



# PINE FORGE ACADEMY

PINE FORGE | PENNSYLVANIA | 1946

P. O. BOX 338 | PINE FORGE, PA 19548  
 T: 610 326 5800 | F: 610-326-4260 | PINEFORGEACADEMY.ORG

# MEMO

**To:** Judy Dent, Superintendent  
**Fr:** N. Hughes, Principal  
**Cc:** K. Fielder, Interim School Principal  
 J. Pottinger, Interim Vice Principal  
**Date:** July 26, 2016  
**Re:** PFA Handbook Revisions Summer 2016

Effective August 1, 2016.

Revised handbook document to be published  
 by August 31, 2016 on the Academy's website.

Minor Revisions

Current Page #	Section	Addition
24	Class Schedule Changes	1. Pine Forge Academy administrators can adjust individual and collective class or student schedules based on school needs at any time in the school year.
14	Academic Information	2. Add the existing Final Exam Exemptions Policy for parent and student information.
7	A Word to the Parents	3. ADD a conciliation process for parents who file a complaint. Fully uphold the CUOE Code.  Pine Forge Academy adheres to the Columbia Union Office of Education 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.



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		<p>B. Procedure</p> <ol style="list-style-type: none"><li>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.</li><li>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.)</li><li>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.</li><li>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.</li><li>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.</li><li>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</li></ol>
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		appointed committee that deals with such matters. The decision at this level will be final.
28	Specialty Certificates	4. Change... music certificate qualifications to "enroll in music courses every year enrolled at Pine Forge Academy."
14	Academic Information	5. Add section AECOE's conference-wide RenWeb Policies.
	Athletics	6. Add: 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.
18	Academic Information	7. Change bullet one to "Grades calculated on the seventh semester/cumulative years of high school grades." 8. Please also add a final bullet "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."
14	Academic Information	9. Add the existing Student of the Year Protocol for parent and student information.
25	Graduation Requirements	10. Change #3 to has completed a minimum of 25 hours of community service each year in attendance at Pine Forge Academy.
48	Demerits	11. Under the 10 demerit infractions, change profanity to improper or foul language. 12. Under the 11 demerit infractions, add profane, obscene, disrespectful or degrading language
68	School Uniform	13. Change the statement at the very bottom to:  The deans with the governing body of the school reserve the right to make judgment on fads, fashions, trends, appropriateness and modesty of all student dress and appearance.
47	Stave IV	14. Renumber Stage IV  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:  • Please copy and paste the bullets from stage III.



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		<p>15. Create Stage V – (26 or more demerits points)</p> <p>Keep the exact wording from the old Stage IV but with the correct subheading and demerit points.</p>
After 52	After Expulsion Policy	<p>16. Add a new section for Columbia Union Office of Education’s mandated policy “ Sexual Misconduct”</p>
52	Zero Tolerance	<p>17. Please add #16 in the Zero Tolerance section as the 5<sup>th</sup> bullet per the Columbia Union Office of Education mandate.</p>
19	Academic Probation	<p>18. Add as a general statement</p> <p>Pine Forge Academy reserves the right during a quarter to place a failing student (D or F), who is not on Academic Probation, on a weekly probation, based on their grades listed in RenWeb.</p> <p>19. Under #1 on that same page. Remove the sentence “One hour before the official start of homeroom.” from the zero period clause.</p>