



# Wayland Academy

2016-2017  
Student Handbook  
& Daily Planner

*This 2016 – 2017*  
*Wayland Academy Handbook & Planner*  
*is the Coveted Possession of:*

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## *2016-2017 School Calendar*

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8/24/2016	NEW International Students arrive
8/25-26/2016	International Student Orientation
8/27/2016	All Student Registration
8/28/2016	New Student Orientation
8/29/2016	Semester 1 classes begin
8/31/2016	Picture Day
9/5/2016	Labor Day - Classes Held
9/23-25/2016	Fall Family Weekend
10/14-16/2016	Alumni Reunion Weekend
10/21/2016	End of quarter 1
10/29/2016	Fall Open House
11/18/2016	Thanksgiving Break starts at 3:40 p.m.
11/27/2016	Students Return by 7:00 p.m.
12/16/2016	End of Semester 1/Winter Break begins at 3:40 p.m.
1/7/2017	New mid-year student orientation
1/8/2017	Students Return by 7:00 p.m.
1/9/2017	Semester 2 classes begin
3/3/2017	Third quarter ends / Spring Break begins at 3:40 p.m.
3/26/2017	Students return by 7:00 p.m.
4/1/2017	Spring Open House
4/14/2017	Half Day Classes dismiss at 12:15 p.m.
4/16/2017	Easter 2017
4/21/2017	Spring Family Weekend
5/14/2017	Honors Convocation
5/20/2017	Baccalaureate
5/21/2017	Commencement
5/26/2017	End of Second Semester

# *SCHOOL PHONE NUMBERS*

Wayland Academy 920-356-2120

## Residence Halls

Ella Dye	920-356-2120, ext. 260
Glen Dye	920-356-2120, ext. 261
Warren Cottage	920-356-2120, ext. 212
Wayland Hall	920-356-2120, ext. 211
Health Center	920-356-2120, ext. 251

## FAX Numbers

Health Center FAX	920-356-2070
Business Office FAX	920-885-2032
Admission Office FAX	920-887-3373
Athletic Office FAX	920-356-2228
Academic Office FAX	920-356-2068

## Cell phones (for emergency use only):

#1 Duty phone	920-296-4263
Dean of Students	920-382-7606

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# *INTRODUCTION*

Wayland Academy was founded in 1855 and since then 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 has prepared this Student Handbook and Curriculum Guide to help you 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

Wayland Academy prepares each student for college and beyond through a liberal arts curriculum and campus programs devoted to the pursuit of knowledge and the development of 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. The Academy recognizes these components as essential to developing well-rounded individuals.

Scholarship – Pursuit of SCHOLARSHIP with INTEGRITY.

Faith – RESPECT for FAITH through exploration of beliefs and self.

Health – CARING for emotional and physical HEALTH.

Service – GRATEFUL SERVICE to our community and the world.

*-Approved by the Board of Trustees (January, 2013)*

## *School Leadership*

### ADMINISTRATIVE TEAM

Joseph A. Lennertz H`86	Head of School
Linda R. Tyranski	Dean of Students
Rodney D. Miller	Chief Financial Officer
Judy L. Hill H`08	Director of Advancement
Craig T. Hill H`06	Academic Dean
Phil M. Tallman	Director of Athletics and Student Activities

### ACADEMIC DEPARTMENT CHAIRS

Andrew Borneman	English
Jonathan Shoop	Mathematics
Beth Ratajczak `96	Science
Paul Osvald H`11 & Kurt Walters H`11	History/Social Studies
Michael J. Schneider H`86	Modern and Classical Languages
Christopher J. Mientus	Fine Arts
Lori Bird	Library Director
Liberty Bell H`14	College Counseling

### HEAD RESIDENTS

Paul J. Osvald H`11	Ella Dye
Linda R. Tyranski	Glen Dye
Jane Goski `10	Warren Cottage
Kurt A. Walters H`11	Wayland Hall

# *Academics*

## 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; e.g. 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 (CP). 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. Wayland also participates in the University of Minnesota's College in the Schools program (CIS). Enrollment in a CIS course is through invitation of the instructor, and there is an additional tuition charge. The Academy reserves the right to make professional assessments and decisions about student placement in one of these three 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 can 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 2015-2016 was \$92 per examination. The College Board has a fee-reduction policy for students who demonstrate financial need.

## DIPLOMA REQUIREMENTS

The administration and faculty have established 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 Algebra 1, Algebra 2, and Geometry)
- Science - 3 credits (1 credit in Biology, 1 credit in Chemistry, and 1 credit in Physics)
- History/Social Studies - 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. Students studying in their second language are only required to take 1 year of Latin.)
- Fine Arts - 1 credit in any combination of Fine Arts courses
- Athletics/AAP – 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 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 any time.

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 early graduation.

## 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 (Wayland Choir, Wayland Band, 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. Starting with the Class of 2018 the GPA on the transcript will only reflect Wayland Academy grades.

## SUMMER STUDY

All courses taken off campus or online (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 students 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 Department Chair 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 assessments (in a format 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.

## ONLINE STUDY

Wayland Academy is a member of the Hybrid Learning consortium (HLC), founded and directed by the Barstow School. The HLC is a collective of independent schools around the world that develop high quality rigorous online courses for high school students. Wayland students have the opportunity to take semester and year-long elective courses through HLC. The cost of the classes will be incurred by the student and is non-refundable after the course begins. Students may take an HLC course as their fifth or sixth academic course. They may only take one HLC course per semester. Students cannot enroll in HLC courses that are offered to Wayland students on campus. Students are unable to drop the course once the add/drop period is over. Students must fill out an approval form with the appropriate signatures of the Academic Dean, Department Chair, and College Counselor. The credits earned will be reflected on the student transcript as Wayland credit with an indication of the HLC course and will be counted in the student's GPA. All other online school courses have to be approved by the Academic Dean.

## ACADEMIC INTEGRITY

Central to the life of any school, perhaps even more important than rules concerning residence hall life, dress, and behavior, is the principle of academic integrity. Without a clear conception of 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.

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, they will stay on the student's record for the duration of the student's enrollment at Wayland.

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. Possible consequences include, but are not limited to, a zero for the assignment, a minor infraction, a major infraction, or dismissal from the Academy.

## GRADING SYSTEM AND GRADE POINT AVERAGE

Wayland Academy uses the following grading system:

A	93-100	B+	87-89
A-	90-92	B	84-86

B-	80-83	D+	67-69
C+	77-79	D	64-66
C	74-76	D-	60-63
C-	70-73	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

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. Starting with the class of 2018 no grades outside of Wayland Academy will be used to calculate GPA for the student.

A grade of INC (Incomplete) can be given only with the permission of the Academic Dean. Students must complete and submit 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 31, 2017

Semester 2    June 30, 2017

#### 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.

#### DAILY SCHEDULE

The academic day begins at 8 a.m. and ends at 3:40 p.m. on a regular day or 12:35 p.m. on short class days.

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

Period 1	8 a.m. to 8:45 a.m.
Period 2	8:50 a.m. to 9:35 a.m.
Break/Clubs	9:40 a.m. to 10 a.m.
Fine Arts	10:05 a.m. to 10:50 a.m.
Period 3	10:55 a.m. to 11:40 a.m.
Lunch	11:30 a.m. to 12:15 p.m.
Period 4	12:15 p.m. to 1 p.m.
Period 5	1:05 p.m. to 2 p.m.
Period 6	2:05 p.m. to 2:50 p.m.
Period 7	2:55 p.m. to 3:40 p.m.
Athletics	4 p.m. to 5:45 p.m.

Notes:

1. Life Skills will occupy one of the Fine Arts periods in each 7 day cycle.
2. Lunch begins at 11:30 a.m. The next class period begins at 12:15 p.m.
3. The Athletic period begins at 4 p.m. for practices. Competitions are scheduled by the Athletic Director and are announced on the school's website. These dates are subject to change on short notice due to inclement weather and other circumstances.
4. The period that begins at 9:40 a.m. is reserved for breaks and club meetings except on the following days, when the entire community meets:
  - a) On Mondays, Assembly is held at 9:40 a.m.
  - b) On Fridays, Chapel is held at 9:40 a.m.

Day 1 on a short class day uses the following schedule if the day begins at 8 a.m.:

Period 1	8 a.m. to 8:25 a.m.
Period 2	8:30 a.m. to 8:55 a.m.
Period FA	9 a.m. to 9:25 a.m.
Period 3	9:30 a.m. to 9:55 a.m.
Break	9:55 a.m. to 10:05 a.m.
Period 4	10:05 a.m. to 10:30 a.m.

Period 5	10:35 a.m. to 11 a.m.
Period 6	11:05 a.m. to 11:50 a.m.
Period 7	11:55 p.m. to 12:20 p.m.

Note: On a short class day, lunch begins at noon. Athletic practice times will be announced. There are other variations on short class days. Those schedules will be published as needed.

On both regular and short class days, the seven 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, Fine Arts, 3, 4, 5, 6, 7
Day 2	2, 3, Fine Arts, 4, 5, 6, 7, 1
Day 3	3, 4, Fine Arts, 5, 6, 7, 1, 2
Day 4	4, 5, Fine Arts, 6, 7, 1, 2, 3
Day 5	5, 6, Fine Arts, 7, 1, 2, 3, 4
Day 6	6, 7, Fine Arts, 1, 2, 3, 4, 5
Day 7	7, 1, Fine Arts, 2, 3, 4, 5, 6

For example, if you are scheduled for Algebra during period 1, the class meets at 8 a.m. on Day 1. On Day 2, your Algebra class meets at 2:55 p.m. On Day 3, Algebra meets at 2:05 p.m., and so on. After Day 7, the cycle begins again with Day 1 regardless of the day of the week.

The rotation is listed in the Daily Planner section at the back of this Handbook.

#### CLASS RANK, VALEDICTORIAN AND SALUTATORIAN

Wayland Academy does not rank students. The Academy will compute grade point averages based on the aforementioned point values 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 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 basis of selection will be cumulative grade point average after seven semesters for seniors.
- The faculty will meet in closed session to discuss and vote on the candidates in the second semester.
- 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 and Salutatorian.
- 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, to earn this honor a student must have no grade for the semester below a C- and no violations of the academic integrity policy. The three levels are:

Head'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, good social standing at Wayland, and being up-to-date on all financial obligations to the Academy.

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

Faculty will report student academic progress to the Academic Dean weekly (Academic Watch List). Students doing poor or failing work (69% or below) can be restricted from certain activities (off campus privileges, nights out, evening use of the library) and/or assigned to Success Center in the Academic Building for the following week. Students on the Academic Watch List for an extended period of time may have additional restrictions.

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 Head of School.

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 residence hall supervisors. A student receiving multiple D 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, disciplinary 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.

Being deferred after the initial deferral 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 at the end of the academic year, if progress has 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, the student may not re-enroll at Wayland for the following year.

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 Head of School.

#### 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.

#### ENGLISH LANGUAGE LEARNERS (ELL)

International students whose first language is not English must submit a SSAT, TOEFL, TOEFL Jr. or 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	TOEFL Score
9	350
10	400
11	450
12	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, 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 a student's eligibility for receiving a diploma.

New international students whose native language is not English will take an English language proficiency 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 additional instruction in the English language will be registered for ELL. These students' progress in the English language will be monitored, including their use of English throughout the campus during the academic day. Progress in English language fluency is required for reenrollment.

In order to create the most inclusive community possible, and to help our international students maximize their progress in speaking English, we ask that all students share the common language of English during the academic day. This includes time spent in class as well as in the dining hall and in other common areas.

International students' only language requirement for graduation is one year of Latin.

## COLLEGE COUNSELING

The College Counseling program at Wayland 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 ACT Aspire test. Sophomores will continue group meetings with the college counselor and will take the ACT Aspire test again 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. In the spring of the junior year, all juniors will be enrolled in College Advisory, which meets two days a week all semester. The course covers all aspects of the college search and application process and is offered on a Pass/No Pass basis. In the spring 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.

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.

## 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 two (2) college visit days during the school year if such visits cannot be arranged during regularly scheduled breaks or weekends. The Academy allows seniors to take five (5) 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. All students requesting college visit days should fill out the appropriate form at least one week in advance of the planned visit.

Missing class days is disruptive to the affected classes and often detrimental to a student's learning; therefore these visit days should only be used to visit schools about which the student is seriously interested. Particularly after November 1 of the senior year, we expect students to be visiting colleges they intend to apply to. If a student's request to miss school days lacks sufficient merit, it may not be approved.

#### EXTENDED TIME TESTING

Wayland Academy provides some limited support services for learning-challenged students. The Academy can offer the Extended Time SAT or ACT to students with a documented learning disability and approval from SAT or ACT. The College Board and ACT have the final authority to grant non-standard testing. Please contact the College Counseling office as soon as possible in a student's high school career in order to begin the process of applying for testing accommodations.

#### TECHNOLOGY ACCEPTABLE USE POLICY (AUP)

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 technology evolves quickly, these guidelines may and can change at any time as the Head of School 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, and penalties can 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 do so through the Dean of Students or the Academic Dean. 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 is no allowable 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 network resources is prohibited, including playing games during the academic day. Viewing, sharing, or downloading inappropriate or pornographic data, photos, and other materials on any device or network is strictly prohibited. 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. This includes the usage of individual internet access devices, such as Hotspots or wireless routers; such devices are prohibited.
5. The Academy reserves the right to monitor locations being visited on the school network. 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 websites 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 websites (e.g. Facebook) 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. Profanity, inappropriate pictures, and "cyberbullying" will not be tolerated and will lead to disciplinary action. When posting to Internet sites, including but not limited to Facebook, Twitter, YouTube, Snapchat, Tumblr, and Instagram, individuals should have no expectation of privacy. Posted materials may be owned by the sites and could be distributed at any time to others without the author's permission. Individuals should check each site's privacy and security policies carefully before adding content they may not wish to have viewed by others.
7. In accordance with the Academy's Adult/Students Interactions Policy, faculty and staff of the Academy will not "friend" students or current parents/guardians on their

personal social media accounts. Social media use within the classroom for educational purposes is permissible.

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 (The term "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.

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 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 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 sixth 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 will be dealt with as they occur on an individual basis by the administration.

## LOSS OF CREDIT DUE TO EXCUSED ABSENCES

On the fourth excused absence in a specific class or course in a semester or the fourth 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 sixth excused absence.

On the sixth 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.

## UNEXCUSED ABSENCES

For graded activities (e.g., 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 could result in a major-rule infraction.

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

## 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 for senior portraits.

## SWAN LIBRARY

Located in the heart of the Academic Center, the library's goal is to connect students and faculty to the information they need. We offer an extensive collection of digital and print resources, including a variety of research databases, literature, and periodicals, as well as electronic equipment, such as camcorders and iPads. The library is open six days a week, and digital resources can be accessed at any time on the campus wireless network. Swan Library's full-time librarian helps students with research projects, reference questions, and also works with the University of Wisconsin, nearby public libraries, and the statewide interlibrary loan system to provide access to additional resources.

The library includes a spacious main room and the attached Eli Seighman Learning Lab. In the main room, there are comfortable chairs for reading, individual study carrels, public computers with video editing software, and group tables for projects that require collaboration. Students and faculty also meet in the Learning Lab, which includes a 70-inch touchscreen PC, public computers, and moveable group tables.

## Library Hours

Monday-Friday 7:45 a.m. to 4 p.m.

Sunday-Thursday 6:45 p.m. to 9 p.m.

Sunday 1 p.m. to 5 p.m.

The resources of Swan Library are maintained to assist and enhance student learning. All students may use Swan Library during the academic day for study or research. A quiet study-atmosphere is encouraged at all times. Those students who misuse the library may be asked to leave the library.

## *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; this promotes good health and a positive sense of wellness. This belief is central to our requirement that all students participate in a variety of physical activities, either in interscholastic athletics or the Alternative Activities Program (AAP). Exercise then becomes a regular part of their daily lives and leaves them with improved physical awareness, physical skills, and a positive self-image. The Academy requires 9th grade students and all new enrollees to participate in two sports, one of which must be in the fall season. All 10th and 11th grade students must participate in two sports during the year, and 12th grade students must participate in at least one sport during the year. In their off-season(s), students are involved in AAP or a combination of AAP and Forensics or Jazz Band.

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. In addition, parents and students must sign the Wisconsin State/WIAA Parent Athlete Concussion Agreement.

### 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 any athletic team will conduct themselves well within these guidelines at all times.

The WIAA rules of eligibility are included as part of the Wayland Athletic Code. The Wayland Academy Athletic 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, parents, and spectators whose conduct reflects unfavorably upon the Academy will be subject to disciplinary procedures. These may include, but are not limited to, game removal, and/or suspensions from future contests. Athletes, coaches, and parents 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 National Association of Independent Schools (NAIS) 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 whose teams are scheduled for competition during a weekend must fulfill their athletic obligations unless their coaches and the Athletic Director have given them written permission to be excused.

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

Students who have missed two or more classes during an academic day due to illness may not participate in athletic competitions or fine arts recitals and performances that afternoon or evening.

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

The penalties for violating Wayland's Athletic Code are:

- 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 may 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.

## *Student Life*

### MENTOR PROGRAM

Advising at Wayland Academy is vested in the Mentor Program. The foundation of this program is the trust and caring shared among all members of the Wayland Community. Once a student enrolls at Wayland, all of the faculty and staff wish for that student to succeed.

Most faculty members are selected as mentors and advisors of Wayland students. The intention of the Mentor Program is to assist and encourage Wayland students to become responsible, 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, who desire an excellent classroom experience and recognition and learning beyond the classroom.
2. Professional staff members care about and are capable of assisting adolescents.

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

Students will have friendships with many people besides mentors: residence hall supervisors, teachers, administrators, coaches, and many others. This ensures that an adult member of the Wayland community will be available to them at moments when their mentor is not. If a student wishes to change mentors, they should talk to the Dean of Students, who directs the Mentor Program. However, mentor changes during the academic year are unusual and will be considered only for compelling reasons. 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 reports, but it is the responsibility of parents to keep abreast of their child's grades. Parents may monitor their child's academic progress on NetClassroom.

## SPIRITUAL LIFE

Spiritual life at Wayland neither begins nor ends with the Academy's 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 students become responsible, self-motivated, thinking, and caring individuals. We believe that the building of these characteristics is dependent upon the development of responsible behavior in our students.

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 each student. Students 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 students are encouraged first and foremost to develop self-discipline. Nonetheless, the following brief guidelines may help more fully explain the responsibilities of every student of the Academy. The Wayland Community expects students to:

- 1) Strive to make the most of this opportunity for learning.
- 2) Be considerate of others.
- 3) Consider the means to positive overall development.

- 4) Respect the opportunities that are offered here.
- 5) Become as successful as possible.
- 6) Make contributions to the community.

While Wayland 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 respond to the violations of these rules on an individual basis.

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

Certain actions are so severe that they warrant immediate dismissal from the Academy. In cases of dismissal, parents must arrange transportation for their child within 24 hours.

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 Head of School may permit visits to the campus by students who have been dismissed from the Academy.

Students who are required to withdraw from Wayland Academy may not return to the campus for a period of four (4) years from the date of withdrawal. Only the Head of School 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.

Wayland Academy reports suspensions and dismissals to colleges and other schools for which a student is applying for admission.

## MAJOR INFRACTIONS

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.

1. 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. 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.
3. 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.
4. Students may not have ANY medication in their rooms that has not been approved by the Health Center. While it may pose some inconveniences, this is critical for the safety of the student. Any student or family member who seeks the convenience of having prescription or nonprescription drugs in their room or locker should speak with the Health Center before leaving it in their room or locker. They may also leave it temporarily with a dorm supervisor until permission is granted. Students must also gain permission for each prescription

- refill. 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.
5. 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.
  6. Vandalism and the intentional damage of school property or the property of others are forbidden.
  7. Riding in, transporting others in, or driving a car or other motor vehicle without the express permission of a Residence 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 when 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.
  8. 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.
  9. Students may not be involved in intimate sexual contact, in any place or at any time, while in residence at Wayland Academy.
  10. 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 36.
  11. Leaving the residence hall, visiting another residence hall, or having visitors from outside of the residence hall after closing hours or before opening hours is prohibited without advance permission of a faculty supervisor.
  12. 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.
  13. Smoking of tobacco products is prohibited. Smoking in any campus building is a major infraction (see page 33 for a more complete explanation).
  14. Willful disregard of faculty or staff instruction by a student will result in disciplinary action.
  15. The accumulation of five (5) unexcused graded absences in a semester will result in a major-rule infraction.
  16. Willful falsification of a residence hall log will result in disciplinary action.

17. 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.
18. 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.
19. Students in possession of a false ID or Driver's License will receive a major infraction.
20. Possession of pornographic data or images is forbidden.
21. Students may not gamble on anything. Card games may 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 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.

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 residence hall supervisors.
3. Students may not fight, haze one another, or abuse others.
4. Students may not be in the presence of alcohol.
5. Students may not leave the residence hall while restricted.
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

Disciplinary consequences are often decided by the Dean of Students, the Academic Dean, or the Head of School. At any time, the Deans or the Head of School may call a Conduct Review Committee (CRC). Generally, this is used for repeat offenses, incidents in which dismissal is a possibility, situations where there is concern about bias, or incidents in which the details are unclear. A Conduct Review Committee will usually consist of four faculty members. One or two student members of the Conduct Review Committee are generally present as well.

When possible, the student's mentor may attend on the student's behalf.

During a CRC, the student will be given an opportunity to share his or her account of the incident. Members of the CRC will ask questions or talk to the student about the situation. After all parties are satisfied that they have shared or heard enough information, the student will leave the room. The committee will then discuss the incident and come up with a recommendation by consensus.

Following the Conduct Review Committee, the Dean of Students will present the committee's recommendation for disciplinary action to the Head of School, who makes the final decision. 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, his or her 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 iPods or other music players in class or in the dining room. In other areas, if the device is a distraction to others, it may be confiscated.
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 hotels and motels, except with the permission of the Dean of Students and a parent/guardian, and under the supervision of an adult at least 21 years of age.
5. During the academic day, South Campus is off limits to students unless they are accompanied by a faculty member.

6. After dark, the area behind Lindsay Gym, including Brown Field, the Prospect Street side of Discovery Hall and the stone area on front campus are off limits to students unless accompanied by a faculty member.
7. All 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. Overnight guests who are not enrolled at Wayland are not allowed.
9. Only one student is allowed to occupy each bed or sleeping space; students may not sleep in the same bed, regardless of the nature of their relationship.
10. Day students who do not sign in to pay for breakfast, dinner, or weekend meals will face disciplinary action.

## APPEALS TO REDUCE POINTS

The Dean of Students will review appeals to reduce disciplinary points only for infractions. The appeal process is different for minor and major infractions.

### **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 for points incurred for a minor infraction 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. The Dean of Students will consult with appropriate parties and a decision will be given to the student within one week of petitioning.

### **Major Infractions**

After 18 months, a student may appeal to have points from major infractions removed, if the student has had no infractions for at least 6 months prior to his or her appeal. Violations that are NOT subject to appeal include academic integrity; substance possession or use; harassment; and theft.

In order to be reviewed, a student must submit a brief letter explaining why they feel it is appropriate for their points to be dropped and have the letter signed by their mentor as a sign of support. In addition, the student must present their case for point reduction to a Conduct Review Committee. A decision will be given to the student within one week of petitioning.

## TOBACCO, SMOKING, AND “VAPING” POLICY

Smoking in a building is a major-rule infraction. In the case of students possessing tobacco or electronic cigarettes (“vaping”) or smoking outdoors on or off campus, the following will apply:

### 1st Offense

- One week restricted to campus
- Suspension for not less than one 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 one 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 one athletic contest
- Five hours of Work Crew
- Notification of parents
- Monthly/random drug screen
- Attendance in a tobacco cessation program

### 4th Offense

- Major-Rule Infraction
- Five Weeks restricted to campus
- Suspension for not less than one 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 three 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 a student is "campused" for an infraction of rules. South Campus is closed to students at 8 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.

## RESIDENCE HALL PHONES

Each dormitory room can be equipped with a telephone. Boarding students will have use of the phones for local and long distance calls, on-campus calls, and voice mail. 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 phone calls is permitted only in the residence hall rooms for all boarding students.

Day student cell phone use for phone calls is limited to the Day Student Lounge and Lindsay Courtyard area.

If reception is a concern, students may get advance permission from a residence hall supervisor to use cell phones in residence hall common areas. Phone calls are not to be made during the academic day, study hall, Assembly, Chapel, or after lights out (see Boarding Student Hours for details).

Students are expected to use cell phones and other mobile Internet devices wisely and responsibly. Cell phones and other devices should be left in a student's dorm room or locker unless a faculty member has asked the student to bring the device to class. Research in the library, common areas, and classrooms should be done on a laptop, tablet, or desktop computer.

Cell phones must be in silent mode at all times, unless they are in a dorm room, dorm lounge, the Day Student Lounge, or Pickard Courtyard. A cell phone that sounds in an academic area (e.g. during class, study hall, Assembly, Chapel, or a classroom building) will be confiscated.

Out of respect for the community's needs, cell phone use must conform to community standards. This includes during evening study hall and after lights out. If Proctors, Prefects, or faculty/staff members believe a student's cell phone usage does not follow these guidelines, the cell phone may be taken away at any time. Likewise, if a student's academic success and/or personal health is being negatively affected due to cell phone use, the student will lose his/her cell phone privileges.

The amount of time during which a cell phone will be confiscated is detailed below. If a student needs his or her phone for a class, and the phone has been confiscated, it is up to the student to make other arrangements with the instructor for in-class use.

Students may, of course, use their phones during a true emergency.

1st Offense: Cell phone will be taken away for 1 week.

2nd Offense: Cell phone will be taken away for 2 weeks, and parents will be notified.

3rd Offense: Cell phone will be taken away for 1 month, and parents will be notified.

4th Offense: Cell phone will be taken away for 1 month, and parents will be notified.

## ADULT/STUDENT INTERACTIONS POLICY

Wayland Academy regards student safety as its highest priority and therefore has developed policies and procedures to protect students from physical, emotional, and sexual abuse. It is the Academy's responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and maintenance of physical and emotional boundaries with students. The goal of this policy is to protect students from harm.

If a student has concerns about or is uncomfortable with a relationship or activities between students or between a faculty/staff member and a student, the concerns should be immediately brought to the attention of the Head of School, the Dean of Students, a mentor, or a trusted faculty/staff member.

Members of the Wayland community can report concerns **anonymously** by going to *safehaven.wayland.org*. The information will go directly to the Head of School. The Head of School will begin an investigation of the reported concerns immediately.

A good faith report of concerns will in no way prejudice the future enrollment of a student at Wayland Academy, even if the concerns are found to be unsubstantiated.

The Academy will provide training for all students that includes current and reliable information on identifying signs of sexual abuse and potentially abusive relationships between students and adults.

## 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 it. In this policy, harassment is defined and guidelines are offered on what steps to take in the presence of behavior that is inappropriate, intimidating, or hostile.

Harassment will not be tolerated at any time, on or off campus, or through the use of technology while school is in session. This includes any school-sponsored or school-related activity or transportation (regardless of the location). In certain circumstances (e.g., when the conduct adversely impacts individuals at Wayland), these rules also apply to non-school related situations or during breaks from the Academy.

### 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 often involves repeated actions. Harassment and discrimination will not be tolerated at Wayland, and every incident will be taken seriously by school administrators, school staff and faculty, students, and students' families.

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

- behavior or language which is aggressive, intimidating, threatening, disrespectful, derogatory, stereotyping, or abusive
- subjecting someone to personal indignity
- physical assault, physical aggression, or any behavior which creates an unsafe, fearful, or potentially harmful situation or environment
- willful and repeated harm perpetrated on social media sites, through electronic mail or text messaging, or carried out via any other form of electronic media
- making and/or posting photos or videos containing images of or information about a member of the Wayland community without his/her consent

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
- pressure to send suggestive photos or content via social media, texting, or other form of electronic media
- unwelcome or unwanted touching
- pressure for sexual activity or for a relationship that takes on sexual or romantic overtones
- any coerced sexual activity
- offensive remarks about a person's sex

Reporting Protocols:

- Any student who is the target of bullying, cyber-bullying or harassment, or who is witness to or becomes aware of bullying, cyber-bullying or harassment, is strongly encouraged to report such instances to the Dean of Students, a mentor, or any teacher or adult with whom he or she feels comfortable.
- These reports may be oral or written, and should include as much detail as possible.
- These reports may be made anonymously at [safehaven.wayland.org](http://safehaven.wayland.org), although no disciplinary action will be taken solely on the basis of an anonymous report.
- 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.
- All reported instances of harassment will be promptly investigated. During an investigation, the Dean of Students or other designated school employee may speak with the person(s) filing the information (if known) and the parties allegedly involved.

- All investigations of harassment should be conducted so that the privacy and rights of the individuals involved are protected. Confidentiality in the investigative stage is essential.
- In a harassment incident, retaliation of any kind will not be tolerated. Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, witnesses an incident of bullying, or offers reliable information about bullying.

Faculty and staff are required to report all such instances of bullying and harassment as stated above, whether as witness, third party, or student mentor. These reports should be made to a supervisor, Dean of Students, or Head of School. The Dean of Students, Head of School, or other designated school employee will investigate each situation and determine the next steps to be taken.

Parents are essential to helping establish a safe, nurturing school environment. We strongly encourage parents to notify the school administration with information related to any incident of bullying or harassment. Parents are also strongly encouraged to discuss the harassment policy with their child, and to respectfully cooperate with any investigation into bullying and harassment, regardless of their child's direct or indirect involvement.

Consequences:

Wayland considers harassment by any member of the community a serious violation. If it is determined that harassment allegations are true, education is the first goal. Repeated acts of bullying either by a single student or against a single student will be dealt with on a case-by-case basis at the discretion of the school. Responses may include counseling, positive behavioral intervention, and discipline. Disciplinary action may include, but is not limited to, suspension and expulsion. Likewise, anyone who knowingly makes a false complaint will be subject to serious consequences.

#### DRUG AND ALCOHOL TESTING PROCEDURES

If a student is suspected of alcohol use, he or she may be subjected to a test by the Dean of Students, the Academic Dean, or Head of School. If the test result is 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 Head of School. Permission to conduct tests may only be given by the Head of School, 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.

## DAY STUDENTS

In order to apply for day student status an applicant must live within 16 miles of the Academy. Those applicants living outside of the 16-mile radius may only apply as boarding students unless granted a special exemption by the Head of School.

Those day students wishing to take occasional breakfast and dinner meals in Pickard Dining Room must sign in beside the serving area and will be charged at a rate of \$6.50 per meal (or 20+ meals at \$5.85/meal). Students will not be charged for any cordial or special invitation meals. Day students in Pickard Dining Room during breakfast or dinner hours will be considered to be taking meals. Students who do not sign in and pay for meals are subject to disciplinary action.

All day students will be affiliated with a specific residence hall. After sports and before study hall, from 5:30 p.m. to 8 p.m., day students are welcome to spend time in their residence halls, studying or socializing.

Study hall for boarding students is from 8 to 10 p.m. During this time, day students may study in the library until it closes at 9, and/or in their affiliated residence halls with supervisor permission. Parents should pick up students in front of the library or residence hall, so the student is under the supervision of a faculty member until picked up. Students are not allowed to spend study hall in the Day Student Lounge or in Frame Lounge.

During the academic day, day students may study in their own affiliated residence halls with another resident or in the hall common areas.

Day students are welcome to arrange sleepovers with other residents in their own residence halls on either Friday or Saturday night. Extra mattresses will be available in each residence hall for this purpose on a first-come, first-served basis. Day students are asked to bring their own sleeping bags or linens when spending the night. Only one student is permitted in each bed or sleeping space.

Any time a day student is in his or her residence hall, he/she must sign in and out accordingly and abide by all school policies and guidelines. Failure to do so will result in a day student's residence hall privileges being restricted.

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. Have a parent/guardian contact the Academic Dean's Office by 8 a.m. in case of illness or other necessary absences from campus (920-356-2120, ext. 248).
2. Report to the Health Center 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 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. Other locks will be removed.
6. Live with a relative or a legal guardian.
7. Only change status from boarding student to day student with the permission of the Head of School.

The campus will be closed to all day students and guests at 8 p.m., Sundays through Thursdays, and 11 p.m. on Friday and Saturday evenings. Exceptions include required activities such as rehearsals, proctoring during study hall, athletic contests or practices, library use, studying in a student's affiliated residence hall (as outlined above), etc. Day students may only be in the areas designated for such activities, and must be with a faculty supervisor.

If transportation issues arise after 8 p.m., day students should report to the Dean of Students or the faculty supervisor in one of the residence halls.

## BOARDING STUDENTS

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

1. All students will normally study in their respective rooms from 8 p.m. to 10 p.m. All doors will remain open. With advance permission from the residence hall supervisor, students may opt to have study hall from 7 p.m. to 9 p.m. and go to bed immediately afterward.
2. There will be no television watching or video gaming during the school day or study hours, unless specifically required for an academic purpose.
3. During the school day and study hours, any music must be played with headphones. Students should always play their music at a reasonable level out of courtesy to others.
4. With the exception of day students using their affiliated residence hall lounge to work during evening study hall, residence halls will close to day students and/or visitors at 8 p.m. Sundays through Thursdays. The campus will close at 11 p.m. on Friday and Saturday evenings. Students may receive permission for sleepovers on weekends; each student may have one sleepover per weekend if approved by the hall supervisor.

5. During the academic day, the residence halls will serve as study halls. Students are expected to sign in and out of the halls and maintain a studious atmosphere. This also applies to assessment periods. Any students who do not follow these guidelines will lose the privilege to be in the dorms during the academic day.

6. Weekends: Students may take weekends away from campus if they are in good academic and social standing. Permission slips may be obtained in residence hall lobbies and the Dean of Students office.

Boarding students must have the following permissions sent to their mentors via email or phone:

- Parent/guardian approval for each weekend to be taken
- Permission from the host family, if the student is someone's guest
- Permission from the instructor of any course in which the student is earning below a C- grade

In addition to the above permissions, the student's Residence Hall Director and coach must sign the weekend slip. All permission slips must be submitted to the Dean of Students office for approval by 1 p.m. on Thursdays. All students requiring Academy transportation must complete and submit permission slips by 1 p.m. on Wednesdays. This procedure also applies to special weekends, such as fall and spring Family Weekends. Students on a weekend may not visit campus unless granted prior permission by the Head of School, Dean of Students, Academic Dean, or Head Resident.

Since it is crucial for students to connect with others and become part of the community, new boarding students may not take weekends until after Fall Family Weekend on September 23 - 25. Students entering the Academy in January may take a weekend after February 6.

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, with a maximum of seven requiring school transportation

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

7. Each residence hall will follow the Residential Life Handbook regarding residence hall closings, signing out and in, visitation hours, and room inspections. These rules will be posted in each residence hall and will be explained at the outset of the school year.
8. Room searches may be made only with the permission of the Head of School, 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 illegal/banned substances or materials.
9. Boarding students may not have televisions, refrigerators, or cooking appliances in any room. Prefects are exempt from this rule.
10. A Residence Hall Supervisor may suspend any privilege when deemed appropriate.
11. Any damage to rooms or excessive cleaning needs will result in charges. Each boarding student will be responsible for the upkeep of the room for the entire year.
12. There are three vacations (Thanksgiving, mid-year, and spring) during which campus is closed. During these breaks, students are required to stay with parents, guardians, or hosts who are at least 21 years of age. No boarding students may stay in a hotel unsupervised.

Some international students choose to stay with American families if they receive an invitation. However, the student is responsible for arranging this well in advance; Wayland does not arrange host families for students. If a student does not have a place to stay with a friend or guardian, he or she must return home for the break.

13. All new boarding students are required to attend breakfast Monday through Friday and must sign in with the Prefect on duty by 7:30 a.m. Students on the Honor Roll after 1<sup>st</sup> semester no longer have to sign in at breakfast.
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.

#### SPACE HEATERS

During colder months, students living in Glen Dye, Ella Dye, and Warren Cottage may opt to have one space heater per room. The space heater must be equipped with a safety feature that shuts the space heater off when it tips or falls over. Heaters are not permitted in Wayland Hall.

#### BOARDING STUDENT HOURS

The established hours for students residing in the residence halls are as follows. Quiet hours in all residence halls are from 7 p.m. to 7 a.m. weekdays and 10 p.m. to 10 a.m. on weekends.

#### FRESHMEN AND SOPHOMORES:

- Sundays – Thursdays: in residence halls at 10:05 p.m. and in rooms and quiet by 10:15 p.m. with lights out by 10:30 p.m.
- Friday and Saturday: in residence halls at 11 p.m. and lights out by 11:30 p.m.

#### JUNIORS:

- Sundays – Thursdays: in residence halls at 10:05 p.m. and in rooms with lights out by 11 p.m.
- Friday and Saturday: in residence halls at 11 p.m. and in rooms with lights out by midnight

#### SENIORS:

- Sundays – Thursdays: in residence halls at 10:05 p.m. and in rooms with lights out by 11 p.m.
- Friday and Saturday: in residence halls at 11:45 p.m. and in rooms with lights out by midnight

If staying at Wayland on the weekend, students may secure permission from the residence hall supervisor on duty to go off-campus. If permission is granted, students need to return to campus (checking into residence halls) by 9:30 p.m. on Fridays and Saturdays. Students attending the movies in Beaver Dam may have until 10 p.m. to return to the campus with advance permission.

Students on an overnight visit off-campus must complete a weekend slip (see additional information on page 49) and return to campus by 7 p.m. on Sunday.

Students are expected to follow all Academy rules while they are on or off campus. Wayland Academy is not responsible for any event that is not officially planned and sanctioned by the administration.

#### PERSONAL APPEARANCE

Wayland Academy asks its students to dress in a manner that is in good taste and appropriate for the school setting. 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 for the consideration of others. For these reasons, we have specific requirements for standards of dress. Hallmarks of our dress code include 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. Lost class time will not be excused. Day students need to keep an extra change of clothing in their lockers, and they will be sent to the locker room to change. If day

students do not have a change of clothing, their parents will need to bring proper clothing to campus. Lost class time due to dress code violations is unexcused. Continued violations will result in further disciplinary action.

All students are **REQUIRED** to have a traditional navy blue blazer and a plain white collared shirt.

## **Boys**

### ***Grooming***

Each boy is to be clean-shaven (no mustaches, beards, or sideburns below the ears). Hair should be neat, clean, and out of the eyes. Radical hairstyles – partially shaved heads, Mohawk or punk styles, inappropriately bleached or colored hair – will result in disciplinary actions. One small earring (either a small hoop or stud) may be worn in each ear lobe.

### ***Clothing***

#### *School dress:*

- Slacks in solid colors must be worn with a belt. Patterns are not allowed.
- Bermuda length shorts in solid colors are allowed before October 1 and after April 15.
- Pockets must be on the inside of all pants and Bermuda-length shorts; no patch pockets or cargo pants.
- Oxford-style button-down shirts. The shirt must be long enough to stay tucked in securely and all buttons must be buttoned.
- Regular tie or bowtie.
- Dress shoes or boots with socks – sandals and sneakers of any kind are not permitted.
- Pants will be worn above the hips.
- A solid-colored turtleneck may be worn with a blazer.

#### *Formal dress:*

Navy blue blazer, tan or gray dress slacks with a belt, a solid-white dress shirt, tie, dress shoes, and dark socks must be worn during formal occasions. Shirts will be tucked in.

#### *Informal dinner and weekend meals:*

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

## Girls

### ***Grooming***

Hair should not be extreme either in color or cut, and should be neat and clean. Radical hairstyles – shaved or partially shaved heads, Mohawk/punk styles, inappropriately bleached or colored hair – will result in disciplinary actions. No more than two earrings in each ear may be worn. No nose piercings (spacers included) are allowed.

### ***Clothing***

#### *School:*

- Tailored dress slacks in solid colors – must be worn with a belt and may not be tight-fitting.
- Capri pants and Bermuda shorts in solid colors are allowed before October 1 and after April 15.
- Pockets must be on the inside of all pants, capris, and Bermuda-length shorts; no patch pockets.
- Leggings, yoga pants, and other knit-fabric pants are not allowed.
- Skirts are not allowed during the academic day or for formal dress.
- Button-down collared dress shirts. The dress shirt must be long enough to stay tucked in securely and must be buttoned up to the collar bone. Turtlenecks may be worn with blazers.
- Sleeveless, sheer, or semi-sheer shirts are not allowed.
- Closed-toed dress shoes or boots with socks – sandals and sneakers of any kind are not permitted.

#### *Formal dress:*

Navy blue blazer, tan or gray dress slacks, a belt, a solid-white dress shirt, and closed toed shoes or boots. Sandals are not permitted. Shirts will stay tucked in. Skirts are not allowed.

#### *Informal dinner and weekend meals:*

Clothing must be neat, clean, and appropriate. No loungewear or pajamas are to be worn in the dining hall. Inappropriate athletic wear, such as spandex, short shorts, shirts that reveal a sports bra, etc., will not be tolerated in the dining hall. Shoes (no cleats) must be worn.

### **For all students:**

- Under no circumstances will sweatshirts, hooded sweatshirts, or t-shirts be acceptable with school or formal dress.

- Only sweaters (without words or pictures on them), vests, and blazers may be worn with school dress.
- Outerwear must be removed in all buildings.
- Hats, 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.
- No underwear may be visible at any time.
- Tailored solid-colored Bermuda-length dress shorts are permitted before October 1 and after April 15
- Military-style boots, athletic shoes, sneakers, and sandals are not allowed during the academic day
- Jeans and jean-cut pants (including cargo pants or patch pockets) are not acceptable for school or formal dress. Pockets must be on the inside of all pants, Bermuda shorts and capris for school dress.
- On “jeans days,” attire for all students will be jeans (hemmed and in good repair) and collared shirts or polos. Unless otherwise announced, sneakers and sandals are not allowed on jeans days.
- Earlobe gauging, or large earlobe holes, are not allowed. Ears are the only body part that may be pierced.

## 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 senior class. 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 Head of School, 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 the following quarter. Senior privileges may also be taken at any time if a student does not meet academic and social expectations.

Commencing Monday, August 29, 2016, the following Senior Privileges will be in effect:

- 1) One (1) relaxed study hall or night out to the union or chapel per week with residence hall check-in at 9:05 p.m. Students must first get permission from their dorm supervisor.

Commencing Monday, January 9, 2017, seniors who earned no D or F grades in the 2<sup>nd</sup> quarter and are in good social standing will have the following privileges in addition to those previously in effect:

- 1) Off-campus permission until 10:30 p.m. on Friday and Saturday evenings. When there are Saturday classes, this does not apply.
- 2) One (1) off-campus permission per week during the academic day, which must be approved by the Academic Dean or Dean of Students. No food may be brought back to campus. Seniors may not miss any commitments and must have appropriate car permission. This is intended for off-campus lunches or errands; day students may not spend this time at home.

Commencing Monday, March 27, 2017, seniors who did not earn any Ds or Fs during quarter 3 and are in good social standing will have the following privileges in addition to those previously in effect:

- 1) Five relaxed study halls per week, one of which may be in the student union or in the chapel (chapel is for music practice only). During study hall, all students must follow quiet hours and allow others to study. If a student is not in good academic or social standing, or if he or she does not follow the above guidelines, this relaxed study hall privilege will be revoked.

Commencing Monday, May 1, 2016, seniors who have no D or F grades on April 28 and are in good social standing will have the following privileges in addition to those previously in effect:

- 1) One academic night out off-campus per week, until 10:00 p.m. This would be in lieu of a night out to the chapel or student union.
- 2) Seniors are permitted to wear the following during the academic day: pants (no jeans), hemmed Bermuda length shorts, Capri pants, buttoned collared shirts, polos, sneakers, or sandals. Shirts must have sleeves. For girls, blouses are permitted as long as they are not low-cut or revealing. Dresses and skirts may be worn with hemlines no more than three inches above the knee. ANY failure to follow these guidelines will result in the student losing his or her senior dress privilege.

## GRADUATION PARTIES

Underclassmen are not allowed to attend a graduation party unless the event is approved before May 18 by the Dean of Students and parents/guardians.

Campus is closed after Commencement on Sunday, May 21, except for those students who have permission to attend graduation parties and are on the guest list for that event. No other off-campus permission will be allowed on this day. Underclassmen may not attend parties for which specific permission was not granted. Wayland Academy is not responsible for any event that is not officially planned and sponsored by the Academy.

Parents of graduates who would like to invite underclassmen must agree to the following:

- Submit guest list to the office of the Dean of Students and obtain parent permission from each student attending the event by Thursday, May 18.
- Agree not to serve alcohol at the event and to take full responsibility for all students in attendance.

#### 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 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.

Boarding students who are ill must report to the Health Center and be supervised by nurses. They may not stay in their rooms if they are missing classes due to illness.

After hours or weekend problems should be taken to the residence 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 students with the best possible food service. Please contact the director with all questions or suggestions.

#### SPECIAL LUNCHESES

Special lunches will be held on Tuesday and Thursday of each week. On Tuesdays, all students will sit at an assigned faculty 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 11:45 a.m. to 12:10 p.m. regardless of their schedules.

#### FORMAL DINNERS

All Formal meals will be cordial for all students. Students will wear formal dress and be assigned to faculty tables in Pickard Dining Hall for the meal.

## 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. We request that a \$50 balance be maintained at all times. There is an ATM on campus where students with a debit card may withdraw cash.

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

## LAUNDRY

Coin-operated laundry machines are available for student use in the lower level of Pickard Hall, Wayland Hall, Glen Dye, and Ella Dye.

## TRANSPORTATION

On regular weekends, Wayland provides transportation to the Madison airport (MSN) and the Van Galder Bus in Madison and the train station in Columbus. All travel arrangements are made by students and their families. Be certain to arrange transportation only after classes and exams are concluded; carefully check the dates when school is in session and contact the Academic Dean about any missed class time before purchasing tickets. Students missing class because they are leaving early or arriving late from breaks will be given unexcused absences for those classes.

On Thanksgiving Break, Winter Break, and Spring Break, a coach bus will be provided to and from Milwaukee and Chicago only (NOT to/from Madison on these breaks).

At the start of the school year, and at the conclusion of the school year for summer break, Wayland will only provide transportation to/from Madison.

Please carefully read and follow the full transportation guidelines online on the Parents Portal at [wayland.org/portal.aspx](http://wayland.org/portal.aspx)

Charges will be made for school transportation. Students must clear all travel arrangements through the Transportation Coordinator. For all details regarding school transportation, please see our 2016-2017 Transportation Guidelines **before** booking any tickets.

During school breaks, students must stay with an approved adult who is at least 21 years of age.

All students are expected to travel to Wayland's campus with an adult, either a Wayland employee or a family member/friend. Students are not permitted to travel via taxi without an adult, unless there is an urgent travel situation such as a missed bus or flight. In these cases, please note that taxi service may be limited on Sundays. The cost of a one-way taxi from Madison to Beaver Dam is approximately \$110.00.

All students need to be on campus no later than 7 p.m. when returning from weekends and vacations. Families must contact the Transportation Coordinator 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 daily for mail, telephone messages, and packages.

NOTE: Outgoing mail leaves the lower Pickard Hall mail chute by 9 a.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 mailboxes and may pick up packages during Store hours. No deliveries are accepted on weekends.

## PASSPORTS

All Passports, valuables, and other international travel documents (visas, tickets) must be brought to the dorm office for secure storage.

## MONEY

Students may not keep more than \$50 in their residence hall rooms or in their possession at any time. Students are responsible for ensuring that all cash, credit cards, and valuables are secured in their locked drawers at all times.

## EMAIL

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

Communications about activities, class assignments, Health Center appointments, etc. will be sent to email addresses. Failure to check 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 email 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 and Student Activities Board will be working closely with the Director of Athletics and Student Activities and the Dean of Students to guarantee an exciting year of offerings for you.

## CLASS OFFICERS

Each class is represented by a class president and vice president. 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.

## SPECIAL EVENTS AND LIFE SKILLS PROGRAMS

The Academy sponsors the Boldt Special Events Program, which brings lecturers, performers, and artists to the campus during the academic year. In conjunction with the Mark McMillan Memorial Fund, the Academy also provides alcohol awareness and other life skills programming. Students will also have the opportunity to attend special programs off campus.

## 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. Information about clubs and organizations is available in the Dean of Students Office.

## THE WAYLAND PREFECT SYSTEM

Wayland Academy sponsors a unique opportunity for senior and junior student leadership. The Prefect position is the highest and most respected student leadership position on campus and is awarded to students who demonstrate outstanding leadership and character.

A Prefect's responsibility is to assist faculty members in defending individual rights, helping to keep order, and generally maintaining a high standard of behavior on campus.

Wayland Prefects report directly to the Dean of Students and Head Resident and have the following responsibilities:

- Serve as class advisors to the underclassmen
- Provide Study Hall supervision with faculty
- 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
- Assist the administration with other duties as required

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. As role models, it is expected that the conduct of Prefects will be exemplary. Any infraction of a school rule may result in a Prefect's permanent removal from the position.

Each spring, juniors and sophomores interested in becoming Prefects are asked to complete an application and participate in an interview process. The Head of School appoints all Prefects.

The Prefects for the 2016 - 2017 academic year are:

Angel Heredia	Marelin Enriquez
Rafael Puga	Chi Hoang
Greg Schulz	Sarah Kallgren
Michael Xie	Alisa Tran
Mike Zhang	Ellie Tyranski
Kerry Zhu	Mai Phuong Vu
	Beverly Yang
	Esther Zigira

## PROCTOR SYSTEM

Like Prefects, Proctors are there to provide leadership and help keep order on campus during study hall and campus activities. A Proctor must have leadership qualities and must be able to set a positive example.

Students interested in becoming Proctors submit an application to the Head Resident of his or her hall or area of interest. 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, sexual identity, 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, sexual identity, or sexual orientation in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other School administered programs.

Last Edited 6/15/16