



Wells International School Student & Parent Handbook

Campus Hours

Campus	Weekdays	Saturday
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	7:00 a.m. – 4:30 p.m.	8:30 a.m. – 12:00 p.m.
Chonburi	7:30 a.m. – 4:30 p.m.	8:30 a.m. – 12:00 p.m.



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OVERVIEW & KEY INFORMATION

In today's increasingly interconnected and complex world, an international education is essential—a balanced approach that nurtures both the mind and the heart. It is crucial to begin this global learning experience from early childhood.

At Wells International School, we recognize the significance of this journey. While every child is unique, there are fundamental qualities each student must develop to thrive in a global society. These include learning respect for oneself and others, cultivating open-mindedness and tolerance, and embracing responsibility for their actions. We foster these attributes by providing a genuinely international education that encourages each child to gain a multicultural perspective while valuing their own distinct cultural heritage.

Committed to academic excellence, we inspire students to become lifelong learners by nurturing the attitudes and skills required for success in the ever-evolving global community. This Student & Parent Handbook—designed for Nursery through Grade 12—is not an exhaustive compendium of all school policies and procedures. Instead, it serves as a practical overview of key information essential for a meaningful and successful experience at Wells International School. It is also a living document, featuring references to additional resources accessible via the school website and other platforms. Policies may be updated or revised at the school's discretion. Alongside reading all official school communications, please remember to regularly check announcements shared by email, on our website, or through social media channels.

1.00 SCHOOL PHILOSOPHY & GOALS OF WELLS INTERNATIONAL SCHOOL

1.10 Educational Philosophy

- 1.10.1 Wells International School is committed to providing a high-quality education that challenges students to achieve their personal best.
- 1.10.2 Success at WIS requires dedication, organization, diligence, and a willingness to learn.
- 1.10.3 The school seeks not only to provide strong academics, but also to help students develop confidence, self-worth, and a commitment to excellence.
- 1.10.4 WIS values the strengths and interests of each student and encourages every learner to grow academically, socially, and personally.

1.20 Mission Statement and Vision

- 1.20.1 **Mission Statement:** The mission of Wells International School is to provide a quality college-preparatory education to a diverse international student body in a nurturing environment that inspires curiosity, creativity, discovery, and responsible global citizenship through a strong partnership between home and school.
- 1.20.2 **Vision:** The vision of Wells International School is to be globally recognized for supportive and innovative educational programs that empower each student to achieve his or her highest potential.
- 1.20.3 **Strategic Vision:** Wells seeks to prepare students for success at leading universities and beyond through personalized education, effective teaching, and a



- commitment to high academic standards.
- 1.20.4 International Baccalaureate (IB) Mission: Wells On Nut and Wells Bang Na are authorized IB World Schools and are guided by the IB mission to develop inquiring, knowledgeable, and caring young people who help create a better and more peaceful world through intercultural understanding and respect.

1.30 School Goals, ESLRs, and IB Learner Profile

- 1.30.1 WIS strives to provide a high-quality international education that meets the needs of its diverse school community.
- 1.30.2 The school prepares students for post-secondary study in English-speaking and international environments.
- 1.30.3 WIS provides instruction from Pre-K through Grade 12 based on an American curriculum framework, adapted to meet the needs of international students.
- 1.30.4 The school values best practices in teaching and learning and promotes cross-cultural understanding across all grade levels.
- 1.30.5 WIS offers a range of co-curricular and extracurricular opportunities that support the development of well-rounded students.
- 1.30.6 English is the primary language of instruction, except in foreign language classes and Thai Department courses. Appreciation of other languages and cultures is encouraged throughout the school year.

1.40 Expected Schoolwide Learning Results

- 1.40.1 WIS expects all students to demonstrate the school's Expected Schoolwide Learning Results (ESLRs), which reflect the skills and values considered essential for success at Wells and beyond.
- 1.40.2 The ESLRs are incorporated into classroom learning, school activities, service opportunities, and student assessment.
- 1.40.3 In secondary school, ESLRs are assessed as part of the annual evaluation process for each class, as directed by the school.

Critical Thinker

- We apply reasoning and the scientific method appropriately.
- We think critically before drawing conclusions.
- We solve problems systematically.
- We learn strategies for solving complex problems.

Effective Communicator

- We speak confidently in English.
- We use verbal and non-verbal communication effectively.
- We express thoughts and feelings clearly.
- We listen carefully to understand others.
- We use a variety of communication methods.
- We communicate with cultural awareness.



Healthy Choices

- We care for our emotional and mental wellbeing.
- We understand how the body functions.
- We make healthy choices.
- We recognize the risks of substance abuse.

ICT Proficiency

- We use technology for learning.
- We use technology to communicate effectively.
- We understand the risks of misusing technology.
- We learn new technologies with confidence.

Responsible Global Citizen

- We care for the environment.
- We follow rules and live cooperatively with others.
- We act responsibly.
- We respect people from different cultural backgrounds.
- We show respect to parents, teachers, and peers.

Thai Culture Appreciation

- We show respect for the King and the Royal Family.
- We show respect for the national anthem.
- We appreciate Thai culture and art.
- We participate in activities that promote Thai culture and heritage.

1.50 IB Learner Profile

- 1.50.1 As an IB World School, WIS expects students and adults in the school community to reflect the values of the IB Learner Profile.
- 1.50.2 These attributes include being inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, and reflective.
- 1.50.3 Students are expected to demonstrate these attributes in their academic work, interactions with others, and participation in school life.
- 1.50.4 All adults in the school community are expected to serve as role models for students by demonstrating the ESLRs and the IB Learner Profile attributes.

1.60 Schoolwide Expectations

- 1.60.1 Students are expected to represent WIS positively in their conduct, language, learning habits, and relationships with others.
- 1.60.2 Students should strive to apply the ESLRs and IB Learner Profile attributes both in and outside the classroom.
- 1.60.3 The school community values responsibility, respect, curiosity, integrity, and a commitment to continuous growth.



2.00 GENERAL CAMPUS POLICIES

2.10 Campus Visitors

- 2.10.1 Parents and visitors are welcome on campus during regular school hours, provided they follow school sign-in procedures.
- 2.10.2 All visitors must report to the main entrance, sign in, and receive a visitor badge before entering the main campus area.
- 2.10.3 Parents should not enter beyond the office area unless they have a scheduled appointment or are attending a school event.
- 2.10.4 To meet with a teacher or staff member, parents should contact the office in advance to arrange an appointment.
- 2.10.5 Appointments are generally expected to remain within a reasonable time frame, and additional meetings may be scheduled if needed.
- 2.10.6 Returning students and alumni may visit teachers after 2:45 p.m. and must follow regular visitor procedures.

2.20 Questions and Concerns

- 2.20.1 Questions about buses, facilities, scheduling, or other operational matters should be directed to the main office.
- 2.20.2 Questions or concerns about academics should first be addressed directly to the teacher involved.
- 2.20.3 If a concern is not resolved after speaking with the teacher, it should be brought to the attention of the appropriate principal.
- 2.20.4 If the issue remains unresolved after reasonable steps have been taken, parents may contact the Head of School or Deputy Head of School.
- 2.20.5 Parents are encouraged to communicate respectfully and to allow time for school staff to respond appropriately.

2.30 Student Exit Procedures

- 2.30.1 WIS is a closed campus. Students may not leave campus during the school day without permission.
- 2.30.2 Students may be released only to adults authorized in the student file or to another person approved through written parent permission.
- 2.30.3 If a student needs to leave early, a parent or authorized guardian should sign the student out through the office.
- 2.30.4 If a parent or guardian cannot come in person, the school may require written permission and confirmation by phone or email before the student is released.
- 2.30.5 Students leaving early may be required to complete the appropriate early leave form.
- 2.30.6 Students who leave campus for non-school-related reasons during the school day are generally marked absent unexcused.

2.40 Student Records

- 2.40.1 Student records, including academic, enrollment, and contact information, are



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- confidential and are kept on file by the school.
- 2.40.2 The school will release student information only with appropriate guardian consent or when required by law.
- 2.40.3 Students must live with a parent or legal guardian while enrolled at WIS unless the school has been informed in advance of an approved guardianship arrangement.
- 2.40.4 Parents and guardians are responsible for keeping all contact information current and accurate.
- 2.40.5 If a temporary guardian is appointed, the appropriate school form must be completed and submitted to the office.
- 2.40.6 In cases of custody or guardianship changes, the school may require legal documentation before updating contact records.
- 2.40.7 Requests to remove a parent or guardian from school records must be supported by legal documentation and reviewed by the school.
- 2.40.8 Official school documents such as transcripts, enrollment letters, and grade records must be requested in advance through the office.
- 2.40.9 Processing times may vary, and document requests should be made well before deadlines or school holidays.

2.50 Student Admissions and Related Matters

- 2.50.1 By enrolling a student at WIS, parents acknowledge that the school may use student images in school-related publications and promotional materials unless a written request is submitted to opt out.
- 2.50.2 Yearbook inclusion may also be expected unless the school receives a written request to exclude the student by the published deadline.
- 2.50.3 The school may recommend additional academic, learning support, or social-emotional evaluation if it believes such support is in the student's best interest.
- 2.50.4 Students may be asked to participate in English language support services if the school determines that additional support is needed.
- 2.50.5 Students in Grades 11 and 12 must meet the school's CAS expectations and related diploma requirements in order to graduate.

3.00 GENERAL STUDENT POLICIES & PROCEDURES

3.10 Conduct & Responsibilities

- 3.10.1 As a member of the WIS community, each student's actions and attitudes affect peers, teachers, and the overall learning environment.
- 3.10.2 Students are expected to understand and follow the policies in this handbook and to act in a way that reflects positively on Wells International School.
- 3.10.3 Students should follow school expectations, use good judgment, and take responsibility for their behavior both on and off campus when representing the school.



3.11 Personal Conduct

- 3.11.1 Students represent WIS when wearing the school uniform, attending school events, participating in field trips, or identifying themselves publicly as Wells students. Students must therefore act in ways that support the school's reputation and values.
- 3.11.2 The use, possession, or distribution of alcohol, tobacco, e-cigarettes, vaping products, or illegal drugs is strictly prohibited on school property and at school-sponsored events. Violations may result in serious disciplinary action.
- 3.11.3 Students are expected to behave responsibly in personal relationships and to avoid conduct that distracts from learning or creates discomfort for others.
- 3.11.4 Students must speak respectfully and inclusively to others and avoid discriminatory, insulting, or disrespectful language.
- 3.11.5 Sexual harassment is strictly prohibited. Any student who believes they have experienced or witnessed sexual harassment should report it immediately to the appropriate school administrator.
- 3.11.6 Students must respect the privacy of others. Photographs, videos, audio recordings, and personal information about students, staff, or the school may not be shared without permission.
- 3.11.7 Complaints related to the IB Diploma Programme should follow the school's established complaint procedure.

3.12 Interactions with Others

- 3.12.1 Students are expected to treat others with common courtesy and respect at all times.
- 3.12.2 Bullying, intimidation, harassment, and physical aggression are not tolerated.
- 3.12.3 Students must use appropriate titles when addressing adults, including teachers, staff members, and school visitors.
- 3.12.4 Students are expected to follow the directions of school staff members.
- 3.12.5 If a student disagrees with a rule or directive, the student should comply first and then address the concern calmly through the appropriate school channel.

3.13 Student Responsibilities

- 3.13.1 Students must follow the school dress code and grooming standards at all times on campus, during school events, and on field trips unless otherwise approved.
- 3.13.2 Students must wear the correct school uniform and school ID as required by their division.
- 3.13.3 Clothing, accessories, and personal items must be neat, clean, and free from inappropriate text or images.
- 3.13.4 Open-toed footwear is not permitted unless approved for medical reasons.
- 3.13.5 Students who arrive without the proper uniform or footwear may be asked to correct the issue or return home to change.
- 3.13.6 Students are encouraged to keep an extra uniform and an extra pair of shoes at school.
- 3.13.7 Students are expected to show respect for Thai culture, national ceremonies, the national anthem, the Royal Family, Thai Buddhism, and other sacred cultural



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- traditions.
- 3.13.8 During ceremonies and assemblies, students should behave quietly and respectfully and follow staff directions.
 - 3.13.9 Students should greet adults respectfully, including by wai when appropriate.
 - 3.13.10 Parents and students are responsible for informing the school about absences in a timely manner.
 - 3.13.11 When a student knows in advance that they will be absent or leave early, the proper school form should be completed and submitted as required.
 - 3.13.12 A parent or legal guardian must notify the school by email or phone regarding any absence.
 - 3.13.13 Students in high school should send courtesy emails to teachers before class when they are absent or late.
 - 3.13.14 Absences that are not properly documented may be marked unexcused.
 - 3.13.15 Students should not miss school for personal study outside of school unless approved by the school.
 - 3.13.16 Students may use laptops, tablets, and other approved devices for educational purposes.
 - 3.13.17 Devices may only be used during class when permitted by the teacher.
 - 3.13.18 Smartphones must be kept out of sight during class unless the teacher gives permission for academic use.
 - 3.13.19 Students may not record, photograph, or film others without permission.
 - 3.13.20 Inappropriate online content or misuse of school-related media may result in disciplinary action.
 - 3.13.21 Video game consoles are not permitted at school.
 - 3.13.22 The school may establish technology-free times or areas when needed.

3.14 Homeroom

- 3.14.1 Homeroom is an important part of school communication and student support.
- 3.14.2 Students should attend homeroom on time and remain attentive to announcements and instructions.
- 3.14.3 During assemblies and ceremonies, students must line up quietly, follow staff directions, and behave respectfully.
- 3.14.4 Students are responsible for any information shared during homeroom that they miss because of lateness or absence.

3.15 Parental Conduct and Responsibilities

- 3.15.1 Parents are expected to support the school in enforcing student conduct, attendance, and dress code expectations.
- 3.15.2 Parents should work with the school to help students meet academic and behavioral expectations.
- 3.15.3 Parents are expected to model respectful behavior when interacting with school staff, students, and other members of the school community.
- 3.15.4 Parents should avoid aggressive behavior, smoking on campus, or any conduct that may negatively affect the school community.
- 3.15.5 Concerns should be raised respectfully and through the appropriate school channels.



4.00 FACILITIES POLICIES & PROCEDURES

4.10 General Guidelines

- 4.10.1 Students are expected to respect school facilities, equipment, and property at all times.
- 4.10.2 Facilities rules are meant to keep the campus clean, safe, and ready for learning.
- 4.10.3 Students should also follow the discipline policies when using school spaces and property.

4.11 Respect for School Property

- 4.11.1 Students must keep the school clean and dispose of trash properly.
- 4.11.2 Students are expected to encourage others to keep shared spaces tidy.
- 4.11.3 Students may not damage, mark, remove, or misuse school property, including lockers.
- 4.11.4 Damage to school property may result in disciplinary action, and repair or replacement costs may be charged to the student's account.
- 4.11.5 Gum is not permitted on campus, and students must not place sticky substances on school property.
- 4.11.6 Locker decorations should be kept to the inside of the locker only and must not damage the locker surface.

4.20 Office Policies and Procedures

- 4.20.1 Students should use the office respectfully and only for school-related business.
- 4.20.2 Students should not socialize in the office or remain there unnecessarily.
- 4.20.3 Students may request photocopies through office staff when appropriate and may be charged a small fee if applicable.

4.21 Forms and Requests

- 4.21.1 Students must complete the proper form when requesting early leave, reporting an absence, or leaving campus before dismissal.
- 4.21.2 Student events, club events, and committee activities must be planned using the appropriate event form and approved by the relevant supervisor and administrator.
- 4.21.3 New student clubs must be proposed using the appropriate club proposal form and approved before they begin operations.
- 4.21.4 School trips and field trips must follow the school's approved planning and approval process.
- 4.21.5 Requests for grade reports, transcripts, and enrollment letters must be submitted through the office in advance.
- 4.21.6 Students who withdraw from WIS must complete the withdrawal process, return all school property, settle outstanding fees, and return their school ID as required.



4.30 Student Safety Procedures

- 4.30.1 Students should report to the clinic when they are ill or injured and should inform their teacher when leaving class.
- 4.30.2 Students who need to wear sandals for medical reasons must first receive permission from the nurse.
- 4.30.3 Students who need to remain in the clinic or leave school due to illness must receive approval from the nurse and follow the proper reporting process.
- 4.30.4 Students returning to class after a clinic visit must follow the clinic confirmation procedure required by the school.
- 4.30.5 Medication may be brought to school only when necessary and must be accompanied by proper parent instructions and school approval.
- 4.30.6 Student health and emergency procedures may vary by campus, and students should follow local campus instructions.

4.40 Student Accident Insurance

- 4.40.1 WIS provides limited medical reimbursement for qualifying school-related incidents according to the school's insurance coverage and policy.
- 4.40.2 Additional travel insurance may apply for approved overnight school trips.
- 4.40.3 Parents remain responsible for any costs not covered by the school's insurance provisions.

4.50 Safeguarding and Child Protection

- 4.50.1 WIS considers student safety a top priority.
- 4.50.2 Students should report any concern involving abuse, neglect, or unsafe behavior to a counselor or appropriate school staff member immediately.
- 4.50.3 Abuse includes physical abuse, emotional or verbal abuse, sexual abuse, grooming, and neglect.
- 4.50.4 Concerns will be handled confidentially and shared only with those who need to know.
- 4.50.5 Concerns about staff behavior should be reported immediately to the Systemwide Leadership Team and the appropriate principal.

4.60 Emergency Provisions

- 4.60.1 WIS maintains an Emergency Preparedness Plan covering prevention, preparedness, response, and recovery.
- 4.60.2 In the event of a serious emergency, the school will communicate instructions to students and families as quickly as possible.
- 4.60.3 Students may not leave campus during an emergency unless released through the proper school process.
- 4.60.4 Off-campus events and school trips may be canceled when necessary for safety.
- 4.60.5 Students and staff must follow all emergency instructions from the school without delay.



4.70 Emergency Evacuation Procedures

- 4.70.1 Students must leave the building immediately when an evacuation alarm is sounded or when directed by school staff.
- 4.70.2 Students must follow evacuation routes quietly and calmly.
- 4.70.3 Students must not stop to collect personal belongings during an evacuation.
- 4.70.4 Students must line up in homeroom groups at the designated assembly area and remain quiet while attendance is taken.
- 4.70.5 Students and staff may not re-enter the school until administration gives permission.
- 4.70.6 Students must follow alternate evacuation routes if the primary route is blocked or unsafe.
- 4.70.7 Students must know that maliciously pulling a fire alarm is a serious offense and may lead to disciplinary and legal consequences.

4.80 Kindergarten and Primary Supervision

- 4.80.1 Kindergarten and primary students are supervised according to school duty schedules and campus procedures.
- 4.80.2 Younger students must be escorted to specialist classes, lunch, recess, and other supervised activities as required.
- 4.80.3 Teachers and aides must actively supervise students and help maintain orderly and safe common areas.
- 4.80.4 Concerns about student health or safety should be reported to the teacher in charge, the principal, and the nurse.

4.90 Library, Language Lab, and ICT

- 4.90.1 Students are encouraged to use the library and language lab for research and learning when allowed.
- 4.90.2 Students must follow the rules of each facility and respect the directions of staff members.
- 4.90.3 Students are responsible for any materials they borrow and may be charged for loss or damage.
- 4.90.4 Students may only use ICT resources responsibly and for school-related purposes.
- 4.90.5 Students may not use school devices, school email, or school Wi-Fi for illegal, harmful, inappropriate, or excessive non-educational use.
- 4.90.6 Students must use appropriate names and profile information on school platforms.
- 4.90.7 Students must check their school email regularly and respond to school communication when required.
- 4.90.8 Students must immediately report ICT problems, damage, or misuse to the appropriate school staff member.



5.00 ACADEMIC POLICIES & PROCEDURES

5.10 General Policies

- 5.10.1 Students are expected to come to school with the supplies required for their classes.
- 5.10.2 Textbooks, workbooks, library books, and assigned novels must be returned in good condition when requested or when a student leaves WIS.
- 5.10.3 Students may be charged for lost or damaged books or other school property.
- 5.10.4 Students should not take supplies from art rooms or ask art teachers for art materials unless the materials are part of an approved class activity.
- 5.10.5 Students should begin each school year with the school account access, schedule information, class supplies, handbook, and calendar required for their grade level.

5.11 Homework

- 5.11.1 Homework may be assigned in academic classes to reinforce learning and build independent study habits.
- 5.11.2 Homework should be meaningful and support classroom learning rather than serve as busy work.
- 5.11.3 The amount of homework should be reasonable for the student's age and grade level.
- 5.11.4 Students should use teacher office hours or designated support times when they need help with homework or feedback on assignments.
- 5.11.5 Teachers are not expected to respond to homework questions outside of school hours unless school circumstances require it.
- 5.11.6 Students may be asked to meet with teachers during office hours if they are missing work or need additional support.

5.12 Student Assessment

- 5.12.1 WIS uses a variety of assessments to measure student learning, including homework, quizzes, tests, projects, essays, journals, discussions, performances, and class work.
- 5.12.2 Students and parents should check PowerSchool regularly to stay informed about grades and progress.
- 5.12.3 Final exams are given at the end of each semester for secondary students, and midterm exams may also be given at the teacher's discretion.
- 5.12.4 Students who miss assessments due to absence may be given make-up work according to school and teacher procedures.
- 5.12.5 Written documentation may be required for missed major assessments.



5.20 Grades

- 5.20.1 WIS issues progress reports at mid-semester and official grades at the end of each semester.
- 5.20.2 Grades are recorded in PowerSchool.
- 5.20.3 Parents and students are expected to monitor academic progress through PowerSchool and classroom communication tools.
- 5.20.4 Secondary students are graded using the school's 4.0 GPA scale.
- 5.20.5 AP and HL courses may receive weighted grading as approved by the school.
- 5.20.6 Primary students are assessed using a standards-based reporting scale.
- 5.20.7 IB assessment and grading follow IB expectations and programme requirements.
- 5.20.8 Grades in PowerSchool reflect WIS course grades and may differ from external exam results or predicted grades.

5.21 Attendance and Credit Standing

- 5.21.1 Students must attend class regularly in order to receive full credit.
- 5.21.2 Students who miss more than the allowed amount of class time may receive a failing grade.
- 5.21.3 Students who enter a course late may receive an NG if there is not enough evidence to assign a fair grade.
- 5.21.4 Students who join a course after the early course-change period may not be eligible to receive a grade for that term.
- 5.21.5 Secondary students may request course changes only within the school's published course-change window.
- 5.21.6 Students who withdraw from a course after the allowed period may receive a Withdraw Fail or other grade as determined by the school.
- 5.21.7 High school students in Grades 11 and 12 must complete CAS requirements as part of graduation expectations.
- 5.21.8 Students who do not complete graduation requirements may not participate in the graduation ceremony.

5.30 Academic Honesty

- 5.30.1 Students are expected to complete their work honestly and submit original work.
- 5.30.2 Cheating, plagiarism, unauthorized collaboration, and misuse of source material are forms of academic misconduct.
- 5.30.3 Students must learn and apply proper paraphrasing and citation skills.
- 5.30.4 High school students are expected to use APA citation unless otherwise directed by the course teacher.
- 5.30.5 Turnitin or another approved system may be required for major assignments.
- 5.30.6 Students must not use others to complete their work for them, including tutors, friends, or AI tools, unless the teacher has given clear permission.
- 5.30.7 Any academic misconduct may be reported to parents and the appropriate principal.
- 5.30.8 Academic misconduct may still affect a student's grade even if it is discovered



after work has been submitted.

5.31 Consequences for Academic Misconduct

- 5.31.1 Students who commit academic misconduct may be asked to redo the assignment or assessment.
- 5.31.2 Repeated misconduct may lead to a reduced grade, a zero, a conference with parents, or additional disciplinary action.
- 5.31.3 Academic misconduct may be recorded in the school's records and may affect future recognition, privileges, or scholarship consideration.

5.40 Academic Probation and Failure

- 5.40.1 Students who fail multiple core subjects may be required to repeat a grade level or complete summer school or credit recovery.
- 5.40.2 Middle school students who fail one or more subjects may be required to attend summer school.
- 5.40.3 Promotion and retention decisions are based on grades, age, maturity, behavior, and readiness for the next grade level.
- 5.40.4 High school students may continue to advance in grade level until graduation requirements must be met for diploma eligibility.
- 5.40.5 Students on school sports teams must meet the academic eligibility requirements set by the school.
- 5.40.6 Students who fall below the required academic standard may become ineligible for team participation until their grades improve.
- 5.40.7 Students who are struggling academically should meet with their teachers during office hours for support.

5.50 Academic Recognition

- 5.50.1 Primary students may be recognized with certificates or awards for achievement.
- 5.50.2 Secondary students may be recognized through awards, scholarships, or other forms of school recognition approved by the school.
- 5.50.3 Recognition decisions are made by the school and may consider academic performance, character, effort, leadership, service, and other contributions to the school community.

5.60 Graduation Requirements

- 5.60.1 Students must complete the required credits for graduation as set by WIS.
- 5.60.2 The school's diploma requirements include the subject-area credits required for language arts, mathematics, social studies, science, foreign language, fine arts, ICT, physical education, and electives.
- 5.60.3 One credit does not equal the same number of class periods in every course; credit values are based on course length and meeting time.
- 5.60.4 Grade 11 and 12 students must complete CAS requirements to qualify for graduation.
- 5.60.5 Students who do not meet graduation requirements may not participate in the graduation ceremony.



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- 5.60.6 Students and parents are responsible for understanding any additional testing requirements, including English proficiency or university entrance requirements when applicable.
- 5.60.7 Students and parents are encouraged to meet with the appropriate school counselor or academic advisor when planning courses and graduation pathways.

5.70 Course Selection, Changes, and Repeated Courses

- 5.70.1 High school students and parents should consult with the school counselor or student support staff when selecting courses.
- 5.70.2 Course change requests must be made within the school's published course-change period.
- 5.70.3 Repeated courses may be allowed according to school policy and course requirements.
- 5.70.4 Transcript changes after final grades are issued are limited to approved corrections and may require administrative review.
- 5.70.5 Students taking AP or HL courses should understand that external exams may lead to advanced standing or college credit depending on the receiving institution.

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) courses receive an additional 1.0 to the rating to support and encourage students to try more challenging courses. They are thus graded as follows:

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

In Primary, WIS follows a standards-based scale. Students 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	Above standard; performs skills independently and shows personal initiative; demonstrates mastery of skills and/or concepts beyond class expectations
3	Meets standard; generally performs skills independently; demonstrates mastery of skills and/or concepts.
2	Approaching standard; performs skills with moderate teacher assistance; requires additional support and practice to achieve mastery of skills and/or concepts.



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- 1** **Below standard;** 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** **Not evaluated**

For high school, the following table explains the graduation requirements based on credits. One year typically represents one credit.

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 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/theater, music or visual arts.
ICT	One credit
Physical Education	Two credits
Electives	Five credits
Total	Twenty-six credits



6.00 DISCIPLINE POLICIES

6.10 General Information

- 6.10.1 Students who violate school behavior expectations will be referred to the appropriate principal for their division.
- 6.10.2 Staff members should address concerns calmly, respectfully, and as an opportunity for student reflection and growth.
- 6.10.3 Minor issues may be addressed by the teacher or staff member present and do not always require formal reporting unless the behavior continues.
- 6.10.4 Reportable issues include more serious or repeated violations of school policy, including cheating, bullying, harassment, fighting, substance use, theft, vandalism, threats, and other unsafe or unlawful behavior.
- 6.10.5 Reportable offenses may result in detention, suspension, expulsion, or other consequences depending on the seriousness of the incident.
- 6.10.6 Marijuana in any form is prohibited on campus and may not be used or displayed in connection with the school.

6.20 Personal Behavior

- 6.20.1 Students are expected to reflect on their behavior, learn from mistakes, and make a plan to improve when needed.
- 6.20.2 High school students may be required to complete a Reflection and Action Plan after a disciplinary incident.
- 6.20.3 Consequences are determined case by case and may include apologies, restorative actions, detention, suspension, or other appropriate measures.
- 6.20.4 Parents should address concerns only regarding their own children and should not confront other students or families.
- 6.20.5 Students who believe they have been treated unfairly should first speak to the appropriate principal. If concerns remain, parents may contact the Head of School through the proper communication channels.

6.30 Healthy Relationships

- 6.30.1 Students are expected to treat all staff members and classmates with respect.
- 6.30.2 Insubordination, verbal abuse, physical aggression, bullying, intimidation, harassment, and fighting are serious offenses and will be referred to the appropriate principal.
- 6.30.3 Romantic relationships should remain respectful and should not involve behavior that is distracting, inappropriate, or overly public on campus or in school uniform.
- 6.30.4 Students should help create a culture of care, respect, and safety at WIS.
- 6.30.5 Concerns about bullying or serious misconduct should be reported immediately to the appropriate administrator.

6.40 Tardiness and Attendance

- 6.40.1 Students are expected to arrive on time and attend all scheduled classes regularly.
- 6.40.2 Chronic tardiness or absences may result in parent contact, attendance



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- interventions, or additional consequences.
- 6.40.3 Students who are late repeatedly may be required to attend a Saturday make-up session or another attendance recovery program.
- 6.40.4 Students may receive an F in a class if they do not attend at least 80 percent of class meetings.
- 6.40.5 Students should not leave campus to study elsewhere during school hours unless the absence has been properly approved.
- 6.40.6 If a teacher is absent, students should remain in class and follow the school's procedure for reporting the absence after waiting the required amount of time.

6.50 General Behavior Expectations

- 6.50.1 Students should behave in a way that respects the learning environment and the shared use of campus spaces.
- 6.50.2 Running, shouting, loitering, and other disruptive behavior are not permitted.
- 6.50.3 Students should speak English when appropriate in class, while also respecting opportunities to use and celebrate other languages.
- 6.50.4 Students should not play games or use equipment in unsafe or inappropriate ways.
- 6.50.5 Valuables should not be left unattended, and students are responsible for securing their personal belongings.
- 6.50.6 Students should check their school email regularly and remain informed about official school communication.
- 6.50.7 Students must use school technology responsibly and may not use school email or Wi-Fi for bullying, inappropriate material, or personal misuse.
- 6.50.8 Students should follow hall pass procedures and remain professional in class.
- 6.50.9 Students should not sleep in class, use earphones inappropriately, or engage in conduct that creates a poor impression of the school.

6.60 Food and Beverages

- 6.60.1 Students are responsible for keeping eating areas clean and disposing of trash properly.
- 6.60.2 Food is not permitted in classrooms, libraries, computer labs, stairwells, or designated restricted areas unless permission has been given.
- 6.60.3 Students should not eat in areas where food is prohibited and may be referred for discipline if they ignore these rules.
- 6.60.4 Primary and middle school students may not order food independently from outside the school.
- 6.60.5 Food sales on campus are allowed only with prior written approval for an official school or charity event.

6.70 Substance Use and Prohibited Items

- 6.70.1 Tobacco, alcohol, illegal drugs, marijuana, vaping products, and related items are prohibited on campus, within the school vicinity, and at school-sponsored events.
- 6.70.2 Students found using, possessing, distributing, or promoting prohibited substances may face suspension, expulsion, or other disciplinary action.
- 6.70.3 Repeated serious violations may be referred to the police when appropriate.



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- 6.70.4 Students may not possess or distribute prohibited items such as weapons, pornography, inappropriate materials, or other unsafe or disruptive objects.
- 6.70.5 Any item that threatens safety, violates school rules, or disrupts the school environment may be treated as a prohibited item.

6.80 Designated Areas and Movement

- 6.80.1 Students should remain in the areas designated for their grade level or activity.
- 6.80.2 During study hall, students should remain supervised and use the time for quiet academic work.
- 6.80.3 Students should not loiter in stairwells, unsupervised classrooms, or restricted areas.
- 6.80.4 Fitness rooms, gym spaces, and the coliseum may only be used under direct adult supervision.
- 6.80.5 Students should remain on the first floor during lunch unless they are going to a supervised location such as the library or another approved space.
- 6.80.6 Students moving around campus during class time should have a hall pass when required.
- 6.80.7 Students should leave campus by the end of the school day unless they are participating in an approved, supervised activity.
- 6.80.8 After-school supervision is required for students who remain on campus for an official activity.

6.90 Common Sense and Responsibility

- 6.90.1 Students are expected to use good judgment and common sense in all school situations.
- 6.90.2 Before acting or speaking, students should consider whether their behavior is respectful, safe, and consistent with the school's values.
- 6.90.3 Conduct that undermines learning, safety, or respect for others may be addressed even if it is not specifically listed in this handbook.
- 6.90.4 Students are expected to act as responsible members of the Wells community and as positive global citizens.