



Parent & Student Handbook 2004 – 2005

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ABOUT AULDERN ACADEMY

Welcome from the Head of School

Welcome to Aulder Academy! We are pleased that you have decided to join our community and we look forward to getting to know you in the following months or years as you prepare for college and independence.

Aulder Academy fills an important niche in the boarding school world. Our core purpose is to prepare young women for the social, emotional, and intellectual challenges of college life and independence. Faced with a staggering national college attrition rate of 50%, we are keenly aware that young women need every advantage to support their transition from the relative structure of high school to the independence of college. Aulder Academy addresses the challenges of this transition in a number of ways. We provide an academic program that combines the rigors of a traditional college-preparatory curriculum with the support of very small classes and intensive individualized support. Our student life program challenges students to engage the sometimes-scary realities of independence experientially and through life skills and peer relations curriculum. Rounding out our program is a counseling services program that offers personal support in the form of group counseling and individual advising sessions. As important as the program provided by Aulder's faculty and staff, however, is the quality of engagement that our students offer. We are consistently impressed by the courage and commitment with which our students face their respective journeys toward adulthood. We look forward to your unique contributions to this community.

This handbook represents the essential nuts and bolts of our program. Please review this document closely, and do not hesitate to contact us directly should you have questions or comments. Again, welcome to Aulder Academy. We trust that this is the beginning of what will be a very important and rewarding journey for you.

Sincerely,

Will Laughlin

Purpose Statement

Aulderm Academy is a college-preparatory boarding school with a personal-growth curriculum. We offer a traditional boarding-school environment, with challenging but supportive academics and a student life program designed to prepare young women for college matriculation and independence. We serve academically capable young women, grades 9-12, who would benefit from more structure and support than a typical boarding school provides.

Mission Statement

Aulderm Academy exists to foster the intellectual, emotional, physical, and social growth of young women. We believe in guiding young women to overcome personal and social limitations, freeing them to grow and excel. Our resources will be directed toward providing a school environment that promotes academic excellence, personal growth, and realized potential within a challenging and nurturing setting.

Aulderm Academy Creed

We believe...

- Every student placed in our care possesses gifts and strengths and is capable of valuable achievements and contributions.
- Each student is ultimately responsible for her own journey; staff and faculty serve as guides, resources, facilitators, organizers, and advocates.
- The purpose of discipline is to educate; disciplinary decisions should be based on love, care, and a spirit of fairness and should not be made in anger or haste.
- Growth and maturation come by doing; our students should never have done for them what they can do for themselves.
- Everyone is a person worthy of respect, whose dignity as a human being should be considered at all times.
- A structured, supportive, and challenging learning environment fosters academic development and personal growth.
- Goals and commitment are necessary for achieving a disciplined and directed life.
- Healthy communities are founded on respect, truthfulness, and shared purpose.
- The growth of the whole student is everyone's concern, regardless of specialty, role, or department.

ADMISSIONS

ADMISSIONS

Student Profile

Aulder Academy students are young women in grades 9-12 who are committed to achieving academic success and personal growth in preparation for the challenges of college and independence.

A successful candidate for admissions to Aulder Academy:

- ◇ has demonstrated the potential for high academic achievement;
- ◇ has average to superior intelligence (as defined by standard IQ assessments);
- ◇ may have successfully completed a therapeutic or emotional growth program;
- ◇ desires an environment with more structure and support than a traditional boarding school;
- ◇ wants to develop skills and qualities required for college and independence;
- ◇ may struggle with poor self-image, mild learning differences, mild behavioral issues or underachievement;
- ◇ makes the choice to attend Aulder Academy based on the information she has learned during her interview and tour of the campus.

Admissions Process

Families interested in applying for a student's admission to Aulder Academy should contact our admissions director for an initial screening interview and to request an application. After receiving a student's application, psycho-educational testing, and school transcripts, the admissions team will make a determination regarding the student's eligibility for an interview. In some cases, additional information will be required.

If an applicant is selected for an interview, that student will come to campus with her parent or guardian to tour the campus, get questions answered about the school, and participate in an admissions interview. If circumstances prevent an on-campus interview, a telephone interview may be granted for certain students.

After the interview, the admissions committee will typically render a decision regarding admission within twenty-four hours, though in some cases more data may be requested.

The following documents are required before an applicant's interview:

- ◇ Complete Application for Admission
- ◇ Psycho-educational testing completed during the past twelve months (including, but not limited to, WISC III, MMPI-A and/or MACI)
- ◇ School transcripts

Admissions Contact Information

Admissions Director:	Diana Boyer
Telephone:	919.837.2336 x 200
Email:	dboyer@threesprings.com
Director of Referral Relations	Beth Laughlin
Telephone:	919.837.2336 x 227
Email:	blaughlin@threesprings.com

Tuition Guidelines 2004 – 2005

New Students

Aulderm Academy has a fixed initial commitment period. This allows us to accommodate students and families by accepting new students throughout the year. The minimum initial commitment required of new students is nine (9) contiguous calendar months. This includes seniors who may not require nine months in order to graduate. If a student enrolls on a day other than the first day of a given month, the balance of that month does not count toward her nine-month initial commitment.

Aulderm Academy is a boarding school with a four-year curriculum. Students entering at any point in their high school career are encouraged to remain at Aulderm until graduation.

Continuing Students

Aulderm Academy is a four-year high school; as such, parents may enroll for additional school years on an at-will basis after the initial nine-month commitment has been completed. After the initial nine-month commitment period, summer school is optional.

In general, transfers and withdrawals should take place at the end of Spring term or the end of Summer term; mid-year transfers are strongly discouraged. Seniors who graduate mid-year are an exception.

Tuition and Deposit

Tuition and Deposit Amount

- \$10,000 Deposit (\$12,000 for seniors)
 - Refundable upon completion of initial nine-month commitment
- \$4550/month (includes fees)
- \$149.60 Per-diem for budgetary calculations and fractional months (includes all calendar days within enrollment period, including breaks, since per-diem is calculated on a 365 day/year basis)

Aulder Academy Tuition Covers:

- College Preparatory Academic Program
- Individual Advising/Counseling Sessions
- Group Counseling Sessions
- School Nurse Services
- Dorm Counselors
- Special Academic Workshops
- Local Academic Field Trips
- Aulder-Sponsored Activities
- Room and Board
- Limited Transportation Between School and Airport (see Student/Parent Handbook for schedule)
- Academic Textbooks and Basic School Supplies

Aulder Academy Tuition Does Not Cover:

- Medications/Medication Checks
- Physician and other off campus Medical Services
- Psychiatric Services
- Psychotherapy
- Dietary Counseling
- Specialized Addictions Counseling
- Psychological Testing/Evaluations
- Student Allowances
- Certain Clubs
- Toiletries and Personal Care Items
- Laundry
- Clothing/Linens/Pillows/Blankets
- Certain Academic/School Trips (parents must approve additional cost)
- Transportation Costs to and from the School
- Laptop Computer (recommended)

Refund Policy

Tuition is non-refundable.

Deposit Policy

Deposit will be refunded upon completion of nine full and contiguous calendar months of enrollment, paid in full. Students who stop out for one month or more must start their nine-month initial commitment period over in order to qualify for refund of deposit.

Scholarships/Discounts

Pre-Payment Discounts: A 5% discount is available for pre-payment of additional whole semesters beyond required minimum commitment. Pre-paid tuition is not refundable.

Loans and Funds: Auldern parents have been successful in making use of the following resources:

- Key Loans
- American Adoption Association
- Non-Public School Funding

Billing

Enrollment Payment: Upon enrollment, the admissions director will collect the following two payments in check form:

- Tuition for the first full calendar month of enrollment plus the balance of the current month (calculated at the per-diem rate of \$149.60)
- Deposit in the amount of \$10,000 (\$12,000 for seniors)

Monthly Billing Cycle: Subsequent billing will be handled by Three Springs, with tuition due by the tenth day of each month.

Late Fee: A fee of \$250 will be assessed for late tuition payments.

Deposit Refund: Upon completion of the initial nine-month commitment:

- The deposit will be refunded in full
- Monthly billing will continue on same schedule until the student is withdrawn

STUDENT PROGRAM

Overview

Aulder Academy's student program consists of three integrated components, the Academic Program, the Counseling Services Program, and the Student Life Program. This tripartite program reflects our commitment to meeting the needs of the whole student—intellectual, emotional, and social. Since we are working with young women who are on the cusp of young adulthood and independence, we have designed all program elements around the assumption that our students have enrolled at Aulder voluntarily. Being a part of the decision to attend Aulder Academy is a critical starting point for the work of vesting more responsibility with the student, and preparing her for future voluntary affiliations at college, in relationships, and in the workplace.

While Aulder's faculty and staff understand that “voluntary” is often a relative term, we nonetheless require that students demonstrate a day-to-day engagement with all aspects of the program in order to remain in good standing. By involving students on the front end in the choice to enroll at Aulder and holding them accountable to this choice, the stakes are effectively raised and success becomes the student's own burden and opportunity. This vestment of responsibility and choice with the student is important preparation for the realities of college life and independence, which require sustained commitment in the face of voluntary affiliation.

Academics

Philosophy and Objectives

Universities and colleges increasingly require of students the capacity to think independently while functioning as contributive members of a learning community. Students are typically challenged to not merely master content, but to demonstrate higher-order processing and application of content knowledge to individual and group projects. Aulder Academy's Academic Program is designed to prepare students for this dual challenge of independent and community scholarship. Our small classes, intensive teacher support, and single-gender environment create a sense of safety that allows young women to develop their unique voice as thinkers and learners, and to express their uniqueness as members of a scholarly community.

In keeping with Aulder's core purpose of “prepar(ing) young women for college-matriculation and independence,” students are encouraged to take responsibility for their learning. Teachers function as a resource, organizer, and facilitator of student learning, rather than merely as a didactic funnel of information. Our academic director has put together an excellent faculty that understands the demands of both academia and the workplace. Many of our teachers come to Aulder with a combination of academic and professional experience in their respective fields (faculty biographies are available upon request from our admissions department). This breadth of relevant experience makes for a faculty that is uniquely sensitive to the challenges Aulder

students will face in college and beyond. Teachers at Auldern are encouraged to employ best practices from both the traditional and “modern” classroom, and to creatively meld these approaches to optimize learning.

Auldern Academy’s student body is made up of academically capable young women, and the academic standards are appropriately high. The small classes, intensive teacher support, and cooperative learning community, however, allow our students to achieve at a remarkably high level, and they often surprise themselves in the process. Our college-preparatory curriculum meets North Carolina Department of Education requirements and may be tailored to meet specific university entrance requirements as appropriate. Eligible students may request Advanced Placement courses and distance-based university courses to complement Auldern’s regular college-preparatory curriculum. The academic day consists of five or six classes daily (including at least four core curriculum classes), with a mandatory study hall built-in; teachers are available to provide assistance during the daily study hall.

The academic year is divided into two semesters that begin in August and January. In addition, we offer summer school.

Clubs

Auldern provides a variety of clubs and elective activities. These offerings are selected based on the talents and interests of faculty and students and have included a weight-training club, crafts club, triathlon club, soccer club, board games of strategy club, SAT prep club, and film appreciation club. Tennis, surfing, and softball clubs have also been proposed and are under consideration.

Faculty Advisors

Upon admission, each student is assigned a faculty advisor. The advisor assumes the responsibility of a mentor and role model to the student and, as such, acts as an academic liaison between the parent and the student. Advisors will send parents weekly updates about their daughter’s academic progress.

Graduation Requirements

In order to graduate from Auldern Academy, a student must earn twenty credits as follows:

- 4 in English
- 3 in mathematics (algebra I, algebra II and geometry)*
- 3 in science (a *biological science*: biology, ecology or environmental science; an *earth science*: geology, astronomy, oceanography or meteorology; and a *physical science*: physics, physical science or chemistry)
- 3 in social studies (government/economics, United States history, and world studies)
- ½ in health (one semester course)
- 1 in physical education
- 2 in a single foreign language*
- 3 ½ elective credits

*exceptions are sometimes granted

Only Auldern Academy’s grades are reported on the Auldern transcript.

Honor Roll

High Honors: All grades A or higher

Honors: All grades B or higher

For the purpose of honor roll calculation, AP courses will be weighed the same way they are weighed for calculating the GPA.

School Records

All school records will contain a student's name as it appears on the birth certificate. This policy is designed to protect students from the problems that can occur when records and/or documents contain different names. Even slight differences can create serious problems. The school will change all records whenever it is notified of an official name change.

College Counseling Services at Aulder Academy

Aulder Academy offers a variety of services related to college counseling. The services we offer include the following:

- SAT preparation for the verbal and mathematical sections of the SAT (the ACT is similar and preparation for one helps with the other). This is not a substitute for The Princeton Review or similar programs that are very intensive and expensive. There are also some online options for test preparation. Our students are made aware of these options.
- Aulder is a test center for the SAT, and Saturday tests are routinely offered here.
- General guidance and advice on the process of making decisions related to post high school plans, including the selection of a range of colleges. The actual selection of colleges is left to the student working directly with her parents and/or educational consultant(s).
- Registrar services that include the preparation of a school profile, an official school transcript, and any other documents required by colleges and universities to which our students apply.
- Liaison activities, which include the preparation of a counselor recommendation, teacher recommendations, and any special reports required from our school by colleges to which our students apply.
- A web page directory with information on the internet for college planning: picking a school, career information, test preparation, homework helpers, virtual tours, financial aid and scholarships, online learning, and study abroad.
- Liaison services with educational consultants.

Parents seeking more intensive college planning and counseling assistance for their daughter are encouraged to contact their own educational consultant, who may provide such services. Alternatively, many parents have utilized the services of Educational Planners, Inc., a local educational consulting firm based in Raleigh, North Carolina. Educational Planners, Inc. is willing to provide college counseling services on Aulder's campus to interested students. You may contact Beth Laughlin at extension 227 for a list of educational consultants or for the contact information of Educational Planners, Inc.

Counseling Services Program

Philosophy and Objectives

The Counseling Services Program provides a system of regular support in the form of individual and group counseling services as well as a framework for setting and achieving emotional, social, and character development goals. In addition, the Counseling Services Department works to maintain and communicate an integrated view of each student's progress and challenges while at Aulderm.

Aulderm Academy has developed an excellent team of master's level *counseling services coordinators* (CSCs), whose job it is to deliver individual and group counseling, develop the counseling services curriculum and framework, serve as a hub of integrated student information for all stakeholders, and provide parent support. As with all aspects of the Aulderm Academy program, the efforts of the Counseling Services Department are aimed at fostering the skills and character required for successful college matriculation and independence. In their intersecting roles as counselor and communication hub, the counseling services coordinators unify the efforts of the student, staff, family members, and referring professionals so that all stakeholders know and can support the student's personal growth goals.

By illuminating an integrated vision of the student's goals and progress, the Counseling Services Department fosters accountability and encourages the student and all stakeholders to remain focused on critical life goals. Students learn to balance the demands of personal integrity and conviction with those of cooperation, relationship, and community. This balance is essential to their future success in college and beyond.

Individual Counseling

Upon enrollment, each student is assigned to a CSC who will provide individual counseling sessions. The student, family, and Aulderm Academy team will help to identify target areas for individual work. Though confidentiality is critical to building trust in this counseling relationship, the circle of confidentiality does include Aulderm Academy direct care managers and staff, as well as parents and parent-approved professionals.

Individual counseling encourages the personal growth and character development necessary for a successful and contributive transition into young adulthood. This work is primarily focused on the student's relationship to herself and her family. While at times counseling may address an identified problem, the bigger purpose is to assist the student in becoming more self-aware, mature, and emotionally and relationally healthy. Individual counseling is an interactive process in which counselor and student explore personal-growth themes, identify personal-growth goals, develop strategies and skills for reaching those goals, and assess personal-growth progress. This process requires the full engagement of the student in these sessions and the student's full investment in her own personal development.

In order to assist in the development of independence, individual sessions take place on a graduated schedule that tapers over time. Typically, individual sessions will taper as follows: one session per week for the first four weeks of enrollment, followed by one required session every month. These one-on-one sessions must be scheduled by the student to foster ownership and self-advocacy skills. Students may schedule additional sessions with their CSC as desired. If the CSC feels that the student is relying too much or too little on individual support, a temporary schedule of individual sessions may be instituted. If a student has issues that require regular psychotherapy, these services are outsourced to a local therapist who meets with the student on campus.

Weekly Groups

In addition to working with the individual, Auldern Academy works to develop and nurture a positive peer culture. To this end, Auldern Academy provides weekly psycho-educational groups designed to create a format for student-driven and counselor-facilitated discussions of relationships, sobriety, adolescent development, coping skills, anger management, etc. In addition to these general purpose groups, Auldern Academy provides specialty groups that provide opportunities for focused discussion and support in areas such as adoption, sobriety maintenance, interpersonal boundaries, or body image; specialty groups are offered in response to student interest and need.

Parent Weekends

Parents are encouraged to attend Auldern's parent weekends, which are sponsored by the Counseling Services Department. Parent weekends are offered twice each year and usually include a parenting workshop or seminar, opportunities to interact with Auldern staff and the parents of other students, and an on-campus open house.

Communication and Updates

Your CSC will send you a comprehensive integrated report on your daughter's progress at Auldern once every two months. This report will integrate Academic, Student Life, and Counseling Service information to give you a holistic snapshot of your daughter.

In addition to the integrated report, the CSC department will communicate with you monthly to discuss the quality of your daughter's engagement in counseling services activities, including group and individual sessions and meetings with the school psychiatrist. Meetings with the school's outsourced therapist will be communicated directly by the therapist.

Student Life Program

Philosophy and Objectives

The Student Life Program teaches both the hard skills required for independent living and the softer skills necessary for successful peer relationships. It is often the day-to-day realities of college life that present the most imposing challenges to college freshman, a fact that makes the work of the Student Life Department extremely important. As with all aspects of Auldern Academy, the Student Life Program challenges students to balance the responsibilities of independence with those of community membership.

Whether in the dorm, at a meal, or on a school outing, our student life staff are always looking for teachable moments. It is in the context of these everyday situations that our students often learn the most critical lessons about relationships, interpersonal boundaries, time management, and community living. For many college freshmen, competence in these areas makes the difference between success and failure. In the Student Life Program, students are encouraged to "find their voice" as active problem-solvers and co-authors of the Auldern Academy school culture.

Another central task of the Student Life Program is to provide opportunities for fun and relaxation! These may seem to be skills that come quite naturally to teenagers; the reality, however, is that many teens have never learned how to play or relax in appropriate, positive ways. It is critical that young women learn to manage their discretionary time in a healthy ways before they transition into independence and young adulthood.

Classes and Workshop

New for the 2004 – 2005 school year, the Student Life Department is offering a series of formal classes and workshops to teach hard and soft independent living skills. Currently scheduled classes include Dressing for Success, Laundry and Housekeeping, Personal Hygiene, Activism at Auldern, Miss Manners, and Time Management. Classes planned for the future include College Cooking and Money Management.

Scheduled workshops will cover topics such as sex, diet and health, and applying to college. Workshops will include direct instruction, discussion, and guest speakers.

Committees

Also new for the 2004 – 2005 school year are several student-run committees that represent the beginnings of a formal student government. The Spiritual Committee works to provide and coordinate opportunities for student worship, the Recreation/Outdoor Committee plans off-campus recreational opportunities, the Entertainment/Cultural Committee taps into rich local offerings to plan student outings, and the Community Service Committee explores options for giving back to the local community. These committees allow students to have a potent role in the management of school affairs.

Extra Curricular Activities

The student life staff coordinates weekend activities that take place on and off campus. Students visit museums, historical sites and state parks, and enjoy concerts, movies, shopping, bowling, skating, plays, festivals, and sporting events. Adventure programming may include hiking, camping, rafting, mountain biking, and ropes course navigation.

Physical Education

Students participate in a rigorous program of physical exercise that takes place as five forty-five minute sessions per week. Students alternate between core-strength training (Pilates) and cardiovascular exercise (circuit training) sessions. Students participating in a sports club such as the soccer club or triathlon club may be excused from some or all of the PE sessions at staff's discretion.

Some students elect to supplement the regular PE program with running, biking, walking, etc. during their free time.

Dormitory Meetings

Nightly wing meetings and Sunday group meetings occur in the dormitory. These meetings are held to discuss any issues related to dorm and campus life, and are facilitated by the Student Life Staff.

Student Center

Auldern Academy offers a structured, nurturing, and comfortable environment that encourages individual and social development. The student center (located upstairs in the activities building) provides a common gathering place where social skills are developed and lasting relationships established. This area includes a sitting area with pool, foosball, and ping pong tables; a television with satellite service, VCR, and DVD player; and a stereo system. Telephones, a dance

studio, and fitness equipment are also available in the student center. Auldern Academy maintains a school store where students can purchase such items as hygiene and toiletry items, notebooks, and snacks. Additional items are accessible for purchase via student trips to the local WalMart or Target.

Community Service

As a core piece of our character development curriculum, students engage in activities that contribute to the extended community beyond our campus gates. Our program of regular community service has included volunteering at the, Habitat for Humanity, Carnivore Preservation Trust, Toys for Tots, PTA Thrift Store, SEEDS, and runs/walks to benefit charitable organizations. Students have also offered tutoring services to younger students in local schools and have assisted the elderly in local nursing homes. Students learn the joys of giving and the honor of being in service to those in need.

Laundry Facilities

A laundry room with washers, dryers, irons, and ironing boards is located in the dormitory. Students are responsible for doing their own laundry and supplying their own laundry supplies.

Dorm Assignment

Auldern Academy's spacious dorm rooms are designed to comfortably accommodate four girls; students should expect to have three roommates even when there are empty rooms available. Each student will have access to a bed, a dresser, and a shelf and will share a desk with another student. New students will be assigned to a room and to their roommates and will be assigned a Big Sister who will help them get acclimated. Room assignments will remain fixed unless the student life director elects to make a room change.

Community System

Aulder Academy's Community System defines the three types of status—Orientation Status, Full Community Member Status, and Community Leader Status—that a student may occupy while at Aulder.

Orientation Status involves slightly more structure and simplicity than other community statuses. This status is for new students (in their first 30 days of enrollment) and for students who would benefit from a temporary return to more structure. Orientees focus on establishing, re-establishing, or repairing their connection to the Aulder community.

Full Community Member Status affords a student all the basic obligations, rights, and privileges of an Aulder Academy student as long as that student remains in good standing. If a student does not remain in good standing, specific restrictions may be applied to that student and/or the student may be returned to Orientation Status. Orientees who wish to become Full Community Members must formally apply and be approved by the Community Membership Committee. It is expected that most of Aulder's students will be Full Community Members at any given time.

Community Leader Status is for those students who wish to contribute to Aulder Academy in a formal leadership capacity. These students will serve as members of student government and will represent the student body to the school's administration. Community Leaders enjoy certain privileges that are connected to their increased community obligations. Full Community Members who wish to become Community Leaders must formally apply and be approved by the Community Membership Committee. Community Leader slots will be limited; duties and privileges may vary from leader to leader.

For a full description of the Community System, please see the "Community System Packet."

Aldern Covenant

Introduction

Aldern Academy has developed a school covenant, the purpose of which is to build a community of integrity, dignity, and character. The Aldern Academy Covenant is not a set of restrictions, but a set of principles that individuals voluntarily commit (or covenant) to support in order to participate in the school community. Following through with this commitment is an ongoing condition for full participation in the school community.

This covenant is a tool for aligning personal and community decisions with school values; it informs the school's specific rules and regulations as well as the community's assessment of student maturity and personal growth. Every Aldern student has an obligation to abide by the Aldern Academy Covenant; honoring the covenant contributes not only to the achievement of personal growth, but to the maintenance of a healthy, happy, and safe community.

1) Honesty

I agree to be sincere, open, trustworthy and truthful. I will not lie, plagiarize, cheat or steal while enrolled at Aldern Academy.

2) Respect and Courtesy

I agree to show respect for others' feelings, beliefs, opinions, and property. This respect will be communicated through my actions, tone of voice, language, and demeanor. Respect for others includes any person I may encounter when I am on or off campus, and this respect extends to their property as well. I agree to conduct myself in ways that support safety for myself and others. I am committed to honoring the personal boundaries—physical, social, and emotional—of others. As part of my commitment to respect and courtesy, I agree to submit to the authority of the school staff, and I agree to engage only in activities that support the harmony and order of the school culture and physical campus.

3) Integrity

I accept that it is my responsibility to honor my commitments to the Aldern Academy community at all times while enrolled as a student, both on and off campus. This consistency of commitment is critical to the development of my own personal integrity, and the integrity of the school.

4) Presence

I agree that my presence as a member of this community must be more than just physical; I must also be present mentally and emotionally in order to remain a member of this community.

Sobriety in all its forms is necessary to maintain a high level of personal engagement and presence. I commit to being drug and tobacco-free while enrolled as a student at Aulder Academy, both for my own sake and for the sake of the community. I will not possess or use alcohol, unauthorized drugs, tobacco products, or other mind or mood altering substances while enrolled at Aulder Academy. I also agree to neither bring nor use matches, lighters, or other fire-producing instruments while on campus or on school-sponsored outings or events; additionally, I will not possess drug-related paraphernalia or items that glorify or advertise drugs, alcohol, or tobacco products. I understand that drug tests may be administered on a randomized basis or if drug use is suspected, and I agree to submit to all such drug tests without resistance or delay.

5) Engagement

I agree to engage the Academic, Student Life, and Counseling Services Programs energetically and with a visible commitment to my own growth and the health of the community. The quality of my Aulder experience depends primarily upon my own attitude and commitment to personal growth; I am ultimately in control of how much or how little I get out of my experience here. With this in mind, I will strive to build positive and healthy relationships with staff and students. In addition, I will show up to all functions and appointments on time and will participate energetically and appropriately. As a member of this community, I commit to completing all assigned work to the best of my ability and to seeking support and assistance as needed if I encounter obstacles to my success.

Student Guidelines

Introduction

By enrolling at Aulder Academy, students commit to support and uphold the school's covenant, which describes appropriate behavior in general terms. In addition, students agree to support and uphold all school policies and rules and to follow all staff directions. A partial list of departmental guidelines is provided below to help you navigate the day-to-day expectations of Aulder. When in doubt about a particular policy or rule, please contact a staff member for clarification.

Academic Guidelines

Academic Honesty

Students are expected to do their own class work and homework at all times. Individual teachers will indicate conditions under which assistance from others is appropriate.

Plagiarism is considered to be a serious academic offense and will lead to disciplinary action. The following is a general definition: "plagiarism is to offer the words or ideas of another person as one's own." The most common form of plagiarism is to copy a direct quotation from a source without providing quotation marks and without crediting the source.

Homework

The following rules apply for homework:

- Out of class assignments are an integral part of the educational experience at Aulder Academy. Homework is not only important for academic success but for the development of self-discipline and good working habits as well. Failure to do homework is treated seriously.
- Students can expect to receive, on average, 2.5 hours of homework each night or weekend in grades 9 and 10, and 3 hours in grades 11 and 12.
- Students must make arrangements to turn in long-term assignments on the due date (by 8AM) if they are absent. Any paper or project not turned in on time will be considered late and graded accordingly.
- Students will be permitted to make up work missed during a suspension from school. The student will have two days for each day missed to make up the work. The work made up will be graded normally.

Attendance

Informed, attentive, and engaged involvement in class is the essence of education. Frequent absences can seriously affect the academic standing of a student. Students should miss class only when absolutely necessary – for illness, family emergencies or medical appointments. Students are expected to arrive on time for class and other school commitments.

Excused Absences

Absences due to illness or school-related activities do not excuse students from homework assigned during the absence or from learning the material taught. In general, students who are absent due to illness are allowed one day more than the number of days they were absent to complete their responsibilities. For example, if a student is absent for two days, she has three days to complete the homework, to learn the material, and to take any tests.

Failure to make up tests or quizzes according to this schedule will result in a failing grade on each test or quiz. Failure to complete missed work on schedule will result in an incomplete grade until the homework is turned in. Not completing the homework by the end of the quarter will result in a zero for the incomplete work.

Work assigned well before the absence will not be given further extensions. Students absent on the day when long-term assignments are due are expected to email or fax the assignment. The student bears full responsibility for making proper arrangements.

Any absences due to religious holidays (with family approval) are excused.

Unexcused Absences

The following rules apply to unexcused absences:

- Students who leave early or return late from scheduled vacation times will receive unexcused absences. Other unauthorized absences may also be considered unexcused.
- All major assignments must be submitted prior to such an absence. All major tests must be made up within two days of the return. Failure to comply with these stipulations will result in an “F” on the papers and/or tests.
- Class work missed due to an unexcused absence may or may not be made up; this decision rests with the individual teacher. Daily homework missed due to an unexcused absence must be made up. In general, students will be allowed one day more than the number of days they were absent to make up work.

General Campus Policies

Dress Code

Dress code is to be observed at all times and at all school activities. Faculty and staff reserve the right to indicate that dress is inappropriate and must be changed.

- Dress and hairstyles must be neat, clean, and conservative
- Athletic/aerobic attire allowed only after school hours
- Mini-skirts, bare midriffs, and spaghetti straps are not allowed
- Earrings visible in the ears only
- No additional body piercing or tattooing should occur while enrolled at Auldern Academy
- Clothing with handwriting, inappropriate words, symbols, or messages is prohibited

- A robe, or similar covering, is required going to/from shower
- Athletic shoes required for P.E.
- A bra must be worn except under nightclothes
- A shirt, or similar covering, is required when going to/from sunbathing area
- Frayed, worn, or torn clothing is prohibited
- All clothing must be appropriate in length and not too tight
- Shoes must be worn at all times, except in the dorm (where slippers/socks may be worn)

Grooming

Students of Aulder Academy are expected to be neat and well groomed. Hairstyles should be easy to maintain. No extreme haircuts or hair color are allowed. The use of make-up is permitted, but should be applied in moderation.

Right to Search Perhaps

In the interest of the safety and welfare of students and school community, Aulder Academy reserves the right to search a student, her room, or her possessions if the administration deems such actions are necessary. Whenever possible, Aulder Academy will alert the student prior to the search.

When returning from home or other off-campus visits, a “safe haven box” is available for the deposit of illicit items upon return to campus; the use of this box allows for the reduction of consequences associated with the bringing of contraband to campus.

Meals

Meals at Aulder provide a time for relationship, conversation, and community building. We want the dining experience at Aulder Academy to be pleasant for students, staff, and visitors. To help support a positive dining hall environment, please observe the following guidelines:

- Students are not permitted in the kitchen.
- Students must attend all meals, unless medically excused. *Unless a student has a written note from a physician stating a specific and valid medical reason or prescription diet, she will be expected to eat the menu provided.*
- Any dietary supplements must be accompanied by doctor’s orders, labeled by a pharmacist, and approved by Aulder Academy’s nurse and consulting physician.
- Students must arrive to meals on time.
- Students must ask staff to be excused from the table.
- Students must clear all dishes, napkins, silverware and glassware from their places.
- Students must push in chairs when they leave the table.
- Students must observe proper mealtime social etiquette and table manners. Students who do not observe these conventions may receive coaching.

Automobiles

Students are not allowed to bring or keep an automobile on campus.

Phone Use

General Guidelines:

These guidelines apply to student use of any telephone while on campus or on school sponsored events:

- Be courteous and respectful in your conversations
- Respect others who are using the phone by keeping noise level low in phone areas

Failure to comply with these guidelines may lead to a warning or a telephone restriction.

Aldern Student Phones:

- During a student's Orientation or Re-Orientation phase, she may not use the student phones to make outgoing calls; she may only receive calls from her parents.
- Once a student becomes a Full Community Member, she may make and receive calls according to the guidelines established by student life staff.
- Phone hours are:
 - 6:30 – 9:30 PM Mon – Thu
 - 6:30 – 10:00 PM Fri
 - 1:00 – 10:00 PM Sat (except during meals, activities, meetings, etc.)
 - 1:00 – 9:30 PM Sun (except during meals, activities, meetings, etc.)
- Students without mobile phone privilege have priority use of Aldern's student phones when there is a wait for phones.
- If students are waiting to use phones, be courteous and limit length of conversations.

Mobile Phones:

- Full Community Members may be approved for mobile phone privileges.
- In order to gain these privileges, a student and her parent(s) must agree to, sign, and submit the "Student Mobile Phone Agreement." The director of student life will provide this form upon request. Requesting, completing, and submitting the mobile phone agreement is the responsibility of the student. Staff may deny a request for phone privileges.
- A mobile phone may only be used by its owner.
- Mobile phones must be checked out and in on time every night; students checking in phones late may lose phone privileges for a period of time.
- Students with mobile phone privileges may only use Aldern student phones when there is no one else waiting to use them.
- Students are responsible for charging their phones in their rooms or unused outlets during phone time.
- Mobile phone time may be canceled on any night at the discretion of staff.
- Full Community Members:
 - Phone hours are:
 - 9:00 – 9:30 PM Mon – Thu
 - 9:00 – 10:00 PM Fri
 - 9:00 – 10:00 PM Sat
 - 9:00 – 9:30 PM Sun
 - May only use mobile phones on campus in the dorm building or activities building.
 - Must check their telephones out and in on a nightly basis.

- May not use mobile phones on outings.
- Community Leaders
 - Phone hours are:
 - 6:30 – 9:30 PM Mon – Thu
 - 6:30 – 10:00 PM Fri
 - 1:00 – 10:00 PM Sat
 - 1:00 – 9:30 PM Sun
 - May only use mobile phones on campus in the dorm building or activities building or during off-campus outings when approved by staff.
 - May keep their telephones in their rooms or may elect to store them with counselors.
 - May use mobile phones on outings with staff approval only.
 - Must have ringers turned to “vibrate” or “silent” except during full community member (not community leader) mobile phone hours.

Off-Campus Behavior

Aulder Academy expects appropriate behavior at all times. Student behavior off-campus should reflect Aulder’s creed and should comply with the Aulder Academy Covenant.

Student behavior while on home visits (from the moment of departure from campus) is the responsibility of parents to guide, monitor, and respond to, though Aulder should be alerted to behavioral issues and consequences that occur while on home visits.

When on Aulder-sponsored off-campus activities:

1. Do not share personal/privileged information about other students with family, friends, or others. It is critical that “what is said in group, stays in group.”
2. Aulder clothing standards must be followed when in the community.
3. No kissing, hand holding, or other romantic touch is allowed on campus or on school-sponsored events.

Dorm Policies

General Dormitory Rules

- During the academic day, the dorm is off-limits to students.
- During the evening hours, students may visit students in other rooms with an expressed invitation from the occupants of that room.
- No more than seven students may be in a room at a time.
- Voices must be kept at a respectful level.
- Aulder Academy Covenant must be observed at all times.
- Personal stereo volume must be kept at a reasonable level.

Dorm Maintenance

Dorm occupants are responsible for observing the following guidelines:

- Each room should be well vacuumed.
- Beds should be made daily.

- All clothes should be arranged and hung properly in the closets or in drawers. Shirts, pants, and coats should be arranged together in the closets.
- All dirty clothes must be placed in the laundry basket and should be stored in each student's personal area.
- Towels and washcloths should be hung after use in the designated areas.
- Toothpaste, toothbrushes, and other toilet articles should be neatly arranged in the designated drawer and kept out of view except when being used. Other items in the remaining drawers should be neatly arranged.
- Books, personal items, pictures, frames, and magazines should be neatly arranged in the designated areas.
- Shoes should be clean and neatly lined up in the proper storage space.
- All trash should be removed from the floor. Trash containers should be emptied daily.
- Nothing should be hung directly on the wall. Photographs, posters, etc. can be hung on a corkboard, which is supplied for each student by the school.
- Photos and décor must be appropriate and may not be obscene, sexual, or provocative in nature.

Room Inspection

Dorm rooms are expected to be kept clean and neat at all times. Dorm staff will conduct daily room inspections. Failure to pass room inspection will result in consequences set up by the dorm staff.

The school reserves the right to remove any item in a student's room which, in any way, detracts from the desired use or appearance of the room or conflicts with the school's philosophy.

Items not allowed in Dormitory Rooms

The following items are not allowed in the dormitory under any circumstances:

- Coffee Pots
- Microwaves
- Hot Plates
- Toaster ovens
- Candles/Incense
- Halogen lamps
- Lava lamps
- Black lights
- Matches/Lighters
- Electric blankets
- Heaters
- Televisions
- Stereo systems
- Telephones
- R-rated movies
- Over-the-counter medications
- Furniture
- Weapons of any kind
- Cigarettes, cigars, pipes
- Illegal drugs and drug paraphernalia

Computers and Internet Use Guidelines

Students are allowed to access the Internet for academic research, to email family and approved friends, and to communicate with Auldern staff. All students are expected to avoid sites that go against any part of our school philosophy and any sites or content categories restricted by Auldern staff. Sites with sexual or profane content are automatically blocked by Auldern's network system and must be studiously avoided by students. In instances of computer abuse, computer use may be restricted for all but specified academic purposes. The use of webcams for internet communication is prohibited.

Personal Property

All students will respect the rights and property of others. If a student willfully damages another's personal property, she will be responsible for replacing or paying for replacement of that item. Such damage may result in legal charges. Students are encouraged to label items of value and to purchase and use a small lockbox for smaller items of value (a key must be left with staff).

Dormitory Door Policy

All student room doors will be closed at lights out. When the student dorm room is occupied, doors must be left unlocked. Student Life Staff may knock once and open a student's door to check on her.

Dorm Visitor Protocol

All visitors are expected to follow community expectations when in the dorm. Auldern staff reserve the right to ask a visitor to leave the dormitory if this becomes an issue of concern.

Disciplinary System

Disciplinary Policy

If a student violates the Auldern Academy Covenant or any school policies, disciplinary action will take place according to the plan described below. Offenses fall into two categories: minor offenses and major offenses.

Minor Offenses: Level I

A minor offense is one that can be addressed at the department level through assigned consequences (see “Level I Consequences,” below). An accumulation of repeated offenses, however, may be counted as a borderline offense or major offense warranting penalties up to and including dismissal. Minor offenses include behaviors such as*:

- Dress code infractions
- Poor attitude
- Not complying with lights out
- Rowdiness
- Use of obscene language and profanity
- Disrespect for others, including talking down to or about other people
- Failure to complete assigned work (academic, chores, consequence, school job, etc.)
- Discourteous behavior in any setting
- Littering
- Tardiness

**These are merely examples and do not represent a comprehensive list.*

Borderline Offenses: Level II

A borderline offense consists of a pattern or string of minor offenses that Level I consequences have not adequately addressed.

Major Offenses: Level III

A major offense is one that is serious enough to be brought by a manager to the Management Team for formal consequences. These consequences are written up as an I-Note and kept in the student’s disciplinary file. Major offenses include behaviors such as*:

- The use and/or possession of tobacco, illegal drugs, alcohol, or unauthorized medication
- Possession of a weapon of any kind
- Academic dishonesty/plagiarism/lying

- Destruction of property/vandalism
- Excessive absenteeism
- Theft, unauthorized possession, damage or misuse of school property or property that belongs to others
- Any action dangerous to the health, safety, or well being of self or others
- Physical aggression
- Leaving campus or any sponsored school activity without permission
- Dishonesty
- Disobedience/Disrespect/Insubordination/Non-Compliance
- Repeated minor offenses
- Inappropriate touching

**These are merely examples and do not represent a comprehensive list.*

Students may also be subject to formal disciplinary action for violating the spirit or the letter of any school policy or philosophy, failing to engage positively in the program provided by any department, or maintaining a consistently unsatisfactory academic record.

Each student is responsible for reading the Student Handbook and complying with all school policies and the Aulder Academy Covenant. Failure to know the rules and regulations is not a defense in the face of disciplinary action.

Disciplinary Consequences

Failure to adhere to the Aulder Academy rules and expectations will result in disciplinary action. Level I consequences may be assigned for minor or major offenses; level II consequences are generally reserved for major offenses. Disciplinary action may include, but is not limited to, one or more of the following types of consequences:

Level I Consequences

1. *Level I Warning:* Staff may issue a warning to a student prior to assigning a Level I consequence; such a warning is used to clarify the expected standard of behavior and to indicate that consequence will be issued if student violates standard again.
2. *Assigned consequences:* Assigned consequences include experiential consequences (consequences with an embedded lesson or metaphor), natural consequences (consequences directly related to the offense), work assignments, etc. as determined by direct care staff.
3. *Restriction:* A restriction involves the loss of specific privileges for a defined period of time or until certain goals are met.
4. *Detention:* Detention may be assigned for missed homework assignments, missed obligations, or any other behavior within the schoolhouse that requires a disciplinary response. This consequence involves replacing free or optional activities time with a supervised study hall.

Level III Consequences

1. *Level II Warning:* Staff may issue a warning to a student prior to assigning a Level II consequence; such a warning is used to clarify the expected standard of behavior and to indicate that a consequence will be issued if student violates standard again.
2. *Work Duty:* A student may be assigned to work duty for a particular number of days in the one or more of the categories below. The department manager will keep an updated list of chores that can be taken on by a student on any given day. The supervising staff member will report the student's daily performance to student life and may recommend extension of the consequence, reduction of the consequence, or movement to a level III consequence :
 - *Kitchen:* Kitchen chores are supervised by the dietitian or kitchen manager and may consist of scrubbing pots and pans, mopping floors, emptying kitchen trash, food preparation, etc.
 - *Student Life:* Student life chores are supervised by dorm staff and may consist of washing school vans or deep cleaning projects in the dorm or activities building.
 - *Grounds:* Grounds work duty is supervised by the grounds manager or his assistant and may include such items as landscaping labor, emptying office trash cans, raking, restroom cleaning, and mopping.

Level III Consequences

1. *Level III Warning:* Staff may issue a written warning to a student prior to assigning a Level III consequence; such a warning is used to clarify the expected standard of behavior and to indicate that a consequence will be issued if student violates standard again.
2. *Loss of Community Status:* This involves the movement of a student to a less privileged community membership status. This might mean that a student's leadership status is revoked or suspended, or that a student is returned to Orientation Status for a period of time.
3. school policy or does not follow through on an assigned consequence. Student disciplinary measures will be determined based on the offense. Parents and the student will be informed of any formal disciplinary measures to be taken.
4. *Suspension:* A student may be suspended for the violation of a major school rule, accumulated unexcused school absences, or continued unsatisfactory behavior. Suspensions fall into three major categories:
5. *On-Campus suspension:* There are two types of on-campus suspension. 1) The student spends the day in the academic area, but does not attend classes. She is required take any tests and/or quizzes scheduled for that day and complete homework assignments. 2) The student attends the school day as per usual, but is under a supervised restriction from all extra-curricular activities, and may have additional restrictions as defined by staff (this is also known as grounding, and may be assigned for minor offenses).
6. *On-Campus Inter-term Suspension:* A student may be restricted to campus during all or part of an inter-term break or other scheduled school break.

7. *Off-Campus Suspension*: Parents/guardians will be responsible for transportation to and from school. Students will be responsible for completing all homework assignments.
8. *Off-Campus Suspension with Conditional Re-enrollment*: In some cases, a suspended student may be eligible to return to campus only if specific conditions are met. These conditions may include satisfactory participation in a wilderness program, the completion of an experiential consequence or learning assignment, or other conditions as described by the disciplinary committee. In some cases, a suspended student may be eligible for readmission only after presenting a case for readmission to the school community for review and decision.
9. *Dismissal*: A student may be dismissed from school for the violation of a major school rule, for generally unsatisfactory behavior, or for an unsatisfactory academic record.

GENERAL INFORMATION

Location/Directions/Campus Facilities

Location

Aulder Academy is located on 86 acres outside the Research Triangle on the Rocky River (“Aulder” is Scottish for “by the river”). The Academy’s convenient location is easily accessible to Raleigh, Durham, Greensboro, and Chapel Hill, North Carolina.

Directions From Raleigh/Durham Airport

1. Take I-40 West to Exit 278
2. Turn Right onto US-55 East
3. Take 55 East to US-64 West
4. Take US-64 West for about 24 miles
5. Look for a green sign on your right that says “Chatham County Animal Shelter and Waste Management”
6. Take the left about .5 mile AFTER that intersection, onto Alex Cockman Road
7. Stay on Alex Cockman until it ends.
8. Take a right on NC-902.
9. Go 3 miles and turn right onto McLaurin Road
10. Go 2 miles and turn right onto Glovers Grove Church Road
11. Aulder Academy is 1 mile on the right

Directions from Chapel Hill

Follow US-15/501 South to US-64 West (entrance on right just after Northwood High School). Follow US-64 West for 6 miles. Follow directions from #5 above.

Campus Facilities

The campus setting is one of woodlands, ponds, a river and school facilities. The facilities consist of classrooms, a library, dining hall, administrative offices, a student center, activity fields and tennis courts. Students live in a new dormitory, where living quarters have been designed to accommodate four girls to a room. Qualified staff—trained to provide structure, support, guidance, and positive influence to daily life—supervises the dormitory.

Office Hours

The administrative office hours are from 8:00 a.m. through 4:30 p.m.

Messages will be taken for a student and given to them at the end of the school day with the exception of family emergencies. If a family emergency needs to be discussed via the telephone, the counseling services staff will be available to receive the call with the student during business hours.

Contact Information

Mailing Address:

990 Glovers Grove Church Road
Siler City, North Carolina 27344

Note: *Address mail to your daughter "Care Of: Aulderm Academy."*

Parents should identify perishable items on packages. All prescription medication should be sent directly to the nurse. Parents are encouraged to write their daughter and to have their daughter write them on a frequent basis.

Student Life Staff are responsible for delivering incoming mail to students each day. Stamps may be purchased from the student store during store hours.

Business Phone:

919-837-2336

Students will be permitted to receive phone calls on the school business phone in emergency situations only.

Business Fax:

919-837-5284

The fax machine is for general business purposes of the school and not for the general use of students. Parents of students living at a considerable distance from Aulderm Academy may send letters to their daughters via fax if necessary

Important Phone Numbers:

Main Number:	919-837-2336
Emergency After Hours Number:	919-548-0293
	919-548-1232
To contact a student in dorm (after school)	919-837-2336 x221
To contact a student during the day (emergency)	919-837-2336

Telephones for Student Use:

Telephones for student use are located in the student center in the activities building. Students can receive and make calls on these telephones during the hours listed below. The number to call to reach students in the dorm is 919-837-2336 x221. A student telephone monitor will answer the telephone and connect you to the student you are calling if she is present (in the telephone area), or take a message for the student if she is not present.

Student phone use is restricted to receiving calls from family members during their first month in attendance at Aulderm. These calls must take place at the times designated by dorm staff (typically between 6:30 P.M. and 9:30 P.M). After this time, a student may purchase a phone card and make calls to family members and an approved list of friends.

Students who abuse their telephone privileges or who are overly dependent upon telephone contact may have telephone use restricted by staff.

Phone calls will be limited to 10 minutes if other students are waiting to use the phone.

Laptop Computers

It is recommended that students bring a personal laptop computer with them. Students are responsible for damage/viruses sustained by a student's choice to lend a computer to other students.

Medical and Related

Medical Care & Appointments

Routine medical, dental, orthodontic, and similar appointments should be scheduled with the student's home provider for inter-term breaks or other approved home visits.

Medical care is available for all students. Should the need arise; the school nurse will make appointments with a local doctor or other health-care provider (after school or on the weekend, if possible). If a student requires urgent but non-emergency medical attention on a weekend or after office hours, a dorm counselor will contact the nurse, school doctor, or student life director. Emergency medical care will be provided by Chatham Hospital, which is near the school, and is affiliated with the University of North Carolina Hospital in Chapel Hill.

Medication Management

Aulder Academy's nurse and consulting psychiatrist ensure that medication is stored, administered, and dispensed safely in accordance with state and federal regulations. Aulder Academy's medical staff must approve all student prescriptions; the consulting psychiatrist may adjust a student's medication regiment. Parents will be notified if such an adjustment is made. Parents should arrange prescription-management appointments with their daughter's home psychiatrist during home visits. If an interim prescription management appointment is needed between home visits, arrangements can be made for an on-campus consultation with Aulder's consulting psychiatrist.

Medication-management instructions will be provided upon admission, and are available upon request from our admissions director. Aulder Academy is committed to the safety of our students and to compliance with state and federal laws regarding medication management. Please support this commitment by complying with Aulder's medication policies in a timely manner.

Aulder's counselors are credentialed in medication administration and will dispense all prescription or non-prescription medication to the students under the supervision of the school nurse.

Convalescence

Students who have undergone medical procedures and/or have been diagnosed with an illness may not return to Aulder Academy until they are cleared by a physician to return to school and attend classes. During such convalescence, the student's care and supervision is the responsibility of her parent(s)/guardian(s).

Exceptions may be considered only when the requirements for and risks of convalescence are determined by the school nurse, head of school, supervising physician, and parents to be very low. In such exceptions, releases must be signed by the physician and parent(s)/guardian(s).

Excused Physical Education

All students are required to participate in scheduled physical education classes. A student may be excused from physical education at the written request of the school nurse or a physician. The request should contain the specific reason and the time duration involved.

Insurance

Aulder Academy does not provide accident/medical or life insurance for students. Parents are required to meet the student's specific needs through individual or family insurance plans.

It is required that Aulder Academy maintains a copy of the student's insurance card on file for unexpected medical appointments.

Student Finances

Allowance and Activities Account

Aulder Academy does not provide student accounts. All arrangements for allowances should occur between the student and her parents. Students are responsible for paying for their own toiletries, laundry supplies, snacks, and optional off-campus activities. We recommend a monthly allowance of no less than \$100 and no more than \$200. We recommend Visabuxx, a debit-card program designed specifically for teenagers. Information on this program is available at www.visabuxx.com.

Money/Credit Cards/Items of Value

All students are discouraged from bringing cash, expensive jewelry, or other valuable personal items to school. *Aulder Academy cannot assume responsibility for the loss of money or other valuables remaining in the personal possession of students.*

A student should place her name on all personal possessions. It is suggested that students bring a small lockbox for the storage of any small items of value. Students possessing such a lockbox must provide Aulder Academy with a staff key.

Visitation Policies

Philosophy

Aulder Academy's mission is to prepare young women for college and independence. In support of this mission, it is important that students and their families experience sustained periods of separation; the resulting homesickness and separation discomfort are natural and important parts of the student's transition to maturity and independence. It can be equally important (and painful) for parents to navigate these difficult feelings, and we encourage parents to seek support as they journey through this process. At the same time, Aulder endeavors to foster healthy family relations, and to create opportunities for students and their families to re-cast their manner of relating to each other at home. This is critical to helping the family adjust to the student's transition from "child living at home" to "young adult visiting home". To these ends, Aulder provides a generous but highly structured calendar of home visits that are designed to balance time away from home with manageable periods of time at home. It is critical to the health of the school community and to the growth of individual students that our visitation policies be honored by all families; they represent key aspect of Aulder's structure and personal growth strategy.

Off-Campus Visit Opportunities

Each year students are eligible for off-campus visits as follows:

- Inter-Term Breaks: There are four inter-term breaks each year, varying from one to two weeks in length. It is expected that all students (except those in their first thirty days of enrollment or those on an on-campus suspension) will leave campus for these breaks.
- Four-Day Weekends: One four-day weekend is built into each academic term (first semester, second semester, and summer term); these weekends appear on the school's academic calendar. These long weekends are intended to offer extra opportunities for home or local appointments (doctor, orthodontist, etc.).
- Holidays: School is closed on Christmas day and Thanksgiving day each year; no students are allowed on campus during these days. Students who are in their first thirty days of enrollment or who are on an on-campus suspension can take up to four days off campus each of these holidays.
- Free Pass: Each term, students who are full community members or community leaders have a single "free pass" to travel home during a weekend; students or parents must submit a completed Free Pass Request to their CSC at least one week prior to the requested weekend.
- Town Pass: Students are granted "town passes" during parent weekends and may stay off-campus with parents who attend the event.
- College Visits: The school will allow a maximum of three days absence from school for college visits in the second semester of the senior year.

Exceptions

Exceptions to the above listed visitation times may be granted in emergency situations. To seek an exception, please contact your CSC, who will bring the details of your request to the next daily management team meeting for consideration.

Departure and Return Times

Departure Times*:

Students are permitted to depart campus between 3:30pm-8pm the day before the weekend or break begins. All students are expected to depart campus no later than 6pm on the day that the weekend or break begins.

Arrival Times*:

Students are permitted to return to campus between 5pm – 8pm the day before a weekend or break ends. All students are expected to return to campus no later than 8pm on the last day of the weekend or break.

**The school gate is open on weekdays from 7:30am – 9:30pm and weekends from 8:30am – 9:30pm. Outside of these hours the gate is locked.*

Communication of Travel Plans

All travel plans must be communicated to your CSC in advance. This advance notice allows Auldern to: 1) determine the student's eligibility for a visit, and 2) safely account for the student's whereabouts and travel logistics.

For safety reasons, students under the age of 18 for whom we have not received parent-issued travel plans will not be allowed to leave campus until parental permission has been obtained.

Transportation to and from Airport

Auldern Academy provides limited transportation to and from the airport as follows:

To sign up for transportation you must communicate your confirmed travel plans to your counseling services coordinator no later than 14 days prior to the date of travel with seating available on a first-come, first-served basis.

The following transportation companies offer service from the airport:

White Horse Transportation: 1-888-62-HORSE
 All Star Transportation: 1-888-434-4204
 Capitol Style Transportation: 1-919-460-1230

On-Campus Visits

Parents may arrange to visit campus for the following purposes:

- Conferences with staff or with staff and daughter
- Local parents may have items to drop off for their daughter
- School events such as parent events and graduations

We ask that parents observe the following guidelines when visiting campus:

- Before you visit campus, alert your CSC to any plans you have to visit with your daughter— this requires approval from the management team, so please submit your request at least 24 hours in advance. Auldern will consider requests for:
 - Scheduled conferences with school staff
 - Eating lunch on-campus with your daughter during the scheduled lunch period
 - Dining on-campus with your daughter between the hours of 5:00 and 6:00
- Only schedule visits to take place during regular office hours: M-F 8:30 AM – 4:00 PM

- Check in at the front desk upon your arrival
- Alert your CSC to any visitors you wish to bring—non-family visitors must be approved by the management team, so please submit these requests at least 24 hours in advance

Consequences

Violation of visitation policies may lead to the loss of subsequent visitation privileges (aka “on-campus suspension”), and/or other consequences as deemed appropriate by Auldern management. Repeated violation of visitation policies may lead to dismissal.

Calendars and Schedules

Calendars and Schedules

Aulder Academy School Calendar: 2004/2005 School Year

Revised June 22 2004

August 15 and 16	Returning students arrive on campus
August 16	New students arrive on campus
August 17	Orientation: All Students
August 18	First Semester classes begin
October 8-11	Fall break
October 12	Classes resume
October 15-16	Parent Weekend
November 24-November 29	Thanksgiving Break
November 25	Thanksgiving Day: Campus Closed
November 30	Classes resume
December 18-January 3	Inter-Term 1
December 25	Christmas Day: Campus Closed
January 4	Classes resume
February 18-21	No classes-Presidents Day
February 22	Classes resume
March 24-April 4	Inter-Term 2
April 5	Classes resume
April 22-23	Parent Weekend
June 2 *	Graduation--noon
June 3-June 10	Inter-Term 3
June 11 and 12	Students arrive on campus
June 13	Summer session begins
July 1-4	No classes-Independence Day
July 5	Classes resume
August 5	Summer session ends
August 6-August 13	Inter-Term 4
August 14 and 15, 2005	Students arrive on campus
August 16	Orientation
August 17	First Semester classes begin
* All students are expected to attend graduation and are not excused until 2pm on June 2.	

Daily Schedule 2004-2005*Monday-Thursday*

7:15: wakeup
 7:55-8:20: breakfast

 8:30-9:15 daily: CLASS 1
 9:20-10:05 daily: CLASS 2
 10:05-10:15 daily: MEETING
 10:15-11:00 daily: CLASS 3
 11:05-12:00 MW: clubs
 11:05-12:10 TuTh: group counseling
 12:00-12:10 MW: advisor/advisee meetings
 12:10-12:45: LUNCH
 12:45-1:30 daily: CLASS 4
 1:35-2:20 daily: CLASS 5
 2:25-3:10 daily: CLASS 6
 3:15-4:00 daily: CLASS 7
 4:15 -5:00 M-Thu: P.E.

 5:00-5:30 daily: dinner
 6:00-6:30 daily: dorm meeting
 6:30-9:30 daily: phones
 6:30-7:30 daily: study hall
 7:00 – 8:15 daily: internet time
 9:00 – 9:45 daily: chores
 10:30 daily (11:00 weekends); lights out

Friday

8:30-9:15: CLASS 1
 9:20-10:05: CLASS 2
 10:05-10:35: meeting
 (school/community activity)
 10:35-11:20: CLASS 3
 11:25-12:10: CLASS 4
 12:10-12:45: LUNCH
 12:45-1:30: CLASS 5
 1:35-2:20: CLASS 6
 2:25-3:10: CLASS 7