students may add or drop courses during the first week of a semester by following the add/drop procedures. Dropped courses do not show on transcripts. This policy is subject to change at the divisional principal's discretion based on exceptional circumstances.

---

## WITHDRAWING FROM A COURSE

---

Withdrawal is the early removal of a student from the school or a course roster. Regarding school withdrawal, parents are requested to notify the registrar at least two weeks prior to the date that the student plans to leave. Students may not withdraw more than two weeks prior to the end of the semester and still receive credit for that semester.

Typically, classes dropped after the add/drop period will still appear on transcripts as either Withdraw Pass (WP) if the student is passing the course or Withdraw Fail (WF) if the student is failing at the point of withdrawal. Students may withdraw up to two weeks before a semester ends, pending administrator approval.

Students may be administratively withdrawn from a course by the divisional principal under circumstances impacting the student's ability to succeed in a course deemed outside of the student's control. If administrative withdrawal is recommended or required, the divisional principal will contact the student and his/her parents to discuss how the circumstances and/or the administrative withdrawal could affect student's ability to meet graduation requirements. Courses from which a student is administratively withdrawn may still appear on the student's transcript.

---

## PASS/FAIL COURSES

---

Some secondary elective classes are graded on a Pass/Fail basis. Students in these courses are given a list of course requirements at the beginning of the quarter. Students who meet

these requirements will receive a passing mark, and those who do not fulfill the requirements will receive a failing mark.

---

## TRANSFER OF CREDIT

---

High school students may transfer credits from other accredited/recognized schools. Any number of courses may be transferred if the student received a "C" or higher. Transferred courses that do not satisfy LifePlus credit requirements will be transferred as electives. GPA is only calculated from courses taken at LifePlus schools. Transcripts will only include grades earned in LifePlus schools, including those courses completed through LifePlus Online Academy and pre-approved Grand Canyon University dual enrollment and other school-arranged online distance courses.

Students must secure written permission from administration before enrolling in another school or in correspondence/online courses if they wish to receive transfer credits. LifePlus schools may recognize one full credit for outside work in any given school year. Transfer credits may also be earned in the summer so that students can receive credit for failed courses. However, transfer credits are not typically approved if being used as a means of accelerating through required LifePlus courses, unless the student is at least a year older than the norm for his/her class.

---

## TRANSCRIPTS

---

Transcripts record all coursework, semester grades, credits, and the cumulative GPA earned by students in high school. Students in grades 11 and 12 may request a transcript to be sent to specific universities, colleges, or government institutions.

- Transcripts will only be sent after WellSpring receives a request from the student. (Request forms are available from the registrar or counselor.)
- All transcript requests must be made at least two weeks prior to the date they are needed.
- While unofficial transcripts may be requested free of charge and picked up by students or parents, official transcripts cannot be released directly to the student or parent. Requested official transcripts will be sent directly from the LifePlus school to the institution of choice.
- The student is responsible for shipping costs of the transcripts sent to the universities.
- School transcripts and documents are available 3 business days after the close of the semester.

---

## GRADING, ACADEMIC STANDARDS, AND ADVANCEMENT

---

---

### GRADING SCALE AND GRADE POINT AVERAGE

---

A grade point average (GPA) is derived for high school students by ascribing a point value to a letter grade as follows:

Numerical Grade	Letter Grade	GPA Points
98-100	A+	4.00
93-97	A	4.00
90-92	A-	3.66
88-89	B+	3.33
83-87	B	3.00
80-82	B-	2.66
78-79	C+	2.33
73-77	C	2.00
70-72	C-	1.66
68-69	D+	1.33
63-67	D	1.00
60-62	D-	0.66
Below 60	F	0.00

Please note that the right-hand column will be used to determine a student's grade point average (GPA).

## INCOMPLETE GRADES

A student may be awarded a grade of incomplete if work for a specific course has not been completed. Students receiving an incomplete for a course will not be able to earn credits for the course until such time as all course requirements have been completed and the grade has been modified for the course.

## GRADING, REPORT CARDS, AND POWERSCHOOL

LifePlus operates on the semester system. Each student is graded in academic areas. End-of-semester reports are activated through the PowerSchool student and PowerSchool parent portals at the close of each semester. End-of-semester report cards will be issued to students leaving or upon request. Please request a report card a week in advance from the registrar. Secondary parents and students are given passwords allowing them to check grades and attendance online.

Parents are encouraged to monitor the progress of their children using PowerSchool, an online system for tracking student grades and attendance. Students with academic or behavioral difficulties will receive a mid-semester report which will be posted at the midway point of each semester. Parents of students who require a mid-semester report will be notified via email or in writing.

## ACADEMIC STANDARDS AND INTERVENTION

We believe that all students can become globally-minded individuals who learn at high standards, which is why we set high expectations for all students' learning. Students are in good academic standing when all current and cumulative GPAs are above a 2.00 average. Newly admitted students are presumed to be in good academic standing unless admitted on probationary status. When students are found to be falling short of good academic standing, they and their parents/guardians will be notified about how students can return to good academic standing through support measures that the school provides.

### ACADEMIC INELIGIBILITY

---

Because LifePlus prioritizes academic learning, it may sometimes become necessary for students to limit extra-curricular activities to receive additional support academically. Students' academic learning is monitored throughout the year. Those students that show difficulty in academics may become ineligible to participate in extra-curricular activities, such as team sports, theater arts, or Model United Nations for a period to focus on academics and to reclaim a good academic standing. Academic ineligibility is meant to support students in restoring their good academic standing. LifePlus schools recognize that learning is unique to each student and the determination of Academic Ineligibility is done on a case-by-case basis with input from teachers, Learning Support staff, the school counselor, and the divisional principal. Students unable to resolve academic deficiencies resulting in academic ineligibility for more than a semester may be placed on academic probation.

### ACADEMIC PROMOTION/RETENTION

---

The purpose of promotion and retention is to ensure the success of the student. The decision to retain a student will usually only be considered when academic probation terms are not met.

In middle school, administration is responsible for the decision to promote or retain a student; takes into consideration academic and other relevant educational aspects (social, emotional, and physical maturity) of the student's development; and is responsible for ensuring that parents are adequately apprised of their child's progress and options.

In high school, requirements for promotion are typically as follows:

- Grade 9 to 10: earning at least 5 credits
- Grade 10 to 11: earning at least cumulative 11 credits
- Grade 11 to 12: earning at least cumulative 16 credits

### ACADEMIC PROBATION

---

Academic probation may occur when students are deemed academically ineligible for more than a semester. Students on academic probation need to resolve academic deficiencies and any other conditions determined to be appropriate. While on academic probation, certain conditions and restrictions may be placed on students as determined by

the school. When requested, instances of academic probation will be reported on forms issued by prospective universities and schools.

## ACADEMIC DISMISSAL

---

Academic dismissal from the school may occur when students fail to meet the terms and conditions of academic probation. When a student has been dismissed due to poor academic performance, the student and his/her parents/guardians will be notified of conditions for readmission; acceptance for readmission requires students to enroll on a probationary status.

## RIGHT OF APPEAL

---

A student or his/her parents/guardians may appeal a decision of academic dismissal if the student can offer compelling reasons for his or her academic standing. The student must request an appeal within 15 days from the date of the notification of dismissal. The request must include a written personal statement explaining the student's poor academic performance and demonstrating why the student should not be dismissed. School leadership will review the student's statement and academic record to determine if the dismissal will stand. If the dismissal stands, school leadership will attempt to provide a more detailed explanation for the reasons for dismissal and the potential terms and conditions for future re-enrollment.

## HOMEWORK POLICIES

---

### PRINCIPLES GUIDING THE POLICY

---

Learning is a process made possible by application, repetition, and practice. Thus, homework can be helpful if focused on these aspects.

Homework is to be limited so as not to unnecessarily interfere with a student's family time and interests outside of school. We strive for students to have a balanced and healthy lifestyle. There will be homework, but it should not consume all discretionary time.

Homework is to be relevant, meaningful, and related to classroom content.

### KINDS OF HOMEWORK ASSIGNMENTS GIVEN

---

- Review for assessment
- Preview of material before a new skill or content is taught
- Practice of a skill
- Completion of work not completed in class
- Completion of long-term projects/papers

### NEED FOR FOCUS

---

It is important for students to limit distractions to focus on completing work efficiently and with quality. This will ensure that time spent is kept to a minimum.

Research on multi-tasking suggests that students who combine academic work with texting, video gaming, television viewing, etc., do not retain content as well, and take significantly longer to complete the task.

---

## TIME EXPECTATIONS

---

Secondary students should expect to spend 15 to 45 distraction-free minutes daily per subject on homework. Rigorous coursework in Honors, AP, Dual Enrollment, or online classes may require an additional time commitment outside of the school day beyond the general time per subject. Understanding that each child learns at their own rate, the amount of time it takes for a student to complete a task may take less than or more than the general time allotted.

Teachers will not assign homework over holiday breaks (with few exceptions such as AP classes, Science Fair projects, etc.).

Toward the end of each semester, the week prior to semester exams is allotted for review. During this week there are minimal homework assignments given and should be for the purpose of exam review.

---

## REPEATING A COURSE

---

With approval from the divisional principal, students may choose to repeat a course in which they have received an unsatisfactory score. Credit will be given only once for the course. Students who are repeating a course they have already passed will not be given priority if enrollment limits for the class are reached. Only the second score will be counted toward GPA. Transcripts and report cards will show all courses a student has taken.

---

## COURSE ASSESSMENTS AND EXAMS

---

Students can be expected to be tested on mastery of course standards through a combination of assessments. For example (but not limited to):

- Written Exam (i.e., Quiz, Unit Test, End-of-Semester Cumulative Test)
- Essay
- Project
- Presentation
- Performance

Teachers share specific course expectations for assessments and exams through class syllabi given at the start of the course or whenever a new student enrolls in the course.

## CUMULATIVE EXAMS

Cumulative exams are given at the end of each semester in most secondary classes. These assessments are designed to evidence students' mastery of standards covered during the semester. Some classes may give projects in place of written exams and/or may administer exams at different times than the scheduled exam periods. All exams are reviewed by the divisional principal, or an appointed representative, to ensure connection to the academic program, evidence of assessment of standards, and academic relevance. Seniors in their second semester may be exempt from exams in courses with an A- or above. All students in the MENA region schools complete required Arabic language exams.

Grade	Fall Exams	Spring Exams
6 <sup>th</sup>	No cumulative exams	No cumulative exams
7 <sup>th</sup>	Math and English	Math and English
8 <sup>th</sup>	Math, English, Science, and Social Studies	Math, English, Science, and Social Studies
Middle School Exam Grade Weighting	Exam 1 = 10% of Semester 1	Exam 2 = 10% of Semester 2
9 <sup>th</sup> -12 <sup>th</sup>	All Exams Cumulative	All Exams Cumulative
High School Exam Grade Weighting	Exam 1 = 20% of Semester 1	Exam 2 = 20% of Semester 2

## TAKING EXAMS AT DIFFERENT TIMES

Students may only take semester exams early with permission of the secondary principal. If a student cannot take the tests at the assigned time, they must contact the secondary principal no less than three weeks before the scheduled exam to request an alternative exam session. Exams must be taken within two weeks of the scheduled time. Failure to do so will result in the student receiving a failing grade for the exam.

Normally, final examinations are final. Any exceptions to this will be done by the secondary principal following the guidelines of the Ministry of Education. Please note that early exams will not be approved for early summer travel. Exam Dates are published months in advance and families need to plan accordingly. Exceptions to final exam dates are rare.

There may be a fee required to take final examinations early.

## EXTERNAL ASSESSMENTS

### MAP® GROWTH (MEASURES OF ACADEMIC PROGRESS)



Students in 6<sup>th</sup> through 10th grades participate in MAP Growth testing three times a year. MAP testing is an internationally recognized assessment designed to chart a student's progress through school in reading, language arts (writing), and math. MAP test scores are used by teachers to help identify strengths and weaknesses in academics for students and help teachers develop a plan for learning with the individual child in mind. MAP scores are counted as 10% of a student's grade in each of the core subjects for SECD students in grades 6+.

### WIDA MODEL (WORLD-CLASS INSTRUCTIONAL DESIGN AND ASSESSMENT® MEASURE OF DEVELOPING ENGLISH LANGUAGE)

---

LifePlus also participates in WIDA MODEL testing for English language learners upon enrollment, and twice annually at mid-year and end of year. Progress on the WIDA determines a student's need for English Language Support, as well as the proper time for the student to formally exit the program. WIDA scores are not recorded as part of the student's grades in any course.

### COLLEGE ENTRANCE TESTING

---

LifePlus is an approved College Board testing center. Throughout the school year, various exams are offered:

Students in grades 10 will take Preliminary Scholastic Aptitude Testing (PSAT): PSAT 10. The WellSpring Private School covers the cost of these exams.

Throughout the school year, the SAT exams are offered to high school students. The responsibility for registration and payment of these exams falls upon the student's family.

The Advanced Placement (AP) program at The WellSpring Private School offers accompanying exams for courses taken. Students who have taken an AP course at WellSpring may also register for the corresponding AP Exam offered in May. The cost of the exams are not covered by the school. If a student did not take the AP course at WellSpring or LifePlus Academy, they must have the permission of the secondary principal before registering. All costs incurred for these self-studied exams will be paid by the student.

### SECONDARY ATTENDANCE POLICIES

---

Consistent attendance is important for every student. Excessive absences from school hinders academic progress and jeopardizes the acquisition of academic credit. Attendance records will be kept by the school office and become part of a student's permanent record at the end of each semester. If an unplanned absence occurs, parents should notify the secondary reception Miss May by 8:30 a.m. Secondary students that exceed 5 days of absences, planned or unplanned, within a semester will require a conference with the school administration and an attendance plan to ensure their child's success and

promotion to the next grade. Exceeding the equivalent of 10 days of absence in any one course may result in no credit awarded for the course.

---

## PLANNED ABSENCE

---

Approval for a planned absence must be requested in writing to the divisional principal, at least one week in advance. Parents should clearly state the reason for the request. If approved, it will be considered an excused absence. Please note that even while excused and planned, the absence will be noted on the report card as part of the student's attendance records. Teachers may require any work to be done in advance that they deem necessary. Teachers will communicate with parents and students to give them a reasonable idea of the work that will be missed.

- Any activity that can be taken care of during non-school hours will not be considered an acceptable reason for a planned absence. Travel for documents or vacation, even while planned, are considered unexcused absences. Unexcused absences will be recorded as such on the student's attendance records. It is at the discretion of the teacher regarding requirements for make-up work for unexcused absences.
- Students with excused planned absences will be allowed one class day to make up each missed day's work. Students should not expect teachers to delay tests or allow them extra time simply because they missed a day of school just before the test. Consideration will be given to students missing several days in a row, or those too ill to prepare for school.
  - The maximum time limit for make-up work will be five days for extended excused-absences, unless agreed upon by the teacher.
  - Any work not made up will result in a zero for that assignment.
  - Teachers will facilitate make-up work. However, it is the student's responsibility to determine what work has been missed and see that it is made up. When a student has delayed or put off doing academic work, a grade of zero will be given.
  - Students are not permitted to miss regularly scheduled classes to make up work.
  - Predetermined assignments are due on the date announced, or immediately upon return to school.
  - If a student was in school the day before a test and absent the day of the test, they are obligated to take the test the day they return.
  - If a student is absent the day that a scheduled assignment is due, but the student's absence causes a critical inconvenience (such as a group presentation), s/he may receive a predetermined reduction on the assignment.
- Unexcused absences on Friday will result in the student not being eligible for participation in weekend activities.

---

## UNPLANNED ABSENCE

---

- On occasion emergencies arise causing the student to miss school. Please notify the school office of your child's absence by 8:30 a.m.
- Unplanned absences such as medical illness or hospital visits are considered an excused absence. Please note that even while excused, the absence will be noted on the report card as part of the student's attendance records. Students will be afforded opportunities for make-up work for excused absences. Teachers may require any work to be done in advance that they deem necessary. Teachers will communicate with parents and students to give them a reasonable idea of the work that will be missed.
- Unplanned absences such as travel for documents or vacation are considered unexcused absences. Unexcused absences will be recorded as such on the students' attendance records. It is at the discretion of the teacher regarding requirements for make-up work for unexcused absences.
- Unexcused absences on Friday will result in the student not being eligible for participation in weekend activities.

---

## ATTENDANCE RECORD AND CREDITS

---

A student will not receive semester credit for a course if the total number of non-school-related absences (excused or unexcused) exceeds 5 in block classes or 10 in single period classes per semester. Exceptions to this policy must be discussed with the school administration. A student is marked absent if they miss half of a block or single period class. Without special permission granted by the administration, middle school students will not have the opportunity to make up work missed if they are absent more than ten days in a semester.

---

## SCHOOL RELATED ABSENCES

---

A school-related absence is defined as an absence due to an approved school event. Examples may include attendance at a LifePlus event, such as the Fine Arts Festival, MUN, Soccer, etc. School-related absences are determined by the school and are not counted as an absence on the students' attendance record.

---

## TARDINESS

---

LifePlus believes that being punctual to classes is important in achieving success in school. This is an integral part of self-discipline for life and shows respect for teachers and fellow students. Students are expected to be in class on time. Students arriving to school after 11:00 a.m. may not participate in the day's after-school activities. Points will be deducted from the conduct grade for repeated tardies.

---

## TRUANCY

---

Truancy is an absence without the knowledge and consent of parents and/or school staff. This includes leaving school without permission before the end of the school day and staying out of scheduled classes or activities without permission. Consequences can range from detention to a meeting with parents, or suspension. Points will also be deducted from the conduct grade.

---

## CLOSED CAMPUS POLICY

---

Students are expected to stay on campus for the entire school day. Students must ask for special permission from the administration and have/parental approval before leaving. If permission is granted, students must sign out with the secondary receptionist.

---

## STUDENT ACTIVITIES

---

---

### ADVISORY

---

All secondary students will participate in a daily advisory period. This period is designed to help students develop their understanding and development of healthy social, emotional, physical, and professional skills, as well as connect with a staff designated to be the student's advocate in navigating school life.

---

### ASSEMBLIES

---

Daily Morning Assembly starts at 7:50 a.m. every day. Attendance is taken and uniforms are checked. Assembly is an MOE requirement for all students.

---

### CLUBS AND ACTIVITIES

---

Clubs and activities are offered throughout the year during lunch and after school to provide students with opportunities to expand their learning outside the regular classroom. Students involved in these activities are expected to be responsible, respectful, and punctual, just as they would be in the regular classroom.

---

### ATHLETICS

---

Middle and high school students are encouraged to join the WellSpring Athletics Program and become proud members of the pack WellSpring Wolves! These sports include games and tournaments against other schools in the region and beyond. When these require travel outside of the local area, students may be asked to pay a travel fee.

---

## FIELD TRIPS

---

Occasionally, events and field trips are used for purposes such as supplementing class instruction, and cultivating in students the desire to Learn, Love, and Lead. Permission slips will be sent home and must be returned with a parent signature for the student to participate in all events off-campus and on-campus events scheduled outside normal school hours.

Students are expected to adhere to rules outlined in the permission form. These rules include, but are not limited to, curfew hours, and arrival at specified assembly areas. If a student breaks activity rules, they may be sent home, and parents will be responsible for all financial costs incurred.

---

## STUDENT RECOGNITION AND COMMENCEMENT AWARDS

---

---

### HONOR ROLL

---

Each semester, middle and high school students who achieve excellent grades will be placed on the Principal's/High Honor Roll and Honor Roll. To be placed on the Principal's/High Honor Roll, a student must have an 'A' average (a 3.8 semester GPA) with no grade lower than an 'A'. To be placed on the Honor Roll, a student must have an 'A' average (a 3.6 semester GPA) with no grade lower than a 'C'.

---

### VALEDICTORIAN

---

An award will be presented to the graduating senior(s) with the highest-grade point average in their junior and senior years. To be eligible for consideration as valedictorian, a student must have completed no fewer than four semesters at LifePlus schools and have a GPA of at least 3.7 for those four semesters. GPA will be calculated for consideration of this award at the end of the semester two marking period of their senior year.

---

### CURRY LEADERSHIP AWARD

---

The Dan and Peggy Curry Leadership Award is an annual award given to a high school senior in honor of Dan and Peggy Curry and their sacrificial leadership in starting The WellSpring School in RAK, UAE. The award will honor one student who has demonstrated **leadership, service, and high character** during their tenure at WellSpring.

---

## STANDARDS OF CONDUCT

---

## POSITIVE BEHAVIOR EXPECTATIONS

---

LifePlus strives to teach students how to exhibit positive behavior and excellent character in all aspects of life, both at school and in the community. LifePlus has adopted the nine Qualities for Life that exhibit positive behavior and promote great character: connection, courage, curiosity, humility, purpose, discernment, service, persistence, and compassion. Each month students, teachers, and staff focus on the characteristics of the Qualities for Life. Exhibiting values and great character are reiterated in weekly assemblies, through interactions among peers and staff at school, in the classroom, and more.

Students and Families can look at the Expectations Matrix to know what the expected positive behaviors are in each area around the school.

## CODE OF CONDUCT

---

Students are expected to demonstrate exemplary conduct at school, on the way to and from school, and at all school-related functions. After reviewing this handbook, students and parents are asked to sign the Code of Conduct (found at the end of this handbook) to show they agree with these principles.

---

### ACADEMIC INTEGRITY, PLAGIARISM, AND CHEATING

---

Academic cheating includes lying, stealing, or copying another's work, possession of tests or teacher materials prior to the assignment or test, doing work for someone else, and plagiarism, including the use of unapproved AI generated answers and material. Copying or doing part or all another student's homework is considered cheating. Cooperative efforts on assignments are allowed only with a teacher's direct permission. Cheating has profound consequences in a college or university setting. Students caught cheating at university can be expelled on the first offence. Additionally, when students cheat, they are not learning the material for themselves. LifePlus schools will investigate all occurrences of cheating and consequences will reflect the level of cheating and the student's history with cheating. A student who helps another to cheat will also be investigated and, where appropriate, receive consequences.

Cheating includes using AI (ChatGPT as one example, but not the only) to complete part or all a student's assignment. Cheating results in redoing the assignment/test for a maximum of 50% in addition to the behavior grade point deductions.

---

### BULLYING

---

LifePlus schools seek to provide a positive school culture where harassment and bullying is not acceptable. The school community will engage in respectful relationships with one another, creating a teaching and learning environment based on compassion and empathy for others, thus providing a safe and secure school.

---

## COMMUNITY LANGUAGE

---

Since students of many national and ethnic backgrounds attend LifePlus schools, students are expected to use a common language of English during the school day or at school activities. Exceptions include language classes, and speaking with adults of a different language, or when appropriate speaking to adults who are studying/learning Arabic.

---

## DRESS CODE

---

Students are expected to wear school uniforms purchased through our uniform supplier unless otherwise informed of a special dress day. Cleanliness, neatness, good grooming, and respect for local customs are standards WellSpring students are required to uphold.

Uniforms are to be worn by all students every day at The WellSpring Private School. All uniform items listed below (except shoes and socks) can be purchased through our uniform supplier. Parents should label all uniform items with their student's name.

### Everyday Wear:

- Uniform polo shirt (WellSpring logo shirt)
- Khaki or navy blue pants, shorts, or skirt (no blue jeans or leggings)
- WellSpring Jacket (WellSpring logo)
- Note: Only uniform jackets may be worn inside the building. All others must be removed upon entering the campus.

### PE Wear (WellSpring logo) PE Uniform shirt and pants or skorts

- PE uniforms are to be worn only on days a student has PE class.

### Athletics Uniform

- Students participating in our athletic program may have a uniform for matches/games. These may NOT be used as normal school or PE uniform.
- Exceptions will be when special sportswear days are announced.

### Shoes:

- Shoes must have soft soles such as tennis shoes; no sandals, flip flops, high-heeled shoes, clogs (backless shoes), cleats, or skate shoes (i.e., Heelys) may be worn. Shoes must be worn at all times at school – indoors and outdoors.

### Socks:

- Socks must be worn with shoes at all times.
- Girls long socks/tights must be plain black, dark blue, or plain white when worn with skorts and shorts.

### Other Reminders:

- Hats and other head coverings (including hoods on sweatshirts) may be worn to and from school but not in the school building unless it is local traditional clothing or a religious requirement.
- Hair should be neat and kept clean. Extreme hairstyles, excessive jewelry, and excessive make-up are not permitted.
- Jeans are not allowed.

### Uniform Violations:

- If a student comes to school out of uniform, parents will be notified and are expected to bring the correct uniform to school. The school may give students a new uniform and bill the parents' account. Uniform violations are a level 1 offense and results in point deductions in the conduct grade each semester.

### Special Out of Uniform Day Dress Code:

Acceptable	Prohibited
<p>Clean, decent and modest clothing that reflects the traditions of the UAE and shows a respectful image of our student body, including</p> <ul style="list-style-type: none"><li>• T-shirts, long-sleeve shirts, pants, skirts (past the knees)</li></ul>	<ol style="list-style-type: none"><li>1. Clothing that is tight.</li><li>2. Clothing that reveals shoulders, stomach, back, or knees.</li><li>3. Clothing that displays inappropriate words or messages.</li></ol>

---

## DRUG-FREE SCHOOLS

---

Use, abuse, or possession of unauthorized tobacco, vaping devices, alcohol, drugs, narcotics, or other dangerous substances of any kind is considered a serious offense, whether on campus or at a school sponsored event.

---

## FIGHTING ON CAMPUS

---

Students who participate in physical or verbal altercations either on school grounds or at a school function are subject to disciplinary actions. Involved parties will be questioned, and upon review of the incident, appropriate consequences will be implemented. Any student who aggressively hits or slaps another student will be removed from classes for a one-day suspension. The administration reserves the right to determine the final consequences for all parties involved in accordance with the MOE code of conduct.



---

## PRIVATE PROPERTY/SCHOOL PROPERTY/VANDALISM

---

Vandalism is the intentional destruction or defacing of others' property. Students are expected to respect the property of others, including school property. Students must fully reimburse the replacement cost of damaged property whether it was damaged intentionally or not.

---

## PUBLIC DISPLAY OF AFFECTION

---

Because many cultures coexist at LifePlus, it is important for students to demonstrate behavior regarding interpersonal relationships that is acceptable to people of various ethnic and religious backgrounds and beliefs. Even though genuine feelings of affection may exist between students, public displays of romantic affection on campus, on school transportation, and at school-sponsored activities are not acceptable.

---

## RESPECT FOR AUTHORITY

---

Students are expected to recognize the authority of the entire staff and show proper respect to all school personnel. Students showing flagrant disrespect to any of the school staff will receive detention and parents will be notified. Subsequent offenses may result in a suspension from school, or expulsion.

---

## SEXUAL MISCONDUCT

---

Sexual misconduct is considered a serious offense and may result in suspension or expulsion from school. Sexual misconduct is defined as any harassment of another student, engagement in any sexual activity at school or school events.

---

## SWEARING/INAPPROPRIATE GESTURES

---

Students are expected to address each other and faculty/staff in a respectful way. Any form of swearing or inappropriate gesturing is not acceptable.

---

## WEAPONS

---

Students may not bring guns, swords, knives (including pocketknives, razor blades, box cutters, or other items that could constitute a weapon) onto the school grounds; nor may they have weapons in their possession at any school activity. Toy versions of weapons are also not allowed on campus. Students who bring weapons to school will be subject to the school discipline policy.

---

## MINISTRY OF EDUCATION POLICY

---

Our behavior policy is in line with the Ministry of Education Code of Behavior Management for Students in Educational Institutes. It can be found at this link for your reference.

<https://tw-s-rak.org/assets/downloads/851--moe-code-of-behavior-management-for-students-in-the-educational-institutes.pdf>

---

## TECHNOLOGY AT LIFEPLUS

---

It is the goal of The WellSpring Private School that students become people of integrity, wisdom, stewardship, and accountability in their use of technology.

- Integrity: Doing what is right even when no one else is watching.
- Wisdom: Applying truth in daily decision-making.
- Stewardship: Making the best use of our time, our minds, our education, and our computers.
- Accountability: Giving and receiving help to become people of integrity, wisdom, and stewardship.
- Artificial Intelligence: Using technology (and artificial intelligence specifically) appropriately as an enhancement of learning. Not using AI (ChatGPT) as a replacement or substitute for doing work. Inappropriate use of AI constitutes cheating.
- 

---

## ONE-TO-ONE COMPUTING PROGRAM & POLICIES

---

“Gate to Gate” Policy: Use of electronic devices (except secondary computers and EC/Elementary iPads) is not permitted during school hours without teacher permission. All electronics should be turned off and put away upon entering the gate to the school and remain there until leaving the gate at the end of the day. If electronics are out or used, such items will be confiscated, and the student may retrieve them at a later time. Emergency phone use can happen only with the teacher’s permission in the main office. During school hours, parents are asked to call the front office of the school rather than calling their child directly.

---

## ACCEPTABLE USE POLICY FOR TECHNOLOGY IN LIFEPLUS SCHOOLS

---

---

### PURPOSE

---

The school provides computer resources to enhance the educational experiences of students. Students are expected to exercise their privilege to use these resources in a manner consistent with the mission of the school, existing school policies, the policies of our internet service providers, as well as all national and local laws. Any activity that is

unethical, illegal, disruptive, offensive, or mischievous is inappropriate. Individual students are ultimately responsible for their conduct on the system and will be held accountable for their actions while using any facet of the computer system at school.

---

## EQUIPMENT AND FACILITIES

---

Technology resources and information systems covered under this document include but is not limited to all hardware (computers, mobile devices, cameras, TVs, projectors, microphones, sound systems, local hard drives, networking devices, physical infrastructure, etc.) and all software (user accounts, programs, applications, cloud-based systems, files, data, etc.) used at LifePlus schools or sponsored events regardless of whether such technology resources are personal or LifePlus owned. As such, technology resources and information systems are subject to confiscation and investigation by authorized personnel without notice or permission, to maintain compliance with this acceptable computer use policy. Privacy of information stored on school property should not be expected. Student owned computers used at The WellSpring Private School are the responsibility of the student. The WellSpring Private School is not responsible for any damage or theft that may occur.

---

## USERNAME AND PASSWORD

---

All students are issued a username and a password. Network activity is tracked by username; therefore, this information must be kept private and confidential. Any violation of this Acceptable Computer Use Policy attributed to a student's username will result in disciplinary action being taken against that student.

---

## PROHIBITIONS

---

- The presence of food or drink in the vicinity of computers or computer-related equipment is forbidden.
- Students are prohibited from doing the following on school computer equipment.
- Damaging, changing, or tampering with any part of the school's computer system, hardware, or software.
- Copying copyrighted software without permission from the appropriate entities.
- Using, altering, creating, or distributing a password not specifically issued to the student.
- Adding, deleting, or altering files or installing programs without the technology department's permission.
- Engaging in non-academic uses of the computer system, such as game-playing and streaming entertainment.
- Accessing or storing illegal or explicit material, or material that is potentially harmful to the user, the computer system, or others.
- Using the internet or email to solicit or conspire about illegal activities.

- Making harassing, threatening, prejudicial, or discriminatory statements over the computer system.
- Accessing, storing, transmitting, or distributing offensive, indecent, obscene, or pornographic materials in any form.
- Storing, transmitting, or distributing protected material without the written consent of the holder of the protection rights.
- Circumventing, or attempting to circumvent, the security measures on any school computer.
- Using the computer system or the internet for commercial gain, political purposes, or to advocate violence or discrimination.
- Using a VPN other than the school-provided “always-on tunnel.”
- Using BitTorrent software, P2P or other software that use the school network to share files.

---

### PROCEDURES FOR ALLEGED VIOLATIONS

---

Students or faculty members who have discovered a possible violation of the Acceptable Computer Use Policy should report it promptly to the divisional principal. The alleged violator will be referred to the proper authority for investigation. Disciplinary actions may include but are not limited to:

- Re-imaging the device immediately
- Student loss of administrative rights
- Computer Use privileges restricted to 8:00 am – 4:30 pm
- Computer Use privileges suspended completely
- Parent meeting
- Installation of additional filtering and monitoring software
- Suspension from school
- Recommendation for expulsion from school

---

### LIMITATION OF SCHOOL LIABILITY

---

The WellSpring Private School is not responsible for a student’s exposure to inappropriate or unacceptable material and cannot guarantee the accuracy or quality of any information found on the internet. The school is not responsible for damages that may occur from interruption of service or loss of data, or financial obligations resulting from unauthorized or improper use of the network or the internet.

---

### ADDITIONAL RULES AND REGULATIONS

---

Users must log off any computer they are using before leaving the area. If a user is concerned that their password is no longer secure, they can visit the IT office and request a new password.

Before using the computers at The WellSpring Private School, users must sign a statement as evidence that the student has read, understands, and intends to comply with these policies and all other related policies.

---

## OTHER SCHOOL EXPECTATIONS

---

---

### BUS RULES

---

Students are expected to:

- Wait for the bus to come to them and do not run after the bus.
- Allow others in front to get off the bus first.
- Keep hands and feet to themselves and keep all body parts inside the bus.
- Put backpacks and school bags on their laps or on the floor between their feet.
- Keep the bus clean and not damage any part of the bus.
- Refrain from eating or drinking on the bus, except drinking water.
- Get on the bus immediately after school.
- Talk quietly and kindly, and only to the people nearby.
- Wear seatbelts.
- Stay seated until it is time to get off.
- Exit the bus quickly without running.
- Be respectful and obey the bus monitor.

---

### CHEWING GUM

---

Because discarded chewing gum causes serious maintenance problems, students are not allowed to chew gum during school hours, on buses, or on school property.

---

### FOOD/DRINKS

---

Students are required to eat lunch in the designated areas unless they have a lunch meeting with a teacher. Students are not to take food or drink to classrooms or to the library, except under the supervision of a teacher. Students should bring a water bottle with a secure top to school, which they can drink from during class, recess, and PE classes.

---

### LIBRARY EXPECTATIONS

---

Early Childhood and Elementary students will visit the library with their class once a week. Classroom teachers will help students check out and in library books. Students must return all library books before they can check out new books.

Secondary students will have access to the school library through their English teacher. English teachers will explain how to check out books during English class.

---

## LOST AND FOUND

---

Any items found unattended around school or on the bus are put in the designated 'lost and found' area. Students who lose an item should check that area to see if it has been found, and students who find a missing item should notify a school staff person. Please label any items that are brought to school such as lunch boxes, cups, coats/jackets, and shoes. Periodically and with advance notice, the lost and found area will be cleaned out, and unclaimed items will be donated to charity.

---

## LOST OR DAMAGED BOOKS

---

Students are responsible for the books and textbooks checked out under their names. It is very important for students to keep track of books, especially textbooks that they have checked out. If a book or textbook becomes lost or damaged, it is the responsibility of the student who originally checked it out to replace it. Report cards, transcripts, and diplomas will be withheld until all checked out books are returned, or all the damage/replacement fees are paid.

---

## PERSONAL ELECTRONIC DEVICES

---

To provide a proper academic environment, the use of personal electronic devices such as tablets, phones, gaming devices, and the like is not permitted during school hours. Students are expected to exercise their privilege to use digital resources in a manner consistent with the mission of the school, existing school policies, the policies of our internet service providers, and all UAE national and local laws. Any activity that is unethical, illegal, disruptive, offensive, or mischievous is inappropriate. The student is ultimately responsible for his/her conduct and will be held accountable for his/her actions while using any facet of the technological system.

Students are permitted to possess cellphones and other electronic devices while on school property and during school functions. However, they should be put away and students should not use these devices during the school day. If the need arises for a student to contact a parent or guardian, they should instead utilize the secondary office phone that is available to them. Parents should also refrain from contacting their students through their devices and should send any necessary messages through the secondary office. Computers should only be used for school-related assignments and not for personal entertainment such as gaming and streamlining of video content.

Personal devices may only be used during class as part of the instructional process as directed by staff members. Use of cellphones as personal music devices may be approved in key locations of the school at the discretion of the teacher. As a rule, students should only be wearing headphones and/or earbuds during online coursework in study hall or when approved at the discretion of the teacher.

**WellSpring is a no phone school.** Cellphones need to be stored in students bags all day during school.

**A visible phone is considered a violation of school policy.** This includes seeing the phone out of a bag and also includes phones carried in pockets.

A Phone violation is a Level 2 Offense.

- 1st offense –Confiscation of the device and 4 point deduction in behavior grade. Parents must pick up the device at the Secondary office at the end of the school day.
- Refusal to surrender a device to a staff member will result in automatic detention.

---

## PETS

---

Students may not bring pets to school without special permission.

---

## TEXTBOOKS

---

The school provides physical textbooks for some courses. Students must take all measures to ensure that the books are not damaged beyond ordinary wear. Textbooks that are checked out for students for the school year should be covered with an additional paper, plastic, or cloth cover to help protect against wear and tear. Students will be assessed fines, which are set by the textbook manager, if books are damaged or missing. Secondary textbooks that are found not stored inside a book bag or locker will be collected.

---

## VISITORS TO CAMPUS

---

Visitors to the school must check in and out at reception and receive a visitor ID that they must wear while on campus.

---

## DISCIPLINE PROCEDURES

---

---

### ELEMENTARY DISCIPLINE PROCEDURES

---

Each classroom has a basic set of rules and procedures that is age-appropriate and encourages a healthy learning environment. Classroom teachers also have specific classroom management tools for the purpose of rewards and consequences for students.

Parents are asked to read the classroom behavior expectations sent home from the classroom teacher at the beginning of the school year. Classroom and school rules and procedures are designed to reinforce good character traits. Repeated classroom disruption will result in a progressive discipline plan. After being addressed in the

classroom by the teacher, principals may be involved. The principals will be involved with all suspected bullying or behaviors considered to show extreme disrespect or physical harm to others.

All students will receive a Behavior/Code of Conduct grade each semester on their report card. Students receive additional positive points for demonstrating positive behavior and exemplary conduct. Conversely, students will receive negative points for misbehavior, excessive tardy marks, excessive uniform violations and violations of the school's code of conduct. Positive Points can be earned through positive and exemplary behavior through demonstrating the 9 Qualities for Life or the 3 Rs (Ready, Responsible, and Respectful).

For further information, the MOE Code of Behavior Management can be referenced in the principal's office.

---

## SECONDARY DISCIPLINE PROCEDURES

---

At the core of any disciplinary action taken at WellSpring is the Code of Conduct. All infringements of the code of conduct will be placed in one of four categories:

All students will receive a Behavior/Code of Conduct grade each semester on their report card. Students receive additional positive points for demonstrating positive behavior and exemplary conduct. Conversely, students will receive negative points for misbehavior and violations of the school's code of conduct.

All Students start with 80 points. Positive Points can be earned through positive and exemplary behavior. Exemplary behavior can be earned through demonstrating the 9 Qualities for Life or the 3 Rs (Ready, Responsible, and Respectful). Students will earn Green Cards and each green card will receive 2 points toward their exemplary behavior grade.

Minor Level 1 offenses – Offenses in this category will result in receiving a yellow card. The first two yellow cards are warnings without any point deductions. The third yellow card per semester will result in a lunch time detention and a two point deduction. Each subsequent yellow card violation will result in a 4 point deduction each. After 5 yellow cards, students will serve a block detention. These include, but are not limited to the following:

1. Disrespect (Teacher, Classmates, and/or School Property)
2. Hallway Rules
3. Misusing Technology
4. Plagiarism (Minor Offense)
5. Public Display of Affection
6. Tardies (Assembly and/or Class)
7. Uniform Violation
8. Other behavior similar to the list above.



Major Level 2 offenses – The first offense will result in a 4 point deduction and each subsequent offense results in an 8 point deduction. The first offense results in a block detention. A second offense results in a suspension.

1. Flagrant Disrespect
2. Cell Phone
3. Verbally Abusing Students and/or Staff
4. Skipping Class
5. Plagiarism (Major)
6. Vandalism
7. Smoking or Possession
8. Other behavior similar to the list above.

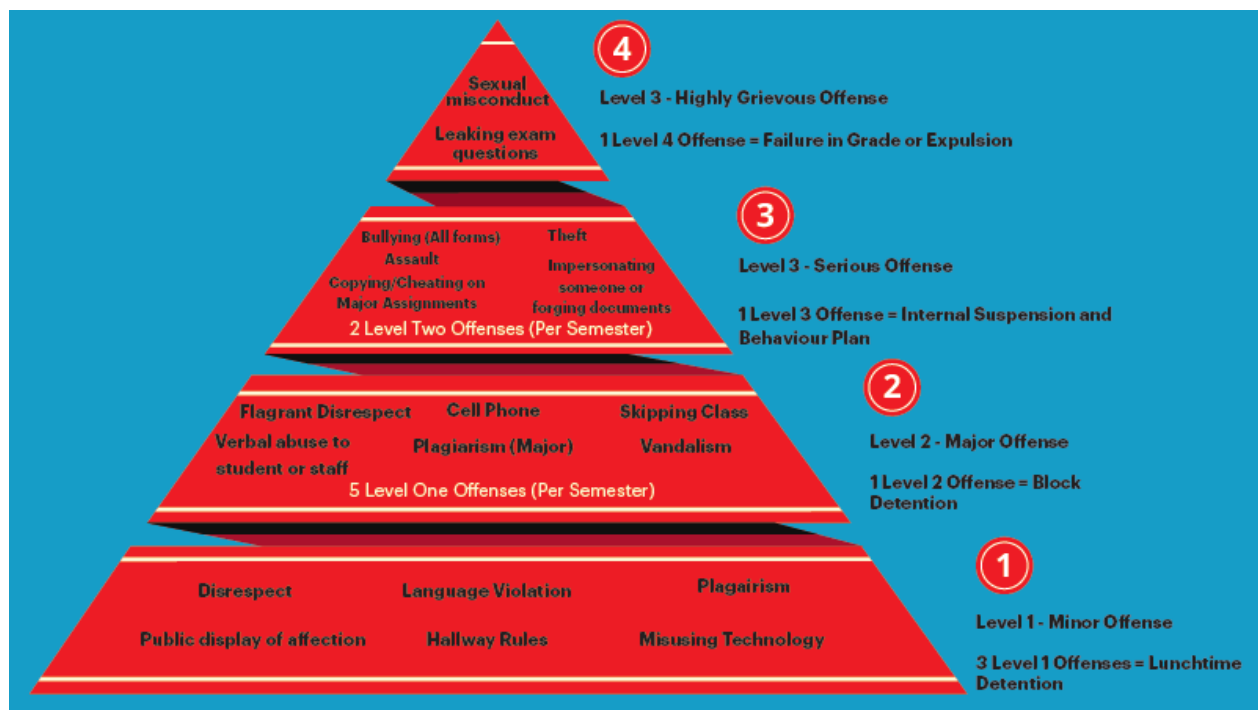
Serious Level 3 offenses - Offenses in this category will result in an immediate suspension, a 12 point deduction, and a behavior contract. These include, but are not limited to the following:

1. Bullying (All Types)
2. Copying or Cheating on Major Assignments
3. Impersonating Others or Forging Documents
4. Theft
5. Assault
6. Disseminating Photos of Staff or Students without permission
7. Other behavior similar to the list above

Highly Grievous (Level 4) offenses – Offenses in this category result in a failure in behavior grade or expulsion.

1. Using Social Media for illegal purposes and discrediting the educational institution or staff.
2. Possession of Weapons inside school
3. Sexual Assault or Harassment
4. Leaking Questions on exams or engaging therein
5. Arson
6. Abusing political, religious, or social figures of the UAE.
7. Other behavior similar to the list above.

For further information, the MOE Code of Behavior Management can be referenced in the principal's office.



## CONSEQUENCES

### WARNINGS

Verbal or written messages to remind the students of positive behavior expectations. These are marked and tracked through yellow cards that are recorded on the student's PowerSchool file.

When students receive a yellow card, they sign the card and have a conversation with the teacher about the expected behaviors. The first two yellow cards are warnings. On the third yellow card, students receive a detention, and parents get informed.

If parents would like to be informed on each yellow card warning, they can request this by contacting Miss May.

### DETENTION

Detentions and/or work details are sometimes assigned as disciplinary consequences for secondary students. Students are expected to be present for all detentions/work details they are assigned. These take priority over all other activities. If a student misses a detention without prior arrangement, he or she will serve a one-day, internal suspension.

Minor detentions occur during lunch. (Students will report to the detention location with their lunch and will complete the behavior reflection sheet while eating their lunch.)

Students may be required to serve a block detention for serious infractions or repeated lunch detentions.

#### SUSPENSION (TEMPORARY EXCLUSION FROM SCHOOL)

During an in-school suspension, the student must stay in the designated room for the duration of the school day and work will be given to him/her. Any missed assessments or other work missing must be made up and it is the responsibility of the student. Students may lose access to electronic devices such as phones or media players for part or all an in-school suspension. For an out-of-school suspension, the student is not allowed to come to school for the day and will receive a zero for any missed work.

#### EXPULSION (PERMANENT EXCLUSION FROM SCHOOL)

Expulsion from the school requires Head of School advisement. One purpose of expulsion is to help students make necessary changes in their lives. The school is very willing to assist students in the process of repentance and restoration. Students who show a significant change in behavior will be given the opportunity later to return to school.

The school reserves the right to expel any student who has received more than two suspensions in a school year or anyone who poses any threat to other students. If a student does not show remorse for what they have done and repeats the serious offense, they may be expelled from school.

---

### STUDENT SAFETY AND WELLBEING

---

---

#### SAFETY AND SECURITY ON AND OFF CAMPUS

---

We are committed to the safety and security of our people and respecting the communities in which we operate. Our safety and security goals are no accidents, no harm to people.

To achieve this, we use the following principles:

- Always operate safely and securely.
- The safety and security of our people and the communities in which we operate is critical. We must be vigilant, disciplined, and always looking out for one another. Each of us is a role model for others.
- Know the emergency procedures that apply where you work.
- Report any accident, injury, illness, or unsafe condition immediately. Never assume that someone else has reported or will report a risk or concern.
- Stop work, your own or others,' if you consider it unsafe. Always be prepared.

- Speak up if you observe an unsafe or unhealthy working environment, or a person you do not recognize. Listen to others who speak up.
- Expect and encourage partners and others with whom we work to comply with these expectations.

LifePlus schools follow the Daniel and Jett Safety Standard for event safety, planning, and operation.

## OUTSIDE TEMPERATURE

WellSpring staff monitor the outside temperature in the hot months. Based on the temperature, the administration and teachers are notified if action needs to be taken to modify student activities. See the heat policy below.

Watching the weather and being prepared is an important part of keeping your child safe and healthy. At WellSpring we want your child to stay healthy even during the hot days. Your child needs to stay hydrated. Water is the best for your child - high-sugar content beverages and soda should be avoided. Every child should bring a water bottle with them to school every day and drink from it often during the day. Sunhats and sunglasses also may be worn when outdoors to help protect your child from the direct sun.

Playing outdoors and getting fresh air is important to a child's health. The Heat Policy at WellSpring helps the teachers to make good choices about when to take children outdoors to play.

During severe hot weather, the following will take effect.

<b>&lt; 35° C</b>	<b>Green- Low Risk</b> (Temperatures less than 35° C): Students may comfortably play outdoors. They should continue to drink plenty of water.
<b>35° – 37° C</b>	<b>Yellow Days – Moderate Risk</b> (Temperatures between 35° – 37° C): Students may still play outdoors, but teachers will implement precautions: drink more water, lower intensity activities, wear hats, etc. <b>Jackets will not be allowed to be worn outside.</b> If additional clothing is required, students may wear a long sleeve shirt under their normal school uniform.
<b>37° – 42° C with heat index &lt;43° C</b>	<b>Orange Days – High Risk</b> (Temperatures between 37° – 42° C with heat index <43°) EC and Elementary students' time outdoors is limited to only 15 minutes in the morning hours. All students are prohibited from engaging in high intensity activities, such as football. Students must play in shaded areas and be monitored for drinking water. If co-curricular activities are still in session, time outside is limited to 15 minutes and must move indoors for other activities.

<p>&gt; 42° C OR heat index &gt;43° C</p>	<p><b>Red Days – Extreme Risk</b> (Temperatures above 42°C OR heat index &gt;43° C): Once temperatures for the day have reached Red, students are not allowed to be outside for break time. Outdoor assembly will be cancelled. If co-curricular activities are still in session, all activities must be held inside.</p>
---	---

## SAFETY DRILLS AND EVACUATIONS

---

Every quarter, the school will conduct at least one fire drill, one intruder drill and an earthquake drill (where appropriate). Students are expected to follow all directions during these practice sessions.

For a fire drill, when the alarm sounds, students, visitors, and staff should evacuate the building using the nearest stairway. They must evacuate and assemble in the pre-determined muster location outside the school building. All students and staff must follow emergency drill procedures, including exiting the building in a quiet and orderly manner. Evacuation routes are posted in each classroom.

During an intruder drill, students and staff should lock themselves in the nearest secure location out of sight and out of sound. Phones should be silenced. Window and door coverings should be used. Students, staff, and visitors should listen for follow-up directions from school administration throughout the drill.

## HEALTH POLICIES

---

Medical attention is the responsibility of the parent. However, trained health personnel are on campus during school hours to provide the following services:

1. Basic health consultation for staff and students
2. Referrals to local healthcare providers
3. Classroom health instruction
4. Maintenance of health records
1. First aid care for illness and injury

The Health Office is available to consult with parents about students' health during school hours by phone or by email at [simi.joseph@tw-rak.org](mailto:simi.joseph@tw-rak.org) or [mary.pious@tw-rak.org](mailto:mary.pious@tw-rak.org)

---

## SICKNESS

---

Germs spread quickly in a classroom of children. Keeping a sick child at home shows care for the child as well as for other school families and helps keep the school a much healthier place for all children. Students should not be sent to school if they have:

1. Severe colds
2. Fever (above 99.0°F/37.3°C)

3. Nausea or vomiting
4. Diarrhea
5. Undetermined rash or spots
2. Lice

Parents should not give medicine in the morning to reduce fever, and then send their child to school. If a student is sent home because of a fever, they should not return to school until they are fever-free for 24 hours without medication to reduce the fever.

Any sickness or condition deemed contagious by the school will require the student to stay home until normal health is restored or the child brings a note from a physician. If a student has been sent home, s/he may not return to school that day.

If a child is recovering from an illness or injury and is required to stay indoors during recess or physical education, a written note from home must be sent to the child's teacher.

Please see the chart below regarding your child's absence and a doctor or hospital diagnosis. If your child is diagnosed by a doctor with any of the following illnesses, please notify the school and follow the chart for the recommended time that they should stay home.

<b>Diagnosed Illness</b>	<b>Time at Home After Doctor Diagnosis</b>
measles	5-10 days
urticaria	5 days
mumps	21 days
chicken pox	14 days and until the pox are scabbed over
influenza	3 days after last fever and symptoms disappear
epidemic petechial fever	7 days after outbreak, 3 days after symptoms disappear
scarlet fever	7 days after outbreak, 3 days after symptoms disappear with 3 negative tests
pulmonary tuberculosis	Three continuous negative results from the tests on sputum smear are required (At least a one-month gap is needed in between each test)
cholera	Until all symptoms disappear and 2 negative tests are taken.
bacillary dysentery	7 days after all symptoms disappear
hand foot and mouth disease	7 days after all symptoms disappear, no fewer than 14 days since onset of symptoms
typhoid/paratyphoid	3 days after symptoms disappear, and negative tests are taken
hepatitis A/ viral hepatitis type E	21 days

acute hemorrhagic conjunctivitis	7 days
norovirus	3 days after all symptoms are gone
herpangina	7 days after all symptoms disappear, no fewer than 14 days since onset of symptoms

Students who have lice will be sent home and should remain home until their hair has been thoroughly treated. All clothing and bed linens should also be treated, and family members should also be checked for lice. To return to school, the child must be free of live lice and nits.

---

## MEDICAL EMERGENCIES

---

Parents or guardians will be contacted if students have the following injuries or symptoms of illness:

1. Vomiting
2. Fever
3. Suspected contagious illness
4. Burn
5. Immobilizing pain
6. Suspected bone fracture
7. Unconsciousness
8. Wound requiring more than a small bandage
9. Potential concussion

If parents or guardians are contacted due to student illness and requested to pick-up the child from school, parents should make plans for the pick-up of the child and/or transportation home from school within the determined reasonable time between the parent and the school. Middle and high school students may be sent home via an approved method unescorted with permission from the parent.

---

## MEDICATION POLICY

---

The health office does not dispense over-the-counter medications for fever, headache, or stomachache, except for Adol. Adol can be given if the consent form has been signed. Otherwise, if parents would like their child to have these at school, they can send a small amount in the original package, which will be stored in the health office for their child to use. Parents must also complete the Medication Administration Permission form. Students are not allowed to carry their own medicines unless they are for emergency conditions such as diabetes, asthma, or severe allergic reactions, in which case, parents must also complete the Medication Administration Permission form.

Any daily or prescription medication to be taken by students during school hours must be clearly labeled with the child's name and be brought to the health office.

It is the responsibility of the student to be aware of the times the medication is to be taken and to go to the health office at the proper time. The health office staff will administer medications to students only according to their parents' instructions.

---

## EPIDEMIC PREVENTION AND CONTROL

---

WellSpring acts in accordance with local regulations for epidemic prevention and control. More information and protocols about campus safety procedures can be found on the school website.

---

## STUDENT INSURANCE

---

The school provides basic emergency coverage for local injuries and/or injuries sustained while on a school activity or event. Parents are strongly encouraged to make provisions for their child's own emergency insurance as school insurance may not cover the full extent of care.

---

## SELF-HARM AND SUICIDE AWARENESS AND PREVENTION

---

Students are encouraged to contact a trusted adult to receive support if personally struggling or knowledge of a classmate struggling with self-harm and/or ideas of suicide. The school will support students and their families based upon child safety best practice and resources available when aware of students struggling with self-harm and/or ideas of suicide.

---

## CHILD SAFETY AND PROTECTION

---

We follow our Child Safety and Protection policies which can be found on the school website. ([www.tws-rak.org](http://www.tws-rak.org))

---

## SCHOOL COUNSELOR SERVICES

---

The school offers school counselor services as needed and as pertains to the academic success of the child. LifePlus Counselors work together with classroom teachers to provide programs that address the academic, career, and social-emotional growth and development of all students. LifePlus follows the American School Counselor Association (ASCA) model of counseling.



## 2024 – 2025 Parent & Student Signature Page

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

I have read and understand the expectations set forth in this **Parent/Student Handbook**.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Students in grades 6 – 12)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 2024 – 2025 Acceptable Use Policy (AUP) Signature Page

I have read and understand the expectations set forth in the **Acceptable Use Policy** for technology used on the school campus.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Students in grades 6 – 12)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_