



Student Handbook
2017

Packing

Clothing

Campus dress is casual, but must be tasteful. Shorts, t-shirts, and jeans are fine. A sweater, sweatshirt, or a jacket will be necessary for cool evenings and some air-conditioned classrooms. Rain gear is almost always needed. You may want to bring your "best" outfit for special occasions (formal dress is not required, but there is a dance for which students may want to dress up). In any case, the list below will help you plan for your week on campus. Some items are certainly optional. Keep in mind - you will have to transport all of your items from the car up to your room, and you will be sharing a small space with a roommate. Plan accordingly!

Accommodations

Sheets, blankets, pillows, and towels are NOT provided at the dormitory. Please bring your own. The beds require twin long sheets. Proper hygiene is important at YSSP, and students will have access to laundry in the dorm. Remember to bring a small amount of laundry detergent! Students are expected to bring enough clothes or laundry supplies to wear clean clothes every day. Please do not bring too much money or anything of great value.

Suggested Packing List

Everyone should be sure to bring a writing utensil and notebook.

Clothes and Linens	Other Basics	Optional
informal class clothes sweater, jacket, sweatshirt swimsuit semi-formal outfit (camp dance) shower shoes (flip flops) comfortable shoes Sports/active clothes Sleepwear hat/sunglasses towels/wash cloths (couple) clothes hangers beach towel blanket/long sheets/pillow umbrella/rain poncho/jacket Pillow	FAN FOR DORM ROOM water bottle sun block/aloe backpack insect repellent pocket money alarm clock* notebook pens/pencils/general school supplies/ binder toiletry articles (soap, shampoo, deodorant, etc.) medicine (to be given to UHS during check-in)	books/reading device camera board games "Dress up day" clothes Sports equipment Dress up day clothes movies (G and PG) Snacks (nut free) Musical instrument Nightlight

*Do not rely on your roommate to bring an alarm clock. You should be respectful of your roommates own sleep schedule.

Electronics

YSSP students are NOT allowed to bring devices with internet access including: cell phones, laptops, MP3 players, tablets, or other electronic devices to camp. For this one week, we expect our students to remain "unplugged" in order to foster community. However, students are able to bring an "eReader" if it does not have the capability to connect to the internet. Please see the "keeping in touch" section for more information on how to contact your child during the program. Students **may** bring cameras. **Please note that students should bring a separate alarm clock – we will not allow students to keep their cell phone, iPod, etc. even if they intended it to be their alarm clock.**

DO NOT BRING:

Cell phones, laptops, tablets, TVs, video game consoles, anything with an exposed heating element, microwaves, skateboards, bikes, roller blades, **food items with nuts**, etc.

If staff members encounter any of the above items, they will be confiscated for the duration of the program.

Living on Campus

Daily Schedule

7:30 a.m. - 8:30 a.m.	Breakfast
8:30 a.m. - 9:00 a.m.	Morning Meeting
9:00 a.m. - 11:30 a.m.	Class- Morning Session
11:30 a.m. - 12:30 p.m.	Lunch
12:30 p.m. - 3:00 p.m.	Class- Afternoon Session
3:00 p. m. - 5:00 p.m.	Recreational Activities
5:00 p.m. - 6:00 p.m.	Dinner
6:00 p.m. - 7:00 p.m.	Evening Workshops
7:00 p.m. - 8:30 p.m.	Recreational Activities
8:30 p.m. - 9:00 p.m.	Block Meetings
9:00 p.m. - 10:00 p.m.	Dorm time, preparation for bed
10:00 p.m.	Lights Out

At lights out each day, students are expected to be in their own dorm rooms and going to sleep. On Friday, there are no workshops and students have extended activity time until lights out.

Housing

YSSP students are housed in residence halls on campus. Mostly double rooms are used throughout the dorm. We do our best to pair students with a roommate; however, some students will live in singles. Generally, students who live in a single room are across the hall from another single-room student and are considered roommates to encourage community. A full bathroom is located on each floor. **Individual rooms are not air-conditioned – so we ask families bring fans.** The dorms have several common lounge areas. Please inform us prior to the program of any special needs that may require accommodations. It is important for dorm security that students keep track of their keys. Students will be given a lanyard to carry their keys at registration, and we will remind students to keep the lanyards with them at all times. However, the student is responsible for his/her own keys/card and should not lend them to others. **The campus has dorm security, making it necessary to charge students a replacement cost of \$25. Please don't lose your keys! You will be charged for keys not returned at the end of the program.**

Meals

Students will eat most meals in the cafeteria. Ample choices of food, including vegetarian options, sandwiches, salads, etc. are available at the cafeteria. Staff will be in the dining hall to help students make good choices, especially when special dietary needs are identified. Students who require a special diet or have dietary restrictions are advised to contact the Site Coordinator as soon as possible to determine if special arrangements can be made. Parents should also discuss special needs with the RA at check-in.

Residential Assistants

Each student will be assigned to a Residential Assistant. Traditionally, the RAs are college-aged or young professionals of whom many are former WCATY students. Each RA will be responsible for approximately 12-14 students and will live within their students' section of the residence hall. The RAs are responsible for the residential aspects of camp and will be working closely with the students to create a fun and educational atmosphere at camp. Students should communicate all issues, concerns, and ideas with their RA.

Recreation

Playing fields, courts, and general amenities on campus give students a great range of recreational opportunities. To take advantage of these facilities, be sure to bring a swimsuit, and other sports equipment. Students who play a musical instrument should consider bringing it to campus. A few swimming trips will be planned throughout the program. **Note: At times, it will not be an option to remain indoors.**

Transportation

Parents are responsible for transporting students to and from the program. For the duration of the program, students walk to class and other activities. Residential students are not allowed off campus without prior approval from the Site Coordinator.

Pocket Money

Experience has taught us to leave the decision about how much pocket money to bring to campus up to the individual students and their families. Students choose different activities, and the program activity fee for each program covers all of students' expenditures. We may take one trip to downtown Beaver Dam where students may want to purchase an item. Students should not initially bring more than **\$20 in cash** with them. **Each student will be responsible for his or her own money.**

Health Services

University Health Services will provide health service staff for the program. UHS maintains health and treatment records for students, will dispense *all* medication, and provide 24/7 care. **If you have an emergency inhaler, epinephrine pen, etc. you will be allowed to keep that on your person at all times.** All students must submit a health form (online in the application system) prior to camp to be reviewed by UHS and WCATY staff. Please make us aware of any possible health concerns or of any disabilities so that our staff is prepared for medical situations or is able to make any necessary modifications. **Due to new, university-wide policies, all medication will be dispensed by UHS staff.**

Treats

Too many calories from snack foods make for very unhappy campers! We will encourage students to drink plenty of water throughout the day and discourage the use of the vending machines for soft drinks and candy. We ensure that students get everything they need at meal times and prefer that students do not keep a supply of snack food in the residence halls. Unlike a family vacation schedule, the students do have to be alert, eat on a schedule, and remain healthy to keep up with challenging classes and a very full slate of residential activities. We feel quite strongly that University of Wisconsin-Madison Housing will provide enough food and special "treats" throughout the program.

If treats do come in, we will only ask that students share them with their roommates. (It is not necessary for you to provide treats for the larger group.) These should be kept in zip-lock bags or closed tins. Also, please be aware that some students have food allergies and special needs related to food; WCATY may have to limit the content of care packages, and we will do our best to keep you updated on special issues. **NO NUTS PLEASE!**

Dance

There is an all-camp dance on the last Friday evening of camp. Many students choose to dress up for the dance, but it is not mandatory. Students may suggest appropriate songs during the week leading up to the dance. If a student is not interested in dancing, board games and other activities will be brought to the area. Students have the ability to bring their own activities as well to the area.

Contacting YSSP Staff

During programs, our staff members are usually away from their desks, so please allow a few hours for messages to be returned. The best way to reach the Program Director and Site Coordinator is via email. You may also reach staff by phone at the site office phone number (distributed on Opening Day). There is voicemail available if the Site Coordinator is out. Messages left between 8:00 a.m. – 5:00 p.m. will be returned within a few hours. Non-emergency questions or concerns may be addressed in email. Please allow 24 hours for the Site Coordinator to respond. For emergency situations, you may contact the site coordinator's cell phone.

Please see the "Staying in Touch" section for information on contacting your child during the program.

Staying in Touch

We realize that this might be the first extended period of time that your child is experiencing away from you. However, for most children, one week away from home at this age is quite manageable and very beneficial to social and emotional development. Before coming to camp, it is important that parents and students discuss any questions or concerns that living at camp, in a place where there are different rules and students with different family backgrounds, may bring up. Please know that past WCATY students have done well in their adjustment to camp and report that a summer with WCATY is an outstanding experience that will not be forgotten!

By Mail

Kids (and staff) love mail and care packages! It helps them know that people are thinking of them and is an inexpensive way to send forgotten items. Please send all letters and care packages to:

Student Name - WCATY
Wayland Academy
101 N University Ave
Beaver Dam, WI 53916

*Make sure to send mail or packages before camp starts or by the second day of camp in order for it to arrive on time

By Phone

Students are **not allowed to carry cell phones** and do not have regular access to a telephone during the program. Families who are accustomed to daily communication with their children will be asked to adjust this habit for the one week of YSSP. To create a more positive separation for both parents and students, we ask that parents not make arrangements to get in touch with children by phone - either by trying themselves to call their children or asking that children make calls home. Calls home tend to be disruptive and usually serve to unnecessarily delay adjustment to the program. This is their opportunity to see how they can get along on their own, and we know this to be a valuable part of the WCATY experience. If a child is not coping with the separation, a WCATY staff person will get in touch with the parents.

In Person

We request that there be no visits during the program. Students will be kept very busy, and we are striving for a sense of community and continuity in the program. Visits and phone calls from parents frequently intensify, rather than lessen, feelings of homesickness, and interfere with the building of a sense of community and the participation in program activities. We expect some students to go through a short period of homesickness. This is normal, and the counselors will be prepared to help the students through it, especially during the first few days. Parents will certainly be notified if there are any out-of-the-ordinary problems or concerns as soon as they arise and are welcome to check in with the Site Coordinator for an update on their child's activities.

Opening and Closing Days

Opening Day

Registration for all YSSP students will begin at 12:30 p.m. **Please do not bring your belongings into the hall until after you have checked in and picked up your keys.** If you arrive in town early, we suggest that you take a brief tour of campus, browse downtown, or get a bite to eat. We will be ready to check you in from 12:30 until 2:30. We cannot accommodate early registrations. Please arrive before 2:30, so that we can get everyone checked in before the Opening Ceremony, which starts at 3:00. If you must arrive after that time, please contact WCATY to make arrangements.

Drop off and parking: Families should park in the open lot by the residence hall or on the streets surrounding campus. Plan to leave your belongings in the car while you register and receive your room assignment. Then you will be ready to return to your car to unload your luggage.

12:30 – 2:30 p.m.	Arrival and check-in
2:00 – 3:00 p.m.	Instructor Meetings – meet your instructor in the gym!
3:00 – 4:00 p.m.	Opening Ceremony
4:00 – 5:00 p.m.	First Class Meeting
5:00 – 6:00 p.m.	Dinner
6:00 – 7:00 p.m.	Campus Tour for students and small group games with Residential Assistants
7:00 – 9:00 p.m.	Orientation and Activities
9:00-10:00 p.m.	Students in dorm; Block Meetings
10:00 p.m.	Lights Out

Closing Day

From 8-11 a.m., students will participate in exit interviews with their instructors. Parents are invited and encouraged to attend the exit interviews, but the main communication will be between the student and instructor. This is a time to recap the student's performance in the course and review any portfolio materials. The **Closing Ceremony is scheduled for 11:15 a.m.** and is strongly encouraged for all students. This is important closure for the program. Students will have a chance to say good-bye to friends, and instructors will hand out certificates. Students will be able to depart by about 12:30 p.m.

8:00 – 11:00 a.m.	Exit interviews in classrooms / preparation for departure While students are participating in exit interviews, other students will be cleaning up their rooms and packing. You should be done packing by 11:00 in order to be on time to the closing ceremony. Students should consider packing up some things the night before. Your exit interview time was included in this mailing and will be posted in the dorms on the last day. Please be on time! The meetings are short, and we must complete all of them by 11:00.
11:15 – 12:15 p.m.	Closing Ceremony
12:30 p.m.	Depart Campus

Depending on the time of your exit interview, you may be packing up prior to or after the meeting. The residential staff will be on hand to check students out of their room and will be supervising your child only until you arrive to pick them up. Parents, please plan to meet your child at their dorm room prior to the interview time. Once you have picked up your child at the dorm, they will be under your supervision for the rest of the day. Again, we strongly encourage parents to attend the exit interviews; however, if this is not possible, please contact WCATY before-hand to make alternate arrangements.

For those of you who have early timeslots, plan to pick up your child at least 15 minutes before the exit interview. If you have a later meeting, still plan to arrive in time to pack before the exit interview. Some of our students will pack quickly on their own, while some will need additional help!

COMMUTER SPECIFIC INFORMATION

Campus Life

Daily Schedule

8:15 a.m.	Drop off and check in with RA
8:30 a.m. - 9:00 a.m.	Morning Meeting
9:00 a.m. - 11:30 a.m.	Class
11:30 a.m. - 12:30 p.m.	Lunch
12:30 p.m. - 3:00 p.m.	Class
3:00 p.m. - 5:00 p.m.	Activities
5:00 p.m.	Commuters depart (Optional)
8:30 p.m.	All remaining commuter students depart

Check-in and Check-out

Commuter students must check in and check out with their Commuter RA each day (location will be shown on opening day). Parents are also responsible for signing their child in and out with their child's assigned Commuter RA. There will be an additional check out time on Friday so commuter students can participate in the dance. Students should bring a writing utensil and notebook. Commuter students will be able to use lockers provided to keep personal belongings in during the duration of camp. It is suggested that commuter students bring an extra set of clothes, swim suite, tennis shoes, and a small snack to keep at camp.

Classes

All classes are held in campus classrooms and labs. There may be occasional field trips off-campus for some courses. Students should bring notebooks, writing utensils, and other organizational materials (sticky notes, white out, etc.) that they regularly depend upon in school.

Residential Assistants

Commuter students are assigned to a Commuter RA. Commuters must check in and out with this individual each day. The RAs are responsible for the recreational aspects of campus life and will be working closely with the students to create a fun and educational atmosphere at camp. When you check in and out with your RA, you will be given other announcements and information that is pertinent to camp.

Transportation

Commuter students must provide their own transportation to and from camp each day. Parents may park temporarily on 101 N University Ave outside of the Lindsay Gymnasium and outdoor plaza area to pick up and drop off their child each day. Parents are welcome to carpool, but the Commuter RA must be informed.

Electronics

YSSP students are NOT allowed to bring devices with internet access including: cell phones, laptops, MP3 players, tablets, or other electronic devices to camp. For this one week, we expect our students to remain "unplugged" in order to foster community. Students **may** bring cameras. Commuter students are welcome to use WCATY phones to call parents about arrangements if any issues arise on a given day.

Health Services

University Health Services will provide health service staff for the program. UHS maintains health and treatment records for students, will dispense **all** medication, and provide 24/7 care. All students must submit a health form prior to camp to be reviewed by UHS and WCATY staff. Please make us aware of any possible health concerns or of any disabilities so that our staff is prepared for medical situations or is able to make any necessary modifications. Be aware that nurses may be able to give ibuprofen for the day but all other medications (including prescriptions) will only be taken in the nurse's office. **Due to university-wide policies, all medication will be dispensed by UHS staff.**

Safety and Security

Guidelines

Students are asked to follow certain simple guidelines to help ensure their safety while participating in the program. Common sense behavior regarding safety is a must. Students must also sign a rules contract.

- You are to remain on campus at all times. Campus boundaries are clearly defined during orientation. Approved trips with staff members are the only exception to this rule.
- You must sign up for **all** activities, other than those involving the entire program. The residential staff will carefully monitor this procedure and students will be held accountable.
- Students must always walk with their group going to and from class, during activity times, and during any other outings.
- Notify a staff member immediately if you see someone you do not know in the dorm. Do not let people you do not know into the dorm. The only people allowed in the residential areas of the dorm are students and staff of YSSP. (Note: This is another reason why unannounced family visits create problems.)
- Notify a staff member immediately if you are approached by a stranger.
- To protect valuables, students should keep their room door locked whenever they are not in their room, and they must be responsible for their own keys.
- Students should wear a watch, use an alarm clock, and must be prompt at lights out and other meeting times. It is their responsibility to know what time to be at what place. If they don't know, they should ask an RA.
- Residential staff will conduct room checks each night at lights out, and during the night if necessary.

Thefts

Yes, they do happen, even at a small summer program like YSSP. We cannot overemphasize the fact that students need to be careful with their belongings and be respectful of others. Please keep in mind that you are sharing a room with another person. Treat their belongings with the same respect as you would your own. WCATY is not responsible for any lost or stolen items. We suggest you follow the list below.

- Do not keep large amounts of cash on your person or in your room.
- **Keep your room door locked at all times**, and do not lose your keys. Also, do not prop doors open. Secure your items even when you are gone for only a few minutes.
- Keep accurate descriptions and serial numbers of your property.
- Backpacks, books, coats, and other items have been stolen from libraries, Unions, and other Beloit facilities. Keep your property with you or lock it up when unattended.

Lights Out

Wear a watch, and be prompt at lights out and other meeting times. It is your responsibility to know when and where you should be. If you don't know, ask your RA. Residential staff will conduct room checks each night at lights out.

Behavior Expectations

Below are the general behavior expectations at WCATY Summer Programs. Before students are allowed to participate in the program, the Student Rules Contract must be signed. Please familiarize yourself with the Rules Contract before arriving at camp. These rules are designed to maintain a friendly camp atmosphere where students are expected to be safe, include everyone, respect others, challenge themselves and have fun.

The WCATY Honor Code is based on an expectation of respect for self, others, and the program.

General Policies

- WCATY Summer Programs are first and foremost academic programs. Students are expected to commit themselves to serious and honest work during their weeks at the program. We expect you to attend all classes and academic functions and complete all homework assignments.
- Students are expected to adhere to the daily schedule and be present and on time to required activities.
- Students will shower daily, wear clean clothes, and keep their dorm rooms and common areas clean. The physical structure of the dorm, furniture, walls, etc. should be respected.
- Since other groups will be on campus during the summer, WCATY students are expected to act in a mature fashion. Students should be respectful of other classes and faculty at all times.
- Students should read and adhere to the policies concerning appropriate items to bring to YSSP. Students who bring restricted items will have them confiscated and returned on the final day of camp.
- Students are expected to bring concerns to their RA each day during block meetings in order to contribute to the comfort and well-being of all members of the YSSP community.
- As with any community, some rights and privileges students may enjoy at home must be put aside for the good of the group.

The following include rules that if violated, may result in dismissal from the program:

- Be safe, include everyone, respect others, challenge yourself, and have fun.
- Residential students must obey curfew, stay within the program boundaries at all times, and be in their rooms from lights out until 7:30 a.m.
- Participants in the program will conduct themselves in an appropriate manner and will dress appropriately at all times while at meetings, classes, meals, on field trips, or during any other activities, including free time.
- Students of the opposite sex are not allowed in dorm rooms or in dorm wings. One lounge is coed.
- Violation of any city, state, or federal law will not be tolerated. The following are not allowed: gambling; possession of tobacco products, drug paraphernalia, fireworks, weapons, explosives, ammunition; sex; harassment of any kind. Destruction of campus or personal property will not be tolerated and any damages will be charged to the student/family.

Please note: The program directors may establish additional rules as behavior warrants. These and additional specific camp rules will be addressed with the students the first evening of the program. If an issue should arise with a student not following the camp rules/guidelines, parents/guardians will be notified.

Visits and Off Campus Trips

As you know, the program in which your son or daughter is enrolled provides a carefully planned and supervised schedule of events. The residential program is designed to fill students' time during afternoons, evenings, and weekends in constructive and enriching ways, and to help them succeed in our demanding academic program. WCATY's Visit and Off-Campus Trips Policy is designed to ensure the safety and promote the academic progress and social integration of your child into our program.

For this reason, **WCATY requires that all students remain in the residential program throughout the duration of YSSP.** Exceptions to this policy are rare and will be made through the WCATY office. **Requests must be made on our Off Campus Request Forms prior to the program. Please contact WCATY for a copy of the form.** Off-campus trips with family or friends should be planned for before Opening Day or after Closing Day of the program. Please do not plan to have your child leave the program during the week that he or she is living on campus.

Should you have a family emergency such as illness or death in the family that requires your child's presence, please use the contact numbers (provided on our contact page) to make arrangements with the Site Coordinator.

Beyond emergencies, we strongly discourage off-campus visits, and we appreciate your understanding and compliance with this policy. We discourage these visits for the following reasons:

1. The visits are often disruptive to students' integration into the residential program.
2. Visits make supervision more difficult. We are responsible for knowing where all students are at all times. When one student or a small group of students make arrangements to leave campus, the tracking becomes very complex. It is difficult to know who is arriving when, with whom, and who needs to check-in with staff.
3. Activity planning is compromised. If we plan to take students off campus for a program trip, it is nearly impossible to accommodate individuals' requests to leave at various times throughout the day. A student cannot leave campus or return to campus without a staff member meeting him or her to assure the student's safety.

If you feel strongly about visiting your child during the program because of a particular event or activity, be aware that you **must** make the arrangements **prior** to the program or at least a few days in advance. We cannot accommodate spontaneous visits. Students will not be allowed to leave during class time, as participation in class is critical to success.

Parents may make arrangements to drop off special items (things accidentally left at home, birthday treats, etc.) by calling the Site Coordinator's office. That contact information will be provided at the Opening Ceremony. We will be sure to celebrate student birthdays and special events during the program.

FORMAL DISCIPLINARY PROCEDURES

1. First time violations of most policies will be handled by the student's residential staff member or teacher as appropriate. Offenses may result in restricted privileges. A written report is filed in the student's records.
2. Residential staff or teachers will refer more serious or repeat offenses to the Site Coordinator for counseling and discipline. Parents may be contacted.
3. The following procedures apply to students who repeatedly violate rules or who are suspected of having committed a major violation as per the WCATY Student Rules Contract:
 - a) The student is notified of the alleged violation and of the date, time, and place of a disciplinary hearing. Student may be removed from program activities.
 - b) The parent is notified by the Site Coordinator of the alleged violation and of the date, time, and place of a disciplinary hearing. The student is not required to contact the parent until after the hearing has taken place. It is the student's choice whether he/she will call home prior to the hearing.
 - c) The Site Coordinator convenes the Disciplinary Review Board (DRB), which consists of representatives from among WCATY Summer Program staff, and will always include the Site Coordinator, an RA or instructor, and may include the WCATY Director and other summer program staff.
 - d) The student presents his or her case to the DRB. The student may choose a representative from the program to support his or her case.
- e) The DRB will discuss immediately after the hearing and will notify the student of the decision; the DRB decision is final.

DISCIPLINE GUIDE

Behavior	Potential Consequences
<p>Minor Infractions</p> <p>Tardiness (to class, study hall, activities) Disruption in the cafeteria Forgetting to sign in/out Not being in the location specified on sign-out Violation of classroom or dorm rules Classroom/dorm pranks Noise/disruption after lights out Disrespect towards anyone/anything Intentional non-compliance with staff</p>	<p>Loss of Activity Time</p> <p>Early Bedtime</p>
<p>Major Infractions</p> <p>Physical violence and theft Harassment Vandalism and destruction of campus or personal property Not obeying curfew or going outside of program boundaries Continued disrespect for the rights and property of others</p>	<p>Disciplinary Review Board Hearing</p>
<p>Zero Tolerance</p> <p>Violation of any city, state, or federal law Gambling; possession of tobacco products, drug paraphernalia, fireworks, weapons, explosives, ammunition</p>	<p>Dismissal from program</p>

