



# 2018-2019 Student Handbook



**Wisconsin  
International  
Academy**

## GREETINGS!

We're delighted to have you join us at the Wisconsin International Academy for what is sure to be a productive, engaging and enjoyable school year. We're sure that you'll benefit greatly from the unique opportunity of receiving a top quality American education in one of the best cities in the Midwest.

You should have all received a packet of information before you arrived, and we hope that you have read it closely and followed all the instructions. If you haven't, don't worry, simply talk to one of our Student Advisors and they will be happy to assist you with anything you might need. But please do so quickly, as the school year will begin before you know it and we'd like to have all of our students prepared as soon as possible.

We also recommend that you read this handbook closely as well, as it contains all of the information about WIA that you will need to know during your time here. You'll find key academic and non-academic policies, as well as information about the dorms, the surrounding neighborhood, the greater Milwaukee metropolitan area and everything they have to offer!

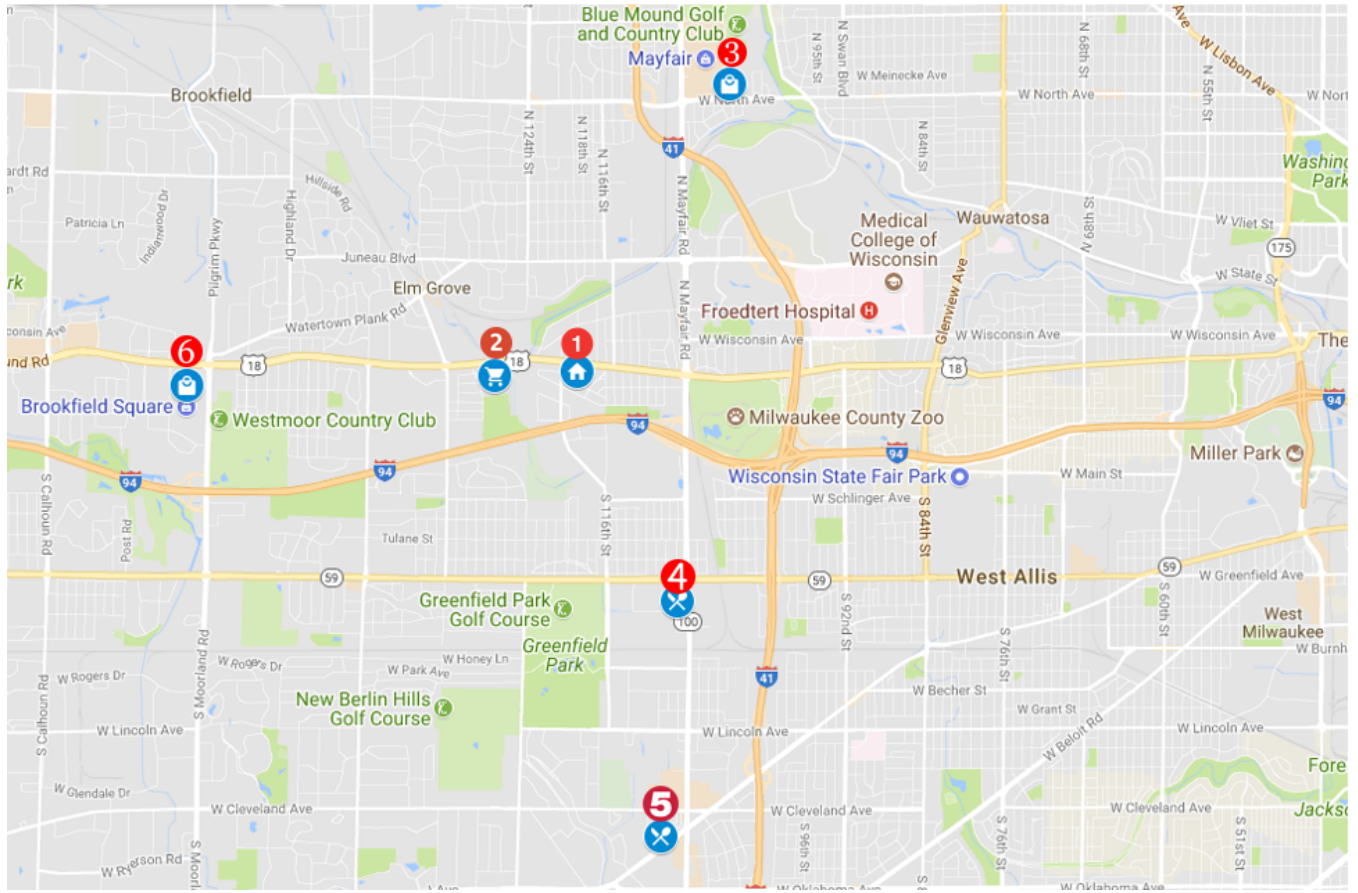
As always, if you have any questions don't hesitate to talk to a Student Advisor or anyone else on staff. Our primary job is to help you. We look forward to spending the rest of the year together!

Welcome!



~ WIA Staff

## WIA Neighborhood Map and Places of Interest



1. Wisconsin International Academy campus  
11811 W. Bluemound Rd.  
Wauwatosa, WI 53226
2. Target shopping center (Target 像沃尔玛这样的大型购物中心, Starbucks 星巴克 and Trader Joe's 美国杂货店) & Yamato Sushi House (寿司和日本食物)  
Bluemound Bowl (保龄球)
3. Mayfair Mall (高端购物商场)
4. Fusion Cafe (中国面条)
5. Mei Hua (中国杂货店), Lucky Bakery (中国面包店), Sze Chuan Restaurant (四川餐厅)
6. Brookfield Square Mall

# Know the Rules

1. Refrain from causing harm to yourself or others.  
· 不要伤害自己或别人。
2. Take proper care of WIA facilities and property. Fines are given out for any damages.  
采取适当的照顾 WIA 设施和物业。若破坏设施会被罚款。
3. You are expected to be courteous towards each other, WIA staff, and guests.  
· 你要有礼貌向对方, WIA 的员工, 和客人。
4. If an SA makes a reasonable request, you are expected to comply.  
· 如果一个 SA 提出一个合理的要求, 你应遵守。
5. All students must return before curfew (7pm Sunday-Thursday, 10pm Friday & Saturday).  
· 在宵禁之前所有学生必须回宿舍 (周日至周四晚上 7:00, 周五、六晚上 10:00)
6. Boys cannot enter girls' rooms and girls cannot enter boy's rooms.  
· 男生不能进入女孩的房间, 女生不能进入男孩的房间。
7. Students must be in their rooms before bed check every night and may not leave their rooms after on school nights.  
· 在查房之前学生必须回自己的房间, 查房之后不能离开自己的房间。
8. Detention is not negotiable. It is held in the "Packers Room", Monday through Thursday at 9:05pm until 10pm.  
· 拘留是不能通融的。周一至周四下午 9:05 时整, 地点在 (自习室)。
9. During Study Hall, all students must contribute to creating a quiet study environment from 7 to 9pm. Students may not play games during this time.  
· 7 点至九点, 所有的学生不许玩游戏。为了创造一种学习的环境, 所有的学生要做一些贡献。
10. You can play video games in private rooms during specific times, but not public areas. Students are limited to no more than 2 hours of video or computer gaming per day.  
· 你可以在自己的房间里玩电脑游戏, 但是不可以在任何公共区玩。在一天内, 学生玩游戏的时间不能超过两个小时。
11. Middle schoolers, freshmen and sophomores are not allowed to go to Chicago unless with their parents or on a WIA sanctioned visit. Juniors and seniors are limited to one trip per month and must be pre-approved by parents and staff. Students who have a poor academic performance are not permitted to go to Chicago. Requests must be made at least 3 days in advance.  
· 除非参加 WIA 活动或跟家长一起去, 九年与十年级同学们不许去芝加哥。十一与十二年级的同学们一个月一次能去芝加哥, 但走之前必须得得到家长与 WIA 员工的允准。若一个学生的成绩不好的话就不许去芝加哥。必须提前三天告诉 SA 你想去离开 Milwaukee。
12. All students must wear a helmet when riding a bicycle.  
· 骑自行车时, 同学们必须得带头盔。骑完自行车之后, 同学们要把自行车放在适合的地方 (外面)。若把自行车留在走廊会被没收。
13. There is absolutely NO smoking allowed anywhere on the WIA campus.  
· 在 WIA 校园之内绝对不许吸烟。
14. Any students with current academic grades of at least one "F" or at least two "D's" are not allowed to play computer/video games on school nights. If this rule is violated, students will lose their electronics for 24 hours.

- 若成绩有 F 或者两个 D 的话，学生在礼拜日晚上到礼拜四不能玩游戏。若违法这个规则，电子产品会被没收 24 小时。

15. Any students who stay home from school unexcused will lose their electronics for 24 hours.

- 若有无故缺席，学生的电子产品会被没收 24 小时。

**16. Middle-school students must return by 8:30PM on Fridays and Saturdays**

**\*Please see “Contraband List” for prohibited items - 禁止物品请参见“对照表”**

Contraband:

Tobacco, lighters, knives and weapons (including pellet guns), pornography, alcohol, drugs (including prescription), graphic/offensive clothing, Wifi hotspots, anything extremely flammable, nitrous oxide (laughing gas), cooking equipment, anything that is obviously harmful or not age appropriate.

违禁品：

烟草，打火机，刀具和武器(包括颗粒枪)，色情，酒精，药物（包括处方），图形/攻击性服装，Wifi 热点，任何极易燃，一氧化二氮（笑气），烹饪设备，任何明显有害或不适合年龄的东西

\*We reserve the right to conduct random room searches to guarantee the safety and health of all students.

## **Consequences for Breaking the rules**

1. Review of the rules & policies with the student so there is no ambiguity and a verbal warning (some cases may involve a primary and/or final warning)
2. Detention (up to 3 days)
3. Written warning and/or direct phone call to parents with reminder of how policy was breached and notification of further possible measures.
4. Loss of privileges: exclusion from exercise room, basketball courts, tennis courts, student union, limited electronics use, etc.
5. Either financial penalty (in cases of property damage or theft) OR service to WIA facilities (mowing the lawn, cleaning common areas, etc.)
6. Supervised Probation with restrictions on all free-time. Direct phone call home.
7. Final Warning: No other major rule violations will be tolerated.
8. Expulsion (temporary or long-term) based on consensus of management.

## **Detention Rules**

### Detention Guidelines

- Detention is held in the Academic Center
- Detention starts at 9:05pm and goes until 10pm Sun-Thurs.
- Students who are more than 5 min. late will receive another detention on top of the remainder of the current detention being served
- Students who fail to show up for detention will receive 2 consecutive detentions. If a student fails to show for more than 1 detention, their parents will be notified and they will lose privileges.

### Detention Rules:

- Absolutely no talking to other students
- No electronics are allowed
- No phones allowed
- Students may not leave the meeting room during the set time
- No food or drink allowed

Students may work on homework (off-line/paper only), read a book, draw, meditate, or rest their head.

## **Fines and Finable Offenses**

Students are financially responsible for any damage that they may cause to WIA property. This includes, but is not limited to, any equipment that is provided by WIA as well as residential facilities and vehicles. Students will also be responsible for creating any unnecessary labor costs incurred as a result of dismantling or moving equipment. Fines are most often given for smoking violations. The 1<sup>st</sup> violation is a \$100 fine, followed by \$250, then \$500 for every occurrence after. Energy waste violations are a \$10 fine for each infraction after 3 warnings are given. Fines may be deducted from the new contingency deposit if the student refuses to pay or is short of funds.

**At the end of the school year, students will be fined for any damage to their rooms as well as a room cleaning fee for large messes. The minimum fine is \$250. Please make sure your room is clean when you leave for summer vacation to avoid unnecessary fines!**

Follow the rules and you will have a great time!

## **Finances**

Many students arrive with a credit or debit card from a bank in China, and most of the time have no problems using their card for purchases during their time here as long as it has a Visa or Mastercard logo. Indeed, for the purpose of having a way for your parents to give you spending money while you are here this is the easiest option. However, students have been known to have issues using their Chinese Union Pay credit/debit cards. If your card does not have a Visa or MasterCard logo on it most businesses will not accept it as a method of payment.

If you wish to open a bank account, we will help you fill out an application. Once your account is open, we can provide you with the information you will need for your parents to transfer money into it.

**\*Please do not bring large amounts of cash (over \$500)! If you have cash, hide it very well and deposit in a bank as soon as you have the chance.**

**\*There is limited space available in your room so do not purchase too many things.**

## Clothing

You will be required to follow a dress code when you go to school. School administrators **will** make you change your clothing, or go home, if you are not dressed to standard. The following is a useful chart to determine what your school allows in terms of clothing:

	<b>Pius XI</b>	<b>Dominican</b>	<b>St. Thomas More</b>	<b>Martin Luther</b>	<b>Catholic Memorial</b>
<b>Tops</b>	Polo shirts of any color, must be tucked in or overlap bottoms by at least two inches	Collared shirt, buttons must be fastened up to one button below collarbone; sweaters, sweatshirts and fleece allowed	Any	Any	Any; shoulder straps for tank tops and dresses must be at least 3" wide
<b>Bottoms</b>	Corduroys, jeans, cargo pants, khakis or dress pants; girls may wear skirts at knee length	Dress pants only; skirts must fall within 3" of the center of the knee; dresses may be worn if collar is at collarbone or higher	Any; skirts and shorts can be no shorter than 4" above the knee	Any; skirts and shorts can be no shorter than 4" above the knee	Dress pants, jeans or corduroys; skirts and shorts can be no shorter than 3" above the knee
<b>School attire</b>	School t-shirts may be worn on Fridays	School shirts may be worn on Fridays	Worn any time	Worn any time	School Honor Days: wear school polo and dress pants or khakis
<b>Headwear</b>	Only headbands	No headwear allowed	No hats, caps, bandannas or stocking caps	No hats, caps, bandannas or stocking caps	No hats, caps, bandannas or stocking caps
<b>Hair</b>	Neat, clean and natural color	No distracting hairstyles	N/A	N/A	Neat, clean and natural color
<b>Piercings</b>	Only earrings	Only earrings	Only earrings	Only earrings	Only earrings
<b>Tattoos</b>	Covered up	Covered up	Covered up	Covered up	Covered up
<b>Footwear</b>	No heels higher than 2"	Dress shoes or sandals; no flip flops	No flip flops	No flip flops	Appropriate for indoor and outdoor wear
<b>Misc.</b>	No altered, inappropriate or revealing clothing	No text or graphic prints on clothing	No altered, inappropriate or revealing clothing	No altered, inappropriate or revealing clothing	No altered, inappropriate or revealing clothing



	<b>ULS</b>
<b>Tops</b>	Tops cannot reveal bare shoulders, no spaghetti strap tops, tops cannot reveal cleavage, no exposed stomach, no T-shirts with printed images (plain or patterns are OK), collared polo style shirts are ideal. Dress shirts should be tucked in and a belt should be worn.
<b>Bottoms</b>	No ripped pants, no sports clothing, no sweatpants, shorts cannot be shorter than mid-thigh and dresses must reach the knees Slacks and skirts are preferred, but students may wear clean neat jeans or shorts.
<b>School attire</b>	School t-shirts may be worn on Fridays
<b>Headwear</b>	No hats
<b>Hair</b>	natural color
<b>Piercings</b>	Only earrings
<b>Tattoos</b>	Covered up
<b>Footwear</b>	No flip-flops
<b>Misc.</b>	No altered, inappropriate or ***revealing clothing Bring a separate change of clothing for sports and outdoor events

When you're not at school, you're free to dress how you like, but please be appropriate and remember that you represent WIA. Do not wear revealing clothing or clothing with dirty language or images in common areas.

### **Holidays**

The United States celebrates 10 official holidays annually. Three holidays, besides the summer break, will affect your school year most: Easter, Thanksgiving and Christmas. The breaks for these holidays vary by school, so you should consult your school's calendar to know when your break occurs.

Students are welcome to stay at the WIA dorms over their Christmas break but during the summer the dorms are closed. It is also possible for students to travel during holiday breaks. Please see the "Travel Requests" section of this handbook for more details.

Chinese New Year (Spring Festival) is celebrated every year at the WIA dorm. It is a very big celebration! You are expected to go to school even if you don't want to.

**\*Make sure that if you go to China or another destination over winter break that you do not miss any school!**

### **Food**

Breakfast/brunch and dinner are served every day at WIA. Lunch is served at WIA when you are not at school. Part of your newfound independence means that you will have to make healthy choices when you eat. Soda, candy, chips and pizza should be purchased in moderation.

There is a student cooking area in the cafeteria. It should always be clean which means you are responsible for any messes you make. Please do not leave messes for others.

If you miss your traditional Chinese food, many familiar items can be purchased at one of our two Chinese grocery stores (Meihua or New Asian Supermarket).

### **Medical Services**

If you are experiencing symptoms such as headaches, diarrhea, difficulty sleeping, anxiety, high levels of stress or anything else out of the ordinary, please see our Student Health Coordinator or a Student Advisor. We have medicine for you in the main office.

WIA provides all students with health insurance through United Healthcare. All doctor's visits are mostly covered by insurance with the exception of a small copay that is the student's responsibility to pay.

### **Safety and Security**

For your protection, WIA employs 24-hour security staff to monitor the dorms. Our security guards are all trained and work very hard to do their jobs well. Please keep in mind that they are an important part of dorm function and are WIA staff just like anyone else, and must be treated with respect. Students who are disrespectful to security staff and do not follow directions given to them by security will face severe consequences.

Though we strongly believe that it's important for you to develop your independence here and encourage you to explore your new surroundings, it is also important to be responsible and stay safe wherever you go. Here are some safety tips for when you are out of the dorms:

- Always sign out at the security desk. Write clearly so that we can find you if you get lost or need help.
- Always travel with a group of friends. If you absolutely must go somewhere alone, tell a friend or a Student Advisor where you are going and when you plan on returning to the dorms.
- Make sure you have your cell phone with you AND that it is fully charged.
- Make sure you have the WIA SA phone number **(414-688-2198)** and the contact information of at least three Student Advisors saved in your phone.
- DO NOT, under any circumstances, travel anywhere with someone you don't know.

## **Dorm Services & Facilities**

### **Rooms**

WIA welcomes student use of our facilities and rooms. You must keep in mind, however, that you are borrowing these facilities and eventually must give them back. Students will be checked in at the beginning of the year and checked out at the end of the year in order to assess any damages that take place during the year. **DO NOT TAKE YOUR BED APART!!! You will be fined if you do.**

The dorm rooms are sleeping areas. This means their primary use should be for sleeping. Dorms should never be used as kitchens. All food preparation, cooking utensils and cutlery are limited to the dorm kitchen only. Cooking in rooms is a fire hazard.

Finally, please note that students are **not** allowed to enter the room of a student of an opposite gender (meaning, boys and girls are not allowed to enter each other's rooms). In addition, boys are not allowed to be on the girls' floor for any reason. There are absolutely NO EXCEPTIONS to these rules. They are taken very seriously.

### **Room Keys**

Your room door opens with a key card, which will be given to you when you arrive. Also, keep track of where your key is! Part of maintaining personal responsibility is making sure you have your key card with you at all times. If you lose your key, you will be charged **\$20** for a new card.

### **Roommates**

Roommates are also assigned before your arrival. They are chosen based on personality and compatibility. Roommate pairs were chosen carefully and therefore will not be changed unless decided otherwise by the Operations Coordinator or other staff members. Though you may not get along perfectly with your roommate at the start, don't give up! Many students who roomed together in the past went from being complete strangers to best friends.

### **Housekeeping/Laundry**

WIA provides bedding and cleaning services to all students. Every week, housekeeping will change bedding and vacuum the floors. If students have arranged their beds in a manner difficult to reach, use their own personal bedding, or have too many things that impede access to the beds or floors, cleaning services will be unable to do their job and the room will be skipped. **It will be the student's responsibility to keep rooms neat and organized.**

Towels and washcloths are provided. These items will be changed twice a week. If students wish to purchase their own linens, they are encouraged to buy them in colors- white towels may be mistaken as WIA property and may not be returned after washing.

WIA will also provide laundry facilities for students to wash their own clothing. Student Advisors are available to assist you if need be.

### **Neatness**

WIA asks that all students maintain a tidy living environment. If the mess in your room is too big and requires immediate assistance, a Student Advisor may deactivate your room key until the

mess is cleaned. Your cleaning responsibilities will range from vacuuming up messes to throwing out trash to organizing the study environment. Having a clean room cuts down on the risk of unwanted pests, can reduce or eliminate bad odors, promote a more productive work environment, and reduce tensions between roommates over messes.

SAs will check periodically to make sure the room meets the following criteria:

- Clean and organized
- Food covered and stored in a designated area
- No trash left out
- Clear path to beds, desks and bathroom
- Study area clean and clear of debris
- Laundry in hamper, drying, or put in closet/drawers
- Beds clear of personal items

### **Search and Seizure**

The rooms and furnishings in them are property of WIA and as such are subject to random searches and seizures at any time.

If for any reason a Student Advisor suspects students of having any of the contraband items or behaving in a manner contrary to WIA expectations, their room may be searched at any time without notification. If they are caught with any of these items in their room or on their person, the items will be confiscated and the student will face severe consequences.

### **NO Pets**

Students are not allowed to have any pets in the dorms, **no exceptions**. If an animal is found in a dorm room, it will be removed by WIA staff immediately and the student will be subject to severe consequences.

### **Curfew and Bed Check**

A curfew is a set time at which we require students to be in the dorms and stay inside for the rest of the night. On weeknights, curfew is at 7:00 pm. On weekends and/or nights when students don't have school the following day, curfew is at 10:00 pm. Please respect these hours.

Bed check is the time when Student Advisors check in every student's room to make sure that all students are accounted for and ready to sleep. On weeknights, bed check is at 10:00 pm. On weekends and/or nights when students don't have school the following day, bed check is at 11:00 pm. We encourage students to have lights out at 11:00 pm on weekdays and midnight on weekends to ensure that everyone gets a good night's sleep and maintains a regimented sleep schedule. Again, please respect these hours.

There are also weekdays throughout the school year when some schools will have a day off and others will have a normal school day. If this is the case, curfew will remain the same for all schools, regardless of whether you have the next day off or not.

**Sleep is extremely important for your success. Looking at your phone late at night is known to interrupt your natural circadian rhythm. Try reading a book and drinking warm milk or chamomile tea to help you relax an hour or so before bedtime.**

### Study Hall

Study hall will be held **Sunday through Thursday from 7-9:00 pm**. WIA has an academic center with space for students to study. Study hall time is for studying and homework or reading. This means that no one is allowed to play games, watch movies, or make excessive noise of any kind.

There will be days when some students may have a weekday off of school while others do not, and when this happens we do allow the students with time off the following day to skip study hall. However, you are still required to respect the students who are studying and refrain from causing a disturbance.

### WIA Vehicles

You must wear your seat belts. There is no eating allowed in the vehicles. Clean up any messes and always check to make sure you are not leaving anything on the bus. The driver is in charge of everyone in the vehicle so for safety reasons, you must listen to what they say.

### Attendance

You are expected to go to school everyday - it is your job! Schools will remove you if you miss too many days. You need a doctor's note when you are sick in order to be excused from school.

### Travel Requests

Students are required to submit travel information using **Boardingware** for all unaccompanied trips outside the Milwaukee metropolitan area (yes, this includes day trips to Chicago). You will indicate:

- Where you are traveling to
- When you plan to depart and return
- Who you are traveling with, if applicable
- Who you are meeting in your destination (all students under the age of 18 MUST have a chaperone 21 or older at their destination)
- Transportation information (flight number, bus/train company, etc.)

**\*\*\*This information must be submitted to *Boardingware* no later than 3 days before your planned departure date. We will then communicate this information with your parents.**

If you do not turn in your travel information or if your parents indicate that they do not approve of your plans, you will not be allowed to travel. There are absolutely no exceptions to this rule. These requirements help us to ensure that you are safe and well taken care of when you are traveling, and we take this very seriously.

### Culture Shock

Being in a new culture is very exciting at first. Some things will be very interesting and some things may be a bit uncomfortable. A good sense of humor will get you through most of the difficulties you will face. Realize that after a few months, you may get homesick and a bit sad. **This is why it is extremely important to participate in activities, talk through your feelings with SAs and friends, eat healthy and get plenty of sleep.**

### **Student Advisors**

Student Advisors, or SAs, are WIA staff members whose primary purpose is to help you! The SA exists in six capacities: **Role Model, Mentor, Tutor, Teacher, Advisor** and **Guardian**. These roles are equally essential for an SA to fulfill, and all SAs are trained extensively to provide this support for you. Don't be afraid to get to know them - many students in the past have reported that the relationships they formed with SAs were one of the best parts of their experience at WIA.

SAs are on site 24-7 to give you whatever assistance you may need, whether it's help with homework, a ride to a school event, or a shoulder to lean on. However, it's important to remember that the SAs are working and may have responsibilities to attend to besides social interaction. Also, all SAs must treat each and every student fairly and equally. It is not appropriate to expect an SA to give you preferential treatment in any way, no matter how close your relationship may be.

WIA has found that the best way to care for all of the students and ensure that each is getting what he or she needs is to break them up into small groups and assign one SA to be in charge of each group. We call these groups "Houses". Your House SA should be your primary contact for any major problems or concerns you may have, and he or she will also schedule regular house meetings to convey important information that every student should know. You will find out who your House SA is after orientation.

### **WiFi**

You can have up to 4 devices connected through our WiFi. Students who have poor academics or behavior will have their WiFi limited more than other students.

### **Academics**

Remember, you are here to get into the best university possible. You are not here to play computer games, go shopping, play with your friends or sleep all day. Those are actions that can take place after you have taken care of your responsibilities. **Work hard THEN play later.**

Our Academic Affairs Coordinator will work with all of you to create individualized study plans. They will also help you sign up for college entrance exams and help you prepare for your entry into college.

### **WIA MISSION STATEMENT**

***The mission of the Wisconsin International Academy is (1) to recruit international students, (2) provide them a safe environment, and (3) inspire them to grow in (a) character and self-discipline, (b) English language learning and applications, and (c) academic skills and success.***

Signature of Student acknowledging reading and understanding all material

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