



The WellSpring School

Parent/Student Handbook 2017-2018

Ras Al Khaimah, UAE

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The WellSpring School

GENERAL INFORMATION

Expected School-Wide Learning Results

The following statements reflect the goals of the school community in regards to student learning at The WellSpring School. We seek for our students to be the following:

1. Lovers of truth who . . .
 - Articulate and defend their own worldview
 - Eagerly pursue learning as a continuing habit of life
 - Demonstrate a well-rounded proficiency in the academic disciplines, athletics, and the fine arts
 - Understand these disciplines as an interconnected whole
2. Spiritual discerners who . . .
 - Understand the true meaning of life and articulate it well
 - Demonstrate inner character by applying truth to all pursuits and dealings
 - Accept themselves and others as created with intrinsic value
3. Versatile thinkers who . . .
 - Think critically by analyzing, interpreting, and synthesizing information in order to make decisions and solve problems
 - Think creatively in order to independently produce original works with high standards
4. Effective communicators who . . .
 - Articulate thoughts and ideas well in any oral or written form
 - Gather information through active, open listening, reading, and observing
 - Use available technologies to search for and communicate truth
5. Mature interactors who . . .
 - Take responsibility for their actions
 - Seek to understand and interact effectively with all cultures, particularly Arabic culture
 - Set reasonable goals, take appropriate risks, and set personal boundaries
 - Proactively maintain all aspects of their health
6. Societal influencers who . . .
 - Maintain a high level of global awareness
 - Proactively seek to impact other cultures in a contextually appropriate way
 - Take seriously their responsibility as caretakers of the world around them
 - Serve others around them graciously and proactively

School Purpose

The school exists to provide a college preparatory education, including educational learning opportunities integrating character and learning, for students in Preschool through Grade 10 who are the children of citizens and expatriates living in the Ras Al Khaimah area.

School Philosophy and 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. Other subjects include art, music, physical education, yearbook, and computer applications.

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.

School Profile

The WellSpring School is a private school in Ras Al Khaimah, UAE, which follows an American curriculum and system of instruction. In its first year, the school included classes from four year old Kindergarten (K-4) through grade 9. Each year, one grade will be added up to grade 12. We focus on creativity and cross-curricular learning to develop critical thinkers using an American curriculum. We are preparing our students for future study at universities in the West or at home.

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

The WellSpring School is a fully registered international school with the Ministry of Education.

School Year

The school year generally starts at the beginning of September and ends in late June. It is divided into two semesters, each of which is divided into two quarters. There are approximately 185 school days in each year's school calendar.

School Day

The normal school day begins at 7:50 AM with assembly and the national anthem and ends at 3:00 PM Sunday through Wednesday. School ends at 2:00 PM on Thursday.

Class Size

Class size caps are as follows:

CLASS	CAP
KG1	24 students
KG2	24 students
Grades 1-5	24 students
Grades 6-9	25 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 September 30 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 September 30 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 September of the enrollment year and be promoted from KG2 in The WellSpring School, or
 - b. Student must be six years old by September 30 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. 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 Lists

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 priority policy. The waiting list 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 on the waiting list.

English Language Development (ELD) 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.

The school will not enroll non-English-speaking students above kindergarten.

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

Learning Support

The WellSpring School is not able to meet the needs of students with severe 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
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 on a waiting list for the following year until re-registration is completed.

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.

Registration Fee

All students are subject to a registration fee. Fees may be paid by cash, check, or telegraphic transfer at time of registration. New students who desire to enroll in the school should pay the registration 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, art fees, lab fees, student uniforms and field trips.

Tuition Payments and Refund Policy

Parents are responsible for the payment of all school fees. Report cards and transcripts will not be released if payments are not made in full.

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.

ACADEMIC INFORMATION

Curriculum Descriptions

Elementary School

The kindergarten program provides initial learning experiences in language development, number concepts, creative skills, and social and physical development. Students receive the building blocks for perceiving, thinking, and problem solving through the use of concrete experiences. The educational experience provided at The WellSpring School is balanced and varied as the child's world of awareness is extended from the home to the classroom.

The elementary school curriculum uses traditional teacher-directed study/learning activities in character education, language arts, phonics, science, social studies, Arabic, math, physical education, computer, art, and music. The child moves from concrete experiences to increasingly more complex levels of abstraction in critical thinking. Skills related to each area build upon previous learning and measurable performance objectives.

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.

General Academic Information

Academic Probation and Eligibility

Students with academic deficiencies (an "F" or more than one "D" in a semester) may be placed on academic probation. A student on academic probation will be deemed ineligible for extra-curricular activities. Academic probation may also result in a denial of admission for the following school year.

Add/Drop Deadline

Students in grades 9-12 have two calendar weeks after the beginning of the semester to drop a current class to add another. Beyond two weeks, students may not change schedules. Students in AP classes may drop beyond two weeks on a case by case basis in which the teacher, parent, student and administration concur.

Grading Scale

For the purposes of determining a GPA, the standard grading scale for academic work in grades one through twelve is as follows:

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

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 secondary (grades 6-10) 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 of only an “A” or an “A-” and demonstrate good conduct scores on his/her report card. To be placed on the Honor Roll, a student must have earned only “A” or “B” grades in all their courses as well as demonstrating good conduct scores on his/her report card. 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 on his/her report card. 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 scores on his/her report card.

Student Recognition – Character Awards

The WellSpring School strongly believes not only in all-round academic excellence, but also that of character development. Hence, on a monthly basis, students in each grade are nominated for character awards associated with the character trait of the month. In addition, other character awards may be given to students who are exhibiting positive choices contributing to a better learning environment and making a positive influence on those around.

Homework Policy

The WellSpring School recognizes the educational value of homework. 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

High school honors classes can receive 45-60 minutes of homework per night, and AP classes can receive up to 6 hours per week.

Longer assignments will be given in advance so that the average per night will fall into the above limits. Care will be taken so that long-term projects fall within the guidelines above.

Homework is due at the start of class. Homework submitted late will be accepted with a 20% deduction in the grade for work submitted one day late, 50% deduction in the grade for work submitted two days late, and a grade of zero for work submitted three or more days late. Math homework may not be accepted late with a grade of ‘0’ given for any missing work.

Quarter Reports

Quarter grades are available on Renweb for students in grades one through ten at the end of each quarter. Students with ‘D’s or ‘F’s will have a report sent home.

Report Cards and Parent Conferences

Report cards are distributed to students shortly after the close of each semester. Parent conferences follow the distribution of progress reports for the first and third quarters.

Retention

In certain cases, especially those involving academic difficulty, retention is a necessary and appropriate educational tool. 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.

The school principal is responsible for final decisions regarding student retention.

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.

Testing

Achievement tests are administered each year to all students in grades three through ten as a basis for comparison with international norms for achievement.

Secondary (6-11) 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 physical science, 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

Cumulative exams are given at the end of each semester. All students in grades six through nine are expected to take these exams. In the middle school (grades 6-8), the exam will be averaged into the second and fourth quarter grades. In the high school (grade 9-10), the exam scores comprise 20% of the semester grade.

Students may take final exams early only with permission of the principal. If a student cannot take the test at the assigned time, he/she must contact the office immediately to explain the circumstances and request approval for early testing. An early exam must be taken within one week of its scheduled time.

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 (9-11) 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+	87 - 89	3.3
B	83 - 86	3.0
B -	77 - 79	2.7
C+	70 - 76	2.3
C	73 - 69	2.0

C -	70 - 72	1.7
D+	67 - 69	1.3
D	63 - 66	1.0
D -	60 - 62	0.7
F	0 - 59	0.0

Graduation

Twenty-four high school credits are required for graduation. Each full year course is worth 1 credit. A failing grade earns zero 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
- 4 credits of Arabic or a foreign language
- 2 credits of physical education and health
- 1 credits of fine arts
- Electives as needed

Transferring Grades

High school students may transfer grades from other recognized schools. Any number of courses may be transferred as long as the student received a passing grade of at least a “D-”. Grades below a “D-” will not be transferred. Transferable courses that do not satisfy The WellSpring School requirements will be transferred as electives. A student’s GPA will be calculated only from courses taken at The WellSpring School.

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 it may 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.

Students must arrive by 7:50 to attend the morning assembly. Students who arrive at school late must check in at the front desk before being admitted to class. Students will not be admitted to class without a note from the front office. Those who arrive after 11:00 AM must check in at the school office but will be counted absent for a half day.

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.
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. Students in grades 9-12 may go home by themselves with parental permission.

4. The student must sign 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

If a student becomes ill at school, parents will be notified and are expected to pick up their ill child immediately. A student who has been sent home 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 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.

Withdrawal

Withdrawal is the early removal of a student from the school roster. Parents must notify the teacher and the school office at least two weeks prior to the date that the student plans to leave. Students withdrawing more than four weeks prior to the end of the semester will not receive credit for the full semester.

Tardiness

Students are expected to be at school on time (7:50 a.m.). 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 RenWeb 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 after three tardies.

Truancy

Students who skip class on their own initiative will receive no credit for any work missed. Students will receive a deduction of one percentage point in all subject areas for each half-day truant, and will be subject to The WellSpring School discipline policy.

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.

Cheating

Academic cheating includes lying, stealing or copying another's work, possession of tests or teacher materials prior to the assignment or test, and plagiarism. Copying part or all of another student's homework is considered cheating. Cooperative efforts on homework are allowed only with a teacher's direct permission.

Plagiarism is the "deliberate" use of "someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source. Using material from another source such as but not limited to a book or the internet without proper acknowledgement is considered plagiarism.

Students caught cheating may receive a zero on that assignment or test and their parents notified. A student who assists another in cheating may also receive a zero. Secondary students who cheat on a final exam will receive a score of zero for the exam. Students who falsify a parent's signature or alter grades will be suspended on the first offense.

Chewing Gum, Food, and Drink

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

Bus Transportation

Bus transportation is 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 who do not abide by the expected behavior may be subject to losing their bus-riding privileges for a specified time with no monetary refund.

Dress Code

Students are expected to wear school uniforms 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.

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. Shoes must be appropriate for school, safe for travel between classes, safe on stairways, and appropriate for climate and weather. A student may need to bring a change of shoes for activities like recess and physical education. Shoes should be closed toe shoes. Sport sandals or flip flops are not appropriate. Hair should be neat and kept clean. Extreme hairstyles, excessive jewelry, and excessive make-up are not permitted.

Violators of the dress code will be required to change clothing before going to class. Parents may also be contacted, and the student may be sent home to change clothes.

Electronic Devices

Use of electronic devices (except secondary tablets) is not permitted during school hours. If used, such items will be confiscated and the student may retrieve them at a later time. Mobile phones should remain in a student's backpack all day. Emergency phone use can happen with the teacher's permission in the main office.

Language

Students of many national and ethnic backgrounds attend The WellSpring School. English is the school's common community language. Students are expected to use English throughout the school day (during class, between classes, and during breaks). Exceptions include language classes and speaking with Arab nationals and when Arabic is the language of instruction. .

Pets and Animals

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

Bullying and Violence

The WellSpring School takes the emotional and physical safety of its students very seriously. Any instances of bullying, violence, intentional exclusion, harassment and threatening of students will be treated with serious consequences, possibly including expulsion. All students of all ages have the right to be treated fairly and respectfully. The WellSpring School will not tolerate bullying in any form.

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.

Private Property and School Property

Students are expected to respect the property of others and the school's property. Full reimbursement will 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 may receive a detention and parents will be notified. Subsequent offenses may result in suspension or expulsion.

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.

Tobacco, Alcohol, and Drugs

Use or possession of unauthorized drugs, narcotics, tobacco, alcohol or other dangerous substances of any kind is considered a serious offense, whether on or off campus. Students who violate this regulation will be suspended from school on the first offense. A conference between parents and administrators will be required as a condition for re-admission. Subsequent offenses may result in expulsion.

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.

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. In addition, student behavior is typically a reflection of internal feelings. It is our desire to help foster an environment that 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, abuse, or cheating, the student may be sent out immediately.

Elementary Discipline

Classroom teachers bear the initial responsibility of discipline with the goal of developing character and principles in the life of each student. Elementary classroom teachers establish 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 **show respect, be responsible, and be ready** to learn. How do students show this?

Respect:

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 other's learning
2. Turn in all assignments on time- done neatly and completely

Ready:

1. Be prepared for each class with all supplies ready
2. Sit up and look at the teacher during instruction

In enforcing the classroom standards, 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 discipline: admonition, correction, warnings, and rebukes
2. Denial of privileges: various privileges will be taken away from the student
3. Withdrawal: the student will be sent out of the classroom or otherwise removed from the rest of the class.
4. Silent Break/Lunch: students assigned to an adult-supervised room during the lunch period
5. Written discipline: note sent home requiring a parent's signature.

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 (see examples above), 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

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.

The following consequences will take place for Yellow Cards (per quarter):

1. 1st and 2nd Yellow Card – Serve as written warnings.
2. 3rd Yellow Card – Lunch detention and a letter home to parents.
3. 4th Yellow Card – 1 week of lunch detention and a second letter home to parents.
4. 5th Yellow Card – Parent meeting and appropriate consequences determined including the Ministry of Education documentation.
5. Subsequent Yellow Cards may result in suspension based on the standards of the Ministry of Education.

Green Card –

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

Blue Card –

These cards are used to record uniform violations and tardiness. Persistent issues with these areas will result in parental communication and possible discipline.

Red Card –

There are also situations which Blue or 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. Clothing worn on field trips must conform to the school dress code. Extra fees may be charged to cover field trip expenses.

Clubs

After school clubs are formed at the beginning of each semester. Examples of these clubs may include chess, photography, drama, art, cross-country, robotics, volleyball, football, and Math Olympics.

OTHER INFORMATION

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 technology for student use. All school computers are part of a local network, and most of them have internet access. Students in grades 6-12 are issued a school tablet. Students are responsible for the care of the tablet. Should a tablet be lost or broken, the student will be charged a replacement fee. Teachers in grades KG-5 may choose to check out a set of tablets for use by their students under direct supervision. There are also computers at other locations in the school building to provide a high degree of computer access for instruction, research, and projects. Any student found misusing school technology may lose the privilege of using the equipment and will be charged for any damage incurred.

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.

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 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.

Open House

An 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.

Student Pick-up

Parents are responsible to make arrangements to have their children picked up from school on time. A student wishing to stay after school must obtain staff permission and remain in the area designated by that staff member.

If siblings are enrolled in the school and one child is staying after school for an activity, it is the responsibility of the parent to arrange for the other child to be picked up at the end of the school day. School staff will not be responsible for taking care of the child not involved in the after-school activity.

Visitors

Visiting parents and other school visitors must check in with the office and with the guards to receive a parent or visitor badge before entering the school. Staff in the reception office can provide visitors with information or help visitors contact staff members.

Former students, alumni, and friends will only be allowed to attend classes if permission is granted by the administration. These visitors must meet all behavioral and dress code regulations of The WellSpring School. They must check in with the school office and the guards as soon as they arrive so that their whereabouts will be known should they need to be contacted. Visitors must check out when leaving the building.

Signature Page

Please print and give a signed copy to your classroom or advisory teacher indicating that you are aware of the content of this handbook and agree to follow the policies and procedures included.

Parent Signature

Secondary Student Signature

Date