



WISCONSIN

Handbook & Calendar



ACADEMY

2023 - 2024





WISCONSIN ACADEMY

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Our Mission

Developing leaders today who will walk with Jesus into eternity.

Operated For

- Young people who desire a Christian education.

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
- Registered with the State of Wisconsin

Contact Information

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General Information

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 before making the decision to attend Wisconsin Academy.

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.

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.

Our Philosophy

“True education means more than the pursual 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.

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.

A Word to Parents

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. 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)

Applying to Attend Wisconsin Academy

Application Procedures

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

- Submit an application at wisacad.org.
- Submit three recommendation forms from a teacher, pastor, and/or other responsible adult.
- Submit an official transcript of grades or 8th grade report card from their previous school.
- Receive financial clearance from the Business Manager: (920) 626-4018.

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. Once the applicant has been accepted, he/she may begin the online enrollment process.

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 of online enrollment 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.

Non-Discrimination

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

Spiritual Development

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

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.

At Wisconsin Academy we encourage students to have personal devotions.

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.

Sabbath Preparation and Enjoyment

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

As Seventh-day Adventists, we observe the Sabbath from Friday sunset through Saturday sunset. We welcome the Sabbath hours with a vespers worship 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.

It is our desire that every student experience the promise found in Isaiah 58:13, 14: *"If you keep from desecrating the Sabbath, from doing whatever you want on my holy day; if you call the Sabbath a delight, and the holy day of the Lord honorable; if you honor it, not going your own ways, seeking your own pleasure, or talking business; then you will delight in the Lord..."*

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

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.

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 P.M. 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 vegetarian diet and refrain from the use of caffeinated beverages.

Students with special dietary needs are invited to work with cafeteria personnel to design a plan to meet those needs.

Please note the following:

- Students may have food in their rooms if it is kept in sealed containers.
- Meat and caffeinated beverages may not be brought onto campus.
- Guests may eat in the cafeteria with prior arrangements for payment with the Business Office.

Exercise

A daily recreation period is 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.

Students wishing to walk or jog must always have permission from their dean and any supervising staff. 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 and dental appointments are to be scheduled during home leaves to avoid missing classes and work. On the rare occasion that a doctor must be seen during the school day, a doctor's note is required, or the absences may not be excused.

Medical Forms and Immunizations

Medical information and consent forms are a part of the enrollment process and must be completed before students enter classes.

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.

Parents/Guardians should consult their student's physician regarding the required doses of each immunization.

Parents/guardians of all incoming students must submit form F-04020L (<https://www.dhs.wisconsin.gov/forms/f0/f04020l.pdf>) before the student enters classes. This form serves as an immunization record as well as a waiver for any students who have not been fully immunized due to medical, religious, or personal reasons. Students who are not fully immunized may be excluded from school in the event of an epidemic. Parents/guardians should resubmit form F-04020L each year if there are any changes to the student's immunization record.

Medications

All prescription drugs and over-the-counter drugs must be checked in with the dean or the school nurse. It is state law that students are not to have prescription drugs in their rooms, except for inhalers and epi pens. Medications are stored and dispensed in the deans' office.

Illness

Students, please follow this procedure when ill:

- Notify the dean on duty prior to your first class or work appointment to have your name added to the sick list. Do not miss class or work until the dean has put you on sick list.
- 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.
- If you are ill enough to be on sick list, you must stay in your room until the next day. Simple meals will be delivered.

- While you are on sick list, you may not have visitors in your room.
- Arrangements should be made with the teacher if a major project/assignment is due that day.

Any exceptions to the above policy must be approved by the dean on duty. Your classes will not be excused if you do not abide by these procedures. A student, either village or dorm, who has been put on sick list and who is seen out and about on campus later that day will receive unexcused absences for all classes missed.

Social Development

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 year.

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 compensation 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.

Student Council

Student Council is made up of the SAVice-President, who chairs the council, and two elected representatives from the four classes (freshmen, sophomore, junior, and senior).

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 elects 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.

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 quarters.
- Hold no other major office and not more than one minor office.

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

- 2.50 cumulative GPA.
- No failing grades for the preceding and current semester.
- Attendance record of C or above for the preceding and current quarters.
- Hold no more than one other office.

Failure to maintain the above standards or have any major discipline, such as suspension, may jeopardize holding major or minor offices. An office, once lost, may not be restored that school year.

Guys' Club and Girls' Club

All students are automatically a member of his/her respective club. The cost of membership is included in the entrance fee.

Campus Social Relationships

Developing exclusive relationships at a young age can be detrimental and diminishes broader social development. We encourage students to form healthy friendships but not exclusive romantic relationships. We believe the following guidelines are helpful.

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 girls take the sidewalk to their own dorm.

Students sitting together must sit up, without leaning against each other. More than one person may not be covered or wrapped in the same blanket.

Students are expected to conduct themselves in a Christian manner in all social interactions. This is applied regardless of gender. The privilege of being together will be taken away if inappropriate behavior occurs.

Social Restriction

Students who take part in inappropriate behavior may be placed on "social restriction" by a faculty member. Being on "social restriction" is a time-out period from a specific person or persons. Once placed on social restriction, the students will remain on 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. Any communication between 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

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

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.

The work coordinator will assign most work positions. Job positions will be determined at registration or shortly thereafter. 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 minimum wage.

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 \$2,500 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, proper I-9 documentation needs to be submitted at registration.

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.

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.

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)
- Cafeteria workers
- Janitorial services
- Maintenance and grounds care
- Lighthouse Thrift Store

Work Expectations

Students are expected to perform duties in cooperation with their work supervisors. Work supervisors will assist student workers in developing work skills and a work ethic that will help them be successful both now and in the future.

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.

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

Intellectual Development

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

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
- Health – 0.5 credit
- Mathematics – 3 credits
- Physical Education – 2 credits
- Science – 3 credits
- Social Studies – 3 credits (includes 1 credit of American History and 0.5 credit of Government)
- Vocational – 1 credit
- Electives – to meet required credits

The student must have at least a 2.00 cumulative GPA (or appeal to academic standards) 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.

Academic Diploma

To receive a academic diploma, a student must satisfactorily complete 25 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
- Modern 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 general science)
- Social Studies – 3 credits (includes 1 credit of American History and 0.5 credit of Government)
- Vocational - 1 credit
- Electives – 1 credit minimum

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 25 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/Practical Mathematics
- Computer Applications
- English I
- Physical/Earth Science
- Religion I
- Choose one or two of the following:
 - Electives
 - Health
 - Physical Education
 - World Geography

Sophomore Year

- Biology
- English II
- Geometry/Algebra I
- Religion II
- World History
- Choose one or two of the following:
 - Electives
 - Health
 - Physical Education

Junior Year

- Algebra II/Geometry
- American History
- Chemistry/Earth Science
- English III
- Religion III
- Choose one or two of the following:
 - Electives
 - Health
 - Modern Language I
 - Physical Education

Senior Year

- English IV
- A&P/Physics
- Government
- Pre-Calculus/Accounting
- Religion IV
- Choose one or two of the following:
 - Electives
 - Health
 - Modern Language II
 - Personal Finance/Life Skills (Shop, Home Ec,)
 - Physical Education

Students should plan to take all classes required for their grade level. Students are not to take subjects above 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.

Computer Technology

AP Computer Science A

1 credit

Prerequisite: Algebra I, Geometry, Computer Applications

This course is to familiarize the student with the concepts and tools of computer science while learning a subset of the Java programming language. The student will do hands-on work to design, write, and test computer programs that solve problems or accomplish tasks.

Computer Applications

1 credit

This course is designed to teach the fundamentals of Microsoft Windows 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 Applications

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 Production

0.5 credit

Prerequisite: Computer Applications

This course is designed to teach students the basics of video production including scripting, filming, audio recording, and editing with Adobe Premiere Pro and Adobe After Effects.

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 studying non-fiction and fiction sources. Grammar and usage skills are further developed and applied. A variety of writing and speaking styles and skills will be emphasized.

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 British and world literature and the history of the English language. The course emphasizes analytical, persuasive, and research writing. College prep skills, resume writing, and interview skills are also explored. Upon completion of this course, students should feel adequately prepared for college composition classes.

Modern Languages

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

Practical Mathematics

1 credit

This course is a sound mathematical foundation for life and prepares students for various math problems they may encounter in daily life as well as future mathematical courses. Topics include operations with fractions, decimals, ratios, and percentages. The content may vary based upon the knowledge of each individual student.

Algebra I

1 credit

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, and 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 a 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 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.

Fine Arts (Music and 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, and as such, members are required to enroll both semesters.

Choralaires

0.5 credit

Requirement: Membership in choir.

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, and as such, members are required to enroll both semesters.

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.

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.

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)

3-D Design

0.5 Credit

This is a 3-D Design class that focuses on three-dimensional forms and ideas. Students are challenged to take the basic elements and principles of design to create form. Basic tools, construction techniques and materials are taught in this course using wire, fabric, paper mâché, cardboard, wood, and ceramic. This class will be very hands-on. By the end students will have an understanding of how to make something two-dimensional and transform it into something three-dimensional.

Intro to Principles of Christian Drama

0.5 credit

This course is designed to give an introduction to acting and performance techniques to help enhance creative ministry skills. Students will perform small group skits and presentations throughout the year as well as a full-act play. Students will learn basic performance vocabulary and acting styles while focusing on creative movement, voice control, and character development.

Yearbook

1 credit

Yearbook class is a hands-on course where students and teacher work closely together to produce "The Badger," Wisconsin Academy's yearbook. Instruction will be given in a variety of areas, including journalism, photo-journalism, layout and design, advertising, and leadership. Students will practice 21st century skills such as critical thinking, creativity, collaboration, communication, technology literacy, productivity, social skills, and more.

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, and substance abuse.

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

Bible I explores questions regarding who God is, what He is like, and how to have a real relationship with Him. Students will get to know the person of Jesus Christ through the gospels, understand God's gifts of creation, the Sabbath, and undeserved grace, and discover their true identity in Him.

Bible II

1 credit

Prerequisite: Sophomore class standing

Bible II is a further exploration of God's love through the stories of Hosea and David in the Old Testament as well as the Sermon on the Mount and the book of Acts in the New Testament. The course will conclude with an exploration of what it means to abide in Jesus while we wait for His return.

Bible III

1 credit

Prerequisite: Junior class standing

Bible III covers the great prophetic themes of Scriptures. After building a solid foundation with a review of the enduring, trustworthy, and true nature of the Bible, the course explores the great sanctuary theme throughout the Bible and how it reveals God's plan of salvation. Particular study is then given to the prophetic books of Daniel and Revelation. The course concludes with an overview of how the hope of Jesus' return found in these books sparked the Seventh-day Adventist movement.

Bible IV

1 credit

Prerequisite: Senior class standing

Bible IV is an exploration of the relevance of biblical Christianity in practical life. The course begins with an in-depth study of the book of John, focusing especially on developing a personal devotional life. It continues by exploring the relationship between the Seventh-day Adventist beliefs in the Bible and major world religions. It then explores issues of ethics and morality from a biblical vantage point. The course concludes by studying how biblical principles can help us build healthy relationships.

**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 Academic 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, Algebra II or taking currently.

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 kinetics and equilibrium, acids and bases, and organic chemistry. Laboratory is a part of this course.

Earth Science

1 credit

Elective

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.

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

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 in 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.

Contemporary World Issues

0.5 credit

This course will acquaint the student with the events and people that are shaping the world today through discussion of the major issues that affect everyone of us. Students will gain a better appreciation and understanding of the world around them in light of our Seventh-day Adventist view of the gospel and prophecy.

World Geography

1 credit

This class is a study of the earth and its people. World Geography provides an overview of earth's ecological systems and the culture, economy, and distribution of earth's major people groups as well as earth's physical features and points of interest.

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.

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. (This course is offered as a Math option for the General Diploma, however students may only count this course once, for either Math or Vocational credit.)

Personal Finance

0.5 credit

This course uses Dave Ramsey curriculum and is designed to teach students the knowledge and skills needed to make informed financial decisions, develop sound financial habits, and manage money effectively. Topics include budgeting, savings, debt, consumer rights and responsibilities, and giving.

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 basics of automotive care and maintenance and beginning welding skills. It is project-based and there is a lab fee.

Class Load

A normal class load consists of 6 credits of study plus a work assignment. Class loads of over 8 credits must receive approval from the Academic Standards Committee. All virtual courses will be considered part of the student's load. Students will carry a minimum class load of 5 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
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.

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 any form of cheating or 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 student will receive a 0 on the assignment. The teacher will send an email to all staff to notify them of the first incident, document the incident in FACTS, and notify the student's parents/guardians.

Level 2: Second and subsequent incidents of academic dishonesty

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

Late Work Policy

Late assignments will receive a penalty as outlined in the class syllabus. In most cases, homework turned in after a chapter or unit test will not be accepted.

Credit Transfer and Transcript Policy

Wisconsin Academy accepts credit from accredited in-person schools, virtual schools, and home schools 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, and the student may be asked to take placement tests. Exceptions to this must be approved by the Academic Standards Committee.

Transcripts from the school(s) previously attended or a record of courses taken when home schooling must be submitted to the Registrar's Office before the student is accepted.

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 may be 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.

Wisconsin Academy may require students who continue a pattern of failing grades to withdraw at the end of the semester.

Students with Educational Plans

WA provides a regular high school academic program, designed for students who are able to perform at a standard academic level or above, and offers limited special education services.

Parents of students who enroll 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 student and reserve the right to ask a student to withdraw if it is clear that the student's academic needs are not able to be met.

Standardized Testing

Wisconsin Academy is a non-Saturday testing center for the ACT. MAP and other standardized tests are offered yearly.

Adding or Dropping Classes

Students have the first week to add and the first two weeks of a semester 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 school days to make up missed class work as school days missed.

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 virtual classes or summer school, 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 Requests

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

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 such as MAP.

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 chosen by students and sponsors, and approved and invited by administration.
- 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 evening 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 siblings 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 2:00 p.m. on graduation Sunday.

Attendance Policy

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.

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. Attendance is part of a student's permanent record.

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 may 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 9 attendance points (3 absences).

Attendance Codes & Point System

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

Absences

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

AE = Excused Absence

AU = Unexcused—any unexcused absence 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 deducts one attendance point. Each unexcused extended tardy deducts two attendance points. Generally, tardies are unexcused unless a student is detained by a staff member.

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)

Five consecutive school days with perfect attendance (no unexcused tardies or absences) recovers three lost points. (Total points will never exceed 21 points.)

Consequences of Lost Points:

- 3 and 6 points lost = detention.
- 9 and 12 points lost = detention and communication to parents.
- 15 and 18 points lost = detention and a call to the parent by the student and attendance officer to explain the infractions.
- 21 points lost = detention and meeting with the attendance officer and the principal.
- Any points lost over 21 will result in detention for every infraction.
- Chronic infractions may result in additional consequences.

Skipping detention will result in doubling the consequence. Repeated skipping will result in a conversation with the principal and attendance officer and communication with the parents.

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.

Students who reach a D in attendance may 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.

Excusing Absences and Tardies

If a student has missed class for an excusable reason (other than being on sick list, for a pre-arranged 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.

School-excused Absences

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

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 of \$25 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.

Prearranged Absences

The student should obtain administrative 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.
- Fill out an Administrative Request form.
- Make arrangements with each teacher to complete missed work.
- Find a substitute for work and make arrangements with the work supervisor for the missed work time.
- Submit the completed Administrative Request form for possible approval.
- Classes missed for medical appointments may not be excused without a doctor's note.

Behavior Policies

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.

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.

Behavior Code

The behavior policies are based on Christian principles and apply to all school activities, both on and off campus.

General 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.

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.

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.

Sexual Harassment

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., joking, degrading comments).
- 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, messages, or objects.
- Suggestions, threats, or demands for sexual favors.

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 staff member 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 offended and offender separately and explain the corrective action that has been taken. Any further events should be reported.

The administration will prepare an 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:

- Discrimination against others.
- Hazing, bullying, or similar activities which cause bodily or emotional harm.
- 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, tobacco products or harmful drugs in any form.
- Gambling, betting, or possessing gambling devices.
- 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.
- 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.
- Being in the opposite dormitory without permission.

- Leaving campus without proper permissions and/or staying in an unauthorized setting.
- Sexual activity.
- Throwing objects of any kind in the cafeteria.
- Any other behavior that undermines the principles of Wisconsin Academy.

Zero-Tolerance Behaviors

Involvement in any one of the following areas of conduct will result in discipline up to and including dismissal from school.

- Promoting atheistic, satanic, or occult ideas and practices.
- Selling and/or supplying drugs including alcohol and tobacco.
- Possession of firearms/weapons on campus.
- Entering locked facilities, picking or breaking locks, doors or windows, duplicating school keys, or possessing unauthorized keys.

Suspension/Expulsion

When a student is involved in an incident which requires discipline, the student may be asked to appear before the Administrative Committee. In some cases students may receive an in-school or out-of-school suspension. In the case of out-of-school suspensions, parents are responsible to pick up their student. If they do not pick up the student, administration will arrange a ride at the parents' expense. Students may not return to campus during their out-of-school suspension.

Any office, leadership positions, or select groups held by the student may be lost for the remainder of the school year.

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 inquiring schools 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 including graduation weekend.

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 by requesting a meeting with the administration.

If a situation remains unresolved the parent or legal guardian may appeal in writing to the Wisconsin Conference Board of Education.

Zero-Tolerance Drug Abuse Policy

The school reserves the right to drug test any student (at the parents' expense) when there is just cause to suspect him/her of drug use. If the parent or the student refuses to have the drug testing done, the student may be dismissed from school.

Suicide Policy

As a Christian school responsible for the care and welfare of each student, we realize that an attempted suicide is a serious cry for help. Students may 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. The student may be allowed to return when the licensed psychologist or psychiatrist verifies in writing their readiness to return to school.

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, electronic devices 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.

Campus Life

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.

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

Textbooks

All textbooks and workbooks are to be checked out at the beginning of classes from the teachers in each class. Workbooks will be charged to the student's account. Students are to return all textbooks at the end of the school year, or at the time of withdrawal. 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.

Computers

There are 4 computer labs on campus available for student use during the day. The use of the computer labs is a privilege and students should keep in mind that they must follow the Media & Technology policies found in this handbook.

FACTS

Wisconsin Academy provides FACTS as an easy way to keep up to date on student progress online. Use FACTS to:

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

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.

Lost and Found

A lost and found department is located in the front office. Textbooks, key cards, and other lost items should be turned in there. Any articles left unclaimed at the end of the school year will be disposed of. Students are 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 bin in the copy room. 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 Front Office and left on the mail table in the copy room 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 card that is programmed to allow him/her into certain buildings at certain times. Students may not lend their cards to other students; they will be responsible for the other students' actions if they do. Students who lose their cards must tell their deans right away. They will then have to pay to receive a new card. The card is to be turned in at the end of the school year; otherwise, a 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 personal value is based on what Jesus is doing in us rather than on outward display.

Campus Dress Principles

- Be neat and clean.
- Be modest.
- Be appropriate for the place and activity.
- Do not offend or distract others.

Wisconsin Academy dress standards apply on campus and on all school-sponsored tours and outings for all students, village and dorm.

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. Clothing with references to non-Christian principles is unacceptable.

Miscellaneous

- Midriffs and cleavage must be covered at all times.
- Clothing should be modest and loose-fitting. Tight-fitting clothing is not allowed.
- Slacks must be appropriately sized – no underwear showing.
- Bare feet are not permitted outside of the dormitories.
- Slippers and pajama type clothing may not be worn outside of the dormitories.
- Athletic shorts must not be shorter than 4" above the knee when standing. Spandex must be worn with loose-fitting shorts.
- Tank tops and off-the-shoulder tops or dresses are not allowed.
- Only modest full-coverage swimsuits are appropriate swimwear—no low-cuts, no high-cuts.

School Dress (During class times)

Classroom attire consists of the following:

- WA uniform pants or:
 - WA uniform shorts (for guys).
 - 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. A dorm hoodie will become available for purchase at some point after school starts.
- No slippers, flip flops, Crocs, or slides.
- Students must wear school dress in the ad building and classrooms during school hours.

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.

Hats

Head coverings (baseball caps, hats, doo-rags, athletic headbands, hoods, and bandanas) are not to be worn in the 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.

Adornment

Jewelry is not permitted. Writing or marking on oneself or tattooing of any kind is not acceptable. All makeup including eye makeup, lip color, and nail polish should give only a natural appearance.

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 and skirt or dress slacks. Recreational shoes are not appropriate footwear. Slits in dresses and skirts must not be excessive (must be no higher than 1" above the knee). Tight-fitting clothing (including pencil skirts) is not appropriate.

Dress and skirt length must be no higher than the top of 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.

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.

Items to Bring

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

Do Not Bring

The following list of items should not be brought to school:

- 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
- Combustible materials including:
 - Halogen lamps
 - Candles
 - Incense
 - Lighters
 - Matches
- TVs
- Microwaves
- Coffee makers
- Hot plates
- Items excluded by the dean

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 with a \$50 deposit. If you lose your key, a second key will cost \$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 Reservations

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

Room Locks

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.

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. 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 dean approval.

Furniture

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

Food

Students may have food in their rooms if it is kept in sealed containers. Meat and caffeinated beverages may not be brought onto campus.

Pets

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

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. Cards can be purchased from the kiosk in the ad building for \$5. Money can be added to the card throughout the year.

Lobby

The lobby is a comfortable visiting area for residents and guests. 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. If the kitchenette is not kept clean, it may be closed at the dean's discretion.

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, wall paper and decorative borders may not be used.

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 electrical system.
- Possession of candles, incense, matches, lighters, or other combustible materials.
- 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 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 proper supervision/permission. Being in an unsupervised area 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 Requests

Administration considers special requests from students. Before students bring requests to the administration, they should first obtain permission from their parents/legal guardians and fill out an "Administrative Request Form." 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.
- Check out by the person on their driver's list 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 email/text with a phone call for confirmation.

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.

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, excepting siblings, and approved by Administration.

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. 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.

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 email or text with a phone call for confirmation. This consent must be communicated to the appropriate dean on duty at least 24 hours in advance.

Open Weekends

Students may leave on weekends that are designated "open." 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 Administrative Request form, receive the proper permissions, and have the request approved prior to leaving campus. 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 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.

Badger Bus

Madison, WI 414-266-4409 badgerbus.com

Greyhound

Madison, WI 800-231-2222 greyhound.com

Amtrak

Columbus, WI 800-872-7245 amtrak.com

Van Galder (Shuttle to O'Hare Airport)

Madison, WI 800-747-0994 vangalderbus.com

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 dean on duty in the appropriate dorm.

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 administration.

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.

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.

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.

Hotels:

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

Boarders

219 Industrial Drive
Columbus, WI 53925
(888) 693-8262
www.staycobblestone.com

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

Cafeteria:

Meal tickets may be purchased with cash 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.

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 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.

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 timetable for their proper management. Questions may be directed to the maintenance director and designated person for asbestos, at (920) 626-4035 or at his office in the maintenance building.

Emergency Drills

In order to meet state requirements and to be prepared for an emergency, monthly unannounced drills will be practiced in the dormitory, gym-cafeteria complex, and administration building.

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

- If in the dorm, close your room doors.
- 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.

Media & Technology

Music

Personal music devices may only be used in the dormitories. Headphones, earbuds, or other listening devices are allowed only with permission from the dean in the dorms or a teacher in the classroom. Usage of music devices in the dormitories should be respectful of others, especially roommates, and only heard in the student's dormitory room.

Only music that promotes Christian values may be allowed on student devices. Students who violate this policy will result in that student's electronic device being confiscated.

Village students may not bring music devices to campus.

Cell Phones/Smart Watches

Personal cellphone/smart watch usage is limited on campus and WA sponsored trips to ensure students receive the greatest benefit from WA's programs. Upon arrival at school, students must turn in cellphones and smart watches to the deans. Cellphones/smart watches may be retrieved when students depart with an approved driver or at the discretion of the deans. Public phones with free long distance are available in the dorms.

Village students must give their cellphones to administration when arriving on campus. Cellphones will be returned to students upon departure. Smart watches should not be worn on campus. Exceptions may be made by administration for off-campus trips.

Passwords/codes to any cellphone brought to campus or on school-sponsored trips must be given to the dean. If a password is changed the dean must be immediately notified.

Dorm students who are on the Dean's List are allowed to check their cellphones out between 7:30 PM and 9:30 PM, Sunday to Thursday. Checked-out cellphones may not be shared or used by students who are not on Dean's List, and all cellphone usage must follow Christian principles as well as all guidelines in the WA Handbook.

All students who check out cellphones in the dorm are required to do a weekly review of their cellphones screen-time report with the dean to discuss if their cellphone is being used in a healthy manner.

Checking out cellphones is a privilege. The first misuse of a cellphone will result in removal from the Deans' List and loss of cellphone privileges for a minimum of 2 weeks. Additional offenses will be reviewed by the administration.

All Smart Watches fall under the above policies and will be treated as cellphones.

Personal Computers, Gaming Devices, Internet Accessible Devices, Storage Devices

Wisconsin Academy provides devices for student use; therefore, students are not allowed to bring personal computers, tablets, laptops, or gaming devices to campus.

Movies & TV Shows

Movies or TV shows on any student device are prohibited. If brought to school, the media and playing device will be confiscated.

Computer and Internet Use

The use of Wisconsin Academy's computers and network is a privilege, not a right. Inappropriate use will result in the loss or restriction of use as well as other disciplinary or legal action.

Wisconsin Academy expects students to be polite and courteous, use appropriate language, and always keep personal information (including your name, age, grade, and contact information) private while online. We expect that you will protect your information by choosing strong passwords that are kept private, and that you will respect the confidentiality of other's files, information, and passwords.

Unacceptable Computer/Internet Use

Examples of inappropriate use include, but are not limited to:

- Access of the school's internet and/or network from any personal device without explicit permission from a dean or IT administrator.
- Downloading or running any programs, plug-ins, or extensions not installed by Wisconsin Academy.
- Tampering with or intentionally damaging computer security systems, hardware, software, or network systems or equipment.
- Transmission or intentional receipt of any inappropriate material in violation of law or school policy. This includes, but is not limited to:
 - copyrighted material
 - threatening, bullying, harassing, or degrading others
 - material that focuses on depression or suicide
 - satanic, pornographic, or immoral material
 - anti-Christian material
 - media used to create an altered state of consciousness
 - the design or detailed information pertaining to explosive devices
 - criminal activities or terrorist acts
 - gambling
 - inappropriate language
- Publishing texts, images, or any other information about Wisconsin Academy and its students, faculty, or staff without the permission of the school's administration, regardless of where a student accesses the internet.

- Accessing or attempting to access or use accounts other than your own.
- Searching for or use of proxies, VPNs, or any software or other methods of by-passing Internet filters.
- Use of staff/office/lab computers without permission.

Web Filtering and Monitoring

Wisconsin Academy monitors and records various aspects of network and computer activity.

It should be assumed that everything students view or access using Wisconsin Academy devices and networks is under constant monitoring and may be recorded, including if students choose to access personal accounts such as email.

Use of all devices including personal devices are subject to these policies.

Financial Information

Current tuition and fees information can be found on the Wisconsin Academy website: wisacad.org.

Billing Information

Statements will be sent out from the Business Office the beginning of each month and are due by the end 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 (click Pay Bill Online in the blue bar at the top of the page for AdventistSchoolPay) or by using <http://paypal.me/wisconsinacademy>.

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 (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.

YES 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 amount stated on the YES form.

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.

(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 church treasurer.

Financial Policies

The Board of Education has adopted certain policies to allow Wisconsin Academy to have a balanced financial program. These policies are stated below:

- 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 end 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.
- 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.
- Financial aid is contingent on the student and family faithfully fulfilling their obligations under this agreement.

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 village students in the Choice Program.)
- 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 the 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.

Prorated 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.

If the student withdraws in the first 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.

Guest Meal Charges

Guests of a student (parents or friends) may eat at the cafeteria if prior arrangements have been made. The cost is \$7.00 per meal for guests. Tickets should be purchased ahead of time through the business office.

Additional Charges

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

Private Dorm Room	\$600 per year
Private Music Lessons	\$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	\$150
(Seniors only. cap, gown, diploma, class pic)	
Science Lab Fees	\$40
Art Lab Fee	\$25
Life Skills Fee	\$40
Group Music Lessons	\$10 per lesson
Math Fee	\$20
English Fee	\$35
Accounting Fee	\$30

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 meals that are part of required school activities.

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

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 another student permitted in the car of a village student unless approved through specific Administrative 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. Arrangements should be made with the teacher if a major project/assignment is due that day.

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 a dorm student's room without his/her permission.

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. Additional meetings, such as weeks-of-prayer, 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.

Disclaimer

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 that are not part of this handbook.

Staff Directory

Alè, Manuel	Spanish		manuel.ale@wisacad.org
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Buchholz, Dallas	Industrial Education	920-626-4232	dallas.buchholz@wisacad.org
Buchholz, Jeannie	Registrar	920-623-3300	jeannie.buchholz@wisacad.org
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Cunningham, Dan	Plant Services Director	920-626-4035	dan.cunningham@wisacad.org
Darnall, Zachary	Business Manager	920-626-4018	zach.darnall@wisacad.org
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Ziesmer, Alex	IT Administrator	920-626-4023	alex.ziesmer@wisacad.org

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