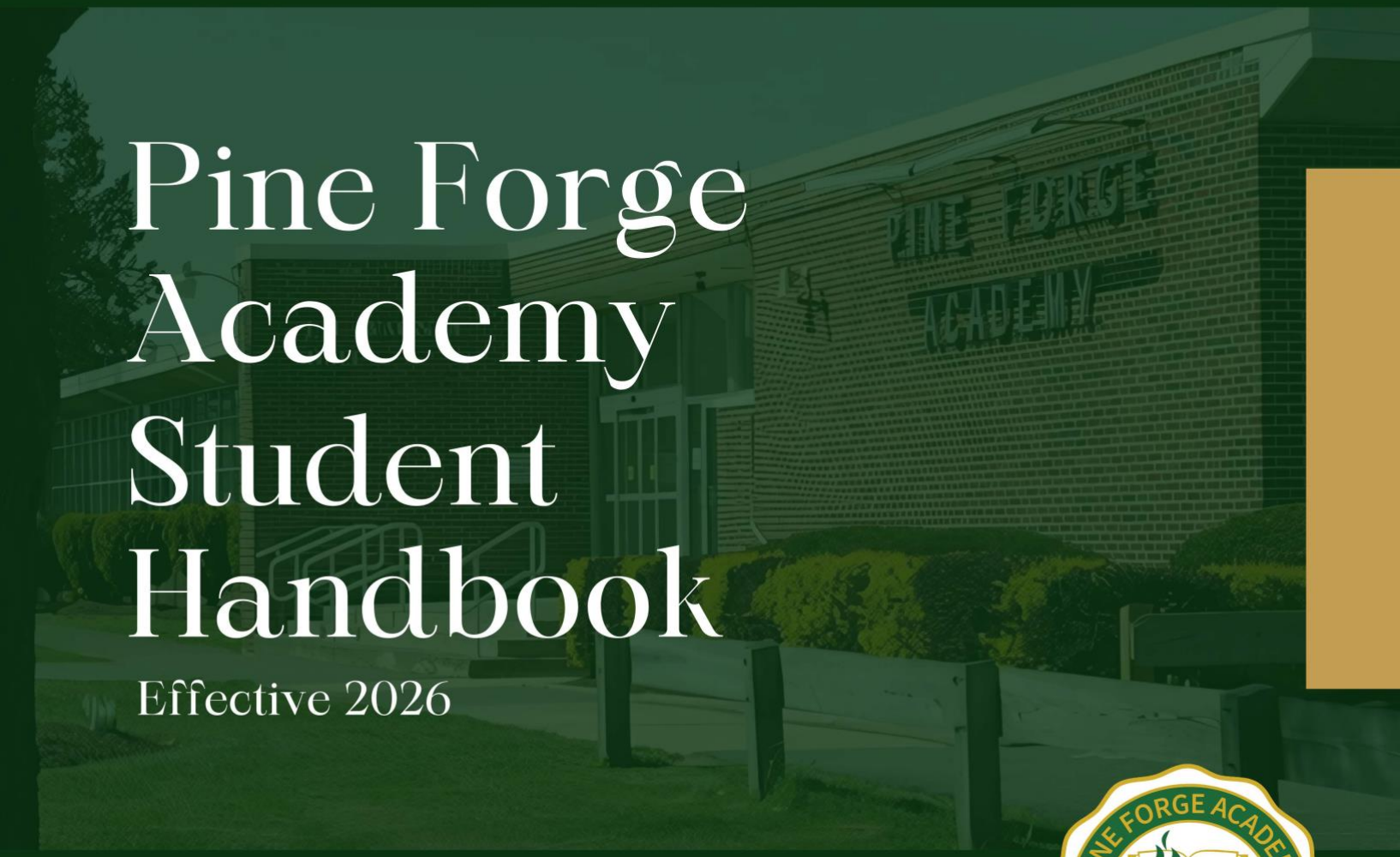
Excellence is no accident



Pine Forge Academy Student Handbook

Effective 2026

Accredited by:

NCPSA (National Council of Private School Accreditation)
Middle States Association of Colleges and Schools

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Welcome to Pine Forge Academy

Pine Forge Academy extends a warm and heartfelt welcome as you arrive on our 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.

The faculty, staff, community, and Board of Trustees are delighted that you have chosen Pine Forge Academy to pursue your secondary Christian education. We consider it both an honor and a privilege to serve your academic and spiritual development. Our mission is to nurture your God-given talents, guide you toward the attainment of knowledge and excellence, and encourage the cultivation of character and spiritual growth. We also strive to help you maintain dignity, demonstrate refinement, practice self-discipline, and achieve success in all aspects of life.

At Pine Forge Academy, every student who is earnest about their purpose in life will find abundant opportunities and challenges that promote growth. Your success here—just as in life—will depend on the time, energy, prayer, and sincere effort you invest in reaching your goals and fulfilling your ambitions.

When you dedicate yourself wholeheartedly, you will gain invaluable lessons, achieve academic excellence, and form habits that reflect integrity and faith. Christian principles and spiritual values will become a defining part of who you are.

Welcome to this *haven* we call Pine Forge Academy—where lifelong friendships are formed, cherished memories are created, and where, with God's help, you will discover that **"Excellence is no accident."**

About Pine Forge Academy

Pine Forge Academy is a coeducational Seventh-day Adventist boarding high school serving students in grades 9 through 12. The Academy is dedicated to providing a Christ-centered curriculum within a safe and caring environment that prepares students spiritually, intellectually, physically, and socially for a life of service to God and humanity.

Core Values and Mission

- **Love:** We cultivate personal relationships with Jesus Christ and express His love through our words and actions.
- **Teaching:** We educate and empower every student to pursue academic excellence and achieve their college and career goals.
- **Servant Leadership:** We model leadership through service—in the classroom, in the dormitories, in the church, and throughout the community.
- **Heritage:** We honor our past, excel in the present, and prepare faithfully for the future.
- **Legacy:** We embrace our shared history by fostering lifelong connections within the Pine Forge community.
- **Care:** We value the health of our bodies, minds, spirits, and the world around us.
- **Respect:** We treat one another with kindness and dignity, celebrating the diversity that enriches our community.

Philosophy

The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. In the beginning, God created humanity in His image—perfect and whole—but that perfection was later marred by sin. Through Christ and the Holy Spirit, God has purposed to restore humanity from its fallen state. Through the Bible, He reveals His divine will—a revelation that surpasses human reason. Through His church on earth, He seeks to bring the lost into His kingdom.

The foundational beliefs of the Seventh-day Adventist Church, along with the inspired writings of Ellen G. White, are centered on God's plan to redeem and restore humanity. The Church maintains its own system of education to nurture faith in these beliefs, encourage a personal relationship with Jesus Christ, and inspire a commitment to share that relationship with others.

Created in God's image, every person—though fallen—is endowed with attributes reflective of the Creator. Seventh-day Adventist education therefore seeks to develop **thinkers rather than mere reflectors of others' thoughts** (*Education*, p. 17); to inspire loving service rather than selfish ambition; to promote the fullest development of each individual's potential; and to foster an appreciation for all that is beautiful, true, and good.

This education extends beyond academic knowledge. It nurtures the balanced growth of the whole person—spiritually, intellectually, physically, and socially—and its influence spans eternity. In the Seventh-day Adventist educational system, homes, schools, and churches work together with divine agencies to prepare students for faithful service and citizenship both in this world and in the world to come.

Goals

The following goals reflect the philosophy and purpose of Seventh-day Adventist education. In harmony with this philosophy, each student at **Pine Forge Academy** is encouraged to develop the following qualities:

- **Acceptance of God:** Surrender your life fully to God, develop a personal relationship with Jesus Christ, and allow the Holy Spirit to guide your character and actions.
- **Commitment to the Church:** Embrace and share the message and mission of the Seventh-day Adventist Church through service and witness.
- **Interpersonal Relationships:** Build a strong sense of self-worth, cultivate positive and respectful relationships, understand the responsibilities of family membership, and respond with empathy to the needs of others.
- **Responsible Citizenship:** Appreciate cultural and historical heritage, affirm the dignity and worth of every person, and accept responsibility for your role in local, national, and global communities.
- **Healthy, Balanced Living:** Strive for optimal physical, mental, and spiritual health, maintaining balance in all aspects of life.
- **Intellectual Development:** Apply a logical, systematic, and biblically based approach to learning, decision-making, and problem-solving.
- **Communication Skills:** Value the importance of effective communication and develop excellence in both written and spoken expression.
- **Personal Management:** Practice Christian principles of stewardship, financial responsibility, and personal accountability in daily living.
- **Aesthetic Appreciation:** Develop an awareness and appreciation of beauty—in God's creation and in human expression—while nurturing individual creativity and talent in the fine arts.
- **Career and Service:** Cultivate a strong Christian work ethic and an appreciation for the dignity and joy of service to others.

Who May Attend

Founded primarily to serve African American Seventh-day Adventist youth, **Pine Forge Academy** warmly welcomes students of strong character and high ideals, regardless of denominational affiliation, race, color, or creed.

While no religious test is required for admission, all students are expected to respect and uphold the Academy's values, abide by its regulations, and show reverence for the Word of God.

Admission Requirements

Pine Forge Academy seeks students who are committed to academic excellence, spiritual growth, and Christian service. Admission is open to young people who demonstrate strong character, respect for others, and a sincere desire to receive a Christ-centered education.

Students in grades nine through twelve who express and demonstrate a genuine interest in receiving a Christian education are eligible for admission.

All applicants must submit a formal application and receive official notice of acceptance before admission is finalized. The following items are required prior to acceptance:

1. **Application Fee**
2. **Completed Application Form**
3. **Recent Photo**
4. **Three Letters of Recommendation** — one personal, one from a mathematics instructor, and one from an English instructor
5. **Certified Copy of Birth Certificate**
6. **Copy of Social Security Card**
7. **Physical/Sports Examination Form** — required for all new students and all eleventh-grade students
8. **Emergency Consent Form**
9. **Medical Record Annual Update**
10. **Dental Examination Form**
11. **Immunization Record**
12. **Official Transcript** — An official transcript from the last school attended must be sent directly to the Registrar's Office.

- A transcript request form is provided for your convenience, as some schools require official notification from the parent or guardian.
- It is the responsibility of the parent/guardian to ensure that the official transcript is received by Pine Forge Academy.
- *A report card is not considered an official transcript and will not be accepted.*

13. **Minimum Cumulative GPA of 2.5**

Admissions Process

The Admissions Process at **Pine Forge Academy** ensures that each applicant is well-prepared to thrive academically, socially, and spiritually in our Christ-centered community.

Steps in the Process

1. **Submission of Application**
   Complete and submit the official application form, along with all required documents and fees, to the Office of Admissions.
2. **Review of Application Materials**
   The Admissions Committee reviews each application file to determine eligibility based on academic performance, recommendations, and character references.
3. **Interview**
   Applicants and their parents or guardians may be invited to an interview (in-person or virtual) with members of the Admissions Committee to discuss the student's goals and readiness for academy life.
4. **Notification of Admission Decision**
   Applicants receive written notification of the committee's decision. Accepted students receive an official **Letter of Acceptance** and accompanying registration materials.
5. **Enrollment Confirmation**
   To confirm enrollment, accepted students must submit all remaining forms, financial documentation, and deposits by the specified deadline.
6. **Registration and Orientation**
   New students are required to attend registration and orientation prior to the beginning of the school year. During this time, students receive academic placement, dormitory assignments, and other essential information for a successful start.

Special Circumstances

At the discretion of the **Admissions Committee**, students may be admitted under special circumstances. These may include, but are not limited to, former student status, unique family situations, or financial considerations. Students admitted under special circumstances may be prioritized ahead of those on the waiting list.

1. Students are generally **not admitted after the add/drop date** listed on the school calendar for each semester.
2. In extenuating cases, a student with a **minimum cumulative GPA of 2.75** may be admitted after the add/drop date with committee approval.

Student Acceptance

Parents and guardians are encouraged to review all regulations and expectations carefully before enrolling their child. It is important that they understand the Academy's principles and are willing to fully support its standards.

Parents can best support the Academy by encouraging students to:

- Study diligently and attend classes regularly
- Submit assignments on time
- Follow school regulations faithfully
- Demonstrate respect for faculty and peers

Parents are also urged to show confidence in the school's faculty and to partner with them in upholding the spiritual and academic standards of Pine Forge Academy.

Home and School Partnership

A vital part of a student's education at Pine Forge Academy is the experience gained through daily life and interaction in the dormitory. This environment provides unique opportunities for students to develop social maturity, build lasting friendships, and learn cooperation and respect through shared living.

"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

Pine Forge Academy upholds the **Columbia Union Office of Education's Education Code Policy and Procedures for Parent-Teacher Conciliation (3065)**. This process ensures open communication, mutual respect, and collaborative resolution of concerns between home and school.

A Word to the Parents

Pine Forge Academy recognizes that the success of each student depends on a strong partnership between the home, the school, and the church. Parents and guardians play a vital role in supporting the spiritual, academic, and social development of their children. The Academy values open communication, mutual respect, and a spirit of cooperation grounded in Christian principles. Working together, parents and faculty can help students grow in faith, knowledge, and character.

Purpose

The following **conciliation procedure**, based on *Matthew 18* and *1 Corinthians 6*, provides a biblical model for resolving misunderstandings that may arise between parents and teachers. The goal is to resolve matters promptly and peacefully—first through informal discussion and, if necessary, through a formal process.

This procedure applies specifically to misunderstandings between **parents and teachers**. It should **not** be used to address issues related to student discipline or employment practices (see Codes 3500 and 9650).

All **Pine Forge Academy employees** who are also parents of enrolled students are equally expected to follow this policy.

Conciliation Procedure

Step One: Direct Communication

The parent should first speak directly with the teacher to address and resolve the issue informally. Most concerns can be effectively resolved through open and respectful dialogue.

Step Two: Principal Involvement

If the issue remains unresolved, the parent should request assistance from the **principal**, who will attempt to mediate and reach an informal resolution.
(This step may be omitted if the teacher involved also serves as the principal.)

Step Three: School Board Chair Consultation

If the concern persists, the parent should contact the **Pine Forge Academy School Board Chair**, who will work to resolve the matter informally.

The School Board Chair is the **President of the Allegheny East Conference** and may be reached through the **President's Administrative Assistant.**

Step Four: Formal Review

If informal resolution is not achieved, the School Board Chair or their designee—such as the **Superintendent of Allegheny East Schools**, **Vice President for Finance**, or **Vice President for Administration**—will convene a formal meeting.
This may involve either the **School Board's Executive/Personnel Committee** or the **Full School Board**, depending on established procedures.

When such a meeting is scheduled, the **Local Conference Superintendent** must be informed of the pending matter.

Step Five: Conference Superintendent Review

If the issue remains unresolved, the parent should contact the **Local Conference Superintendent** and submit a written explanation of the concern.
The Superintendent will attempt to resolve the matter by meeting with the parent(s), teacher, principal, and School Board Chair.

Step Six: Conference K–12 Board Review

If resolution is still not achieved, the parent may request that the matter be referred to the **Local Conference K–12 Board of Education** or its designated committee responsible for such matters.
The decision made at this level shall be considered **final**

Additional Guidelines

To ensure all concerns are handled in a Christlike and orderly manner, the following principles should be observed:

1. **Confidentiality:** All discussions and proceedings must remain confidential to protect the integrity of everyone involved.
2. **Written Record:** If a concern progresses beyond Step Two, a written summary of the issue and actions taken should be submitted to the principal and kept on file.
3. **Timeliness:** Each step should be completed promptly to avoid unnecessary delays in resolution.
4. **Christian Conduct:** All individuals are expected to demonstrate patience, respect, and a cooperative spirit consistent with Christian principles.
5. **Final Authority:** The decision of the **Conference K–12 Board of Education** will serve as the final ruling on the matter.

A Word to the Students

Every student who matriculates at **Pine Forge Academy** enters into an agreement to comply cheerfully and faithfully with all school rules and regulations. Enrollment at the Academy represents both a privilege and a responsibility. Failure to uphold these standards severs the student's connection with the institution. Students who violate major regulations may be retained only at the discretion of the faculty and administration.

Each student—whether residing on or off campus—who is accepted to attend Pine Forge Academy must sign the **Code of Honor**. This code affirms the student's commitment to uphold the values, principles, and expectations of the Academy community.

It is fully understood that all students must acknowledge in writing that they have read the **Pine Forge Academy Student Handbook**, and pledge to observe its regulations and live in harmony with the ideals and purposes of the school.

Students who are unwilling to make this pledge freely and without reservation will not be admitted. Should a student break this pledge, they will be subject to appropriate disciplinary action, which may include dismissal from the Academy.

Code of Honor

As a student of **Pine Forge Academy**, I recognize my privilege to be part of a Christian learning community. I pledge to uphold the spiritual, academic, and moral standards of this institution by living in a way that honors God, respects others, and reflects integrity in all I do.

I commit myself to:

- **Faithfulness** — to love, honor, and serve God in thought, word, and deed.
- **Integrity** — to be honest, trustworthy, and responsible in all academic and personal matters.
- **Respect** — to treat faculty, staff, fellow students, and community members with kindness and dignity.
- **Excellence** — to strive for my highest potential in scholarship, conduct, and character.
- **Service** — to use my talents and time to serve others and advance the mission of Christ.
- **Accountability** — to accept the guidance of my teachers and the discipline of the school as opportunities for growth.

By signing the **Code of Honor**, I affirm my willingness to live by these principles and to contribute positively to the spiritual and academic life of Pine Forge Academy.

Student Pledge of Commitment

I have read and understand the **Pine Forge Academy Student Handbook** and the **Code of Honor**.
I pledge to uphold the standards, rules, and values of the Academy and to live in harmony with its Christian mission.
I understand that continued enrollment is dependent upon my adherence to these principles.

Student Name (Print): _____

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____

Residential Life: What You Are Expected to Bring

As a boarding student at **Pine Forge Academy**, you are joining a community built on faith, learning, and mutual respect. Preparing thoughtfully for dormitory life ensures your comfort, success, and ability to contribute positively to the Academy family. Please review the following lists carefully and bring all required items with you when you arrive on campus.

Bedding

- Single bed mattress cover
- Pillow
- Two pillowcases
- Four perma-press sheets
- Two matching bedspreads
- Blankets and/or comforter

Clothing – Young Ladies*

- School regulation uniform
- Casual clothing for daily wear
- Dress clothing** (including Sabbath attire)
- Work clothing
- Sleepwear and soft-sole slippers
- Undergarments
- Shoes and boots
- Coat, jacket, or sweater
- Socks and hosiery
- Rainwear and hat
- Belt(s)
- Gloves

Clothing – Young Men*

- School regulation uniform
- Casual clothing for daily wear
- Dress clothing** (including Sabbath attire)

- Work clothing
- Sleepwear and soft-sole slippers
- Undergarments
- Shoes and boots
- Coat, jacket, or sweater
- Socks
- Rainwear and hat
- Belt(s)
- Gloves

See Academy dress requirements for complete details.
Dress clothing should include Sabbath attire: suit jacket, dress slacks, dress shoes, dress shirt, and tie.

Personal Items

- Towels and washcloths
- Toiletries and personal hygiene items
- Laundry bag
- Laundry detergent and supplies
- Cleaning supplies
- Iron and ironing board
- Broom and dustpan
- Umbrella
- Handkerchiefs
- Trash can
- Toilet paper

Other Recommended Items

- Alarm clock
- Curtains
- Combination locks (for lockers)
- Rugs
- Study lamp

Additional Items You May Bring

Students are encouraged to bring personal **laptops or computers** for academic use.
Students may also bring **electronic entertainment devices**, provided the following guidelines are observed:

1. If an entertainment device can be heard outside the dormitory, it will be confiscated by the Academy.
2. Devices playing inappropriate or offensive content (including profanity or lewd material) will be confiscated.
3. The Academy is **not liable** for any loss or damage to personal electronics.
4. Electronic devices may **not** be used during academic hours (classes, study hall, tutoring, or field trips).
5. Confiscated devices will be returned **only to the parent or guardian** by administration.

Students who own **musical instruments** are encouraged to bring them; however, the use of instruments may be limited to designated times at the discretion of the dean. Students interested in lessons should contact the **Music Department** for arrangements.

Refrigerators are permitted **by approval only**, in accordance with dormitory guidelines. A **$100 cash fee** is required at the start of the school year and must be paid at the dormitory before the refrigerator is placed in the room.

Each student is responsible for obtaining **personal property insurance** to cover loss or damage of belongings.

The Academy is not responsible for the loss, theft, or damage of personal property.

Note: Additional items may be brought to campus **only with permission from the dean.**

Items Not Permitted on Campus

For safety, moral, and disciplinary reasons, the following items are **strictly prohibited** on campus:

Weapons and Dangerous Items

- Firearms, knives, or any object that resembles or could be used as a weapon

Fire Hazards and Appliances

- Candles, lighters, firecrackers, space heaters, and all cooking appliances (microwaves, grills, toasters, etc.)

Vehicles and Transportation

- Automobiles, bicycles, skateboards, longboards, roller skates, scooters, or similar wheeled items

Inappropriate Media

- Objectionable or immoral listening, viewing, or reading materials in any form

Electronics

- Televisions (provided in dormitories)
- Gaming consoles or systems

Violation of this policy is considered a **major infraction**.
Any student found possessing prohibited items will be subject to **immediate expulsion without recourse.**

Spiritual Life at Pine Forge Academy

Spiritual life is at the heart of the Pine Forge Academy experience. The Academy's mission extends beyond academic excellence to the development of a strong, personal faith in God. Through worship, prayer, service, and fellowship, students are encouraged to cultivate Christlike character, moral strength, and spiritual maturity. Every activity on campus is designed to help students discover their purpose in God's plan and to strengthen their walk with Him.

Worship and Devotion

At **Pine Forge Academy**, students are encouraged to grow spiritually and develop a meaningful personal relationship with God. The Academy provides numerous opportunities to experience God's presence through worship, prayer, and reflection. Whether during daily devotions, inspiring chapel services, or uplifting weeks of prayer, students will find a Christ-centered atmosphere that sets this campus apart.

Personal Devotions

A truly successful Christian experience can only be gained through daily personal communion with Jesus Christ. Students are encouraged to set aside at least **thirty minutes each day** for private Bible study and prayer. Establishing this habit early in the school year strengthens faith, discipline, and spiritual growth.

Daily Group Worship

Morning and evening worship services are held each day to unite the student body in prayer and praise. **Attendance is required** for all students.

When entering the worship area, please do so **quietly, reverently, and appropriately dressed**. The following behaviors are considered disrespectful during worship and should be avoided:

- Talking or whispering
- Gum chewing
- Jesting or laughing
- Improper posture
- Inappropriate attire

Students are expected to maintain discipline, show reverence for the sanctuary, and demonstrate respect for others and for God.

Sabbath Preparation and Observance

By choosing to attend **Pine Forge Academy**, students agree to honor and respect all the religious beliefs and practices of the school, including proper observance of the **seventh-day Sabbath**.

All students are expected to prepare for the Sabbath and to participate in the following worship services:

- **Friday Evening Vespers**
- **Sabbath School**
- **Divine Worship**
- **Adventist Youth Society (AYS) Services**

Attendance is taken at all services. Students are to refrain from ordinary labor and secular activities during Sabbath hours and devote this sacred time to rest, worship, and fellowship.

The Sabbath is a memorial of Creation and a sign of God's redemptive power. Scripture calls us to honor the Sabbath from **sunset Friday to sunset Saturday**, celebrating God's creative and saving acts:

"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."
— Isaiah 58:13–14

Students are encouraged to **prepare for the Sabbath before sunset on Friday**, ensuring rooms are clean and Sabbath attire is ready, so they may fully enjoy this sacred time.

Proper Attire for Worship

Students should reserve **appropriate Christian dress** for Sabbath and other worship services, demonstrating reverence for God, self-respect, and respect for others.

The Academy reserves the right to determine what constitutes appropriate attire in relation to fashion, fads, or trends. Students are expected to dress modestly, neatly, and in harmony with Christian values during all worship services.

Appropriateness of Attire as It Relates to Fashion, Fads, and Trends

MALES	FEMALES
• Dress shirt and tie	• Dresses
• Suits	• Dress suits
• Dress slacks with dress jacket	• Dressy skirt with blouse or sweater
• Dress shoes and socks	• Dress shoes and pantyhose

Spiritual Activities and Ministries

The spiritual life of **Pine Forge Academy** extends far beyond the classroom. Through active participation in ministry, music, and service, students have the opportunity to grow in faith, develop leadership skills, and share the love of Christ with others. These activities form an essential part of the Academy's mission to nurture the head, hand, and heart in service to God and humanity.

Students are encouraged to participate in one or more spiritual ministries that align with their gifts and interests. Each ministry operates under the guidance of the **Chaplain's Office** and the **Spiritual Life Team**, working together to create a vibrant and engaging worship culture across campus.

Spiritual Life Team

The **Spiritual Life Team**, led by the **United Student Movement Religious Vice Presidents**, serves as the spiritual leadership core of Pine Forge Academy. Working closely with the **Chaplain's Office** and faculty sponsors, this team plans, coordinates, and promotes spiritual programming throughout the school year.

Responsibilities include organizing worship services, prayer initiatives, small group Bible studies, and outreach activities. Members of the Spiritual Life Team model Christian leadership, encourage campus unity, and serve as spiritual mentors among their peers.

Praise Team

The **Praise Team** leads the student body in musical worship during chapels, vespers, and special programs. Members are selected for their musical ability, spiritual maturity, and commitment to leading others into an atmosphere of heartfelt praise.

Through vocal and instrumental music, the Praise Team seeks to inspire worship that uplifts the spirit, strengthens faith, and brings glory to God. Participation requires regular rehearsals, devotion to ministry, and reverence for the sacred responsibility of leading worship.

Pine Forge Academy Band

The **Pine Forge Academy Band** enhances worship services and campus events through the power of instrumental music. The band provides students with opportunities to use their musical talents in service to God while developing discipline, teamwork, and artistic excellence.

Performances include worship services, school concerts, community programs, and special ceremonies. Students participating in the band are expected to maintain high standards of conduct, preparation, and performance in keeping with the Academy's mission.

Ministry in Motion

Ministry in Motion is Pine Forge Academy's liturgical dance and interpretive movement ministry. Through expressive choreography and sacred movement, members communicate the message of the Gospel in creative and spiritually meaningful ways.

This ministry combines artistry, discipline, and devotion to honor God and inspire others. Students involved in Ministry in Motion are expected to maintain modesty, reverence, and excellence in every presentation, both on and off campus.

Community Service and Outreach

Community service is a vital expression of Christian faith and an integral part of the **Pine Forge Academy experience**. Students are encouraged to follow Christ's example by showing compassion, kindness, and a willingness to serve others both on and off campus.

Each student is required to participate in **community service activities** as part of their spiritual and personal development. These activities include:

- Local outreach projects and service days
- Mission trips and evangelistic initiatives

- Volunteer work with community organizations
- School-sponsored service opportunities

Through participation in these programs, students learn the joy of service, the value of humility, and the importance of social responsibility. Community service fosters spiritual growth, builds character, and strengthens each student's sense of purpose in God's calling.

"For even the Son of Man came not to be served but to serve others and to give His life as a ransom for many."
— Mark 10:45

Purpose of Spiritual Ministries

Each of these ministries exists to:

- Strengthen personal faith and connection with God
- Provide opportunities for student leadership and service
- Encourage meaningful worship and fellowship
- Represent Pine Forge Academy with dignity, reverence, and excellence

Participation in spiritual activities and ministries is both a privilege and a calling. Students are encouraged to dedicate their talents to God's service and to let their light shine as witnesses of His love and grace.

Reverence in Religious Services

Reverence in all worship and religious gatherings is essential for one's own spiritual blessing and for the benefit of others. Students are expected to enter all worship areas quietly, maintain proper posture, and demonstrate respect for the sacred atmosphere of the sanctuary.

During services, students should refrain from:

- Talking or engaging in private conversation
- Slumping in pews or covering themselves with coats
- Eating, drinking, or chewing gum
- Using electronic devices or causing distraction

Respectful participation reflects reverence for God and contributes to an environment where everyone may worship freely and sincerely.

Weeks of Prayer

Throughout the school year, **Pine Forge Academy** holds special **Weeks of Prayer** that provide students with meaningful opportunities for spiritual renewal, reflection, and commitment. These

events feature dynamic speakers, student participation, and a focus on deepening one's relationship with Christ.

There are three regularly scheduled Weeks of Prayer each school year:

- **Autumn Week of Prayer**
- **Student Week of Prayer**
- **Spring Week of Prayer**

These special occasions invite the entire school community to pause, refocus, and strengthen their faith through prayer, worship, and personal connection with God.

ACADEMIC INFORMATION / DIPLOMA REQUIREMENTS

Requirements	College Preparatory Diploma	General Diploma
Minimum Cumulative Grade Point Average (GPA)	3.0	2.5
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	4 credits	4 credits
Mathematics *(inclusive of Algebra I, Geometry, Algebra II)*	Minimum 4 credits	Minimum 3 credits
Science	4 credits (3 credits with Lab)	3 credits (2 credits with Lab)
History *(inclusive of World, U.S. History, Government, and African American Studies)*	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	1.5 credits
Health	0.5 credits	0.5 credits
Vocational Arts	1 credit (for each year enrolled)	2 credits (for each year enrolled)
Electives	As needed	As needed

Note:

Pine Forge Academy offers two diploma tracks — **College Preparatory** and **General** — designed to meet the spiritual, academic, and vocational needs of students.

The total credits required for graduation reflect the Academy's commitment to excellence and holistic education.

Class Standing

Students at **Pine Forge Academy** are classified according to the number of academic credits earned, cumulative grade point average (GPA), and completion of required courses and service hours. Class standing determines eligibility for participation in class activities, privileges, and graduation progress.

Freshman

To be eligible for freshman standing, a student must:

1. Have successfully completed the **eighth-grade course of study**.
2. Hold a **minimum cumulative GPA of 2.5**.

Sophomore

To be eligible for sophomore standing, a student must:

1. Have completed at least **six (6) academic credits**, including required courses, by the beginning of the school year.
2. Maintain a **minimum cumulative GPA of 2.5** for the **general diploma** or **3.0** for the **college preparatory diploma**.
3. Have **all official transcripts** of coursework completed at other accredited secondary schools, organizations, or programs **recorded in the Office of Admissions and Records**.
4. Have a minimum of **25 hours of community service** on record with the **Office of Admissions and Records** for each prior year enrolled (see *Community Service Policy*, pg. 118).

Junior

To be eligible for junior standing and to participate in junior class activities and privileges, a student must:

1. Have completed at least **twelve (12) academic credits**, including the following required courses by the beginning of the junior year:
    - **English:** 2 credits
    - **Science:** Minimum of 1 credit (general diploma); 2 credits (college preparatory diploma)
    - **History:** 2 credits
    - **Mathematics:** Minimum of 1 credit including Algebra I (general diploma); 2 credits including Algebra I and either Geometry or Algebra II (college preparatory diploma)
    - **Religion:** As required
2. Maintain a **minimum cumulative GPA of 2.5** for the **general diploma** or **3.0** for the **college preparatory diploma**.
3. Have **all official transcripts** from any other accredited schools or programs recorded in the **Office of Admissions and Records**.
4. Have a minimum of **25 hours of community service** on record with the **Office of Admissions and Records** for each prior year enrolled (see *Community Service Policy*, pg. 118).

Senior

To be eligible for senior standing and to participate in senior class activities and privileges, a student must:

1. Have completed at least **16 credits (general diploma)** or **18 credits (college preparatory diploma)**, including the following required courses by the beginning of the senior year:
    - **English:** 3 credits
    - **Mathematics:** Minimum of 2 credits (general diploma) including Algebra I and Geometry or Algebra II; minimum of 3 credits (college preparatory diploma) including Algebra I, Geometry, and Algebra II
    - **Religion:** As required
    - **History:** 3 credits
    - **Foreign Language:** Minimum of 1 credit (college preparatory diploma)
    - **Physical Education:** Minimum of 1 credit
    - **Science:** Minimum of 2 credits (both diplomas)
    - **Vocational Arts:** Minimum of ½ credit
2. Maintain a **minimum cumulative GPA of 2.5** for the **general diploma** or **3.0** for the **college preparatory diploma**.
3. Have **all official transcripts** of prior coursework recorded in the **Office of Admissions and Records**.
4. Have **25 hours of community service** on record with the **Office of Admissions and**
5. **Records** for each prior year enrolled (*see Community Service Policy, pg. 118*).

Examination Policies

Schedule of Quizzes and Examinations

The schedule for examinations is published in the **Academic Calendar**. All students are responsible for knowing the dates of quizzes, midterms, and final exams.

Examinations for first- and second-semester courses are administered during the designated **Examination Period**, except in cases where a course concludes early in a block. Students must be available to take exams at any time during this period.

Reporting to Examinations

Students are expected to arrive **on time** and be **prepared to begin** their examinations at the published start time.

- Students who arrive late must complete the exam within the remaining time allotted.
- Students who miss an exam without a valid, documented reason will receive a **zero (0)** for that exam.

Rescheduling Examinations

An examination may only be rescheduled under **extenuating circumstances**. To request a reschedule:

1. Provide a **substantive reason** in writing to the **Registrar**.
    - Oversleeping or wanting additional study time is **not** a valid reason.
    - Illness requires immediate notification to the Registrar and verification from the **school nurse or a medical provider**.

2. Upon approval, the student must coordinate a **new exam date and time** with the **Instructor of Record** as soon as possible.

Unless these conditions are met, students will be expected to take examinations as scheduled.

Test-Taking Conditions

Students must follow all directions from exam proctors.

- Assigned seating must be observed when applicable.
- Backpacks, purses, and other belongings must be placed away from the exam area.
- **Cell phones and electronic devices** must be powered off and stored during exams.

The Honor Code

All examinations are conducted under the **Pine Forge Academy Honor Code**, which is based on two key principles:

1. The student will **not cheat**.
2. The student will **not condone or ignore cheating by others** and will report such conduct if observed.

Students taking an exam at an alternate time are expected to uphold the Honor Code strictly. It is inappropriate to discuss exam content, difficulty, or format with anyone who has not yet taken the exam.

Exemptions from Final Examinations

At the instructor's discretion, a student may be exempted from a semester final if one of the following criteria is met:

- Earns **93% or higher** in all grading categories for the semester in the class; or
- Earns **96% or higher overall** for the semester in the class.

Procedural Policies for Exam Exemption

1. Students who meet the above criteria and take a **College Board Advanced Placement (AP) Exam** are exempt from the corresponding spring semester final.

2. Exemptions must be **approved by the department** or by the **principal** when a department has a single instructor.
3. Instructors must notify students and parents of exemption status by the **last day of class**.
    - An official list of exempt students must be submitted to the **Office of Admissions and Records** by that date.
    - The **Deans** will be informed of all approved exemptions.

Additional Notes

- Students enrolled at **Pine Forge Academy** will have the opportunity to take both the **PSAT** and **SAT**.
- Students enrolled in **Advanced Placement (AP) courses** are required to take the official **AP Examination**.

GRADE POINT AVERAGE (GPA) SCALE

Letter Grade	Grade Point	Percentage Range / Description
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

Note:
A student's **Grade Point Average (GPA)** is calculated on a **4.0 scale**. This standardized system is used to evaluate academic performance and determine eligibility for honors, awards, and graduation.

Grading and Student Information Policies

(Allegheny East Conference Office of Education)

Pine Forge Academy adheres to the grading and student information system policies established by the **Allegheny East Conference Office of Education (AECOE)**. These policies ensure consistency, fairness, and accuracy in the evaluation of student performance and academic progress.

Posting of Grades

a. **Record Keeping:**
Teachers will maintain accurate daily records of each student's work, progress, and attendance in the Academy's official student information system, **FACTS**.

b. **Assessment Practices:**
Teachers must evaluate a variety of student performances, including written assignments, homework, projects, class participation, quizzes, tests, and end-of-quarter or course examinations. Factors such as preparation, daily work habits, quality, and completeness of assignments should all be considered in determining grades. The **principal** will ensure that all teachers apply these procedures consistently.

c. **Grade Entry Requirements:**
Teachers must record a minimum of **two grades per week** in FACTS.

- If the school week is shortened by two or more days, at least **one grade** must be entered.
- If a class meets only once per week, **one grade** is required for that week.
  Entering more than the minimum number of grades is strongly encouraged to provide an accurate reflection of student performance.

d. **Timely Feedback:**
Teachers must return graded assignments promptly to provide ongoing, meaningful feedback to students and parents.

e. **Grading Requirements:**
All student assignments must be graded and given a score reflecting the ratio of the number of items correct to the number of items possible.

f. **Zero Grades:**
A score of **zero (0%)** will be recorded when any of the following occur:

1. The student cheats on a test, quiz, or project.
2. A student with a lawful absence fails to submit make-up work within a reasonable time.

3. A student is unlawfully absent.
4. A student fails to turn in an assignment.

Exemptions and Oversight

i. **Final Exam Exemptions:**
In cases of extenuating circumstances occurring at the end of a course, a student may be exempted from the final examination upon the recommendation of the teacher and with **written approval from the principal**.

j. **Administrative Monitoring:**
The **Principal** will monitor teacher gradebooks weekly to ensure compliance with AECOE grading policies. Teachers should expect regular feedback and support regarding adherence to these procedures

Academic Progress Reports

The school year is divided into **two semesters**, with a standard course load consisting of **six to seven (6–7) credits per semester**.

Students must maintain a minimum of **five courses per semester**, **four of which must be core courses**, to remain enrolled at Pine Forge Academy.

Academic Progress Reports are issued to all students at the end of each quarter. Current academic standing is available at any time through the **FACTS Student Information System**.

Final grades are permanently recorded on each student's official transcript at the end of each semester.

Academic Recognition

Pine Forge Academy recognizes and celebrates students who demonstrate consistent academic excellence and high personal standards.

Honors Recognition

Special recognition is given each quarter to students who achieve the following Grade Point Averages (GPA):

Honor Level	GPA Range	Minimum Grade Requirement
Honors	3.00 – 3.44	No grade lower than 2.0
High Honors	3.45 – 3.74	No grade lower than 3.0
Highest Honors	3.75 – 3.99	No grade lower than 3.0
Principal's List	4.00 and above	No grade lower than 4.0

These distinctions are awarded quarterly and are also used to determine **honors recognition at graduation**, based on the **seventh-semester cumulative GPA**.

National Honor Society (NHS)

In accordance with the guidelines of the **National Honor Society**, students who have attained **sophomore status** and have a **minimum cumulative GPA of 3.5** meet the academic eligibility requirement for NHS consideration.

Eligible students will receive an **NHS Application Form** for completion. The **Pine Forge Academy NHS Faculty Committee** evaluates applicants in the areas of **leadership, service, and character**.

Students who are selected for membership will be formally inducted during the **second semester** of the school year in a special **Induction Ceremony**.

Readers

Students with a **minimum cumulative GPA of 3.0** who demonstrate outstanding **character, integrity, and confidentiality** may be recommended to serve as **Readers** during school programs and special ceremonies.

Valedictorian and Salutatorian

The **Valedictorian** and **Salutatorian** are the highest academic honors awarded to members of the graduating class. Selection is based on the following criteria:

- Determined by the **seventh-semester cumulative weighted GPA**, calculated to the hundredth decimal place (0.00).
- The **Valedictorian** holds the **highest-class rank**, and the **Salutatorian** holds the **second highest**.
- Must complete both **fall and spring semesters of the junior and senior years** at Pine Forge Academy.
- Must be an **honor student** and graduate with a **College Preparatory Diploma**.
- Honors status may change before graduation—no later than the **Monday prior to Commencement**—if a student fails to maintain the academic requirements.

In the event of a tie, **co-Valedictorian** or **co-Salutatorian** designation will be awarded.

Honor Guards

The **Honor Guards** are distinguished members of the **junior class** selected to serve in recognition of their exemplary scholarship, conduct, and character. A maximum of **ten (10)** students may be selected each year.

Eligibility and selection are based on the following criteria:

- Must be an **honor student** in good academic standing.
- Must consistently reflect the **principles and values** of Pine Forge Academy.
- Must not have received any **major disciplinary action** during the current school year.
- **Academic standing** and eligibility are subject to change based on the most current permanent grades.

Honor Guards represent the Academy during major campus events, including **Graduation Exercises**, and serve as models of leadership and academic excellence.

Student of the Year

The **Student of the Year Award** is the highest honor bestowed by the Administration of Pine Forge Academy. It recognizes a student who consistently exemplifies the Academy's ideals through academic achievement, leadership, service, and spiritual integrity.

Recipients of this award are individuals who:

- Embody the principles and mission of Pine Forge Academy.
- Maintain a record of **sterling character** and **positive influence** on campus.
- Exhibit **unselfish service** and strong **leadership skills**.
- Contribute positively to the **social and spiritual life** of the school community.
- Demonstrate **exemplary citizenship** and uphold Academy standards in all areas, including the **Residence Halls** and extracurricular activities.

The Student of the Year reflects the highest ideals of Christian education and serves as a role model for peers in faith, scholarship, and service.

Academic Probation

Students are placed on **academic probation** at the end of any quarter if they meet one or more of the following conditions:

- Fail to maintain a **minimum cumulative GPA of 2.0**
- Earn **two or more Ds** in a grading period
- Earn **one or more F's**

Students placed on academic probation will remain on probation for the following quarter.

COURSE OFFERINGS

Department	Courses Offered
Applied Arts	Keyboarding / Computer Applications Web Design Industrial Arts Family & Consumer Science Computer Programming (C, PHP)
Bible / Religion	Religion I Religion II Religion III Religion IV
Business	Accounting AP Economics* *Course also offered under the History Department
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

Department	Courses Offered
English	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 & Health	Physical Education Health
Science	Biology Honors Biology Anatomy & Physiology Physics Chemistry Honors Chemistry Integrated Science
History / Social Studies	U.S. History AP U.S. History African American History Government World History

Academic Probation Requirements

Students on academic probation are subject to the following requirements and restrictions:

1. **Mandatory Study Programs**
    - **Study Hall:** Required attendance to assist with academic improvement.
    - **Zero Period:** A mandatory study session assigned at the discretion of the **Registrar**.

      Parents will be notified whenever a new academic support program is implemented.

2. **Restrictions on Activities**

    - Students on academic probation may not participate in any **off-campus activities**, except those deemed **mandatory by the Administration** for the entire student body.
3. **Limitations on Extracurricular Participation**
    - Students who remain on academic probation for **two consecutive quarters** will not be permitted to participate in any **extracurricular activities**, whether on or off campus.
4. **Re-evaluation and Dismissal**
    - Students who fail to demonstrate sufficient academic improvement while on probation will be **re-evaluated** and may be **dismissed from the Academy**.

Summer and Remedial Classes

Students who fail one or more courses may be required to enroll in **summer or remedial classes** to maintain academic standing. The following procedures apply:

1. **Notification:**
   The **Office of Admissions and Records** will notify the student and parent/guardian if a student has received a failing grade (**F**) in a class.
2. **Approved Institutions:**
   Summer or remedial coursework must be taken through a **state-accredited school**, **Home Study International (Griggs University)**, or another program recognized by the **Columbia Union Office of Education**.
    - A maximum of **two (2)** courses may be taken per summer session.
3. **Submission of Transcripts:**
   Course work must be completed, and an **official transcript** must be sent **directly from the institution** to the **Office of Admissions and Records** before the student can receive credit.
4. **Registration Deadline:**
   The **official transcript** from the summer or remedial program must be submitted **prior to the date of registration** for the next academic year.

Honors Track Enrollment

Students may enroll in Honors Track courses under the following conditions:

1. Receive a departmental recommendation, **or**
2. Successfully complete a placement exam, **or**

3. Achieve a **minimum cumulative GPA of 3.5** in the subject area and an **overall GPA of at least 3.0.**

Academic Standing:

- Students earning a grade below **C-** at the end of the **1st or 3rd quarter** will be reviewed by the Curriculum Committee, in consultation with the instructor, student, and parents, to determine continued eligibility.
- Students earning a grade below **C-** at the end of the **1st semester** will be transferred to an equivalent regular course, pending Curriculum Committee approval.

Advanced Placement (AP) Courses

1. Students may enroll in AP courses with **departmental approval.**
2. Each student must pay a **fee** covering textbooks and the AP Exam.
3. **AP credit** will be awarded only upon successful completion of the AP Exam.
4. If a student **fails the AP Exam** but successfully completes the course, the transcript will reflect credit for the equivalent subject (e.g., *English IV, Biology, Calculus, Economics*).

Courses Taken Ahead of Schedule

Requests to take a course ahead of schedule will be considered if the following conditions are met:

1. Completion of the **freshman year**
2. **Written parental request** submitted to the Administration with a course description
3. **Minimum GPA of 3.5** in the subject area
4. **Minimum overall GPA of 3.0**
5. **Curriculum Committee approval**
6. The course must be taken at an **approved institution** (community college, four-year college, or Home Study Institute/Griggs University).
    - If the **official transcript** is not received by the Office of Admissions and Records before the start of the fall semester, the course must be retaken at Pine Forge Academy.
    - Students are **strongly advised not to take more than two (2) courses per summer.**
7. **No credit** will be granted for courses taken without full compliance with these procedures.

Correspondence Courses

Students may enroll in correspondence courses under the following guidelines:

1. **Prior Approval:**
    - Approval must be obtained **in advance** from the **Curriculum Committee**.
    - Only **juniors and seniors** are eligible.
    - A **formal written request** must be submitted stating the **specific course(s)** to be taken and the **reason** for the request.
2. **Examination Administration:**
    - All examinations must be **administered through the Office of Admissions and Records**.
3. **Approved Institutions:**
    - Correspondence courses must be taken through **Home Study International (Griggs University),** or another **organization authorized by the Columbia Union Office of Education**.
4. **Graduation Requirements:**
    - Seniors completing correspondence courses required for graduation must **finish the course** by the **final grade submission date** listed on the school calendar.
    - The **Office of Admissions and Records** must receive the **official transcript** before the student may participate in **graduation exercises**.

Class Schedule Changes

The administration makes every effort each year to ensure that all students are placed in the appropriate and required courses at the time of registration.
Schedule changes are considered only when they are based on **individual academic needs** and receive **final approval from the Office of Admissions and Records**.

Procedure for Changing a Class Schedule

To request a schedule change, students must:

1. **Complete and submit** a Drop/Add Form to the **Office of Admissions and Records**.
2. **Obtain written parental consent.**
3. **Secure all required signatures** from teachers and administrators.
4. **Continue attending all assigned classes** until official written notification of approval is received from the Office of Admissions and Records.
5. **Adhere to posted deadlines** — no class may be added or dropped after the date indicated on the school calendar for each semester.

Note:

- The Academy reserves the right to **cancel any course** if enrollment numbers do not justify continuation.
- **Pine Forge Academy administrators** may adjust individual or collective student schedules at any time during the school year to meet institutional or academic needs

Graduation Requirements

Granting of a Diploma

A diploma will be awarded to any student who meets all of the following criteria:

1. **Academic Requirements:**
   Has successfully completed all academic requirements for either the **General Diploma** or the **College Preparatory Diploma** (see detailed requirements in the *Academic Programs* section of this handbook).
2. **Enrollment Requirement:**
   Has been **enrolled at Pine Forge Academy for the entire final semester** of the senior year.
3. **Community Service:**
   Has completed a **minimum of 25 hours of community service** for each year of attendance at Pine Forge Academy.
4. **Financial Clearance:**
   Has **fulfilled all financial obligations** to the Academy prior to graduation.
5. **Conduct and Character:**
   Has **upheld the principles and standards** of Pine Forge Academy through the completion of all graduation exercises.

Accelerated Academic Program

The Pine Forge Academy curriculum is designed as a **four-year academic program**. However, in exceptional circumstances, students may apply to complete an **accelerated three-year program**.

To qualify, students must meet **all** of the following criteria:

1. **Academic Standing:**
   Maintain a **minimum overall cumulative GPA of 3.5**.
2. **Subject Proficiency:**
   Maintain a **minimum cumulative GPA of 3.5** in the discipline(s) requiring additional coursework.
   - Accelerated courses must be taken in a **college setting** only.

    - Courses must be completed through **Home Study International (Griggs University),** or another institution **approved by the Columbia Union Office of Education**.
3. **Diploma Requirements:**
   Meet all criteria for the **Pine Forge Academy College Preparatory Diploma**.
4. **Residency Requirement:**
   Complete at least **one full academic year at Pine Forge Academy** immediately preceding the senior year.

Application Procedure:

- The **parent or guardian** must submit a **formal written request** to the **Curriculum Committee**, explaining the reasons for pursuing an accelerated program.
- Upon preliminary approval, the **student and parent** must participate in an **interview with the Principal** and the **Office of Admissions and Records** prior to registration.

General Equivalency Diploma (GED)

Receipt of a **General Equivalency Diploma (GED)** does **not** qualify a student to participate in Pine Forge Academy's **graduation exercises** or to **receive a Pine Forge Academy diploma**.

Transcripts

All official transcript requests must be submitted through **Parchment**, Pine Forge Academy's authorized online transcript service.

Parents or students requesting an **official transcript** must follow the procedure below:

1. **Submit an Online Request:**
   Access the **Parchment link** on the **Pine Forge Academy website** and follow the instructions to create an account and submit your transcript request.
    - Include the **name and complete address** of the institution, organization, or individual to whom the transcript should be sent.
2. **Pay the Required Fee:**
   All transcript requests processed through **Parchment** require payment of the **appropriate service fee** at the time of submission.
3. **Financial Clearance Requirement:**
   In accordance with the **North American Division Department of Education** guidelines, **no final grades or official transcripts** will be released until **all financial obligations** have been **paid in full**.

Departmental Certificates of Achievement

The Departments of **Business, Mathematics, English, Music, History,** and **Science** each offer a **Departmental Certificate of Achievement** to students who demonstrate outstanding aptitude and accomplishment in their respective fields.

Students who qualify will receive a **separate certificate** in addition to an **addendum** attached to their **official transcript** recognizing this achievement.

General Requirements

To be eligible for a Departmental Certificate, a student must:

1. Maintain a **minimum cumulative GPA of 3.5** in the specific discipline.
2. Maintain a **minimum overall GPA of 3.0**.
3. **Obtain a Specialty Certificate Request Form** from the **Office of Admissions and Records**.
    - A **separate form** is required for each subject area.
4. **Submit the completed request form** by the **second semester add/drop deadline** of the **senior year**.

5. Specialty Certificates

6. Pine Forge Academy offers **Specialty Certificates** to recognize students who demonstrate exceptional achievement and mastery within specific academic disciplines. Eligible students will receive a **certificate of distinction** and a **notation on their official transcript**.

7. General Requirements

Requirement	Description
Minimum GPA (Discipline)	3.5 cumulative GPA in the subject area
Minimum GPA (Overall)	3.0 cumulative GPA overall
Application Form	Obtain a *Specialty Certificate Request Form* from the **Office of Admissions and Records** (a separate form is required for each subject area).

Requirement	Description
Submission Deadline	Submit the completed form by the **second semester add/drop date** of the **senior year**.

8. Specific Requirements by Department

Department	Courses and Requirements
Business	• Complete **Keyboarding/Computer Applications**, **Accounting**, and **AP Economics**.
Technology	• Complete **Keyboarding/Computer Applications**, **Web Design**, and **Computer Programming (C or PHP)**.
English	• Complete **English I, English II, and English III**. • Successfully complete one (1) of the following: **Honors English IV** or **AP English Literature and Composition**. • Complete a **project** demonstrating mastery in literature analysis and composition.
Mathematics	**Required Courses:** Algebra I, Geometry, and Algebra II. **Option 1:** Two of these courses must be **Honors**, plus at least one of the following: **Pre-Calculus, AP Calculus, or AP Statistics**. **Option 2:** One of these courses must be **Honors**, plus at least two of the following: **Pre-Calculus, AP Calculus, or AP Statistics**.
Music	• Take **private music lessons** each semester. • Participate in at least one **ensemble** (choir, band, or strings). • Participate regularly in **worship or chapel music activities**. • Pass **AP Music Theory**. • Perform a **senior recital**. • Transfer students evaluated by the **Music Department Chair**. • Pass an **instrumental/vocal proficiency exam**. • Enroll in **music courses every year** while attending Pine Forge Academy.
Science	• Complete **Biology, Chemistry, Physics,** and **Senior Science Seminar**.
History	• Complete **AP U.S. History, African American History, World History, Government,** and **AP Economics**. • Complete a **project** demonstrating applied principles of historical study. • Pass **AP History**. • Present a **research paper**.

Athletics Policy

Pine Forge Academy is committed to promoting **athletic excellence, teamwork, and character development** in alignment with the school's mission and values.

All athletic programs operate under the guidelines set forth in the **Pine Forge Academy Athletic Departmental Manual**, which details eligibility requirements, expectations, and conduct standards for all student-athletes.

Parents and students are encouraged to **review the Athletic Departmental Manual** to ensure full understanding of these policies.
The manual is available on the **Pine Forge Academy website** and may also be **provided upon request** from the **Athletic Department** or the **Office of Admissions and Records**.

Student-Athlete Conduct and Eligibility

Participation in athletics at Pine Forge Academy is a **privilege**, not a right. Student-athletes are expected to represent the Academy with integrity, discipline, and respect both on and off the field.

Academic Eligibility

1. Student-athletes must maintain a **minimum cumulative GPA of 2.5** to participate in any interscholastic sport.
2. Grades will be **monitored each grading period**. Students falling below the minimum GPA will be placed on **academic probation** or **declared ineligible** until improvement is demonstrated.
3. Student-athletes are expected to attend all classes regularly and to **complete all assignments** in a timely manner.

Conduct and Sportsmanship

1. Athletes must demonstrate **Christian sportsmanship**, respect for coaches, teammates, opponents, officials, and spectators at all times.
2. Any behavior that reflects poorly on the Academy—on or off campus—may result in **suspension or removal** from the team.
3. Students must comply with all **school conduct policies** as outlined in the Student Handbook.

Attendance and Participation

1. Students must attend **all scheduled practices and games** unless excused by the coach for valid reasons such as illness or family emergency.
2. Repeated unexcused absences may result in **reduced playing time** or **dismissal from the team**.

3. Students must be in **regular school attendance** on the day of an athletic event in order to participate.

Health and Safety Requirements

1. A current **physical examination** and completed **medical clearance form** are required before participating in any athletic activity.
2. Student-athletes must maintain **appropriate health insurance coverage** and provide documentation upon request.
3. All athletes must follow safety protocols and **adhere to the directions of coaches and trainers**.

Attendance Policy

Pine Forge Academy's standard of excellence extends to all aspects of student life, including **regular and punctual attendance**. The Academy is required by **state law** to maintain accurate records of attendance and punctuality.

Daily attendance is considered an **essential component of the educational process**. Each student is expected to be **present and on time** every day of the school year.

Recognizing that responsible time management is key to success in the 21st century, Pine Forge Academy has established the following attendance policies.

Absence Policy

Students who are absent from school or class must **submit a written explanation**, signed by a **parent or guardian**, **on the day of their return**.
The Academy reserves the right to determine whether an absence is **excused or unexcused**.

Excused Absences

The following reasons are recognized as legitimate and will be considered **excused**:

1. **Illness** – Students absent for more than three (3) consecutive days must present a **doctor's note** or other verification from **authorized medical personnel**.
2. **Death in the family**
3. **Medical or dental appointments**
4. **Court summons** – Verified by a parent letter, phone call, or a copy of the summons.
5. **Participation in school-sponsored activities**

6. **Parent-initiated absences** – Must be pre-approved in writing or by phone with the Administration.
    - Absences immediately before or after open weekends, home leaves, or holidays are **unexcused**.
7. **Financial concerns** – Not to exceed five (5) school days; verification required from the **Business Office**.

Unexcused Absences

An absence is **unexcused** when a student:

1. Misses class without a legitimate or verifiable reason.
2. Leaves a classroom, assembly, or activity without permission.
3. Receives an absence that is deemed unexcused by attendance personnel.

Notification and Consequences for Unexcused Absences

1. **Parent Access:** Parents/guardians are responsible for monitoring attendance via the **student information management system**, which serves as **official communication** from the Academy.
2. **One (1) unexcused absence** – Restriction from that week's **Saturday night extracurricular activity**.
3. **Two (2) unexcused absences per week** – Restriction from **all extracurricular activities** (on and off campus) for that weekend.
4. **Four (4) unexcused absences per week** – Restriction from **all extracurricular activities** (on and off campus) for one full week, including the weekend.
5. **Six (6) unexcused absences per week** – Restriction from **all extracurricular activities** (on and off campus) for one full month.
6. **Seven (7) unexcused absences in a single class** – The student will be **withdrawn from the class** and receive a grade of **F**. Parents will be notified by the **Office of Admissions and Records**.

Tardy Policy

A **tardy** is defined as entering a class **after the scheduled start time** without a valid excuse.

Students who are tardy must present a **written explanation** with an **authorized signature** to the instructor upon entering class.
The teacher reserves the right to **verify** the legitimacy of the excuse before granting an **excused tardy**.

Notification and Consequences for Unexcused Tardies

1. **Parent Access:** Attendance records are viewable through the **student information management system**, which serves as official notification.
2. **Every two (2) unexcused tardies** in a class, homeroom, or study hall count as **one (1) unexcused absence**.
3. **Four (4) unexcused tardies per week** – Restriction from all **extracurricular activities** for that weekend.
4. **Eight (8) unexcused tardies per week** – Restriction from all **extracurricular activities** (on and off campus) for one week, including the weekend.
5. **Twelve (12) unexcused tardies per week** – Restriction from **all extracurricular activities** (on and off campus) for one full month.
6. **Fourteen (14) unexcused tardies in a single class** – The student will be **withdrawn from the class** and receive a grade of **F**. Parents will be notified by the **Office of Admissions and Records**.

Make-Up and Missing Work Policy

1. All missing work will receive a **grade of zero (0)** until submitted.
2. Only students with **excused absences** are eligible to submit **make-up work**.
3. Make-up assignments must be submitted **within three (3) school days** of returning to class.
4. Failure to meet this deadline will result in the **zero-grade becoming permanent**.
5. It is the **student's responsibility** to obtain and complete all missed work.

Financial Information

Pine Forge Academy strives to provide **high-quality Christian education** at one of the most affordable rates among comparable institutions. To maintain this affordability, it is essential that **all payments be made promptly** and according to the financial schedule.

Payment Methods

All payments must be made by one of the following methods:

- **Cashier's check**
- **Money order**
- **MasterCard or Visa**

- **Cash** (do not mail cash)

Personal checks will not be accepted.

Financial Scheduling

1. **Payment Options:**
    - Accounts may be paid **in full** or in **ten (10) monthly installments**.
    - The first payment is due at **registration**, with remaining payments due monthly from **September through May**.
    - **Student fees** are payable at registration and are **non-refundable**.
2. **Annual Prepayment Discount:**
    - A **10% discount** on **tuition only** is applied for full advance payment made **within 20 days after the start of school**.
3. **Semester Prepayment Discount:**
    - A **5% discount** on **tuition only** is applied for payment made in advance of each semester, no later than **20 days after the start of school**.
4. **Payment Due Dates:**
    - All payments are **due by the 20th of each month**.
5. **Financial Agreement:**
    - Enrollment represents a **contractual financial agreement** between the parent/guardian and Pine Forge Academy.
    - All financial statements and communications are directed to the parent, guardian, or sponsoring party.

Registration and Finance

1. A **non-refundable application fee** must accompany each **student application or reapplication**.
2. All **fees and dues** are **non-refundable**.
3. Any **outstanding balances** from a prior school year must be **paid in full** before a student may register for the current year.
4. Individuals assuming financial responsibility for a student must **clear any prior delinquent accounts** before sponsoring another student.

Tuition and Accounts

1. **Tuition rates** are listed in the **Admissions Packet** and are subject to change without notice.
    - Full tuition is charged to students who **register late**, are **temporarily absent**, or **transfer mid-year**.
2. A list of all required **fees and dues** is included in the **Admissions/Registration packet**.
3. **Family Discounts:**
    - Two children enrolled: **5% tuition discount per semester per student**
    - Three or more children enrolled: **7% tuition discount per semester per student**
4. **Withdrawal or Dismissal:**
    - Tuition will be adjusted based on the **official date of withdrawal or dismissal**, as documented in writing by the parent/guardian.
    - **Student fees and dues are non-refundable.**
5. **Transportation Costs:**
    - Parents/guardians are responsible for all **transportation expenses** if a student must be removed from campus.
6. **Transcript Release:**
    - **Official transcripts** are issued only when a student's account is **paid in full**.
7. **Final Examinations:**
    - Accounts must be **current** for students to take **semester exams**.
    - **Seniors must have all accounts paid in full** before taking second-semester final exams.
8. **Dormitory Students:**
    - Charged for **room, board, tuition, and required fees**.
9. **Day Students:**
    - Charged for **tuition, required fees, and class dues**.
    - Meals are available **per meal or weekly**.

Delinquent Accounts and Financial Responsibility Policy

Payment Due Dates and Determination of Delinquency

Tuition payments are due according to the monthly payment schedule selected by the parent or guardian in the FACTS student account agreement. FACTS offers four monthly payment due dates: the 5th, 10th, 15th, or 20th of each month.

An account is considered delinquent when the full tuition payment due has not been successfully processed through FACTS or paid directly to the Pine Forge Academy Business Office on or before the applicable payment due date. Payments made directly to the Business Office must be verified and recorded by the Academy to be considered paid.

Scheduling or initiating a payment through FACTS does not constitute successful payment if the transaction is subsequently declined, returned, or otherwise unsuccessful. Parents and guardians are responsible for ensuring that the full amount due is paid by the applicable deadline and for monitoring their account status.

1. Seven Days Delinquent: Activity Restrictions

When an account remains delinquent for seven (7) calendar days after the applicable FACTS payment due date, the student may be restricted from participating in extracurricular activities and school-sponsored programs or events until the delinquency is resolved or satisfactory financial arrangements have been approved by the Business Office.

Restrictions may include:

- Athletics, clubs, performing arts, and other extracurricular activities.
- The Junior/Senior Banquet.
- The Senior Class Trip.
- Graduation weekend activities and events.
- Other school-sponsored programs an d activities.

Parents and guardians will be notified of the delinquency and potential restrictions. Participation in activities involving additional fees or financial commitments may also be conditioned on meeting the applicable payment deadlines.

2. Thirty Days Delinquent: Restriction from Class Attendance

When an account remains delinquent for thirty (30) calendar days after the applicable payment due date, the student may be withheld from classes if the outstanding delinquency has not been resolved and satisfactory financial arrangements have not been approved by the Business Office.

Parents or guardians will receive written notice before the restriction takes effect and must contact the Business Office to address the outstanding balance or establish satisfactory financial arrangements.

Students may return to classes when the delinquency has been resolved or an acceptable payment arrangement has been approved by the Business Office.

3. Sixty Days Delinquent: Review for Dismissal or Withdrawal

When an account remains delinquent for sixty (60) calendar days after the applicable payment due date, the Academy may initiate a formal review of the student's enrollment status, which may result in dismissal or withdrawal from Pine Forge Academy.

The Academy may consider whether the family has communicated with the Business Office, established an acceptable payment arrangement, and complied with any approved payment plan. Failure to honor an approved payment arrangement may be considered in determining the appropriate next steps, consistent with Academy policy and applicable enrollment agreements.

Parents or guardians will be notified of the proposed enrollment action and applicable procedures before a final decision is made.

4. Post-Dismissal Accounts

Accounts that remain unpaid one month after a student's dismissal may be referred to a collection agency, with applicable collection fees added to the student's account as permitted by law and the applicable enrollment agreement.

Student Dues, Fees, and Fines

A list of applicable **fees** will be provided at **registration**.

1. Students are **financially responsible** for any **damage, loss, or breakage** of school property, including library materials or dormitory furnishings.
    - The **Business Office** will bill repair or replacement costs on the next monthly statement.
    - Parents will be notified in writing by the **Residence Hall Deans** of any billable damages.
2. The Academy reserves the right to **amend dues, fines, or fees** as necessary.

Endowments and Scholarships

The **Pine Forge Academy Foundation, Inc.** manages **endowments and annual scholarships** that provide financial support to students, faculty, and institutional programs.
Endowments are **permanent funds** that support designated scholarships or academic programs.
Annual scholarships are awarded each year to assist with tuition and other educational expenses.

For more information—or to **establish, apply for, or view available scholarships**—visit **www.pfafoundation.org**.
All necessary forms are available online.

Scholarship Application Guidelines

1. A final list of available scholarships is **posted by May 30** each year.
2. Scholarship listings are announced by the **Foundation** at the start of each semester.
3. Applications may be obtained:
    - During **Pine Forge Academy registration**
    - From the **Principal's Office**
    - Online at **www.pfafoundation.org**
4. Completed applications must be submitted to the **Foundation** by:
    - **August 31** for fall semester consideration
    - **November 30** for spring semester consideration

Student Medical Policies

1. **Health Insurance:**
   Pine Forge Academy **does not provide medical insurance** for students.
   Parents/guardians must maintain **personal health coverage**.
   - The Academy provides **accident insurance** for injuries occurring **on campus or during school-sponsored activities**.
   - The parent's insurance is **primary**; the Academy's accident policy is **secondary**.
2. **Proof of Coverage:**
   All students must present **proof of medical insurance** at registration. Parents are responsible for ensuring that their insurance is accepted by local providers.
3. **State-Mandated Health Documents:**
   The following are required by the **State of Pennsylvania** for admission:
   - Immunization record
   - Physical examination (new and 11th-grade students)
   - Medical history
   - Dental examination
   - Medical consent and emergency authorization form
   - Sports physical (for students participating in athletics)
4. **Medical Expenses:**
   - **Prescriptions and doctor visits** will be charged to the student's account unless billed directly to parents.
   - Receipts will be sent to parents for insurance claims and recordkeeping.
5. **Pre-Authorization:**
   Parents must arrange **pre-authorization** for medical and dental visits as required by their insurance provider.

Procedure for Students Requiring Medical Attention

1. Staff are required to be **alert, visible, and responsive** to all student injuries or medical concerns.
2. Students must **immediately inform staff** of any illness, injury, or medical issue.
3. The **school nurse, dean, or administrator** will notify parents in a timely manner.
4. For **life-threatening emergencies**, staff will **call 911** and notify the **school nurse** and **administration**.
5. For **non-emergency cases**, staff will contact the **school nurse** for guidance.
6. The **nurse will follow up** with parents regarding the student's status.
7. An **incident report** must be filed within **24 hours** of the event.

Emergency Care Facility

In the event of a medical emergency:

- On-campus incidents will result in transport to **Pottstown Memorial Medical Center** (approximately 10 minutes away) or a **local urgent care facility**.
- Off-campus emergencies will be treated at the **nearest available medical center**.
- Transportation will be provided by an **authorized school designee** or **ambulance**, as deemed appropriate.

Career Readiness Mentorship Program

The **Career Readiness Mentorship Program** exists to provide students with training in **career development, Christian service, and professional growth**, while also helping to offset a portion of their educational expenses.

This program mentors and develops students into **well-rounded, Christ-centered professionals**, equipping them to face real-world experiences with strong moral character and a sense of purpose.

The Academy's administration will endeavor to maintain a program that emphasizes both **work discipline** and **spiritual development**, while offering students an opportunity to contribute meaningfully to the Pine Forge Academy community.

Program Enrollment Requirements

1. **Registration Deadline:**
    - Students must enroll in the Career Readiness class **by the Add/Drop date** determined by the Registrar's Office.
2. **Age Requirements:**
    - Students must be at least **14 years old** to participate.
    - Students must be at least **16 years old** to receive assignments scheduled **before 7:00 a.m. or after 7:00 p.m.**
3. **Reassignment or Resignation:**
    - Students may not be reassigned or resign after the Add/Drop date.
    - Requests for reassignment or resignation must be **submitted in writing** to the **Program Coordinator** before the end of the first semester.
4. **Student/Parent Agreement:**
    - A **Career Readiness Agreement Form** must be signed by both the student and parent/guardian **prior to or upon enrollment** in the program.
5. **Annual Application:**
    - All grade levels must submit a **new application each year** to enroll in the program.

        - **Sophomores** – must submit a **letter of interest**.
        - **Juniors** – must submit a **résumé**.
        - **Seniors** – must submit a **résumé and cover letter**.
6. **Career Assignments:**
    - Students may hold **one assignment at a time** within the Career Readiness Program.

Career Readiness Code of Conduct

E1. Christian Service

- Demonstrate kindness, cooperation, and a **Christlike attitude** in all interactions.
- Begin each shift with **prayer**, individually or with peers, even if mentors do not initiate prayer.
- Model humility and gratitude in your work and relationships.

E2. Integrity

- Always act with **honesty and moral strength**, even when unsupervised.
- Maintain **confidentiality** and avoid gossip.
- Never take or use anything without permission.
- Remain in your **assigned area** during your scheduled shift unless given permission to leave.

E3. Responsibility

- Take **initiative** and be proactive in meeting your mentor's expectations.
- Be **diligent, thorough, and detail-oriented** in completing all assigned tasks.
- Demonstrate **independent work habits** while following instructions accurately.

E4. Professionalism

- Be **dependable and punctual**—arrive on time and follow the assigned schedule.
- Keep **noise levels appropriate** and avoid socializing during work hours.
- Follow the **Student Handbook dress code** or the attire specified by your mentor.
- Adhere to all expectations established by the **mentor** and **Program Coordinator**.

E5. Communication

- Communicate clearly and **ask questions when clarification is needed**.
- Be **respectful, attentive, and receptive** to feedback from mentors and supervisors.

Career Assignment Areas

Students may be assigned to various on-campus departments, including:

- Cafeteria
- Dormitories
- Classrooms
- Gymnasium
- Maintenance and Custodial Services
- Student Success Center
- Administrative Offices

Placement tiers are determined by quarterly evaluations, student conduct, academic performance (GPA), and mentor recommendations. Students may be **advanced or reassigned** based on their overall performance.

Program Continuation and Evaluation

To remain in the Career Readiness Program, students must:

1. **Attend assignments faithfully and on time.**
2. **Demonstrate skill and capability** in completing assigned tasks.
3. Maintain a **68% or higher average** in the Career Readiness class.

Grades are based on:

- Class assignments
- Quarterly evaluations
- Performance review meetings
- Additional assessments determined by the Program Coordinator/Director

Grounds for Program Removal

A student may be **temporarily or permanently removed** from the program for the following reasons:

Cause	Reinstatement Eligibility
Failure to attend assignments for two consecutive quarters	May return the following year
Failure to properly resign from an assignment	May return the following year
Two or more failed evaluations	May return the following year
Academic probation for two consecutive quarters	May return the following year
Repeated insubordination toward a mentor	May return the following year

Cause	Reinstatement Eligibility
Physical aggression toward a mentor	**May NOT return** the following year

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Financial Reporting and Credit Policy

1. A **financial report** is submitted to the **Business Office** at the end of each quarter, including grades and the corresponding **financial credit amounts** earned by mentees.
2. **Credit balances are not refundable in cash.**
    - Credits may be **transferred to a sibling** of the mentee **or** applied toward the **Career Readiness Scholarship Fund**, which awards high-performing students.
3. Credit balances resulting from **on-campus employment** are likewise non-refundable 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 (AUP)

Purpose

Pine Forge Academy ("the Academy") provides technology resources **solely for educational purposes**. These tools expand learning by enabling access to information, collaboration, and innovation beyond the classroom, under the guidance of Academy staff.

Opportunities and Risks

While technology offers valuable learning opportunities, users may encounter material that is **inappropriate or disruptive** to the educational process. In line with the **Children's Internet Protection Act (CIPA)**, the Academy employs **internet filtering** to limit access to obscene, pornographic, harmful, or otherwise inappropriate content. Filters are not perfect; users are still responsible for **complying with this policy** and **avoiding prohibited content**.

Disclaimer: Technology services are not guaranteed to be error-free or always available. The Academy is not responsible for lost or unavailable data, the accuracy of information retrieved, breaches of confidentiality, defamatory material, or consequences resulting from misuse or policy violations.

Privileges and Responsibilities

Academy networks and devices are part of the curriculum and **not a public forum**. Student use must be **school-related and educational**. Students are responsible for their conduct and communications while using Academy technology.

Students must:

- Use Academy technology **only for educational purposes**.
- **Follow copyright and licensing laws**.
- Understand that **email and network files are not private**; administrators may review content to maintain system integrity.
- **Respect others' privacy**.
- Protect system security: use assigned credentials, **keep passwords confidential**, and follow security protocols.
- Maintain the integrity of systems and devices (avoid damage, malware, or risky downloads).
- Abide by the rules of any **linked networks or systems**.

Students may not:

- Access, download, create, send, or display **offensive, obscene, pornographic, harassing, or defamatory** content.
- **Harass, bully, or attack** others online.
- **Damage or vandalize** hardware, software, networks, data, or programs; knowingly spread **viruses or malware**.
- Violate **copyright** or software licenses.
- Use another person's **account or password** or misrepresent identity.
- Access, alter, or **trespass** in others' files or restricted resources.
- Share **personal addresses or phone numbers** for themselves or others.
- Use Academy technology for **non-school purposes**, personal financial gain, or to attempt to bypass filters/restrictions.
- Engage in **illegal activity** of any kind.

Consent to Use

Students may access Academy networks and technology **only after** submitting a signed **Acceptable Use of Technology Consent Form**. **Parent/guardian consent** is required for minors.

Monitoring and Privacy

Users **should not expect privacy** in files, emails, or communications stored on or transmitted through Academy systems. The Academy may **log usage, monitor storage, and review files** as needed to maintain security and compliance.

Disciplinary Actions

Violations of this policy or related regulations may result in consequences including—but not limited to—**loss of network access**, **loss of device privileges**, **suspension or expulsion**, and/or **referral to law enforcement** where applicable.

Administrative Authority

The **Headmaster/Principal or designee** may issue additional regulations and take appropriate actions to implement and enforce this policy.

Student Conduct Policy

Pine Forge Academy expects students—**on and off campus**—to uphold the policies, standards, and values essential to **Christian education** and the doctrines of the **Seventh-day Adventist Church**. Enrollment at Pine Forge Academy is a **privilege**, not a right; each student is personally responsible for conduct that reflects integrity, morality, and respect for the school community.

- Students who persist in conduct harmful to the school environment, or who accumulate violations that warrant significant discipline, **may not be permitted to remain**, even if a single major offense has not been adjudicated.
- A **major offense** is any offense that may result in **suspension or expulsion** under Academy policy.
- The Academy is committed to providing every opportunity for students to **develop Christian character**, as long as students demonstrate a **willingness to cooperate** with institutional expectations.

Administrative Discretion

When, in the Academy's judgment, a student's academic performance or conduct indicates that continued attendance is **no longer profitable** for the student or is **detrimental** to the school community, the Academy **reserves the right to dismiss** the student. The administration may also, when necessary, **impose fines or other penalties** for violations of school regulations.

Discipline Philosophy and System

Discipline at Pine Forge Academy is understood as **redemptive action**—acts of love intended to restore those who have strayed back into harmony with the school community.

To encourage appropriate behavior, the Academy maintains a **merit/demerit** system that may result in the following, as warranted:

- **Merit recognition** for positive conduct
- **Citizenship probation**

- **Suspension**
- **Expulsion**

Merit System

Recognition of Merit

The **Pine Forge Academy Merit System** is designed to **recognize and reward positive student behavior**. It provides a **numerical framework** for encouraging and acknowledging exemplary conduct, academic effort, and Christian character.

Students who consistently demonstrate **positive behavior** and **receive no disciplinary points** during a marking period will be eligible for **recognition and rewards** as determined by the **Office of the Vice Principal**.

Areas of Merit

Merit points may be awarded for commendable behavior, performance, and character in, but not limited to, the following areas:

1. **Perfect Attendance** – No absences or tardiness to any class or school appointment.
2. **Reverence** – Demonstrating respect and attentiveness during chapel, worship, and classroom prayers.
3. **Uniform Compliance** – Consistently following the Academy's uniform and dress code policies.
4. **Positive Deportment** – Displaying courtesy, respect, and self-discipline in all aspects of campus life.
5. **Academic Excellence** – Demonstrating diligence, improvement, or outstanding achievement in coursework.
6. **Community Service** – Voluntary participation in campus or community activities that reflect the spirit of service.
7. **Leadership and Initiative** – Taking initiative in school programs, student organizations, or peer mentoring.

Merit Rewards

Students earning merit recognition may receive privileges, certificates, or special acknowledgments as outlined by the **Office of the Vice Principal**.
Rewards may include, but are not limited to:

- Public recognition during chapel or assemblies
- Certificates of commendation
- Eligibility for special events or privileges
- Positive notation in the student's citizenship record

Demerit System

Definition of Disciplinary Terms

Term	Definition
Demerit System	A numerical value assigned to a student for a disciplinary infraction.
Citizenship Probation	Restriction or denial of leaves, social privileges, and/or the imposition of specific sanctions for a period proportional to the number of 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 one semester.

Purpose and Application of Discipline

Pine Forge Academy reserves the right to determine the appropriateness of student behavior and to administer discipline accordingly.

1. **Purpose of Discipline:**
   a. To promote **positive behavioral change**.
   b. To express **concern and accountability** for inappropriate behavior.
2. **Procedure for Major Infractions (5 or more points):**
   a. Warn the student of intent to issue demerits.
   b. Complete a **Disciplinary Incident/Infraction Report** with all required signatures.
   c. Hold the report for **24 hours** to allow for student feedback.
   d. Conduct a **student conference** if requested within that 24-hour period.
   e. Notify the **parent/guardian** within **48 hours** of the incident.
   f. Submit the report to the **Office of the Vice Principal**.
3. The Academy reserves the right to **require withdrawal** of any student at any time for reasons deemed sufficient by the administration.

Point Accumulation and Reduction

- **Infractions** carry demerit values ranging from **1 to 26 points**, depending on severity.

- **Point Reduction:** Five (5) demerit points are removed for every **two-week period** during which no new infractions occur.
- Demerit points may be reduced until the total reaches **zero (0)**.

Disciplinary Stages

Stage I – Admonition (1–10 Demerit Points)

- Student is **admonished** by the staff member issuing the demerits.
- If **5 or more points** are issued, the **parent/guardian is notified** (email notification acceptable).

Stage II – Warning & Probation (11–15 Demerit Points)

- Student placed on **two weeks of citizenship probation**.
- May be subject to one or more of the following:
    - Admonishment and **parent notification**
    - **Counseling** with the Vice Principal, Guidance Counselor, and/or Campus Chaplain
    - **No campus leaves privileges**
    - **Denial of participation** in the next two on-campus social or recreational activities
    - **Loss of representation privileges** at off-campus events
    - Development of an **Action Plan** with the Vice Principal or Counseling Team

Note: A student who commits another infraction while on probation may face **suspension or dismissal**, depending on the seriousness of the offense.

Stage III – Disciplinary Probation (16–20 Demerit Points)

- Student placed on **four weeks of citizenship probation**.
- May include:
    - Admonishment and **parent notification**
    - **Counseling** with the Vice Principal, Guidance Counselor, and/or Campus Chaplain
    - **Loss of all off-campus privileges**
    - **Denial of participation** in the next two social or recreational activities
    - **Action Plan** for behavioral improvement
    - **Possible suspension or dismissal** if further infractions occur

Stage IV – Serious Disciplinary Probation (21–25 Demerit Points)

- Student placed on **six weeks of citizenship probation**.
- Subject to the following:
  - **Formal admonishment** by the Vice Principal or designee
  - **Counseling** with the Vice Principal, Guidance Counselor, and/or Campus Chaplain
  - **Denial of all off-campus and social privileges**
  - **Action Plan** developed collaboratively
  - **Possible suspension or dismissal** if another infraction occurs

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Stage V – Suspension (26 or More Demerit Points)

- Student will be **suspended for three (3) school days**.
- Upon return, the student is placed on **two weeks of probation**.
- Student will be given the opportunity to **explain their version of events** before suspension is imposed.
- Parents will be **notified immediately** of the suspension.

Disciplinary Infractions and Point Values

Infraction	Demerit Points
In hallway without an authorized pass	2
Inappropriate attire	3
Failure to use proper walkways or walking on grass/climbing trees	3
Unauthorized possession of electronic device (plus confiscation)	3
Playing with or taking another person's food	3
Chewing gum in school buildings or church	5
Disruptive or boisterous behavior	5
Teasing	5
Loitering in unauthorized areas	5
Leaving an activity without permission (worship, class, social, dorm, etc.)	5
Display of inappropriate behavior	5
Failure to secure personal access account	5
Improper or foul language	10
Disrespect toward staff or peers	10

Infraction	Demerit Points
Irreverent behavior during worship or prayer	10
Intentional deception of school personnel	11
Insubordination or defiance (willful refusal to comply with directives)	11
Profane, obscene, or degrading language	11
Fighting	15
Food fight	15
Inappropriate display of affection	15
Horseplay	15
Presence in off-limits areas without authorization	15
Cheating or plagiarism	25
Failure to sign in/out for campus leave without notification	25

Note: Certain infractions may bypass demerit assignment and result in **immediate suspension or expulsion**, depending on the severity and nature of the violation.

Suspension and Expulsion Policies

Due Process Before Suspension or Expulsion

Before any suspension exceeding one school day—or an expulsion—the student will be provided:

1. **Written notice** of the specific charges and supporting evidence.
2. **An opportunity** to present their account of the incident.
3. **A decision** based on the evidence presented.

Purpose of Suspension and Expulsion

Suspension and expulsion are serious disciplinary measures used only when necessary to maintain campus safety, uphold school standards, or support student accountability and growth.
These decisions are made by the **Deans' Council** following a **thorough review process** and in accordance with the Academy's Christian values and educational mission.

Confidentiality of Disciplinary Records

Student disciplinary records are **confidential educational records** protected under the **Family Educational Rights and Privacy Act (FERPA)**. These records will be disclosed only to:

- **Parents/guardians** of dependent students
- **School officials** with legitimate educational interest
- **Authorized parties** as required by law or court order
- **Other schools** to which the student transfers (with parental notification)

Disciplinary records are **maintained separately from academic transcripts** and are **retained according to Pennsylvania record retention schedules**.

Suspension Policy

1. The **principal** may suspend a student for up to **three (3) school days** for repeated violations of school rules. A longer suspension must be approved by the **Deans' Council**.
2. In cases of **serious misconduct**, the Principal or Deans' Council may suspend a student even without prior disciplinary history.
3. A student may be **suspended from a specific class** and must meet with an administrator before returning.
4. A **written statement** explaining the circumstances, duration, and behavioral expectations will be provided to the student and parent.
5. **Absences during suspension** will not count toward class withdrawal limits. Students may complete missed work for up to **80% credit** on each assessment.
6. A **suspended student** will forfeit any **student office or leadership position** for the remainder of the school year.
7. Upon returning, the student will be placed on **citizenship probation** for two weeks (inclusive of suspension days). The **demerit count resets to zero.**
8. **Suspensions longer than three days** are subject to an **appeal process** as outlined below.

Purpose of Suspension

Suspension serves multiple purposes designed to promote accountability, growth, and restoration.

Suspension Provides Opportunities To:

- Allow time for **reflection and assessment**
- Protect the **safety and wellbeing** of the school community
- Develop a **support and accountability plan**
- Reinforce the **seriousness of policy violations**

During Suspension, Students Are Expected To:

- Complete assigned **reflection activities**
- Participate in **counseling or chaplain meetings** as required
- Work with family to create a **behavioral improvement plan**
- Complete **academic work** assigned during the suspension period

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Infractions Leading to Suspension

Suspension may result from, but is not limited to, the following behaviors:

1. Gambling or betting.
2. Inappropriate actions in inappropriate places.
3. Repeated use of profane or lewd language.
4. Possession or display of obscene materials.
5. Forgery, theft (under $100), or fraudulent use of another's property or device.
6. Tampering with fire alarms or safety equipment.
7. Persistent refusal to adhere to school principles or policies.
8. Duplicating Academy keys or tampering with locks.
9. Accumulation of **26 demerit points**.
10. Failure to comply with prior disciplinary sanctions.
11. Acts that injure, threaten, degrade, or disgrace others.
12. Unauthorized entry or exit from buildings or residence halls.
13. Leaving residence hall after curfew without permission.
14. Leaving campus without approved arrangements.
15. **Bullying, cyberbullying, or harassment.**
16. Unauthorized use of the **Academy name, logo, or facilities** in digital media.
17. **Verbal abuse or harassment** of a teacher or staff member.

Compulsory Procedures for Suspension

1. The student must be given an **opportunity to explain** their version of events before a suspension decision is finalized.
2. Parents/guardians will be **notified promptly**.
3. Within **72 hours**, both student and parent(s)/guardian(s) will receive a **written statement** outlining the reason, duration, and expectations for future behavior.
4. For suspensions **longer than three (3) days**, the student and parent may request a **hearing** before an individual appointed by the **local school board chair**.

Reintegration Following Suspension

Before returning to school, the student and parents must:

1. **Meet with the Vice Principal and Dean** to discuss readiness to return.
2. **Review and sign a Behavioral Accountability Agreement** outlining expectations and conditions for continued enrollment.
3. **Understand expectations and consequences** for further violations.
4. **Participate in any required counseling or support services** as recommended.

The student will be placed on **conduct probation** for a specified period with the following conditions:

- **Regular check-ins** with the designated staff member or counselor
- **Restricted participation** in extracurricular activities (as determined)
- **Progress monitoring** and ongoing **parent communication**

Upon **successful completion of probation**, all student privileges will be **fully restored**.

Expulsion Policy

Only the **Deans' Council** may authorize the **expulsion** of a student.

Procedures

1. Parents/guardians will receive **written notification** that includes:
    - Intent to expel the student
    - Reasons for expulsion
    - The right to **request or waive a hearing** within three (3) days
2. Attendance at the hearing is limited to the **student and parent(s)/guardian(s)**.
3. The hearing must occur **before expulsion**, unless the student's presence poses an **immediate danger or disruption**.
4. A student may **voluntarily withdraw** after receiving written notification of the intent to expel.
5. If dissatisfied with the result, the student or parent may **appeal in writing** to the **Academy Board**.

Infractions Leading to Expulsion

Expulsion may result from the following behaviors:

1. Repeated suspensions.
2. Riotous acts causing **damage or injury**.

3. **Assault or battery** of any staff member or student.
4. Acts intended to **undermine religious beliefs** of the Seventh-day Adventist Church.
5. Felony theft ($100 or more), falsification, or destruction of school records.
6. Repeated **bullying or cyberbullying**.
7. **Sexting** or sharing sexually explicit material.
8. **Sexual harassment**, based on investigation results.
9. Any act deemed a **serious threat** to safety or well-being.

Post-Expulsion Procedure

Following a student's withdrawal or expulsion, the **principal** must confirm whether the student has enrolled elsewhere. If not, the principal will **notify the local public school attendance officer** in accordance with Pennsylvania law.

Zero Tolerance Policy

Certain behaviors are strictly prohibited under the **Zero Tolerance Policy**. Violations result in **automatic suspension (three or more days)** or **expulsion**.

Zero Tolerance Offenses

- **Weapons possession or use**
- **Drugs or alcohol** (use, possession, or distribution)
- **Hazing**
- **Sexual immorality** (premarital sexual activity or any sexual behavior inconsistent with biblical standards, including homosexuality or pregnancy)
- **Sexual misconduct**, including the encouragement or advocacy of behavior contrary to the Christian mission of Pine Forge Academy and the Seventh-day Adventist Church
- **Criminal acts**, such as theft, arson, fraud, shoplifting, or possession/use of firearms, explosives, or weapons
- **Sale, trafficking, or possession** of controlled or illegal substances

The Academy reserves the right to **notify appropriate authorities** regarding any illegal behavior.

Zero Tolerance Response Policy

Pine Forge Academy maintains a **zero-tolerance response** to certain behaviors due to their serious threat to **student safety** and the **school's Christian mission**.

Covered Behaviors

- Weapons possession or use
- Drugs and alcohol
- Hazing
- Sexual misconduct as defined by Scripture
- Criminal violations

Response Protocol

When any of these violations occur, the Academy will:

1. **Immediately ensure campus and student safety**.
2. **Notify parents/guardians within 24 hours**.
3. **Conduct a thorough investigation**.
4. **Provide the student an opportunity** to respond to allegations.
5. **Make a determination** based on evidence, considering:
    - Severity of the violation
    - The student's prior conduct record
    - Impact on the school community
    - Applicable legal requirements

While these violations typically result in **suspension or expulsion**, each case receives an **individualized administrative review** to ensure a **fair and appropriate response**.

Sexual Misconduct Policy

Pine Forge Academy responds to **behavior**, not to feelings or attractions. The Academy welcomes all students who choose to live in harmony with the **biblical and moral teachings** of the Seventh-day Adventist Church.

- Acknowledging same-gender attraction **does not violate** policy.
- All students are expected to **abstain from sexual activity**.
- **Homosexual behavior**, including any physical expression of same-gender intimacy, is inconsistent with the teachings of the Church and is prohibited.

Students remain in good standing when their **conduct aligns with the Academy's spiritual values,** and they demonstrate a cooperative attitude toward school expectations.

Sexual Harassment Policy

Pine Forge Academy is committed to maintaining an environment **free from discrimination and sexual harassment**.

Sexual harassment is a form of **sex discrimination**, prohibited under **Title VII of the Civil Rights Act of 1964**, and constitutes grounds for **disciplinary action**, including **expulsion**.

Definition

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

a. Submission is made a **condition of instruction or employment**.
b. Submission to or rejection of such conduct is used as a **basis for academic or employment decisions**.
c. The conduct **interferes with a student's performance** or **creates a hostile environment**.

Examples

- Requests for sexual favors tied to grades, privileges, or employment
- Unwanted touching, suggestive comments, or gestures
- Circulation or display of sexually explicit material
- Repeated unwelcome behavior creating intimidation or discomfort

Reporting and Consequences

Students who experience or witness sexual harassment should **immediately report** the incident to a teacher, dean, counselor, or administrator.
All complaints will be **investigated promptly and confidentially**, and appropriate **disciplinary action** will follow based on the findings.

Sexual Harassment Resolution

Any individual who believes they are being **sexually harassed** should, if possible, inform the offending person that the behavior is **unwelcome and must stop immediately**.

If the individual does not wish to address the matter directly, or if the conduct continues, the individual should **report the incident promptly** to the **Headmaster or Vice Principal**, or their designated representative.

The **headmaster or designee** will initiate a **confidential investigation** and make every reasonable effort to determine the facts pertinent to the complaint. A **conference** involving the complainant and/or the alleged offender will be held **within ten (10) working days** of the complaint.

If the issue can be resolved to the satisfaction of all parties, the matter will be considered **closed**, pending no further complaint or new information.
In cases involving **repeated complaints** or **flagrant violations**, **disciplinary sanctions**, including **suspension or expulsion**, will be imposed.

All information related to the complaint will be handled with the **strictest confidentiality** and shared only with individuals who **need to know** in order to investigate and resolve the matter.

Note: Retaliation against any individual for reporting or participating in the investigation of a sexual harassment complaint is strictly prohibited.

Sexting and Possession of Sexual Material Policy

It is the policy of Pine Forge Academy that **students may not possess, view, send, or share any sexually explicit images, videos, or text** while enrolled at the Academy. This includes content transmitted or stored via any **electronic device or online platform**.

Prohibited Conduct Includes:

- Possession, transmission, or sharing of **sexually explicit material** by text, email, social media, or other electronic communication.
- Creation, editing, or storage of sexual images or messages on **cell phones, tablets, cameras, or computers**.
- Displaying or showing such content to others.

Any student found in violation of this policy is subject to **disciplinary action up to and including expulsion**.

Legal Obligations and Reporting

Under **state and federal law**, it is a **criminal offense** to possess, create, or distribute sexually explicit material involving minors.
School personnel are **mandated reporters** and must **notify law enforcement or child protective services** when there is reason to believe that any student or individual is involved in **child exploitation or child pornography**.

A person convicted of such offenses is required by law to **register as a sex offender**.

Students and parents should understand that **possession or transmission of sexual material**—even if intended as a private exchange—can have **severe and long-lasting consequences**, both legally and personally.

Definitions

To ensure clarity, the following definitions apply within this policy:

1. Child Pornography

Any visual depiction, including photograph, film, video, or computer-generated image that:
a. Involves the use of a **minor** engaged in sexually explicit conduct.
b. Is or appears to be a **digital or computer-generated image** of a minor engaged in sexually explicit conduct.
c. Has been created, adapted, or altered to **depict an identifiable minor** in sexually explicit acts.

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2. Harmful to Minors

Material that:
a. Appeals to a **prurient interest** in nudity, sex, or excretion.
b. Depicts or describes in a **patently offensive manner** sexual acts or lewd exhibition of the genitals.
c. Lacks serious **literary, artistic, political, or scientific value** for minors.

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3. Minor

An individual who has not yet reached **eighteen (18) years of age**, or the age of majority as defined by Pennsylvania law.

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4. Obscene

Material is considered obscene when:
a. The **average person**, applying contemporary community standards, would find it appeals to prurient interest.
b. It **depicts or describes sexual conduct** specifically defined as obscene under state or federal law.
c. Taken as a whole, it **lacks serious literary, artistic, political, or scientific value.**

5. Visual Depictions

Any undeveloped film, videotape, digital image, or electronically stored data capable of conversion into a visual image. This excludes purely textual communication.

Disciplinary Response

Violations of this policy will result in **immediate investigation** and may lead to:

- **Suspension or expulsion** from Pine Forge Academy.
- **Referral to law enforcement** or child protective services, as required by law.
- **Counseling interventions** and parent conferences for support and restoration.

Pine Forge Academy maintains **zero tolerance** for possession, creation, or distribution of sexual material involving minors.

Theft and Vandalism Policy

Theft

At Pine Forge Academy, **theft** is defined as the **unauthorized taking, possession, or use of another person's property** without permission or consent.
Such behavior violates both **school policy** and **Christian principles of honesty, integrity, and respect** for others.

Disciplinary Actions and Procedures

1. **Automatic Suspension:**
   All confirmed cases of theft will result in a **suspension of up to five (5) school days**.
2. **Major Theft:**
   Theft involving property **valued at $100 or more** may result in **expulsion** from the Academy.
3. **Restitution Requirement:**
   The student must make **full restitution** for all stolen or damaged items. Restitution must be completed before reinstatement or closure of disciplinary action.
4. **Probation:**
   Upon return to school, the student may be placed on **disciplinary probation for theft**, as determined by the **Deans' Council**.
   - During probation, the student will be required to meet regularly with the **Vice Principal** or **Dean**.

- A **second offense** involving theft will typically result in **dismissal from the Academy**.

Vandalism

Vandalism is defined as the **intentional damage, destruction, or defacement of property** belonging to the Academy, staff, or another student.
This includes graffiti, misuse of facilities, damage to furniture or equipment, or destruction of school materials.

Disciplinary Actions and Procedures

1. **Restitution:**
   Students responsible for vandalism must make **full financial restitution** for repair or replacement of the damaged property.
2. **Disciplinary Action:**
   Appropriate **disciplinary measures**, up to and including **suspension or expulsion**, will be applied based on the severity and intent of the act, as outlined in the **Disciplinary Point System (see page 66)**.
3. **Accountability and Reflection:**
   In addition to restitution, students may be required to complete:
   - **Community service** hours benefiting the school.
   - A **written reflection or apology** acknowledging responsibility and commitment to positive conduct.

Restorative Purpose

The Academy's response to theft and vandalism seeks not only to uphold standards of accountability but also to encourage **repentance, reconciliation, and restitution** consistent with Christian values.
Students are reminded that true character is demonstrated through honesty, integrity, and respect for the property and well-being of others.

Copyright Infringement and Plagiarism Policy

Pine Forge Academy requires all students, staff, and community members to comply with **federal copyright laws**, **court rulings**, and **industry guidelines** governing the use of creative and intellectual property.

The Academy is committed to **academic honesty, respect for intellectual property**, and **ethical use of information technology**.

Copyright Compliance

- All materials accessed, used, or shared through Academy resources—including software, text, images, audio, and video—must comply with **U.S. Copyright Law**.
- Users must **request permission** from copyright holders and **comply with license agreements** before reproducing, distributing, or adapting copyrighted works.
- Academy staff will model and teach students to:
    - Respect copyrights.
    - Request permission when appropriate.
    - Adhere to software and content licensing agreements.

Prohibited Acts

Violations of copyright law include, but are not limited to:

1. **Unauthorized copying** of copyrighted material, including commercial software, books, images, and media.
2. **Illegal distribution** of copyrighted materials over networks.
3. **"Deep linking" or framing** content from others' websites without permission.
4. **Installation of unlicensed software**, including shrink-wrap, click-wrap, browse-wrap, or downloaded programs.

Note: Violations of copyright law can constitute a **felony offense**, and individuals may be held **personally liable**. The Academy assumes **no responsibility** for illegal acts committed by users.

Plagiarism

Plagiarism is the act of **using another person's ideas, words, or work** without proper acknowledgment or citation.

- Students must **credit all sources** used in academic work.
- Teachers will **provide instruction** in proper research, citation, and referencing techniques.
- Violations of this policy may result in **academic penalties** and/or **disciplinary action** as outlined in the Disciplinary Code.

Weapons Policy

In accordance with the **Columbia Union Education Code #3510 (2005)** and Pennsylvania state law, Pine Forge Academy is committed to maintaining a **safe, secure, and weapon-free environment**.

The Academy enforces a **zero-tolerance policy** toward weapons and look-alike weapons on campus or during school-sponsored activities.

Definition of a Weapon

A **weapon** includes, but is not limited to:

- Any **firearm, gun, or stun-gun**
- Any **explosive, bomb, smoke bomb, or incendiary device**
- **Poison gas**, **Mace**, or **pepper spray**
- Any **knife**, regardless of blade size
- Any object designed or modified for use as a weapon
- Any device in a student's possession with the **intent to harm** a person or property

Disciplinary Action

- **Immediate Suspension with Intent to Expel:**
  Students found in possession of an actual or look-alike weapon will be **immediately suspended** pending **expulsion review** by the Deans' Council.
- **Legal Compliance:**
  All relevant **state and federal laws** regarding weapon possession, reporting, and disciplinary procedures will be followed.
- **Investigation and Reporting:**
  The Academy will **report all weapon incidents** to law enforcement when required by law or when a threat to safety exists.

Purpose

This policy exists to uphold Pine Forge Academy's commitment to:

- Providing a **safe and peaceful learning environment**.
- Ensuring that the campus remains a **haven of safety** in accordance with Christian principles.
- Protecting the **spiritual, emotional, and physical wellbeing** of every student and staff member.

Reminder: Possession or use of a weapon—or an object perceived as a weapon—on school property or at any school function is a **major disciplinary offense** and may result in **expulsion** and **legal consequences**.

Drug and Alcohol-Free Environment

As a long-standing tradition, **Pine Forge Academy** proudly maintains its status as a **Drug-Free and Alcohol-Free School**. The Academy is dedicated to providing a **safe, healthy, and spiritually nurturing environment** consistent with **Christian values** and the **Seventh-day Adventist philosophy of education**.

The Academy enforces a **Zero Tolerance Policy** regarding the **use, possession, sale, or distribution of drugs, alcohol, or any controlled substances** on campus, at school-sponsored events, or while representing Pine Forge Academy in any capacity.

Policy Overview

1. **Zero Tolerance Enforcement:**
   Pine Forge Academy prohibits the possession, use, sale, distribution, or being under the influence of **alcohol, illegal drugs, tobacco, or any mood-altering substances**, including unauthorized prescription medications.
2. **Random Testing:**
   Every student is subject to **random drug and alcohol testing** throughout the school year. Testing may be conducted:
   - As part of the Academy's **preventive health and wellness program**.
   - **For cause**, if there is reasonable suspicion of substance use or possession.
   - In response to **safety or behavioral concerns** raised by staff or peers.
3. **Testing Procedures:**
   - Testing will be conducted by a **certified medical or laboratory service**.
   - Parents/guardians will be notified **prior to or immediately following** testing, depending on the circumstance.
   - Confidentiality will be maintained in accordance with **FERPA** and **health privacy standards**.
4. **Positive Test Results:**
   - Students who test positive will be subject to **disciplinary action**, which may include **suspension, mandatory counseling, or expulsion** as determined by the **Deans' Council**.
   - Parents/guardians will be required to participate in a **restorative conference** with the **Vice Principal and Counseling Department** to determine next steps.
   - The student may be required to **complete a professional evaluation** and **submit proof of treatment or counseling** before reinstatement.
5. **Refusal to Test:**
   Refusal to participate in a required drug or alcohol test will be treated as a **positive test result** and will result in the same disciplinary consequences.

Disciplinary Consequences

Violations of this policy are serious offenses and may result in:

- **Immediate suspension** pending investigation.
- **Expulsion** for confirmed use, possession, or distribution.
- **Notification of law enforcement** when required by state or federal law.

Purpose and Philosophy

The purpose of this policy is not solely punitive, but also **redemptive and educational**. Pine Forge Academy seeks to:

- Protect the **health and safety** of all students.
- Promote **responsibility, integrity, and accountability**.
- Encourage students who struggle with temptation or addiction to **seek help early**.

The Academy provides access to **counseling and spiritual support services** for students in need of intervention or guidance.

Reminder: All students are expected to uphold the Academy's standard of personal conduct and to live in harmony with the values of a **drug-free, alcohol-free, and Christ-centered community**.

Hazing Policy

Pine Forge Academy maintains a **zero-tolerance policy** toward **hazing in any form**.
Hazing will result in automatic expulsion.
The Academy does not tolerate, condone, or ignore any act that compromises the physical, emotional, or spiritual safety of a student.

Definition of Hazing

Hazing refers to any act, behavior, or method of initiation into a group, organization, dormitory, or social activity that **willfully or recklessly endangers** the **physical or mental health** of any student or individual.

Prohibited conduct includes, but is not limited to:

- Whipping, beating, branding, or other physical assault
- Coerced or forced calisthenics or strenuous physical activity
- Groping, harassment, or any unwanted physical contact
- Forced consumption of any food, drink, alcohol, drug, or other substance
- Acts of humiliation, intimidation, or ridicule
- Deprivation of sleep, rest, or social interaction

- Extended isolation or any action that causes psychological or emotional distress

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Reporting Hazing

Any student or individual who **believes they have been the victim of hazing**, or who **witnesses or has knowledge** of such conduct, must **report the incident immediately** to a **Dean**, the **Vice Principal**, or another **school administrator**.

Reports may be made **verbally or in writing** and will be handled promptly, confidentially, and in accordance with school policy and state law.
Anonymous reports will also be reviewed and investigated to the fullest extent possible.

Investigation and Consequences

- All allegations of hazing will be **thoroughly investigated** by Academy administration.
- Students found to have participated in hazing will be **immediately suspended pending expulsion**.
- The Academy will **notify law enforcement** when required by law or when the conduct involves criminal activity or bodily harm.
- Students who observe hazing but **fail to report** it may also face disciplinary action.

Purpose and Commitment

This policy reflects Pine Forge Academy's commitment to maintaining a **Christ-centered community** where every student feels safe, respected, and valued.
Hazing is contrary to the Academy's mission, which emphasizes **dignity, service, fellowship, and moral integrity**.

Students are expected to promote a culture of **brotherhood and sisterhood in Christ**, where belonging is earned through **kindness, leadership, and cooperation—not coercion or harm.**

Reminder: Participation in or encouragement of hazing, even indirectly or under the guise of tradition, will result in **immediate disciplinary action and expulsion.**

Anti-Bullying Policy

Pine Forge Academy is committed to providing a **safe, respectful, and Christ-centered educational environment** that promotes the **dignity, worth, and well-being** of every student.

All forms of **bullying, intimidation, or harassment** are **strictly prohibited** and will be addressed under the Academy's **Zero Tolerance Policy**.

For the purposes of this policy, **"the Academy"** includes all **Pine Forge Academy facilities, campus grounds, vehicles, and all on- or off-campus school-sponsored activities**.

I. Reporting Bullying Behaviors

Students

- All students will be informed of the Academy's intent to maintain an environment free from bullying.
- Any student who **believes they are a victim** or **witnesses bullying behavior** is encouraged to **report the incident immediately**.
- Students may submit a **confidential bullying report form** to the **Principal, Vice Principal, or Deans**.
- Retaliation against anyone who reports or assists in investigating bullying will result in disciplinary action.

Faculty and Staff

- All staff are required to **intervene immediately** when bullying is observed or suspected.
- Staff must report incidents to the **Principal or Vice Principal** for investigation.

Parents and Guardians

- Parents/guardians who become aware of potential bullying must **notify the administration immediately**.
- The school will keep parents informed throughout the investigative and resolution process.

II. Investigation of Bullying Reports

- The **Principal, Vice Principal, or designated administrators** will investigate every report promptly and confidentially.
- Investigations will determine the validity of the claim and appropriate corrective actions.
- Students who **initiate, encourage, or enable** bullying—even indirectly—will face disciplinary consequences equal to those who directly participate.

Consequences will be based on the **findings and severity** of the incident and may include **counseling, mediation, suspension, or expulsion**.

III. Definition of Bullying

Bullying is defined as intentional, repeated behavior that causes harm, fear, or distress to another person. It typically involves an **imbalance of power** between the aggressor and the victim.

Bullying may include:

- **Verbal**: Harassment, teasing, threats, insults, or intimidation.
- **Physical**: Hitting, pushing, kicking, or damaging property.
- **Social/Relational**: Exclusion, gossip, or spreading rumors.
- **Emotional**: Manipulation, humiliation, or extortion.
- **Cyber/Electronic**: Use of digital devices or online platforms to threaten or harass (see Cyberbullying Policy).

IV. Examples of Bullying Conduct

Bullying behaviors may include—but are not limited to—the following:

- Derogatory comments, teasing, or name-calling
- Social exclusion or isolation
- Intimidating looks, gestures, or threats
- Physical aggression (hitting, kicking, spitting, or shoving)
- Spreading lies or false rumors
- Stealing or damaging property
- Forcing another student to perform unwanted acts
- Initiation activities, hazing, or “rumbles”
- Racial or sexual comments or conduct
- Any electronic communication intended to humiliate or intimidate another person
- Recording or sharing images or videos of bullying behavior

V. Consequences for Bullying

Disciplinary actions may include one or more of the following, based on the severity and frequency of the offense:

1. **Mediation or Restorative Conference**
2. **Parent Conference(s)**
3. **Mandatory Counseling or Behavior Intervention Plan**
4. **Written Letter of Apology** to victim(s) and their parent(s)

5. **Mandatory Service Hours (minimum of 10 hours)** under staff supervision
6. **Suspension**
7. **Expulsion**
8. **Referral to Law Enforcement**, when required

"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." — Anonymous

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Cyberbullying Policy

Pine Forge Academy is dedicated to maintaining a **positive and productive learning environment** free from harassment in all forms, including electronic or digital communication. **Cyberbullying** is prohibited and will not be tolerated.

Definition of Cyberbullying

Cyberbullying involves using **any electronic device or communication platform** (e.g., text, email, social media, image, audio, or video) to **harass, threaten, defame, or humiliate** another person in a **deliberate, repeated, or hostile manner**, whether under a **true or false identity**.

Cyberbullying also includes any communication that **disrupts the educational environment** or **creates an atmosphere of fear or intimidation** for a student or staff member.

Examples of Cyberbullying

- Sending or posting threatening or harassing messages
- Sharing private or embarrassing information publicly
- Creating or sharing false or manipulated images of another person
- Impersonating someone online to damage their reputation
- Recording or distributing videos of fights or humiliation
- Using school technology to stalk, intimidate, or demean others

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Reporting and Investigation

- Students who experience or witness cyberbullying should **immediately report** the incident to a **teacher, Dean, or administrator**.
- Reports should include **copies or screenshots** of offensive messages, emails, or posts.
- Staff must report all incidents to the **Principal or Vice Principal** and preserve evidence.
- The school will investigate every credible report promptly and take appropriate action.

Consequences

Violations of this policy may result in:

- **Loss of technology privileges**
- **Suspension or expulsion**
- **Referral to law enforcement**, depending on the nature of the offense

Cyberbullying using school or personal devices—on or off campus—will be subject to disciplinary action if it affects the school community or disrupts the educational process.

Commitment to a Christ-Centered Community

The Academy calls all students to demonstrate **Christ-like character** in digital spaces as well as in person. Every interaction—whether in class, on campus, or online—should reflect respect, compassion, and integrity.

"Let no corrupt communication proceed out of your mouth, but that which is good for the use of edifying." — Ephesians 4:29

Disciplinary Actions for Policy Violations

Students, staff, and third parties are expected to uphold the standards of conduct outlined in this policy.
Violations will result in appropriate disciplinary measures, which may include:

- **For Students:** Loss of privileges, disciplinary probation, suspension, or **expulsion**.
- **For Staff:** Disciplinary action up to and including **dismissal or termination of employment**.
- **For Third Parties: Revocation of access** to campus facilities or programs and other sanctions as determined by the **administration**.

In all cases, **Pine Forge Academy reserves the right to refer matters to law enforcement authorities** when behavior may constitute a violation of local, state, or federal law.

The Academy is committed to protecting the safety, dignity, and spiritual well-being of every member of its community. All disciplinary decisions will reflect fairness, confidentiality, and adherence to both Christian principles and applicable legal requirements.

Student Mental Health & Crisis Response Policy

Attempted Suicide or Self-Harm

Because Pine Forge Academy is deeply committed to the safety and well-being of every student, any student who **attempts, threatens, or expresses intent to commit suicide or self-harm** will be required to follow the Academy's **Crisis Response Protocol**.

Immediate Steps:

1. The Academy will ensure the student's immediate safety and contact emergency medical services if necessary.
2. Parents or guardians will be notified as soon as possible.
3. The student will be referred to an appropriate **licensed mental-health professional** for evaluation and treatment.

Return to School:

- The student may be asked to **withdraw temporarily** from the Academy to receive professional care.
- Before returning, the student must provide documentation from a **licensed counselor, psychologist, or psychiatrist** confirming that they are emotionally stable and able to resume full participation in the academic and residential community.
- A **re-entry meeting** with the Vice Principal, Dean, counselor, and parent(s)/guardian(s) will be required to develop a support and monitoring plan.

Pine Forge Academy encourages a culture of compassion, confidentiality, and spiritual support. Students in emotional crisis will be treated with dignity and care, consistent with the Academy's Christian values.

Pregnancy Policy

Pine Forge Academy affirms the **sanctity of life and the moral standards** of the Seventh-day Adventist faith. The Academy recognizes that pregnancy during enrollment presents social, emotional, and physical challenges that the school is not equipped to manage within its residential setting.

Accordingly:

- The Academy will **not accept applicants who are pregnant**.
- If a currently enrolled student becomes pregnant, she will be **required to withdraw** from the Academy to receive proper medical care and counseling.
- A student may **reapply for admission** after the pregnancy, provided she presents evidence of stability, readiness, and compliance with the Academy's moral and behavioral expectations.
- If evidence indicates that **inappropriate sexual behavior** has occurred among enrolled students, disciplinary action will be taken in accordance with the **Sexual Misconduct and Zero Tolerance Policies**.

These policies are intended to support students with compassion while upholding the moral and community standards of Pine Forge Academy.

Dress and Appearance Policy

Pine Forge Academy believes that personal appearance is a reflection of character and respect for oneself, the community, and God. While the Academy recognizes that styles of dress may vary, each student assumes the responsibility of presenting an image consistent with the Academy's Christian identity and standards of excellence.

Parents and guardians are expected to support the Academy in maintaining these standards of dress and grooming.

General Appearance

- Students must be **neat, clean, and modestly dressed** at all times.
- Clothing should be free from rips, excessive wrinkles, or inappropriate slogans or graphics.
- Hairstyles and personal grooming should reflect cleanliness, professionalism, and respect.

Hair

- Hair must be clean, neatly styled, and combed (where applicable).
- Extreme or distracting styles, colors, or cuts are not permitted.
- Hairstyles should not cover the eyes or face.

Jewelry and Makeup

- Acceptable jewelry includes **wristwatches, tie clasps, pins, and simple hair accessories** such as combs or barrettes.
- No other jewelry (including necklaces, rings, earrings, or visible piercings) is permitted.
- **Makeup**, if worn, must be **natural in appearance** and used modestly.
- Any unapproved items will be **confiscated** and returned only to the parent or guardian.

Dress Guidelines

1. Clothing must be **clean, pressed, and appropriately styled** for the occasion.
2. **Young ladies' dresses and skirts must reach the top of the knee** when standing.
3. **Tight-fitting** clothing (dresses, pants, skirts, jeans, or slacks) is not permitted.
4. **Young men's pants** must be worn at the waist—no sagging permitted.
5. **Athletic shoes, sneakers, or sports jackets with logos** may not be worn to **religious services**.
6. **Recreational attire** (jeans, jogging suits, t-shirts with appropriate logos, overalls, etc.) may be worn during leisure time.
    - Shorts and cut-offs must extend closer to the knee than the thigh.
    - Tank tops are not allowed.
7. Students may not engage in **piercing, branding, tattooing, or similar body modification** while enrolled at the Academy.

Banquet Attire

1. **Sabbath attire** is always appropriate.
2. **Modesty is required.**
3. **Dresses, gowns, and skirts** must meet the following standards:
    - Length: must reach the top of the knee.
    - Slits: must be modest in length.
    - Necklines:
        - Front neckline no lower than **three inches below the collarbone**.
        - Back neckline no lower than the **bra line**.
        - **No cleavage** should be visible.
    - **Sheer fabrics** are not permitted.
    - **Straps** must be at least **three inches wide**; **cap sleeves** are acceptable.
4. **Shoes**: Dress shoes must be worn with appropriate socks or hosiery.
5. The **Deans and Administration** reserve the right to make final determinations on modesty, appropriateness, and trends.

School Uniform Policy

A **complete uniform** is required for attendance at all classes, assemblies, worship services, and designated field trips. Uniforms must always be **clean, pressed, and in good condition**, reflecting pride in the Pine Forge Academy community.

Official School Uniform

The official school uniform consists of the following approved items:

1. **Pine Forge Academy blazer**
2. **White oxford shirt**
3. **Grey dress pants (belt required)** or **grey skirt** — both options are approved for young ladies.
4. **Black dress shoes or black athletic shoes** (must be clean and in good condition; no work boots, sandals, or casual slides).
5. **Black or navy-blue socks**, **pantyhose**, or **tights** (for young ladies).
6. During inclement weather, students may wear **solid black boots** — rain boots are not to be worn in classrooms.
7. **School sweater** (may be worn with, but not in place of, the blazer).
8. **School-approved tie or bow tie** (tied to waist length).
9. **Polo shirt** (as designated by the Academy for specific days or occasions).
10. **Physical Education Uniform:**

- Hunter green sweatshirt and sweatpants
- White gym t-shirt
- Sweat shorts (appropriate length, near the knee)

Anything not listed above is not part of the official uniform and should not be worn in addition to or as a substitute for approved attire.

Uniform Expectations

- Uniforms must fit properly—neither oversized nor tight-fitting.
- Clothing should be free of wrinkles, stains, and damage.
- Students are expected to wear their **complete uniform** throughout the school day unless otherwise instructed.
- Students must obtain **administrative approval** for any medical or special accommodations related to uniform dress.

Enforcement and Updates

- The **Deans and Administration** reserve the right to make final determinations on uniform compliance, appropriateness, and appearance.

- **Permissible trends or seasonal updates** will be published by **September 1 of each academic year** (or the following Monday if September 1 falls on a weekend).
- Failure to comply with the uniform policy may result in **disciplinary action** or **loss of privileges** until compliance is achieved.

Dormitory Residence Policy

Pine Forge Academy seeks to create a living environment that promotes spiritual growth, personal responsibility, and community respect. Residence hall life is an extension of the Academy's Christian mission—where students learn to live cooperatively, maintain order, and uphold standards of excellence.

Citizenship Grades

Every residence hall student receives a **Citizenship Grade** at the end of each marking period. While this grade does **not** affect a student's overall GPA, it reflects personal responsibility and Christian character in dormitory life.

Students who earn a **Citizenship Grade below "C"** will be **temporarily suspended from off-campus activities** until improvement is demonstrated.

The Citizenship Grade evaluates performance in the following areas:

1. **Room Decoration and Maintenance**
    - Rooms are evaluated daily by the Deans in ten categories.
    - Each category is scored on a **1–10 scale** for a total of **100 possible points**.
    - Expectations include cleanliness, organization, and appropriate room decor that aligns with Academy values.
2. **Worship Participation**
    - Students are expected to attend and participate reverently in all worship services.
    - **One disciplinary point** is issued for each tardy and **three points** for each absence.
    - Lack of participation or irreverence during worship may also result in disciplinary points.
3. **Deportment (Behavior and Conduct)**
    - Includes conduct during **study hall**, **quiet hours**, and **after lights-out**.
    - Students are expected to uphold all dormitory rules and demonstrate courtesy and respect for others.
4. **Uniform and Christian Dress**
    - Regulation uniforms must be **clean, pressed, and complete** when required.
    - **Young men** must wear a tie and blazer to **Sabbath services**.
    - **Sneakers** are not permitted in the sanctuary.

- Personal grooming and appearance should reflect modesty and respect for worship and community standards.

Disciplinary Points

The Academy's disciplinary point system helps students develop accountability and self-discipline in residential life.

- After **10 disciplinary points** (in any single category or combination), the **Dean will counsel** the student, and **parents/guardians will be notified.**
- After **20 disciplinary points**, the **Vice Principal** will be notified. The student will receive **formal counseling and discipline**, which may include probation, restriction, or suspension of dormitory privileges.
- Continued behavioral or conduct concerns may lead to **disciplinary review by the Deans' Council** and possible referral to the **Vice Principal for Student Life** for further action.

Students are encouraged to maintain a spirit of cooperation, respect, and responsibility in the residence halls, honoring the values of Christian living and community care.

Dormitory Discipline and Point System

To maintain a Christ-centered, respectful, and orderly residential environment, Pine Forge Academy uses a **Dormitory Point System** to encourage accountability and personal responsibility among resident students.

Students may receive **disciplinary points** for infractions of dormitory rules. Twenty-five (25) dormitory points convert to **eleven (11) demerit points**. Repeated or serious infractions may also result in additional discipline issued by the **Dean and/or School Administration**.

The goal of this system is not punishment but character development, helping students learn responsibility, respect for others, and self-discipline within a Christian community.

Infractions and Corresponding Point Values

A. Morning & Evening Worship

1. Each tardy – **3 points**
2. Improper dress – **3 points**
3. Each unexcused absence – **5 points**

4. Irreverent conduct – **5 points**

B. Room Responsibilities

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

C. Dormitory Responsibilities

1. Running or making excessive noise in the halls – **5 points**
2. Littering or sweeping trash into the hallway – **5 points**
3. Improper disposal of garbage – **5 points**
4. Unauthorized use of the intercom – **5 points**
5. Inappropriate dress in the hall or lobby – **10 points**
6. Unauthorized or fraudulent use of any phone – **20 points**
7. Watching movies without Dean approval – **25 points**
8. Accommodating overnight non-resident guests without prior Dean approval – **25 points**

D. Citizenship and Conduct

1. Removing another student's laundry before the cycle is complete or handling others' clothing carelessly – **10 points**
2. Entering another student's room without permission – **20 points**

E. Safety and Security

1. Leaving an iron or other electrical appliance on in the room – **15 points**
2. Failure to participate in or evacuate during a fire drill – **25 points**
3. Tampering with or removing batteries from smoke detectors – **25 points**

F. Study Period

1. Visiting other rooms or entertaining visitors – **5 points**
2. Disturbing the peace – **5 points**

3. Engaging in non-study or non-rest activities – **5 points**
4. Failing to have study materials available – **5 points**
5. Failure to cooperate with a Student Assistant – **15 points**

G. Lights Out / Silent Hour

1. Lights on after "lights out" without authorization – **3 points**
2. Not present for bed check – **5 points**
3. Disturbing the peace during quiet hours – **5 points**
4. Sleeping in another room without Dean approval – **15 points**
5. Visiting or entertaining others after curfew – **15 points**

Disciplinary Follow-Up

- After **10 dormitory points**, the **Dean** will meet with the student and notify parents or guardians.
- After **20 dormitory points**, the **Vice Principal** will be notified, and additional disciplinary measures may be assigned.
- Accumulating **25 dormitory points (equivalent to 11 demerits)** may result in formal disciplinary action, including probation or suspension from dormitory privileges.

Students are encouraged to take correction as an opportunity for personal growth and to demonstrate responsibility by improving conduct and living habits.

Residence Life and Dormitory Regulations

Pine Forge Academy seeks to create a Christ-centered, orderly, and respectful residential environment that promotes academic success, spiritual growth, and personal responsibility. Residence hall life is an important part of the boarding school experience and reflects the values of courtesy, cleanliness, and community care.

Merit Award

Students demonstrating outstanding citizenship, dormitory maintenance, and cooperative behavior will be recognized at the end of each marking period and may receive **Merit Awards** in the **Student Information System (SIS)**.

Room Regulations

Right of Entry

By enrolling at Pine Forge Academy and accepting a dormitory room, students acknowledge that **residence hall deans and administrators have the right to enter and inspect rooms** at any time when deemed necessary. This includes the inspection of locked containers if safety or disciplinary concerns arise.

Bed Check

- **Sunday–Friday:** As posted by the Dean.
- **Saturday night:** 30 minutes following the close of the scheduled activity.

All residents must be present in their rooms during bed check and may not leave afterward without Dean approval.
If a student misses the **Resident Assistant (RA)** check, they must report immediately to the front desk within two minutes.
Failure to comply will result in **dormitory points**.

Room Changes

Room changes may only occur with **written authorization from the Dean**.

Room Entry and Exit Forms

- A **Room Entry Form** is completed upon room assignment and verified by the RA or Dean.
- The same form is used for **final room inspection** before departure.
- Rooms must be left **clean and empty of belongings**.
- Failure to complete an exit inspection will result in a **fine**.

Room Keys

1. Keys are issued at registration and must be reported immediately if lost.
2. Duplicating keys is **strictly prohibited**.

3. Rooms should be **locked at all times** when unoccupied.
   Replacement keys incur a **fee**.

Room Decoration

Students may personalize their rooms with tasteful decorations that reflect Christian values.

1. Nails, screws, or tacks may **not** be used. Only non-damaging tape is allowed.
2. Contact paper, stickers, or adhesives that leave residue are prohibited.
3. Damaged walls, furniture, or fixtures will result in **repair charges**.
4. Deans will determine the **appropriateness** of all room decorations.
5. Fire exit signs and smoke detectors must **not** be covered, altered, or tampered with.
6. Removing smoke detector batteries is a **serious safety violation** and will result in disciplinary action.

Room Cleanliness

1. Food must be stored in **airtight containers**, no food on windowsills.
2. Trash must be placed in plastic bags and discarded in the **central outdoor receptacles**.
3. Rooms should be cleaned **regularly and thoroughly**.
4. Students are responsible for ensuring that trash cans are emptied, and no litter is left in halls or bathrooms.

Room Inspection

Daily inspections promote cleanliness and safety. Friday inspections occur **one hour before sunset**.

Checklist for Room Inspection:

- Beds made neatly
- Rugs straightened and clean
- Drawers and closets neat and closed
- Furniture dusted; floors swept or vacuumed
- Wastebaskets emptied
- Mirrors and windows cleaned
- Lights and water turned off
- Clothes and shoes put away
- Sinks and alcoves cleaned
- Window shades even

- No clutter or uncovered food

Room Use Restrictions

- **No pets** are permitted.
- Students may not enter another student's room without **knocking and permission**.
- Entering another student's room while they are absent is **prohibited**.

Curfew and Housing Requirements

- All residence students must be in their dormitory by **evening worship** unless participating in an approved activity.
- **Off-campus housing** is permitted only for students with **immediate family** in the local area or by **written approval from the Admissions Committee** if dormitories are full.

Dormitory Decorum

Dormitory Atmosphere

Students have the right to a peaceful environment. Respect this by keeping noise levels low, closing doors quietly, and avoiding horseplay in hallways.

Lounge and Lobby

- Students must be **fully dressed and groomed** in public areas.
- Pajamas, nightwear, towels, or swimwear are not permitted outside private rooms.
- No food is allowed in the lounge or lobby.
- Visiting hours will be posted in each dormitory.

Dean's Office

The Dean's Office is a **place of business**. Loitering is not allowed. Assigned student receptionists assist with phones, visitors, and resident needs.

Announcements

1. Announcements must be **written, approved, and posted** by the Dean.
2. Weekend schedules are published each **Friday**.
3. Students are responsible for reading **daily bulletins**.

Visitation Limitations

Inter-Residence Hall Visitation

Students may **not enter or loiter near** the residence hall of the opposite sex.
Permission from **both Deans** is required for siblings to meet briefly.
Violation may result in **immediate suspension or expulsion**.

Off-Campus Visitors and Guests

1. Visitors must remain in **designated reception areas**.
2. Dormitories close to visitors at **evening worship** unless prior arrangements are made.
3. Overnight guests must have **Dean approval at least three days in advance**.
4. Only **same-sex guests** may stay overnight, and they must **register** with the Dean.
5. Guests must comply with **all Academy regulations**.
6. Parents visiting their child's room must receive **Dean permission**.
7. Students are **not to loiter** near visitors' vehicles.

Security and Safety

1. Each student is responsible for securing their own belongings. The Academy is **not liable for theft or loss**.
2. In emergencies, students must **walk quickly** to designated exits and report to their **Resident Assistant (RA)**.
3. Students may **not re-enter the building** until cleared by staff.
4. The **State Fire Code** prohibits the use of:
    - Popcorn poppers
    - Hot plates
    - Electric pots or toasters
    - Space heaters or microwaves
    - Candles or incense
    - Open flames of any kind

Failure to evacuate during a fire drill will result in disciplinary action and demerits.

Study Period

1. Study Period is held **Sunday–Thursday evenings** and must be used for **quiet study or rest**.

2. Movement between rooms is limited to essential needs only.
3. A **Hall Pass** is required to leave a room during study time.
4. Group study or tutoring sessions may occur in **approved common areas**.
5. **No outgoing calls** are permitted during Study Period; only emergency calls from parents may be received.
6. During Study Hall:
    - Freshmen and Sophomores must keep doors **open**.
    - Juniors and Seniors must keep doors **unlocked**.

Student Leave Procedures

Campus Leave

Any trip off campus—including shopping, hair appointments, or errands—is considered a **leave**.

1. **Town Leave:**
    - Students must receive **Dean approval** and **sign out**.
    - A **written parental authorization** specifying approved adults must be on file.
    - Approved adults must sign the register when taking students off campus and supervise them at all times.
2. **Overnight Leave:**
    - Students must request permission at least **three days in advance**.
    - Written consent from parents and a **written invitation** from the host family are required.
3. **Sabbath Passes:**
    - Requests must be made by **Friday at noon**.
    - A **written invitation** from the host is required.

Weekend and Home Leaves

1. Weekend leaves are discouraged outside of scheduled breaks.
2. **Home Leave forms** are available in the Dean's Office. Leaving campus without permission is a disciplinary offense.
3. All home and weekend leaves **end before bed check on Sunday night** unless prior approval is granted.

Sign-In and Sign-Out Procedure

Students must **sign out** on the **Home Leave Sheet** before leaving and **sign in** immediately upon return.

Failure to follow this procedure will result in disciplinary points and possible restriction from future leaves

Dormitory Services

Cafeteria

1. Pine Forge Academy's Food Service follows a **vegetarian and caffeine-free policy**. All campus meals **exclude flesh foods**, as well as **beverages containing caffeine or alcohol** in any form.
2. Parents and students are reminded that the **use of flesh foods on campus is strongly discouraged**. All students are encouraged to honor and uphold the Academy's commitment to healthful living and Christian standards of diet.

Health Services

The **Student Health Services Unit**, located in **Wagner Hall**, provides basic medical assistance and coordination of health care for students.

- Students should seek medical care during the **posted hours**, except in emergencies.
- It is each student's responsibility to become familiar with the **health care policies and procedures** provided by the Academy.
- The Health Services team partners with parents and guardians to promote student wellness, preventive care, and timely response to health concerns.

Telephone Services

1. **Telephones in the Dean's offices** are for **official school use only**.
2. Any **fraudulent or unauthorized use** of school phones will result in referral to the appropriate agency, in addition to disciplinary action as determined by Academy administration.

Cell Phones and Personal Communication Devices

Pine Forge Academy supports the **responsible use of personal communication devices**. To maintain focus on academics, worship, and rest, the following expectations apply:

1. **Cell phones and electronic devices must remain in the dormitory** during the **school day** and **religious services**.
    - Devices seen or used during these times will be **confiscated**.
2. **Study Hall and Late Night Hours:**
    - The use of cell phones during study hall or after lights out is **discouraged**.
    - Upon confiscation:
        - **First offense:** Device held for **one week**.
        - **Second offense:** Device held for **two weeks**.
        - **Third offense:** Device released only to a **parent or guardian**.
3. **Bedtime Collection:**
    - To encourage rest and appropriate use of technology, the **Resident Dean** will collect and secure cell phones at **bed check** each night.
    - Devices will be returned in the **morning**.
    - On **Saturday nights**, students may keep their phones **overnight**, unless **Sunday classes or activities** are scheduled.
4. **Emergency Communication:**
    - In case of an emergency after **9:30 p.m.**, parents should call the **dormitory phone** to reach their student.

Technology Policy

The Academy reserves the right to **review, restrict, or prohibit** any technological device or electronic media that conflicts with its educational mission or Christian values.

The **Vice Principal, Deans, and administrative team** maintain authority to make determinations regarding the **appropriateness of technology use** within the residence halls, including **Kimbrough Hall** and **Handy Hall**.

Student Services and Campus Life

Selling Policy

Only **clubs and organizations officially recognized by Pine Forge Academy** may obtain special permission from the **Dean** to sell items in the residence halls. All sales must support **school-approved programs** and align with **Academy values**.

Laundry Services

Each residence hall is equipped with a **laundry room** for student use. Operating hours are posted by the Dean. The laundry room will be locked **one hour before sunset on Friday evening** and reopened **after Sabbath hours**.

Guidelines:

- Clean the **lint catcher** before using the dryer.
- Do **not** dry sneakers or heavy rubber items in the dryers.
- Use **low-suds detergent** only.
- Report malfunctioning equipment to the **Dean immediately**.
- Do **not remove** another person's laundry before the cycle is complete.
- Laundry left for more than **one day** will be moved to storage and, if unclaimed after **seven days**, donated to **Community Services**.
- Each student is responsible for maintaining **cleanliness and order** in the laundry area.

Student Entertainment and Leisure

Pine Forge Academy believes that **recreation, social interaction, and artistic expression** are vital components of a balanced Christian education. The Academy encourages students to participate in activities that foster joy, fellowship, and cultural enrichment.

Opportunities for Student Enrichment Include:

- Fine arts events, **lyceums**, and concerts featuring talented musicians and choirs.
- Cultural and social programs such as the **Christmas Celebration**, **Sweetheart's Banquet**, and **Junior–Senior Banquet**.
- Saturday night recreational activities promoting teamwork, physical fitness, and wholesome fun.

Athletics and Recreation

The Academy promotes **safe, non-contact sports** that teach teamwork, discipline, and good sportsmanship.

- **Encouraged activities:** Baseball, basketball, badminton, volleyball, swimming, roller skating, table tennis, flag football, and tag football.
- **Prohibited activities:** Tackle football, wrestling, boxing, or any sport deemed unsafe or inconsistent with Academy standards.

Christian Leisure Philosophy

All recreation and media choices should align with **Philippians 4:8**, focusing on what is *true, noble, right, pure, lovely, and praiseworthy.*

- **Televisions** are available only in designated common areas and are **not permitted in dorm rooms**.
- Unauthorized electronic devices will be **confiscated**.
- The **Academy Administration** reserves the right to determine the appropriateness of **sports activities** and **technological devices** in the student environment.

Off-Campus Student Policy

All **Academy rules and expectations** apply equally to off-campus students as they do to resident students. This includes policies related to:

- **Social conduct**
- **Dress and grooming**
- **Academic integrity**

Off-campus students are encouraged to participate in all school activities but may be restricted from certain residential programs.

Student Activities and Campus Departure

After classes, rehearsals, recreation, worship, or other events, off-campus students must **depart campus promptly**.
The Academy cannot assume responsibility for students while in transit.
If transportation is delayed, students must **wait in the lobby** of their assigned residence hall and **contact their parent or guardian immediately.**

Overnight Stays in Dormitories

Off-campus students wishing to stay overnight in a residence hall must have their **parent or guardian** make arrangements with the respective **Dean** in advance.

Requirements:

- A **nightly fee** applies.
- Students must bring **bed linens**, **personal items**, and make **meal arrangements**.
- Guests must **sign in upon arrival** and comply with all dormitory regulations. Failure to comply will result in **immediate removal** from the residence hall.

Vehicle Rules and Regulations

1. All off-campus student vehicles, **driver's licenses**, and **proofs of insurance** must be registered with the designated school administrator.
2. Each driver must provide proof of **current vehicle insurance** meeting Pennsylvania or home-state liability standards.
3. Upon arrival, student drivers must park in the **designated student parking area** and remain parked for the entire school day.
    - Students needing to leave early must present **written permission** to the school administrator.
4. Any **vehicular accident** on school premises must be reported to both the **school administrator** and **local authorities**.
5. **Dormitory students may not ride in or operate vehicles** belonging to off-campus students.
    - Unauthorized transportation will result in **suspension** for all vehicle occupants.
    - Dormitory students are not permitted to **sit or lounge** in parked vehicles.
6. Vehicles may **not** be driven on campus lawns, sidewalks, or other restricted areas.

Community and Volunteer Service

"Then the King will say to those on His right, 'Enter into the kingdom prepared for you… for I was hungry, and you fed me, I was thirsty and you gave me a drink, I was a stranger and you welcomed me…'"
— Matthew 25:34–36 (Message Bible)

Purpose

Pine Forge Academy's **Community Service Program** exists to:

- Foster a **Christ-like spirit** through compassion and service.
- Inspire a sense of **moral responsibility** and awareness of community needs.
- Broaden student education through **service-learning**, **character development**, and **civic engagement**.
- Prepare students to be **responsible citizens** and **candidates for Heaven**.

Definition

Community Service is defined as:

“An activity performed by a student or group of students for the benefit of others or the public, without compensation.”

Requirements

- Each student must complete a **minimum of 25 hours of community service** per year enrolled at Pine Forge Academy.
- Hours must be submitted on the **official Academy form** or the **letterhead of the sponsoring organization**.
- **Cash donations** may count for up to **10 of the 25 required hours**, based on Pennsylvania’s minimum hourly wage conversion.
- Verification by an **authorized signature** is required by **June 30** each school year.
- Failure to complete required hours by the deadline will result in **loss of privileges** for the following school year.
- **Seniors** must submit all required hours by the **May grade submission deadline** to maintain **graduation eligibility**.
- Hours earned after June 30 may be applied to the **following school year** for freshmen, sophomores, and juniors.

Volunteer Service

Students are encouraged to engage in **volunteer service** as a way to “give back” to the school or community, promoting character, humility, and selflessness.

Guidelines:

- Volunteer service fulfills a need for the Academy or community but does **not count** toward community service requirements.
- Students completing **40 or more volunteer hours** in a school year will receive **special recognition**.
- Verification must be submitted by **June 30** (or the **May grade deadline** for seniors).