



Cambridge International School

“NOT TO BE SERVED BUT TO SERVE”



**WELLSPRING ACADEMY
STUDENT HANDBOOK
2015-2016**

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INTRODUCTION

The Wellspring Academy community extends you a warm welcome. We are thankful for your trust and look forward to guiding and serving you in the years to come.

This handbook describes expectations for behavior and conduct in the Wellspring Academy community and outlines the procedures to be followed when these expectations are not met. It is your road map, containing the policies and procedures that will guide you as a student while you live and grow in this community of Wellspring Academy.

Wellspring Academy started in 2007 with a Vision:

“To produce a new generation of servant Leaders to bless Rwanda and display the best of Rwanda to the world” Since 2007, Wellspring Academy has been a strong school and one of the best performing schools at the national level.

In the effort to have the School vision realized, Wellspring Academy decided to shift from delivering the Local Curriculum to Cambridge International Examinations administered by Cambridge University from 2014.

The implementation of an internationally recognized curriculum with International standards will better prepare the Wellspring Academy students to meet the mission of the School which is to “Educate and equip students to become highly skilled, Godly leaders and agents of Community transformation”.

WELLSPRING ACADEMY MISSION & VISION

The Vision: The Vision of Wellspring Academy is to produce a new generation of servant leaders to bless Rwanda and display the best of Rwanda to the world.

The Mission: The mission of Wellspring Academy is to educate and equip students to become highly skilled, godly leaders and agents of Community transformation.

PHILOSOPHY OF EDUCATION

The Student: Each Student is a unique individual, created in God's image. Each student has aptitudes and abilities in many areas; spiritual, mental, social and physical.

The School: A Christian school is a complement to home and church; Wellspring Academy seeks to nurture the growth of young people in a Godly direction in every area of life- spiritual, mental, physical and social as exemplified in the life of Jesus. As a Christian school, the entire educational program is directly related to the truths and principles put forth in the Bible. The ultimate aim of the educational program is to prepare and train young people to serve and glorify God as servant Leaders in their communities and in the world.

To foster spiritual growth, every day before Lessons start, all students *gather* together with their home room teacher for a 15 minute devotion where they share *prayer* requests, bible verses, testimonies, and pray for the day.

STATEMENT OF FAITH

1. We believe the Scriptures to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of mankind, and the divine and final authority for all Christian faith and life (2 Timothy 3: 16)
2. We believe in one God, Creator of all things, infinitely perfect, eternally existing in three persons: the Father, The Son and the Holy Spirit (Matthew 28: 19)
3. We believe Jesus Christ is true God and man, conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross as a sacrifice for our sins according to the scriptures. He arose bodily from the dead, ascended into Heaven and sits at the right hand of the Majesty on high. He is our advocate and High Priest (1 Corinthians 15: 3,4)
4. We believe that man was created in the image of God, but fell into sin and is lost. Only through regeneration by the Holy Spirit can salvation be obtained (Romans 5: 12)

5. We believe that the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe, and only such as receive Jesus Christ, are born of the Holy Spirit and thus become believers and the children of God (John 3:3; John 1; 12; John 3: 16)

6. We believe in the second coming of Jesus Christ and that this blessed hope has a vital bearing on the personal life and service of the believer (1 Thessalonians 4:13-18)

7. We believe in the bodily resurrection of the dead; of the believer to everlasting joy with the Lord, and the unbeliever to judgment and everlasting punishment. (1Corinthians 15: 51-54)

KEY STRATEGIC OBJECTIVES:

1. To maintain an active spiritual perspective on the life of the school
2. To achieve high national and international academic standards
3. To continue to refine our aims, objectives and working practices towards the realization of our School Vision and Mission.
4. To strengthen financial viability and to implement the best future shape for the school (facilities, location, size)
5. To provide opportunities for individual and collaborative staff development.
6. To ensure that the school fulfills its objectives through effective evaluations systems.

CORE VALUES

Wellspring Academy is committed to the following core values:

1. The Bible as the Word of God and the source of definition of all truth and morality. The biblical worldview is the reference for the curriculum development, behavior and life outlook given to the student.

2. Excellence: Wellspring Academy aims at fostering a spirit of excellence in:

i) **Academics:** Wellspring Academy strives to provide an academic program that integrates God's word with every part of the curriculum and maintains the highest accreditation standards

ii) **Spiritual Life:** Wellspring Academy desires to be a community of believers where people are authentically impacted and receive God's grace.

iii) **Life on Campus:** The support, care and concern of the Wellspring Academy community for each other seek to demonstrate the practical outworking of Christian faith.

iv) **Finances:** Wellspring Academy is accountable and transparent in its financial operations.

v) **Staffing:** Wellspring Academy seeks staff that are qualified spiritually, intellectually and professionally and who are called to join the Academy in fulfilling its mission.

3. Social Responsibility: Wellspring Academy strives to produce citizens with a high sense of social responsibility characterized by:

i) A sense of responsibility towards individual, school, public properties,

ii) A sense of care and service towards each other's needs at the physical, spiritual and psychological levels

iii) Commitment to Biblical values of family, community and nation

4. Spiritual Development: Wellspring Academy endeavors to help every student to

i) Develop a living relationship with Jesus Christ

ii) Discover and develop his/her God given talents and calling

iii) Take part in making God known

5. Stewardship of Resources, Talents and Environment: Wellspring Academy makes every effort to foster the spirit of integrity, honesty, accountability and transparency in the management of resources and talents. The staff and management will be the embodiment of that spirit.

ACADEMIC POLICY

1. Wellspring Academy is committed to developing and maintaining a high academic standard in which recognizing the nature and character of God is central to understanding of all areas of the curriculum.
2. The aims and objectives of the Rwanda Government Curriculum will be strictly adhered to so that children's knowledge and understanding all areas progresses in a comparable way to that of other schools.
3. The curriculum will be complemented by accredited international literacy and numeracy programs which encourage the problem solving and critical thinking skills essential for developing leaders.
4. The curriculum will consist of units of work which have been prepared after much thought and prayer in order to develop concepts as they relate to the character of God and His purpose for our lives.
5. In order to maintain a high academic standard all classes in Wellspring Academy are limited to 26 children. This maximizes the time teachers can spend with each child enabling them to differentiate learning as they recognize and nurture each child's individual God given talents.
6. Teachers will use a variety of teaching learning strategies based on Biblical principles including not just traditional methods, but those encouraging active participation and development of cognitive skills.
7. The aims and objectives in the planning process will include
 - Values and attitudes (recognizing the nature and character of God within the topic)
 - Cognitive, social, emotional and physical skills related to the topic area
 - Knowledge related to the particular topic area
 - Understanding of the topic area and the processes within it
 - Wisdom-how to respond to the revelation God gives in this areas

ACADEMIC PROBATION:

Academic Probation will be considered for any student receiving 2 or more grades below a C on their end of year report card.

Academic Probation may impact re-enrollment or placement for the following school year and will be utilized as deemed necessary by the teacher/administration.

BEHAVIOUR MANAGEMENT

1. The Discipline Policy is embodied in the vision and mission of Wellspring Academy.
2. In order for the best of Rwanda to be displayed to the world and for students to become highly skilled, Godly leaders and agents of community transformation, they should strive to;
 - demonstrate the characteristics of servant hood,
 - be an example to others
 - Take responsibility and consequences for their actions.
3. The Discipline Policy is founded on Biblical Principles with focus on developing;
 - each child’s potential to become the person God intended them to be,
 - good relationships as benefits strong healthy communities
 - a life which demonstrates the practical outworking of:
 - the commandment “**Love your God with all your heart your soul and your mind, and love your neighbor as yourself**”
 - the school motto “**not to be served but to serve**”
4. All students shall exercise self-discipline in order to keep the rules of the school, respect and to obey those in authority. To maintain the trust of students, staff members will respect and be accountable to guiding practices in their positions of authority.
5. The teachers shall take responsibility for effective and appropriate corrective measures required for maintaining behavior according to the Wellspring.

STUDENT COUNCIL

The Student Council is composed of elected student representatives and a liaison teacher. It has a highly active and functional role. Its purpose is not to govern the students, but in collaboration with the liaison teacher, serve as a bridge between the student body and the administration.

Students can feel free to approach prefects with suggestions and/ or concerns which will be presented at council meetings or directly to administration.

DISCIPLINE POLICY

1. Students who persistently fail to adhere to the standards as set out in the discipline policy or are involved in a serious violation of standards may be suspended by the Principal pending consideration by the Board.
2. The policy is based, not on punishment, but on developing responsibility and recognizing how all actions have consequences. Appropriate sanctions and consequences will succeed unacceptable and acceptable behavior. The emphasis is on
 - Openly admitting mistakes and taking the consequences (confession, contrition, amendment)
 - Learning from mistakes and moving on
 - Recognizing how learning has taken place
 - Celebrating growth and achievements
3. These children are the treasure which God has entrusted to us to develop their potential and encourage them in fruitful lives.

Guidance and Discipline Approach

At Wellspring Academy we believe that a child's social, emotional, academic and spiritual growth is best developed through a strong, safe school community.

We believe that individual classrooms are the primary influence on children's school life, their learning and their overall development and that consistency in climate and expectations between classrooms and the school at large is vital.

Children learn at their best when adults work together to achieve this consistency. We refer to this as the Responsive Classroom Approach

Principles of the Responsive Classroom Approach include:

- How children are taught is as important as what they are taught: Process and content go hand in hand.
- The greatest cognitive growth occurs through social interaction.
- To be successful spiritually, academically and socially, children need a well developed set of social skills and Godly values: accountability, leadership, cooperation, assertion, responsibility, empathy, and self-control.
- We must know our children individually, culturally, and developmentally.
- We must work with families as partners.
- Adults in the school must work together effectively in a trusting and respectful environment.

Wellspring Academy has comprehensive classroom and school-wide systems for teaching positive behaviors and Godly values:

- **Morning Devotion:** Gathering as a whole class to greet one another, pray together, share news and announcements.
- **Classroom rule creation:** Students learn to create meaningful rules that allow all class members to articulate and meet their learning goals.
- **Interactive modeling:** A strategy for teaching positive behaviors that includes describing the behavior, modeling the behavior, having students tell what they notice, having students model the behavior, student practice, and feedback.
- **Positive Teacher language:** Teachers use words and voice tone that are reinforcing, reminding, and redirecting as appropriate.
- **Logical consequences:** Misbehavior is responded to in a way that allows children to fix and learn from their mistakes while preserving their dignity while also maintaining firm limits. The consequences depend on the situation and the individual child.
- **Classroom Take-A-Break:** Children follow an established routine to take a break in the classroom as needed to prevent a behavior problem or catch it in the early stages. This is a non-punitive response so children may regain self-control and re-enter the learning environment.
- **A temporary change of classroom:** Sometimes students benefit from taking- a- break in another classroom.

Individualized Guidance Plan: Children with identified needs and corresponding plans will have their plans implemented as agreed upon by their supporting staff team.

The purpose of individual plans is to help the child meet the expectations knowing they may need additional or different support than other children.

Additional Supporting Strategies

At times students may not respond positively to initial guiding strategies. In these cases the following strategies may be used:

- Additional small group meetings between student and teachers..
- Meeting with the child and parents to identify strategies.
- Problem solving conference with the School Principal and the parent.

When a child is disruptive to the learning of other children the Teacher may immediately:

- If a child continues to be disruptive in the Classroom, the Teacher may call the Deputy Principal for assistance. The child will then go to the office to discuss the matter with the Deputy-principal.
- As soon as the child is calm and the Teacher and the Principal are available a conference will be held to understand what happened. Teachers and administration will discuss the appropriate next steps which may include contact with the parents and additional logical consequences and /or the development of a plan.

Aggressive Behavior

When a child has demonstrated hurtful, rude, or aggressive verbal or physical behavior it is essential that the student, the person observing the behavior, the classroom teacher and, when appropriate the principal meet in a private setting to:

- Recap what occurred,
- Identify the rule violated and the real and/or potential impact of the behavior,
- Agree on a course of action that may be minimal to comprehensive,
- Notification of parents will always be included (by the classroom teacher or Principal if appropriate).

Lunch & Break:

Lunch is a great place for children to develop self-control because it requires that children are able to demonstrate self-control. This is difficult for children at times for a variety of reasons (being tagged or “out” in a game, waiting their turn, anxiety regarding an activity, “annoying” behavior by another child, etc.).

Playground Rules:

- Follow the instructions of the adults on duty
- Be safe
- Be kind to others
- Take care of materials, toys and equipment
- Include others in conversations, games and play.

Make your best effort. Rules will be reviewed with the students at the start of the year and as needed throughout the year. Teachers will use reinforcing language during and at the end of break and lunch to help children master positive behaviors. Teachers will use reminding language prior to break or lunch if they anticipate the children need this queuing. They will also use reminding language if they observe behavior that is escalating.

Teachers will use redirecting language when a child has misbehaved. A Take-A-Break spot will be established on the playground and in the dining hall in view of the Teacher on duty.

Break and lunch need to be a safe place for all children. Therefore, at Wellspring Academy we will not allow children to be verbally rude (including exclusion) or physically aggressive with other children. A child will be directed to stop the behavior and directed to Take-A-Break on the playground or in the dining hall (the child may go to the office if warranted). The supervising adult will immediately let the office know that a conference is needed with the student, the person observing the behavior, the classroom teacher and the school principal as soon as possible to:

- Recap what occurred,
- Identify the rule violated and the real and/or potential impact of the behavior,
- Agree on a course of action that may be minimal to comprehensive,
- Notify parents about the incident.

RULES AND CODE OF BEHAVIOUR

These will be discussed from the Biblical standpoint in class time and in assembly themes throughout the year so all children view them in a positive

light towards building the community of God's people, through unity uniqueness, service and stewardship

1. In the classroom, school building, when waiting for the toilet, going to assembly or parade or when lining up-Students will be expected to;
 - Walk Quietly (Running is only permitted on the play grounds)
 - Refrain from silly and loud behaviors
2. Children will line up in their classes for assembly and all classes.
3. Children will be encouraged to visit the toilet at break and lunch time to minimize class disruptions.
4. Complete clean, repaired school uniform will be worn at all times in the appropriate manner. (fully buttoned, tucked in etc)
5. Chewing of gum or food will not be permitted, expect during break or lunch time.
6. Litter will never be dropped on any part of the school premises. All members of the school community will be responsible for ensuring that litter (in particular their own) is placed in the bins provided.
7. Children will not waste school resources but use them responsibly

PLAYGROUND RULES

1. No fighting, play fighting or bullying.

At Wellspring Academy, we believe that this is unacceptable. Bullying is diametrically opposed to the mission and vision of wellspring Academy and it will not be tolerated. While protection of the victim is of paramount importance in all bullying cases, Wellspring Academy believes that special attention must also be paid to the underlying spiritual issues at play in the heart of the one doing the bullying. Accordingly, though there is "zero tolerance" for bullying, steps will be taken to attempt to restore relationships and win hearts along the way. Should a student experience or witness bullying, it is vital that it be brought to a teacher's or administrator's attention.
2. Students should refrain from throwing stones, sand or food

3. Students should refrain from climbing trees, fences or any equipment not intended for climbing
4. Children should refrain from arguing, play well together and include others in their games appropriately
5. Children should NEVER leave the school grounds without an adult accompanying them
6. When eating children should SIT. They should not walk around eating or with food in their hands or while drinking
7. When children have finished eating they should tidy up an mess, including mess on the floor
8. Only playtime equipment should be played with at play time. (DO NOT take sports equipment out of the sports cupboard). Return any play equipment back to the correct place at the end of play time. Children should help with this.

GOOD MANNERS AND COMMON COURTESY

1. Children should call all staff and other adults by their name eg: Mrs.
2. Children should call each other by their proper names at all times
3. Children should not stand or walk around with hands in their pockets
4. Children should open doors for one another and allow each other to go first
5. Children should stand aside in corridors and on stairs for adults to pass.
6. Children should not interrupt others when they are in conversation
7. Staff and children should say “Good morning/good afternoon to each other and to visitors”
8. All staff and children should say “Please and thank you”
9. Please knock on doors before entering
10. Children should respond quickly and positively to any instructions given by staff
11. Children should not argue with administrators, teachers or supporting staff or question rudely any instructions given to them.
12. No one should use improper language
13. All staff and children should respect each other and each other belongings
14. All school property will be treated with respect.

15. Sniffing is considered bad manners-children should be encouraged to blow their

DRESS AND APPEARANCE

Students are required to appear neat, tidy and clean at all times and must be dressed in the **correct school uniform**.

No adjustments are allowed to be made on the school Uniform. Complete school uniform should be worn appropriately at all the time.

Boys' shirts and sport t-shirts are to be tucked in at all times. No T-shirt may be worn under the school shirt.

Ties must be tied, neatly pulled up to the collar of the shirt.

Plain black shoes have to be worn. Shoes should be polished.

The standard school socks should be worn. No white or other colored socks may be worn.

Jewellery

Watches may be worn, but no other jewellery is permitted.

No bracelets may be worn.

Hair must be kept clean and tidy and of natural-looking colour.

Make-up No make-up may be worn.

No artificial nails are allowed. Nails are to be kept short and clean. No nail polish is allowed. The nail may not exceed the top of the finger in length.

Chewing gum: Chewing gum is prohibited.

CELLPHONES

Student use of cell phones or other electronic communication devices is strictly prohibited at school.

In the interest of preserving both academic integrity and a conducive instructional environment, any necessary student communication should be made through the school *Office*. There is a school phone available in the *school administration Office* should the need arise to contact a parent during the school day. If a parent should need to contact his/her child, a message may be left with the school office to be relayed to the student in an appropriate and timely manner.

Violation of this policy will result in immediate confiscation of the device.

A confiscated item must be reclaimed in the main office by the parent during normal office hours.

Subsequent violations will require a parent conference.

GENERAL ATTENDANCE POLICY

Wellspring Academy students are expected to attend classes for the full school day.

A missed classroom experience cannot be recaptured although the missed assignments may be completed.

In cases of excused absences or excused tardies, it is the responsibility of the student to get the assignments.

If a student misses class on the day of a test or quiz, they should be prepared to take that test or quiz upon their return.

Students are expected to take the initiative to consult with their teacher upon their return. If a student misses class on the day homework is due, that assignment is due the day they return.

EXCUSED ABSENCES

- **Excused absences include:** sickness, doctor or dental appointment, death in family, court summons, planned absences, and extenuating circumstances approved by the administration.
- **To have an absence excused,** students must take a note to the school Office/teacher and exchange it for an admit slip that allows entry to classes. **The note written by a parent must include: student's first and last name, date of absence, reason for absence and parent's signature.** Failure to bring a note will result in an infraction.

- **Make-up work: It is the responsibility of the student to obtain the assignments missed.** A student will be allowed one class day to turn make-up work for each class day absent. The student must meet with the teacher to schedule a time for test make-up.
- **It's the parents' responsibility to call the teacher/ school office and inform the absence of their child/ children to the school.**

TARDINESS

- All students will be expected to arrive in school between 7am and 7h15. The gate will be closed at exactly 7h15.
- Students who arrive late to school **must** report to the school office and check-in **before** entering their homeroom or classroom. An infraction will initially be given for an unexcused tardy.
- **Excused tardies include:** sickness, doctor or dental appointment, death in family, court summons, authorized college visits, planned absences, and extenuating circumstances approved by the administration.
- If a teacher detains a student, the student must obtain a written excuse from that teacher in order to enter the next class without penalty.
- If a student enters the classroom **without** a written excuse from the office or another teacher, the tardy is considered **unexcused** and the student will receive an infraction from the classroom teacher.
- If a student skips a class or is dismissed from class because of unsatisfactory behavior, the absence is considered **unexcused** and may warrant further disciplinary action.
- A student who will be late for school for more than 3 times a month, his/her parents will be notified by the school either by a phone call or a letter, a conference will be organized. In case of persistence, other measures will be taken.

FAMILY COMMITMENT

All families with children at Wellspring Academy are expected to agree to the following commitment.

1. I have carefully examined and endorse the Mission statement and statement of faith of Wellspring Academy and desire the school to work with me in the total education of my children.
2. In accordance to the Philosophy and statement of faith of Wellspring Academy, I and my student(s) will maintain active Involvement in its implementation.
3. I pledge loyalty to the aims and ideals of Wellspring Academy and I will bring any concern to the school administration so that they may be properly considered by those in authority.
4. If for any reason my child does not meet the academic requirements or cooperate with the disciplinary standards in accordance with the student Handbook, I will cooperate with the school administration as it handles these situations and will avoid discussion with those not involved, so as to avert a spirit of dissension and division at either my child's or school's expense. Wellspring reserves the right to dismiss, suspend or otherwise discipline any student who does not adhere to the standards stated in the student handbook as determined by the administration.
5. I understand that if my child possess or uses alcoholic beverages, illegal drugs or tobacco products or involved in illegal activity at or away from school he/she may be dismissed from school or subject to other disciplinary measures at the discretion of the administration. I also accept my parental duty to supervise any off-campus activities that take place in my home.
6. I understand that Wellspring Academy retains the right and sole discretion to request, and thereafter require the withdrawal and/or termination of a student in the event that their actions, or actions of their parent or guardian, (either on or off campus) are contrary to school goals, objectives and mission. I further understand that student dismissal may also occur if the actions of a student, parent or guardian

reflect a lack of cooperation intent with the school in its efforts to achieve its goals, objectives, principles and mission.

7. I have read and agree with the Statement of Faith of Wellspring Academy. I understand that if my beliefs change in contradiction to this Statement of Faith or any preceding article in this agreement, I must notify the school. I further understand that if Wellspring Academy observes anything in my words, actions, or attitudes that evidence my failure to comply with or support the foregoing, I may be asked to give explanation, and the enrollment of my student(s) may be terminated.

FAMILY COMMITMENT

Please read, sign and return to the school the following agreement;

1. I have carefully examined and endorse the Mission statement and statement of faith of Wellspring Academy and desire the school to work with me in the total education of my children.
2. In accordance to the Philosophy and statement of faith of Wellspring Academy, I and my student(s) will maintain active Involvement in its implementation.
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7. I have read and agree with the Statement of Faith of Wellspring Academy. I understand that if my beliefs change in contradiction to this Statement of Faith or any preceding article in this agreement, I must notify the school. I further understand that if Wellspring Academy observes anything in my words, actions, or attitudes that evidence my

failure to comply with or support the foregoing, I may be asked to give explanation, and the enrollment of my student(s) may be terminated.

PARENT/STUDENT, STATEMENT OF COOPERATION

Knowing that cooperation with the school system is necessary; we have reviewed this handbook together and agree to support the policies and guidelines found within.

We endorse the Statement of Faith and will support the perspective of Wellspring Academy in all areas of school life.

Print student name

Grade

STUDENT SIGNATURE

Date

Print parent/guardian name

PARENT/GUARDIAN SIGNATURE

Date