



**Greenleaf Friends Academy**

**Student-Parent Handbook**

**2020-2021**



## **Welcome to the 2020-2021 edition of the Student-Parent Handbook!**

Please pay particular attention to the following sections which are new or have been significantly revised:

- 9.4 Dress code IV – See item ‘f’
- 2.7 Human Sexuality Policy
- 3.0 Finances
- 6.3.1 Grading Scale
- 6.6.6 Senior Trip
- 7.13 The Amicus
- 12.1 Cheating
- 12.8 Gender Identity
- 15.1 Parent Volunteers
- 17.0 Student Records



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# 1 WELCOME TO GREENLEAF FRIENDS ACADEMY

The purpose of this handbook is to define how Greenleaf Friends Academy operates. The school's desire is to enhance the growth and development of all GFA students. Therefore, it is expected that parents and students will read and support the contents of this handbook. Referring to this handbook when a question arises will most often provide the answer. However, if clarification or further help is needed, please contact the school office; we will be happy to assist you.

## 1.1 MISSION STATEMENT

Inspiring students to think clearly, act responsibly, serve passionately.

## 1.2 VISION

To inspire and empower students to discover their identity and purpose in Christ and His creation in order to effect change in the world now and for eternity.

## 1.3 SCHOOL VERSE

"Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is - His good, pleasing and perfect will." (Romans 12:2 NIV)

## 1.4 PURPOSE

Greenleaf Friends Academy is dedicated to the task of providing a distinctly Christian education for its students. Christian education is based upon the idea that **"All truth is God's Truth."** This means that the Christian worldview controls all areas of the school and that all subjects taught are to be taught in harmony with the Christian faith

## 1.5 SCHOOL HISTORY

The Friends Church was founded in northern England in the 1600s. The name *Friends* is derived from Jesus Christ's words in John 15:14: "You are my friends if you do what I command." Since their founding, Friends have sought to follow Jesus' words and integrate their life and faith, focusing on four distinct virtues that emerge from a vibrant relationship with Him.

- *Integrity* – Friends pursue consistency between what we believe and how we live. Reliability, truthfulness, and excellence are expected norms.
- *Equality* – Friends strive to honor all persons without regard to gender, ethnicity, nationality, or social class because all persons stand equally before our Creator and Lord.
- *Simplicity* – Christian discipleship, not the current values of culture, determine how we earn, consume, treat the earth, and use our time.
- *Justice and peace* – Friends think carefully and try to speak truthfully regarding ways that they can foster a more just and less violent world. Friends are active peacemakers.

Out of this rich heritage, Greenleaf Friends Academy was founded in 1908 by Friends seeking to establish an institution of Christian education in the remote area of Greenleaf, Idaho. For over a

century, the Academy has sought to fulfill its founding mission and provide a quality education in a distinctly Christian environment.

Alumni of Greenleaf Friends Academy number in the thousands and are spread throughout the continent and world as pastors, missionaries, professionals, teachers, businessmen and women, and church laypeople.

## **1.6 GFA BELIEFS**

1. We believe the Holy Scriptures of the Old and New Testaments were given by inspiration of God. They are the divinely authorized record of the doctrines that we as Christians are bound to accept and of the moral principles that are to regulate our lives and actions.
2. We believe that there is one God, eternally existent in three persons – Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ – in His Virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return in power and glory.
4. We believe that for the salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. We reverently believe that there is one Lord, one faith, so there is one baptism, whereby all believers are baptized in the one spirit into the one body.
6. We believe the precepts of Christ our Lord and the whole spirit of His Gospel call us to live at peace with all people. Therefore, we consider war and violence incompatible with the holiness we profess.

## **1.7 INTER-DENOMINATIONAL POSITION**

While Greenleaf Friends Academy is sponsored and supported primarily by Friends Churches, we minister to families from many different Christian faith backgrounds. We seek, therefore, to cultivate each student's inner relationship with God through Jesus Christ and focus our teaching on those doctrines and moral and ethical practices common to all adherents to the Christian faith. We also support and encourage each family's involvement in the church of its choice.

## **1.8 GOVERNING BOARD**

GFA is governed by a school board representing various Friends churches, other supporting churches and the Academy's alumni. Regular meetings are held on the second Monday of each month. Visitors are welcome to attend regular board meetings, except for executive sessions. If you wish to speak to the board, you should contact the Superintendent/Principal or Chairman of the Board, who will be happy to assist you.

## **1.9 VALUES**

### **1.9.1 Christ-centered Environment**

- Jesus Christ is recognized as the ultimate teacher and role model for all faculty and students. We recognize that our strength lies in relationship with Him.
- Christ's ways are modeled and taught in dealing with daily relationships, conflicts, and reconciliations.

- Students are encouraged and disciplined to develop a personal relationship with Christ through meditating upon His word, prayer, and worship.
- GFA strives to honor Christ with words and actions in all endeavors and activities, whether academic or extra-curricular.

### **1.9.2 Biblical Worldview**

The Bible is the basis for GFA’s curriculum objectives because it points us toward honoring Christ. All areas of study at every grade level are based in the following principles:

- Mankind’s origin is found in the work of God, who created man in His own image to live in fellowship with Him, even though man chose to walk away from God’s plan.

Our identity is that of a lost race, redeemed only by Jesus Christ’s redemptive work on the cross.

Our purpose is to glorify God by proclaiming His truth in word and deed.

Our destiny is eternal fellowship with the Lord.

### **1.9.3 Quality Education**

Teachers are professionally qualified and spiritually surrendered to be godly role models.

The college preparatory curriculum is academically challenging and provides opportunities for students to think analytically and critically, as well as to communicate truth respectfully and effectively.

Teachers provide opportunities for students to practically apply knowledge and skills that will assist them as they transition into college and career paths.

Teachers respect individuals and their learning styles.

### **1.9.4 Parental Involvement**

Parents have the Biblical authority and responsibility for the academic and spiritual growth of their children. GFA gratefully values the opportunity to partner with families to educate and disciple students.

Teachers and parents maintain open lines of communication in order to foster respectful relationships.

Parents model the mission statement and “serve passionately” alongside their children through volunteer work and service days.

### **1.9.5 Positive Environment**

Faculty respects and values all people as unique creations of God.

GFA provides a school environment that is orderly, respectful, and safe.

Teachers guide students in practicing the fruit of the spirit, whether students encounter successes or challenges in their lives.

Teachers commit to graciously walk alongside students as they face the consequences of their actions, always focusing on the goals of reconciliation and discipleship.

### **1.9.6 Passionate Service**

As a holistic school, Greenleaf recognizes the importance of practicing the values that we learn about every day in the classroom. We prepare students to effect change in the world, and part of that preparation comes from being able to identify a need and fill the need accordingly. We seek to live as Christ lived; loving the Lord our God with all our heart, soul, mind, and strength; and loving our neighbors (Luke 10:27). We do this by becoming servants.

Greenleaf Friends Academy requires three hours of community service per academic quarter. A community service project must be a voluntary act that benefits the community as a whole. A project for an individual person or family member will not be accepted as community service hours unless approved beforehand by the Outreach Coordinator. The student may NOT receive compensation for service.

#### Service Hour Guidelines and Requirements

- With the exception of first quarter, hours must be completed during the dates of the quarter to which they will be applied. Service accumulated over the summer may be applied to first quarter hours.
- The student is required to complete a service hours log each quarter and return to GFA's Outreach Coordinator no later than one week prior to the end of a grading period for approval.
- All hours accrued will be added into our FACTS system (for both middle and high school) and high school hours earned will be visible on student transcripts.
- Hours cannot be served during the school day.

#### Special Service Hour Stipulations

- Only one quarter per year may be accrued in routine church service (ex. nursery, sound board, Sunday School assistant). Church projects such as neighborhood canvassing and special work projects can be added to any quarter.
- Only one quarter per year may be served at an animal shelter or working with an animal (i.e. walking a dog).
- Although the above stipulations require that you can only serve one quarter at these placements, you are welcome to record hours BEYOND your three hour requirement at a church, for example, each quarter. All hours are recorded on high school transcripts! (For example, you serve at Love INC for three hours and then you may additionally record your nursery time.)

#### Service Opportunity Ideas

- We encourage students to **find a variety of service projects** throughout the year. Here are some great options!
  - Love INC – 16446 N Franklin Blvd, Nampa 83687 – <https://www.loveinctv.org/wp/>
  - Boise Rescue Mission – many Valley locations – <https://boiserm.org/>
  - Salvation Army – 403 12<sup>th</sup> Ave S, Nampa 83651 – <https://nampa.salvationarmy.org/>
  - Hands of Hope – 1201 S Powerline Rd, Nampa 83686 – <https://www.handsofhopenw.org/>
  - Your local church
  - Assisted living centers
  - Missionaries and military – writing letters, sending care packages, or helping families of soldiers

## **2 ADMISSIONS**

### **2.1 STATEMENT OF NON-DISCRIMINATION**

Greenleaf Friends Academy admits students regardless of race, gender, color, and national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of the school. GFA reserves the right to select students based on academic performance, religious commitment, and personal qualifications, including a willingness to cooperate with the school and to abide by its policies.

### **2.2 GFA STUDENT-PARENT HANDBOOK**

All students/families are required to sign and have on file in the school office an agreement to comply with standards outlined in the GFA Student-Parent Handbook before students attend any classes. This form can be found on the FACTS online enrollment packet.

### **2.3 RETURNING STUDENTS**

Each spring, before pre-registration is offered to returning students, GFA Superintendent/Principal and faculty will review the current student body to identify students who have not met the academic and/or behavioral standards of the school. They will confer with individual students and parents to consider what criteria must be met before registration for the next school year will be accepted. Re-enrollment begins in March, all returning students are highly encouraged to re-enroll before end of the school year.

### **2.4 REGISTRATION**

Registration will be held in August. Registration forms, class schedules, and information packets will be on hand. Please come prepared to pay your registration fees.

### **2.5 SCHOOL WITHDRAWAL**

The parent of any secondary student wishing to withdraw from school shall contact the secretary and/or counselor, and complete a written withdrawal form which includes:

- Reason for withdrawal.
- Each teacher's signature and withdrawal grade, including outstanding tests.
- Teachers' notes regarding proper check out of laboratory items, PE lockers, etc.
- The librarian's signature indicating all library books returned and no fines.
- Any coach's signature verifying return of all athletic uniforms and equipment.
- A signature from the business office for proper clearance of accounts; student records and yearbook will be held by the school until all financial accounts are cleared.
- See Finances: Student Withdrawal (Section 3.4.1) for financial details.

## 3 FINANCES

GFA is a faith-based operation. Tuition and fees do not cover the total cost of education. Each year, a substantial amount of the school's expenses are paid through gifts and other fund raising activities. The faculty and staff, by working for reduced wages, provide much of the support for the Academy. It is imperative that parents keep current on tuition payment plans and offer voluntary assistance in the various fundraisers of the school.

### 3.1 TUITION DOWN PAYMENTS

The first part of tuition down payments are due by the last day of school. New student enrollment fees are due upon acceptance of the student. The remaining tuition payments are due by the date set for registration in August. All down payments are non-refundable. Students furnish their own Bible (New International Version), notebooks, theme paper, pens, pencils and other supplies listed on the teacher supply lists.

### 3.2 TUITION

GFA receives online tuition payments through FACTS Tuition Management System (FACTS TMS). Payment options are:

- 3.2.1 Pre-Payment, 8% discount on total tuition if payment of \$2,000 or more is made by June 30.
- 3.2.2 Annual payment, due by registration day in August.
- 3.2.3 Semester payments, due at the beginning of each semester.
- 3.2.4 Quarterly payment, due at the beginning of each quarter grading period.
- 3.2.5 Monthly payments, due on either the 5th or the 20th of the month.

Through FACTS TMS, families will be charged a one-time annual fee of \$20.00 for annual or semester payment plans, or \$50.00 fee for quarterly and monthly payment plans.

### 3.3 LATE PAYMENTS

A late fee may be assessed for returned payments. For more details, refer to your confirmation notice. **If any payments are returned, they will be rescheduled.** Fees are subject to change.

If the account is not current at the end of 60 days, the student(s) will not be allowed to attend class until the tuition account is brought current or a written financial plan has been approved by the business office.

### 3.4 STUDENT WITHDRAWAL

#### 3.4.1 Mid-Year Withdrawal

Tuition is earned by the school over the 180 Days of the school year. In the event that a student withdraws before the end of school, the student will be credited for the remaining weeks in the school year. If there is a remaining balance on the tuition and/or lunch account, the family is responsible to pay the balance due as soon as possible so that academic records can be released to a new school and the student may receive their yearbook.

Please note: Tuition will continue to accrue until the withdrawal process is completed (See School Withdrawal Section 2.4).



### **3.4.2 End-of-Year Withdrawal**

If a student family decides at the end of the school year not to enroll again in the fall, the family must complete the tuition payment plan and lunch account before academic records or yearbook can be released.

## **3.5 PRIOR YEAR'S TUITION**

**All tuition from the prior year must be paid before a student can be enrolled for the new school year.**

## **3.6 SENIOR'S TUITION**

Seniors must pay all financial obligations before graduation in order to participate in the ceremony or receive a diploma. Transcript requests will not be processed any time during the year if the senior account is in a delinquent status.

## **3.7 LUNCH**

Greenleaf Friends Academy serves nutritious and delicious hot lunches. Milk is available for students who bring their own lunch.

Lunch billing will go through FACTS incidentals and billed through FACTS monthly. Parents can view their account on the FACTS Tuition Management System.

A maximum of five consecutive lunch charges will be allowed. If this total is reached, students will not be allowed to eat the normal school lunch until all charges have been paid in full, or other arrangements have been made with the Business Manager. Students will need to bring their own sack lunches until full payments have been made.

Reduced-price meals are available to students whose families meet the requirements of the GFA Food Service Assistance application. Applications will be available during registration from the Business Manager.

## **3.8 GRANT AND AID**

The financial aid fund is a carefully designed program which is confidentially and discreetly administered to make Christian education at Greenleaf Friends Academy a reality for families who need financial assistance with tuition. This program is available for all grades except preschool.

Funding for the program is underwritten through the tax-deductible contributions of private individuals, businesses, and foundations. The amount of financial aid granted each year is dependent upon both the number of qualified requests received and the amount of available funds.

If financial aid is needed, contact the business office for application forms and procedures.

## **4 TRANSPORTATION**

### **4.1 ACTIVITY TRANSPORTATION**

Students are required to ride school transportation, when provided, to school activities. A permission slip is to be signed by parents, giving permission for students to ride school-provided transportation to and from school activities.

- Written notification from the advisor will be provided a minimum of 24 hours in advance of an off-site school activity with the exception of those pre-published on the school calendar.
- Students who ride school transportation will return on school transportation unless the student rides home with his/her parents. This **MUST** be confirmed with the advisor or adult in charge.
- Special arrangements outside of this policy must be made before the trip and must be confirmed by the advisor before the trip.
- A student will not be given permission to ride home with other students.

### **4.2 PERSONAL TRANSPORTATION**

Students licensed by the state are permitted to drive motor vehicles to the campus. Students who drive motor vehicles to campus have the following responsibilities:

1. Students **MUST** register personal vehicles with the school office. Registration makes it possible to locate an owner in an emergency situation.
2. Students may park in the elementary parking lot or in the area next to the upperclassman hall. The parking area next to the office wing and underclassman hall is reserved for faculty and staff.
3. Students are not to park on the east side of Academy Drive (across from the school) at any time. Students who do so will risk having their vehicles towed by the city, at the students' expense.
4. Because of the proximity of elementary students to our parking areas, all drivers need to drive slowly and carefully at all times around the school. Students who drive in a dangerous manner around the school risk losing the privilege of driving to school.
5. While driving to and from campus, student drivers are representatives of Greenleaf Friends Academy. Driving violations reported to the office shall be discussed with the student and will be reported to the student's parents.
6. Students may not eat lunch or sit in their cars during school hours.
7. Students are not permitted to drive off campus during school hours.
8. Student vehicles are not allowed at any time to park in the Visitor designated parking spots.
9. Student and parent vehicles are not allowed to park in the disabled parking spots without a state authorized disability car tag. Violations will be referred to the proper authorities and possible fines issued (this includes any after-school programs or activities).

## **5 ILLNESS**

### **5.1 PREVENTING SPREAD OF ILLNESS**

To help prevent the spread of illness and ensure well-being, a student will be sent home when any one of the following situations is observed:

1. There are uncontrolled or uncontained bodily fluids such as blood, vomit, diarrhea, or nasal secretions.
2. The student is running a temperature of 100° or higher.
3. An injury occurs in which parent or physician intervention is necessary.
4. The student has an undiagnosed rash.
5. The student exhibits signs or symptoms of illness including, but not limited to, uncontrolled cough or pinkeye.
6. The student has head lice.

School personnel are not licensed to diagnose or treat illness or injury. A student who experiences any of the signs or symptoms listed above will be referred to the parent. Physician care may be recommended to rule out potential problems and expedite the student's return to school. A physician release may be required for re-admittance to school. When necessary, 911 will be called.

### **5.2 MEDICATION**

1. Students requiring prescription or over-the-counter medication at school must have a medication permission form on file which includes the following:
  - a. Orders signed by a health care provider
  - b. Parent or legal guardian's signature
2. A student may carry medication if ordered by a physician. All other medication must be brought to school by an adult and be locked in the office; DO NOT send medication with the student.
3. All medication must be properly labeled and in its original container.
4. Parents always have the right to medicate their child; however, school personnel may not medicate without a medication permission form.
5. Acetaminophen or Ibuprofen may be provided by the school, on an occasional basis, for minor complaints if a permission form is on file signed by the parent.

## 6 ACADEMICS

It is the desire of Greenleaf Friends Academy to encourage high academic standards, good work habits, responsibility, and punctuality in its students. The academic standards policy outlines expectations by which students should perform. It provides a plan for correction as well as consequences for poor academic performance.

As a college preparatory institution, Greenleaf Friends Academy seeks to establish academic standards and practices that will adequately prepare students for their future college experiences.

### 6.1 ACCREDITATION

Greenleaf Friends Academy High School is:

- Accredited by the Idaho Department of Education.
- Accredited by and a member of the Northwest Association of Schools and Colleges.
- A member of the Western Idaho Conference and Idaho High School Activities Association.

### 6.2 REPORTS

#### 6.2.1 Progress Reports

Progress reports will be posted on FACTS SIS mid-quarter. Parents who do not have internet access may request a copy to be mailed. Parents are encouraged to request teacher conferences if needed.

#### 6.2.2 Report Cards

Report cards will be posted on FACTS SIS at the end of each quarter. Parents who do not have internet access may request a copy to be mailed. It is the policy of GFA to withhold final report cards/transcripts until financial accounts are current.

If you have a question concerning a grade, **contact the teacher who assigned the grade**. If you are still not satisfied, follow the procedure for resolving conflict.

#### 6.2.3 Conduct Marks

Parents will be informed of their elementary child's conduct by the current quarter report, which will have an evaluation of conduct for each of the courses in which the student is enrolled. The following marks will be used in grades one through five:

E = Excellent

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

Middle school and high school parents will be kept informed of their child's conduct through one or more of the following: mid-term progress reports, weekly grade checks, conferences, and report cards.

## 6.3 GRADING

The purpose of our reporting system is to give parents and students indication of the progress made. Each child's ability, attitude, application, and achievement are taken into account in the grading, but the students are marked on actual achievement, not primarily on effort put forth.

### 6.3.1 Grading Scale

The following grading scale is used at Greenleaf Friends Academy:

A+	98-100	4.0	
A	93-97	4.0	Excellent
A-	90-92	3.7	
B+	88-89	3.3	
B	83-87	3.0	Good
B-	80-82	2.7	
C+	78-79	2.3	
C	73-77	2.0	Satisfactory
C-	70-72	1.7	
D	60-69	1.0	Need Improvement
F	0-59	0.0	Failing ( Class Needs To Be Repeated)
W		0.0	Withdrawal
I		0.0	Incomplete
P			Pass

#### 6.3.1.1 Withdrawals

No credit is given for "withdrawal" grades. Students may withdraw only with the permission of the teacher, counselor, and parents. Withdrawals will be accepted through the first week of the semester; exceptions only with administrative approval.

#### 6.3.1.2 Incomplete

"Incomplete" grades are given only in the case of extended illness or other unusual circumstances that make it impossible for a student to complete his or her work prior to the end of the grading period. Incomplete grades will not be given for family vacations. If the work is not made up within 2 weeks, in consultation with the parent/guardian, the incomplete work will be scored as a failure and the grades calculated accordingly.

The semester grades are permanently recorded on the high school transcript.

### 6.3.2 Honor Roll

An honor roll will be completed at the end of each quarter and will be emailed out to parents. To be eligible for the honor roll, a student may not have a grade lower than a C-, or no more than two C's in any CORE class.

Highest Honors	4.0 GPA
High Honors	3.6-3.9 GPA
Honors	3.0-3.59 GPA

## 6.4 ACADEMIC REQUIREMENTS

### 6.4.1 Grades 1-8

In order to progress to the next grade level, the student must do passing work in all subjects and be recommended by the teacher.

### 6.4.2 Grades 9-12

Unless part-time status is discussed and approved by the student's parents and the Superintendent/Principal, students are expected to participate in a full class load each semester. Failure to maintain a full course load may also affect a student's eligibility to participate in extra-curricular activities. Courses are passed or failed singly in grades 9-12. The State of Idaho has a "C" average rule in force. This means that a student must have a cumulative average of at least "C" (2.0) in the CORE classes in order to qualify for graduation. The "C" average rule at GFA applies to the following CORE subjects:

- English                      4 years                      (8 semesters)
- Math                            3 years                      (6 semesters)
- Speech/Rhetoric            1 year                      (2 semesters)
- Science                        3 years                      (6 semesters)
- Biblical Studies             4 years

## 6.5 CLASS STANDING

In high school, each student must meet certain requirements to be considered for promotion to the next grade. A student must:

- Pass all of his or her classes.

Earn at least 12 credits towards graduation; each credit represents one semester in one class.

- Have a minimum grade point average of 2.0 or "C" in CORE classes.

Example:

- Sophomore standing: 12 credits earned as a freshman.
- Junior standing: 24 credits earned in high school.
- Senior standing: 36 credits earned in high school.
- To graduate: 48 credits earned in high school.

A student who fails to meet the standards must complete those requirements through summer school, correspondence classes, or independent study. Students must have attained senior standing by the beginning of the school year in order to participate in special senior activities.

## **6.6 GRADUATION**

### **6.6.1 Graduation Information**

1. No student shall graduate in less than four years without special approval from the board.
2. No student shall be allowed to participate in the graduation ceremony until all accounts have been paid in full or satisfactory arrangements are made with the business manager.
3. No student shall be allowed to participate in the ceremony that has not been in attendance at the baccalaureate and graduation practice, unless acceptable prior arrangements have been made.
4. Seniors planning to graduate must have all directed study or correspondence courses or independent study completed one week before graduation.
5. Students who are short any number of credits at the end of the school year will not be allowed to participate in the graduation ceremonies.

### **6.6.2 Baccalaureate**

Commencement activities for the seniors begin with this special church service held at the Greenleaf Friends Church. Members of the senior class are featured, and all seniors are **required** to attend. The seniors select and the Superintendent/Principal approves the speaker selected for the service.

### **6.6.3 Commencement**

This is the presentation of diplomas to and the final recognition of our seniors. The graduation coordinator selects and the Superintendent/Principal approves the special speaker. This Sunday afternoon event includes the presentation of staff awards and highlights the achievements of the graduating senior class.

### **6.6.4 Valedictorian and Salutatorian**

Representing the highest in academic scholarship eligibility for these honors requires the following:

1. The student must pursue a college preparatory course of study.
2. Transfer students must have attended Greenleaf Friends Academy for their entire junior and senior year.
3. Valedictorians and Salutatorians will each give a brief speech at graduation.

4. Candidates must affirm and practice the guidelines as outlined in GFA's student commitment form as follows:
  - a. Revere God and His established authority, especially faculty and staff members.
  - b. Obey all school regulations.
  - c. Attend to all announcements and complete class assignments on time and with care.
  - d. Refrain from use of tobacco, alcohol, and illegal drugs.
  - e. Avoid inappropriate relationships with the opposite gender.
  - f. Do my best to conduct myself in a manner that will bring honor to God.
  - g. Abide by school Superintendent/Principal's interpretation and application of existing and evolving school policy.

#### **6.6.5 Graduation Mission Awards**

Awards are given at graduation representing each area of the GFA Mission Statement as follows:

**Spiritual:** Ambassador for Christ Award

**Academic:** Honor cords and stoles, Valedictorian, Salutatorian, Presidential Award

**Service:** Spirit of GFA Award

**Physical:** Senior Athlete

#### **6.6.6 Senior Trip**

This is a trip planned and paid for by the Senior Class. Typically, monies have been earned from Middle School on to prepare for this celebratory event.

1. Senior trips must be approved by the School Board by the end of the junior year.
2. Senior trips must have all the money in their account by the month of December of their senior year. (If there is not enough money in the account by this time, the senior class must scale down the trip to meet the current financial budget.)
3. A service activity must be planned with the senior trip.
4. Senior trips must have an educational or mission-type focus.
5. Senior trips must have at least 3 adult chaperones approved by the administration.

### **6.7 CHANGE OF SCHEDULE**

- Any change of schedule after the first day of class must be approved by the counselor.
- A student may not normally change the established class schedule after the first week of the semester; exceptions only with the Superintendent/Principal's approval
- A schedule change may be made at any time if the change is initiated by the guidance counselor or a teacher with approval from the Superintendent/Principal's office.
- The schedule change slip must be signed by parents, teacher, and guidance counselor before a course is officially dropped.

### **6.8 ACHIEVEMENT TESTS**

- The CTP-5 (Comprehensive Testing Program) is given in grades 3-7.



- The PSAT will be administered to all students in grades 10-11 in the fall, and grades 8-9 in the spring.
- The Writing Assessment is given annually to students in grades 2-12.
- The Math Assessment is given annually to students in grades 2-12.
- ACT test preparation is available to Juniors and Seniors.
- All Juniors are required by ID State, to take the ACT or SAT in the spring.

## 6.9 CONFERENCES

A conference will be scheduled for all students at the end of the first quarter. Parent conferences with school personnel can easily be arranged at any time. If you would like to meet with a teacher or the Superintendent/Principal, please call the school office to make arrangements.

## 6.10 HOMEWORK

Some courses require more homework than others; however, all students are expected to have assignments completed on the date due. Each student is required to carry a planner to assist in tracking and turning in assignments on time. Historically, the primary reason for poor grades is the failure to complete assignments and turn them in on time.

Academic work is the primary task of students enrolled in Greenleaf Friends Academy. After-school/evening/weekend jobs and activities should not leave the student too weary to study or provide an excuse to be tardy. A parent who is aware of a problem or who feels his/her student has too much homework should arrange for a parent-teacher conference.

## 6.11 LATE WORK

Policies for late work among teachers can vary from not accepting late work to serious grade point penalties. *Teachers are not required to accept late work.* Students need to make sure they know what the rules are for late work from each of their teachers. **The best solution is to always turn work in on time!**

If a student has an excused absence, class work may be made up. Teachers will assist students in making up work; **however, it is the student's responsibility** to find out what he or she has missed and to make arrangements with the teacher to turn in make-up work.

- Homework assignments can be found posted on the FACTS web-site. Please call the office if you need guidance in accessing this information.
- Upon return to school, students will be allowed two days per absence, up to one week after the date of the last absence, to turn in make-up assignments. Long-term absences may be given special consideration by the Superintendent/Principal.
- Long-term, pre-set assignments given before the student was absent are due on the day of return.
- If a student misses the day of a test, it is expected that the test be taken on the day of return.

## 6.12 ACADEMIC PROBATION

### 6.12.1 High School

A student who receives less than a 2.0 GPA or who receives one F or two Ds on any grading report will be placed on academic probation. Exceptions may be made by the Superintendent/Principal.

Academic Probation will be invoked in the following manner:

1. Academic probation begins immediately.
2. The student will be placed on academic probation until grades are issued for the next four-and-one-half-week grading period.
3. A letter of notification will be sent to the parents.
4. A conference will be held with the parents, the student, the teacher(s), the counselor and the Superintendent/Principal to give an explanation of the probation and suggestions for correction. A plan of improvement will be detailed and may include:
  - a. Tutoring
  - b. Peer tutoring
  - c. Periodic and structured communication between home and school
  - d. Dropping an elective for a study hall
  - e. Alternative education
5. If, when grades are issued for the next four-and-one-half-week grading period, the student still does not meet the academic standard and/or has not met the requirements of the improvement plan, then the student will be ineligible for the next four-and-one-half week grading period. Ineligibility includes:
  - a. Ineligibility to participate in extra-curricular activities, including athletic games and extra-curricular practices.
  - b. Non-attendance at special field trips that take the student out of other classes. The Superintendent/Principal may take into consideration cases when the teacher feels field trip attendance is imperative to the understanding of the lesson involved.
6. If, after one week, the student's grades meet the academic standard of not less than a 2.0 GPA and/or no F's or two D's in any class, that student may attend athletic practices.
7. If the student's grades again drop below the standard any time during the remaining probation period, the practice privilege will be revoked for the remainder of the probation period.
8. When grades are next issued, if the student on probation has achieved the academic standard, then the student will be removed from probation.
9. If, after two consecutive grading periods on probation, the student still is not meeting the academic standard, the student may be subject to dismissal by the Superintendent/Principal. If feasible, dismissal will occur at the end of a semester, rather than at the end of a quarter. The decision to dismiss may be appealed to the board through the Student Affairs Committee.
10. A student with chronic probation (chronic being more than two probationary periods within two years) will be considered for dismissal. However, attention will be given to exceptional circumstances (i.e. honors courses, advanced courses, or family or personal difficulties).

11. A student who does not meet the academic standard in the fourth grading period of the school year will be placed on academic probation the next fall, unless the student passes a pre-approved correspondence or summer course that allows the academic standard to be met.

#### **6.12.2 Middle School**

1. Upon receiving an F or two D's in any two successive grading periods (quarters), the middle school student will become ineligible for competition for a two-week period and a conference will be scheduled with the Superintendent/Principal and parents.
2. At the end of two weeks, a grade check will be completed. If the student has no F's and no more than one D, he/she may return to participating in extracurricular events.
3. The student will continue to complete weekly grade checks until the end of the 4 ½ week grading period. If a grade check shows an F or more than one D during this time, the student will be ineligible for competition until the next weekly grade check is completed and the academic standard has been met.

#### **6.13 TEXTBOOKS**

1. All textbooks (unless purchased by the student) are the property of the school; however, they are the responsibility of the student during the period of issuance.
2. All students can prevent lost books by inking their name in the proper place in every book issued to them.
3. Lost books will be replaced at the student's expense.
4. A textbook should have a life-span of at least five years and should proceed in condition from new to excellent to good to fair to poor. Damage or extraordinary wear to textbooks will result in a damage assessment to the student.
5. The use of book covers is encouraged. No labels, stickers, pictures, etc., which conflict with Greenleaf Friends Academy standards are permitted.
6. Rental fees — Textbooks issued to parents or tutors for tutoring purposes will be assessed a \$20 rental fee, \$15 of which will be refunded to the borrower when the text is returned in good condition.

#### **6.14 BIBLE VERSIONS**

Greenleaf Friends Academy recommends that students have a New International Version of the Bible for use in Bible classes. Bibles are available for purchase through the school office for a very reasonable price.

#### **6.15 LIBRARY RULES**

- The library is to be a quiet place for studying and research.
- No student is allowed in the library when a librarian is not on duty.
- GFA books may be checked out for up to two weeks.
- Damaged or lost books must be paid for by the student.

- Charge for lost books will be replacement cost plus any appropriate late fees.
- Charge for damaged books of any kind will be replacement or repair costs plus any appropriate late fees.

When a teacher requires research the GFA library cannot accommodate, students have the option of finding books through Lili Library Unlimited.

## **6.16 STUDENT AIDES**

A student aide is a credit class. The grade will be pass/fail, and students functioning as aides will receive 1/2 credit per semester for a pass grade. To be an aide, a student must meet all of the following requirements and register for the class:

1. Junior or senior standing, or any high school student who does not have any other viable class option for a particular class period.
2. GPA of 2.5 or better.
3. On track towards graduation.
4. Have written approval of the teacher or individual for whom you are to be an aide.
5. Exceptions to the above criteria may be made by Superintendent/Principal.

## **6.17 EARLY RELEASE**

As a college prep school, we believe it is in our student's best interest to take as many courses as possible which might positively affect their future schooling and employment. Early release is a possible option for Senior's who are on track to graduate and have a job or other responsibilities that prevent them from taking a full course load. Release must be pre-approved by the GFA counselor and the parent, with final approval by the Superintendent/Principal. Students who are granted early release must sign out daily and are expected to be off campus during the designated release time, participating in the job or responsibilities agreed upon. Students must check back into the office if returning to campus during normal school hours.

## **6.18 SPORTS/PE/STUDY HALL/ELECTIVE OPTION**

Understanding that many of our high school students are very involved in advanced academic courses and Fine Arts as well as sports, the following option is being made available: High school students who are part of a GFA school sport or local club sport may receive PE credit for the sport. (If they choose to take PE as well, they may receive credit for either the sport OR PE for that semester.) These students may take another elective that is offered, or, if they are of junior or senior standing, Study Hall during the regular PE period. Students who qualify for this option through participation in a local club sport must provide written documentation of their participation on the club team. The form for this can be picked up in the school office and must be signed by the coach and returned to the School Counselor to receive academic credit.

During Study Hall, students will be in the library doing homework assignments, studying for tests, reading or doing work necessary for a GFA course. Abuse of this time will result in a warning and possible withdrawal of Study Hall privileges. (No credit is given for Study Hall.)

## **6.19 BIBLICAL STUDIES**

Middle school and high school students will take two semesters of Biblical Studies each year. Due to a prior recording error for high school students in the Student-Parent Handbook, this requirement

will begin with the graduating class of 2022. However, courses will be offered both semesters for each grade and it is hoped that students and their parents/guardians will choose to take the full year of Biblical Studies.

## **6.17 IDLA AND ALTERNATIVE CLASSES**

Recognizing that each student's abilities and situation are unique, the Superintendent/Principal will evaluate each request for variance from the standard course of education on an individual basis.

### **6.17.1 Guidelines**

1. Classes which are available from GFA are to be taken at GFA.
2. If a student is approved to take an IDLA course (other than CORE English classes-see below) for a CORE class that is offered at GFA, the class must be taken for Dual Credit.
3. CORE English classes may not be taken through IDLA, Dual Credit or otherwise.
4. Qualified students may take IDLA courses for an elective that is not offered at GFA.
5. Correspondence and summer school classes may be taken to make up failed courses and for classes not available from GFA within the timeline required for graduation.
6. Directed-study classes may be arranged through the counselor's office as an alternative to some correspondence courses.

### **6.17.2 IDLA Courses (Dual Credit and Otherwise) – General Information**

The purpose of IDLA online courses is to allow students to take classes which are not otherwise offered at Greenleaf Friends Academy.

**Please note: Following petition for and approval for taking an IDLA online class and enrollment of the class at GFA, the registration process (Dual Credit), payment and study will be the responsibility solely of the student and parent/guardian.**

GFA IDLA Coordinator's Responsibilities:

Register the course through the IDLA site.

Parent/Guardian and Student's Responsibilities:

1. Regular IDLA - Pay for the course through GFA's Business Office
2. Dual Credit IDLA - Register for the class through the University through which the credit is being offered and make the payment to the University.

If a student is considering an IDLA course, the following qualifications must be met:

1. Student must be of Junior or Senior standing.
2. Students must have at least a 3.5 GPA.
3. Students must have a clear academic record.
4. Students must demonstrate the emotional maturity necessary to work independently.

5. Students and parents must understand the following and sign a form with the counselor recording their understanding of the following:
  - a. IDLA courses are offered on campus as a class period. Students attend class online in an assigned classroom. Courses run for an average of 16 weeks a semester.
  - b. All IDLA classes are independent classes and GFA teachers will not be responsible for assisting students in their study. Students must be able to work independently, stay on-task, complete coursework and stay up-to-date on assignments. Some classes will require additional work outside of the daily class period.
  - c. Progress reports are sent out with GFA progress reports at the middle of each quarter so students and parents can monitor progress.
  - d. After enrolling in the course, if the student needs to drop the class, they must inform the GFA Counselor and IDLA Coordinator. Withdrawal from a class can only be done 2-4 days after the class has started. If a student drops the course after the deadline, they will get an "F" on their permanent transcript.
  - e. Students earning a "D" in an IDLA course will receive credit with GFA; however, for college-bound students, a "D" is not seen favorably on transcripts. Students earning an "F" will not receive GFA credit for the course that they took and will need to repeat the course or take another class to make up for lost credits. This grade will also remain on their GFA transcript.

### **6.17.3 Dual Credit IDLA Courses**

IDLA allows students to take Dual Credit college level courses which count as college credits through various universities and colleges in Idaho. Be aware that some Dual Credit courses require certain pre-requisites that need to be met before applying for the course.

In **addition** to the general requirements for IDLA courses, students requesting a Dual Credit IDLA Course through GFA must take the following steps:

1. Students and parents must sign a disclaimer that states they understand that:
  - a. Dual Credit IDLA class grades will be part of the student's permanent high school and College transcripts. These grades cannot be changed.
  - b. Dual Credit IDLA credits might not be accepted by the student's choice of college/university. This is especially true of out-of-state schools. Most Dual Credit courses are offered through the following colleges and universities in Idaho: CWI, BSU, NNU, CSI, ISU, and U of I. Most of these schools will transfer credits to other colleges in the state of Idaho only. However, each college approves and transfers credits differently. For example, a Dual Credit IDLA course may only receive credit as an elective at the school the student chooses. This must be researched by the student and family. Students who plan to attend an out-of-state college, must contact the college and ask about the transfer of Dual Credit IDLA credits. Colleges are not required to accept other college's credits and do so on a case-by-case basis.
2. Students must complete the petition process outlined below.

#### **6.17.4 DUAL CREDIT IDLA COURSE PETITION**

The petition to take a Dual Credit IDLA CORE class must be completed 4 weeks before the start of the new semester and submitted to the school counselor (IDLA Coordinator).

1. Permission must be received from the following people:
  - a. The GFA Head of the Department: this is the teacher of this particular course/subject at GFA.
  - b. Superintendent/Principal
  - c. Counselor
  - d. Parents/Guardians
  
2. Students must write an essay explaining the following:
  - a. Why they prefer to take a Dual Credit IDLA CORE class rather than the class offered at GFA.
  - b. What they expect to learn in the Dual Credit IDLA CORE class.
  - c. What experience they have in working independently.
  - d. How they expect to be supported in their independent study.
  - e. Describing their time management skill set.

## **7 STUDENT ACTIVITIES**

### **7.1 THIRD WEEK**

During the first month of school, high school students (9-12) and faculty will have a week of total education at Quaker Hill Camp and Conference Center on the shores of Payette Lake in McCall, Idaho. Special events and seminars are designed to involve all students, by class, in special academic emphasis. A spiritual emphasis program with excellent speakers is a key part of the week. All high school students are expected to attend Third Week unless prior permission for non-attendance has been granted by the Superintendent/Principal. Students are also expected to ride school transportation to and from the event, unless an alternative plan has been pre-approved by the Superintendent/Principal. Students will be charged the Third Week fee whether they attend or not.

### **7.2 CHAPEL**

GFA believes that the spiritual lives of its students are of utmost importance and strives to encourage and maintain the highest standards of Christian conduct. Chapel services provide a source of inspiration and instruction. Approximately one hour, one day a week is set aside for the elementary school students as well as middle and high school students to meet for a period of devotion, inspiration, and enjoyment. The regular chapel services are a time of spiritual blessing and have been a source of Christian growth for students throughout the years.

Chapels are planned by a chapel committee and faculty advisor. Additionally, once or twice a year, special spiritual emphasis times will be scheduled, when chapel services may be held daily for several consecutive days. If you have suggestions for our chapel services please contact the Superintendent/Principal so that we can connect you with our faculty chapel advisor. Parents are always welcome at our chapels but we do ask that you do not sit directly with the students.

### **7.3 CLASS AND CLUB FUNDRAISERS**

Requests for all fundraisers should be submitted in writing for approval by the Fundraising Committee which is made up of the Superintendent and the Director of Advancement a minimum of two weeks prior to the event.

Class fundraisers are under the direction of the class advisor(s), planned by the class officers, and supported by the class members. Parents may help sponsor and chaperone fundraisers.

### **7.4 HOMECOMING/TIP-OFF**

Homecoming is held during the fall, and Tip-Off is held during basketball season. These events provide an opportunity to recognize our alumni and supporters and, at the same time, provide our current students with special social events. Students participate in various class competitions, dress-up days, a pep rally, and selection of the Homecoming/Tip-Off court.

### **7.5 JUNIOR-SENIOR BANQUET**

This is a formal banquet held at the end of the year and sponsored by the junior class. All seniors are invited to attend as guests of the junior class. High School students at GFA and their guests may attend. Dress for this occasion is formal or semi-formal.



## **7.6 PICTURES**

Individual student pictures will be taken in the fall and may be purchased by the students. Activity cards with students' pictures are issued as identification for school-sponsored activities, both at home and away. Group pictures are taken throughout the school year.

## **7.7 SCHOOL-SPONSORED FUNCTIONS**

Appropriate social times are planned by the various classes at GFA. All school functions are overseen by the class advisors, will have adult supervision, and are directed in accordance with school standards. No GFA-sponsored social times will include dancing, immodest dress, improper conduct between boys and girls, or attendance at places of doubtful reputation. Often, parent-sponsored events including dancing occur after school-sponsored events. The school is not responsible legally or financially for parent-sponsored events. All parent-sponsored events must be advertised as such.

## **7.8 FIELD TRIPS**

The various classes take trips to interesting and educational places in the area from time to time as a vital part of the instructional program. These trips are normally limited to a maximum of one per quarter. Parents will be notified before the scheduled trip. Small fees may be charged to cover expenses.

## **7.9 NATIONAL HONOR SOCIETY**

The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of the high school.

Membership in the local chapter is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship (GPA), character, leadership, and service. Once selected, members are responsible for continuing to demonstrate these qualities.

All eligible students may submit an application for admission to the National Honor Society. Applications are reviewed, and membership is granted only to those students selected by the faculty council.

## **7.10 AWARDS ASSEMBLY**

At the annual awards assembly held each spring, students are given department academic, attendance, citizenship, leadership, and special overall awards. Awards from local, state, and national organizations are also given at this time.

## **7.11 FAMILY SYSTEM**

All students in grades 6-12 will be placed in one of five family groups. The purpose is to provide leadership and support for all students attending the secondary grades at GFA. There will be times during the school year where family groups sit together during lunch, chapel, and pep assemblies. Activities may be planned through family groups to promote morale and build teamwork. Students are encouraged to get to know other students through the various family activities.

The names of the families are: Hibbs, Tish, Stroud, Brown, and Cox. (These were some of the original Quaker families that began their homesteads in Greenleaf.)

No student should feel alone at GFA.

## **7.12 STUDENT GOVERNMENT**

### **7.12.1 Associated Student Body Officers**

All high school students are members of the associated student body (ASB) and, as such, are involved in elections of the following ASB officers: president, vice president, secretary-treasurer, sergeant-at-arms, and chaplain in early May.

### **7.12.2 Student Council**

The student council consists of the ASB Officers and the class presidents. Class president elections are held in late May. The purpose of our student council is to serve the student body. This is to be done in Christian love, according to Christian standards. GFA wishes to develop social and spiritual growth in each student's life. In case of problems or questions, students are encouraged to contact the class representative. Students may also call upon student council officers for scholastic, spiritual, or other aid.

## **7.13 THE AMICUS**

This is the school annual, which is published by the yearbook class, under the direction of their advisor. It tells the story of the events of the year as they unfolded at GFA. At time of registration students can order and pay for their yearbook.

## **8 EXTRA-CURRICULAR ACTIVITIES**

### **8.1 APPROVAL FOR EXTRA-CURRICULAR ACTIVITIES**

All extra-curricular activities must be filtered through GFA's Beliefs, the Graduate Outcomes, and must be approved by the Superintendent/Principal.

### **8.2 DEFINITION OF EXTRA-CURRICULAR ACTIVITIES**

"Extra-curricular activities" are any activities that take place outside the classroom. GFA places priority on classroom instruction during the school day. Preparation for extra-curricular activities is not to be made during the student's class time. Exceptions to this policy are to be made only as a last resort and are not automatic. Arrangements have to be made with instructors affected. The instructor requesting the student for that activity must write a pass to the student's instructor for that period. It is the scheduled teacher's prerogative not to allow the student to leave. A student participating in a school-related activity which results in an absence from any class, is held accountable for all work required in that class for that day. Work due the day of the activity must be handed in prior to leaving for the school activity and work due the day following the activity must be turned in on time.

### **8.3 ATTENDANCE AND EXTRA-CURRICULAR ACTIVITIES**

Students must attend a full day of school in order to participate in extra-curricular activities or practices on that day. Also, any absences the day prior to a sporting event must be approved by the athlete's coach and the Superintendent/Principal. If a student is absent from school after attending a morning practice, the student will be unable to participate in extra-curricular activities or practices the following school day.

#### **8.3.1 Exceptions**

- A signed doctor's note is provided.
- The absence has been approved by the Superintendent/Principal.
- Absence is due to bereavement.

### **8.4 FINE ARTS**

Fine arts activities are a vital part of the development of students at GFA. The majority of our secondary students participate in fine arts activities, such as band, choir, drama, vocal ensemble, and visual arts. Dates will be announced for band and choral concerts, art exhibits, and other student productions throughout the year.

### **8.5 ATHLETIC PROGRAMS**

We believe that the principles and lessons learned in the classroom, at home, and through the local church may be put into practice through athletics. A microcosm of society, athletics allows the student to develop and use his or her God given ability to glorify God. Because the arena of competition is usually surrounded with pressure, the athlete is tested, and true character is revealed. Consequently, the opportunity for character growth readily presents itself through athletic

competition. Therefore, athletics at Greenleaf Friends Academy is considered an integral part of our mission.

#### **8.5.1 Sportsmanship**

It is the policy of GFA to expect good sportsmanship from our students and fans at all competitive events. Attitudes and behavior are at all times to be in line with Christian conduct that will be pleasing to God, bring honor to Him, and in no way jeopardize our Christian witness. Fans and students are asked to behave positively toward officials, players, and other fans. If school administration determines that fan or athlete behavior is not in harmony with our sportsmanship standards, those individuals may be asked to leave both the event and the school campus immediately, and to meet with the school's Superintendent/Principal before being allowed access to any future events. Good sportsmanship includes respecting the facilities of other schools and obeying their rules, however they may differ from our own.

#### **8.5.2 Responsibilities of Students and Parents/Guardians**

1. To serve as a support group for interscholastic activities.
2. To strive to boost school spirit, promote good sportsmanship, and develop positive crowd involvement at all athletic contests.
3. Assist in the administration of the athletic contest.
4. Be ambassadors for Christ and GFA.

#### **8.5.3 Guidelines**

1. Coaches will approve all uniforms, cheers, and assemblies. See Dress Code II for uniform regulations.
2. Participants are expected to attend all games, to be on time, and to attend practices as scheduled.
3. Participants are to ride school transportation when provided, unless other arrangements have been approved in advance by the coach.
4. Participants will follow the directions of the coach at all times.
5. All school uniforms and warm-ups are the property of GFA and must be turned back in to the coach at the end of the season. Lost or damaged items will be replaced at student expense.

#### **8.5.4 Sports Awards**

At the end of each sports season, coaches present athletic letters and various medals and awards to players at a gathering to which parents and supporters are invited. Awards will be given to the male and female senior athletes of the year at the end of the school year.

#### **8.5.5 Insurance**

Student athletes and parents must sign a waiver indicating their understanding that Greenleaf Friends Academy will not be financially responsible for any school/sport injuries that may occur. Parents are strongly recommended to ensure that their student athlete is covered by a health insurance plan. Uninsured student athletes participate at their own risk.

<b>Organized Sports Available at GFA</b>			
<b>Middle School</b>		<b>High School</b>	
Boys:	football, cross-country, basketball, and track	Boys:	football, cross-country, basketball, baseball, and track
Girls:	volleyball, cross-country, basketball, and track	Girls:	volleyball, cross-country, basketball, softball, and track
<p>* Weight training is available for high school but only with adult supervision.</p> <p>* All sports are dependent on adequate student participation.</p>			

## 9 DRESS CODE

- It is the desire of Greenleaf Friends Academy that our students live and conduct themselves in a manner that will be pleasing to God and glorifying to the name of our Savior, Jesus Christ.
- The intent of the standards is to present an academic atmosphere.
- Standards for appearance are a means of building character and distinction in the lives of our students.
- The code is not intended to measure spirituality, but rather to serve as a tool in fostering the academic and character development of the students as they participate in the business of education.
- The school recognizes parental authority and depends on parents to support the dress code.
- The GFA dress code is presented in detail so that our school families will have a clear understanding of the standards agreed to when students are enrolled in GFA.
- Appropriate dress shows respect and creates a positive impression for visitors to our campus.

### 9.1 CODE I

Regular School and School-sanctioned Extra-Curricular Activities:

1. All clothing is to be consistent with the school's stated policy and must be deemed appropriate and modest by administration. All clothing must be clean, properly fitting and have a finished edge. No undergarments may be visible at any time. Clothing that is considered tight or clingy is unacceptable.
2. Clothing or accessories must not advertise any type of tobacco, alcoholic beverage, drugs or have skulls or skeletons on them. They must not feature a logo or picture of a secular music group or radio station, or have a negative or questionable verse, saying or meaning. Items associated with gangs must not be worn.
3. Tops/Shirts: Any article of clothing that is revealing around the neck, shoulder, arm, or midriff must not be worn.
4. Pants/jeans: Must not drag on the floor, be frayed, or have holes. If a belt is necessary to achieve proper fit, one must be worn.
5. Shorts/skirts/dresses: Must be no shorter than 3 inches above the knee. It is recommended that shorts be worn under skirts and dresses, especially for elementary students.
6. Spandex and similar clothing: Must not be worn unless covered by clothing that meets the above criteria.
7. Light jackets: Fleece jackets, sweaters, hoodies and sweatshirts are permitted.
8. Hats/hoods: These are not to be worn in school and are to be removed upon entering the school building during school hours. Failure to do so may result in confiscation of that item.
9. Athletic Wear: No sweatpants or athletic shorts are permitted. Pajama tops and bottoms and slippers are not permitted except on special dress-up days.
10. Shoes: Must be worn at all times; dress sandals in good condition are permitted in middle and high school. No Slides allowed. For safety purposes, elementary students' dress sandals must have a secure strap over the top of the foot or heel.

11. Piercings: Other than a girl's ears, jewelry requiring body piercing may not be worn during school hours or at school sanctioned activities by boys or girls.
12. Tattoos: Must be covered at all times.
13. Hair:
  - a. Will be neat and clean.
  - b. The Board recognizes that non-conventional hair styles or color can be worn in a clean and neat manner. For this reason, students who wish to wear a non-conventional hair style/color must have their style/color approved by Superintendent/Principal before wearing the style/color to school. This applies to boys as well as girls.
14. Dress at extra-curricular activities will be in keeping with the activity.
15. Swimwear: modest suits for girls and swimming shorts for the boys. Girls who wear bikinis will be required to wear a dark colored t-shirt.

## 9.2 CODE II

School-sponsored Athletics and Physical Education classes:

1. Gym shoes which do not mark the gym floor are required for P.E. and athletics. These shoes will not be worn outside the gym.
2. Appropriate gym attire must be worn for physical education classes: athletic shorts or sweats, tee shirts or sweatshirts, socks and gym shoes. Following a P.E. class, students are required to change back into their regular school-day attire for the rest of the day.
3. Team or individual jerseys used for girls' athletic practices and games cannot be revealing around the neck, shoulders, or arm area. Modest shorts are to be worn as designed.

## 9.3 CODE III

Chapel Dress:

To show respect for worship as well as encourage school unity and pride, chapel day is designated as a dress-up day for grades K-12. While it is suggested that students wear nice pants or jeans with a GFA logo polo-style shirt, the following dress is acceptable:

Boys

- Dress shirts with collars
- Polo-style shirts or sweaters
- Turtleneck shirts
- Nice pants, jeans or shorts

Girls

- Dresses, skirts
- Polo-style shirts or sweaters
- Turtleneck shirts
- Nice pants, jeans or capris

T-shirts and sweatshirts are not acceptable.

## 9.4 CODE IV

Dressy Occasions:

1. Boys may wear suits and ties or tuxedos.
2. Girls may wear dresses or formals. Dresses must be modest in appearance. When choosing the formal dress, it must meet the following criteria:
  - a. Place thumbs under arms and join pointer fingers for a guide for front neckline depth.
  - b. High enough to meet the bra closure line in back and having no “peek holes” on the sides, front, or back.
  - c. Side, back, or front slits are to be no higher than three inches above the knee when standing, as this will rise higher when sitting. This requirement is for short or long dresses.
  - d. Proper undergarments such as slips, underwear, bra-type foundations, etc., are to be worn as needed and must not be visible.
  - e. Short dresses must be no shorter than three inches above the knee. This is in keeping with the standard school dress code.
  - f. Spaghetti-strap dresses may be permitted, but the dress must be approved by the office staff before the day of the event. If approval is not granted, the student may not wear the dress. Strapless dresses are not permitted.
3. Homecoming and Tip-Off courts are required to obtain approval of formals prior to the events.
4. Outside dates, male or female, must conform to the dress code and visitor standards.
5. Appropriate clothing or covers will be provided for those not in compliance with the policy.

Those unsure whether a dress meets school code are encouraged to bring the item to the office for approval.

## 9.5 DRESS CODE VIOLATIONS

Anyone may report a violation of dress code, but it is the responsibility of the Superintendent/Principal to enforce or delegate enforcement of the code. Students out of dress code may choose to wear community clothing provided by the school office or call home to have personal clothing brought to school. The student will remain out of class until properly attired. The resulting absences are unexcused. Areas of subjectivity and final decisions are left to the discretion of the Superintendent/Principal.



## 10 ATTENDANCE

Regular and punctual attendance is essential for success as a student. Absences interrupt the process of learning and therefore require an excuse from the parents. **Students are required to be in attendance no fewer than 90% of days in session, exclusive of absence for official school business.**

### 10.1 EXCUSED ABSENCES

Excused absences are granted for school related functions, illness, or bereavement. For student safety, if a student is prevented from attending school for any reason, parents are asked to notify the school office by 10:30 a.m. on the day of the absence. Students must report to the school office upon returning to school following an absence. Please provide a written doctor's note when applicable. Identifying the reason for absences will be the responsibility of the parent.

- Every effort should be made to schedule appointments so they will not interfere with school hours. This is particularly important during semester exams.
- If a student becomes ill while at school, a parent will be called to arrange transportation home or to give the student permission to drive home. In the event that the parent/guardian or the emergency contact listed on the student application cannot be reached, the student may remain in the office until the end of the day. Students will be considered absent from any classes they miss while in the office due to illness.

### 10.2 PRE-ARRANGED ABSENCE

These absences may be granted for special activities that do not fall under typical excused absences. A pre-arranged absence form must be secured from the office well in advance of the date the student will be absent, and properly signed and filled out so that the student is able to turn in assignments for the missed classes.

### 10.3 UNEXCUSED ABSENCES

#### 10.3.1 Truancy

Truancy is often referred to as skipping school. The school does not recognize any type of skip-day, and parents should be advised that such an absence will be considered truancy. The type and severity of discipline will depend on the student's past record.

Students whose absences are unexcused will:

- Be expected to make up work for the days missed.
- Receive a 0 grade for all classes missed during that day.
- Beginning with the first unexcused absence, receive a lowering of the overall composite grade at the end of the quarter at the rate of 2.5% per unexcused absence. For example, if the overall average for the quarter computed to 94% and there were two unexcused class periods missed, the grade would be reduced by 5% to 89% for the quarter.
- Be subject to additional disciplinary action.

#### 10.3.2 In-School Truancy

In-school truancy may occur if a student fails to report to an assigned area or class or leaves class without permission but remains on campus. In-school truancy is processed as an unexcused absence violation according to discipline procedures. Students will not be allowed out of class unless it is an emergency.

### **10.3.3 Tardies**

- A student is marked tardy if he/she is not in the classroom when the tardy bell rings.
- Tardies are recorded each period in middle school and high school.
- If a student arrives at school between 8:30-8:45 A.M., he or she must go to the school office for a tardy slip before reporting to class; otherwise he or she will be counted absent for first period.
- A student will be marked tardy if up to 15 minutes late to first period and 10 minutes late for subsequent periods. Tardies longer than this are considered absences and the student will receive an unexcused absence in that class.
- 3<sup>rd</sup> tardy – student and parents will receive a written notification.
- 5<sup>th</sup> tardy – student and parents will be notified.
- 6<sup>th</sup> and subsequent tardies – student will serve 20 minutes detention for each tardy accrued.
- Detentions will be served during the week they are assigned, if possible, and no later than the following week. If detention isn't served by the second week, twenty minutes will be added for each week not served.
- Each quarter will begin with a clean slate for tardies. Accumulated detentions resulting from tardies must still be served.
- If a student has a doctor, dentist or orthodontist appointment, they must go to the office with an excuse from the doctor. The office will send the student with the excuse to class and it will be entered as "M" (late because of a medical appointment) instead of a tardy.

## **10.4 DETRIMENTAL ATTENDANCE PATTERN**

Parents will be notified by letter after a student has been absent five days. It may be necessary to meet with parents if there is an apparent absenteeism problem. Individual cases may be referred to the Student Affairs Committee of the school board for review. If a consistent absence pattern is established, such as the first or last day of each week, always before a game, or whenever a major assignment is due or a test is to be given, appropriate action will be taken to include possible loss of credit for the assignment or test.

## **10.5 NINE-DAY ABSENCE POLICY**

Classroom experiences are vital to the learning process, and are mandatory because of state regulations; therefore, credit may be denied if a student is absent more than 6 days in any class that meets 2-3 times weekly, and 9 days in any class which meets 5 days a week, in any one semester. This includes both excused and unexcused absences, but does not count against a student any absences due to school related business (i.e. sporting events, field trips). Credit will be denied, without appeal, if a student has more than 15 absences in any one subject area, per semester, unless medical reasons are shown to be the primary cause. In most cases, missing this many classes in a single semester will prevent the student from gaining the knowledge required by both the school and state.

## **10.6 APPEAL**

If credit is denied for a course because of excessive absences, the student and his or her parents shall have the right to appeal the action by filing an attendance petition with the Student Affairs Committee only if the student was passing the class at the time of the absences. Forms are available through the office or on the school Web site. Appeals will be handled on an individual basis.

# 11 CONFLICT

As Christians, we believe that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian Church (I Cor. 6:1-8; Matt. 18:15-20).

The Bible has much to say about the believer's mental attitude and its effect upon speech and actions. All observant Christians are well aware of the prevalence of non-Christian attitudes and their resulting actions throughout our society. These attitudes and actions often have a very powerful influence in the lives of Christian people.

## 11.1 CONFLICT RESOLUTION

1. Matters of concern should first be handled **individual to individual** in accordance with the Lord's commands in Matthew 18. If, for example, you have a concern with something your child's teacher has done, your first step should be to meet with the teacher in private to discuss the problem.
2. If the issue cannot be resolved through the first step, then it is appropriate to involve the Director (preschool), Coordinator (elementary), or Superintendent/Principal (secondary).
3. If resolution is not possible at this level, the matter should be brought to the Superintendent/Principal. The Superintendent/Principal may schedule a team meeting with the parents, the student's current teachers and another administrator.
4. If steps 1-3 fail, then the issue can be brought to the Greenleaf Friends Academy Board by submitting a board request for inquiry to the school office.
5. Finally, if external mediation is necessary, it will be sought through a Christian mediation organization.

## 11.2 GRIEVANCE PROCEDURE

In the event that any student or group of students shall feel aggrieved on account of any policy of the Greenleaf Friends Academy Board of Trustees or actions of its agents or employees, said student(s) shall be entitled to use the following method of obtaining redress:

The student(s) or parents or their agents shall file a written request with the Superintendent/Principal of Greenleaf Friends Academy setting forth in detail the action or policy which is the basis of the grievance. The Superintendent/Principal may initiate a hearing or discussion on the basis of this written request.

1. If the grievance is not settled after being filed with the Superintendent/Principal, the aggrieved party or parties may at any time subsequent to fourteen days after filing with the Superintendent/Principal, file a written notice or copy of said grievance with the chairman of the Student Affairs Committee of the Board of Trustees, requesting that the board review same. The Board of Trustees or a committee appointed by it shall determine within thirty days whether a formal hearing shall be held.
2. While the board is reviewing any grievance, the policy or action being appealed shall be enforced, unless it is modified by order of the Board of Trustees.

## **12 CONDUCT**

### **12.1 CHEATING**

Cheating is a serious offense that involves taking information from another source and presenting it as your own information. Thus, it involves the components of both stealing and lying. Cheating is defined as unauthorized copying of homework, allowing another student to copy your homework, handing in another's work as your own, plagiarism in any schoolwork, and the giving or taking of unauthorized assistance. If it is determined that a student has indeed cheated, the following actions will be taken:

- The Superintendent/Principal will be notified.
- The parents will be notified.
- The student will confer with Superintendent/Principal.

#### **12.1.1 Level One Offense**

The student will receive a failing grade on the assignment – **no make-up privilege. If any form of cheating is done on the Senior Project, the student will fail the class and will not be eligible to graduate.**

#### **12.1.2 Level Two Offense**

If the student holds any sort of leadership position in a club, class or athletic team, the student may lose the position. Cheating is a violation of honor, and leadership is a matter of honor.

The student may fail the nine weeks in the class where the offense occurred.

#### **12.1.3 Level Three Offense**

The student may be permanently expelled from Greenleaf Friends Academy.

### **12.2 DISPLAYS OF AFFECTION**

Students at Greenleaf Friends Academy must refrain from displays of affection involving physical contact at school or school functions, including travel to and from school activities. Physical contact includes, but is not limited to kissing, holding hands, extended hugging, and sitting on another student's lap. This guideline has been established to help maturing young people to keep out of difficult situations and to assist in keeping young people from setting a poor example for those observing them. If students persist in this activity, disciplinary action will result.

### **12.3 DRUG, ALCOHOL AND TOBACCO POLICY**

Greenleaf Friends Academy expects students to abstain at all times (twenty-four hours a day, seven days a week) from using or possessing tobacco, any type of electronic cigarette, alcoholic beverages, illegal or harmful substances in all forms, and/or non-prescription drugs (I Cor. 6:19, 20).

If it is determined that a student has indeed violated GFA's drug, alcohol and tobacco policy, the following actions will be taken:

1. The Superintendent/Principal will be notified.
2. A student, parent, and Superintendent/Principal conference will be called.
3. The student will be immediately suspended or expelled.
4. Specific terms of probation.

## **12.4 HALLS**

Students should be in the halls only at the beginning of school, noon, the end of school, and while passing from one class to another. Students in the hall during class time must have a pass. Being noisy or rowdy in the hall is not permitted. Students returning to school from other activities are expected to check in at the office and either go directly to their assigned classroom, or wait in the office until a decision can be made as to where they are to be.

## **12.5 LANGUAGE**

In a society where cruel and profane language has become the norm, it is imperative that the Christian school, home, and church unite in promoting Christ-like character and attitudes toward appropriate speech. Profanity, swearing, vulgar language, gossip, filthy words, and unkind words proceed from an unclean heart and grieve the Holy Spirit of God. Students and supporters are to use wholesome language that is edifying and encouraging (Ephesians 4:29; 5:4; Psalms 19:14).

## **12.6 MARRIED STUDENTS**

Married students may not attend school at GFA. Students who marry are classified by law as adults and no longer answer to their parents or guardians. GFA, as an institution, prefers to deal only with students who are still responsible to parents or guardians.

## **12.7 HUMAN SEXUALITY POLICY**

Greenleaf Friends Academy, as a ministry of Greenleaf Friends Church and a Christian school, adheres to the Greenleaf Friends Statement of Faith:

### **“Greenleaf Friends Statement on Sexuality and Marriage**

The biblical intent for marriage is a life-long covenantal commitment between two persons, one born a man and one born a woman. We hold that only marriage is conducive to godly fulfillment in sexual relationships for the purposes of reproduction and enrichment of life. We believe that the divine intent of marriage is to fulfill the emotional, spiritual, and physical needs of humankind and that only within the bonds of marriage divinely ordained can there be a beautiful sexual relationship for the purposes of reproduction and life enrichment. Adultery and fornication are sinful because they distort the purposes of God for the right ordering of human sexuality.

We consider sexual intimacy outside marriage as sinful because it distorts God’s purposes for human sexuality. We hold, as contrary to the moral laws of God, acts of homosexuality, sexual abuse, and any other form of sexual perversion. The church, however, as a community of forgiven persons, remains loving and sensitive to those we consider in error.”

We believe that in order to preserve the function and integrity of Greenleaf Friends Academy, and to provide a biblical role model to the Greenleaf Friends Academy members and the community, it is imperative that all persons employed by Greenleaf Friends Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Sexuality and Marriage. (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22.) Failure to abide by this policy may result in dismissal.

## **12.8 Sexual Misconduct Policy**

Students who engage in immoral conduct shall be disciplined in such a way as to protect the Christian witness of the school and the purity of the student body.

1. It is the policy of the Board of Trustees to deal with each student with their parents/guardians, male or female, involved in sexual misconduct and/or pregnancy on an individual basis. A general policy to govern the spectrum of issues inherent in these cases would be ineffective.
2. Therefore, each case will be judged on its own merit, and the following items will be taken into consideration:
  - a. Attitude (repentance or hostility, etc.)
  - b. Home support
  - c. Church support
  - d. Academic performance
  - e. Discontinuance of inappropriate sexual activity

Friends believe that the grace of God is adequate to cleanse and deliver from all sin (1 John 19; 2 Corinthians 5:17), and they desire to be tender and sensitive to all people, ready to express kindness, love, and forgiveness. See also Jude 7, 8; Colossians 3:5-7; and Revelation 2:18, 27. When the erring one has been repentant, the past should not be remembered. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Greenleaf Friends Academy.

Certain privileges, including on-site attendance and extra-curricular activities, will necessarily be denied, but sexual misconduct or pregnancy in and of itself will not automatically exclude a student from completing his or her coursework at Greenleaf Friends Academy.

## **12.9 Gender Identity**

Greenleaf Friends Academy believes that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person. In light of this, Greenleaf Friends Academy holds to the policy that students, faculty, staff, visitors and volunteers shall dress in conformance with their biological sex. They shall also use the restrooms, locker rooms, and changing facilities that conform with their biological sex.

## **12.10 SUBSTITUTE TEACHERS**

Because of the difficulty of stepping into class at the last minute, the job of a substitute teacher is one of the most difficult in education. Substitute teachers are to be treated with cooperation and respect at all times. Failure to respond in this manner or attempting to take advantage of the teacher's lack of knowledge of our rules will result in **double disciplinary time penalties**.

## **12.11 WEAPONS DEFINED & ZERO TOLERANCE POLICY**

Students are forbidden to knowingly and/or voluntarily possess, handle, transmit, or use any instrument on school property that can be used as a weapon of any kind. Any object which could be used to injure another person and which has no school-related purpose will be considered a weapon. The following are examples of instruments generally considered weapons: knives of all types; guns; razors; lead pipes; chains; chuck-sticks; throwing stars; darts; metal knuckles; black-jacks; fireworks; explosives; noxious, irritating, or poisonous gases; poisons; drugs; or any other object used with the intent of harming another. Toys that appear to be weapons are considered weapons.

Greenleaf Friends Academy operates on a zero-tolerance policy for weapons at school. A student who brings a weapon must yield it to school authorities, will be suspended from school, and may face criminal charges and expulsion from school by the Board of Trustees.



# 13 DISCIPLINE

## 13.1 CATEGORIES AND CONSEQUENCES

Misconduct has been classified and divided into three categories, depending on the severity of the violation.

### 13.1.1 Category I

Any minor violations that prevent order, instruction, and safety, i.e. unexcused tardies, dress code violations, etc.

Consequences may include:

1. Additional work.
2. Loss of play time.
3. Loss of class privileges.
4. Parent notification.
5. Parent-teacher disciplinary conference.
6. Student-Superintendent/Principal conference.
7. Detention.

### 13.1.2 Category II

Activities and attitudes that show a lack of respect for authority and property, i.e. disruptive conduct (in or out of the classroom); vulgarity or profanity; reckless driving; deliberate disobedience of a staff member; verbal or non-verbal harassment; degrading the personality of an individual; frequent and repeated violations of the category I rules; etc.

Consequences may include:

1. Student-Superintendent/Principal conference.
2. Financial restitution.
3. Parent-Superintendent/Principal conference.
4. After-school detention.
5. In-school suspension.
6. Probation.
7. Out-of-school suspension.

### 13.1.3 Category III

Violation of U.S., state, or city laws, i.e. arson; major vandalism or theft; physically abusing or harassing a staff member or fellow student; fighting (hitting and connecting); substance abuse; repeated truancy; activities that seriously threaten the safety of the student or classmates; activities

that show gross lack of respect for authority or property; possession of weapons of any kind, including guns, knives; etc.

Consequences may include:

1. Immediate referral to the office.
2. Suspension or dismissal for the first offense, automatic dismissal for second offense.
3. Physical assault of any kind will result in an automatic two-day suspension from school, unless a person is acting totally in self-defense.
4. Days and class periods of suspension will fall under the unexcused absence consequences for missed work (see attendance policies).
5. If laws have been violated, the student will be reported to the police.
6. Category III consequences for recurrent offenses.

## **13.2 DETENTION**

1. Each detention will equal twenty-minutes.
2. Behavioral Detentions: Administrators and teachers can give a student a behavioral detention for any unruly or disrespectful behavior, and the individual issuing the detention will be responsible to see that the detention is served; all other staff members may initiate a detention by reporting to the Superintendent/Principal or a teacher.
3. Detention Times/Serving: Detentions will be served the week of or the week after the detention notice was issued.
4. Detention Violation: If a student does not serve a detention during the assigned week, another twenty-minute detention will be added on to the original detention.
5. The administrator or teacher giving the detention will notify the parent when the student has received a third, fourth, or fifth behavioral detention.
6. If a student refuses to serve detention, he or she will need to meet with the Superintendent/Principal.
7. Excessive Detentions: Any student accruing one hundred minutes (five detentions) or more of detention within a semester will be required to meet with parents/guardians, the Superintendent/Principal and the Student Affairs Committee.

## **13.3 PROBATION**

Probation is invoked when a student has a serious problem. Its purpose is to give the student time and assistance in solving his or her problem. If the student corrects his or her problem during the time of probation, the probation will be lifted upon completion of the time given. If the student does not improve to a satisfactory level during the time of probation, he or she will be asked to withdraw from the school.

Reasons for Probation:

### **13.3.1 Academic**

1. Insufficient academic progress.
2. Failure of parents to get recommended professional help for the student's needs.

3. Attitude:
  - a. A rebellious spirit which the student doesn't correct, even after much effort by the teachers.
  - b. A continued negative attitude and bad influence upon the other students.

#### **13.3.2 Disciplinary**

1. Continued deliberate disobedience.
2. Committing a serious breach of conduct inside or outside of school which has an adverse effect upon the school's testimony.
3. Failure of the parents to comply with the disciplinary procedures of the school.

#### **13.3.3 Suspension**

The Superintendent/Principal has at all times the authority to suspend a student. The length of suspension will be one to five days, as determined by the Superintendent/Principal. The reasons which would give cause for suspension are:

1. Continued deliberate disobedience/disrespect displayed.
2. A rebellious or mocking spirit which is unchanged by the student after much effort by the school staff.
3. A continued negative attitude and bad influence upon other students.
4. A serious breach of conduct inside or on the grounds of the school or at a school-sponsored activity which has an adverse effect upon the image of the school.
5. Failure of the student to comply with the disciplinary actions of the school.
6. Failure of the parents to get recommended professional help for their child's need.

#### **13.3.4 Expulsion**

A student may be expelled from school for a serious breach of conduct and/or repeated problems with behavior or academic performance.

Procedure:

1. In the case of such an offense, the matter will be referred to the Superintendent/Principal and the Student Affairs Committee of the GFA Board.
2. The GFA Board of Trustees has the authority to expel any student for non-compliance with the rules and regulations of the school.
3. If a student is expelled from GFA, the parents are still obligated to pay current tuition up to the time of expulsion.

# 14 SCHOOL PROPERTY

Every student can be proud of our campus. To maintain this appearance, every student should help to keep the buildings and grounds neat and clean. If students break or damage something, they will be held responsible and charged the cost of repairing or replacing anything they damage.

## 14.1 EQUIPMENT

No school equipment is to be used without the specific permission of those in charge of that equipment. Equipment should always be used in accordance with school policies. Any malfunction should be reported when the equipment is returned.

## 14.2 LOCKERS

All lockers are the property of GFA and are loaned upon request to students. Students belongings are to be stored in their locker. They are not to be found on the floor in the hallways. Items found on the floor may be put in the Lost-and-Found. Locks may be placed on individual lockers, with the understanding that the combination or key will be kept on file in the office before the lock is placed on the locker. Greenleaf Friends Academy reserves all rights as to inspection, maintenance, etc. Money and valuables should not be kept there, except with the utmost caution. The school cannot be responsible for articles taken out of lockers. Lockers are at no time to be used to store objects that are illegal or that could be harmful to individuals in the school.

Any placement of posters or other items inside lockers must be acceptable to Greenleaf Friends Academy. All attachments inside the locker, including pictures, contact paper, and decals, must be removed before the end of the year. All lockers will be assigned with a record of their condition. The student is responsible to pay any damage that has occurred during the school year. Any student caught going through another student's locker without permission will be subject to disciplinary action.

## 14.3 SEARCH AND SEIZURE

Equipment, such as lockers, desks, and cabinets, belongs to the school, and students are allowed to use this equipment as a convenience. GFA insists that lockers and desks be properly cared for and not used for the storage of illegal items.

Middle and high school students are assigned lockers and are informed of the conditions governing their usage. Students are assured of their rights as individuals and that these rights will always be balanced with the needs of the school to maintain a climate that assures safety and welfare for all. In a search and seizure situation, the following procedure will be observed:

1. A search of a student's person is limited to a situation in which there is probable reason to believe that the student is hiding evidence of an illegal act or school violation.
2. Illegal items (firearms, tobacco, drugs, weapons, etc.) or other dangerous possessions will be seized by school officials.
3. Items which may be used to disrupt or interfere with the educational process will be temporarily removed from a student's possession.
4. Vehicles which students drive to school and park on school property are subject to search and seizure, as are lockers.

## **14.4 FIRE DRILLS OR OTHER EMERGENCY EVACUATIONS**

When the fire alarm sounds, students should follow posted instructions and walk immediately to the nearest outside exit. **All students must leave the building, regardless of what they are doing.** Move well away from the building and stand quietly until the bell signals your return.

## **14.5 LOCKDOWN PROCEDURES**

All teachers have been trained in Lockdown Procedures to keep your student safe. If a student is alone during a "Lockdown" announcement, they must immediately report to the closest teacher or staff member. When a lockdown has been announced, for safety purposes, students are to remain silent. Once they are in a safe location, they may use their cell phones to TEXT parents/guardians of their location. NO VERBAL CALLS are allowed. Silence will save lives.

# **15 PARENTAL INVOLVEMENT**

## **15.1 PARENT VOLUNTEERS**

All GFA parents/guardians are encouraged to participate in volunteer activities throughout the year. The goal is for the parent/guardian to perform 20 hours of volunteer time per family. For parents who are able to do volunteer work, the volunteer time is "rewarded" with a slight reduction in the total cost of the students' tuition bill – up to \$200/family/year. Volunteer hours must be reported to the school office by May 15<sup>th</sup> to receive this reduction. Information about volunteer opportunities and recording hours can be found at the school office.

## **15.2 PARENT /GFA SUPPORTERS/CHAPERONES**

When officially representing or supporting GFA, all adults will be expected to adhere to the policies and guidelines established within this Student-Parent Handbook, including but not limited to:

1. Dressing in an appropriate manner.
2. Refraining from the use or possession of alcohol or tobacco in any form.
3. Avoiding use of any foul or improper language.
4. Additional guidelines under the direction of the advisor of the event.
5. Failure to meet the expectations may result in dismissal from the event.

Chaperones are typically parents of students involved in the activity who have been selected by the group sponsor. Chaperones may have all or part of their expenses, if any, paid for by the group.

## 16 SCHOOL OFFICE

Parents are welcome in the school and office. When you desire to visit a class for any reason, please come by the office first. Lunches, homework, books, etc., may be left in the office to be delivered but may not be taken directly to the student.

### 16.1 SCHOOL HOURS

The office will be open at 8:00 a.m. and will remain open until 4:00 p.m., except on half days and holidays or during special events.

Students are encouraged to seek the help and assistance of their teachers. The building will be open after school until 3:45 p.m. for this purpose. All students are expected to clear the building at 3:45 p.m. unless involved in a supervised activity. Students should not be dropped off at the school before 8:00 am, or left after 4:00 pm, as there may not be any school staff available to give them supervision.

### 16.2 VISITORS

**All visitors to campus must first come to the school office to obtain permission to be on campus.**

The primary purpose of visitation is to give prospective students a look at our school. Prospective students' parent/guardian should contact the office indicating their interest in the school. Local visitors simply wanting to see or accompany students to school are not allowed since this disrupts the educational process. Parents are always welcome in our school, but are asked to check in at the office when arriving to the school. Elementary school parents will need to check in with the main office in the high school building as the elementary does not have its own separate secretary.

- During lunchtime, visitors other than family members, relatives, and youth pastors are not allowed.
- There will be no visitors on semester test days.
- Visitors are expected to comply with GFA standards for conduct and dress while on campus. It is the responsibility of the host student to inform the guest in advance of the rules of GFA.
- Exception to the visitation policy requires administrative approval.

### 16.3 BABYSITTING

Students are not allowed to babysit small children at school. If a small child is brought to school, the parent will be called.

### 16.4 PETS

Due to allergies and sanitation concerns, students are not allowed to bring pets to school without prior permission from the teacher. Pets must be on a leash or contained. This includes pets brought to school for class projects or show-and-tell presentations.

### 16.5 COPIES

The office copy machine will be operated only by the office staff, teachers, and trained office aides. Students who need personal copies will be charged a \$0.10/copy for black and white and \$.50/copy for color.

## **16.6 ADDRESS AND TELEPHONE NUMBER CHANGES**

It is essential that all information be kept up-to-date; please notify the office immediately if your address or telephone number changes.

## **16.7 CLOSED CAMPUS**

Greenleaf Friends Academy is a **closed campus**, and students are expected to remain on campus during school hours (8:30am – 3:30pm).

- Students leaving during the school day for any reason need parent permission **before leaving** and must sign out in the office. Any exceptions to this policy require administrative approval. Failure to sign out when leaving constitutes an unexcused absence, no matter how valid the reason.
- Any student leaving and then returning to school during the school day must sign back in at the office upon returning to school and return directly to their assigned class.

## **16.8 COMMUNICATION**

### **16.8.1 Friday Memo**

A weekly reminder is emailed home to parents on Fridays. It contains notice of all the events going on in the coming week as well as gives a short forecast of the following weeks. This is a great way to stay connected to GFA and to keep up with what's going on.

### **16.8.2 Weather Information**

In situations where weather problems necessitate school closure, information will first be transmitted through the school notification system. The notification system will contact you in any or all of the following ways: email, text message, phone call (cell and home). Information will also be shared with local media including NBC, ABC, CBS, FOX (local news stations), KTSY-89.5 FM and KBOI-670 AM.

### **16.8.3 Daily Announcements**

Announcements are read each day at the beginning of first period by the student body officers. This is considered the official notification for deadlines, schedule changes and special events. If you wish to have an announcement read, it must be written on the announcement list kept on the counter in the office.

## **16.9 CELL PHONES / ELECTRONIC DEVICES**

Students are not allowed to use personal electronic devices on the school campus during the school day 8:30 a.m. – 3:30 p.m. This includes, but is not limited to, cell phones, tablets, laptop computers, MP3 players, Game boys, iPods.

- All electronic items must be in the “off” position and are not to be seen (ie. they are not to be carried in back pockets) or heard.

- For security reasons, cell phone cameras may not be used to take pictures on school grounds.
- Any exception to the rule regarding the use of personal computers during class time, will require approval from the Superintendent/Principal and instructor.

Violation of using any electronic device will result in the following consequences:

- 1st violation: Item will be released to the parent only.
- 2nd violation: Contract established via conference with student, parent, and Superintendent/Principal.
- 3rd violation: Conference with student, parent, Superintendent/Principal, and board representative.

Parents are asked to call the school office if they need to communicate with students during school hours and not call or text their student on their cell phone.

## **16.10 OFFICE PHONE**

During class time, school phones are off-limits for student use except in emergencies and may be used only with a pass from the teacher. Use of the telephone before school, after school, and during lunch should be limited to two minutes. Students must understand that the use of the school phone is a privilege and not a right. This privilege can be taken away if it is abused.

## **16.11 MESSAGES TO STUDENTS**

Telephone messages to students will be taken only from parents or employers in an emergency situation. You should take care of personal business outside of the school day.

## **16.12 STUDENT RECORDS**

There are two types of student records: cumulative and administrative.

- 1 Cumulative records contain basic identifying data, standardized test results, grades and credits earned, and attendance information.
- 2 Administrative records contain student witness statements, parent letters/contact information, other documented information that is not placed in the cum folder. Only legal requests can ask for copies of this type of documentation.

## **16.13 DISTRIBUTION OF MATERIALS**

Handbills, leaflets, and other material may not be distributed or posted by students on the GFA campus without the expressed permission of the school Superintendent/Principal. All such materials must bear identification as to the publishing agency, distributing organization, church, or individual.

## **16.14 ACCIDENTS**

A student who witnesses an accident or who is injured on campus should report it immediately to a teacher, who will make a written report to the office. If no teacher is available, the accident should immediately be reported to the office. Students should seek help and not attempt first aid on their own.



## **16.15 LOST AND FOUND**

Found books, clothing, and other larger articles will be placed in the lost and found. Smaller items, such as jewelry and watches, should be turned in to the office, where they will be held for their owners. Periodically during the year, unclaimed items will be donated to a used clothing agency. Students and parents are encouraged to mark personal items with the student's name so they may be identified more easily.

## **17 STUDENT RECORDS**

There are two types of student records: cumulative and administrative.

1 Cumulative records contain basic identifying data, standardized test results, grades and credits earned, and attendance information.

2 Administrative records contain student witness statements, parent letters/contact information, other documented information that is not placed in the cum folder. Only legal requests can ask for copies of this type of documentation.

### **17.1 TERMINATION OF STUDENT RECORDS**

All student records (Cumulative & Administrative) will be kept on file for a minimum of 10 years. After the 10-year term these records will be destroyed in a permanent manner.

## 18 CONTACT INFORMATION

Greenleaf Friends Academy

Mailing Address:

PO Box 368  
Greenleaf, ID 83626

Physical Address:

20565 N. Academy Rd.  
Greenleaf, ID 83626

Phone: 208-459-6346  
Fax: 208-459-7700

Email: [office@gfaschools.org](mailto:office@gfaschools.org)  
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Mr. Rod Lowe, Superintendent/Principal  
[rodlowe@gfaschools.org](mailto:rodlowe@gfaschools.org)