

YOUR MANUAL
TO SUCCEED



PINE FORGE
ACADEMY
A SEVENTH-DAY
ADVENTIST INSTITUTION

Excellence is no accident.

STUDENT HANDBOOK

EFFECTIVE AUGUST 2017

WELCOME



Pine Forge Academy welcomes you as you converge upon this inviting campus nestled in “the hills of rolling green” along the banks of the historic Manatawny River. Pine Forge Academy is a private-coeducational boarding high school operated by the Allegheny East Conference Corporation of Seventh-day Adventists.

We, the faculty, staff, community, and Board of Trustees, are delighted you have chosen Pine Forge Academy as the school to pursue your secondary Christian educational career. We deem it a privilege to serve your educational needs, encourage you in the development of your talents, the attainment of knowledge and high academic achievement, character development and spiritual enrichment; and also assist you in maintaining a sense of dignity and refinement of manner, the mastery of self-discipline and the realization of success.

Pine Forge Academy offers every student who is serious about his or her purpose in life valuable opportunities and challenges. As a student, you will find that reaching the acme of success here depends upon how much time, interest, energy, prayer and honest effort you are willing to invest to achieve goals and realize ambitions just as it does in real life.

If you sincerely invest yourself, you will benefit from countless lessons, reach academic heights, and establish noble habits. Christian principles and spiritual values will become a part of you. Welcome to this “special spot on earth” called Pine Forge Academy where lasting friendships are formed, cherished memories which last a lifetime are made and where you will discover with God’s help that “excellence is no accident.”

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MISSION

Pine Forge Academy, a co-educational Seventh-day Adventist school, serves grades 9 through 12. It is committed to provide a Christ-centered curriculum in a safe caring environment, to prepare students spiritually, intellectually, physically, and socially for service to God and man.

PHILOSOPHY

The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. In the beginning, God created in His image a perfect humanity, a perfection later marred by sin. Through Christ and His Spirit, God determined to restore humanity from its lost state. Through the Bible, He has revealed His will to the world, a revelation that supersedes human reason. Through His church on earth, He seeks the lost for His kingdom.

The basic tenets of the Seventh-day Adventist Church, as well as the inspired writings of Ellen G. White, are directed toward God's restorative plan for fallen humanity. The Church conducts its own system of education to engender belief in these tenets, within the context of one's personal relationship with Jesus Christ, and to foster a desire to share that relationship with others.

Made in God's image, every human being, although fallen, is endowed with attributes akin to those of the Creator. Therefore, Seventh-day Adventist education seeks to nurture "thinkers rather than mere reflectors of other's thoughts" Education, page 17; loving service rather than selfish ambition; maximum development of one's potential; and an appreciation for all that is beautiful, true and good.

An education of this kind imparts far more than academic knowledge. It is a balanced development of the whole person. Its time dimensions span eternity. In Seventh-day Adventist education, homes, schools, and churches cooperate together with divine agencies in preparing learners for citizenship here on this earth and in the new earth to come.

GOALS

The following goals have been developed to support the unique philosophy of Seventh-day Adventist education. In accordance with this philosophy, each student at Pine Forge Academy will learn:

ACCEPTANCE OF GOD: Surrender one's whole life to God; develop a relationship with Jesus Christ; and allow the Holy Spirit to work in one's life.

COMMITMENT TO THE CHURCH: Desire to know, live and share the message and mission of the Seventh-day Adventist church.

INTERPERSONAL RELATIONSHIPS: Develop a sense of self-worth, skills in interpersonal relationships, an understanding of the responsibilities of family membership and the ability to respond with sensitivity to the needs of others.

RESPONSIBLE CITIZENSHIP: Develop an understanding of cultural and historical heritage, affirm a belief in the dignity and worth of others, and accept responsibility for local, national and global environments.

HEALTHY BALANCED LIVING: Accept personal responsibility for achieving and maintaining optimum physical, mental, and spiritual health.

INTELLECTUAL DEVELOPMENT: Adopt a systemic, logical, and biblically based approach to decision-making and problem-solving when applied to a developing body of knowledge.

COMMUNICATION SKILLS: Recognize the importance of effective communication and develop the requisite skills.

PERSONAL MANAGEMENT: Function responsibly in the everyday world using Christian principles of stewardship, economy, and personal management.

AESTHETIC APPRECIATION: Develop an appreciation of the beautiful, in God's creation and in human expression while nurturing individual ability in the fine arts.

CAREER AND SERVICE: Develop a Christian work ethic with an appreciation for the dignity of service.

WHO MAY ATTEND?

Although founded primarily for African-American Seventh-day Adventist youth, Pine Forge Academy welcomes any student of sterling character and high ideals regardless of denominational affiliation, race, color, or creed. While no religious test is applied, it must be definitely understood that all students who are accepted agree to abide by the regulations of the school and show reverence for the Word of God.

ADMISSION

Students in grades nine through twelve who express and demonstrate a definite interest in receiving a Christian education are eligible for admission. All students must make formal application and receive notice of acceptance before admission is final. Prior to acceptance, the school must have the following:

1. An application fee.
2. Completed application form.
3. Current photo.
4. Three letters of recommendation, including one personal, one Mathematics instructor, and one English instructor.
5. Certified copy of birth certificate.
6. Copy of social security card.
7. Physical/Sports examination form (*all new and eleventh grade students are required to have a physical*).
8. Emergency consent form.
9. Medical record annual update.
10. Dental examination form.
11. Immunization record.
12. An official transcript from the last school attended. The transcript request form must be given to the school your child presently attends. This form is provided for your convenience because some schools require official notification from the parent before they mail out an official transcript. It is the parent/guardian's responsibility to ensure that an official transcript is sent to the registrar's office. The Admissions Committee cannot accept any student without an official transcript. A report card is not an official transcript and will not be considered in the application process.
13. A minimum cumulative GPA of 2.0

STUDENT ACCEPTANCE

Special Circumstances

At the discretion of the Pine Forge Academy Admissions Committee, students may be admitted to the Academy under special circumstances. For the purpose of these procedures, special circumstances may include, but not be limited to, status as a former student, family circumstances, and financial capability. Students admitted to the Academy under special circumstances may be admitted ahead of students on the waiting list for admissions.

1. Students are generally not admitted to the Academy after the add/drop date posted on the school's calendar for each semester.
2. In extenuating circumstances a student with a minimum cumulative GPA of 2.75 may be admitted after the add/drop date posted on the school's calendar.

A WORD

to the Parents

Parents are earnestly requested to read carefully all regulations and recommendations in order that they may place their children in Pine Forge Academy with an intelligent understanding of its principles and requirements. They are urged to give the faculty their whole-hearted cooperation and support in upholding the standards of the school. This can be done by urging students to study diligently, attend classes regularly, submit assignments in a timely manner, grant no permission which will conflict with school regulations and demonstrate at all times to their children the confidence they have in the faculty.

A very important part of the training, which a student receives in school, is that which is obtained through association with others in the dormitory. Such training as they receive in the dormitory cannot be obtained from their class work; it comes through their contact with the varied characteristics, ideas, and intellectual attainments of their fellow students. This environment is thus designed to establish wholesome friendships while working and living with those of other families.

"In the formation of character, no other influence counts so much as the home. The teacher's work should supplement that of the parents, but it is not to take its place. In all that concerns the well-being of the child it should be the effort of parents and teachers to cooperate." Education, p 283.

Home and School Partnership – Conciliation Process

Pine Forge Academy adheres to the Columbia Union Office of Education's Education Code policy and procedures for Parent-Teacher Conciliation (3065).

A. Purpose - The following conciliation procedure based on Matthew 18 and I Corinthians 6 will be used for resolving problems that may arise between parents and teachers. The objective is to resolve the problem on an informal basis, if possible, and then on a formal basis if necessary. This procedure pertains to misunderstandings between parents and teachers. It should not be used for handling disputes over student misbehavior or employment practices (see Code 3500, 9650). Pine Forge Academy employees who are also parents of enrolled students are equally obliged to adhere to this policy and code.

B. Procedure

1. Step One: The parent should first talk with the teacher and attempt to resolve the problem informally. If the problem persists, each additional step shall be employed until the problem is resolved.
2. Step Two: The parent should then ask the school principal to help resolve the problem informally. (This step would be skipped if the teacher is also the principal.)
3. Step Three: The parent should then contact the local school board chair who will attempt to resolve the problem informally. The Pine Forge Academy School Board Chair is the President of Allegheny East Conference and can be contacted through the President's Administrative Assistant.
4. Step Four: The school board chair or his designee (Superintendent of Allegheny East Schools, Vice President of Finance, Vice President of Administration, etc...) will convene a formal meeting of either the school board's executive/personnel committee or full school board, depending on procedures adopted by the school board for such situations. When such a meeting takes place, the local conference superintendent must be informed of a potential problem.

5. Step Five: The parent should then contact the local conference superintendent and explain the problem in writing. The superintendent will attempt to resolve the problem by meeting with the parent(s), teacher, principal, and school board chair.
6. Step Six: The parent should then ask that the matter be referred to the local conference K-12 board of education or its duly appointed committee that deals with such matters. The decision at this level will be final.

A WORD

to the Students

Every student who matriculates with the Academy thereby enters into a contract to comply cheerfully and faithfully with all the rules and regulations of the school. Failure to do so severs all connection with the school. A student who violates major regulations will be retained only at the discretion of the faculty.

Each student (on campus or off-campus) who is accepted to attend Pine Forge Academy must sign the Code of Honor.

It is definitely understood that students who are accepted at Pine Forge Academy must acknowledge in writing that they have read the Pine Forge Academy Handbook, and pledge themselves to observe the regulations, and to live in harmony with the ideals and purposes of the institution. Unless they are willing to do so freely without reservation, they will not be admitted. If this pledge is broken, the student will be subject to discipline or dismissal.

WHAT YOU ARE EXPECTED TO BRING

All dormitory students should bring the following:

BEDDING

- single bed mattress cover
- a pillow
- four perma-press sheets
- two pillow cases
- two matching bedspreads
- blankets and comforters

CLOTHING/YOUNG LADIES*

- shoes and boots
- coat, jacket, or sweater
- socks
- rainwear and hat
- belt(s)
- gloves
- regulation uniform
- sleepwear and soft sole slippers
- work clothes
- undergarments
- dress clothes
- casual clothes

CLOTHING/YOUNG MEN*

- shoes and boots
- coat, jacket, or sweater
- socks and hosiery
- rainwear and hat
- belt(s)
- gloves
- regulation uniform
- sleepwear and soft sole slippers
- work clothes
- undergarments
- dress clothes**
- casual clothes

PERSONAL ITEMS TO INCLUDE

- towels and washcloths
- umbrella
- laundry bag
- toiletries
- handkerchiefs
- toilet paper
- trash can
- iron
- ironing board
- broom
- cleaning supplies
- laundry supplies

OTHER THINGS TO INCLUDE

- alarm clock
- curtains
- combination locks
- rugs
- study lamp
- dustpan

** See details in regards to the Academy dress requirements.*

*** Dress clothes should include Sabbath attire (suit jacket, dress slacks, dress shoes, dress shirt, and tie).*

ADDITIONAL THINGS YOU MAY BRING

Students are allowed and encouraged to bring their own personal computers (laptops) to the Academy.

Students may bring electronic entertainment devices; however, the following rules apply:

1. If the entertainment device is heard outside of the dormitory, it will be confiscated by the Academy.
2. If inappropriate music (profanity, lewd, sexual overtones, etc.) is heard, the entertainment device will be confiscated.
3. The Academy will not be liable for any damage or loss to such equipment while it remains in the student's possession.
4. Electronic entertainment and listening devices may not be used during the academic scheduled time frame (class time, study hall, class trip, tutoring).
5. Electronics confiscated by a staff member will be returned to the parent by the administration.

Students who own musical instruments are encouraged to bring them. However, at the discretion of the dean, the use of musical instruments may be restricted to designated times. Those students who are interested in taking lessons should make arrangements with the music department.

Refrigerators are allowed by permission in accordance with dormitory guidelines. A \$100 cash fee is required at the beginning of the year. The refrigerator fee is to be paid at the respective dormitory before the refriger-

erator can be taken to the room. Each student must obtain insurance to cover the cost of damages or theft of personal property. The Academy will not be responsible for loss or damages of personal property.

Note: Additional items may be brought to the campus with the permission of the dean.

ITEMS NOT PERMITTED ON CAMPUS

Any item that looks like or may be used as a weapon, including knives or firearms are not permitted on the campus. Because of fire hazards, candles, lighters, firecrackers, space heaters, and cooking appliances, including microwaves, grills, toasters, etc., are not permitted. Resident students are not permitted to have automobiles or bicycles. Objectionable listening, viewing and reading material in any form are not to be brought or used on the campus. Televisions are provided by the respective dorms and should not be brought to the school by the parents/students.

If a student is found violating this provision, such student will be immediately expelled without recourse.

WORSHIP & DEVOTION

You will find that our Academy provides numerous opportunities that will aid you in your search for the eternal realities of omnipotence. You may well feel the presence of the Almighty here on this campus in a host of meaningful ways. Whether in daily devotions, or the outstanding services on the weekend, or through the inspiring weeks of prayer, you will quickly sense a different atmosphere that pervades this campus in contrast to that found on others.

PERSONAL DEVOTIONS: A truly successful Christian experience can only be gained through spending time each day alone with Jesus. Students are encouraged to establish a schedule, at the beginning of the year that will allow them to spend at least one half hour each day in personal bible study and prayer.

DAILY GROUP WORSHIP: Worship is conducted every morning and evening. attendance is required.

Please enter the worship room quietly, reverently and correctly dressed. Talking, gum chewing, improper posture, jesting, improper attire, etc., are considered irreverent behavior and should be avoided. Exercise discipline, regard for others, reverence for the sanctuary, and reverence for God.

SABBATH PREPARATION & ENJOYMENT: When a student chooses to attend Pine Forge Academy, it is assumed that he/she has chosen to give proper respect for and adherence to all the religious beliefs of the school. All students are expected to prepare for the Sabbath and to respect the Sabbath by refraining from all ordinary labor and activities and should attend Friday evening vespers, Sabbath School, Divine Worship, and AYS Attendance is taken at all services.

This practice is encouraged because our beneficent Creator, after the six days of Creation, rested on the seventh day and instituted the Sabbath for

all people as a memorial of Creation. The fourth commandment of God’s unchangeable law requires the observance of this seventh- day Sabbath as the day of rest, worship, and ministry in harmony with the teaching and practice of Jesus, the lord of the Sabbath. The Sabbath is a day of delightful communion with God and one another. It is a symbol of our redemption in Christ, a sign of our sanctification, a token of our allegiance, and a foretaste of our eternal future in God’s kingdom. The Sabbath is God’s perpetual sign of His eternal covenant between Him and His people. Joyful observance of this holy time from evening to evening, sunset to sunset, is a celebration of God’s creative and redemptive acts (Exodus 20:8-11). Students are to guard the sacred edges of the Sabbath by having his or her room cleaned and Sabbath attire prepared before sunset on Friday evening so as to enjoy the promises found in Isaiah 58:13, 14:

“If you keep the Sabbath day Holy, not having your own fun and business on that day, but enjoying the Sabbath and speaking of it with delight as the lord’s day and honoring the Lord in what you do, not following your own desires and pleasures, not talking idly – then the lord will be your delight.”

PROPER ATTIRE FOR WORSHIP: Appropriate Christian dress should be reserved for the Sabbath services. A student should choose the proper attire for such services thus showing respect for God, himself/herself, and others on those special occasions. The Academy reserves the right to determine the appropriateness of attire as it relates to fashion, fads, and trends.

MALES

- Dress shirt & tie
- Suits
- Dress slacks w/ dress jacket
- Dress shoes & socks

FEMALES

- Dresses
- Dress suits
- Dressy skirt w/ blouse or sweater
- Dress shoes and pantyhose

REVERENCE IN RELIGIOUS SERVICES: Being reverent in the sanctuary and in all religious services is vitally necessary for one’s own spiritual blessing as well as for those seated around him. Students should enter quietly, maintain correct sitting posture; refrain from slumping down in the pews, covering themselves with coats, eating or chewing of gum, private conver-

sation, and unnecessary movement. We encourage students to take care of their personal needs before entering the sanctuary so everyone experiences maximum enjoyment while communicating with God.

WEEKS OF PRAYER: There are occasions on the campus that will be found to be especially meaningful in regards to spiritual emphasis. they have to do with special weeks of prayer, often involving invited guests as speakers. there are three regularly scheduled inspirational weeks of prayer during the school year:

- The Autumn Week of Prayer
- The Student Week of Prayer
- The Spring Week of Prayer

ACADEMIC INFORMATION/ DIPLOMA REQUIREMENTS

The required number of credits needed to complete the General and College Preparatory diploma are as follows:

Requirements	College Preparatory	General
Minimum Cumulative Grade Point Average (<i>GPA</i>)	2.5	2.0
Minimum Credit Units	27.5	24.5
Religion	1 credit for each year at an Adventist institution	1 credit for each year at an Adventist institution
English (<i>inclusive of English I, II, III/AP, IV/AP</i>)	4 credits	4 credits
Mathematics (<i>inclusive of Algebra I, Geometry, Algebra II</i>)	Min. 4 credits (<i>A math course must be taken at Pine Forge Academy for every year enrolled</i>)	Min. 3 credits (<i>A math course must be taken at Pine Forge Academy for every year enrolled</i>)
Science	4 credits (<i>3 credits with Lab</i>)	3 credits (<i>2 credits with Lab</i>)
History (<i>inclusive of World, US History, Government, & African- American</i>)	4 credits	3 credits
Foreign Language	2 credits of the same language	
Technology	1 credit	1 credit
Fine Arts	1 credit	1 credit
Physical Education	1.5 credits (<i>0.5 credits per year</i>)	1.5 credits (<i>0.5 credits per year</i>)
Health	0.5 credits	0.5 credits
Vocational Arts	1 credit (for each year enrolled)	1 credit (for each year enrolled)
Electives	As needed	As needed

Pine Forge Academy offers two diplomas, a College Preparatory and a General.

Class Standing

FRESHMAN: To be eligible to enter the freshman class, the student must meet the requirements listed below:

1. Have successfully completed the eighth grade course of study with a minimum cumulative GPA of 2.0.

SOPHOMORE: To be eligible to be a member of the sophomore class, the student must meet the requirements listed below:

1. Have completed at least 6 credits including required courses at the beginning of the school year.
2. Maintain a minimum cumulative GPA of 2.0 for the general diploma and 2.5 for the college preparatory diploma.
3. Have all official transcripts of work completed in any other accredited secondary schools, organizations or programs recorded in the Office of Admissions and Records.

JUNIOR: To be eligible to be a member of, and participate in any junior class activities and privileges, a student must meet the requirements listed below:

1. Complete at least 12 credits including the following required courses by the start of the junior year
 - English – 2 credits
 - Science – 1 credit minimum
 - History – 2 credits
 - Mathematics – 1 credit minimum including Algebra 1 (*general*) / 2 credits minimum including algebra 1 (*college prep.*)
2. Maintain a minimum cumulative GPA of 2.0 for the general diploma and 2.5 for the college preparatory diploma.
3. Have all official transcripts of work completed in any other accredited secondary schools, organizations or programs recorded in the Office of Admissions and Records.

Note: The PSAT which may qualify students for the National Merit Scholarship must be taken in the junior year.

SENIOR: To be eligible to be a member of, and participate in any senior class activities and privileges, a student must meet the requirements listed below:

1. Complete at least 16 credits (*general*) / 18 credits (*college prep.*) including the following required courses by the start of the senior year
 - English – 3 credits
 - Mathematics – 2 credits minimum including Algebra 1 (*general*) / 3 credits minimum including algebra 1 (*college prep.*)
 - Religion (as required)
 - History – 3 credits
 - Foreign Language – 1 credit minimum (*college prep.*)
 - Physical Education – 1 credit minimum
 - Science – 2 credit minimum (*general*) / 2 credit minimum (*college prep.*)
 - Vocational Arts – 1 credit minimum
2. Maintain a minimum cumulative GPA of 2.0 for the general diploma and 2.5 for the college preparatory diploma.
3. Have all official transcripts of work completed in any other accredited secondary schools, organizations or programs recorded in the Office of Admissions and Records.

EXAMINATION POLICIES

SCHEDULE OF QUIZZES AND EXAMINATIONS: All students are responsible for knowing the schedule of quiz and examination dates. Examinations are generally scheduled and will be administered, for 1st and 2nd year courses, within a defined Examination Period. There are exceptions to this, for instance, if a course ends early in a Block, a final examination may be scheduled close to when that course is completed. The Examination Period is published in the Academic Calendar. Students are expected to be available for examinations at any time within this specified examination period students are responsible for knowing the quiz schedule and adhering to the same policies and guidelines as examinations.

REPORTING TO EXAMINATIONS: All students need to arrive on time and be prepared to start the exam at the published start time. Students who do not arrive on time may be disallowed by the Instructor of Record or administrator from taking the examination. Any student arriving late for an examination must first report to their Exam manager.

RESCHEDULING EXAMINATIONS: You may request a postponement or rescheduling of an examination under certain extenuating circumstances.

- To reschedule taking an examination **you must obtain the permission** from the Instructor of Record and Registrar.
- **The reason for rescheduling an exam must be substantive.** The postponement of an examination is not for the purpose of allowing students additional time to prepare for an exam. As examples, delay due to a lack of arrangement of transportation or oversleeping is not substantive reasons.
- **Illness:** If you have been sick for several days, or fall ill on the day of the exam, your Exam Manager should be notified immediately. A doctor's note WILL be required.

Unless these conditions have been met, students will be expected to take their examination at the scheduled time.

We would like to stress that if you have family or personal issues of a magnitude severe enough to significantly disrupt your ability to study during the block; it is your responsibility to inform the Dean and Instructor of Record immediately.

TEST TAKING CONDITIONS: Students must follow exam staff instructions throughout the exam period. If an exam has assigned seating, this must be followed by the students. Backpacks, purses and other bags are placed off to the side and away from the exam seating area. Cell phones and all other electronics must be turned off and placed in a backpack or bag.

RE-EXAMINATIONS: Students who receive a failing grade after all examinations in a course have been completed will be given the opportunity for a re-examination only upon request and with the express permission of the Instructor of Record.

It is the responsibility of the student to know their final course grade and to be available for a re-examination on the scheduled date and time.

THE HONOR CODE: Examinations are conducted under the honor code. Students should recognize that the honor code has two components: 1) the student will not cheat, and 2) the student will not condone the cheating by others, and will report such conduct if observed.

When students take an examination at an alternate time from other students, it is important that the honor code be strictly applied. A student taking an examination at other than the regular time has the obligation not to place themselves in a position where the examination is being discussed. It is inappropriate to discuss any aspect of the examination with any students who have not taken the exam. This includes comments on content, difficulty of the examination, etc.

EXEMPTIONS: To be eligible for an exemption from a semester final exam students must demonstrate mastery of the specific discipline by satisfying one of the following criteria:

- Earn an A average in all grading categories of the discipline in which the exemption is to be granted (a 94% is the minimum percentage for an “A” at PFA); or
- Earn an overall 96% average for a specific discipline for the semester in which exemption is to be granted

Procedural Policies on Semester Exam Exemption

1. A student who meets the above criteria and takes a College Board Advanced Placement (AP) Exam is exempt from the spring semester final that corresponds with the AP.
2. Exemption from final exams must be departmentally agreed upon or agreed upon in collaboration with the Principal when a department has a single instructor.
3. Students must be informed by the last day of class of their exemption status by the instructor. All parents must be informed of students’ exemption status by the instructor. An official list of students who are exempt must be submitted to the Office of Admissions and Records by the last day of class for each semester. The Deans will be officially informed of all exemptions by the Office of Admissions and Registrar.

NOTE:

- Students who are enrolled in the Academy must take the ACT, PSAT and SAT.
- Students who are enrolled in the Academy must take the ACT ASPIRE.
- Students who are enrolled in the Academy and are enrolled in an Advanced Placement Course, must take the AP examination.

AECOE RENWEB POLICIES

Pine Forge Academy adheres to the policies of the Allegheny East Conference Office of Education including grading and student information system policies below:

Posting of Grades

- a. Teachers will maintain a record of each student's work, progress, and attendance on a daily basis in RenWeb.
- b. Teachers must assess a variety of student performances such as written assignments, homework, projects, classroom participation/class work, quizzes, tests, and end of quarter/course examinations. Teachers should consider such factors as preparation, daily work habits, quality, and completeness of assignments in evaluating student performance. The Principal will ensure that all teachers apply these procedures in determining grades.
- c. Teachers must record a minimum of two grades per week in RenWeb more than two is highly recommended. If a week is shortened by two days, a minimum of one grade will be required. Only one grade will be recorded if a class meets only once per week.
- d. Teachers must return graded papers and assignments in order to provide on-going, timely feedback to students and parents.
- e. Teachers will grade and give a score for all student assignments.
- f. A student will receive a ratio of number correct over number possible earned for tests, exams or quizzes. A zero percentage will be given when the following occurs:
 - 1) A student has cheated on a test, quiz, or assigned project.
 - 2) A student who has been lawfully absent fails to produce make-up work in a reasonable timeframe.
 - 3) A student has been unlawfully absent.
 - 4) A student does not turn in an assignment. A student will receive the following score on practice homework assignments and formative assignments in the classroom: 0/1 for assignments not attempted; 1/1 if the assignment was attempted.

- g. Assignments done for practice should NOT be assessed in terms of a grade, but in terms of completeness.
- h. Formative assessments, in which the teacher is gauging progress towards a goal, should NOT be assessed in terms of a grade, but in terms of completeness.
- i. In the event of extenuating circumstances occurring at the end of the course, individual students may be exempted from final examinations upon the recommendation of the teacher and with the written approval of the Principal.
- j. Principals will monitor the grading policy on a weekly basis. Teachers should expect feedback.

GRADE POINT AVERAGE

A student’s GPA is calculated using a 4.0 scale. The following system of recording grades and assigning a percentage value is used:

LETTER GRADE	GRADE POINT	PERCENTAGES
A	4.0	100-94
A-	3.7	93-90
B+	3.3	89-87
B	3.0	86-84
B-	2.7	83-80
C+	2.3	79-77
C	2.0	76-74
C-	1.7	73-70
D+	1.3	69-67
D	1.0	66-64
F	0.0	63-0
W	0.0	Withdrawal
WF	0.0	Withdrawal/Failure

ACADEMIC PROGRESS REPORTS

The school year is divided into two semesters with a standard course load consisting of 6 or 7 credits per semester. A minimum of five courses, per semester, four of which must be core courses, is required in order to maintain enrollment at Pine Forge Academy. Academic Progress Reports are issued to all students every quarter. Student academic status is available via the computerized student information management system (Renweb) throughout the school year. Final grades are permanently recorded on each student's transcript at the end of each semester.

ACADEMIC RECOGNITION

HONORS RECOGNITION: Special recognition is given to students who diligently strive for academic excellence and achieve the following GPA per quarter:

Honors	3.00 - 3.44
High Honors	3.45 - 3.74
Highest Honors	3.75 - 4.00
Principal's list	4.00

NATIONAL HONOR SOCIETY (NHS): In accordance with guidelines established by the National Honor Society, students who have at least sophomore status and have earned a minimum cumulative GPA of 3.5 will meet the academic requirement for eligibility for the National Honor Society. Those students who meet these criteria will be given an NHS application Form.

The Pine Forge Academy NHS Faculty Committee will evaluate and select the applicant based on NHS application form in the areas of leadership, service and character. An induction ceremony is held in the second semester of each school year for all students who have been selected for membership.

READERS: Students with a minimum cumulative GPA of 3.0 and who demonstrate exceptional values in the areas of character, integrity and confidentiality, may be recommended as readers.

VALEDICTORIAN & SALUTATORIAN: The Valedictorian and Salutatorian are academic recognitions awarded to members of the graduating class and are selected based on the following criteria:

- Grades calculated on the seventh semester/cumulative years of high school grades
- Has the respective class rank of first and second
- Must complete senior year at Pine Forge Academy

- Must be an honor student
- Must graduate with a College Preparatory diploma
- Valedictorian and Salutatorian status is subject to change in the eighth and final semester if the student is unable to maintain the requirements of this academic honor.

HONOR GUARDS: Honor Guards are students (*top academic students, maximum of ten*) who are members of the junior class and are selected based on the following criteria:

- Must be an honor student
- Exemplary student who consistently reflects the principles of the Academy and has not been the recipient of any major disciplinary action from the academy for the current school year
- Academic selection is subject to change based on the most current permanent grades

STUDENT OF THE YEAR:

The Student of the Year Award is the highest student award bestowed by the Administration in recognition of a student who embodies and consistently demonstrates the principles and ideals of the Academy. He/She also has a positive impact on the campus by displaying a sterling character, rendering of unselfish service, displaying of positive leadership skills, exerting an enriching social and spiritual influence, demonstrating exemplary citizenship at all times, including in the Residence Halls and in his/her overall involvement in the programs and activities of the Academy.

ACADEMIC PROBATION

Students are placed on academic probation at the end of each quarter if they:

- Fail to maintain the minimum requirement of 2.0 GPA
- Earn at least two D's
- Earn at least one F

These students are placed on academic probation for the next quarter. Students who are placed on academic probation:

1. Must attend mandatory study program(s)
 - Study Hall
 - Zero Period — a mandatory study session that students attend at the jurisdiction of the registrar.

Note: Parents will be notified about the implementation of any new programs.

2. Will not be allowed to participate in any off-campus activities with the exception of those activities deemed mandatory by the administration for the entire student body
3. Students who are on academic probation for two consecutive quarters will not be allowed to participate in any extra-curricular activities on or off campus
4. Students who have been placed on academic probation will be re-evaluated and may be dismissed from the Academy

SUMMER/REMEDIAL CLASSES: The taking of summer/remedial classes is regulated by the following procedures:

1. Notification from the Office of Records and Admissions that the student has received a grade of F in a class.

2. Classes must be taken from a state accredited school, Home Study International (Griggs University) or any organization recognized by the Columbia Union Office of Education, up to a maximum of 2 courses per summer.
3. Course work must be completed and the official transcript submitted directly from the organization to the Office of Admissions and Records before the student receives credit for the course.
4. The summer/remedial official transcript must be submitted before date of registration.

COURSE OFFERINGS

The following may be offered over a period of four years:

APPLIED ARTS

Keyboarding/Computer Applications	Web Design	Industrial Arts
Family/Consumer Science	Computer Programming (C, PHP)	

BIBLE

Religion I	Religion II	Religion III	Religion IV
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BUSINESS

Accounting	AP Economics*	<i>*Course is also offered under the History department.</i>	
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FINE ARTS

Art	Private Music lessons	AP Music Theory	Band
Choir	Instrumental/Vocal	Creative Arts (Drama)	

FOREIGN LANGUAGE

Spanish I	Spanish II	Spanish III	AP Spanish
French I	French II	French III (when available)	

LANGUAGE ARTS

English I	English II	English III	AP English IV
Honors English II	Honors English III	Honors English IV	

MATHEMATICS

Algebra I	Honors Algebra I	Geometry	Honors Geometry
Algebra II	Honors Algebra II	Pre-Calculus	AP Calculus
AP Statistics	Integrated Mathematics		

PHYSICAL EDUCATION

Physical Education	Health
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SCIENCE

Biology	Honors Biology	Anatomy and Physiology	Physics
Chemistry	Honors Chemistry	Integrated Science	

HISTORY

US History	AP US History	African-American History
Government	World History	

Students may enroll in Honors Track Requirement courses based on the following conditions:

- A.
 - 1. Receiving departmental recommendation; or
 - 2. Successfully completing a placement exam; or
 - 3. Achieving a minimum cumulative GPA of 3.5 in the discipline, and minimum overall cumulative GPA of 3.0; and
- B. Students who have a grade below a C- at the end of the 1st or 3rd quarter will be evaluated by the Curriculum Committee in consultation with the course instructor, student, and parents to determine whether the student should remain enrolled in the honors course.
- C. Students who have a grade below a C- at the end of the 1st semester will be transferred to an equivalent regular course subject to curriculum committee approval.

ADVANCED PLACEMENT (AP) COURSES

- A. Students may enroll in an AP course in a designated subject area subject to obtaining departmental approval.
- B. Each student will be assessed a fee which will cover the cost of the text books and the AP Exam.
- C. Students will receive AP credit only upon successful completion of the AP Exam.
- D. If a student fails the AP Exam but successfully completes the course, the transcript may reflect the class taken as English IV; Biology; Calculus; Economics; etc.

COURSES TAKEN AHEAD OF SCHEDULE

Requests to take a class ahead of schedule will be considered based on the following conditions:

1. Completion of freshman year
2. Parental request in writing to the administration with course description
3. Cumulative GPA of 3.5 in the department
4. Cumulative GPA of 3.0 overall
5. Curriculum Committee approval
6. The course must be taken at a community college, a 4-yr college, or through Home Study Institute (HSI-Griggs University) or other approved educational institution.
 - The course will be taken at Pine Forge Academy as scheduled if the official transcript from the institution is not in the Office of Admissions and Records prior to the opening of school in the Fall.
 - We recommend that no more than two (2) courses be taken per summer period.
7. No credit will be given for any student taking a class without strict adherence to the above procedures.

CORRESPONDENCE COURSES

1. Approval for taking a correspondence course (for Juniors/Seniors only) must be secured in advance by presenting a formal letter stating the specific courses requested and the reason for the request to the Curriculum Committee.
2. Examinations may only be administered through the Office of Admissions and Records.
3. Correspondence courses must be taken from Home Study International (Griggs University) or any organization authorized by the Columbia Union Office of Education.
4. A senior taking a correspondence course required for graduation must complete the course by the due date posted for final grades on the school calendar. The Office of Admissions and Records must receive the transcript before the student may participate in graduation exercises.

CLASS SCHEDULE CHANGES

Each year the administration makes every effort to ensure that every student is placed in the appropriate and required schedule of classes at the time of registration. The decision to change any student's schedule is based on an individual academic need and final approval from the Office of Admissions and Records.

To change a class schedule, the student must follow the procedure as outlined below:

1. Complete and submit a drop/add form to the Office of Admissions and Records
2. Obtain written parental consent
3. Obtain all the required signatures
4. Attend class(es) until receipt of official notification from the Office of Admissions and Records
5. Students cannot add/drop a class after the date posted on the school calendar for each semester

***The Academy reserves the right to cancel any course if the number of students registered does not justify continuation of the course.*

****Pine Forge Academy administrators can adjust individual and collective class or student schedules based on school needs at any time in the school year.*

GRADUATION REQUIREMENTS

GRANTING A DIPLOMA

A diploma is granted to a student who:

1. has met all the academic requirements for the General or College Preparatory diploma (See the handbook section beginning on page 20.);
2. has been enrolled in the Academy for the entire final semester of his/her senior year;
3. has completed a minimum of 25 hours of community service each year in attendance at Pine Forge Academy;
4. has fulfilled all financial obligations; and
5. has upheld the principles and standards of the Academy up until the completion of graduation services.

ACCELERATED ACADEMIC PROGRAM

The Pine Forge Academy curriculum has been developed and planned as a four-year program. Recognizing that there are unique circumstances, students wishing to enter an accelerated three-year program must meet the following criteria. Students must:

1. have a minimum overall cumulative GPA of 3.5;
2. have a minimum cumulative GPA of 3.5 in the discipline which he/she would need to take additional classes. Students must take accelerated courses in a college setting only. Courses must be taken from Home Study International (Griggs University) or any organization authorized by the Columbia Union Office of Education;
3. meet all requirements for the Pine Forge Academy college preparatory diploma; and
4. take a complete year of schoolwork at Pine Forge Academy immediately preceding their senior year.

Parent must submit a formal letter stating his/her reasons for wanting his/her child to enroll in the accelerated program to the Curriculum Committee.

Upon approval of the Curriculum Committee, parent and student must complete an interview with the Principal and the Office of Admissions and Records prior to registration in the accelerated program.

GENERAL EQUIVALENCY DIPLOMA (GED)

The receipt of the GED does not qualify the student to participate in the graduation exercises or to receive the Pine Forge Academy diploma.

TRANSCRIPTS

Parents/Students requesting an official transcript must follow the following procedure:

1. Submit a written request including the name and address of the institution or organization to which the transcript is to be directed.
2. Pay the appropriate fee.
3. In harmony with the recommendation of the North American Division Department of Education, no final grades or transcripts will be issued to students until their accounts have been settled in full.

SPECIALTY CERTIFICATES

The departments of Business, Mathematics, English, Music, History and Science each offer a certificate to those students who show outstanding aptitude and achievement in these disciplines. The student will receive a separate certificate with an addendum attached to his/ her official transcript.

GENERAL REQUIREMENTS

- 1. A minimum cumulative GPA of 3.5 in the specific discipline
- 2. A minimum overall GPA of 3.0
- 3. Obtain specialty certificate request form from the Office of Admissions; separate form required for each subject area.
- 4. Submit official request form by the 2nd semester add/drop date of senior year.

SPECIFIC REQUIREMENTS FOR SPECIALTY CERTIFICATES

- | | |
|--------------------------|---|
| Business/
Technology: | <ul style="list-style-type: none">1. Keyboarding/Computer Applications, Accounting, and AP Economics for Business Certificate.2. Keyboarding/Computer Applications, Web Design, and Computer Programming (C or PHP) for Technology Certificate |
| English: | <ul style="list-style-type: none">1. Student must complete the following courses: English I, English II, English III.2. Student must successfully complete one (1) of the following courses: Honors English IV, AP English – Literature and Composition3. Student must complete a project demonstrating mastery of literature analysis and composition. |

- Mathematics:
1. Student must successfully complete the following required courses: Algebra I, Geometry, Algebra II
 2. Student must successfully complete:

Option 1: Students must take Algebra I & Algebra II, and Geometry, with at least two of these courses being honors; and at least one of the following: Pre-Calculus, AP Calculus or AP Statistics.

Option 2: Students must take Algebra I & Algebra II, and Geometry, with at least one of these courses being honors; and at least two of the following: Pre-Calculus, AP Calculus or AP Statistics.

- Music
1. Student must successfully take private music lessons each semester.
 2. Student must participate in one or more of the following ensembles: choir, band, strings.
 3. Student must consistently participate in church (worship, chapel, etc) activities relative to his/her specific musical skill.
 4. Student must take and pass the AP Music Theory Course.
 5. Student must perform a music recital in his/her senior year.
 6. The Music Department Chair will evaluate transfer students.
 7. Student must pass instrumental/vocal proficiency exam.
 8. Student must be enrolled in music courses every year enrolled at Pine Forge Academy.

- | | |
|---------|---|
| Science | <ol style="list-style-type: none">1. Student must complete the following required courses: Biology, Chemistry, Physics, and Senior Science Seminar. |
| History | <ol style="list-style-type: none">1. Must successfully complete the following courses: AP US History, African American History, World History, Government, and AP Economics.2. Must complete a project demonstrating the applied principles of the above mentioned courses.3. Must take and pass the AP History Course.4. Must present a research paper. |

ATHLETICS POLICY

Pine Forge Academy upholds and supports the policies in the Academy's Athletic Departmental Manual. We urge all parents and students to become familiar with the manual. It can be found on the Academy website or can be provided upon request.

ATTENDANCE POLICY

The standard of excellence at Pine Forge Academy extends to all aspects of student life, including regular and prompt attendance to all student appointments. We are bound by state law to maintain records of attendance and punctuality. Pine Forge Academy takes the position that daily attendance is an integral part of the educational process. Every student is expected to be present and on time every day of the school year. Success in the 21st century depends on the wise use and management of the talent of time. To help our students in developing this principle, Pine Forge Academy has instituted the following attendance policy.

ABSENCE POLICY

Students who are absent from school/classes must submit a written explanation with an authorized signature on the date of their return to the school personnel responsible for attendance. The Academy reserves the right to determine if the absence will be excused.

EXCUSED ABSENCES

The following are legitimate reasons for being absent from school/class:

1. *Sickness (any student who is absent more than three days due to illness must return with a written excuse from authorized medical personnel)*
2. Death in family
3. Medical appointment
4. *Court summons (letter or call from parent or a copy of the court summons).*
5. Participation in activities sponsored by the school

6. Parent-initiated absences. Parent must make advance arrangements by letter or by telephone with the administration. Parent-initiated absences taken immediately before and after open weekends, home leaves, and holidays will be considered unexcused.
7. Financial concerns – (not to exceed more than five school days) verification from the business office is required.

UNEXCUSED ABSENCES

An unexcused absence occurs when a student:

1. Misses a class without a legitimate or verifiable reason.
2. leaves an assigned classroom or assembly without permission from the instructor or person in charge.
3. Receives an absence that has been deemed unexcused by the attendance personnel.

NOTIFICATION/CONSEQUENCES OF UNEXCUSED ABSENCE(S)

1. It is the responsibility of each parent/guardian to review the attendance record of their child via the computerized student information management system. All communication by the Academy via the student information management system is considered as an official notification.
2. One unexcused absence from any class, homeroom, or study hall will result in restriction from that week's extracurricular Saturday night activity.
3. A combination of 2 unexcused absences per week from homeroom, study hall, or classes will result in weekend restriction from all on and off campus extracurricular activities.

4. A combination of 4 unexcused absences per week from homeroom, study hall, or classes will result in restriction from all on and off campus extracurricular activities for one week, inclusive of the weekend.
5. A combination of 6 unexcused absences per week from homeroom, study hall, or classes will result in restriction from all on and off campus extracurricular activities for one month.
6. At the end of the seventh unexcused absence per class, the student will be dropped from the class and receive an F as a grade. Parents will be notified of the same from the Office of Admissions & Records.

TARDY POLICY

An unexcused tardy occurs when a student enters a class without an authorized excuse after the time scheduled for the class to begin.

Students who are tardy to class must submit to the instructor, upon entering the class, a written explanation with an authorized signature. The teacher reserves the right to verify the legitimacy of the explanation. An excused tardy will be granted once legitimacy is established.

NOTIFICATION/CONSEQUENCES OF UNEXCUSED TARDY

1. It is the responsibility of each parent/guardian to review the attendance record of their child via the computerized student information management system. All communication by the Academy via the student information management system is considered an official notification.
2. Every two unexcused tardies per class, study hall, or homeroom will be equal in weight to that of one unexcused absence.
3. A combination of 4 unexcused tardies per week from homeroom, study hall, or classes will result in weekend restriction from all on and off campus extracurricular activities.

4. A combination of 8 unexcused tardies per week from homeroom, study hall, or classes will result in restriction from all on and off campus extracurricular activities for one week, inclusive of the weekend.
5. A combination of 12 unexcused tardies per week from homeroom, study hall, or classes will result in restriction from all on and off campus extracurricular activities for one month.
6. At the end of the 14th unexcused tardies per class, the student will be dropped from the class and receive an F as a grade. Parents will be notified of the same from the Office of Admissions & Records.

MAKE-UP/MISSING WORK POLICY

All missing work will be awarded a grade of “zero”. Only students who are legitimately absent from a class will be allowed to submit missing work to the instructor within 3 school days after date of return, or the grade of zero will remain permanent. It is the responsibility of the student to make sure that missing work is obtained and submitted.

FINANCIAL INFORMATION

Pine Forge Academy is one of the most reasonably priced educational institutions of its kind. In keeping the cost affordable, it is necessary that all payments on students' accounts be made on or before the due date.

PAYMENT

All payments must be made by cashier's check, money order, MasterCard, Visa or cash (do not mail cash). Personal checks will not be accepted.

FINANCIAL SCHEDULING

1. Accounts can be paid in full or paid in ten installments with the first installment being paid at registration. The other nine installments are posted the first weeks of September through May. Student fees must be paid at the time of registration, and are non-refundable.
2. Annual Pre-Payment: A discount of 10% on tuition only will be applied for advance payment. Payment must be made no later than 20 days after school begins.
3. Semester Pre-Payment: A discount of 5% on tuition only, will be applied each semester for advance payment. Payment must be made no later than 20 days after school begins.
4. Dates Payments are due: All payments are due by the 20th of each month.
5. Contractual arrangement: The cost of attending Pine Forge Academy represents the agreed price of the contractual arrangement between the parent and Pine Forge Academy. All financial discussions and statements will be directed to parents, guardians, and/or other sponsoring individuals.

REGISTRATION AND FINANCE

1. A fee must accompany the student application/re-application form for all students.
2. All fees and dues are non-refundable.
3. The account for the previous year's schooling must be settled before the student is permitted to enter for the current year. Individuals who assume the financial responsibility of a student must settle all the delinquent accounts before assuming the financial responsibility of another student.

TUITION AND ACCOUNTS

1. Tuition (listed on the financial sheet in the admission's packet) is subject to change without notice. A full tuition will be charged to student's accounts who register late, who are absent for a time, or who transfer from another school.
2. A list of pertinent dues and fees are listed in the Admissions/Registration packet.
3. When two or more children from a family attend Pine Forge Academy, a discount is given as follows:
 - a. Two children: 5% discount for tuition per semester per student
 - b. Three or more: 7% discount for tuition per semester per student
4. If a student withdraws or is dismissed from Pine Forge Academy, tuition will be adjusted. The date of withdrawal/dismissal will be the date on which the registrar is notified in writing by the parent/guardian that the student is withdrawing. Student fees/dues, however, will not be refunded due to early withdrawals/dismissals.
5. Whenever it becomes necessary for Pine Forge Academy to remove a student from the campus, the transportation costs for the student and his/her personal property will be the responsibility of the parent(s) or guardian(s). The mode of transportation for the student and his/her property will be decided by Pine Forge Academy in communication with the parents, in consideration of what is in the best interests of the student and Pine Forge Academy.
6. An official transcript will be issued when the student's account with Pine Forge Academy is paid in full.
7. A student's account must be current in order for the student to take semester final examinations. All senior student accounts must be paid

in full before taking final examinations in the second semester.

8. The charges for attending Pine Forge Academy as a dormitory student are listed separately. This includes charges for room, food, tuition, and all required fees.
9. Non-dormitory students are charged tuition, required fees, and class dues. Food service is charged on a per meal or per week basis.

DELINQUENT ACCOUNTS

The monthly tuition remittance is due by the 20th day of each month. The account is considered delinquent when the remittance is received after the 20th day of the month. Failure to make arrangements may result in a delinquency charge.

1. If an account becomes delinquent, satisfactory arrangements must be made with the business office in order for the student to continue in school.
2. If an account becomes delinquent for one month, the parent/guardian will be notified by letter or phone. If an account becomes delinquent for two months, the student will be informed that he/she cannot attend class until arrangements are made. If arrangements are made, but not carried out by the parent/guardian, the student may be sent home.
3. If a student's account has not been cleared after one month of dismissal for financial reasons, the account may be forwarded to a collection agency. All charges incurred by the collection will be placed on to the student's account.

Student Dues, Fees & Fines

A list of pertinent fees will be provided at registration.

1. Students will be charged for the breakage or damage of equipment, including the loss of or damage to library books. Rooms will be checked

and damages will be reported to the Business Office. Parents will be informed in writing by the residence hall deans of any billable damages done by their child. The Business Office will post the replacement cost of the damaged item or equipment on the next monthly statement. At the close of school, rooms will be checked and students will be charged for extra depreciation if undue damage is noted. Pine Forge Academy will not be responsible for the theft of, breakage, or loss of personal property.

2. The Academy reserves the right to make changes deemed advisable in the dues, fines, and fees at any time.

STUDENT BANK

1. Students are urged not to keep money in their rooms or on their person. All large sums of money should be deposited in the student bank. Pine Forge Academy will not be responsible for the replacement of funds not deposited in the bank.
2. The Business Office has established a student bank where parents and students may deposit and withdraw funds. The office will accept deposits of no less than \$5. Money will be dispersed only upon signature of the student and the amount charged to his/her account. Cash may be withdrawn in the amounts of \$5 or more per transaction. Withdrawals of more than \$50 must be requested 24 hours in advance.
3. The Business Office will not lend money to students except in emergencies, such as death or serious illness in the immediate family. We strongly suggest that students not borrow from one another.

ENDOWMENTS AND SCHOLARSHIPS

The Pine Forge Academy Foundation Inc. is responsible for increasing the numbers and amount of funds available through Endowments and annual Scholarships. These funds provide financial support to students, faculty and other campus needs. Endowments are long-term commitments of permanent funds to support a specific scholarship, academic

or operating program as stipulated by a benefactor. Annual scholarships are funded annually to provide financial relief of tuition payments for students needing financial support or meet other criteria set out by the benefactor. Endowments and annual scholarships are effective tools to help recruit and retain a diversified and talented student body. Both Endowments and annual scholarships are critical to ensuring the financial stability of Pine Forge Academy.

For more information on how to establish an endowment or annual scholarship, apply for a scholarship or get a list of available scholarships for the current academic year, visit Pine Forge Academy Foundation's website at www.pfafoundation.org. You can download all appropriate forms to create or apply for a scholarship.

GUIDELINES FOR SUBMITTING A SCHOLARSHIP APPLICATION

The final listing of available scholarships will be published and posted no later than May 30, of each academic year. The Foundation will be responsible for announcing and posting the scholarships available at the beginning of each semester. A student may obtain a list of available scholarships and the application form in three ways, by:

1. Reviewing and completing the forms included in the student's application packet during Pine Forge Academy registration;
2. Requesting a list and the forms at the offices of the Principal or designee; and
3. Downloading the list and forms by going to the websites of either Pine Forge Academy or the Foundation at www.pfafoundation.org.

All completed applications must be submitted to the Foundation on or before August 31 for consideration of an award for the fall semester; and by November 30 for consideration of an award during the spring semester.

STUDENT MEDICAL POLICIES

1. Pine Forge Academy does not carry medical insurance on its students; this is the responsibility of the parent(s) or guardian(s). However, it does carry accident insurance on all students during the school year, which will pay for accidents that occur on school property or school-sponsored activities. The parent/guardian's insurance will be used as the primary insurance, and the school's accident insurance will be secondary.
2. Pine Forge Academy requires that all students have proof of medical insurance (coverage) at the time of registration, and that parents/guardians be prepared to assume the financial responsibility if the area's doctors or clinics refuse to accept their medical insurance. Students should submit proof of insurance coverage by the Office of Admissions and Records deadline.
3. The following documents are required by the State of Pennsylvania for admission to Pine Forge Academy:
 - a. Immunization record
 - b. Physical examination (new and eleventh grade students)
 - c. Medical history
 - d. Dental examination
 - e. Medical consent and authorization form for emergency and/or hospitalization
 - f. Sports physical examination (if student plans to participate in sports requiring on/ off campus games in church/school leagues).
4. Prescription medications will be charged to student's account as well as any doctor's office visit (unless the doctor's office chooses to bill parent/guardian directly). Prescription receipts will be sent to parent/guardian for his/her records and/or prescription coverage, if applicable.

5. Parent(s)/Guardian(s) should make financial arrangements prior to the student's medical and/or dental appointment. The parent/guardian must arrange with his/her insurance company for pre-authorization of medical and/or dental visit.

PROCEDURE FOR STUDENTS WHO NEED MEDICAL ATTENTION

1. All staff members are to be visible, vigilant and responsible during supervision and respond to all incidents, injury or medical needs involving students.
2. All students are required to inform the staff on duty of any incident, injury or medical need involving themselves or other students.
3. The school nurse, dean, or administrator will make contact with the parents/guardians in a reasonable amount of time either during or subsequent to attending to the medical need of the student.
4. If an injury/medical need is deemed to be life-threatening, the staff on duty will call 911 and then the school nurse. the school nurse will inform the administrators/deans of the emergency.
5. For injuries/needs that are not life-threatening and are beyond the scope of the staff on duty, the school nurse will be contacted by the staff for instruction.
6. The school nurse will make follow-up communication with parents/guardians relative to the student's medical status.
7. The staff on duty will complete an official incident report and submit it to the school administration within 24 hours of the incident.

EMERGENCY CARE FACILITY

If a student is in need of emergency/urgent care as deemed necessary per collective information from deans, staff, school nurse, and/or following the consultation of a medical professional, transportation will be provided by a designee or via ambulance. If the medical emergency occurs

on campus, the student will be taken to the Pottstown Memorial Medical Center (PMMC) Emergency Room, which is approximately ten minutes from the Academy or a local urgent care facility. If the medical emergency occurs off-campus, the student will be taken to the nearest medical facility.

WORK/STUDY PROGRAM

1. The administration will endeavor to provide a work program for students, primarily for training the student in the discipline of work, and secondarily to help the students defray some of their school expenses.
2. Required documentation:
 - a. Birth certificate
 - b. Social security card
 - c. Work permit (*Work permits are obtained from the child's local public school*).
3. Opportunities to work may be found in several departments: cafeteria, dormitories, grounds, classroom, gymnasium, maintenance, library, and offices.
4. In order to keep their jobs, students must comply with the following:
 - a. Attend work assignments faithfully and punctually
 - b. Develop capability in performing the tasks
5. A credit balance resulting from on-campus employment is not refundable in cash, but may be transferred to another student's account.

"As a rule, the exercise most beneficial to the youth will be found in useful employment." Education, P. 215.

ACCEPTABLE USE OF TECHNOLOGY

PURPOSE OF TECHNOLOGY USE

Pine Forge Academy (here referred to as Academy) provides technology resources to its students solely for educational purposes. Through technology, the Academy provides access for students and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, and provide tremendous opportunities for enhancing, extending, and rethinking the learning process. The goal in providing these resources is to promote educational excellence in the Academy by facilitating resource sharing, innovation, and communication with the support and supervision of administration, teachers and support staff.

THE OPPORTUNITIES AND RISK OF TECHNOLOGY USE

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting, or that may be harmful or disruptive. Because information on networks is transitory and diverse, the Academy cannot completely predict or control what users may or may not locate. The Board of Trustees believes that the educational value of limited access to the information, interaction, and research capabilities that technology offers outweighs the possibility that users may obtain or encounter material that is not consistent with the educational goals of the Academy.

In accordance with the Children's Internet Protection Act, the Academy installs and operates filtering software to limit users' Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, or disruptive to the educational process, notwithstanding that such software may in certain cases block access to other material as well. At the same time, the Academy cannot guarantee that filtering software will in all instances successfully block access to mate-

rials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials.

No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly. Among other matters, the Academy is not liable or responsible for:

1. Any information that may be lost, damaged, or unavailable due to technical, or other difficulties;
2. The accuracy or suitability of any information that is retrieved through technology;
3. Breaches of confidentiality;
4. Defamatory material; or
5. The consequences that may come from failure to follow Academy policy and procedures governing the use of technology.

PRIVILEGES AND RESPONSIBILITIES

The Academy electronic network is part of the curriculum and is not a public forum for general use. Student users may access technology for only educational purposes. The actions of student users accessing networks through the academy reflect on the Academy, therefore student users must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines. Students are responsible for their behavior and communications using the Academy's computers and networks.

Student users of technology *shall*:

- Use or access Academy technology only for educational purposes
- Comply with copyright laws and software licensing agreements

- Understand that email and network files are not private. Network administrators may review files and communications to maintain system integrity and monitor responsible student use.
- Respect the privacy rights of others.
- Be responsible at all times for the proper use of technology, including proper use of access privileges, complying with all required system security identification codes, and not sharing any codes or passwords.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
- Abide by the policies and procedures of networks and systems linked by technology.

Student users of technology ***shall not:***

- Access, download, create, send or display offensive messages or pictures.
- Use harassing, offensive, obscene, or defamatory language.
- Harass or attack others;
- Vandalize or damage computer equipment, systems, networks, hardware, software, data or programs;
- Knowingly spread computer viruses;
- Violate copyright laws or software licensing agreements;
- Use others' passwords or accounts;
- Misrepresent themselves or others;
- Trespass in others' folders, work, or files, or gain unauthorized access to resources or entities;

- Reveal their personal address or phone number, or those of other users;
- Use Academy technology for non-school purposes or personal financial gain or to access or attempt to access restricted websites or other information unrelated to the curriculum and educational purposes of the school; and
- Use technology for any illegal purpose or activity.

Student may access the networks and technology resources only after submitting a signed Acceptable Use of Technology Consent Form. Parent or guardian permission is also required for minors.

Disciplinary Actions

Violations of this policy, or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action which could include loss of network access, loss of technology use, suspension or expulsion, or other appropriate disciplinary action. violations of local, state, or federal law may subject student to prosecution by appropriate law enforcement authorities.

No Expectations of Privacy

The Academy's electronic network is part of the curriculum and is not a public forum for general use. Users should not expect that email or files stored on Academy servers will be private. The Academy reserves the right to log technology use, to monitor fileserver space utilization by users, and to examine users' files and materials as needed, and at its discretion. Users must recognize that there is no assurance of confidentiality with respect to access to transmission and files by persons outside, or from persons inside the Academy.

Additional Rules/Actions

The Headmaster/Principal or his/her designee may establish regulations and guidelines, and shall take appropriate action to implement this policy.

STUDENT CONDUCT POLICY

The Pine Forge Academy administration, faculty and staff members expect all students – both on and off campus – to observe the policies, regulations, and standards essential to the achievement of the goals and objectives of Christian education. Being a student at Pine Forge Academy is a privilege and not a right; therefore each student is held personally responsible to uphold the specific standards of conduct, integrity, and morality compatible with the principles and doctrines of the Seventh-day Adventist philosophy.

Students who fail to respond to appeals made to their sense of honor based on infractions of the Disciplinary Code, and whose influence is found to be decidedly harmful based on violations where an aggregate number of violations permit suspension, will not be allowed to remain even though they may not have been adjudged guilty of a major offense. For the purposes of this section, major offenses are defined as offenses that subject the student to suspension or expulsion.

The parent may be assured that students will be given every opportunity to develop a Christian character as long as he/she expresses a desire to cooperate with the institution.

Whenever, in the judgment of the Academy, the character of a student's work is such that attendance is no longer profitable to him/her, or the nature of his/her conduct is such that he/she is a detriment to the school, the Academy reserves the right to dismiss the student. The administration also reserves the right, when occasion demands, to impose fines or other penalties for the violation of its regulations.

Pine Forge Academy defines discipline as acts of love taken to bring one who has strayed back into harmony with the body. To encourage appropriate behavior at all times, Pine Forge Academy has instituted a merit point system. Inappropriate behavior will result in the accumulation of demerit points, citizenship probation, suspension, or expulsion.

MERIT SYSTEM

RECOGNITION OF MERIT

Pine Forge Academy merit system is designed to recognize and reward positive student behavior. The merit system is a numerical frame of reference used to reward laudable decorum.

Students who deport themselves well and receive no discipline points for inappropriate behavior for a marking period will be entitled to such rewards as determined by the office of the Assistant Principal.

AREAS OF MERIT

Merit points will be given for, but not limited to, commendable deportment, attainment, or performance in the areas listed below:

1. Perfect class attendance (no absences or tardiness to any class appointment).
2. Reverence in all religious services and during prayer in the classroom.
3. Following the uniform policy.
4. Consistent deportment in all areas of campus life.

DEMERIT SYSTEM

DEFINITION OF DISCIPLINARY TERMS

Demerit system – a numerical value assigned to a student for an infraction.

Citizenship probation – restriction or denial of leaves, social privileges, and imposition of specific sanctions for a period commensurate with the accumulated demerit points.

Suspension–mandatory separation from Pine Forge Academy for a definite period (not to exceed five school days).

Expulsion – separation from Pine Forge Academy for a minimum of a semester.

DISCIPLINARY PURPOSE AND APPLICATION

The Academy reserves the right to determine the appropriateness of behavior and to discipline accordingly.

1. The primary purpose of disciplinary sanction is to:
 - a. Aid in positive behavioral changes
 - b. Express the concern for the student's inappropriate behavior.
2. If the student's behavior is such that a faculty/staff member deems it necessary to issue five or more disciplinary points for a specific act, the procedure to follow is:
 - a. Warn student of intent to issue demerits;
 - b. Write a complete disciplinary incident/infraction report with signatures;
 - c. Hold the report for 24 hours;

- d. Conduct a conference with the student if requested by the student during or at the end of the 24 hour period;
 - e. Report to parents within 48 hours of when the violation transpired;
 - f. Submit report to the discipline office.
3. The Academy reserves the right to require the withdrawal of any student at any time for any reason deemed sufficient to do so.

DISCIPLINARY DEMERIT POINT COMPONENTS

POINT ACCUMULATION

A scale of disciplinary points is assigned to infractions of Pine Forge Academy policies and regulations ranging from 1-26 demerit points.

POINT REDUCTION

The offending student's discipline points will be reduced by five for every two-week period during which no infraction notice is received. Demerit points may be reduced until they reach zero.

The discipline for the accumulation of demerit points will occur in three stages.

Stage I – Admonition (1-10 demerit points)

- The student who receives 1-10 demerit points will be dealt with as follows:
- Admonished by person issuing the demerit(s)

Parents/guardians notified by person issuing the demerits (5 or more) – notification can be by email.

Stage II – (11-15 demerit points)

The student who receives 11-15 demerit points will be placed on two weeks citizenship probation and will be subject to one or more of the following:

- Admonished by person issuing the demerits followed by notification to parents/ guardians
- Counseling with the Assistant Principal, Guidance Counselor, and/or Campus Chaplain
- No campus leave

- Denied the privilege to participate in the next two on-campus social or recreational activities
- Denied the privilege to represent the Academy at any off-campus event
- An action plan developed in association with the Assistant Principal, Guidance Counselor, and/or Campus Chaplain
- A student may be suspended or dismissed if he/she commits another infraction while on probation, depending upon the seriousness of the infraction

Stage III – (16-25 demerit points)

The student who receives 16-25 demerit points will be placed on four weeks citizenship probation and will be subject to one or more of the following:

- Admonished by person issuing the demerits followed by notification to parents/ guardians
- Admonished by Assistant Principal or designee who will also notify parent(s)/ guardian(s)
- Counseling with assistant Principal, Guidance Counselor, and/or Campus Chaplain
- Denied the privilege to represent the Academy at any off-campus event
- An action plan developed in association with the Assistant Principal, Guidance Counselor, and/or Campus Chaplain
- A student may be suspended or dismissed if he/she commits another infraction while on probation, depending upon the seriousness of the infraction
- No campus leave
- Denied the privilege to participate in the next two on-campus social or recreational activities

Stage IV – (21 – 25 demerits points)

The student who receives 21-25 demerits will be placed on six weeks citizenship probation and will be subject to the following:

- Admonished by person issuing the demerits followed by notification to parents/ guardians
- Admonished by Assistant Principal or designee who will also notify parent(s)/ guardian(s)
- Counseling with Assistant Principal, Guidance Counselor, and/or Campus Chaplain
- Denied the privilege to represent the Academy at any off-campus event
- An action plan developed in association with the assistant Principal, Guidance Counselor, and/or Campus Chaplain
- A student may be suspended or dismissed if he/she commits another infraction while on probation, depending upon the seriousness of the infraction
- No campus leave
- Denied the privilege to participate in the next two on-campus social or recreational activities

Stage V – (26 or more demerits points)

The student who receives 21-26 demerits will be placed on six weeks citizenship probation and will be subject to the following:

- Student will be suspended for 3 school days
- Student will be placed on two weeks probation upon returning to school
- the student must be given the opportunity to explain his / her version of the facts concerning the misbehavior before the decision to suspend is made.
- the student's parent must be notified of the suspension as soon as possible.

DISCIPLINARY INFRACTIONS

The following infractions are subject to demerit points that can be issued by academy faculty and staff.

2 Demerit infractions

- In the hall without an authorized pass

3 Demerit infractions

- Inappropriate attire
- Failure to observe proper walkways
- Walking on grass/climbing trees
- Unauthorized possession of any electronic device (*plus confiscation*)
- Playing with/taking other people's food

5 demerit infractions

- Chewing gum in school-related buildings and church
- Disruptive/boisterous behavior
- Teasing
- Loitering in any hallway, in any room, or outside any building
- Leaving any activity without permission (*worship, class, school, social activities, dorm, etc.*)
- Display of inappropriate behavior
- Failure to secure access account

10 demerit infractions

- Improper or foul language
- Disrespect
- Irreverent behavior: Any behavior that causes a distraction or interrupts a worship service or a program in the church

11 demerit infractions

- Intentional deception of school personnel
- Insubordination/Defiance/Noncompliance (*willful and obvious disrespect of and/or failure to comply with a directive of an official of the school or anyone in authority*). Only five demerits points will be applied for insubordination when it is in conjunction with another infraction.
- Profane, obscene, disrespectful or degrading language

15 demerit infractions

- Fighting
- Food fight
- Inappropriate display of affection
- Horseplay
- In locations deemed off limits without appropriate clearance/supervision

25 demerit infractions

- Cheating or Plagiarism
- Failure to sign in/out for a campus leave without notifying the dean

Please note: The infractions that surpass demerits and advance automatically to other consequences in the Suspension and Expulsion sections.

SUSPENSION POLICY

SUSPENSION OF STUDENTS

1. The Principal may suspend a student from school for a maximum of three school days for repeated violations of school rules. A longer suspension must be by action of the Deans' Council.
2. In the case of a serious overt act that violates school regulations, the Principal or Deans' Council may suspend a student although there has been no prior deviant behavior.
3. A student may be suspended from class. The student must meet with an administrator before returning to the class from which he/she was suspended.
4. A written statement will be given to the student and the parent explaining the circumstances resulting in the suspension, its duration, and the expectations for future behavior.
5. Absences incurred on days for which a student is suspended will not be counted towards the accumulation of absences for which a student may be dropped from a class (page 30). Students will be allowed to submit academic work missed while on suspension receiving a maximum of 80% of the earned grade on each assessment.
6. A student who is suspended will be removed from any office held for the duration of the school year.
7. Upon return to the Academy, the student will be placed on citizenship probation (pg. 43) for a period of two weeks inclusive of the number of days the student was suspended, and the demerit count that led to the suspension will reset to zero.

8. Suspensions are only subject to an appeal process if the suspension is more than three days.

INFRACTIONS WHICH LEAD TO SUSPENSION

1. Gambling or betting.
2. Inappropriate actions in inappropriate places.
3. Repeated use of profane language or repeatedly indulging in lewd suggestions.
4. Possessing or displaying obscene literature or pictures.
5. Personal involvement or assisting others in: forgery; theft (valued less than \$100.00); fraudulent use of another's phone, debit/credit card, computer or other technological device.
6. Tampering with fire alarms or other safety equipment.
7. Persistent refusal to adhere to the school's principles, policies, and regulations.
8. Duplication of Academy keys; tampering with locks on Academy property.
9. Accumulation of 26 demerit points.
10. Failure on the part of a student to conform completely to the stipulations of any discipline which has been administered.
11. Engaging in or initiating acts which tend to injure, degrade, threaten or disgrace another person.
12. Entering or leaving the residences, or any other building on campus, without authorized permission and/or by means other than regular entrances, except in the case of a fire or similar emergency.

13. Entering or leaving residence hall after curfew without permission.
14. Leaving campus at any time without approved arrangements with a school official/the dean.
15. Bullying/Cyberbullying/Harrassment
16. Using the school's logo, insignia, name, and the use of the school's facilities, inside or outside, as background in any electronic media without written consent of school administration.
17. Verbal abuse of instructor (taunting, badgering, intimidation) and/or harrassment of instructor.

COMPULSORY STATEMENTS FOR SUSPENSION

1. The student to be suspended from school must be given the opportunity to explain the facts concerning the misbehavior before the decision to suspend is made.
2. The student's parent must be notified of the suspension as soon as possible.
3. Within 72 hours, a written statement will be given to the student and the parent explaining the circumstances causing the suspension, its duration, and expectations for future behavior.
4. If the suspension is for more than three school days, the student and the parent may request and receive a hearing before an individual selected by the local school board chair to determine if the behavior warrants this longer period of suspension.

EXPULSION POLICY

EXPULSION CONDITIONS

Only the Deans' Council has the right to expel a student. The following procedures will be followed in expelling a student from school:

1. Parent(s) will be notified in writing of the intent to expel a student. the notice will include:
 - a. The intent to expel the student;
 - b. The reason(s) for the possible expulsion;
 - c. The parent's right to arrange or waive a hearing within three days of notification.
2. Attendance at the hearing will be limited to the student and parent(s)/guardian(s).
3. The notice and hearing must precede the student's expulsion from the school unless the presence of the student would pose a continuing danger to person/property or constitute an ongoing threat of disruption to the academic process.
4. As an alternative to the hearing, the student may be voluntarily withdrawn from school after he/she has received written notification of the intent to expel.
5. If the student and/or his/her parent(s) or guardian(s) is/are not satisfied with the result of the hearing, either may appeal in writing to the academy board for a hearing. The result of the hearing may be appealed in writing to the academy board.

INFRACTIONS WHICH LEAD TO EXPULSION

1. Repeated suspensions.
2. Riotous acts resulting in defacement and/or destruction of property, or injury of a person.
3. Assault and battery of staff or student.
4. Spreading atheistic ideas and/or acts intended to undermine the religious ideals of the Seventh-day Adventist Church.
5. Personal involvement or assisting others in felony theft (valued at \$100.00 or more); the alteration, destruction, or misuse of school documents or record
6. Repeated bullying/Cyberbullying
7. Sexting
8. Sexual harassment based on the results of the investigation

Any behavior deemed to be a serious threat to the safety and well being of others will result in immediate expulsion and/or legal action.

COMPULSORY STATEMENT FOR EXPULSION

Following the withdrawal of a student, the Principal, as required by law, should determine whether the student has enrolled in another school. If the student fails to enroll elsewhere within the time period required by law, the Principal will notify the attendance officer of the local public school district as required by law.

ZERO TOLERANCE POLICY

There are few rules at the Academy which fall under our zero tolerance policy. Zero tolerance means that certain actions will absolutely not be tolerated under any circumstances. Actions that violate the zero tolerance policy will automatically lead to a Principal suspension of 3 or more days or expulsion

There is zero tolerance for violating the following policies:

- Weapons
- Drugs and Alcohol
- Hazing
- Sexual immorality in all of its forms as defined by Scripture (premarital sex or sexual intercourse in any form, including but not limited to, homosexuality, lesbianism, or pregnancy).
- Sexual misconduct, which includes non-marital sexual conduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of Pine Forge Academy and the Seventh-day Adventist Church.
- The existence of evidence or the admission of guilt in the infraction of any local, state, or federal law (i.e., theft, arson, fraud, shoplifting, possession or use of firearms, fireworks, explosives of any kind, knives or other weapons considered to be lethal, etc.). The Academy reserves the right to notify the proper authorities when dealing with acts considered illegal.
- The possession of use, sale trafficking and or distribution of any illegal or controlled substance.

SEXUAL MISCONDUCT

Pine Forge Academy will respond to homosexual behavior rather than to feelings or attractions and welcomes as members for the student body, all whose behaviors meet the standards of the Seventh-day Adventist Church. Students can remain in good standing if they conduct their lives in a manner that is consistent with teachings of the church relating to sexual orientation and behavior. A student stated same-gender attraction will not be considered a violation of school policy, however the school does require all in the student community to abstain from sexual conduct/activity. Homosexual behavior is inappropriate and violates the teachings of our faith, and includes not only casual relations between members of the same sex, but all forms of physical intimacy that give expression to homosexual feelings.

SEXUAL HARASSMENT POLICY

SEXUAL HARASSMENT CONFLICT

It is the policy of Pine Forge Academy that all individuals should enjoy an environment free from all forms of discrimination, including sexual harassment.

Sexual harassment is a form of sex discrimination and is prohibited by Title VII of the Civil Rights Act of 1964 and contains within it grounds for disciplining violators. It is the policy of Pine Forge Academy that sexual harassment is unacceptable conduct and will not be tolerated.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature, when:

- (a) Submission to that conduct or communication is made a term or condition of employment or instruction, whether explicitly or implicitly.
- (b) Submission to, or rejection of, that conduct or communication by an individual is used as a factor in decision making, affecting an individual's employment or student status.
- (c) The conduct or communication has the purpose or effect of substantially interfering with an individual's employment, work performance or student status, or creates an intimidating, hostile, or offensive work or school environment.

Sexual harassment may take many forms. The most obvious and easily identified is where submission to unwanted sexual advances is made a condition of obtaining tangible benefits at work (e.g., promotion, salary increases, better grades, etc.) or avoiding the loss of job-related benefits. The less readily recognized, but more common forms, include question-

able physical contact of a sexual nature, suggestions of sexual favors, repeated use of vulgar language of a sexual nature, and displaying sexually explicit pictures or posters.

SEXUAL HARASSMENT RESOLUTION

Any individual who believes that he/she is being sexually harassed should advise the offending individual that the conduct in question is offensive, and request that it be discontinued immediately.

If the individual does not desire to mention the offending behavior to the offending individual, or if the conduct in question is not discontinued, the person who believes that he/she has been subjected to sexual harassment should bring his/her complaint to the Headmaster or his/her designee.

The Headmaster or his/her designee(s) will investigate the complaint and make every reasonable effort to determine the facts pertinent to the complaint. A conference with the offended and/or the alleged offending individual will be held within 10 working days of the complaint. If the matter can be resolved to the satisfaction of all parties the matter will be considered closed, pending further complaint or additional information. In cases of recurring complaints, or cases of flagrant unlawful behavior, additional sanctions including suspension or expulsion will be imposed.

All information pertinent to the complaint will be handled in the strictest confidence and will only be disclosed to those who “need to know” in order to thoroughly investigate and resolve the matter.

SEXTING POLICY

It is the policy of Pine Forge Academy that a student may not possess, view, send, or share pictures or text having sexual content while the student is an enrollee of the school. This policy strictly prohibits sexual material in electronic or any other form and includes but is not limited to the sexual material contained in a cellular telephone, camera phone, or personal digital assistant and sexual material transmitted by text message, e-mail, or any electronic communication device. A student who violates this policy is subject to expulsion.

It is also a violation of criminal statutes to possess, create, photograph, exhibit, or disseminate certain categories of material of a sexual nature that meet the definitions of child exploitation or child pornography. School personnel are required to report to law enforcement or child protective services whenever there is reason to believe that any student or other person is involved with child exploitation or child pornography. A person who is convicted of child exploitation statute is required to register with the state as a sex offender.

Students and parents need to be aware of the consequences – some of them life-altering – of having sexual material at school, including on your cell phone or other electronic communication device.

DEFINITION OF TERMS:

1. **Child Pornography** – Any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:
 - a. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct.
 - b. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or is not

engaged in sexually explicit conduct but is created, stored, downloaded/uploaded or enhanced and is used or stored for the sole purpose of sexual self gratification of the viewer/creator.

- c. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

2. **Harmful to Minors** – Any text, picture, image, graphic image file or other visual depictions that:

- a. Taken as a whole, with respect to minors, appeals to the prurient interest in nudity, sex, or excretion.
- b. Depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual content, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals.
- c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

3. **Minor** – An individual who has not yet attained the age of eighteen (18). For other purposes, minor shall mean the age of minority as defined in the relevant law.

4. **Obscene** – Analysis of the material meets the following elements:

- a. Whether the average person, applying contemporary community standards would find that the material, taken as a whole, appeals to the prurient interest.
- b. Whether the work depicts or describes, in a patently offensive way, sexual conduct specifically designed by the applicable state or federal law to be obscene.
- c. Whether the work taken as a whole lacks serious literary, artistic, political, or scientific.

5. **Visual Depictions** – Undeveloped film and videotape and data stored on computer disk or by electronic means which is capable of conversion into a visual image but does not include only words.

THEFT AND VANDALISM POLICY

THEFT

At Pine Forge Academy, theft is defined as taking or having in one's possession another person's property without permission or consent. The following guidelines apply if one should find oneself in this unfortunate situation:

1. All theft will include a suspension of up to a maximum of five (5) days.
2. Theft of property valued at \$100.00 or more can lead to expulsion
3. Full restitution must be made of all items taken.
4. At the discretion of Dean's Council, upon return to school, the student may be placed on probation for theft. In most incidences, a second occurrence will result in dismissal from school.

VANDALISM

If a student vandalizes/defaces the property of the school, staff, or another student, full restitution must be made for the restoration or replacement of such property as well as the appropriate discipline as outlined on pages 66.

COPYRIGHT INFRINGEMENT AND PLAGIARISM

Federal laws, cases, and guidelines pertaining to copyright will govern the use of material accessed through the Academy's resources. Users will make a standard practice of requesting permission from the holder of the work and complying with license agreements. Employees will instruct students to respect copyrights, request permission when appropriate, and comply with license agreements and employees will respect and comply as well.

Violations of copyright law can be a felony and the law allows a court to hold individuals personally responsible for infringing the law. The Academy does not permit illegal acts pertaining to the copyright law. Therefore, any user violating the copyright law does so at their own risk and assumes all liability.

Violations of copyright law include, but are not limited to, the making of unauthorized copies of any copyrighted material (such as commercial software, text, graphic images, audio and video recording), distributing copyrighted materials over computer networks, and deep-linking and framing into the content of others' web sites. Further, the illegal installation of copyrighted software or files for use on the academy's computers is expressly prohibited. This includes all forms of licensed software – shrink wrap, click wrap, browse wrap, and electronic software downloaded from the Internet.

Academy guidelines on plagiarism will govern use of material accessed through the Academy's systems. Users will not plagiarize works that they find. Teachers will instruct students in appropriate research and citation practices.

WEAPONS POLICY

The Columbia Union Education Code # 3510 (2005) states that Seventh-day Adventist schools should be havens of safety for students and staff. All actual and look-alike weapons are banned from schools and school sponsored activities. Students possessing these articles should be immediately suspended with the intent to expel. All state laws should be followed.

A “weapon” is defined as any gun, stun-gun, firearm, bomb, smoke bomb, explosive or incendiary device, poison gas, Mace, pepper spray, or knife. “Weapon” also includes any device that is designed by its manufacturer or redesigned and/or altered by another for use as a weapon. “Weapon” also includes any device in a student’s possession while at school, on school property, or at a school-sponsored function that the student intends to use as a weapon for the infliction of permanent or temporary bodily harm or harm to property. See the handbook section beginning on page 66.

DRUG AND ALCOHOL FREE ENVIRONMENT

As a long standing tradition, Pine Forge Academy has maintained its position as a Drug-Free/ Alcohol-Free School with a Zero Tolerance-Environment. Every student is subject to random drug and alcohol testing.

HAZING

Hazing will lead to automatic expulsion, the school will not tolerate any hazing of students and prohibits hazing at all times. Hazing means any conduct or method of initiation into any organization (dorms, etc.), which willfully or recklessly endangers the physical or mental health of any student or another person. Such conduct includes whipping, beating, branding, coerced calisthenics, groping, forced consumption of any food, liquor, beverage, drug, or other substance, or any brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any student or other person, or subjects such student or other person to extreme mental stress, including deprivation of sleep or rest or extended isolation.

Any person who believes he/she have been the victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged act(s) immediately to the dean or school administrators.

ANTI-BULLYING POLICY

Pine Forge Academy is committed to providing a quality education in a safe, nurturing, and spiritual atmosphere that is conducive to maintaining a respectful learning and living environment for all students. ***Bullying behaviors, in any form, are unacceptable, strictly prohibited, and are subjected to zero tolerance at the Academy.***

For the purposes of this policy, “the Academy” includes: ***all Pine Forge academy facilities, campus, surrounding grounds, and all on or off-campus Pine Forge Academy-sponsored events.***

I. REPORTING BULLYING BEHAVIORS:

Students: All students will be informed of the Academy’s intentions to maintain an environment free of any bullying behaviors and that they will be afforded every opportunity to file a complaint if they believe they have been the victim of bullying behavior(s). Reports of bullying will be taken seriously by the Academy, and will be investigated and dealt with in a timely and effective manner, as is feasible, by the administration. Any student who is a victim or an observer of bullying may initiate a complaint by completing a confidential reporting form and returning it to the Principal, Vice Principal, or Deans. Any student who retaliates against another student or staff member for reporting bullying will also be subject to the anti-bullying consequences listed below.

Faculty and Staff: The Academy’s Anti-Bullying Policy requires all staff members who observe, suspect, or become aware of an act of bullying to intervene immediately and to notify the Principal or Vice Principal for further investigation.

Parents/Guardians: The Academy encourages all parents/guardians who become aware of an act of bullying to immediately report the incident(s) to the Principal or Vice Principal for further investigation.

II. INVESTIGATING BULLYING BEHAVIORS:

- The administrators are responsible for investigating each complaint, determining if the complaint is legitimate in accordance with the outlined policy, and taking appropriate corrective action(s). If a student is found guilty of bullying behavior(s), ***the consequences shall depend on both the results of the investigation and the severity of the incident.***

Anyone who initiates, instigates, encourages, affirms, or gives consent to, though not directly participating in, any bullying conduct or incident, will also be subject to the anti-bullying consequences listed below.

III. BULLYING IS GENERALLY DEFINED AS:

- Intentional acts that causes harm to others.
- Verbal harassment, verbal or non-verbal threats, physical assault, stalking, or other methods of coercion such as manipulation, blackmail, or extortion.
- Aggressive behavior that intends to hurt, to threaten or to frighten another person.
- Behaviors representing an imbalance of power between the aggressor and the victim.
- Repeated exposure, over a period of time, to negative actions on the part of one or more persons.
- Physical acts, gestures, written or electronically communicated expressions that a reasonable person should expect will have the effect of:
 - a. Harming a student physically or damaging a student's property; or

- b. Placing a student in reasonable fear of physical harm to his/her person or property; or
- c. Disrupting the orderly operations of any Academy program or activity; or
- d. Creating an intimidating, hostile environment for the student who is being bullied.

IV. BULLYING CAN TAKE ON *(BUT IS NOT LIMITED TO)* THE FOLLOWING FORMS:

- Derogatory comments, teasing, negative name calling, and put downs.
- Social exclusion or isolation.
- Looks, gestures, or actions that threaten.
- Physical contact such as hitting, kicking, shoving, and spitting.
- Sharing and or spreading of lies and false rumors.
- Intimidation by stealing or damaging another's property or person.
- Threats or being forced to engage in any activity against one's will.
- Initiation activities or ceremonies.
- Participation in rumbles or hazing.
- Improper racial comments or acts.
- Improper sexual comments or acts.
- Cyber bullying - via cell phone, internet or any other electronic/computerized device. See the handbook section beginning on page 66.

- Recording (in any form) of any of the afore-mentioned activities for the express purpose of reinforcing or showcasing bullying conduct or incident.

V. CONSEQUENCES FOR PARTICIPATING IN A BULLYING CONDUCT OR INCIDENT MAY INCLUDE ONE OR ANY COMBINATION OF THE FOLLOWING:

- Mediation
- Parent conference(s)
- Counseling
- Written letter of apology to bullied student(s) and parent(s) of bullied students
- Minimum of ten (10) hours of on or off- campus mandatory work/labor – arranged and supervised by an academy personnel *(to be completed within two weeks of the conclusion of the investigation of incident)*
- Suspension
- Expulsion
- Referral to local law enforcement agency

"The highest courage is to dare to be yourself in the face of adversity. Choosing right over wrong, ethics over convenience, and truth over popularity...these are the choices that measure your life. Travel the path of integrity without looking back, for there is never a wrong time to do the right thing." Anonymous

CYBER-BULLYING POLICY

Pine Forge Academy is committed to providing a positive and productive learning and working environment. Any form of harassment using electronic devices, commonly known as cyberbullying, by staff, students, or third parties is prohibited and will not be tolerated. Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form that disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Staff and students will refrain from using personal communication devices or school property to harass or stalk another.

Pine Forge Academy will take any report of cyberbullying seriously and will investigate credible reports promptly. Students are encouraged to report an incident immediately to a teacher or principal. Students who make a report are requested to preserve evidence of cyberbullying. For example, a student may save or bring a copy of an email, text message, picture or other electronic transmission that the student believes was intended to harm, insult, or humiliate.

Staff will take appropriate action and will bring it to the attention of the principal when students report an incident of cyberbullying. Staff will attempt to preserve evidence of the cyberbullying and will submit any evidence to the principal.

The school may revoke the privilege of a student or third party, who uses school equipment or the electronic communication system to engage in cyberbullying; or may revoke the privilege of a student or third party, who uses a personal communication device to engage in cyberbullying.

Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the administration. Individuals may also be reported to law enforcement if necessary.

ATTEMPTED SUICIDE

Because the Academy is concerned for the safety of its students, any student who attempts or threatens suicide will be required to adhere to the Academy's crisis protocol and can be asked to withdraw from school in order to get professional help. He/she will be required to undergo professional treatment and may reapply when a licensed counselor approves his/her return to school.

PREGNANCY POLICY

Pine Forge Academy is not designed or equipped to handle the social, physical, and emotional demands that accompany pregnancy. Pine Forge Academy will not accept applicants who are pregnant and will request that the student withdraws if it discovers that she is pregnant during the school year. In addition, further discipline may be applicable if inappropriate sexual behavior is determined with students enrolled at the Academy.

DRESS AND APPEARANCE

The Academy does not believe that there is necessarily a question of right or wrong involved with some of the different styles of dress and personal appearance. It does believe, however, that when one is connected with an organization such as the Academy, he/she takes upon himself/herself the responsibility of presenting an accurate image as defined by the organization to all who observe. The Academy desires to be held in high regard by the public, therefore parent(s)/guardian(s) are urged to lend their influence in following the dress code policy.

HAIR

Hair should be combed (where applicable), neat, clean, and modestly styled at all times.

JEWELRY AND MAKE-UP

Acceptable jewelry includes: wristwatches, tie clasps, pins, and hair combs/barrettes. Only make-up which is of natural appearance is allowed. Anything that is not listed above, regardless of the material from which it is made, is unacceptable and will be confiscated.

DRESS

1. Clothes should be clean, neatly pressed, and appropriately styled for all occasions.
2. Young ladies' dresses are to reach the knee.
3. Close-fitting dresses, pants, skirts, jeans, or slacks are not to be worn.
4. Young men's pants are to be worn at the waist and not below.
5. Athletic shoes or sneakers as well as sport jackets with logos are not

to be worn in religious services.

6. Recreational attire, such as jeans, jogging suits, t-shirts with appropriate logos, overalls, hospital attire, appropriate footwear and sleeveless tops are allowed. Shorts and cut-offs need to be closer to the knee than the thigh. Tank tops are not allowed.

OTHER

There is to be no piercing, branding, tattooing, or the receiving of brands and tattoos while enrolled at the Academy.

BANQUET ATTIRE

1. Sabbath attire is always appropriate.
2. Modesty is a must.
3. Dresses/Gowns/Skirts: The length must come to the top of the knee. Slits must be of a modest length. The front neckline must be no lower than three inches from the collarbone. The back neckline must be no lower than the bra line. No cleavage should be visible. Sheer fabrics are not allowed. Straps must be at least three inches wide. Cap sleeves are allowed.
4. Shoes: Dress shoes and pantyhose/dress socks must be worn.
5. The deans and the governing body of the school reserves the right to make judgment on fads, fashions, trends, appropriateness, and modesty of attire.

SCHOOL UNIFORM

Complete uniform attire is required to attend all classes including physical education classes. The uniform is to be worn on field trips, school assemblies, and weeknight worship services. Students' uniforms must be clean, neatly pressed and in optimum condition at all times.

The official school uniform consists of the following approved school designated items:

1. Pine Forge Academy blazer
2. White oxford shirt
3. Grey dress pants (belt required)/skirt (girls)
4. Dress black shoes with hard or soft soles (no sneakers, work boots, or ballet-styled shoes)
5. Dress black/navy blue socks or pantyhose/tights (girls)
6. During inclement weather, students are allowed to wear solid black boots (rain boots are not to be worn in classrooms)
7. School sweater (to be worn in addition to, but not to replace the blazer)
8. Tie (tied to waist length or Bow Tie)
9. Polo shirt
10. Official PE uniform – Hunter green sweatshirt, sweatpants, white gym tee shirt and sweat shorts.

Anything not listed above should not be worn in addition to the uniform at anytime.

The deans, with the school administration, reserve the right to make judgment on fads, fashions, trends, appropriateness and modesty of all student dress and appearance.

Permissible trends will be published by September 1st of each academic year. (If September 1st falls on a weekend, then the requirement will take place on the upcoming Monday.)

DORMITORY RESIDENCE

CITIZENSHIP GRADES

Every residence hall student will receive a citizenship grade at the end of each marking period. This grade will not count toward a student's grade point average. Students with a citizenship grade below a "C" or lower will be suspended from participating in activities away from the campus. The grade will cover the following areas:

1. **Room decoration and maintenance:** This includes ten areas evaluated daily by the deans. Each area carries a 1-10 scale, for a total of 100 points.
2. **Worship:** Attendance, participation, and reverence are required in worship services. One to three disciplinary points will be given for each infraction. One point is given for each tardy and three points are given for each absence.
3. **Department:** Department includes activities during the study hall session, activities after lights out, and other infractions of the dormitory rules.
4. **Uniform and Christian Dress:** Regulation uniforms with clean and neatly pressed shirts should be worn along with regulation shoes, not sneakers, when required. Young men should wear a tie with the appropriate shirt and suit or blazer to Sabbath services. Sneakers should not be worn in the sanctuary.

DISCIPLINARY POINTS

After receiving ten disciplinary points in any area or from any combination of areas, a dean will counsel with the student and parents will be notified. After receiving twenty disciplinary points in any area or from any combination of areas, the Assistant Principal will be notified and the student will receive counseling and discipline can be issued by the dorm

and/or school administration. Twenty-five dorm points converts to eleven demerits.

Resident students will receive disciplinary points and fines for the following infractions.

A. Morning & Evening Worship

1. Each tardy (3)
2. Improper dress (3)
3. Each unexcused absence (5)
4. Irreverent conduct (5)

B. Room Responsibilities

1. Leaving lights when not in room (1)
2. Room persistently left unclean and untidy for 2 or more days (10)
3. Damaging or misusing the furnishings, windows, ceiling tiles; defacing walls and doors; removing furnishings from the room (25)

C. Dormitory Responsibilities

1. Running and noise in halls (5)
2. Littering, sweeping trash into the hall (5)
3. Disposing of garbage improperly (5)
4. Unauthorized use of the intercom (5)
5. Dressing inappropriately in hall and lobby (10)
6. Unauthorized/fraudulent use of any phone (20)

7. Watching movies without dean approval (25)
8. Accommodating overnight non-resident guest(s) without prior knowledge and approval of the dean. (25)

D. Citizenship

1. Removing someone else's laundry from the washer or dryer before the completion of the cycle or not using reasonable care in the removal of another's clothing after the cycle is completed (10)
2. Entering another student's room without permission (20)

E. Safety

1. Leaving an iron or other electrical appliances on in room (15)
2. Failure to participate in, or evacuate the residence hall during a fire drill (25)
3. Removing batteries from smoke detectors (25)

F. Study Period

1. Visiting other rooms/entertaining visitors (5)
2. Disturbing the peace (5)
3. Engaging in activities other than study or sleeping (5)
4. Not having materials for study (5)
5. Not cooperating with a Student assistant (15)

G. Lights Out/Silent Hour

1. Lights on unauthorized (3)
2. Not present for bed check (5)

3. Disturbing the peace (5)
4. Sleeping in another's room without permission from the dean on duty (15)
5. Visiting/entertaining in another person's room after curfew (15)

MERIT AWARD

Students will be recognized at the end of each marking period and/or assigned merits in the Student Information System (SIS).

STUDENT ROOM REGULATIONS

Right of Entry

The Academy reserves the right for a residence hall dean or any administrator to enter and inspect a student's room whenever deemed necessary. The student, by accepting a room in the residence hall, or enrolling in the Academy, acknowledges and accedes to this privilege. This includes the right to inspect the contents of any locked containers.

Bed Check

Bed check will be held:

- (a) Sunday through Friday: Regular hours as posted by dean in the dormitory.
- (b) Saturday night: 30 minutes following activity

All residents are to be in their rooms during bed check and are not to leave their rooms afterward without permission from the dean. Room check will begin promptly as scheduled. The student should be in his/her room so the Dorm Assistant (DA) may see you to complete his/her check. It is the student's responsibility to get checked in with his/her DA. any student who is not checked-in by the DA has the opportunity of being checked in at the desk for the first two minutes following room check. If a student is paged to report to the "office room check" he/she will receive dorm points.

Room Changes

The authorization to change a room is granted and approved by the dean.

Room Entry Form

The room entry form is to be completed upon room assignment. This form is to be verified by a DA or one of the deans, and used at the room exit inspection prior to final departure. Failure to obtain the exit room inspection will result in a fine. Rooms are to be left absolutely clean and belongings removed.

Room Keys

1. Keys may be obtained for the assigned room at the time of registration. If a key is lost or should another key be required, a charge will be required to obtain another key.
2. Duplicating room keys is prohibited. If a student loses his/her key, the loss should be reported to the residence hall dean to request a replacement.
3. Rooms should be locked at all times when the occupant is out of the room.

Room Decoration

The room will reflect the students' personalities, so they should choose furnishings and decorations wisely.

1. Students should not use nails, screws, or tacks in the walls, doors, or closets. Only tape that does not leave a sticky substance may be used. Contact paper may not be used. The room will be inspected before the students move or go home. If there are holes or marred surfaces, the student will be charged for the repairs and painting of the room. This also includes the wood work, dresser, beds, desk, chair, doors, windows, and ceiling.
2. Appropriate pictures can be placed on the walls. (Deans will determine appropriateness of pictures).

3. Fire exit signs must not be removed or covered in the dormitory rooms.
4. Batteries **MUST NOT** be removed from smoke detectors.

Room Cleanliness

1. Food must be stored in air-tight containers to avoid the attraction of rodents and insects.
2. No food should be stored on window sills.
3. All garbage (leftover foods, milk cartons, etc.) must be placed in plastic trash bags and discarded in the central trash area outside each residence hall.
4. Each student's room should be cleaned thoroughly on a regular basis.

Room Inspection

1. Rooms will be inspected daily for neatness and cleanliness. On Fridays, rooms will be inspected one hour before sunset. The following tasks should be completed:
 - (a) Beds made neatly.
 - (b) Rugs cleaned and straightened.
 - (c) Drawers and closets arranged neatly.
 - (d) Drawers and doors shut.
 - (e) Pictures and posters straightened.
 - (f) Floors cleaned and furniture dusted.
 - (g) Wastebaskets emptied.

- (h) Mirrors cleaned.
- (i) Lights and water turned off.
- (j) Clothes and shoes put away.
- (k) Sinks and alcove cleaned and neatly organized.
- (l) Window shades left in an even position.
- (m) Window sills cleaned.
- (n) Rooms freed of clutter, and food stored only in covered containers.

2. Students should NOT sweep trash into the halls or bathrooms.
3. Students should NOT place garbage or trash in the halls or bathrooms. Each student is expected to empty his/her trash into the central trash area provided outside each residence hall. If a trash can is full, please report it to the office immediately so that refuse does not overflow onto the ground.
4. Each student must endeavor to maintain a clean and attractive room at all times.

Room Use Restrictions

1. NO PETS are allowed in the residence hall.
2. A student should NOT enter another student's room without knocking. A Student should NOT enter another student's room without permission when the resident is not present.

Curfew

All residence students should be in his/her respective residence hall by evening worship time. Students attending approved activities should follow the proper sign out procedure.

Housing Requirement

Since the Academy is a boarding school, all students are required to reside in a dormitory with the following exceptions:

- (a) Those who have immediate family living in the community.
- (b) If the dormitory is filled, a written request may be made to the Admission Committee for approval to live off-campus.

DORMITORY DECORUM

Dormitory Atmosphere

All students have the right to a peaceful and quiet atmosphere in their living areas. All students should respect this right by closing doors gently, keeping conversations and laughter at a moderate level and avoiding horseplay.

Lounge/Lobby

1. Students are expected to be fully dressed and groomed when visiting either the lobby or lounge as these areas are public reception areas. Immodest casual wear such as PJ's, nighties, swimsuits, towels, etc. is not acceptable. No eating is allowed in these areas.
2. Visiting hours for the lobby will be posted in the respective dormitories.

Dean's Office

The Dean's office is a place of business. No loitering is allowed in the office. Receptionists are assigned to answer the phone, receive visitors, assist the deans, and take care of the needs of the residents.

Announcements

1. In order to make dorm worship as meaningful as possible, an attempt is made to minimize the number of announcements during this time.
2. All announcements must be written neatly and approved by one of the deans.

3. On Friday, the weekend schedule will be made available to the students.
4. It is the student's responsibility to read the bulletin board daily for essential information.

VISITATION LIMITATIONS

Inter-Residence Hall Visitation

Students are not to be in, near, or around the residence hall of the opposite sex at any time. If a need arises to talk with a brother, sister, or a friend, the student must have the approval of both the dean of young ladies and young men. Violators will be subject to disciplinary action.

Off-Campus Visitors/Guests

1. The residence halls (school home) should be regarded as private to those living in its rooms. Hence, persons living outside and calling on members of the dorm family will be shown to the reception room until the desired student can be called. The dormitories close to visitors at evening worship time unless prior arrangements have been made. No visitors are allowed after that hour except for emergencies.
2. Students inviting guests should arrange with the administration and the deans for their accommodations and participation in school sponsored activities.
3. Parents and others intending to visit the school as guests should make arrangements with the dean of the residence hall they wish to visit. Before planning events or activities involving the student, parents should contact the residence dean where the student resides and make proper arrangements.
4. If a special occasion arises and a student desires to have a friend or relative stay in his/her room, it is necessary to make arrangements with the dean at least three days in advance.

5. Students are not to loiter in or around visitors' vehicles.
6. Only same-sex guests are permitted to stay overnight in a student's room and such a guests must register at the dean's office.
7. The residence halls are private homes for students and are not open to the public. Guests of the opposite sex are not allowed in the living areas of the building. Immediate family may visit the student's room with permission from the dean on duty.
8. Any student found in the living quarters of the opposite sex without specific permission of the dean is subject to immediate suspension and probable expulsion.
9. All visitors/guest are expected to comply with school regulations in every respect.

SECURITY & SAFETY

1. It is the responsibility of each resident to secure his/her belongings. The Academy will not be responsible for the theft, damage, or loss of personal property. It is recommended that parents obtain insurance for valuable items. Money of significant amounts should be deposited in the student bank at the Pine Forge Academy Business Office.
2. If the fire alarm sounds, students should walk quickly – NOT RUN—to the nearest exit. Once outside, students should immediately report to their own DA so that the DA can verify that they are safely outside the building. Students must wait until they have been granted permission before reentering the building.
3. The exits in case of a fire or other emergencies are posted in each residence hall. It is the student's responsibility to familiarize himself/herself with the various exit routes.
4. The State Fire Code prohibits the following items to be used in individual residence hall rooms:

- (a) popcorn poppers
- (b) hot plates
- (c) electric coffee or soup pots
- (d) toasters
- (e) heaters
- (f) microwave ovens
- (g) candles or incense
- (h) open flames (such as matches, etc.)

NOTE: *Heeding these guidelines on fire safety is an absolute necessity for the safety and welfare of occupants in the Academy residence halls. Failure to evacuate will result in demerit points.*

STUDY PERIOD

1. **Evening Study Period:** A study period is conducted in the residence hall each evening, Sunday through Thursday. The study period should be devoted to deep and concentrated study. Quietness must prevail in the residence hall. Movement in and out of rooms will be limited brief visits to the restroom, placing emergency telephone calls, or to see the dean.
2. **Hall Pass:** In order for the dean and the DA's to know the location of each student during the study hall, a student must receive a hall pass.
3. **No Visiting:** Students are expected to study in their individual rooms. However, each residence hall will provide an area where group assignments and tutoring sessions can be held.

4. **Phone Calls:** No out-going telephone calls are allowed during study period. Only emergency calls from parents or relatives are to be received.
5. **Doors open:** During study hall, freshman and sophomore doors are to be open and junior and senior doors are to be unlocked.

STUDENT LEAVE PROCEDURES

Campus Leave Procedures

Any departure from the campus, including shopping trips or hair or medical appointments in the immediate Pottstown area, is considered a leave.

1. **Town Leave:** Students going to the shopping area of Pottstown or to another area are to secure permission from the dean on duty and also sign out on the register which is provided in the residence hall office. There must be written consent from the parent, authorizing designated persons to take the student off-campus. If written consent is not available, the student will not be allowed to leave campus. The adult must also sign the register before taking the student off campus, and supervise the student until returned to campus. The student must sign in upon return.
2. **Overnight Leave:** Residence hall occupants may be granted overnight leaves to visit the community homes. If a student desires to visit a friend's home for the weekend or home leave, he/she must have the written consent of the student's parent/guardian with a written invitation from the home to be visited. Students should contact the dean on duty at least three days in advance of the planned leave.
3. **Sabbath Passes:** Arrangements for the approval by the dean on duty for Sabbath should be made prior to 12 noon on Friday. A written request by the person extending the invitation is required.

Weekend Leaves and Home Leaves

1. In general, weekend leaves, aside from the regularly scheduled leaves, are discouraged because they interrupt study, work programs, and weekend religious training.
2. Home leave forms are to be obtained in the dean's office. A student leaving campus without the proper permission will be disciplined.
3. Home leaves and weekend leaves officially end before bed check Sunday night. Any exceptions must be approved by prior arrangements with the deans.

STUDENT DORMITORY SERVICES

Sign-in & Sign-out Procedure

Students must sign out on the Home Leave Sheet at the front desk before leaving and sign-in on the Sign-in Sheet upon returning from any campus leave.

Cafeteria

1. Pine Forge Academy Food Service excludes from its menus any use of flesh foods, beverages containing caffeine or alcohol in any form.
2. Parents and students are reminded that the use of flesh foods on campus is discouraged.

Health Service

The Student Health Service unit is located in Wagner Hall. The student should seek medical care during the hours as posted, except in cases of emergency. It is the student's responsibility to become familiar with the health care policies that will be made available to them.

Telephone Service

1. Phones in the dean's offices are for official school use only.
2. Any fraudulent use of the phones will be referred to the appropriate agency. In addition, the Academy will take any other disciplinary action deemed necessary.

Cell Phones

The Academy encourages responsible use of communication devices. Cell phones and such devices must remain in the dormitory during school hours and religious services. In the event, cell phones are seen or

in use during these times, they will be confiscated. The use of cell phones is discouraged at the study hall period and during the late night hours. Upon the first offense the phone will be secured for one week, the second infraction two weeks and upon the third offense, we will hold the phone for a parent pick-up.

To encourage proper rest and appropriate use of communication devices, the resident dean will secure the cell phone at bed check time. The phone will be returned in the morning. An exception to this policy is extended on Saturday; students are permitted to keep their cell phones during the night except when Sunday school is scheduled. Emergency calls after 9:30 should be directed to the dorm phone.

Kimbrough Hall or Handy Hall

The governing body of the school reserves the right to make judgment on technological devices, as it deems necessary.

SELLING

Only clubs and organizations recognized by the school may obtain special permission from the dean to sell certain items in the residence hall.

LAUNDRY ROOM

1. There is a laundry room located in each residence hall. operating hours will be posted. The laundry room will be locked one hour before sunset on Friday evening.
2. To help keep the machines in good working order, students should remember to:
 - a. Clean out the lint catcher inside the dryer.
 - b. Not dry sneakers in the dryers.
 - c. Always use low-suds detergent in the washers.
 - d. Report any machine or appliance that is out-of-order to the dean.
3. NEVER remove someone else's wash from the machines before the cycle is completed.

4. Students should not leave laundry in the laundry room. Laundry left more than one day will be stored in the storage room and given to the Community Services (if not claimed within seven days).
5. Each student is expected to help keep the laundry room clean and in order. Students should keep trash, clothes and lint off of the floor.

STUDENT ENTERTAINMENT AND LEISURE

"Man is a social being." He was created with an innate desire to associate and fellowship with mankind. To share the warmth of friendships, enjoy the charm of varied personalities, and appreciate their talents, arts, and skills is a joy never to be forgotten.

Pine Forge Academy provides opportunities for the student to develop appreciation for the Fine Arts, participate in activities designed for cultural enhancement, refinements of manner, and physical fitness. The socio-cultural events which help the student develop social adeptness are the Christmas Celebration, the Sweetheart's banquet for Valentine's Day, and the Junior- Senior banquet.

Lyceum programs and concerts are given which feature vocalists, instrumentalists, and choirs of skill and renown. These performances aid the student in developing a greater appreciation for the fine arts.

There are organized recreational, social, and athletic activities planned for Saturday nights.

Students should come expecting a balanced program of worship, study, work, and play. The recreation program of the Academy will be planned so that there will be a proper balance. There will be an effort to encourage mental growth through good, clean, wholesome sports.

Contact sports such as tackle football, wrestling, and boxing are automatically banned due to the physical danger involved. However, sports such as baseball, basketball, badminton, volleyball, swimming, roller skating, table tennis, flag and tag football are not only encouraged but fostered by the school.

The object of such a program is not only to provide physical exercise but also to teach students such needed attributes as teamwork, fair play, how to win, and how to lose in the spirit of play and good sportsmanship.

At Pine Forge Academy, the Christ-centered curriculum requires that all leisure activities meet with God's approval. Based on Philippians 4:8, the Academy encourages its students to listen, read, view, and play wholesome materials. Televisions are available in each residence hall and are not allowed in the rooms. Unauthorized communication devices will be confiscated. The governing body of the school reserves the right to make judgment on sport activities and technological devices at it deems necessary.

OFF-CAMPUS STUDENT POLICY

All school policies and regulations apply to off-campus students as well as dormitory students. This includes social, dress, grooming, and academic policies. Off-campus students are encouraged to attend all campus activities and are subject to the rules and regulations that govern them. However, some activities are closed to non-dormitory residents.

STUDENT ACTIVITIES

At the end of classes and activities, (such as recreation, church, choir rehearsal, or lyceums, etc.) all off-campus students must leave the campus. The Academy cannot assume the safety of students in transit. If the parent/guardian is not readily available, the off-campus student must go directly to the resident hall (according to gender) and wait in the lobby of the residence hall for his/her ride. Students must contact their parent/guardian to arrange transportation as soon as possible.

OFF-CAMPUS VISITS/OVERNIGHT STAYS IN THE DORMITORY

Off campus students wishing to stay in the dormitory overnight must have their parent/ guardian make arrangements with the respective dean and will be assessed a fee per night. Students must bring their bed linen and personal belongings as well as make arrangements for their meals.

Visiting students or guests must sign in immediately upon arrival to the dormitory and are expected to comply with all dormitory regulations.

Failure to comply with this regulation will result in immediate removal from the dormitory.

VEHICLE RULES & REGULATIONS

1. All off-campus students' vehicles, driver licenses and proofs of insurance must be registered in the office of the designated school administrator.
2. Each off-campus student driver must show evidence that the vehicle is insured to meet the minimum liability standards of Pennsylvania and the state in which the vehicle is registered.
3. Upon arrival to the campus, off-campus student drivers must drive directly to the designated parking area and park their cars. They must remain parked for the entire school day. Written permission must be submitted to the designated school administrator if a student needs to leave campus before the end of the school day.
4. If there is a vehicular accident on school premises, it must be reported to the designated school administrator and local authorities.
5. Off-campus students may not transport dormitory students at any time. transportation of dormitory students without permission will result in suspension of all occupants of the vehicle. Dormitory students are not allowed to sit or lounge in a vehicle owned or operated by an off-campus student at any time.
6. Motor vehicles are not to be driven on campus lawns or sidewalks by anyone.

COMMUNITY SERVICE

Then the king will say to those on his right, 'Enter (into the kingdom), you who are blessed by my Father... and here's why: I was hungry and you fed me, I was thirsty and you gave me a drink, I was homeless and you gave me a room, I was shivering and you gave me clothes, I was sick and you stopped to visit, I was in prison and you came to me.' Matt. 25: 34 – 36 (Message Bible)

PURPOSE

The purpose of community service is to:

- Foster, encourage, and reflect a Christ-like spirit by caring and showing love for others through unselfish acts of kindness and the rendering of any needed service.
- Instill in the mind of each student the needs of others and the community, thus heightening one's moral and Christian obligation to help the less fortunate and make one's community a better place in which to live.
- Broaden the education of students through service-learning, character development, and civic engagement with the goal of helping students to become responsible citizens and candidates for Heaven.

DEFINITION

Community Service is defined as:

- An activity that is performed by a student or group of students, for the total benefit of the public or its institutions without any form of compensation.

REQUIREMENTS

- A student who is enrolled at Pine Forge Academy must complete a minimum of 25 hours of community service for each year enrolled at the Academy.
- All community service hours must be submitted on the official form

from the Academy or on the official letterhead of the organization through which services were rendered.

- Students may donate cash to satisfy community service hours. Cash donations will be credited based on the Pennsylvania hourly minimum wage law with each multiple of the hourly wage requirement earning one hour of service. No more than 10 hours of the 25 required community service hours can be credited from monetary donations within a given school year.
- Community service hours must be verified by the appropriate authorized signature(s) by June 30th of each school year. Failure to submit the required number of hours by June 30th of each year will result in the student not participating in any of the rights, privileges, activities or programs of the anticipated classification for the following school year.
- Seniors must complete their community service hours on or before the May due date for grades posted on the school calendar of their senior year. Failure, on the part of any senior, to fulfill and submit the required amount of hours by the due date will result in the loss of graduation privileges.
- Community service hours earned after June 30th of any calendar year may be credited to the required number of community service hours for the ensuing school year for freshmen, sophomores and juniors.

VOLUNTEER SERVICE

The Academy also encourages a spirit of volunteerism in order for students “to give back” to their school or community as well as to further the development of a caring and selfless character. Volunteer service is service that is rendered to the Academy or any other institution simply to fulfill an existing need. Volunteer service hours may NOT be claimed as community service hours; however, students who accumulate a minimum of 40 hours of volunteer service per year will receive special recognition. Volunteer hours must be verified by the appropriate authorized signature(s)/official letterhead by June 30th of each school year or by the May grade due date for seniors.

NOTES



The academic policies provided herein are as of August 2017. Academic policies are subject to change and students will be responsible to comply with the most current policies. For this reason, web links to the most current academic policy are provided.

Contact Administration for more details.

Excellence is no accident...