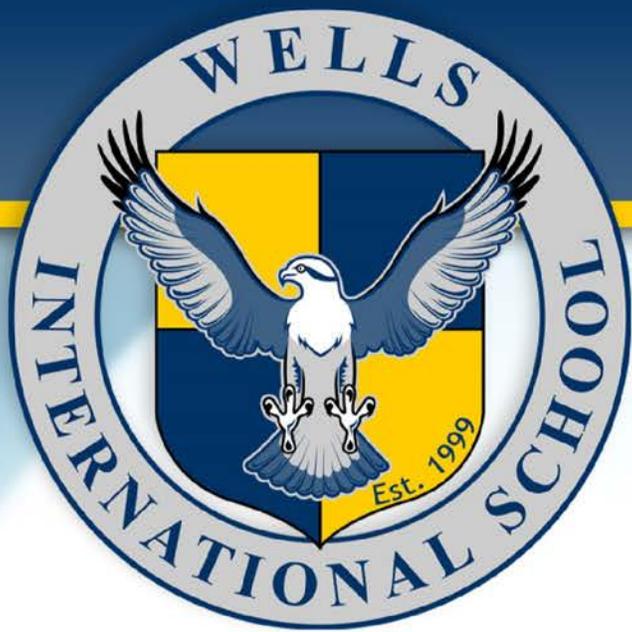


*Changing the world,
one student at a time...*



2014-2015 Student & Parent Handbook



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OVERVIEW & KEY INFORMATION

In the modern, increasingly interdependent and complex world, an international education is an absolute necessity—a balanced education, teaching not only to the mind, but also to the heart. It is vital to begin such an international experience from early childhood.

At Wells International School, we understand the importance of such a learning experience. We believe that, while each child is unique, there are qualities that each will need in order to join global society. All students need to learn respect for themselves as well as others, attain open-mindedness and tolerance and acquire the ability to take responsibility for their actions. We try to promote such qualities by providing a truly international education, helping each child attain a multi-cultural perspective while encouraging each to appreciate his or her own unique cultural background.

Constantly striving for academic excellence, we encourage students to become life-long learners by helping them develop necessary attitudes and skills, ensuring their success in the global international community of tomorrow.

This Student & Parent Handbook—intended for Grades 1-12—is not meant to be a complete collection of all school policies, documents and procedures, but rather an overview of the information essential to a productive and rewarding experience at Wells International School. Additionally, it is intended to be a living document—one that contains references and links to outside information. It may thus be considered a guidebook, as it provides the means to discover additional resources on the school website and internet.

School Website	http://wells-school.com/ PowerSchool: Connect drop-down menu
Campus Maps	http://wells-school.com/contact-us
Facebook Page	http://facebook.com/wellsschool
Twitter Feed	http://twitter.com/wellsschool (@wellsschool)



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1.00 GOALS OF WELLS INTERNATIONAL SCHOOL

1.10 Educational Philosophy

- 1.11 Being student at Wells International School (WIS) requires a great deal of dedication, organization and diligence. Wells is dedicated to providing a world-class education, and it thus maintains high standards for all members of the community. As students, your ability to meet—or even exceed—those standards will ultimately depend on the amount of passion and effort you put into your studies.
- 1.12 Our goal as a school is to not only provide the highest quality of academics, but to also help you develop a feeling of self-worth and desire to always do your best. Wells International School is fully committed to helping you develop your strengths and interests.

1.20 Mission Statement & Vision

- 1.21 Mission Statement: The mission of Wells International School is to deliver a quality college-preparatory education to a diverse, international group of students in a nurturing environment of creativity and discovery, which inspires a passion for learning, fosters a sense of wonder and curiosity, and teaches responsible global citizenship through a collaboration between the home and school community.
- 1.22 Vision: The vision of Wells International School is to be globally recognized for its supportive and innovative educational programs that empower each student to achieve his or her highest potential.

1.30 Expected School-wide Learning Results (ESLRs)

In addition to the content and skills learned in the classroom, we expect all students to ultimately demonstrate that they have met the WIS Expected School-wide Learning Results (ESLRs)—six skill areas that the Wells community feels are essential to success in WIS and beyond. In addition to measuring students' understanding of these skills in regular classroom assessments, we measure progress through the ESLR Program, community service and similar means.

1.31 *Critical Thinking and Problem Solving*

- A. We are able to apply the scientific method appropriately.
- B. We think critically before arriving at conclusions.
- C. We approach problems systematically.
- D. We constantly learn strategies required to solve complex problems.

1.32 *Effective Communication*

- A. We are confident to speak in the English language.
- B. We use both verbal and non-verbal skills to interact with others.
- C. We express our thoughts and emotions in simple and clear language.
- D. We listen intently so that we can understand what others are saying.
- E. We use a variety of communication channels.
- F. We are sensitive to cultural differences in our conversations.

1.33 *Health and Hygiene Awareness*

- A. We are emotionally and mentally content.
- B. We understand how our bodies function.
- C. We know how to care for our bodies.



- D. We regularly consume healthy, nutritious food.
- E. We recognize and avoid the dangers of substance abuse.
- 1.34 *Information and Computer Technology (ICT) Proficiency*
- A. We use computers for learning.
- B. We use computers to enhance communication.
- C. We recognize the harms of misusing technology.
- D. We confidently learn about new technology.
- 1.35 *Responsible Global Citizenship*
- A. We love and care for the environment.
- B. We follow rules to live in harmony with everyone.
- C. We are responsible individuals.
- D. We respect and appreciate people from different cultural backgrounds.
- E. We respect our parents, teachers and friends.
- 1.36 *Thai Language and Culture Awareness*
- A. We honor the King and the Hymn to the Royal Family.
- B. We show respect to the national anthem.
- C. We express appreciation of Thai culture and art.
- D. We take part in activities that promote Thai culture and heritage.

2.00 GENERAL CAMPUS POLICIES

2.10 Campus Visitors

Parents and others are welcome to visit the school during normal school hours. However, to ensure the safety of students and staff, all visitors are required to sign in at the main entrance and receive a visitor's badge in order to enter the main campus area. Parents should note that unless they have an appointment with a teacher or other staff member, they will generally not be allowed to enter the main campus area during regular school hours.

2.20 Questions and Concerns

Any questions or concerns about buses, facilities, scheduling or other related areas can be directed to the main office. If you have a concern about anything related to academics, please take the following steps:

- First and foremost, speak to the **teacher!** All teachers at WIS want you to succeed, and if you have a concern about a class, please speak to that teacher directly.
- Second, if an issue cannot be resolved with the teacher, speak to the teacher's **department head** (or the **head teacher** at the primary level).
- Third, if the issue is still not resolved, speak to the **principal**.
- Fourth, if the issue is still not resolved, speak to the **vice head** or **head of school**.

2.30 Student Exit Procedures

2.31 Parents picking up their children from the school must wait in the lobby, café or lounge for the official student dismissal. Each student will be released only to adults



officially authorized to do so in the student file unless a signed permission form, including the name of the person picking up the student, is provided.

- 2.32 WIS is a closed campus, and students are not allowed to leave once they have arrived on campus until the official dismissal. If a student needs to leave campus earlier, a parent or other authorized adult will need to provide a signed note. The student will need to complete a **Student Early Leave or Absence** form, available in the school office.

2.40 Student Records

- 2.41 Once enrolled in the WIS system, various records are kept on file regarding a student's academic history, school account(s), contact information, etc. All such records are considered *confidential* and shall not be released to any person or organization without the consent of the student's legal guardian.
- 2.42 If the student or his/her parents require any official documents from the school, including grade records, transcripts, certifications of enrollment, or others, an **Official Documents Request Form** should be completed.

3.00 GENERAL STUDENT POLICIES & PROCEDURES

3.10 Conduct & Responsibilities

As a member of the WIS community, your attitudes and actions in every situation will directly or indirectly affect your peers, students and the learning environment. All of the following policies should provide an outline of your basic responsibilities as a student at WIS:

3.11 Personal Conduct

- 3.11.1 School Ambassador: When wearing the WIS uniform—whether during or outside of regular school hours—you are representing the school and should act accordingly, upholding the school's reputation and philosophy. Be responsible, and think before you act!
- 3.11.2 Policy on Drug Use: As a minor, it is illegal for you to drink alcohol, smoke cigarettes or use any other illicit substances. Doing so on school premises or during a school-sponsored event is absolutely forbidden, and violations of this policy are grounds for severe disciplinary action.
- 3.11.3 Personal Relationships: While WIS understands that experimenting with relationships is a normal part of maturing, we encourage all students to avoid turning such relationships into a distraction for themselves or others. If this does occur, you may be required to receive counseling and/or meet with your parents and school officials. Use common sense!

3.12 Interactions with Others

- 3.12.1 Common Courtesy & Respect: Although we do not ask you to like all of your peers, WIS does require that you show respect to all others and demonstrate



common courtesy. Disrespectful comments or insults made in any public forum are unacceptable.¹

3.12.2 Aggressive Behavior: Any form of bullying, intimidation, harassment or assault is completely unacceptable and will be met with severe disciplinary consequences.

3.12.3 Respect for Adults: When addressing a staff member or other adult, you are expected to use appropriate titles such as Dr., Ajarn, Khun, Mr. or Miss.

3.12.4 Respect for School Authority: As a WIS students, you are required to follow the directions of all staff members, including administrators, teachers, drivers, maids and all others. As employees of WIS, each of these individuals represents the authority of the school.

3.12.5 Appropriate Response: If you feel that a school policy or an order from a WIS staff member is unfair or unjustified, do not simply refuse to follow it. The appropriate response is to first follow the rule or request and later speak to an administrator calmly and rationally.

3.13 Student Responsibilities

3.13.1 Uniform Dress Code & Personal Grooming:

- Females
 - Hair: Long hair must be tied back when required for subjects such as science and physical education.
 - Jewelry and accessories: Dangling earrings are not allowed for safety reasons, and accessories with inappropriate symbols or text should never be worn.
 - Formal uniform: When wearing the formal school uniform, the tie is *required*. If you choose to wear it, your tie must be raised high enough to cover the second button on the formal school shirt.
 - Skirt/skort: The skirt/skort should be no higher than 8 cm above the knee. Altering it without permission from WIS is unacceptable.
 - Open-toed footwear is not allowed.
- Males
 - Hair: While WIS is flexible in this respect, hairstyles must be short enough to avoid covering your face, eyes and ears. The back must not extend below the top of your shirt collar.
 - Jewelry and accessories: Dangling earrings are not allowed for safety reasons, and accessories with inappropriate symbols or text should never be worn.
 - Formal uniform: When wearing the formal school uniform, the tie is *required*. If you choose to wear it, the tie must be raised high enough to cover the second button on the formal school shirt.
 - Open-toed footwear is not allowed.

¹ Although Facebook and other websites are technically outside the school's control, you should understand that they are typically *public* forums, and anything you post thus becomes public. Therefore, any hurtful or aggressive comments directed toward other members of the Wells community may result in consequences at school.



- Physical Education
 - A WIS physical education uniform should be worn during physical education classes. If your P.E. uniform is being cleaned, you should bring a reasonable alternative change of clothing.
 - WIS requires that all students shower after P.E. classes. While we understand the nervousness you may have, private shower stalls are provided, and you should understand that physical activities do cause bad body odor.
 - Free-wear Days
 - On school days in which you are allowed to wear clothing other than the designated uniforms, any clothing must meet the above guidelines, and for females, must also not expose cleavage.
- 3.13.2 Respect for Thai Culture: All students should recognize that Thai customs and beliefs are an essential part of the WIS System. Regardless of personal opinions, respect should thus be shown in several areas:
- Flag-raising ceremony: Stand with your hands placed at your side and make an effort to sing the national anthem.
 - Wai: Try to make it a habit to wai adults, particularly visitors to the school, as a greeting and sign of respect.
 - Ceremonies and celebrations: Avoid making negative comments regarding Thai traditions and try to be positive and attentive during such events.
- 3.13.3 Absences: It is the responsibility of parents and students to inform the school of absences. If you know you will be absent in advance, you must fill out a **Student Early Leave or Absence** form (available in the office) and speak to each of your teachers in order to receive any assignments. If this form has not been filled out, you must bring a signed note from a parent or physician.
- 3.13.4 Electronic Devices: Cell phones, smart phones, iPads and similar electronic devices *are* allowed on campus for secondary students and can be used during break periods. (It is recommended that primary students *not* bring these devices.) However, they cannot be used during class times unless teachers give permission for you to use them for class purposes. If you use an electronic device without permission during class time—including outside of the classroom—any staff member has the authority to confiscate the device, which will be held for a period of three days or until a parent or guardian comes to the school to pick it up.
- 3.14 Homeroom
- 3.14.1 Homerooms are intended to provide you with important news and updates, and also give you a chance to talk to your homeroom teacher about any difficulties or issues you may be having. You should check into your homeroom in the morning and check out in the afternoon. Any information you do not received as a result of missing homeroom is *your* responsibility.
- 3.14.2 During morning assemblies, you should follow your homeroom instructor to the front courtyard quietly and line up in an orderly fashion. When the Thai



national anthem plays, you should stand straight with your arms resting on your sides. You should also remain quiet during the flag-raising ceremony and announcements.

4.00 FACILITIES POLICIES & PROCEDURES

4.10 General Guidelines (Also see: 6.00 Discipline Policies)

4.11 Respect for School Property

- 4.11.1 Please make an effort to keep the school clean by disposing of trash in the available trash bins.
- 4.11.2 The outside of lockers are not to be decorated. You may put photos and other appropriate decorations on the inside of your locker door.
- 4.12.3 Damaging any school property, including your locker or the lockers of others, may result in severe disciplinary action. Any costs related to the damage will be billed to your account.

4.20 Office Policies & Procedures

4.21 General Policies

- 4.21.1 Students are allowed to make photocopies in the office and library for a minimal cost.
- 4.21.2 Students should avoid socializing in the office. If you need to use the office telephone or speak to a staff member, please be responsible in doing so.

4.22 Forms & Requests

- 4.22.1 If you need to leave campus or if you will be absent, an **Early Leave or Absence Permission Form** must be completed and submitted.
- 4.22.2 If your homeroom or another student group would like to have a fundraiser, a **Fundraiser Request Form** must be completed and submitted.
- 4.22.3 If your homeroom or another student group would like to host a dance or similar social event, a **Student Dance Request Form** must be completed and submitted.
- 4.22.4 If you need a grade report, transcript or confirmation of enrollment, an **Official Documents Request Form** must be completed and submitted.
- 4.22.5 If you plan to withdraw from WIS, a **School Withdrawal Form** must be completed and submitted.

4.30 Clinic Procedures

- 4.31 If you feel ill, you may request permission to rest in the school clinic. However, when possible you should request permission from the instructor whose class you will be missing.
- 4.32 In order to remain in the clinic for an extended period of time, or to leave campus due to illness, you must receive permission from the school nurse.
- 4.33 In order to return to your regular classes, you must acquire a **Confirmation of Clinic Stay** form from the school nurse.
- 4.34 Students should only bring medication to school when required by a doctor. If you must do so for any reason, the medication should be left in the office, and it must contain a label with English instructions pertaining to the following:



- Name of medication
- Dosage
- Time and length of use

4.35 Student Accident Insurance

The school will provide medical reimbursements for emergency treatment expenses beyond the family's medical coverage up to the amount of 5,000 Baht.

4.40 Library & Language Lab Policies

- 4.41 Students are encouraged to visit and use both the library and language lab (if one has been designated), as both are designed to help them with research and English language development.
- 4.42 When using either facility, be aware of the particular rules of each room—especially being quiet in order to allow others to study or read—and follow the directions of the staff members.
- 4.43 The library and language lab can be used during study hall periods if allowed by the supervising staff member. However, if either room is being used for a different purpose, a school staff member may ask you to move to a different location.
- 4.44 You are responsible for any resources checked out of the library or language lab. If you damage or lose any resource, the cost of the item will be deducted from your textbook deposit.
- 4.45 A printer/copier is available in the library for student use. In order to use it, you must pay the posted fees and have a librarian enter the student printing code.

5.00 ACADEMIC POLICIES & PROCEDURES

5.10 General Policies

5.11 Supplies: Most instructors will provide lists of required supplies for their classes, all modestly priced and easy to obtain. Textbooks and/or workbooks will be assigned to each student at the beginning of the year and must be returned in reasonably good condition at the end of the year or upon official withdrawal from WIS. If a textbook is returned in unsatisfactory condition, an appropriate amount will be deducted from the student's textbook deposit. Likewise, any library book that is borrowed or assigned to a student must be returned promptly and in good condition. The cost of any lost or damaged library books or assigned novels will again be deducted from the student's textbook deposit.

5.11 Homework

5.11.1 Homework is typically assigned to students once or twice per week in each of their academic courses. Parents and students should keep in mind that this may vary from class to class, as each instructor has different requirements for the types and amounts of homework they assign. WIS is a strong advocate of applying research-based conclusions to the assigning of homework.²

² See: [Research Findings A](#), [Research Findings B](#), [Research Findings C](#)



- 5.11.2 WIS thus believes that homework should not be “busy work,” but should rather reinforce concepts learned in class or allow students to apply acquired knowledge. Quality, not quantity, is most important.
- 5.11.3 As a general rule, homework assignments—excluding reading—should take an average student in Grade 1 ten to twenty minutes to complete. This length of time should increase a maximum of ten to fifteen minutes per grade level.

5.12 Student Assessment

- 5.12.1 WIS regularly gauges student progress using a variety of formative and summative evaluations and assessments.³ Although no standard combination of assessments is required school-wide, each department establishes a set standard of assessments. Common methods of evaluation used by teachers at WIS include homework, quizzes, exams, projects, essays, journals, debates, discussions, performances and worksheets.
- 5.12.2 Students and parents have access to updated grades through their individual PowerSchool accounts. Please remember that teachers may need time to grade assignments before posting the scores.
- 5.12.3 WIS administers final exams for all students at the end of each semester. Midterm exams are optional for teachers. All such exams typically last a maximum of an hour and a half at the primary level and two hours at the secondary level.
- 5.12.4 Instructors may choose the method by which students can make up missed work due to absence. Students must provide written documentation for an absence when seeking to make up a missed final exam.

5.20 Grades

- 5.21 WIS assigns progress reports at each mid-semester mark and official grades at the end of each semester. (A semester and a year grade are posted at the end of the second semester.) All WIS instructors use PowerSchool for the calculation and posting of grades.
- 5.22 WIS follows a standard 4.0 scale for official semester and yearly grades, as well as grade point averages at the high school level:

GPA	Percentage	Letter Grade	Quality of Work
4.0	90 – 99%	A	Far above standards
3.0	80-89%	B	Above standards
2.0	70-79%	C	Meets standards
1.0	60-69%	D	Below standards
0	0-59%	F	Unsatisfactory

- 5.23 Advanced Placement (AP) and higher level (HL) courses receive an additional 1.0 to the rating. They are thus graded as follows⁴:

³ See: [Formative & Summative Assessments in the Classroom](#)

⁴ Note that students who elect to *not* take the AP exam for an AP course will receive an un-weighted grade based on the standard scale.



GPA	Percentage	Letter Grade	Quality of Work
5.0	90 – 99%	A	Far above standards
4.0	80-89%	B	Above standards
3.0	70-79%	C	Meets standards
2.0	60-69%	D	Below standards
0	0-59%	F	Unsatisfactory

5.24 WIS follows a standards-based scale for students at the primary level. They do not receive a letter grade or a percentage, but are rather directly measured on whether or not they meet the learning standards:

Score	Quality of Work	Letter Grade Equivalent	Percentage Equivalent
4	Above standard	High B to high A	86 – 100%
3	Meets standard	Mid C to mid B	70 – 85%
2	Approaching standard	D to very low C	60 – 69%
1	Below standard	F	0 – 59%
NE	Not evaluated		

- 5.25 Students who fail either or both semesters of a year-long course will be required to enroll in summer school to replace the missing credit.
- 5.26 Students who do not attend a course a minimum of 80% of the total number of meetings may receive an F for that class.⁵
- 5.27 Students who join a course late and do not complete enough work in order to be assessed accurately will receive an NG on their grade reports to indicate that an accurate grade cannot be provided. As a *general rule*, students who join after the mid-semester mark will not receive grades for that semester.
- 5.28 Students at the secondary level are allowed a two-week period following the first official day of a course in which they can elect to drop from or enroll in that course. After this two-week period, WIS may choose to assign a grade for the class.

5.30 Academic Dishonesty

- 5.31 Cheating entails the unauthorized giving or receiving of information about an assignment, quiz, exam or other evaluative task through any means. It also includes plagiarism—the intentional use of words or ideas from a source without properly referencing that source.
- 5.32 Although instructors retain authority in their individual classes in regard to specific consequences for cheating, WIS does maintain several school-wide policies:
 - 5.32.1 WIS aligns its academic honesty policy to that of the IBO, as described at: http://occ.ibo.org/ibis/documents/general/specific_interest/malpractice/g_0_malpr_sup_0707_1_e.pdf

⁵ Exceptions may be made in cases of extreme illness or prearranged absences, in which documented evidence is submitted. Parents should keep in mind that the school may *not* accept an extended holiday as a legitimate excuse for prolonged absences, and that it retains the discretion to deny any such requests.



- 5.32.2 WIS believes that cheating or plagiarism, as a behavior, should not be punished through academic demerit, as academic assessments measure *learning*—not behavior. Teachers may, at their discretion, include academic honesty as a category in grading scales.
- 5.32.3 In your classes you will learn the process of paraphrasing material and citing sources in age-appropriate modes. It is thus your responsibility to apply what you have learned to your work
- 5.33 Recommendations
 - 5.33.1 In cases of academic dishonesty, you will be asked to complete the assessment or task again. If you cheat or plagiarize again, you will be required to continue redoing the assessment or task until you do so properly.
 - 5.33.2 If you reach the end of an academic semester and are still be unwilling or unable to complete the assessment or task in the required manner, the teacher may assign a grade to the work you completed. This means you will receive a reduced grade due to not following the proper requirements.
 - 5.33.3 If you repeatedly demonstrate an inability to follow proper policies and procedures in respect to academic honesty, you will be referred to a counselor and the principal.

5.40 Academic Probation & Failure

- 5.41 If you fail two or more subjects, you may be required to repeat a grade level. However, WIS recognizes that the majority of research suggests that student retention is a harmful rather than helpful strategy.⁶ Thus, you will have the opportunity to recover from failing grades through Saturday Intervention Sessions or summer school.
- 5.42 Repeating a grade level will be more seriously considered for failing students, as well as those with severe learning and/or behavioral issues, at the following benchmark levels:
 - Grade 4 to Grade 5
 - Grade 8 to Grade 9
 - Grade 11 to Grade 12Ultimately, the choice to hold a student back depends on four factors:
 - Grades
 - Personal behavior and maturity
 - Age
 - Ability to reach the level of work required for the next grade level
- 5.43 Because students enrolled in high school accumulate credits to meet graduation requirements, they are in principle allowed to advance in grade level until reaching Grade 11, at which point they will be unable to advance to Grade 12 and receive a diploma until accumulating the credits required to graduate.
- 5.44 In order to qualify to be a member of an official WIS sports team, students must maintain a minimum 2.00 GPA in core subject courses. Students who fall below a

⁶ See <http://www.advocatesforchildren.org/pubs/2005/retention2000.pdf> as one of many examples.



- 2.00 average in their core courses will be ineligible the subsequent semester. [Note that this does not bar them from joining practices, but rather any official games.]⁷
- 5.45 If a student who failed to achieve a 2.00 GPA in a semester reaches that level on his/her progress reports at the next mid-semester mark, he/she will be allowed to join official WIS sports teams.
 - 5.46 In the event of a scheduling conflict between a course and a sports-related event or activity, a student receiving an F in a course may be held in class at the course instructor’s discretion.

5.50 Academic Recognition

- 5.51 Primary: Primary students are recognized for achievement with monthly awards. Primary instructors nominate students monthly for recognition in each subject area, and a ceremony is held to recognize those students. The Primary School Principal is tasked with the organization of this process.
- 5.52 Secondary: Secondary students are recognized for achievement through the Honor Roll and High Honor Roll lists. Listing in the Honor Roll requires a minimum 3.50 GPA, and listing in the High Honor Roll requires a minimum 3.75 GPA.
- 5.53 Scholarships
 - 5.53.1 New Students: Students who apply to WIS may also apply for incoming scholarships for excellence in academic, sports and/or the arts. Qualifying students will receive an amount designated by the School Board. Any incoming scholarships are one-time and will not be applied to any future fee payments.
 - 5.53.2 Current Students: At the discretion of the School Board, scholarships may be awarded to secondary students during special events and ceremonies for excellence in academics, athletics or other areas. These scholarships extend from the beginning of the second semester of each academic year through the end of the first semester of the next academic year. To receive scholarships, students must be nominated by staff members and are evaluated in respect to academic performance and contributions to the school community. The amounts awarded annually are set by the School Board.

5.60 Graduation Requirements

5.61 Credit system

High School Subject Area	Minimum Requirements for WIS High School Diploma
Language Arts	Four credits. Grade 9 and Grade 10 Language Arts (or the equivalents) are required. This entails a maximum of two years in an ESL course.
Mathematics	Three credits, up to or beyond—and including—Algebra I.
Social Studies	Four credits of history/social science, including one year of world history.

⁷ Students may request an **Academic Exemption** form from the Vice Head. Acquiring signatures from each of the student’s core subject teachers will allow him/her to qualify to play on a sports team.



Science	Three credits. One lab course is required, chosen from biology, chemistry or physics.
Foreign Language	Two credits in the same language.
Fine Arts	Two credits of visual and performing arts chosen from the following: dance, drama/theatre, music or visual arts.
ICT	One credit
Physical Education	Two credits
Electives	Five credits
Total	Twenty-six credits

- 5.62 Typical credit hour equivalents
 4/5 periods/week: 0.5 credit/semester
 2/3 periods/week: 0.25 credit/semester
 1 period/week: 0.125 credit/semester

6.00 DISCIPLINE POLICIES

6.10 General Information

6.11 General Policies

- 6.11.1 As a general rule, tardiness and absence from classes fall outside the scope of school-wide discipline. Teachers refer only extreme cases of tardiness or absence to the Disciplinary Board.
- 6.11.2 Teachers actively track student attendance and inform the proper registrar if a student is in danger of failing due to a lack of attendance.
- 6.11.3 Students who are absent from classes for the equivalent of five (5) periods may be referred to the Disciplinary Board at the discretion of instructors, and may be required to attend a Saturday Intervention Session.
- 6.11.4 For the purpose of school-wide discipline, four (4) instances of tardiness that infringe of a student’s learning will count as a single absence.

6.12 Tardiness to School

- 6.12.1 Students in middle and high school (Grades 5-12) who are tardy without excuse are subject to the following fees:
 - Up to 9:00 am: 20 baht
 - After 9:00 am: 50 baht
- 6.12.2 Parents of students who are tardy to school three or more times will be contacted by the main office.

6.20 Personal Behavior

6.21 General Policies⁸

- 6.21.1 Secondary school students who violate the school’s codes of behavior will be reported to the Disciplinary Board for disciplinary action.

⁸ See Appendix: Disciplinary Reference Chart for specific levels of offenses and the associated consequences.



- 6.21.2 Students who choose to appeal will be required to appear before the Disciplinary Board to present their cases.
- 6.21.3 The Disciplinary Board includes the Vice Head of School (Chair), Thai Director, two other staff representatives and one student representative.
- 6.21.4 Any decisions made by the Disciplinary Board are to be considered final except in cases in which later conflicting evidence is produced.
- 6.21.5 Students who are assigned to attend correctional sessions may be required to do so during one or more Saturday Intervention Sessions. The following policies apply in such cases:
 - 500 baht fee per session
 - Attendance from 8:30 am to 12:00 pm
 - Completion of any assigned classwork or ESLR work

6.22 Food & Beverages

- 6.22.1 To maintain a clean, attractive campus, students are expected to clean up after themselves by disposing of trash and food waste in the bins placed around the campus.
- 6.22.2 Eating food in the following locations is strictly prohibited:
 - Classrooms and work rooms
 - Libraries
 - Computer labs
 - Stairwells
- 6.22.3 Students who are observed littering or eating in any of the above locations should be referred to the Chair of the Disciplinary Board via e-mail.
- 6.22.4 Students who accumulate three or more offenses will be evaluated by the Disciplinary Board.

6.23 Substance Abuse

- 6.23.1 The use of tobacco or alcohol is absolutely forbidden on school grounds or within 100 meters of school grounds.
- 6.23.2 Students in possession of any of the above substances, or witnessed using them on school grounds or in a school uniform, will be subject to the following:
 - Staff meeting with parents
 - In-school or out-of-school suspension
 - Saturday Intervention Session(s)
 - ESLR counseling session(s)
- 6.23.3 Students in violation of this policy three or more times, as well as those selling any of the above substances to other students, will be referred to the police department at the discretion of the school.

7.00 OTHER RESOURCES

7.10 Internet Sites



The Wells website serves as a one-stop location for access to programs and sites frequently used within Wells, including many Wells-school.com listed below. It also links to PowerSchool, OpenBiblio and several other school-related systems.

[ALEKS](#) ALEKS, Assessment and LEarning in Knowledge Spaces, is an “artificially intelligent assessment and learning system” used in WIS math courses from Grade 5 to Grade 12.

[EBSCOHost](#) EBSCOHost is an online database that provides access to hundreds of thousands of journal, magazine and newspaper articles on virtually any subject. It is an invaluable tool for instructor and student research at all grade levels. Students are assigned a school-wide username and password to access this system.

[Wells Calendar](#) The WIS calendar provides information about all upcoming events in the Wells System. It can be tailored to individual users, displaying only the events relevant to their roles.

[Wells on Facebook](#) This is the official Wells International School Facebook page, created and maintained with the intention of facilitating a sense of community among the Wells stakeholders. Students and parents are highly encouraged to post school-related comments, suggestions, pictures and videos on the page.

8.00 SCHOOL CALENDAR

(Visit wells-school.com for updates to the calendar during the school year, as well as additional event details.)



Appendix: Disciplinary Reference Chart

LEVEL I	CONSEQUENCES	
Dress code violation	At the discretion of School Principal	
Electronic device (prohibited use)	At the discretion of School Principal	
Missed counseling, ESLR or SSS session	At the discretion of School Principal	
Leaving school grounds without permission	At the discretion of School Principal	
Pass violation	At the discretion of School Principal	
Profanity/vulgarity	At the discretion of School Principal	
Public display of affection	At the discretion of School Principal	
Insubordination	At the discretion of School Principal	
Chronic tardiness and/or absence	At the discretion of School Principal	
LEVEL II	MINIMUM	MAXIMUM
Repeated Level I misconduct	At the discretion of School Principal	5 days ISS
Bus referral	At the discretion of School Principal	3 days ISS
Disrespect/verbal abuse	At the discretion of School Principal	1 day ISS
Gambling	At the discretion of School Principal	5 ASELR
Possession/use of a prohibited item ⁹	At the discretion of School Principal	5 days ISS
Disorderly conduct	At the discretion of School Principal	5 days ISS
Vandalism less than B5000	At the discretion of School Principal	10 days ISS & police contact
Improper, abuse or dangerous use of school equipment	At the discretion of School Principal	10 days ISS & loss of privilege
Misrepresentation, lying, forgery	At the discretion of School Principal	5 days ISS
LEVEL III	MINIMUM	MAXIMUM
Repeated Level II offenses	5 days ISS	OSS
Alcohol & tobacco (possession/use/sale)	5 days ISS	OSS, police contact & LTS
Any violation of local, state or federal law	5 days ISS & police contact	OSS, LTS & police contact
Arson	5 days ISS & restitution	OSS, police contact & LTS
Assault (physical/sexual)	5 days ISS	10 days ISS/OSS, police contact & LTS
Bullying/intimidation/hazing (including online)	5 days ISS	10 days ISS/OSS, police contact & LTS
Illicit drugs (possession/use/sale)	10 days ISS & police contact	OSS, police contact & LTS
Fighting	5 days ISS	10 days ISS/OSS & LTS
Harassment (sexual/verbal/online)	5 days ISS	10 days ISS/OSS & LTS

⁹ Prohibited items are items that disrupt or may disrupt the education process and/or pose a safety or health hazard.

