



# Wells International School Student & Parent Handbook

**Campus Hours**

<b>Campus</b>	<b>Weekdays</b>	<b>Saturday</b>
On Nut	7:00 a.m. – 5:00 p.m.	8:00 a.m. – 12:00 p.m.
Thong Lor	7:30 a.m. – 4:30 p.m.	8:30 a.m. – 12:00 p.m.
Bang Na	7:30 a.m. – 4:30 p.m.	8:30 a.m. – 12:00 p.m.



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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 multicultural perspective while encouraging each to appreciate his or her own unique cultural background.

Constantly striving for academic excellence, we encourage students to become lifelong 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. Policies may be added or deleted at the discretion of the school. In addition to reading all official school emails and correspondence, please also check announcements that may be shared on our website, Facebook page, and Twitter account.

<b>School Website</b>	<a href="http://wells.ac.th/">http://wells.ac.th/</a>
<b>PowerSchool</b>	<a href="#">PowerSchool</a> : <b>Connect</b> in the drop-down menu
<b>Campus Maps</b>	<a href="https://wells.ac.th/contact-us">https://wells.ac.th/contact-us</a>
<b>Facebook Page</b>	<a href="https://www.facebook.com/wellsschool">https://www.facebook.com/wellsschool</a>
<b>Twitter Feed</b>	<a href="https://twitter.com/wellsschool">https://twitter.com/wellsschool</a> (@wellsschool)



## LEADERSHIP STRUCTURE OF THE WELLS INTERNATIONAL SCHOOL SYSTEM

System-wide Leadership Team		
<b>Chairman of the Board</b>	Dr. Chang Yao-Lang	<a href="mailto:chang@wells-school.com">chang@wells-school.com</a>
<b>Vice-Chairperson</b>	Ms. Lee Mei-Chuan	<a href="mailto:lee@wells-school.com">lee@wells-school.com</a>
<b>Senior Director &amp; School Manager</b>	Ajarn Pranee Srisai	<a href="mailto:pranee@wells-school.com">pranee@wells-school.com</a>
<b>Head of School</b>	Mr. Ray de la Pena	<a href="mailto:ray@wells-school.com">ray@wells-school.com</a>
<b>Chief of Operations</b>	Mr. Ravin Maharajan	<a href="mailto:ravin@wells-school.com">ravin@wells-school.com</a>

On Nut Campus	Thong Lor Campus	Bang Na Campus
<b>Head of School</b> Mr. Ray: <a href="mailto:ray@wells-school.com">ray@wells-school.com</a>	<b>Director</b> Ms. Gona: <a href="mailto:gona@wells-school.com">gona@wells-school.com</a>	<b>Principal</b> Dr. Kristin: <a href="mailto:kristin.h@wells-school.com">kristin.h@wells-school.com</a>
<b>Thai Director</b> Ms. Aum: <a href="mailto:aum@wells-school.com">aum@wells-school.com</a>	<b>Thai Director</b> Ms. Ning: <a href="mailto:ning@wells-school.com">ning@wells-school.com</a>	<b>Thai Director</b> Ms. Oh: <a href="mailto:darunee@wells-school.com">darunee@wells-school.com</a>

Wells International School – On Nut Campus	
2209 Sukhumvit Road, Bangchak Prakhanong, Bangkok 10260 Tel: (66)02-730-3366 Fax: (66)02-730-3118 Email: <a href="mailto:wells85@wells-school.com">wells85@wells-school.com</a> Office Hours: 7:00 a.m. – 5:00 p.m., Monday to Friday	
Admin and Management Team -- On Nut Campus	
<b>Head of School</b> Mr. Ray: <a href="mailto:ray@wells-school.com">ray@wells-school.com</a>	<b>Director of Student Support Services</b> Dr. Peng: <a href="mailto:peng@wells-school.com">peng@wells-school.com</a>
<b>Senior Director &amp; School Manager</b> Ms. Pranee: <a href="mailto:pranee@wells-school.com">pranee@wells-school.com</a>	<b>IB DP and AP Capstone Coordinator</b> Ms. Katherine: <a href="mailto:katherine.c@wells-school.com">katherine.c@wells-school.com</a>
<b>Chief of Operations</b> Mr. Ravin: <a href="mailto:ravin@wells-school.com">ravin@wells-school.com</a>	<b>CAS/Events and TOK Coordinator</b> Dr. Katina: <a href="mailto:katina.g@wells-school.com">katina.g@wells-school.com</a>
<b>Primary School Principal</b> Mr. Snider: <a href="mailto:sean@wells-school.com">sean@wells-school.com</a>	<b>Athletic Director -- Local</b> Mr. Mark: <a href="mailto:mark@wells-school.com">mark@wells-school.com</a>
<b>Middle School Principal</b> Dr. Prerna: <a href="mailto:prerna@wells-school.com">prerna@wells-school.com</a>	<b>Athletic Director -- International</b> Mr. Rhyll: <a href="mailto:rhyll.c@wells-school.com">rhyll.c@wells-school.com</a>
<b>High School Principal</b> Mr. William: <a href="mailto:william@wells-school.com">william@wells-school.com</a>	<b>Technology Director</b> Mr. Raj: <a href="mailto:raj@wells-school.com">raj@wells-school.com</a>



## WELLS INTERNATIONAL SCHOOL STUDENT & PARENT HANDBOOK

### Office Staff -- On Nut Campus

**Admissions Officer**

Ms. Sue: [sue@wells-school.com](mailto:sue@wells-school.com)

**Community & Parent Relations Officer**

Ms. Ann: [ann@wells-school.com](mailto:ann@wells-school.com)

**Finance Officer**

Ms. Pin: [pattarawadi.j@wells-school.com](mailto:pattarawadi.j@wells-school.com)

**School Registrar**

Ms. Liza: [liza@wells-school.com](mailto:liza@wells-school.com)

**Office Secretary**

Ms. Rhea: [rhea@wells-school.com](mailto:rhea@wells-school.com)

### Department Heads -- On Nut Campus

**Thai Department Head**

Ms. Aum: [aum@wells-school.com](mailto:aum@wells-school.com)

**Performing Arts Department Head**

Ms. Kan: [kan@wells-school.com](mailto:kan@wells-school.com)

**Visual Arts Department Head**

Mr. Ren: [ren@wells-school.com](mailto:ren@wells-school.com)

**Language Arts Department Head**

Mr. Andy: [andy.c@wells-school.com](mailto:andy.c@wells-school.com)

**Mathematics Department Head**

Ms. Farhana: [farhana.s@wells-school.com](mailto:farhana.s@wells-school.com)

**Physical Education Department Head**

Mr. Mark: [mark@wells-school.com](mailto:mark@wells-school.com)

**Science Department Head:**

Mr. Brian: [brian@wells-school.com](mailto:brian@wells-school.com)

**Social Studies Department Head:**

Mr. William: [william@wells-school.com](mailto:william@wells-school.com)

**Chinese Department Head**

Ms. Liu: [liu@wells-school.com](mailto:liu@wells-school.com)

**ICT Department Head**

Mr. Raj: [raj@wells-school.com](mailto:raj@wells-school.com)

### Counseling Department -- On Nut Campus

**Primary School Counselor**

Jirat Lertudompusksa:

[jirat@wells-school.com](mailto:jirat@wells-school.com)

**Primary School Counselor**

Camarin Sachdeva:

[camarin@wells-school.com](mailto:camarin@wells-school.com)

**Secondary School Counselor**

Chawisa Chartsuwan:

[chawisa.c@wells-school.com](mailto:chawisa.c@wells-school.com)

**Director of Student Support Services & High School Counselor**

Peng Suvilaisunthorn:

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## WELLS INTERNATIONAL SCHOOL STUDENT & PARENT HANDBOOK

### Wells International School – Thong Lor Campus (Nursery - G2)

6 Sukhumvit Soi 51, Klongtan-nua  
Wattana, Bangkok 10110  
Tel: (66)02-662-5980(-2)  
Fax: (66)02-662-5983

Email: [wells51@wells-school.com](mailto:wells51@wells-school.com)

Office Hours: 7:30 a.m. – 4:30 p.m., Monday to Friday

#### Leadership Team

**Director**

Ms. Gona: [gona@wells-school.com](mailto:gona@wells-school.com)

**Thai Director**

Ms. Ning: [ning@wells-school.com](mailto:ning@wells-school.com)

#### Key Contacts

**Registrar**

Ms. Rochelle:  
[rochelle@wells-school.com](mailto:rochelle@wells-school.com)

**Head Teacher**

Ms. Anne: [anne@wells-school.com](mailto:anne@wells-school.com)

### Wells International School – Bang Na Campus (Nursery - G5)

10 Srinakarin Soi 62, Nongban  
Pravate, Bangkok 10250  
Tel: (66)02-7466060(-1)  
Fax: (66)02-746-6062

Email: [wells62@wells-school.com](mailto:wells62@wells-school.com)

Office Hours: 7:30 a.m. – 4:30 p.m., Monday to Friday

#### Leadership Team

**Principal**

Dr. Kristin: [kristin.h@wells-school.com](mailto:kristin.h@wells-school.com)

**Thai Director**

Ms. Oh: [darunee@wells-school.com](mailto:darunee@wells-school.com)

**Early Years Coordinator**

Ms. Viki: [victoria@wells-school.com](mailto:victoria@wells-school.com)

**Primary Years Coordinator**

Mr. Brad: [bradford.m@wells-school.com](mailto:bradford.m@wells-school.com)

As an IB World School that caters to nursery to grade 5, Wells Bang Na has campus-specific policies that you can easily access by going to the **[“Downloads”](#)** section of our school website.



## 1.00 GOALS OF WELLS INTERNATIONAL SCHOOL

### 1.10 Educational Philosophy

- 1.11 Being a 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 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.
- 1.23 Strategic Vision: Wells seeks to provide its students with the opportunity to attend the best universities worldwide through personalized education at a superior value, using progressive teaching methods delivered by highly qualified, passionate staff.
- 1.24 Mission of IB World Schools: The campuses of Wells On Nut and Wells Bang Na are authorized IB World Schools who believe in the IB mission that strives to “develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.”

### 1.30 Goals, Expected Schoolwide Learning Results and IB Learner Profile

- 1.31 WIS will strive to provide a quality, world-class education to satisfy the needs of the region’s international community.
- 1.32 The school will provide a foundation for post-secondary education that will facilitate continuous study in the English language, whether abroad or in students’ home countries.
- Some of our students have been accepted to reputable institutions such as Cornell University, the California Institute of Technology, the University of California, Los Angeles, the University of California, Berkeley, Northwestern University, the University of Hong Kong, the University of British Columbia, National University of Singapore, and many others. We do believe, however, that university choices and the application process is based on a holistic “best fit” approach. Students are asked to consider their academic profile,



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- extracurricular activities, leadership ability, and various additional factors that can influence a university admissions team's decision.
- 1.33 The school will provide appropriate instruction, based on the American educational system, to students from pre-kindergarten to Grade 12.
- 1.34 Using a “best practices” approach, the WIS program will cater to the needs of the international student. Using American learning standards as a foundation, it will strive to instill a cross-cultural emphasis that transcends any one culture or nationality. For the campuses that are IB certified, the [IB mission statement](#) and philosophy will also be a driving force in the school.
- 1.35 WIS will provide extra-curricular activities in a variety of areas in order to develop well-rounded, global citizens. Students also participate in the IB CAS program in high school, especially in grades 11 and 12.
- WIS provides co-curricular activities in a variety of areas including creativity, activity and service (CAS). There are many student clubs, initiatives, and projects supporting student passion and aspirations as global citizens and young leaders. Many creativity experiences include World Scholar's Cup, inter-schools dance competitions, Model United Nations (MUN), Arts Club, and more. Many activity experiences include school athletic teams, tournaments, expeditions, and more. Many service experiences include Inter-Schools Clean Up the Reef Day, Bangkok ServICE Conference, charity concerts, and more. Many of our student clubs include Greenhawks, Wells Helping PAWS, Love Ocean Life (LOL), Wells Smile Club, Photography Club, History Bee and Bowl, and more.
- 1.36 With the exception of foreign-language courses and the curriculum of the Thai Department, the school-wide medium of instruction will be the English language. However, appreciation and celebration of foreign languages will be encouraged at various points throughout the year in class and outside of class.
- 1.37 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 Schoolwide 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 focus on these ESLRs in community service and similar means.

### **Expected Schoolwide Learning Results (ESLRs)**

#### ***Critical Thinker***

- 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.

#### ***Effective Communicator***

- A. We are confident to speak in the English language.
- B. We use both verbal and non-verbal skills to interact with others.





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- 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.

### ***Healthy Choices***

- 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.

### ***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.

### ***Responsible Global Citizen***

- 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.

### ***Thai Culture Appreciation***

- 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.

- 1.38 As an IB World School who offers the Diploma Programme to its grade 11 and 12 students at the On Nut campus and PYP at Wells Bang Na campus, we want the members of our school community to exemplify the [IB Learner Profile](#):

#### **INQUIRERS**

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

#### **KNOWLEDGEABLE**

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

#### **THINKERS**

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.



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### COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

### PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

### OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

### CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

### RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

### BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

### REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

## 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. Unless their is a special occasion such as a school event, parents should not enter the campus past the office unless they have first checked in at the office to receive a visitor's pass.
- Parents should note that unless they have made 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.
- To make an appointment with a member of staff, please contact the office. Please understand that unless an appointment is made in advance, we cannot guarantee that teachers and staff members will be available if you arrive without an agreed



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upon appointment. If a meeting has not been scheduled in advance, we may occasionally have to ask you to return at a different time that both parties have, out of common courtesy, agreed to.

- We ask that parents understand that parent-teacher conferences typically run for about 15 minutes at the secondary level. Due to other appointments that may have also been scheduled on the same day, if appointments go longer than 15 minutes, it may be necessary for staff members to schedule another interview at another time if either party wishes to continue the discussion.

### 2.20 Questions and Concerns

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

- First and foremost, email the **teacher** directly and “CC” (send a copy of the email) to the respective principal overseeing primary school, middle school, or high school. All teachers at WIS want students to succeed, and if you have a concern about a class, please *first email the teacher with your questions and concerns*. If the email response from the teacher does not satisfy you, then arrange to speak to that teacher directly, but please understand that teachers may not be available if you show up at school without an appointment. (Please see 2.10 above.)
- Second, if the issue is still not resolved to your satisfaction *after a reasonable amount of time has passed since communicating with the teacher*, send an email or speak to the respective principal who is overseeing primary school, middle school, or high school. However, we ask that you first try to speak directly to the teacher first to resolve any issues or concerns that you may have. Often things can be easily taken care of if teachers are asked directly.
- Third, if the issue is still not resolved to your satisfaction, then please email the Head of School after you feel you have exhausted all other avenues of communication outlined above.

### 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 may come to pick up the child themselves in the office.
- If a parent or legal guardian is not able to come, a parent or other authorized adult will need to provide a signed note or email *in addition to calling the school to speak to one of the office staff*.
- The student may be asked to complete a **Student Early Leave or Absence** form, available in the school office.



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- If a note or email has not been provided, office staff or the students will call home to check parents have given their permission and to have parents immediately send an email to document that permission has been given by parents for the student to leave campus before 2:45 p.m. For safety reasons, office staff should also ask to speak to the parent that has been contacted by the student who is asking to leave the school early to ensure the note or email is valid.
- Please note that students are generally marked down as “absent unexcused” if they are not attending a school-sanctioned or school-sponsored event.

### 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, the following should happen: (1) an **Official Documents Request Form** should be completed. Please note that the form should be submitted well in advance, ideally two weeks ahead of time, to allow for the transcript to be prepared. (2) Teachers and respective principal should be sent an official request well in advance, at least three weeks ahead of time, if grades need to be provided for the transcripts. Please note that teachers will not be required to host early exams, give final marks ahead of time, etc. to accommodate requests for transcripts.

## 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 here at Wells International School:

#### 3.11 Personal Conduct

- 3.11.1 School Ambassador: When wearing the WIS formal uniform—whether during or outside of regular school hours at school or on field trips—you are representing the school and should act accordingly, upholding the school’s reputation and philosophy. *As such, students should not do anything that will harm the spirit or reputation of Wells within the school community and beyond. Therefore, be responsible and think of the school’s ESLRs and rules before you act.*
- 3.11.2 Policy on Drug Use: As a minor, it is illegal for you to drink alcohol, smoke cigarettes, use any form of e-cigarette, 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



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disciplinary action. See 6.26 for more information.

- 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, please, and follow the standards of conduct that your parents and/or Thai culture deem appropriate for your age and situation. Basically, as an international school in Thailand, students at WIS need to follow the expectations here that couples do not make themselves obvious by their actions in public.
- 3.11.4 Policy on Respectful and Inclusive Communication at Wells: People should engage in conversation that is respectful and should speak in a manner that does not discriminate against others. People should speak in a calm, civil tone to all staff and students.
- 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 or forum are unacceptable.<sup>1</sup>
- 3.12.2 Aggressive Behavior: Any form of bullying, intimidation, harassment or assault is completely unacceptable and will be met with 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, support staff, drivers, maids and all others. As employees of WIS, each of these individuals represents the authority of the school. Failure to follow the clear directions of a staff member at Wells is insubordination.
- 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 then later email or speak to your principal calmly and rationally. You may also bring the matter up--calmly--with your student council representative. There are also forms you can fill in through the student council to make suggested changes around campus. However, understand that the process will take time, but your concerns will be taken into consideration by the student council and the school leadership.
- 3.13 Student Responsibilities
- 3.13.1 Uniform Dress Code & Personal Grooming:
- Females
    - Hair: Long hair must be tied back when required for

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<sup>1</sup> 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.



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subjects such as science and physical education. Students are also expected to keep a natural hair color and avoid dying or highlighting their hair in a manner that looks unnatural.

- 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 the entire time the student is on campus (unless for safety purposes like lab experiments or in PE). The tie must ideally be raised high enough to cover the second button on the formal school shirt. Please note that students should wear a formal uniform to school (with a tie) to school each day unless special permission has been given in advance by an administrator.
- If a student has forgotten their tie, they must rent a tie from the office for 20 baht when they arrive, or, they must borrow a tie from a friend *before entering the campus*.
- Students should maintain the proper dress code while on campus--*even after school*. For example, students should continue to wear ties and should not change into different pants or shorts while on campus unless it is for an official practice or game.
- The skirt/skort should be no higher than 8 cm above the knee. Altering it without permission from WIS is unacceptable. As a general rule, the skirt/skort should be longer than the tip of a student's fingers if their arms are relaxed at the side of the body.
- If a student has forgotten their tie, they must rent a tie from the office for 20 baht, or, they must borrow a tie from a friend *before entering the campus*.
- Jackets, pullovers, etc. that students chose to wear to keep warm in air conditioned rooms should not have inappropriate text or images on them. This holds true for backpacks, laptop covers, etc. that students bring to school. Also, students should not cover their ties with their jackets, especially as they enter the school, as the office staff need to check if ties are worn.
- Open-toed footwear is not allowed due to safety and appearance concerns. The entire foot up to the ankle should be properly covered with appropriate footwear. If, due to injury, a student would like to request to wear sandals, they must get the written permission of the school nurse as soon as they arrive to school. The nurse



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will then email their respective principal to inform them how long the student may be allowed to wear sandals.

- On school days in which female students are allowed to wear clothing other than the designated uniforms, please see “School Spirit Days or Special Event Days” below.
- If a student comes to school without the proper uniform or proper footwear, they may be asked to go home to change.
- All students are strongly encouraged to have one extra uniform at school as well as one extra pair of shoes that they lock in their lockers.
- 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. Students are also expected to keep a natural hair color and avoid dying or highlighting their hair in a manner that looks unnatural.
  - 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 the entire time the student is on campus (unless for safety purposes like lab experiments). The tie must ideally be raised high enough to cover the second button on the formal school shirt. Please note that students should wear a formal uniform to school (with a tie) to school each day unless special permission has been given in advance by an administrator.
  - If a student has forgotten their tie, they must rent a tie from the office for 20 baht when they arrive, or, they must borrow a tie from a friend *before entering the campus*.
  - Students should maintain the proper dress code while on campus--*even after school*. For example, students should continue to wear ties and should not change into different pants or shorts while on campus unless it is for an official practice or game.
  - Jackets, pullovers, etc. that students chose to wear to keep warm in air conditioned rooms should not have inappropriate text or images on them. This holds true for backpacks, laptop covers, etc. that students bring to school. Also, students should not cover their ties with their jackets, especially as they enter the school, as the office staff need to check if ties are worn.



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- Open-toed footwear is not allowed due to safety and appearance concerns. The entire foot up to the ankle should be properly covered with appropriate footwear. If, due to injury, a student would like to request to wear sandals, they must get the written permission of the school nurse as soon as they arrive to school. The nurse will then email their respective principal to inform them how long the student may be allowed to wear sandals.
- On school days in which male students are allowed to wear clothing other than the designated uniforms, please see “School Spirit Days or Special Event Days” below.
- If a student comes to school without the proper uniform or proper footwear, they may be asked to go home to change.
- All students are strongly encouraged to have one extra uniform at school as well as one extra pair of shoes that they lock in their lockers.
- Physical Education or Playing Sports during Lunch
  - Students must wear their formal Wells uniform to school (with a tie) even if they have PE in the first period or block. This ensures that they have a uniform to wear all day and that they properly represent Wells in front of parents and visitors who may be waiting in the lobby.
  - Though wearing PE uniforms or clothes to school is not permitted on a regular day, students may be permitted to wear their Wells team uniforms to school only if they are leaving school before the start of first class.
  - A WIS physical education uniform should ideally be worn during physical education classes. If your PE uniform is being cleaned, you should bring a reasonable alternative change of clothing that conforms to the school dress code described in this handbook.
  - Students must change into their proper PE uniform right before and immediately after their PE classes. Due to issues of cleanliness, students are only permitted to wear their PE uniforms or team uniforms during scheduled PE classes, fitness classes, practices or games.
  - WIS encourages all students shower after PE. classes if possible. 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.
  - High school students who play sports during lunch must change into appropriate exercise clothes (even on Free-wear days) to enter the Coliseum and must change back into their formal uniform right when the bell rings





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at 1:15 p.m. People wearing formal uniforms are not permitted inside the Coliseum during high school lunch.

- “School Spirit Days” or Special Event Days
  - Since November 2nd, 2018, Wells On Nut has designated Fridays as “School Spirit Day” for middle school and high school students. (Primary school students may be permitted to wear their house colors, etc.) For School Spirit Day, students are permitted to wear an official (unaltered) Wells top such as a club shirt. Sports tops must have arms and appropriately cover one’s body, i.e., not show excessive skin or be too tight. (See further explanation in the bullet immediately following.) *However, from Monday to Friday, students must wear proper Wells bottoms (Wells formal shorts, skorts or pants).*
  - On special event days such as Sports Day or the last day of school in which students are allowed to wear clothing other than the designated formal uniforms, all clothing must meet the requirements of Wells International School. Females should not expose cleavage, shoulders, midriffs, backs, bra straps or be wearing anything deemed as “too short” by the majority of cultures represented at Wells International School. Males should also beware of showing excessive skin or wearing anything that is deemed “too short” or inappropriate by the majority of cultures represented at Wells International School. We recognize that there are a variety of views on what is considered appropriate clothing among different cultures and generations, but we ask students to choose to dress conservatively as possible so as to not draw unneeded attention to themselves regarding their choice of attire. As a general rule, *if you think your manner of clothing may possibly offend someone or raise eyebrows, wear something more appropriate.*
  - Clothes that students wear should not have inappropriate text or images on them. This holds true for backpacks, laptop covers, etc. that students bring to school.
  - Clothes that are worn should be tidy and clean in appearance. Please avoid looking scruffy. Please keep in mind that some cultures feel ripped jeans are not appropriate and should not be worn to school.
  - Open-toed footwear is not allowed due to safety and appearance concerns. The entire foot up to the ankle should be properly covered with appropriate footwear.



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- If students come to school improperly dressed for School Spirit Days or special event days (including dances and other school events beyond regular school hours), they may be asked to go home or change clothes.
  - Field Trips
    - As representatives of WIS, students are required to wear the official Wells uniform with a tie unless the students are attending an event where their uniforms may get excessively dirty. In such cases, a change of clothes is highly suggested. Please note that unless a student conforms to the above dress code, they may not be permitted to go on the field trip.
  - Sporting Events Outside of WIS
    - As representatives of WIS, students are required to wear their official Wells sports uniform. A change of clothes is required to possibly change into after the game. Other items such as snacks are also highly recommended.
- 3.13.2 Respect for Thai Culture and Other Cultural Traditions: All students should recognize that celebrating cultural 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 peers in a straight line with your hands placed at your side and make an effort to sing the national anthem. Do not talk, use your phones, etc.
  - *Wai*/greetings: Try to make it a habit to *wai* adults, particularly visitors to the school, as a greeting and a sign of respect. In the very least, respond if someone addresses you with a question or a greeting. To not reply or acknowledge others who are addressing you is deemed as rude in western culture and other cultures.
  - Ceremonies and celebrations: Avoid making negative comments regarding Thai traditions (or other cultural traditions) and try to be positive and attentive during such events.
  - The Thai Royal family and other sacred Thai institutions: Never speak negatively about the Thai Royal family as it is against the law. Also be very mindful about what you say about Thai Buddhism and other institutions which are held in high respect here. It is also not recommended that you speak negatively about Thai politics regarding past or present political leaders.
- 3.13.3 Absences: It is the responsibility of parents and students to inform the school and specific teachers of absences by email.
- Students, 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 and get them to sign the form in order to receive any assignments. If this form has not been filled out, you must bring a proper doctor's certificate if you have missed any



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assessments such as an exam, test, quiz, presentation, etc.

- A parent (or an official guardian) must email or call the school as soon as possible to explain why their child is/was/will be absent. We need parents to email or call before 8 a.m. so that office staff can properly inform all teachers in advance by updating the attendance records on PowerSchool.
- *Students should help remind their parents to email or call the school before 8 a.m. if they will be absent or late.* Students in middle school and high school, out of courtesy and to teach life skills, should send an email to all their teachers BEFORE the start of their class(es) to explain why they cannot come to school or class on time.
- Please note that all high school students are required to send “courtesy emails” as failure to send a courtesy email IN ADVANCE may result in consequences such as students not being permitted to submit/re-do assignments that they may have missed.
- If a student emails the school to inform about their absence without a parent’s call or email, it does not officially count as properly informing the school. The student will be marked “Absent Unexcused” in PowerSchool.
- Acceptable reasons and/or documentation must be presented to the office staff for students to be marked as “Absent Excused” on PowerSchool. Until parents contact us by email (our preference) or by calling the school at 02-730-3366--and provide a valid medical certificate or state a significant reason for absence such as a death in the family, an immigration visit, etc.--the student will be marked as “Absence Unexcused” until this matter is cleared up with the office.
- Students and parents are responsible to communicate with the office staff to provide proper evidence for all absences.
- If parents decide to take their child(ren) out of school during regular school days for personal reasons connected to extended family holidays or non-school sanctioned events, the child will be marked as “Absent Unexcused” as the school deems such extended absences as disruptive to academic success and participation in school life. Moreover, please see 6.23.4 for more details about how students may fail classes due to poor attendance.
- Too many unexcused absences may result in a student being flagged as having attendance concerns because studies show that poor attendance contributes to getting lower grades. Wells wants its students to do as well as they possibly can at school for the good of their future.
- If a student’s attendance is too low according to the school policy, they may not be able to pass the year. Students need to have higher than 80% attendance in each class or they may receive an F grade.<sup>2</sup>

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<sup>2</sup> 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 will *not* accept an extended holiday as a legitimate excuse for



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- Please note that on regular school days Wells does not officially condone students missing school to study at home or in a location outside of school. Missing school without a valid excuse in this case will be classified as skipping (no parent notification in advance) and/or “absent unexcused” (with prior parent notification). *Please note that students caught studying outside of school at coffee shops, etc. during school hours will be counted as skipping, regardless of parental permission.*
- 3.13.4 Electronic Devices / ICT: Smart phones, iPads and similar electronic devices are permitted at school. In fact, all middle school and high school students must bring a laptop or ICT device to school each day *for educational purposes.*
- ICT devices cannot be used during class time unless teachers give permission for you to use them for in-class tasks that are part of the lesson or teacher-sanctioned activity. If the teacher does not require the use of ICT, laptops should be closed or partially closed (“45 degrees, please!”).
  - Smartphones should be kept in bags during class if the teacher does not require them to be used for educational purposes. Ringtone and notifications should be set to silent to not distract the class.
  - Notifications from smartphone apps should not be connected to laptops as they will distract students during the learning process. (Studies show constant distractions, or so-called multitasking, reduces one’s ability to focus and produce quality work in an optimal amount of time.)
  - Students should never record anything in class (take pictures, shoot a video, or record audio) without the prior permission of the teacher. Also, they should not record anything around the school without the prior permission of staff and students in their vicinity who may be recorded videoed.
  - When using ICT, students should reflect on this question: Is this appropriate for school and does it break any of the school rules?
  - If you use an electronic device in an unlawful way without permission during class time—including outside of the classroom—any staff member has the authority to confiscate the device, which could be held for a period of three days or until a parent or guardian comes to the school to pick it up.
  - Please note that the school may designate certain times or areas as ICT-free to encourage positive social interaction, etc. Therefore, students should not use ICT during those times or places that have been officially designated as technology-free time zones. Consequences of using ICT will depend on the principal for each level.
  - You are responsible to save your battery for educational purposes

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prolonged absences, and that it retains the discretion to deny any such requests.



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- and not waste your battery for leisure purposes.
- Any type of video game console, such as the Nintendo Switch, is prohibited at Wells.
  - *Please note that the school does not recommend students or parents purchase any particular brand of laptops.* Parents, if your son or daughter tells you that they need a certain brand of laptop because Wells requires it, this is simply not true. However, we do not encourage the use of iPads or tablets for word processing devices unless they have a proper keyboard.
  - The following “Expectations for the Use of ICT at Wells” were agreed upon by a group of students, teachers and parents during the 2018-2019 school year to drive a dialogue about the use of ICT at Wells On Nut. In the future, they may be adjusted as necessary.

### **Expectations for Student Use of Technology at School (Wells On Nut)**

1. For safety, “look up” when walking and using devices.
2. “One in, one out” for earphones/headphones as you walk around campus.
3. No earphones/headphones or ICT in class (unless with permission for educational purposes).
4. Focus in class. (No texting, “tab jumping,” personal searches, games, etc.).
5. Only use earphones/headphones during study halls, breaks, and lunches. No external volume.
6. Get permission *in advance* to video or record a lesson or any type of interaction.
7. Think before you post or consume online content: Is what I am doing appropriate for school?
8. Remove online content if asked to do so by the people in your pictures or videos.
9. Only use your smartphone for picture taking during ceremonies and performances.
10. No smartphone use from 7:40 a.m. until the end of the announcements.

### 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 teachers about any difficulties or issues you may be having. You should check into your homeroom in the morning at 7:30 a.m. and check out in the afternoon at 2:45 p.m. Any information you do not receive as a result of missing homeroom is *your* responsibility.
- 3.14.2 During morning assemblies, you should follow your homeroom teachers to the front courtyard quietly and line up quietly in an orderly fashion. When



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the Thai national anthem plays, students should sing and have their hands at their sides, their backs straight and their legs together. After the national anthem, students should bow. After that, maintain the line and stay silent to listen to the morning announcements.

### 4.00 FACILITIES POLICIES & PROCEDURES

#### 4.10 General Guidelines (Also see Discipline Policies)

##### 4.11 Respect for School Property

- 4.11.1 Keep the school clean. *Students are required to throw out their trash* and help by reminding their friends to do the same. To demonstrate social responsibility and good global citizenship, students may need to clean up the trash of others where they are sitting who have left the area messy. (Excuses we will not accept: "It's the maid's job." / "It's not mine!" / "People left it before us!")
- 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, but do not use glue or an adhesive that will damage your locker or make it messy for those who will use the locker after you.
- 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.
- 4.12.4 The chewing of gum is not permitted on school campus. Gum, or other such sticky substances, should never be stuck on or under things at school.

#### 4.20 Office Policies & Procedures

##### 4.21 General Policies

- 4.21.1 Students may be allowed to make photocopies in the office for a minimal cost. Please make a request to the relevant support staff.
- 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, but then leave once you conduct your business.

##### 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 class, club or committee would like to organize an event, a **Student Event Planning Form** must be completed together with your class/club/committee supervisor, and submitted with your respective event coordinator and principal.
  - Students may use their school accounts to access the following instructions when it comes to planning events:
    - [How to Plan a High School Dance Night](#)
    - [How to Plan the Senior Prom](#)
- 4.22.3 If you would like to initiate and form a student club connecting to your



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passion and aspirations, a **Student Club Proposal Form** must be completed together with your potential club advisor/supervisor, and submitted with your respective event coordinator and principal.

### School Field Trip Protocol for Students

Students are encouraged to organize and plan educational trips as CAS experiences and projects, but should follow all the procedures below.

1. Seek council with a Wells teacher, CAS/Events Coordinator, before coming up with an event or trip
2. After having a discussion with the teacher(s), it is advisable for the students to confirm whether the trip will be a school official event or a private event
  - a. If it is a private event, students should not cause any involvement with Wells International school through means such as the use of name, logo, representation of Wells, etc, for the prevention and risk of damaging the image of Wells if any problems are to occur
    - i. If any association with the school is made, the students will have to inform a Wells teacher immediately and may need to go through a disciplinary process to avoid future issues
  - b. If the trip is to be a school trip:
    - i. Fill out the forms necessary, as outlined in the [Field Trip Step-By-Step for Students](#) document
    - ii. For every email, CC the CAS/Events coordinator and the Wells advisor
    - iii. Complete all the requirements and standards needed such as but not limited to;
      1. Field trip proposal form
      2. Field trip permission slip
      3. Risk assessment

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 Student Safety Procedures

### Clinic Procedures

- 4.31 If you feel ill, you may request permission to rest in the school clinic. However, you should request permission from the teacher whose class you will be missing or at least send an email to inform them that you have gone to the clinic instead of class.
- If you feel you need to wear sandals due to a legitimate injury, *you must bring proper shoes to school* and inform the office staff. You must then go see the nurse before your first class. The nurse may then give her approval and tell you how many days you may be permitted to wear sandals. The nurse will then email your respective principal to inform him/her.
- 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. You should also inform verbally or email your teacher(s) to state where you are if you are missing class(es).
- 4.33 In order to return to your regular classes, you must acquire a **Confirmation of Clinic Stay** form from the school nurse OR the school nurse will email your teacher(s) to inform them of when you arrived and when you left the clinic. In the



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latter case, students must ensure they ask the nurse to email their teacher(s) to confirm where they are.

- 4.34 Students should only bring medication to school when required by a doctor. If you must do so for any reason, your parents will need to give a handwritten note stating that you should be taking medication and the medication should be left in the office. Moreover, 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:

- For incidents occurring at school or on official school-sanctioned activities off campus, including field trips NOT involving overnight stays, WIS will provide medical reimbursements for emergency treatment expenses beyond the family's medical coverage up to the amount of 7,000 baht.
- For incidents occurring during official school-sanctioned travel involving overnight stays, trip insurance (i.e., AIG TravelGuard) is provided for all travellers.

- 4.36 Child Protection Policy:

4.36.1 Wells International School considers the safety of students to be of paramount importance. Staff will maintain a professional relationship with students at all times and visitors to the school are monitored. Students are, as much as possible, supervised at all times. For our Child Protection Policy here at Wells, please note that WIS follows the International Schools' Association of Thailand's September 2011 guidelines.

4.36.2 WIS defines abuse as follows.

- Physical abuse: Hitting, beating, shaking, throwing or otherwise causing physical harm to a student
- Emotional and verbal abuse: Persistently mistreating a student by conveying through words or actions that he/she is worthless, unloved or inadequate
- Sexual abuse: Forcing or enticing a student to take part in any sexual-related activities or to view pornographic materials
- "Grooming" behavior: Paying undue or unprofessional attention to a student with the intention of cultivating what may be construed as a romantic relationship by others
- Neglect: Persistently failing to meet a student's basic physical, emotional and/or psychological needs, typically by not providing a physically and/or emotionally safe learning environment for him/her

4.36.3 Should a student, parent or staff member suspect that a student is being abused as described in 4.36.2 above, all relevant information should be passed to a school counselor immediately.

4.36.4 Any information regarding the abuse of a student will be kept entirely confidential and only shared with those who need to know. Action will be





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taken on the school's side to seek a solution to the situation.

- 4.36.5 If students, parents or teachers feel that a staff member at WIS has been abusive (see all the definitions in 4.36.2 above), they should immediately email [ray@wells-school.com](mailto:ray@wells-school.com) and [pranee@wells-school.com](mailto:pranee@wells-school.com) to lodge a formal complaint that will then be investigated immediately.
- 4.37 Emergency Provisions
- 4.37.1 WIS maintains an Emergency Preparedness Plan (EPP) comprising four components: prevention, preparedness, response and recovery.
- 4.37.2 In event of a national emergency and/or civil unrest, the Leadership Team will closely monitor the situation through social networking, news media and other sources in order to promptly disseminate information and respond to events in order to maintain the safety of students and staff members.
- 4.37.3 WIS maintains a surplus of food and water sufficient to meet the needs of students and staff members for a period of eight (8) hours. It also maintains a supply of emergency supplies, including candles, flashlights and batteries.
- 4.37.4 WIS will enforce the following policies in emergency situations:
- Parents retain the right to keep their children home at their discretion.
  - No student may leave the school without being escorted by a parent or pre-designated guardian.
  - Any off-campus events and/or trips will be canceled.
- 4.38 Emergency Evacuation Procedures
- 4.38.1 In the cases of fire or other hazards that necessitate evacuation of the school building, an alarm with brief repeated tones will sound, indicating that all staff members and students should exit the school. In the event of a riot or hostilities directed toward the campus, a continuous alarm tone will sound.
- 4.38.2 Any staff member with students when the alarm sounds should calmly and quietly guide the students to the main entrance according to the routes posted on the evacuation maps<sup>3</sup> in all classrooms and/or the updated school map sent via email.
- 4.38.3 Neither students nor staff should go to lockers or any room in order to retrieve personal belongings, but should rather proceed directly to the main entrance.
- 4.38.4 Upon reaching the main entrance, staff members should instruct students to gather in their homeroom groups according to the placement designated on the evacuation maps and/or practiced in fire drills. Co-homeroom teachers should take attendance to ensure that all of their students are present. Teachers who are not assigned a homeroom should stand just outside the gate in front of the school sign so as not to obstruct the lining up of homerooms.
- 4.38.5 Staff members and students should not reenter the school until given permission by administration.

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<sup>3</sup> See the evacuation maps for each campus: [Wells Onnut Campus](#). [Wells Thonglor Campus](#). [Wells Bangna Campus](#).



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- 4.38.6 In any situation in which the front entrance is blocked or occupied by a hostile group, all staff members should guide students toward the rear exit in the kitchen.
- 4.38.7 Should the area surrounding the school be unsafe, designated safe areas in the school are the cafeteria, visual arts room and classrooms adjacent to the swimming pool. In cases in which students are directed to those areas, staff members should take a headcount, ensure that students remain calm and await instructions from supervisors.

### **Evacuation Procedures (Abbreviated for Students)**

- Exit the school when the fire alarm sounds.
- Calmly and quickly follow the proper evacuation routes on the school map.
- Do not stop anywhere to get personal belongings--exit the building right away without running or panicking.
- Line up in homerooms in the proper places as indicated on the school map. Your homeroom teacher will take attendance. Stay quiet and assist in attendance taking.
- Return to classes when given permission.

- 4.39 **Kindergarten & Primary Supervision Duties**
- 4.39.1 Kindergarten and primary instructors will be assigned duty schedules for lunchtime (recess) and after-school supervision. Instructors must be present in the designated areas for the entire length of the assigned period and should actively monitor students.
- 4.39.2 Kindergarten and lower primary (Nursery to Grade 2) instructors or aides are responsible for walking their students to and from all non-core classes (music, computer, art, physical education, etc.), lunch, library and recess. They should not allow the students to move freely in the hallways.
- 4.39.3 Kindergarten and lower primary instructors must check that each student under their care has finished lunch prior to allowing them to play during the lunch recess period.
- 4.39.4 Teachers should help students keep the area around the school, especially in front of their classrooms, orderly and clean, e.g., bags nicely and neatly arranged.
- 4.39.5 Teachers are required to report any serious issues of health concerns that they observe in students to their principal or Director and the school nurse.
- 4.39.6 [Campus-specific policy for Wells Thonglor Campus: Dealing with Illness at Wells International School](#)
- 4.39 **Student Support Services**
- 4.39.1 The Counseling Department at Wells On Nut campus is available to provide social-emotional support and academic counseling for students



and parents.

- We strongly encourage students in high school to consult with Dr. Peng, the Director of Student Support Services, about college preparation such as university entrance requirements as early as the first semester of grade 9 and no later than the first semester of grade 10. Dr. Peng is also the person to be consulted about course selection or changes in high school. Please book appointments with him by sending email requests to [peng@wells-school.com](mailto:peng@wells-school.com).
- Please be aware of whether you need to take the SAT test (or a series of SAT tests) or other types of tests or exams, for university entrance purposes. Basically, students in grade 10 should be looking into making plans to take SAT tests by the time they get to grade 11 to know what type of tests they need to complete during their G11 and G12 years. This means students and parents are responsible to start looking into making plans for such tests and to register well in advance.

### 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 members. 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 damage deposit.
- 4.45 Please note that other areas of the school that are designated, or not specifically designated, for student learning may be under the supervision of various staff members. As such, different rules may apply or certain areas may be off limits to students. For example, the Fitness Room and PE Offices fall under the Director of Athletics at On Nut and the IB Office under the supervision of the IB Coordinator.
- 4.46 If you are going to study in the library or another location that is under another person's supervision, you must ensure that your present teacher who is sending you there has emailed a request in advance to use that space or you may not be permitted to stay in the library, IB Office, etc.

### 4.50 Use of School ICT

- 4.51 Students should never use the school's computers or the school WiFi to torrent, download or stream video games, or do anything that is illegal, inappropriate, or hogs bandwidth. For example, inappropriate videos or images should not be viewed or shared at Wells.



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- 4.52 School emails should never be used for creating membership accounts that are not directly connected to one's role as a student at Wells. For example, do not sign up for personal accounts or use your school email to sign up for apps. However, if signing up for a Turnitin account, the student must use their Wells email as this directly connects to their role as a student at Wells.
- 4.53 Students must never access or use other people's accounts without permission and should never sent messages, etc. through other people's accounts.
- 4.54 All students should be logged into their Wells accounts at all times and should check their email accounts a minimum of three (3) times each day—preferably in the morning, lunch period and after school—in order to be aware of any official school communications.
- 4.55 When using the school's ICT, you must report any possible damages or issues *before and after* use or you may be liable to pay for any damages. Damages or issues should be immediately reported, either verbally or by email, to the Technology Director or the ICT Department Head (or the person in charge of ICT or teaching ICT at any particular campus).

Reminder of 6.24.7:

*Students must exercise habits of good global citizenship as well as good digital citizenship. Avoid posting anything negative that may be interpreted as bullying. Never use Wells email accounts or Wells WiFi to send or access inappropriate material.*

## 5.00 ACADEMIC POLICIES & PROCEDURES

### 5.10 General Policies

- 5.10 Supplies: Most instructors will provide lists of required supplies for their classes, all modestly priced and easy to obtain. Textbooks and/or workbooks may 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 damage deposit such as 5000 baht per textbook. 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 damage deposit.
- 5.10.1 Students should have the following at the beginning of each school year:
- A Wells School Gmail account (first year only)
  - Access code to the Wells Wifi (first year only or when updated)
  - Access code to PowerSchool (first year only or when updated)
  - An individual schedule template (printed copy for younger grades or e-format based on PowerSchool for older students)
  - A standard assortment of classroom supplies
  - A copy of this handbook (see the school website)
  - A yearly calendar (see the school website)



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### 5.11 Homework

- 5.11.1 Homework may be 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.<sup>4</sup>
- 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 may increase a maximum of ten to fifteen minutes per grade level.
- 5.11.4 Please note that teachers are not required to answer your emails about your homework, etc. after their work hours (3:30 p.m.) as you should go see them during their office hours which are, at On Nut campus, typically 2:50-3:30 p.m.
- 5.11.5 It is expected that students go see their teachers during office hours if they need help, further instruction or feedback beyond the classroom times. However, teachers may also require students to come to their office hours if students have not turned in their assignments in a timely manner. In such cases, students must go to an agreed upon appointment. If a student skips an agreed upon appointment or appointments, the student can be referred to their respective principal.
- For the high school teachers at On Nut, please note that teachers should not make arrangements to meet with students on Wednesdays that are reserved for mandatory after-school teacher meetings.

### 5.12 Student Assessment

- 5.12.1 WIS regularly gauges student progress using a variety of formative and summative evaluations and assessments.<sup>5</sup> 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.
- **Parents, please also check PowerSchool regularly (about once per week) to stay informed of your child’s academic performance.** Also, please be sure to check each teacher’s Google Classroom and/or Google Site for information about homework,

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<sup>4</sup> See: [Research Findings re Homework](#)

<sup>5</sup> See: [Formative & Summative Assessments in the Classroom](#)



assessments, etc. Please understand that with technology today, it is the responsibility of the student and parents to check PowerSchool to track academic progress. **PowerSchool Gradebook is a form of regular communication that teachers provide to parents that should be checked by parents on a weekly basis.**

- Teachers will only email parents in extreme cases as they expect parents to know how their children are doing academically through PowerSchool Gradebook.
- Passwords to access PowerSchool Gradebook are given through the front office. (If you have lost your password, please contact the office who will give you a new password.)

5.12.3 WIS administers final exams for all students at the end of each semester for grades six through twelve. Midterm exams are optional, dependent on the teacher’s choice of how to best meet the needs of the students. All such exams typically last from an hour and a half to two hours at the secondary level. However, IB and AP exams may last longer according to the dictates of the courses. Please see [Exam/Test/Quiz Procedures](#) for detailed rules and procedures regarding assessment.

5.12.4 Teachers may choose the method by which students can make up missed work due to absence. Students must provide written documentation (e.g., medical certificate) for an absence when seeking to make up a missed exam, test or major project.

## 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. Please check PowerSchool once a week to monitor academic performance.

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

Advanced Placement (AP) and higher level (HL)<sup>6</sup> courses receive an additional 1.0 to the rating to support

<sup>6</sup> Please note that, with few exceptions, *all* students must formally declare that they are taking HL classes at the start of their grade 12 year to be entitled to the +1 GPA bump. The school will not calculate this GPA bump until after a student has declared their intention to continue on in the two-year IB Programme (full diploma OR certificate).



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and encourage students to try more challenging course. They are thus graded as follows<sup>7</sup>:

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

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	Description
4	<b>Above standard</b> ; performs skills independently and shows personal initiative; demonstrates mastery of skills and/or concepts beyond class expectations
3	<b>Meets standard</b> ; generally performs skills independently; demonstrates mastery of skills and/or concepts.
2	<b>Approaching standard</b> ; performs skills with moderate teacher assistance; requires additional support and practice to achieve mastery of skills and/or concepts.
1	<b>Below standard</b> ; performs skills only with considerable teacher assistance; may require remedial help with basic skills and/or concepts before mastery of grade-level skills and/or concepts can take place.
NE	<b>Not evaluated</b>

For details about the IB grading system, please refer to the International Baccalaureate Organization [website](#).

- 5.23 If you fail one semester of a year-long course at the high school level, you will still receive full credit for the class if you receive a passing grade for the full year.
- 5.24 Students who do not attend a course a minimum of 80% of the total number of meetings may receive an F for that class.<sup>8</sup>
- 5.25 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.

<sup>7</sup> 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.

<sup>8</sup> 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.



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- 5.26 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 such as a Withdraw Fail (WF).
- 5.27 As a graduation requirement, all Wells grade 11 and 12 students are required to participate in Creativity, Activity, and Service (CAS). Students are required to engage in various extracurricular learning activities, plan CAS projects, and document their experiences and reflections in an online portfolio. For more specific details of the programme, please refer to the [Wells CAS Space](#).
- 5.28 If grade 12 students do not complete all the necessary credits to graduate, they are not entitled to walk in the graduation ceremony.

### 5.30 Academic Misconduct

- 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 use of words or ideas from a source without properly paraphrasing or referencing from that source. Please refer to the following document that describes what academic misconduct is and how it may be prevented and dealt with if discovered: [Academic Honesty Policy](#).
- 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 IB.
- 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.
- All high school students will need to cite all sources properly by following the expectations in [this document](#). Wells has officially chosen to use APA citations as the standard referencing system in the high school.
- 5.32.4 *All* instances of plagiarism and cheating or other cases of academic misconduct must be immediately reported by teachers to both parents and the respective principal by email to help stop such practices in other classes and in future years. Academic misconduct has serious consequences if caught at school and university.
- 5.32.5 For secondary classes, students are required to use Turnitin to submit their major assignments to ensure that there is no plagiarism. In addition to the support your teachers provide in class, please refer to this link to learn about [how to use Turnitin](#). Claiming to not understand how to use Turnitin will not be accepted as an excuse for plagiarism.
- 5.32.6 To avoid being suspected of plagiarism if teachers see your style and quality of work is different, such as having a tutor edit your grammar, ***you need to declare if someone has helped you and to what degree they have helped***





*you either before, or at the same time, you hand in an assignment.*

Failure to do so may result in a teacher not accepting the assignment as your own work if it is obvious by comparing your past work to the present assignment. (For the sake of learning, you need to practice the skills you need to succeed at school and in the future. If tutors, friends, applications, etc. are doing the work for you, you are losing the chance to build your skills to perform well on your own.)

5.32.7 Academic misconduct will certainly affect the consideration of scholarships in the future, but will not result in the revoking of a present scholarship.

### 5.33 Examples of Action Taken for Academic Misconduct

5.33.1 In cases of academic misconduct, 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 or 0 due to not following the proper requirements.

5.33.3 For each case of academic misconduct, a meeting between you and the principal of your level (and possibly your parents) should occur to come up with a plan to stop potential cases of academic misconduct occurring again.

5.33.4 All cases of academic misconduct are logged and may be placed on transcripts.

## 5.40 Academic Probation & Failure

5.41 Failing two or more core subjects (core subjects being identified as language arts, mathematics, science and social studies) at the secondary level constitutes grounds for repeating a grade level. However, WIS recognizes that the majority of research<sup>9</sup> suggests that student retention is a harmful rather than helpful strategy. Resultantly, students may have the opportunity to improve failing grades through other means such as summer school, repeating a course, either in its entirety or semesterly, and only in severe cases will they be required to repeat grade levels.

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 12

Ultimately, the choice to hold a student back depends on four factors:

- Grades
- Personal behavior and maturity
- Age

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<sup>9</sup> See <http://www.advocatesforchildren.org/pubs/2005/retention2000.pdf> as one of many examples, as well as suggested strategies to address students who fall behind at <http://www.ncrel.org/sdrs/areas/issues/students/atrisk/at800.htm>.



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- 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 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.]<sup>10</sup>
- 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 after getting approval from a principal or the Head of School. Also, all students who are struggling or failing (whether on a sports team or not) should meet regularly with their respective teachers during office hours (2:50-3:30 p.m.) to get the extra help they need to succeed in their classes. (Please note that teachers are not required to answer your emails after work hours as you should go see them during their office hours.)

### 5.50 Academic Recognition

- 5.51 Primary: Primary students are recognized for achievement with certificate awards. Primary instructors nominate students 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.
- 5.53 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 or Honorable Mention awards may be awarded to middle school and high school students during special events and ceremonies for excellence in academics, athletics or other areas. 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 then evaluated in respect to academic performance as well as various contributions to the school community via a survey sent out to all teachers and administrators. Therefore, people should not feel they are entitled to scholarships as the process is dependent on

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<sup>10</sup> Students may request an **Academic Exemption** form. Acquiring signatures from each of the student's core subject teachers will allow him/her to qualify to play on a sports team.



group input. Students may be taken out of the nomination process due to academic misconduct, behavioural concerns, poor attendance and other factors. Please note that these scholarships are competitive awards, not just attainment awards based on academic achievement, that are meant to provide opportunity to consider all types of students with a good attitude who work hard inside class and outside class in roles of leadership as well as participation in extracurricular activities such as service projects, interscholastic competitions, the arts, clubs and athletics. Please also note that these awards may possibly be withdrawn due to academic misconduct and that 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 studies, including one year of world history.
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
<b>Total</b>	<b>Twenty-six credits</b>

### 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

5.63 As a graduation requirement, all Wells grade 11 and 12 students are required to participate in Creativity, Activity, and Service (CAS). Students are required to engage in various extracurricular learning activities, plan two CAS projects, and document their experiences and reflections in an online portfolio. For more specific details of the programme, please refer to the [Wells CAS Space](#).



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- 5.64 If students do not complete all the necessary credits to graduate, they are not entitled to walk in the graduation ceremony.
- 5.65 We understand the pressure that students feel to achieve the highest grades possible, but all students must refrain from asking for higher grades or trying to put pressure on their teachers to change grades that they have earned. If a student should want to petition a teacher with reasons as to why they feel they should get a higher grade, they must submit their request *by email only* for the teacher to consider. Please note that the teacher is not obligated to respond or justify the student's grade apart from how they have already communicated to the students and parents through PowerSchool Gradebook and other modes of communication like feedback in class, rubrics, etc. Any member of the Wells community who tries to beg or pressure teachers into changing grades after being reminded about this "No begging rule" will be referred to the appropriate principal due to such inappropriate harassment.
- 5.66 TOEFL (The Test of English as a Foreign Language) Requirements at Wells:  
To enter high school: Student must get 60 and above.  
To graduate: Student must get 70 and above.<sup>11</sup>  
To be considered for a scholarship: Student must get 80 and above.

If grade 8 middle school students are unable to get 60 or above on their TOEFL test that will be provided by the school to see if students are eligible to enter into high school, they will be expected to either retake it on their own or take a TOEFL prep summer course at Wells to improve their TOEFL score. A new test will be administered at the end of the summer course to monitor their progress. Please also note if middle school students fail one or more core class, they will also be expected to go to summer school.

### Course Selection and Course Changes

- 5.67 High school students and parents are strongly encouraged to consult with Dr. Peng, the Director of Student Support Services, regarding course selection at Wells as well as course requirements and other information they may need to know about university applications. Students are also reminded that they are responsible to apply *well in advance* to take all external tests or exams (such as the SAT exams) that may be required to enter into the university that will meet their needs. Please contact Dr. Peng at [peng@wells.school.com](mailto:peng@wells.school.com).
- *Please note that course change requests will not be accepted after the first two weeks of the school year. Students will only be given until the second Friday of the school year to request course changes. These requests may be granted if class sizes and the schedule permit such possible changes.*

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<sup>11</sup> Students may also score 470 on the Critical Reading section of the SAT or 6.0 for IELTS, with proof, to graduate from high school.



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### 5.68 Repeated Courses:

Unless otherwise mentioned in a course description, a high school course completed with ANY grade may be repeated ONCE to attain a deeper understanding of the course content or to attain a higher grade. The only EXCEPTION to this is for compulsory courses (required for graduation) that may be repeated as many times needed until a passing grade is earned.

### 5.69 Transcript Revisions:

Once a final grade has been issued, changes are generally not allowed except under the following circumstances:

- Miscalculations of test or assignments scores;
- Technical errors in assigning a grade or score;
- External exam reporting (ie., AP or IB) that may positively or negatively impact end-of-year grade;
- Other extenuating circumstances as deemed appropriate and approved BY A COMMITTEE consisting of the Head of School (Committee Chair), principal, head counselor, and teacher of the course in question.

Grade changes and transcript revision requests will only be considered no later than 60 days after the grade was originally issued.

### 5.70 Further Points to Remember:

- At the start of the year, grade 12 students must be officially registered in their respective classes as HL to get the +1 GPA bump and have the designation "HL" on their transcript.
- Students taking AP classes do so with the understanding that they will take the exams in May that may lead to college credit.
- Students and parents need to understand that only *possible* college credit can be achieved through taking AP and IB exams as this depends on varying institutional policies.

## 6.00 DISCIPLINE POLICIES

### 6.10 General Information

#### 6.11 General Policies

6.11.1 Students who violate the school's codes of behavior will be reported to the principal in charge of discipline for primary, middle or high school. However, the teacher or staff member who observed their behavior is expected to deal with the student in question in a calm, respectful manner and treat the situation as a learning opportunity, i.e., a time to get students to respectfully reflect on what occurred to determine what they learned from the situation and what they should do in the future to avoid the same issues.



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**Minor Issues** (reporting not necessary unless behavior is ongoing after warnings): running in halls, being too loud, students sitting on stairs, no hall pass, minor student arguments, loitering on the 2<sup>nd</sup> or 3<sup>rd</sup> floors during lunch, littering, leaving bags in the wrong place, etc.

**Reportable Issues:** Constant dress code violations, skipping school, profanity or vulgarity, inappropriate public displays of affection (PDA), insubordination, chronic tardiness or absences, disrespect and verbal abuse, excessive begging for grades, gambling, possession of prohibited items such as a knives, improper use or abuse of school property, forgery, cheating on assessments like tests and exams, plagiarism, alcohol and tobacco possession/use/or sale, intimidation or hazing, harassment of a sexual/verbal or online nature, bullying, online bullying (cyberbullying), fighting, physical assault, sexual assault, drug use/sale/or possession, joking about drug use/sale/possession at school, lewd or obscene acts, theft, threats to the school, vandalism, and arson as well as other issues that may be considered reportable beyond what is listed here.

- 6.11.2 Students are expected to go through a process of calm, respectful reflection on what occurred to determine what they learned from a given situation regarding their questionable behaviour and what they should do in the future to avoid the same issues. Students in high school will be expected to fill in a “Reflection and Action Plan” (RAP) via Google Form submission to briefly document what they learned from what happened and what they plan to do to improve in the future.
- 6.11.3 The principals in charge of discipline for their level will, after careful consideration and feedback from those involved, determine if more than just a warning and time of reflection is necessary to deal with a given disciplinary issue. In certain cases, consequences that suit the circumstances such as an apology or an activity that makes up for the disciplinary issue, and even more extreme consequences such as detentions or suspensions, may be necessary. As consequences for behaviour will be determined on a case-per-case basis with the intention of establishing a learning opportunity for individual students, they may necessitate parents being contacted for anything considered beyond the norm.
  - For all school-related discipline issues, parents should only speak to their own children and should avoid confronting other parents and students. Please note that principals, not parents, will be solely in charge of addressing school discipline issues between students and families at all times.
- 6.11.4 If students feel they have been treated unfairly or disrespectfully by teachers or a staff member, they should appeal directly to the principal of their grade level who is in charge of discipline, not spread potential slanderous remarks about the teacher or staff member to others as this negatively affects the climate of the school.
- 6.11.5 If, after following the line of communication described above, students feel



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they have not been properly understood or supported by their teacher(s) or principal, students are encouraged to involve their parents who can then email the Head of School with their concerns. (Please see 2.20 “Questions and Concerns” as a reminder of how to pass on questions and concerns. By not following the proper lines of communication, it may overly complicate a given situation.)

### 6.20 Personal Behavior

#### 6.21 General Policies

6.21.1 Students are to understand and exemplify the school’s ESLRs (see above) and the [IB Learner Profile](#).

6.21.2 To encourage student voice and input to this handbook, students from a variety of classes shared their ideas about the actions and characteristics of what it means to be a good student at Wells. In no particular order, here they are:

1. Be happy, humble, and kind.
2. Respect other cultures.
3. Study hard. Be committed to your work.
4. Manage your time correctly; don’t procrastinate.
5. Be responsible and be organized.
6. Set goals for yourself.
7. Behave yourself. Follow all rules.
8. Complete all your assignments.
9. Be punctual (on time).
10. Inspire others; don’t bully them.
11. Control your mood. Have a high EQ.
12. Be honest with yourself.
13. Don’t stress too much.
14. Get at least eight hours of sleep per night.
15. Live a healthy lifestyle.
16. Be open-minded.
17. Make wise decisions.
18. Care for the environment.
19. Don't damage school property.
20. Don't cheat.
21. Don't complain about your grades.
22. Wear your uniform properly.
23. Listen to your teachers and other staff members.
24. Ask questions in class and participate.
25. Participate in extra activities.
26. Be balanced.
27. Be confident.
28. Be social.
29. Have fun.



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30. Always try.

### 6.22 Healthy Relationships

- 6.22.1 Students are expected to show respect to all staff members and fellow students at all times.
- 6.22.2 Students who are insubordinate to the reasonable directives of staff members will be referred to the proper principal in charge of discipline.
- 6.22.3 Students who verbally or physically assault staff members or fellow students will be referred to the principal in charge of discipline for their grade level.
- 6.22.4 All students who are involved in any physical altercation with peers will be referred to the principal in charge of discipline for their grade level.
- 6.22.5 All students involved in cases of bullying and/or intimidation of others will be referred to the principal in charge of discipline for their grade level.
- 6.22.6 While romantic relationships between students are considered by the school to be a natural part of the maturation process, students should exercise common sense when on school grounds and/or in school uniform. As such, inappropriate public displays of romantic affection should be referred to the principal in charge of discipline for their grade level.
- 6.22.7 Students should strive to care for and support each other. We want to encourage a culture of care at Wells International School.
  - Report all bullying or major discipline issues immediately to the appropriate administrator. For example, at Wells On Nut, Grades 1-5 is the Primary Principal, Grades 6-8 is the Middle School Principal, and Grades 9-12 is the High School Principal. (See the early pages of this handbook for the emails of the various administrators.)

### 6.23 Tardiness and Attendance Issues at School

- 6.23.1 Students in middle and high school (Grades 5-12) who are tardy to school without excuse are subject to the following fees to encourage students to get to school for homeroom and opening ceremony by 7:30 a.m. and arrive no later than 8:00 a.m. (regardless of the fact that they may have a study hall for their first class):
  - 8:00 a.m. to 9:00 a.m.: 20 baht
  - After 9:00 a.m.: 50 baht
- 6.23.2 Parents of students who are tardy to school four times in a row during a given month will be contacted by the staff in the main office. Wells wants students to learn the importance of punctuality for when they eventually attend university and/or get a future job. Regardless if a student has study hall as their first class, students are still expected to come to school to study and work with other students and teachers in a safe, supervised environment.
  - *All students who have a study hall before and after break MUST sign in at the front office to show that they are at school.*
  - Saturday Attendance Recovery Program (SARP): Students who have been late eight times in a month will be required to attend a Saturday class from 8-11 a.m. at Wells On Nut (for an additional cost of 500 baht to pay the proctor to supervise) to make up for time they





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lost being late. If students attend supervised study halls where they are expected to work quietly on their own, we believe it will discourage chronic tardiness and encourage better habits that will lead to future success at university and in the world of work. *Please note that if the school feels a student has had too many absences over the course of a number of months, a chronically late student may also be required to attend one or more SARP sessions.*

- 6.23.3 Your job as a student is to go to classes on time and do as best you can. As a general rule, tardiness and absence from classes fall outside the scope of school-wide discipline apart from what is mentioned above. Teachers are only expected to report extreme cases of tardiness or absence to the parents and principal in charge of discipline for that level by sending an email to document their concern. Students and parents are expected to check PowerSchool and clear up issues of "Absence Unexcused" in PowerSchool by providing medical certificates or reasons for unexplained absences.
- Please note that on regular school days Wells does not officially condone students missing school to study at home or in a location outside of school. Missing school without a valid excuse in this case will be classified as skipping (no parent notification in advance) and/or "absent unexcused" (with prior parent notification). *Please note that students caught studying outside of school at coffee shops, etc. during school hours will be counted as skipping, regardless of parental permission.*
- 6.23.4 For the purpose of tracking attendance, four (4) instances of tardiness that infringe of a student's learning will count as a single absence. Students who do not attend a course a minimum of 80% of the total number of meetings may receive an F for that class.<sup>12</sup>
- 6.23.5 Students, if you go to class and notice the teacher is not there, wait outside of the classroom or go inside the classroom (depending on the rules of the teacher for entering their classroom). The fact that a teacher or substitute teacher may not be in class on time is never justification to leave for study hall. Do not believe your friends or their text messages--go and investigate yourself.
- 6.23.6 If, after 10 minutes a teacher or substitute has not shown up for class, two students should be designated by their peers to go down to the office to report that the teacher or substitute is absent while the other students remain in the room in an orderly manner.
- 6.24 General Behavior Expected of Students
- 6.24.1 As we must share this school space, avoid inappropriate behavior such as shouting, running, etc. as it disturbs others.
- 6.24.2 Avoid loitering in hallways or in unsupervised classrooms during class periods, breaks, lunch or study halls.

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<sup>12</sup> 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.



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- 6.24.3 Wells encourages students to speak in English in class whenever possible, particularly in situations in which others may not understand the language being used. However, Wells aim to provide occasional opportunities inside and outside of class to appreciate and celebrate different languages as well.
- 6.24.4 Students should not be playing games or activities in an inappropriate or hazardous fashion. *Please note that middle school and high school students are not allowed to use the front courtyard's playground equipment; it is strictly for the use of primary students due to concerns of damage to the equipment.*
- 6.24.5 Valuables of any sort should not be left unattended by students. Each individual is responsible for properly securing his/her own belongings, and WIS is *not* liable for any items lost or stolen as a result of individual negligence. Also, WIS is not obligated to use the CCTV camera footage to try to find lost, or potentially stolen, items.
- Any unclaimed items left by students at school should be given to the office staff to place in the Lost & Found.
- 6.24.6 All students should be logged into their Wells accounts at all times and should check their email accounts a minimum of three (3) times each day—preferably in the morning, lunch period and after school—in order to be aware of any official school communications.
- 6.24.7 Students must exercise habits of good global citizenship as well as good digital citizenship. Avoid posting anything negative that may be interpreted as bullying. Never use Wells email accounts or Wells WiFi to send or access inappropriate material. Do not use Wells email accounts to sign up for personal memberships to websites, etc. as your account will be deleted once you leave or graduate from Wells.
- Please note that once you graduate, the school cannot reactivate your student account for any reason. You must ensure that you remove all content that you want to keep from your email, Google Classroom docs, online portfolios, etc. before you leave Wells.
- 6.24.8 Students in middle school and high school should use a hall pass during class to use the toilet, etc. Teachers must insure they have school-issued hall passes to hand out to students at all times. If hall passes are lost or damaged, you must request new hall passes in the office.
- 6.24.9 Students represent Wells to others. Thus, they should not sleep or appear to sleep in class, they should not watch non-educational videos in class, and they should not use earphones to listen to music, or do anything else that will look unprofessional or “bad” to visitors at school who may be peering in the windows on a school tour.
- c6.25 Food & Beverages
- 6.25.1 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. The last person to leave a table or study area is technically responsible to ensure that it is clear, regardless of whether they left trash there or not. Maintaining a clean campus is a *shared* responsibility.
- 6.25.2 Eating food in the following locations is strictly prohibited:



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- Classrooms and work rooms (unless given special permission)
  - Libraries
  - Computer labs
  - Stairwells
  - Hallways on the second or third floors
- 6.25.3 Students who are observed littering or eating in any of the above locations should be referred to their principal in charge of discipline.
- 6.25.5 Students should neither consume food nor drink beverages in classrooms. Teachers may make exceptions for special occasions at their discretion, in which case the students are responsible for cleaning all resultant waste and mess..
- Although custodial duties are performed regularly, students should ensure they *and their peers* clean up after themselves at all times, especially during break times and lunch. At the end of class, students should clean the insides of desks and pick up any large pieces of trash or paper from the floor.
- 6.25.7 Primary and middle school students are not permitted to order lunch outside of the school on their own. Please refer to [this document](#) for the policy on high school students ordering food during high school lunch.
- 6.25.8 Please note that *homemade baked goods must not be brought to school to sell* unless special written permission has been granted in advance through the proper channels for an official Wells event like a bake sale to raise money for a charity or club. Students should never sell any items, including food, on campus unless it is for charity purposes as an official Wells event that has been approved of in advance.
- 6.26 Substance Abuse and Prohibited Items
- 6.26.1 The use of tobacco or alcohol is absolutely forbidden on school grounds or within 100 meters of school grounds. Illicit drugs are expressly forbidden at Wells as drugs are against the laws of Thailand.
- 6.26.2 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
  - Other consequences on a case-per-case basis such as suspension or expulsion from Wells
- 6.26.3 Students in violation of this policy (6.26.2) three or more times, as well as those selling (or even claiming to sell or help distribute) any of the above substances to other students, will be referred to the police department at the discretion of the school.
- 6.26.4 Students should not be in possession of, or distribute, prohibited items at school. An example of a "prohibited item" would be anything that would compromise the health and safety of students or things that are inappropriate to bring to school such as things that are against the rules of the school like items with rude words on them. Though this is not an



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exhaustive list, examples of prohibited items include:

- tobacco, e-cigarettes, alcohol and drugs
- weapons
- pornography
- inappropriate stickers stuck on a laptop or other possessions
- baked goods (see 6.25.8 above)
- playing cards (unless they are being used specifically to perform magic tricks)
- uniform items or advertising from other schools

### 6.27 Designated Areas for Students

- 6.27.1 Respect the fact that other classes are in session. Therefore, if you have study hall, remain in the cafeteria, or get permission to be supervised in the library or a teacher's room. Activities other than studying or doing school-related work should not ideally be engaged in during study hall.
- *No sports or excessive physical activity is permitted during study hall. Study!*
  - *Do not use any external speakers to broadcast sound while at school in a shared space as this disturbs others who may want to study or simply not want to hear your music or video.*
- 6.27.2 Do not sit or loiter in the stairwells as this makes travel difficult for others.
- 6.27.3 Using the fitness room, gymnasium or coliseum is not permitted unless under the direct supervision of a teacher.
- 6.27.3.1 Middle school and high school students must always change into proper gym clothes before and after engaging in physical activity during P.E. classes or (for high school students) lunch.
- For high school students, no formal uniforms are permitted to be worn inside the Coliseum during lunch to avoid students emitting unpleasant odours that may annoy or distract others in a classroom environment.
- 6.27.4 Remain on the first floor during lunch break. You should not be going to your locker early or dropping off your bag in your next class. You may go to your regularly scheduled class *when the bell rings*. You may also go directly to the library during lunch or stay in a classroom if you are being supervised.
- 6.27.5 Unless you have are in study hall or at lunch, if you are in high school or middle school you should use a hall pass from your teacher to move around the school. You should also be prepared to show any staff member your schedule from PowerSchool on your phone or ICT device if they ask to see it.
- 6.27.6 Due to noise considerations, you may only sit "under the bridge" during break time or lunch periods. Study hall areas are the cafeteria and, if permitted by the librarians, the library.
- 6.27.7 Do not play music without earphones in public spaces as some students want to concentrate as they study. You may use earphones if you are seated in study hall, but do not wear earphones during the national



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anthem and ensure that you have one earphone in and one earphone out as you move around the school. Unless it is for educational purposes, you should not use earphones in class or have them in your ears during class.

- 6.27.8 Unless under the direct supervision of a teacher or coach in an official after-school activity, you should leave the school by 4:00 p.m. to wait in the lobby. (The school officially closes at 4:00 p.m.) However, you should not loiter inside the school or wait for people who are being supervised by a teacher or coach unless special permission is given such as watching an official Wells home game.
- During after school events, the teacher supervisor and/or coach must ensure that all the students directly under their care leave the school in a timely manner by walking all the students out to the lobby as a group to ensure everyone goes home at the appointed time. Students must not be left alone within the school without proper supervision as students are expected to leave school by 4:00 p.m. at the very latest unless they are officially under the direct supervision of a teacher in charge of an after school event.

### 6.28 The Overarching Principle of “Common Sense”

6.28.1 As mentioned above, this handbook 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. Most issues governing behavior can be deduced from common sense: Will what I do negatively affect me or others? Is what I am about to say or do disrespectful to others? Will it go against the school ESLRs or IB Learner Profile? If you answer YES to one or all of these questions, you should rethink your actions. Obvious things such as bullying, fighting, etc. have not been mentioned above because of this principle of common sense that we should all strive to follow as we interact with others as internationally minded, good global citizens who want to make a positive difference in this world.

- If you feel something is missing from the handbook or something needs to be changed/improved, please be sure to email [william@wells-school.com](mailto:william@wells-school.com).

## 7.00 OTHER RESOURCES

### 7.10 Internet Sites

[wells.ac.th](http://wells.ac.th)

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



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### [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.ac.th](http://wells.ac.th) to view the school calendar.)