



Adventist Academy



**coeducational
secondary
Christian
boarding
high school**

Handbook



Our Mission

Milo Adventist Academy is a school family committed to creating opportunities for

- **developing a Christlike character**
- **pursuing educational excellence**
- **discovering the joy of service**

in a safe, nurturing, and friendly environment

Operated for

- Young people who desire a Christian education.
- Our standards are high—not to discourage, but to challenge all students and help them reach honorable goals: academically, physically, socially, and spiritually. Students will be expected to try sincerely to honor Christ in all they do. In addition, they are to respect and uphold the principles and policies of the school. Potential students will want to read over this handbook carefully and give special attention to the statement of desired outcomes and the student statement of commitment before making the decision to attend Milo.

Operated by

- The Oregon Conference of Seventh-day Adventists.
- The President of the Conference is the Chairman of the Board of Directors, which is authorized to operate the academy.

Accredited by

- The Northwest Accreditation Commission
- The North American Division of Seventh-day Adventists Department of Education
- National Council for Private School Accreditation
- Registered with State of Oregon

Directions to Campus

From I-5 Northbound take Canyonville exit 98, turn right (east) at the end of the ramp, left (north) on Main Street two blocks, right (east) on 3rd street also called Tiller - Trail Hwy.

From I-5 Southbound take Canyonville exit 98, turn left (east) at the end of the ramp, right (south) on Main Street two blocks, left (east) on 3rd street also called Tiller-Trail Hwy.

Milo is 18 miles from Canyonville on the Tiller-Trail Hwy. Look for the white covered bridge crossing the South Umpqua River. (Days Creek is about half way between Milo and Canyonville.)

Contact Information

Phone: 541-825-3200

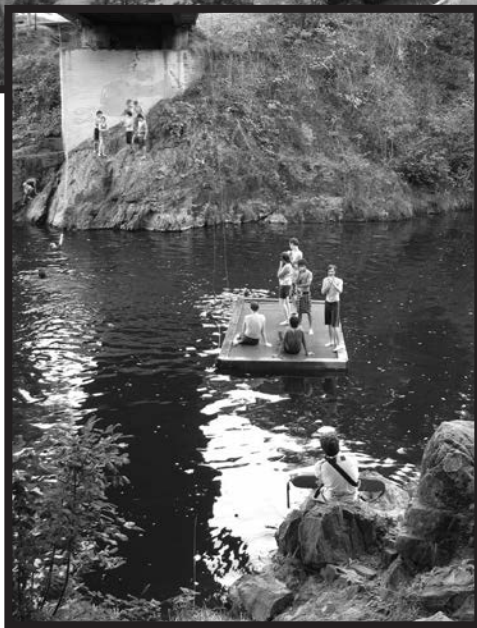
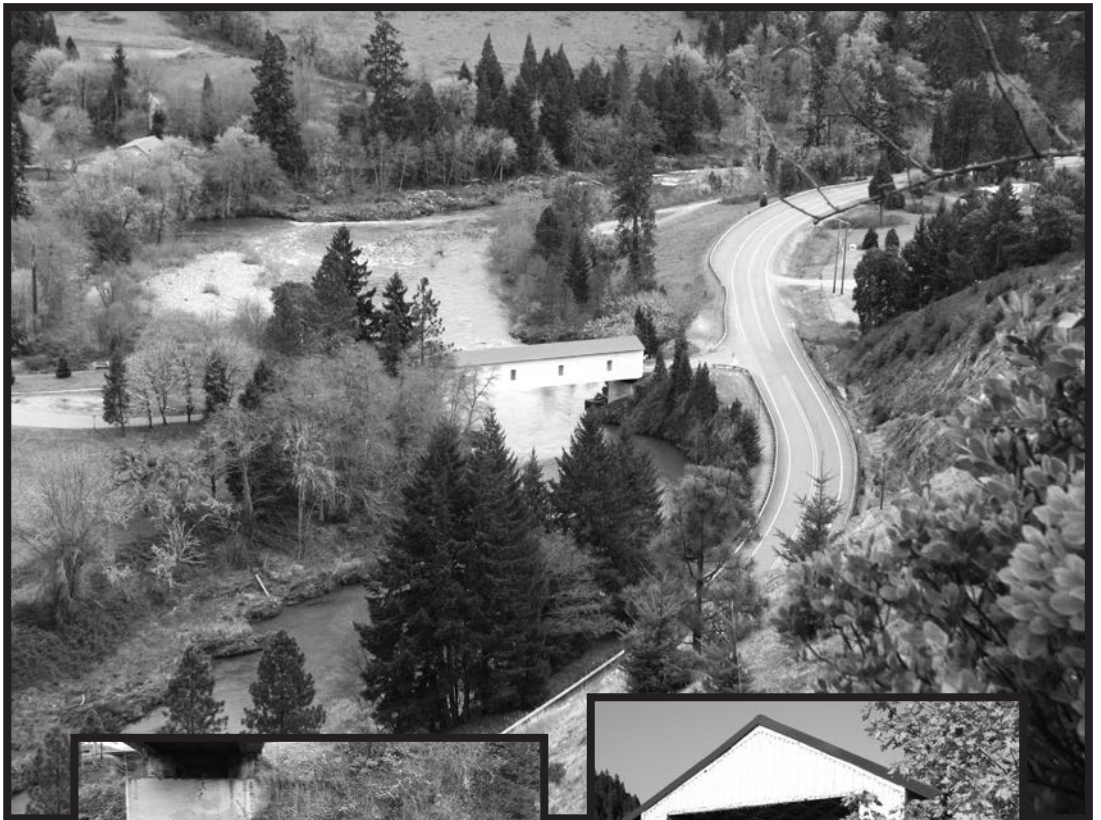
Fax: 541-825-3723

email: miloinfo@miloacademy.org

www.miloacademy.org

Mail: Milo Adventist Academy
PO Box 278
Days Creek, OR 97429

UPS/FedEx Address:
324 Milo Drive



Contents

This handbook has been prepared for the 2012-2013, 2013-2014, and 2014-2015 school years. Each school year a current Financial Supplement to the Handbook will be issued. Any changes in the basic handbook will be noted on the Milo web site: www.miloacademy.org.

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For current year financial information see the Financial Supplement to the Handbook.
For current year staff assignments and contact information see the Milo web site:
www.miloacademy.org.

Desired Outcomes

Students at MAA will learn, both intellectually and experientially...

- How to become a Christian and to clearly and comfortably explain that process to others.
- How to maintain a continually growing, joyful relationship with Christ, and to understand clearly the roles of grace, the Scriptures, constant surrender, and regular communion with God in this process.
- To appreciate accountability and to understand how to give and receive it in their interactions with others.
- To highly value themselves and those around them as precious, redeemed children of God, regardless of their mistakes and failings.
- How to maintain healthy, lasting, nurturing relationships with others.
- To value the role of exercise, including physical toil, in a healthy, balanced life.
- To delight in the satisfying feeling of growing intellectually and to become lifelong learners.
- To discover the joy and personal satisfaction of service to others and to God.
- To value personal integrity in all its aspects (honesty, consistency of character, respect for others, etc.), and to practice it with growing consistency in their own lives.
- To practice stewardship of God's gifts, including their own health and personal possessions, as well as the man-made and natural environment in the world around them.
- To desire to know, live, and share the message and mission of the Seventh-day Adventist Church.
- To develop an appreciation of the beautiful, both in His creation and in human expression, while nurturing individual ability in the fine arts.

Statements of Commitment

Student

- I have committed my life to Christ or am willing to consider doing so.
- I am willing to live a Christian lifestyle while enrolled at MAA.
- I welcome the idea of a campus where I will be nurtured emotionally and academically, and I am willing to be nurtured spiritually. I will contribute to the creation of such an atmosphere on the MAA campus.
- I am willing to commit myself to the process of achieving the desired outcomes in my own life.
- I will not engage in any behaviors that harm myself or others physically, emotionally, or spiritually.
- I will live by the policies outlined in the student handbook.
- opportunity to guide them away from behaviors that would wound others in any way.
- Expose neither myself nor my students to influences that would weaken our ability to discern good from evil or lessen our interest in spiritual things.
- Incorporate Biblical principles into my teaching in every class or setting.
- Give glory for all good things to God rather than to myself.
- Model in my own life the desired outcomes for MAA students while understanding that I, also, am growing in those areas.
- Create opportunities for my students and me to enjoy each others' company outside the classroom or work setting.
- Do everything that lies within my power to promote harmonious, nurturing relationships between myself and my colleagues on this campus.
- Continually seek ways to improve the effectiveness of my teaching methods.
- Stay in touch with new developments in my area of responsibility/teaching content area.
- Pursue every opportunity to pray daily with colleagues and/or students.
- Teach my students to be lovers of the beautiful and to respect their environment, including their immediate physical surroundings.
- Practice principles of physical fitness in my own life.
- Be a person of integrity, by faithfully practicing honesty and the above principles to which I have committed, in my private as well as my public life."

Staff

The staff members of MAA are individually resolved, first, to maintain an actively growing relationship with Christ by prioritizing this activity above all others in their lives. Each one has additionally endorsed the specific commitments outlined here.

"Recognizing the unique and holy nature of a call to serve on the staff of a boarding academy, I commit myself to...

- Pray daily for God to make me a channel of His grace, so that I will be enabled to love all my students, no matter how unlovable some may appear, and to guide them with His divine wisdom.
- Actively teach students in all settings how to nurture each other emotionally and spiritually and take every

General Information

Authority

The principal, along with his/her administrative team and those faculty and staff hired by the administration and the Board, has been charged with the responsibility for the successful operation of the school.

Students are expected to give proper respect to and show courteous behavior toward those in authority. Parents are encouraged to cooperate with and support the position of the administration, faculty, and staff.

A student is always expected to follow direction of a staff member unless the student is being asked to do something illegal or immoral. If a student feels he/she is being treated unfairly, he/she should do what is asked and then come to the principal or to his/her designated representative to explain his concern.

We encourage open dialogue in a kind and tactful manner as we jointly tend to the task of training and educating our youth.

Non-Discrimination

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

Asbestos

Federal law requires a public announcement to be given to school patrons regarding any asbestos material in a school. MAA has been checked by a certified asbestos person. The report is filed in the maintenance department. This document is available for those wishing to see it. The asbestos in MAA is in a non-friable condition and presents no hazard to anyone at the present time. It will be checked at stated periodic intervals to ascertain any change in the material.

Work-Study Program

MAA offers its students a work-study curriculum, providing students with the opportunity to help defray the cost of their education as well as giving them hands-on experience as they develop a positive work ethic.

School History

Milo Adventist Academy was founded in 1954. It derived its name from the town located just downstream. At the time, the town of Milo was official because it had a U.S. Post Office. When the post office was permanently closed, MAA's address became Days Creek, a small town nine miles west of campus. The campus sits on approximately 475 acres bordered by timber and the South Umpqua River.

Guest Information

See the current Financial Information Supplement to the handbook for prices, or check with the administrative secretary at 541-825-3200, Ext. 3321.

Dorm Guest Rooms

Each dorm has a limited number of guest rooms for a nominal fee. Contact one of the deans for availability and reservations.

Guest Houses (when available)

Call 541-825-3200 to check availability or to make reservations with the administrative secretary.

RV's

Sixteen RV spots with electricity, water, and septic may be reserved by calling the administrative secretary at 541-825-3200.

Motels

Canyonville is at exit 98 and is 18 miles from MAA. Motels there include:

Holiday Inn Express, located at exit 99
541-839-4200

Leisure Inn, 554 SW Pine
541-839-4278

Riverside Lodge, 1786 Stanton Park Rd
541-839-4557

Valley View Motel, 1926 Stanton Park Road
541-839-4550
800-566-2298

Cafeteria

Weekdays

Breakfast	6:30–7:30
Lunch (M-Th)	12:15–1:00
(Fri)	12:00–12:40
Supper	5:30–6:30
(Fri)	5:30–6:00

Sabbath

Breakfast	8:30–9:30
Dinner	1/2 hr after church
Supper	5:30–6:00

Sunday

Brunch	10:00–11:00
Supper	4:00–5:00

Meal tickets may be purchased with cash or charge cards from the business office. You are encouraged to purchase meal tickets in advance for weekends you will be visiting MAA. Tickets are valid for the entire school year. Current prices can be found in the current Financial Information Supplement to the handbook.

Apply to Milo Adventist Academy

Application Procedure for New Students

1. You may request an application and forms from Milo or download all of the forms you'll need from the internet, www.miloacademy.org.
2. Arrange to have these sent to Milo:
Recommendation from your most recent principal/head teacher or guidance counselor
Recommendation from your current youth leader or pastor
Recommendation from the employer or supervisor of your most recent job or on-going volunteer project
3. Fill out and mail the following forms:

<input type="checkbox"/> Application	<input type="checkbox"/> Health Information
<input type="checkbox"/> Request for Student Records	<input type="checkbox"/> W-4
<input type="checkbox"/> Parent Permission	<input type="checkbox"/> I-9

When all forms, including recommendations, have been received, the admissions director will set up an appointment for an interview with the admissions committee.
4. Make an interview appointment.
5. Bring these items to the interview:

<input type="checkbox"/> Photo ID	<input type="checkbox"/> Immunization Records
<input type="checkbox"/> Birth certificate (original)	<input type="checkbox"/> Proof of health insurance coverage
<input type="checkbox"/> Social Security card (original)	
6. You will be notified of the acceptance or denial of your application within ten days after the interview.

Arriving on Campus

Moving into the Dormitory

All students move in on registration day. Starting with the freshmen and progressing to seniors, the deans will pair up roommates as needed for space. Individual preferences and choice will be considered in the assignments. Changes can be made throughout the year by consulting with the dean.

Registration

At registration the many details of work assignments, class schedules, and paperwork are processed. You will be given a checklist of tasks that need to be completed to make this process easier. Completion and return of all forms sent to you prior to Registration Day will expedite the registration process for you.

International Students

Students whose primary language is not English and who wish to enroll at MAA must have a minimum TOEFL score of 60 (iBT) or 500 (PBT) or equivalent to be accepted into MAA's academic program. For those students who do not meet the TOEFL requirement, MAA's English Department offers English Language Learning classes designed to assist international students to achieve language proficiency. The TOEFL test may be taken here at Milo Adventist Academy as well as at most universities and colleges.

International students who already have a high school diploma and wish to enroll in MAA's College Prep Certificate Program to improve their English language proficiency may enroll as international students with a concentration on English as a second language.

Upon acceptance into Milo Adventist Academy, international students are required to pay the full year tuition. See the current financial information supplement to the handbook. After tuition is received, MAA's VP/Finance will issue the required I-20.

International Student Travel Arrangements

Before you make your plans:

- Make flight reservations to the **Medford Airport** in Oregon. No transportation is provided to MAA from Portland.
- Make sure dates and times arriving to and departing from the Medford Airport correspond with the **schedule on p. 49**.
- **NO transportation** will be provided to or from the Medford Airport for arrivals or departures from 12:00 PM Friday afternoon through 8:00 AM Sunday, nor between 9:00 PM and 8:00 AM on weekdays.
- All students arriving at Medford Airport must not leave the airport until they are met by an official Milo representative. If a Milo representative is delayed by traffic conditions or other unforeseen circumstances, the student/passenger is to remain at the airport and call 541-825-3200, Ext. 3321 for further instructions.
- If family members are accompanying students to or from MAA, arrangements need to be made in advance for additional transportation, lodging, and meals. Additional charges may apply.

After you make your plans:

- E-mail your complete airline itinerary to the administrative secretary (See web site staff page for current email address.) OR FAX your complete airline itinerary to MAA at 541-825-3723.

Spiritual & Character Development

MAA is committed to providing an atmosphere and learning experiences that will enable each student to achieve the spiritual excellence of which he/she is capable. Our specific goals are that each student will be encouraged to:

1. want to begin and/or maintain a friendship with Christ.
2. grow in ability to reflect the qualities of God's character: love for others, kindness, unselfishness, patience, and tolerance.
3. recognize and improve his/her personal talents for the purpose of helping others.
4. establish the habits of self-discipline necessary for success in all endeavors.
5. come to understand, by personal experience, salvation by faith.
6. grow in knowledge of Scripture.

Tools for achieving these goals include:

1. personal devotions
2. worship services
3. Bible classes
4. modeling of Christlike characteristics in the lives of committed Christian faculty, staff, and students
5. a rural setting in which an atmosphere conducive to quiet time with God may be more readily established
6. planned opportunities for student ministry to others, including participation in meetings, outreach, mission trips, etc.
7. an atmosphere conducive to worship and spiritual growth on the Sabbath and all other days.

A Growth Experience

MAA is a Christian school. Every activity is planned to enhance spiritual growth. Being a Christian is accepting a lifestyle committed to continual growth in Christ. It is not a state of being or attaining an objective.

Since it is a growth experience, all who call themselves Christians will be at different levels of growth. This will most likely be true for each student and staff member at MAA. Therefore, we all should be careful not to permit a spirit of criticism or self-pride to disrupt each individual's personal growth. We must rather encourage one another to keep our relationships with Jesus growing in order to achieve the character development He wants for us.

Personal Devotions

Just as it is impossible to grow physically without a balanced diet, so it is with spiritual growth. You cannot have someone else eat your food for you and expect to live. Neither can you live very long without breathing. Reading from the Bible or a devotional book is spiritual food for the soul and mind. Prayer is breath to the spiritual life.

When we realize the necessity of spending some time each day with God on a one-on-one basis, we will make it our highest priority. Students may think the daily schedule at Milo is so full that it doesn't allow time for personal devotions. Life in the adult world will be equally as busy. The secret is to develop the habit of *making* time to spend with God. Spiritual growth cannot be attained without it.

Worship Services

Worship services at MAA are designed to be a time of praise, worship, and inspiration. Services include dormitory worship, Friday vespers, Sabbath School, church services, and additional meetings on Sabbath, as well as special weeks of spiritual emphasis.

To receive the greatest personal benefit, as well as to show reverence, the student should be quiet and attentive in all meetings. Enter quietly and remain inside until dismissed. Take care of personal needs before the service so that you will not need to leave your seat during the meeting. Young men and women sitting together should sit up without leaning against each other.

Village students are required to attend and participate in worship services when on campus.

Sabbath

The gift of the Sabbath carries a very special meaning for those who have experienced the blessings it brings. Creation of an atmosphere which enhances the Sabbath experience is a very important goal at Milo.

We welcome the Sabbath hours with a vespers worship on Friday evening and close them with Sunset Meditation at sundown on Saturday evening. All dormitory residents are expected to join in these times of worship.

During these special hours, we put aside all secular activities and devote our energies to developing strong and healthy relationships with God and with the people around us.

We do this by attending the services, and on a voluntary basis, participating in Sabbath afternoon activities. These may include a nature hike, informal sing, Bible games, outreach in the community, discussion groups, etc. Village students are invited and encouraged to be a part of Sabbath activities on campus.

We give visible evidence of our respect for our Maker in our choice of attire during the Sabbath hours. Guidelines appear in the dress code section of this handbook.

Mission Trips

A part of MAA's mission is to provide opportunities for students to discover the joy of service. In harmony with this goal, Spring Break has been lengthened to provide opportunities for students to experience mission trips. Students should obtain Ad Council approval before making irreversible plans for trips that are not sponsored by MAA and that require absence from school.

Physical Development

MAA is committed to providing an atmosphere and learning experiences that will enable each student to achieve the physical excellence of which he or she is capable.

Goals:

Each student will . . .

1. learn to value physical fitness and healthy living.
2. learn how to manage his time and prioritize activities so that he can accomplish what he needs for all aspects of health.
3. learn to eat at mealtimes and gain experience in selecting a healthy diet.
4. establish self-discipline and sleeping habits that will promote wellness.
5. maintain habits of personal hygiene and grooming that will enhance a healthy lifestyle and an effective Christian witness.

Rest

“Stand at the crossroads and look and ask . . . where the good way lies; and walk in it and find rest for your souls.”
Jer. 6:16

Adequate rest is essential for physical, mental, and spiritual growth, especially in the teen years. Most students at Milo have very busy schedules. In order to receive adequate rest, they must become skilled in self-discipline and time management.

Students who are not getting sufficient sleep are encouraged to counsel with a dean or staff member who can help them find ways to use their time wisely to achieve all their goals.

Food & Nutrition

Milo provides a well-organized food service program in harmony with the principles of the Seventh-day Adventist Church. Because of our regard for health, we do not serve meat or beverages containing caffeine, and we provide low-fat foods as feasible.

To accommodate individual tastes, a salad bar is available at most meals in addition to the entrees and vegetables at the deck. Students with special dietary needs are invited to work with cafeteria personnel to design a plan to meet those needs.

The cafeteria meets or exceeds the stipulations for operation established by the Department of Children’s Services and State Health Department.

Please observe the posted serving times and form an orderly line outside the doors. When they open, enter in an orderly manner. Students may not enter through the kitchen area.

Meals served in the café should be eaten there except on specially arranged occasions. Eat all you want, but eat it in the dining room. At times, you may be asked to limit the number of servings you take.

Exercise

Opportunities are available at Milo for obtaining regular exercise. Our country environment provides a beautiful and peaceful setting for jogging, walking, and bicycle riding.

A daily recreation period is built into the schedule. During this time students are encouraged to join in the organized intramural games, or they may walk or jog in one of the designated campus areas.

Recreation Period

Sunday	1:00 - 4:00 P.M.
Mon - Thur	6:15 - 7:20 P.M.

There are to be no student activities in the gym or other PE facilities without direct faculty supervision. The school cannot assume responsibility for students unless their activity is under the direct supervision of an authorized adult.

During recreation period students may be at an assigned recreation location, in their respective dorms, in their defined walk direction, or in the student center when it is open. Throughout the year various recreation activities are available, including but not limited to: softball, volleyball, basketball, indoor/outdoor soccer, football, floor hockey, ping-pong, tennis, aerobics, and weight lifting.

Walks

Usual walk areas:

	Odd Days	Even Days
Boys	mountains	river
Girls	river	mountains

Mountain

Through the pasture beyond the track and up into the mountains, including Craig’s Lookout.

River

Includes the roads to junior camp and the elementary school, and from those roads down to the river.

Walk areas during hunting season:

	Odd Days	Even Days
Boys	down-river	up-river
Girls	up-river	down-river

Up-river

The road to junior camp.

Down-river

From the bridge and down-river.

Varsity Program

Purpose

Students who would like to be involved in friendly competition may try out for one of the inter-school varsity teams.

The purpose of the varsity program is to enable students to:

1. develop teamwork and cooperation skills.
2. learn to accept both victory and defeat with a gracious Christian spirit.
3. experience the satisfaction of reaching out to students of other schools with a lifestyle witness.

Participation in Varsity Sports

Participation in the varsity program includes playing as a member of a varsity team, a junior varsity team, or any other team which competes with a team of players from another school, or assisting with a game in any capacity (e.g. as scorekeeper).

Students who wish to participate in varsity must pay a fee in advance at the business office for each sport in which they are involved. This fee helps to cover some of the extra costs of the varsity program. Fees are \$150.00 for the first sport, \$125.00 for the second sport, and \$100.00 for the third sport played.

Students who are not in the varsity program, but who wish to attend off-campus games must ride in school-provided transportation (except if taking a junior/senior privilege), and they must meet the same eligibility requirements as students who participate in the varsity program.

Eligibility

Students in a varsity program are in a position to witness by lifestyle and must maintain a high standard of excellence. They will be expected to display the highest sportsmanlike conduct.

Academic Eligibility

1. A GPA of 2.5 or higher for the most recent quarter.
2. Having no current grade of F in any class, and no more than one class with a grade of D.
3. Grade changes that affect eligibility must be submitted to the registrar at least three days before any games that the student may participate in.

Citizenship Eligibility

No "U" in citizenship for the current or most recent quarters.

Attendance Eligibility

1. Maintain at least a C in attendance.
2. Having been present at work and in every class on the day of the game, unless excused from those due to a prearranged medical appointment.
3. If a student misses classes or work the day following a game, he or she will be ineligible for the next game.

Medical

Safety

All accidents, even minor ones, occurring anywhere on campus must be reported to the staff member in charge of the activity or to the appropriate dean. Accident reports must be filled out within 24 hours of the accident by the person injured in order to receive coverage under the student accident insurance policy. Report forms can be obtained from the administrative secretary. Accidents occurring at work must be reported to the work supervisor immediately.

Illness

When you are ill, please follow this procedure:

1. Notify the phone monitor by 8:00 A.M. to have your name written on the list of people to be seen by the dean.

2. If you become ill during a class or at work, you should report to the teacher or work supervisor before leaving any class or work. You must go back to your room and notify your dean on the way.
3. It is your responsibility to let your work supervisor know that you will not be at work.
4. If you are ill enough to be on sick list, you must stay in your room until the next day, leaving only to use the restroom and to pick up your meals when called down by the phone monitor.
5. While you are on sick list, you may not have visitors in your room and may not make and receive phone calls except to/from your parents, guardians, and work supervisor.

Any exceptions to the above policy must be approved by the dean on duty. Your classes will not be excused if you do not abide by these regulations. A student, either village or dorm, who has been put on sick list and who is seen out and about on campus later that day will receive attendance points for all classes missed; the medical excuses will become invalid for those appointments.

Medical Appointments

Please note that all routine medical appointments should be made to coincide with regularly scheduled home leaves unless your primary physician is local. If an appointment for illness or injury is needed, you must contact the dean or administrative secretary to arrange one for you.

Each student is responsible to have the medical instruction sheet filled out by the attending physician or nurse with each doctor's visit. This sheet along with any medication must be given to your dean.

Medications

No staff member may dispense medications to any student, including over-the-counter medications such as aspirin, ibuprofen, etc., without written parental consent. A consent form for this purpose is a part of the registration packet.

Students may keep medication on campus and self-administer if the medication is registered with the dean. The medication must be stored in the locked drawer provided in each dorm room. This includes ALL long and/or short term medications. Examples: antibiotics, Ritalin, treatments for asthma and diabetes.

In the case of suspicion of abuse of any medication, the MAA administration and deans reserve the right to confiscate medications and dispense the medications for that individual.

Health Insurance

Health insurance is important for every student to have in case of illness or accident while enrolled at Milo. Medical copay and prescription costs are the parents' responsibility. Please see p. 33 if a student does not have health insurance.

Social Development

Humans were created as social beings. Friendship and association with others are natural, basic human needs. Social skills such as teamwork, leadership, consideration of others, conflict resolution, and good manners must usually be learned. MAA is committed to providing an atmosphere and learning experiences that will enable each student to develop and improve these skills.

Goals: Students will learn to . . .

1. regard others as worthy of respect.
2. manifest Christian attitudes of propriety and respect in all social relationships.
3. consider other points of view.
4. exercise self-control and self-discipline.
5. respect the property of others.
6. conduct social functions which adhere to biblical principles.

Leadership

The academy sponsors a number of organizations which are designed to provide leadership training and to develop the physical, mental, social, and spiritual powers of students.

Campus Organizations

Faculty sponsors are assigned to all organizations and clubs. Each of these organizations is to be conducted within the framework of the school's standards and regulations.

The treasurer of each organization, in cooperation with the sponsors and the school business office, is to keep written accounts of all the funds for the organization. All funds must be receipted, kept, and disbursed from the business office.

No student association, class, or club meeting has any official status unless at least one of the officially appointed sponsors is present at the meeting.

Student Association

All students, by virtue of their enrollment, together with all staff members, are automatically members of the SA. This association is the general organization of the student body and is responsible for social and cultural activities.

The Student Association is responsible for monthly SA meetings and special programs throughout the year including:

- Handshake & Watermelon Feed
- Spirit Week
- SA Picnic
- SA Banquet
- Harvest Party
- Amateur Hour
- Christmas Party
- SA Track & Field Day

Senate

The Student Senate is the representative body for the Student Association of Milo Adventist Academy. Its responsibility is to carry on the business activity of the SA and to provide a forum for student concerns so that there will be

time at regular meetings for cultural, social, and religious programs.

Theta Tau Alpha

Girls' Club - The purpose of this club is to promote friendliness, culture, spiritual development, and social enrichment among the young women of Milo Adventist Academy. All female students are members. In addition to their Sunday evening meetings, members of this organization also organize events including:

- Fall: •Banquet in odd-numbered years
•Open House in even-numbered years
- Spring: •Mother-Daughter brunch
•Family Weekend programming

Rho Sigma Kappa

Boys' Club - All young men enrolled in Milo Adventist Academy belong to this organization. Their objective is to work together to build Christian character. The club provides many cultural, educational, and recreational activities in addition to Sunday evening meetings and organizes events including:

- Fall: •Banquet in even-numbered years
•Open House in odd-numbered years
- Spring: •Pancake breakfast & softball game
•Family Weekend programming

Trillium

The yearbook is published annually in May. Students with an interest in gaining experience in teamwork, project management, photography, and desktop publishing may apply to join the yearbook staff. Students are encouraged to plan to be on the staff for the entire year.

Milo Monitor

When newspaper class is offered, the student newspaper staff publishes five to six issues per year in addition to the *Mugbook*, a photo gallery of students and staff, in the fall and the special commemorative senior issue in May. Students who would like experience in journalism, teamwork, project management, digital photography, and desktop publishing may apply to join the newspaper staff. Students are encouraged to plan to be on the staff for the entire year.

Trip & Tour Policy

To participate in any off-campus school tours, a student must be in regular attendance, in good academic standing as defined under "Academic Standing" in the *Intellectual Development* section, and have an attendance grade of at least a C. Students who do not belong to the group are not allowed to go on the trip.

For the duration of the trip, students may not ride in any vehicle other than that of their own parents or school-provided transportation. Exceptions: 1. Students are covered by insurance to ride with host families to their homes and back to the destination point. 2. Students who wish to take

their own cars for a specific reason must have permission from Ad Council. No other student may ride with them.

Students who are a part of a touring group are subject to the policies and standards of Milo Adventist Academy. Students who violate the policies and standards of the academy or violate the announced rules of a particular touring group will be referred to the Discipline Committee for disciplinary action; the student may also be sent back to either the academy or the student's home on the most convenient form of transportation, at the expense of the student or the parent/guardian(s) of the student.

Disruption of the tour by students will not be tolerated; thus, the tour will continue, and the student will be disassociated from the tour. Such students may lose the privilege of being in a particular touring group.

Music Groups

Milo Adventist Academy offers music groups suited to a variety of musical interests. Groups present programs for various church, civic, and school activities. Students are encouraged to plan to be a part of the group for the entire year.

Class Organizations

All students who meet class standing requirements are automatically members of their appropriate classes. In addition to organizing monthly class meetings for business and social programs, the classes enjoy and help to organize specific events. Sophomore, Junior, and Senior classes organize during the first quarter. The Freshman class organizes at the beginning of second quarter.

Senior Class

Senior Recognition
Class Trip
Graduation Weekend

Sophomore Class

Sophomore activity day

Freshman Class

Freshman activity day

Junior Class

Junior Benefit
Junior/Senior Banquet

Eligibility for Student Office

Goals: To increase the number of students who gain leadership experience.
To enable students to perform in their responsibilities more effectively
To guard against students' lives becoming unbalanced to the detriment of their health.
To more effectively teach time management.

Sponsors of student organizations will allow only those students with confirmed eligibility to be on the ballot for election to office. Students who wish to run for office establish their eligibility by bringing a completed campaign petition to the Registrar, whose signature will confirm their eligibility. It is their responsibility to return this completed petition to the sponsor by the filing deadline. Campaign petitions are available from the sponsors of each student organization and from the Registrar.

Each student may carry no more than one major responsibility, one major and one minor responsibility, or two minor responsibilities during any one school year.

Major responsibilities

Junior/Senior class President
Junior/Senior Executive Vice President
Junior/Senior Vice Presidents
Student Association President
Student Association Vice Presidents

Minor responsibilities

Freshman/Sophomore class officers
Boys'/Girls' Club Presidents
Varsity/Junior Varsity player or manager
All other student organization offices

Qualifications

Major offices

Have and maintain:

Minimum GPA of 3.0
No F's
Minimum attendance grade of C
Enough credits for class placement
Citizenship grade of S or above

Minor offices

Have and maintain:

Minimum GPA of 2.5
No F's
Minimum attendance grade of C
Enough credits for class placement
Citizenship grade of S or above

Minimum GPA is for the most recently completed semester grading period and any subsequent quarter grade. Failure to maintain the above eligibility conditions will result in loss of office for the remainder of the school year.

Campus Social Relationships

One of the goals of our school is to help students develop wholesome social relationships. The friendships formed here can do much to make the school year happy and successful. Students are encouraged to form many friendships rather than one serious, steady relationship. In order to help students develop a balanced social life, the following guidelines have been established:

1. Public displays of affection by students are not appropriate on campus or while traveling on school-sponsored activities. This includes holding hands, arms around one another, and kissing. Shoving, wrestling, "piggyback" riding, and the giving of back/shoulder rubs are examples of inappropriate public behavior on our campus. Greeting-type, "catch-and-release" hugs are generally acceptable. Students sitting together should sit up, without leaning against each other. While relaxing on the floor or lawn, students are expected to maintain enough distance that someone could easily walk between them.

Social Development, cont.

- Students of opposite gender must remain in supervised areas at all times.
- Students who do not follow these guidelines may be placed on “social restriction” for a week. A student’s response when told that he/she is on “social” will be a factor determining if a longer time is needed. While on “social,” the couple may not be together or communicate with each other in any way. Any couple whose relationship seems unhealthy or inappropriate may be placed on “social.”
- When a student is placed on “social,” it is effective immediately.
- Nonstudents who are socially involved with students are subject to school policy while on campus.

Junior/Senior Privileges

As students mature and show evidence of ability to make wise choices, they may qualify for responsibilities and privileges for which they are not ready at an earlier age. In recognition of this, seniors and second-semester juniors who show evidence of maturity **are allowed to petition to Ad Council for privileges** beyond those of freshmen and sophomores. Junior/Senior privileges may be revoked due to disciplinary action or an unsatisfactory citizenship grade. All off-campus privileges must be with permission from a parent/guardian and the dean. Arrangements for off-campus activities must be completed far enough in advance to receive all necessary permissions. Plan ahead to avoid disappointment in being able to contact each party for permission. Last minute requests may not be approved.

Eligibility Requirements

- Be a senior or second-semester junior
- GPA of 2.5 or above
- C or above in attendance and work grades
- S or above in citizenship and dorm grades

Senior Privileges (default)

- One basic off-campus activity with same gender per month.*
- Off-campus activity with same gender twice a month.

Junior Privileges (second semester only)(default)

- One basic off-campus activity with same gender per month.*
- Off-campus activity with same gender once a month.

*The basic off-campus activities are for senior or second-semester junior students who have an S or above in citizenship and dorm grades and will not be missing classes, study hall, or work but who do not necessarily meet the other eligibility requirements. (Example: Friday afternoon or Sunday)

Time Management

One of the skills MAA hopes to help each student develop is time management. You may be surprised to learn how much activity can be accomplished within a 24-hour period. These activities should balance all aspects of living: rest, eating, study, classes, work, exercise, time with friends, relaxation, and worship.

Vocational Development

In acquiring an education, many students would gain a most valuable training if they became self-sustaining. Instead of incurring debts or depending completely on the self-denial of their parents, let young men and young women depend on themselves. They will thus

- learn the value of money.
- learn the value of time, strength, and opportunities.
- be under far less temptation to indulge idle and spendthrift habits.

The lessons of economy, industry, self-denial, practical business management, and steadfastness of purpose, thus mastered, would prove a most important part of their equipment for the battle of life. The lesson of self-help learned by the student would go far toward preserving institutions of learning from the burden of debt under which so many schools have struggled and which has done so much toward crippling their usefulness.

Adapted from *Education*, p. 221

Goals of the work program are for each student. . .

- to learn good work habits to equip him/her for success in life.
- to defray part of his/her expenses while at school.

MAA Work Policy

Work experience is an integral part of the curriculum at Milo Adventist Academy. Students who commit to a work position are expected to faithfully meet their work assignments. Communication and cooperation between home and Milo are essential for the success of this program.

The work coordinator will assign all work positions. Work positions are intended to be permanent. However, the work coordinator reserves the right to change student jobs to alternate areas as need dictates. Students who wish to change to a different job during the year must follow the guidelines of changing their work position on page 15 under job changes.

Dormitory students will be given preference in work positions due to the additional expenses of boarding. Students who are cooperative, industrious, teachable, and dependable will be the most successful in fulfilling the goals of the academy’s work program.

In the work-study program at MAA, students earn a letter grade and 1.25 credits per semester. While these credits do not apply to minimum graduation requirements, they do become a part of the student’s permanent file.

Vocational Development, cont.

While students earn an average of \$100-\$350 per month in campus employment, the school makes no promise or guarantee regarding the amount a student will earn toward expenses. This largely depends on the individual. The monthly statement will reflect student labor earnings.

All earnings from industries and campus jobs are designated for the student's tuition account at MAA, and not for the student's personal use.

Work Attendance

Students who know they will be absent from work for an excusable reason, including school-sponsored activities, must notify the work supervisor at least 24 hours in advance or as soon as they know they will miss work if the absence is due to illness. Except in cases of illness, they are expected to provide a qualified substitute and to let the work supervisor know in advance who it will be.

Work attendance is part of the overall attendance program of the school. Tardies and absences will be treated the same as a tardy or absence from classes, including the accumulation of attendance points.

Work Opportunities

MAA offers a variety of work opportunities. Keeping in mind the personnel needs of the school's industries and on-campus work needs, the work coordinator makes job assignments on the basis of the student's abilities and interests.

Jobs are typically available in these areas each year, while others are created as needed:

- Teachers' readers/workers
- Office workers
- Residence Hall Assistants (RA)
- Phone monitor
- Maintenance of buildings
- Care of grounds
- Industry
Milo Assembly

At campus industries students earn Oregon minimum wage or better. A minimal cash incentive is also available.

Other campus jobs are a part of the Work-Study Program and pay federal minimum wage. The average number of hours that students may work their jobs is 10 hours per week, unless specially arranged otherwise.

Work Expectations

Students are expected to perform duties in cooperation with their work supervisors, who will make work expectations clear by a written job description. Work supervisors will assist student workers in developing work skills and a work ethic that will help them be successful both now and in later years.

Students will sign a contract with each department for which they work. This contract will include the student's daily work schedule and basic expectations.

Supervisors may fire students for the same reasons they would be fired in a job out in the community, including but not limited to:

- Failing to report for work regularly—unexcused absences.
- Demonstrating an unwillingness, in action or attitude, to cooperate with their supervisor.
- Failing to perform the duties assigned in a satisfactory way.
- Failing to arrange for a satisfactory substitute when missing work for pre-arranged or school-sponsored absences.
- Repeatedly being late for work or failing to clock in.

One of the major goals of the work experience program is to teach responsibility, consistency, and perseverance.

Job Changes

Job positions will be determined as quickly as possible after students are enrolled. Because preferred jobs fill quickly, the earlier students are accepted, the more work choices are available to them. Student preferences for work will be considered, but the work coordinator cannot promise everyone his/her first choice of job position.

In special circumstances, such as personality/atmosphere clashes, extended illness, or academic difficulties, where it is determined that a different job position would be beneficial, the work committee may approve a change of jobs. The committee will consider this change only if students have an existing positive work ethic report from their supervisors. No change of job position will be considered for poor workers.

Reluctant Worker Policy

Students who demonstrate a resistant attitude to developing good work habits will be placed on the Reluctant Worker Program in the hope that they can make the progress necessary to remain employed. When a student has consistently failed to respond to attempts to help him/her improve work habits, the work supervisor will initiate a *Notice of Unsatisfactory Work* form, outlining the problems and the desired outcomes.

Level 1: The work supervisor will go over the contents of the form with the student. A copy will be sent to the parents and to the work coordinator. Parents will be alerted to the problem by telephone if possible, as well as by letter.

Level 2: If satisfactory progress has not been made within a two-week period, a second phone call and letter will notify parents that the student has now reached Level 2. Student, parents, the work supervisor and the work coordinator will determine if the student still wishes to be employed.

Level 3: If satisfactory progress still does not take place, the student will be fired, parents notified, and alternative employment may not be available for the student.

Intellectual Development

Milo Adventist Academy is committed to providing an atmosphere and learning experiences that will enable each student to achieve the intellectual excellence of which he or she is capable. MAA's goal is that each student will. . .

- 1. recognize that God is the source of both knowledge and wisdom.
- 2. become a thinker rather than a mere reflector of others' thoughts.
- 3. gain a foundation of knowledge and skills that will enable him/her to excel at higher levels of education.
- 4. establish the habits of self-discipline necessary for success in all future endeavors.

Graduation Requirements

General Program

The listing below outlines minimal requirements for graduation as set forth by the North Pacific Union Conference of Seventh-day Adventists and the state of Oregon. Students may be accepted into some colleges with a general diploma, but will likely be admitted on a probationary basis until prerequisite classes have been successfully completed.

Requirement	Credits*
Bible	10/yr
English	40
Science (including one lab science)	30
Mathematics	30
Keyboarding‡	5
Computer Literacy	5
Global Studies	10
US History	10
Economics	5
Government	5
Physical Education+	10
Health	10
Technology course	10
Fine Arts	10
Electives+	30-50
Total Credits	240

* Ten credits represent the equivalent of 130 hours of teacher-student classroom time.

+ A maximum of 35 credits in either music or PE may be allowed toward the required number of credits for graduation.

College Preparatory Program

Although students may be accepted into some colleges without taking all the courses listed below, the requirements for the college preparatory diploma include high school courses most often required for entrance into public and private four-year colleges. The college prep designation on the official transcript requires a minimum C average in all college prep core classes.

Requirement	Credits*
Bible	10/year
English	40
Science (including one lab science)★	30
Algebra I	10
Geometry	10
Algebra II	10
Keyboarding/Computer Literacy‡	10
Global Studies	10
US History	10
Economics	5
Government	5
Physical Education+	10
Health	10
Technology course	10
Foreign Language or Math & Science Enrichments	20
Fine Arts	10
Total Credits	240

★ College Prep Science options:
Physical or Earth Science, Biology, Physics, Chemistry, and Anatomy.

‡ A maximum of 5 credits of keyboarding is allowed.

Student Records

Authorized school personnel shall have access to students' records. The parent or legal guardian shall have access to his/her child's records upon written request to the principal. If a student is 18 years old or older, he/she has the right to determine who, outside the school system, may have access to his/her records. A noncustodial parent shall be given a copy of the child's current scholastic records upon written request and presentation of a copy of the court-ordered visitation rights to the principal. A copy of the court order shall remain in the child's folder.

A student's records may be released to other school systems upon the written request of the parent or guardian, or student if he/she is 18 years old or older. A student's records may also be released to other school systems upon their request, provided that notification is given to the parent or legal guardian, or student if he/she is 18 years old or older. **No records will be released for students who have an unpaid account.**

Parents have the right to request that the school withdraw material from a student's record. Refusal by the school entitles the parent to a hearing to determine if material is accurate and appropriate. If at the hearing, material is ruled to be accurate, material remains in the file, but parents may prepare a statement to be placed with the materials stating their objection. The statement is to be made available with objectionable material whenever access is permitted.

Directory information may be made available for non-commercial uses by the school principal without the prior consent of the parent. However, at the beginning of each school year, the parent may request that all or part of such information not be made available.

Minimum Class Load

The minimum class load is 60 credits for the school year, not including work credits or correspondence work, with no less than 30 credits per semester.

Four-Year Plan

Typical College Preparatory

Freshman

Bible I: Creation/Life of Christ	10
English I	10
Pre-algebra or Algebra I	10
Physical Education	10
Keyboarding/Computer Literacy	10
Fine Arts	10
Biology	10

Sophomore

Bible II: Exodus/Acts/Reformation/Ch. Hist.	10
English II	10
Geometry	10
Physics	10
Global Studies	10
Health	10

Junior

Bible III: Salvation/Daniel/Revelation	10
American Literature or AP English	10
Algebra II	10
Chemistry	10
US History or Honors US History	10
Elective	10-20

Senior

Bible IV: The Christian Life	10
English course(s)	10
Government	5
Economics	5
Math, Science (Anatomy), or elective	10
Foreign Language	20
Elective	10

Class Placement

Class placement is determined by the number of completed credits recorded on the official transcript. Previously earned credits must be officially recorded with the registrar within the semester of enrollment to avoid adjustment of class placement and/or loss of class office. A maximum of 35 music and PE credits can be applied towards the required number of credits for class placement.

Senior

Students who have documented 180 earned credits and who need no more than 60 credits of required classes in order to graduate. Graduates shall have completed four years in a regular program of studies or an approved acceleration program.

Junior

Students who have documented at least 120 earned credits.

Sophomore

Students who have documented at least 60 earned credits.

Freshman

Students who have completed the eighth grade satisfactorily, have been promoted to grade nine, and have signed up for 60 credits.

Enriched Diploma

Students may earn an enriched diploma by earning an overall cumulative GPA of at least 3.0, a GPA of 3.5 in the respective area, and completing these requirements:

Advanced Placement

30 units credit in AP, Advanced, and Honors courses, and/or calculus

Communication

50 units credit in English courses
or

45 units credit in English courses and one full year on an MAA publications staff (10) (Readers Workshop credit may not be applied towards an enriched diploma)

Mathematics

Algebra I (10)
Geometry (10)
Algebra II (10)
Calculus (10)

Science 40 units credit from these:

Physical Science (10) or Earth Science (10)
Biology (10)
Physics (10)
Chemistry (10)
Anatomy (10)

Acceleration

Acceleration is seldom advisable. Students considering it should counsel widely with parents, guidance counselor, and registrar before making application. The NPUC policy is available from the registrar. Application to the Curriculum/Academic Standards Committee must be made by the end of the fall semester of the sophomore year. If approved, the student will never have junior status.

In order to accelerate the student must have met the following requirements:

- + Have a composite score at the 85th percentile or above on standardized testing
- + Maintain a cumulative GPA of 3.5
- + Complete all regular graduation requirements
- + Have satisfactory citizenship
- + Be a Milo student at least one semester before applying

Testing

MAA offers a wide assortment of inventories and tests to meet students' needs. These include achievement, college entrance, career interest, and personality tests, including but not limited to:

ITED/CogAT – for freshmen, sophomores, juniors, and seniors

PSAT* – for juniors

SAT* – for juniors and seniors

ACT* – for juniors and seniors

*These tests are available to lower classes upon request.

Course Offerings

Bible

Bible I: Beginnings/Life and Teachings of Jesus (9th)	10
Bible II: History of God's People (10th)	10
Bible III: Salvation/Daniel/Revelation (11th)	10
Bible IV: The Christian Life (12th)	10

English

English I (9)	10
English II (10)	10
American Literature & Composition (11)	10
AP Language & Composition (11–12)(odd yrs)	10
AP Literature & Composition (11–12)(even yrs)	10
British Literature (12)	5
World Literature (12)	5
Communication and Writing (11)	5
Reading Workshop	5/10

English Language Learning

English Language Learning	10+
Reading Workshop ♦	5+

Fine Arts

Art (10–12)	5/10
Art II (11–12)♦	5/10
Fine Arts Appreciation (9–12) ♦	10
Folk Art (11–12)	5
Music	
Band (9–12)♦	5/year
Choir (9–12)♦	5/year
Handbells (9–12)♦	5/year
Lessons (inst., piano, voice)(9–12)♦	5/year
Photography (10–12)♦	5/10

Life Skills

Keyboarding (9–12)	5
Computer Literacy (9–12)	5

Mathematics

Consumer Math (9–10)♦	10
Pre-Algebra (9–10)	10
Algebra I (9–10)	10
Geometry (10–12)	10
Algebra II (11–12)	10
Pre-Calculus (11–12)♦	10
Calculus (11–12)	10
Math Topics	10

Modern Language

Spanish I (11–12)	10
Spanish II (11–12)	10

Physical Education/Health

Health (10–12)	10
Physical Education I (9)	10
Physical Education II (10–12)♦	5

Publications Production

Yearbook: Trillium (10–12)★	10/year
★ Includes both Graphic Design and Photography.	

Science

Physical Science (9) (lab)	10
Earth Science (9) (lab)	10
Biology (9–12) (lab)	10
Physics (10–12)	10

Science (cont.)

Chemistry (11–12) (lab)	10
Anatomy (11–12) (lab) ♦	10
Advanced Chemistry (12) (lab)♦	10
Advanced Physics (11–12)♦	10

Social Studies

Global Studies (10)	10
US History (11)	10
Honors US History (11)♦	10
Government (12)	5
Economics (12)	5

Technology

Advanced Foods/Nutrition (11–12)♦	5
Advanced Sewing (11–12)♦	5
Automotive Service (10–12)♦	5
Desktop Publishing (10–12)♦	5
Family & Consumer Science (10–12)	5
Graphic Design (10–12)♦	5
Metal Fabrication (10–12)♦	5
Photography (10–12)♦	5
Web Design (10–12)♦	5
Woodworking (10–12)♦	5

♦ Non-required classes are offered as needed subject to student interest and staff limitations.

Advanced Placement

These classes give advanced students a more challenging curriculum as well as the opportunity to earn college credit through examination. Students are required to take the AP exam at the end of the year. (Fee required.)

Advanced Chemistry (as requested)
 AP English Language and Composition (odd yrs)
 AP English Literature and Composition (even yrs)
 Advanced Physics (as requested)
 Calculus
 Honors US History (as requested)

Adding/Dropping Classes

Class schedules must be approved by the registrar at the time of registration. To add or drop a class, the following procedure is required:

1. Talk with your parents and with the teacher about your reasons for wanting to add or drop the class. Ask your parents to call the registrar to give their approval for the change.
2. Secure a Change of Program voucher from the registrar.
3. Obtain signatures of the course instructors involved.
4. The change in class schedule is not official until the completed voucher is returned to the registrar. If dropping a class, the student will need to continue attending class until that time to avoid accumulating attendance points.

Classes may be added during the first week of each semester and may be dropped during the first two weeks of each semester. If the class is dropped before Friday of the second week, it will not appear on the transcript. Classes dropped after the two-week deadline will appear on the transcript with a notation of *WP* (Withdrawal Passing) or *WF* (Withdrawal Failing). Classes may not be dropped within ten school days of the end of the semester.

Course Descriptions

For descriptions of the current courses, see the Milo web site: www.miloacademy.org.

Correspondence Courses

1. Application to receive credit for correspondence courses must be submitted to the Curriculum/Academic Standards Committee for approval in order for credit to be accepted by MAA. No more than 25% of your total semester periods required for graduation may be from correspondence courses.
2. Students may be enrolled in no more than one correspondence course at a time.
3. Correspondence schools that are approved include Home Study International, University of Missouri Independent Study, Indiana University Independent Study, and the University of North Dakota.
4. Examinations must be sent by the correspondence school to the MAA Guidance Counselor or Registrar.
5. Seniors must complete all correspondence course work by the beginning of second semester. If this deadline is not met, senior class standing, including participation in senior class events and senior privileges, will be suspended until a transcript is received for the courses required for graduation. If the course is available on campus during second semester, the student may choose to enroll in the class and retain senior class standing.

Exceptions to the policies above must be petitioned to the Curriculum/Academic Standards Committee.

Outside Credit

Credits earned during the summer or during the school year in a program other than at MAA are designated as *outside credits*. A request **must be submitted in advance** to the Curriculum/Academic Standards Committee for approval of any outside credits to apply toward graduation at MAA.

Home school credits or courses from a nonaccredited school may be accepted but will be recorded as pass/fail credits only on the MAA transcript according to NPUC Code 2430:98.

Outside credits not officially documented within the semester of enrollment may require adjustment of class placement and/or loss of student office.

Grading

Grading Period

Milo Adventist Academy operates on the quarter/semester system. Each school year consists of two 18-week semesters. Each semester is divided into two 9-week quarters.

Grade Reports

Mid-quarter Reports – posted on the internet at www.edline.com.

Quarterly Grade Reports - posted on the internet at www.edline.com and mailed to parents/guardians.

Semester Reports - posted on the internet at www.edline.com and mailed to parents/guardians. These are permanent and are recorded on the transcript.

Grade Points

Upon receipt of a grade report, the student or parent should carefully check it for accuracy. Any corrections must be taken care of within three weeks. The following chart describes the grading system and the honor points associated with each grade. Credit is awarded only for academic classes in which a student has earned a grade of A, B, C, D, E, P, or S.

Grade	Description	Points
A	Superior progress & quality of work	4
B	Good progress & quality of work	3
C	Average progress & quality of work	2
D	Below-average progress & quality of work	1
E	Working up to ability	1
F	Failing work	0
I	Incomplete work	0
N	No grade at this time	0
O	Outstanding	0
S	Satisfactory work	0
U	Unsatisfactory work	0
WF	Withdrawal failing	0
WP	Withdrawal passing	0

GPA Points

A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3		

Academic Standing

Good academic standing is defined as:
having no current grade of *F* in any class or no more than one class with a current grade of *D*.

Unacceptable academic standing is:
having a current grade of *F* in any class or having more than one class with a current grade of *D*. *See also eligibility.*
Any student who receives failing grades in the same two or more classes for two consecutive grading periods will be considered for the reluctant learner policy.

Incomplete

A grade of *I* (Incomplete) is given when, for legitimate reason (e.g., extended illness), the student is unable to do sufficient work in any given period to receive a passing grade. Incompletes may not be used to make up for excessive absences or habits of procrastination.

An incomplete must be removed within three weeks after the close of the grading period for which it was given. Incomplete grades which have not been cleared by then will automatically be changed to an *F*.

Interim Progress Reports

Students whose weekly progress report indicates that they are in danger of failing one or more of their classes may be placed on a restricted program.

For dormitory students, this includes a study hall during recreation time, limited leaves, room restriction, etc. Village students are restricted from participation in social

Interim Progress Reports, cont.

and recreation activities, and their parents are asked to provide special supervision at home.

Students are taken off restriction when they present a note from the teacher involved stating that the student is currently passing the class in question.

Tutors

Milo staff recognize that students learn at different rates and in different ways. Because of this, student tutors are made available to assist students who desire additional help with assignments.

Parents may also choose to arrange privately with other students or with non-student tutors at their own expense. All such tutors must be approved by administration. Deans must approve the locations of the tutoring, and they will expect to receive regular progress reports from the tutor.

Reluctant Learner Policy

All students are expected to make a reasonable effort to do the following:

- Complete assigned work on time.
- Be courteous and attentive to the teacher and respectful of others.
- Perform a caliber of work consistent with their abilities.
- Be regular and punctual in attendance.

Failure to comply with the above on a regular basis will indicate that a student needs the additional motivation and accountability of the reluctant learner program. Students may be considered for the program if they receive two or more failing grades at the end of any grading period, or upon written request for investigation submitted by a teacher, counselor, or dean to the principal or his/her representative.

Level 1 The principal or his/her representative will confer with all of the student's teachers, the guidance counselor, and the student's parents or guardians to set up a plan to encourage student motivation and accountability, with a progress evaluation after a stated interval.

Level 2 If, at the evaluation, findings indicate that the student has not shown acceptable progress in the areas of concern, he/she will be placed on academic probation for a stated period during which he/she is expected to produce a marked improvement in all aspects of his/her school work.

Level 3 If, at the end of the probationary period, the student's grades and associated class performance have not improved, the parent/guardian(s) will be notified in writing, and the student will be asked to withdraw from school.

If a student improves enough to be removed from the reluctant learner program, but fails to maintain acceptable academic performance, he/she may be placed on the program again. If the need arises for a student to be placed on the program a third time during one school year, the student shall be considered as inappropriately placed at MAA and will be asked to withdraw.

Graduation

Graduation at Milo Adventist Academy is a formal occasion honoring the graduating seniors. Candidates must have been in residence for the full semester immediately preceding graduation. To participate in these exercises, a senior must have completed all academic requirements, be a citizen in good standing, and have made payment in full thereby clearing financial obligations to MAA.

- Students who have completed graduation requirements will be honored during the weekend activities.
- Members of the junior class participate in a specifically defined role.
- Guest speakers, musicians, program format, and program content are to be approved by the school administration.
- Students must wear Sabbath meeting attire for all weekend programming.
- Seniors who engage in a category three or category four violation of the behavior code during the last three weeks of the school year should expect to forfeit graduation privileges.
- Seniors are required to attend all scheduled weekend programs, to remain on campus on Friday and Saturday nights, and to abide by all MAA policies.

Any senior who chooses not to cooperate with the standards outlined above will not be allowed to participate in graduation activities. Serious infractions of school rules in the last few weeks of school could result in suspension until after graduation, at which time a special exam fee would be levied should the student wish to finish course work and receive a diploma.

Disciplinary and/or legal action will be taken against anyone who interrupts the program or behaves inappropriately.

Junior and senior dormitory students are expected to remain dormitory students throughout graduation weekend.

Graduation Events

- Consecration* A worship service for and with the senior class during Friday evening vespers.
- Baccalaureate* A spiritual challenge during the church service hour on Sabbath for the senior class to continue in Christian service.
- Tribute to Parents* A Sabbath afternoon presentation to and for the families of graduating seniors.
- Class Night* A secular presentation by and about the seniors, held after sundown Saturday.
- Commencement* A general challenge to the graduates, including the awarding of diplomas and scholarships, Sunday at 10:00 A.M.

Academic Recognition

Graduates who meet standards of academic excellence will be recognized with honor cords.

- *Gold* - Have completed the college preparatory program with 3.75 GPA or above
- *Silver* - 3.50 - 3.74 GPA (College Prep)
- *Silver* - 3.50 - 4.00 GPA (General)
- *Red* - 3.00-3.499 GPA
- *Black* - Enriched diploma

All cords will be awarded based on the student's cumulative GPA at the end of the final semester of the senior year.

Graduation Weekend Checkout Times

Freshman and sophomore dorm students should check out of the dormitory and go home following their final tests on Thursday before graduation.

Only seniors, juniors, and those freshmen and sophomores with family members graduating or those who are working

may remain in the dorm during graduation weekend; all non-seniors will be expected to move out of their dorm rooms to provide space for the families of the graduates.

All students should be checked out of the dorm by 4:00 P.M. on graduation Sunday.

Attendance Policy

There is a positive relationship between class attendance and academic success. Irregular attendance is one of the prime factors associated with student failure and frustration with the school experience.

Statute 339.065 of Oregon Law reads as follows:

“No absence shall be excused by any principal or teacher unless such absence was caused by the pupil’s sickness, by the sickness of some member of the pupil’s family, or in the case of emergency. The principal or teacher may excuse absences for other reasons when arrangements are made in advance.”

MAA’s attendance policy has been designed to encourage regular attendance in classes and reflects these underlying aspects of school philosophy:

1. Community and business surveys regarding educational goals continually stress the development of reliability and responsibility as high priority objectives.
2. Students in this age group should be expected to exercise self-discipline and responsible behavior.
3. Students who attend classes regularly learn better and get better grades.
4. Attendance is the responsibility of the student and parents.
5. Regular attendance at all appointments is expected of every student. This includes classes, assemblies, music appointments, work, residence hall worship, and weekend religious programs.

Because our society is highly time dependent and we must prepare our students to function in it, because we can educate only those students who are in class, and because interruptions caused by tardiness/absence are a serious drain on effective teaching time, we have instituted the following attendance policies.

Perfect Attendance

Perfect attendance is defined as no absences or tardies, excused or unexcused, (except for school sponsored activities) for the grading period. A \$25 award will be given at the end of Fall Semester and/or Spring Semester to any student who has perfect attendance for that semester. An additional \$25 award will be given at the end of Spring Semester to any student who has perfect attendance for the entire school year.

Attendance Records

Absences in the academic and work areas will be reflected in the student’s attendance grade on the permanent transcript. All unexcused absences and tardies are considered in computing a student’s attendance grade.

Absences and Class Credit

Unexcused absences/tardies will result in loss of credit for work missed. Excused absences will allow for makeup work.

It is the responsibility of the student who has been absent to ask the teacher about work he/she may have missed and to find out how best to make up the assignments.



Attendance Codes

Absences

Codes indicating an excused absence:

AE = Excused

AP = Prearranged (Ad council approved)

AM = Illness, sick list, Dr. appointments

Codes indicating an unexcused absence:

AU = Unexcused—any absence that is unexcusable by the teacher or work supervisor.

AS = Skip—a verified truancy or skip; i.e., leaving class without permission.

AD = Disciplinary—an absence incurred when a student is asked to leave class for disciplinary reasons.

Tardies

Tardies are unexcused unless a student is detained by a staff member. In that case the student must present a tardy slip from the staff member to the teacher of the class to which he is tardy, and the tardy may be excused.

All other tardies are un-excusable.

A student who is 10 or more minutes late to class should expect to be counted absent.

TE = Excused tardy

TU = Unexcused tardy

Attendance Grades

Students earn letter grades in attendance each quarter based on cumulative attendance point totals for classes, work, and other required appointments. Unexcused absences accumulate one point; unexcused tardies, 1/3 point each. Semester grades are derived by averaging the points of the two quarters within that semester.

A=0–1.33 points, B=1.67–2.67 points, C=3–4.33 points, D=4.67–5.67 points, F=6+ points

Students should check the attendance board daily to see if they have received attendance points that they are not aware of.

Excusing Absences and Tardies

If a student has missed class for an excusable reason (other than being on sick list, for a prearranged absence, or for a school-sponsored activity) and wishes to have an absence or tardy excused, he/she must do the following:

1. Before returning to class, pick up a “Petition to Have Absence or Tardy Excused” slip from the attendance office.
2. Fill in the required information.
3. Get the signature of the staff member (for on-campus excuses) or parent (for off-campus excuses) who was present to verify the validity of the excuse. Phone verification from a parent may be recorded by a dean or the attendance officer and signed by that staff member.
4. For non-medical excuses, take the signed form to the teacher or work supervisor whose class or work shift was

affected. Request that person to sign the form if he/she is willing to approve excusing the absence or tardy.

5. If the teacher or work supervisor accepts the excuse, he/she will sign the form and the student will take it to the attendance office.

The absence/tardy cannot be excused unless the required signatures and information are on the form and the student submits the form to the attendance office within three days of the date of the absence or tardy.*

Absences wherein the student is sick for five or more consecutive days may be excused only with a note from a physician or a dean.

*Unexcusable Attendance Points

Attendance points become unexcusable if steps 1-5 above have not been completed within three days of the absence or tardy or on the day of return to class, whichever is later.

Attendance points due to skips or to a student being dismissed from class for inappropriate behavior are never excusable.

Motivational Assistance Program

Students who accumulate unexcusable* attendance points will be provided with motivational assistance when they receive their first 3 unexcusable attendance points.

When attendance reaches 3 points:

The attendance mediator will connect with the student.

When attendance grade reaches 4.67 (D):

- Student is **dorm bound**.
 - ★ In dorm during *all* free time
 - ★ Student will pay \$20 fine or work four hours.
- **Dorm bound restriction will be lifted** when a receipt for fine payment (from the business office) **or** time cards of completed hours are returned to Vice Principal/School Counselor **and** the VP has communicated with the appropriate dean. Student's attendance grade then returns to a 3 (C).

When attendance grade reaches 6 (F):

- Student is **room bound**.
 - ★ In dorm room during *all* free time
 - ★ Student will pay a \$50 fine or work ten hours in addition to the D level fine.
 - ★ Vice Principal/School Counselor will call parents and inform them of the attendance grade, **and** VP/SC will also make principal, deans, and staff aware of the situation.
- **Room bound restriction will be lifted** when a receipt for fine payment (from the business office) **or** time cards of completed hours are returned to Vice Principal/School Counselor **and** the VP/SC has communicated with the appropriate dean. Student's attendance grade then returns to a 3 (C).
- **After room bound restriction is lifted:**
 - ★ Weekly meetings are required with attendance mediator or school counselor.

Attendance Policy, cont.

2nd Time Through

When attendance grade reaches 4.67 (D):

- Student is **dorm bound**
 - ★ In dorm during *all* free time.
 - ★ Student will pay \$40 fine or work eight hours.
- **Dorm bound restriction will be lifted** when a receipt for fine payment (from the business office) **or** time cards of completed hours are returned to Vice Principal/School Counselor **and** the VP/SC has communicated with the appropriate dean. Student's attendance grade then returns to a 3 (C).
- **After** dorm bound restriction is lifted, student will **automatically be placed on redemption.**
 - ★ Attendance Mediator, Coordinator, or Vice Principal will inform student that he/she has been placed on redemption.
 - ★ 4 days perfect attendance for 1 pt. removed
 - ★ If any points received, student can try again
 - ★ If any points received again, there is no more redemption

When attendance grade reaches 6 (F):

- Student is **room bound.**
 - ★ In dorm room during *all* free time
 - ★ Student will pay a \$100 fine or work twenty hours in addition to the D level fine.
 - ★ Vice Principal/School Counselor will call parents and inform them of the attendance grade—the second F, **and** VP/SC will make principal, deans, and staff aware of the situation.
- **Room bound restriction will be lifted** when a receipt for fine payment (from the business office) **or** time cards of completed hours are returned to Vice Principal/School Counselor **and** the VP has communicated with the appropriate dean. Student's attendance grade then returns to a 3 (C).
- **After** room bound restriction is lifted:
 - ★ Two meetings are required per week with attendance mediator and school counselor.

3rd Time Through

When attendance grade reaches 4.67 (D):

- Student is **dorm bound**
 - ★ In dorm during *all* free time
 - ★ Student will pay \$60 fine or work twelve hours.
- **Dorm bound restriction will be lifted** when a receipt for fine payment (from the business office) **or** time cards of completed hours are returned to Vice Principal/School Counselor **and** the VP/SC has communicated with the appropriate dean. Student's attendance grade then returns to a 3 (C).
- **After** dorm bound restriction is lifted, student will **automatically be placed on redemption.**
 - ★ Attendance Mediator, Coordinator, or Vice Principal will inform student that he/she has been placed on redemption.
 - ★ 4 days perfect attendance for 1 pt. removed
 - ★ If any points received, student can try again
 - ★ If any points received again, there is no more redemption

When attendance grade reaches 6 (F):

- Principal calls family to pick up student – student has chosen to withdraw from Milo Adventist Academy based upon attendance choices. Dorm students will be packed and moved out of the dorm that day.

Prearranged Absences

In considering whether to request a prearranged absence, students and parents should realize that . . .

1. the teachers will not be held responsible for the loss of learning experiences and the consequent likelihood of reduced grades.
2. excessive absences from class may contribute to the loss of credit due to inability to meet the academic requirements of the class.
3. the student will be responsible for lecture material given, quizzes missed, and all homework or other activities associated with every class.
4. the parent and student will suffer loss of student labor earnings as a result of missing work.
5. even excused absences result in a loss of perfect attendance during a given quarter.
6. they should *obtain Ad Council approval before making irreversible plans* for trips requiring absence from required school activities.

To request approval for a prearranged absence, the student should . . .

1. review with the attendance officer his current attendance status,
2. obtain an Ad Council Request form,
3. make arrangements with each teacher for making up missed work,
4. find a substitute for work and make arrangements with the work supervisor for the missed work time, and
5. submit the completed Ad Council Request form for possible approval.

School-excused Absences

Participants in the following school-sponsored activities will be excused from the classes they miss:

- ACT Tests (Juniors/Seniors)
- SAT Tests (Seniors)
- ITED Tests (Freshmen/Juniors)
- PSAT Test (Juniors)
- Advanced Placement Exams
- NPUC and OR Conference Bible Conferences
- Big Lake Bible Conference
- Prayer Conference
- Senior Survival
- Senior Class Trip
- Walla Walla University Days
- Career Fair
- Jr Varsity and Varsity Games and Tournaments
- Music Group Tours
- Publications Workshop
- Approved class field trips
- School promotional trips

All other school-sponsored activities will take place outside class hours or will be optional for the student.

Behavior Guidelines

Discipline Policy

One of the most valuable skills for success in this life and for eternity is that of self-discipline. Those who have learned to manage themselves are able to make the choices that make life good and will rarely need to be disciplined by others. Those who are unable to discipline themselves will cause unnecessary pain to themselves and to others throughout their lives.

When it becomes necessary for staff members to apply external discipline, they work within the philosophy and guidelines of the school. Most discipline is accomplished in the ordinary educational environment between the student and the teacher. Discipline may be imposed for inappropriate conduct not listed in the handbook. It is, however, always administered with these factors in mind:

1. Is the student being completely honest and forthright?
2. Does the student take responsibility for his/her actions and truly want to change?
3. Is the student willing to work with school staff to reach the goals set forth in the mission statement and student statement of commitment?
4. What is best for the student and for the school? There are times that the school just does not have the resources or ability to meet the needs of some students. In these cases it is best if they find a school that can better meet their needs.

Confidential information may make it impossible for all facts to be explained to those making inquiries. Nevertheless, the school would encourage dialogue so that judgments will not be made with an unnecessarily incomplete understanding of circumstances.

Behavior Code

The behavior code on the pages that follow is a guideline for students to know what items and behaviors are appropriate or inappropriate at MAA.

Although these are based on Christian principles, not all have to do with one's spirituality. This list deals with the things that generally describe safety issues, procedures that involve a student's responsibility, and inappropriate conduct or items.

The four categories are listed from least to most serious. They apply to all school activities, both on and off campus.

Explanatory notes for codes which might need clarification are found following the categories.

Withdrawal/Expulsion

Students who have been dismissed from school or who have withdrawn to avoid discipline are required to make advance requests for permission if they wish to visit the campus within the current school year. Such permission will be granted at the discretion of the Ad Council.

Discipline Appeal Process

All discipline is subject to appeal. An appeal must contain information not previously considered and must be submitted in writing to the principal. The principal mediates

at every level and ultimately decides whether the appeal continues to the next level. The appeal is to be directed in the following order:

- Level 1 Discipline Committee
- Level 2 Administrative Council
- Level 3 Group session of faculty who have repeated and direct contact with the student as designated by the principal
- Level 4 Operating Board

Every attempt will be made to resolve problems at the lowest level.

Discipline Policy for Handicapped Students

A handicapped student will be disciplined when his/her behavior . . .

1. is not handicap-related.
2. poses a risk to others.
3. poses a physical risk to him/her-self
4. requires a cooling-off period to prevent future occurrence of disruptive behavior and/or
5. demonstrates a need for a change in educational placement because of constant disruption to the learning environment.

Search and Seizure

The individual right of privacy is balanced by the school's responsibility to protect the health, safety, and welfare of all students and school employees.

The school reserves the right to search student dormitory rooms, lockers, desks, vehicles, and personal belongings for objects or materials deemed noncompliant with the school's rules and regulations and/or which threaten the safety of the students and staff.

Sexual Harassment

Milo Adventist Academy will not tolerate acts of sexual harassment, nor will we tolerate retaliatory behavior in response to a complaint of harassment. In like manner, false claims of sexual harassment will not be tolerated. Such actions will result in a timely review, and if warranted, disciplinary action. Students or staff who suspect or experience sexual harassment should report it immediately to the administration or any staff member.

A detailed statement of our sexual harassment policy, guidelines for reporting, and protocol for handling sexual harassment complaints may be obtained from the principal's office.

Freedom of Expression

Students are entitled to present their personal opinions as long as these expressions do not disturb the educational process. All published material must obtain prior approval from the principal or his/her designee and bear identification as to the author and distributing organizations. The distribution of such material must take place at a reasonable time and location approved by the principal and must not interfere with the orderly school process. Such material must be free of libel, obscenity, and defamatory statements against any person.

Discipline Categories

MAA values a high level of personal integrity in all its aspects (honesty, consistency of character, respect for others, etc.). Honesty in facing one's mistakes and accepting responsibility for one's own actions is a part of a trusting and working relationship at MAA.

Category One

Items

- ~ Playing cards (such as poker cards) ③
- ~ Caffeinated beverages
- ~ Tapes, CD's, books, or reading materials that do not meet the approved entertainment criteria ②
- ~ Games that do not comply with the game policy (See p. 31.)
See dorm handbook for additional items.

Conduct

- ~ Social misconduct, such as inappropriate physical conduct between students
- ~ Tampering with electrical power sources, such as circuit breakers, etc.
- ~ Student found in the wrong place at the wrong time, e.g., students in the wrong part of the oval when it is closed
- ~ Neglecting to sign out of the dorm
- ~ Abusive, profane, or vulgar language
- ~ Gambling ③
- ~ Body piercing on campus
- ~ Wearing of any item used to maintain the pierced condition of a body part

Category One Consequences

Consequences will be determined by staff members who find students involved. Inappropriate items will be taken, and most will not be returned. Consequences may include warnings, up to two hours supervised activity, assigned report, etc. Games that do not comply with the game policy will be removed and not returned.

Repeated problems will become a category two. *All violations may affect the citizenship grade.*

Category Two

Items

- ~ Lighters, matches, candles, or incense sticks
- ~ Posters and clothing that promote alcohol, tobacco products, inappropriate movies, sexual innuendos, etc. (Will be confiscated and will not be returned)
- ~ Sling shots or guns that propel anything other than water. (Will be confiscated and will not be returned)
- ~ Video media (Will be confiscated & fines may be applied)

① Indicates that a definition or explanatory remarks may be found by the corresponding number on the pages that follow this one.

Conduct

- ~ Cheating ⑤
- ~ Minor vandalism (\$30 fine + restitution)
- ~ Inappropriate use of iPods, MP3 players, smart phones, compact disc players, VCR's, camcorders, and electronic games, including being audible outside room or used outside the dorm without express permission (fines may be applied)
- ~ Irreverence in worship services
- ~ Student found in the wrong place at the wrong time, e.g., in any area where there is not staff supervision
- ~ Insubordination Level I ④
- ~ Bus behavior code infractions ①

Category Two Consequences

Consequences will be determined by staff members who find students involved. Consequences may include loss of music privileges, confiscation of items, reclamation fee, up to four hours supervised activity, assigned reports, dorm grounding, etc.

Repeated problems become a category three. *All violations may affect the citizenship grade.*

Category Three

Items

- ~ Firecrackers or any other explosive-type material (will not be returned)
- ~ Corrosive or combustible liquids (\$200 fine)
- ~ Games or articles that deal with the occult ② (will not be returned)
- ~ Pornographic materials (will not be returned)

Conduct

- ~ Major vandalism (\$50 fine + restitution)
- ~ Student found in the wrong place at the wrong time, e.g., in a locked building without adult supervision
- ~ Insubordination Level II ④
- ~ AWOL ⑥
- ~ Unauthorized possession and/or use of keys (Mandatory fine)
- ~ Climbing up and/or being on the roof of any building on campus
- ~ Physical aggression or hazing, harassment, and fighting ⑦
- ~ Swimming in the river without permission or without a trained lifeguard on duty
- ~ Jumping from the bridge or cliff (\$150 fine)
- ~ Forgery of a staff member or parent's signature
- ~ Out of the dormitory without permission
- ~ Willful undermining of the ideals and policies of the school by word, pen, influence, or the dissemination of atheistic ideas
- ~ Igniting anything without staff supervision and approval including lighters, matches, candles, or incense sticks (\$250 fine)
- ~ Sexual harassment
- ~ Lewd behavior

Discipline, cont.

Category Three Consequences

Consequences will be determined by the Discipline Committee. Consequences may include up to eight hours supervised activity, parent meetings, fines, up to one week on/off-campus suspension, loss of privileges, assigned report, loss of office, incident report, loss of varsity eligibility, loss of eligibility to go on mission trips, etc.

Repeated problems will become a category four. *All violations affect the citizenship grade.*

Category Four

Items

- ~ Possession or use of any illegal drug or any prescription drug not authorized by a doctor, including alcoholic beverages and tobacco products ⑧
- ~ Weapons, knives, clubs, stars, or any martial arts weapons, hatchets, and axes (<\$100 reclamation) ⑨
- ~ Stun guns/tazer weapons (will not be returned)

Conduct

- ~ Falsehood on application to enroll at Milo
- ~ Major vandalism (\$100 fine + restitution)
- ~ Tampering with campus network (\$100 fine + restitution)
- ~ Students found in the wrong place at the wrong time, e.g., in the dorm of the opposite gender without prior approval from the deans of both dorms
- ~ Tampering with fire safety equipment, including extinguishers, alarms, and fire doors (\$250 fine)
- ~ Verbal or physical aggression toward an individual of authority ⑨
- ~ Theft
- ~ Unauthorized possession or use of a master key (Mandatory fine)
- ~ Sexual misconduct

Category Four Consequences

Consequences will be determined by the Discipline Committee. Consequences may include being asked to withdraw from school, supervised activity, up to two weeks off-campus suspension, expulsion from school, loss of privileges, loss of office, incident report, loss of varsity eligibility, loss of eligibility to go on mission trips, etc. *All violations affect the citizenship grade.*

Milo Adventist Academy reserves the right to contact law enforcement agencies when the law has been broken.

Fines and Fees

- ~ All students who receive a major fine (\$100 or more) will be suspended if the fine is not paid by the deadline.
- ~ Restitution must be paid in cash.

Bus Decorum ①

1. Mixed seating after dark only for seniors who qualify for senior privileges and at the discretion of the bus driver or sponsor.

2. Students are to stay in their seats, not sit on seat backs or lie on the floor.
3. The ceiling and window Emergency Exits are to be used only in case of an emergency as directed by the driver.
4. There is to be no boisterous or rowdy conduct on the bus at any time.
5. Nothing is to be thrown from the bus.
6. No part of the body or any other object should be outside the bus.
7. All students are responsible for reading and obeying the rules posted on the bus.

Entertainment Criteria ②

Entertainment media which contains the following material is not in line with the spiritual and moral principles by which MAA operates. Therefore, written material, performances, or recordings containing such material are inappropriate and unacceptable on campus.

- sexually explicit or graphic lyrics
- Satanic, occult, or sacrilegious material
- profane or vulgar language
- violent or hateful lyrics
- material degrading to any race, religion, gender, or individual
- material that would lessen the ability to discern good from evil or lessen an interest in spiritual things

Gambling/Playing Cards ③

Because of their association with gambling, and the possibility of their being a stumbling block to others, poker cards are not to be used.

Insubordination ④

Level I – Failure on the part of a student to follow the request or direct command of a staff or faculty member.

Level II – Failure on the part of a student to follow the request or direct command of a staff or faculty member, accompanied by expressions of disrespect.

Cheating Policy ⑤

First Offense

A student caught cheating will receive a zero grade on the assignment/test. The student must write and sign a letter to his/her parents describing the circumstances. This letter will be enclosed with a letter from the Administration to the parents and sent by certified mail. In addition, any offices held by the student will be forfeited for the remainder of the school year.

Second Offense

The student will receive a zero grade on the assignment/test. In addition, the student will be suspended for three days. No makeup work will be allowed for the period of suspension.

Third Offense

The student will be expelled. No arrangements will be made with MAA to enable the student to complete the grading period through Milo.

AWOL ⑥

AWOL is defined as leaving the Milo property without the prior approval of the dean. Approval gained through deceit or misrepresentation of intentions is invalid and will result in disciplinary action.

Hazing, Harassing, Fighting ⑦

Hazing and harassment occur when someone attacks, disturbs, torments, or forces another to do something that person does not want to do.

Fighting is not acceptable at MAA. There are many ways that mature people can think things through and settle their differences without resorting to violence.

Students who become involved in fighting will be brought before the Discipline Committee. All parties involved will be suspended, unless it was an obvious assault by one or more participants. First time violations may result in expulsion. Students who either encourage or incite a fight through teasing or harassment of another student are subject to the same suspension as are those who are actually fighting. Students are encouraged to utilize the school's counseling, administrative, or teaching staff to help resolve differences instead of resorting to fighting.

When an injury inflicted by one student on another student or staff requires medical attention, the perpetrator and his/her guardian will be responsible for the medical fees. This will be true no matter who provoked the fight.

Substance Abuse Policy ⑧

MAA believes in promoting a drug free society. Our goal is to teach students to make healthy lifestyle choices which exclude substance use on or off the campus while enrolled at MAA.

Being in possession of, using, or being under the influence of any illegal drug, intoxicant, inhalant, or alcoholic product is prohibited on or about the school premises or any school sponsored activity. Distribution, sale, or trafficking of drugs or alcohol will result in expulsion for the remainder of the year. MAA reserves the right to contact law enforcement agencies when the law has been broken.

Self-referral – Students who are concerned about their involvement with dangerous drugs are encouraged to ask a staff member for assistance. The staff member will help the student contact appropriate resources. All self-referral under the substance abuse policy will be treated without disciplinary action, if assessed, and if the ensuing recommendations are followed.

Violations & Consequences**For possession and/or use of tobacco or alcohol:*****First Offense:***

Three-day to five-day suspension. Student will be teamed with a staff member who will work with him/her as he/she attempts to overcome the problem.

Second Offense: Withdrawal from school

For possession and/or abuse of any dangerous drug besides tobacco or alcohol:

First Offense: Withdrawal from school

Drug Testing

Application to MAA assumes your willingness to participate in drug testing if requested by the Administration of Milo Academy.

Firearms, Weapons and/or Threats of Violence ⑨

The protection of our children and young people must be of the highest priority. While recent reports indicate that schools, by and large, are safe and orderly places of learning, we also recognize that we live in a violent society, and as such our schools are not immune to the possibility of violence. For this reason, the following policy shall apply to all schools within the Oregon Conference of Seventh-day Adventists.

Students are prohibited from bringing any firearm or weapon to school or to a school-sponsored activity. A student who possesses a weapon or who carries, exhibits, displays, or draws any weapon or any object which can be mistaken as a weapon, or any item apparently capable of producing bodily harm in a manner which, under the circumstances, manifests an intent to intimidate another or warrants alarm for the safety of others shall be subject to immediate discipline up to and including suspension or expulsion. Parents and the appropriate law enforcement agencies shall be notified. Appropriate counseling is required before the student returns to school.

Verbal threats of violence or threats involving firearms or weapons made by students to other students or to school employees are to be taken seriously and must also be dealt with in a determined manner. Parents are to be notified and there may be a need for possible police involvement. Appropriate discipline might include assignment to detention, suspension, or expulsion depending on the nature and severity of the threats.

Definitions

Dangerous Drug – Any drug, obtainable with or without a prescription, that can be used in a manner dangerous to the health of the user. This includes, but is not limited to, tobacco, alcohol, marijuana, amphetamines (stimulants), barbiturates (depressants), cocaine, codeine, inhalants, heroin, hallucinogens, and misuse or abuse of over-the-counter and prescription drugs.

Use – Whenever a student has consumed, taken, or is under the influence of alcohol, tobacco, or illegal drugs, or has abused over-the-counter or prescription drugs at any time.

Distribution – To share and/or sell dangerous drugs to other students or persons on or near school property or during school-sponsored activities.

Possession – To have dangerous drugs (which have not been prescribed for you personally by a physician) on your person or within an area of your control including, but not limited to, car, locker, dorm room, books, clothes, on or near school property, at any time.

Found – Positive proof that the student has involvement in abuse, possession, or distribution of dangerous drugs. Self-referral is no longer an option under these conditions.

Campus Life

All groups of people need operating guidelines to help them work together harmoniously. These guidelines, called **protocol**, reduce stress and improve communication by providing standardized ways of doing things. This section describes Milo protocol for a variety of needs.

Home Leaves

Home leaves are extra long weekends planned to allow students to go home every four to five weeks throughout the school year. They are intended to provide time for medical appointments, a change of pace, and time with family.

Students are expected to leave campus during all scheduled home leaves and vacations, unless they have made special arrangements to work on campus. Dorms are closed during home leaves.

It is important not to miss the school days immediately preceding a home leave, both because attendance in class is essential for learning and good grades, and because the day just before home leave may be the last day of the quarter, and tests will normally be scheduled for that day. Class work or tests missed because a student leaves early for home leave cannot always be made up.

Scheduled home leaves begin officially after the student's last class and work appointment on the day before the first day of leave and end at 9:00 P.M. on Sunday. If you will be returning earlier than 5:00 P.M. or later than 9:00 P.M., you must make advance arrangements with the dean. Meal services are not available until breakfast of the first day of classes.

How to arrange an overnight or weekend leave

Any time you wish to leave campus for the weekend or for overnight, and you will not be missing work or classes, arrangements must be made with your dean prior to leaving campus.

1. Obtain an overnight leave slip at the dean's office.
2. Make sure the dean has signed the slip before you leave campus.

Students will not be granted overnight leaves on the Friday of the Week of Spiritual Emphasis or on the Saturday night before a Sunday when classes meet.

If you expect to go to a home other than your own, permission from your parents and an invitation from the family you wish to visit must be submitted to the dean in person, by phone, or in writing.

28 You may not leave campus with anyone without parental permission. If the driver is under 21 years of age, the dean must have parental permission for all trips, including weekend leaves.

Leaves for weekends begin after your last class and work appointments Friday. You are expected to be back by 9:00 P.M. the Sunday before classes. Arrangements must be made with the dean prior to leaving. If something causes you to be later than 9:00 P.M., you must call the dean. Failure to do so will result in Discipline Committee action.

Once you return to campus from a weekend off campus, your leave is officially over, and you may not leave again unless you check out again with the dean.

How to make arrangements to leave campus if you will miss classes

Ad Council forms are the paperwork that you will complete in order to make arrangements to be off campus for overnight or weekend leave or for any other occasion which will cause you to miss work or classes.

The Ad Council form is available from the administrative secretary's office. You will need to . . .

1. Explain your reason for leaving campus.
2. Give your work supervisor the name of the person who has agreed to substitute for you at work, and obtain the supervisor's signature.
3. Ask each of the teachers whose classes you will be missing to sign the form.
4. Have your dean sign the form.
5. Deliver the form to the administrative secretary before Administrative council meets that week.

If your teachers and work supervisor have any reasons why they feel you should not go, they will note these on the form. Their *signature is not an approval* unless they note that beside it.

Dorm Room Assignments

Class standing, GPA, citizenship grade, room grade, and attendance grade are considered by the dean in making room assignments. MAA deans are not on regular contract during the summer months; room assignments will be made at the end of the summer.

Off-campus dates

Off-campus dates are limited to second-semester juniors and seniors who qualify for junior/senior privileges. See page 14.

Visitor Policy

We welcome you to visit Milo campus. Upon arriving on campus, guests should check in with the administrative secretary in the administration building. After school hours, Milo guests should check in with the girls' dorm phone monitor, who will notify the appropriate dean on duty of their arrival. The administrative secretary or dean will issue each guest a guest badge identifying that person as a guest on our campus. If a guest wishes to participate in a specific school activity—meals, recreation, worships, etc.—he/she should request permission from the staff member responsible for that activity. Visitors on campus or attending school functions must abide by the rules of MAA. Staff reserves the right to ask visitors to leave during any activity. Some school activities, such as banquets, are limited to enrolled students.

As a courtesy to teachers and deans, individuals wishing to visit Milo either during school hours or overnight must obtain permission from the administrator on duty at least one

Campus Life, cont.

day prior to the visit. A student may request permission to have a visitor by submitting a request to Ad Council. Ad Council requests should be turned in one week in advance.

Guests are permitted to use student-level internet access in the dorm labs. The dean on duty will make username/passwords available to registered guests upon request.

Dormitories are the living quarters of our young men and women. Members of the opposite gender are welcome on the first floor only, unless visiting their own child. **All** visitors must check in with the dean on duty prior to going above first floor.

Visitors are expected to reserve lodging in advance (Check with the business office for current rates to stay in a room and pay for meals.) in a same-gender dorm and to make arrangements for their meals. Only same-gender parents or siblings are allowed to spend the night in a resident's room unless deans indicate otherwise for special weekends. Exceptions must be cleared by Ad Council with parent permission.

Accident Policy

It is the aim of the academy to do everything possible to prevent accidents, but with a large group of students some may occur. It is the student's responsibility to report all accidents to his/her work supervisor for work-related accidents or to the administrative secretary if the accident occurred somewhere other than at work. If not reported, insurance may be denied, and the expense will become the responsibility of the parent. Accident report forms are available from the administrative secretary and from the deans.

Vehicle Policy

Students may be given permission to park their vehicles* on campus under the following conditions. Failure to fulfill any of the conditions outlined will automatically cancel the privilege of having a vehicle on campus.

1. Register the vehicle within forty-eight hours of arrival on campus.
2. Use your vehicle only for transportation to and from your home during any approved overnight or weekend leave and for dean-approved junior/senior privileges. Student vehicles may not be used for school-sponsored outings/activities.
3. No other student drives the vehicle.
4. Other students are transported in the vehicle only when permission is on file with the deans from both sets of parents.
5. When not in use, the vehicle is parked in its assigned parking space at all times. Violations will result in a fine.
6. Proof of liability insurance for the vehicle is on file with school administration.
7. The annual parking fee has been paid.
8. The student and his/her parent(s)/guardian(s) have signed the Vehicle Parking Permit contract.
9. Students must recognize that MAA cannot take responsibility for vehicles parked on campus.
10. Students recognize that MAA's accident insurance does not cover injuries sustained while riding a two, three, or four-wheeled ATV motor vehicle.

*Dormitory students may not bring motorcycles or two, three, or four-wheeled ATV's on campus.

Non-dorm students riding motorcycles to and from school are not covered by MAA's accident insurance. Also, they may not transport fellow MAA students as passengers on their two, three, or four-wheeled motorcycles or ATV's.

Village students

Village (day) students have made the same commitment as dormitory students and should follow the same guidelines.

Each student, whether dormitory or village, will be given a copy of the student handbook and the dorm handbook for his/her gender at the beginning of the school year. Village students are requested to attend the dorm worship at the beginning of the school year when guidelines are explained.

Dress Code

The way we dress reveals something about how we view ourselves and others. At MAA we seek to create an environment where . . .

- students are encouraged to focus on a personal friendship with Jesus, on academic excellence, and on wholesome social relationships.
- personal value is based on what Jesus is doing in us rather than on outward display.

Campus Dress Principles

- Be neat, clean, and simple.
- Be modest.
- Be appropriate for the place and activity.
- Do not offend or distract others – including members of the opposite sex

MAA dress standards apply on campus and on all school-sponsored tours and outings for all students, village and dorm.

Specific Dress Guidelines

- Shorts must have an inseam extending at least half way to the knee.
- Skirt length must extend to the top of the knee. Slits should be no longer than 1/4 of the skirt length from the hem. Leggings do not increase the length of your skirt.
- Pants, shorts, and skirts must be hemmed.
- No torn or ragged clothing or clothing with holes
- Clothing must not allow underclothing or midriffs to be visible when arms are raised. Necklines must be modest and not low cut.
- Sleeveless clothing must be snug fitting under the arm and have mid-shoulder straps at least two inches wide. Straps less than two inches wide must be covered by solid material.
- Hats on boys and non-dress hats on girls are not to be worn in the church .
- No tight clothing

Campus Life, cont.

- No sleepwear or slippers outside the dormitories.
- No clothing with slogans or pictures promoting anything contrary to Christian principles.
- No jewelry or jewelry related items (will be confiscated).
- Natural, inconspicuous, neutral tone nail polish is acceptable.
- Hair is to be kept neat, clean, and of natural color. Extreme hairstyles are not appropriate at any time.
- Body art or marking is not acceptable.

Dress Categories

Campus Dress Principles and *Specific Dress Guidelines* are the general rule. Additional dress categories and specifications follow.

Work Dress

Applies while performing assigned work. Exceptions are at the discretion of the work supervisor.

Sabbath Sanctuary Dress

Sabbath sanctuary dress applies for Vespers, Sabbath School, and Church. Attire must include:

Men

- Slacks or new cords
- Dress shoes and dress socks
- Any combination of shirt and accessory:

<u>Shirt</u>	<u>Accessory</u>
dress shirt	tie
turtleneck	sweater
collarless/banded shirt	vest
	suit jacket

*Dress shirts are full-buttoned and do not include T-shirts, polo/golf shirts, or sweatshirts. Dress shirt tails are to be tucked in.

Women

- Dresses or skirts (no khaki, leather or denim) with nice sweater or blouse (no T-shirts)
- Dress shoes (Does not include Tevas, tennis shoes, Keds, Sketchers. Dressy flip-flops okay)
- No sweatshirt or denim jackets may be worn for vespers or church dress
- No leggings

Vespers Dress

Vespers dress must be worn to vespers and special Sabbath afternoon programs, such as concerts. It is the same as Sabbath sanctuary dress with the following exceptions:

Men: May omit the accessory.

Women: Dress pants may be worn. (No cords, denim, or khaki fabrics)

Sports Dress

Sports dress applies to participants in PE or sporting activities.

- Sports bras may be worn with a tank top having snug-fitting under arms and mid-shoulder straps at least two inches wide.
- Swim wear
 - Women ~ modest one-piece suits; no tankinis

Men ~ loose-fitting swim trunks/shorts

- Shorts must have an inseam extending at least half way to the knee.

Banquet Clothing

Banquet dress should meet the specific dress guidelines. Deans must approve all banquet attire for both village and dorm students prior to the banquet.

Computers and Network

Milo Adventist Academy is pleased to offer access to computer networks, including the internet, provided students honor the **MAA acceptable use policy**. Students may bring their own computers and are subject to the same Acceptable Use Policy. Violation of the policy will result in suspension or loss of network access privileges, as well as other consequences as determined by the Discipline Committee.

Each student will be given a personal account on the network which may be used to store homework files, access the internet, and access the network resources such as encyclopedias, clip art, and classroom assignments. Computer workstations are available in labs in the administration building, technology building, and dormitories. Students will be expected to access the internet only through the campus network.

Network Acceptable Use

The entire policy is available on the Milo web site or from the admissions office. We ask that you read it and that student and parent/guardian sign to indicate a commitment to keeping the letter and spirit of the policy. An abbreviated version appears below.

Responsibilities

All use of the system must be consistent with the mission of MAA.

Access to the System

No person shall have access to the system without having received appropriate training, including a clear understanding of the MAA Acceptable Use Policy.

A person who violates this policy will be considered to have terminated his/her agreement and will lose network use privileges.

MAA Limitation of Liability and Indemnification

MAA makes no warranties with regard to the system. Users will indemnify and hold MAA harmless from any losses sustained as the result of any misuse of the system by the user.

Due Process

MAA will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the system. If a student has violated the MAA Acceptable Use Policy, he/she will go through the usual Milo discipline process.

Parental Notification and Responsibility

This policy contains restrictions on accessing inappropriate material, and student use will be supervised. It is not

practically possible for MAA to monitor and enforce a wide range of social values in student use of the Internet. The school encourages parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the MAA system.

Unacceptable Uses

- *Personal Safety*—Users will not post personal contact information about themselves or other people to an insecure site. Students will promptly disclose to a staff member any inappropriate message they may receive.
- *Illegal Activities*—Users will not use the MAA system to do anything illegal including: going beyond their authorized access, using another person's account, accessing another person's files, attempting to disrupt the computer system performance or any other illegal act. Students will not plagiarize or copy copyrighted material from the internet.

System Security—Users are responsible for the use of their individual accounts and should never provide their password to another person.

Inappropriate Language—Users will follow the Milo mission statement in their communications with others. No obscene, disrespectful or discriminatory attacks.

Respect for Privacy—Users will not publicize communication from or private information about another person

Respecting Resource Limits—Users will respect the limitations of the MAA system by remembering that the network is prioritized for educational and professional development activities. Users will not download large files unless absolutely necessary and at a time when the system is not being heavily used. Users will not spam. Users will not access livestream video or music via their school internet connection.

Inappropriate access to material—Users will not use the MAA system to access material that is profane or obscene, that is pornographic, that advocates illegal or dangerous acts, that advocates violence or discrimination towards other people, or that advocates any belief or behavior contrary to Christian principles. Students who run across such material should immediately notify an MAA staff member.

Games

Includes video games, computer games, hand-held games, board games, etc.

Games not allowed

- Any game with the rating of M (Mature. Age 17+), AO (Adults only. Age 18+), or RP (Rating Pending). No exceptions.
- Games that fall into these categories: Emulators, Fighting, Role-playing, and Shooters. There may be exceptions which will be reviewed by the gaming committee on a case-by-case basis.

Rationale

- If the world deems a game inappropriate for persons under the age of 17, what does that say about the values it is teaching in that game?
- **Emulators** – they are largely used for *illegally* playing games that you do not own (ie – you could play SEGA games and not own the SEGA controller or game)
- **Fighting** – a game in this category is a game whose sole purpose is to harm or injure your opponent with/without weapons.
- **Fantasy/Role-playing** – games within this category are those where you control 1 or more characters through an environment (imagined or realistic) to usually defeat some type of threat. The problem with most of these games is that they are heavily based on Dungeons & Dragons and/or use sorcery (magic).
- **Shooters** – the only goal in games of these type is to kill (someone/something) or be killed.

Petition for approval

- Write a letter to the Game committee stating why you feel the game should be allowed.
- Provide access to the Game committee to play/test the game in question.

Financial Information

It is the purpose of the Milo Academy Operating Board to keep the school charges as low as is consistent with good business management. Owing to the uncertainty of economic conditions, the Board reserves the right to revise the published rates without notice.

Annual Financial Supplement

See the annual financial supplement for the current school year for current financial information and amounts.

Information included in the supplement:

- Tuition and Fees
- Entrance Fees
- Current year payment schedule
- Guest meal prices
- Horse program plan fees
- Initial Payment Discounts
- Homeleave bus fees
- Transportation fees
- Vehicle Permit Fee
- Varsity Program Fees
- Prices for guest accommodations

Payments

Statements are mailed on or about the fifth of each month. Payment is due by the twenty-fifth of each month to avoid late fees. All checks, drafts, or money orders should be made payable to Milo Adventist Academy in US funds and sent directly to the school. These charges, divided into ten equal billings, will show on your statements.

Entrance Fee

A nonrefundable fee (See current financial supplement.) is charged to each student. This fee covers:

Boys/Girls Club	Outreach
Class Dues	Registration Fee
Counseling/Testing	Student Association
Entertainment	Student Accident Insurance*
Intramural Fee	Technology
Library	Yearbook/Mugbook

*The school provides a secondary accident insurance policy for all enrolled students. Complete information, including coverage and exclusions, will be sent upon request. It is the student's responsibility to report any accident to the administrative secretary within 24 hours. See further information on accident reporting procedures on page 11 of this handbook.

Cash Items—May not be charged to student accounts. Exceptions must be approved by the VP for Finance.

- Home leave bus fee
- Art supplies
- School pictures
- Choir and other group outfits
- Graduation expenses
- Varsity fees
- Class, club, and SA shirts
- Replacement room key
- A.P. or standardized tests
- Doctor's office visit co-pays

Other Fees

Advanced Placement Exam

Students who register for Advanced Placement classes are required to take the exam for that class. The fee for the exam must be paid in cash by the end of March.

Application Fee

A one-time nonrefundable fee is required to process a first-time application for Milo Academy. See the current financial supplement for the amount.

Cafeteria Charges

Dormitory students are charged a flat rate for food service and are encouraged to come to all meals, as there is no refund for missed meals. The flat rate takes into consideration meals not served while students are not on campus due to home leaves and scheduled vacation times.

Village students, parents, and guests may purchase individual meals at the current rate. The meal must be paid for in cash or check at the time of purchase.

Meal tickets may be purchased with cash, check, or credit card from the cafe or business office. You are encouraged to purchase meal tickets in advance for weekends you will be visiting MAA. Tickets are valid the entire school year. Checks should be made payable to Milo Adventist Academy.

Horse Program

A riding release must be signed before a student can participate in the Horse Program at Milo. Depending on a student's participation in the horse program, a fee will be charged each month. See the annual Financial Supplement to the Handbook for current fees for each level of use.

- **Plan I/month** to use Big Lake Youth Camp horses with unlimited riding.
- **Plan II/month** to board privately-owned horses. This fee covers feed. It does not cover farrier or vet bills.
- **Plan III** for those not paying a monthly fee may pay per ride. This will be automatically charged to your bill at the end of each month if the total is \$20 or under.

Refunds

Students who enter late or are absent for a time, but who make up back work and receive credit will be charged full tuition. A student entering school at an irregular time will be charged from the beginning of the week in which he/she enters. A student leaving school at an irregular time will be charged through the close of the week in which he/she leaves. No rebates are made for vacations.

School Pictures

All students will be photographed free of charge for student ID cards and file photos. Those who wish to purchase pictures will make prepayment to the photographer, not to the school, on the day when pictures are taken. Please have checks or cash ready on picture day. Pictures may not be charged to the school bill.

Security Deposit

A security deposit is charged to each dorm student when the room assignment is made and the key is provided. This deposit is refundable if the room is left in good condition and all keys are returned. See the current financial supplement for the fee.

Student Bank

Since students have miscellaneous cash needs from time to time, they may keep cash in a student bank account for these expenses as they arise. Students are not allowed to make cash withdrawals against their student accounts except in an emergency. Parental authorization must be on file and the student's account must be current, or no cash will be advanced.

Students Without Health Insurance

If students do not have health insurance, a deposit is required at registration for medical copay, doctor visits, and prescriptions. Parents are responsible for any additional medical costs for their child during the year.

Textbooks & Supplies

Textbooks, workbooks, lab fees, etc. will be charged on the statement. Textbooks which will be used again may be sold back to the school for half of the purchase price if in good condition.

Transcripts

The first transcript issued after graduation is free. See the current financial supplement for the fee for additional transcripts. **No transcripts can be issued for students who have an unpaid bill.**

Varsity Program Fees

Students who participate in varsity sports are required to pay a fee to cover extra expenses of the program. This fee must be paid in **cash** at the business office prior to the beginning of the season and may not be applied to the school bill. See the current financial supplement for fee schedule.

Vehicle Permit

Students must obtain a permit for the privilege of parking a vehicle on campus. Register the vehicle within 48 hours of arrival on campus according to the conditions outlined in the "Vehicle Policy" section of this handbook. An annual nonrefundable fee is required for this vehicle permit. See current financial supplement for fee.

Transportation Fees

Homeleave bus fees are based on a round trip. One way is half the price of round trip. Cancellations are 50% refundable. Students must sign up 48 hours in advance to be assured a seat. See the current financial supplement for costs and schedules.

Busses stop in Eugene, Albany, Salem, Portland, and Medford. Times are approximate, and locations are subject to change.

Town Trips

Approximate charges based on current mileage rate. See the financial supplement for the current rate. Contact the Administrative secretary to make transportation arrangements.

Please note before making travel arrangements:

- To be transported to an airport and then picked up from the airport at a later date constitutes two trips. A travel discount may be possible if the trip can be made in conjunction with the regularly scheduled home leave bus.
- Transportation to Portland is provided only when a staff member is available to drive. The 500-mile round trip takes approximately nine hours. Please do your best to schedule any flights into Medford rather than Portland.

Ways to Pay

Milo Adventist Academy is committed to helping teenagers meet the financial obligations of Christian education. While some families have the financial resources to pay their students' bills in cash, many others need to take advantage of other means to meet their obligations. Sources of revenue fall into three categories: cash, earnings from the student's work program, and financial assistance. Discount plans are also available to some students. Tuition fees are payable in U.S. dollars. Milo accepts payments made with all credit and debit cards.

Financial Plan Worksheet

All parents/guardians must submit a completed financial worksheet. This will be used to determine your monthly payment amount.

Collection Policy

MAA must collect tuition in a timely way in order to operate. If you believe you will have difficulty meeting this policy, we invite you to apply for student aid by contacting the Vice Principal for Finance. Any exceptions to the policy must be submitted in writing to the Finance Committee of the MAA Board for consideration and approval.

1. All account balances from Milo or any other school must be paid or acceptable arrangements made with the VP for Finance before entering the next semester. This applies to both the Fall and Spring Semesters of the school year.
2. A financial plan will be developed with the Vice Principal for Finance that will result in a zero balance account by the end of the current school year.
3. If a student fails to meet the student labor agreed upon in the financial plan, the parent/guardian will be responsible for the full balance.
4. Failure to make a monthly payment will result in a contact from the Finance Committee. For any month in which no money is received on a given account, a late fee of \$20 will be added.

Financial, cont.

5. If an account becomes 60 days past due, the Finance Committee will ask for an agreed-upon payment to be received within 10 days, or school services will be suspended to the student.
6. Before they may participate in graduation exercises and receive their diplomas, all seniors' accounts must be paid in full. To allow for timely processing, final payment should be received by May 25.

Student Labor

The student work program at MAA allows students to earn a significant portion of their tuition through their own endeavors. Depending on job position and number of hours worked, students may earn an average of \$100 to \$350 per month to apply to tuition costs. For more information on the work program, see the vocational section of this handbook.

Discount Plans

Family Discount

Families having more than one student attending MAA at the same time will be given the following annual discount per student on tuition only.

<i>Students per family</i>	<i>Dorm</i>	<i>Village</i>
2	4 %	2 %
3 or more	5 %	3 %

Initial Payment Discount

Parents desiring to pay the initial payment will receive a discount if paid by July 15. See the current year supplement for specific discounts.

Yearly/Semester Payment Discount

Parents desiring to pay the total yearly fee in advance will be granted a 4% discount. Those desiring to pay half of the yearly fee in advance will receive a 3% discount.

Financial Assistance

NPUC Hispanic Scholarship

Hispanic families in need qualify for the NPUC Hispanic Scholarship Program. Qualified families can receive an annual scholarship. The funding for this scholarship is made up of a three way partnership, church = \$200, school = \$600, NPUC = \$600, for a total of \$1400. Applications are available from the Vice Principal for Finance or from our website. To obtain this scholarship, applicants will...

1. Fill out the top section of the application for each student.
2. Submit the application to the local church for approval and signature of church official.
3. Take the application with the signature of the church official to MAA's VP for Finance for approval.
4. The VP for Finance must receive the church portion and *certify that he/she has received it by his/her signature on this application.*
5. This application must be sent to the NPUC (fax 360-857-7127) *from the school.*

6. Schools will not send applications until **September 15**, in order to confirm that the student has enrolled.
7. If the applicant does not enroll or continue in the school, MAA is expected to refund the NPUC portion.

Academic Scholarships

Each year several students from Oregon Conference constituency, including Milo juniors currently enrolled, are awarded a \$1000 tuition scholarship. To qualify for these, students must give evidence of academic promise as well as a commitment to the values which Milo Academy was established to nurture. Contact the registrar or admissions office for more information on how to apply for this scholarship.

Pathfinder Scholarships

Milo Adventist Academy will be awarding scholarships this year to Oregon Conference Pathfinders. The amount of each scholarship will be between \$500 and \$1,500 as determined by the scholarship committee and announced at the Pathfinder Fair in May. These funds will be subject to admission approval with half of each scholarship applied to the student's tuition in November and the second half in March.

Names of current Pathfinders who would welcome the opportunity to attend Milo must be submitted by May 5 and include the following:

1. A recommendation letter from your Pathfinder director and one other non-related adult.
2. A one-page statement from the student explaining why he/she wants to attend and how it will benefit him/her.
3. A list of activities in which the Pathfinder has been involved.

Submissions must be mailed, faxed, or e-mailed to Business Manager, Milo Adventist Academy, P.O. Box 278, Days Creek, OR 97429; FAX: 541-825-3723; To email, see the current business manager on the web site.

Work Sponsorships

The work sponsorship program is designed to allow students to increase the amount they receive for the hours they work at MAA. It operates on a basis similar to a walk-a-thon, etc. Students recruit sponsors who will guarantee to sponsor them for a specific amount per hour for each hour they work at MAA or for a flat monthly amount. Hourly donations can be as little as ten cents or as high as the donor wishes. Work sponsorship forms are available from the business office. You may make additional copies of these forms if you need more. MAA business office reports the hours worked to sponsors monthly.

Alaska Scholarships

MAA assists students from our sister conference in the North Pacific Union Conference with no secondary academy by giving a \$500 travel scholarship. To be eligible, a student must be enrolled for the full year. The scholarship will be applied on the April statement.

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Milo Adventist Academy

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