



Mission Statement

To seek divine wisdom, inspire innovative minds, and build eternal relationships.

Vision Statement

United in Passion for Christ

PHILOSOPHY

AAA, while promoting high achievement in the academic disciplines, seeks to transmit a unique body of beliefs, all imbued with Christian principles, including those special to the Seventh Day Adventist Church. Thus, AAA endeavors to equip students with the spiritual, physical, mental and social skills required of responsible, productive citizens of the world and faith-based community.

AAA's objectives are:

- To know and reverence God.
- To study and trust the Bible as God's message.
- To experience the joy of the Sabbath as a sign of God's creative power.
- To accept the Seventh Day Adventist lifestyle.
- To respect God, church, country, others and self.
- To know and experience the dignity of labor.
- To share with others one's love and understanding of God.
- To be restored to the image of God.

ACADEMIC INTEGRITY POLICY

A high school diploma should represent a high quality of intellectual achievement in accordance with the highest standards of academic honesty and integrity. The basic principles inherent in such honesty and integrity are as follows:

- Each student's work shall be the product of the student's own effort.
- Each student shall give due and appropriate acknowledgement of the work of others when that work is incorporated into the writing of papers.
- No student shall infringe upon the rights of others to have a fair and equal access to the library or other academic resources.
- No student shall submit the same work to more than one instructor without getting prior approval from all involved instructors before starting dual credit work.

Below are definitions that aid in understanding academic integrity but should not be considered exhaustive.

Plagiarism

Unacknowledged submission of another's professional/peer work as presumably one's own is plagiarism. The following are examples:

- Submitting a paper written or obtained from the Internet, another student, or other source.
- Using another person to complete homework assignments or take-home exams without the knowledge and/or consent of the instructor.
- Copying from another student.

Inappropriate Examination Behavior

Any use of external assistance during an examination shall be considered academically dishonest unless expressly permitted by the instructor. The following are considered unacceptable behavior:

- Communicating in any way with another student during the examination.
- Copying material from another student's examination.
- Using unauthorized notes, cheat sheets, calculators, or other devices, or answers written on the desk, person, etc.
- Obtaining a copy of the examination in advance without the knowledge or consent of the instructor.
- Changing academic records outside of normal procedures and/or petitions.

Fabrication

Any intentional falsification or invention of data or citation in an academic exercise will be considered a violation of academic integrity. The following are examples of academic dishonesty involving fabrication:

- Inventing or altering data for a laboratory experiment or field project.
- Resubmitting returned and corrected academic work under the pretense of grader evaluation error, when the work has been altered from its original form.
- Using a paper or essay in more than one class without the instructor's express permission.
- Changing academic records outside of normal procedures and/or petitions.

ACADEMIC PROBATION POLICY

AAA Is dedicated to establishing habits for academic success. If a student is not succeeding academically, certain measures will be taken in response. Students who are failing any class will be expected to engage in a process of involvement. This constitutes what we call Academic Concern. We have a counselor available to evaluate students and encourage them in the process of becoming better students. Students are expected to actively engage in self-improvement. Some of the tools we have for improving the performance of our students include:

- Tutoring
- Bi-weekly Grade Evaluations
- Assignment Check Sheets
- Daily Habit Check Sheets
- Basic Counseling

If a student shows insufficient improvement for more than one grading period they may be referred to administration for a more formal evaluation of academic performance. This is called Academic Probation. An administrator will coordinate communication with students, parents, and teachers to create a written contract that will be signed by the student and parent. If the goals in the contract are not satisfied by the student's efforts, then the student may be dismissed from Auburn Academy. If a student is accepted on Academic Probation improvement must be seen in the first semester after acceptance or that student may be asked to withdraw.

STUDENT LIFE – POLICIES & PROCEDURES

ATTENDANCE POLICY

Acceptable reasons for absences or tardies:

1. Injury or illness
2. Death in the family
3. Mandatory court appearance
4. Unavoidable medical or dental appointments
5. School-sponsored activities
6. Pre-arranged absences (at least one week in advance) at the discretion of Administrative Council

Attendance Policy Definitions

Tardy: A student missing 10 minutes or more of an assigned class is considered absent for the entire class.

Excused Tardy: A tardy is excused in cases mentioned previously, and when initiated by a staff member.

Unexcused Tardy: Four unexcused tardies in any course are counted as on unexcused absence.

Excused Absence: An absence may/may not be excused if the student provides verification from the parent, dean, legal guardian or staff member stating one of the above mentioned reasons.

Unexcused Absence: An unexcused absence occurs when a student misses a class without a valid excuse, or leaves an assigned classroom without permission.

Procedure to Follow After Any Absence

- Each day a list of tardies/absences from the preceding day is posted. The student should check this list daily.
- Excuses must be turned into the administrative office within five school days of the absence/tardy. Students are encouraged to check their attendance profile on RenWeb daily.
- When students are aware of an upcoming absence from school, they must obtain a Special Leave Request form from administration. The student is responsible to have the form signed by his/her teachers and work supervisor. Day students must have the parent/guardians signature. The Special Leave Request form must be turned in a minimum of ONE week prior to the absence.
- The student is responsible to make arrangements with each teacher to make up work.

Attendance Contract

A student will be placed on attendance probation and will be required to sign an attendance contract after a total of 5 unexcused absences have been reached. Attendance probation will jeopardize participation in certain extra-curricular activities and could jeopardize leadership opportunities.

Administrative Action

- 5 unexcused absences, student will be placed on Attendance Probation & Contract
- 7 unexcused absences, student will be given a 2 day in-school suspension.
- 8 unexcused absences, student will be given a 2 day out-of-school suspension.
- 9 unexcused absences, student will meet with Administration and may be asked to withdraw from school.

Retention of Credit

When a student has a total of 14 excused and unexcused absences (15%) in a class they will be placed on attendance probation and must meet with the Academic Standards Committee. All illnesses and off campus leaves including medical appointments, family vacations/trips, college visitation days (not coordinated by AAA) and suspensions will count towards the 15%. If extenuating circumstances place a student over these limits, students may petition the Academic Standards Committee to retain credit. The appeal must be presented within two (2) weeks of notification. If a student does not petition or their petition is denied, they will lose credit for that class. If a student loses credit in one or more classes and the class load is reduced to less than four core classes, he/she may be asked to withdraw from school.

FAMILY LEAVE POLICY

AAA strongly encourages parents and students to plan activities that strengthen the family unit. The school also strongly urges parents and students to consider spending time together at a time not conflicting with the regular schedule of classes. However, from time to time parents may find it necessary or highly desirable to take their students out of regularly scheduled class time. In the event that it does become necessary, the school outlines the following concerns and guidelines:

- An application must be initiated by the parent, guardian, or student at least two weeks in advance, and must be approved by the administration.
- Each student may take up to five family leave days per year.
- Only two of the five leave days can be attached to major holidays; Christmas break, spring break, etc.
- Teachers will not be held responsible for the loss of learning experiences and the consequent likelihood of reduced grades. Academic work should be made up in advance (when possible) or advance arrangements made with the teachers for anticipated assignments. The student should recognize that excessive absences from class may forfeit the potential credit.
- Students holding positions in extra-curricular activities have a responsibility to participate in these activities, and will suffer consequences due to an absence.
- The parent and student will suffer loss of labor earnings as a result of missed work. The student is responsible for finding substitutes for work assignments.
- Days missed which exceed the maximum limit will result in unexcused absences.

LOCKERS

Student Lockers are available in the administration building and PE department, with first choice being given to day students. Lockers will be assigned by the Administration office. The P.E. department will issue combination locks for P.E. lockers which must be returned upon termination of use. Lockers are a convenience privilege.

Vandalism, defacing, jamming, or unauthorized entry of a locker will result in suspension of locker privileges, a fine, and other discipline, including possible expulsion, as deemed necessary by Administration. Things displayed in lockers should be consistent with the philosophy of the school. Security of locker contents and lock combinations is sole responsibility of the student.

School and residence hall administrators reserve the right to search a student's room, locker, or computer at any time. This may or may not be done in the student's presence. Contraband items will be confiscated and the authorities will be notified for appropriate action.

Personal belongings such as backpacks, books, clothing etc. left in the hallways will be confiscated and turned into administration.

SOCIAL POLICY

AAA understands the need for social interaction among students while they maintain Christian standards and morality in relationships. To help create a wholesome atmosphere while respecting the comfort of others, students are expected to refrain from kissing, caressing, lap-sitting, and other affectionate displays determined by the faculty to be inappropriate. Discipline will be assigned to students who do not conduct themselves in an appropriate manner.

DECORUM

It is a goal at AAA to develop integrity, honesty, kindness, and respect for God, self and others in all actions and decisions. AAA students should conduct themselves in a socially acceptable Christian manner.

- Dress appropriately for the situation, following dress code guidelines.
- During meetings, students are asked to be reverent, attentive and respectful and to refrain from leaving meetings for reasons other than an emergency.
- Personal listening devices are not to be used in the administration building and other teaching environments.
- Cellular phones are not allowed in the Administration building during school hours and are to be shut off during all public events including church.

CAMPUS DINING

No food is to be taken from the dining area (except takeout meals, approved food trays, and one piece of fresh fruit). A student may eat as much as he/she chooses while in the dining area. When finished eating, students and guests are requested to return their dishes and utensils to the dish room, and ensure the table and floor is clean.

Village Students

All village students on campus during the noon meal are encouraged to buy their noon meal in the Academy dining room. The checker is to be notified if a meal will be purchased or if a sack lunch is brought; all supplies must be provided by the student. A microwave is available. Beverages from the machines are available for \$.50 a glass. Meal tickets are available for purchase in the business office. The cost is \$50 for ten tickets or \$5.50 per meal if paid individually.

Serving Times

Breakfast	7:00 – 7:30am 9:00am	Monday – Friday Sabbath
Sunday Brunch	10:00 – 10:45am	
Lunch	12:15 – 12:55pm 11:50 – 12:30pm 11:45 – 12:30pm After Church	Monday, Tuesday & Thursday Wednesday Friday Sabbath
Supper	5:00 – 5:45pm 5:00 – 5:30pm	Monday – Thursday Friday – Sunday

Special Needs

If you have any special dietary needs, please notify the food service staff and they will work with you.

Committee Meetings

Any committee wishing to meet in the dining room during the meal must have a staff sponsor present before the committee assembles. Village student committee members must pay for their own meals or bring their own lunches to eat in the cafeteria if they so desire.

RECREATION, INTRAMURALS, AND WORSHIP SCHEDULE

Recreation Intramural Program	6:30 – 7:25pm	Monday – Thursday
Worship	7:40pm	Monday – Thursday & Sunday
Sunday	Recreation as posted	

DRESS CODE

The appearance of students at AAA should reflect the values associated with the school. Our standards of dress aid in the overall positive climate of Auburn Academy. Modesty, Neatness, appropriateness, respect and gender distinctiveness are fundamentals of Auburn Academy's dress code. The administration reserves the right to determine the appropriateness of any article of clothing.

Guidelines for ALL Students:

- Footwear must be worn at all times, on campus and at all school-sponsored events. Slippers are not acceptable school attire.
- Logos, messages, pictures, and/or sayings must harmonize with Christian values.
- Clothing should not be tight-fitting, worn-out, or sloppy and should not have holes, rips or frayed edges.
- Pajamas, sweats, warm-up pants, sweat-type pants, leggings and athletic wear (accept for PE) are not appropriate attire for classes.
- Clothing must conceal undergarments at all times, including bra straps.
- No bare midriffs, sides, chest, or cleavage should be visible at any time.
- Extreme and unnatural hair colors are to be avoided.
- Hats and sweatshirt hoods are not to be worn in the church, assemblies, and chapels.
- Shorts are acceptable attire in the classroom and around campus:

Shorts should be:

Modest in length (both standing and sitting) and must measure 2" above the knee cap or longer. Hemmed or cuffed.

Shorts should NOT be:

Made of spandex, have a full elastic waist band (i.e. gym shorts), be made of nylon, net or sweat-type fabrics.

Guidelines for Boys:

All pants and walking shorts need to be worn at the waistline.

Guidelines for Girls:

Skirts and dresses may be worn if they come to or past the top of the knee cap, while standing up straight and maintain the same length all the way around to the back. Leggings and tights are not appropriate school dress. Blouses and shirts must not be low cut or revealing. It is inappropriate to show cleavage or undergarments. Bare midriff and sides are not permitted and razorback tank tops and tank tops must have a minimum of a 1" strap.

Sabbath Church Attire

AAA believes that the way we dress affects both our ability to worship and the experience of others. Our dress should be dressy (semi-formal or business attire) and appropriate for worshipping the King of the Universe.

Boys: Dress slacks, dress shirts, ties, sweaters or sports jackets with dress shoes and socks are suitable attire.

Girls: Dresses or skirts that are modest in nature and come to or past the top of the knee cap, while standing up straight and maintain the same length all the way around to the back. Blouses that are not revealing and dressy slacks with dress shoes are suitable attire.

Dining Room Attire

School Dress and casual attire is acceptable but does not include dirty, ragged, frayed jeans or tank tops.

Banquet Attire

Girls: Church attire guidelines should be followed. For formal banquets the following are not acceptable for girls; backs lower than the bra line, fronts showing cleavage, and slits going above the cap of the knee. Strapless dresses are not permitted and dresses must be modest in nature.

Boys: Church attire guidelines should be followed.

A dress check will be conducted before each banquet and all dresses must be approved prior to the banquet. More specific information will be given out prior to the banquet/event dates.

Jewelry

AAA holds to a simple, modest dress standard which jewelry is not to be worn. Necklaces, bracelets, leather bands, rings, earrings, and similar items are recognized as jewelry and should not be worn on campus.

Swim Wear

All swim-wear (both boys and girls) must be modest and is required to be worn in the pool area. This also applies to class functions and school sponsored trips. Girls must wear modest, one-piece swimsuits.

COUNSELING POLICY

In order to maximize the personal, emotional, psychological and spiritual wellbeing of students, the Operating Board has adopted the following policy to assist with the positive development of student interaction on the academy campus.

Display of aggressive behavior, injury to others, self-harm, or engaging in any activity leading to physical harm or impairment, may result in suspension of the student from school until a qualified professional has made an appropriate evaluation. All expenses associated with the recommendations of the qualified professional are the sole responsibility of the parent/guardian.

MEDICAL PROCEDURES

AAA employs a Director of Student Health Services who supervises basic health and emergency care.

Student Health Services assists in preventing and controlling disease, providing emergency services for injury or student illness and keeps medical records for each student updated as required by law.

Students who feel ill during class should report to their teacher. When not in class and feeling ill, students are to report to the Director of Health Services, Administration, or their dean prior to missing classes or work.

All accidents, even minor ones, occurring anywhere on campus of school outings must be reported to the supervising staff member. Accidents that have occurred during free time should be reported to the appropriate dean.

Labor and Industry claims are initiated by the injured worker at the medical facility where they are seen.

Services

A Consent to Treat form must be filled out and signed in order for the Director of Health Services to seek medical attention for your student or approve the use of nonprescription medicine such as Tylenol, etc.

Please note that all routine medical appointments, that is, appointments not caused by an accident, should be made to coincide with regularly scheduled home leaves. The school medical service is not responsible to see that such appointments are met. In extenuating circumstances a mileage fee will be charged.

Prescribed Medications

Village students who need to take prescribed medications while at school should take them to the Health Services office. If the student lives in the residence hall the medication must be given to the dean. All prescribed medication must be in the original container. Prescribed medications for dormitory residents are kept in a locked cabinet in the dean's office. Students will need to get their medications from the dean on duty.

DRUG POLICY

AAA is a drug-free, smoke-free, alcohol-free campus. The use of illegal drugs or the abuse of prescription drugs is prohibited. Any student breaking this policy on or off campus subjects themselves to the following:

1. Participation in and completion of a drug or an alcohol abuse rehabilitation program.
2. Expulsion from school.
3. Referral to the authorities for prosecution.

Students Involved with Chemical Substances

Students who have been involved with illegal drugs or substance abuse within the preceding 12 months or are suspected of using during the school year should expect random drug screening as deemed necessary by school administration. The cost for such screening shall be borne by the student or his/her parent(s).

Failure to Submit to Testing

A student's failure or refusal to take a required drug screening test on request may, at the discretion of school administration, result in dismissal.

Results of Testing

A student may be retained at the academy following an approved counseling evaluation from an approved agency and all parties have agreed to follow the recommended treatment program. As long as the student maintains the scheduled appointments, enrollment may continue. If the student does not follow the recommended treatment program, he/she may not continue as a student.

PROHIBITED ACTIVITIES

A student engaging in any of the following practices on or off campus will be subject to discipline and may be asked to withdraw from AAA (please note the following is an illustrative but not exhaustive list):

- Undermining the school's religious ideals.
- Racist or discriminatory behavior toward other students or teachers.
- Using profane language, possessing or displaying obscene literature or pictures; making lewd suggestions or indulging in lewd behavior.
- The abuse or possession of tobacco, alcoholic beverages, drugs or drug paraphernalia; the abuse of over-the-counter medications or substances not intended for human consumption.
- Gambling
- Intentional disregard for the safety and well-being of others by possessing or using fireworks or incendiaries of any kind and by giving false alarm signals for fire or bomb scare.
- Forgery, dishonesty, willful deception, cheating, theft or shoplifting.
- Conspiring to haze or participating in hazing, initiations, cyber-bullying or deliberately committing any act that injures, causes psychological or physical damage, degrades or disgraces a fellow student or causes damage to personal property.
- Violating school regulations governing citizenship and social conduct.
- Entering or leaving residence halls by any means other than the regular entrances or exits.

Activities Resulting in Withdrawal

A student engaging in any of the following practices on or off campus should expect to be asked to withdraw from AAA:

- Sexual Activity.
- Sexual/physical harassment or cyber-bullying.
- Distributing tobacco, alcoholic beverages or drugs.
- Entering or leaving residence halls by any means at unauthorized hours. Entering the dormitory of the opposite sex without permission, and entertaining visitors of the opposite sex in one's dorm room without the dean's permission.
- Possession or use of firearms/weapons.
- Displaying a detrimental influence or spirit manifestly out of harmony with the basic philosophy of the academy's education.

NONDISCRIMINATORY POLICY

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

HARASSMENT POLICY

No staff member or student may participate in or allow any act of harassment. Harassment includes jokes or intimidation or any physical or verbal attack directed at a person's race, religion, national origin, age, gender, or physical condition. This includes cyber bullying, abuse or social media to defame or impersonate, or to cause harm to another individual in any way.

Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct that by design or innuendo is sexual in nature. These interfere with an individual's ability to perform work or school assignments by creating an intimidating, hostile, and offensive environment. Incidents of harassment are to be reported to the administration and will be fully investigated while maintaining as much confidentiality as possible.

WEAPONS

In accordance with Washington State laws, AAA is a weapon-free campus. AAA prohibits all weapons on campus. Students in possession of any weapon (including all knives) will be subject to school discipline and the proper authorities will be notified.

FIRE AND SAFETY

AAA is committed to maintaining student safety; therefore certain restrictions are placed on the electrical appliances to be operated in the dormitories. The deans will give instructions for their dormitories. Candles, lighters, matches, incense, and fireworks must not be brought on campus. Having fireworks or candles, tampering with fire alarms, fire extinguishers, and/or electrical systems will not be tolerated and disciplinary action will result.

FINES AND PENALTIES

In addition to discipline, fines and penalties are imposed for the following activities (this list is not all-inclusive):

- Unauthorized entry or exit to buildings or roofs: \$100
- Any illegal or unauthorized phone calls: \$25 each call, and cost of call
- Malicious (vandalism) property damage: \$200 fine, plus repair
- Illegal possession of any campus master key: \$200 and the cost of re-keying the buildings
- Fire safety violations: \$500 in addition to any civil fines

- Unauthorized dialing of 911: \$500

COMPUTER USE POLICY

Inappropriate use of electronic technology whether or not the technology is owned by the school will render a student subject to discipline. Additional discipline may be applied if some other school policy is disregarded during the use of electronic technology. A few examples of such additional policies are:

- AAA anti-bullying policy
- Property-rights policy
- Dormitory policy

Appropriate use of technology includes:

1. Any usage that is a part of AA class work.
2. Any usage that is a part of an AAA-sanctioned activity.
3. Any usage that is a typical part of life at AAA, such as contacting family or friends.

Appropriate usage can still happen in inappropriate circumstances. Normal AAA campus restrictions on telephone or computer usage are still completely enforceable.

A few examples of inappropriate use are:

1. Any recreational burdening of the school network, such as Live-Streaming of Internet content.
2. Sharing user login information with others.
3. Using login information of other students or staff.
4. Circumventing security or filtering measures that is in place.
5. Failing to respect copyright laws or other ownership rights.
6. Disrupting, in any way, the legitimate use of any electronic system by others.
7. Interacting in any way with inappropriate content material.
8. Damaging school equipment or software.

MEDIA POLICY

Using media devices on campus is a privilege. Students are required to use such devices responsibly and to respect others. Inappropriate comments on social networking will be subject to discipline.

Balanced decision-making, time management, priority setting, and academic achievement are skills that AAA desires to develop in its students. The dormitory programs encourage responsible use of today's technologies and the content available through them.

AUTO AND TRANSPORTATION POLICY

School Activities

AAA is an active school with many events scheduled to take place off campus. The following policy is in place to assist in the safety of students and the integrity of the activity and organization.

1. All students are to ride to and from the activity in school provided transportation. Parents may elect to transport their son/daughter home from the event as long as the supervisor has been notified.
2. Limited home leave transportation is provided by the school. A fee is charged to the student's account to defray the cost of the service. Students are expected to abide by school policies. The driver is the only adult in the vehicle and cannot be expected to supervise students.
3. Transportation needs for medical appointments and other authorized appointments are provided on a limited basis. Charges are placed on the student's account for these transportation needs.

Non-School Activities

AAA recognizes that we live in a mobile society. We also desire to maintain responsible guidelines encouraging our students to be safe in their social activities.

1. When a group of the same gender wishes to leave campus, permission will only be granted when permission from parents and deans has been obtained and a responsible adult of the same sex is the driver (someone who is at least 18 years of age and has graduated high school).
2. Mixed gender groups desiring to leave campus will need to obtain permission from their parents and deans. A responsible adult driver who is at least 21 years of age must chaperone the group.
3. Student drivers are available (if their class schedule allows) to transport a student to medical appointments or to public transportation such as the airport or train/bus depot.

Student Auto Policy

It is a privilege, not a right, for students to have vehicles on campus. The following guidelines are to help monitor vehicle usage and to protect student's academic and citizenship progress. These privileges are only denied when students do not abide by the following guidelines:

1. All vehicles must be registered with the respective dean or administrative office. Proof of insurance and licensing must be on file. Parking places are assigned and the vehicles (when not in use) are to be in their places.
2. Students desiring to have a vehicle or participate in the privileges granted by the academy must have and maintain acceptable citizenship, attendance and academic performance.
3. The student receiving permission to bring the vehicle on campus will be the sole driver of that vehicle.
4. A day student transporting a dormitory student is not allowed.
5. Speed limit on campus is 10 mph.
6. If there is a vehicular accident on school premises, it must be reported to administration immediately.
7. Personal vehicles are not to be used for school business.
8. Lounging or loitering around vehicles is not permitted.
9. Two, three and four-wheeled ATV motor vehicles are not permitted on campus.

When a student is using his/her personal vehicle to leave campus, the following policy must be followed:

1. A letter from parents must be on file with the dean or administrative office outlining the type of activity that is acceptable for the use of the vehicle.
2. The dean/administrative office grants permission by evaluating the student's attendance, grades, and the student's cooperation record with staff (keep in mind that no other students are allowed to ride in the vehicle).
3. Weekend use of the vehicle will be primarily granted for travel to and from home.

As seniors approach adulthood it is expected that they are able to handle additional privileges. Relating to vehicle usage, seniors may request to have dormitory senior passengers of the same gender accompany them on personal errands. Parents of each senior requesting this permission must have parental permission on file with their dean.

DORMITORY LIFE – POLICIES & PROCEDURES

Dormitory Deans

The deans are here to serve the students and aid in their spiritual, social, and academic development. Deans will be available for counseling and questions. At least one dean is always on duty. He or she may not be accessible at every moment of the day. Desk monitors can assist or locate a dean if the need arises. Deans can also be reached directly by calling the dean on duty cell phone.

Dormitory Worships

Dormitory worships are a part of our schools program and are required of all dorm students. Any exceptions to worship attendance must be arranged with the deans.

Weekend Services

When students are on campus they are expected to attend all weekend services. Any exception to this policy must be cleared with the appropriate deans.

Study Hall Program

Academic achievement is a priority at AAA. It is the purpose of the dormitory study hall programs to evaluate the student's academic performance, require necessary study time during study hall, and provide tutoring when possible. The long-term goal of the dormitory study programs is to teach students how to study and maintain habits that will be self-motivated and conducive to success over their academic career. Study hall regulations and procedures will be announced in the dormitories.

Leaving Campus

Always obtain permission from the dean on duty before leaving the campus, sign out and complete appropriate documents. This includes going on walks or leaving for a ride with relatives, staff or friends.

Do not trespass on private property at any time, for any purpose. AAA accepts no responsibility for students swimming, wading or floating in the rivers that border our property.

Students may leave campus only when transportation has been approved by the appropriate dean on duty. All leaves are granted on the basis of school policy and parental permission as indicated on the permission slip signed by parents.

AAA “campus” includes the areas used for classes, recreation and worship. It does not include Academy Drive, staff homes, either of the river areas, Buena Vista Elementary, or the airstrip.

Vacation/Weekend Leaves

Students are to leave campus for each Home Leave vacation. Leaves terminate at 9:30 on the designated day of return; however, the dorms will open at noon for those students who wish to return earlier.

Leave Policy

Leaving campus on weekends that are not closed is permissible. There are no limits on the number of weekends a student may leave as long as the student is going to his or her home. Requests for leaves other than home will be evaluated on a case-by-case basis. Criteria to be considered in granting a request include how often a person requests to be off campus, attendance and grades, cooperation, etc., much as a parent would review a similar request. The process to leave campus is to complete the leave request and then have it approved by the dean. Transportation arrangements are the responsibility of the student/parents to make prior to leaving on weekends other than home leaves.

Normally, overnight leaves will not be granted Sunday through Thursday evenings.

Closed weekends are highlighted in the school calendar and continue through the last special event of the given weekend. Special permission needs to be obtained from Administrative Council if a student requests to be off campus and miss the events scheduled.

Laundry Rooms

Washers and dryers are available in each residence hall. It is recommended that clothing be marked with names for identification.

Student Bank

The school provides locks for dormitory rooms; however, it does not assume responsibility for personal belongings. All money should be kept in the student bank in the Business Office or in the dean’s office in the event the Business Office is closed. Visit the office during regular hours to deposit money. These accounts are non- interest bearing.

VILLAGE LIFE – POLICIES & PROCEDURES

Village students are encouraged to participate in all extra curricular activities. As a rule, all school policies and regulations apply to day students as well as dormitory students. However, the following items are areas that specifically apply to nonresidents:

Chapels and Assemblies

Village students are expected to meet all chapel and assembly appointments scheduled during the school day. If the nonresident student has an appointment which conflicts with school meetings, he or she should contact the administrative office.

Evening Visits in Dormitories

Village students may visit students in the dormitories; however, after 7:30pm communication must occur between the dean on duty and the student's parents for permission to be granted. During such visits all dorm policies (such as worship attendance, study hall rules, etc.) apply to visitors. Deans may limit visits if deemed necessary.

Overnight in Dormitories

Village students wishing to stay in the dormitory occasionally overnight must make arrangements with the respective dean. They are expected to comply with all dorm regulations. There is a \$20 overnight guest fee (this fee includes breakfast) to be paid in cash in advance.

Weekend Services

Village students are encouraged to attend weekend services. When village students are on campus, they are asked to be present and participate in the services or activities that are planned for dormitory students. Village students are expected to comply with the dress code and other regulations.

SCHOOL ORGANIZATIONS & ACTIVITIES

Campus Ministries

AAA endeavors to have an environment that encourages spiritual growth. Religious services such as vespers, NPUC Bible Conference, Sabbath School, chapel, church, Week of Prayer, and mission trips are designed to give students the opportunity to meet with God and learn of His desire for their lives.

Student-Faculty Council

Student representatives meet to discuss school policies. Proposals are presented to administration and staff for consideration for change/adoption.

Publications

The Glance, a get acquainted book of students, is published early in the school year and aids students and teachers in getting to know one another. A student generated newspaper, The Paper, is published several times a year. Students wishing to be involved in writing for this publication should check with the current editor of The Paper. The yearbook, Rainier Vista, is issued during the last month of the school year. Each publication provides an important training opportunity for students who wish to develop journalistic and related skills.

Casa Loma and Zeta Kappa

The purpose of these clubs is to promote friendliness, culture, spiritual development and social enrichment among all the young people enrolled at AAA. All young men enrolled in AAA belong to Casa Loma and all young women belong to Zeta Kappa.

Tour Groups/Organizations

Each of the touring organizations – Sylvan, Wind Ensemble, Varsity and Junior Varsity sports, has several purposes. One of the pleasurable experiences of academy life is participation in touring organizations. In addition to educational values that these organizations bring, there are also responsibilities that accompany membership. An academic standard is to be maintained to participate in touring groups and academic field trips. See Eligibility Requirements for Participation below:

- Students must have grades no lower than C- to participate including their attendance grade. The most current grades available will be used to determine eligibility.
- Only tour members are to travel with their organization when representing the school. Exceptions are made by the Administrative Council.
- Must have no major discipline.

Varsity Sports

The following policy for Varsity and Junior Varsity sports applies to all student participants, including managers and assistants:

- Students must have grades no lower than C- to participate including their attendance grade. Grades will be checked weekly by the athletic director to determine eligibility.
- Students with a grade below a C- will be notified as soon as possible, usually on Mondays and given the opportunity to correct any error prior to their participation. If no correction is made, the student continues to be suspended from athletics for a minimum of one week. The athletic director will require that corrections be given by the student's teacher.
- Students with a failing grade at the end of the semester grading period are ineligible for participation in varsity or junior varsity athletics for a minimum of two weeks. A petition must be approved by the Academic Standards Committee before these students can participate.

Mission Trip Policy

Any student with an F at the end of the 1st semester will not be able to participate in the mission trip. Any student with any grade below a C- in the weeks prior to the mission trip will need to appeal to the Academic Standards Committee; however teachers and administration will work with these students because of the need to purchase airline tickets ahead of time.

Walla Walla University Days

All seniors are expected to attend U-days at Walla Walla University. Any exceptions must be cleared by school administration at least one week prior to U-days. If exceptions are made, students will be expected to attend school while their classmates are at WWU.

Class Events

Students wishing to participate in Senior Trip, Four Year Senior Trip must meet the following qualifications:

- Meet criteria under class placement.
- Not be involved with major discipline.
- Have no grades lower than a C-.

To participate in the organization and activities of the Four year Senior Club, a student must have been enrolled at AAA for the six semesters of their freshman, sophomore and junior years in their entirety.

Organizational Offices

The following qualifications must be met by candidates for Student/Faculty Council, ASB, Boys' and Girls' Clubs and class offices:

- Candidates must have a citizenship grade of no lower than a B for the quarter preceding their applying to run; they also must have received no D's, Incompletes, or F's or have been dropped from a class per the attendance policy in the preceding quarter. If elected, students must maintain the above standards to remain in office.
- Candidates for president, vice president, and spiritual vice president must maintain a cumulative and current GPA of 2.5. Other officers must maintain a cumulative and current GPA of 2.0.
- Students may hold only one elected office at a time.
- Candidates must have been in attendance at AAA from the beginning of the school year during which the office is held. The senior class president must have attended at least one semester of his/her junior year.
- All officers must live a lifestyle consistent with the standards of AAA and must not be involved with any major discipline.

AAA School Song

Hillside and valley, mountains of snow,
Sun on the meadow gleaming far below;
Nestled mid fir trees, our school so dear;
Planted by Heaven, blest every year.

Auburn! We love thee for thy tender memories,
Auburn! We send thee greetings floating on the breeze;
Always we'll cherish all the ideals taught by thee;
Training for service at Auburn Academy!