



A Co-educational School for Pre-Kindergarten through Twelfth Grade

Accreditation

**Association of Seventh-day Adventist Schools, Colleges, and Universities, which is a recognized member of the National Council for American Private School Accreditation.
Approved by the Middle States Association of Colleges and Schools.**

Affiliation

The Northern New England Conference of Seventh-day Adventists and the Atlantic Union Conference of Seventh-day Adventists.

Operation

Seventh-day Adventist youth of the Northern New England Conference and others who desire a Christian education.

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Policy Adjustments

Pine Tree Academy reserves the right to make any policy change or alteration that may be necessary during the year. These changes may replace or supplement those that are printed here. Regulations voted by the board, faculty, or administrative council, and announced to the students, have the same authority as those listed in this book or other published materials. The school reserves the right to interpret rules and policies as individual situations and needs arise.

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GENERAL INFORMATION

PHILOSOPHY OF EDUCATION

The Seventh-day Adventist Church in North America has operated a system of elementary and secondary education since 1872. The unique Adventist philosophy of Christian education is based on the Bible and the writings of Ellen G. White. The Bible, accepted as God's written word, has a prominent role in the educational experience. The primary aim of Seventh-day Adventist education is to provide opportunity for students to accept Jesus Christ as their Savior, to make a lifelong commitment to Him, to allow the Holy Spirit to transform their lives, and to fulfill the commission of making disciples of all nations.

VISION

Pine Tree Academy (PTA) is a quality Christ-centered educational program dedicated to the fullest development of the spiritual, intellectual, physical, social, and creative abilities of each student. PTA is established to assist young people in their preparation for reverential living and responsible citizenship. It provides a Bible-based education that encourages academic excellence, spiritual depth, moral integrity, leadership, physical fitness, civic responsibility, and loyalty to God, without distinction to the race or religious creed of the students.

MISSION STATEMENT/SCHOOL TEXT

To receive and reflect the Son.
"Ye are the light of the world." Matthew 5:14 (KJV)

OBJECTIVES

PTA students will be expected to reach grade-level competence in the fundamental skills of value-based thinking, problem solving, reading, writing, listening, speaking, studying, and research. They will cover content and concepts to prepare them for success in SAT and ACT examinations and for entrance into colleges, technical schools, and other post-secondary opportunities.

Not only will graduates be academically prepared to function in the contemporary world, but they will also have knowledge of spiritual realities beyond the visible world. Students will be encouraged to choose Jesus Christ as their personal Savior and accept the basic principles of Christian living.

PTA graduates will understand their own bodies and how to care for them by maintaining proper physical and mental health, and abstaining from harmful substances including tobacco, alcohol, and non-medically prescribed drugs.

PTA graduates will stand firmly for Christian principles, develop a high degree of personal integrity, demonstrate respect for the beliefs and opinions of others, engage in beneficial social interactions, and generously cooperate in life-enhancing community enterprises.

HISTORY

Pine Tree Academy (PTA) is a Pre-Kindergarten through grade twelve Christian school in Freeport, Maine. It is part of a worldwide network of over five thousand elementary, middle, and secondary schools owned and operated by Seventh-day Adventists. The original PTA was founded in 1921 in Auburn, Maine, and closed in 1933. It relocated and reopened in Freeport in 1961. Grades 9-12 became fully operational in 1974.

ORGANIZATION AND GOVERNANCE

A Board of Directors (PTA Board) appointed by the Brunswick, Freeport, and Portland Seventh-day Adventist Churches governs PTA. Ex-officio members with voting privileges include the president, treasurer, and

superintendent of education of the Northern New England Conference (NNEC) and the director of education of the Atlantic Union Conference. The board of directors preserves the mission and vision of the school, establishes and maintains mission-related policies for school operations, and insures the financial development and stability of the school. The principal and faculty are responsible for the daily operations of the school, including student services, procedures, regulations, and discipline.

ADMISSIONS

Membership in the Seventh-day Adventist Church is not required, but it is understood that everyone who presents themselves for admission thereby pledges to observe the regulations of the school and respect our lifestyle standards.

Only students who meet the full criteria for admission, who are in full sympathy with the standards of Christian education, and who will cheerfully endeavor to live in harmony with the principles of the school should apply. Our students are expected to have high standards of morality and integrity and to refrain from profanity and obscene language.

Every parent and student is required to sign a commitment on the student application, pledging to uphold our philosophy and policies. Parents and guardians of the applicant are expected to encourage the student to uphold church and school standards, ensuring that the student's conduct corresponds with the spirit of the institution.

Attendance is a privilege based upon the careful evaluation of each applicant's academic, social, and behavioral histories and medical records (including psychological). Applicants will be in good standing (not on academic or behavioral probation) in their current schools and be capable of maintaining at least average grades in all courses at PTA. Applicants will have a personal commitment to academic success, including a desire to cooperate with teachers and fellow students for positive school and classroom environments. Prior to admission, an applicant may be required to take an entrance/placement exam. After this exam, PTA reserves the right to admit students to grades appropriate to student ability. All students remain on academic and citizenship review throughout their educational program. Student and parent(s) or guardian(s) may be requested to appear before the Admissions Committee. PTA reserves the right to deny admittance to an unqualified applicant. All accounts with a former school must be settled.

Both Pine Tree Academy's Pre-Kindergarten and Kindergarten are offered as full-day programs.

APPLICATION PROCEDURE

Send a completed application, with signatures of parent or guardian and student, to the registrar at Pine Tree Academy. Applications for admission for the next academic year will be accepted after February 1.

No student will be admitted until an application has been completed and submitted, the required three recommendations received, previous school records or transcripts received, a financial consultation completed, and the application approved. The student will receive a formal acceptance letter from the chair of the Admissions Committee.

All returning students will be required to register online. An electronic signature will be necessary for all legal documents. The electronic signature will consist of FIRST and LAST name, followed by BIRTH MONTH and BIRTH YEAR.

MEDICAL INFORMATION

Physical examinations are required of all new students and those entering grades Kindergarten, 1, 4, 7, and 9. Examination reports must be delivered to the school office before a student will be permitted to attend classes.

New students must complete all State of Maine health requirements before class attendance. It is the responsibility of the parent/guardian to obtain these records and submit them to the school prior to attendance. The State of Maine requires that an official immunization record be in each student's cumulative record. PTA may require special examinations or tests as a condition for attendance. Students may also be excluded because of contagious diseases; poor hygiene; or physical, mental, or behavioral maladies deemed injurious to the welfare of other students.

Required immunizations are:

- 5 DTP (4 DTP if 4th is given on or after 4th birthday)
- 4 Polio (if 4 doses given before 4th birthday, an additional dose of age-appropriate IPV should be given on or after the 4th birthday)
- 2 MMR (measles, mumps, rubella)
- 1 Varicella (chicken pox or reliable history of disease)

There are additional immunizations recommended by the State of Maine but not required. Contact the school office for information.

If a parent is opposed to having their student immunized, they must state in writing each year an opposition to immunization because of sincere religious beliefs or for philosophical reasons.

SPECIAL EDUCATION POLICY

PTA has concern for all children and is committed to the success of each of its students according to individual learning modes. The school, however, is not a special-education or therapeutic program. It is not designed to handle students with serious behavioral, social, or emotional needs or learning disabilities requiring special-education classes. These students are encouraged to seek admission where their needs can be better met. All pertinent information must be shared with the Admissions Committee. If a teacher or parent, in consultation with the administration, believes that testing services are required for a student, then the parent will be notified, and upon agreement, special services of RSU 5 will be contacted.

ENTRANCE AGE

Because the first years are the most important ones, PTA will carefully evaluate student readiness for Kindergarten and first grade and reserve the right to postpone enrollment. Readiness, not chronological age, is the primary consideration. A successful beginning is vital for long-term success.

A Pre-K student must be at least 4 years of age by September 30 of the current school year, and a Kindergarten student must be at least 5 years of age by September 30. It is neither unusual nor abnormal for a child to function 6 months younger than he/she actually is. Intelligence is neither a primary factor nor the most important one in determining school readiness. Because students develop at different rates, the faculty will assess each child's development and readiness.

Students who are at least 6 years of age by September 15 may apply for admission to the first grade. A readiness test, in addition to faculty observation and kindergarten records (if applicable), will be evaluated before admission into first grade will be granted.

NON-DISCRIMINATION POLICY

PTA admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to the student body. No discrimination is made on the basis of race, sex, or national origins in administration of educational policies, scholarship, application for admission, or extracurricular programming. Pine Tree Academy does not admit individuals who engage in sexual misconduct, which includes non-marital sexual conduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of Pine Tree Academy and the Seventh-day Adventist Church.

FERPA

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, passed by Congress in 1974, grants four specific rights to students:

- The right to inspect and review their educational records
- The right to request the amendment of inaccurate or otherwise inappropriate records
- The right to consent to disclosure of his or her public records

- The right to file a complaint concerning alleged failure by Pine Tree Academy to comply with the requirements of FERPA with the Family Compliance Office in the United States' Department of Education

FERPA applies to students attending any educational program at Pine Tree Academy. Students are granted rights under FERPA if they are currently attending Pine Tree Academy or have been in attendance, regardless of whether in a credit, no-credit, degree, or non-degree credit program. FERPA does not apply to applicants of a school or college at the University of Iowa who have been admitted but who have not actually been in attendance.

Education Records

An education record is any information recorded in any form that is directly related to a student and maintained by a high school and by agents acting directly for the high school. Records are treated the same no matter what medium is used to store the information. Education records include:

- Personal information
- Employment records (where student status is not a prerequisite of employment)
- Grades
- Class schedules
- Printed class lists
- Graded test papers with personally identifiable information related to the individual student

Release

Student information may be released to:

- Our governing body, the Northern New England Conference of Seventh-day Adventists
- The Atlantic Union
- The General Conference of Seventh-day Adventists

INDEPENDENT STUDY POLICY

Any student enrolled in an independent study class at Pine Tree Academy is responsible for meeting with their teacher to make arrangements to complete the required course work in the specified time. An Independent Study Contract must be signed by both the teacher and the registrar in order for a student to be considered enrolled in a specified course.

Half-credit courses must be completed by the end of first semester and full-credit classes must be completed by May 31, with the exception of seniors, who have a deadline of April 30. Classes taken over the summer must be completed before the beginning of the school year. Failure of an independent class needed to meet graduation requirements will affect graduation eligibility.

GRADE CHALLENGE PROCEDURE AND POLICY

A challenge of a grade can be made within three weeks after the close of each semester. After that time, a grade cannot be changed or challenged.

If a student and teacher cannot resolve a grade conflict, the grade can be challenged with the following procedure:

The student must approach the registrar to begin an inquiry by the Academic Standards Committee. This would involve a written statement by the student and a likely appearance before the committee to discuss their reasons for a grade change. The teacher will likewise be consulted, and should a change in grade be agreed upon, a Grade Challenge Form will be completed. If the request is denied, the grade will remain issued.

Should the student desire to contest the decision, a request can be submitted to the school board for review. The challenge deadline would then be extended until the next scheduled board meeting.

ACADEMIC INFORMATION

ACADEMIC CREDIT

PTA grants academic credit on the basis of the Carnegie Unit (C.U.). A C.U. is equivalent to 180 days of 40-minute class periods.

ACADEMIC PROGRESS REPORTS/GRADE REPORTS

The school year is divided into two semesters of eighteen weeks each. Grade reports are issued every four and one-half weeks in the form of progress reports and quarterly and semester grades. Teachers will report interim grades and will keep parents/guardians informed of academic progress at these times. At any time of the year, both parents and students will be able to monitor student academic progress online using Renweb. Teachers will also keep grades up-to-date weekly.

ACCELERATION

PTA normally requires eight full years for elementary education and four full years for secondary education. Students who wish to complete their elementary or secondary work in less time will be permitted to graduate and obtain a diploma, provided they meet the following criteria:

- Must have parents submit a letter before the end of the first semester to the Academic Standards Committee stating their reasons for wanting their child to graduate early
- Must have parents and candidate complete an interview with the principal, vice principal, and a teacher prior to submission of the request
- Must have excellent scholastic achievement and ability, and a minimum overall score in the 93rd percentile in all subject areas on the Iowa Tests of Basic Achievement (Atlantic Union Education Code, 2112:93)
- Must meet all PTA requirements for graduating with an Academic Diploma
- Must have one year of Bible credit for each year of attendance
- Must request this before the end of the first semester of the sophomore year; final acceptance into the accelerated program is dependent upon review of the student's final grades at the end of the second semester of the sophomore year
- Must remain free from major disciplinary issues

ADDING/DROPPING CLASSES

Students may add or drop classes (or study halls) up to the end of the 10th day of classes at the beginning of each semester. To do this, a student must file a Class Change Form, complete with proper signatures. Students are to attend the original classes and/or study halls until the registrar approves the change and written verification has been sent to the teachers and student.

AUDITING A CLASS

Any non-core class may be audited with approval of the Academic Standards Committee. Regular attendance is required.

CLASS LOAD

A full class load is six C.U.'s. The minimum class load is five units. The maximum class load is seven units. Students who desire to take more than seven units may apply to the Academic Standards Committee.

CORRESPONDENCE WORK

PTA students must receive prior written permission from the Academic Standards Committee before sending for or applying for a correspondence course. A written request should be submitted to the registrar, stating the reasons for this request. Any course taken without approval may not be honored for academic credit. Students taking correspondence courses must have the work completed before the start of the new school year. Seniors taking

correspondence courses needed for graduation must complete the work by April 15. Transcripts from such work must be in the registrar's office before the student will be allowed to participate in graduation ceremonies.

COURSE CHALLENGE POLICY

A student who wants to challenge a course for credit must complete the standard final normally given or a national final exam for the course. They must receive an 80% or above to receive credit. The student will receive a B for 80-89%; an A for 90% or above.

Guidelines for challenge examinations:

- Challenge of a course for credit should be approved and arranged through the registrar and the Academic Standards Committee
- Challenge request must be made within the first two weeks of each school year, excluding the junior year where requests may be made through the end of the school year
- All challenge examinations must be taken and a grade submitted to the school before the student's year of graduation
- The challenge examination must show superior ability in the area covered by the class
- A student may not challenge a class prerequisite to one already taken
- Unsatisfactory grades earned in a class previously attempted may not be challenged by examination
- A student may not take a challenge examination for the same course more than once
- English I, English II, and PE classes cannot be challenged; challenges apply typically to foreign languages and math

FAILING GRADES

A student who has failed a semester or year of a core class needed to graduate must submit in writing to the Academic Standards Committee the arrangements for completing that class before they are accepted back the following year.

A challenge of a grade can be made within three weeks after the close of each semester. After that time, a grade cannot be changed/challenged.

GRADE POINT AVERAGE

A student's grade point average (GPA) is calculated by taking the average of both semesters and multiplying that by the credit value of each class. That number is then divided by the sum of all credits attempted. This gives you your total, final, yearly GPA. Withdrawal Failure or Withdrawal Pass grades (WF or WP) are not figured into the semester or cumulative GPA.

GRADING SYSTEM

The grading system for grades 3-12 is shown below. A system of points is used to determine a student's class standing. In grades 7-12, honor points for each grade are given. Honor Roll lists will be designated by grade point averages.

	Percent	GPA
A	93-100%	4.00
A-	90-92%	3.67
B+	87-89%	3.33
B	83-86%	3.00
B-	80-82%	2.67
C+	77-79%	2.33

	Percent	GPA
C	73-76%	2.00
C-	70-72%	1.67
D+	67-69%	1.33
D	63-66%	1.00
D-	60-62%	0.67
F	0-59%	0.00
I	Incomplete	

Kindergarten codes are: E - Excellent Progress; S - Satisfactory Progress / - Knows Content; W - Working on Skill; NA - Not Assessed.

GRADUATION HONORS

Seniors who have a cumulative GPA of 3.0 or above will be graduated with the following scholastic honors:

- Highest Honors: 3.90 to 4.00 GPA
- High Honors: 3.75 to 3.89 GPA
- Honors: 3.50 to 3.74 GPA
- Honorable Mention: 3.00 to 3.49 GPA

GRADUATION RESIDENCY CANDIDACY REQUIREMENT

To receive a diploma of graduation from PTA and/or participate in graduation exercises, a student must be in attendance during the entire last semester of the final year, provided the student has the required credits for graduation. Exceptions to this rule may be made by vote of the Academic Standards Committee.

GUIDANCE TESTING

Students are expected to take the guidance tests listed under their respective class headings:

- **Grades 3-8:**
ITBS (Iowa Test of Basic Skills)
- **Grades 3,6,9,10:**
CoGAT (Cognitive Abilities Test)
- **Grades 9-11:**
ITED (Iowa Test of Educational Development)
- **Grade 11:**
PSAT/NMSQT (Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test)
SAT I (Scholastic Assessment Tests – Reasoning [optional])
- **Grade 12:**
SAT I (Scholastic Assessment Tests – Reasoning Tests)
SAT II (Scholastic Assessment Tests – Subject Tests [optional])
ACT (American College Admission Test [optional])

HOME SCHOOL TRANSFERS

Students transferring from home schools will receive an individual academic evaluation. Evidence of registration with the state as a legitimate home school, placement test, presentation of a transcript with credits earned, time in class, class outlines, and course descriptions will be requested. Academic credit may be granted by the Academic Standards Committee for work which is comparable to that offered by PTA. Home school credit will not be registered on the PTA transcript, nor counted toward the student's cumulative grade point average.

INCOMPLETE GRADES

A grade of "I" (incomplete) is given for work by a student that is incomplete for a given class due to illness or other excused absence. A grade of "I" will automatically become an "F" (failing grade) if the work is not satisfactorily made up within three weeks after the close of each semester.

PARENT-TEACHER CONFERENCES

There are three scheduled parent-teacher conferences during the school year. Parents are strongly encouraged to attend.

SUMMER CLASS WORK

A student who wants to take summer classes and transfer the credit in to PTA must have prior written permission from the Academic Standards Committee.

WITHDRAWING FROM SCHOOL

To withdraw from school, a student must complete a Withdrawal Form from the office and obtain proper signatures indicated on the form. Attendance, class work, and financial obligations will continue until this properly completed form is returned to the office. Except for unusual circumstances, a student withdrawing after the fifth week will receive a WF (withdrew failing) and receive no credit for the course, unless transferring to another school.

ELEMENTARY EDUCATION

EIGHTH GRADE COMPLETION REQUIREMENTS

Students must successfully complete the following courses to receive an eighth-grade diploma: Bible, Language Arts, Fine Arts, Mathematics, Physical Education, Practical Arts, Reading, Science/Health, and Social Studies.

ELEMENTARY COURSE DESCRIPTIONS

- **Bible:** The revelation of truth about God and the development of a saving relationship with God.
- **Language Arts:** Instruction in reading, listening, speaking, spelling/vocabulary, handwriting, research, language, composition, and critical evaluation.
- **Fine Arts:** A program of art and music including opportunities for development of aesthetic appreciation, creative expression, and imagination. The music program includes opportunities to take music lessons and participate in performing organizations. Beginning band is required for all 5th- and 6th-grade students. Academy band or choir is required for all 7th- and 8th-grade students.
- **Mathematics:** Instruction in values, problem solving, number systems, arithmetic, measurements, geometric concepts, logic and reasoning, relations, functions, probability and statistics.
- **Physical Education:** Activities designed to promote physical and social development, motor skills, physical fitness, cooperation, and other positive habits of conduct.
- **Science and Health:** Instruction in the natural sciences and health leading to a knowledge and respect for God as Designer, Creator, and Sustainer of the universe; regular inquiry-based learning exercises and application of science and health principles to student lifestyles reinforce knowledge of the principles governing the natural world.
- **Social Studies:** A study of the society in which we live, how it developed, and the student's responsibility as a good citizen. Students will study social, ethnic, and cultural values in the past and present.
- **Maine State History :** Students will study what is now Maine, from ancient to contemporary times. Includes discovery, exploration, and physical geography, as well as human and economic activities in the region. (Grades 7 & 8)
- **Computers:** An introduction to computer technology and use (Grades 7 & 8).
- **Keyboard:** A prerequisite to secondary Computer Applications.

SECONDARY EDUCATION

FOUR-YEAR ATTENDANCE

Pine Tree Academy requires four years of attendance in the high school grades for graduation. Attendance at summer school or accelerated class loads during the school year will not ordinarily enable a student to graduate earlier. All such extra credit may be regarded as enrichment rather than a means of leaving school earlier. The Academic Standards Committee will review requested exceptions.

COMMUNITY SERVICE

Each high school student must complete 25 hours of community service per year of attendance. Students should report community service hours to the registrar.

GENERAL AND COLLEGE PREP DIPLOMAS

<u>Subjects</u>	<u>General Diploma *</u>	<u>College Prep Diploma **</u>
English	4	4
Math	2	3 (not general math)
PE	2	2
Health	.5	.5
Religion +	4	4
Science	2	3 (lab classes)
Social Science	2.5	3
Technology/Business	1	2
Fine Arts	1	1
Modern Language		2
Electives	3	2
Total	22	26.5

* General Diploma students must maintain at least a 2.0 GPA

** College Prep Diploma students must maintain at least a 2.5 GPA

+ One unit of Religion needed for every year of attendance at a Seventh-day Adventist Junior Academy or Academy.

SECONDARY COURSE DESCRIPTIONS

Pine Tree Academy (PTA) offers the following courses of instruction. In some cases the number of students desiring to enroll in a specific course will determine whether or not the course will be offered. Certain classes may be offered every other year or semester. Lab fees are subject to change.

English Language Arts

- **Composition Skills (1 unit):** Students will develop composition ability through the writing process from the generation of ideas to composition and revision. Students will learn through literature, grammar, sentence diagramming, and vocabulary.
- **World Literature (1 unit):** Students will survey world literature, including Biblical literature. Students will practice critical analysis and creative writing.
- **American Literature (1 unit):** Students will study an overview of American literature and composition. This course will include selected reading and analysis, as well as further development of composition skills.
- **British Literature (1 unit):** Students will become engaged in English literature and will also continue their studies in composition with critical analysis and creative thinking.

Fine Arts

- **Visual Art (1/2 unit):** Students will develop visual arts skills by working in various media.
- **Drama (1/4 unit):** Students will be introduced to the basics of stage performance through improvisation, script analysis, and the study of monologue materials. Students will participate in weekly group sessions to hone individual skills and learn to dialogue with a partner. Students will analyze classic and contemporary scripts to discover elements used in characterization. Students will be involved in the casting and pre-production process of a yearly performance. Students will be assigned major roles in this production and will work for a large portion of the year on their individual parts.
- **Band (1/2 unit):** Students will develop musical skills and teamwork. Placement is by audition. Attendance is required at all rehearsals and performances, including the NNEC Music Clinic (Early Bird

registration fee to the NNEC prior to December 1). Prerequisite: Ability to play a band instrument. Private lessons are recommended.

- **Beginning or Intermediate Bell Ringers (1/4 unit):** Students will be placed, by audition, in these beginning or intermediate handbell choirs. Students will learn basics such as the “geography” of the musical score, how to follow individual bell position parts, bell techniques, terminology, meaning of music symbols, concert deportment, and more! During the school year, students may be moved to more advanced groups if positions are open and after passing an evaluation.
- **Advanced Bell Ringers (1/2 unit):** This is an advanced music group. Membership is by audition only. Because each ringer must successfully “hold their own,” performing an independent part, students must possess strong skills in music, such as sight-reading and rhythm. Teamwork is a must. **Attendance is required at all rehearsals and performances.**
- **Choir (1/2 unit):** Students will continue developing skills and techniques in sight-reading, singing, teamwork, and learn and perform a wide variety of choral repertoire. Membership is by audition. Attendance is required at all rehearsals and performances, including the NNEC Music Clinic (Early Bird registration fee to the NNEC prior to December 1).
- **Piano (1/4 unit):** Students will master piano technique. The course consists of 30 half-hour lessons and a minimum of four hours practice per week. Students will be accepted on the basis of interest and ability. Payments are to be made through Pine Tree Center for the Arts. Students are required to attend lessons whenever school is in session and participate in a minimum of at least one recital per school year. Lesson payments are non-refundable.
- **Instrumental Lessons (1/4 unit):** Students will develop instrumental techniques through 30 half-hour lessons and a minimum of four hours practice per week. Students will be accepted on the basis of interest and ability. Payments are to be made through Pine Tree Center for the Arts. Students are required to attend lessons whenever school is in session and participate in a minimum of at least one recital per school year. Lesson payments are non-refundable.
- **Voice Lessons (1/4 unit):** Voice students will demonstrate a mastery of voice control, breathing techniques, and basic skills necessary to good singing. This course consists of 30 half-hour lessons with a minimum of four hours practice per week. Students will be accepted on the basis of interest and ability. Payments are made through Pine Tree Center for the Arts. Students are required to attend lessons whenever school is in session and participate in a minimum of at least one recital per school year. Lesson payments are non-refundable.

Foreign Language

- **Introduction to French , German , Spanish (1 unit):** This class is intended to provide a narrow focus on topics which are beneficial to travelers. It is not intended to replace the first semester of level one instruction. Topics include courtesy expressions, counting, understanding directions, and the top twenty travel verbs teamed with modal verbs (must, should, want, etc.) A proficiency-oriented classroom makes learning fun while reinforcing understanding the language and correct pronunciation.
- **French I, German I, Spanish I (1 unit):** Communication is at the heart of the modern language classroom. In these initial classes, the vocabulary emphasized is found within the themes of daily life: home, school, and sports/hobbies. Students learn to ask and answer questions with interrogatives, both in the affirmative and the negative. Students master the present tenses of the verbal system, including irregular and stem-changing verbs. The verbs *to be* and *to have* are, of course, a major emphasis, along with adjective agreement. Subject pronouns and direct and indirect object pronouns are introduced, as well as impersonal verb structures. Possessive adjectives are another thrust of the first-year class. The regular forms of the past tense are introduced. Correct pronunciation of the target language is emphasized.
- **French II, German II, Spanish II (1 unit):** Students in the second year of language study build upon the communicative foundation laid the previous year. Three major thrusts are found within the second year: the past tense, the pronoun system, and story-telling in the past tense. Students master the past tenses including all irregular verbal structures of the past tense most commonly used in speaking. The complete pronoun system of the language is also learned thoroughly. Finally, students venture into story-telling in the past tense, which requires the knowledge of imperfect verbs. The present and past perfect verb forms are introduced. The imperative, or command form, is the final thrust of this second year of instruction. Vocabulary themes venture more broadly and include travel, entertainment, and the arts, as well as home, school, and sports/hobbies. Differentiating between the present and past tense is a key listening skill emphasized.
- **Honors Classes (1 unit):** Compositions are regularly required to be drafted and revised in an honors class. Students are required to learn between 15% and 20% more vocabulary than those in the standard class.

Mathematics

- **Pre-algebra (1 unit):** This class is designed to strengthen the foundational skills needed to successfully complete Algebra.
- **Algebra I (1 unit):** Students will receive a review of the basic operations of arithmetic and pre-algebra, focusing on linear equations and inequalities. Prerequisite: students should have successfully completed Pre-algebra.
- **Geometry (1 unit):** Students will use logic and reasoning in the development of proofs. Other topics include parallel and non-parallel lines and planes, triangles, polygons, circles, and area of plane figures. A compass, protractor, and calculator are essential tools.
- **Algebra II (1 unit):** Students will receive a review of the skills learned in Algebra I while being introduced to intermediate algebra skills. Major focus will be given to linear, quadratic, polynomial, and exponential functions. A TI-84 calculator is required. Prerequisite: Students must have completed Algebra I with a grade of “C” or better or permission of the instructor.
- **Pre-calculus (1 unit):** Students will demonstrate the skills of the previous math courses while strengthening the concept of functions. Topics include polynomial, rational, exponential, logarithmic and trigonometric functions. Other topics include sequences, matrices, limits, trigonometry, and systems of equations. A TI-84 calculator is required. Prerequisite: Students must have completed Algebra II with a grade of “C” or better or permission of the instructor. Pre-calculus is a fourth math option for a college preparatory diploma.

Physical Education

- **Health (1/2 unit):** Health education will emphasize the student’s responsibility to understand his/her own body and how to care for it, to maintain good physical and mental health, and to abstain from harmful substances and practices. Health will include family life, growth and development, nutrition, disease prevention, and substance abuse.
- **P. E. (1/2 unit):** This physical education class is designed to promote life-long fitness and recreational pursuits. Conditioning, flexibility, agility, and muscle strength will be promoted through a personal fitness schedule and regular recreational sport and fitness activities.

Religion

- **Bible I - Coming to Know Jesus (1 unit):** This course will explore the Christian life and a relationship with God. It will include an examination of the Bible and will focus on Bible study, Christianity, a relationship with Jesus, Christian life and growth, Christian witnessing, and Christ’s relationship with people.
- **Bible II - The History of God’s People (1 unit):** This course will explore the history of God’s people from the exodus from Egypt to the present. Students will study the plan of salvation through the story of God’s relationship with humanity.
- **Bible III—Biblical Teachings (1 unit):** This course will examine key doctrines of the Bible from a Christ-centered perspective. Students will explore the doctrines of creation, the Sabbath, righteousness by faith through Christ, and other doctrines. Students will also cover a unit on the books of Daniel and Revelation.
- **Bible IV—Christian Living (1 unit):** This course is a study of Christian living (first semester) and world views (second semester). During the first semester, students will start with a study of Hebrews, which reveals Christ as both human and divine, as well as our mediator. Students will then continue with a look at developing life philosophies and responding to moral issues. This will culminate in a research project with an oral presentation on current moral issues. During the second semester, students will study and analyze many of the major world views and religions from a Christian perspective. The second semester also brings a study on marriage and family, which includes vocation selection, personal finances, marriage, and community service. Students will be involved in practical research and projects that will broaden their understanding and appreciation for God’s gift of the family.

Science

- **Earth Science (1 unit):** Students will study the structure, composition, resources, and climate patterns of earth. Crustal deformations and physical history of the earth will be examined from both a uniformitarian and a catastrophic perspective. Regular laboratory exercises employ the scientific method to develop critical thinking skills and reinforce concepts explored, which include an overview of the solar system,

stars, and galaxies.

- **Biology (1 unit):** Students will explore core concepts of cellular and molecular biology to springboard investigations in genetics, anatomy and physiology, and ecology, culminating in a brief survey of biological diversity. Regular laboratory exercises and projects concretize the biological processes explored.
- **Chemistry (1 unit):** Students will investigate the nature of matter through a conceptual approach which explores atomic and molecular structure, relationships between matter and energy, chemical bonding, nomenclature, principles governing reactions of various compounds, and more! Regular laboratory exercises and individual projects are required and acquaint students with the SI system of measurement. Prerequisite: Students must successfully complete Algebra I. This is a College Prep course.
- **Physics (1 unit):** Students will employ critical thinking skills to drive logical problem solving with the SI system of measurement as mathematics, trigonometry, and dimensional analysis reveal the laws underpinning our universe. Investigations include those governing mechanics; thermodynamics; sound and light; electricity and magnetism; and nuclear physics.. Regular laboratory exercises reinforce the laws studied and foster the development of a cogently inquisitive mind. An amusement park visit to experience and study physics in action capstones the course. Prerequisites: Algebra I & II and Geometry.

Social Science

- **Maine State History Independent Study (1/2 unit):** Students will study what is now Maine, from ancient to contemporary times. Includes discovery, exploration, and physical geography, as well as human and economic activities in the region.
- **World History (1 unit):** Students will become familiar with the history and development of the world's key civilizations and emerging nation states, beginning with ancient times.
- **American History (1 unit):** Students will be introduced to the heritage and values of the United States of America from its discovery to the present. Projects and outside reading will supplement class work.
- **United States Government (1/2 unit):** Students will study the government of the United States of America, the U. S. Constitution, and how the government works in practice. Students will use a variety of methods to explore government, including research.
- **Historical Studies (1/4 unit):** This class is intended as enrichment and will allow students to study, research, and become familiar with historical perspectives on a pre-determined topic.

Business/Technology

- **Economics (1/2 unit):** This is an introductory course to the ideas and terminology associated with macro and micro economics. Extra reading is required.
- **Personal Finance (1/2 unit):** Students will be immersed into the world of personal financial planning and management using Dave Ramsey's *Financial Peace University* curriculum that has been adapted for teens.
- **Computer Applications (1 unit):** Students will build proficiency in computer use for personal/professional applications with emphasis on the use of the following office applications: word processing, spreadsheets, and presentation software. Computer concepts, architecture, history, and terminology, as well as Internet concepts, including safe use of the Internet and general networking concepts, are also explored.

Vocational Technology

- **Auto Maintenance (1/2 unit):** Students will learn what to look for in shopping for a car. Also, they will learn how to identify problems, do general service, and maintain a car. Class limit of 8.
- **Welding (1/4 unit):** Students will develop a basic understanding of welding and will be able to apply their knowledge to a hands-on activity. Class limit of 6.
- **Driver's Education (1/4 unit):** Students will complete all the requirements to receive their driver's permit.

Home Arts

- **Cooking (1/4 unit):** Students will learn basic cooking techniques with the goal of producing independence and confidence in the kitchen. Therefore, the ability to read and interpret recipes will be key. Also included is nutritional meal planning and the introduction of a wide variety of ingredients and ethnic cuisine. Class limit is 8.

FINANCIAL INFORMATION

Pine Tree Academy operates on a fixed-rate charging plan. When a student enrolls at PTA, they will be buying an education service. The charges for this service will be based on the yearly cost per service as outlined below. When registering, please note the following:

- Student accounts must be cleared from prior years attended or have an approved financial plan to clear the outstanding balance
- Pine Tree Academy uses the FACTS Management Program. Please see appendix 1, pg. 35, for an application
- An approved financial plan must be completed to cover the year's charges. This may include student labor, worthy student funds, sponsors, and matching scholarships
- Payment must be received at registration for the registration fee, first month's tuition, dorm fees, and dorm security deposit. Books are also purchased at registration
- If a family believes that special circumstances warrant other registration arrangements, they may request a hearing with the business manager and a representative of the Finance Committee

APPLICATION FEE

An application fee of \$25.00 per applicant will be charged for all students. This fee will be waived if the applicant was enrolled at PTA for the **entire previous year** and all electronic paperwork is received by the office manager by July 31.

DISCOUNTS/SCHOLARSHIPS

Multiple Child Discounts

- Second Child.....10%
- Third Child.....25%
- Fourth Child.....35%

Scholarships

- Matching Church Funds.....Up to \$500
- Worthy Student Funds.....Varies based on financial need
- Twelve-Year Attendee at Pine Tree Academy.....\$500
- Four-Year Participant in Music Program.....\$200

Recruitment Scholarship

A currently enrolled Pine Tree Academy student who successfully recruits a new student to Pine Tree Academy will be awarded one of the following scholarships.

1. If the new student is:
 - an academy dorm student.....\$500
 - an academy day student.....\$400
 - an elementary student.....\$300
2. If the new student previously attended Pine Tree Academy but not the school year immediately prior to the currently beginning school year, or they withdrew part of the way through the previous school year:

- an academy dorm student.....\$250
- an academy day student.....\$200
- an elementary student.....\$150

The scholarship will be placed on the recruiting student's account as follows:

One half of the scholarship will be credited at the end of the first semester and one half at the end of the second semester of the school year in which both the recruiter and the recruited are concurrently attending Pine Tree Academy. The financial accounts of both students must be current at those times for this scholarship to be awarded. If either of the accounts is past due, the scholarship will be held for up to three months to allow for delayed payment. The scholarship will be forfeited if, at the end of those three months, either of the students' accounts are still past due. The finance committee will review these situations and can make exceptions where considered necessary.

Recruitment will qualify for the scholarship if:

- Pine Tree Academy employees were not already recruiting the recruited student
- The recruited student is not a sibling of the recruiting student
- The recruited student's parents will sign the Pine Tree Academy form confirming that you recruited their child
- The recruited student did not attend Pine Tree Academy for the prior school year (with the exception of an early withdrawal during the prior year (See above.)

Each recruiting student/family can receive up to, but not more than, three recruitment scholarships for a given year.

EXAM PERMITS

The business manager will issue semester and final exam permits. Each student's financial account must be current or have satisfactory arrangements made.

FINANCIAL ASSISTANCE

Financial assistance is available for families wishing to send their students to Pine Tree Academy. It is the goal of the Finance Committee to help EVERY student who sincerely desires a Christian Education at Pine Tree Academy. Below are listed the various plans for financial assistance. Contact the business office for details and to work out a plan for your student.

FEES

A per-semester, per-organization fee will be charged as follows:

ATHLETICS FEES	PTA STUDENT	OTHER STUDENT
VARSITY BASKETBALL	200.00	300.00
VARSITY SOCCER	125.00	200.00
JV BASKETBALL	60.00	80.00
JV SOCCER	50.00	80.00
PE UNIFORMS	45.00	55.00

DISCIPLINARY FEES	
UNAUTHORIZED CALLS	50.00
VANDALISM/TAMPERING WITH SCHOOL SAFETY EQUIPMENT DEVICES AND LOCKS	150.00 Plus Cost of Repairs

All athletic gear is to be returned in good condition after the last game of the season or when a student withdraws from the team(s). Students will be charged \$100 for unreturned uniforms, and they will be charged the cost of replacing/repairing damaged uniforms.

Pine Tree Center for the Arts Semester Fees:

FINE ARTS SEMESTER FEES	PTA STUDENT	OTHER STUDENT
ACADEMY GROUP ART LESSON	150.00	
ART SUPPLIES	50.00	
ADV. BELL RINGERS	35.00	50.00
BAND	35.00	50.00
CHOIR	35.00	50.00
INT. BELL RINGERS	15.00	30.00
BEG. BELL RINGERS	15.00	30.00
CONCERT DRESS RENTAL	10.00	10.00
SHIRT & BOWTIE PURCHASE	22.00	22.00
INSTRUMENT RENTAL	40.00	40.00

VOCATIONAL ARTS FEES	PTA STUDENT	OTHER STUDENT
AUTO MECHANICS	60.00	
COOKING	60.00	
WOODWORKING	60.00	
WELDING	60.00	

SCIENTIFIC FEES	PTA STUDENT	OTHER STUDENT
SCIENCE LAB FEES	30.00 Per Sem	30.00 Per Sem

TUTORING	PER SESSION PTA STUDENT	PER SESSION NON PTA STUDENT
45 minutes	25.00	35.00
60 minutes	30.00	45.00

These fees are non-refundable after the first two weeks of each semester. PTA music, music folders, band/orchestral instruments, and concert attire is to be returned in excellent condition at the end of the school year, or when a student withdraws from the music group(s). Students will be charged the replacement value of the item(s) if they are damaged or not returned.

PRIVATE LESSONS	FEE PER LESSON
30 minutes	22.00
45 minutes	33.00
60 minutes	44.00

Reeds for woodwind instruments will be sold at cost. Costs vary according to the type of instrument.

Accounts 60 days past due will result in the immediate cancellation of private lessons/tutoring sessions.

Private Lesson Attendance Policy:

One music lesson/tutoring session excused absence (with 24-hour notice) will be given per semester. The exception is Pine Tree Academy off-campus activities such as field trips; **however, students are responsible for giving a minimum of prior 24-hour notice.** Students will be charged for other absences at the discretion of the teacher. Students will not be charged for teacher absences. When possible, music lessons/tutoring sessions due to teacher absences will be made up, otherwise student will not be billed. Teacher and student will arrange the make-up time.

One week notice is needed in order to drop music lessons and tutoring sessions. Notification of withdrawal, requests for refunds and any changes in status (i.e. changing length of music lesson/tutoring session) **must be made through the PTCA Director, not through the individual teacher.**

GRADUATION FINANCES

Candidates for 8th and 12th-grade graduation will be allowed to participate in the graduation ceremonies; however, only those with paid-in-full accounts will receive their diplomas.

MATCHING FUNDS

This is a two-for-one scholarship: for each \$2 given by a student's home church (not to be contributed by family members), Pine Tree Academy will award \$1 up to \$500 maximum. It will be limited to the availability of funds. Forms are available, and deadlines must be met.

Student earnings from Camp Lawroweld and the NNEC summer literature evangelist program will be matched at 25%, up to \$500/year.

MISSED SCHOOL DAYS

Students entering or withdrawing at irregular times will be charged on a pro-rated basis for days in attendance.

Students who are suspended at home will not receive credit for days missed. Credits will not be given for any regular school vacation or days missed by school closures.

REMITTANCE

All checks, drafts, or money orders, other than to **FACTS Management**, should be made payable to "**Pine Tree Academy.**" Please send all payments directly to the Business Office.

SENIOR CLASS TRIP

Parents must be current with their financial plan in order for a senior to participate in the senior class trip.

SPECIAL FEES

A \$10.00 locker fee is due at registration. This fee is refundable at the end of the school year after inspection confirming that the locker is clean and in good condition.

Activities such as music clinics, Bible/prayer/leadership conferences, eighth-grade and senior-class trips, and field trips all require payments in advance.

Any lunch served under the hot lunch program requires a separate payment.

TEXTBOOK COSTS

Charges will be made for books at registration. Used books are sold on a first-come-first-served basis. At the end of the school year, PTA will buy back textbooks, in good condition, that will be used the following year. A rental fee may be charged for textbooks that are used and then returned at the end of the school year.

Estimated Cost of Books and Supplies

KINDERGARTEN	\$100-\$200
NON-CONST KINDERGARTEN	\$100-\$200
GRADES 1 to 8	\$100-\$200
NON CONST GRADES 1 to 8	\$100-\$200

ACADEMY DAY STUDENT	\$250-\$350
NON CONST ACADEMY DAY STUDENT	\$250-\$350
ACADEMY BOARDING STUDENT	\$250-\$350
NON CONST ACADEMY BOARDING STUDENT	\$250-\$350

TUITION AND REGISTRATION FEES

Students whose families are members of the Brunswick, Freeport, and Portland Seventh-day Adventist Churches are considered constituent (Const) students. Members of these churches contribute a large portion of their budgets to Pine Tree Academy through church offerings. As a result of this significant financial support for the school, family members of these churches receive a discounted tuition.

The registration fee covers classroom supplies, student accident insurance, library books, national and regional testing materials, PTA yearbook, and student association dues. The registration fee is non-refundable. The registration fee is due at the start of school.

	REGISTRATION FEE	TUITION	ROOM & BOARD	BOOKS & SUPPLIES	SECURITY DORM FEE	TOTAL	DUE AT REGISTRATION (Returning)
KINDERGARTEN	425.00	3918.00		200.00		4543.00	816.80
NON-CONST KINDERGARTEN	425.00	4926.00		200.00		5551.00	917.60
GRADES 1 to 8	425.00	3918.00		200.00		4543.00	816.80
NON CONST GRADES 1 to 8	425.00	4926.00		200.00		5551.00	917.60
DAY STUDENT	550.00	7686.00		300.00		8536.00	1318.60
NON CONST DAY STUDENT	550.00	9809.00		300.00		10659.00	1530.90
BOARDING	550.00	7686.00	5120.00	300.00	200.00	13856.00	2030.60
NON CONST BOARDING	550.00	9809.00	5120.00	300.00	200.00	15979.00	2242.90

	CHARGE	MULTI-CHILD MONTHLY DISCOUNT 10%	MULTI-CHILD MONTHLY DISCOUNT 25%	MULTI-CHILD MONTHLY DISCOUNT 35%
CONST ELEMENTARY	3918.00	39.18	97.95	137.13
NON CONST ELEMENTARY	4926.00	49.26	123.15	172.41
CONST ACADEMY	7686.00	76.86	192.15	269.01
NON CONST ACADEMY	9809.00	98.09	245.23	343.32

Monthly statements will be mailed to the parent or guardian. Tuition will be paid through FACTS Management. All families must enroll in the FACTS MANAGEMENT program for tuition payments. The only exception is if families pay the tuition up front in full. Paper applications for FACTS MANAGEMENT are available at the PTA Business Office, or families can enroll electronically from the PTA Website. Tuition is paid in ten (10) equal installments. Charges other than tuition need to be paid directly to PTA.

WORK/STUDY PROGRAM

For on-campus work, Pine Tree Academy will take into consideration the capability of the student in skill, demonstrated work ethic, willingness, availability, and age. Boarding students are given first priority for on-campus jobs. Students will sign a contract stating that they understand what is expected of them and will abide by and respect the rules of the work supervisor. Maine Student Employment Laws are:

- **Age 15 and under**
 - Maine work permit required
 - Only one active work permit during the school year (one job at a time)
 - Must apply through the school business manager with copies of social security card and birth certificate
 - Parental signature is required on application or letter permitting child to work at the specific job
 - A student may work a maximum of 3 hours per day and 18 per week and only until 7:00 PM
 - Students may NOT work during the hours school is in session if they are age 14 or 15
- **Age 16 and older**
 - No work permit required
 - May work a maximum of 4 hours per school day, 20 hours per school week, 28 hours per week during school breaks (holidays) and only until 10:00 PM on school days and 12:00 AM on non-school days

Monies will not be paid in cash but, rather, will be put on the student's bill.

Students enrolled contingent on student labor must receive financial clearance from the Business Manager prior to signing up for after-school curricular activities that conflict with their work program.

GENERAL GUIDELINES

ACTIVITIES/CLUBS/ORGANIZATIONS

After-school and weekend events that are not associated with required, graded credit courses are considered non-curricular or voluntary. School conduct rules, however, still apply. A student may be excluded from the event or participation in the event at the discretion of the supervising school personnel. League-sponsored athletic participation is subject to the rules of the Maine Principals Association, athletic director, and coaches (Athletic Council).

Senior and Eighth-grade Class Trips

All senior-class mission trips are limited to four school days. Senior class trips that are not mission trips are limited to two school days. Eighth grade class trips are limited to two school days.

National Honor Society

All sophomore, junior, and senior students who have a 3.0 GPA or above, have no F's, and who demonstrate positive school citizenship, leadership, and character may apply for membership in the National Honor Society (NHS).

Local selection procedures for the NHS are as follows:

- Registration packets are given to eligible students two weeks prior to the due date of the completed activity.
- Completed activity information forms are due to the NHS faculty adviser on a given date in February. If students have been deferred for character reasons at a previous point, they are encouraged to also submit a personal statement, addressing how they feel they've demonstrated growth and improvement in the areas of former concern.
- Cumulative high school grade-point averages of 3.0 or above are verified.

- The faculty council meets to review the names of those individuals who submitted their completed forms for consideration. When selecting students for membership, consideration is given to the three additional facets of leadership, service, and character.
- For leadership, students are expected to have substantially filled positions to which they have been elected by peers as well as having exhibited informal leadership in the way they inspire motivation of their peers toward achieving worthy goals.
- For service, students are expected to have contributed willingly to school-provided opportunities as well as demonstrating substantial involvement in self-motivated opportunities to provide ongoing service in the church and/or community. (Special attention should be given to service activities outside of school.)
- For character, students are expected to have fully embodied the qualities of respect, responsibility, trustworthiness, fairness, caring, and citizenship. To the knowledge of the faculty council, who have worked with the individuals in many situations inside the classroom and through co-curricular and extra-curricular activities, these students will have demonstrated personal traits that are beyond reproach and represent the best of what Pine Tree Academy exists to encourage.
- During April, letters informing students about the decisions of the faculty council are sent from the NHS faculty adviser to each student who submitted a form.

Clubs and Organizations

All clubs, committees, and organizations must be planned with and supervised by a faculty sponsor. The principal should be consulted in planning any non-routine activities.

AFTER-SCHOOL STUDY HALL

A program of after-school study halls is provided for students in grades 7-12. This program is from 3:00 – 5:00 PM, Monday-Thursday. There will not be study hall on Friday. Students in grades 7-12, who remain after school, are required to attend supervised study halls unless they are working for the school or in a legitimate class.

ATTENDANCE

Absence and Tardy Policy

Class attendance and record-keeping are required by Maine State Law. Students are required to attend their classes, school assemblies/chapels, study halls, work assignments, and extracurricular and athletic commitments promptly and regularly. Missed appointments (and tardy arrivals) create difficulties for students and additional work for staff. Because our campus is small, a student should rarely (if ever) have an unexcused tardy to an appointment.

When unexcused absences occur, as determined by the school administration, they will be treated in the following manner:

- When a pattern of unexcused absences is established, a letter will be sent notifying the students and the parent that there is a problem.
- Any accumulation of unexcused tardiness and absences may lead to the convening of a Disciplinary Committee meeting.

If a student is late to school, or to class, s/he should report to the office to receive a blue slip from the office manager and present it to the classroom teacher. A total of nine (9) class absences for secondary and eighteen (18) day absences for elementary are allowed per semester (excused and unexcused) including those accrued through tardiness. Being late four times, to a class, is considered equivalent to one absence. Absences beyond 9 or 18 may result in a No Credit [NC] grade. The State of Maine permits a school to withhold an academic credit if more than 20% of class time is missed during the quarter, semester, or year (depending on length of course.)

Students must arrange for make-up work with teachers and complete all work in a timely manner. Assignments that are not made up will be reflected in the quarter and semester grades. We encourage families to align their personal vacations with school vacations. For family trips taken while school is in session:

- 1) a planned absence form must be obtained from the office and filled out
- 2) this absence must be communicated with the classroom teacher and where possible, potential work

assigned ahead of time.

Some classroom activities, by their very nature, can not be made up when a student is absent. Some of these missed activities may include valuable information that may be needed for a future test or assignment. High school students must meet with the administration and classroom teachers in advance to clear the arrangements for the trip. Parents of elementary students must meet with the administration and teacher and the "Planned Absence Form" must be filled out and filed with the school office. Parents must supply a narrative statement describing how the educational requirements of the school will be met. If a student is absent for the school day, they should not attend any after-school extra-curricular activities or appear on school grounds for any reason.

Written/Verbal Explanations

All absences and tardiness are automatically recorded as unexcused until proper written notification is received. Parents must write, text, email, or call in an explanation for each absence giving the student's name, date of absence, reason for absence, and parent signature. To be valid, excuses must be received by administration within two (2) school days upon return.

Excused Absences

Absences from PTA may be excused only for the following reasons:

- Sickness of the student
- Death in the immediate family
- An emergency
- A pre-arranged educational experience or family need, approved by the principal

As far as possible, all out-of-school appointments (e.g. medical/dental visits) should be scheduled for school breaks, school holidays, after-school hours, or during the summer break.

ASBESTOS/PESTICIDE NOTICE

NOTIFICATION OF PRESENCE OF ASBESTOS AS IN COMPLIANCE WITH "ASBESTOS HAZARDOUS EMERGENCY RESPONSE ACT" TO INDIVIDUALS ENROLLING THEIR STUDENTS IN PINE TREE ACADEMY.

Inspection of the physical plant in 1988 found non-friable asbestos in the elementary hallway and in two elementary classrooms containing approximately 15% asbestos in the elementary wing tile floors under the inlaid carpets. An Asbestos Inspection and Management Plan is available for review at the administrative office.

There are procedures and standards for applying pesticides in and on school grounds. "Pesticides in Schools Regulation" and the pest management activity log is available for review. Periodically, pesticides may be applied to school buildings and grounds. Contact the IPM coordinator, Wayne Harlow, at 207-865-4747.

CAMPUS GUESTS/VISITORS

Guests of students are welcome for occasional campus visits, but we ask that there be no interference with the student's daily program. Any guests wishing to stay overnight in the residence halls must obtain prior approval from the appropriate dean. All guests are expected to maintain the same standards of conduct as PTA students. School and class activities are open only to PTA students, unless approved by the administration.

Visitors are welcome at PTA but should always report and sign in at the school office. Students wishing to bring a guest to class must ask the principal or vice-principal at least 24 hours before a visit and obtain a signed guest pass from the office.

CANCELLATIONS

For weather-related cancellations, PTA generally coordinates with the closings and delays of the local school district. Delays and closings are noted on television channels 6, 8, and 13, as well as the Portland Radio Group.

ELECTRONIC DEVICE/CELL PHONE POLICY

Cell phones/electronic devices may serve as an outstanding instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other 21st century devices to supplement instruction and learning. In order to preserve the teaching and learning environment, this statement is to clarify the electronic devices/cell phone policy for Pine Tree Academy.

- Cell phones/electronic devices may only be used for educational purposes in the classroom setting. Teachers, staff, supervisors, and coaches will instruct students, in advance, if the use of their devices will be allowed. Electronic devices are not to be used at any other time while under school supervision.
- Cell phones-must be turned to vibrate before entering the school building and placed in a purchased Yondr pouch. Students may only power their phones at the request of the classroom teacher. Other electronic devices such as but not limited to tablets and computer watches should be powered OFF at all times.
- If a cell phone/electronic device rings, vibrates, or is used for any reason without teacher permission, or is visible anytime during class time or if students are caught using it on campus during class time, a staff member may confiscate the device.
- Refusal to surrender the phone or electronic device when asked is considered defiance. Defiance may result in disciplinary consequences, including suspension. Parents will be contacted.

First Offense - the device will be held in the school office until the end of the school day. Students may pick up their phone at the end of the school day.

Second Offense - the device will remain in the main office until the end of the school day. An administrator will establish parent contact. Phone may only be picked up by a parent.

Third Offense - the device will remain in the main office until the end of the school week. The administrator will issue an in-house suspension. Phone may only be picked up by a parent.

To contact your child, during the school day, please contact the main school line at 207-865-4747.

CHAPELS/ASSEMBLIES

Chapel and assembly programs are an important part of the PTA experience. Books, notebooks, and other study materials are not to be taken to chapel or assembly. Courtesy and appreciation should be shown to all speakers, performers, and program participants.

CHILD ADVOCACY SCHOOL

PTA, in accordance with Maine State Law, is a child advocacy school that takes an active role in reporting suspected child neglect and child abuse to the proper state authorities. A copy of the Maine State Law is available in the office.

COMMUNITY SERVICE PROJECTS

PTA expects its students to be involved in service projects. These projects provide a practical application of the principles taught in the classroom. PTA is committed to providing opportunities for students to serve others. Some opportunities include school work days, nursing home visits, assisting the elderly, and participating on mission trips.

CONDUCT

Good conduct promotes a safe and pleasant environment and is expected of all students in the school building, on campus, and at off-campus school functions. By enrolling at PTA, each student agrees to abide by its rules, and each parent agrees to support the school's policies, which fall into the following categories:

- Any time a student is on campus
- Any time a student is participating in or attending a school-sponsored event
- Any time a student is officially representing the school
- Any time a student is traveling to or from school or on school-authorized transportation
- Anywhere a student has been transported by the school
- On day and weekend sign-outs and home in the community
- In cyberspace
- In the dormitories

There are some practices which should not be permitted in a school environment. Any student engaging in activities such as (but not limited to) the following, **on or off campus**, becomes subject to major discipline, or the student being asked to withdraw from school:

- Using, handling, possessing, or furnishing tobacco, **vape**, alcoholic beverages, narcotics, or drug paraphernalia
- Using or possessing dangerous weapons, firearms, or explosives of any kind (this includes BB guns, pellet guns, fireworks, knives, etc.)
- Unauthorized presence in a private location with a member of the opposite sex
- Breaking and entering school facilities
- Gambling or the possession of gambling devices
- Using profane or indecent language
- Possessing or displaying obscene literature, pornographic pictures or articles, or occult materials and games
- Dishonesty in any form
- Willful destruction of property
- Tampering with fire equipment or the fire alarm system
- Disrespecting the religious ideals and faith held by the Seventh-day Adventist church
- Improper sexual or physical conduct
- Conspiracy to perform or participate in initiations, hazing, bullying or any act that may injure, degrade, or disgrace a fellow student
- Defiance or insubordination to any faculty or staff member
- Leaving campus without permission

Students facing discipline regarding these issues will incur an in-house suspension or be sent home until the discipline committee meets.

DISCIPLINARY FEES	CHARGE
VANDALISM/TAMPERING WITH SCHOOL SAFETY EQUIPMENT DEVICES AND LOCKS	150.00 plus the cost of damages

COMPUTER USE POLICY

Introduction

The use of all computing resources at Pine Tree Academy is a privilege that can be suspended or revoked if abused. Suspension or revocation of computer privileges is at the discretion of computing administrators and can be invoked at any time once sufficient evidence of misconduct is present, either through direct observation; teacher report; or review of access and files, email, or audit logs.

Students who lose computer privileges will not be allowed to access any Pine Tree Academy computers. If the student is taking Computer Applications, automatic failure may be granted.

Use Guidelines

Academic computer usage always take precedence over personal computer use.

Students should not print anything (other than an assignment) without permission from the teacher who is supervising. Multiple copies should not be printed, and double-sided printing should be selected whenever possible.

If a document is created at home for printing in a computer lab, the document should be sent as an email attachment. Use of personal media, including diskettes, CDs, or other removable devices in PTA computers is not allowed due to the risk of virus, malware, or spyware transmission.

BYOD (Bring Your Own Device)

Use of personal devices on the PTA network is not allowed. At this time, students should not bring phones, iPods, iPads, laptops, tablets, or other personal communication devices expecting they can be connected to the PTA network, or used via built-in broadband networking on school grounds. If students bring personal devices and use them without permission, or in a manner described in this Handbook, appropriate disciplinary actions will be taken. If students would like to have their cell phone with them on the school grounds, they must purchase a Yondr lockable pouch from the school office. They will be then be able to control their own property, but be unable to use it until administration unlocks the pouch.

No Expectation of Privacy

Pine Tree Academy monitors computer and Internet usage and may review any communications on its systems, and is able to override all passwords, if necessary. Users do not have a privacy right in the data stored on, or accessed by, school equipment, including messages sent, received, or stored on the email systems or in their use of the internet applications such as Google docs, slides, or other extensions. Passwords to these systems exist for the benefit of the student and the school. Users should have no expectation that the ability to choose a password for a system in any way limits the ability or right of Pine Tree Academy to monitor all activity.

Safety

Pine Tree Academy strives to provide appropriate access to the Internet and other online tools required for learning. While the Internet provides access to information that is educational and beneficial, it may also provide access to objectionable material. Some sites on the Internet contain material that is defamatory, inaccurate, abusive, obscene, profane, racially offensive, socially unacceptable, and illegal. Such material is not condoned by PTA and is not permitted to be used or knowingly viewed at PTA by any user at any time, unless under direct supervision by a teacher for educational value.

Pine Tree Academy uses a Children's Internet Protection Act (CIPA) compliant filter (ComSifter) to prevent access to many objectionable sites on the main campus. Evidence of this filter must be provided to The State of Maine each year to maintain free, high-speed Internet access. Using this filter, access may be granted to "age appropriate" materials for varying grade levels. However, the fact that ComSifter allows access to some material does not mean

the material, or its access, is permitted. Pine Tree Academy cannot guarantee the accuracy and validity of the filter systems in place, or any material accessed on the internet, and cannot be held liable for material on the Internet deemed objectionable or inappropriate.

Filters, and close personal monitoring are used to prevent access to objectionable material in each dormitory. Please contact a dormitory dean for more information on use of personal devices, security, and filtering in the dormitories.

Use of the Internet as a responsible Christian is required at all times. If ComSifter blocks a necessary site, or does not block an objectionable site, contact Mr. Dayen or your teacher with the web site address and specific circumstances. If any objectionable material is used, viewed, or downloaded, PTA may be denied high-speed Internet access by the State's Maine School and Library Network without warning. To maintain a safe, secure online experience, PTA recommends that students

- Do not give any personal information over the Internet (their information or anyone else's)
- Forward email only when necessary, and only to required recipients, and delete email from unknown sources, or email that is suspicious; These emails should be deleted immediately
- Notify your teacher, or Mr. Krueger as soon as possible if a security issue is suspected on any school-owned device (Examples include sharing passwords, bypassing security measures, unauthorized access including people who have lost lab privileges accessing lab resources)

The following behavior is not permitted while using school electronic equipment:

- Consuming food, beverages, gum, or candy
- Violating copyright laws, including plagiarism, downloading music/movies, etc.
- Wasting resources (i.e. toner, paper, ink)
- Using the Internet or computers while access privileges are suspended or revoked
- Using another user's password or trespassing in another user's folders, work, or files
- Attempting to access the servers or network hardware which you do not have permission to access, including hard-wired network connections or wireless network connections for personal devices
- Attempting to interfere with, or bypass, security or content filtering systems
- Installing software or downloading programs (including shareware, demos, or commercially purchased software)
- Storing or using copyrighted material without legal authorization or express written consent of the copyright holder; This includes pictures, graphics, written material such as books, magazines, or news articles, and music in printed or media form
- Altering or damaging computers; networks; or software, including modifying standard configurations, icons, screen savers, wallpapers, system controls, applications, etc.
- Accessing, creating, or distributing offensive, obscene, or inappropriate material
- Using the network for your own commercial purposes
- Accessing or participating in blogs, chat rooms, file sharing, peer-to-peer applications, instant messaging, or social networking, unless done so as part of a class learning activity with teacher permission and supervision

Users who engage in the behaviors listed above may have their computer and internet privileges temporarily or permanently revoked.

Security

All students are assigned a unique username and password for external resource access, such as Google Apps for Education. Misuse of resources traced to a unique account will result in disciplinary action being taken against the account owner.

Pine Tree Academy will install and use security software on all school resources. Any tampering, removal, or attempts to disable security software is subject to disciplinary action.

Statement of Understanding

Students are expected to agree in writing to the following statement: "I understand the above guidelines and will comply with them. I understand that, if I am found in violation of these policies and procedures, my computer privileges will be suspended or revoked without warning, which could negatively impact completion and credit for coursework. I also realize and understand that I am and will be held responsible financially and otherwise for any damage done to PTA computing resources, either through neglect or deliberate action."

DAILY DISMISSAL PROCEDURE

All students taking a bus will meet in the elementary hallway by the back stairs as soon as the bell rings for dismissal. The Portland van will leave at 3:10, the Brunswick van will leave at 3:15.

Students who are driving themselves need to leave immediately following dismissal.

Parents picking up children will circle around in front of the school, staying in line, and pick up their student from the front entrance.

Parents requesting a meeting with a teacher will need to park in the Freeport Church parking lot and then pick up their student when their meeting is concluded.

DISCIPLINE

When a student exhibits inappropriate behavior, counseling and redemptive measures will be employed whenever possible. There may be times, however, when the school cannot adequately meet the needs of the student. In such cases, the student may be asked to withdraw from school. In every case, individual situations will be considered.

A student with a grievance may request a hearing with the principal. If the student is not satisfied, he or she may appeal to the PTA Board and then to the Northern New England Conference K-12 Board.

Teachers in Grades Pre-K-8 will individually set their own classroom general behavior expectations. These will cover issues such as being prepared for class, talking when not appropriate, and distracting others. More serious offenses may be brought before the principal or Discipline Committee. Parents and students will receive a handbook from each teacher outlining their expectations.

The Discipline Committee is comprised of the principal and/or vice principal(s), faculty related to the violation(s), or whose expertise is requested by the administration, the administrative assistant, and an elementary teacher representative.

DISCIPLINARY ACTIONS

Students who become involved in areas of problem behavior will be subject to certain disciplinary actions. Depending upon the behavior of the student, one or more of the following actions may be taken:

- **Disciplinary Referral** - Forms are sent, and in some cases, phone calls are made to inform student and parents of a disciplinary incident involving the student and the corrective action taken by the faculty, staff, or discipline committee.
- **In-house Suspension** - Student is placed in a supervised area away from peers and other school activities. The student is provided his/her class work and homework for the time period of suspension.
- **Out-of-school Suspension** - Student does not come to school or participate with extracurricular activities for the period of time of the suspension. Class work and home work is provided for the time out of school. Additional requirements, reflective essays, or research papers may also be assigned during this suspension.
- **Counseled Withdrawal from School** - With this action, the parents and student make a decision to formally withdraw from school. After a period of separation, the student may re-apply for admission to school.

- Expulsion from School - This is exclusively a school board action whereby the student is permanently separated from the school. They will not be allowed to re-apply or be considered for admission or re-admission.

DRESS CODE

PTA has a school uniform (see separate uniform sheet) which is designed to promote school success. The basic principles are school professionalism, positive value reinforcement, modesty, simplicity, cleanliness, safety, and health. This policy applies to all student association functions, field trips, graduation events, and conference/union events. (Please see the Appendix 2, pg. 38 for a detailed dress code.) Specific student guidelines are as follows:

- Students should wear uniform attire for the entire school day, including study halls. Uniforms must be the appropriate size and modestly fitting for each student
- Sweat-pants are not to be worn under skirts
- Headgear can not be worn inside the school building. Headgear is defined as hats, bandanas or any item that covers the head. Exceptions due to religious reasons will be cleared by the administration
- Any form of dress that is disruptive or calls attention to itself or does not represent the philosophy of PTA, will not be permitted
- Clothing that is dirty, torn, frayed, baggy, or improperly fitting should not be worn to school (loose fitting pants must be belted).
- Hairstyles must be appropriate for school and must be neat and clean; extremes in hair styles and hair colors are to be avoided
- Jewelry is not permitted
- No excessive makeup should be worn, including but not limited to nail polish; neutral tones are acceptable
- Shoes/sneakers must be worn at all times; no winter boots, no boots above the calf, no steal-toed boots
- Sweatshirts (even PTA sweatshirts) are not part of the uniform code, and will not be acceptable as part of the uniform this year
- Students who cooperate with the uniform policy will be able to participate in weekly dress down Fridays which include Pine Tree Academy polo, jeans and any official outerwear (sweater, sweatshirt)

ELECTRONICS

Toys, radios, recorders, TV's, CD Players, MP 3's, games, iPods, and other personal non-academic property are not to be brought to Pine Tree Academy or used by students except as requested by teachers for class assignments. Electronic books may be used after permission has been given by the classroom teacher. This also applies to school-sponsored activities off campus. Students should not bring toys or personal property except with a teacher's specific permission.

Laptop computers and personal digital assistants may be used only for class work and will need to be observed and monitored in accordance with the computer lab policy. Items brought to school without permission may be taken and returned at the staff member's discretion. Permission is the operative word of this policy.

Please see specific cell phone use policy on page 25.

EMERGENCIES

When student injuries occur, appropriate first aid will be provided, and emergency vehicles will be called if needed. Parents/guardians will be promptly notified. Students will be taken to the nearest hospital unless the parents request an alternate hospital. We endeavor to have all full-time PTA faculty certified in CPR and First Aid. A written report and student insurance form will be filed in the office.

FIRE/EMERGENCY DRILLS

All students are expected to cooperate in fire and emergency drills. The teachers take drills seriously and expect students to comply with all requests. Fire drills occur once a month.

FRIENDSHIPS

A Christian school is a wonderful place to develop friendships. You will find many opportunities for wholesome association at PTA. All students are expected to conduct themselves with the dignity befitting a Christian. Many friendships formed here will last a lifetime. It will be to your advantage to choose your friends carefully.

Pine Tree Academy encourages appropriate mixed association, but expects students to follow a “hands-off” policy. A couple that spends excessive time together and/or becomes involved in public display of affection may be placed on social restriction or face other consequences. This process can be initiated by ANY staff member and will continue until removed by the Discipline Committee. The purpose of social restriction is to separate the students so that they can view their relationship from a distance. Students must be careful to avoid situations that can be misinterpreted. Secretive or unsupervised associations are not acceptable.

HOME AND SCHOOL ASSOCIATION

The Home and School Association is an organization of parents, students, teachers, and friends which provides support for the overall school program, social interaction, and communication. Home and School meetings provide a forum for issues or interest. Parents, teachers, and students are strongly encouraged to be active in the Home and School Association.

MEDICATIONS

If a student needs to take medication during school hours, the student’s parent and physician must fill out a form. Medication forms may be obtained from the school office. Medication should be kept in the original prescription container with the student’s name on it. Medications, herbs, and vitamins are not to be shared by students. Medications will be kept in the school office (or by the elementary classroom teacher) and administered at the appropriate times. All changes must be updated immediately. In addition, any unlicensed school personnel will not be allowed to dispense any medications unless they receive authorization to do so after the completion of State of Maine-approved training by an appropriately licensed medical professional.

Students (under Public Law Chapter 531) are allowed to carry and self-administer emergency medications, specifically asthma inhalers and epinephrine auto-injectors provided that:

- There is prior written approval from the student’s health care provider indicating that the student has the knowledge and the skills to safely possess and use an asthma inhaler or an epinephrine auto-injector
- There is prior written approval (for minor students) from the student’s parent or guardian
- The student demonstrates, to the school nurse, appropriate technique to ensure proper and effective use of an asthma inhaler or an epinephrine auto-injector

LOCKERS

Lockers belong to the school and are provided for students in grades 1-12. Since the hallways must be kept clear, students should bring to school only what they can fit in their lockers. Lockers should be treated carefully and kept closed, and clean. Only school-provided padlocks are to be used if a student wishes to lock their locker. The school is not responsible for items damaged or stolen in lockers. Any items of value should be stored in the school safe. Lockers are not to be decorated on the outside. “Sticky-tac” or magnets are the only adhesive devices that can be used in lockers. Stickers, tape, glue, etc. are never to be used. PTA staff may search lockers at any time with administrative approval, with or without the presence of students.

PARENTAL GRIEVANCE PROCEDURE

The goal of PTA standards, regulations, and discipline is to create a safe school environment for teaching and learning. Anything that contributes to this goal will be encouraged. Anything that interferes will be discouraged. To accomplish these goals, the primary responsibility rests with the classroom teacher to create a positive learning environment. When a student is not effectively contributing to this environment, certain procedures will be followed. Effective communication between the home and school is essential to the well-being of students. Without such communication, simple misunderstandings can escalate into serious problems. To prevent misunderstandings and aid problem-solving, the following process, based on Matthew 18, has been adopted. Within ten days of the school incident or situation, a parent or guardian may appropriately disagree with the school through the following process:

- Contact the staff most directly related to the situation
- Speak directly to the individual(s) involved and seek resolution
- If unresolved, speak with the principal (or vice-principal)
- If still unresolved, contact the school board chairman
- If further appeal is needed, ask for a full PTA Board Review (An appeal to the full board must be made within 10 days after contacting the school board chairman. The Superintendent of Education must be notified of this meeting)
- If still unresolved, contact the conference superintendent of schools and explain the problem in writing (The Superintendent of Education (207) 797-3760 will attempt to resolve the problem by meeting with the parent, teacher, principal, and school board chair)
- To continue the process, ask the NNEC Superintendent of Education for an appeal to be made to the NNEC K-12 Board of Education

In all cases, communicate directly with the person or persons involved. Attempt to resolve problems in the simplest and most direct manner possible. If necessary, a mediator can be brought in to meet with all parties involved in a conflict. Good will and cooperation insure that most misunderstandings can be solved in a timely and acceptable manner.

PARENTAL RESPONSIBILITY

The success of Pine Tree Academy depends largely upon the good faith and cooperation between home and school. Regular attendance and promptness in meeting appointments are necessary for successful schoolwork. Parents should help schoolteachers by providing the following aids to school success:

- Support the school in all matters of policy
- Support the school in all matters of discipline
- Arrange for student(s) to arrive at Pine Tree Academy early enough to be in their desks on time each morning
- Provide adequate school supplies and study aids
- Provide a place for students to study at home and regular home-study hours
- Limit or eliminate television viewing during the school week
- Observe vacation days listed in the Pine Tree Academy calendar
- Monitor the diet, health, and exercise program of the student
- Keep all contagious students at home. If a child is out of school for a contagious disease, the school should receive a note, before the child returns to school, stating that the child is not contagious
- Make an effort to contact the office (secretary or voice mail) prior to school beginning if your child is sick or absent
- Inform the office if you must take a student off campus during school hours
- Write a note of explanation to the school secretary for each absence and tardy

PROPERTY RIGHTS

Each student is expected to respect PTA and all other private property. A student will be required to pay for property damage. A fine of \$150 may be charged to any student tampering with electrical, fire, or safety equipment, or any school locks. A fine of \$150 or the cost of re-keying the school will be charged for the unauthorized possession of a

key to any school lock or unauthorized entry into any PTA room or building.

SAFE SCHOOL PROGRAM

The PTA Safe School Program is a plan to meet the needs of students physically, academically, emotionally, and spiritually. Parents have a right to expect their children to be safe at school, and students have a right to be safe. We ask for the cooperation of all parents and students to insure the success of this important program.

SEXUAL HARASSMENT AWARENESS AND PROCEDURE

It is important for PTA to maintain a Christ-centered school environment characterized by human dignity. We believe that sexual harassment of any form should never be a part of that environment. PTA values the right of all staff/students to work, study, and teach in an environment free of sexual harassment. Therefore, our policy is, to provide an awareness of the kinds of contact which may be construed as sexual harassment.

Sexual harassment constitutes unwelcome sexual advances; requests for sexual favors; any verbal, spoken, or written sexual action; or physical contact of a sexual nature. This includes offensive pictures, graffiti, jokes, gestures, and inappropriate touching. Submitting to offensive sexual conduct in exchange for academic credit is prohibited sexual harassment. False accusations are a form of sexual harassment.

If action is student-to-student, persons who believe they are being sexually harassed should: 1) tell the harasser to stop, in clear language; 2) report the incident to a teacher, staff member, dean, or principal; 3) report additional incidents as they occur. If action is adult-to-student, the student should report directly to the principal or another responsible adult.

Upon receiving a complaint of sexual harassment, detailed records of the harassment will be kept, including dates, time, and places, as well as names of witnesses and other relevant information. Parents or guardians will be informed when students are involved. Investigation will be conducted as promptly and confidentially as possible. Discipline will fit the behavior and age of the offender. Progressive discipline will be used unless the first offense is of a highly serious nature. If it is abusive in nature, the complaint will be reported to appropriate state officials.

Sexual harassment constitutes an infraction of PTA personnel and student policies and becomes grounds for disciplinary action including: 1) verbal warning; 2) written warning; 3) suspension and/or 4) expulsion. Successive violations are grounds for progressively severe disciplinary actions. Gross violations will result in immediate dismissal.

The responsibility of this policy rests with all personnel and students. Personnel and students are encouraged to voice concerns and/or complaints for discussion and timely resolution. Any staff or student who fails to support a harassment-free, Christian environment is a liability to PTA and could be subject to appropriate disciplinary action or dismissal.

STUDENT INSURANCE

Each student is required to purchase Student Insurance through PTA. The school will be held accountable only to the terms of this policy. Coverage is provided for school activities both on and off school premises. Any injury to a student must be immediately reported to the teacher in order to qualify for coverage.

Skateboards, roller blades, and snowboards are not permitted on the school grounds for insurance and safety reasons. These activities are permitted as organized activities under the supervision of school staff or delegated adult and with proper safety equipment. Students are expected to wear proper safety equipment including, but not limited to, helmets when riding bicycles and/or unicycles while on campus.

TRANSPORTATION

Pine Tree Academy operates a closed campus. Students are expected to stay on campus until the school day ends.

Students may leave campus only with the permission of the principal and the parent, guardian, or dean.

The purpose of a student bringing a vehicle to school is to facilitate that student's transportation to and from home. The vehicle should be locked after the student arrives, and should remain locked at all times while on campus. PTA maintains a "closed campus" policy. When a vehicle arrives on campus, it is to stay parked until the driver leaves to return home. Any exceptions will be arranged through the school administration (or dean when applicable), with the approval of the student's parent(s)/guardian. Students are not to loiter in the parking area, or sit in cars. All Maine motor vehicle laws are to be obeyed, and extreme caution is to be used while driving on, or near academy property, including the Freeport Church parking lot.

Written parental permission AND administrative permission must be granted from BOTH families in order for a student to ride with someone who is not an immediate family member.

The following guidelines are to be followed for field trips, club outings, bus/van service, or tour groups:

- Bus service is not guaranteed, but is a courtesy that the school will provide as often as possible. It is the parent's responsibility, ultimately, to get their children to and from school.
- Students are to remain seated while the vehicle is in motion
- Students must wear seat belts and use booster seats if they are required by Maine State Law according to height and weight
- The number of passengers should not exceed the number of seat belts in a school vehicle
- Only one student per seat belt is allowed
- Unless the driver gives permission, no food or drink should be consumed in a school vehicle
- Passengers should keep heads, arms, hands, and feet inside the vehicle
- Passengers should leave the vehicle clean
- Passengers should appropriately represent the school and its principles
- All drivers must be pre-approved by the school
- Only licensed and insured vehicles and drivers are permitted to drive for the school

VOLUNTEER SUPPORT

Pine Tree Academy's Board and Administration are working to structure an excellent academic program, to provide for a wide range of educational, physical, and spiritual opportunities for students, and at the same time, keep tuition affordable. Tuition covers only part of the cost of educating a student at Pine Tree Academy. Families are encouraged to support the school by volunteering and by supporting fundraising efforts. Supporters of Pine Tree Academy can help in many ways. The school needs fundraisers, volunteers in the library, reading and math tutors, student recruiters, maintenance assistants, volunteers for the Home and School Association, and many other positions. If you would like to become more actively involved, call the school office at 865-4747.

FACULTY/STAFF DEGREES

ADMINISTRATION

Principal	Brendan Krueger, M.A.
Elementary Vice-Principal	Janel Tyson, M.A.
Business Manager	Michelle Milano, B.S.
Office Secretary	Barb Glover
Registrar	Juliette Dayen, B.S.

STAFF

Testing Coordinator	Brianna Payne, M.S.
School Physician	Peter DiPietrantonio D.O.
School Nurse	Joyce Barrows Bridgham, R.N.
Attendance Officer	Barb Glover
Athletic Director	Joshua Dayen, B.S.
Primary Girl's Dean	Kallie Kirchberg, M.Ed.
Primary Boy's Dean	Joshua Dayen, B.S.
Assistant Girl's Dean	Joyce Barrows Bridgham, R.N.
Work Supervisor	

INSTRUCTION

Pre K & Kindergarten	Leilani Gepford, B.A.
Grades 1&2	Dana Waterman, M.Ed.
Grades 3&4	Allison Wiggin, M.Ed.
Grades 5&6	Marcy Moore, M. Ed.
Grades 7&8	Janel Tyson, M.A.
History, Band	Brendan Krueger, M.A.
Elementary P.E. & Drama	Joshua Dayen, B.S.
Yearbook, Home Arts	Kallie Kirchberg, M.Ed.
History, English	Judy Krzywon, B.A.
Mathematics	Derek Boyce, B.A.
Music, Center for the Arts	Doris Krueger, M.Mus.
Physical Education	
Computer Applications	Joshua Dayen, B.S.
Religion, Health	James Reid IV, M. Div.
Science	Brianna Payne, M.S.
Modern Languages	Anne Goorhuis, M.Ed.



APPENDIX 1

Staple Voided Check Here



PAYMENT AGREEMENT

Pine Tree Academy
67 Pownal Road
Freeport, ME 04032

Agreement #: 1502126, Institution ID: 34092

2012-2013

1 EDUCATIONAL INSTITUTION

2 RESPONSIBLE FOR PAYMENT

(MUST be an authorized signer on the account listed in Section 3.)

First Name										Last Name										Day Phone #	
Address										City		State		Zip Code		Evening Phone #					
City										State		Zip Code		Cell Phone #							

Email - If you provide an e-mail address, correspondence from FACTS may be sent via e-mail.

ADDITIONAL AUTHORIZED PARTY
You may list an additional person who may inquire about all account information and make changes to the account (optional):

First Name										Last Name									
------------	--	--	--	--	--	--	--	--	--	-----------	--	--	--	--	--	--	--	--	--

3 PAYMENT INFORMATION

PLEASE MAKE MY PAYMENT FROM:

☐ Checking

☐ Savings

(If no selection, Checking will be used.)

(ATTACH A VOIDED CHECK)

(NO DEPOSIT SLIPS)

Bank Name																														
Routing Number																														
Account Number																														

PAYMENT PLAN OPTIONS: (Select one payment plan. If no selection, Plan A will be used.)

☐ Plan A: 10 monthly payments (Begin Aug 2012, End May 2013)

MY PAYMENT DATE IS:

(Select one payment date. If no selection, the 20th will be used.)

☐ 5 ☐ 20

☐ Other: ☐ Monthly ☐ Custom ☐ Other

# of payments	Month	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month	Year
1												

PEACE OF MIND (POM) BENEFIT

☐ YES, please enroll me in the POM plan. The POM fee is \$12.00.

The non-refundable POM fee for this benefit is \$12.00 per Agreement and will be automatically processed from the account provided WITHIN 14 days of the Agreement being posted to the FACTS system. The POM benefit will pay any eligible FACTS unpaid balance in the event of the death of the Responsible Party or his/her legal spouse. Coverage is only available to individuals under age 70. If you choose a one-payment option, you are not eligible for Peace of Mind (POM). Additional information on POM and exclusions is provided on the reverse side.

4 STUDENT INFORMATION - BALANCE

Student 1 First Name	Student 1 Last Name	Grade
Student 2 First Name	Student 2 Last Name	Grade
Student 3 First Name	Student 3 Last Name	Grade
Student 4 First Name	Student 4 Last Name	Grade

5 AUTHORIZATION

By signing this Agreement, I guarantee and agree that:

- I am an authorized signer on the account provided;
- I am the Responsible Party, whether or not named as the Responsible Party in Section 2;
- I have received a full and frank copy of this Agreement and agree to be bound by its terms;
- I accept the Additional Authorized Party, if any, on this Agreement;
- I authorize FACTS to initiate debit or charge actions to the account provided or any subsequent account provided;
- A \$20.00 FACTS returned payment fee will be automatically processed from the account provided for each returned payment.

(X)

Signature required by the person who is an authorized signer on the account listed in Section 3.

Please print name of person who signed.

Date

(X)

Educational Institution Signature
(authorized person)

Date

SEE TERMS AND CONDITIONS ON BACK

Total Amount Due: \$

Number of Payments: See Payment Plan selection in Section 3.

Amount of EACH Payment: \$

This form must be returned to the educational institution at least 1 week before the first payment date.

TERMS AND CONDITIONS

FACTS Management Company (FACTS), Lincoln, Nebraska has contracted with the educational institution (institution) identified on this FACTS Agreement (Agreement) to process payments for tuition and/or fees. As the Responsible Party whose signature appears on this Agreement, you accept and agree to be bound by the Agreement's terms and conditions until the total amount owed is paid in full. Your authorization will terminate when the total balance due has been paid (including fees, unless waived) and re-enrollment information is not received for the next institution term.

AUTHORIZATION: You authorize FACTS to process payments from the account provided or any subsequent account. Your authorization will continue for the next institution term upon receipt of re-enrollment information submitted to FACTS by the institution. Such re-enrollment will be governed by the terms and conditions of that term's applicable Agreement. If re-enrollment information is not received by FACTS, your authorization will terminate along with this Agreement.

RETURNED PAYMENT FEE: In the event that your financial institution returns a payment, a \$30.00 FACTS Returned Payment Fee will be automatically processed from the account provided within 20 days. A returned payment fee will be assessed for each payment attempt that is returned. Unpaid fees may affect your ability to participate in payment plans during future academic terms. Fees are subject to change in future academic terms.

PAYMENT DATES: If the payment date falls on a weekend or a banking holiday observed by the Federal Reserve, the payment will be attempted on the next business day. Although FACTS specifies the date each payment will occur, your financial institution determines the time of day the payment is debited from the account.

CHANGES TO YOUR AGREEMENT

A. In the event you authorize additional services from the institution, or in the event additional fees are assessed by the institution in accordance with institution policy and as a result of changes authorized by you, you understand that the total balance due and/or payment amount will change. You agree that your authorization of any such change, including re-enrollment for subsequent terms, shall constitute your authorization to change the payment amount, and/or to continue payments until the total balance due is paid in full. You do not require FACTS or the institution to send advance notice of any adjustments resulting from any such changed authorization, which includes any reduction in the balance due and/or payment as a result of financial aid, or any other similar cause, or resulting from any re-enrollment. However, a copy of any such changed authorization or re-enrollment, as described above, is to be provided to you by the institution.

B. If there will be any change in the preauthorized payment amount other than a changed authorization or re-enrollment, as described above, the institution will give you notice of such changed payment amount at least ten (10) days in advance of the next scheduled payment.

C. You may revoke your authorization/terminate your Agreement by sending FACTS a signed, written notification or email. Notification of termination must be received at least two (2) business days in advance of the next scheduled payment date. Please note that terminating your Agreement with FACTS in no way affects your obligation to pay the institution. Your institution may demand immediate payment of all outstanding balances. You are strongly encouraged to contact your institution before requesting to terminate your Agreement.

CUSTODIAL ACCOUNT: FACTS does not guarantee payments it does not collect from you. Collected funds shall be held by FACTS as your agent until remitted to the institution. Depending upon the institution's policy, payments returned by your financial institution may be rescheduled. Refunds of any money paid to FACTS, except for any applicable FACTS fees, will be handled by the institution according to its refund policy. Interest earned on custodial funds is payable to FACTS.

CONFIRMATION: Any and all inconsistencies in the information provided will be resolved in the confirmation notification sent to you from FACTS. Changes made by the institution that are received by FACTS before the notification is sent may also be included. In either event, the confirmation notification shall be controlling. A portion of your enrollment fee or late fee, if applicable, may be retained by or used to support the institution(s) administering your payment plan.

DISCOVERY OF SUSPECTED ERRORS: If you discover what you believe to be an error made by FACTS, you must report the suspected error to the company immediately. FACTS must hear from you no later than sixty (60) days after the suspected error occurred. This obligates you to timely review of your bank statements and a timely response to company letters, e-mails, or phone calls. It is your responsibility to report suspected errors as soon as possible.

GOVERNING LAW: You acknowledge that the origination of ACH transactions to your account must comply with the provisions of U.S. law. This Agreement shall be governed by the laws of the State of Nebraska. This Agreement should in no way be construed to be a lender-borrower agreement between FACTS and the institution or FACTS and you.

ARBITRATION: Any controversy or claim between the parties to this Agreement, its interpretation, enforcement or breach, including but not limited to claims arising from tort (which includes claims of fraud and fraud in the inducement), shall be settled by binding arbitration administered by and under the rules of Commercial Dispute Resolution Procedures of the American Arbitration Association ("AAA"), as modified by this Agreement, and will be administered by the AAA. While either party shall have all the rights and benefits of arbitration, both parties are giving up the right to litigate such claims and disputes in a court or jury trial. The results, determinations, findings, judgments and/or awards rendered through such arbitration shall be final and binding on the parties hereto and may be specifically enforced by legal proceedings. Judgment on the award may be entered into any court having jurisdiction. Neither party shall be entitled to join or consolidate disputes by or against others in any arbitration, or to include in any arbitration any dispute as a representative or member of a class or as part of a class action, or to act in any arbitration in the interest of the general public or in any private attorney general capacity. A demand for arbitration shall not be made after the date when the institution of legal or equitable proceedings based on the claim would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration shall constitute the institution of legal or equitable proceedings based on the claim. All proceedings in arbitration shall be administered in Lincoln, Lancaster County, Nebraska. This provision shall survive termination of the Agreement.

PRIVACY AND SECURITY: Data collected and stored by FACTS pursuant to this Agreement is governed by the institution's privacy policy. This data will not be used by FACTS in any manner not approved by the institution unless required by law (for example, a court order or subpoena). Access to the data shall be restricted to authorized associates and shall be used only for the purpose of providing service to you or the institution. FACTS maintains physical, procedural, and electronic safeguards to protect data from being accessed by unauthorized third parties. FACTS' privacy policy will govern use of your information only in the event that you request additional services directly from FACTS or its affiliates.

PEACE OF MIND (POM) CERTIFICATE OF INSURANCE: If, as the person who has submitted this FACTS Agreement, you have selected the "yes" box enrolling you in the Peace of Mind (POM) Benefit, this will serve as your Certificate of Insurance. (NOTE: If you choose a **one-payment option**, you are **not eligible** for POM.) The FACTS POM Benefit pays the remaining unpaid balance of the Agreement up to a Maximum Benefit Amount of \$30,000 and is subject to the conditions listed below:

1. The Maximum Benefit Amount applies to each FACTS Payment Agreement. Payment is initiated upon death of the covered person. Covered person means the person who has signed the FACTS Payment Agreement, or that person's legal spouse. The covered person must be under the age of 70 on the later of the day insurance is elected or the FACTS Payment Agreement is signed. Electronic signatures are allowed.

2. The amount of benefit payable is limited to the outstanding balance owed to the student(s) educational institution, as budgeted through FACTS, up to the Maximum Benefit Amount. Amounts owed for nonbudgetable expenses (incidental expenses) are not covered. Payments in arrears, if any, are not covered. The benefit is payable directly to the institution specified on the Payment Agreement.

3. The coverage effective date is the date on which the FACTS Payment Agreement is executed by the covered person. The nonrefundable POM fee must be received by FACTS in order to process a claim. Coverage ends on the due date of the last scheduled FACTS payment.

4. Proof of Loss is required to obtain this Benefit. A certified copy of the death certificate, indicating cause of death, must be provided to FACTS. Coverage provided by Mutual of Omaha's United of Omaha Life Insurance Company, Omaha, NE.

PAYMENT FOR POM: If you are enrolling in the FACTS POM Benefit, it is understood that the nonrefundable POM fee will be automatically processed from the account provided within 14 days of the Agreement being posted to the FACTS system. If the nonrefundable POM fee is returned, it will be reattempted.

Agreement#: 1502126, Institution ID: 34002, 2012-2013, Paper-Exception Only

APPENDIX 2

Pine Tree Academy Dress Code and Ordering Info

Pine Tree Academy - Grades K-6 Uniform

Top:

- Navy blue short-sleeved or long-sleeved polo shirt with Pine Tree Academy lettering
- White button down tucked in dress shirt

Bottom:

- Khaki pants (no external pockets and a true waistline)
- Khaki skirt/skort
- Khaki jumper
- Khaki shorts - August, September & May, June

Footwear:

- Girls - white or navy blue knee high socks
- Girls - white, black, gray, or navy blue tights/leggings
- Boys - navy blue or black socks
- Any shoes/sneakers

Outerwear:

- Pine Tree Academy fleece vest, jacket, or approved sweatshirt
- Navy blue sweater
- Navy blue sweater vest

Accessories:

- Belt that matches shoe color - optional
- Navy blue tie - optional (to be worn with white dress shirt)

Pine Tree Academy – Grades 7-12 Uniform

Uniform Basics

- Navy blue polo shirt with PTA lettering
- White polo shirt with PTA lettering
- White long-sleeved button down shirt with PTA lettering
- Khaki pants with no outside pockets
- Khaki shorts worn only August, September, May, & June
- Kilt

Uniform Accessories

- Plain black or brown belt *optional*
- Navy blue or gray cardigan *optional*
- Navy blue or gray sweater vest *optional*
- Navy blue knee socks, skin tone nylons, black, navy or gray tights/leggings
- Navy blue neck tie
- Any shoes/sneakers (no winter boots, no boots above the calf, no steal-toed boots, sandals, slippers, open toes, flip flops, or heels)

- We have established a relationship with Land's End. **Grades PreK-12** can order all uniform parts from them from our customized Land's End Uniform website , <http://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900169467>
- **Grades PreK-6** can order through French Toast, www.frenchtoast.com (older grades too if your student still fits into the "kids" sizes ;o) Pine Tree Academy's Source Code for French Toast is QS46XC.

PreK-6 Grade Uniforms – French Toast and Land’s End



French Toast Item #1012H –
Girls and Boys Short Sleeve
Pique Polo in Navy, \$9.98



French Toast Item #1029R –
Boys V-Neck Sweater Vest in
Navy, \$9.98-\$16.98



French Toast Item #1017F –
Boys Long Sleeve Oxford Shirt
in White, \$12.98-\$16.98



French Toast Item #1370F –
Boys Anti-Pill V-Neck Cardigan
Sweater in Navy, \$16.98-\$27.98



French Toast Item #1371G –
Girls Anti-Pill Crew Neck
Cardigan Sweater in Navy,
\$16.98-\$25.98



French Toast Item #1593G –
Girls Short Sleeve Modren
Peter Pan Blouse in White,
\$7.98-\$11.98

♦ **Uniform Pants** - Approved pants are any pants from Land’s End Uniform line in Khaki color only (No Fresh Khaki or Desert Khaki; No Yoga Pants)



Land’s End Item #458383-BQ2 –
Girls Plaid Side Button Skirt in Hunter/Classic Navy
Plaid or any other skirt, skort or jumper in the same
color, Prices Vary

Grades 7-12 Uniforms – Land's End



Item #051402-BP4 or #313702-BPX – Girls and Boys Short Sleeve Polo in White, Classic Navy, & Gray Heather; \$18.00-\$25.00

Item #458479-BPO or #458481-BP8 – Boys White Oxford; \$27.00-\$37.00



Land's End Item #458383-BQ2 – Girls Plaid Side Button Skirt in White Plaid or any other skirt, skort or jumper in the same color, Prices Vary



Item #458434-BP3 or 458436-BP2 – Girls White Oxford; \$27.00-32.00

Optional: Item #406157-BP8 or 315357-BP3 – Boys Blazer in Deep Navy; \$85.00-\$155.00

Optional Item #473114-BPO or #473115-BP5 – Girls Blazer in Deep Navy; \$85.00-\$155.00



Item #223015-BPX, #223018-BP3, #414762-BP2, 414763-BP7 – Boys or Girls Sweater Vest in Classic Navy; \$27.00-\$32.00

Item #458420-BP1 or #458423-BP5 Girls Cardigan in Classic Navy or Pewter Heather; \$45.00-\$55.00

Item #315296-BPO or #315298-BPX - Boys Cardigan in Classic Navy; \$35.00-45.00

♦ **Uniform Pants** - Approved pants are any pants from Land's End Uniform line in Khaki color only (No Fresh Khaki or Desert Khaki; No Yoga Pants) ♦ **Ties** – Appropriate tie optional with oxford shirt