

Wayland Academy

2006 – 2007

Academic Register  
And  
Curriculum Guide

The following Curriculum Guide contains all of the academic information you will need to be successful at Wayland. We hope that your academic questions will be answered here but if you are in doubt, please check with your mentor, a Department Chair, or the Academic Dean.

## LEVELS OF INSTRUCTION

The Academy offers courses on four levels of instruction: Advanced Placement (AP), Honors (H), College Preparatory and Principles. Placement into one of these levels will be determined by various evaluative criteria, including previous grades, standardized test results, and teacher recommendations, as well as parent and student expectations and desires. At the Advanced Placement level, students enroll only through invitation of the Instructor and Department. The Academy reserves the right to make professional assessments and decisions about student placement in one of the academic 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, with parental permission, must 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 Academic Dean will have 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. The advantages of the AP Program to the student include quality, accelerated learning with the potential for college credit. 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 successfully complete the course. Since this is an external exam, there is an additional fee for the exam set by the AP Program. **The fee for the AP Examination for 2005-06 was \$82 per examination.** The College Board has a fee-reduction policy for students who demonstrate financial need.

## DIPLOMA REQUIREMENTS

The administration and faculty have recently changed the graduation requirements to reflect increased standards in college preparation and admission.

Beginning with the class of 2006, 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 each of Algebra 1, Geometry and Algebra 2)
- **Science** - 3 credits (1 credit in Biology, 1 credit in either Chemistry or Physics, and 1 additional credit in science including at least 1/2 credit in either Chemistry or Physics depending on previous course Selection)
- **Social Science/History** - 3 credits (1 credit in U. S. History, 1 credit of a non-U.S. History and 1 additional credit)
- **Modern and Classical Languages** - 3 credits (Successful completion of 2 consecutive years of the same language and 1 year of Latin OR 3 consecutive years of Latin.)
- **Fine Arts** - 1 credit in any combination of Fine Arts courses
- **Athletics/AAP/PE** - 4 years successful participation

Students admitted to Wayland Academy may not request a change in their grade status unless an error was made in the admission process.

Students are required to carry a minimum of five (5) academic courses each semester. These five academic courses must be selected from the following departments: English, Mathematics, Science, Social Studies/History, and Foreign Language. Students may also elect selected academic Fine Arts courses as one of the five courses. Fine Arts courses will be scheduled in addition to the minimum load.

Students may enroll in a maximum of 1/2-credit in Fine Arts per semester. Students with a GPA of 3.0 or higher will be allowed to enroll in 3/4 -credits of Fine Arts per semester.

All members of the senior class are required to successfully complete all of their academic courses (in addition to all Independent Study) during the senior year in order to receive a diploma from Wayland Academy. This requirement must be met regardless of the number of credits a student has upon entering the senior year.

Wayland Academy reserves the right to terminate the enrollment of a senior whose progress is deemed to be unsatisfactory at the conclusion of the fall 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 be eligible for a Wayland Academy diploma.

### COURSE LOAD

Students are required to carry a minimum of five (5) academic courses each semester. Exceptions to the minimum course load will be made only under special circumstances and only by the Academic Dean in consultation with the student's mentor and College Counselor. Students receiving permission to enroll in four academic classes will need to be enrolled in a daily Fine Arts course (Choir, Jazz Band, Painting and Drawing, Ceramics, Yearbook, etc.) each semester in addition to the four academic classes.

## COURSE CHANGES

Students may make course changes during the first week of the fall semester only with the permission of the faculty and the Academic Dean. All students may change course levels (i.e. Honors to College Prep) at any time if recommended by the faculty. Students wishing to change sports or AAP selections must do so within the first week of the athletic season and only with the permission of the Athletic Director. An ADD/DROP form must be completed before any changes take effect. The form is available from the Academic Office and the Athletic Office.

If an academic course is dropped after the mid-semester grading period, a grade of 'WP' will be recorded on the transcript if the student is passing at the time of withdrawal. A grade of 'WF' will be recorded if a student is failing at the time of withdrawal.

## 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.

## TRANSFER CREDITS

It is the policy of Wayland Academy to provide colleges and other educational institutions with as complete a record as possible of a student's secondary school experience. All academic work completed at other secondary institutions will appear on the Wayland Academy transcript and will be computed on a 4.0 basis to determine a student's grade point average. For students entering Wayland Academy after August 28, 1994, Fine Arts courses transferred from other schools for graduation credit will be included in the grade point average. With the exception of Art History and Music History, Fine Arts courses taken before August 28, 1994, at Wayland or at other schools, will not be included in a student's grade point average.

## SUMMER STUDY

All courses taken off campus (Summer School or independent study) must receive prior written approval from the Academic Dean for credit to be granted by Wayland Academy. The minimum grade accepted for credit is a C (70%).

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

## INDEPENDENT STUDY

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

The following are guidelines for an Independent Study Course:

- 1) An Independent Study Course must be approved initially by the chair of the department 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 Academic Dean for final approval prior to the end of the first week of the semester within which the Independent Study is to occur.
- 3) The Independent Study Course must include at least two tests (form 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.

## ACADEMIC INTEGRITY

Life in a school community, like life in any community, is based on certain principles and guidelines designed to support effective relationships. Indeed, life at Wayland Academy may even place more demands on the members of the community. Central to the life of any school, perhaps even more important than rules concerning dormitory life, dress and classroom behavior, is the principle of academic integrity. Without a clear conception of and commitment to the principle of scholarly honesty, such a community cannot survive.

Violations against academic honesty such as copying answers from a fellow student's test, quiz or paper, giving another student answers to a test or quiz, or submitting another student's homework as one's own are clearly prohibited. Violations of academic integrity in the field of research, however, are of a special kind and demand special attention.

The deliberate use of another's words or ideas (either another student's or a professional writer's) without indicating the source of such information, either by the use of quotations and/or footnotes, constitutes plagiarism and is expressly forbidden. Plagiarize is from a Latin word that means to kidnap and is an appropriate term since the plagiarizer steals the product of another person's thought and effort. Plagiarism is one of the most reprehensible of the various forms of cheating. It indicates a contempt for both the author stolen from and the audience to which the stolen ideas are presented. It further illustrates the poverty of the plagiarizer's mind. Plagiarism will not be tolerated at Wayland Academy.

## THE HONOR SYSTEM

In keeping with the traditions of the Wayland Academy Philosophy Statement, and in order to maintain a sense of integrity within the Wayland community, the following Honor System was proposed by the members of the 1998-99 Honor Council and ratified by the Student Government on May 13, 1999. Emphasized in the System's clear standards of student conduct are the areas of lying, cheating, and stealing - all of which are detrimental to campus life and Wayland's heritage of Knowledge and Character.

The Wayland Honor System assumes that (unless there is contradictory evidence) a student's word is taken as honorable at all times.

The Honor System recognizes that the Honor Council has established definitions of lying, cheating and stealing.

The Honor System embraces the pledge as the cornerstone of academic integrity:

**"I have neither given nor received dishonorable aid on this work and understand that I am encouraged to report any violation of the Academy's Honor System of which I am aware."**

## GRADING SYSTEM AND GRADE POINT AVERAGE

Wayland Academy uses the following grading system:

A = 90 -100  
B = 80 - 89  
C = 70 - 79  
D = 60 - 69  
F = below 60

The grade point average will be figured 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
Principles:	A = 3.5, B = 2.5, C = 1.5, D = .5, F = 0

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

The semester grade point average 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 grade point average.

The cumulative grade point average is the average of the semester grade point averages for the student.

A grade of INC (Incomplete) can be given only with the permission of the Academic Dean. Students must complete all outstanding work to the instructor in order for the grade to be changed. If a student does not complete all work by the following dates, the semester grade will be changed from INC to F and the student will lose all credit for that course for the semester.

**Semester 1    January 19, 2007**  
**Semester 2    June 30, 2007**

#### FINAL EXAMINATIONS

At the end of each semester, students will take a final exam every class. The exam will take many different forms depending on the class. All final exams will be taken according to the Final Exam Schedule published toward the end of each semester. Please pay attention to the exam period dates on the Academy calendar. If students are unable to take their final exams at the assigned times, they will receive incompletes (INC) for the semester. The incomplete grade will have to be resolved according to Academy policy. If they are not resolved, the grades will become F's and the student will lose all credit for that class.

All term papers will be due to the teacher one week before the beginning of the final exam period. The due dates are:

**Semester 1    December 8, 2006**  
**Semester 2    May 23, 2007**

#### CLASS RANK, VALEDICTORIAN, SALUTATORIAN AND JUNIOR MARSHALLS

Wayland Academy does not rank students. The Academy will compute grade point averages based on the above point values (including all work taken for high school credit) and will report those averages to colleges and universities during the college admission process. In addition, 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 arts courses successfully completed. Grade points for fine arts classes will be awarded on the same basis as those fine arts classes taken at the Academy. Students repeating semesters will earn the average number of grade points for the two semesters completed.

The Valedictorian and Salutatorian of the senior class as well as the Junior Marshals will be elected by a vote of the faculty according to the following procedures:

- the top 10% of the senior class will be selected for discussion and vote
- the top 15% of the junior class will be selected for discussion and vote
- the basis of selection will be cumulative grade point average and cumulative grade points after 7 semesters for seniors and 5 semester for juniors
- the faculty will meet in closed session to discuss and vote on the candidates in January
- the faculty discussion will focus on each student's leadership, participation and commitment to the Academy
- a 2/3 vote of the faculty will be required for election of the Valedictorian, Salutatorian and the Junior Marshals
- once voting has been completed, the faculty as a whole will reconfirm the selections.

### HONOR ROLL

There are three levels of honor roll achievement recognized at Wayland Academy. The honor roll is published after each semester and is based on the semester grade point average. **However, no grade for the semester may be below a C-.** The three levels are:

- ❖ **President's List:** a minimum semester grade point average of 4.00
- ❖ **Dean's List:** a semester grade point average between 3.60 and 3.99
- ❖ **Honor List:** a semester grade point average between 3.20 and 3.59

### ACADEMIC STANDING

Re-enrollment is contingent upon a student's satisfactory academic Progress and good social standing at Wayland.

Continued enrollment for students whose grade point average is 1.5 or lower will be reviewed by the Academic Affairs Committee and a faculty-administration committee at the completion of the first and second semesters.

Students who fail classes during the academic year must make up the credits prior to their return to the Academy for the following year providing 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.

### RE-ENROLLMENT AND DEFERRAL OF INVITATION TO RE-ENROLL



Each spring, the Academy invites students who are in good standing to re-enroll for the following year. To determine who will be invited to re-enroll, the faculty reviews each student's progress during the year. This process takes place at the Deferral Meeting. There are two deferral meetings each year. The first is during the last full week of February and the second after Commencement.

At the initial deferral meeting, the faculty and administration review the academic and social standing of all students. Students in good academic and social standing at that time will be invited to return for the following academic year. If a student is not in good standing (defined below), the faculty will recommend that the decision to re-invite be deferred until the end of the second semester. The final determination of deferral is made by the President.

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

- 1) Academic performance is the basis of an academic deferral. In general, this deferral is made on the basis of grades (both semester and quarter grades), demonstrated study habits and the comments made by classroom teachers, the mentor and dorm supervisors. A student receiving multiple D's and/or F grades can anticipate being thoroughly discussed at the deferral meeting.
- 2) Social standing is the basis of a social deferral. The criteria used to determine this type of deferral can include both major and minor infractions, points, attitude, both graded and ungraded 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 any outstanding balances. If a student's account is delinquent on December 1 or May 15, the student will be dismissed and not permitted to participate in the end of semester examinations.

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, including attendance at all cordial functions (leadership weekends, Lessons and Carols, etc.) and scholarship hours performed, Wayland Challenge status, etc.

Being deferred after the February faculty meeting 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 begin to show satisfactory progress during the remainder of the school year.

At the final meeting in June, should progress have been made and improvement shown, an invitation can be extended at the recommendation of the faculty. If no progress has been made and no invitation is extended at the June meeting, the student may not re-enroll at Wayland.

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 in the Academy.

Students who are withdrawn from the Academy may be considered for re-enrollment only with the express permission of the President.

### WITHDRAWAL FROM THE ACADEMY

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. If a student withdraws before semester grades are issued, the transcript will show the grades at the time of withdrawal.

### ENGLISH AS A SECOND LANGUAGE

International students whose first language is not English must submit a SLEP (Secondary Level English Proficiency Test) score before they will be admitted. Acceptable minimum scores for admission to the Academy's academic program are:

Entry Grade	Min SLEP Score	TOEFL Score
9	37	350
10	42	400
11	47	450
12	53	500

International students who are admitted to the Academy may not request a change in grade status unless an error was made in the admission process.

Exchange students (ASSIST, CJD, for example) are admitted to the Academy to the grade they would normally be enrolled in had they remained in their home country. They will not be awarded a diploma unless they were admitted to the senior class. Wayland Academy has the sole authority to determine grade status and student's eligibility for receiving a diploma.

**New international students whose native language is not English will take the SLEP test on campus in September. This test is in addition to the testing required for admission to the Academy. They will also be given an oral interview at that time. Those students needing ESL will be so scheduled in addition to their regular English class. Progress in English language will be monitored including speaking English throughout the campus during the academic day. Progress in English language is required for reenrollment.**

## COLLEGE COUNSELING

The College Counseling program at Wayland endeavors to help students successfully contend with 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 college counselor is here to advise, inform, clarify, guide, encourage, aid and support each student in his/her quest to gain college admission.

The college counseling process begins in the freshman year with formal group meetings with the college counselor. All freshmen will take the PLAN test, fill out interest surveys, and begin doing website searches. Sophomores will continue group meetings with the college counselor, fill out the interest survey again for changes, and begin talking about the college resume and putting it together. The Sophomores will take the PSAT for the first time in October. 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 college counselor. At the end of the junior year, the juniors will be given a list of schools that the college counselor feels would be a good fit for the student. College visits are encouraged during the summer break before senior year. In the senior year, students complete their college applications, retake the college entrance tests and complete their college plans by late April.

The Wayland Academy College Counseling Guidebook, which is distributed to all juniors and their parents, presents the complete college counseling calendar, application procedures, and Wayland deadlines for all tests and applications. The Guidebook should be consulted regularly by juniors and seniors, as well as their parents. This Guidebook will also be on our website.

All seniors at Wayland are required to file a minimum of one college application to a 4-year college or university through the College Counseling Office.

Students and parents are urged to plan most college visits for the summer between junior and senior years, or for the Christmas Break of the senior year. Wayland does allow students to take a maximum of 3 college visit days during the school year if such visits cannot be arranged during the regularly scheduled breaks or weekends

## EXTENDED TIME TESTING

Wayland Academy provides some limited support services for learning-disabled students. The Academy can offer the Extended Time SAT or ACT to students with a documented learning disability and approval from SAT or ACT. Parents who feel that their child should take this non-standard form of the SAT or ACT must provide the appropriate documentation required by The College Board and ACT to the Academic Dean and the

Dean of Admission and College Counseling well before making such a request as the process can be lengthy.

The full responsibility for providing the documentation to the Academic Dean and Dean of Admission and College Counseling rests with the parents. The College Board and ACT have the final authority to grant non-standard testing.

### THE WAYLAND ESSAY

Beginning in 2003, the faculty at Wayland began a Writing Initiative designed to ensure that every Wayland Academy graduate is proficient in English grammar and is able to convey his or her thoughts in writing. To prepare our students adequately for the rigors of college writing, the English Department, in association with the History/Social Studies Department and with the agreement of the remaining departments, has developed the Wayland Essay. The goal is to standardize an essay format that all Wayland students will use in every class taught at the Academy. Students will become proficient writers and better thinkers through consistent practice in writing.

Wayland's Writing Initiative will hold all students accountable for knowledge of all fundamental rules regarding textual citation, grammar, usage, mechanics and punctuation by the end of the Sophomore year. Thus, all writing assignments in ANY discipline will demand a fundamental knowledge of writing skills.

Although some schools use the “5-Paragraph Essay,” we feel that rigid compliance with this form risks “boxing in” our students. Though the Wayland Essay can take the form of the 5-Paragraph Essay, it is our intent to give our students the writing skills necessary to convey thought appropriate to the subject being considered.

The general outline of the Wayland Essay is as follows:

- 1) **Introduction** – in which the writer will “**hook**” the reader, present the **theme**, state the **thesis**, and outline the **controlling ideas** that support the thesis.
- 2) **Body Paragraphs** – in which the writer will use any number of paragraphs necessary to prove the thesis focusing on **transition sentences, topic sentences, evidence, concrete detail** and **supporting facts**.
- 3) **Concluding Paragraph or Conclusion** – in which the writer will present a **summary** of the argument and then challenge the reader to “think outside the box” by presenting a **new idea** or proposing the **impact or significance** of the argument.



## **FINAL NOTE**

**WAYLAND ACADEMY RESERVES THE RIGHT TO CHANGE ANY AND ALL RULES, REGULATIONS, AND OFFERINGS AS IT DEEMS PROPER.**

**Wayland Academy admits students of any race, gender, color, national or ethnic origin, or sexual orientation to all the rights, privileges, programs and activities generally accorded and made available to students at the School. Wayland Academy does not discriminate on the basis of race, gender, color, national or ethnic origin, or sexual orientation in administration of its educational policies, admission policies, scholarship and loan programs, athletic and other School administered programs.**

07/03/06