

# Wayland Academy



**2023-24 Student Handbook**

# TABLE OF CONTENTS

School Leadership .....	3
About Wayland.....	4
Fall Semester Schedule.....	5
Spring Semester Schedule .....	6
Class Schedule .....	7
Academics.....	8
Attendance.....	15
Athletics .....	16
Student Life.....	18
Health Center .....	19
Dining .....	20
Meet Your Prefects.....	21
Dress Code .....	22
Activities and Involvement.....	24
Wayland Traditions.....	25
Day Students .....	27
Boarding Students .....	29
Senior Privileges.....	32
Transportation .....	33
School Policies and Student Expectations .....	37
Campus-wide Technology, Communications, and Accounts.....	38
Technology Acceptable Use Policy.....	39
Wayland Academy Discipline.....	40
Appendices.....	46

## Welcome to Wayland!

Welcome to the 2023-24 school year! There is so much to look forward to as we build on the successes of last year, carry on timeless Wayland traditions, and make room for new growth.

This Student Handbook summarizes and enhances the information already received through the admission process. As the year progresses, please revisit this document to help you understand the school’s expectations and the responsibilities of Wayland students and families.

Should you have any questions regarding the content throughout the school year, please reach out to me, Mr. Ahlborn, or Ms. Slusher.

Looking forward to another year of *Wayland Made* memories!



Mr. Warnick  
Head of School



# Wayland Academy Leadership



## Meet Your Head of School

**Jason Warnick**  
[jwarnick@wayland.org](mailto:jwarnick@wayland.org)  
 Roundy Hall | ext. 240

**Seth Ahlborn**  
 Director of Curriculum, Instruction, and Innovation  
[sahlborn@wayland.org](mailto:sahlborn@wayland.org)  
 Academic Building | Ext. 249



**Kayla Slusher**  
 Dean of Students  
[kslusher@wayland.org](mailto:kslusher@wayland.org)  
 Academic Building | Ext. 234

**Andrea Chesley**  
 Dean of Enrollment and Financial Aid  
[achesley@wayland.org](mailto:achesley@wayland.org)  
 Roundy Hall | Ext. 241



**Cody Schultz**  
 Director of Athletics  
[cschultz@wayland.org](mailto:cschultz@wayland.org)  
 Lindsay Complex | Ext. 271

**Karyn Kroschel, RN**  
 Director of Health Services  
[kkroschel@wayland.org](mailto:kkroschel@wayland.org)  
 Schoen Health Center | Ext. 251



**Carrie Ahlborn**  
 Director of Advancement  
[cahlborn@wayland.org](mailto:cahlborn@wayland.org)  
 Academic Building/Advancement | Ext. 222

**David Armstrong**  
 Chief Financial Officer  
[darmstrong@wayland.org](mailto:darmstrong@wayland.org)  
 Roundy Hall | Ext. 232



**Crystal Verran**  
 Director of Marketing and Communications  
[cverran@wayland.org](mailto:cverran@wayland.org)  
 Roundy Hall | Ext. 274

**Abbe Grebel**  
 Administrative Assistant to the  
 Head of School and Dean of Students  
[agrebel@wayland.org](mailto:agrebel@wayland.org) | Ext. 231 | Roundy Hall



## Wayland Academy Phone Numbers:

**920-356-2120**

### Department Extensions

Academic Office.....248  
 Admission Office.....237  
 Advancement Office.....222  
 Athletics Office.....271  
 Dean of Students Office.....231

**Health Center.....251**

**Administrator on Duty.....111**

### Residence Halls

Burnham Hall.....209  
 Ella Dye.....260  
 Glen Dye.....261  
 Wayland Hall.....211

## Wayland on Social Media

[@WaylandAcademy1855](https://www.facebook.com/WaylandAcademy1855)

[@Wayland1855](https://www.instagram.com/Wayland1855)

[@WABigRedSports](https://twitter.com/WABigRedSports)

[/school/wayland-academy](https://www.linkedin.com/school/wayland-academy)

[/WaylandAcademy](https://www.youtube.com/WaylandAcademy)

# About Wayland Academy

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

## OUR MISSION STATEMENT

Wayland Academy prepares each student for college and beyond through a liberal arts curriculum and campus programs devoted to the **pursuit of knowledge and the development of character.**

## OUR PHILOSOPHY

For more than 168 years, Wayland Academy has been dedicated solely to the education of young people. The curriculum of the Academy, seen in its broadest sense, encompasses time-tested activities that prepare students to be successful beyond the high school years, and to lead meaningful lives.

Over time, the four Corinthian pillars of Wayland Hall have come to symbolize the basic traditions that underlie the philosophy of the Academy: **Scholarship, Faith, Health, and Service.** The Academy recognizes these components as essential to developing well-rounded individuals.

**Scholarship**—Pursuit of *scholarship with integrity.*

**Faith**—*Respect for faith* through exploration of beliefs and self.

**Health**—*Caring* for emotional and physical *health.*

**Service**—*Grateful service* to our community and the world.

—Approved by the Board of Trustees January 2013





# 2023-24 School Year Calendar\*

## Student Activities. Fine and Performing Arts. Cordial Events. Academics.

\*Events, activities, dates, and times are subject to change

### Fall 2023 Semester

#### SEMESTER 1: August 20—December 15, 2023

- Sunday, August 13 ..... Prefects/Pre-season Student-Athletes Move In
- Friday, August 18 ..... Seniors and Post Graduates Move In
- Saturday, August 19 ..... Grades 9-11 Move In
- Sunday, August 20 ..... Semester 1 Begins
- August 20-22 ..... All School Orientation (cordial for all students)
- Wednesday, August 23 ..... Classes Begin
- Monday, September 4 ..... Labor Day (classes are in session)
- Wednesday, September 20 ..... School Portrait Day (cordial—formal dress required)
- September 29-October 1 ..... Fall Break (campus remains open and boarding students are encouraged to stay on campus for the weekend)

#### HOMECOMING SPIRIT WEEK IS OCTOBER 8-14!

- Wednesday, October 11 ..... Fall Ensemble Concert (cordial—7 PM)
- October 13-15 ..... Homecoming Weekend
- Friday, October 13 ..... Quarter 1 Ends
- Friday, October 13 ..... Athletic Hall of Fame Induction Ceremony (cordial—2 PM)
- Friday, October 13 ..... Pep Rally (cordial)
- Saturday, October 14 ..... Homecoming Dinner and Dance
- Friday, October 20 ..... Travel Plans Due for Thanksgiving and Winter Breaks
- Wednesday, October 25 ..... Fall Sports Awards Ceremony (cordial)
- November 2-4 ..... Fall Musical—*Shrek*
- November 10-12 ..... Senior Trip
- Monday, November 6 ..... Honors Choir in Green Lake
- Monday, November 13 ..... Honors Band in Green Lake
- Tuesday, November 14 ..... Fall Studio Recital (cordial—10:10 AM)
- Friday, November 17 ..... Thanksgiving Break Begins at 12:30 PM
- Sunday, November 26 ..... Return from Thanksgiving Break by 7 PM
- Tuesday, November 28 ..... Giving Tuesday Phonathon
- Saturday, December 2 ..... Snowball Dance
- Sunday, December 10 ..... Festival of Lessons and Carols
- Friday, December 15 ..... Semester 1 Ends (Dismissal at 12:30 PM)

#### WINTER BREAK: December 15, 2023—January 7, 2024

- Friday, December 15 ..... Winter Break Begins at 12:30 PM (campus closed)
- Sunday, January 7 ..... Return from Winter Break by 7 PM



### Spring 2024 Semester

#### SEMESTER 2: January 8—May 24, 2024

- Sunday, January 7 .....Return from Winter Break by 7 PM
- Monday, January 8.....Semester 2 Begins/Winter Reorientation (cordial)
- Friday, February 2 .....Travel Plans Due for Spring Break
- Friday, February 2 .....Collegopalooza
- Saturday, February 3 .....Senior Party
- February 8-11.....Model UN Trip to Chicago

#### FINE ARTS WEEK IS FEBRUARY 13-21

- Tuesday, February 13.....Winter Studio Recital (cordial—10:10 AM)
- Wednesday, February 14 .....Waylandtine’s Day Phonathon
- Saturday, February 17 .....Solo & Ensemble Festival (Hosted at Wayland)
- Monday, February 19 .....Faculty Recital (7 PM)
- Wednesday, February 21 .....Winter Ensemble Concert (cordial—7 PM)
- Wednesday, February 28 .....Winter Sports Awards Ceremony (cordial)
- Friday, March 1.....Quarter 3 Ends/Spring Break Begins at 12:30 PM
- Sunday, March 24.....Return from Spring Break by 7 PM
- Monday, March 25 .....Quarter 4 Begins

#### SPRING FAMILY WEEKEND IS APRIL 12-14

- Friday, April 12 .....Capstone Fair (cordial)
- Saturday, April 13 .....ACT Test (cordial for Juniors)
- Saturday, April 13 .....Spring Gala & Auction
- Wednesday, April 17.....Large Group Band in Waupun
- Thursday, April 18 .....Large Group Choir in Waupun
- Thursday-Friday, April 18-19.....Spring Play (7:30 PM)
- Saturday, April 20.....Prom
- Friday, April 26.....Travel Plans Due for Summer Departure
- Saturday, April 27 .....State Solo & Ensemble at UW Oshkosh
- Saturday, May 4 .....SAT Test (cordial for Juniors)
- Sunday, May 5.....Axe Hunt (cordial for Juniors)
- May 6-17.....AP Testing
- Wednesday, May 8.....Spring Sports Awards (cordial)



*The Wayland Academy Summer Experience is back for 2024!*

Register in April at [wayland.org/summer-experience](http://wayland.org/summer-experience)

#### COMMENCEMENT WEEKEND IS MAY 17-19

- Wednesday, May 15 .....Senior Chapel (cordial)
- Wednesday, May 15 .....Spring Ensemble Concert (cordial—7 PM)
- Friday, May 17 .....Honors Convocation (cordial—4:30 PM)
- Saturday, May 18.....Baccalaureate (cordial for Seniors—5 PM)
- Saturday, May 18.....Senior Recital (cordial for Seniors—7 PM)
- Sunday, May 19 .....Commencement (cordial—11 AM)
- May 20-24 .....Final Exams (Grades 9-11)
- Tuesday, May 21.....Spring Studio Recital (cordial—10:10 AM)
- Friday, May 24.....Semester 2 Ends/Summer Break Begins at 12:30 PM

# 2023-24 Class Schedule

## A-Week

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30-8:30 AM	Breakfast				
8:15-9:15 AM	Block 1	Block 6	Block 4	Block 2	Block 7
9:20-10:05 AM	Ice Block	Ice Block	Ice Block	Ice Block	Ice Block
10:10-10:40 AM	Assembly	MyBlock	MyBlock	MyBlock	Chapel
10:45-11:45 AM	Block 2	Block 7	Block 5	Block 3	Block 1
11:30 AM-12:30 PM	Lunch				Mentor Lunch
12:30-1:30 PM	Block 3	Block 1	Block 6	Block 4	Block 2
1:35-2:35 PM	Block 4	Block 2	Block 7	Block 5	Block 3
2:40-3:40 PM	Block 5	Block 3	Wellness Wednesday	Block 6	Block 4
4:00-5:30 PM	Afternoon Activities (Sports and PE)				
5:45-6:45 PM	Dinner				
8:00-10:00 PM	Study Hall				

## B-Week

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30-8:30 AM	Breakfast		Wellness Sleep In	Breakfast	
8:15-9:15 AM	Block 5	Block 3		Block 6	Block 4
9:20-10:05 AM	Ice Block	Ice Block	Breakfast 8:45-9:30 AM	Ice Block	Ice Block
10:10-10:40 AM	Assembly	MyBlock	Block 1 9:35-10:35 AM	MyBlock	Chapel
10:45-11:45 AM	Block 6	Block 4	Block 2 10:40-11:40 AM	Block 7	Block 5
11:30 AM-12:30 PM	Lunch				Mentor Lunch
12:30-1:30 PM	Block 7	Block 5	Block 3	Block 1	Block 6
1:35-2:35 PM	Block 1	Block 6	Block 4	Block 2	Block 7
2:40-3:40 PM	Block 2	Block 7	Block 5	Block 3	Block 1
4:00-5:30 PM	Afternoon Activities (Sports and PE)				
5:45-6:45 PM	Dinner				
8:00-10:00 PM	Study Hall				

## ACADEMIC DEPARTMENT CHAIRS



**English:**  
James Cleary H`20  
[jcleary@wayland.org](mailto:jcleary@wayland.org)



**Mathematics:**  
Olga Johnson  
[ojohnson@wayland.org](mailto:ojohnson@wayland.org)



**Science:**  
Triscia Ladron  
[tladron@wayland.org](mailto:tladron@wayland.org)



**History/Social Studies:**  
PJ Osvald H`11 (Co-Chair)  
[posvald@wayland.org](mailto:posvald@wayland.org)



**History/Social Studies:**  
Kurt Walters H`11 (Co-Chair)  
[kwalters@wayland.org](mailto:kwalters@wayland.org)



**Modern Languages:**  
Lisa Conde Fondeur  
[lconde@wayland.org](mailto:lconde@wayland.org)



**Fine and Performing Arts:**  
Andrew Estervig  
[aestervig@wayland.org](mailto:aestervig@wayland.org)



**Media Studies:**  
Leah Steuer  
[lsteuer@wayland.org](mailto:lsteuer@wayland.org)



**College Counseling:**  
Carl Michaletz  
[cmichaletz@wayland.org](mailto:cmichaletz@wayland.org)



**Student Success Program:**  
Tara Stewart  
[tstewart@wayland.org](mailto:tstewart@wayland.org)

## ACADEMICS



### Meet Your Director of Curriculum, Instruction, and Innovation

#### Seth Ahlborn

Director of Curriculum, Instruction, and Innovation (DCII)  
Ext. 249 | [sahlborn@wayland.org](mailto:sahlborn@wayland.org)



#### Linda Lutes H`15

##### Registrar

Ext. 248 | [llutes@wayland.org](mailto:llutes@wayland.org)

### Our Faculty

Wayland faculty lead students in classrooms, residence halls, studios, stages, courts, fields, and everywhere in between. Each faculty member instructs a small number of students each day in the classroom, which allows more individual attention and a better understanding of a student's strengths and weaknesses. The faculty works closely with all students in every aspect of campus life.

### Levels of Instruction

The Academy offers courses on three levels of instruction. Placement into one of these levels will be determined by various evaluative criteria, including previous grades, standardized test results, teacher recommendations, as well as parent and student expectations and desires.

#### Three (3) Academic Levels of Instruction

1. College Preparatory (CP)
2. Honors (H)
3. Advanced Placement (AP)

At the AP level, students enroll only through invitation of the instructor and Department. The Academy reserves the right to make professional assessments and decisions about a student's placement in one of these three levels.

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

Once a student is placed in a particular level, the student can request to take subjects at a higher or lower level. The change in placement will be made only after evaluation by the instructor(s) involved, the department chair(s), and the mentor. The Director of Curriculum, Instruction, and Innovation has sole discretion in the final placement of the student in a particular course or level.

## Advanced Placement Program

The Advanced Placement (AP) Program, sponsored by the College Board, gives students the opportunity to pursue college-level studies while still in secondary school, and to receive advanced placement, credit, or both in college. At Wayland, students are invited by instructors and departments to participate in AP classes. Once invited, those students electing to take an AP course do so with the knowledge that they must take the Advanced Placement exam given in May to complete the course successfully.

There is a fee for AP exams set by the College Board. The fee for each exam is approximately \$100. The College Board has a fee-reduction policy for students who demonstrate financial need.

## Online Study

Online courses outside of Wayland Academy have to be approved by the Director of Curriculum, Instruction, and Innovation. Credit will be given if the student successfully completes an online course with a course average at or above a C- (70%). A grade obtained at an online school not approved by Wayland Academy will not count in the student's Wayland GPA.

## Course Load

Students are required to carry a minimum of five (5) core courses each semester. Exceptions to the minimum course load will be made only under special circumstances and only by the Director of Curriculum, Instruction, and Innovation in consultation with the student's mentor and Director of College Counseling.

The 9th grade courses prescribed are fine and performing arts, environmental biology, modern language, humanities (English and social studies), and mathematics. Non-native English-speaking students may request that English be credited as their modern language.

## Course Changes

Students may make course changes during the first two weeks of the fall and spring semester only with the permission of the Academic Office. All students may change course levels (e.g., Honors to College Prep) at any time with faculty recommendation.

## End-of-Semester Assessments

At the end of each semester, students will have a final assessment of their work in every class. The final assessment may take many different forms, depending on the class. Final papers/projects must be submitted to the teacher no later than one week prior to the end of the semester. Students will be notified of the required final assessment for each class by the teacher.

## Repeating Courses

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

## Summer Study

All courses taken off campus or online (summer school or independent study) must receive prior written approval from the Academic Office for credit to be granted by Wayland Academy. The minimum grade accepted for credit is a C- (70%). Summer coursework is ineligible for Wayland financial aid.

## Transfer Credits

It is the policy of Wayland Academy to provide colleges with an accurate transcript. Students who transfer to Wayland must have their previous school's transcript sent to colleges, but other school's grades will not be reflected on Wayland's transcript. No grades from transfer credits will be used in Wayland's GPA calculation.

## Independent Study

Independent study is available for students enrolled at Wayland Academy. Students may enroll in an independent study course if the course of study is not offered in Wayland's regular curriculum but can be established as academically acceptable within the secondary curriculum. An independent study course may be pursued as an additional course to the regularly-scheduled courses a student must take during a semester.

## Independent Study Course Guidelines:

1. An independent study course must be approved initially by the Department Chair within which the study will be pursued, and by the instructor who will supervise the course.
2. The student must present a detailed outline of the independent study course to the Director of Curriculum, Instruction, and Innovation for final approval prior to the end of the second week of the semester the course is to occur.
3. The independent study course must include at least two assessments (in a format to be selected by the teacher and department) within the semester.
4. The time allotted for the independent study course must be equivalent to that expected in a regular curricular course.
5. The independent study course must be completed within the semester it was started.

### Honor Roll

The honor roll is published after each semester and is based on the semester GPA. However, to earn this honor a student must have no grade for the semester below a C- (70%) and no violations of the academic integrity policy.

There are three levels of honor roll achievement recognized at Wayland Academy.

**Honor List:** a semester GPA between 3.20 and 3.59

**Dean's List:** a semester GPA between 3.60 and 3.99

**Head of School's List:** a minimum semester GPA of 4.00

### Academic Standing

Re-enrollment at Wayland is contingent upon a student's satisfactory academic progress, good social standing at the Academy, and being up to date on all financial obligations.

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

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

## Grading System and Grade Point Average (GPA)

Wayland uses the following grading system:

A	94-100
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	64-66
D-	60-63
F	Below 60

A temporary incomplete (INC) can be given only with the permission of the Director of Curriculum, Instruction, and Innovation. Students must complete and submit all work specified by the instructor and the Director of Curriculum, Instruction, and Innovation for the grade to be changed. If a student does not complete all work by the following dates, the semester grade may be changed from INC to F and the student will lose all credit for that course for the semester:

**Semester 1:** January 31, 2024

**Semester 2:** June 15, 2024

GPA will be calculated using the following points:

### Advanced Placement:

A = 5, B = 4, C = 3, D = 2, F = 0

### Honors:

A = 4.5, B = 3.5, C = 2.5, D = 1.5, F = 0

### College Preparatory:

A = 4, B = 3, C = 2, D = 1, F = 0

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

The semester GPA is determined by the total grade points earned divided by the number of academic credits attempted. Work in all graded courses is a part of a student's GPA. The cumulative GPA is the average of the semester GPAs for the student. No grades outside of Wayland Academy will be used to calculate GPA for the student.

The Academy will calculate GPAs based on the point values (referenced above) and will report those averages to colleges and universities during the college admission process.

## Graduation Requirements

The administration and faculty have established the graduation requirements to reflect increased standards in college preparation and admission. Students must complete a minimum of 19 credits in the following areas to receive a diploma from Wayland Academy:

- **English:** 4 credits (1 credit in each of English 1, 2, 3, and 4)
- **Mathematics:** 3 credits (1 credit in Algebra 1, 1 credit in Geometry, and 1 credit in either Algebra 2, Algebra III, or Pre-calculus)
- **Science:** 3 credits (1 credit in Biology, 1 credit in Chemistry, and 1 credit in Physics)
- **History/Social Studies:** 3 credits (1 credit in U.S. History, 1 credit in a non-U.S. History/Social Studies, and 1 additional credit in History/Social Studies)
- **Modern Languages:** 3 credits (successful completion of three consecutive years of the same language; this only applies to students who are native English speakers)
- **Fine and Performing Arts:** 2 credits in any combination of Fine and Performing Arts courses
- **Athletics/PE:** 4 years successful participation
- **College Applications:** All seniors at Wayland are required to submit a minimum of one application to a four-year college or university through the College Counseling Office.
- **Senior Capstone Project:** Complete an overarching project that reflects a student's academic or creative passions, through an independent project not normally found within a traditional school curriculum.

Wayland Academy does not grant early graduation. All members of the senior class are required to successfully complete all academic courses (in addition to any independent study) and their capstone project during the senior year in order to receive a diploma from Wayland. This requirement must be met regardless of the number of credits a student has upon entering their senior year.

Wayland reserves the right to terminate the enrollment of a senior whose progress is deemed unsatisfactory at any time. If a senior fails a fall semester course, they may be asked not to return for the spring semester.

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

## Capstone Projects

Students in all four grades conduct guided, independent research into a subject that captures their interest, culminating with a polished work by each student at the end of the school year.

The capstone project helps students develop the research and writing skills they'll need in college and creates another opportunity for authentic, student-driven learning.

Each student works with a faculty advisor who oversees their research and writing over the course of the year. Students have explored a wide range of topics, including literature, biology, athletics, the law, and topics such as the effect of meditation and mindfulness on focus and study skills, women in STEAM fields, and Wisconsin's drunk driving laws.

From year to year, students can focus on the same subject from different vantage points and develop a deep understanding of their topic through multiple years of research and analysis:

- **Grade 9:** Produce a five to seven-page research paper.
- **Grade 10:** Create a presentation to accompany a six to eight-page essay that incorporates at least two academic disciplines.
- **Grade 11:** Write a ten-page essay with an argumentative scope that reaches two unlike disciplines. It must utilize data and statistics, and juniors defend their work to a panel of faculty members.
- **Grade 12 and PG:** Complete an overarching project that reflects their academic or creative passions. While it will still have a written component, students will be encouraged to create something new or pursue a challenge not normally found within a traditional school curriculum.



## Valedictorian and Salutatorian

Wayland Academy does not publicly rank its students. The valedictorian and salutatorian of the senior class will be elected by a vote of the faculty during the second semester, according to the following procedures:

- The top 10% of the senior class by GPA will be selected for discussion and vote.
- The basis of selection will be cumulative GPA after seven (7) semesters for seniors.
- The faculty will meet in closed session to discuss and vote on the candidates during the second semester.
- The discussion will focus on each student's leadership, participation, and commitment to the Academy.
- The Academy will calculate cumulative grade points earned each semester. Work completed prior to enrollment in the 9th grade and work completed during the summer is not part of the cumulative grade points. Students transferring to Wayland will bring with them grade points representing a maximum of five (5) academic courses (the required minimum load for Wayland students) and fine and performing arts courses successfully completed.
- A 2/3 vote of the faculty will be required for the election of the valedictorian and salutatorian.
- Once voting has been completed, the faculty will reconfirm the selections.



## Academic Integrity

The faculty at Wayland Academy is committed to helping students avoid academic dishonesty and will provide them with guidelines and expectations in all classes. It is the student's responsibility to follow those guidelines and expectations in all work.

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

- Plagiarism
- Cheating on assignments, quizzes, or exams
- Buying academic papers or teacher materials online or from other students; using AI or ChatGPT
- Copying answers from another student's test, quiz, paper, or homework
- Giving another student questions or answers to a test, quiz, or homework
- Turning in another student's homework as their own
- Doing another student's homework
- Unauthorized collaboration on assignments
- Unauthorized use of material provided by a native speaker or language translator—human or electronic
- Violations of copyright laws
- Taking, using, and/or distributing academic material (e.g. exams, class notes, teacher editions of texts) without permission
- Fabricating or falsifying data, research, or analysis
- Using academic work submitted for one class in another class without permission of the teacher
- Depriving a fellow student of necessary course material (e.g. removing books from the library so that others may not use them)
- Sabotaging a fellow student's work

The Academy takes all violations of academic integrity seriously. All incidents will be reported to the Director of Curriculum, Instruction, and Innovation and Dean of Students. The consequences for violations of academic integrity are designed to teach students proper behavior in an academic community. Because of the serious nature of these violations, they may stay on the student's record for the duration of their enrollment at Wayland.

The Director of Curriculum, Instruction, and Innovation and Dean of Students may call a conduct review meeting to clarify the facts of an incident or to receive a recommendation as to accountability. Consequences may include a zero for the assignment, a minor or major infraction, loss of honor roll eligibility, restrictions, and possibly expulsion.

## Re-Enrollment and Deferral of Invitation to Re-Enroll

Each year, the Academy invites students to re-enroll for the following year. If a student is not in good standing (defined below), it may be recommended that the decision to re-invite be deferred until the end of the second semester. Final decisions of deferral and re-enrollment will be made by the Head of School.

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

1. **Academic deferral** is based on academic performance. In general, this deferral is made based on grades, demonstrated study habits, teacher comments, dorm supervisors, mentors, and the Director of Curriculum, Instruction, and Innovation. A student receiving one or more F grades can anticipate being deferred.
2. **Social deferral** is based on social standing. The criteria used to determine this type of deferral can include both Major and Minor Infractions, disciplinary points, attitude, and overall behavior, graded and non-graded absences, and participation in Wayland activities.
3. **Financial deferrals** are determined by the Business Office on the basis of non-compliance with financial arrangements and/or outstanding balances. If a student's account is delinquent on November 15 or February 15, the student may be dismissed and not permitted to participate in end-of-semester assessments (see page 9).

Note that in both academic and social deferrals, every aspect of the student's life at the Academy will be used to determine if the student should be invited to re-enroll.

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

At the end of the school year, if progress has been made and improvement shown, then an invitation may be extended. If no progress has been made and no invitation is extended, the student may not re-enroll at Wayland for the following year.

The Academy reserves the right to change invitations to re-enroll and deferrals at any time. Re-enrollment and deferral decisions are communicated in writing to the respective parents, students, and mentors.

Students who are dismissed from the Academy may not re-enroll. Students who are withdrawn from the Academy may be considered for re-enrollment only with the express permission of the Head of School. When a student is withdrawn from the Academy, the student's transcript will provide the grades and credits for each semester of the academic year that has been completed at Wayland.

## Swan Library

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

### Library Hours:

Monday-Friday: 7:45 AM to 4 PM

Monday and Wednesday: 7 to 9 PM

Sunday: 1 to 5 PM

The resources of Swan Library are maintained to assist and enhance student learning. A quiet study atmosphere is expected at all times.



## College Counseling

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

The college counseling process begins in the freshman year with formal group meetings with the Director of College Counseling. Sophomores will continue group meetings with the college counselor. The college counseling process begins in earnest in the junior year, when students take the PSAT, SAT, ACT, and TOEFL (for non-native speakers of English) tests, complete a personal survey form, and meet regularly with the Director of College Counseling. In the spring of the junior year, all juniors will be enrolled in the College Advisory course, which meets two days a week all semester. The course covers all aspects of the college search and application process. In the spring of the junior year, the juniors will be given a list of schools that the Director of College Counseling feels would be a good fit for the student. In the senior year, students complete their college applications, retake the college entrance tests, and complete their college plans by late April. All seniors at Wayland are required to file a minimum of one college application to a four-year college or university through the College Counseling Office.

## Extended Time Testing

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

## College Visits

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

Wayland Academy allows juniors to take two (2) and seniors to take five (5) college visit days during the school year if such visits cannot be arranged during regularly scheduled breaks or weekends. Absences in each class during these college visits days will be considered excused absences. All students requesting college visit days should fill out the appropriate form at least one week in advance of the planned visit.

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



## Attendance

Students are expected to meet all of their commitments at the Academy. This includes attending weekly Chapel, Assembly and Mentor Lunch, along with athletics and all other cordial events (the term “cordial” at Wayland Academy means mandatory).

Absences are reported to the Academic Office on a daily basis. Attendance in classes is of the utmost importance. Failure to attend a class can put the student at a disadvantage in the course. Students are responsible for any and all classwork, exams, homework, or lessons missed as a result of any absence—excused or unexcused.

**Parents of day students** must contact the Academic Office by phone at 920-356-2120, ext. 248, or via email to Linda Lutes ([llutes@wayland.org](mailto:llutes@wayland.org)) by 8 AM if a student won't be attending class due to illness or bad weather. If a student misses class due to a medical appointment, a doctor's note should be brought to the Academic Office immediately upon arriving at school. If a student is absent due to a scheduled appointment, it is expected that the parent contacts the Academic Office in advance and that the student gets homework assignments from the teacher(s) prior to the appointment.

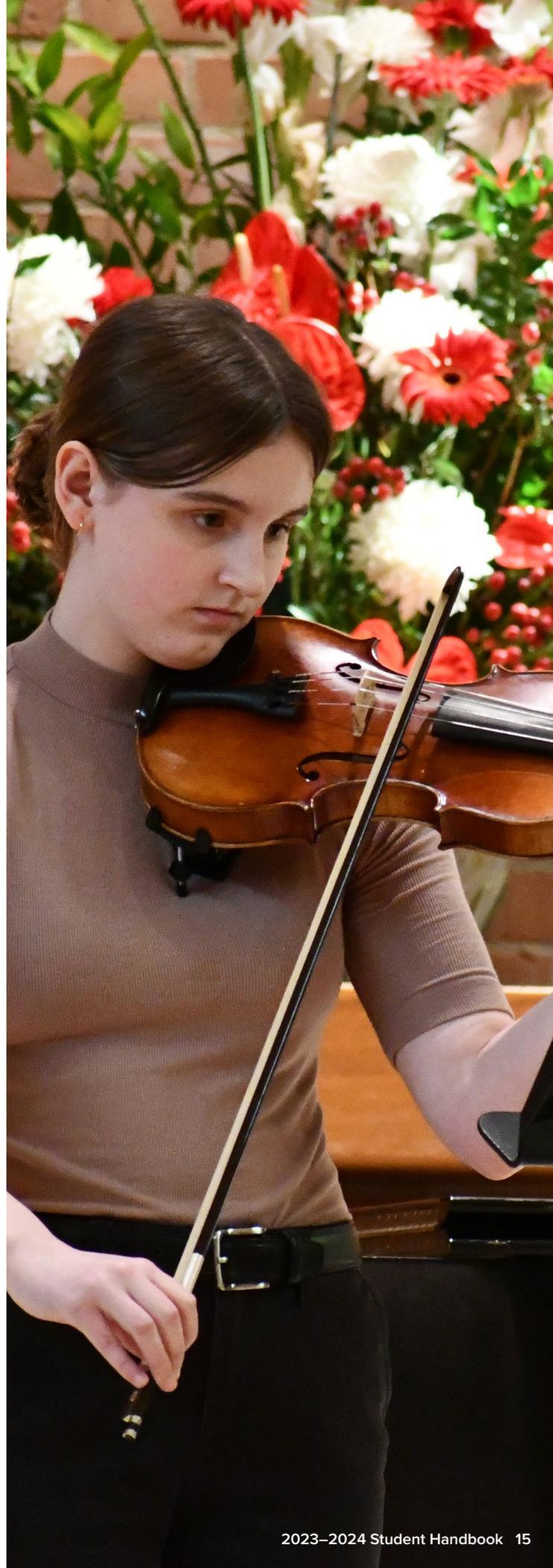
All tests and quizzes missed as a result of an unexcused absence will receive a penalty and can only be made up at the discretion of the teacher and Director of Curriculum, Instruction, and Innovation. Final determination of excused and unexcused absences rests with the Director of Curriculum, Instruction, and Innovation.

Students arriving late to campus or leaving early for scheduled breaks must have advance permission from the Director of Curriculum, Instruction, and Innovation or Head of School.

## Unexcused Absences

Students missing two or more classes during the academic day due to illness may not participate in athletics, fine arts, study groups, or any other activities that evening.

**Send all absences to:  
Linda Lutes, Registrar**  
920-356-2120, Ext. 248  
[llutes@wayland.org](mailto:llutes@wayland.org)





# ATHLETICS



## Meet Your Director of Athletics

**Cody Schultz**

Ext. 271 | [cschultz@wayland.org](mailto:cschultz@wayland.org)

At Wayland, we believe athletics, health, and physical education are integral parts of a healthy existence and a comprehensive education. Students who have acquired skills and an appreciation for physical activity will remain active throughout their lifetimes. This belief is central to our requirement that all students participate in a variety of physical activities.

### Athletic requirements:

1. All students are required to participate in at least one athletic team sport. Students in 9th or 10th grade are required to participate in at least two athletic team sports.
2. Physical Education classes with a specified curriculum will be held year-round (during sports time) for students not participating in a team sport.
3. Students may choose to participate in two or more team sports (Forensics would not count toward this requirement as it is non-athletic, but may be held Monday, Wednesday, and Friday each week, with Physical Education on alternate days.)

Students wishing to change sports or Alternative Activities Program (AAP) selections must do so within the first week of the athletic season and must have permission from the Director of Athletics.

Prior to participation in athletics, each student must have a consent release form, a record of a physical examination in accordance with the Wisconsin Interscholastic Athletic Association (WIAA) guidelines. In addition, parents and students must sign the WIAA Concussion and Head Injury information sheet and Sudden Cardiac Arrest Information sheet, as well as the Parent-Athlete Rules of Eligibility sign-off form.

### Academic Eligibility

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

## Wayland Academy Athletic Code

The purpose of the Athletic Code is to establish guidelines for the conduct of Wayland student-athletes and team managers. It is assumed that students who are members of any athletic team will always conduct themselves well within these guidelines.

The WIAA rules of eligibility are included as part of the Wayland Athletic Code. The Wayland Academy Athletic Code reads as follows:

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

Sportsmanship reflects character, and as such is an expectation for all athletes, coaches, and fans always. Athletes, coaches, and parents should treat teammates, opponents, and officials with respect. Individuals whose conduct reflects unfavorably upon the Academy will be subject to accountability. These may include, but are not limited to, game removal and/or suspension from future contests.

Wayland believes strongly that participants on athletic teams are students as well as athletes. In keeping with the National Association of Independent Schools (NAIS) Principles of Good Practice, Wayland's athletic program embodies the mission, philosophy, and objectives of the school. Therefore, good standing as a student is essential to participation in athletic competitions. Students whose teams are scheduled for competitions during a weekend must fulfill their athletic obligations unless their coaches and the Director of Athletics have given them written permission to be excused. Students who have been restricted to the residence hall or campus are not excused from team practices or competitions.

Students who have missed two (2) or more classes during an academic day due to illness may not participate in athletic competitions or practices, fine arts performances or rehearsals, or other student activities that afternoon or evening.

Situations resulting in suspension or release from athletics must be reported in writing to the Athletic Director, who will then notify the respective coach(es) and Mentor(s).

Athletic practice/competition or Physical Education (PE) is required on a daily basis during the academic week and occasionally on weekends. Failure to go to a required practice or activity will result in the missing student being held accountable by the Director of Athletics in conjunction with the head coach. Accountabilities for violating Wayland's Athletic Code will be determined by the Dean of Students in conjunction with the Director of Athletics. Accountabilities may include, but are not limited to: suspension from competition, removal from the team, infractions, and/or disciplinary points.

## 2023-24 SPORTS

### FALL

- Boys Soccer
- Cross Country
- Crew
- Football
- Girls Golf (co-op)
- Girls Tennis
- Girls Swimming (co-op)
- Volleyball

### WINTER

- Boys Basketball
- Boys Hockey (co-op)
- Boys Swimming
- Girls Basketball
- Girls Hockey (co-op)
- Fencing
- Forensics
- Powerlifting

### SPRING

- Baseball
- Boys Tennis
- Crew
- Girls Soccer
- Lacrosse
- Softball
- Track and Field

*NOTE: Athletic offerings are subject to change.*

Athletic Schedules can be found online at [wayland.org/athletics/calendar](https://wayland.org/athletics/calendar)



Wayland Athletics on Instagram:  
[@wabigredsports](https://www.instagram.com/wabigredsports)



Wayland Athletics on Twitter:  
[@WABigRedSports](https://twitter.com/WABigRedSports)

# 2023-24 MENTORS

Mr. Seth Ahlborn

Ms. Liberty Bell H'14

Ms. Camille Cain

Mr. James Cleary H'20

Ms. Lisa Conde

Mr. Andy Estervig

Ms. Sarah Hafey

Mrs. Marissa Hansen

Mr. Landyn Heimerl '13

Mrs. Olga Johnson

Ms. Martha Kesler H'08

Mrs. Triscia Ladron

Mr. Rob MacLellan

Mr. Carl Michaletz

Mr. PJ Osvald H'11

Mr. Igor Proleiko

Mr. Glen Richards '84

Mr. Cody Schultz

Ms. Kayla Slusher

Ms. Tara Stewart

Mrs. Amy Thronsen H'14

Mr. Kurt Walters H'11

Mr. Omri West

## STUDENT LIFE



### Meet Your Dean of Students

**Kayla Slusher**

Dean of Students | Academic Building  
ext. 234 | [kslusher@wayland.org](mailto:kslusher@wayland.org)

## HEALTH AND WELLNESS

### Mentor Program

At Wayland, we know every student wants not only an excellent classroom experience, but also to learn and to be recognized beyond the classroom. That's why advising at Wayland Academy is organized primarily through a Mentor Program.

Each Wayland student belongs to a mentor group consisting of a faculty/staff mentor and several fellow student "mentees." Having a mentor allows students to form a connection with an adult who can advise them in academic matters, monitor their social and emotional well-being, challenge them to be responsible, and encourage them to do their best.

Each week mentors will have three (3) scheduled opportunities to connect with their mentees: Assembly, Mentor Lunch, and Chapel.

Mentors are also parents' primary link to Wayland. Mentors will communicate with parents or guardians regularly via email. The cadence for this communication should be determined by the mentor and parents/guardians at the outset of the year. (Some form of communication twice per month is typical.) To further strengthen this relationship, we encourage parents and guardians to respond to and keep in touch with their child's mentor. Parents may monitor their child's academic progress by logging in to MyWayland.

Students will build positive relationships with many people in addition to their Mentors, such as residence hall supervisors, teachers, nurses, administrators, coaches, and others. This ensures that students are always supported, even at times when their mentor is not readily available. If a student wishes to change mentors, they should talk to the Dean of Students.

### New Students: Mandatory Breakfast

All new boarding students are required to attend breakfast every day—Monday through Friday—during their first quarter, and they must check in with the prefect on duty by 8:05 AM and 9:05 AM on late-start days. Failure to check-in on time for breakfast will result in accountability. All students must be in school dress during the academic day, even during study periods, and while attending breakfast and lunch.

### *Read the Wayland Weekly*

The Wayland Weekly newsletter is emailed every week to all students, faculty, staff, and families during the school year. **Students are expected to read this newsletter weekly for important updates and announcements.**

## Meet Your Health Center Team



**Karyn Kroschel, RN**  
Director of Health Services



**Deb Hankes, RN**  
Nurse



**Jeana Meyer**  
Mental Health  
Specialist

**Not feeling well? We're here to help.**

[nurse@wayland.org](mailto:nurse@wayland.org) | 920-356-2120, Ext. 251

**After Hours and Weekends:**

Contact Dorm Head or Administrator on Duty (Ext. 111)

### Schoen Health Center

The health of our students influences their ability to meet their educational goals, and the health center staff is here to meet the students' health needs. The Student Health Center is located in the Schoen House. Care is provided by registered nurses, athletic trainers, and consulting physicians and therapists when school is in session. All faculty and staff members are certified in first aid and CPR.

#### Health Center Hours

Monday-Friday: 7:30 AM-3:30 PM

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

For after-hours or weekend health concerns, students should contact their dorm head or the administrator on duty (ext. 111).

### Medical Emergencies

In the event of a medical or life-threatening emergency, call 911 before contacting campus staff.

### Magnus: Health History and Medical Forms

Wayland uses a secure online database called Magnus, accessible through MyWayland, to collect student health information. Prior to arriving on campus, families must complete their student's Magnus Health History Profile, which includes information on physical exams, immunizations, insurance, transportation permissions, sports consents, vaccine consent, dietary needs, medications, and over-the-counter medication consents.

### Medications

Any and all prescription medication(s) must be noted in Magnus. Meds are kept in the health center and/or dorms to be dispensed to the student as directed. The health center team can help facilitate medication refills.

Dorm supervisors can dispense over-the-counter medications such as pain relievers, as long as the student's parent/guardian has provided consent in Magnus. No medications may be kept in dorm rooms without prior approval from the Health Center.

### Cost

All visits to the Schoen Health Center are free. Appointments at local clinics are submitted through insurance first and the remainder is the responsibility of the student/family.

### Mental Health Resources

Wayland's Mental Health Specialist is a licensed professional counselor who can help with a range of topics, including homesickness, social and academic pressures, grief, and substance use. Students are encouraged to reach out to the health center team, mentor, or another trusted member of the faculty/staff if they would like to talk with a mental health professional.

### Spiritual Life

Faith is one of the four Pillars of Wayland Academy. Spiritual life at Wayland is supported in a variety of ways. Each week, all students and faculty will attend a non-denominational Chapel service where the community learns about a diverse array of viewpoints and stories regarding faith, religion, and life experiences. Students, faculty, staff, and community members share their own perspectives and stories.

Faith exploration at Wayland goes beyond the Academy's chapel service. Students learn about one another's faith journeys through class discussions across the curriculum. In all activities and in silence, there is ample opportunity to experience and explore faith and spirituality.



## Meet Your Dining Manager



**Jill Czarnecki**  
General Manager of  
Dining Services  
[foodservice@wayland.org](mailto:foodservice@wayland.org)

### Dining Services

Dining on campus is provided by Sodexo Food Services. The Dining Services team is committed to providing nutritious and delicious food to the Wayland community. Meals are served daily in Pickard Dining Hall for boarding and day students, faculty, and staff at the following times:

#### WEEKDAYS: Monday through Friday

Breakfast: 7:30 to 8:30 AM\*    *\*On B-week Wednesdays,  
breakfast is served  
8:45 to 9:45 AM*  
Lunch: 11:30 AM to 12:30 PM  
Dinner: 5:45 to 6:45 PM

#### WEEKENDS: Saturday and Sunday

Brunch: 11 AM to Noon.  
Dinner: 5 to 5:45 PM

Day students are welcome to eat breakfast, lunch, and dinner in the dining hall. Lunch and dinner offerings include a main entrée and vegetarian entrée, pizza station, deli bar, salad bar, specialty salad, fresh baked bread (lunch only), homemade soup, specialty station (twice weekly), panini machines, breakfast bar, homemade desserts, and soft serve ice cream.

Students are not allowed to remove utensils, glasses, or plates/bowls from the dining hall. Students should also avoid removing food from the dining hall, including but not limited to sandwiches, salads, soup, pizza, etc. The dining hall provides fruit, popcorn, and ice cream cones that students can take with them.

### Food Allergies and Dietary Restrictions

All dietary restrictions must be sent to our campus nurse prior to arriving on campus: [nurse@wayland.org](mailto:nurse@wayland.org).

Wayland's dining staff are able to accommodate dietary restrictions and food allergies. Families should contact the [health center](#) to discuss any special dietary needs. Additional questions or suggestions regarding dining services can be sent to Mrs. Czarnecki: [jill.czarnecki@sodexo.com](mailto:jill.czarnecki@sodexo.com).

### Special Lunches

Special lunches will be held on Tuesday and Fridays of each week. On Tuesdays during the first quarter, all students will sit at an assigned table for informal conversation (Lunch at a Table). On Fridays, all students will sit with their mentor group for Mentor Lunch. All students and mentors will attend these lunches regardless of their schedules

### Formal Dinners

Formal meals are cordial (required) for all students. Students wear formal dress and sit with their mentor group in Pickard Dining Hall for formal meals.

Current dining menus can be found on MyWayland.



# Meet Your Prefects for 2023-2024



**Lotus Buss `24**  
Kailua-Kona, HI  
*Burnham Hall*



**Madeline "Maddie"  
Clark `25**  
Sturgeon Bay, WI  
*Ella Dye Dorm*



**Mutlu "Deniz"  
Ergun `24**  
Istanbul, Turkey  
*Glen Dye Dorm*



**Victorious "Vicky"  
Ezeh `24**  
Milton Keynes, UK  
*Burnham Hall*



**Javan Hirwa `24**  
London, UK  
*Wayland Hall*



**Grazy Karangwa `24**  
Kigali, Rwanda  
*Wayland Hall*



**Lisa Keza `24**  
Kigali, Rwanda  
*Ella Dye Dorm*



**Lucia McGuinness `24**  
Alajuela, Costa Rica  
*Burnham Hall*



**Lila Nash `24**  
Framlingham, UK  
*Burnham Hall*



**Ethyn Tallman `24**  
Holcombe, WI  
*Wayland Hall*



**Nathan Weirough `24**  
Columbus, WI  
*Wayland Hall*



# PERSONAL APPEARANCE AND DRESS CODE

Wayland Academy asks students to dress in a manner that demonstrates respect and consideration for oneself and others. Hallmarks of the dress code include being neat, clean, and well-groomed. Wayland Academy reserves the right to determine whether clothing follows the dress code.

## **Personal Appearance**

Hair should be neat and clean. Extreme hairstyles including hair coloring etc. need to be cleared by the Dean of Students in advance.

Boys must be clean-shaven (no mustaches, stubble, or sideburns below the ears) during the academic day and formal events, except seniors. Beards are not allowed without a special exemption from the Dean of Students.

## **Academic Day School Dress**

The following dress code applies to the academic day and at times when students are asked to be in “school dress.”

### **The Four Required Daily Components of School Dress:**

1. Dress pants (patterns are allowed; cargo style pants/shorts or those with torn hems are not)
2. Belt—All students
3. Button-down collared dress shirts and/or polo-style shirts (long enough to stay securely tucked in)
4. Closed-toed dress shoes or boots with socks. Sneakers, gym shoes, or athletic style shoes are not acceptable during the academic day.

### **Other school dress policies:**

- Clothing worn for school dress are to be free of words or pictures (e.g., a large picture of a kitten or the name of a college across the front)
- Ties are optional for all students
- Capri pants and Bermuda shorts (hemmed within three [3] inches of the knee) are allowed before **October 1 and after April 14**
- All pants, capris, and shorts must be worn above the hips with a belt
- A turtleneck shirt may be worn, but only with a blazer, sweater, or cardigan
- Leggings, yoga pants, jeans, lycra material bottoms, and other casual pants are not allowed
- Skirts are not allowed during the academic day or for formal dress



- Sleeveless, sheer, or semi-sheer shirts are not allowed.
- “Peekaboo” shoulders or “cold shoulders,” cropped shirts, and shirts with holes in them are also not permitted.
- Sandals, athletic shoes, or sneakers of any kind are not allowed.
- Hats and outerwear must be removed when indoors
- Underwear may not be visible at any time

### Formal Dress

On certain formal occasions, students have a very specific dress code. All students are required to wear these items for **formal dress**:

- Navy blue blazer
- Tan or gray solid-color dress slacks worn with a belt (shorts are not permitted for formal wear)
- Solid-white dress shirt, always tucked in
- Closed-toed dress shoes or dress boots

### Jeans Days

Occasionally, special Jeans Days are offered. Attire for participating students on these days will be jeans (hemmed and without tears or holes above the knee on front or back) with Wayland apparel, collared shirts, or polo shirts. Sneakers can be worn on Jeans Days.



### Casual Dress: Evenings and Weekends

During free time and when “casual dress” is indicated, students do not have a specific dress code. However, all Wayland students are expected to adhere to the following standards of dress at all times—even during evenings and weekends:

- Clothing is clean and in good repair
- All clothing is appropriate to wear in public: no revealing or tight-fitting clothes, extra-short shorts, clothing that shows a bra/underwear, etc.
- Clothing may not include messages or symbols of drugs, alcohol, profanity, or any other message that reflects unfavorably upon the Academy
- In the dining hall, shirts with sleeves and shoes are necessary. Clean sweatshirts and pants should cover sportswear at all times while in the dining hall.
- Cleats or shoes that may damage floors and may not be worn in buildings.

### Senior Dress Privileges

Commencing Monday, April 22, seniors who have no D or F grades and maintain good social standing will be allowed a relaxed senior dress code during the academic day, with the following allowances:

- Wayland apparel tops
- College or university apparel
- Pants, Bermuda-length shorts, or capris with patch pockets (no jeans)
- Modest blouses (not low-cut, cropped, sheer, or revealing)
- Dresses or skirts hemmed within three (3) inches of the knee or longer
- Sneakers, Crocs, or sandals (not allowed in science labs)

### Dress Code Violations

The Dean of Students will be informed of students who do not adhere to the dress code. Students will be held accountable for their choice; additional violations will lead to additional consequences set by the Dean of Students. Regular violations of the dress code will reduce a student’s privileges.



# ACTIVITIES AND INVOLVEMENT

## Clubs

Students may join a variety of clubs, which cover a range of academic and non-academic interests. Some clubs offered may include:

- Admissions Ambassadors
- Art Club
- Athletic Council
- Baking Club
- Dance Club
- Diversity, Equity, and Inclusion Committee
- Ecology Club
- Financial Literacy Club
- Forensics
- Kaleidoscope Literary Magazine
- Math Club
- Model UN
- Ping Pong Club
- Robotics and Tech Club
- Library Swans
- Thespian Society
- UNICEF

Students may obtain approval to start new clubs as interest in them is demonstrated and an advisor is committed. Information about clubs and organizations is available from the Dean of Students and on the [Wayland website](#).

## Student Council

Student Council is led by a president, vice president, treasurer, secretary, and historian and is comprised of class representatives elected by their class by a majority vote. Class representatives are voting members of the Student Council and are required to attend all Council meetings.

The Council meets on behalf of the entire student community, addressing any concerns, ideas, or plans for change the students may have. Class representatives also plan/lead class meetings, solicit feedback about policies, and help plan events. Any student is eligible to be elected as a representative of their class.

## Weekend Activities

Each school year provides us with approximately 30 weekends to cover a broad variety of extracurricular activities: dances, movies, campus activities, swimming, shopping, sports events, dorm decorating, trips to Madison and Milwaukee, and many other ideas that students come up with! All students are encouraged to participate in weekend activities. Some weekend activities require fees that are added to students' tuition accounts. Please note closed weekends to avoid scheduling difficulties.

## WAYLAND TRADITIONS

Wayland's more than 168 years of history have generated a number of rich traditions. These activities and events link generations of Wayland students and help them forge life-long friendships and memories.

### Parade of Nations

On the Sunday evening before classes begin, students and faculty gather in Kimberly Chapel for an assembly to open the school year. The event concludes with students parading with national flags from the chapel to the balcony of Swan Library where the flags are posted to celebrate the international diversity on campus.

### Homecoming

Campus becomes festive as Spirit Week—including dress-up days and other fun activities—takes place during Homecoming. On Friday evening a pep rally pits classes against one another in surprising and often hysterical challenges. Class skits cap off the evening of fun. Classes also compete in a rock painting contest. Boulders along Brown Field are decorated with themes reflecting the class personality. The Homecoming Dance on Saturday evening follows a formal dinner in Pickard Dining Hall. Homecoming royalty is announced, and the royals promenade the courtyard before dancing the night away in Lindsay Auditorium or Heaton's Union.

### Festival of Lessons and Carols

For more than 50 years, Wayland Academy has hosted a non-denominational service for the community to celebrate the holiday season. Student musicians and choral groups perform a variety of traditional numbers interspersed with readings in English and in students' native languages.

### Ring the Victory Bell

Purchased by the Class of 1963 as their senior gift to future students, the bright red bell on front campus rings out to signify a Wayland victory in an academic or athletic competition.

### The Axe Hunt

The transfer of the axe from the Senior Class to the Junior Class dates back to more than a century ago as documented in the book *The Wayland Story*. In current times, the juniors must solve a series of riddles and puzzles for clues to where the axe is hidden and find it before time runs out.

### Waylandtines Day

Formerly known as Founders Day, Waylandtines coincides with Valentine's Day and is an opportunity for students to express their appreciation for educational resources made possible through generous donations of alumni and friends of the Academy.

### Senior Chapel

During the week prior to Commencement, senior class members host the Wayland community for a special Chapel service. Laughter and tears mingle during this remembrance featuring songs, skits, speeches, and surprises.

### Senior Class Gift

The graduating class collects funds to contribute to the school in a way that will favorably contribute to the campus and future students. Past gifts include the Victory Bell from the Class of 1963, the Class of 1989 Scholarship, and an outdoor stone table and bench set from the Class of 2017.





# Student Activities

These are just some examples of the MANY activities students have opted for in recent years. Students are encouraged to bring their activity ideas to the Dean of Students. (Additional fees may apply.)

## CAMPUS FUN

- Dorm Bonding Activities
- Video Game Tournaments
- Spirit/Birthday Sign-making
- Ride the Pep Bus to an Away Game
- Outdoor Movie on Campus
- S'mores by a Bonfire
- Open Union
- Cheese Tasting
- Dorm Decorating
- Ice Cream Social
- Open Weight Room
- Minute to Win It Games
- Winter Carnival
- Outdoor Ice Skating on Campus
- Ping-Pong Tournaments
- Wall-E-Ball
- Activity Potpourri in Lindsay Gym
- Knockout
- Square Dancing (yes, it has been done!)
- Team Billiards
- Foosball
- Capture the Flag
- Soccer Tournaments
- Ultimate Frisbee
- Basketball Tournaments
- Catch in Lindsay Gym
- Senior Capstone Project Activities
- Lawn Games
- Hangout in a Hammock
- Live Music on Janik Terrace

## BOARD GAMES AND OTHER FUN ACTIVITIES

- Yahtzee Tournament
- Bananagrams
- Card Games
- Apples to Apples
- Monopoly
- Jigsaw Puzzles

## CAMPUS EVENTS

- Spirit Week
- Pep Rally!
- Fall Musical
- Halloween Dance (with costumes)
- Winter Ensembles Concert
- Winter Studio Concert
- Snowball Dance
- Super Bowl Watch Party
- Senior Thesis Writing Party
- Spring Ensembles Concert
- Spring Studio Concert
- Spring Play
- Coffee House (talent shows)

## AROUND TOWN

- Geo-caching
- Beaver Dam Area Orchestra Concert
- New Horizons Holiday Band Concert
- Crop Walk
- Oblivion Haunted House
- Walk for Safe Schools
- Milwaukee Art Museum
- Beaver Dam Fall Fest

- Visit to John Muir State Nature and History Route
- MIDNIGHT FRIGHT FEST at Great America
- Jungle Cat Paintball
- Ice Skating at the Family Center
- Walk Downtown for a Treat
- Decorating a Christmas Tree in Swan Park

## FIELD TRIPS

- Trip to Fondy Sports Park
- UW-Madison Badger Sports
- State Street in Madison
- Farmer's Market (on Capitol Square)
- Milwaukee Zoo
- House on the Rock
- Waldvogel's Pumpkin Farm
- Hiking Trips: Parnell Tower, Horicon Marsh, Devil's Lake State Park
- Laser Tag and Dinner
- Mall Trip
- Cave of the Mounds Trip
- Movie and Sushi in Madison
- Mini Golf, Arcade, and Driving Range
- Baseball in Fond du Lac
- Zip Lining in Wisconsin Dells
- Roller Skating
- Brewer's Baseball Game
- Buck's Basketball Game
- Bear's Hockey Game in Fond Du Lac

## ADDITIONAL FEES AT WAYLAND (Examples)

This is not meant to be an exhaustive list; these are just some examples of extra fees that would be charged to a student's account. Non-tuition charges over \$50 must be approved by a parent/guardian.

- Athletic Charge/Physical
- Model UN
- ACT Test Prep Registration
- Maintenance Charges
- Computer Repair
- Required Texts/Resources
- Health Charges
- Senior Gift—Academy Fund
- Student Transportation
- UNICEF Activity
- Lost Key Cards or Room Keys
- Postage/Shipping
- Student Activities
- Jeans Day
- Testing



## DAY STUDENTS

Day students must live within 40 miles of the Academy and live with a parent or legal guardian. Those applicants living outside of the 40-mile radius may only apply as boarding students unless granted special exemption by the Head of School.

In addition to lunch, day students may eat in the dining hall for breakfast and dinner at no extra charge.

### DAY STUDENT HOURS

When day students are on campus outside of classes or sports, they must check in and out of their affiliated residence halls and abide by all school policies and guidelines. Failure to do so will result in restricted privileges.

Each day student will be affiliated with a specific residence hall as follows:

- **Burnham Hall:** Girls in Grades 11 and 12
- **Ella Dye:** Girls in Grades 9 and 10
- **Glen Dye:** Boys in Grades 11 and 12
- **Wayland Hall:** Boys in Grades 9, 10, and 11

During the academic day prior to 5:30 PM, students may study in their affiliated residence hall with another resident or in the hall common areas. After sports and before study hall (from 5:30 to 7:50 PM) day students are welcome to spend time on campus with their peers.

In the evenings, parents should pick up their day student by 7:50 PM in front of the library or a residence hall so that students are under the supervision of a faculty member until they go home.

Day students who miss two (2) or more classes in a day due to illness may not be on campus that evening for any activities, practices, study groups, or events of any kind.

Campus is closed to day students and visitors after 7:50 PM on Sundays through Thursdays for study hall. However, day students may remain on campus for required activities such as rehearsals, proctoring, cordial events, and Success Center activities. Day students may also stay for study hall in the library until it closes at 9 PM for guided study hall, Student Success activities (if invited or required), or in their own residence halls with advance permission from the supervisor. Day students are not allowed to stay after 7:50 PM in the Day Student Lounge, Frame Lounge, or other unsupervised areas.

## OTHER INFO FOR DAY STUDENTS

### Day Student Lounge

Day students are assigned a locker in the lower level of Pickard Dining Hall to store their personal items. Locker facilities must be kept clean and in good condition. Only Wayland-supplied locks are to be used on lockers. All other locks will be removed.

### Mailboxes

All students are assigned a mailbox located in the lower level of Pickard Dining Hall and are given a combination for that box. All student mail, as well as some notices from the Academy, will be placed in student mailboxes. Day students are encouraged to check their mailboxes daily.

#### Mailbox Hours *Subject to Change*

Monday through Friday: 6:30 AM to 6:30 PM

Saturday: 8 AM to 6:30 PM

Sunday: 11 AM to 6:30 PM

### Overnights on Campus

Day students may arrange on-campus sleepovers with friends on either Friday or Saturday night and are asked to bring their own sleeping bag or linens. Only one student is permitted per bed or sleeping space. Day students must have a parent/guardian call the dorm office to provide their permission for them to sleep over on campus.

Campus closes at 11 PM on Fridays and Saturdays for all guests and for day students who are not sleeping over on campus. Day student seniors may remain on campus until 11:45 PM with advanced permission from the hall supervisor and a parent/guardian.

### Hosting Boarding Students Overnight

Day students may host a maximum of two (2) Boarding students as overnight weekend guests in their home with the permission of all parents or guardians and the Dean of Students.



## DAY STUDENT GUIDELINES

In addition to the general school policies, day students are also expected to do the following:

1. In cases of illness or other necessary absences from campus: have a parent/guardian contact the Academic Office by 8 AM.  
(Call 920-356- 2120, Ext. 248, or email Linda Lutes at [llutes@wayland.org](mailto:llutes@wayland.org).)
2. Bring a doctor's note to the Academic Office immediately upon returning from a medical appointment for the coding of your absence and for tracking who is on campus.
3. If a student is absent due to a scheduled appointment, it is expected that the parent contacts the Academic Office in advance, and that the student gets homework assignments from the teacher(s) prior to the appointment.
4. Report to the Schoen Health Center prior to leaving school due to illness during the day.
5. Register their vehicles with the Dean of Students Office. Please contact the Dean of Students Office for this mandatory form.
6. Park their cars on Franklin Street, University Ave, or in the Field House parking lot. On weekends when there are no major campus events, day students may also park in the back parking lot accessible on Franklin Street.
7. Adhere to the following rules regarding transportation. Failure to do so will constitute a major violation:
  - a) Day students may not use cars or leave campus during the academic day (from when they arrive at school until after their sports obligation) without advance permission from a parent and the Dean of Students or Director of Curriculum, Instruction, and Innovation.
  - b) Day students under the age of 18 may not transport boarding students under any circumstances.
  - c) Day students over 18 must obtain specific permission from the supervisor on duty to transport students in a car. Both the driver and passenger must also have prior parental permission.
  - d) Any day student over 18 wishing to transport a student *out of town* must have their parent or guardian, plus the parent or guardian of the passenger, give express permission to the supervisor on duty before this trip may occur.

# DORM HEAD RESIDENTS



**Burnham Hall:**  
**Carl Michaletz**

Ext. 296 | [cmichaletz@wayland.org](mailto:cmichaletz@wayland.org)



**Ella Dye:**  
**Triscia Ladron**

Ext. 223 | [tladron@wayland.org](mailto:tladron@wayland.org)



**Glen Dye:**  
**Kristie Estervig**

Ext. 266 | [kestervig@wayland.org](mailto:kestervig@wayland.org)



**Wayland Hall:**  
**Rob MacLellan**

Ext. 295 | [rmaclellan@wayland.org](mailto:rmaclellan@wayland.org)

## BOARDING STUDENTS

### BOARDING STUDENT GUIDELINES

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

1. Students observe study hall from 8 to 10 PM each Sunday through Thursday in their respective residence halls. All doors will remain open. With advance permission from the residence hall supervisor, students may opt to have study hall in Swan Library from 7 to 9 PM or attend Student Success Programming, and go to bed shortly afterward.
2. During the academic day and study hall:
  - TV watching and video gaming are not allowed unless specifically required for an academic purpose.
  - Music must be played with headphones.
  - The residence halls serve as study areas. Students are expected to check in and out of the halls and maintain a studious atmosphere. This also applies to assessment periods.
3. The campus will close to all day students and visitors at 7:50 PM on weekdays and 11 PM on weekends (Fridays and Saturdays). See exceptions in DAY STUDENTS section (pages 27 and 28).
4. Students may receive permission for sleepovers on weekends. Each student may have one sleepover per weekend if approved by the hall supervisor (or both hall supervisors if staying in another residence hall).
5. Each residence hall will follow its handbook regarding policies such as checking out and in, visitation hours, study hall, and room inspections. These rules will be available in each residence hall office and explained at the beginning of the school year.
6. Room searches may be made only with the permission of the Head of School, Dean of Students, or Director of Curriculum, Instruction, and Innovation when there is a reasonable concern for the welfare/safety of the community, suspicion of serious policy violations, or suspicion of illegal/prohibited substances or materials.
7. Boarding students may not have televisions, refrigerators, or cooking appliances in any room. Prefects are exempt from this rule.
8. A Dorm Head may suspend any privilege when deemed appropriate.
9. Any damage or excessive cleaning needs will result in charges. Each boarding student is responsible for the upkeep of their room for the entire year.
10. Room keys and key cards are the responsibility of each student. If room keys are lost or stolen, the core and new security keys must be replaced. To cover this cost, students will be charged \$75 for lost keys. Lost key cards cost \$10 to replace.
11. Students may keep non-perishable food items in their rooms. Food deliveries are allowed during special times throughout the week.

## OTHER INFO FOR BOARDING STUDENTS

### Passports

All passports and other international travel documents (I-20s) must be brought to the residence hall office for secure storage. Other student valuables may not be stored in the safe.

### Money

Students are strongly discouraged from keeping more than \$50 in their residence hall rooms or in their possession at any time. Students are responsible for ensuring that all cash, credit cards, and valuables are always secured in their locked drawer. There is an ATM in the Day Student Lounge.

### Mail\*

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

#### Mailbox Hours

Monday through Friday: 6:30 AM to 6:30 PM

Saturday: 8 AM to 6:30 PM

Sunday: 11 AM to 6:30 PM

Outgoing mail can be placed in the bin in the foyer outside the Union from 8 AM to 4 PM.

*\*Subject to change throughout the year.*

### Packages

UPS, DHL, and FedEx pick-up and deliver daily, Monday through Friday. All packages being shipped should be in the receiving room (just off the union) by 9 AM.

Students receiving packages will receive a slip in their mailboxes and may pick up packages from the receiving room off the Union during open hours.

No deliveries are accepted on weekends. Students may have packages delivered to other places in Beaver Dam (see below) in case delivery happens on a Saturday or off hours. Wayland staff will not deliver mail or packages to students; everything must be picked up per these instructions.

#### Other Postal Locations in Beaver Dam:

Post Office: USPS

Beaver Dam Food Pride: UPS Access Point

Walgreens: FedEx Drop Spot

Kohl's: Amazon Drop Spot

### Selective Service/Draft Registration

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

### Laundry

Laundry machines are available in the lower level of all campus residence halls for student use. Machines accept credit/debit card, Samsung/Apple Pay\*, and quarters. Each dorm office keeps a limited supply of quarters to exchange small bills for, however, Wayland recommends boarding students bring plenty of quarters.

The cost of laundry is as follows:

Wash: \$1.50\*/load | Dry: \$1.25\*/load

\*Students will be charged a small service fee for use of washers with electronic payment.

### Space Heaters

During colder months, students living in Glen Dye and Ella Dye may opt to have one space heater per room. The space heater must be equipped with a safety feature that shuts the space heater off when it tips or falls over. Certain rooms may not be allowed space heaters if they control the thermostat for other rooms. Space heaters are not permitted in Burnham Hall or Wayland Hall.



## BOARDING STUDENT HOURS

In order to encourage healthy sleep and study habits and to maximize student success and safety, the following hours are established for students residing on campus:

### School Nights: Sunday-Thursday Evenings

All students must be back on campus by 7 PM. Quiet hours are from 7 PM to 7 AM, with campus-wide study hall from 8 to 10 PM.

#### Grades 9 and 10

- Must be in residence hall by 7:50 PM for study hall
- May get advance study hall permission for the library, Student Success programming, teacher study group, etc. until 9:05 or 10:05 PM (may vary for Student Success programming)
- In rooms and quiet by 10:15; Lights Out at 10:30

#### Grades 11 & 12

- Must be in residence halls by 7:50 for study hall
- May get advance study hall permission for the library, Student Success programming, teacher study group, etc. until 9:05 or 10:05 PM (may vary for Student Success programming)
- In rooms and quiet with lights out at 11 PM

### Weekends: Friday and Saturday Nights

All students must be back on campus by 9:30 PM. Quiet hours are from 10 PM to 10 AM.

#### Grades 9, 10, and 11

- Must be in residence halls at 11 PM.
- In rooms and quiet with lights out by 12 AM

#### Grade 12

- Must be in residence halls at 11:45 PM, if participating in Senior Power Hour
- In rooms and quiet with Lights Out by Midnight

### New Boarding Students: Mandatory Breakfast

All new boarding students are required to attend breakfast every Monday through Friday during their first quarter, and they must check in with the prefect on duty by 8:05 AM and 9:05 AM on late-start days. Failure to check-in on time for breakfast will result in accountability. All students must be in school dress during the academic day, even during study periods, and while attending breakfast and lunch.

## Off-Campus Permission

Students may secure permission from the residence hall supervisor on duty to go off-campus during the following times:

**Mondays through Thursdays: Between 5:45 and 7:00 PM**

- During dinner, supervisors may be found in the dining hall
- Rooms must be ready for room checks before students leave campus

**Fridays and Saturdays: Between 10 AM and 9:30 PM**

- Students must check in every three (3) hours with a supervisor, unless with their parent/guardian.

**Sundays: Between 10 AM and 7:30 PM**

- Students must check in every three (3) hours with a supervisor, unless with their parent/guardian.
- Students on a pre-approved weekend must return to campus by 7 PM.

Students leaving campus for athletic competitions, mentor outings, or school-sponsored events may simply check out for these activities; additional dorm supervisor permission is not needed.

Weekends off campus are allowed for students in good academic and social standing. Students wanting to take an overnight off campus must complete the [electronic Weekend Permission Slip](#).

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

### New Boarding Students: Weekends

Since it is crucial for students to connect with others and become part of the community, new boarding students may not take weekends until after September 25, 2023. New students in January may take a weekend until after February 19, 2024.



## SENIOR PRIVILEGES

### Senior Privileges

By benefit of age and experience, the senior class will set the tone of the school in many ways. Accordingly, Wayland Academy expects positive leadership and contributions from the senior class. Recognizing this added responsibility is associated with being a senior, the Academy has elected to provide privileges for members of the senior class.

Any senior whose grade is D or F in any course will lose all senior privileges for the following week. Senior privileges may also be revoked at any time by the Head of School, Director of Curriculum, Instruction and Innovation, or Dean of Students if a student does not maintain high academic and social expectations, or if the student's behavior is deemed unbecoming to the Academy.

Commencing **Monday, September 25, 2023**, the following Senior Privilege will be in effect:

- One (1) Relaxed Study Hall or Night Out to the Student Union per week with residence hall check-in at 9:05 PM. Students must first get permission from the dorm supervisor on duty.

Commencing **Monday, January 8, 2024**, seniors in good social standing who do not have any grades of D or F will have the following additional privileges (in addition to those previously in effect):

- One (1) weekly weekend off-campus permission until 10:30 PM on either Friday or Saturday.
- One (1) off-campus permission per week during the academic day, which must be pre-approved by the Dean of Students. No food may be brought back to campus for others. Seniors may not miss any commitments and must have appropriate car permission. This is intended for off-campus lunches or errands; day students may not spend this time at home.

Commencing **Monday, March 25, 2024**, seniors who did not earn any Ds or Fs at the end of Quarter 3 and maintain good social standing will have the following privileges in addition to those previously in effect:

- Five (5) relaxed study halls per week, one of which may be in the Student Union. During study hall, all students must follow quiet hours and allow roommates and other students to have a studious environment.

Commencing **Monday, April 22, 2024**, seniors who have no D or F grades and maintain good social standing will have the following additional privileges in addition to those previously in effect:

- One (1) academic night out off-campus per week, until 10 PM. This would be in lieu of a Night Out to the Student Union. Permission must be received from the supervisor on duty and students must have proper car permission from guardian.
- Relaxed senior dress code during the academic day, with the following allowances:
  - Wayland apparel tops
  - College or university apparel
  - Pants, Bermuda-length shorts, or capris with patch pockets (no jeans)
  - Modest blouses (not low-cut, cropped, sheer, or revealing)
  - Dresses or skirts hemmed within three (3) inches of the knee or longer
  - Sneakers or sandals

### Graduation Parties

Underclassmen are not allowed to attend a graduation party unless the event and their attendance is approved before **Friday, May 3, 2024**, by the Dean of Students and guardians. Wayland Academy is not responsible for any event not officially planned and sponsored by the Academy.

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

- Submit a guest list to Abbe Grebel in the Dean of Students Office and obtain parent permission by **Friday, May 3, 2024** for each student attending the event.
- Agree not to serve alcohol at the event and to take full responsibility for all students in attendance.

# WAYLAND TRANSPORTATION

## WEEKENDS OFF CAMPUS

### Eligibility for Off-Campus Weekends

Weekends off campus are allowed for students in good academic and social standing. Because staff always need to know students' whereabouts, students wanting to take an overnight off campus must complete an [Weekend Permission Slip](#) form and have their plans approved in advance.

**Weekend Permission Slip Deadlines:** [Weekend Permission Slips](#) are to be submitted by the following dates:

- **Wayland Transportation Needed\*:**  
Due the *Wednesday* prior to departure by 1 PM
- **No Transportation Needed:**  
Due the *Thursday* prior by 1 PM

Weekend permission slips are considered complete once approved by the following: parent/guardian, Dean of Students, Director of Curriculum, Instruction, and Innovation, athletic coach, host family (if the student is someone's guest), and the instructor of any course in which the student is earning below a D+.

*Parents/guardians are asked not to call the school offering verbal authorization for weekends. We ask students to take responsibility for making their own weekend arrangements, including turning in required documents on time. Not only will this help faculty and staff know where students are, but it encourages self-reliance in students.*

### Students may take weekends as indicated below:

- Grade 9: Four (4) weekends per semester
- Grade 10: Five (5) weekends per semester
- Grade 11: Seven (7) weekends per semester
- Grade 12: Unlimited weekends; maximum of seven (7) with school transportation

After each quarter, students demonstrating consistently good academic and social standing may receive one (1) additional weekend to use during that school year.

### Communicating While Traveling

All students need a cell phone with a U.S. calling plan or a device with international data and wifi capability that has the Microsoft Teams app installed in case they need to reach the [Transportation Team](#) and/or the staff member who'll be driving the student. The Transportation Team can be reached via Teams for real-time travel updates, especially on travel delays.

### Parent/Family Transportation

Students being picked up via car may leave after their last day of class on Friday. Students must return to campus no later than 7 PM at the end of their weekend off campus. Families must contact the Transportation Team or Dean of Students with excessive travel delays.

### Off-Campus Supervision

During school breaks and weekends, students must stay with an approved adult who is at least 25 years of age. Students must not stay alone in hotels at any time. All students are expected to travel to and from campus with an adult, either via Wayland Academy transportation or a family member/ friend. While on a weekend, students may not go back and forth from campus unless granted prior permission by the Dean of Students or Head of School.

### Overnights Hosted by Day Students

Students planning to leave campus overnight to stay with a day student and their family must submit the completed [Weekend Permission Slip form](#) and proper permission via Microsoft Teams

### WAYLAND TRANSPORTATION: WEEKENDS

On regular weekends, Wayland may provide transportation to the Dane County Regional Airport in Madison (MSN), and the Van Galder Bus in Madison for a fee. **Note: These locations are not available for Thanksgiving, Winter, or Spring breaks.**

#### Weekend Departures

Wayland Academy provides transportation to the following locations in Madison on weekends:

- **Dutch Mill Park and Ride:** Departures must be AFTER 4:30 PM from Madison
- **Madison Airport:** Friday airline departures must be AFTER 6 PM

#### Weekend Returns

Wayland Academy provides transportation from the following locations on weekends:

- **Madison Dutch Mill Park and Ride:** The only pick up time is 5:35 PM
- **Madison Airport:** ONLY Sundays; arrival must be BEFORE 5 PM
- **Columbus Amtrak:** Arrival at 5:05 PM

## School-Supervised Transport

At Wayland, we do our best to provide safe and convenient transportation for our students. Wayland faculty and staff transport students to and from appointments, flights, field trips, sporting events, and other school-related events. (Any travel outside of these options is to be arranged by the student and family.)

**SEND ALL TRAVEL PLANS AND QUESTIONS TO [TRANSPORTATION@WAYLAND.ORG](mailto:TRANSPORTATION@WAYLAND.ORG).**

## Academic Day Travel

Travel should not be arranged during the academic day: 8:15 AM to 3:40 PM. If a student must miss class time, they must receive prior approval from the Director of Curriculum, Instruction, and Innovation. Wayland does not provide transportation for students when classes are in session; transportation is to be arranged by the student and the guardians.

## Missing Class

Families should arrange travel times only after classes and exams are concluded; carefully check the dates when school is in session and contact the Director of Curriculum, Instruction, and Innovation about any missed class time **BEFORE** purchasing tickets. Students missing class because they are leaving early or arriving late from breaks will be given unexcused absences for those classes, unless approved by the Academic Office. Approved cases are rare, and families should take the utmost care to stay within the Academy's guidelines.

## Unplanned Travel

In the occasion that a student must leave campus for a family emergency, please book travel through the Madison airport (MSN), Dutch Mill Park and Ride (Van Galder Bus), or the Columbus (Amtrak) train station. Wayland will do our best to provide transportation to students, however during busy times such as the academic day, the student may have to organize a taxi on their own.

**NOTE:** Wayland will also add the total cost of any unexpected travel to the student's account, including the \$25 fee for late travel plan submissions.

## Submitting Travel Plans

Families are responsible for booking their student's bus, airline and/or train tickets. Students must clear all travel arrangements through the Transportation Team prior to booking: [transportation@wayland.org](mailto:transportation@wayland.org).

## Waiting Time

As we work to accommodate many students, your student may have to wait for Wayland staff at the airport, train station, or bus stop. Wayland staff will keep the student updated on their travel to the student's location (airport, train station, or bus stop) via Microsoft Teams.

## Flight Changes or Delays

If a student's travel itinerary is changed in any way, the student must notify the Transportation Team via Teams as soon as possible and keep them updated about travel changes. Failure to do so will result in delayed travel coordination and possibly an increase in cost of transportation.

We will make every effort to pick up the student from the airport when they arrive. If the flight arrives in Chicago, your student may have to ride the Van Galder bus to Madison, or take a taxi/private car back to Beaver Dam. A member of the Transportation Team can provide guidance to find the best option.

## Traveling as an Unaccompanied Minor

***Only possible with advance arrangements—  
NO last-minute bookings***

When purchasing a flight for students, check the airline's Unaccompanied Minor Policy. This means an adult must stay with the student at all times until their flight takes off or after it lands. For students who must travel unaccompanied, Wayland Academy will need to hire a separate staff member to accompany them. An additional \$35/hour charge applies for this service, and it covers the time from our regularly scheduled drop-off or pick-up until the student's flight departs or arrives. (For example, if the airport pick-up is scheduled at 5 PM and the student arrives at 3 PM, the family would be charged the regular Wayland transportation fee plus an extra \$70 for the unaccompanied minor service.)

## Hotels and Overnight Hosts

Students may NOT stay in hotels or stay alone with hosts who are under the age of 25. Students must be with an approved adult chaperone, with guardian permission, for all overnight stays.

## TRAVEL DURING SCHOOL BREAKS

During Thanksgiving, Winter, and Spring breaks, Wayland closes its facilities so that faculty and staff can spend some much-needed time with their families. Therefore, during these breaks, students may not remain on campus.

Wayland faculty or staff will not be available to provide transportation to airports, train stations, or the bus during regular school hours. Tickets purchased outside of the guidelines below will require alternate transportation arrangements to be made by the family.

### Deadlines for Travel Plans

Parents/guardians are responsible for making travel arrangements for their student during school breaks, and submitting those travel plans to [transportation@wayland.org](mailto:transportation@wayland.org) by the following dates:

### 2023-2024 School Breaks

**Thanksgiving Break: November 17–26, 2023**  
Plans due October 20, 2023

**Winter Break: December 15, 2023  
through January 7, 2024**  
Plans due October 20, 2023

**Spring Break: March 1–24, 2024:**  
Plans due February 2, 2024

**Summer Departure: May 19, 2024 (seniors) and  
May 24, 2024 (grades 9–11)**  
Plans due April 26, 2024

Failure to submit transportation plans on time will result in a \$25 late fee on the student's account.

### Traveling for Breaks

Students are required to stay with parents, guardians, or hosts who are at least 25 years of age. (Boarding students may NOT stay in a hotel unsupervised.)

International students are encouraged to seek host options with their local friends if they would like to stay within the U.S. during break. However, Wayland CANNOT arrange host families for students. Students and their families are responsible for arranging their own hosts well in advance. If a student does not have a place to stay, they must return home for the break.

In some cases when there is demand and an ability to staff, Wayland will offer a break program for a fee. Wayland will communicate in advance if this is an available option.

## WAYLAND TRANSPORTATION: SCHOOL BREAKS

During school year breaks, Wayland ONLY provides transportation to and from the Chicago O'Hare (ORD) airport.

### School Break Departures

**OPTION 1: Leave the day class ends**  
Departure flights must be scheduled AFTER 6 PM

**OPTION 2: Leave the next morning**  
Departure flights must be scheduled AFTER 9 AM

**NOTE:** Chicago-area families picking up their student from O'Hare MUST pick up at the Ciao Gourmet Market in the Terminal 1 arrival area.

### Arrivals Following Break

The Wayland bus will leave Chicago O'Hare for Wayland at 6:30 PM on the last day of each break. All flights must arrive before 6 PM to be eligible to ride the bus back to Wayland.

## RETURNING TO CAMPUS AFTER BREAKS

Students can begin arriving to campus as early as Noon and as late as 7 PM on the last day of each break, unless taking Wayland transportation or with advance notice from guardian to the [Transportation Team](#).

### AIRPORT PICK-UP LOCATIONS:

**CHICAGO O'HARE:** Students will be picked up at the Ciao Gourmet Market in the arrival area of Terminal 1. International flights will be picked up at the McDonald's in Terminal 5.

**MADISON (only available at the beginning and end of the school year):** Students will be updated as the travel date approaches.



## Fees for Wayland Transportation

The fees shown in this chart are *in addition* to the students' bus, airline, and/or train tickets. One-way tickets are available.

Wayland transportation is non-refundable. Fees are added to students' accounts in the month following travel. For example, if travel takes place in August, transportation fees are added to the student's account in September.

WAYLAND TRANSPORTATION	AUGUST ARRIVAL	MAY DEPARTURE	WEEKENDS	SCHOOL BREAKS
Columbus Amtrak Station	X	X	\$10 returns only	X
Madison Dutch Mill Park & Ride	\$20 each way	\$20 each way	\$20 each way	X
Madison Airport (MSN)	\$20 each way	\$20 each way	\$20 each way	X
Chicago O'Hare (ORD) <i>via WAYLAND BUS OR VEHICLE</i>	\$80 each way	\$80 each way	X	X
Chicago O'Hare (ORD) <i>via CHARTER BUS W/ WAYLAND FACULTY</i>	X	X	X	\$80 each way
Unaccompanied Minor fee	Additional \$35/hr			
Late Travel Plan Submission Fee	\$25 fee for late travel plan submissions.			
Other Fees & Unpaid Travel	Wayland reserves the right to add the total cost of any unexpected travel to the student's account.			

## OTHER WAYS TO GET TO WAYLAND

Families that prefer to book their own transportation, and students who might miss their Wayland transportation can use the information here to coordinate their own transportation.

All students must submit their travel plans to the [Transportation Team](#), whether they're being picked up by a parent, taking a cab to the train station, or taking Wayland Transportation.

### Taxis and Rideshares

Because Wayland offers school transportation, long-distance taxi or rideshare service is discouraged except in urgent travel situations such as a missed bus or flight. In these cases, please note that taxi service may be limited on Sundays. The cost of a one-way taxi from Madison to Beaver Dam is approximately \$110.

**NOTE ABOUT RIDESHARES:** Due to the intimate size of Beaver Dam, services like Lyft and Uber are not typically available. Most students use one of the modes of transportation listed in this guide instead.

### Miss the Wayland Express?

Students with delayed flights from Chicago O'Hare (ORD) can purchase a ticket for the Van Galder bus to the Madison Dutch Mill Park and Ride, then contact Union Cab ([unioncab.com](http://unioncab.com) or 608-242-2000) to coordinate taxi services from Madison, WI. The average cost of this full service is \$155—\$33 for the bus ticket and \$120 for the taxi service.

### Van Galder Bus Company

800-747-0994 | [web.coachusa.com/vangalder](http://web.coachusa.com/vangalder)

Provides transportation between Chicago O'Hare and the [Dutch Mill Park and Ride](#) in Madison. Average cost of this ticket is \$33.

### Union Cab

608-242-2000 | [unioncab.com](http://unioncab.com)

Union Cab service based in Madison. Provides service to and from the Madison Airport or Park and Ride. Average cost of a taxi from Madison to Wayland is about \$120.

### Amtrak

[tickets.amtrak.com](http://tickets.amtrak.com)

Take the Empire Builder train from Chicago to Columbus, WI (CBS). Wayland is a short 20-minute car or taxi ride away.

### Running Inc Transit Services

920-885-4800 | [contact@RunningInc.net](mailto:contact@RunningInc.net)

<https://runninginc.net/RunningIncCity?Name=Beaver%20Dam>

Local taxi service that provides transportation to and from the Columbus Amtrak (train) station.

### Stretch Limousine Inc.

866-425-0976 | [stretchlimochicago.com](http://stretchlimochicago.com)

Private car company based in Chicago that provides transportation to and from Chicago O'Hare. Average cost for a private car to Wayland: \$400.

# SCHOOL POLICIES AND STUDENT EXPECTATIONS

## Guidelines For Responsible Behavior

Wayland Academy aims to help students become self-motivated, thoughtful, and caring individuals. Students are here to grow in knowledge and character. Therefore, Wayland Academy expects all students to:

1. Be honest.
2. Respect the opportunities offered here and strive to make the most of them.
3. Be considerate of others. (We all belong here!)
4. Consider choices that lead to positive overall development.
5. Honor the physical and emotional safety of themselves and others.
6. Make positive contributions to the community.

## General School Policies

1. Students are subject to all school policies while enrolled at Wayland Academy. This includes weekends and vacations, traveling to and from campus via school transportation, and when parents/guardians are present.
2. Students must attend all events designated as “cordial.”
3. During the academic day, South Campus is off limits to students unless they are accompanied by a faculty member.
4. Electronic key cards and room keys are issued to each student for his or her use only. Students may not share keys with anyone. Students may not prop doors open or leave doors unlocked.
5. Students may not open doors and allow strangers into campus buildings. Visitors must check in at Roundy Hall.
6. Guests to campus must be introduced to the residence hall supervisor on duty.
7. Only one student is allowed to occupy each bed or sleeping space; students may not sleep in the same bed, regardless of the nature of their relationship.
8. Students may lodge off campus overnight **ONLY** with the permission of the Dean of Students and a parent/guardian, **AND** in the care of an approved adult who is at least 25 years old. Students may not stay alone overnight in hotels or elsewhere.

## Cell Phones

Students are expected to use cell phones and other mobile devices responsibly and with restraint. Therefore, our cell phone policy is designed to encourage face-to-face interaction, minimize distractions for others, and dissuade students from “hiding” behind their phones.

During the academic day (8 am to 5:45 PM), cell phone use for phone and video calls are permitted only in the residence halls, Frame Lounge for boarding students. Day student cell phone use for phone and video calls is limited to the Day Student Lounge and Pickard Courtyard area.

Cell phones should not be used without advance permission in the Academic Buildings (including Discovery Hall and all classrooms), Kimberly Chapel, Swan Library, Pickard Dining Hall, after lights out, and during study hall hours.

Cell phones that sound or vibrate in these areas (e.g., during class, study hall, meals, or campus events) may be confiscated. Phone calls are not permitted during study hall or after lights out (See Boarding Student Hours on page 31 for details).

Cell phone confiscations are at the discretion of the faculty and staff. Phones are kept in the Dean of Students office or residence hall office.

**First Offense:** Conversation and warning

**Second Offense:** Conversation with Dean of Students and Talk Sheet

**Third Offense:** Cell phone confiscated for up to one (1) week

**Fourth Offense:** Cell phone confiscated for up to two (2) weeks, and Minor Infraction with points

*Students may access their phones to call home or copy down important phone numbers as needed in the Dean of Students Office.*

## Other Electronics

Students may not use headphones (AirPods, Beats, etc.) or other electronic devices in academic buildings or in the dining hall. In other areas, if the device is a distraction to others, it may be confiscated.

## **Read the Wayland Weekly**

The Wayland Weekly newsletter is emailed every week to all students, staff, faculty, and families during the school year. **Students are expected to read this newsletter weekly for important updates and announcements.**

# CAMPUS-WIDE TECHNOLOGY, COMMUNICATIONS, AND ACCOUNTS

All students are assigned the following accounts, which they are responsible for checking daily — including weekends and breaks.

**MyWayland:** This is the online platform where the Wayland community can see class schedules, assignments, attendance, grades, and much more. Once set up, student, parents, can access MyWayland account here: [wayland.myschoolapp.com/app/#login](http://wayland.myschoolapp.com/app/#login).

MyWayland is accessible from Wayland’s homepage menu.

Students use their Wayland email address to log in, using the invitation that was sent to that inbox with info on how to sign in. Change your password, and write it down in a safe place.

Parents are highly encouraged to look at their own MyWayland account often to see how their student is progressing. Parents’ MyWayland username is their personal email address, given to Wayland at the beginning of the year. An email invitation was sent there with details on how to sign in.

## Wayland Email—Microsoft

**Outlook:** Email is Wayland Academy’s primary method of campus communication. All students, faculty, and staff are assigned an email address ending in [@wayland.org](mailto:@wayland.org) that they are expected to check daily for updates and announcements. Messages regarding academics, athletics, student life, health center appointments, and more will be sent there. Failure to check Wayland email could result in missed appointments and important information.

**Teams:** Wayland uses Microsoft Teams to help students, staff, and faculty stay connected in real time. In addition to checking Teams daily, all students need a phone or mobile device with wifi or data connection with the Teams app installed - especially when traveling.

**Other Microsoft Products:** Stay organized with Word, PowerPoint, Excel, OneDrive, OneNote, SharePoint, Calendar, Planner, To Do, and more.

## Orah

This platform helps keep track of where students are throughout the day.

## CrisisGo

This application is used to send safety alerts to students, faculty, staff, and parents/guardians regarding bad weather or if there is a crisis situation on campus.

## Magnus: Health History and Medical Forms

Wayland uses a secure online database called Magnus to collect student health information. Prior to arriving on campus, families must complete their student’s Magnus health history profile, which includes information on physical exams, immunizations, insurance, transportation permissions, sports consents, vaccine consent, dietary needs, medications, and over-the-counter medication consents.

ABOUT &gt;

ADMISSION &gt;

ACADEMICS &gt;

ATHLETICS &gt;

STUDENT LIFE &gt;

ARTS &gt;

SUPPORT WAYLAND &gt;

ALUMNI &gt;


 MYWAYLAND

 CALENDAR

## Inter-Quest Tech Support

Wayland contracts with a local company, Inter-Quest (IQ), to provide technical support for students, faculty, and staff.

IQ holds weekly office hours on campus to assist with things like password resets, connectivity issues, printing, and more.

If you need immediate technology assistance, email [support@interquestcorp.com](mailto:support@interquestcorp.com) or call 920-885-0141.

## SmartTuition: Extra Fees

The Smart Tuition system is used for invoicing and online payment of non-tuition charges, such as sports teams photos and activity fees. Smart Tuition is accessible 24/7 by logging into MyWayland on the school website. Once logged in, students can view their accounts and make payments online at any time. All non-tuition charges (weekend activities, fundraising events, etc.) exceeding \$50 require parent/guardian approval before being applied to an account.

## Technology Acceptable Use Policy (AUP)

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

The following are some guidelines and rules that govern the use of all technology at Wayland, regardless of which device or network is being used. As technology evolves quickly, these guidelines may change at any time as the Head of School sees fit or the need arises.

1. Use of the Internet is for educational reasons only. Anything being viewed by a student should be in line with Wayland's core values. Campus network resources are considered property of the Academy and may be monitored at any time. All Wayland policies, particularly those pertaining to dishonesty and harassment, apply to use of computers (both personal and school) and related technologies. Violations of this AUP will be similar to violations of other policies found in the Student Handbook, and penalties may include dismissal.
2. Student email is provided to all members of the community. However, we must all strive to write and forward only important messages. Any student wanting to send an email to the entire community, or a large subset thereof, must do so through the Dean of Students or the Director of Curriculum, Instruction, and Innovation.
3. Students are representatives of the Academy and are expected to behave accordingly. Illegal or improper communications are not allowed on any device or network, and the use of obscenities in any communication is not permitted. Individuals are responsible for any information they share with others via the Internet or on any device.
4. Students agree not to violate any trademark or copyright law. Illegal downloading of copyrighted music, movies, software, etc. is prohibited. Using the network for commercial purposes or in support of illegal activities is prohibited.
5. Viewing, sharing, or downloading inappropriate or pornographic data, photos, and other materials on any device or network is strictly prohibited.
6. Certain legal downloads may be prohibited if they take up excessive amounts of bandwidth. Frivolous or improper use of network resources is prohibited, including playing games or watching movies during the academic day.
7. Students may not change or attempt to change settings on the network, school-owned computers, or software that monitors the Internet.

Attempting to bypass security, impair the network, or bypass restrictions set by the Academy technology staff is prohibited. This includes the use of individual Internet access devices, such as hotspots. Creating a private VPN to allow people not part of the Wayland community to use the Internet is strictly prohibited.

8. Personal wireless routers and hotspots are prohibited, as they interfere with the Academy's wireless network.
9. Students may not use another person's account at any time for any reason. Students may not attempt to portray themselves as anybody but themselves in all electronic communication. Taking advantage of a student or faculty member who accidentally leaves a computer without logging off is no different from entering an unlocked room and stealing, reading a personal letter, or destroying someone's personal property.
10. Wayland students are allowed to have personal websites or blogs. However, students must realize that with search engines prospective families and other members of the external community can quickly identify Wayland students and their pages. Personal websites (e.g. Facebook) can be a positive form of expression for students, but caution must be used. Students must not reveal complete names or addresses on their pages. In addition, students will be held accountable for what can be publicly viewed on their pages. Profanity, inappropriate pictures, and "cyberbullying" will not be tolerated and will lead to disciplinary action. When posting to websites or on social media, including but not limited to Facebook, Twitter, YouTube, Snapchat, TikTok, QQ, WeChat, and Instagram, individuals should have no expectation of privacy. Posted materials may be owned by the sites and could be distributed at any time to others without the author's permission.
11. In accordance with the Academy's Adult/ Student Interaction Policy, faculty and staff of the Academy will not connect with students or current guardians on their personal social media accounts without permission from the Head of School and a parent/guardian. Social media use within the classroom for educational purposes is permissible.

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

# WAYLAND ACADEMY

## DISCIPLINE

The following policies are designed to create a safe and healthy environment and promote self-discipline. While it is impossible to write guidelines to cover every situation, the policies below outline many of the behaviors deemed unacceptable at the Academy. These school rules may be altered at any time at the discretion of the Head of School to address unforeseen situations.

All members of the Wayland community will adhere to all federal, state, and local statutes. Should the Academy become aware of a student receiving a citation from any state or municipality, the student may also be subject to disciplinary consequences as a member of the Wayland community.

The Dean of Students or designated administrator will be responsible for all disciplinary situations. Wayland Academy students, irrespective of time frame (holiday breaks, weekends, summer vacation, trips abroad, etc.) and location (on or off the campus), will be held to the standards established by this Student Handbook while they are enrolled at the Academy.

### Loss Of Privileges

Examples of privileges that may be suspended include, but are not limited to: discretionary hours, off-campus permissions, social activities, weekend privileges, and senior privileges. Students who lose off-campus privileges may also lose access to South Campus. Day students may be restricted from campus or required to be on campus during prescribed hours.

Major and minor infractions may result in points being assigned as an accountability measure. Repetitive disciplinary action, and/or significant point accumulation will result in increased accountability, including dismissal.

### Major Infractions

Violations of the following rules are considered Major Infractions and may result in dismissal from school. If dismissal is not the case, the student can receive as many as six (6) disciplinary points plus the loss of privileges. In all cases in which a major rule is violated, parents or guardians will be notified, even if the student is over 18 years old.

The Dean of Students may elect to suspend a student for an appropriate period to reaffirm the student's commitment to the Academy. Upon the student's return to campus, they may be asked to present a written letter of apology to the Dean of Students and to the appropriate parties as determined by the Dean of Students.

### Major Infractions are as Follows:

- 1. Dishonesty:** Honesty is expected of every Wayland student and lying will not be tolerated. Direct dishonesty with a member of the faculty, administration, or staff will result in disciplinary action. This includes violations of academic integrity (see section about Academic Integrity on page 12). Lying in any type of formal disciplinary meeting can lead to immediate dismissal from school.
- 2. Substances:** The possession, use, or distribution of substances or related items (including but not limited to: drugs, alcohol, alcohol containers, vape products, counterfeit drugs, drug paraphernalia, or substances intended to alter one's mental state) is forbidden. This includes misusing or sharing prescription medications. The penalty for possession, use, or distribution of such substances may be immediate dismissal.
- 3. Medications:** Students may not have ANY medication in their rooms that has not been pre-approved by the Health Center.
- 4. Harassment:** Threats to life; fighting, hazing, bullying; sexual, physical, and/or verbal harassment; and continual intimidation are forbidden (See the Harassment Policy on page 43 for a more thorough description).
- 5. Stealing:** Stealing will not be tolerated. Theft may be reported to the police and may also result in immediate dismissal. Unauthorized use of any debit or credit card, personal identification number (PIN), usernames, or passwords will be treated as theft.
- 6. Vandalism:** Vandalism and intentional damage to school property or the property of others are forbidden.
- 7. Transportation:** Riding in, transporting others in, or driving a motor vehicle without specific permission from a Residence Hall Supervisor is prohibited. These other rules apply to transportation, and failure to follow these is a major violation:
  - a) Day students may not use cars during the academic day (from arrival to after sports obligations) without permission from the Dean of Students or Director of Curriculum, Instruction, and Innovation.

b) Day students under the age of 18 may not transport boarding students under any circumstances. Day students over 18 must obtain specific permission from the supervisor on duty to transport students in a car. Both the driver and passenger must also have prior parental permission. Any day student over 18 wishing to transport a student out of town must have their parent/guardian, plus the parent/guardian of the passenger, give express permission to the supervisor before the trip may occur.

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

8. **Sexual Activity:** Students may not be involved in intimate sexual contact. In addition to potential accountability, students found partaking in sexual activity will be required to have a conversation with the Director of Health Services and/or Church Health Services.
9. **Sneaking In/Out:** Leaving the residence hall, visiting another residence hall, or having visitors from outside of the residence hall after closing hours or before opening hours is prohibited without advance permission of a faculty supervisor.
10. **Nicotine, Vape, and Tobacco:** All nicotine, vape and tobacco products are prohibited. Smoking in any campus building is a major infraction and may result in immediate dismissal. Any nicotine substitutes or secession measures need to be approved by the Director of Health Services.
11. **Willful Disregard:** Willful disregard of faculty or staff instruction by a student will result in disciplinary action.
12. **Safety:** Activities with serious safety risk are prohibited. The use or possession of an open flame, fireworks, or tampering with safety equipment (such as fire alarms, smoke detectors, and fire extinguishers) is forbidden. Students are also not allowed to pierce, tattoo, or brand themselves or other students.
13. **False ID:** Students in possession of a false ID or driver's license will receive a major infraction.
14. **Pornography:** Possession of or viewing pornographic data or images is not acceptable behavior in any form (See the Technology Acceptable Use Policy on page 39).

15. **Gambling:** Students may not gamble. Games may only be played for enjoyment; no cash or possessions may be exchanged.

16. **Unacceptable Behavior:** Students are responsible for their behavior at all times. Students whose behavior reflects unfavorably upon Wayland Academy, even off campus or on vacations, will be subject to disciplinary action.

### Minor Infractions

Additional unacceptable behaviors may result in accountabilities, including but not limited to points, restrictions, and the loss of privileges. Unacceptable behavior that does not rise to the level of a major violation carries as many as five (5) disciplinary points and additional accountability. Some examples of minor infractions include:

1. Possessing candles or incense of any kind, matches, lighter, etc.
2. Being off campus without specific permission from the residence hall supervisor.
3. Fighting, hazing, or bullying others. This could warrant a major violation or even dismissal, depending upon severity (See the Harassment Policy on page 43)
4. Being in the presence of prohibited substances.
5. Leaving the residence hall while "dormed" or restricted.
6. Day students leaving campus during the academic day (from the student's arrival at school through the end of athletics) without permission from the Director of Curriculum, Instruction, and Innovation or Dean of Students.
7. Skipping Cordial events (e.g., Assembly, Chapel, Mentor Lunch, breakfast sign-in, etc.)

The above is not an all-encompassing list, but provides examples of what Wayland regards as unacceptable behaviors within the minor infraction category. Any serious behavior, or the accumulation of unacceptable behaviors, may warrant suspension and/or dismissal from school.



## Student Accountability

Students who receive a major or minor infraction will be held accountable for their actions on an individualized basis by use of an Individualized Accountability Plan. The student's Individualized Accountability Plan can include but is not limited to:

- Completion of a talk sheet
- Saturday study hall
- Supportive action (through Health Services)
- Campus restrictions
- In-school suspension
- Suspension or dismissal

Individualized Accountability Plans and associated timelines are at the discretion of the Dean of Students.

## Appeals To Reduce Discipline Points

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

To make an appeal, the student must submit a letter to the Dean of Students explaining how he or she has made a positive change and why it's appropriate for their points to be dropped. The student's mentor must also sign the letter in support. The Dean of Students will consult with appropriate parties and approve or deny the appeal within one week of the student's petition.

To be eligible for an appeal, the student must meet the criteria below:

### Appeals for Minor Infractions

After a student has demonstrated a successful change in behavior and has made a positive contribution to the Academy, the student may appeal for a reduction of points from a minor violation. The earliest time a student may make an appeal is six (6) school weeks after the minor points have been assigned.

### Appeals for Major Infractions

After twelve (12) months, a student may appeal to have points from a major infraction removed. The petitioning student must do the following: demonstrate a positive change in behavior; make a positive contribution to the Academy; and be without major infraction for at least six (6) months prior to his or her appeal. Violations that are NOT subject to appeal are academic integrity, substance possession/use, harassment, and theft.

## Conduct Review Process

Disciplinary outcomes may be decided by the Dean of Students, the Director of Curriculum, Instruction, and Innovation, or the Head of School. At any time, the Director of Curriculum, Instruction, and Innovation, Dean of Students, or Head of School may call a Conduct Review. Generally, a Conduct Review is used when there are repeat offenses; when dismissal is a possibility; or when there may be concern about bias. A Conduct Review typically involves four faculty members, one student member, and additional parties as necessary (nurse, counselor, etc). The student's mentor may also attend on behalf of the student.

During a Conduct Review, the student is given an opportunity to share their account of the incident. Members of the Conduct Review Committee ask questions and talk with the student about the situation. After all parties are satisfied and members have shared or heard enough information, the student leaves the room. The committee then discusses the incident, and each member makes an individual recommendation regarding the outcome, using a standard form.

Following the Conduct Review, the Dean of Students presents the committee's recommendations to the Head of School, who makes the final decision. The Dean of Students will notify the student's family prior to, and after, a Conduct Review meeting is held.

## Dismissal and Withdrawal

Certain actions are so severe they warrant immediate dismissal from the Academy. In cases of dismissal, parents/guardians must arrange transportation for their child within 24 hours. Students who are dismissed, required to withdraw, or who voluntarily withdraw from school may be restricted from campus for a period of time following the date of dismissal or withdrawal. Only the Head of School and Dean of Students may approve visits to the campus by those individuals.

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

When a student is dismissed from the Academy, their transcript will provide the grades and credits for each semester of the academic year that has been completed at Wayland, or the grades at the time of dismissal. Financial obligations to the Academy must be met before grades are released.

## Substance Policy

Wayland is a zero-tolerance school when it comes to substance use. There will be consequences if a student is found in possession of or using substances, including paraphernalia and empty containers. The consequence may include immediate dismissal.

Any substance abuse is prohibited. If a student approaches a trusted adult to share that they are struggling with substance issues, the student may avoid accountabilities beyond Supportive Action and will receive guidance beginning with the Director of Health Services. This information will only be shared with the necessary personnel.

## Substance Testing Procedures

Wayland reserves the right to screen members of the student body on a random basis each semester to ensure compliance with Academy rules. If a student is suspected of substance use, they may be subjected to a test ordered by the Dean of Students, Director of Curriculum, Instruction, and Innovation, or Head of School at the expense of the family.

## Adult/Student Interactions Policy

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

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

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

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

## Harassment Policy

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

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

### Definition:

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

### Harassment may include, but is not limited to:

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

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

Sexual harassment may include, but is not limited to:

- Inappropriate sexual or personal questions
- Leering
- Pressure to send suggestive photos or content via social media, text or other forms of electronic media
- Unwelcome or unwanted touching
- Pressure for sexual activity or for a relationship that takes on sexual or romantic overtones
- Any coerced sexual activity
- Offensive remarks about a person's sex

### **Reporting Protocols:**

Any student who is the target of, is witness to, or becomes aware of bullying, cyberbullying, or harassment should report such instances to the Dean of Students, a Mentor, or any teacher or adult with whom they feel comfortable. These reports may be verbal or written and should include as much detail as possible.

A good faith claim of harassment will in no way prejudice an individual's future at Wayland, even if the complaint is found to be unsubstantiated.

All reported instances of harassment will be promptly investigated. During an investigation, the Dean of Students or another designated school employee may speak with the person(s) filing the information (if known) and the parties allegedly involved. All investigations of harassment should be conducted so that the privacy and rights of the individuals involved are protected. Confidentiality in the investigative stage is essential.

In a harassment incident, retaliation of any kind will not be tolerated. Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, witnesses an incident of bullying, or offers reliable information about bullying.

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

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

### **Consequences:**

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



**FINAL NOTE: WAYLAND ACADEMY RESERVES THE RIGHT TO CHANGE ANY AND ALL RULES, REGULATIONS, AND OFFERINGS, AS IT DEEMS APPROPRIATE.**

**Let's make it a great year!**



# Wayland Academy

Wayland Academy admits students of any race, gender, color, nationality, ethnic origin, religion, sexual identity, or sexual orientation to all the rights, privileges, programs, and activities generally accorded and made available to students at the Academy. Wayland Academy does not discriminate on the basis of race, gender, color, nationality, ethnic origin, religion, sexual identity, or sexual orientation in administration of its educational policies, admission policies, health services, scholarship and financial aid programs, athletic, and other school administered programs.



## 2023-2024 Student Handbook

### Appendices

#### Resources for Wayland Families

- A. Map of Wayland Campus
- B. 2023-2024 Academic Calendar
- C. Wayland Transportation Guidelines 2023-2024
- D. Staff Directory



**Academic Buildings**

<p><b>Academic Center 1</b></p> <ul style="list-style-type: none"> <li>• Academic Dean</li> <li>• Dean of Faculty</li> <li>• Dean of Students</li> <li>• College Counseling</li> </ul> <p>Kimberly Chapel (Lower Level) 2</p> <ul style="list-style-type: none"> <li>• Music Dept./Fine Arts</li> </ul>	<p>Discovery Hall 3</p> <p>Parker Science Education Center 4</p> <p>Lindsay Complex: Heaton's Union 5</p> <ul style="list-style-type: none"> <li>• Fine Arts</li> </ul>
---	---

**Administrative Buildings**

<p>Swan Library 6</p> <p>Wayland Museum &amp; Archives (Lower Level) 7</p> <p>Advancement Office (Lower Level) 7</p>	<p>Roundy Hall 8</p> <ul style="list-style-type: none"> <li>• Admissions</li> <li>• Business Office</li> <li>• Head of School</li> </ul>
--	--

**Athletics**

<p>Athletic Offices 9</p> <p>Lindsay Complex: Gymnasium 9</p> <p>Sol Wolfe Memorial Pool 10</p> <p>Field House 11</p> <p>Brown Field 12</p>	<p>Tennis Courts 13</p> <p>Baseball Diamond 14</p> <p>Practice Field 15</p> <p>George Cobb H'80 Soccer Field 16</p> <p>Softball Diamond 17</p>
---	--

<p><b>Residences</b></p> <p>Warren Cottage 18</p> <p>Patterson House 19</p> <p>Wayland Hall 20</p> <p>Ella Dye 21</p> <p>Glen Dye 22</p> <p>Burnham Hall 24</p>	<p><b>Faculty Housing</b></p> <p>Faculty House 103</p> <p>Faculty House 105</p> <p>Faculty House 111</p> <p>Abrahamson House 113</p> <p>Brefeld House 115</p> <p>Faculty House 117</p> <p>Faculty House 119</p> <p>Meyer House 121</p> <p>Mueller House 131</p> <p>Proctor House 135</p>
---	--

**Other**

<p>Kimberly Chapel 33</p> <p>Pickard Dining Hall 34</p>	<p>Schoen Health Center 35</p> <p>Maintenance Building 36</p>
---	---

**Outside Areas**

<p>Janik Terrace 37</p> <p>Pickard Courtyard 38</p>	<p>Swan Patio 39</p> <p>Sesquicentennial Plaza 40</p>
---	---

**Location of Automatic External Defibrillator (AED)**      **Parking**

**Residence Hall Numbers**

920-356-2120 + extension

Burnham Hall.....	Ext. 209
Burnham Hall Emergency .....	Ext. 296
Ella Dy.....	Ext. 260
Ella Dye Emergency .....	Ext. 223
Glen Dye.....	Ext. 261
Glen Dye Emergency .....	Ext. 266
Wayland Hall.....	Ext. 211
Wayland Hall Emergency .....	Ext. 295

## 2023-2024 Academic Calendar

### Return to Campus and Orientation—August 13 through August 19, 2023

Sunday, August 13	Prefects and Pre-season Student Athletes Arrive On Campus ( <b>prefects and pre-season student athletes only</b> )
Friday, August 18	Seniors/Postgraduates Arrive On Campus
Saturday, August 19	Grades 9-11 Arrive On Campus

### Semester 1—August 20 through December 15, 2023

Sunday, August 20	Semester 1 Begins
Sunday, August 20—Tuesday, August 22	Orientation ( <b>cordial for all students</b> )
Wednesday, August 23	Classes Begin
Friday, September 29—Sunday, October 1	Fall Break ( <b>boarding students remain on campus</b> )
Friday, October 13—Sunday, October 15	Homecoming Weekend
Friday, October 13	Quarter 1 Ends
Friday, November 17—Sunday, November 26	Thanksgiving Break ( <b>campus closed—break begins at 12:30 PM</b> )
Sunday, November 26	Return from Thanksgiving Break ( <b>by 7 PM</b> )
Friday, December 15	Semester 1 Ends ( <b>dismissal at 12:30 PM</b> )

### Winter Break—December 15, 2023 through January 7, 2024

Friday, December 15—Sunday, January 7	Winter Break ( <b>campus closed—break begins at 12:30 PM</b> )
Sunday, January 7	Return from Winter Break ( <b>by 7:00 PM</b> )

### Semester 2—January 8 through May 24, 2024

Monday, January 8	Semester 2 Begins
Friday, March 1	Quarter 3 Ends ( <b>break begins at 12:30 PM</b> )
Friday, March 1—Sunday, March 24	Spring Break ( <b>campus closed—break begins at 12:30 PM</b> )
Sunday, March 24	Return from Spring Break ( <b>by 7 PM</b> )
Friday, April 12—Sunday, April 14	Family Weekend and Spring Gala & Auction ( <b>Saturday, April 13</b> )
Friday, May 17	Honors Convocation
Saturday, May 18	Baccalaureate and Senior Recital
Sunday, May 19	Commencement
Monday, May 20—Friday, May 24	Final Exams ( <b>grades 9-11</b> )
Friday, May 24	Semester 2 Ends and Summer Break Begins ( <b>dismissal at 12:30 PM</b> )



## Wayland Transportation

### 2023-2024 Weekends and Breaks

At Wayland, we do our best to provide safe, convenient transportation for our students. This document contains your available options for supervised school transport. Travel scheduled outside of these options is to be arranged by the student and family.

Please submit all questions and travel plans to the Wayland Transportation account.  
Email [transportation@wayland.org](mailto:transportation@wayland.org)

#### Weekends Off Campus

In order to leave campus overnight, students must submit a weekend permission slip via Microsoft Forms. This form is considered complete when received with guardian permission and host family information (if applicable) sent to Mrs. Abbe Grebel via email at [agrebel@wayland.org](mailto:agrebel@wayland.org) and check in with Director of Student Success.

Students requesting school transportation to one of the locations listed on the next page must submit their completed weekend slip by **Wednesday at 1pm**. Those who do not need school transportation must submit their completed weekend slip by **Thursday at 1pm**. Weekends will only be approved if all permissions, including guardian permission, are received before this deadline. Failure to submit before the deadline will result in an accountability meeting with the Dean of Students.

#### Weekend Departures

Wayland Academy provides transportation to the following locations on weekends:

- Madison Dutch Mill Park and Ride – Departures must be AFTER 4:30pm from Madison (NOT A PICKUP LOCATION)
- Madison Airport – Friday airline departures must be AFTER 6pm
- **These locations are not available for Thanksgiving, Winter, or Spring break**

#### Weekend Returns

Wayland Academy provides transportation from the following locations on weekends:

- Madison Airport – ONLY Sundays arrival must be BEFORE 5pm
- Columbus Amtrak – Arrival at 5:05pm (NOT A DROP OFF LOCATION)
- **These locations are not available for Thanksgiving, Winter, or Spring break**

#### Faculty and Staff Transportation

Students who receive transportation for weekday or weekend personal travel will be charged a travel fee to their student account.

#### Parent/Family Transportation

Students being picked up via car may leave after their last class on Friday. Students must return to campus no later than 7pm on Sunday.

#### **Emergency Contact**

All students need a cell phone with a U.S. calling plan or a device with international data and Wi-Fi with the Microsoft Teams app installed. Be sure you and your student have Microsoft Teams installed on their device. Travel delays can be sent to [transportation@wayland.org](mailto:transportation@wayland.org).

## Wayland Transportation Fees

The fees shown below are in addition to your student(s) bus, airline, and/or train tickets. These fees are added to your student's account for the following month.

Madison Dutch Mill Park & Ride	\$20 one-way
Madison Airport (MSN)	\$20 one-way
Columbus Amtrak (CBS)	\$10—ONLY WEEKEND RETURNS

Note: Chicago O'Hare is NOT available for weekend transportation.

### Coach Bus with a Wayland faculty member\* - Thanksgiving, Winter, and Spring break ONLY

Chicago O'Hare Airport (ORD)	\$80 one-way
Unaccompanied Minor fee	Additional \$25/hour—please see details below

\*Note: Wayland Coach bus reservations are non-refundable

If you would rather make your own reservations, please visit the following websites:

Bus: <https://web.coachusa.com/vangalder/>

Train: <https://tickets.amtrak.com/>

Private Car: <https://stretchlimochicago.com>—provides private transportation to and from Chicago O'Hare (ORD)

### Unaccompanied Minors

When purchasing a flight for students, check the airline's Unaccompanied Minor policy. If your student must travel as an unaccompanied minor, you must inform the transportation coordinator and Wayland will schedule an extra faculty member to accompany them. There is an additional \$35/hour charge applied. Only advance arrangements may be made—NO last-minute bookings.

### Academic Day Travel

Travel should not be arranged during the academic day (8:15 am-3:40 pm). If a student must miss class time, they must receive prior approval from the Director of Curriculum, Instruction, and Innovation. Wayland and Wayland faculty will not provide transportation for students when classes are in session. Transportation is to be arranged by the student and the guardians.

### Unplanned Travel

In the occasion that your student must leave campus for family emergencies, please book travel through the Madison airport (MSN), Dutch Mill Park & Ride (Van Galder Bus), or the Columbus train station. Wayland will do our best to provide transportation, however during busy times such as the academic day, the student may have to organize a taxi on their own.

### Waiting Time

As we work to accommodate many students, your student may have to wait for Wayland staff at the airport, train station, or bus stop. Wayland staff will keep the student updated on their travel via Microsoft Teams.

### Hotels/Hosts

Students may NOT stay in hotels alone or stay with hosts who are **under 25 years** of age (*Proof required*). Students must be with an approved adult chaperone, with guardian permission, for all overnight stays.

## August 2023 Arrival

All students must arrive on campus on the designated dates below

### NO EARLY ARRIVALS

Wayland Academy only provides supervised transportation from Madison airport (MSN) and Chicago O'Hare airport (ORD) in August and May.

All travel itineraries are due to [transportation@wayland.org](mailto:transportation@wayland.org) by Friday, July 21, 2023

#### Arrival Schedule\*

Prefects and Invited Athletes arrive between 12 pm-5 pm	Sunday, August 13, 2023—Transportation from ORD provided
Seniors arrive between 1 pm-6 pm	Friday, August 18, 2023
ALL Boarding Students arrive between 9 am-8 pm	Saturday, August 19, 2023

\*There will be no Wayland transportation available after Saturday, August 19. Please see optional modes of transportation (bus, train, private car) above.

#### Wayland Transportation Guidelines

- Please follow the above arrival dates for your group. ONLY Prefects, invited athletes, and seniors will arrive to campus before Saturday, August 19, 2023.
- To take Wayland transportation students must arrive at one of the following locations: Chicago O'Hare airport (ORD) or Madison airport (MSN).
- The bus pick-up time is 6:30 pm at Chicago O'Hare (ORD) and will travel on to Madison (MSN) on Friday, August 18 for seniors and Saturday, August 19 for 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> graders.
- All international flights should arrive before 5:30 pm and all domestic flights 6:00 pm to allow students to be ready for the 6:30 pm pick-up.
- Late night arrivals cannot be accommodated. Transportation for arrivals after 6:00 pm will have to be arranged by the family for the next day.

Send changes/delays in your travel to [transportation@wayland.org](mailto:transportation@wayland.org)

## 2023 -2024 School Break Transportation

**Thanksgiving Break:** Friday, November 17, 2023—Sunday, November 26, 2023

**Winter Break:** Friday, December 15, 2023—Sunday, January 7, 2024

**Spring Break:** Friday, March 1, 2024—Sunday, March 24, 2024

**End of Year:** See next page

Tickets purchased outside of the stated guidelines will require transportation arrangements to be made by the guardians. Wayland (faculty or staff) will not be available to provide transportation to airports, train stations, or the bus during regular school hours.

Classes end at 12pm the beginning of all breaks and students must return to campus by 7 pm on Sunday at the end of all breaks, unless taking Wayland transportation.

### Transportation Due Dates

Transportation plans are due to the transportation coordinator for each break by the following dates:

Thanksgiving Break and Winter Break: October 20, 2023

Spring Break: February 2, 2024

Summer Departure: April 26, 2024

Failure to communicate and/or submit transportation plans by the above dates will add a \$25 late fee to your student's account.

### Parent/Family Transportation

Students being picked up via car may leave after 12 pm on Friday. All students must be picked up by 8 am on Saturday. Students can return between 12 pm-7 pm at the end of break.

#### DEPARTURE options for Thanksgiving, Winter, and Spring break—Wayland provides transportation to Chicago O'Hare airport (ORD) ONLY for school year breaks.

- OPTION 1** Friday bus from Wayland to Chicago (ORD). Bus leaves the back parking lot at 2 pm
- Chicago O'Hare (ORD) flights should depart AFTER 6 pm
  - Chicago area pick-ups MUST pick up at the Ciao Gourmet Market in terminal 1 arrival area
- OPTION 2** Saturday bus from Wayland to Chicago (ORD). Bus leaves the back parking lot at 5 am
- Chicago O'Hare (ORD) flights should depart AFTER 9 am
  - Chicago area pick-ups MUST pick up at the Ciao Gourmet Market in terminal 1 arrival area

#### ARRIVAL option for Thanksgiving, Winter, and Spring break—Wayland provides transportation from Chicago O'Hare airport (ORD) ONLY for school year breaks.

- Bus from Chicago O'Hare (ORD) to Wayland Academy
- Bus leaves ORD at 6:30 pm on Sunday, November 26; Sunday, January 7; and Sunday, March 24
- ALL international flights must arrive BEFORE 5:30 pm; domestic flights must arrive BEFORE 6 pm

### Late Arrival Times

Flights booked to arrive after the required arrival time, 5:30 pm for international flights and 6 pm for domestic flights for Chicago O'Hare (ORD), will require the student and guardian to make their own travel arrangements back to campus. The private car service listed above will travel from Chicago O'Hare to Wayland for an average cost of \$400.

### Delayed Flights

Must contact [transportation@wayland.org](mailto:transportation@wayland.org) with updated flight plan ASAP. Failure to do so will result in delayed travel coordination and possible increase in cost of travel.

Students with delayed flights from Chicago O'Hare (ORD) will have to purchase a ticket for the Coach USA bus (link above) to the Madison Dutch Mill Park & Ride, then contact Union Cab (unioncab.com or 608-242-2000) to coordinate taxi services from Madison, WI. The average cost of this full service is \$155; \$33 for the bus ticket and \$120 for the taxi service.

### Fees

Wayland will add the total cost of the unexpected travel to the student's account including the \$25 fee for late travel plan submissions.

## May 2024 Summer Departures

Seniors: Commencement and campus departure is Sunday, May 19, 2024

9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> Graders: Exams end Friday, May 24, 2024, at 12 pm

All students must thoroughly clean their rooms and check out with a dorm supervisor before departing campus. A fee will be added to the student's account for an improper checkout.

### Parent/Family Transportation

Students may leave with a guardian or pre-approved adult after completion of exams and a proper check out on Friday, May 24.

Wayland Transportation DEPARTURE options for 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> graders—Wayland provides transportation to Madison airport (MSN) and Chicago O'Hare airport (ORD) ONLY for the beginning and end of the year.

**There is NO Wayland transportation available during the academic day/exams.** Travel made outside of these times will require families to arrange their own transportation from campus.

#### OPTION 1 Friday bus to Madison airport (MSN) or Chicago O'Hare (ORD)

Bus leaves Wayland Field House at 2 pm on Friday, May 24

- Madison (MSN) flights should depart AFTER 3:45 pm
- Chicago O'Hare (ORD) flights should depart AFTER 7 pm
- Chicago area pick-ups MUST pick up at the Ciao Gourmet Market in terminal 1 arrival area

#### OPTION 2 Saturday bus to Madison airport (MSN) or Chicago O'Hare (ORD)

Bus leaves Wayland Field House at 5am on Saturday, May 25

- Madison (MSN) flights should depart AFTER 6:45 am
- Chicago O'Hare (ORD) flights should depart AFTER 10 am
- Chicago area pick-ups MUST pick up at the Ciao Gourmet Market in terminal 1 arrival area

### Departure Option for SENIORS ONLY

Outside of this time, families must arrange their student's transport from campus.

**ONLY OPTION** Sunday departure from Wayland Academy to Madison Airport (MSN) and Dutch Mill Park and Ride.

- Bus/Van leaves Wayland at 3:00 pm on **Sunday, May 19, 2024.**
- Madison (MSN) flights should depart AFTER 4:45 pm

Seniors must thoroughly clean their rooms and check out with a dorm supervisor before departing Wayland. Check out before 2 pm to avoid the rush! All seniors should be off campus by 3 pm.

## Frequently Asked Questions

### Who do I ask questions about my student's travel?

You can send all transportation questions to [transportation@wayland.org](mailto:transportation@wayland.org).

### When does my student have to submit their travel plans?

Transportation plans are due to our transportation coordinator for each break by the following dates:

Thanksgiving Break and Winter Break: October 20, 2023

Spring Break: February 2, 2024

Summer Departure: April 26, 2024

**Failure to submit transportation plans by the above dates will add a \$25 late fee to your student's account.**

### Can my child leave a day early for break or return a day late?

No. We do not want students to miss valuable class time, which is why we ask students not to extend breaks. It's not worth it—unexcused absences can significantly impact your student's grades.

### How will you find my child at the pickup location?

Students will be picked up at Ciao Gourmet Market in terminal 1 (International flights will be picked up at McDonald's at terminal 5) arrival area at O'Hare. Madison Airport—students will be updated. Please make sure your student has access to technology while traveling. Cell phones and devices with international data and Wi-Fi with the Microsoft Teams app downloaded are highly recommended. Be sure your child has **the transportation coordinator's contact information via Teams.**

### Can my student take Wayland transportation one way?

Yes! Your student's account will only be charged for the one-way travel.

### Why can't Wayland take my child to Chicago on weekends?

This three-hour trip each way is difficult to arrange and is costly, especially for just one or two students. With this in mind, we take students to the Amtrak station, where they can schedule the appropriate transportation to and from Chicago.

### How early can my student return at the end of a break? What time does my student have to be back on campus from a weekend home?

Students can begin arriving to campus as early as 12 pm at the end of a school break. The latest that students can return from a weekend or break is 7 pm, unless they are taking Wayland transportation or with advance notice from guardian to [transportation@wayland.org](mailto:transportation@wayland.org).

### Can I just use a rideshare service like Uber or Lyft?

Due to the intimate size of Beaver Dam, rideshare services are not available. The modes of transportation listed on page two (2) are modes that our students typically use.

There is a local taxi service that is available by reservation that travels to and from the Amtrak station. Running Inc. Transit Services can be contacted via email at [contact@RunningInc.net](mailto:contact@RunningInc.net) or by phone at 920-885-4800.

### Can I just call with weekend permission for my student, so they don't have to do a weekend slip?

We do need your permission for overnights off campus, but we want your student to make their own arrangements when possible. This helps your student develop personal responsibility and self-reliance. Weekend permission slips help us notify the faculty about where all students will be, ensure they have the proper permissions, and make it to their classes and important events.

**Can my student stay on campus for breaks?**

No. Our campus facilities close for each break and our faculty and staff get to spend some much-needed time with their families, like your student.

We do strongly encourage students to seek host options with their local friends if they would like to stay within the US for a break. This is a great opportunity to bond and experience time outside of Wayland with friends. Wayland CANNOT facilitate host options for students.

**What if my student's flight is changed or delayed?**

You or your student should immediately call the transportation coordinator via Teams and keep them updated about travel changes. We will make every effort to pick up your student from the airport when they arrive. If the flight arrives in Chicago, your student may have to ride the Van Galder bus to Madison or take a taxi or private car back to Beaver Dam. We will guide you regarding the best option.

**Do I have to send my student as an Unaccompanied Minor? What does this mean?**

Check your airline's "Unaccompanied Minor" policy. This means an adult must stay with your child at all times until their flight takes off or after it lands. If your child travels as an "Unaccompanied Minor," Wayland Academy will need to hire a separate staff member to accompany them. An additional \$35/hour charge applies for this service, and it covers the time from our regularly scheduled drop-off or pick-up until your child's flight departs or arrives. For example, if the airport pick-up is scheduled at 5 pm and your child arrives at 3 pm, you would be charged the regular Wayland transportation fee plus an extra \$70 for the unaccompanied minor service.



## 2023-24 Staff Directory

EMPLOYEE	OFFICE	EXT.
Mrs. Carrie Ahlborn	Advancement	222
Mr. Seth Ahlborn	Library 318	249
Mr. David Armstrong	Roundy 107	232
Ms. Liberty Bell H`14	Library 321	239
Mr. Peter Bredlau `85	Advancement	282
Ms. Camille Cain	Acadm Blg 208	221
Ms. Andrea Chesley	Roundy 201	241
Mr. James Cleary H`20, P`26	Acadm Blg 211	287
Ms. Lisa Conde	Acadm Blg	298
Mrs. Jill Czarneci	Pickard Seryery	279
Mr. Daniel Donovan	Discov Hall	262
Mr. Andy Estervig	LL Chapel	254
Mrs. Kristie Estervig	LL Chapel	266
Ms. Carolina Ganske	Acadm Blg	297
Mrs. Abbe Grebel	Roundy 303 and Library 322	231
Ms. Sarah Hafey	Roundy 206	233
Mrs. Deb Hankes, RN H`18, P`24	Health Center	251
Mrs. Marissa Hansen	Discov Hall 106	226
Mrs. Meredith Harmon P`22, `24	Acadm Blg 108	219
Mr. Landyn Heimerl `13	Acadm Blg 305	220
Ms. Vicki Horstman	Roundy 304	236
Mrs. Heather Hughes	Roundy 103	230
Mr. Robert Jens	Lindsay Facilities Office	238
Mrs. Olga Johnson	Acadm Blg 106	288
Ms. Martha Kesler H`08	Acadm Blg 204	291
Ms. Elise Krause `04	Acadm Blg 107	293
Mrs. Karyn Kroschel, RN P`25, `27	Health Center	251

EMPLOYEE	OFFICE	EXT.
Ms. Tami LaChance	Lindsay Gym	227
Mrs. Triscia Ladron	Discov Hall 101S	223
Ms. Linda Lutes H`15, P`14	Library 318	248
Mr. Robert MacLellan	Acadm Blg 105	295
Ms. Jeana Meyer	Health Center	255
Mrs. Bryanna Michaletz `13	Roundy 207	252
Mr. Carl Michaletz	Library 321	296
Ms. Kelly Neuert P`15, H`17	Advancement	244
Mr. P.J. Osvald H`11	Acadm Blg 307	299
Mr. Igor Proleiko	Discov Hall 119	225
Mr. Glen Richards `84	Art Studio	215
Mr. Cody Schultz	Lindsay Gym	271
Mrs. Roxanne Sell H`92	Roundy 202	237
Ms. Kayla Slusher	Library 322	234
Ms. Leah Steuer	Library 219	250
Ms. Tara Stewart	Acadm Blg 104	284
Mrs. Amy Thronsen H`14	LL Chapel	229
Mrs. Lisa Topel	Heaton's Union	216
Mrs. Crystal Verran	Roundy 302	274
Mr. Kurt Walters H`11	Acadm Blg 306	294
Mr. Jason Warnick	Roundy 301	240
Mr. Omri West	LL Pickard	206
Mrs. Kerry Wolfgram	Roundy 106	242
Mrs. Mandie Zopp	Advancement	247

**H`** indicates honorary graduation year  
(10 years of service to the Academy)

**P`** indicates parent of a Wayland student