



# Wisconsin Academy

## Student Handbook

**2021-2022**

Updated  
12-14-2021

# Our Mission

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*Developing leaders today who will walk with Jesus into eternity.*

## **Operated For**

- Young people who desire a Christian education.

## **Our Mission**

- Developing leaders today who will walk with Jesus into eternity

## **Operated By**

- The Wisconsin Conference of Seventh-day Adventists which is a 501(c)(3) corporation.
- The Board of Education, which is authorized to operate the academy.

## **Accreditation:**

- The Middle States Association (MSA)
- The North American Division of Seventh-day Adventists Department of Education
- The National Council for Private School Accreditation
- Registered with the State of Wisconsin

## **Contact Information**

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Web: www.wisacad.org

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Columbus, WI 53925

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# General Information

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Wisconsin Academy maintains high standards—not to discourage, but to challenge all students and help them reach honorable goals mentally, physically, and spiritually. Students will be expected to try sincerely to honor Christ in all they do. In addition, they are to respect and uphold the principles and policies of the school.

Potential students will want to read over this handbook carefully and give special attention to the statement of desired outcomes and the student statement of commitment before making the decision to attend Wisconsin Academy.

## Expectations

The principal, along with the administrative team and those faculty and staff hired by the administration and the Board of Education, have been charged with the responsibility for the successful operation of the school. As such,

- Students are to give proper respect to and show courteous behavior toward those in authority.
- Parents are to cooperate with and support the position of the administration, faculty, and staff.
- Students are to follow directions given by a staff member unless the student is being asked to do something illegal or immoral.
- We encourage open dialogue among students, parents, and staff in a kind and tactful manner as we jointly tend to the task of training and educating our youth.

## Non-Discrimination

Wisconsin Academy is a coeducational school that admits students of any race, religion, or national and ethnic origin. It does not discriminate in the administration of its educational policies, admission policies, and other school-administered programs.

## Work-Study Program

Wisconsin Academy offers its students a work-study program, providing students with the

opportunity to help defray the cost of their education as well as giving them hands-on experience as they develop a positive work ethic.

## School History

Wisconsin Academy is a secondary co-educational boarding school formerly known as Bethel Academy and was founded in 1899 by the Wisconsin Conference of Seventh-day Adventists. It operated at Arpin, Wisconsin, until the spring of 1949. Beginning September 4, 1949, the school opened its doors near Columbus, Wisconsin, under the name of Wisconsin Academy.

## Guest Information

**Guest Rooms:** There are a limited number of guest rooms available in the women's dorm. Contact the administrative secretary at (920) 623-3300 for availability and reservations. Please note that a parent of the opposite gender may not stay in a student's suite.

**Motels:** The town of Columbus is only a few minutes from our campus. It has one motel:

### Boarders

219 Industrial Drive  
Columbus, WI 53925  
(888) 693-8262

[www.staycobblestone.com](http://www.staycobblestone.com)

There are other motels in the nearby towns of Beaver Dam and Sun Prairie

**Cafeteria:** Meal tickets may be purchased with cash or charge cards from the Business Office Monday through Friday. Guests are encouraged to purchase meal tickets in advance for weekends they will be visiting Wisconsin Academy. Tickets are valid for the entire school year.

# Our Philosophy

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*“True education means more than the pursuit of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being, and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come.” (Education, p. 14)*

The basic tenets of the Seventh-day Adventist Church, as well as the inspired writings of Ellen G. White, are directed toward God’s restorative plan for fallen humanity. The Church conducts its own system of education to engender belief in these tenets, within the context of one’s personal relationship with Jesus Christ, and to foster a desire to share that relationship with others.

Made in God’s image, every human being, although fallen, is endowed with attributes akin to those of the Creator. Therefore, Seventh-day Adventist education seeks to nurture “thinkers, and not mere reflectors of other men’s thought” (Education, p. 17); loving service rather than selfish ambition; maximum development of one’s potential; and an appreciation for all that is beautiful, true and good.

An education of this kind imparts far more than academic knowledge. It is a balanced development of the whole person - physically, mentally, and spiritually. Its time dimensions span eternity. In Seventh-day Adventist education, homes, schools, and churches cooperate with divine agencies in preparing learners for citizenship here on this earth and in the New Earth to come.

The policies and practices of Wisconsin Academy are based on the principles found in the Bible and the inspired writings of Ellen G. White. They are in harmony with the policies and guidelines established by the North American Division of Seventh-day Adventists, the State of Wisconsin, Middle States

Association and the National Council for Private School Accreditation.

## A Word to Parents

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Parents are earnestly requested to read carefully all regulations and recommendations in order that they may send their children to Wisconsin Academy with an intelligent understanding of its principles and requirements. They are urged to give the faculty their whole-hearted cooperation and support in upholding the standards of the school. Thank you for partnering with the staff to ensure that your children have a positive experience at Wisconsin Academy.

*“In the formation of character, no other influence counts so much as the home. The teacher’s work should supplement that of the parents, but it is not to take its place. In all that concerns the well-being of the child it should be the effort of parents and teachers to cooperate.”*

*Education, p 283.*

# Desired Outcomes

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*The desire of Wisconsin Academy is that the students will learn:*

- How to become a Christian and to clearly and comfortably explain that process to others.
- How to maintain a continually growing, joyful relationship with Christ and to understand clearly, the roles of grace, the Scriptures, constant surrender, and regular communion with God in this process.
- To highly value themselves and those around them as precious, redeemed children of God, regardless of their mistakes and failings.
- How to maintain healthy, lasting, nurturing relationships with others.
- To value the role of exercise, including physical labor, in a healthy, balanced life.
- To delight in the satisfying feeling of growing intellectually and to become lifelong learners.
- To discover the joy and personal satisfaction of service to others and to God.
- To value personal integrity in all its aspects (honesty, consistency of character, respect for others, etc.) and to practice it with growing consistency in their own lives.
- To appreciate accountability and to understand how to give and receive it in their interactions with others.
- To practice stewardship of God's gifts, including their own health, personal possessions, the property of others, and the natural environment.
- To desire to know, live, and share the message and mission of the Seventh-day Adventist Church.
- To develop an appreciation of beauty, both in His creation and in human expression.
- To treasure the unique blessing of the Sabbath.

# Statement of Commitment

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- I commit myself to the process of achieving Wisconsin Academy's desired outcomes in my own life and in the lives of others.
- I will not engage in any behaviors that harm myself or others physically, emotionally, or spiritually.
- I will live by the policies outlined in the student handbook.

# Applying to Attend Wisconsin Academy

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## Who Should Apply

Wisconsin Academy is owned and operated by the Wisconsin Conference of Seventh-day Adventists and is designed to provide an environment of high academic standards and positive Christian living for mainstream learners in grades nine through twelve who are willing to live according to the principles as outlined in this school handbook. The voluntary act of applying for admission to Wisconsin Academy is a pledge of cooperation and support for the Christian principles and standards governing our school's operation.

Students desiring a Christian education are welcome to apply, including students of other religions and denominations, if they show respect for our principles and programs, maintain a reverent attitude during religious services, and observe all the regulations of the school.

## Application Procedures

*To apply to Wisconsin Academy, applicants and their parents must:*

- Submit an online application form at [www.wisacad.org](http://www.wisacad.org).
- Request an official transcript of grades from their previous school to be sent to WA (only those entering grades 10-12).
- Receive financial clearance from the Business Manager: (920) 623-3300 ext. 302.

## Acceptance Process

When all forms are received, the Acceptance Committee will review applications for approval. In some cases, the committee may require a personal interview with the applicant and parent(s)/legal guardian. After the admissions committee has reviewed applications, school administration will contact applicants to inform them of their acceptance status.

## Right to Appeal

If the applicant and/or his/her parent(s)/guardian(s) are not satisfied with the decision of the Acceptance Committee, they may appeal in writing to the Wisconsin Conference Board of Education.

## Arriving On Campus

### **Registration Day**

The many details of work assignments, class schedules, and paperwork are processed at registration. Students will be given a checklist of tasks that need to be completed to make this process easier. Completion and return of all forms sent prior to Registration Day will expedite the registration process.

A student may not be assigned a room or move into the dorm until the full registration process has been completed.

### **Contractual Agreement**

Parents who enroll their students in Wisconsin Academy have entered into a contractual agreement with the school. School records might not be released until all financial obligations have been met.

The school agrees to provide a regular high school academic program designed for students who are able to perform at a standard level or above. The school reserves the right to ask non-performing students to withdraw. (See the Academic Probation Policy in the Intellectual Development section.)

# Spiritual Life & Character Development

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## Goals

Wisconsin Academy is committed to providing an atmosphere and learning experiences that will enable each student to grow spiritually.

Our specific goals are that each student will be encouraged to:

- Begin and/or maintain a friendship with Christ.
- Grow to reflect the qualities of God's character: love for others, kindness, unselfishness, patience, and tolerance.
- Come to understand, by personal experience, salvation by grace through faith.
- Grow in knowledge of Scripture.
- Recognize and improve his/her personal talents for the purpose of helping others.
- Establish the habits of self-discipline necessary for success in all endeavors.

Tools for achieving these goals include:

- Personal devotions
- Worship services
- Bible classes
- A quiet, rural setting surrounded by God's book of nature
- Planned opportunities for student ministry to others, including participation in meetings, outreach, mission trips, etc.
- Meaningful Sabbath activities.

## A Growth Experience

Being a Christian includes adopting a lifestyle committed to continual growth in Christ. All who call themselves Christians will be at different levels of growth. We should be careful not to permit a spirit of criticism or self-pride to disrupt each individual's personal growth. Rather, we must encourage one another to keep our relationships with Jesus growing

in order to achieve the character development He wants for us.

## Personal Devotions

Just as it is impossible to grow physically without proper nourishment, so it is with spiritual growth. Prayer and reading from the Bible or a devotional book is spiritual food for the soul and mind. At Wisconsin Academy we encourage all students to use the allocated time in the schedule for developing a personal devotional life.

## Worship Services

Worship services at Wisconsin Academy are designed to be a time of praise, worship, and inspiration. Services include dormitory worships, chapels, Friday vespers, Sabbath School, church services, and additional meetings on Sabbath, as well as special weeks of prayer and weekends of spiritual emphasis.

To receive the greatest personal benefit, as well as to show reverence, the following should be observed:

- Students should be quiet, respectful, and attentive in demeanor and posture in all meetings. They should enter quietly and remain inside until dismissed.
- Take care of personal needs before the service so that you will not need to leave your seat during the meeting.
- Students sitting together should sit up without leaning against each other. All students should allow sufficient spacing so as to avoid crowding in pews.
- Designated seating for students is in the front half of the chapel. Students may sit outside of the designated area as long as they are sitting with their own parents or a staff member.
- When on campus, village students are encouraged to attend Sabbath worship services and sit in the designated area unless they are with their parent(s). They are required to attend chapels.

## Sabbath Preparation and Enjoyment

The gift of the Sabbath carries a very special meaning for those who have experienced the blessings it brings. Creating an atmosphere which

enhances the Sabbath experience is an important goal at Wisconsin Academy.

As Seventh-day Adventists, we observe the Sabbath from Friday sunset through Saturday sunset. We welcome the Sabbath hours with a vespers service on Friday evening and close the Sabbath with a Hallowed Moments service at sundown on Saturday evening. All dormitory residents are expected to join in these times of worship.

During these special hours, we put aside all secular activities and devote our energies to developing strong and healthy relationships with God and with the people around us. We do this by attending the services and participating in Sabbath afternoon activities. These may include a nature hike, informal singing, Bible games, outreach in the community, discussion groups, etc. Village students are invited and encouraged to be a part of Sabbath activities on campus.

It is our desire that every student experience the promise found in Isaiah 58:13, 14: "If you keep the Sabbath Day holy, not having your own fun and business on that day, but enjoying the Sabbath and speaking of it with delight as the Lord's day and honoring the Lord in what you do, not following your own desires and pleasures, not talking idly – then the Lord will be your delight."

## **Outreach Activities**

A part of Wisconsin Academy's mission is to provide opportunities for students to discover the joy of service. In harmony with this goal, a major mission project is planned every other year during spring break if possible. Students planning to go on the project are expected to raise funds for their travel and other expenses. Other short-term mission projects may also be planned from time to time.

# Physical Development

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## Goals

Wisconsin Academy is committed to providing an atmosphere and learning experiences that will enable each student to achieve the physical excellence of which he or she is capable.

Students will . . .

- Learn to value physical fitness and healthy living.
- Learn to manage time and prioritize activities so they can accomplish what is needed for all aspects of health.
- Gain experience in selecting a healthy, balanced diet.
- Establish self-discipline and sleeping habits that will promote wellness.
- Maintain habits of personal hygiene and grooming that will enhance a healthy lifestyle and an effective Christian witness.

## Rest

Adequate rest is essential for physical, mental, and spiritual growth, especially in the teen years. Most students at Wisconsin Academy have very busy schedules. In order to receive adequate rest, students will need to manage their time wisely. To help students obtain their needed rest, the dorms observe a 10:00 lights-out policy on school nights.

## Food & Nutrition

Wisconsin Academy provides a well-balanced food service program that promotes healthful living. Because of our regard for health, we practice a low-fat vegetarian diet and refrain from the use of caffeinated beverages.

To accommodate individual tastes, a salad bar is available at most meals in addition to the entrees and vegetables at the deck. Students with special dietary needs are invited to work with cafeteria personnel to design a plan to meet those needs.

The cafeteria is only open during regularly scheduled mealtimes. Other than during mealtimes, only employees who are working are allowed in the cafeteria dining hall, serving area, and kitchen.

Please note the following:

- Meals served in the cafeteria should be eaten there, and food, with the exception of a piece of fruit that is partially consumed, is not to be taken out of the cafeteria.
- Avoid wasting food. Please take only what you can eat.
- Christian courtesy is always expected in the cafeteria.
- Students may have food in their rooms if it is kept in sealed containers.
- Students are not to bring food or drinks into the dorm to sell.
- Meat and caffeinated beverages may not be brought onto campus.
- Guests may eat in the cafeteria by making prior arrangements with the Business Office. If this is not possible, contact administration.

## Exercise

Research clearly demonstrates a strong link between aerobic exercise and improved cognitive performance. Therefore, opportunities are available at Wisconsin Academy for regular exercise. All students are expected to be a part of the Personal Fitness class which meets Monday through Thursday and is granted 0.5 credits each year towards their PE requirement.

A daily recreation period is also built into the schedule. During this time, students are encouraged to join in the organized intramural games, or they may walk or jog in one of the designated campus areas. Various recreation activities are available, including but not limited to the following: softball, volleyball, basketball, soccer, football, floor hockey, and weightlifting.

Students wishing to walk or jog must always have permission from their dean and any supervising staff and have one or more partners. Females may walk or jog on even calendar dates. Males may walk or jog on odd calendar dates. Students may not walk or jog after dark.

There are to be no student activities in the gym or other PE facilities without direct faculty supervision unless specific permission is given.

## Medical

### **Doctor Appointments**

Routine medical care is to be done during home leaves. On the occasion that a doctor must be seen during the school day, a medical doctor's note is required, or the absences and schoolwork missed will not be excused.

- Only emergency appointments with local physicians can be handled by the school.
- The school does not assume responsibility for any medical bills.
- When a staff member brings a student for a medical appointment, a complete copy of the medical paperwork will be kept in the student's medical file, and a complete copy will be provided to the student's parent/guardian.

### **Examination and Medical Forms**

A medical health history and "Consent-to-Treatment Form" supplied by the school must be completed and signed by the parent/legal guardian and must be returned to the registrar's office before the beginning of the school term. These completed forms must be returned before school begins or the student may not enter classes. Every new student should have a physical examination and doctor's report.

### **Immunizations**

State law requires that students be immunized against measles, rubella, mumps, polio, hepatitis B, DPT, and varicella. Records must be on file with Wisconsin Academy.

- A student immunization record filled out by a physician and signed by a parent/guardian must be given to the school at the beginning of each school year
- If a student has not been immunized because of personal convictions, a waiver form must be obtained from the school or county nurse

and completed before sending the student to classes. Students with a waiver may be excluded from school in the event of an epidemic. If a required immunization would be detrimental to a student's health, then there must be on file a statement signed by a licensed physician along with a history of required immunizations that have been received.

### **Required Immunizations:**

<b>Immunizations</b>	<b>Number of Doses</b>
• DTP/DTaP/DT/Td	4
• Tdap	1
• Polio	4
• MMR	2
• Var	2
• Hep B	3

A single dose, booster immunization against tetanus, diphtheria, and pertussis is required on entrance for grade 12. Two doses of Var vaccine are required on entrance to grade 12.

### **Medications**

All prescription drugs and over-the-counter drugs must be checked in with the dean or the registrar.

- It is state law that students are not to have prescription drugs in their rooms.
- Exception: Students may keep their own emergency medications (inhalers and EpiPens) with them at all times after an emergency action plan and a medication consent form have been completed by the parent/guardian and family physician and after administration and the school nurse have given approval. Medication consent forms are to be completed by the parent/guardian as well as the medical provider (for prescription medications) prior to administration of medication.
- Medications are stored and distributed from the deans' offices and the administrative office. Medication administration is documented on a Medical Administration

Record after the designated staff member has witnessed the student taking the medication.

- Medication is put in a labeled single-dose envelope for distribution on field trips.

## **Illness**

When you are ill, please follow this procedure:

1. Notify the dean on duty, school nurse, office personnel, or registrar prior to your first appointment (Personal Fitness, work, or class) to have your name added to the sick list. Do not miss class until the dean has put you on sick list.
2. If you become ill during a class or at work, you should report to the teacher or work supervisor before leaving any class or work. You must go back to your room and notify your dean on the way.
3. It is your responsibility to let your work supervisor know that you will not be at work.

When students have symptoms of illness, they will be checked by the deans, nurse, or office personnel. Those who have symptoms of influenza (flu) or other contagious illnesses will be sent to the dorm isolation room (or home for village students) to be monitored. They will be put on sick list at this time.

According to the CDC, students who get flu-like symptoms at school should “go home and stay home until at least 24 hours after they no longer have a fever (>100.4 degrees) or signs of a fever, without the use of fever-reducing medicine.”

<https://www.cdc.gov/flu/school/guidance.htm>

Parents have two options when their student has flu symptoms:

1. Parents will come to pick up their student that day or first thing the next morning if symptoms occur after 6 p.m.
2. Parents can ask the dean if a staff member is able to take the student to an Urgent Care or an Emergency Room to have the student evaluated by a doctor. If the student tests

positive for influenza (or another highly contagious infection), the parents are expected to pick up their student that day or first thing in the morning if the diagnosis is after 6 p.m.

## **Concussion**

At the beginning of the academic school year, every student and the student’s parent/guardian must sign and return to the school an acknowledgement of their receipt and review of concussion and traumatic brain injury information (Parent and Athlete Agreement). A student will not be allowed to participate in any athletic event, including recreation and PE, until the student and the parent have signed and returned the Parent and Athlete Agreement.

A dean, supervision staff member, or school nurse involved in a youth athletic activity will remove a student from the activity if they determine that the student exhibits signs, symptoms, or behavior consistent with a concussion or head injury OR if they suspect the person has sustained a concussion or head injury, in order to minimize the risk of further injury.

A dean, supervision staff member, or school nurse will not permit the student to “return to play”, including weight training, cardiovascular training, or PE classes, until the athlete has been assessed by an appropriate health care professional trained in the evaluation and management of concussions who states that the student is asymptomatic at rest and may begin a graduated return-to-play protocol.

- Once the student athlete is symptom-free, is off any pain-control medications, and has received written medical clearance by an appropriate medical professional, the student athlete may begin a graduated, individualized return-to-play protocol supervised by a dean, supervision staff member, or administrator.
- During this time, the student’s Personal Fitness will be planned in a way that discourages the return of concussion symptoms and aids in the healing process (e.g. light walking, etc.)

# Social Development

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## Goals

Wisconsin Academy is committed to providing an atmosphere and learning experiences that will enable each student to:

- Regard others as worthy of respect.
- Manifest Christian attitudes and Biblical principles of propriety and respect in all social relationships.
- Consider other points of view.
- Exercise self-control and self-discipline.
- Respect the property of others.
- Plan activities and events which adhere to biblical principles.

## Campus Organizations

The academy sponsors a number of organizations which are designed to provide leadership training and to develop the physical, mental, social, and spiritual powers of students. Faculty sponsors are assigned to all organizations and clubs. No student association, class, or club meeting has any official status unless at least one of the officially appointed sponsors is present at the meeting.

### ***Student Association (SA)***

All students, by virtue of their enrollment, are automatically members of the SA. Dues are included in every student's entrance fee. This association is the general organization of the student body and is responsible for social activities.

The Student Association is governed by a constitution, elected officers, and faculty sponsorship. It is responsible for monthly SA meetings and special programs throughout the including, but not limited to:

- SA Handshake
- Spirit Days
- SA Fall Picnic
- Fall Festival
- SA Banquet
- SA Spring Picnic

### ***Student Council***

Student Council is made up of sponsors, two representatives from each class (freshmen, sophomore, junior, and senior), and the Vice-President from Student Association, who is the chair. Student Council meets once a month to discuss ideas for improving the school.

### ***Guys' Club and Girls' Club***

These clubs meet for the purpose of promoting friendliness, culture, spiritual development, social enrichment, and entertainment. All students are automatically a member of his/her respective club. The cost of membership is included in the entrance fee.

### ***Class Organizations***

All students participate in class activities. The class dues are paid as part of the entrance fee.

Sophomore and junior classes organize during the first quarter. The freshman class organizes at the beginning of second quarter. The senior class elect a president and vice president in the spring of their junior year and the remaining officers during the first quarter of their senior year.

Each class plans booths for Fall Festival. Juniors plan and present Junior Benefit. Seniors plan Senior Experience, Senior Recognition, and Senior Class Trip.

### ***National Honor Society***

The purpose of this organization is to create enthusiasm for scholarship, service, leadership, and character development in students attending Wisconsin Academy. No student is inducted simply because of a high academic standing. Membership is a privilege and not a right. The National Honor Society strives to recognize the total student, one who excels in each of the four areas below:

Scholarship – Students who have at least a 3.50 cumulative GPA and have completed the first semester of their sophomore year meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character.

Leadership – Student leaders are those who are resourceful, good problem-solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school, church, or community activities while working with or for others.

Service – This quality is defined through the voluntary contributions made by a student to the school or community, done without compensations and with a positive, courteous, and enthusiastic spirit.

Character – The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, and shows courtesy, concern, and respect for others.

#### NHS Selection Process:

Students meeting the scholastic requirements as stated above are notified and given an information form to complete and return to the NHS adviser.

The NHS Faculty Council, consisting of five full-time teachers, evaluates the names against the other three criteria of leadership, service, and character. Students are accepted into membership upon recommendation of this council.

#### NHS Induction

An induction ceremony is held each spring for new members. Continued membership is contingent on maintaining the standards of the organization and regular participation in NHS activities. Failure to adhere to the standards as set forth by the National Honor Society may result in discipline and possible dismissal from the Society.

#### **Officer Eligibility Requirements for Campus Organizations:**

To qualify for a major office (president and vice-president positions), a student must meet and maintain the following requirements:

- 3.00 cumulative GPA.
- All grades C or above for the preceding and current semester.

- Attendance record of C or above for the preceding and current semester
- Hold no other major office and not more than one minor office.

To qualify for a minor office (Resident Assistant and any office other than president and vice-president), a student must meet and maintain the following requirements:

- 2.00 cumulative GPA.
- Attendance record of C or above for the preceding and current semester.

Any major discipline, such as suspension, may jeopardize holding major or minor offices. An office, once lost, may not be restored that school year.

### **Campus Social Relationships**

Wisconsin Academy believes that building friendships and cultivating social skills are important parts of Christian education. God designed us to develop relationships that bring glory to Him. Because of this, we encourage students to develop social interactions appropriate for Christian young people, which will honor God. This calls us to a higher standard than what society and culture may emulate.

We believe that appropriate friendships are best developed in groups, thus, a friendly intermingling of young men and women in group association is encouraged. Outings, social gatherings, and other forms of wholesome association and recreation are also planned throughout the year.

We believe that developing exclusive relationships at a young age can be detrimental and diminishes broader social development. We encourage students to form appropriate friendships but not exclusive romantic relationships. In order to ensure this, we believe the following guidelines are helpful.

#### **Guidelines**

Students are expected to conduct themselves in a Christian manner in all social interactions. The school has an appropriate-conduct policy designed to promote the principles of self-restraint and self-respect in relationships. This is applied regardless of gender. The privilege of being together will be taken away if inappropriate behavior occurs. Inappropriate behavior includes but is not limited to the following:

- Being in an unsupervised area
- Derogatory language
- Behavior such as holding hands (this excludes games/activities permitted by the school), romantic hugging, kissing, giving back rubs, and physically intimate behaviors.
- Sitting on someone's lap
- Hitting, slapping, shoving, etc.
- Being in each other's "personal space"
- Inappropriate texting/posting on social media sites
- Spending excessive time together
- Running fingers through someone's hair or doing someone's hair outside the dorm.

Appropriate expressions of empathy and care for friends to be used sparingly include a quick side hug or a hand on the shoulder briefly. This is not to be abused or made an excuse for inappropriate behavior and is at the discretion of the staff members.

Escorting to the residence halls after recreation is not allowed. Escorting is permitted only for specially designated events, such as banquets. The splitting point after recreation is in front of the gym where guys take the sidewalk to their own dorm and ladies take the sidewalk to their own dorm.

Students sitting together should sit up, without leaning against each other. There may be times when students wish to use blankets either to sit on or to keep warm. At no time should students use the same blanket to wrap up in or to cover themselves with.

While on the floor or lawn, students are expected to maintain enough distance that someone could easily walk between them.

### ***Social Restriction***

Students who take part in inappropriate behavior may be placed on "social restriction" by a faculty member. Being on "social restriction" is like a time-out period from a specific person or persons. Once placed on social restriction, the students will remain on social until informed otherwise by administration. The Administration Committee will determine the length of time students are on social restriction by considering the nature of the behavior and the history of the students' social conduct.

While on social restriction, students are not to have any contact or communication with each other. This includes, but is not limited to, talking, talking on the phone, texting, e-mailing, posting on social networks, and writing letters/notes on paper. Any communication with other students who are on social restriction will result in more severe consequences.

### ***Engagements***

Experience has shown that serious courtship which leads to engagement results in a student losing interest in many phases of school activities. Therefore, students are not permitted to be engaged while attending Wisconsin Academy.

# Vocational Development

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## Philosophy & Goals

Scripture encourages the development of a personal work ethic. "In all the work you are doing, work the best you can. Work as if you are working for the Lord not for men. Remember that you will receive your reward from the Lord, which He promised to His people; You are serving the Lord Christ" (Colossians 3:23, 24).

Learning to work, to be punctual, and to faithfully perform assigned duties are as much a part of education as any other aspects of school life. The work-study program is a vital part of Seventh-day Adventist education.

Goals of the work-study program are for each student to:

- Learn good work habits to equip him/her for success in life.
- Learn the value of money
- Learn the value of time, strength, and opportunities
- Defray part of his/her expenses while at school
- Be under far less temptation to indulge idle and spendthrift habits.

Students who are cooperative, industrious, teachable, and dependable will be the most successful in fulfilling the goals of the academy's work program.

## Student Work-Study Program

The work coordinator will assign all work positions. Job positions will be determined at registration or shortly thereafter. Because preferred jobs fill quickly, the earlier students are accepted, the more work choices are available to them. Effort will be made to place students in areas of their work preferences. However, a condition of employment at Wisconsin Academy is that students agree to work where they are assigned. The work coordinator reserves the right to change student jobs to alternate areas as need

dictates. Opportunity will be given for students to apply in areas of their preference.

Dormitory students will be given preference in work positions due to the additional expenses of boarding.

Enrollment and availability of jobs may limit the number of hours a student is able to work. Labor rates are in accordance with state and federal regulations.

The school can make no guarantee regarding the amount a student will earn toward expenses. This largely depends on the individual; however, a diligent worker can generally earn \$1,500 during the school year. Campus earnings are credited directly to the student's account and are reflected on the monthly statement. No checks are issued.

Every student must have a social security number in order to work. Please apply for this number, allowing sufficient time to receive it, prior to arriving at the academy. It generally takes six weeks to receive a Social Security Card after application has been made. In addition to a Social Security Card, a valid driver's license, passport, or birth certificate must be presented.

## Job Changes

Students are not allowed to drop their work assignment or transfer to another department without permission from parents, work supervisors, and the work coordinator.

In special circumstances, such as personality/atmosphere clashes, extended illness, or academic difficulties, where it is determined that a different job position would be beneficial, the work coordinator may approve a change of jobs.

Reassignment may not always be possible for students who quit or who do not perform up to work standards. Students who refuse to work their assigned jobs will lose financial assistance and may be asked to withdraw.

## Work Attendance

Students who know they will be absent from work for an excusable reason, including school-sponsored activities, must notify the work supervisor at least 24

hours in advance or as soon as they know they will miss work if the absence is due to illness.

Work attendance is part of the overall attendance program of the school. Tardies and absences will be treated the same as a tardy or absence from classes, including the accumulation of attendance points.

## **Work Opportunities**

Wisconsin Academy offers a variety of work opportunities. Keeping in mind the on-campus personnel needs of the school, the work coordinator makes job assignments on the basis of the student's abilities and interests.

Jobs are typically available in these areas each year, while others are created as needed:

- Teachers' readers/workers
- Office workers
- Residence Hall Assistants (RAs)
- Phone monitors
- Kitchen workers
- Maintenance of buildings
- Care of grounds
- Lighthouse Thrift Store
- Industry

## **Work Expectations**

Students are expected to perform duties in cooperation with their work supervisors, who will make work expectations clear by a written job description. Work supervisors will assist student workers in developing work skills and a work ethic that will help them be successful both now and in later years.

Every student who works will be evaluated at the end of each quarter, and a work grade will be given by the supervisor.

Upon recommendation of the work supervisor and authorization of the work coordinator, students may lose campus employment. Reasons include but are not limited to:

- Failing to report for work regularly or unexcused absences.

- Demonstrating an unwillingness, in action or attitude, to cooperate with their supervisor.
- Failing to perform the duties assigned in a satisfactory way.
- Repeatedly being late for work or failing to clock in.

Again, students who refuse to work their assigned jobs will lose financial assistance and may be asked to withdraw.

# Intellectual Development

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## Goals

Wisconsin Academy is committed to providing an atmosphere and learning experiences that will enable each student to achieve the intellectual excellence of which he or she is capable. Wisconsin Academy's goal is that each student will. . .

- Recognize that God is the source of both knowledge and wisdom.
- Become a thinker rather than a mere reflector of others' thoughts.
- Gain a foundation of knowledge and skills that will enable him/her to excel at higher levels of education.
- Establish the habits of self-discipline necessary for success in all future endeavors.

## Class Standing

Freshman:	Students who have completed the eighth grade.
Sophomore:	Students who have earned 6 credits or will have earned 12 credits by the end of the school year.
Junior:	Students who have earned 12 credits or will have earned 17 credits by the end of the school year.
Senior:	Students who have earned 17 credits or whose class load will permit graduation at the end of the school year.

## Graduation Requirements

### *General Diploma*

It is the student's responsibility to take the courses necessary for graduation. To receive a general diploma, a student must satisfactorily complete 23 credits which must include the following:

- One year of religion for each year spent in an Adventist academy
- Computer – 1 credit

- English – 4 credits
- Fine Arts – 0.5 credit
- Foreign Language - 1 credit
- Health – 0.5 credit
- Mathematics – 3 credits
- Physical Education – 2 credits
- Science – 3 credits
- Social Studies – 3 credits
- Vocational – 1 credit
- One year of Personal Fitness for each year spent at WA
- Electives – to meet required credits

The student must have at least a 2.00 cumulative GPA and be enrolled as a member of the senior class the semester immediately preceding the expected date of graduation.

No more than two credits of music and two credits of physical education may apply towards the 23 credits required for graduation.

### *College Prep Diploma*

To receive a college prep diploma, a student must satisfactorily complete 24 credits which must include the following:

- One year of religion for each year spent in an Adventist academy
- Computer – 1 credit
- English – 4 credits
- Fine Arts – 1 credit
- Foreign Language – 2 credits
- Health – 0.5 credit
- Mathematics – 3 credits (minimum requirements include Algebra 1, Geometry, and Algebra 2)
- Physical Education – 2 credits
- Science – 4 credits (excludes Earth Science)
- Social Studies – 3 credits
- Vocational - 1 credit
- One year of Personal Fitness for each year spent at WA
- Electives – 1 credit minimum

In addition to four sciences, students pursuing the college prep diploma are required to choose an area of emphasis by taking four credits in either math, music, English, or social studies. Science must include Biology and Chemistry. Other choices are Physical Science, Physics, Human anatomy & Physiology or Environmental Science. Math must include Algebra I, Geometry, Algebra II, and Pre-Calculus. Social Studies must include American History (1 credit) and Government (1/2 credit). Other choices for Social Studies are World Geography (1 credit), World History (1 credit), and Economics (1/2 credit).

Students following the outlined classes for an academic diploma are required to maintain a grade of C- or better in each of their classes, and they must have at least a 3.0 cumulative GPA. Students must be enrolled as members of the senior class the semester immediately preceding the expected date of graduation. No more than two credits of music and two credits of physical education may apply towards the 24 credits required for graduation.

### **Honors & High Honors**

Recognition is given at graduation to those students who have earned high academic achievement.

High Honors:	3.75 – 4.00	Gold Cords
Honors:	3.50 – 3.74	Red Cords
4-year Seniors:	--	White Cords

## **Recommended Courses By Year**

### **Freshman Year**

Algebra I/Pre-Algebra  
 English I  
 Strategies for Success  
 Health  
 Life Skills (Shop/Home Ec)  
 Physical Education  
 Physical/Earth Science  
 Religion I  
 World Geography  
 Personal Fitness

### **Sophomore Year**

Biology  
 Computer Applications  
 English II  
 Geometry/Algebra I  
 Personal Fitness  
 Religion II  
 World History

### **Junior Year**

Algebra II/Geometry  
 American History  
 Chemistry/Earth Science  
 Electives  
 English III  
 Religion III  
 Spanish I/French I  
 Personal Fitness

### **Senior Year**

Electives  
 Economics  
 English IV  
 Environmental Science/A&P/Physics  
 Government  
 Pre-Calculus/Accounting  
 Religion IV  
 Spanish II/French II  
 Personal Finance/Life Skills (Shop, Home Ec, Industrial Arts, Gardening)  
 Health

Students should plan to take all classes required for their particular grade level. Students are not to take subjects outside of their grade level without the approval of the Academic Standards Committee. Some classes have prerequisites.

## Courses of Study

Please note that not all courses are offered every year.

### Art

#### **Art Dimensions**

0.5 credit

Art class is taught at the introductory level with the goal of creating a lifelong appreciation for art and artistic expression. Drawing and painting are emphasized, with additional units involving clay, fun crafts, and art history. (Lab fee: \$25)

### Computer Technology

#### **Coding**

0.5 credit

Prerequisite: Algebra I, Physical Science, & Geometry

This course is designed to teach students the fundamentals of object-oriented programming. Students take on the role of software engineers and practice skills that are used in the field. Topics include syntax, sequencing, repetition, conditional logic, nested loops, automation, pattern recognition, simple motion, keyboard and mouse events, operators, expressions, variables, and using arrays and objects to store structured data.

#### **Computer Applications**

1 credit

Prerequisite: Keyboarding Proficiency

This course is designed to teach the fundamentals of Windows 10 and to emphasize the practical use of word processing, spreadsheets, databases, and presentations using Microsoft Office. Elements of computer literacy are also covered in the course and may include computer ethics, working with hardware, networking, and coding.

#### **Adobe Photoshop**

0.25 credit

Prerequisite: Computer Apps I

This course is designed to teach students the basics of photo editing and raster graphic manipulation using Adobe Photoshop professional software.

#### **Adobe InDesign**

0.25 credit

Prerequisite: Photoshop

This course is designed to teach students the basics of page layout and design using Adobe InDesign professional software.

#### **Video Editing**

0.5 credit

Prerequisite: Computer Apps I

This course is designed to teach students the basics of video editing skills using Adobe Premiere Pro software.

### English

#### **English I**

1 credit

This course is designed to build reading comprehension through a study of non-fiction and fiction sources, expand vocabulary through the study of Greek and Latin roots, review basic grammar and usage skills, and develop writing skills through the writing process.

#### **English II**

1 credit

Prerequisite: English I

This course is designed to continue the development of reading comprehension through the study of world literature. Grammar and usage skills are developed through the writing process. Creative writing will be continued, but emphasis will be placed on developing skills in expository writing.

#### **English III**

1 credit

Prerequisite: English II

This course integrates composition, grammar, vocabulary, speech, and critical thinking through a survey of American literature from the beginning of the American tradition to modern literature of the 20th and 21st century. The course builds on skills learned in English I and II, and continues the use of the writing process in creative and expository writing.

#### **English IV**

1 credit

Prerequisite: English III

*This course integrates composition, grammar, vocabulary, speech, and critical thinking through a survey of English literature from the Anglo-Saxon period to the 21st century. The course continues to build on skills learned through the writing process with an emphasis on analytical, persuasive, and research writing. Upon completion of this course, students should feel adequately prepared for college composition classes.*

*This course is designed to give the student an introduction to the fundamentals of algebra which form a foundation for all future mathematics courses. Topics include variables, polynomials, solving linear equations, factoring, graphing, inequalities, functions, and problem solving with rational and irrational numbers.*

### **Algebra II**

1 credit

Prerequisite: Algebra I

*Algebra II is a math course in the study of algebraic expressions, equations, inequalities, and functions. This course complements and expands the mathematical content and concepts of Algebra I and Geometry. Some of the topics covered include complex numbers, exponents, radicals, matrices, systems of linear equations, functions (absolute value, exponential, logarithmic, quadratic, radical, polynomial, and rational) and their behavior, solving nonlinear equations, probability, and trigonometry.*

### **Geometry**

1 credit

Prerequisite: Algebra I

*Geometry is a critical component of a mathematics education because students are required to focus and develop skills with logical proof and critical thinking when solving problems or evaluating arguments. Topics in geometry include logic and proof, parallel lines and polygons, perimeter and area analysis, volume and surface area analysis, similarity and congruence, trigonometry, and analytic geometry.*

### **Pre-Calculus**

1 credit

Prerequisite: 3 years of secondary mathematics (Algebra I, Geometry, or Algebra II) with a B- or better average in the last 2 semesters and/or instructor's approval.

*Pre-Calculus is a two-semester course. It serves both as an advanced high school mathematics course as well as modest introduction to calculus. Pre-calculus reinforces and expands on the major areas covered in Algebra II. The major topics covered include equations, inequalities, number patterns, linear modeling, functions, inverse functions, polynomial functions, exponential and*

## **Foreign Languages**

### **French I**

1 credit

*This course is an introduction to basic French. It includes French vocabulary and how to conjugate verbs.*

### **Spanish I**

1 credit

*This course is an introduction to basic Spanish. The students learn Spanish vocabulary and how to conjugate verbs. Emphasis is placed on Spanish culture and history.*

### **Spanish II**

1 credit

Prerequisite: Spanish I

*This course is designed to fine-tune the student's speaking, reading, and writing skills. Listening to and comprehending the language is of special emphasis.*

## **Mathematics**

### **Pre-Algebra**

1 credit

*Pre-Algebra is a course that eases the transition from arithmetic to algebra. It reinforces arithmetic skills while developing the pre-algebra concepts of variable recognition, signed numbers, formulas and single variable equations. Students will be introduced to algebraic symbolism, simplifying expressions, solutions to elementary equations, and the graphic representations associated with variables.*

### **Algebra I**

1 credit

*logarithmic functions, and trigonometry. Students will learn to take ownership of the skills necessary for higher level mathematics. They will also develop strategies for solving real-world problems, using analytical and graphical presentations of solutions.*

## **Music (Fine Arts)**

### **Bell Choir**

0.5 credit

Prerequisite: Background in reading music

*A program designed using English handbells with emphasis on technique and musicianship. Class size is limited and open by audition. Performance on and off campus is required. This class is considered a touring group.*

### **Choralaires**

0.5 credit

Requirement: Membership in choir and currently taking voice lessons

*A class designed as a select vocal ensemble which tours throughout the state. Members of the Choralaires are chosen by audition and invitation. This class is considered a touring group.*

### **Choir**

0.5 credit

*Choir is a performing vocal musical organization. Students are taught to sing in four-part harmony. Performances on and off campus are required.*

### **Instrumental Ensemble**

0.5 credit

*This class is geared to meet the performance needs of most instrumentalists. It features the typical instruments that would be found in a band or orchestra.*

### **Instrumental Lessons**

0.5 credit

*Lessons are available for the typical instruments found in an orchestra or band. Practice time is required. A weekly lesson fee is charged.*

### **Music Theory**

0.5 credit

*Students are taught the basic fundamentals of music theory.*

### **Piano**

0.5 credit

*Students are taught music, note reading, and rhythm. A wide variety of music is used and is geared to the students' needs. Practice time is required. A weekly lesson fee is charged.*

### **Voice**

0.5 credit

*Students are taught the basic fundamentals of singing, such as breath control, tone production, and music reading. A wide variety of music is used and is tailored to the students' needs. Practice time is required if taken for credit. A weekly lesson fee is charged.*

All private lessons are charged a weekly fee.

## **Physical Education**

### **Health**

0.5 credit

*This course is designed to teach the health principles of a Christian lifestyle which are in harmony with the Bible and the Spirit of Prophecy. The student will become more aware of the long term benefits of a healthy lifestyle. Areas included are regular physical exercise, mental well-being, proper diet, substance abuse, first aid, and CPR certification.*

### **Officiating**

0.5 credit

*This course is an introduction to the administration of and participation in the methods of officiating in team and individual recreational activities.*

### **Personal Fitness**

0.5 credit

*This course teaches habits of personal exercise by participation in a daily fitness routine.*

### **Physical Education**

1 credit

*Basic motor skills, sports skills, and the rules of several team sports will be covered. Students will be expected to exemplify sportsmanship as well as a Christian attitude on and off the field.*

## Religion

### **Bible I**

1 credit

*An in-depth study of the development and purpose of the Bible and how God's love and character are demonstrated through creation, redemption, and in human relationships.*

### **Bible II**

1 credit

Prerequisite: Sophomore class standing

*A study of the redemptive history of God's chosen people, beginning with the Exodus, through the inter-testament time, and concluding with the New Testament church as modeled in the book of Acts. Second semester is a study of the history of the Christian Church from AD 70 to the present time, concluding with a study of the rise and development of the Seventh-day Adventist Church.*

### **Bible III**

1 credit

Prerequisite: Junior class standing

*Bible Beliefs – A systematic study from the Bible of the 28 fundamental beliefs of the Seventh-day Adventist Church.*

*Sanctuary – A study of the Mosaic tabernacle and its services with emphasis on the parallel ministry of Christ, our High Priest in Heaven.*

*Daniel and Revelation – A study that stresses Christ's presence in the practical life and in prophetic events leading to the Second Coming.*

### **Bible IV**

1 credit

Prerequisite: Senior class standing

*Marriage and Family – A study of biblical principles of relationships and their application to marriage and family life. Subjects include dating, mate selection, engagement, marriage, home religion, parenting, and family finance.*

*Worldviews and Religion – An introductory study of worldviews, contemporary denominations, religious movements and cults, and world religions as viewed from a biblical perspective.*

*John – A contextual study of the life of Christ with the purpose of helping students develop devotional attitudes and habits.*

### \*Parental Choice Religious Opt-Out Policy

*The parent/guardian of any student participating any Parental Choice Program has the right to request that their student opt-out of religious courses. To opt-out, the parent/guardian must submit a written request to the Academics Standards Committee prior to the start of each academic school year.*

*If the student is opted-out of a Religion course, that student must take another academic course of the same equivalent credit. Replacement courses must be from core subject areas. The Academic Standards Committee will approve of the replacement course in advance.*

## Science

### **Biology**

1 credit

*This course is a comprehensive study of life at all levels of biological organization. Topics studied include the scientific method, cell biology, genetics, creation/evolution, invertebrates, vertebrates, plants, and ecology. Laboratory is a part of this course.*

### **Chemistry**

1 credit

Prerequisite: Algebra I with a grade of C or above

*This course is a study of fundamental chemical concepts and principles. Topics of study include matter, chemical reactions and equations, atomic structure, bonding, phases of matter, solutions and energy changes. Additional topics may include solutions, kinetics and equilibrium, acids and bases, and organic chemistry. Laboratory is a part of this course.*

### **Earth Science**

1 credit

Elective

Prerequisite: Biology

*This course is a study of Earth's structure and basic systems. Topics of study include the scientific method, minerals and rocks, meteorology, climate,*

*oceans, tectonic plates and their effects, geological history, and sound scientific reasoning from a Christian perspective.*

### **Environmental Science**

1 credit/4 credits at Andrews University

Prerequisite: Biology with a grade of C or above

This course is designed for juniors and seniors only.

*This course is designed to convey key principles of environmental science. Students will learn basic ecological principles, applying a systems perspective to understanding the consequences of human interactions with our natural environment. Discussions deal with contemporary environmental issues. Topics may also include botany, ornithology, entomology, environmental chemistry, and organismal biology. Laboratory (indoors and outdoors) is a part of this course. Students may receive four semester credits for Environmental Science (BIOL 208) through Andrews University for which a recording fee is charged. **This class is designed for juniors and seniors only.***

### **Human Anatomy and Physiology**

1 credit

Elective

Prerequisites: Biology with a grade of C or above

*This course is designed to provide information about the structure and function of the human body. Topics of study include biochemistry, cell physiology, tissues, and anatomy and physiology of major organ systems. Laboratory is a part of this course.*

### **Physical Science**

1 credit

*This course is a study of inanimate natural objects, including physics and chemistry. Topics that may be studied include motion and forces, energy, waves, matter, reactions, and the application of chemistry. Laboratory is part of this course for the purpose of giving students hands-on learning and practical applications as well as to teach content.*

### **Physics**

1 credit

Prerequisite: Algebra II

Class enrollment determines course offering

*This class is a study of matter and energy and their interactions. Topics include mechanics, heat, light, sound magnetism, and electric fields. This physical science course is usually taken the senior year. Laboratory is a part of this course.*

## **Social Sciences**

### **American Government**

0.5 credit

Prerequisite: Senior class standing

*This class focuses on governmental and economic systems of the world with emphasis on how the U.S. Government functions.*

### **American History**

1 credit

*American History covers a grand sweep of history from the arrival of the first Americans through settlement by diverse colonists up to the gaining of independence. Complex societies of Native Americans come into contact with people from Europe and Africa resulting in a cultural mingling filled with tension and adaptation. This class covers the pre-colonial time period through the present, and the vast social changes reshaping American life.*

### **Economics**

0.5 credit

*A course designed to teach students not only about world economics, but also about personal financial management from a Christian perspective.*

### **Emergency Preparedness**

0.5 credit

May also be taken for vocational credit.

This course is designed for juniors and seniors only.

*Provides an introduction to basic philosophy and concepts of Emergency Preparedness as required by FEMA (Federal Emergency Management Agency) and most states which certify staff. Includes use of FEMA-provided modules in the Professional Development Series which are accepted prerequisites for advanced classroom courses. A passing grade is required on each module for satisfactory grade and receipt of a Professional Development Series Certificate of Completion. CPR-AED certification will be included*

in this class as well as other certifications as time allows. A lab fee of \$85 will be assessed for this class for materials and field trips.

### **World Geography**

1 credit

*This class is a study of the earth and its people. In addition to an emphasis on the earth's physical features and the location of various points of interest, World Geography provides an overview of earth's ecological systems and the culture, economy, and distribution of earth's major people groups.*

### **World History**

1 credit

*This course covers the development of world cultures with emphasis given to geographical features, social factors, and political happenings. It is usually taken the sophomore year.*

*plumbing, welding, auto mechanics, and the use of power tools.*

### **Class Load**

A full class load consists of 5 to 6 credits of study plus a work assignment. Class loads of over 8 credits per year plus work are considered an overload. Any student desiring to take an overload must receive approval from the Academic Standards Committee. All correspondence work will be considered part of the student's load. Students will carry a minimum class load of 6 classes each semester. If Wisconsin Academy offers a class, the class must be taken here unless the registrar asks a student to take a summer school class or credit recovery class elsewhere. Wisconsin Academy students wanting to take a class somewhere else must submit a request to the Academic Standards Committee.

### **Credit and Grading System**

Wisconsin Academy grants credit based on the Carnegie Unit system, requiring 200 minutes of class time per week. A one semester course earns 0.5 of a Carnegie Unit, and a full year course earns 1.00 Carnegie Unit.

#### **Grading System:**

Wisconsin Academy uses a standard grading scale with +/- as follows:

- A = excellent
- B = above average
- C = average
- D = below average
- F = failure
- I = incomplete, and may be raised to any grade when work is completed
- WP = withdrew, passing
- WF = withdrew, failing
- AU = audit

The following standard percentages are used to establish grades and for calculating grade point average (GPA):

Percentage Grade    Grade Points

### **Vocational**

#### **Accounting**

1 credit

*This is an introductory course which acquaints the student with accounting concepts, principles, and practices and provides an introduction to the basic accounting procedures used to operate a business. The student will be able to carry out entry level tasks in accounting and will be prepared to study business courses in college.*

#### **Home Economics**

0.5 credit

*This course teaches the basics of meal preparation and sewing. It is project-based and there is a lab fee.*

#### **Shop**

0.5 credit

*This course teaches the use of various tools and woodcraft. It is project-based and there is a lab fee.*

#### **Industrial Arts**

1 credit

*This class introduces students to different vocational careers and skills. Topics covered include basic construction, electrical wiring,*

93 – 100	A	4.00
90 – 92	A-	3.67
87 – 89	B+	3.33
83 – 86	B	3.00
80 – 82	B-	2.67
77 – 79	C+	2.33
73 – 76	C	2.00
70 – 72	C-	1.67
67 – 69	D+	1.33
63 – 66	D	1.00
60 – 62	D-	0.67
0 – 59	F	0.00

### **Grade Reports**

The school year is divided into two semesters.

Permanent grades are recorded on the student's transcript at the end of each semester for each class in which the student is enrolled.

The final semester grade is comprised of class work, quizzes, projects, and tests during the semester, as well as a final semester exam or project.

Interim progress reports are issued at the end of the first and third quarters in order to inform the students and parents of academic progress to that point; however, progress grades are not reported to the permanent transcript, nor do they affect the cumulative GPA.

### **Late Work Policy**

Assignments are due on time. Students choosing to hand in an assignment a day late will receive 20% off after the teacher grades the assignment unless a late pass is used. If students choose to hand in an assignment two or more days late, the student will receive 50% off after the teacher grades the assignment. Homework may be handed in up until the test over that unit, when any missing work becomes a zero.

Teachers will give each student three late passes per semester. Each pass can be used to hand in an assignment late without being penalized; however, the teachers will designate which assignments are

eligible. For example, speeches and projects may not be included in the list of assignments that can be done late.

### **Academic Integrity Policy**

Academic integrity is moral and honest behavior in an academic setting. It means not trying to pass someone else's work off as your own by copying another person's work or allowing someone to copy your work. This includes plagiarizing -- taking someone else's ideas or thoughts and using them without giving proper credit to the source.

Wisconsin Academy takes a strong stance on the subject of academic integrity. Because of this, the following measures have been put into place to encourage honesty.

Following is the general sequence of consequences for academic dishonesty; however, these consequences may be modified depending on the nature of the offense.

#### ***Level 1: First incident of academic dishonesty***

The teacher will give a warning to the student in the presence of a member of the Academic Standards Committee and will also document the incident in FACTS. The registrar will send an email to all staff to notify them of the first incident. The students will have the option to redo the assignment and receive a late penalty.

#### ***Level 2: Second incident of academic dishonesty***

The principal and registrar will meet with the student, and the student will receive no credit for the assignment. The teacher will document the incident in FACTS. The registrar will send an email to all staff to notify of the second incident and will also notify the student's parents/guardians.

#### ***Level 3: Third and subsequent incidents of academic dishonesty***

Administrative Committee will meet with the student, and the student may receive consequences up to suspension or expulsion.

### **Policy for Academic Probation**

#### ***New Students***

**Acceptance on Academic Probation:** WA provides a regular high school academic program, designed for students who are able to perform at a standard academic level or above, and does not offer special education services. Students with a history of failing grades and/or have had an Individualized Educational Plan (IEP) may be accepted on academic probation. Students accepted on probation may be limited in their class load, and their academic progress will be reviewed quarterly. The probationary student will attain regular standing at the end of the first semester if he/she has no failing grades, no more than one D\*, and a current GPA (most recent semester) above a 1.67. Wisconsin Academy reserves the right to ask students who continue a pattern of failing grades to withdraw at the end of the semester.

Parents of students with established IEPs may contact the Columbus public school district (920-623-5956) if they wish to set up an evaluation for a service plan. Wisconsin Academy will work with the public school district to make recommended accommodations for students when practicable. However, by accepting a student with an established IEP and/or a service plan, the faculty and administration of WA are not guaranteeing that the academy is able to meet the academic needs of the probationary student and reserve the right to ask a student to withdraw if it is clear that the student's academic needs are not being met or if he/she remains on probation for two consecutive semesters.

### ***Continuing Students***

**Academic Probation:** Students receiving two D's\* or one F and/or a current GPA (most recent quarter or semester completed) of less than 1.67 will be placed on academic probation. Students placed on probation will meet with the registrar to assess their academic plan. While on academic probation, they will receive extra study time and may be assigned a tutor in order to provide more opportunity to accomplish their academic goals. A student's status of academic probation will be reviewed every nine weeks.

Students remaining on academic probation for more than two quarters will be disqualified from holding an office for the remainder of that school year

and may lose financial aid. Students on academic probation for failing grades in two consecutive semesters may be asked to withdraw from school.

\*D+ counts as a D in the context of determining academic probation.

## **Scholastic Counseling**

Parents should feel free to contact the registrar at (920) 623-3300 ext. 323 about their students' scholastic needs. For continuing or exceptional counseling needs, the registrar makes referrals to other professionals. Testing for special needs may be arranged through the administration and provided by the Columbus School District.

The registrar, deans, and Academic Standards Committee work together to help students with deficient grades, and tutoring is arranged as needed. Students who may need extended time on homework should submit a request to the Academic Standards Committee.

## **Standardized Testing**

Wisconsin Academy is a non-Saturday testing center for the ACT and SAT. Other standardized testing is offered yearly.

## **Credit Transfer**

Wisconsin Academy accepts credit from accredited correspondence schools and home school credit for incoming freshmen. Acceptance of secondary credit may be subject to approval by the Academic Standards Committee. Credits earned from unapproved or unaccredited schools may be recorded as "P" (passing) and will not be calculated in the GPA. Exceptions to this must be approved by the Academic Standards Committee.

## **Adding or Dropping Classes**

Students have the first week to add and the first two weeks to drop a class without a grade notation being entered on the transcript.

A student may drop a class up until four weeks before the end of the semester and will receive a

grade of “WP” (withdrawal pass) or a “WF” (withdrawal fail).

## **Classroom Makeup Work**

When a student has excused absences, he/she will have the same number of days to make up the work.

## **Accelerated Course of Study**

A student requesting to accelerate must meet the following requirements:

- A written request must be submitted by the parent(s).
- A program for acceleration should be planned as early as the close of the student’s first year and not later than the end of the first semester of the sophomore year.
- The student’s complete curriculum must be approved by the Academic Standards Committee and made a matter of record at the time the program is initiated.
- The student must meet all the Academic Diploma requirements for graduation, including four units of religion. A student transferring from a public high school at the end of the freshman year must meet all requirements for graduation including three units of religion.
- The student who wishes to follow the accelerated program must be in attendance in the school program at least one semester prior to entering the accelerated program.
- Before approval may be given for acceleration and after approval has been granted, the student must have and maintain a cumulative grade point average of 3.5.
- The student must achieve at an 85th percentile or above on a standardized test.

## **Academic Appeal Process**

Students who seek an exception to an academic policy or who question an academic decision may appeal to the Academic Standards Committee.

In order to be pre-approved for online classes, summer school, or correspondence classes, students must submit a request to the registrar who will, in turn, take the request to the Academic Standards Committee.

## **International Students**

A maximum of six credits per year may be granted for secondary school work completed prior to entering the United States. Calculation of credits earned from non-American schools is made on the basis of Carnegie Unit Standards.

## **Transcript Policy**

We cannot accept a student before receiving a transcript from the school or schools previously attended. Transcripts should be submitted to the Registrar’s Office.

## **Transcript Requests**

To request a transcript, please submit the Transcript Request Form available on the Wisconsin Academy website ([www.wisacad.org](http://www.wisacad.org)) to the Registrar’s Office. A seven-dollar processing fee will be charged.

## **Graduation Exercises**

Graduation at Wisconsin Academy is a formal occasion honoring the graduating seniors. Candidates must have been in residence for the full semester immediately preceding graduation. To participate in these exercises, a senior must have completed all academic requirements and be a citizen in good standing.

- Members of the junior class participate in a specifically defined role and must be present throughout graduation weekend.
- Guest speakers, musicians, program format, and program content are arranged by the school administration in cooperation with class sponsors.
- Students must wear Sabbath meeting attire for all weekend programming.
- Seniors who are suspended through graduation weekend should expect to forfeit graduation privileges.
- Seniors are required to attend all scheduled weekend programs and to abide by all Wisconsin Academy policies. All dorm students are to remain on campus on Friday and Saturday nights.

Any senior who chooses not to cooperate with the standards outlined above will not be allowed to participate in graduation activities. Serious infractions of school rules in the last few weeks of school could result in suspension until after graduation, at which time a special exam fee would be levied should the student wish to finish course work and receive a diploma.

Disciplinary and/or legal action will be taken against anyone who interrupts the program or behaves inappropriately.

Junior and senior dormitory students are expected to remain dormitory students throughout graduation weekend.

## **Graduation Events**

### ***Consecration***

A worship service for and with the senior class during Friday evening vespers.

### ***Baccalaureate***

A spiritual challenge during the church service hour on Sabbath for the senior class to continue in Christian service.

### ***Tribute to Parents***

A Sabbath afternoon presentation to and for the families of graduating seniors.

### ***Class Night***

A secular presentation by and about the seniors, held after sundown Saturday.

### ***Commencement***

A general challenge to the graduates, including the awarding of diplomas and scholarships, Sunday at 10:00 a.m.

## **Graduation Weekend Checkout Times**

Freshman and sophomore dorm students should check out of the dormitory and go home following their final tests on Thursday before graduation.

Only seniors, juniors, and those freshmen and sophomores with family members graduating or those who are working may remain in the dorm during graduation weekend; all non-seniors will be expected

to move out of their dorm rooms to provide space for the families of the graduates.

All students should be checked out of the dorm by 4:00 p.m. on graduation Sunday.

# Attendance Policy

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There is a positive relationship between class attendance and academic success. Irregular attendance is one of the prime factors associated with student failure and frustration with the school experience.

Wisconsin Academy's attendance policy has been designed to encourage regular attendance in classes and reflects these underlying aspects of school philosophy:

- Community and business surveys regarding educational goals continually stress the development of reliability and responsibility as high priority objectives.
- Students in this age group should be expected to exercise self-discipline and responsible behavior.
- Students who attend classes regularly learn better and get better grades.
- Attendance is the responsibility of the student and parents.
- Regular attendance at all appointments is expected of every student. This includes classes, assemblies, music appointments, work, residence hall worships, and weekend religious programs.

School attendance is required. Irregular attendance affects the student's standing in the school, the opportunity to hold office, participation in touring groups, and ability to receive special privileges associated with good attendance. The attendance is part of a student's permanent record. State law says that students are considered truant if they have 5 or more days of unexcused absences per semester. Wis. Stat. sec. 118.16(1)(a) and (c).

Every student may not be capable of an A in every subject; but every student is capable of an A in attendance.

## Attendance Records

Absences in the academic and work areas will be reflected in the student's attendance grade on the permanent transcript. All unexcused absences and

tardies are considered in computing a student's attendance grade.

## Absences and Class Credit

Unexcused absences/tardies will result in loss of credit for work missed. Excused absences will allow for makeup work. It is the responsibility of the student who has been absent to ask the teacher about work he/she may have missed and to find out how best to quickly make up the assignments. An unexcused absence for a school activity automatically drops the student 10 attendance points.

## Attendance Codes

### Absences

Each unexcused absence counts as three attendance points. Codes indicating absences:

*AE = Excused*

*AU = Unexcused—any absence that is inexcusable by the teacher or work supervisor.*

*AS = Absence (school) - any absence excused because of a school-sponsored event.*

A student who misses more than half of class or who leaves class without teacher permission should expect to be counted absent.

### Tardies

Each unexcused tardy counts as one attendance point. Each unexcused extended tardy counts as two attendance points. Generally, tardies are unexcused unless a student is detained by a staff member. In that case the student must present a tardy slip from the staff member to the teacher of the class to which he/she is tardy, and the tardy may be excused.

*TE = Excused tardy (less than 5 minutes late to a class)*

*TXE = Excused extended tardy (more than 5 minutes late, but present for at least half the class)*

*TU = Unexcused tardy (less than 5 minutes late to a class)*

*TXU = Unexcused extended tardy (more than 5 minutes late, but present for at least half the class)*

## Attendance Grades

Attendance grades are given each quarter based on the following scale:

### Grade Points

- A 18-21
- B 14-17
- C 8-13
- D 3-7
- F 0-2

Students should check the attendance board daily to see if they have attendance issues that they are not aware of.

## Excusing Absences and Tardies

If a student has missed class for an excusable reason (other than being on sick list, for a prearranged absence, or for a school-sponsored activity) and wishes to have an absence or tardy excused, the following procedure should be followed:

- The appropriate teacher, parent/guardian, or work supervisor must call or send an email to the Attendance Officer requesting that the absence or tardy be excused and explaining the reason for the absence or tardy.
- The Attendance Officer will review the request and determine whether the absence or tardy may be excused or not.
- For medical appointments, the student must bring an official signed doctor's note.

## Perfect Attendance

Perfect attendance is defined as no absences or tardies, excused or unexcused, (except for school sponsored activities) for the grading period. An award will be given at the end of fall semester and/or spring semester to any student who has perfect attendance for that semester. An additional award will be given at the end of spring semester to any student who has perfect attendance for the entire school year.

Students who maintain perfect attendance (no excused or unexcused tardies or absences) throughout the quarter, semester, and year will receive special recognition and awards. Perfect attendance for a semester = \$25.

## Motivational Assistance Program

Tardies and absences accrue and reset quarterly. Students will receive 21 points at the beginning of each quarter.

- Unexcused tardies (less than 5 minutes late to a class) deduct one attendance point,
- Extended unexcused tardies (more than 5 minutes late, but present for at least half the class) deduct two attendance points,
- Unexcused absences (more than half or all of the class missed) deduct three attendance points.
- One week perfect attendance (no unexcused tardies or absences) adds three points. (Total points will never exceed 21 points.)

### **Consequences:**

- Deduction of 6 points within the quarter = a letter from the Attendance Officer to a student's parents and dean.
- Deduction of 12 points within the quarter = \$25 fine paid in cash, call to parents, and potential loss of office(s).
- Deduction of 18 points within the quarter = additional \$25 fine paid in cash, room binding, call to parents.
- Deduction of all points = student may be asked to withdraw from school; a \$50 reapplication fee may be paid, along with a conference between parents, student, and Ad Committee; if the student is reaccepted, 9 points will be added. However; if the student returns to a failing grade, he/she will no longer be able to continue as a student for the remainder of the semester.

Students who reach a D in attendance will permanently lose any offices held (SA, class, or clubs, etc.) and will not be allowed to miss classes due to tours or other school activities. Ad Committee will make the final decision.

A student with excused and unexcused absences for more than 15% of any class may receive a failing grade; however, an appeal may be made to Academic Standards committee. A student with unexcused absences for more than 15% of any class (12 absences) will receive a failing grade without appeal.

## Prearranged Absences

In considering whether to request a prearranged absence, students and parents should realize that . . .

- The teachers will not be held responsible for the loss of learning experiences and the consequent likelihood of reduced grades.
- Excessive absences from class may contribute to the loss of credit due to inability to meet the academic requirements of the class.
- The student will be responsible for lecture material given, quizzes missed, and all homework or other activities associated with every class.
- The parent and student will suffer loss of student labor earnings as a result of missing work.
- Even excused absences result in a loss of perfect attendance during a given quarter.

The student should obtain Ad Committee approval before making irreversible plans for trips requiring absence from required school activities.

To request approval for a prearranged absence, the student should . . .

- Review with the Attendance Officer his/her current attendance status
- Obtain an Ad Committee Request form
- Make arrangements with each teacher for making up missed work
- Find a substitute for work and make arrangements with the work supervisor for the missed work time
- Submit the completed Ad Committee Request form for possible approval.
- Pre-arranged absences must be arranged at least a week in advance.
- Classes missed for medical appointments will NOT be excused without a doctor's note.

## School-excused Absences

Participants in required school-sponsored activities will be excused from the classes they miss.

# Behavior Guidelines

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## Discipline Policy

One of the most valuable skills for success in this life and for eternity is that of self-discipline. Those who have learned to manage themselves are able to make good life choices and will rarely need to be disciplined by others. Those who are unable to discipline themselves will cause unnecessary pain to themselves and to others throughout their lives.

When it becomes necessary for staff members to apply external discipline, they work within the philosophy and guidelines of the school. Wisconsin Academy defines discipline as acts of love taken to bring one who has strayed back into harmony with the body.

Most discipline is accomplished in the ordinary educational environment between the student and the teacher or dean. Discipline may be imposed for inappropriate conduct not listed in the handbook. It is, however, always administered with these factors in mind:

- Is the student being completely honest and forthright?
- Does the student take responsibility for his/her actions and truly want to change?
- Is the student willing to work with school staff to reach the goals set forth in the mission statement and student statement of commitment?
- What is best for the student and for the school? There are times that the school just does not have the resources or ability to meet the needs of some students. In these cases, it is best if they find a school that can better meet their needs.

It's important for parents to understand that confidential information may make it impossible for the school to explain all facts to those making inquiries. Nevertheless, the school encourages dialogue so that judgements will not be made with an unnecessarily incomplete understanding of circumstances.

## Behavior Code

Although the behavior guidelines are based on Christian principles, not all have to do with one's spirituality. This list deals with the things that generally describe safety issues, procedures that involve a student's responsibility, and inappropriate conduct or items.

These policies apply to all school activities, both on and off campus.

### ***Racial and Disability Harassment Policy***

Wisconsin Academy requires respect for the individual. Every student has a right to safety without fear of personal harm. Words, looks or actions that devalue another person are detrimental to achieving the mission of the school. Offenders may face disciplinary action.

### ***Hazing/Initiation***

Students have the right to feel safe from demeaning and degrading treatment which is or is deemed to be hazing or initiation. Involvement in any such conduct is unacceptable and will be subject to discipline.

### ***General Harassment***

Harassment, intimidating or offensive conduct will be subject to discipline up to and including suspension or expulsion. Harassing, intimidating or offensive conduct includes, but is not limited to: jokes, gestures, demeaning comments, name calling, drawings, pictures, writings or offensive conduct.

Students who have experienced harassment should report the incident to a teacher or principal as soon as possible. The incident(s) will be investigated, and the administration will review the results of the investigation with the victim and offender separately and explain the corrective action that has been taken and will encourage the victim to report any further events. Wisconsin Academy prohibits retaliation against those reporting incidents of harassment.

### ***Sexual Harassment***

No individual should ever be placed in a position of embarrassment, harassed because of gender, or subjected to sexually harassing behavior. Sexual harassment of any student by another student or any employee, or other person under the supervision of Wisconsin Academy is unlawful and is prohibited.

Sexual harassment involves such conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive environment.

Improper conduct includes, but is not limited to:

- Unwelcome or offensive sexual comments (e.g. kidding, teasing, joking, degrading or offensive sexual comments).
- Requests or pressure for sexual activity, unnecessary or inappropriate touching of a sexual or abusive nature (e.g. patting, pinching, repeated brushing against another person's body)
- Displays of sexually suggestive pictures, drawings, or objects.
- Suggestions, threats, or demands for sexual favors.
- Making submission to sexual conduct a condition of academic status, progress, services, benefits, honors, or activities.

## **Complaints of Harassment or Offensive Conduct**

Those who believe that they have been harassed should immediately take the following steps:

- Make it clear that such conduct is offensive and should be stopped immediately.
- Report the incident to a teacher or the principal as soon as possible.
- Keep the complaint in confidence except for correction and prevention.

All complaints of harassment will be taken seriously and investigated promptly. If necessary, immediate actions shall be taken to protect the safety of students.

Administration will review the results of the investigation with the victim and offender separately and explain the corrective action that has been taken. The investigation and response should be age appropriate. The victim will be encouraged to report any further events.

The administration will prepare the investigation report to document the incident, conclusions, and appropriate disciplinary actions, if any.

Wisconsin Academy will not tolerate retaliation against those reporting harassment or offensive conduct. (Anyone who believes they have been subjected to retaliation should report the incident to the administration).

## **Prohibited Behavior**

The following are unacceptable at Wisconsin Academy and could result in suspension or expulsion from school:

- Undermining the principles of Wisconsin Academy.
- Discrimination against others.
- Stealing, lying, or other forms of dishonesty.
- A consistent uncooperative and negative attitude displayed by the student regarding school rules and principles.
- Using profane or indecent language
- Possessing or displaying obscene literature or pictures, or indulging in suggestive conduct or gestures.
- Having or collecting paraphernalia associated with drugs, including alcohol and tobacco. This includes vapor pens.
- Using or possessing alcohol or illicit beverages, tobacco products or harmful drugs in any form.
- Gambling, betting, or possessing gambling devices.
- Insubordination or disrespect for school authority.
- Illegal activities on or off campus.
- Possession of novels, comics, magazines, or books which are not in accordance with our Christian principles.
- Entering or leaving residence halls by any means other than the regular entrances or exits.
- Intentional vandalism of school property, or the property of a fellow student or staff member. The student will be required to pay for damages done by him/her.
- Violating school regulations relating to social conduct.
- Leaving campus without proper permissions and/or staying in an unauthorized setting.
- Throwing objects of any kind in the cafeteria.

- Promoting atheistic, satanic, or occult ideas and practices.
- Hazing, bullying, or similar activities which cause bodily or emotional harm.
- Being in the opposite dormitory without permission.
- Sexual activity.
- Using and/or possessing alcohol and tobacco.
- Entering locked facilities, picking or breaking locks, doors or windows, duplicating school keys, or possessing unauthorized keys.
- Possession of weapons on campus such as knives, nun chucks, BB guns, batons, pellet guns, paintball guns, airsoft guns, etc.
- Tampering with security systems.

### **Zero-Tolerance Behaviors**

Involvement in any one of the following areas of conduct will result in dismissal from school on the first infraction:

- Possession of firearms.
- Selling and/or supplying drugs including alcohol and tobacco.
- Tampering with fire alarms.

When a student is involved in an incident which requires discipline, the student may be asked to fill out a statement of involvement and appear before the Administrative Committee.

### **Suspension/Expulsion**

Students who have been suspended are required to go home and may not return to campus during their suspension.

Parents are responsible to pick up their student when he/she is suspended. If they do not pick up the student, administration will arrange a ride at the parents' expense. Any office, leadership positions, or select groups held by the student may be lost.

If it becomes necessary to expel a student, the student will lose his/her right to all educational opportunities provided through Wisconsin Academy, and under s. 118.15 (1) (a), Wis. Stat., the student's parents/legal guardians are solely responsible for finding an alternate option for the student's

educational needs. Upon request, Wisconsin Academy will provide public school districts, private schools, correspondence schools, technical colleges, etc. with information concerning the reasons for expulsion and the student's academic standing at the time of expulsion. Unless stated specifically in writing, all expulsions are in effect until the conclusion of the current school year. This time frame specifically includes graduation weekend. After the time of the expulsion has concluded, a student may once again apply for enrollment at Wisconsin Academy. As with all students, enrollment is at the discretion of the school board and the admissions committee.

Students who have been expelled must submit a request to the Administrative Committee in advance in order to return to campus for any reason. Wisconsin Academy does not consider a student who has been expelled to be part of its student body and reserves all rights and privileges of a private institution on private property.

### **Right to Appeal**

Parents and students have the right to appeal. Parents may request a conference with the administration to gain understanding and/or questions about a decision or policy. In the case of a decision made by an individual teacher or staff person, the decision should be appealed first to that individual and then to the principal. Policies or judgments rendered by committees may be appealed in writing to the chairman of the committee or to the committee as a whole.

Academic policies are generated through the Academic Standards Committee and approved by the staff. Administrative policies are generated through the Administrative Committee and approved by the staff. Residence hall policies and procedures are generated by the Deans' Council and approved by the Administrative Committee. If a situation remains unresolved the parent or legal guardian may appeal in writing to the Board of Education.

### **Zero-Tolerance Drug Abuse Policy**

The school reserves the right to have drug testing done on any student (at the parents' expense) when there is just cause to suspect him/her of drug use.

The testing must be done within 48 hours of the request. If the parent or the student refuses to have the drug testing done, the student will automatically be dismissed from school.

No student shall possess, use, consume, sell or give away any tobacco, alcohol or other illegal drugs (including those represented to be such), in any form or in any amount.

When a student is known to use or consume tobacco, alcohol, or other illegal drugs he/she may be immediately expelled or suspended until Ad Committee has reached a decision. A parent/guardian will be contacted by the school and law enforcement will be notified if required by law.

When a student is known to sell or distribute tobacco, alcohol or other illegal drugs, he/she will face immediate dismissal from school. A parent/guardian will be contacted by the school and law enforcement will be notified if required by law.

## **Suicide Policy**

As a Christian school responsible for the care and welfare of each student, we realize that an attempted suicide is a very serious cry for help. Students will be required to go home to undergo professional evaluation and treatment should they attempt suicide or lead people to think they are considering harming themselves. These students may return when the licensed psychologist or psychiatrist verifies in writing their readiness to return to school. The school strongly recommends a Christian psychologist or psychiatrist.

## **Search and Seizure**

The individual right of privacy is balanced by the school's responsibility to protect the health, safety, and welfare of all students and school employees.

The school reserves the right to search student dormitory rooms, lockers, desks, vehicles, and personal belongings for objects or materials deemed noncompliant with the school's rules and regulations and/or which threaten the safety of the students and staff.

## **Ad Building and Gym Expectations**

Efficient use of class time is essential to student success. To decrease classroom distractions, the following are considered unacceptable in class: laser pointers, or other electronic devices, talking out of turn, throwing items, or other behaviors as identified by the teacher.

Food, gum, and drink (with the exception of water) are not permitted in classrooms unless with permission.

# Campus Life

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All groups of people need operating guidelines to help them work together harmoniously. These guidelines, called protocol, reduce stress and improve communication by providing standardized ways of doing things. This section describes Wisconsin Academy protocol for a variety of needs.

## Living Off Campus

Students who are not living in the dorm must be living with a parent or a member of their immediate family (adult sibling over 21 years old, uncles, aunts, or grandparents). Exceptions to this rule must have prior Board of Education approval. Due to traveling difficulties, we do not recommend that a student live an excessive distance from school.

## Dorm Visitation

Dorms are always off limits to students of the opposite gender except under special circumstances. This includes being in or in close proximity to the dorm. Students may only be allowed to visit the dorm of the opposite gender with explicit permission from a dean in each dorm.

## Personal Property

Wisconsin Academy cannot assume responsibility for lost, stolen, confiscated, or damaged goods. Neither can it assume responsibility for packing and shipping personal effects left by a student.

## Skateboarding & Snowboarding

Due to an exclusion on our insurance policy, skateboarding and snowboarding are not allowed.

## Campus Vehicle Policy

To have a vehicle on campus, a student should abide by the following:

- Cars are to be used for transportation to and from home only.
- Written permission is required from parents/guardians of all carpooling students.

- Couples carpooling alone are not permitted.
- Cars must be parked in designated spots.
- Vehicles cannot be loaned out for other students to drive.
- Students may not drive to and from any school event or function.

Unauthorized loitering in and around cars is subject to discipline. Vehicle violations may result in the loss of vehicle privileges. The school does not assume responsibility for a student's vehicle.

## Student Services

### *Bookstore*

All textbooks are to be checked out at the beginning of classes from the school bookstore. Any required workbooks are to be purchased from the bookstore at the time of enrollment. Upon graduation or withdrawal, or when the class work is completed, students are to return all textbooks to the bookstore. No additional charge will be made if the books are kept in good condition and returned by the student who checked them out. If textbooks are not returned, are returned in damaged condition, or a second copy of a book or workbook is needed during the year, a charge will be placed on the bill.

### *Student Bank*

The Business Office provides a student bank to safeguard student funds. Deposits and withdrawals may be made during Business Office hours.

### *Computers*

The computer lab is available for student use during the day. The use of the computer lab is a privilege and students should keep in mind that they must follow the "Computer Use Agreement" signed at registration. There are also computer labs in the dorms that are available when the deans or RA's are around.

### *FACTS*

Wisconsin Academy provides FACTS as an easy way to keep up-to-date on your student's progress online. Once you receive your access code information, and school and class information has been posted, you can use FACTS to:

- Check your student's grades and attendance.

- Receive E-mail alerts when new grades are posted.
- Receive E-mail with school or class information.
- See what homework is not turned in and read notes from your student's teachers.
- View school announcements.

Your personal access code for FACTS will be assigned to you at registration.

### **Library**

The library provides additional resources for class assignments and extracurricular reading. All materials taken from the library must be checked out. Students are responsible for all materials checked out and may be charged a replacement fee should materials not be returned.

If a student does not find the materials that they need in the school library, they should order material through the librarian. These materials are generally loaned to the library for a period of four weeks. The student is responsible for replacing lost, stolen, or late books.

### **Lost and Found**

A lost and found department is located in the front office. Textbooks and other items left lying around should be turned in there. It will cost \$1 for a student to retrieve an item from the lost and found department. Any articles left unclaimed at the end of the school year will be disposed of. Students are expected to be responsible for their own items. The school is not responsible for any item lost or misplaced.

### **Mail**

Outgoing mail may be deposited in the mail slot at the Business Office. Mail is picked up daily at about 10:00 a.m. You may purchase stamps at the Business Office. Incoming mail is sorted in the Business Office and delivered to the dorms on a daily basis. Your mailing address is:

(Your Name)  
c/o Wisconsin Academy  
N2355 DuBorg Rd.  
Columbus, WI 53925-9520

## **Plant Services**

The Plant Services Department cares for all the campus buildings. If your room needs repairs, please contact your dean. If you see something on campus that is damaged or in need of repair, please report it to the administrative office. The deans and the administrative personnel will notify the Plant Services Department.

### **Security**

The buildings on campus are locked when not in use. Students are expected to stay out of locked buildings and unsupervised areas at all times. Each student will receive a key fob that is programmed to allow him/her into certain buildings at certain times. Students may not lend their fobs to other students; they will be responsible for the other students' actions if they do. Students who lose their fobs must tell their deans right away. They will then have to pay \$15 to receive a new fob. The fob is to be turned in at the end of the school year; otherwise, a \$15 fee will be charged to the student's account.

## **Dress Code**

The way we dress reveals something about how we view ourselves and others. At Wisconsin Academy we seek to create an environment where . . .

- Students are encouraged to focus on a personal friendship with Jesus, on academic excellence, and on wholesome social relationships.
- Personal value is based on what Jesus is doing in us rather than on outward display.

### **Campus Dress Principles**

- Be neat, clean, and simple.
- Be modest.
- Be appropriate for the place and activity.
- Do not offend or distract others – including members of the opposite sex

Wisconsin Academy dress standards apply on campus and on all school-sponsored tours and outings for all students, village and dorm. Students, both dorm and village, are expected to follow the dress code standards whenever they are on campus or on school-sponsored trips. Their dress and appearance should be suitable for the occasion. As

you select your wardrobe, please keep in mind that you are representing Jesus and a Christian institution. Parents/guardians are also urged to lend their influence in following the dress code policy.

Clothing for various meetings and activities will be announced, and it is expected that all students will seek to cooperate with these announcements. Please direct specific questions regarding appropriateness of clothing to the deans or administration. Village students who choose to attend a school function who are not dressed according to school dress code will be held to the same consequences as dorm students.

Any dress, fashion, or behavior that is gang-related is unacceptable. Torn, slashed, or patched clothing is unacceptable. T-shirts, sweatshirts, and all other types of shirts worn on campus must be in harmony with Christian values. Pictures, slogans, and brand-name logos conducive to Christian principles are acceptable. References to music groups, the drug culture, or video games are not acceptable.

### **Miscellaneous**

- Midriffs and cleavage must be covered at all times.
- Clothing should be modest and loose-fitting. Tight-fitting clothing such as jeggings or skinny jeans, is not allowed.
- Slacks must be appropriately sized and worn at the waist – no underwear showing.
- Bare feet are not permitted outside of individual dorm rooms
- Slippers may not be worn outside of the dormitories.
- Pajama type clothing may not be worn outside of the dormitories.
- Athletic shorts must not be shorter than 4" above the knee when standing. Slits may not extend higher than this level. Spandex must be worn with loose-fitting shorts.
- Tank tops, off-the-shoulder and sleeveless tops or dresses are not allowed.
- Only modest full-coverage swimsuits are appropriate swimwear—no low-cuts, no high-cuts.
- To protect our furniture, studded belts or chains are not permissible.

### **School Dress (During class times)**

Classroom attire consists of the following:

- WA uniform pants or: a. WA uniform shorts (for guys) b. WA uniform shorts or skirts (for girls)
- WA uniform polos, long sleeved or short sleeved
- OPTIONAL: WA uniform fleece/sweater/cardigan over a WA polo or a WA uniform hoodie over a WA polo. A dorm hoodie will become available for purchase at some point after school starts. Closed-toed, closed-heeled shoes or shoes with heel straps (no slippers, flip flops, or slides)

NOTE: Students must wear school dress anywhere on campus, except the dorms, from breakfast until, but not including supper unless otherwise designated by a work supervisor or dean. There are some exceptions (e.g., Gardening or PE class).

### **Work Dress**

Work supervisors in all areas of the campus should determine the appropriate dress for their workers, but it must follow the dress code principles.

### **Recreation Dress**

All miscellaneous guidelines listed above apply. In addition, non-marking, non-slip shoes must be worn for activities in the gym. Shirts must be worn at all times.

### **Cafeteria Dress**

#### Weekdays (Lunch)

Students must wear classroom dress or clean work clothes.

#### Weekdays (Breakfast/Supper)

Students may wear classroom dress, clean work clothes, or recreation dress.

#### Sabbath (Breakfast/Lunch)

Students must wear Sabbath dress.

### **Hats**

Head coverings (baseball caps, hats, doo-rags, athletic headbands, hoods, and bandanas) are not to be worn in the cafeteria, ad building, classrooms, or chapel. Athletic headbands, hoodies, and baseball caps may be worn for recreation.

### **School-Sponsored Trips**

School dress must be worn unless otherwise specified.

### **Hair Styles**

Hair should always be neat, clean, and well groomed. Extreme, faddish, and unnatural appearing hairstyles – such as shaving a portion of the hair, cutting designs into the hair, bleaching or dyeing the hair an unnatural color are not permitted. Bleaching or dyeing of hair while on campus is not permitted. Hair length for young men should stay above the collar and above the eyes.

### **Adornment**

Bracelets (including friendship bracelets and hair ties), decorative chains, rings, necklaces, earrings, ear studs, and all other body ornaments and piercings are not permitted. Writing or marking on oneself or tattooing of any kind is not acceptable. All makeup including eye makeup and lip color should give only a natural appearance. Fingernail polish should be clear.

### **Vespers, Sabbath School, and Church**

#### Young Men

Sabbath attire consists of a suit or dress shirt and dress pants. Recreational shoes are not appropriate footwear. Sabbath dress must be worn to Sabbath breakfast and lunch.

#### Young Ladies

Sabbath dress consists of a modest dress, blouse (sleeveless are not appropriate) and skirt or dress slacks. Recreational shoes are not appropriate footwear. Slits in dresses and skirts must not be excessive (must be within 1” of the knee). Shawls or sheer coverings may be worn over approved dresses only. Tight-fitting clothing is not appropriate.

Dress length must be to the knee cap. Leggings may be worn only under dresses or skirts that meet the above guidelines.

### **Banquet Dress**

#### Young Men

Banquet attire must follow the Sabbath dress policy unless otherwise announced.

#### Young Ladies

Banquet dress must follow the Sabbath dress policy unless otherwise announced.

### **Dress Code Infraction Consequences**

Dress code infractions may result in the following:

- the student may be asked to change into appropriate clothing
- The item may be confiscated
- The student may meet with the administrative committee to discuss further action

### **Dorm Life**

#### **Moving In Guidelines**

All rooms are inspected to ensure that everything is in good repair before students move in. Make sure that your key works and that your room has no major problems before moving into it.

#### **Items to Bring**

- School clothes
- Pillow
- Church clothes, including dress shoes
- Hygiene necessities
- Hangers
- Laundry bag or basket
- Sheets
- Detergent
- Blankets
- Towels
- Bedspread
- Toilet paper
- Mattress pad - extra-long (required)
- Cleaning supplies for bathrooms
- Alarm Clock

#### **Do Not Bring**

The following items should not, for safety reasons, be in the dormitory:

- Chains, knives (including pocketknives).
- Weapons of any kind, such as batons, pellet/BB guns, paint-ball guns, toy weapons (e.g., Nerf guns), etc.
- Skateboards
- Halogen lamps, candles, incense, lighters, matches, or any combustible materials.

In addition, do not bring the following:

- TVs
- Microwave
- Coffee makers
- Refrigerators
- Caffeinated drinks
- Hot plates
- Items excluded by the dean

### ***Moving Out Guidelines***

Any time a student moves out of a dorm room, the student needs to fill out a check-out sheet, and a dean must inspect the room. The room must be left clean and free of damage. If left otherwise, charges will occur. Personal items may be stored over the summer in a specified storage area with the dean's permission. Other items left in the dorm at the end of the year will be discarded.

### ***Roommates***

Students are required to have a roommate unless otherwise approved by the dean. An important part of your academic life will be the relationship you establish with your roommate. Taking time to communicate about each other's needs can prevent many problems.

### ***Room Keys***

A room key will be issued to each student for his/her room. If you lose your key, a second key will cost you \$50, which includes the rekeying of the lock. If you do not turn in your key at the end of the year, you will be charged \$50 which may be used to rekey the lock.

### ***Room Locks***

Lock your door when you are not occupying your room. All doors will be locked at room check time. Reasonable efforts will be made to protect the students' property; however, it is understood that Wisconsin Academy is in no way responsible or liable for the loss or damage to students' private property. If something is missing, report it to the dean immediately. Please do not keep large amounts of money in your room. A student bank is provided for you in the Business Office.

### ***Room Reservations***

Reserving a room is based on the previous year's room cleanliness scores. New students are placed by the dean.

### ***Room Changes***

All room changes must be authorized by the dean. Before you move out of your room, it must be cleaned, repair needs reported, and inspected by the dean.

### ***Room Check***

Rooms are expected to be clean and orderly and will be checked regularly. Although it does not happen frequently, in certain cases the deans and administration reserve the right to inspect a student's room at any time. Both roommates will be held financially responsible for any damage done throughout the year unless it is determined that one student is solely responsible.

### ***Room Decorations***

Your room needs to reflect Christian standards. All decorations are subject to the dean's approval. Stickers or tape may not be used on the doors, walls, windows, or furniture, except with specific dean approval.

Do not put nails in the walls. Please note that there is a minimum \$50 charge for repainting your room if you do not follow this policy. Do not hang items on the outside of the door or on the walls beside the door except with specific dean approval.

### ***Furniture***

Each room is furnished with drawers, one desk, and a bed for each student. Furniture (including mattresses) may not be moved from room to room without permission from the dean.

### ***Appliances***

Because of safety codes issued by the state, no electrical appliances may be used in an individual's room. This includes hot plates, refrigerators, microwaves, space heaters, etc. Halogen lamps and black lights are also not allowed.

### ***Painting***

In order to keep the rooms in good repair, students are asked not to paint the walls, woodwork, or

furniture in the rooms. In addition, wallpaper and decorative borders may not be used.

### ***Dorm Services and Facilities***

#### ***Trash***

All personal trash should be deposited in an outside dumpster. Your room trash should not be deposited in any other place.

#### ***Telephones***

Students can use the phones in the dorm lobbies and provide those numbers to their families.

#### ***Hallways***

The hallways are to be kept clean and free of clutter. Any item left outside your dorm room will be disposed of.

#### ***Laundry Room***

Washers and dryers are provided for your convenience. Please help maintain them by using them properly. Each student is required to put \$5 on the laundry card given to him/her at the beginning of the year. Money can be added to the card throughout the year.

#### ***Lobby***

The lobby is a comfortable visiting area for residents and guests. Please do not eat or drink in this area. Due to guests in the dorm, you must dress appropriately. To maintain a clean dorm, please remove your dirty shoes and cleats outside.

#### ***Kitchenette***

A kitchenette is available in each dormitory. Remember to clean up after yourself. Kitchenette dishes are expected to be returned to the kitchenette after use.

#### ***Dorm Library***

Books and games are in the dorm lobbies for your use. Please be respectful in your use and treatment of these.

#### ***Pets***

Pets are not allowed. Close dormitory quarters and numerous home leaves do not make having a pet feasible.

#### ***Food***

Students may have food in their rooms if it is kept in sealed containers. Students are not to bring food or drinks into the dorm to sell. Meat and caffeinated beverages may not be brought onto campus.

#### ***Repairs***

We ask that all residents help make us aware of repairs that need to be done by filling out a repair request form and giving it to the dean. This includes any repairs in your room as well as throughout the dormitory. Please do not attempt to do repairs on your own, especially on electrical items.

#### ***Prohibited Actions***

Because some actions go beyond affecting just yourself, it is necessary to have some starting guidelines for restitution of certain actions. If you should cause or be involved in any of the following, disciplinary action will be taken:

- Tampering with door alarms.
- Tampering with electrical system.
- Tampering with fire alarms (will result in \$50 fine), extinguishers, or sprinkler systems.
- Possession of candles, incense, matches, lighters, or other combustible materials.
- Possession of firearms or weapons of any kind, such as nun chucks, batons, pellet guns, paintball guns, etc.
- Possession of firecrackers or explosive materials. Possession of unauthorized appliances.
- Unauthorized entering or exiting of windows or doors.
- Tampering with or removal of screens.
- Destruction or tampering with school or personal property (including some acts that may be viewed as pranks but leave a mess to be cleaned up).

Any infraction of the above will call for disciplinary action or possible charges.

#### ***Campus Boundaries***

Wisconsin Academy owns over 600 acres of rolling farmland and forest land. This property is divided into three zones.

Zone 1 - Center Campus: This area, bounded by the four main buildings (cafeteria/gym, dorms, and ad

building), is open to students during regular school hours.

Zone 2 - Extended Campus: This area, bounded by the perimeter road and including the ballfield may only be used by students with special permission.

Zone 3 - WA Property: The Crawfish River and the grove, along with the rest of the property not included in Zone 1 and 2, are off limits to students except with direct faculty supervision. Being in an area without proper supervision is subject to disciplinary action.

All faculty homes are considered off-campus, and permission must be obtained from a dean to visit a faculty home for any reason.

## **Administrative Committee Requests**

Administrative Committee considers special requests from students. Before students bring requests to the Administrative Committee, they should first obtain permission from their parents/legal guardians and fill out an “Ad Committee Request Form.” Ad Committee requests are needed for the following:

- To take a weekend leave if it involves missing classes or work.
- To miss classes or work on a school day.
- To go home on a weekend not designated “open”
- All major requests.

## **Campus Leaves**

Students may go to town or other approved destinations with a faculty member or a person on their Authorized Drivers List if they meet the following criteria:

- Have permission from their dean.
- Sign out before leaving.
- Are returned to campus by the adult.
- Sign in when they return.

## **Signing In and Out for Leaving Campus**

Anytime students leave the dorm to go off campus, they need to get permission from the dean on duty and sign out at the front desk. Signing out is not permission; it is merely a record in the event the

student might need to be located. When returning, the student must sign in at the front desk. This includes home leaves, overnight leaves, and shorter trips off campus during the day.

## **Written Parental/Guardian Permission**

Written and signed parental/guardian permission must be received for any overnight leave other than travel to a parent/guardian’s home on a home leave. Permission consists of a request and explanation of the leave, including the name of the driver, the destination, and who will be accompanying the student/s throughout the leave, including at the proposed destination. This permission may be submitted by mail, fax, a photo of the signed letter, or an email with a phone call for confirmation. This consent must be communicated to the appropriate dean on duty at least 24 hours in advance.

## **Authorized Drivers List**

Students may only leave campus with a faculty member, work supervisor (for their job), or a person on their Authorized Drivers List. This list, written and signed by the parent/guardian must be submitted to the appropriate deans’ office at the beginning of the school year and may only be updated at the beginning of each academic quarter.

A student’s Authorized Drivers List may include adults 21 years of age and older. Drivers under the age of 21 may only be added if a compelling reason is given by parents and the request is approved by the Administrative Committee.

## **School Leaves**

### **Home Leaves**

Home leaves are extra-long weekends planned to allow students to go home every four to five weeks throughout the school year. They are intended to provide time for medical appointments, a change of pace, and time with family. As much as possible, all appointments that could interrupt the school day should be scheduled during this time. Home leaves are posted on the calendar to aid in planning for family events and personal appointments.

It is important not to miss the school days immediately preceding a home leave, both because attendance in class is essential for learning and good

grades, and because the day just before home leave may be the last day of the quarter, and tests will normally be scheduled for that day. Class work or tests missed because a student leaves early for home leave cannot always be made up.

Students are expected to leave campus during all scheduled home leaves and vacations unless they have made special arrangements. Dorms are closed during home leaves. All students are required to have an approved destination for home leaves.

Scheduled home leaves begin officially after the student's last class and work appointment on home leave day and end at 9:00 P.M. on Sunday. Students returning earlier than 5:00 P.M. or later than 9:00 P.M., must make advance arrangements with the dean. Meal services are not available until breakfast of the first day of classes. When students return from home leave, they are expected to return directly to the school and are then under school regulations.

Students planning to go to a home other than their own must have written permission from their own parents and a written invitation from the host family. Parents must submit this permission/invitation by mail, by fax, or by photo of the signed letter. Phone calls, emails, or texts are not sufficient permission. This consent must be communicated to the appropriate dean on duty at least 24 hours in advance.

### **Open Weekends**

Students may request leaves on weekends that are designated "open." Permission will be considered on an individual basis depending on the student's responsibilities for the weekend. Written parental permission must be received before a student leaves campus overnight with anyone other than his/her parents/guardians, and the driver must be on the student's Authorized Drivers List.

If a student is scheduled to work or has other responsibilities, he/she must obtain permission from the work supervisor and dean on duty before leaving campus.

### **Closed Weekends and Other Overnight Leaves**

A student requesting permission to leave campus during a closed weekend or any other overnight leaves other than home leaves or open weekends,

must fill out an Ad Committee Request form, receive the proper permissions, and have the request approved prior to leaving campus. A leave request and permissions must be turned in by the Wednesday prior to the leave. If the student fails to turn in his/her leave slip on time, he/she may not be approved to go. Students will not be granted overnight leaves on "closed" weekends: the Friday of the Week of Spiritual Emphasis or the Saturday night before a Sunday school day except for in unusual circumstances.

## **Transportation**

Students traveling home with anyone other than their parents must have written parental permission. Bus and train service is available from Columbus and Madison. Students must make arrangements with their respective deans for transportation to and from the station. There is a charge for this service except during home leaves. The charge is \$5 to Columbus and \$20 to Madison.

For local bus and train schedule information, call the following numbers:

### **Badger Coaches**

*Madison, WI 887-292-8259 [www.badgerbus.com](http://www.badgerbus.com)*

### **Greyhound**

*Madison, WI 800-231-2222 [www.greyhound.com](http://www.greyhound.com)*

### **Amtrak**

*Columbus, WI 800-872-7245 [www.amtrak.com](http://www.amtrak.com)*

### **VanGalder**

*Madison, WI 800-747-0994*

*[www.vangalderbus.com](http://www.vangalderbus.com)*

*(Shuttle to O'Hare Airport)*

## **Visitors**

We welcome visitors to Wisconsin Academy campus. If arriving on campus during school hours, guests should check in with the administrative office. After school hours, guests should check in with the appropriate dorm and check in with the dean on duty.

If guests wish to participate in a specific school activity—meals, recreation, worships, etc.—they should request permission from the staff member responsible for that activity. Visitors on campus or attending school functions must abide by the rules of

Wisconsin Academy. Staff reserves the right to ask visitors to leave during any activity. Some school activities, such as banquets, are limited to enrolled students.

As a courtesy to teachers and deans, individuals wishing to visit either during school hours or overnight must obtain permission from the administrator on duty at least one day prior to the visit. A student may request permission to have a visitor by submitting a request to Ad Committee. Ad Committee requests should be turned in one week in advance.

Our dorms are the private home of many individuals. Permission by the dean must be given before guests of the opposite gender may visit in the lobby. A young person of the opposite gender should never visit a student's dorm room. This includes siblings unless parents are present.

Visitors are expected to reserve lodging in advance in a same-gender dorm and to make arrangements for their meals. (Check with the business office for current rates to stay in a room and pay for meals.) Only same-gender parents or siblings are allowed to spend the night in a resident's room unless administration and deans indicate otherwise for special weekends.

All guests must check into the dorm by first checking in with the front office in the ad building. Arrangements for guests to stay in the dorm should be made in advance. Please note that dorm rooms are not always available for visitors.

Arrangements for cafeteria charges must be made in advance with the Business Office. Students should not assume that their guest(s) will be able to stay if proper arrangements are not made. No members of the opposite gender may be in the dorm without permission.

## **Buses & Vans**

Students are often transported in buses or school vans. While traveling, students should remain seated and follow the instructions of the bus driver.

Male and female seating on buses will be separated front to back. Sleeping on the floor or in the racks of the bus is prohibited. Mixed seating in either vans or buses is not permitted.

Open drinks/liquids are not allowed in buses or vans at any time.

## **Fire Drills**

In order to meet state requirements and to be prepared for an emergency, monthly unannounced fire drills will be practiced in the dormitory, gym-cafeteria complex, and administration building. Students should acquaint themselves with the posted exit routes in the various buildings.

The following guidelines will help educate you in case of emergency:

- If in the dorm, close your room doors but do not lock them.
- Leave the building immediately in an orderly fashion (dressed appropriately).
- Do not run.
- Go directly to your designated meeting area for roll call.
- Remain quietly in the designated area at least one hundred feet from the building until further instructions are given.

Students should acquaint themselves with the posted exit routes in the various buildings. Note: It is a federal offense to pull a fire alarm without just cause.

## **Asbestos Notification**

As a result of federal legislation (Asbestos Hazard Emergency Response Act - AHERA), all primary and secondary schools are required to inspect for asbestos and to have a plan of management for all asbestos-containing building materials. Wisconsin Academy is in full compliance with this law. Wisconsin Academy's plant services director maintains a list of the locations and types of asbestos-containing materials, a description, and time table for their proper management. Questions may be directed to Mr.

Douglas Show, maintenance director and designated person for asbestos, at (920) 626-4035 or at his office in the maintenance building.

# Media & Technology

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## General Media Guidelines

Wisconsin Academy recognizes that media in its various forms (music, books, magazines, games, and movies) has a strong influence on personal growth.

Media can be used effectively and powerfully in the service of God. However, it can also sway the mind from the peace Christ provides. Christian standards must be used in selecting media. The school finds unacceptable any media that:

- is satanic, pornographic or immoral
- is anti-Christian or anti-authority
- includes inappropriate language
- focuses on depression and suicide
- is intended to degrade males or females
- is used to create altered states of consciousness.

While many people have differing views of media, Wisconsin Academy follows the teachings of Philippians 4:8 which says, “Finally, brethren, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.

## Music

We believe that an increasing appreciation for sacred music is an important component in a person’s spiritual growth. In the music department, students develop skill in producing fine music both individually and with others. Study, worship, and relaxation times can often be enhanced by uplifting music that honors Christ and reflects positive Christian standards. All music brought on campus should be such.

Music devices should not be used outside dorms. Headphones, earbuds, or the like may not be used at any time in the dorms or outside the computer labs where teachers have consented for them to be used. Continued use of inappropriate music will result in disciplinary action. Village students should not bring music devices to campus.

## Cell Phones

Cellular phones are a useful tool to communicate with friends and family, however, they can prove to be disruptive to study, social, and spiritual life. As a result, cell phone usage is not permitted on campus. Occasionally, on major, off-campus, school-sponsored trips, there will be exceptions, with specific guidelines. Upon arrival at school, students must turn in cell phones to the deans. They may be retrieved when students are picked up for home leaves. Public phones with free long distance are available in the dorms.

Village students are required to turn in their phones to the office when arriving on campus and may retrieve them when picked up after school. When on campus, and on trips, they are required to abide by the aforementioned cell phone policy.

## Personal Computers

Computers can be very useful tools, especially in an educational setting. For this reason, computers with internet access are provided in both dormitories. The school computer lab and Student Success Center are open much of the day. These locations provide filtered, monitored internet. Because of the availability of computers, students may not bring their own personal devices to campus.

## Games

Wisconsin Academy wants to encourage students to use their time wisely; therefore, computer-based games are to be used only for education purposes in connection with a class. No gaming devices should be brought to campus. Board and card games of a spiritualistic nature should not be brought or played on campus. These will be confiscated for the rest of the year.

# Financial Information

## Financial Costs

Dorm Student		Day Student	
<i>Tuition</i>	\$9,000	<i>Tuition</i>	\$9,000
<i>Cafeteria</i>	\$3,350		
<i>Dorm</i>	\$2,550		
<i>Fees</i>	\$850	<i>Fees</i>	\$850
<b>Total</b>	<b>\$15,750</b>	<b>Total</b>	<b>\$9,850</b>
<i>Due at</i>	\$2,340	<i>Due at</i>	\$1,750
<i>Registration</i>		<i>Registration</i>	

International Student	
<i>Tuition</i>	\$9,000
<i>Cafeteria</i>	\$3,350
<i>Dorm</i>	\$2,550
<i>Fees</i>	\$850
<i>Int'l Student Fee</i>	\$7,000
<b>Total</b>	<b>\$22,750</b>
<i>Due at</i>	\$9,340
<i>Registration</i>	

The payment due at registration includes the fees of \$850 and the first month's payment of tuition, room and board.

## Billing Information

Statements will be sent out from the Business Office the beginning of each month and are due by

the 20th of every month. Payments can be made through the mail by check, in the Business Office by cash or check, through the school's online payment link at [www.wisacad.org](http://www.wisacad.org) (click Pay Bill Online in the blue bar at the top of the page for AdventistSchoolPay) or by using <http://paypal.me/wisconsinacademy>.

Payments by credit card (MasterCard, Visa, or Discover) can be made by phone or in the Business Office.

## Financial Assistance

Any youth who desires to be at Wisconsin Academy, and demonstrates financial need, may apply for assistance. Parents must fill out a "Financial Assistance Application" that can be obtained from the Business Office or online at [www.wisacad.org](http://www.wisacad.org) (Click on the "Admissions" tab then "US Student Application"). Each Financial Aid application must be accompanied by a copy of the 1040 Federal Tax return. Assistance may vary depending on need and available funds.

## Financial Assistance Program

The Youth Educational Scholarship (YES) has been established to provide revenue from five sources for qualifying students: the student's family, the student's labor, the student's local church organization, Wisconsin Academy, and the Wisconsin Conference of Seventh-day Adventists.

This is a matching program contingent on the family meeting their monthly obligation, where the academy and conference will each match what the local church gives up to the maximum of \$2,000 (\$1,000 for village students and for Choice students).

The local church, on the other hand, can contribute as much as they choose. Children of conference employees are not eligible for the YES program if they receive tuition subsidy.

If the local church does not contribute to the YES program, or if the family does not meet its obligation (determined through the Financial Aid Application), no matching funds will be awarded. Furthermore, students may lose financial aid for a pattern of poor attendance, failing grades, or repeated discipline

issues. The YES program will be awarded at the end of each semester and will be prorated for the number of months the student stays in school.

The YES Financial Assistance Program Form is to be completed by the local treasurer after a church board has voted to assist the student through participation in the YES program. The complete document, along with a completed financial aid application and the family's most recent signed tax return, must be presented to the Wisconsin Academy Business Office as soon as possible. Without these documents, matching funds cannot be awarded. A separate form and aid application is to be complete for each qualifying student.

## Financial Policies

The financial policies of Wisconsin Academy are as follows:

- The entrance fee must be paid in full at or before registration
- Returning students cannot enroll in the current year until the outstanding balance from the prior year is paid. Exceptions may be granted upon arrangement with the Business Office.
- Outstanding accounts in other schools must be settled before students are admitted to Wisconsin Academy.
- Payments are due by the 20<sup>th</sup> of each month.
- Students must have an exam permit to take semester exams. Before they can receive their exam permits in December and May, their bills must be current or arrangements made with the Business Office. Students can pick up their permits in the Business Office.
- Outstanding balances must be paid in full before a transcript or a diploma is issued.
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- Outstanding balances of students who leave Wisconsin Academy may be referred to a collection agency.

## Family's Acceptance of Responsibilities

All those who are awarded financial aid must abide by the following policies:

A student receiving financial aid must maintain passing grades in all subjects.

A student receiving financial aid must cooperate fully with the work-study program by working in his or her assigned job willingly and conscientiously. If a student does not work the assigned number of hours, the scholarship will be pro-rated accordingly.

Students receiving financial aid are expected to cooperate fully with the school administration and to comply with all the rules and standards of the school. If a student receiving financial aid is involved in disciplinary action that results in a period of suspension or probation, the student will not receive financial aid for the time involved. The parents or guardians will be expected to pay the amount of aid lost because of the disciplinary action.

The family's financial commitment plus any incidental charges such as music lesson fees must be paid by the twentieth (20<sup>th</sup>) of each month. Failure to do so will jeopardize further financial aid.

Financial aid is contingent on the student and family faithfully fulfilling their obligations under this agreement. Failure to do so is taken seriously by the administration and the donors who provide these funds.

## Discounts

The following discounts are available from Wisconsin Academy to assist with the cost of education:

Early Registration Discount - \$100 off if financial arrangements are made with the Business Office by August 1st. (Please Note that this does not apply to Choice village students)

Pre-paying for the Semester - 3% off tuition for that semester

Pre-paying for the Whole Year - 7% off tuition for the year

Multi-student Discount - 3% off tuition for each student (including first cousins)

These discounts are for full paying students and are subject to a number of variables and some exclusions. Please contact the Business Office with questions.

### **Student Labor**

Each student is expected to work as part of the work-study program at Wisconsin Academy. Most jobs are 3 hours per day and pay minimum wage which is applied toward this student's account. A student can expect to earn up to \$2,500 over the course of the school year. If a student is unable to work and loses his/her job through discipline or poor job performance, the parents will be responsible to make up the difference.

Wisconsin Academy provides a limited amount of summer employment for full-paying village students. Please contact the business office for more information.

### **Past Due Accounts**

The Wisconsin Conference Board of Education has voted that students with account balances which are 21 days past due may be sent home at the next home leave and may not be allowed to return until payment is received.

If unforeseen issues arise, it is paramount to communicate with the business office. The business office will do its best to work with each student and family. Failure to communicate will imply lack of commitment to make payment on the account.

Students must obtain semester and final exam permits from the business office before taking exams. To acquire the permits, a student's account must be current.

### **Outstanding Accounts**

Arrangements must be made for the payment of outstanding accounts owed by the student or other members of his/her immediate family before the student will be permitted to enter school for another year. Accounts outstanding in another school should be settled before the student is admitted to Wisconsin Academy.

### **Partial Charges**

Students who enter late or are absent for a time but make up the back work for full credit will be charged full tuition. No rebates will be made for vacations. Rebates for cafeteria charges might be made for absences from school due to extended sickness or injury if requested. No rebates are made when a student is away for disciplinary reasons.

Should a student wish to withdraw from school, a withdrawal slip must be obtained and signed by the principal. Full charges will be applied until this has been done. If the student has been in school four weeks or less, a partial refund of the entrance fee will be given. If the student completes more than four weeks but less than the first quarter of school, half of the entrance fee will be refunded. Please refer to Wisconsin legislation SPS 408 for more information

### **Separate Charges**

The following items will be charged separately and are subject to change:

Private Music Lessons <i>(piano, guitar, voice, strings)</i>	\$20 per lesson
Music Touring Group Outfits	
Choralaires - Guys	\$110 for tuxedos
Choralaires - Girls	\$85 for dresses
Bells (including RingFest)	\$150
Welding Class	\$75 per semester
Graduation Fee (for seniors) <i>(cap, gown, diploma, class pic)</i>	\$125
Science Lab Fees	\$40
Art Lab Fee	\$25
Life Skills Fee	\$40
Group Music Lessons	\$10 per lesson
Math Fee	\$20

### **Village Student Cafeteria Charges**

Village students who wish to eat at the cafeteria must check in at the front table with the faculty member who has the meal charge book. The faculty member will write down that the student is eating in the cafeteria, and the student's account will be charged \$5.00 per meal. Village students will not be charged for school activities that include meals.

## **Guest Meal Charges**

Guests of a student (parents or friends) may eat at the cafeteria if prior arrangements have been made. The cost is \$6.00 per meal for guests. Tickets should be purchased ahead of time through the business office. A booklet of 10 tickets may be purchased for \$50.00.

## **International Students**

Students coming from another country must be prepared to pre-pay their account. Students should also plan to purchase a round-trip plane ticket.

## **Class Trips and Mission Projects**

When a class trip or recreational activity is combined with a mission project, only those donations given for the mission project are tax deductible. Expenses for specific activities other than those directly associated with the mission project and transportation are the responsibility of the class or individual. While anyone is free to help with these additional expenses, such gifts do not qualify as charitable donations for tax purposes. If unforeseen circumstances prevent the planned project from taking place, donated funds will be held for the next mission project.

# Village Students

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Village (day) students have made the same commitment as dormitory students and should follow the same guidelines. Each student, whether dormitory or village, will be given a copy of the student handbook and the dorm handbook for his/her gender at the beginning of the school year.

## Village Student Car Policy

Village students may commute to and from school. When they arrive on campus, their vehicles must be parked in the church parking lot, and their car keys must be turned over to the registrar or administrative secretary. Village students are not to leave campus until the end of their school day. Those who have to leave campus during the day must sign out on the "Village Sign-out Sheet."

At no time is a dorm student permitted in the car of a village student unless approved through specific Administrative Committee request. Students are not allowed to be in any vehicle, other than their own, without making prior arrangements with administration.

## Sick List/Illness

Village students who are sick must have their parent/legal guardian notify the school administration before the student's first appointment. Wisconsin Academy will comply with the stipulations of s. 118.15 (3), Wis. Stat., before it will excuse the absences due to illness. All sick days must be documented, and under s. 118.15 (3) (a), Wis. Stat., the attendance officer may need to ask a parent/legal guardian to get a "written statement" from a licensed physician as "sufficient proof of the physical or mental condition of the child." A written statement becomes even more essential when a student is frequently sick (3 days or more in a single semester). Arrangements should be made with the teacher if a major project/assignment is due that day.

## Use of Technology on Campus

Village students are expected to abide by the school's Media and Technology policy. Those who violate this will be subject to discipline

## Village Student Cell Phone Policy

When village students arrive on campus, their cell phones and any other electronics need to be turned in to the registrar or the administrative secretary. Students may pick up their phones after their last appointment of the day when they are leaving for home.

## Lockers

Each village student may request the assignment of a locker to keep books and personal items. The school will not be held liable for the loss of these items.

## Dorm Visitation

Dorm rooms are the home of dorm students while here on campus and are to be treated accordingly. At no time is a village student to enter into a dorm student's room if the dorm student is not present or without his/her permission. Village students must check in/sign in with the deans when visiting the dorms.

Prior arrangements need to be made with the dean before any overnight visits will be allowed in a student's room in the dormitory. Study hall time is off limits for any village student to be in the dorm unless special permission has been given by the dean on duty.

## Attendance at Meetings

Village students are required to attend all assemblies and chapels on campus during regular school hours (between 8:15 a.m. and 6:00 p.m.). Additional meetings, such as weeks-of-prayer that are school sponsored, or any meetings that are part of the curriculum are of value and all village students are encouraged to attend.

## **Medications**

No medication is to be given out to village students without permission by the parents. Only the school nurse, a school administrator, or a dean may dispense over-the-counter medication.

## **Weekend Activities**

While attending academy activities on weekends, village students must uphold all standards of deportment, dress, and attendance that are printed in the student handbook.

# **Disclaimer**

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Regulations adopted by the school administration, published or announced, during the school year will carry the same force as if printed in the school handbook.

This handbook covers a wide variety of situations that the students will face on a daily basis while attending Wisconsin Academy. Because every circumstance cannot be covered, we rely on each individual's ability to practice common sense. Students will be held accountable for other contracts such as computer usage, etc. that are not part of this handbook.