

Wayland Academy

2011-2012

Student Handbook

Parent Edition

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Table of Contents			
Introduction	4	Guidelines for Responsible Behavior	27
Wayland Academy Mission Statement	5	Major Infraction	28
Philosophy	5	Minor Infraction	31
President's Council	6	Conduct Review Committee	32
Academic Department Chairs	6	General School Policies	32
Head Residents	6	Tobacco Policy	33
Faculty	6	Loss of Privileges	34
Levels of Instruction	7	Work Crew	34
Advanced Placement Program	7	Resident Hall Phones	34
Diploma Requirements	7	Cell Phones	35
Course Load	8	Harassment Policy	35
Course Changes	9	Drug & Alcohol Testing Procedures	37
Repeating Courses	9	Drug Awareness & Education	37
Transfer Credits	9	Day Students	37
Summer Study	9	Boarding Students	38
Independent Study	9	Boarding Student Hours	40
Academic Integrity	10	Personal Appearance	41
Grading System & G.P.A.	10	Senior Privileges	43
End of Semester Assessments (Final Exams)	11	Selective Service/Draft Registration	44
Class Rank, Valedictorian, Salutatorian, & Junior Marshall	14	Schoen Health Center	45
Honor Roll	14	Dining Hall	45
Academic Standing	14	Special Lunches	45
Re-enrollment & Deferral of Invitation	15	Formal & Family Dinners	45
Withdrawal from the Academy	16	Wayland Store	46
English as a Second Language	16	Laundry	46
College Counseling & Wayland Plan	17	Transportation	46
Extended Time for Testing	18	Mail	47
Wayland Essay	18	Passports	47
Acceptable Use Policy	19	Bulletins	47
Attendance	20	Email	48
Loss of Credit Due to Excused Absences	21	Weekend Activities	48
Unexcused Absences	21		
Senior Portraits Photograph	22	Class Officers	48
College Visits	22	Special Events Program	49
Swan Library	22	Clubs & Societies	49
Athletics	23	Campus Recycling	50
Athletic Code	24	Prefect System	50
Academic Eligibility	25	Proctor System	51
Mentor Program	26	Final Note	51
Spiritual Life	26		

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## INTRODUCTION

Wayland Academy was founded in 1855 and for 156 years has continued to fulfill its objective of educating young people. The Academy's programs will continue to place a strong emphasis on intellectual, spiritual, and physical growth enabling its graduates to take on active and fulfilling roles in society.

Wayland Academy is committed to encouraging the following core values essential for life-long learning and the development of character as reflected in our motto:  
"Knowledge and Character"

- Integrity: Having the courage to do what is right and living by your principles
- Respect: Being tolerant, appreciative, and accepting of individual differences; considering the feelings of others
- Caring: Showing kindness, compassion, and a willingness to help others
- Gratitude: Recognizing how the efforts of others benefit ourselves; acknowledging how greatly we value others' investment in our lives
- Passion: Exhibiting intense enthusiasm and tenacity in pursuit of a goal

Wayland Academy has prepared this Student Handbook and Curriculum Guide to help you to understand the school's expectations and your responsibilities. The administration, faculty, and students, drawing on many generations of experience, have defined the expectations set down here. This Student Handbook summarizes and enhances the information already received through the admission process.

## WAYLAND ACADEMY MISSION STATEMENT

To prepare young people for a successful college experience and a rapidly changing world by opening their minds to the pursuit of knowledge and their hearts to the development of strong character.

### PHILOSOPHY STATEMENT

Since its inception in 1855, Wayland Academy has been dedicated solely to the education of young people. The curriculum of the Academy, seen in its broadest sense, encompasses time-tested activities that prepare students to be successful beyond the high school years and to lead meaningful lives. Over time, the four Corinthian pillars of Wayland Hall have come to symbolize the basic traditions that underlie the philosophy of the Academy. The pillars represent Scholarship, Faith, Health, and Service. These are the components that the Academy recognizes as essential to developing well-rounded individuals.

#### Scholarship

The first pillar grounds the student in traditional college preparation in English, Mathematics, Science, Social Science, History, Modern and Classical Languages, and the Fine Arts. Wayland students are taught by a well-prepared faculty using contemporary facilities and teaching methods that encourage learning and growth.

#### Faith

The second pillar reinforces the ethical, moral, and spiritual awareness of students in their daily living in community. Respecting the Judeo-Christian traditions of Wayland's founders, the entire community joins in a weekly chapel service and in traditional seasonal celebrations such as *A Festival of Lessons and Carols*.

#### Health

The third pillar strengthens the emotional and physical well being of students through participation on athletic teams or in the Alternate Activities Program (AAP) and through policies designed to encourage healthy lifestyles.

#### Service

The fourth pillar upholds our belief in the importance of student awareness of social obligations, both in our community and in the world. Wayland provides opportunities for participation in community service through student leadership positions and through involvement with off-campus social organizations.

Approved by the Board of Trustees (May, 2003)

## ADMINISTRATION AND FACULTY

### PRESIDENT'S COUNCIL

Brian L. Cheek	President
Joseph A. Lennertz H`86	Assistant Head of School/Academic Dean
Linda R. Tyranski	Dean of Students
Rodney D. Miller	Chief Financial Officer
Paul D. Keller III	Dean of Admissions
Trent Jackson	Vice President of Development
Judith L. Hill	Athletic Director

### ACADEMIC DEPARTMENT CHAIRS

TBD	English
Adam C. Yankay	Mathematics
Craig T. Hill	Science
Diane J. Alpaugh H`83	History/Social Studies
Michael J. Schneider H`86	Modern and Classical Languages
Amy M. Throndsen	Fine Arts
Judith L. Hill	Athletics
Kristene G. Boucher	Swan Library

### HEAD RESIDENTS

Paul J. Osvald	Ella Dye
Cara Yankay	Glen Dye
Rebekah Moe	Warren Cottage
Kurt A. Walters	Wayland Hall

### FACULTY

As in any school, faculty members at Wayland are here to lead students in the classroom. But unlike faculty members at most schools, they also lead the student community in other ways as well; i.e., teaching (by example) social responsibility, spiritual awareness, and aesthetic sensibilities. Each faculty member instructs a small number of students each day in the classroom, which allows more individual attention and a better understanding of a student's strengths and weaknesses. The faculty works closely with all students in every aspect of campus life.

## LEVELS OF INSTRUCTION

The Academy offers courses on three levels of instruction: Advanced Placement (AP), Honors (H), and College Preparatory. Placement into one of these levels will be determined by various evaluative criteria, including previous grades, standardized test results, and teacher recommendations, as well as parent and student expectations and desires. At the Advanced Placement level, students enroll only through invitation of the Instructor and Department. The Academy reserves the right to make professional assessments and decisions about student placement in one of these four academic levels.

Students and parents should realize that initial placement in one of the levels is not necessarily permanent; rather, a student's placement is subject to continuous review by instructors, administrators, and mentors, as well as by parents and students.

Once a student is placed in a particular level, the student with parental permission must request to take subjects at a higher or lower level. The change in placement will be made only after evaluation by the instructor(s) involved, the Department Chair(s), and the mentor. The Academic Dean will have sole discretion in the final placement of the student in a particular course or level.

## ADVANCED PLACEMENT PROGRAM

The Advanced Placement (AP) Program sponsored by the College Board gives students the opportunity to pursue college-level studies while still in secondary school and to receive advanced placement, credit, or both in college. The advantages of the AP Program to the student include quality and accelerated learning with the potential for college credit. At Wayland, students are invited by instructors and departments to participate in AP classes. Once invited, those students electing to take an AP course do so with the knowledge that they must take the Advanced Placement Exam given in May to complete the course successfully. Since this is an external exam, there is an additional fee for the exam set by the AP Program. The fee for the AP Examination for 2010-2011 was \$87 per examination. The College Board has a fee-reduction policy for students who demonstrate financial need.

## DIPLOMA REQUIREMENTS

The administration and faculty have recently changed the graduation requirements to reflect increased standards in college preparation and admission.

Students must complete a minimum of 19 credits in the following areas to receive a diploma from Wayland Academy.

- **English** - 4 credits (1 credit in each of English 1, 2, 3, and 4)
- **Mathematics** - 3 credits (1 credit in each of Math 1, Algebra 2, and Geometry, Logic, and Proofs)

- **Science** - 3 credits (1 credit in Biology, 1 credit in Chemistry, and 1 credit in Physics)
- **Social Science/History** - 3 credits (1 credit in U. S. History, 1 credit of a non-U.S. History, and 1 additional credit)
- **Modern and Classical Languages** - 3 credits (Successful completion of 2 consecutive years of the same language and 1 year of Latin OR 3 consecutive years of Latin.)
- **Fine Arts** - 1 credit in any combination of Fine Arts courses
- **Athletics/AAP/PE** – 4 years successful participation

Students admitted to Wayland Academy may not request a change in their grade status unless an error was made in the admission process.

Students are required to carry a minimum of five (5) academic courses each semester. These five academic courses must be selected from the following departments: English, Mathematics, Science, Social Studies/History, and Foreign Language. Students may also elect selected academic Fine Arts courses as one of the five courses. Fine Arts courses will be scheduled in addition to the minimum load.

Students may enroll in a maximum of 1/2-credit in Fine Arts per semester. Students with a GPA of 3.0 or higher will be allowed to enroll in 3/4 -credits of Fine Arts per semester.

All members of the senior class are required to successfully complete all of their academic courses (in addition to all Independent Study) during the senior year in order to receive a diploma from Wayland Academy. This requirement must be met regardless of the number of credits a student has upon entering the senior year.

Wayland Academy reserves the right to terminate the enrollment of a senior whose progress is deemed to be unsatisfactory at the conclusion of the fall semester.

Seniors who have not completed the necessary credits to graduate at Commencement must complete all diploma requirements during the summer immediately following Commencement to be eligible for a Wayland Academy diploma.

Wayland Academy does not grant diplomas or early graduation in December of the senior year.

### COURSE LOAD

Students are required to carry a minimum of five (5) academic courses each semester. Exceptions to the minimum course load will be made only under special circumstances and only by the Academic Dean in consultation with the student's mentor and College Counselor. Students receiving permission to enroll in four academic classes will need to be enrolled in a daily Fine Arts course (Choir, Jazz Band, Painting and Drawing, Ceramics, Yearbook, etc.) each semester in addition to the four academic classes.

## COURSE CHANGES

Students may make course changes during the first week of the fall semester only with the permission of the faculty and the Academic Dean. All students may change course levels (i.e. Honors to College Prep) at any time if the faculty recommends them. Students wishing to change sports or AAP selections must do so within the first week of the athletic season and only with the permission of the Athletic Director.

If an academic course is dropped after the mid-semester grading period, a grade of 'WP' will be recorded on the transcript if the student is passing at the time of withdrawal. A grade of 'WF' will be recorded if a student is failing at the time of withdrawal.

## REPEATING COURSES

If a course is repeated, all attempts will be recorded on the student's transcript and will be computed into the student's GPA. Repeated courses will not count toward meeting graduation requirements unless a student has previously received a failing grade or it is recommended by the Academy that the student repeat the course.

## TRANSFER CREDITS

It is the policy of Wayland Academy to provide colleges and other educational institutions with as complete a record as possible of a student's secondary school experience. All academic work completed at other secondary institutions will appear on the Wayland Academy transcript and will be computed on a 4.0 basis to determine a student's grade point average. Fine Arts courses transferred from other schools for graduation credit will be included in the grade point average.

## SUMMER STUDY

All courses taken off campus (Summer School or independent study) must receive prior written approval from the Academic Dean for credit to be granted by Wayland Academy. The minimum grade accepted for credit is a C (70%).

Seniors who have not completed the necessary credits to graduate at Commencement must complete all diploma requirements during the summer immediately following Commencement to be eligible for a Wayland diploma.

## INDEPENDENT STUDY

Independent Study is available for juniors and seniors enrolled at Wayland Academy. Students may enroll in an independent study course if the course of study is not offered in the regular curriculum, but can be established as an academically acceptable one within the secondary curriculum. An Independent Study course may only be pursued as an

additional course to the regularly scheduled courses a student must take during a semester.

The following are guidelines for an Independent Study Course:

- 1) An Independent Study Course must be approved initially by the chair of the department within which the study will be pursued and by the instructor who will supervise the course.
- 2) The student must present a detailed outline of the Independent Study Course to the Academic Dean for final approval prior to the end of the first week of the semester within which the Independent Study is to occur.
- 3) The Independent Study Course must include at least two tests (form to be selected by the teacher and department) within the semester.
- 4) The time allotted for the Independent Study Course must be equivalent to that expected in a regular curricular course.

The Independent Study Course must be completed within the semester.

### ACADEMIC INTEGRITY

Life in a school community is based on certain principles and guidelines designed to support effective relationships. Indeed, life at Wayland Academy may even place more demands on the members of the community. Central to the life of any school, perhaps even more important than rules concerning resident hall life, dress, and behavior, is the principle of academic integrity. Without a clear conception and commitment to the principle of academic honesty, such a community cannot survive.

The faculty of Wayland Academy is committed to helping you avoid academic dishonesty and will provide you with guidelines and expectations in all of your classes. It is your responsibility to follow those guidelines and expectations in all of your work. The Academic Dean will meet with students at the beginning of each year to ensure that all students have a clear understanding of the policy on academic integrity and the consequences for violating the policy.

Violations of academic integrity include, but are not limited to, the following:

- Plagiarism
- Cheating on assignments, quizzes, or examinations
- Buying academic papers or teacher materials online or from other students
- Copying answers from another student's test, quiz, paper, or homework
- Giving another student questions or answers to a test, quiz, or homework
- Turning in another student's homework as your own
- Doing another student's homework
- Unauthorized collaboration on academic assignments
- Unauthorized use of material provided by a native speaker or language translator – human or electronic

- Violations of copyright laws
- Taking, using, and/or distributing academic material (e.g. exams, class notes, teacher editions of texts) without permission
- Fabricating or falsifying data, research, or analysis
- Using academic work submitted for one class in another class without permission of the teacher
- Depriving a fellow student of necessary course material (e.g. removing books from the library so that others may not use them)
- Sabotaging a fellow student's work

The Academy takes all violations of academic integrity seriously. All incidents will be reported to the Academic Dean. The consequences of violations of academic integrity are designed to teach students proper behavior in an academic community. Because of the serious nature of these violations, the following consequences will apply for the duration of the student's enrollment at Wayland.

1. At any time during a student's enrollment at Wayland, the first offense in any category against academic standards will include a 0 on the assignment, a warning, and parental notification.
2. At any time during a student's enrollment at Wayland, a second offense in any category against academic standards will include a 0 on the assignment, a Major Infraction, 6 points, a meeting with the mentor and Academic Dean, and parental notification.
3. At any time during a student's enrollment at Wayland, a third offense in any category against academic standards will result in dismissal from the Academy.

The Academic Dean may call a Conduct Review Committee to clarify the facts of an incident or to receive a recommendation as to disciplinary consequences.

#### GRADING SYSTEM AND GRADE POINT AVERAGE

Wayland Academy uses the following grading system:

A = 90 -100  
 B = 80 - 89  
 C = 70 - 79  
 D = 60 - 69  
 F = below 60

The grade point average will be figured using the following points:

Advanced Placement: A = 5, B = 4, C = 3, D = 2, F = 0  
 Honors: A = 4.5, B = 3.5, C = 2.5, D = 1.5, F = 0  
 College Preparatory: A = 4, B = 3, C = 2, D = 1, F = 0  
 Principles: A = 3.5, B = 2.5, C = 1.5, D = .5, F = 0

A plus (+) can be added to grades of B, C, and D grades and will add .3 of a point when calculating grade point average. A minus (-) can be added to A, B, C, and D and will subtract .3 of a point when calculating a student's grade point average.

The semester grade point average is determined by the total grade points earned divided by the number of academic credits attempted. Work in all graded courses is a part of a student's grade point average.

The cumulative grade point average is the average of the semester grade point averages for the student.

A grade of INC (Incomplete) can be given only with the permission of the Academic Dean. Students must complete all outstanding work to the instructor in order for the grade to be changed. If a student does not complete all work by the following dates, the semester grade will be changed from INC to F and the student will lose all credit for that course for the semester.

Semester 1	January 20, 2012
Semester 2	June 29, 2012

#### END OF SEMESTER ASSESSMENTS

At the end of each semester, students will have some type of final assessment of their work in every class. The final assessment may be a traditional final exam or take many different forms depending on the class. Final papers will be submitted to the teacher no later than one week prior to the end of the semester. Students will be notified of the required final assessment for each class by the teacher. If students are unable to complete all requirements for each class by the end of the semester, they will receive an incomplete grade (INC) for the semester. The incomplete grade must be resolved according to Academy policy. If a grade of incomplete is not resolved within the policy time limit, the grade will be recorded as F on the transcript, and the student will lose all credit for that class.

#### DAILY SCHEDULE

The academic day begins at 8:00 AM and ends at 3:30 PM on a regular day or 12:35 PM on short class days. The regular academic day has 8 class periods of 45 minutes. All classes meet on a short class day but classes are 30 minutes in length.

Day 1 on a regular class day uses the following schedule:

Period 1	8:00 AM to 8:45 AM
Period 2	8:50 AM to 9:35 AM
Break	9:40 AM to 10:10 AM
Period 3	10:10 AM to 10:55 AM

Period 4	11:00 AM to 11:45 AM
Lunch	11:30 AM to 12:30 PM
Period 5	12:15 PM to 1:00 PM
Period 6	1:05 PM to 1:50 PM
Period 7	1:55 PM to 2:40 PM
Period 8	2: 45 PM to 3:30 PM
Athletics	3:50 PM to 5:45 PM

Note:

Break and Lunch Periods are fixed in the schedule. On Monday, Assembly is held at 9:40 AM. On Friday, the entire community meets for Chapel at 9:40 AM. The 9:40 period is used for a variety of other activities on Tuesday, Wednesday, and Thursday as announced.

Lunch begins at 11:30 AM. The next class period begins at 12:15 PM.

The Athletic period begins at 3:50 PM for practices. Competitions are scheduled by the Athletic Director and are announced in bulletins.

Day 1 on a short class day (30 minute classes) uses the following schedule:

Period 1	8:00 AM to 8:30 AM
Period 2	8:35 AM to 9:05 AM
Period 3	9:10 AM to 9:40 AM
Period 4	9:45 AM to 10:15 AM
Period 5	10:20 AM to 10:50 AM
Period 6	10:55 AM to 11:25 AM
Period 7	11:30 AM to 12:00 PM
Period 8	12: 05 PM to 12:35 PM

Note: On a short class day, there is no morning break. Lunch begins at 12:00 PM. Athletic practice times will be announced.

On both regular and short class days, the eight periods rotate according to a set pattern. The times remain the same from day to day. The periods rotate in the following order:

Day 1	1, 2, 3, 4, 5, 6, 7, 8
Day 2	2, 3, 4, 5, 6, 7, 8, 1
Day 3	3, 4, 5, 6, 7, 8, 1, 2
Day 4	4, 5, 6, 7, 8, 1, 2, 3
Day 5	5, 6, 7, 8, 1, 2, 3, 4
Day 6	6, 7, 8, 1, 2, 3, 4, 5
Day 7	7, 8, 1, 2, 3, 4, 5, 6
Day 8	8, 1, 2, 3, 4, 5, 6, 7

For example, if you are scheduled for Algebra 2 during period 1, the class meets at 8:00 AM on Day 1. On Day 2, your Algebra 2 class meets at 2:45 PM. On Day 3, Algebra 2

meets at 1:55 PM, and so on. After Day 8, the cycle begins again with Day 1 regardless of the day of the week.

The rotation is listed in the Daily Planner section of this Handbook and on bulletins.

## CLASS RANK, VALEDICTORIAN, SALUTATORIAN AND JUNIOR MARSHALLS

Wayland Academy does not rank students. The Academy will compute grade point averages based on the fore mentioned point values (including all work taken for high school credit) and will report those averages to colleges and universities during the college admission process. In addition, the Academy will calculate cumulative grade points earned each semester. Work completed prior to enrollment in the 9th grade and work completed during the summer is not part of the cumulative grade points. Students transferring to Wayland will bring with them grade points representing a maximum of five (5) academic courses (the required minimum load for Wayland students) and fine arts courses successfully completed. Grade points for fine arts classes will be awarded on the same basis as those fine arts classes taken at the Academy. Students repeating semesters will earn the average number of grade points for the two semesters completed.

The Valedictorian and Salutatorian of the senior class as well as the Junior Marshals will be elected by a vote of the faculty according to the following procedures:

- The top 10% of the senior class will be selected for discussion and vote.
- The top 15% of the junior class will be selected for discussion and vote.
- The basis of selection will be cumulative grade point average and cumulative grade points after 7 semesters for seniors and 5 semesters for juniors.
- The faculty will meet in closed session to discuss and vote on the candidates in January.
- The faculty discussion will focus on each student's leadership, participation and commitment to the Academy.
- A 2/3 vote of the faculty will be required for election of the Valedictorian, Salutatorian and the Junior Marshals.
- Once voting has been completed, the faculty as a whole will reconfirm the selections.

## HONOR ROLL

There are three levels of honor roll achievement recognized at Wayland Academy. The honor roll is published after each semester and is based on the semester grade point average. However, no grade for the semester may be below a C-. The three levels are:

- **President's List:** a minimum semester grade point average of 4.00
- **Dean's List:** a semester grade point average between 3.60 and 3.99
- **Honor List:** a semester grade point average between 3.20 and 3.59

## ACADEMIC STANDING

Re-enrollment is contingent upon a student's satisfactory academic progress and good social standing at Wayland.

The Academic Affairs Committee and a faculty-administration committee at the completion of the first and second semesters will review continued enrollment for students whose grade point average is 1.5 or lower.

Students who fail classes during the academic year must make up the credits prior to their return to the Academy for the following year providing they are invited to return.

NOTE: Wayland Academy reserves the right to terminate the enrollment of a senior whose academic progress is deemed to be unsatisfactory at the conclusion of the fall semester.

### RE-ENROLLMENT AND DEFERRAL OF INVITATION TO RE-ENROLL

Each spring, the Academy invites students who are in good standing to re-enroll for the following year. To determine who will be invited to re-enroll, the faculty reviews each student's progress during the year. This process takes place at the Deferral Meeting. There are two deferral meetings each year. The first is in February and the second after Commencement.

At the initial deferral meeting, the faculty and administration review the academic and social standing of all students. Students in good academic and social standing at that time will be invited to return for the following academic year. If a student is not in good standing (defined below), the faculty will recommend that the decision to re-invite be deferred until the end of the second semester. The final determination of a deferral is made by the President.

There are three types of deferrals issued by the Academy: academic, social, and financial.

- 1) Academic deferral is based on academic performance. In general, this deferral is made on the basis of grades (both semester and quarter grades), demonstrated study habits and the comments made by classroom teachers, the mentor, and resident hall supervisors. A student receiving multiple D's and/or F grades can anticipate being thoroughly discussed at the deferral meeting.
- 2) Social deferral is based on social standing. The criteria used to determine this type of deferral can include both major and minor infractions, points, attitude, both graded and non-graded absences and participation in Wayland activities.
- 3) Financial deferrals are determined by the Business Office on the basis of non-compliance with financial arrangements and/or any outstanding balances. If a student's account is delinquent on December 1 or May 15, the student will be dismissed and not permitted to participate in the end of semester examinations.

Note that in both academic and social deferrals, every aspect of the student's life at the Academy will be used to determine if the student should be invited to re-enroll, including attendance at all cordial functions (leadership weekends, Lessons and Carols, etc.).

Being deferred after the February faculty meeting should not be seen as a negative decision. Rather, the student and parents should view this decision as an indication that the student's performance does not yet meet the minimum expectations of the Academy for re-enrollment. The parents and student will be given the reasons for the decision as well as ways the student can begin to show satisfactory progress during the remainder of the school year.

At the final meeting in June, should progress have been made and improvement shown, an invitation can be extended at the recommendation of the faculty. If no progress has been made and no invitation is extended at the June meeting, the student may not re-enroll at Wayland.

The Academy reserves the right to change invitations to re-enroll and deferrals at any time.

Re-enrollment and deferral decisions are communicated in writing to the respective parents, students, and mentors.

Students who are dismissed from the Academy may not re-enroll in the Academy.

Students who are withdrawn from the Academy may be considered for re-enrollment only with the express permission of the President.

#### WITHDRAWAL FROM THE ACADEMY

When a student is withdrawn from the Academy, the student's transcript will provide the grades and credits for each semester of the academic year that has been completed at Wayland. If a student withdraws before semester grades are issued, the transcript will show the grades at the time of withdrawal.

#### ENGLISH AS A SECOND LANGUAGE

International students whose first language is not English must submit a SLEP (Secondary Level English Proficiency Test) score before they will be admitted. Acceptable minimum scores for admission to the Academy's academic program are:

Entry Grade	Min SLEP Score	TOEFL Score
9	37	350
10	42	400
11	47	450
12	53	500

International students who are admitted to the Academy may not request a change in grade status unless an error was made in the admission process.

Exchange students (ASSIST, CJD, for example) are admitted to the Academy to the grade they would normally be enrolled in had they remained in their home country. They will not be awarded a diploma unless they were admitted to the senior class. Wayland Academy has the sole authority to determine grade status and student's eligibility for receiving a diploma.

New international students whose native language is not English will take the SLEP test on campus in September. This test is in addition to the testing required for admission to the Academy. They will also be given an oral interview at that time. Those students needing ESL will be so scheduled in addition to their regular English class. Progress in English language will be monitored including speaking English throughout the campus during the academic day. Progress in English language is required for reenrollment.

### COLLEGE COUNSELING AND THE WAYLAND PLAN

The College Counseling program at Wayland, known as the Wayland Plan, endeavors to help students successfully contend with the college admission process in all of its complexity. The mission of the program is to provide students with the knowledge, skills and resources that will enable them to become 'informed consumers' in choosing colleges that match their individual needs. Students must take the initiative and accept full responsibility at every stage of the process. The college counselor is here to advise, inform, clarify, guide, encourage, aid and support each student in his/her quest to gain college admission.

The college counseling process begins in the freshman year with formal group meetings with the college counselor. All freshmen will take the PLAN test, fill out interest surveys, and begin doing Web site searches. Sophomores will continue group meetings with the college counselor, fill out the interest survey again for changes, and begin talking about the college resume and putting it together. Sophomores will take the PSAT for the first time in October. The college counseling process begins in earnest in the junior year, when students take the PSAT, SAT, ACT, and TOEFL (for non-native speakers of English) tests, complete a Personal Survey Form, and meet regularly with the college counselor. At the end of the junior year, the juniors will be given a list of schools that the college counselor feels would be a good fit for the student. In the senior year, students complete their college applications, retake the college entrance tests, and complete their college plans by late April.

The Wayland Academy College Counseling Guidebook, which is distributed to all juniors and their parents, presents the complete college counseling calendar, application procedures, and Wayland deadlines for all tests and applications. Juniors and seniors, as well as their parents, should consult the Guidebook regularly. This Guidebook will also be on our Web site.

All seniors at Wayland are required to file a minimum of one college application to a 4-year college or university through the College Counseling Office.

Students and parents are urged to plan most college visits for the summer between junior and senior years, or for the Christmas Break of the senior year. Wayland does allow students to take a maximum of 3 college visit days during the school year if such visits cannot be arranged during the regularly scheduled breaks or weekends.

### EXTENDED TIME TESTING

Wayland Academy provides some limited support services for learning-disabled students. The Academy can offer the Extended Time SAT or ACT to students with a documented learning disability and approval from SAT or ACT. Parents who feel that their child should take this non-standard form of the SAT or ACT must provide the appropriate documentation required by The College Board and ACT to the Academic Dean and the Dean of Admission and College Counseling well before making such a request as the process can be lengthy.

The full responsibility for providing the documentation to the Academic Dean and Dean of Admission and College Counseling rests with the parents. The College Board and ACT have the final authority to grant non-standard testing.

### THE WAYLAND ESSAY

Beginning in 2003, the faculty at Wayland began a Writing Initiative designed to ensure that every Wayland Academy graduate is proficient in English grammar and is able to convey his or her thoughts in writing. To prepare our students adequately for the rigors of college writing, the English Department, in association with the History/Social Studies Department and with the agreement of the remaining departments, has developed the Wayland Essay. The goal is to standardize an essay format that all Wayland students will use in every class taught at the Academy. Students will become proficient writers and better thinkers through consistent practice in writing.

Wayland's Writing Initiative will hold all students accountable for knowledge of all fundamental rules regarding textual citation, grammar, usage, mechanics and punctuation by the end of the Sophomore year. Thus, all writing assignments in ANY discipline will demand a fundamental knowledge of writing skills.

Although some schools use the "5-Paragraph Essay," we feel that rigid compliance with this form risks "boxing in" our students. Though the Wayland Essay can take the form of the 5-Paragraph Essay, it is our intent to give our students the writing skills necessary to convey thought appropriate to the subject being considered.

The general outline of the Wayland Essay is as follows:

- 1) **Introduction** – in which the writer will “hook” the reader, present the theme, state the thesis, and outline the controlling ideas that support the thesis.
- 2) **Body Paragraphs** – in which the writer will use any number of paragraphs necessary to prove the thesis focusing on transition sentences, topic sentences, evidence, concrete detail and supporting facts.
- 3) **Concluding Paragraph or Conclusion** – in which the writer will present a summary of the argument and then challenge the reader to “think beyond the argument” by presenting a new idea or proposing the impact or significance of the argument.

## ACCEPTABLE USE POLICY

Wayland Academy provides use of public computers, access to a wireless network, e-mail capabilities, and other sources of technology to all students. Wayland Academy will define and publish requirements for access to the Internet through our computer systems.

The following are some guidelines and rules that govern the use of technology at Wayland. As the world of technology grows quickly, these guidelines may and can change at anytime as the President of the Academy sees fit or the need arises.

1. Use of the Internet is for educational reasons only. Anything being viewed by a student should be in line with Wayland’s core values. Wayland Academy network resources are considered property of the Academy and may be monitored at any time. All Wayland policies, particularly those pertaining to dishonesty and harassment, apply to use of computers (both personal and school) and related technologies. Violations of this AUP will be similar to violations of other policies that can be found in the Student Handbook, which could include dismissal.
2. Student email is provided to all members of the community. However, we must all strive to write and forward only important messages. Any student wanting to send email to the entire community or a large subset thereof must gain approval of the Dean of Students or the Academic Dean before doing so. Students accessing the network or using email are representatives of the Academy and are expected to behave accordingly. Communications that would be illegal or improper on any other medium are equally so on the computer, and there will be no use of use of obscenities in any communication.
3. Students agree not to violate any trademark or copyright law. Illegal downloading of copyrighted music, software, etc. is prohibited. Certain downloads may be prohibited if they take up excessive amounts of bandwidth. Frivolous or improper use of the network resources is prohibited, including playing games during the academic day and accessing inappropriate and/or pornographic data. Using the network for commercial purposes or in support of illegal activities is prohibited.

4. Students may not change or attempt to change settings on the network, school owned computers, or software that monitors the Internet. Attempting to bypass the security, to impair the network, or to bypass restrictions set by the Academy technology staff is prohibited.
5. In order to access the Wayland network, students will log in with a username and password provided. The Academy reserves the right to monitor locations being visited. Students may not use another person's account at any time for any reason. Students may not attempt to portray themselves as anybody but themselves in all electronic communication. Taking advantage of a student or faculty member who accidentally leaves a computer without logging off is no different from entering an unlocked room and stealing, reading a personal letter, or destroying someone's personal property.
6. Students at Wayland are allowed to have personal Web pages or blogs. However, students must realize that with search engines prospective families and other members of the external community can quickly identify Wayland students and their pages. Personal web sites (e.g. Facebook or MySpace) can be a positive form of expression for students, but caution must be used. Students must not reveal complete names or addresses on their pages. In addition, students will be held accountable for what can be publicly viewed on their pages. Excessive profanity, inappropriate pictures, and "cyberbullying" will not be tolerated and will lead to disciplinary action.

The Academy reserves the right to inspect any computer using the Academy's network. Any violation in the letter or spirit of the acceptable use policy will be grounds for disciplinary action with a range of consequences from loss of network privileges to dismissal.

## ATTENDANCE

Students are expected to meet all of their commitments at the Academy. These commitments include, but are not limited to classes, athletics/AAP, assemblies, chapels, and all cordial events (We should explain that cordial at Wayland Academy means mandatory). All absences are reported to the Academic Office on a daily basis.

Attendance in classes is of the utmost importance. Failure to attend a class can put the student at a disadvantage in the course. Students are responsible for any class work, exams, homework, or lessons missed as a result of any absence, excused or unexcused, and it is their responsibility to make up any and all work missed.

All tests and quizzes missed as a result of an unexcused absence will receive a grade of zero and can only be made up at the discretion of the teacher. Final determination of excused and unexcused absences rests with the Academic Dean.

Students arriving late to campus or leaving early for scheduled breaks will receive unexcused absences for all classes and activities missed. Each unexcused class absence will count toward the 5 unexcused absences resulting in a major infraction. Each of the unexcused class absences will result in the quarter grade being reduced by 2 percentage points.

Students who arrive in class out of dress code can be told to leave until they are in proper dress. This can result in an unexcused absence from class.

In order to maintain accreditation by the North Central Association (NCA) and the Independent Schools Association of the Central States (ISACS), the Academy has an obligation to set minimum attendance requirements in order for a student to receive credit for a course. A student may earn credit for a course provided he or she is in attendance in the classroom each time the class is held. Unexcused absences from class will result in a reduction of the quarter grade and major infraction(s) according to the Guidelines for Responsible Behavior.

A student having more than five excused absences may be in danger of not receiving credit for the course for the semester. Unless circumstances warrant special consideration, the semester grade, upon the 6th excused absence, will be no credit for the course. All excused absences will be counted toward the five excused absences allowed.

Realizing that there are always exceptions, special situations as they occur will be dealt with on an individual basis by the administration.

#### LOSS OF CREDIT DUE TO EXCUSED ABSENCES

On the fourth (4th) excused absence in a specific class or course in a semester or the fourth (4th) excused absence in athletics/AAP/PE in a specific season, the Academic Dean will notify the parents and student. This notification will serve as a reminder that a student loses credit for that class or athletics/AAP/PE on the 6th excused absence.

On the 6th excused absence, the parents and student may be required to meet on campus with the Academic Dean, the teacher(s), and the mentor, to discuss the loss of credit. If after consultation with the mentor, teacher(s), parent, and student, special consideration seems appropriate, the Academic Dean may allow a student to continue in the class under the conditions of an audit. If, in the opinion of the teacher(s) and the Academic Dean, the student shows commitment to the school and seriousness of purpose, and if the student meets the conditions of the class, credit and grade may be restored for the course. A student's attitude toward attending the Academy will be a major factor in determining the feasibility of a student receiving credit.

#### UNEXCUSED ABSENCES

For graded activities (i.e., classes in a semester), each unexcused absence will result in the student's quarter grade being reduced by two (2) percentage points. The

accumulation of five (5) unexcused absences in a semester will result in a major-rule infraction.

For non-graded activities (i.e. Chapels, Assemblies, sports, etc.), the accumulation of five (5) unexcused absences will result in a minor infraction. For each additional five (5) unexcused absences, the student will receive a minor infraction.

Unexcused absence from an interscholastic athletic competition is both harmful to the team and disrespectful to coaches and teammates. Each unexcused absence from an interscholastic athletic competition will equal three (3) non-graded absences. Each absence from a skiing practice will count as two (2) unexcused absences.

### SENIOR PORTRAIT PHOTOGRAPHS

Appointments for senior portrait sittings with local photography studios must only be made during non-class times and Saturday mornings. Students will not be excused from classes or athletics/AAP/PE for senior portraits.

### COLLEGE VISITS

Students and parents are urged to plan college visits for the Spring Break of junior year, the summer between the junior and senior years, or for Christmas Break of the senior year. Most college admission offices will be open during school vacations and during the summer months. Summer visits are particularly recommended for the greater availability of personal interviews, the opportunity to visit a number of colleges during one trip, and the difficulty of scheduling college visits without major conflicts during the Wayland school year.

Wayland Academy allows juniors to take one (1) college visit day during the school year if such visits cannot be arranged during regularly scheduled breaks or weekends. The Academy allows seniors to take three (3) college visit days during the school year, if such visits cannot be arranged during regularly scheduled breaks or weekends. Absences in each class during these college visit days will be considered excused absences and count toward the total of 5 excused absences allowed. All students requesting college visit days should fill out the appropriate form at least one week in advance of the planned visit. Complete information about these visits can be found in the College Counseling Guidebook.

### SWAN LIBRARY

Swan Library is open daily for research and study. The library has a collection of more than 20,000 volumes. The resources of the library include current and back issues of more than 90 periodicals, six local and national newspapers, an extensive collection of CD's, computer software, filmstrips, records, slide, and video programs. Students may access reference materials in hard copy, as well as CD format and online.

Swan Library has access to materials in libraries throughout the State of Wisconsin, as well as the Beaver Dam Community Library. Students also have access to JSTOR, a database of thousands of scholarly journals.

Library Hours:	
Monday-Friday	7:45 a.m.-4:00p.m.
Sunday-Thursday	7:00 p.m.-10:00p.m.
Sunday	12:00 p.m.-4:00p.m.

Books and other media may be borrowed from Swan Library for 30 days and then renewed for an additional 30 days.

The resources of Swan Library are maintained to assist and enhance your learning. The faculty and administration encourage the good use of Swan Library facilities both during the academic day and during the evening study hall hours. To that end, the following guidelines will be in effect:

- 1) All students may use Swan Library during the academic day for study or research. A quiet study-atmosphere will be maintained at all times. Those students who misuse the library (talking, not studying, disturbing others, not cooperative with staff, refuse to comply with expectations, etc.) will be asked to leave the library.
- 2) Students on the Wayland honor roll will have unlimited evening use of the library during the posted hours of operation.
- 3) Seniors (not on the D/F list) will have unlimited evening use of the library.
- 4) Sophomores and juniors (not on the D/F list) will have evening use of the library for 1 hour, either first or second half during Study Hall.
- 5) Freshmen will not use the library for Study Hall through the first quarter and thereafter for only 1 hour each evening for the remainder of the semester. Freshmen not on the honor roll for the first semester will continue to be restricted in their evening use of the library.
- 6) Students on the D/F list may not use the library unless they have a note from the teacher in whose class they are doing poor work. They may then use the library for 1 hour for research in that class.
- 7) Students who misuse the library in the evening (talking, not studying, disturbing others, not cooperative with staff, refuse to comply with expectations, etc.) will be asked to leave the library and return to the resident hall or to their homes. They will lose the privilege of using the library in the evening for a period of time to be determined by the Academic Dean.
- 8) Students may retrieve e-mail before 7:30 p.m. and after 9:30 p.m. only.
- 9) All students may use the library before the study hall hours (7:00 p.m. to 7:30 p.m.) and/or after study hall (9:30 p.m. to 10:00 p.m.) for their research.

## ATHLETICS

We believe that athletics, health, and physical education are integral parts of a healthy existence and a comprehensive education. It is Wayland's desire that athletics, health, and physical activity will stimulate in our students an interest in a wide range of activities that will promote enjoyment, as well as provide a foundation for health and wellness for the individual.

We believe that students who have acquired skills and an appreciation for physical activity will remain active throughout their lifetimes, thus promoting good health and a positive sense of wellness. This belief is central to our requirement that our students participate in a variety of physical activities, either in interscholastic athletics or the Alternate Activities Program (AAP), thereby making this activity a regular part of their academic lives and leaving them with a knowledge and desire for improved physical awareness, physical skills, and a positive self-image.

Prior to participation in athletics, each student must have a consent release form, a record of a physical examination in accordance with the Wisconsin Interscholastic Athletic Association (WIAA) guidelines, as well as a WIAA Parent Athlete Rules of Eligibility Sign Off form on file with the Academy.

## ATHLETIC CODE

The purpose of the Athletic Code is to establish guidelines for the conduct of our athletes and team managers. It is assumed that students who are members of or who are aspiring to membership with any athletic team or cheerleading squad will conduct themselves well within these guidelines at all times and will not allow them to become a challenge to their integrity.

The WIAA (Wisconsin Interscholastic Athletic Association) rules of eligibility are included as part of the Wayland Code. The Wayland Academy Code reads as follows:

A student shall be suspended from interscholastic athletic competition until such time as the student's violation is reviewed for the use or possession of alcoholic beverages, tobacco products, acts of immorality, fighting, or for any other unacceptable conduct in or out of school, which makes the student unqualified to represent the ideals, principles, and standards of the school and this department. Acts of unacceptable conduct may include association with the individuals who violate these guidelines or attendance at functions where violations occur. The purpose of the last statement is to act as a reminder that the atmosphere in which the athletes find themselves must be given some consideration as a violation.

Sportsmanship is an ideal which Wayland values. Participants and spectators whose conduct reflects unfavorably upon the Academy will be subject to disciplinary procedures. Athletes should treat teammates, opponents, and officials

with respect. They should practice and play hard, but do so fairly and strive to win with poise and if necessary, lose with dignity.

Wayland believes strongly that participants on athletic teams are students and athletes. In keeping with NAIS (National Association of Independent Schools) Principles of Good Practice, Wayland's athletic program embodies the mission, philosophy, and objectives of the school. Therefore, good standing as a student is essential to participation in athletic competition.

Students off-campus representing the Academy must be in school dress unless excused by the Athletic Director, Academic Dean or Dean of Students. Formal dress is required for off-campus banquets and awards ceremonies.

Students whose teams are scheduled for competition during a weekend must fulfill their athletic obligations unless their coaches and the Director of Athletics have given them written permission to be excused.

Students who have been restricted to the resident hall or campus are not excused from team practices or competitions.

Students who have missed half of the academic day due to illness may not participate in athletic competitions that afternoon or evening.

All disciplinary actions resulting in suspension or release from athletics must be reported in writing to the Director of Athletics who will keep the reports on file and forward copies to the respective mentors.

The penalty for violating Wayland's Athletic Code will be:

- **1ST INFRACTION:** Automatic suspension from the next interscholastic competition or any scrimmage, which may be scheduled during this time. During the time of suspension the athlete must attend all practices.
- **2ND INFRACTION:** The student involved will be dropped from the squad and his or her status will be determined by joint consultation of the Athletic Director and the Dean of Students.

#### ACADEMIC ELIGIBILITY

To be eligible to participate in interscholastic competitions, a student must have received no failing grade in the most recent grading period. A student who becomes ineligible may regain eligibility by meeting the academic standard following a period of 15 scheduled school days and nights of ineligibility. A student may erase ineligibility status related to the last grade-reporting period through summer school courses provided that the Academy gives credit toward graduation requirements for such courses.

The periods of ineligibility will be announced by the Athletic Director prior to the beginning of the school year.

## MENTOR PROGRAM

Advising at Wayland Academy is vested in the Mentor Program. Webster's New Collegiate Dictionary defines a mentor as a "trusted counselor." The first and fundamental premise of this program is the trust and caring shared between all members of the Wayland Community. Once a student enrolls at Wayland, all of the faculty and staff wish that student to succeed.

Recognizing that members of the faculty have wide-ranging responsibilities to students, most of the faculty is selected to be mentors or advisors of Wayland students. The intention of the Mentor Program is to assist and encourage Wayland students to become responsible persons and students: motivated, thinking, caring, and independent individuals.

Mentoring, with regard to the Community, is based on two assumptions:

1. Students are adolescents torn by all the contradictions of teenage living, while simultaneously desiring an excellent classroom experience supplemented by recognition and learning beyond the classroom.
2. Professional staff members care and are capable of assisting adolescents.

Mentoring is a broad educational and social program, which includes academic advising that extends to other matters. The kinds of things discussed will vary depending on how well the student and Mentor know each other.

You will have close friendships with many persons beside your Mentor: your resident hall supervisors, teachers, administrators, coaches, and many others. Perhaps one of them will be available to you at moments when your Mentor is not. If at anytime you wish to change (for valid reasons) mentors, you should talk to the Dean of Students, who directs the Mentor Program. Mentors will have a lunch meeting with their advisees every week on Thursday.

Mentors are the primary link to Wayland for students and parents. Mentors will keep parents advised of student progress with periodic written reports. Parents should feel free to contact mentors at any time and mentors will establish contact with parents at least every two weeks.

## SPIRITUAL LIFE

Spiritual life at Wayland neither begins nor ends with the Friday morning chapel service. Although we set apart such time to gather together as a community, we also recognize that spiritual enrichment extends beyond the confines of the chapel itself. In all our

activities and in our silences, there is ample opportunity to change and to challenge, as well as to experience that which is God.

Many faculty members offer students the opportunity to attend services in the Beaver Dam community on Sundays. In addition, many students attend services on their own.

### GUIDELINES FOR RESPONSIBLE BEHAVIOR

As a concerned community, Wayland Academy aims to help you become a responsible, self-motivated, thinking, and caring individual. We believe that the building of these characteristics is dependent upon your development of responsible behavior.

Responsible behavior is understood as behavior in which an individual fulfills his/her legitimate needs in a manner that does not deprive others of opportunities to fulfill their own needs.

The Academy has positive expectations for you as a student. You are here to grow in knowledge and character. As a result, common sense and a healthy respect for others are the bases of our disciplinary system. In this way you are encouraged first and foremost to develop self-discipline. Nonetheless, the following brief guidelines may help you to better understand what your school expects of you as a member of the Wayland Community:

- 1) Your school expects you to strive to make the most of this opportunity for learning.
- 2) Your school expects you to be considerate of others.
- 3) Your school expects you to consider the means to positive overall development.
- 4) Your school expects you to respect the opportunities that are offered to you here.
- 5) Your school expects you to become as successful as possible.
- 6) Your school expects you to make contributions to the community.

While Wayland operates upon the supposition that it can and does expect positive behavior from its students, some students find it helpful to understand clearly the kinds of behavior that are regarded as either detrimental to the community or irresponsible in themselves.

All members of the Wayland community will adhere to all federal, state, and local statutes. Wayland Academy students, irrespective of time frame (holiday breaks, weekends, summer vacation, etc.) and location (on or off the campus), will be held to the disciplinary standards established by the Student Handbook. Should the Academy become aware of a student receiving a citation from any state or municipality, the student may be subject to disciplinary consequences as a member of the Wayland community. Students involved with any international study are considered to be enrolled at the Academy. In addition, within the Wayland community there are certain other rules for responsible behavior that must be followed. The Dean of Students will deal with the violations of these rules on an individual basis.

It is impossible to write guidelines that will cover every possible situation. All students must realize that upon the discretion of the President of the Academy the Major school rules may be altered at any time to handle an unforeseen situation.

## MAJOR INFRACTIONS

Certain actions are so severe that they warrant immediate dismissal from the Academy. Examples of such behavior include, but are not limited to, the possession of weapons, unprovoked violent assault, and the possession, use, or distribution of drugs, counterfeit drugs, drug paraphernalia, or substances intended to alter one's mental state. Wayland Academy reserves the right to report actions that violate Wisconsin State Law to the local authorities.

Students who are dismissed from school may not return to the campus for a period of four (4) years from the date of dismissal. Only the President of Wayland Academy may permit visits to the campus by students who have been dismissed from the Academy.

Students who are withdrawn from Wayland Academy may not return to the campus for a period of four (4) years from the date of withdrawal. Only the President of Wayland Academy may permit visits to the campus by students who have withdrawn from the Academy.

Students who withdrew from the Academy but were NOT dismissed must obtain approval from one of the Deans at least 48 hours before their planned visit. After receiving permission to be on campus, the visiting student must check in with a faculty member on duty upon arrival to campus.

All students must strictly adhere to the following regulations. Violations of these rules will be considered major infractions and may result in dismissal from school. If dismissal is not the case, the student will receive a behavior contract that will specify certain expected behavioral changes, six points, and the loss of some privileges (see the following section). A second major violation of any of these rules in the same year will likely result in dismissal. A second major violation of the same rule in the course of a student's tenure at Wayland Academy may also be grounds for dismissal.

In all cases in which a major rule is violated, a parental conference will be arranged. Such a conference will be held on campus if possible, but may be conducted by telephone if a campus visit is not feasible.

The Dean of Students may elect to suspend a student for an appropriate period of time to reaffirm the student's commitment to the Academy. Upon the student's return to campus, he/she will present a written letter of apology to the Dean of Students.

1. Students are expected to be honest. As honesty is expected of every Wayland student, lying will not be tolerated. Direct dishonesty with a member of the faculty,

administration, or staff will result in disciplinary action. Lying in any type of formal disciplinary meeting can lead to immediate dismissal from school. In addition, violations of academic integrity may lead to dismissal (see section on Academic Integrity).

2. The possession, use, or distribution of drugs, counterfeit drugs, drug paraphernalia, or substances intended to alter one's mental state are forbidden. The penalty for possession, use, or distribution of such substances is immediate dismissal from the Academy without appeal.

The possession, use, or distribution of alcohol is forbidden. Students who are found in possession of or under the influence of alcohol will be subject to the laws of the State of Wisconsin. Students receiving an infraction for alcohol will be required to have an assessment, submit to periodic random screenings at parental cost, and a possible suspension of up to five (5) days. If the students do not pass the test each and every time, they will be dismissed immediately from the Academy without appeal. The Dean of Students will notify the parents as soon as possible and in writing of the results for each test. Students who receive a second alcohol infraction during their tenure at Wayland will be dismissed. Empty alcohol bottles or cans are viewed as a violation of the alcohol policy.

All prescribed medications must be kept in the Health Center. Only the nurses or the Dean of Students may give permission to keep prescription medication in a student's room or locker. Possessing medication belonging to others will be grounds for dismissal. Abusing over-the-counter pills with the intention of altering one's mental state will also be grounds for dismissal.

Students may not have ANY medication in their rooms that has not been approved by the Health Center or Dean of Students. While it may pose some inconveniences, it is critical for the safety of the student body. Any student or family member that seeks the convenience of having prescription or nonprescription drugs in their room should speak with the Health Center before leaving it in their room. They may also leave it temporarily with a dorm supervisor until permission is granted. Students must also gain permission for each prescription refill.

3. Stealing will not be tolerated. Unauthorized use of any credit card, personal identification number (PIN), user names, or passwords will be treated as theft. Theft of an excessive nature in either items or dollar amount may be reported to the police.

4. Vandalism and the intentional damage of school property or the property of others are forbidden.

5. Riding in, transporting others in, or driving a car or other motor vehicle without the express permission of a Resident Hall Supervisor is strictly prohibited. Day students may not use cars during the academic day and athletics without the permission of the Academic Dean or the Dean of Students. This constitutes the time when the students arrive at school to the time that they have completed their sports obligation. Day students

under the age of 18 may not transport boarding students under any circumstances. Those day students over the age of 18 must obtain express permission from the Dean of Students or the Academic Dean to transport students in a car. Both the driver and the passenger must also have prior parental permission.

The operation, ownership, or control of a motor vehicle by a boarding student within the confines of Dodge County (WI) is prohibited. Having a car parked at some point intermediate between the student's home and Wayland Academy for the use of the student also is prohibited.

6. Students may not be involved in intimate sexual contact, in any place or at any time, while in residence at Wayland Academy.
7. Threats to life, sexual, physical, and/or verbal harassment, or continual intimidation are forbidden. A more thorough description of harassment can be found on page 32.
8. Leaving the resident hall or visiting another resident hall after closing hours or before opening hours and having visitors of the opposite sex in the resident hall without specific permission of a faculty supervisor, or leaving the campus when restricted are prohibited.
9. Students must accept responsibility for their behavior at all times. Students whose behavior reflects unfavorably upon Wayland Academy will be subject to disciplinary action. This includes vacations from the Academy.
10. Smoking of tobacco products in any campus building is prohibited.
11. Willful disregard of faculty or staff instruction by a student will result in disciplinary action.
12. The accumulation of five (5) unexcused graded absences in a semester will result in a major-rule infraction
13. Willful falsification of a resident hall log will result in disciplinary action.
14. Engaging in hazardous activities or activities with serious safety implications is prohibited. The use or possession of firecrackers, as well as tampering with safety equipment such as fire alarms, smoke detectors, and fire extinguishers are forbidden. Students are also not allowed to pierce, tattoo, or brand themselves or other students.
15. Being in the presence of drugs, counterfeit drugs, drug paraphernalia, or substances intended to alter one's mental state will result in a major infraction.
16. Students in possession of a false ID or Driver's License will receive a major infraction.

17. Students may not gamble on anything. Card games can only be played for enjoyment, no cash or possessions may change hands.

### MINOR INFRACTIONS

Other kinds of inappropriate behavior also will result in disciplinary action, including the loss of privileges, suspension, and/or dismissal from school. An accumulation of these infractions could result in dismissal from school as well. A Penalty Point system is used as a measure of the following other kinds of inappropriate and/or detrimental behavior. The accumulation of 12 points will likely result in dismissal. If a student violates a minor rule, the Dean of Students will notify the parents immediately and will send a written notification as soon as possible.

The Academic Dean and Dean of Students will review appeals to reduce disciplinary points only for minor infractions. After a student and the student's mentor decide that the student has met the terms of the contract or agreement and the expectations of the Academy, a reduction of points, and/or the restoration of privileges may be granted if the student has demonstrated a successful change in behavior and has made a positive contribution to the school. The earliest time a student may make an appeal is six school weeks after the points have been assigned. In order to be reviewed, students must submit a brief letter explaining why they feel that it is appropriate for their points to be dropped and have it signed by their mentor as a sign of support. This review process does not apply to major infraction points. The Dean of Students will consult with appropriate parties and a decision will be given to the student within one week of petitioning.

All minor infractions carry a value of 1 - 3 penalty points. Some examples of such inappropriate behavior follow:

1. Students are not allowed to possess candles or incense of any kind. The first offense will result in Work Crew. The second offense will result in a minor infraction.
2. Students may not be off campus without specific permission from their respective resident hall supervisors.
3. Students may not fight, haze one another, or abuse others. Students are encouraged to conduct themselves in such a way so that they represent the Academy in a favorable manner.
4. Students may not be in the presence of alcohol.
5. Students leaving the resident hall while restricted will receive a minor infraction.
6. Day students may not be off campus during the academic day (the time from arriving at school to the completion of athletic commitments) without the permission of the Academic Dean or the Dean of Students.

7. Unexcused absences from cordial events will receive a minor infraction.
8. Missing scheduled Work Crews will lead to a minor infraction.

A second minor for the same infraction in the same academic year will likely result in a major infraction.

Finally, the above is not an all-encompassing list, but is a summary of what Wayland regards as irresponsible behavior.

#### CONDUCT REVIEW COMMITTEE

The Dean of Students may call a Conduct Review Committee to clarify the facts of an incident or to receive a recommendation as to disciplinary consequences. This committee will consist of four faculty members. At times, highly regarded students may serve on the committee depending on the nature of the violation. In instances in which dismissal from school is a possibility, the President, or in his absence the Dean of Students, may request a Conduct Review Committee hearing. The formal recommendation of the Conduct Review Committee will be presented to the Dean of Students, who will then forward to the President a recommendation for disciplinary action. The Dean of Students will notify the student's family when a dismissal decision has been made.

When a student is dismissed from the Academy, the transcript will provide the grades and credits for a) each semester of the academic year that has been completed at Wayland or b) the grades at the time of dismissal provided that all financial obligations to the Academy have been met.

#### GENERAL SCHOOL POLICIES

1. Students may not use "walkman-like" appliances (including iPods or MP3 players) in the Swan Library, the academic buildings, or the dining room.
2. A boarding student, when not accompanied by a guardian or parent, is under school jurisdiction while traveling to and from the Wayland campus on a weekend or vacation.
3. Students are under school jurisdiction and rules when in Dodge County even on weekends or when parents are on campus or staying in the area (e.g. Family Weekends, Alumni Weekends, etc.).
4. Students may not lodge in local hotels and motels, except with the permission of the Dean of Students.
5. During the academic day, South Campus is off limits unless accompanied by a faculty member.

6. Immediately after dark, the area immediately behind Lindsay Gym, including Brown Field, and the Prospect Street side of Discovery Hall are off limits to students unless accompanied by a faculty member.

7. Day students must attend all events designated as cordial.
8. All guests to campus must be introduced to the Head Resident or the supervisor on duty.
9. Day students who do not sign in for breakfast, dinner, or weekend meals will face disciplinary action.

#### TOBACCO POLICY (INCLUDING SMOKELESS)

Smoking in a building is a major-rule infraction. In the case of students possessing or using tobacco outside of a building, the following will apply:

##### 1st Offense

- One week restricted to campus
- Suspension for not less than 1 athletic contest
- Notification of parents
- Three hours of Work Crew
- Random drug screen

##### 2nd Offense

- Minor-Rule Infraction
- Two weeks restricted to campus
- Suspension for not less than 1 athletic contest
- Notification of parents
- Four hours of Work Crew
- Random drug screen

##### 3rd Offense

- Minor-Rule Infraction
- Four weeks restricted to campus
- Suspension for not less than 1 athletic contest
- Five hours of Work Crew
- Notification of parents
- Monthly/random drug screen
- Attendance in a tobacco cessation program

#### 4<sup>th</sup> Offense

- Major-Rule Infraction
- Five Weeks restricted to campus
- Suspension for not less than 1 athletic contest
- Five hours of Work Crew
- Notification of parents

Two minor infractions and a major infraction equal two major infractions, which could lead to dismissal.

Continued violations of the tobacco use policy will jeopardize the student's enrollment at Wayland.

Students will be required to complete a tobacco-cessation program approved by the Academy and arranged by the parents. The program must be completed within 3 months of the infraction. The cost will be the responsibility of the student and parents. The cost of the drug screen will also be the responsibility of the student and parents.

#### LOSS OF PRIVILEGES

Since the commission of a major or minor infraction and the accumulation of penalty points are violations against the Academy itself and may adversely affect a student's continued enrollment, irresponsible behavior will result in the loss of privileges. Jeopardized privileges may include: discretionary hours, off-campus privileges, social activities, and weekend privileges (also "senior privileges"). Loss of off-campus privileges means being restricted to the Upper or North campus. For day students, camping may result in restriction from being anywhere on campus after the academic day to being required to be on campus during study hours. The use of South campus is restricted while "campused" for an infraction of rules. South campus is always closed to students at 9:30 p.m.

#### WORK CREW

This activity provides an opportunity for students to make a tangible contribution to the Academy for behaviors that have detracted from the school community. Students assigned to this duty will complete a variety of tasks around campus under the supervision of the Housekeeping Department. The Work Crew will run from 6:15-7:15 a.m. on weekday mornings. Students failing to complete assigned tasks will be subject to further disciplinary action.

#### RESIDENT HALL PHONES

Each room is equipped with two telephones. Boarding students will have use of the phones for local and long distance calls, on-campus calls, voice mail, and access to the Internet during posted times. Student access to the Internet may be gained by private

contract with an Internet service provider or via the wireless network. The Technology Code of Ethics and all other guidelines in this Student Handbook govern all use of the phone system on campus.

Students will access the phone system by means of a personal identification number (PIN), which should not be shared or misused. Abuse of the phone system by students will result in withdrawal of phone service and possible disciplinary action. All charges including damage to Academy phones incurred by student use of the phone system are the responsibility of the students and their parents.

## CELL PHONES

Cell phone use for residential students is permitted only in the resident hall rooms. For day students cell phone use is limited to the Day Student Lounge and Lindsay Courtyard area. Under no circumstances should cell phones be turned on during the academic day, including study hall. A cell phone that rings in an academic area (e.g. class, study hall, assembly, chapel, or a classroom building) will be taken away and given to the Dean of Students. Out of respect for the community's needs, a cell phone may not be used in the resident hall at any time that resident hall phones are shut off. This includes evening study hall and after 10:30 p.m. (freshmen and sophomores) or 11:00 p.m. (juniors and seniors). If proctors, prefects, resident hall supervisors, teachers, the Academic Dean, or the Dean of Students feel this right is being abused because of failure to follow these guidelines or because grades and/or personal health is being negatively affected due to cell phone use, a student will lose his/her privilege of using a cell phone while at school for a period to be determined by the Dean of Students. You may, of course, use your phone during a true emergency. If you are struggling to get reception, you should get permission from a resident hall supervisor before using the phone in a public space.

1<sup>st</sup> Offense: Cell phone will be taken away for 1 week, and parents will be notified.

2<sup>nd</sup> Offense: Cell phone will be taken away permanently and mailed home or given to the parent. The student will lose the use of the cell phone for the remainder of the year.

## HARASSMENT POLICY

Wayland Academy believes that everyone is entitled to a secure and supportive environment in which all members of the community can develop a strong sense of self-esteem in an atmosphere of mutual respect. In this context, respect for diverse viewpoints and sensitivities must go hand in hand with the exchange of ideas essential to academic freedom. This policy is intended to educate the community about harassment and to protect everyone from harassment. In this policy, harassment is defined as and guidelines are offered on what steps to take in the presence of behavior that is inappropriate, intimidating, or hostile.

## Definition:

Harassment is any behavior, explicit or implicit, which has the intention or effect of harming or intimidating others, of creating a hostile or offensive environment for another, or of interfering unreasonably with another's school or work performance. It can take many forms --verbal, written, visual, physical, or psychological -- and is often, but not always, associated with race, ethnicity, religion, gender, sexual orientation, and physical differences. Though a single incident may constitute harassment, it usually involves repeated actions. Harassment will not be tolerated at Wayland.

Harassment may include, but is not limited to the following:

- offensive, stereotyping or derogatory remarks, jokes, writings, or displays or treatment of another as inferior
- insults
- threats
- stalking
- physical assault

Sexual harassment differs from other forms of harassment in that it involves unwanted sexual advances; requests for sexual favors, and other verbal, written, physical, or visual conduct of a sexual nature. Sexual harassment is uninvited and unwanted.

Sexual harassment may include, but is not limited to:

- inappropriate sexual or personal questions
- leering
- unwelcome or unwanted touching
- pressure for sexual activity or for a relationship that takes on sexual or romantic overtones
- any coerced sexual activity

## Procedure:

If you feel you have been harassed or if you witness harassment, you should take one or more of the following steps as seems appropriate:

- Let the offending person or persons know you want the behavior to stop.
- Speak firmly and give a clear message about how you feel; an individual may not know that you find a particular behavior or remark offensive.
- Do not apologize.
- If you do not feel comfortable confronting the person alone, go with a friend or write a letter.
- Students should talk to their mentor, a teacher, or an administrator whom they trust. If appropriate, this person will discuss the matter with the Dean of Students

- or the President, who will determine what steps need to be taken, including who should be involved in any investigation that might be necessary.
- Faculty and staff should talk to a supervisor or administrator. If appropriate, this person will discuss the matter with the President, who will determine what steps need to be taken, including who should be involved in any investigation that might be necessary.

All investigations of harassment should be conducted so that the privacy and the rights of the individuals involved are protected. Confidentiality in the investigative stage is essential. Anyone accused of harassment is encouraged to seek the advice of an appropriate member of the community (e.g., President, Dean of Students, supervisor, mentor, teacher).

Consequences:

Wayland considers harassment by any member of the community a serious violation of community values. If it is determined that harassment allegations are true, education ought to be the first goal, but actions also could include counseling, suspension, dismissal, or some other form of discipline.

A good faith claim of harassment should in no way prejudice an individual's future at Wayland, even if the complaint is found to be unsubstantiated. On the other hand, anyone who knowingly makes a false complaint will be subject to serious consequences.

#### DRUGS AND ALCOHOL TESTING PROCEDURES

If a student is suspected of alcohol use, he or she will be subjected to a test by the Dean of Students, the Academic Dean, or President. If positive, the student can be transported to the police station.

If students are suspected of drug use, they will be subjected to a drug screen by the Dean of Students, the Academic Dean, or President. Permission to conduct tests may only be given by the President, Dean of Students, or the Academic Dean. The cost of the screen will be the responsibility of the student and parents.

Wayland Academy reserves the right to screen members of the student body on a random basis each semester to ensure compliance with Academy rules.

#### DRUG AWARENESS AND EDUCATION

The drug education and awareness function involves all levels of students in discussions of various topics through the use of appropriate audio-visual materials and speakers.

## DAY STUDENTS

The guideline for application as a day student shall be living at a distance no greater than 16 miles from the Academy. Those applicants living outside of the 16-mile radius may only apply as boarding students unless granted a special exemption by the President.

Those day students wishing to take occasional breakfast and dinner meals in Pickard Dining Room will be charged at a rate of \$6 per meal. Students will not be charged for any cordial or special invitation meals. Day students entering Pickard Dining Room during the breakfast or dinner hours will be considered to be taking meals and will be charged accordingly.

Day students must fulfill the same guidelines for behavior as boarding students. In addition to these general school policies, day students also are expected to do the following:

1. Contact the Academic Dean's Office by 8:00 a.m. in case of illness or other necessary absences from campus (920-885-3373, ext. 249). All absences from class must be excused in writing within two school days. Parents must call the Academic Office in order to clear absences.
2. Report to the Health Center and the Academic Dean prior to leaving school due to illness during the day.
3. Leave school during the academic day only with permission of the Academic Dean or the Dean of Students.
4. Use cars only for transportation to and from campus. Cars must be parked on Franklin Street or in the parking lot at the Field House. Students failing to comply with parking regulations may lose driving privileges. Cars may not be used during the school day (8:00 a.m. - after athletics/AAP). The use of cars at times other than those stipulated will be viewed as a major-rule infraction. Day students on campus after sports must park in the back parking lot or on Franklin Street.
5. Keep the locker facilities in Pickard Hall in good condition at all times. Only Wayland Academy-supplied locks may be used on lockers. The Dean of Students will remove other locks.
6. Live with a relative or a legal guardian.
7. Change status from boarding student to day student with the permission of the President.

The campus will be closed to all day students and guests at 7:30 p.m., Sundays through Thursdays, and 11:00 p.m. on Friday and Saturday evenings. Exceptions are required

activities such as rehearsals, study hall, athletic contests or practices, library use, etc. Day students may only be in the areas designated for such activities. If transportation issues arise after 7:30 PM, day students should report to the Dean of Students or the faculty supervisor in one of the resident halls.

## BOARDING STUDENTS

Resident hall life is an integral part of the school community. The following guidelines have been established for resident hall living:

1. All students will normally study in their respective rooms from 7:30 to 9:30 p.m. All doors will remain open.
2. There will be no television watching during the school day or study hours, unless specifically required for an academic purpose.
3. During the school day and study hours, stereos must be used with headphones.
4. All resident halls will close to day students and/or visitors at 7:30 p.m. Sundays through Thursdays. The campus will close at 11:00 p.m. on Friday and Saturday evenings. The resident hall supervisors may grant special permission.
5. During the daytime the resident halls will serve as study halls for all residents, unless the residents are in an assigned study hall. Students will be expected to be in a study atmosphere, and this also applies to examination periods.
6. Weekends: Students may take weekends away from campus, if they are in good standing academically and socially. Permission slips may be obtained in the Bookstore, the resident hall offices, the Dean of Students Office, and the Academic Office. Mentors must receive parental approval for each weekend to be taken, approve permissions, and take invitations; then the Academic Dean, Resident Hall Director, faculty, and coaches may sign. All permission slips must be presented to the Dean of Students by 1:00 p.m. on Thursdays. Those students requiring Academy transportation should complete and present permission slips to the Dean of Students by 1:00 p.m. on Wednesdays. This procedure also applies to special weekends, such as Fall and Spring Parents' Weekends. Students on a weekend may not visit campus unless granted permission prior to the visit by the President, Dean of Students, or the Academic Dean. New boarding students may not take weekends until after Fall Parents' Weekend. Students entering the Academy in January will not be able to take a weekend until the first weekend in February.

Students may take weekends as indicated below:

- Freshmen - four weekends per semester
- Sophomores - five weekends per semester
- Juniors - seven weekends per semester
- Seniors - unlimited weekends per semester

NOTE: After each grading period, students demonstrating good academic and social standing may receive one additional weekend. Unused weekends may not be carried forward into the following semester.

7. Each resident hall will follow the Residential Life Handbook regarding resident hall closings, signing out and in, visitation hours, and room inspections. These rules will be posted in each resident hall and will be explained at the outset of the school year.

8. Room searches may be made only with the permission of the President, the Dean of Students, or the Academic Dean, when there is reasonable cause and concern for the welfare and safety of the community and/or when there is suspicion of the presence of illegal substances or materials.

9. Boarding students may not have televisions, refrigerators, or cooking appliances in any room. Prefects are exempt from this rule.

10. Resident Hall Supervisor may suspend any privilege, when deemed appropriate.

11. Any damage to rooms will be charged. Each boarding student will be responsible for the upkeep of the room for the entire year.

12. All boarding students are required to spend vacations with parents or guardians (guardians must be at least 21 years of age), or local families with approval. No boarding students may spend time in a hotel unsupervised by a parent or guardian.

13. All Freshman students are required to attend breakfast Monday through Friday.

14. All students attending breakfast will be in school dress.

15. Students are not allowed to keep prescription drugs or over the counter drugs in their rooms without the permission of the Health Center Nurse and the Dean of Students.

### BOARDING STUDENT HOURS

The established hours for students residing in the resident halls are as follows:

#### FRESHMEN AND SOPHOMORES:

- Sundays-Thursdays: in resident halls at 10:00 p.m. and in rooms and quiet by 10:15 p.m. with lights out by 10:30 p.m.
- Friday and Saturday: in resident halls at 11:00 p.m. and lights out by 11:30 p.m.

## JUNIORS:

- Sundays-Thursdays: in resident halls at 10:00 p.m. and in rooms and quiet by 10:30 p.m. with lights out by 11:00 p.m.
- Friday and Saturday: in resident halls at 11:00 p.m. and lights out by 12:00 a.m. (midnight).

## SENIORS:

- Sundays-Thursdays: in resident halls at 10:30 p.m. and in rooms and quiet by 11:00 p.m. with lights out by 11:30 p.m.
- Friday and Saturday: in resident halls at 12:00 a.m. (midnight) and lights out by 12:30 a.m.

If intending to go off campus during weekends, students must secure permission from the resident hall supervisor on duty and students must return to campus (checking into resident halls) by 9:30 p.m. Students attending the movies in Beaver Dam may have until 10:00 p.m. to return to the campus.

## PERSONAL APPEARANCE

Wayland Academy asks its students to dress in a manner that is appropriate for the school setting and in good taste. Cleanliness and neatness help to develop pride in one's appearance and a positive self-image. We ask that students dress for their own sense of self-respect, as well as consideration of others. For this reason we have specific requirements for standards of dress. Hallmarks of our dress code are being neat, clean, and well groomed. Wayland Academy reserves the right to determine whether clothing conforms to the "letter" or the "spirit" of the dress code.

Boarding students not conforming to the dress code will be sent back to their rooms for proper attire. Day students will call parents and ask that they bring proper attire to campus so the students may change. Continued violations will result in further disciplinary action.

All students (male and female) are required to have a traditional navy blue blazer.

### **Boys:**

#### Hair Policy

- Clean shaven (no mustaches, beards, or sideburns below the ears)
- Hair must be neat and clean
- Hair must be off the collar and ears
- No radical hairstyles (partially shaved, long hair, Mohawk, or punk)

- Color must be natural to the species and conservative

### Jewelry

- One earring, small hoop or stud, may be worn in one earlobe.

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Academic Day Attire		
Pants	Blue, gray, black, or tan	Worn above the hips
Shirts	Striped, solid color, or white	Oxford with tie or turtleneck with blazer; must be tucked in
Shoes	Formal dress	Must be worn with socks; no sandals
Accessories	Belt	Leather or fabric
Blazer	Dark navy blue	Optional during the academic day except with turtleneck

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### Informal dinner and weekend meals

- Clothing must be neat, clean, and appropriate.
- No post-practice or game athletic garb, loungewear or pajamas.
- No visible underwear is to be worn in the dining hall.
- Shoes (no cleats) must be worn.

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Formal Attire		
Pants	Tan, black, or gray	Worn above the hips
Shirt	White	Oxford with tie; must be tucked in
Shoes	Formal dress	Dark socks
Accessories	Belt	Leather or fabric
Blazer	Dark navy blue	Must be worn during formal events

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### **Girls:**

#### Hair Policy

- Must be neat and clean
- No extreme hairstyles (shaved, partially shaved, Mohawks, or punk)
- Color must be natural to the species and conservative

#### Jewelry

- No more than two earrings in each ear may be worn
- Only ears may be pierced

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Academic Day Attire		
Dress Skirt	Blue, gray, black, or tan	Must be no more than 1” above the knee
Slacks	Blue, gray, black, or tan	With belt if appropriate

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Blouse, Turtleneck	White, striped, or solid color	Must be long enough to tuck in securely; blouse top button may be unbuttoned
Shoes	Dress formal	Must be closed toed; no sandals
Blazer	Dark navy blue	Must be worn with turtleneck otherwise optional

Informal dinner and weekend meals

- Clothing must be neat, clean, and appropriate
- No post-practice or game athletic garb, loungewear, or pajamas
- No visible underwear is to be worn in the dining hall.
- Shoes (no cleats) must be worn.

Formal Dress attire		
Dress Skirt	Tan, black, or gray	Must be no more than 1” above the knee
Slacks	Tan, black, or gray	Belt required
Blouse	Solid white	Top button may be unbuttoned
Shoes	Dress formal	Must be closed toed; no sandals, no boots
Blazer	Dark navy blue	Must be worn during formal events

**For all students:**

Only sweaters, vests, and blazers may be worn with school dress. Under no circumstances will sweatshirts (hooded or otherwise), T-shirts, or any hooded apparel be acceptable with school or formal dress.

Capri pants may not be worn.

Military style boots, athletic shoes, slippers, Teva or Birkenstock type sandals, hats, jeans, jean jackets, and jean-cut pants (including cargo pockets or patch pockets) are not acceptable for school and formal dress.

Outerwear must be removed upon entering all buildings.

Hats, “Doo Rags,” headbands, and other head coverings are not to be worn inside any buildings or during the class day.

Shoes must be worn at all times.

Tailored Bermuda length solid colored dress shorts (no cargo pockets) are permitted before October 1 and after April 15. Leather shoes (non-athletic) with or without socks may be worn. All other provisions of the dress code apply.

### **"Jeans Days"**

On "jeans days," attire for all students will be jeans (hemmed and in good repair) and collared shirts or polo's. Unless otherwise announced, shorts and sandals are inappropriate.

### SENIOR PRIVILEGES

By benefit of age and experience, the Senior Class will set the tone of the school in many ways. Underclassmen will follow the example set by the Senior Class, and for this reason Wayland Academy expects positive leadership and contributions from the Class of 2012. Recognizing the responsibility that is associated with being a senior, the Academy has elected to provide privileges for members of the Senior Class.

In order for seniors to benefit from these Senior Privileges, they must be in good academic and/or social standing. In addition, the President, the Academic Dean, or the Dean of Students may revoke a senior's privileges for conduct deemed unbecoming to the community.

Any senior whose grade is D or F in any course will lose his or her Senior Privileges for a period of one week beginning on Sunday and extending through the following Friday.

Commencing at 4:00 p.m. on Monday, August 22, 2011, the following Senior Privileges will be in effect:

- 1) One (1) academic night-out per week, with resident hall check-in at 9:30 p.m.
- 2) Weekend permission slips to be signed only by the Academic Dean, the Dean of Students, the respective Mentor, Coach, or AAP Instructor, and Resident Hall Director.

Commencing at 8:00 a.m. on Monday, January 9, 2012, the following Senior Privileges will be in effect, in addition to those previously in effect since August 22, 2011:

- 1) Off-campus permission until 10:30 p.m. on Friday evenings, when there are not any Saturday classes, and Saturday evenings.
- 2) One (1) off-campus permission during the academic day, which must have the approval of the Academic Dean or Dean of Students. Day students must secure the approval of the Academic Dean or Dean of Students.

Commencing at 8:00 a.m. on Monday, May 7, 2012, the following Senior Privileges will be in effect, in addition to those previously enacted on August 22, 2011, and January 9, 2012:

- 1) Seniors may "sleep in" during the week but are responsible for meeting all of their commitments.
- 2) Two (2) academic nights-out per week, one of which may be extended to 10:30 p.m. off campus.
- 3) Seniors are permitted to wear the following during the academic day: pants (no jeans), hemmed Bermuda length shorts, Capri pants, dresses, skirts, buttoned collared shirts, polo's, shoes or sandals. Shirts will be tucked in.

### SENIOR GRADUATION PARTIES

Underclassmen are not allowed to attend graduation parties unless the event is approved in advance by the Academy. If the hosting family is interested in inviting underclassmen, they should contact the Dean of Students no later than May 1. In order to be approved, there must be at least one faculty member invited to the party who will be present throughout.

### SELECTIVE SERVICE/DRAFT REGISTRATION

Young men (U.S. Citizens) reaching the age of 18 can register for the U.S. Selective Service (draft) in the Academic Dean's Office.

### SCHOEN HEALTH CENTER

The health of our students influences their ability to meet their educational goals. The Health Center Staff is here to meet the student health needs. The Student Health Center is located in Schoen House and is operated through Beaver Dam Community Hospitals, Inc., and is open whenever school is in session. Care is provided by registered nurses, athletic trainers, and consulting physicians.

The Health Center hours are: Monday through Friday, 7:30 a.m. to 5:30 p.m.

After hours or weekend problems should be taken to the resident hall or campus personnel.

### DINING HALL

Sodexo manages Wayland Academy's food service. The director of food service and the staff are interested in providing you with the best possible food service. Please contact the director with your questions or suggestions.

### SPECIAL LUNCHESES

Special lunches will be held on Tuesday and Thursday of each week. On Tuesdays, all students will sit at a faculty/mentor table for informal conversation. On Thursdays, all students will sit in Mentor Groups for Mentor Lunch. All students and faculty/mentors

will be in attendance at these lunches from 12:15 PM to 12:35 PM regardless of their schedules.

### FORMAL AND FAMILY DINNERS

All Formal and Family evening meals will be cordial for all boarding students. Day students are invited to attend. Students will be assigned to faculty tables in Pickard Dining Hall for the meal. Dress for these designated evening meals will be formal for Formal Dinner and casual for Family Dinner. Formal Dinner will begin at 6:00 p.m. Family Dinner will begin at 5:45 p.m.

### WAYLAND STORE

The Wayland Store provides students with access to a wide variety of supplies and services. An account is set up for each student, with parents having the ability to set limits.

Your store account is used for store purchases, activities, and any campus charges that the student would incur. All purchases will be debited to the account. You will get a monthly statement from the Wayland Store showing all charging activity and your end of the month balance. In addition, the Wayland Store can provide your boarding student with a weekly allowance approved by you. Like a bank, we require that you maintain a positive (credit) balance. We request that a \$50 balance be maintained at all times.

If a student needs more than the stated weekly allowance, extra money will be given per parental permission.

STORE HOURS: 10:00 a.m. – 2:45 p.m.

### LAUNDRY

A coin-operated laundromat is available for student use in the lower level of Pickard Hall.

### TRANSPORTATION

Wayland provides transportation to the Greyhound Bus, AMTRAK passenger rail service, various commercial airlines, and the Van Galder Bus in the cities of Madison and Columbus only. Air travel arrangements may be made through local travel agencies or scheduled commercial airlines. **BE CERTAIN TO ARRANGE TRANSPORTATION ONLY AFTER CLASSES AND EXAMS ARE CONCLUDED.** Carefully check the dates as to when school is in session. If there are any questions, please contact the Academic Dean before purchasing tickets.

Transportation will be provided for students wishing to make connections at the Columbus train station, the Madison airport, the Madison Greyhound Bus station, and the Student Union at the University of Wisconsin-Madison only.

Transportation to and from Milwaukee is not provided by the Academy.

Charges will be made for transportation provided by the School. Students must inform the Assistant Dean of Students regarding these travel arrangements well in advance of their arrival or departure dates and times.

All travel arrangements need to be cleared through the Dean of Students.

Students are reminded that early or late departures and returns are not allowed for school vacations. Please make all travel plans for the entire school year as early as possible. Students will be on campus for the duration of the academic semesters and will leave for vacations and return from vacations only on those dates indicated in the school calendar, unless otherwise excused by the President.

Unless previous arrangements are made, the Academy will only drop off for busses in Madison at 4:15 on Friday and pick up from busses arriving in Madison at 4:15 on Sunday and the train arriving in Columbus at 5:15 on Sunday. If the student misses their bus, they will be charged \$50 to their bookstore account to compensate the extra driver. If no driver is available, a livery service will be used with the fee charged to the student.

All students should be on campus no later than 7 p.m. when returning from a vacation. Families should contact the Assistant Dean of Students or Head Resident with excessive travel delays.

## MAIL

Incoming and outgoing U.S. Mail services are provided daily Monday through Friday. Each student is assigned a mailbox located in the lower level of Pickard Hall, and is given a combination for that box. All student mail, as well as notices from the faculty, will be placed in the student's mailbox. Students are encouraged to check their mailboxes several times daily for mail, telephone messages, and packages.

NOTE: Outgoing mail leaves the lower Pickard Hall mail chute by 2:00 p.m. (Monday-Friday).

UPS, DHL, and Fed-Ex pick-up and delivery are done daily, Monday-Friday, at the Wayland Store. All packages being shipped should be at the Store by 9:30 a.m. Students receiving packages will receive a blue slip in their mailbox and may pick up packages during Store hours.

## PASSPORTS

All Passports and other international travel documents must be brought to the Wayland Store for secure storage. If students wish, they may also store airline tickets and valuables at any time.

## BULLETINS

As a means of communication and information, the Academy prints a series of Bulletins:

Daily Bulletins	Tuesday-Thursdays
Weekend Bulletins	Fridays
Weekly Bulletins	Fridays

These Bulletins contain schedules of events and activities, as well as general announcements for a particular day or period of time. Copies are distributed to all faculty members and are posted in the resident halls, lounges, academic buildings, Pickard Dining Hall, and other locations on campus.

Items for inclusion should be submitted to Wayland Store in the Wayland Store by 3:00 p.m. on the day preceding the desired date of publication (Saturdays and Sundays excluded).

## EMAIL

All students are assigned a Wayland email address as well as a password. Students are responsible for checking their Wayland email everyday – morning and evening.

Communications about activities, class assignments, Health Center appointments, etc. will be sent to email addresses. Failure to check the Wayland email could result in missed assignments and appointments, as well as absences. Students and faculty are expected to check their email inbox at least once during the academic day and once during the evening.

Faculty, administration, and students can be reached through e-mail also using the general form, "jsmith@wayland.org".

## WEEKEND ACTIVITIES

This school year provides us with approximately 30 weekends to cover a broad variety of extracurricular activities - dances, movies, skiing, swimming, shopping, sports events, horseback riding, trips to Madison and Milwaukee, and other ideas that you'll come up with during the year.

The key to a successful program is community involvement, support, and a little creativity! The Student Government will be working closely with the Assistant Dean of Students to guarantee an exciting year of offerings for you.

### CLASS OFFICERS

Each class is represented by a class president, a vice president, and class representatives. Each officer is elected by a majority of students voting in his or her class. Class officers are members of the Student Government and are required to attend all Government meetings. The president and vice president of each class are voting members of the student government. Unexcused absences from Student Government meetings may result in a student being removed from his/her position.

The Student Government offers each student an opportunity to become involved in student leadership at Wayland. The Government meets regularly and is representative of the entire student community. Any student is eligible to be a member of the Student Government. Officers of the organization are a President, Vice President, and Representatives.

### SPECIAL EVENTS PROGRAM

The Academy sponsors the Boldt Special Events Program, which brings many lecturers, performers, and artists to the campus during the academic year. In addition, students will have the opportunity to attend special programs off campus.

The annual Winter Fine Arts Festival is funded by the Boldt Special Events Fund and the Wisconsin Power and Light Foundation.

The Special Programs Series includes events sponsored by the Dye Chairs in Religion and Science, the Newell Chair in Computer Science, and the Proctor Chair in English.

### CLUBS AND SOCIETIES

Students may join a variety of clubs, which cover particular interests. New clubs may be formed as interest for them is demonstrated.

**THE CUM LAUDE SOCIETY** - The purpose of the Cum Laude Society is to promote learning and sound scholarship in secondary schools. The Cum Laude Society is the national honorary society, the Phi Beta Kappa, for independent secondary schools. It was founded in 1906. Wayland has the distinction of having one of the first Cum Laude chapters in the nation (1910) and of admitting the first female student (1916) to the society's rolls. The motto of Cum Laude is "Excellence, Justice, and Honor." The primary requirement for membership in the society is one of academic excellence in a college-preparatory curriculum. As provided in the constitution, a chapter may elect not more than 20 percent of the Senior Class, with not more than 10 percent of the class being elected at the end of the junior year or after the first semester of the senior year.

The PILLARS is the Wayland yearbook and is published at the end of the school year. Students interested in a journalism experience are urged to join the Pillars's staff.

The WAYLAND KALEIDOSCOPE is the student-produced fine arts magazine, which has been published in the spring semester. Entries have included poetry, short stories, editorials, photography, and drawings.

TROUPE 1538 of the International Thespian Society is an honorary organization of more than 3,000 secondary schools. The aim of the Society is the advancement and improvement of theater arts.

ECOLOGY CLUB members help to facilitate the school's on-campus recycling projects and to promote Earth Day observations.

## CAMPUS RECYCLING

Wayland Academy is required by Wisconsin State Law to recycle a variety of materials that have been discarded with garbage and trash in the past. The Academy community supports the law, as well as the belief that we, as a community, should do everything possible to reduce our waste, reuse what materials we can, recycle, as well as be environmentally intelligent consumers.

## THE WAYLAND PREFECT SYSTEM

Wayland Academy sponsors a unique opportunity for senior and junior student leadership. The Prefect System was initiated in the 1984-85 academic year for seniors only. Beginning in the 2007-08 academic year, juniors will also be given the opportunity to become a prefect. A Prefect is a senior or junior entrusted with administrative tasks.

The Prefects at Wayland Academy report directly to the Dean of Students and have the following responsibilities:

- Provide Study Hall supervision with faculty
- Perform resident hall supervision once per week
- Assist with supervision of all underclass proctors
- Assist the Head Resident with room checks
- Perform proctor duty in various locations on campus
- Perform chaperone duty as needed on weekends
- Serve as class advisors to the underclassmen
- Attend Student Governments meetings
- Serve on all standing committees of the Academy (except Personnel)
- Assist the administration with other duties as required.

Prefects will receive a single room and free cable TV hookup for their services. They will be considered the student assistant to the Head Resident or faculty/staff member in charge of their areas. A Prefect may be relieved of his/her responsibilities at any time at the discretion of the President.

It is our belief that prefects can and should be the leaders and role models for the entire student body, and that they can make significant contributions through their involvement at the Academy. As role models, it is expected that the conduct of prefects will be exemplary. Any infraction of a school rule will result in a prefect's permanent removal from office.

During the spring of each year juniors and sophomores interested in becoming prefects for the ensuing year are asked to complete an application, which is secured in the President's Office. The President appoints all Prefects.

Junior Prefects carry all the responsibilities and expectations of "Prefectship" with fewer privileges. All students should show them the same amount of respect and cooperation of a Prefect, including members of the Senior Class.

The Prefects for the 2011-2012 academic year are:

Meghan Turner – Head Prefect

Connor Groom  
Kyu Jin Jang  
Olga Kaze  
Lindsay Knoll  
Michelle Miller  
Kandice Sanders  
Zachary Schubert  
Michael Vaubel  
Colin Wahl  
Cole Ware

## PROCTOR SYSTEM

A proctor's responsibility is to assist faculty members and Prefects in keeping order, defending individual rights, and generally maintaining a high standard of behavior on campus. Clearly, a proctor must have leadership qualities and must be able to set a positive example.

Students interested in becoming Proctors will submit an application to the Dean of Students in the spring of the school year. Proctors are selected from the rising Sophomore, Junior, and Senior classes.

## **FINAL NOTE**

**WAYLAND ACADEMY RESERVES THE RIGHT TO CHANGE ANY AND ALL RULES, REGULATIONS, AND OFFERINGS, AS IT DEEMS PROPER.**

**Wayland Academy admits students of any race, gender, color, national or ethnic origin, or sexual orientation to all the rights, privileges, programs, and activities generally accorded and made available to students at the School. Wayland Academy does not discriminate on the basis of race, gender, color, national or ethnic origin, or sexual orientation in administration of its educational policies, admission policies, scholarship and loan programs, athletic and other School administered programs.**

06/15/2011

Index			
Academic Department Chairs	6	Honor Roll	14
Academic Eligibility	25	Independent Study	9
Academic Integrity	10	Introduction	4
Academic Standing	14	Laundry	46
Acceptable Use Policy	49	Levels of Instruction	7
Advance Placement Program	7		
Athletics	23	Loss of Credit Due to Excused Absences	21
		Loss of Privileges	34
Athletic Code	24	Mail	47
Attendance	20	Major Infraction	28
Boarding Students	38	Mentor Program	26
Boarding Student Hours	40	Minor Infraction	31
Bulletins	47	Passports	47
Campus Recycling	50	Personal Appearance	41
Cell Phones	35	Philosophy	5
		Prefect System	50
Class Officers	48	President's Council	6
Class Rank, Valedictorian, Salutatorian, & Junior Marshalls	14	Proctor System	51
Clubs & Societies	49	Re-enrollment & Deferral of Invitation	15
College Counseling & Wayland Plan	17	Repeating Courses	9
College Visits	22	Resident Hall Phones	34
Conduct Review Committee	32	Schoen Health Center	45
Course Changes	9	Selective Service/Draft Registration	44
Course Load	8	Senior Portraits Photographs	22
Day Students	37	Senior Privileges	43
Dining Hall	45	Special Events Program	49
Diploma Requirements	7	Special Lunches	45
Drug & Alcohol Testing Procedures	37	Spiritual Life	26
Drug Awareness & Education	37	Summer Study	9
Email	48	Swan Library	22
English as a Second Language	16	Tobacco Policy	33
Extended Time Testing	18	Transfer Credits	9
Faculty	6	Transportation	46
End of Semester Assessments (Final Exams)	11	Unexcused Absences	21
Final Note	51	Wayland Academy Mission Statement	5
Formal & Family Dinners	45	Wayland Essay	18
General School Policies	32	Wayland Store	46
Grading System & G.P.A.	10	Weekend Activities	48
Guidelines for Responsible Behavior	17	Withdrawal from the Academy	16
Harassment Policy	35	Work Crews	34
Head Residents	6		

