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January 28, 2022

Peter Bronek,
 Chief Assessor
 City of Milwaukee
 200 E. Wells Street, Room 507
 Milwaukee, WI 53202
Via Personal Service

Clerk—City of Milwaukee
 200 E. Wells Street, Room 205
 Milwaukee, WI 53202
Via Personal Service

CITY OF MILWAUKEE
 2022 JAN 28 AM 11:15
 CITY CLERK'S OFFICE

Re: Denial of exemption for Wisconsin Lutheran High School Conference
 365 N. Honey Creek Parkway, Milwaukee, WI 53213
 Tax/key account number: 407-0951-000

Dear Mr. Bronek:

We have been retained by Wisconsin Lutheran High School Conference (“Wisconsin Lutheran”) to dispute the City of Milwaukee’s determination that their real property located at 365 N. Honey Creek Parkway is not exempt from taxation.

Please consider this letter a formal request under Wis. Stat. § 74.33 for the City to exercise its discretion and to refund and rescind in whole the property tax shown in the tax roll, based on the fact that the property is exempt from taxation. *See*, Wis. Stat. § 74.33(1)(c).

Please also consider this letter a formal claim under Wis. Stat. § 74.35. A copy of this letter has been or will be served upon the clerk of the City pursuant to Wis. Stat. § 74.35(2)(b)5. The amount of the claim is the amount of the tax that Wisconsin Lutheran paid for the property, \$105,946.14, in addition to interest to the date of refund under Wis. Stat. § 74.35(4). Wisconsin Lutheran has paid the contested tax via a check received by the City on January 10, 2022, as shown on the enclosed receipt.

The basis for both the refund request and the claim is that the property in question is exempt by law from taxation. as provided in Wis. Stat. § 74.33(1)(c). Under Wis. Stat. § 70.11(4)(a)1., “property owned and used exclusively by educational institutions

ASSESSOR RCVD JAN 28 22 PM 12:12

offering regular courses 6 months in the year; or by churches or religious, educational or benevolent associations . . .” is exempt from taxation.

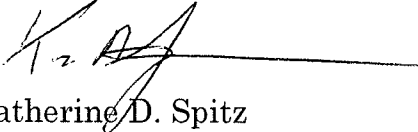
Wisconsin Lutheran’s property is exempt under this provision. As further explained in detail to the City in Wisconsin Lutheran’s February 24, 2021 application for tax exempt status, which is hereby incorporated by reference, the property is used for educational and religious purposes. Specifically, the property is home to Honey Creek Hall, a residence hall for students at Wisconsin Lutheran High School. Honey Creek Hall’s is located on the Wisconsin Lutheran Campus. Honey Creek Hall provides basic housing, outdoor classroom space, physical recreation areas, worship and bible study space, and sleeping quarters exclusively for both domestic and international students who attend the high school; space within this building is not offered for rent to the general public.

Wisconsin Lutheran is an educational institution for the purposes of Wis. Stat. § 70.11(4), as it is a nonprofit organization substantially and primarily devoted to educational purposes. The property at issue also meets the requirements for the exemption as described in the *Wisconsin Property Assessment Manual*. The Manual provides to qualify for the exemption, 1) the organization must be an educational association; 2) the property must be owned and used exclusively for the purpose of such association; 3) the property must be 30 acres or less; 4) the property must be necessary for the location and convenience of buildings; and 5) the property must not be used for profit. *Id.* at p. 768-769. As set forth more fully in the exemption application, Honey Creek Hall meets all of these criteria, as it is used exclusively for student housing as part of Wisconsin Lutheran High School. Wisconsin cases explain that traditional educational activities are not limited to “a formal school setting in ivy-covered halls.” Even so, Honey Creek Hall provides “traditional” aspects of education, such as structured study schedules, fostering integration with the educational community, helping struggling students, and building English proficiency of international students. *Janesville Cmty. Day Care Ctr., Inc. v. Spoden*, 126 Wis. 2d 231, 240-41, 376 N.W.2d 78 (1985) (quoting *International Foundation v. City of Brookfield*, 95 Wis. 2d 444, 456, 290 N.W.2d 608 (1974)); *see also* Honey Creek Hall Handbook (attached hereto as Exhibit A) at 2, 11-12, 21, 28. Residence halls themselves are also part of traditional education throughout Wisconsin and the country.

In light of the foregoing facts, under Wis. Stat. § 74.33 we respectfully request the City to exercise its discretion and to refund and rescind in whole the property tax shown in the tax roll. If that discretion is not exercised, we contend that the property at issue meets every metric for exemption under Wis. Stat. § 70.11(4), and the City erred in determining that it did not. For these reasons and those set forth in the original exemption application, Wisconsin Lutheran requests that the City rescind its determination that the property is not exempt and refund the entirety of the tax paid for 2021, including all applicable interest.

Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "K. D. Spitz", is written over a horizontal line.

Katherine D. Spitz
Attorney for Wisconsin Lutheran High School

Cc: Pastor Kenneth Fisher
Wisconsin Lutheran High School
330 N. Glenview Avenue
Milwaukee, WI 53213

Honey Creek Hall Handbook 2021-2022



*From one man he made all the nations,
that they should inhabit the whole earth;
and he marked out their appointed times in history
and the boundaries of their lands.
God did this so that they would seek him
and perhaps reach out for him and find him,
though he is not far from any one of us.*

Acts 17:26-27

TABLE OF CONTENTS

WELCOME

Welcome from the Dean....	3
Mission, Vision, Values....	4
The HCH Neighborhood....	5
Good to Know....	6
Showing Honor and Respect....	7
School Leaders....	8
Maintenance Crew....	8
Viking Café Cooks....	8
HCH Supervisors....	9
Supervisor Team....	10
Parents....	11

STUDENT LIFE

Weekday Schedule....	13
Weekend Schedule....	14
Pers....	15
Points....	15
Funtivities....	16
Volunteer Requirement....	16
Chores....	16
Co-Curricular Activities....	17

STUDENT SAFETY

911....	19
Fire....	20
Tornado....	20
First Aid....	20
Safes....	21
Keys....	21
Stealing....	22
U.S-Based Phone Number....	22
Signing Out & Signing In....	22

GUIDELINES

Common Language....	23
Items in Every Room....	23
Items Given to New Students....	24
Items Students Will Need....	24
Fridges and Microwaves....	24
TVs/Furniture/Desktops....	25
Laundry Room....	25
Devices....	25
Wi-Fi....	26
Inappropriate Behavior....	26
Cigarettes & E-cigarettes....	27
Pornography....	27
Bullying....	27
Privacy....	28
Sick Days....	28
Band App....	29
Employment/Online Sales....	29
Study Hall....	30
Academic Support....	30
Meals....	31
Boxed Meals....	31
Houses & Meetings....	32
Weekend Worship....	32
Leaving Campus....	33
Cars....	33
Shopping Shuttle....	34
Pets & Plants....	34
Visitors....	34
Holidays....	35
Traveling....	35
Before You Go Home....	36

ADDRESS FOR ALL MAIL, PACKAGES, AND DELIVERIES

(Student's name)
365 N. Honey Creek Parkway
Milwaukee, WI 53213

WELCOME FROM THE DEAN

Dear scholars (and families) of Honey Creek Hall,

Who am I?

Every one of us can ourselves that question. The search for identity is one of primary issues teenagers wrestle with. So many new people, and for the students of Honey Creek Hall, a completely new place, compete to attract teens' attention. Parents send students away to school in the fall and can sometimes feel like they don't really know the young person who came back home in the spring; so much can change.

It's not just teenagers who feel that confusion, however. Sad to say, teenagers, just graduating from high school will not be enough to provide you with an identity. It will remain just one part of your life. A very important and influential part, for sure. But just one part.

How do we find an identity? We believe our school theme help us go through that process. "More than Conquerors." Taken from a verse in the Bible, it points to an identity that is beyond all expectation. Normally, people are excited enough to be a winner, a champion, a conqueror. But at Wisco you will hear about how to be more than that, and find even higher heights of success and identity. Are you a person who really doesn't care about competition? Then you will hear about how there are other things worth more than winning that also provide success and identity.

At the beginning of a new school year, no one knows how it will end. The last two years have proved that to us all, even if we thought we knew. I am looking forward to finding out with all of you how much more this year can be than any of us have every expected.

Working with you,

Mr. Doug Carter
Dean of Residential Life

*One final note:
This handbook is written for a school year without COVID-19 precautions. Due to the constantly changing circumstances surrounding this disease, please expect that new rules and protocols will be issued to students periodically, and that families will be kept informed.*



MISSION, VISION, VALUES

Honey Creek Hall is the home of Wisconsin Lutheran High School's residential program. Therefore, our primary mission is to support the mission of the school, which is:

Wisconsin Lutheran High School prepares young adults for productive, Christ-centered lives in a diverse world.

However, the vision and values of Honey Creek Hall need to be more specific:



Wisconsin Lutheran High School's Honey Creek Hall is a safe, structured, and loving family environment where scholars from around the world are given opportunities to grow:

PHYSICALLY

1. *Maintaining healthy living and sleeping habits*
2. *Eating a balanced diet as a family*
3. *Providing opportunities to be active*
4. *Providing medical care when needed*

ACADEMICALLY

1. *Setting high academic goals*
2. *Providing a structured study schedule*
3. *Helping struggling scholars*
4. *Building English confidence and proficiency*

SPIRITUALLY

1. *Sharing the beautiful truth of Jesus' love*
2. *Being respectful of scholars of all faiths*
3. *Encouraging a framework of forgiveness*
4. *Offering numerous worship opportunities*

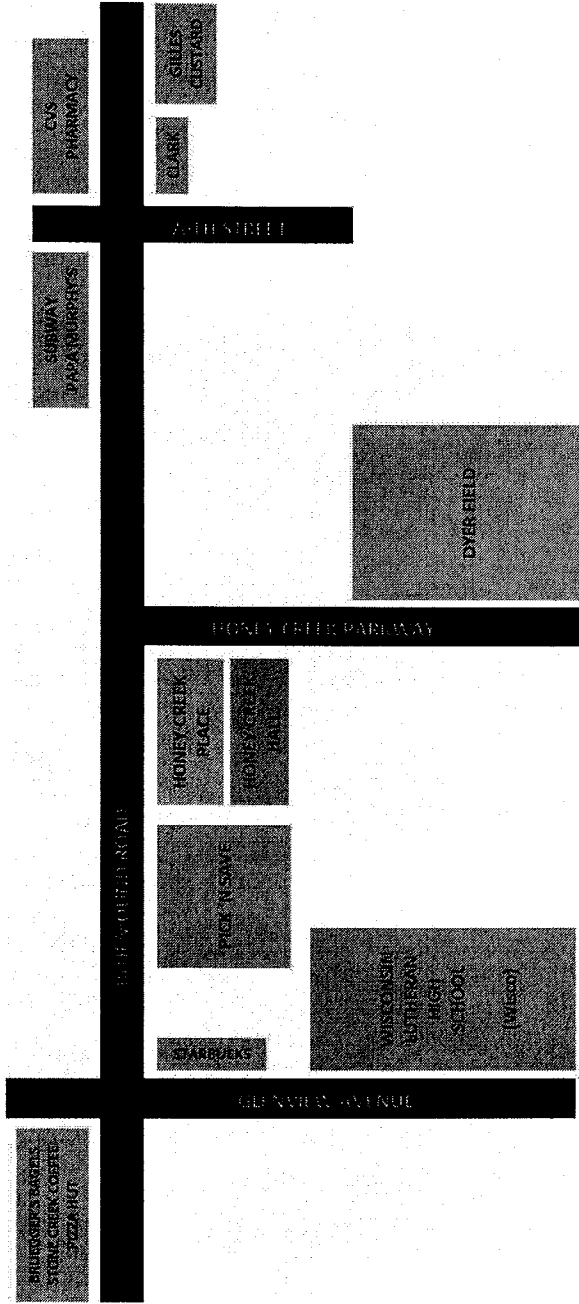
SOCIALLY

1. *Providing consistent discipline and guidance*
2. *Building life-long friendships*
3. *Pursuing integrity*
4. *Experiencing and valuing the cultures of all*

EMOTIONALLY

1. *Communicating with biological families*
2. *Building character through volunteer activities*
3. *Facing and proactively resolving challenges*
4. *Helping scholars make wise choices*

THE HONEY CREEK HALL NEIGHBORHOOD



Everything on this map (except Honey Creek Place) is considered **the HCH neighborhood**.

The residents of Honey Creek Place are our neighbors, but we need to be good neighbors to them. Do not disturb them in their homes. As much as possible, avoid walking down Bluemound Road in front of Honey Creek Place.

You do not need to ask for permission to go to places that are **in the HCH neighborhood**, but you still must **sign out!** Stay on the sidewalks. American homes are considered private property and the police can be called if you take shortcuts through peoples' lawns. Look both ways to check for oncoming vehicles before you cross streets.

Obey crosswalk signals when crossing large streets.

When you would like to go anywhere **outside the HCH neighborhood**, you must receive permission from a

Supervisor, sign out, and write the Supervisor's name you received permission from on the sign out sheet.

The Dean of Residential Life has final authority over all permissions.

GOOD TO KNOW

Here's a list of some things that would be good for you to know about going to high school at Wisconsin Lutheran High School.

- 1. Wisco is a Christian school.**
Being a Christian school doesn't make Wisco a perfect school. In fact, Christians are people who admit we aren't perfect. We admit we make mistakes and hurt people all the time. Being Christian means that when we have trouble, we use the Bible to help us solve those problems. The Bible tells us everybody's biggest problem has been solved through Jesus, and we hope you learn so much about him while you are here!
- 2. We hope that you are a scholar, not just a student.**
*A **student** learns because they have to. However, a **scholar** is humble enough to admit that they don't know everything and hungry to learn more. Be a lifelong learner, and create good learning habits for yourself.*
- 3. Your high school experience here is not just about the school day.**
Your classes, grades, and homework are really important. But high school in the U.S. is about more than just the academics. You must join at least one co-curricular activity (e.g., cross country, chess team, drama, etc.) every semester. Wisco has SO MANY clubs and sports! One of the greatest things about our school is what students do AFTER school! Also, being involved in multiple co-curricular activities will help you get accepted to a great university.
- 4. Everything you do on the internet can be tracked.**
Remember that anything you do on the internet, whether at school or Honey Creek Hall, is recorded by the Internet Service Provider, and the Milwaukee Police Department has authority to investigate any activity they suspect is illegal. If you are charged with illegal acts by the government, you will likely lose your privilege to study here.
- 5. Plagiarism (copying schoolwork) is stealing.**
Different countries have different standards when it comes to cheating. Since you are in an American high school, you must know that copying and pasting someone else's work into your essay and not giving that person credit is cheating. If you plagiarize, you could be expelled. This is very serious!
- 6. Smoking and drinking are not allowed for Wisco students.**
Different countries also have different laws about drinking alcohol and using tobacco. We expect you to follow US law. In the United States, the smoking age is 18. However, Wisco has additional school policies. Students involved in co-curricular activities may not use alcohol or tobacco. Possession of alcohol or tobacco on campus (even without consumption) is not acceptable.

7. **In the U.S., it's customary to tip for good service.**
When you go to a restaurant where you sit down and are served, you should tip the person who served you. It's polite to tip about 15-20% of the bill.
8. **Your Supervisors are not your servants.**
Your Supervisors are not your servants or your slaves. They are adults who are responsible for caring for you; to love, protect and lead you. Treat them with respect. For example, instead of telling them, "Take me to the cell phone store," try asking them politely, "Would you be free to take me to the cell phone store tomorrow?"
9. **American toilets are very strong.**
*In some countries, people throw toilet paper in the trash can, but in the U.S. we have very strong toilets! So please throw your dirty toilet paper in the toilet and flush it away. But do **not** try to flush items like washcloths, socks, underwear, feminine hygiene products, or even too much toilet paper. Our toilets are strong, but they aren't tornadoes!*
10. **Modesty Rules: Wear enough clothing in the common areas.**
Modesty means covering up parts of your body that should be kept private, especially around the opposite sex. You should think of Honey Creek Hall a bit like a hotel in this way: your Student Units are like your hotel room, but you should wear a shirt and pants/shorts whenever you step into the hallway.

SHOWING HONOR & RESPECT

While you are at Wisco, you must remember that you are a student, and you have many leaders around you. **These leaders deserve honor and respect from you at all times.** Respecting someone means that you treat them as better than yourself whether you like them or not. Whether it be employer to employee or police officer to citizen, throughout your life relationships will exist in which you must show respect. Of course, these leaders will also show you the respect you deserve, too!

Examples of this respect might be:

- a. *Obeying teachers when they ask you to do something, or asking clearly for clarification if you do not understand.*
- b. *Following all of the rules in Honey Creek Hall, even if there are some rules that you struggle to understand.*
- c. *Handing in all schoolwork your teachers assign to you on time.*
- d. *Doing something when a Supervisor asks you to, even if you may not want to, or from your perspective it's not fair.*
- e. *Going to teachers and Supervisors directly when you have a problem with them, rather than talking negatively about them behind closed doors. It's hard to solve an interpersonal problem if you do not talk face to face with the person you are having a problem with.*

SCHOOL LEADERS

Here are some of the school leaders who, whether you realize it or not, are advocating for you and working hard for your benefit. Don't be afraid to say hello! These are some of the leaders in particular that might be relevant to your life on campus:

PRESIDENT: PASTOR DR. KEN FISHER
ken.fisher@wlhs.org

PRINCIPAL: MR. PHIL LEYRER
phil.leyrer@wlhs.org

ASSISTANT PRINCIPALS: MR. BRET HOPF, MR. C.L. WHITESIDE
bret.hopf@wlhs.org, cl.whiteside@wlhs.org

DIRECTOR OF ADMISSIONS: MR. BRAD WETZEL
brad.wetzel@wlhs.org

DIRECTOR OF THE INTERNATIONAL STUDENT PROGRAM: MR. ERIC DUWE
eric.duwe@wlhs.org

DEAN OF RESIDENTIAL LIFE: MR. DOUG CARTER
doug.carter@wlhs.org

INTERNATIONAL ADMISSIONS DIRECTOR: MRS. TAMMY LEYRER
tamara.leyrer@wlhs.org

RESIDENTIAL LIFE ADVISOR: MS. ANGELA HORNEBER
angela.horneber.wlhs.org

MAINTENANCE CREW

These staff members work very hard to clean and repair things that break in the dorm. If anything in the dorm breaks, tell a Supervisor **immediately** so it can get reported to the maintenance team. If you see a member of the maintenance crew walking around the dorm, it means they're here to help make something work better.

VIKING CAFÉ COOKS

The cooking team prepares and serves your food every day in the Viking Café. These people are very important members of our Honey Creek Hall family that deserve your respect. No one can have their favorite foods all the time, but our cooks do a remarkable job at giving us good, healthy food. Please thank them for their hard work!

HONEY CREEK HALL SUPERVISORS

Honey Creek Hall is run by the Supervisors. It's their job to support you on a day-to-day basis and help you grow and learn the things you should. As they do that work, they will strive to be:

1. **CALM**
Even if you scream in their face (please don't do that, though!), your Supervisors will try to remain calm as they interact with you. Losing your temper will never solve a problem. The only person in the world you can control is yourself.
2. **CLEAR**
Your Supervisors will give you clear examples of what they expect from you inside your home and outside as well.
3. **CONNECTED**
Your Supervisors want to be connected to you, not a stranger to you. They will want to talk to you about good and difficult things. Your Supervisors are connected to other Supervisors so we can be a strong team, and we can depend on each other always. Your Supervisors will also be connected to your parents at home. We are all working together for you!
4. **CHOICE-CONSCIOUS**
We want you to practice making good choices now, before you become an adult and many more of your choices may have serious consequences for yourself or others. Your Supervisors will strive to offer loving, logical choices to you to help you grow.
5. **CONSISTENT**
The Supervisor team will try their best to be fair and consistent with all students at all times. You can trust us. We are here to help you, not to hurt you.
6. **COOPERATIVE**
We can't do this alone. Your Supervisors are a team. If one of us is sick, gone or having troubles communicating with a student, the other Supervisors will come together and offer their time and talents to help find a solution. Our Honey Creek Hall Family has many loving adults.
7. **CHRIST-CENTERED**
From when we wake up to when we go to sleep, your Supervisors want you to remember that Jesus Christ is the reason why we have life, hope and love. If we didn't believe in Jesus, we wouldn't want this difficult job. We want to share Jesus' love with you all day, every day.

MEET THE SUPERVISOR TEAM

Your Supervisor Team is made up of adults who are experienced, trained, and educated professionals. The residential supervisors each lead a dorm "house" (see p. 32) and are dedicated to giving students the care they need to succeed.

Mr. Jacob Bitter

Mr. Bitter is a part-time supervisor. He lives on the 1st floor with his wife who is a teacher in Milwaukee. Mr. Bitter is in his first year at Wisconsin Lutheran High School. He is a graduate student in divinity and has already lived eight school years in dormitories.

Dean Douglas Carter

Dean Carter is the Dean of Residential Life and is in charge of the residence hall and residential program. He lives in the Dean's House and regularly teaches religion classes as a substitute. Dean Carter is in his fourth year at Wisconsin Lutheran High School. He holds a master's degree in divinity and worked as a pastor in several churches and schools in the Midwest United States.

Mr. Andrew Fink

Mr. Fink is a supervisor and WLHS teacher in the mathematics/business department. He lives on the 2nd floor. Mr. Fink holds a master's degrees in economics. He is in his first year teaching at Wisconsin Lutheran High School, but is a Wisco grad and a Viking Cross Country State Champion Team runner.

Ms. Angela Horneber

Ms. Horneber is the Residential Life Advisor. She lives on the 3rd floor and coordinates dorm programming and activities. Ms. H. is in her third year at Wisconsin Lutheran High School. She holds a bachelor's degree in education and comes to us after teaching for five years in two different positions in China.

Ms. Catherine Peterson-Lehr

Ms. Peterson is a part-time supervisor. She lives off campus and holds other part-time teaching positions. Ms. Peterson is in her first year at Wisconsin Lutheran High School. She holds a master's degree in curriculum and instruction of bilingual education. She comes to us after a career teaching in Milwaukee Public Schools.

Ms. Joanne Kohler

Ms. Kohler is the Sick Call Supervisor and International Student Program Administrative Assistant. She is in her first year at Wisconsin Lutheran High School and holds a master's degree in German. She comes to us after a career in teaching as well as coordinating an International Student Program.

Mrs. Alicia Treadwell-Parsley

Mrs. Parsley is the Afternoon Supervisor at Honey Creek Hall. She is in her fourth year at Wisconsin Lutheran High School. She comes to us after a career in health care and administration.

PARENTS

Your Supervisor Team believes that it is their responsibility to:

1. Care for you on behalf of your parents

Supervisors are first responders to the needs that you have while you are here in the US. You share a home with them, and your parents are relying on them to provide safety and discipline to you. They're the first ones you talk to when you're sick, and the first ones you talk to when you're asking for permission to do something. We hope that your relationship with them grows stronger and stronger throughout the year.

2. Communicate with your parents

The supervisor team (especially the Directors) will communicate with your parents frequently, sharing pictures and stories of your progress and success. They will not tell them every time you make a bad choice, but if it is a serious thing, it is their duty to report to them the truth. The supervisor team will typically call, email, or use messenger apps to communicate with your parents.

Parents:

You can keep track of your son's or daughter's grades by using the Wisco website called **OnCampus**:

Go to Wisco's website: **www.wlhs.org**.

Click on **Login** in the upper right hand corner.

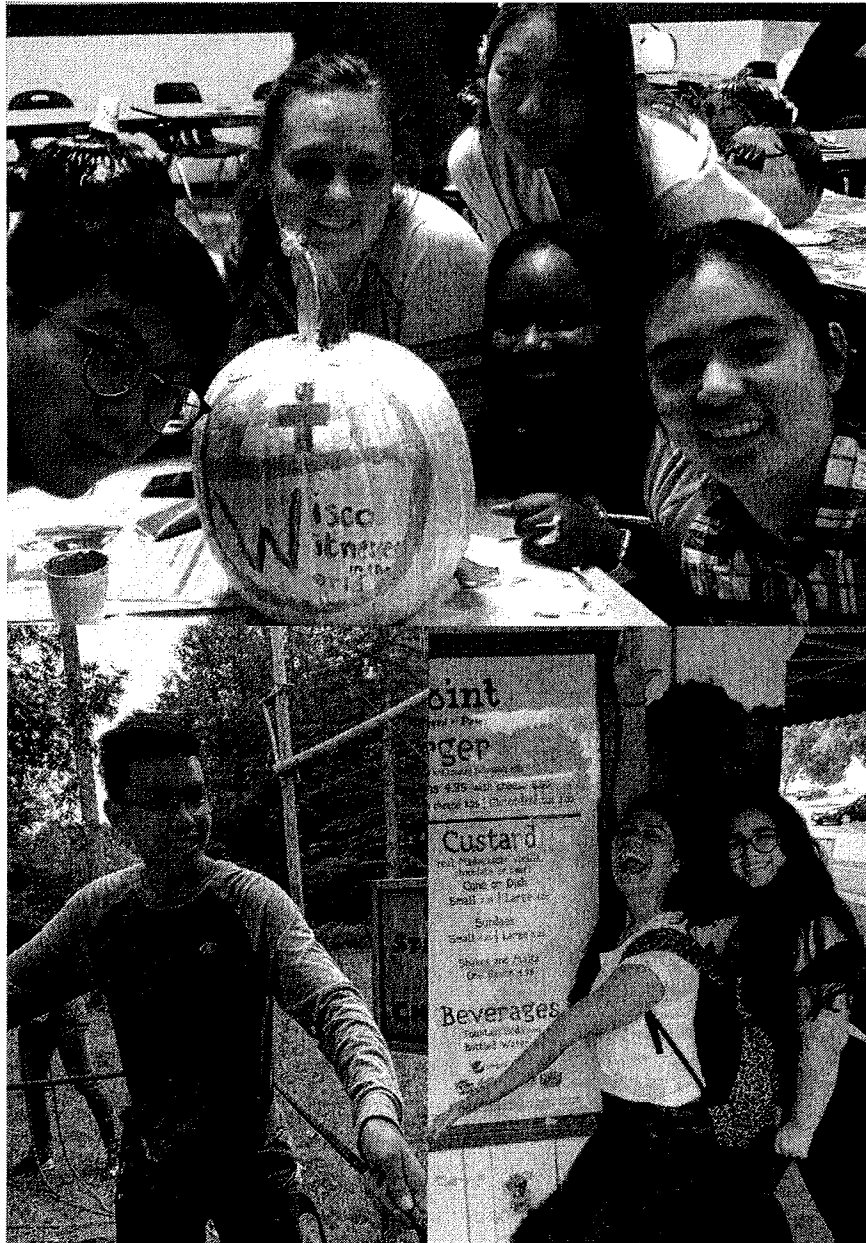
You may use this program to check your student's attendance, schedule and grades **anytime** you wish.

To receive access to OnCampus, contact the ISP Director.



STUDENT LIFE

High school is about so much more than just school! This next section introduces you to the traditions and values we have in Honey Creek Hall to give you a structured, healthy, and memorable year.



WEEKDAY SCHEDULE

Your #1 job while you are here is to be a good student, and this schedule will structure your week so you can learn. This schedule runs from 5:30 PM on SUN - 5:30 PM on FRI.

6:00 AM	WIFI TURNS ON, WAKE UP, GET READY <i>Be sure to set your alarm to get up on time! If you are sick you must come to the Dorm Office between 7:00 and 7:30.</i>
7:00-9:30 AM	BREAKFAST @ VIKING CAFE <i>Your fob will open Door 9 starting at 7:00 AM</i>
7:45 AM – 3:00 PM	SCHOOL DAY <i>Go learn some stuff! Note: you may not return to the dormitory during the school day, except for illness.</i>
3:00-5:30 PM	AFTER-SCHOOL ACTIVITIES <i>Go to your co-curricular activity or get a head start on your homework. If you are not at your co-curricular activity, always come home to the dormitory before signing out for any other destination.</i>
5:30-6:15 PM	DINNER @ VIKING CAFE <i>You must come to dinner and sign in with the On-Duty Supervisor unless you are using a per. To use a per, you must tell an On-Duty Supervisor before dinner begins.</i>
7:00-8:30 PM	STUDY HALL <i>Every student is studying in their assigned room, unless you are using a per. To use a per, you must tell an On-Duty Supervisor before study hall begins.</i>
10:00 PM	CURFEW AND QUIET HOURS BEGIN <i>You must be in the dorm and may not leave. Ninth Graders must turn in devices at the dorm office. The Common Room closes and is cleaned.</i>
10:30 PM	FRESHMEN/SOPHOMORES LIGHTS OUT <i>You must be in your room with lights out. 10th-graders' devices must be on desks or bookshelves.</i>
11:00 PM	JUNIORS/SENIORS LIGHTS OUT <i>You must be in your room with lights out. Devices must be on desks or bookshelves.</i>
MIDNIGHT	WIFI SHUTS OFF

WEEKEND SCHEDULE

Some weekends will be filled with activities, while other weekends will be loaded with free time. But here is the general schedule for **FRI after school through SUN afternoon**.

	SATURDAY	SUNDAY
8:30 AM-12:00 PM	BREAKFAST @ DORM <i>A light breakfast will be served in the common room.</i>	BREAKFAST @ DORM/WORSHIP <i>A light breakfast will be served in the common room. Rides to worship will be offered.</i>
12:00 PM-12:45 PM	LUNCH @ VIKING CAFE	LUNCH @ VIKING CAFE
12:45-5:30 PM	FREE TIME / ACTIVITY <i>Depending on the weekend, you will have personal free time or a Honey Creek Hall activity.</i>	FREE TIME / ACTIVITY <i>Depending on the weekend, you will have personal free time or a Honey Creek Hall activity.</i>
5:30-6:15 PM	DINNER @ VIKING CAFE	<i>Starting with dinner on Sunday, we will follow the weekday schedule.</i>
6:15-11:00 PM	FREE TIME <i>Depending on the weekend, you will have personal free time or a Honey Creek Hall activity.</i>	
11:00 PM	CURFEW / QUIET HOURS <i>You must be in the dorm and may not leave. Respect your schoolmates who want to sleep.</i>	
11:30 PM	LIGHTS OUT/WIFI SHUTS OFF <i>You must be in your room with the lights off. Devices must be on desks or bookshelves.</i>	
MIDNIGHT	WIFI SHUTS OFF	

PERS

A "per" offers students the opportunity to have a little freedom and also provide an incentive to work hard to have good grades. On weekdays, one per releases a student from dinner and study hall.

Students will get a set number of pers each calendar month according to their GPA and their grade level. Pers will be given as follows:

Freshmen- 4 pers	Juniors - 6 pers
Sophomores- 5 pers	Seniors - 7 pers

Some additional factors:

1. Students with a GPA of less than 2.0 are awarded half the pers of the base number for their class.
2. Students with all As in the previous quarter receive two extra pers each month, and students with all As and Bs receive one extra per each month.
3. Pers will be reset each month and must be used in that month. Students will not be able to "carry over" pers from month to month.

POINTS

Points are assigned to students who violate dormitory policies in the amount of one per offense. Other disciplinary action may accompany or replace points, based on the infraction. Parents are notified each time a point is assigned. Points reset to zero approximately every six weeks. If a student consistently reaches high point levels, other consequences may be determined at the discretion of the Dean of Residential Life. Following is the standard scale of consequences.

Point Consequence

- 1 Rule Review
- 2 Rule Review and 1 per removed
- 3 Rule Review, 1 more per removed
- 4 Rule Review, 1 more per removed, and device restriction for 2 weeks ("Device Restriction")
- 5 Rule Review, 1 more per removed, student meeting with the Dean of Residential Life, additional parent email, Supervised Study Hall and no dorm transportation till end of Points Term, Device Restriction for two additional weeks
- 6 Rule Review, 1 more per removed, meeting with Dean of Residential Life and Assistant Principal, additional parent email, dorm restriction till end of Points Term
- 7 Rule Review, 1 more per removed, meeting with Dean of Residential Life and Principal, additional parent email, floor restriction till end of Points Term.
- 8 Removal from dorm or from school enrollment will be considered.

Rule Review is conducted every Monday at 6:15 PM in the Viking Cafe after the All-House Announcements meeting.

If a student does not have a per available to be removed as a consequence for an assigned point, the consequence will become 1 week of device restriction. If a student receives another point without a per available, the consequence of device restriction will continue and dorm restriction will be added.

FUNTIVITIES

Going to high school in the U.S. is about more than just schoolwork. You are also here to experience and hopefully enjoy American and local Milwaukee culture. "Funtivities" are fun activities designed to give you a chance to put down your devices and get outside in the real world and make some memories that you'll never forget! Your Supervisors will organize events that you will sign up for. Each quarter, there will also be an activity that all members of the Honey Creek Hall Family participate in together:

- *Quarter 1: Camping Trip*
- *Quarter 2: Christmas Party*
- *Quarter 3: Lunar New Year Party*
- *Quarter 4: Farewell Outing*

VOLUNTEER REQUIREMENT

Certain activities give you a chance to help and serve others (in the spirit of volunteerism). These are important because it helps teach you that giving back is more meaningful than taking. Also, it will be very helpful to have volunteer hours already logged when you apply for NHS (National Honor Society) or when you apply for college. Your Supervisors will provide you the details you need for participation each semester.

CHORES

*Chores teach us all responsibility and healthy living habits. We want our students to be proud of their home and take responsibility in taking care of it. Doing chores isn't always fun, but it's a **healthy habit** that can stay with you for your entire life. Chores are checked by supervisors on a daily basis.*

Unit Chores rotate by week. One room in each unit is assigned to the areas of Floors, Surfaces, and Bathrooms and Trash.

Common Area Chores are assigned to each bedroom for one week at a time. Common Area Chores are in the following areas: Nightly cleaning of the 1st Floor Common Room, and cleaning the tables in the Viking Cafe after Honey Creek Hall meals.

Supervisors provide instruction for and monitoring of chores, as well as making cleaning supplies available from the Janitor Closet on 1st Floor.

CO-CURRICULAR ACTIVITIES

Co-curricular activities are any Wisco-led activity, team, or club that you are participating in outside the classroom.

Wisco has been an academically excellent school for over 100 years! But we also are very proud of pursuing excellence outside the classroom in our band, sports teams, and clubs. Here's a list of co-curricular activities that Wisco offers. We require each resident of Honey Creek Hall to be involved in at least one co-curricular activity.

*Being on a team or in a club is a great way to **make friends** with schoolmates who share the same interests as you. These relationships will last long after you graduate.*

- a. *When you **apply to a university**, the admissions committee doesn't only look at your GPA and SAT score. They also look at the types of co-curricular activities you were involved in.*
- b. *Being on a team or club makes you a more **well-rounded** person and helps reveal your talents and passions.*
- c. ***79%** of Wisco students are involved in co-curricular activities.*
- d. *Spending time at practices, concerts or games is more **memorable and healthy** than keeping yourself closed off from others in your dorm room.*

Here are some of the award-winning co-curricular activities that Wisco offers:

ACADEMIC

Tutoring

LEADERSHIP

*Wisco Witnesses in the World
WWW International
Leadership Team
Mission and Volunteer
Service Trips
Student Council
National Honor Society (NHS)*

MEDIA

*Compass (Yearbook)
Pilot (Newspaper)
Tech Team*

INTERESTS

*Robotics Club
Chess Club
Math Team
Page Turners (Book Club)
Esports Teams
Kindness Club*

FINE ARTS

*Fall Play
Winter Musical
Drama Club
Forensics
A Capella Choir
Cantorei Choir (girls)
Freshman Choir
Inspiration Choir
Wisco Kids Show Choir
Jubilation (handbells)
Concert Band
Color Guard
Jazz Ensemble
Pep Band
Prism Concert*



ATHLETICS

Fall Season

- Cross Country (girls and boys)
- Football (boys)
- Soccer (boys)
- Volleyball (girls)
- Cheerleading (girls)
- Dance (girls)

Winter Season

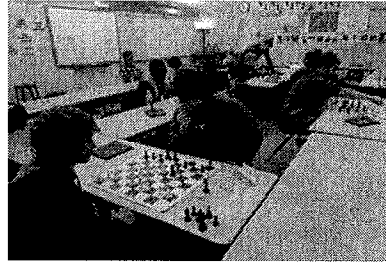
- Basketball (girls and boys)
- Winter Running (girls and boys)
- Wrestling (boys)
- Cheerleading (girls)
- Dance (girls)

Spring Season

- Track & Field (girls and boys)
- Strength & Speed Training
(girls and boys)
- Baseball (boys)
- Golf (boys)
- Softball (girls)
- Soccer (girls)

Whether you're a runner, a singer, or a chess player, Wisco has an enriching activity for every student.

*For more information about these life-changing activities, go to wlhs.org and click on **Student Life and Athletics**.*



*Note: You must have at least a **1.5 GPA** to be involved in co-curricular activities at Wisco.*

STUDENT SAFETY

We want every student to **be** safe and **feel** safe in Honey Creek Hall!



911

911 is the US emergency phone number. From any phone, even a phone without a mobile calling plan, dialing "911-Green" (pressing 9-1-1 and then the green call button) will immediately begin an emergency services conversation. If you have a life-threatening emergency outside the dorm (you immediately NEED police, firefighters, or an ambulance), or if you cannot reach a supervisor in the dorm, dial 911!

1. As soon as you dial 911, you will hear someone say, "What is the nature of your emergency?" You calmly explain what is going wrong.
2. Answer any other questions the dispatcher asks you to the best of your ability.
3. Dialing 911 when you do not immediately need emergency services can lead to fines and even criminal charges.

FIRE

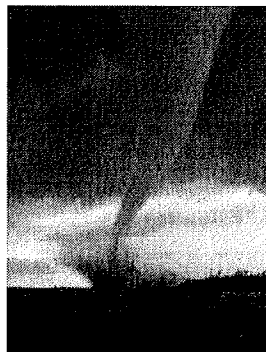
Our dormitory has several important features to protect you and your property in the event of a fire, but that does not mean you can be careless.

1. Smoke alarms, fire alarms, and sprinklers are installed throughout the building. If there is too much smoke in a room, the fire safety measures will automatically activate. If you see an actual fire in the dorm, you should immediately pull a fire alarm (small red box on the wall that says LIFT & PULL).
2. If a fire alarm sounds, all students must leave the building quickly in an orderly way. There will be fire drills conducted at different points of the year to ensure that all residents know what to do in an emergency.
3. Intentionally setting off a fire alarm without an emergency is a serious infraction and will result in severe penalties.

NOTE: During winter months, you must wear shoes when you are in the common room, so that you can exit the building immediately and safely. It is not safe to go back to your room to get shoes when a fire alarm is sounding.

TORNADO

*Tornados are rare but can be deadly. When a **Tornado Warning** (not just a Tornado Watch) is announced, a very loud, very long siren is sounded over the whole neighborhood (not just an emergency vehicle siren). **Tornado Warning** alerts can also be sent to phones on weather apps. A **Tornado Warning** means an actual tornado has been seen in the immediate area. If you hear a **Tornado Warning** announced, follow these very important steps:*



1. Go immediately to the **basement** parking garage and follow the supervisors' instructions about where and how to shelter yourself.
2. **Wait** for the storm to pass. Do not leave the parking garage until the supervisors have given you permission to go back upstairs.

FIRST AID

A First Aid Kit is available in the Dorm Office if anyone has cuts, scrapes, or bites that need a little medical attention. Tell the On-Duty Supervisor if you need to use the First Aid kit.

PADLOCKS

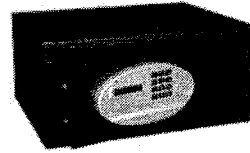
Wisco will provide each student with a padlock for the top drawer of their wardrobe.

1. **Do not share or lose** your padlock's key.
2. If a padlock key is lost, the lock must be cut open by our maintenance staff. A new padlock will be issued at a charge of \$25.

SAFES

Wisco will provide each student with a safe to protect their valuables at their request.

3. **Do not share** your safe's combination with anyone.
4. **The safest place in the dorm is in your safe.**
5. If your safe is damaged or broken, **you** must buy a new one.
6. **Your safe is not a bank. Cash is safest in a bank.** Cash is easy to steal and impossible to trace. To keep your cash safe, bank accounts can be set up. Speak to the Dean of Residential Life about setting up a bank account.



KEYS

Keys are an essential part of our security system. Your keys not only help keep you safe, but it helps keep everyone else in the dorm safe, too. Your keys not only help protect your belongings, but the belongings of everyone who lives in the dorm.

A fob, a unit/room key, and a mailbox key are issued to each student. These keys will be issued at the beginning of the year and collected at the end of the year. If a key is lost, the resident must speak to the On-Duty Supervisor immediately. Replacement keys or fobs will be issued for a fee of \$50 per key or fob. At Thanksgiving Break, Christmas Break and Easter Break, keys must be turned in to the supervisors for safekeeping.

Keys must also be returned at the time a student checks out of his/her room, whether at the end of the year or at the time of a room switch. You are responsible for the exact keys you were issued.

To ensure the security of the campus, keys should not be loaned to or traded with other people. Propping doors and letting in strangers or other people who are not permitted to be in Honey Creek Hall are serious infractions and will result in severe penalties.

**IN SHORT: LOCK YOUR DOORS, LOCK YOUR DRAWERS,
ASK FOR A SAFE, AND DON'T LOSE YOUR KEYS!**

STEALING

Here are the steps that will be taken if anything of yours is stolen:

1. Tell your Supervisors **immediately!** Don't wait a week. Give them the time, date and description of what was stolen.
2. The Residential Staff and/or Assistant Principals will **investigate** to see if we can identify the thief.
3. Depending on what was stolen, the **Milwaukee Police** may be contacted to file an official report.



U.S.-BASED PHONE NUMBER

Wisco encourages every student living in Honey Creek Hall to have a U.S.-based phone number. Here is why this is so important:

Social Media apps are a common form of communication, but you need to have an internet signal to use it. **What happens when you're lost or in trouble or in danger, and you can't get a good Wi-Fi signal?** A U.S.-based phone number will help you immensely.

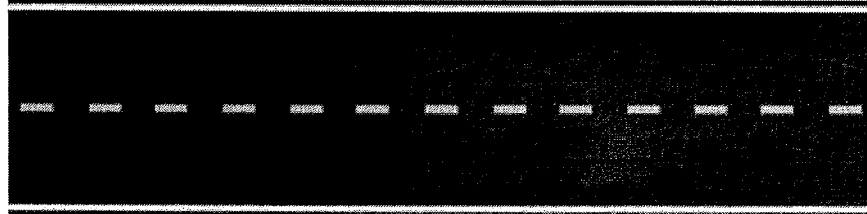
If you insist on not getting a U.S.-based phone number, we will inform your parents and may ask them to sign a waiver saying they understand the risks associated with you not having a U.S.-based phone number.

SIGNING OUT AND SIGNING IN

Signing out is a really important habit all students must have. This rule is not made so your Supervisors can control you, but rather to protect you in case something bad happens. You must complete the sign-out form located in the 1st Floor Common Room.

1. The reason to have sign out and sign in is for **student safety**.
2. There are only three times you **don't** need to sign out and sign in:
 - a. going to school in the morning
 - b. going to lunch or dinner in the cafeteria
 - c. going on a Funtivity or shuttle with a Supervisor
3. You don't need to ask for permission to go to neighborhood destinations like Pick 'N Save or CVS, **but you still need to sign out and sign in.** (see Honey Creek Hall Neighborhood Map)

GUIDELINES



The lines that are painted onto roads and parking lots are there to help traffic flow smoothly. The next several pages list guidelines that are meant to direct daily life in Honey Creek Hall and help our family live and work together smoothly.

COMMON SPACE, COMMON LANGUAGE

English is the **gateway** to new opportunities. When you are in a place with English speakers all around you, speaking your native language puts up **walls** and sends the message that you are not open to them. If they hear you speaking English, even strangers will consider it an **invitation** to join your conversation. Who knows what new and awesome things may come from that new relationship?

In order to foster constructive cross-cultural relationships, promote English proficiency, and maintain an inclusive environment for all students, Honey Creek Hall follows the policy of "Common Space, Common Language." English should be used at all times in all common areas, including: the first floor common area; second floor boys' lounge and third floor girls' lounge; the stairwell and hallways, mealtimes, both in the dormitory and the cafeteria, and vans.

ITEMS IN EVERY ROOM

Every bedroom in Honey Creek Hall will have these items for you. These items were bought and are owned by Wisco, not you. Take good care of them. If any damage is done, you will be fined at the end of the year.

Bed	Desk
Mattress	Chair
Wardrobe	

Every unit in Honey Creek Hall will have these items:

Table	Mini-Fridge
Chairs	Waste Bins
Microwave	Cleaning Supplies

THESE ITEMS MAY NOT BE MOVED OUT OF THE ROOM THEY ARE IN.

ITEMS GIVEN TO NEW STUDENTS

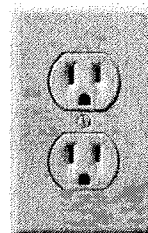
Wisconsin will provide the following things to welcome any new students to Honey Creek Hall. If you bring your own from home, please give back the items provided to you right away. If you are a returning student, it is your responsibility to take care of what we have already given you or buy your own.

1. Comforter
2. Bed sheets
3. Pillow and pillowcase
4. Towel
5. Laundry Hamper

ITEMS STUDENTS WILL NEED

Here are some things you might want to bring to Wisconsin. You can either bring these things from home or buy them here. Wisconsin gets pretty cold from November through March, so we want you to be prepared.

1. Jeans or khaki pants
2. Dress clothes
There will be certain events, performances, trips, or class presentations where it will be appropriate for boys to wear "business dress": a shirt and tie or suit for boys and a dress or business suit for girls.
3. Winter jacket
4. Winter boots
5. Winter hat
6. Winter gloves or mittens
7. Rain jacket
8. Any personal items: jewelry, teddy bear, etc.
9. Power adapter
You might need an adapter plug that will work with a standard 120 Volt U.S. outlet (pictured) for your computer and other electronic devices.



COMMON KITCHEN AND KITCHENETTES

Each student unit has one kitchenette that you may share with your unitmates, equipped with a microwave and a mini-refrigerator.

1. Items too large to store in the mini-fridge may be kept in the Common Kitchen refrigerators and freezers, according to rules posted there.
2. Students may sign in to use the Common Kitchen, which has gas stoves and ovens. You must leave the kitchen spotless when you are done.

TVs/FURNITURE/DESKTOP COMPUTERS

Honey Creek Hall is a shared living space carefully designed to house over 70 people. Students are not permitted to buy, store, or move in televisions or large pieces of furniture. If you are not sure if something is permitted, ask a Supervisor before you purchase or move anything in. Owning a desktop computer is highly discouraged, and the computer will be subject to strict device restrictions if it is misused.

LAUNDRY ROOM

Each floor of the dorm has a laundry room with 2 washers and 2 dryers. You are welcome to use these machines. However, please remember...

1. This is a **common space** equipped with school property. Please treat these machines with respect.
2. Please be **respectful** of other people's clothing and place it in a hamper or basket rather than throwing it on the ground. If you're washing or drying your clothes, remember to take them out as soon as possible once they're finished.
3. The 1st Floor Laundry Room has a utility sink. Students may use this sink to clean dirty shoes or art supplies or similar very dirty things. In addition, this sink is the **ONLY** place in the dorm where you may dye your hair.

DEVICES

Technology is an amazing blessing that we must learn to manage wisely. We are not anti-technology in Honey Creek Hall, but we do believe that many people – especially teenagers – are addicted to their devices. These rules are designed to help students build a healthy relationship with technology.

1. Freshmen must turn in **all** devices (phones, tablet, game consoles, etc.) at **10:00 PM, SUN-THU**. Demonstrate your self-control and trustworthiness in your first year, and things will go better for you in your later years.
2. New students will all follow nighttime device turn-in procedures until at least the midway point of the 1st quarter.
3. Students who don't turn in their devices on time will receive a discipline point. Students who are on device restriction because of their number of points or for academic reasons must also turn in devices at 11:00 PM on FRI-SAT.
4. Breaking any of the rules in this handbook may result in losing your devices for a time. If you hide a device and a Supervisor discovers it, **you will lose it for an extended period of time.**
5. If you've **lost your devices** as a consequence, you may not use anyone else's devices either.

WI-FI

*First and most importantly, **remember to count your blessings!** Technology (and speedy connections) are an amazing gift from God. Unfortunately, like every blessing, if used unwisely a blessing can turn into a curse. That is why we have the following Wi-Fi policies:*

1. Wi-Fi is provided in the school building and in Honey Creek Hall.
2. You must sign a **TRAUG** (Technology Resource Acceptable Use Guide) before being able to use the Wi-Fi at school or in Honey Creek Hall. This is the exact same thing you have to do at Starbucks, a library or your university someday. Even though the Internet provided at Honey Creek Hall is on a different network, we still expect you to follow the TRAUG at Honey Creek Hall.
3. Remember that anything you do on the internet, whether at school or Honey Creek Hall, is recorded by the Internet Service Provider, and the Milwaukee Police Department has authority to investigate any activity they suspect is illegal. If you are charged with illegal acts by the government, Wisco cannot protect you and you will likely lose your visa.

INAPPROPRIATE BEHAVIOR

The following behaviors will not be tolerated, and may lead to the establishment of a strict behavior probation contract. Violation of a contract may lead to removal from the dorm or from enrollment at WLHS:

1. Speaking or acting in a threatening way to a Supervisor or student
2. Stealing something that does not belong to you
3. Cheating or using information from another student that makes it look like it's your information
4. Fighting or threatening (physically, verbally, or digitally) another person
5. Girls: going into one of the boys' wings (whether on 1st or 2nd floor)
6. Boys: going up even one step to the girls' floor (3rd floor)
7. Having sex or engaging in inappropriate romantic behavior
8. Watching pornography
9. Buying or using drugs that are illegal in the state of Wisconsin
10. Buying or drinking alcohol
11. Having or smoking cigarettes or e-cigarettes, or having a flame lighter
12. Buying or using a weapon
13. Using a candle, wax warmers, or any open flame in Honey Creek Hall
14. Owning or using ear- or body-piercing or tattooing equipment.

Participating in any of these behaviors will result in dorm restriction for a period of time and likely referral to the Assistant Principals for further discipline.

The following sections explain more about certain behavioral challenges.

CIGARETTES AND E-CIGARETTES

In the U.S., it is illegal to buy and smoke cigarettes if you're under 18 years old. It is also illegal for someone 18 years old to buy cigarettes and give them to a minor (someone under 18). In addition, we have more specific rules prohibiting cigarette use.

1. If any student is caught with tobacco products or is caught smoking tobacco products on campus or off campus, they will be in danger of being **suspended or expelled** from Wisco.
2. This is a very serious offense. If you choose to smoke, you are not only **harming your body** but are also **harming your opportunity** to graduate from this school.
3. If you are 18 or older, it is **illegal** to buy cigarettes and give them to someone under 18.

PORNOGRAPHY

Pornography is a poisonous and dangerous addiction. As a Supervisor Team, we want to warn you about and guide you through this temptation.

1. **Porn kills love.** Pornography has been demonstrated to actually harm and change the way your mind, body, and emotions function. Do not believe porn's empty promises.
2. Because of this danger, supervisors might ask to check your **browsing history**. We want to hold you accountable.
3. In addition to being **immoral and harmful**, some types of pornography are **illegal** to view, create, or share in the United States. Violations of this law are treated very seriously by the government. Do not risk your visa status by engaging in this behavior.

BULLYING

A bully is someone who tears someone else down (via words, text, post, email, gossip) in order to make themselves feel strong.

1. If you are being bullied by someone, tell your Supervisor, a teacher, or an administrator **immediately**. Bullying is never ok.
2. Bullying is taken very seriously, and if you continue this behavior you can expect a serious consequence.

PRIVACY

Respecting personal privacy is an important part of making a person feel safe. At the same time, you cannot expect absolute privacy when you live in Honey Creek Hall. Here are some privacy guidelines we ask you to follow:

1. Please make sure you **knock** before going into someone else's room. If they are not there, then you shouldn't be either.
2. Do not block the door of your room. If a Supervisor feels that you are in danger, they need to have access to your room. **Your safety is more important than your privacy.**
3. Please respect your **roommate's privacy**. Here's an idea: in the first week of school, work together with your roommate to make a list of things that you can do to respect each other's privacy.
4. Please respect your **Supervisors' privacy**. Even though you live in the same house, their space is not your space. Never go into your Supervisors' room without their permission.
5. To ensure student safety, your room and your possessions are **subject to search** by residential staff and school administration at any time for any reason. When students receive packages, they may be required to open them privately but in front of a Supervisor at any time for any reason.

SICK DAYS

Sickness is a big disruption in your life as a student. If you miss too much school, it can become a pretty serious problem as you get behind in your schoolwork.

1. Here are the reasons you have permission to **miss school**:
 - a. *Fever*
 - b. *Vomiting*
 - c. *Diarrhea*
2. Here are reasons to ask your Supervisor for medicine, but we strongly encourage you to **still go to school**:
 - a. *Sore throat*
 - b. *Head ache*
 - c. *Runny nose*
 - d. *Menstrual cramps*
 - e. *Stomach ache*
 - f. *Feeling uncomfortable*
3. If you are sick enough to miss school, you must report to Sick Call in the dorm office between 7:00-7:30 AM.

4. "Skipping school" (being absent without permission) is a serious offense, and you can expect to receive a serious consequence.
5. If you are seriously sick, your Supervisor or other school staff will take you to a nearby **urgent care clinic** or **hospital** where you can get professional medical help. Sometimes your insurance will cover the expense. Other times you will have to pay out of your own pocket. It depends on the service.

BAND APP

We will use the Band app for communication between the Supervisors and students. Several other organizations at Wisco use this app. The Dormitory and the International Student Program will rely on it for regular communication.

1. All dormitory students must download this app if they own a smartphone. It will be a very valuable **communication tool** for announcements. Turn on your notifications so that you do not miss any important announcements.
2. Your Dorm House will also be making its own Band for communication regarding House Meetings.
3. Do not send messages to a friend over our Band group chats. Send those messages **privately**.
4. Please respect all students and send messages in **English only**.
5. Register with a name other students and supervisors can recognize.
6. Remember that when you post something you can never take it back. Even if your mood or feelings change, what you posted will never change. **Relationships can be broken with a few simple yet hurtful words.** This goes for any social media site. Avoid lifelong problems by keeping a tight rein on your tongue...or thumbs!

EMPLOYMENT AND ONLINE SALES

International students are prohibited from earning income in the USA by their student visa. This applies to participating in online businesses as well.

US residential students must meet with and receive permission from the Dean of Residential Life, in close consultation with the student's parents, in order to be employed while at school. Certain terms of behavior and academic standing will be required of a student in order to maintain employment.

If students sell any personal property online to private parties, the students are responsible for their own transportation in order to ship those items. Personal meetings to exchange property are not permitted.

STUDY HALL

Study hall is an important part of our daily routine. This is the time when you can quietly work on your homework, and also your Supervisor can help you if needed.

1. Study hall will take place **SUN-THU, 7:00 - 8:30 p.m.**
2. After the first Mid-Quarter, students will have 3 options for Study Hall:
 - a. Supervised Study Hall, in the main floor common room. This will be a quiet to silent study area, where a Supervisor will always be present to help with homework if possible and to enforce good study habits. Supervised Study Hall is assigned on the basis of grades and behavior in the dorm.
 - b. Desk Study Hall, in the students' units. Students are expected to be in their room at their desk studying throughout study hall. Supervisors will be enforcing this rule strictly. Students in Desk Study Hall may bring questions to the Supervisor on duty in Supervised Study Hall.
 - c. Common Room study hall will be available to students who maintain high grades on their report card. Students in Common Room study hall may work together quietly; boys in the Boys' Common Room, girls in the Girls' Common Room, and after the first Mid-Quarter report card, boys and girls in the Main Common room, as long as they respect those working silently in Supervised Study Hall.
3. Students who are struggling academically may be asked to turn in their devices (with exception of their Chromebook) during study hall.
4. Study hall can be **skipped** by using one per. Students assigned to Supervised Study Hall may not use a per to skip study hall.

ACADEMIC SUPPORT

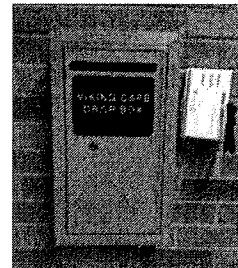
We have high expectations for every student and want to help struggling students academically as much as possible.

1. Students with any combination of 2 Ds or 1 F on any mid-quarter report card will have additional study requirements to ensure they are completing their work appropriately.
2. Tutors are available. Talk to the Student Services Department, Mr. Duwe, or Mrs. Leyrer, to request a tutor. A tutor may also be assigned to you.
3. Any student wishing to take classes from an online tutor must present a plan and schedule to the Dean of Residential Life, who will make sure it is appropriate for your academic standing and approved by your parents.

MEALS

All of our meals are prepared at the Viking Café. Some weekend and off-school day meals are served in the dormitory.

1. Be on time. If you are still eating at the ending time announced here, the Supervisors will expect you to finish quickly so that they can leave the cafeteria and the cafeteria staff can finish cleaning up.
 - a. **Lunch:** Noon – 12:45 PM
 - b. **Dinner:** 5:30-6:15 PM
2. **Eat what you take.** If you aren't sure you'll like something, ask for or take a small portion to try it out. Throwing away whole plates of food is wasteful and disrespectful toward the cooks. If you don't like what's being served, you don't have to take it.
3. The school gives each student **\$6.25** to spend on food **each day for breakfast and lunch**. If you spend \$2.00 on breakfast, then you have \$4.25 left for lunch. If you don't eat breakfast, then you have \$6.25 for lunch. This money is placed in students' meal accounts at the beginning of each month.
4. If you want to spend more money at breakfast or lunch, then use your own money and put it into an envelope and write your name and student ID number and put it in the **Viking Café Drop Box** outside the Café.
5. Do not share your student ID number with others because they might use your number to buy their food. **Don't help them steal from you.**
6. Only money that you add to your account can be refunded.



BOXED MEALS FROM VIKING CAFE

High schoolers have very busy schedules. We want you to be as involved as possible as a student at Wisco. Sometimes that means you will miss a scheduled meal time because of a school activity. Follow these instructions if you know this will happen to you.

1. **As soon as you know you expect to miss a meal, let a Supervisor know.** Sometimes this is for just one meal. Sometimes a standing commitment like daily practice means that you will miss the same meal many days in a row. Make sure you discuss this with the Supervisor that you talk to.
2. A Supervisor will put together a boxed meal for you and leave it in the Common Kitchen refrigerator for you to eat when you get home.
3. **Informing Supervisors is your responsibility** – don't expect them to put together a meal for you if you haven't asked them!

HOUSES AND HOUSE MEETINGS

We want to be one united Honey Creek Hall family, but it's also important to talk about some things with a smaller group of students, and to give you a chance to form strong relationships with students and supervisors.

1. Students will be placed in a same-gender "House" by the dormitory staff. The Houses are named after the Student Homes that used to stand where Honey Creek Hall does now, and each house is led by a different supervisor. House meetings will be held when your Supervisors announce them, but expect one per week. House meetings will be a chance for you to discuss different important topics for life and success as a student and person.
2. **MON, 6:00-6:30pm** you are expected to stay after dinner for All-House Announcements so everyone is well informed about the upcoming activities for the week. Attendance at this meeting is mandatory, and should only be missed for school activities.

WORSHIP

Wisco is a Christian school. Worship is an essential part of a Christian life. We think of it as just as important for the soul as food and water are for the body. You are invited to worship whenever it is offered.

1. If you are interested in attending weekend worship, talk with a Supervisor, teacher, staff member, or friend at school about attending church with them. The staff will be offering vans to worship at area churches each week. Students who are members of WELS churches are expected to take advantage of these worship opportunities.
2. From time to time, supervisors or other WLHS staff will hold small group meetings in the dorm called "Prayer Talk." These are intended to give any student who wishes the opportunity to talk with others about things going on in their life, listen to what the Bible says about those things, and join in prayer.

LEAVING CAMPUS

Safety is a top priority. Our policies for leaving campus weren't created to make your life miserable but to keep you safe.

1. Please study our **campus map** so you know what is considered "on campus" and "off campus."
2. If you plan to go off campus for a short time, you must **ask an on-duty Supervisor** and if they agree, then **sign out and go**.
3. If you need a ride for a medical need, academic appointment or co-curricular activity, ask an on-duty supervisor. Rides are only given for these school-related or medical reasons. Do your best to ask 24 hours in advance. Rides will be given to SAT tests at Marshall High School in Milwaukee and TOEFL tests at the Brookfield testing location.
4. If you would like a ride to the mall, movies, restaurant, etc., you must take the **bus, taxi or Uber**. Your Supervisors' priority is to be on campus to take care of the students. ***If you are under 18 years of age you may not take the bus, taxi or Uber alone.***

Some helpful tips:

- a. Milwaukee Public Bus: There's a great app called **Transit MKE** that gives you real-time bus schedules and routes.
 - b. TaxiMKE number: 414.220.5000
5. You may not spend a **night** off campus on a school night.
 6. If you make plans to stay at a friend's house on the weekend, tell the Dean of Residential Life at least **three days in advance** so they can communicate with your friend's parents.

CARS

If you own your own car and have an American drivers' license, these are the rules:

1. Keys will be held by the Supervisors **at all times** unless you are given permission to drive.
2. You must get permission from your **parents and the Dean of Residential Life** to have a car on campus or take driver's lessons.
3. You may **not** give rides to any other Wisco students.
4. You must provide proof of **insurance**.
5. You will be given an outdoor **parking spot** in Wisco's parking lot if you have registered your car with WLHS.

SHOPPING SHUTTLE

Once a week there will be a shuttle that can help you get things you need.

1. The shopping shuttle and signup will be announced on Band.
2. There will be a weekly rotation of shopping destinations, depending on students' needs.

PETS AND PLANTS

So that we can keep Honey Creek Hall as clean and pest-free as possible, here is our pet and plant policy:

1. Students may **not** own any pets.
2. Students may **not** keep live plants.

VISITORS

Honey Creek Hall is the home for students and staff in the WLHS boarding program. As such, there are limitations to the privileges of non-residents to maintain a safe and productive environment for all.

1. **No men or boys** are allowed on a girls' floor. **No women or girls** are allowed on a boys' floor or wing. Rare exceptions may be made in the case of special visitors, but only with the advance approval of the Dean of Residential Life.
2. Pre-approved guests that may enter the student units include American mentor students and homestay students. This privilege of being pre-approved guests will be revoked if students are misbehaving. All other guests must stay within the common area on the first floor of the dormitory. All guests must be approved for entrance in Honey Creek Hall, sign in, and be accompanied by a student resident until signing out. Also, guests must abide by the same rules that are in place for residents of Honey Creek Hall. **All guests should limit their visits to once per week for a time period not to exceed three hours.**
3. Overnight guests are only allowed in extremely rare and special cases and must always be approved by the Dean of Residential Life.

HOLIDAYS

Schools across the U.S. take breaks around Christmas time and in Spring. These vacations are healthy for students, teachers and Supervisors.

1. The **school calendar** has been shared with you and your parents already. It's also posted on the school website. Honey Creek Hall usually closes for Thanksgiving Break, Christmas Break, Easter Break, and Summer Break.
2. A **travel window** will be announced in advance of each holiday break. Make every effort to book tickets within that travel window. Shuttles will be provided to Milwaukee Intermodal Station or General Mitchell International Airport within that travel window.
3. Any student who requests an airport or bus station shuttle outside of the Travel Window may still be able to receive a ride, depending on staff availability. However, if you do receive a ride, we will require that for each ride received outside the Travel Window, a student must provide one hour of office assistance to the International/Residential programs in exchange.
4. Students who stay with an American host family over Christmas and Spring Breaks are charged **\$200 per week**. WLHS will bill your family for this expense; do not pay your host family directly.

TRAVELING

The U.S.A. is the "Land of the Free," but you are not free to go wherever you want whenever you want. Any plans to leave the Milwaukee area outside of regular vacation times must be approved by the Dean of Residential Life.

1. You must get the dates of travel approved by the Dean of Residential Life **before** you purchase your tickets.
2. You must submit written permission from your **parents** to the Dean of Residential Life. These written permissions must include:
 - a. *Acknowledgement of dates of travel*
 - b. *Permission to be excused from missed classes (if any)*
 - c. *Travel plans and destination*
3. Planned absences of three school days or more require a lengthy form available in the Attendance Office.
4. After these steps have been completed, you may book your travel arrangement within the approved dates. **Your trip may not be approved if you purchase your tickets before these steps are completed.**

5. The student must provide the following to the Dean of Residential Life:
 - a. *Travel itinerary*
 - b. *Phone number where you can be contacted*
 - c. *Name and contact information of hotel or family residence where you will stay*
 - d. *Outline of plans for each day of the trip*
 - e. *Plans for drop off and pick up from airport or bus station*

BEFORE YOU GO HOME

Summer is so close! Before you get on the plane to go home, here are some things that need to happen first:

CLEANING

Detailed cleaning instructions will be posted in May. Students are expected to put forth extra effort to clean at the end of the year.

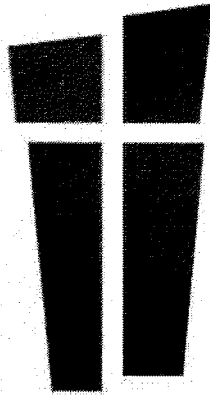
DAMAGE FEES

Throughout the year and after all students have left, supervisors will inspect the unit for damage. Fees will be assessed to individual students when damage is found to a student's portion of a bedroom. When damage takes place to a common area, especially the common area of a unit, Joint Damage fees will be assessed (meaning the damage fees will be charged equally to all residents) if no one in the community takes responsibility for the damage. It is in each student's best interest to report to an on-duty supervisor immediately whenever any damage takes place, and explain exactly what happened to cause the damage.

STORAGE AND SHIPPING

Students returning in the fall will be able to store belongings in Milwaukee over the summer. Only bins that WLHS makes available may be used for summer storage.

Students who are graduating may pack boxes to be stored in Milwaukee and shipped to their US college in the fall by WLHS staff. Only boxes made available by WLHS may be used for shipping. Fees for shipping will be announced in the spring. Fees in the past have been \$30/box to central states, and \$50/box to coastal states.



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