



The WellSpring School

Parent/Student Handbook 2021-2022

Ras Al Khaimah, UAE

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The WellSpring School

GENERAL INFORMATION

Purpose Statement

WellSpring is committed to providing transformative, holistic K-12 education to develop globally-minded individuals who learn, love, and lead.

Vision Statement

World-class servant leaders raised up in every vocation.

Learning Outcomes Statement

WellSpring seeks to educate students to become innovative thinkers, skilled communicators, and courageous leaders who learn, love, and lead.

Learning Outcomes for iSC (International Schools Consortium)

innovative Thinkers
Skilled Communicators
Courageous Leaders

These learning outcomes are demonstrated through the following character qualities:



Statement of Philosophy/Core Values

We believe that The WellSpring School exists to provide academically excellent learning opportunities within a college preparatory course of study. We attempt to meet all educational needs of those students admitted into our program.

- We do not discriminate on the basis of race/ethnic origin or gender in its admissions or in any school program because we believe in operating based on ethical principles equipping students for living in contemporary human society.
- We believe that the primary responsibility for education rests with parents. The school should assist families in helping their children develop a sense of their own worth and identity as human beings. We believe that education is an ongoing process through which this awareness develops in individuals as they grow toward their full potential in all areas of life.

- We believe that education should be broad-based, providing student opportunities in basic core subject areas and in as many supplementary enrichment areas as feasible. The basic core subject areas are humanities, language arts, mathematics, science, social studies, and Arabic. Others subjects include art, music, physical education, and a variety of other electives.
- We believe the faculty and staff should lead The WellSpring School in fostering an environment characterized by love, grace, respect, and servant leadership.
- As part of the community, we believe that The WellSpring School should actively benefit the citizens and government of Ras Al Khaimah through educational programs and community service.

The iSC9 Character Qualities

The WellSpring School strives to teach students how to exhibit positive behavior and great character in all aspects of life, both at school and in the community. The WellSpring School has adopted 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 Quality for Life. Exhibiting values and great character is reiterated in weekly assemblies, through interactions among peers and staff at school, in the classroom, and more. *To help students embrace great character, each month a student-of-the-month is chosen for going above and beyond in living out the character word daily or for making improvements in showing such character.*

Across the campus, for all age levels and divisions, our school has adopted the positive behavior trait of COURTESY in common areas of the school and in all classrooms.

At The WellSpring School we learn, we love, and we lead with COURTESY for myself, for others, and for my community.

WellSpring seeks to educate students to become **innovative thinkers, skilled communicators, and courageous leaders** who Learn, Love, and Lead.

Quality	SECONDARY I will...	EC/ELEMENTARY I will...
Purpose	I will treat myself and every person with intrinsic value and purpose.	I will see myself and others as created with value and importance.
	I will strategically use the gifts and talents that I have to accomplish bigger purposes.	I will use my talents for more than just myself.
	I will look for deeper meaning and explanations, and I am not content with appearances or easy answers.	
Curiosity	I will investigate and explore by asking questions and critically thinking about the answers.	I will ask questions.
	I will be eager for authentic knowledge, wisdom, and understanding.	I will seek understanding.

	I will refuse to let others do my thinking for me or cheat myself out of learning opportunities.	I will think for myself.
Discernment	I will be able to see and understand people, things, or situations clearly.	I will use knowledge to make wise choices.
	I will use knowledge to make wise choices and judgments, speak the truth, and live with integrity.	I will recognize truth in the world around me.
Humility	I will have an accurate picture of my abilities, thinking neither too highly or too lowly of myself.	I will not put myself down nor brag about my abilities.
	I will acknowledge my limitations and my need for help, as well as accept criticism and demonstrate a teachable spirit.	I will learn to ask for and accept help.
	I will demonstrate good sportsmanship.	I will be a good winner and a good loser.
Compassion	I will show empathy for others and look for ways to make a difference.	I will show love and kindness to others.
	I will listen carefully and think deeply to determine the best response or action.	I will listen to others before I speak.
Connection	I will value people, and so I invest in communication, language learning, and understanding the cultures in which I live.	I will respond to and engage others respectfully.
	I will collaborate effectively and respectfully with people from any culture.	I will care for people no matter where they are from.
	I will build and maintain healthy relationships with others in my life.	I will work and play well with others.
	I will know how to speak perceptively about what I believe.	I will respect different ideas, opinions, and ways of doing things.
Courage	I will take risks and boldly do what is best.	I will take risks and do what's right even if others do not.
	I will ask questions and make mistakes.	I will keep trying even when I am afraid.
	I will persist in thinking, inquiring, and discussing even in the presence of threat or fear.	I will make mistakes and learn from them.

Service	I will make available my gifts, talents, time, energy, and enthusiasm to serve the needs of those around me.	I will use my energy, time, resources, and talents to help those around me.
	I will show love towards the world around me by being a responsible caretaker of our resources.	I will take care of the world around me.
Persistence	I will strive for excellence and practice diligence to get things right; I don't give up.	I will keep trying even when things are difficult.
	I will respectfully communicate until I am understood and question until I understand.	I will communicate until I am understood and I understand.
	I will approach challenges with tenacity, creativity and thinking.	I will take time to think and look for creative ways to solve a problem.

School Profile

The WellSpring School is a private school in Ras Al Khaimah, UAE, which follows an American curriculum and system of instruction. The school provides education for children from Early Childhood through Grade 12. We focus on creativity and cross-curricular learning to develop critical thinkers using an American curriculum based on AERO Standards. We are preparing our students for future study at universities in the West or in their home countries.

The language of instruction at The WellSpring School is English. Arabic classes are also part of the curriculum. Our students have a robust program of instruction in English/language arts, mathematics, Arabic, social studies, science, music, and the fine arts. All of our teachers hold a minimum of a Bachelor's degree in Education and/or their subject specialties.

Membership/Accreditation

In June 2021, The WellSpring School was granted **Full Accreditation** status, approved by the Accrediting Commission for the Schools, Western Association of Schools and Colleges (WASC) and in July, iSC obtained **Full Systems Accreditation** status through Cognia (formerly AdvancEd).

School Year

The school year generally starts at the beginning of September and ends in late June. It is divided into two semesters. There are approximately 180 school days in each year's school calendar. A current version of the calendar can be found on the website – www.tws-rak.org under the Community/Parents/Documents tab.

School Day (COVID-19 Altered School Hours)

- **In 2021, the school will be on a larger unified campus!**
 - The school day begins with assembly and the national anthem at 7:50 am. The school day ends at 3:10 on Sunday – Wednesday and 2:15 on Thursday.
 - Life Skills school day begins at 7:50 and ends at 1:30 every day.
 - **The gate will open each morning at 7:30, and students may arrive anytime between 7:30 and 7:50. Please note that there will be staggered dismissals according to family units.**

Class Size

Class size caps are as follows: (In 2021-2022 school year, social distancing of 1 m will be practiced in all classrooms for COVID safety.)

CLASS	CAP
Life Skills	8 students
Early Childhood	20 students
Grades 1	22 students
Grades 2-12	24 students

ADMISSION POLICIES

Admission Requirements:

1. The WellSpring School requires at least one parent and the student to have a valid UAE national ID card and a valid passport, both of which must be presented at the time of application.
2. The school considers the following as essential for admission:
 - a. Adequacy in the English language as determined by interview, examination, and/or educational records.
 - b. An age-appropriate level of educational aptitude and skills as determined by interview, examination, and educational records
3. For entrance into KG1 (Four Year Old Kindergarten) students must be four years old by December 31 of the year they wish to enroll and demonstrate readiness to begin school. Regardless of age, a child may be refused admittance if evaluated as not ready.
4. For entrance into KG2 (Five Year Old Kindergarten), students must be five years old by December 31 of the year they wish to enroll and demonstrate readiness. Regardless of age, a child may be refused admittance if evaluated as not ready.
5. For entrance into grade one, students must meet one of the following requirements:
 - a. Student must be six years old by December 31 of the enrollment year and be promoted from KG2 in The WellSpring School, or
 - b. Student must be six years old by December 31 of the enrollment year, demonstrate readiness, and receive approval from the principal. Regardless of age, a child may be refused admittance if evaluated as not ready
6. All students must be toilet-trained to be considered for admittance.
7. Before entrance into the school, all forms and paperwork must be completed. The registration fee and appropriate fees must be paid before students are placed on the class roster.

Parental Presence

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, The WellSpring School has established the following guidelines concerning residency of parents:

1. The northern Emirates should be the primary domicile of at least one parent or guardian of the child. If both parents of a student must leave the northern Emirates during the school year but would like to leave their child(ren) in the school until the end of the semester, an appropriate guardian must be appointed and school approval must be obtained as early as possible. In addition, all MOE requirements must be met.
2. If both parents need to leave the country and a student enrolled at The WellSpring School is placed in the care of an individual who is not a parent, then the parent must:
 - a. Notify the school.
 - b. Appoint a legal adult caregiver or guardian.
 - c. Provide the school with contact information for parents and the caregiver or guardian.

Grade Placement

Students are ordinarily placed in the appropriate grade according to the American grade system indicated by their previous schooling. (Example: British Year 4 corresponds to our Grade 3. A student having completed Year 4 will be enrolled in Grade 4 for the next year) 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 test and/or standardized tests

The school does not practice acceleration of students (skipping a grade) in cases of high achievement. New students who are English as a Second Language (ESL) speakers may be placed at a lower grade level at the principal's discretion.

Students will not be placed in a grade, class, or level based on the parent's preference for a certain teacher.

In the high school, students are classified by grade according to the following scale:

Grade	No. of Credits Completed
9	Less than 6 total credits
10	6 or more but less than 13 total credits
11	13 or more but less than 19 total credits
12	19 or more total credits

Enrollment Priority Policy

The WellSpring School adheres to the following enrollment priority policy:

Priority	Enrollment Description
1 st priority	Children of The WellSpring School staff and associates

2 nd priority	Siblings of students already attending The WellSpring School
3 rd priority	Children who speak English fluently
4 th priority	Children who do not speak English fluently

Waiting Pools

If a student has passed the necessary admissions requirements but there is no space available, he/she may be placed in a waiting pool. Students will be added to the classes according to the enrollment priority policy. The waiting pool is dissolved at the end of the school year and parents need to re-apply if they wish to be considered for enrollment for the following school year. The WellSpring School encourages parents to look for other educational options while their child is in the waiting pool.

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 The WellSpring School. Students will be assigned to ELS support classes based on observations and/or testing by the classroom teacher and ELS specialist.

Learning Support

The WellSpring School may not be able to meet the needs of students with significant learning disabilities. Parents should inform the school if their child has a known learning disability.

Admissions Procedures

New students should:

1. Submit a signed, completed application form with application fee
2. Complete all necessary testing
3. Submit a completed health information form
4. Submit a transcript or copy of school report cards for the previous school year
5. Submit a copy of the student's passport and national ID card
6. Complete an admissions interview
7. Pay registration and tuition fees

Continuing students should:

1. Submit a completed re-registration form.
2. Pay all re-registration fees by the date specified in the re-registration instructions
3. If re-registration is not completed by the end of the re-registration due date, the affected students will be placed in the waiting pool for the following year until re-registration is completed. Students may lose their seats if the classes fill up before they pay their re-registration confirmation fee.

Change of Personal Information

Please contact the school office as soon as possible regarding any changes in contact information, passport and visa details, or emergency numbers.

TUITION & FEES

Tuition Philosophy

The WellSpring 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 The WellSpring School, including planned future development of the school, while providing high quality education for the children of Ras Al Khaimah and the northern Emirates.

Tuition Schedules

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.

One-time Fee

All students are subject to a one-time fee upon registration. Fees must be paid by Skiplly 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 The WellSpring School 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/HDD/SSD: 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.

Tuition Payments and Refund Policy

Parents are responsible for the payment of all school fees on or before the published due dates. If accounts are not current, report cards and transcripts will not be released **and students will not be allowed to attend class field trips or participate in after school clubs.**

Registration and fees are not refundable.

No portion of tuition shall be refunded for a student dismissed by expulsion or for disciplinary reasons.

Tuition payments cannot be transferred from one student to another.

Delinquent Accounts

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

No child who has an outstanding tuition balance shall be permitted to graduate from The WellSpring 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 including: PowerSchool, Canvas, ClassTag etc.

ACADEMIC INFORMATION

Curriculum Descriptions

Early Childhood

The Early Childhood Center provides initial learning experiences in language development, number concepts, creative skills, and social, emotional and physical development. Using practical experiences and play, students are given the building blocks for creative thinking, problem solving and future learning. The EC program includes the study of phonics, math, social studies, science, and Arabic. Teachers make use of art, music, drama, discovery, and movement in their lessons across the curriculum. Children are taught to care and share in a safe, nurturing environment.

Elementary School

Learning in the elementary school is based on the core disciplines of English Language Arts (reading, writing, listening, and speaking), Mathematics, Science, Social Studies, and Arabic. Elementary children explore the world with wonder as they read, move, explore, create, sing, and talk together about what they are doing. Children are instructed in differentiated small groups in literacy-rich classrooms beginning with explicit systematic phonics instruction and then grow in their capacity to read complex text, write at length and depth, and explore pressing issues in the world around them. Through collaborative projects, use of technology, and increased independent learning, students become critical thinkers and skilled communicators. With a desire to develop well-rounded students of character, all students also receive specific instruction in art, music, and physical education twice a week.

Secondary School

The emphasis of the secondary curriculum is on language arts, mathematics, Arabic, social studies, and science. Elective and optional courses may include computer technology, art, drama, music, and physical education. See the Secondary Course Catalog for more specific information.

General Academic Information

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 academic standards and expectations for all students' learning. Students are considered to be 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 along with how students can return to good academic standing as well as support measures that will be put in place.

Academic Ineligibility

Academic ineligibility is meant to provide students with an opportunity for restorative practices. It occurs when students have academic deficiencies (an "F" or more than one "D" in a class) at mid-quarter or the end of a quarter, resulting in interventions determined by the school. 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 will be responsible for the decision to promote or retain a student, taking into consideration academic and other relevant educational aspects (social, emotional, and physical maturity) of the student's development and will be 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
- Grades 11 to 12: earning at least cumulative 16 credits

Students are typically expected to join students their grade level in grade-specific activities and trips.

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. Academic probation will be reported when requested on academic 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 better explanation for the reasons of dismissal and the potential terms and conditions for future reenrollment.

Add/Drop Deadline

Students may add or drop courses during the first two weeks 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.

Withdrawal

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 quarter and still receive credit for that quarter.

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.

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 who have already passed the course once 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.

Student Recognition – Honor Roll

At The WellSpring School, we value all-around academic and character excellence and recognize students that have displayed an outstanding performance. Each semester, elementary (grades 1-5) and middle school (grades 6-8) students who achieve excellent grades will be placed on the Highest Honor Roll or Honor Roll. To be placed on the Highest Honor Roll elementary and middle school students must earn grades in all subjects of 90% or higher and demonstrate good conduct. To be placed on the Honor Roll, a student must have earned grades in all subjects of 80% or higher and demonstrate good conduct. All Honor Roll students must be working at grade level.

For High School students to be placed on the Highest Honor Roll, a student must receive only “A’s” with a GPA of 3.80 or higher and demonstrate good conduct scores. To be placed on the Honor Roll, a student must receive only “A’s” and “B’s” with a GPA between 3.40 to 3.79 in addition to demonstrating good conduct.

Homework Policy

The WellSpring School recognizes the educational value of homework as practice. Meaningful homework is a necessary part of each student’s educational program and should relate to the educational philosophy and goals of the school.

The assignment of homework should be regular and appropriate. The following amounts of homework can be expected for native English speakers. Non-native English speakers will take longer to complete their work.

Kindergarten	No formal homework
Grades 1-5	Grade level x 15 minutes per night
Grade 6	15-20 minutes per subject per night
Grades 7-8	20-30 minutes per subject per night
Grades 9-12	30-45 minutes per subject per night

AP® and other higher-level courses for high school students, will require additional time for successful completion of the course.

Longer assignments will be given in advance so that the average per night will fall into the above limits if the child works within the timeframe given by the teacher.

Academic Support

The WellSpring School provides additional academic, social and behavioral support for Students of Determination. After the special education referral process, an Individualized Educational Plan (IEP) is written to meet the student's unique learning needs and individual / small group sessions are scheduled to target the skills that need improvement. The Special Education department collaborates closely with parents and other professionals to ensure progress throughout the school year.

Grading Scale

GRADE	SCORE
A+	98 – 100
A	93 – 97
A-	90 – 92
B+	88 – 89
B	83 – 87
B-	80 – 82
C+	78 – 79
C	73 – 77
C-	70 – 72
D+	68 – 69
D	63 – 67
D-	60 – 62
F	0 – 59

Progress Reports and Report Cards

Students and parents are encouraged to monitor their grades on a regular basis by checking on PowerSchool. Progress reports will be available to parents halfway through each semester before Parent Teacher Conferences.

Report cards are available on the 'report cards' tab in each student's PowerSchool for grades 1-12 shortly after the close of each semester. Progress reports for students who have IEPs are available on the "Special Programs" tab in each student's PowerSchool at the end of the semester. Parent conferences are scheduled in the middle of each semester.

Student Files

The WellSpring School maintains records of each student showing personal data and progress throughout his/her career at the school, including academic achievement, health information, discipline, and test results. These files will be kept confidential. Only the student's parents as well as The WellSpring School's teachers, social worker, and principal will be permitted to review a student's records.

Standardized Testing

Three times per school year, the MAP (Measures of Academic Progress) will be administered to all students grades 1-10. KG2 will take the MAP twice per year. The PSAT test will be given to all sophomores. SAT® are required for all high school students before graduating meeting the minimum requirements set by the Ministry of Education. CAT4 (a non-achievement based assessment) is administered to grades 3, 4, 6, 8 in line with the requirements of the Ministry of Education. Other assessments may be given if they become required.

Secondary (6 – 12) Academic Information

Secondary Course Requirements (see Secondary Course Catalog for more details)

SUBJECT AREA	COURSE REQUIREMENTS
Humanities	All Muslim students are enrolled in a humanities class every semester. Courses include Islamic Studies and Arabic social studies.
Language Arts	All students will take English courses in the reading of literature and writing, with a focus on clarity of thought and appropriate use of grammar, spelling, and vocabulary. Language arts attempts to refine writing across the curriculum and touches on a wide variety of literary genre and media.
Fine Arts	Fine arts courses are offered in music and art.
Arabic	All students are expected to study Arabic during each semester enrolled at The WellSpring School.
Mathematics	Math courses include General Math (grade seven), Pre-Algebra (grade eight), Algebra I (grade eight and nine), Geometry (grade nine and ten), Algebra II (grade ten and eleven), Pre-Calculus (grade eleven), and Calculus or Statistics (grade twelve).
Physical Education and Health	All students are required to take physical education. All high school students should complete a health class. Physical education courses focus on individual and team sports, fitness, health, and physical conditioning of the individual student.
Science	Middle school students take a combination of life science, earth science, and general science courses. The core curriculum in high school consists of biology, chemistry, and physics.
Social Studies	The middle school social studies curriculum includes integrated history, geography, economics, and politics. High school students study world geography, world history, US history, comparative politics, and economics.

Semester Final Exams

Students can be expected to be tested on their 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

Through class syllabi, teachers will share specific course expectations for assessments and requirements for exams at the start of the course.

Cumulative exams are given at the end of each semester in most Secondary classes. These assessments are designed to evidence students' master 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 will be 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 when they have a grade of A- or above. All students in the MENA region schools complete required Arabic language exams.

Grade	Fall Exams	Spring Exams
6th	No cumulative exams	No cumulative exams
7th	Math and English	Math, English, and Science
8th	Math, English, and Science	All exams cumulative
Middle School Grading	Exams Count as 2 Test Grades	Exams Count as 2 Test Grades
9th – 12th	All exams cumulative	All exams cumulative
High School Grading	Exam 1 = 20% of Semester 1	Exam 2 = 20% of Semester 2

In classes for which there is a final exam, there are to be no final tests immediately preceding the exam. There should be at least two days set aside for review in each class. This helps students to be able to focus on studying for finals and to not have to worry about preparing for other classroom tests as well. If a student requests to be absent or take a final exam early, the teacher should refer the student to the principal and refrain from making any arrangements personally. The principal will arrange for the absence or early final and send out a memo to the teachers.

Normally, final examinations are final. Any exceptions to this will be done by the secondary principal following the guidelines of the Ministry of Education.

Middle school will also take final exams, gradually increasing in number throughout their middle school years.

Incomplete Grades

A student may be awarded an “I” if work for a specific course has not been completed. A student must make up the work within a time period set by the teacher and not to exceed two weeks. Work remaining uncompleted will receive an “F” grade.

High School (9-12) Academic Information

Grade Point Average

A grade point average (GPA) is calculated for high school students by assigning the following point values to letter grades:

GRADE	SCORE	GPA
A+	98 - 100	4.0
A	93 - 97	4.0
A -	90 - 92	3.7
B+	88 - 89	3.3
B	83 - 87	3.0
B -	80 - 82	2.7
C+	78 - 79	2.3

C	73 - 77	2.0
C -	70 - 72	1.7
D+	68 - 69	1.3
D	63 - 67	1.0
D -	60 - 62	0.7
F	0 - 59	0.0

Graduation

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 towards graduation:

- 4 credits of English
 - 3 credits of Social Studies
 - 3 credits of Science
 - 3 credits of Mathematics
 - 2 credits of Foreign Language*
 - 2 credits of Physical Education and Health
 - 1 credit of Fine Arts
 - Electives as needed
- *MOE requirements are greater than 2 credits of Arabic.

Transferring Grades

High school students may transfer credits from other accredited/recognized schools. Any number of courses may be transferred as long as the student received a "C" or higher. Transferred courses that do not satisfy iSC credit requirements will be transferred as electives. GPA is only calculated from courses taken at iSC schools. Transcripts will only include grades earned in iSC schools, including those courses completed through iSC Academy and pre-approved GCU 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. iSC 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 iSC courses unless the student is at least a year older than the norm for his/her class.

WELLSPRING ARABIC & ISLAMIC POLICY

Arabic

The teaching of Arabic Language at WellSpring follows the rules and regulations of the Ministry of Education in the UAE. Arabic Language is an obligatory subject for all students regardless of

nationality. According to the Ministry of Education regulations, students are defined by reference to their passport as being a native or a nonnative Arabic speaker.

- A student who is a native Arabic speaker will take Arabic Special
- A student who is a non-native Arabic speaker will take Arabic Regular

Arabic Special is taught entirely in Arabic. Arabic Regular is taught in Arabic and English. In studying Arabic, pupils develop skills in speaking, listening, reading and writing. It enables students to express themselves and communicate in an Arabic-speaking society. Students learn to speak confidently and listen to what others have to say, to read and write independently with enthusiasm, and to use language to explore their own experiences.

Arabic is taught by well trained teachers who are able to employ a wide range of teaching and learning strategies, present a lesson that motivates the students, provide useful and relevant language practice, and help the students gain confidence in using Arabic. Our Arabic teachers adapt instruction to take into account differences in students' learning styles, capabilities and needs. The Ministry of Education's curriculum is supplemented by the school to better meet the individual needs of a child. The curriculum helps promote a deep interest and respect for Arabic culture and traditions. We enrich the Arabic curriculum with different class activities, educational games, and trips. Teachers are aware of the developmental stages students pass through from the beginning level to the highest level in order to adjust lessons to achieve the best possible results.

Islamic Studies

WellSpring provides Islamic Studies for all Muslim students. The curriculum is built on exploring verses of the Qur'an, and sayings of the Prophet Muhammad (Hadith). It aims to give pupils a clear, thorough understanding of Islamic teachings, moral behavior, and Islamic etiquette. In addition, some of the important figures in Islamic history are also studied such as the lives of Prophets: Adam, Moses, Jesus, and Muhammad. Students also learn about Muslims' contribution to modern science. Our school uses the Ministry of Education's curriculum of Islamic Studies in UAE for Arabs and for the Non-Arabs. The curriculum consists of a series titled, "I love Islam" for elementary students and "Learning Islam" for secondary students. The Islamic Studies Department at WellSpring aims at creating an enjoyable, practical method of learning and teaching Islam. The school holds the subject in great importance and offers to care for the Muslim community in the best possible way with the goal that Muslim students will:

1. Have pride in Arabic and Islamic values.
2. Recognize and appreciate Arabic language in all matters of life.
3. Demonstrate knowledge of humanities, social science, natural sciences and applied information technology.
4. Communicate more effectively in oral and written Arabic language.
5. Work collaboratively, learn independently and practice lifelong learning.
6. Gradually introduce the essentials of the student's faith and bring to the light the historic and cultural aspects of life.
7. Apply ethics in their behavior and decision making.
8. Think more critically and creatively.
9. Exercise leadership and have a sense of responsibility as a human being.
10. Use Qur'anic verses, Hadith and different Arabic literature to learn Arabic language.
11. Use information technology in learning the Arabic language and the acquisition of various skills.
12. Maintain the Arab and Islamic identity.

ATTENDANCE POLICIES

Attendance

Daily attendance in all classes is expected. All absences require a note written by a parent or guardian explaining the reason for the absence. This note must accompany the student when he/she returns to school or be emailed to the school office. Excused absences include illness, doctor appointments, death in the family, and family vacations pre-approved by The WellSpring School. If a student has missed 2 or more consecutive days, they must bring in a 'Sick Leave' note from the doctor and a negative COVID-19 PCR Test.

All students must arrive between 7:30 when the gate 14 opens and 7:50 to attend the morning assembly. Gate 14 will close at 8:00 and students who arrive later than 8:00 will need to go to Gate 12 to check in with security. No students will be allowed to enter school after 8:15 due to COVID-19 restrictions.

Planned absences must be requested at least one week in advance by the parents, stating clearly the reason for the request. A planned absence permitted by The WellSpring School is counted as an excused absence. Teachers may require work to be done in advance. Teachers will also give parents a reasonable idea of the work that will be missed. For excused absences, upon return to school students will be granted one day to submit work for each day missed.

A high school student will not receive credit for a semester course if the total number of absences (excused or unexcused) from the course exceeds twelve in a given semester unless special permission is granted by the administration. Elementary and middle school students who miss more than 24 days of school per year may not be promoted to the next grade. Exceptions may be granted by the principal.

Attendance records will be kept by the school office and become part of a student's permanent record at the end of each semester.

Early Release

Students planning to leave school before the end of the school day must adhere to the following procedure:

1. A note from a parent or guardian should be presented at least one day in advance.
2. Teachers whose classes will be missed must be notified in advance.
3. A student leaving school due to illness must first visit The WellSpring School nurse who will determine the extent of illness and whether or not going home is necessary.
The school will notify parents when their child is ill. Elementary students must be picked up at the school within 30 minutes. Students in grades 9-12 may go home by themselves with parental permission.
4. The student must have a pass from the nurse or divisional principal and be signed out at the front desk prior to leaving the building. Once students sign out, they are no longer under the supervision of the school staff and the school is no longer responsible for them.

Sickness

Medical attention is the responsibility of the parent. Germs spread quickly in a classroom of children. Keeping a sick child home shows concern for other school families and helps keep the school a much healthier place for all. Students must be prepared for their studies by getting plenty of rest, eating healthy, and feeling well.

If a child is not feeling well or has any of the conditions noted below, he or she should **stay at home** or will be sent home from school. A letter stating these conditions will be sent home within the first week of school.

- Your child has a fever of 37.5°C and higher (even if you gave Adol or Brufen to reduce the fever)
- Vomiting
- Diarrhea
- Unusual spots or rashes
- Breathing difficulties
- Discharge from eyes
- Any contagious infection
- Active case of head lice

COVID-19

At school, a student exhibiting COVID-19 symptoms (such as a fever >37.5, cough, body ache of fatigue, shortness of breath, sore throat, runny nose, diarrhea and nausea, headache, or loss of sense of smell or taste) will be immediately brought to the isolation room for evaluation by medical staff. Upon confirmation of symptoms, the parents will be immediately notified to pick up their child at gate 12 and take to get a COVID-19 PCR test. Until the results of that assessment come back negative and they are symptom free, the student will not be allowed to attend school.

When a parent arrives to pick up a sick child, the student will be taken through the nearest exit with medical staff, meet the parent at gate 12, and out to the parent vehicle. The parent will not be allowed to come on campus.

Any student who has a family member living in the same house test positive for COVID-19, the student must remain home for 10 days and report this to the school.

Any student who tests positive for COVID-19 outside of school, must inform the school and remain at home for 10 days. After such time, two negative COVID-19 tests are required before being allowed back to school. This may also result in shifting face-to-face instruction to online if more students have been exposed.

If a child is recovering from an illness or injury non-COVID-19 related, and is required to stay indoors during recess or physical education, a written note from home must be sent with the child to the child's teacher. Also, if the student is on any medication or is taking medication at school, the parent must notify the teacher in writing.

Tardiness

Students are expected to be at school on time. Excessive tardiness is considered a lack of professionalism and cooperation with the school. Tardiness puts a hardship on both the tardy student and the teacher. Students arriving tardy to school must stop at the front desk and receive a late slip before they will be allowed to enter class. The number of tardies will be recorded in PowerSchool and become part of the student's permanent record. In addition, secondary students will also be disciplined in accordance with The WellSpring School policy on tardiness which may include a school detention.

Truancy

Students who skip class on their own initiative will receive no credit for any work missed until the work is made up. Students will also be subject to The WellSpring School discipline policy to address their choices to skip school.

STUDENT BEHAVIOR & CONDUCT

Students are expected to maintain exemplary conduct at school, on the way to and from school, and at all school-related functions. The following behavioral guidelines include some that are moral in nature while others are simply necessary to promote good community living at our school. For secondary students, the following examples include both yellow and red card discipline issues depending on the severity.

Bullying and Violence

ISC 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.

Bullying outside The WellSpring School grounds has the potential to be a problem at school. The WellSpring School reserves the right to take disciplinary action for off-campus bullying-related behavior in order to maintain a safe learning environment.

Bus Transportation

Bus transportation may be provided for an additional fee. Students are expected to display safe bus riding behavior while on the bus. Safe riding behavior includes staying seated at all times with a seat belt on, facing forward, talking quietly, and obeying the bus driver and other established authorities quickly, quietly, cheerfully, and completely. Students may drink water and eat a snack while riding the bus, but all trash must be properly disposed of before departing the bus. Students must abide by the COVID-19 requirements including mask wearing, temperature checks, assigned seats. Failure to adhere to COVID restrictions will be removed from bus service for a specified time with no monetary refund. Students not following other behavior expectations on the bus may have the same consequence.

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. Copying or doing part or all of another student's homework is considered cheating. Cooperative efforts on assignments are allowed only with a teacher's direct permission. Cheating has serious 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. iSC 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.

Chewing Gum, Food, and Drink

Students are not permitted to chew gum during school hours or on school property as discarded chewing gum causes serious maintenance problems. Also, students are not to have food or drinks in the classroom without teacher permission.

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 The WellSpring School students are required to uphold.

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

Everyday Wear:

- **Uniform polo shirt (TWS logo shirt)**
- **Khaki or navy blue pants, shorts, or skirt (no blue jeans or leggings)**
- **TWS Jacket or hooded-sweatshirt (TWS logo)**
 - *Note:* Only uniform sweaters, sweatshirts, and jackets may be worn inside the building. All others must be removed upon entering a building
- **PE Wear (TWS logo) PE Uniform shirt and pants or skorts**
 - **EC/Elementary** – PE uniform to be worn only on days student has PE class
 - **Secondary** – Students may be required to change into PE uniforms for PE class. Students must wear normal uniform clothes for the rest of the day.
- **Shoes:**
 - Shoes must have soft soles such as tennis shoes; no sandals, flip flops, high-heeled shoes, clogs (backless shoes) or skate shoes (i.e., Heelys) may be worn.
- **Socks:**
 - Socks **must** be worn with shoes at all times.
 - Girls socks/tights must be plain black, dark blue, or plain white when worn with skorts and shorts.
- **Masks:**
 - Students in grades 1-12 must wear a mask to school and keep the mask on at all times except eating, drinking, and during strenuous exercise.
 - Masks must be appropriate and not distract from learning.
 - Masks must be worn properly over the nose and mouth at all times.
 - Each student must have **AT LEAST** two extra masks at all times.
- **TWS Wolves Spirit Wear:**
 - Students are encouraged to purchase spirit wear. Spirit wear is not regular school uniform and can only be worn at school on special spirit day occasions, after school activities, or other sports events.

Field Trips (if COVID-19 restrictions permit):

- **Green polo shirt and Blue pants, shorts, or skirt – EC/Elem**
- **Blue polo shirt and Blue pants, shorts, skirt - Secondary**

Uniform Violations

If an EC/Elementary student comes to school out of uniform, parents will be called to bring the correct uniform. Secondary students with uniform violations will be subject to consequences as determined by the administration.

Other Reminders:

- Hats and other head coverings 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.

Electronic Devices and Network Etiquette

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 at school.

It is the goal 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 in order to become people of integrity, wisdom, and stewardship.

“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.

COVID SPECIAL ACCOMMODATION: Elementary students will be using an iPad periodically throughout the day at school and at home for homework and home based learning days. WellSpring has sets of shared devices for use at school that will be sanitized between uses. However, if parents would like their child to work solely on their own iPad or tablet, they are encouraged to provide one for their child. Should parents choose this option:

- Students must have iPad/tablet with them daily, powered up, and ready to go. Students may not switch between using a school device and a home device.
- iPad/Tablet, or similar device must have wi-fi and a protective case. (No mobile phones)
- This iPad/tablet will be the responsibility of the student to care for. Parents assume all risk and will replace if damaged.
- Device is to be used only at teacher instruction during the school day.

Language

Since students of many national and ethnic backgrounds attend iSC 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.

Pets and Animals

Students may not bring pets or any animal to school without special permission.

Private Property and School Property

Students are expected to respect the property of others and the school’s property. Full reimbursement may be required to replace or repair damaged property whether or not the damage was intentional. Students may not examine the contents of another student's bag, locker, or cubby without that student's permission.

Public Display of Affection

Public or private displays of affection between students of the opposite gender are absolutely not permitted on campus or at school-sponsored activities including the transportation to and from these

activities. Examples of unacceptable displays of affection include, but are not limited to, holding hands, touching inappropriately, hugging, and kissing.

Respect for Authority

Students are expected to recognize the authority of the entire school staff and show proper respect to all school personnel. Students showing flagrant disrespect to any of the school staff will be subject to The WellSpring School discipline policy and may receive a detention and parent notification. Subsequent offenses may result in suspension or expulsion.

Fighting on Campus

Students who participate in a fight either on school grounds or at a school function will be 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 one-day. The administration reserves the right to determine the final consequences for all parties involved.

Suspension and Expulsion

Suspension is defined as a temporary exclusion from The WellSpring School. In-school suspension takes place on the school site. Students are excluded from classes and will take separate lunch and recess breaks from their classmates. Out-of-school suspension takes place off the school grounds. Expulsion is defined as permanent exclusion from The WellSpring School.

Swearing, Profanity, Vulgar Language, and Inappropriate Gestures

Students are expected to address each other and faculty/staff in a respectful way. Students engaging in any form of cursing, swearing, profanity, vulgar language, or inappropriate gestures will be subject to The WellSpring School discipline policy.

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.

Objectional Materials

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, and 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. The student is 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.

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. 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.

STUDENT DISCIPLINE POLICY

At the WellSpring School, we believe everyone has the right to be in a safe and effective learning environment. We also believe that all students make mistakes and the teachers have the opportunity to help train and guide students to making positive choices. Student behavior is typically a reflection of internal feelings. It is our desire to help foster an environment in which students can have lasting

internal character change through our disciplinary procedures. Wellspring disciplinary procedures are congruent with the Ministry of Education Student Conduct Disciplinary Bylaws.

Most minor issues will be dealt with systematically, consistently, and quickly by the classroom teacher. If the student does not respond to the classroom discipline, he or she will be sent to the Principal's office. If a more serious issue arises that impacts safety, security, or cheating, the student may be sent to the principal immediately.

EC/Elementary Discipline

The overarching principal in elementary classrooms is that students would honor and obey so that it will go well with them and they will enjoy learning. Classroom teachers bear the initial responsibility of discipline. Elementary classroom teachers establish and communicate clear, concise, and consistent classroom routines, expectations and consequences. When an infraction occurs, teachers follow through with their behavior system and inform parents when necessary.

Students are expected to **honor** and **obey** by being respectful, responsible, and ready to learn. How do students show this?

Respectful:

1. Honor authority by obeying instructions quickly, quietly, cheerfully, and completely
2. Treat classmates with kindness in action, speech, and attitude

Responsible:

1. Maintain a neat, orderly, and structured environment conducive to their own learning and the learning of others
2. Turn in all assignments on time – done neatly and completely

Ready:

1. Be prompt and prepared for each class with all supplies ready
2. Sit up, look at the teacher, and actively participate during instruction. (S.L.A.N.T.)

In enforcing the classroom expectations, a teacher may use any of the consequences below when appropriate. If the student does not respond to the discipline by the teacher, the principal becomes involved in the process.

1. Verbal warning: admonition, correction, warnings, and rebukes
2. Denial of privileges: various privileges will be taken away from the student
3. Withdrawal: the student will be separated from classmates, sent out of the classroom or otherwise removed from class activities
4. Silent Break/Lunch: student will be assigned to an adult-supervised room during the break or lunch period
5. Written discipline: note sent home requiring a parent's signature
6. Phone call home to parent
7. Principal office visit

Hallway Behavior Rules:

The following rules are to be followed by all EC/elementary students in order to create a standard code of conduct for hallway behavior.

1. Students are to walk in line without pushing or shoving.
2. Students are to maintain proper distance from their classmates and walk on the designated side of the hall.
3. Hallways are to be quiet zones.

Secondary Discipline

The Secondary teachers implement a card system which provides warnings and reminders which are accompanied by conversations with the students. If negative choices persist, further detention consequences and parent meetings will result. If there are more serious offenses, more severe punishments will be taken and parent meetings will also occur.

The three types of cards issued are a Yellow Card - a lower level discipline issue, A Green Card – reinforcing positive behavior choices, and a Red Card – a more serious discipline issue greatly hindering learning or the safety of the student/others. Below describes these in more detail:

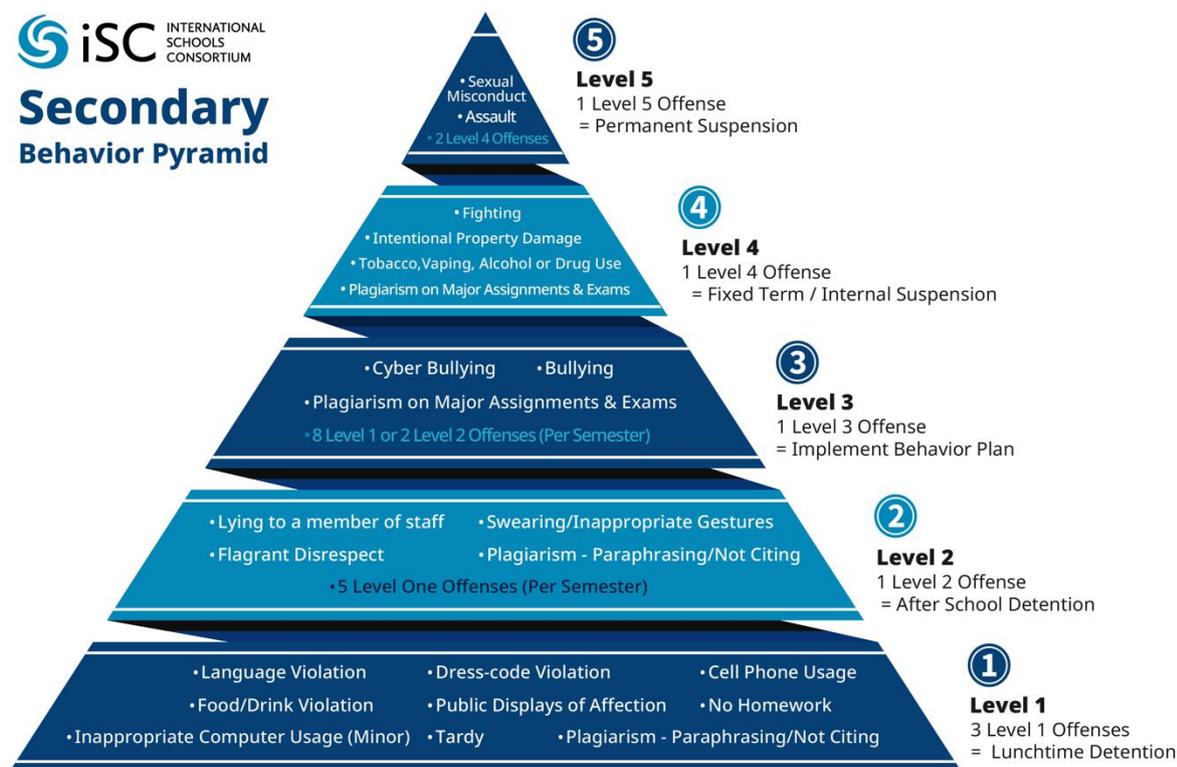
Yellow Card –

Expectations and standards are set clearly at the beginning of the year for the students. Teachers work together to support and encourage students to meet these goals. When students need to be reminded of the rules, teachers use yellow forms to record the school violations that hinder a safe and effective learning environment. Examples of school violations worthy of a yellow card include:

1. Disrespecting school property
2. Disrespecting classmates or teachers (e.g. touch, language)
3. Misusing Technology
4. Not using English Language (except Arabic lessons or speaking with Arabic speaking staff)
5. Disobeying hallway rules
6. **Not following COVID Health and Safety Expectations.**

Importantly, teachers will also talk with the student about the violation to assist students in understanding why the issue occurred and how to see improvement.

Consequences for Yellow Cards will follow the Secondary Behavior Pyramid



Green Card –

WellSpring staff also recognizes that students make many good choices. As a way to encourage these choices, teachers may present a Green Cards for demonstrating good behavior and character. Green cards are presented to the student and they are praised. In addition, green cards are recorded and used to generate student awards given during an assembly.

Red Card –

There are also situations which Yellow Cards are not used. In these serious “Red Card” situations, which the Ministry of Education refers to as Third, Fourth, and Fifth level violations, WellSpring uses an incident report is used and parents are required to meet with the principal and teachers involved. These may include: Fighting, stealing, plagiarism, smoking, use of drugs, bringing weapons, inappropriate religious action/words etc. In each situation, an appropriate action will be taken based upon the violation, students’ discipline history, and the requirements of the Ministry of Education.

STUDENT ACTIVITIES

Whole-school activities

Special activities are planned throughout the school year. These activities, which are planned and run by the teaching faculty, include: **Sports Day, Culture Day, National Day, Flag Day, Green Week, and Celebrate the Arts Week.**

Field Trips

Occasionally field trips are planned by teachers to supplement classroom teaching. Permission slips will be sent home and must be signed by a parent. No student will be permitted to go on a field trip without a signed slip. EC/Elementary students will be expected to wear a green polo and blue

pants/skirts on field trip day. Secondary students will be expected to wear a blue polo and blue pants/skirts. Extra fees may be charged to cover field trip expenses. **All financial accounts must be current in order for a student to attend a field trip.** *Note that field trips have been suspended due to COVID-19.

Clubs

After school clubs are formed at the beginning of a term. Examples of these clubs may include chess, photography, drama, art, cross-country, robotics, volleyball, football, basketball and engineering. All after school clubs include an extra fee that must be paid before a student is allowed to participate in the activity. Clubs are a privilege. Should students fall behind in their academic studies or fail to comply with behavior requirements, they may be dismissed from club participation with no refund of payment. *Note that face-to-face clubs were suspended in 2020-21 due to COVID-19 and may be able to resume in a limited capacity in 2021-22.

OTHER INFORMATION

Birthday Celebrations

To maintain consistency across the ECC and Elementary, these are the guidelines for birthdays.

- Birthdays will be recognized during assembly.
- Birthdays are not celebrated in class during Ramadan.
- Birthday parties are suspended due to COVID-19.

Campus Use Policy

***Please note that due to COVID-19, parents are not permitted to enter campus unless all the following criteria are met:**

- Pre-arranged appointment,
- Presentation of a Green Pass on Al Hosn to the security at Gate 12,
- Temperature checked at Gate 12, and
- Enter main reception for assistance with appointment

Students must exit the building each day at dismissal. The campus is closed at all other times.

Change of Address Information

The WellSpring School office maintains current phone number and address information for every student enrolled. This information is of critical importance during regular operations as well as in case of emergency. Please inform the school office of any changes as soon as possible.

Computers

The WellSpring School is equipped with technology for student use. All school computers are part of a local network and have internet access. Students in grades 6-12 are required to purchase a computer according to the minimum specifications provided. Students are responsible for the care of the computer. Should a computer be lost or broken, the student will be responsible to purchase a replacement. Grades KG1-5 have in-class sets of iPads for use by the students under direct supervision. Any student found misusing school technology may lose the privilege of using the equipment and will be charged for any damage incurred. Students in grades 6-12 must sign an 'Acceptable Use Policy' agreement prior to being granted internet access.

Fire Drills and Emergency Building Evacuations

Each semester the school will conduct at least one fire drill or emergency evacuation. Students are expected to follow all directions during these practice sessions. Procedures and evacuation routes are posted in each classroom.

Heat Policy

Watching the weather and being prepared is an important part of keeping your child safe and healthy. At The WellSpring School 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 several water bottles with them to school every day and drink from them 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 The WellSpring School helps the teachers to make good choices about when to take children outdoors to play.

During severe hot weather, the following will take effect.

< 35 C.	Green- Low Risk (Temperatures less than 38 C): Children may comfortably play outdoors. They should still continue to drink plenty of water.
35 – 40 C.	Yellow Days – Moderate Risk (Temperatures between 35 – 40 C): Children may still play outdoors but teachers will implement precautions: drink more water, lower intensity activities, wear hats, etc. Sweatshirts will not be allowed to be worn outside. If additional clothing is required students may purchase long sleeve school uniform shirts or wear a long sleeve shirt under their normal school uniform.
>40 C.	Red Days- High Risk (Temperatures above 40 C): Secondary students' time outdoors is limited to only morning or canceled all together. Early childhood and elementary students' outdoor time is VERY limited or cancelled.

Lockers

Due to COVID, lockers will not be available for students. Students will carry their belongings in a backpack from class to class.

Lost and Found

A lost and found box is located in the school office. Students may reclaim items there. Periodically, the lost and found box will be cleared by donating items to a needy cause.

Medical Emergency Procedures

In case of serious illness or accident, the family will be contacted by phone and the parents will be requested to come to the school to immediately pick up the ill or injured child. The student will not be allowed to return home unless there is proof that there is an adult present in the home at the time. If the family cannot be contacted and immediate treatment is required, the student will be taken to an appropriate medical facility.

Office Hours

Normal WellSpring School office hours are 7:30 AM to 3:30 PM, Sunday through Thursday.

***Note that parents may not come on campus due to COVID-19 and should contact the office by phone or email. All finance matters must be settled remotely.**

Open House

A virtual open house is held early in the school year to allow parents and teachers a chance to become acquainted with each other and to introduce parents to course content.

Parental Input

The administration welcomes constructive suggestions from parents that are aimed at school improvement. Parents may also connect with the Parent Council to offer suggestions.

Student Dismissal

Parents are responsible to make arrangements to have their children picked up from school on time. Any changes made to a student's normal pick-up, must be communicated:

- **In writing** (email: may.abouelkhir@tws-rak.org for LS/ECC/Elementary students or mais.nazeh@tws-rak.org for Secondary students or send in written note with student)
- **To the front desk receptionist** (Teachers and/or TAs can not make changes from a phone call or WhatsApp message)
- **Before noon** (messages received after 12:00 noon may not be communicated to teachers in time)
- **Please do not contact your child with changes.** Please call the school office.

COVID-19 dismissal procedures:

Dismissals will be staggered to allow for an efficient process. Please read other school emails explaining the procedures for a safe and efficient drop off and pick up.

- Each family will have a number card that must be displayed in the front windshield. Drivers will be channeled into a designated pick up lane. When our traffic staff see your family's number, the teachers will be notified to send your child/children out. Children will be assisted into their vehicle quickly and safely – please do not exit your vehicle to help. Any person picking up your child must have the official number card displayed in their windshield in order for us to release the child to them.
- **Please note that there will be no parking on the street in front of the gate. Drivers and other adults must not exit their vehicle!**

Visitors

Due to COVID, visitors are not allowed on campus.

Child Safety and Protection

We follow our Child Safety and Protection policies which can be found on the school website.

<https://tws-rak.org/en/community/child-safety-and-protection>

Student Change Room Expectations:

1. Food, gum, beverages, and glass items are prohibited in the changing room.
2. Mobile phones, cameras & other electronic tablet/devices are not allowed in changeroom or bathroom facilities.

3. Students are to get changed as quickly and privately as possible and move out of the room as soon as they are ready.
4. Students must respect each other's privacy.
5. Running or messing around or throwing objects in the changing room is prohibited.
6. Clothing must be stored inside your personal bag and put neatly on the hanger or bench.
7. Do not talk or hang out in the changing room.
8. Pick up any trash or litter.
9. Maximum time allowed in the changing room is 5 minutes.

Safety and Security On and Off Campus

ISC schools follow the Daniel and Jett Safety Standard.

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 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 suicide.