



**Greenleaf Friends Academy**

**Student-Parent Handbook**

**2024-2025**



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## **CHANGES TO HANDBOOK FOR 2024-2025**

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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, and serve passionately.

## 1.2 VISION

To inspire and empower students to discover their identity and purpose in Christ and His creation in order to affect 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 evangelical Friends Churches that are members of Northwest Yearly Meeting of 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 are 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 Classical Christian Education**

GFA is committed to delivering the best classical Christian education it can to its students. Teachers are trained professionals and committed to living out their lives in such a way as to meet the mandate given by the Apostle Paul to “follow me as I follow Christ” (I Corinthians 11:1)

The classical Christian curriculum is academically rigorous and cultivates in students the habit of thinking critically and communicating truth beautifully and persuasively. Students are trained to think deeply about life and its meaning, to glorify God in all that they do, and to live in a way that is consistent with biblical truth and will lead to human flourishing.

### **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.

Students need to perform three hours of community service per academic quarter, per each MS/HS student. All student service hours need to be reported through their house and will be counted toward house points. 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 need to 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 should 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.
- 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 continuous enrollment is offered to returning students, GFA Head of School 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. Continuous Enrollment is a simple process that, from the time of admission, your child will be considered enrolled at GFA through their high school graduation UNLESS OTHERWISE NOTIFIED by the parent. Continuous Enrollment for returning students, Junior Kindergarten on up will take place in February. At the time continuous enrollment takes place, parents will receive an email with instructions to accept the Continuous Enrollment Agreement and make any changes on your demographic information through your FACTS family portal. The Continuous Enrollment tuition down payment fee for the following year will be drawn from your account at that time.

### **2.4 REGISTRATION**

Registration will be in August. Class Elective registration forms, class schedules, vehicle registration and other information will be emailed with a deadline date for return.

### **SCHOOL WITHDRAWAL**

The parent of any 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, books, 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 at the time of continuous enrollment. 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, 4% 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 for all payment plans.

### 3.3 LATE PAYMENTS

A late fee will be assessed through FACTS 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 and the withdrawal takes place prior to the half way mark of any given quarter, that half quarter tuition is due. If the withdrawal takes place after any given quarter halfway mark, the remainder of that quarter tuition will be due. If there is a remaining balance on the tuition and/or lunch account, the family is responsible to pay the balance within two (2) weeks of the withdrawal date so that academic records can be released to a new school.

Please note: Tuition will continue to accrue until the withdrawal process is completed (See School Withdrawal Section 2.5).

### **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 by committee 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, families must first fill out and submit the online Grant and Aid Application form. Each situation is viewed as unique for the school to assess. However, the school reserves the right to base financial aid decisions on actual financial hardship, i.e. loss of employments, unforeseen medical events, etc.

## **4 TRANSPORTATION**

### **4.1 ACTIVITY TRANSPORTATION**

Students are required to ride school transportation, when provided, to school activities. A permission slip is signed by parents during enrollment, 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 area between the main entry and the Commons. The parking area next to the office wing and to the north 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, except for Seniors, who have an open campus.
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.

Students may return when they have been fever free without medicine for 24 hours.

### **5.2 MEDICATION**

1. Students requiring prescription or over-the-counter medication at school must have a medication permission form on file in the school office.
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. All medication must be picked up from the school office by an adult at the end of the school year.
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, Ibuprofen, or cough drops 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.

### **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. (See section 11.1)

### **6.2.3 Conduct Marks**

Parents will be informed of their Grammar school 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

Upper 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

\*Honors, A/P and Dual Credit classes are graded on a 5 point scale

#### 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 possible 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 1 week, in consultation with parent/guardian, the incomplete work will be scored as a failure and the grades calculated accordingly.

#### 6.3.1.3 Late Work Policy

GFA’s standard late work policy is -10% for each day the assignment is late up to the third day; after the third day, the assignment is a 0. Students may still be required to turn in an assignment even if it will not record a grade.

In the instance of an excused absence, students have 2 days for each 1 day that was missed, up to one week, to turn in the missed assignment. **It is the sole responsibility of the student to follow up with teachers on what work was missed.**

- Long-term projects or assignments given before the student was absent may be due on the day the student returns, depending on length of absence and assignment.
- If a student misses the day of a test, the test will be made up on the day the student returns.

#### 6.3.2 Honor Roll

An honor roll will be completed at the end of each semester 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.

Summa Cum Laude 4.0 GPA

Magna Cum Laude 3.6-3.9 GPA

Cum Laude 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 show significant progress in all subjects and be recommended by the teacher. Promotion or retention of students in Grammar School will be measured by the teacher and standardized testing. The student must show the caliber of work and meet the criteria established that is necessary to be successful in the next grade. Academics along with social, emotional, and physical maturity will be taken in to account. Students will be promoted if they have demonstrated the capability and readiness to profitably learn at the next grade level.

For students not meeting the criteria for the next grade, a meeting with parents will be established to decide on the best course of action for the student

### 6.4.2 Grades 9-12

Unless part-time status is discussed and approved by the student's parents and the Head of School, 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:

- Literature 4 years (8 semesters)
- Composition 2 years (4 semesters)
- Math 3 years (6 semesters)
- Speech/Rhetoric 2 year (4 semesters)
- Science 3 years (6 semesters)
- History 3 years (6 semesters)
- Biblical Studies 4 years (8 semesters)

## 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:

- Have a minimum grade point average of 2.0 or “C” in CORE classes.
- Earn at least 12 credits towards graduation; each credit represents one semester in one class

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, unless acceptable prior arrangements have been made. The seniors select and the Head of School approves the speaker selected for the service.

### **6.6.3 Commencement**

This is the presentation of diplomas and the final recognition of our seniors. The graduation coordinator selects and the Head of School approves the special speaker. This 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. Transfer students must have attended Greenleaf Friends Academy for their entire junior and senior year, unless approved by administration.



2. Valedictorians and Salutatorians will each give a brief speech at graduation, speeches to be approved by Head of School.
3. 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 Head of School'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, and Salutatorian

**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 Head of School'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 Head of School'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 PSAT will be administered to all students in grades 10-11 in the fall, and grades 8-9 in the spring.
- The STARR Assessment is given to grades 1<sup>st</sup>-8<sup>th</sup>. The assessment can be given up to 4 times per year.
- ACT/SAT test preparation is available to Juniors and Seniors.

## **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 Dean or Head of School, 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 Upper School student is required to use a student agenda 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. Parents and students are able to check grades on RenWeb through their FACTS family portal. If help is needed, please contact the school secretary.

## **6.11 ACADEMIC PROBATION**

### **6.11.1 Grammar School**

Grammar School students, in Grades 4-6, who receive two D's or one F may be placed on academic probation at progress report or report card time. Elementary students, in Grades 1-3, who receive two D's or one F may be placed on academic probation at report card time. A plan for improvement will be detailed and may include using recess time, additional homework time or tutoring to get caught up.

During the probation time, the student is not allowed to participate in any school sports or extra-curricular activities.

It is our desire to give students on academic probation support and encouragement. We will prayerfully work with parents and students as long as there is some prospect for satisfactory

achievement. Our goal is to see each student restored to good academic standing. The appropriate staff person will confer with the student and his/her parents to make recommendations and evaluate the student's progress.

### **6.11.2 Upper School**

A student who receives less than a 2.0 GPA or who receives one F or two Ds on the weekly progress report check will be placed on academic probation. Exceptions may be made by the Head of School.

Academic Probation will be invoked in the following manner:

1. Academic probation begins immediately.
2. The student will be placed on academic probation until the weekly progress report check.
3. A letter of notification will be sent to the parents via email.
4. For students whose probation extends 2 weeks or more, a conference will be held with the parents, the student, the teacher(s), and/or administration 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. When grades are next issued, if the student on probation has achieved the academic standard, then the student will be removed from probation.
6. 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 Head of School. 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.
  - a. A student with chronic probation (chronic being more than two probationary periods within one school year) will be considered for dismissal. However, attention will be given to exceptional circumstances (i.e. honors courses, advanced courses, or family or personal difficulties).
  - b. 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.
7. 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 D's in any class, that student may attend athletic practices.

8. 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.
9. When grades are next issued, if the student on probation has achieved the academic standard, then the student will be removed from probation.
10. 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 Head of School. 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.
11. 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).
12. 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 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. Lost books will be replaced at the student's expense.
3. 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.
4. Teachers may require students to cover books. No labels, stickers, pictures, etc., which conflict with Greenleaf Friends Academy standards are permitted.
5. 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.

## **6.13 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.

## **6.14 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.

## **6.15 STUDENT AIDES**

A student aid 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 the Head of School.

## **6.16 EARLY RELEASE**

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 Head of School. 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.

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

Understanding that many of our high school students are very involved in advanced academic courses and 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 folders across from the office and must be signed by the coach and returned to the School Counselor to receive academic credit.

E-hour offers a dedicated study opportunity tailored for students in grades 7-12. Students in grades 7-9 will convene in their homeroom twice a week, where they will be provided designated time to focus on their homework. For students in grades 10-12, independent study time is allocated. The library facilities will be accessible, allowing students to borrow books, engage in reading, or utilize the space for quiet academic work.

It is important to note that any misuse of this study time will result in a warning, and continued abuse may lead to the withdrawal of Study Hall privileges. It's essential to emphasize that Study Hall does not earn academic credit.

During Study Hall, students will be in the library or appropriate classroom 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.)

## **6.18 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.

## **6.19 IDLA AND ALTERNATIVE CLASSES**

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

### **6.19.1 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 Humanities classes-see below) for a core class that is offered at GFA, the class must be taken for Dual Credit.
3. Humanities 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.

### **6.19.2 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 may be independent classes and GFA teachers may 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. 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.
  - d. 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.

### 6.19.3 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.

#### **6.19.4 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. Head of School
  - 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 FIRST WEEK**

During the first week of school, high school students (9-12) and faculty will have three days 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 First Week unless prior permission for non-attendance has been granted by the Head of School. Students are also expected to ride school transportation to and from the event, unless an alternative plan has been pre-approved by the Head of School. Students will be charged the First 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 upper 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.



### 7.3 CLASS AND CLUB FUNDRAISERS

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

Class fundraisers are under the direction of the home room parent. Fundraisers are planned and supported in conjunction with homeroom faculty and class members. Parents are expected to help sponsor and chaperone fundraisers.

### 7.4-DANCES AND SOCIAL EVENTS

GFA hopes to cultivate a student culture in which students regularly have the opportunity to cultivate the virtues of temperance (self-control) and love (self-sacrifice), to practice acting responsibly towards one another, and to serve one another by laying down their own wants and desires for the interests of others. Dances and Social events are a few of the ways in which GFA attempts to do that.

- **A Spring Banquet** may be planned in conjunction with the Spring Formal.
- All dances at GFA must adhere to the Greenleaf Friends Academy Dance Policy, which includes:
  - **A Uniquely Christian Culture:** GFA dances are designed to be uniquely Christian in the culture they create. The décor and design at dance venues must be well lit, beautiful, and God-honoring.
  - **Student Conduct:** Students at GFA dances are to be held to the highest possible standard of conduct.
  - **Dance Style:** In order to support the mission of dances at GFA, the dance style of each dance is to be social dances, line dances, swing dances, or waltzes. All dances must be choreographed “mixers” in which students have multiple dance partners per dance, and are taught and called by an instructor. No other style dance is allowed (free form, salsa, urban/hip hop, etc.)
  - **Community emphasis:** Dances at GFA are intended to accomplish two primary goals: build Christian community, and provide students opportunities to practice self-sacrifice. Both of these things are contrary to the nature of Man, and as such, careful guidelines must be put in place to cultivate them. Those guidelines are:
    - **GFA dances are closed to members outside the GFA community.** Students from other schools will not be familiar with the mission and vision of a GFA dance, will not have been taught the individual dances, and therefore may not attend or participate in GFA dances.
    - **Students may not attend dances as “dates” or as “couples”.** Dances are intended to be community events where the emphasis is places on development of the whole community and not on individual friendships or relationships. At dances where there is a formal dinner component (Protocol, Winter Ball, etc.) a male student will be assigned at random to

escort a female student. Students are not allowed to isolate as pairs or couples at any time during a GFA dance.

- **Chaperones:** All GFA dances are to be carefully chaperoned by no less than 6 adults from the GFA community (teachers, administrators, parents, board members, etc.) All chaperones must be provided a copy of the dance policy in advance and feel comfortable enforcing the policy as needed.
- **Music Style:** Music has a unique effect on the human soul: it has the ability to move the soul towards both good and evil; as such, all music at a GFA dance must be approved by a school administrator (head of school, school counselor, or board member) in advance of the dance. All music must be upbeat and support the mission and vision of GFA dances. All song lyrics must meet the True, Good, and Beautiful Standard: lyrics that glorify sexual immorality, violence, drugs, gender confusion, etc., are not allowed.
- **Student attire:** GFA dances are intended to place the attention of all onto the community and not onto individuals; as such, any attire that creates a distraction or glorifies an individual student over the community is not allowed. Unless a dance has a specific theme (e.g. formal, country western, etc.), all students must adhere to the school dress code for chapel days: males must wear collared shirts and khaki pants or slacks, and girls must adhere to modesty guidelines provided in Section 9.

## 7.5 PICTURES

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

## 7.6 SCHOOL-SPONSORED FUNCTIONS

Appropriate social times are planned by the various classes at GFA. All school functions will have adult supervision, and are directed in accordance with school standards. The school is not responsible legally or financially for parent-sponsored events. All parent-sponsored events must be advertised as such.

## 7.7 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. Those fees will be charged on the FACTS TMS Incidentals.

## 7.8-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.

## **7.9-STUDENT LEADERSHIP**

The purpose of our student leadership 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.

### **7.9.1 - House Program**

**The Upper School students are divided into four separate Houses. The House Program provides an avenue for Student Leadership, Community service and Unity. The houses compete throughout the school year to earn points for their respective house in sports competitions, and unity and service projects. The House program fosters a spirit of school unity by including the younger grades in some of their activities.**

## **7.10 THE YEARBOOK**

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. You can purchase a grammar school yearbook, or an upper school 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 Head of School.

## **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 half day of school with an excused absence 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 Head of School. 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 Head of School.
- Absence is due to bereavement.

## **8.4 FINE ARTS**

Fine arts activities are a vital part of the development of students at GFA. The secondary students participate in fine arts activities such as drama and visual arts. Dates will be announced for student productions throughout the year.

## **8.5 ATHLETIC PROGRAMS**

### **8.5.1 Philosophy**

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.

- Psalms 139:14
- Corinthians 12:12-27
- Romans 12:4-6

### **8.5.2 Goals/Vision**

GFA Athletics' goal is to have student athletes grow in fundamentals, technique, practice and competition as they move through the GFA Athletic programs. While using their God-given gifts and talents to glorify God, to be trained in self-discipline, self-control, goal setting, self-sacrifice, fulling commitments and responsibilities, and to develop a persevering spirit.

GFA athletic teams will strive to produce quality teams where success will be measured not just on the field/track/court but in character traits: Fruit of the Spirit can be observed by those around them. GFA recognizes that some outcomes cannot be assessed or measured, but seeds will be planted and fruit will be seen later in student athletes' lives.

- Galatians 5:22-23

### **8.5.3 Volunteers/Mentors**

Volunteering with GFA Athletics is always welcomed. All volunteer coaches must have a background check. All volunteer coaches must be cleared with the head coach and athletic director to determine a positive, Christ-like role model to the athletes. Volunteer coaches may not participate until all

clearances have been received. Volunteers must sign and agree to abide by the Volunteer Policies and Guidelines. Student Athletes who are volunteering must have approval from the coach and the Athletic Director. Students must be in good academic standing.

#### **8.5.4 Coach-Student Relationship**

Coaches are to act in a professional manner at all times with student athletes. Relations can be friendly and courteous but not intimate or familial. Coaches need to be aware of their physical contact/exchanges with students as well as their verbal exchanges. Flirtation, sexual innuendos, casual disrespect toward authority, excessive familiarity, unprofessionalism, inappropriate behavior, etc. will not be tolerated.

At no time should a coach be left alone with a student athlete of the same or different sex. If a coach has to be left alone with a student, they need to be quick, leave the door open and let someone else know.

#### **8.5.5 Communication**

All communication with administrators, the Athletic Director, school office, families and Student Athletes need to be emailed or sent through the Group Me app. If this is not possible, the coach needs to call or text the athlete's parent. Coaches should be aware of their tone and the way in which they are speaking to students; keeping in mind constructive criticism and positive reinforcement.

#### **8.5.6 Sportsmanship**

GFA defines sportsmanship as fair and generous behavior or treatment of others.

All words and actions by coaches, volunteers, and student athletes should be positive, uplifting, and encouraging to others. Those involved in GFA Athletics are to demonstrate the Fruit of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control on and off the court.

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.

#### **8.5.7 Locker Rooms**

Locker rooms are used by "In-Season" athletes and HS/MS PE and Strength and Weight Training change-outs. Once the season has come to an end the student athlete needs to check-out with the coach. They are not to use the locker room until they participate in another sport. Coaches are not allowed in locker rooms when student athletes are changing. If there is a need for a coach to be in a locker room, all athletes must be dressed, they must knock and ask for permission to enter the locker room and cannot be left alone in a locker room with a student athlete.

### **8.5.8 Mandatory Parent-Student Sports Meeting**

Coaches are required to schedule a date, time and place for a Parent-Student Sports Meeting prior to the season's start.

The Parent Student Sports Meetings should include but not be limited to: league, division, information regarding the sport, student athlete fees, practice days/times/locations, communication (email), games, schedules of games, coach's policies and procedures, attire for games and practices, equipment provided by the school, equipment that needs to be purchased by athlete.

Parents should be made aware of the coaches' expectations of them; to give their full support to their child, other players, coaches, opponents and officials and to help their children be dependable and accountable by communicating with them about practices and games.

All forms that are required for sports are due at the end of the Mandated Parent-Student Meeting. See Athletic Director for list for forms that will be required. Forms can include but are not limited to: physician reports, waivers, releases, transportation waivers, medical, and head injury.

### **8.5.9 Physical**

All 9-12 Grade Student Athletes are required to have a physical. Incoming freshmen and juniors all need a new physical done as well as the physical clearance form filled out by a doctor and turned into the Athletic Director prior to any practices.

### **8.5.10 Injuries**

If a student athlete is injured during practice, it is the coach's responsibility to follow the correct protocol that First Aid and CPR training sets. Coaches are also to report injuries to the Athletic Director and parent via email or phone detailing the event. (How did injury happen? Care taken?) If the coach feels that 911 needs to be called, they reserve the right to do so.

### **8.5.11 Medicine/Allergies**

If a student needs Ibuprofen or Acetaminophen during a practice, the coach needs to verify the last time they had medication (what was given) and that the parent has given permission to medicate.

If a student athlete needs, because of an allergy, the use of an Epi-Pen, the parents will provide an Epi-Pen for the coach, who will have one on them at all times during practices and games. If an Epi-Pen is used, 911 must be called, then parents.

If a student athlete uses an inhaler the coach should have immediate access to the inhaler during practices and games in case an emergency arises.

### **8.5.12 Tryouts**

Coaches and/or the Athletic Director are to announce try-outs for upcoming sports two weeks prior to the first day of practice. Try-outs are to be held in the first three-four days of practice. The number of players on a team varies from sport to sport as well as the number of student athletes trying out. Coaches and the Athletic Director will determine the team size and if there will be an "A" and "B" team.

Playing on a team is a privilege, earned by athletes and at the discretion of the head coach. Coaches have the right to refuse a student athlete who misses try-outs. Exceptions would be a medical reason or season overlap.

### **8.5.13 Placement/Level**

Head Coaches have the right to place student athletes on the appropriate level of play. For example, varsity or junior varsity. Considerations that coaches can use for try-outs and placement are, but not limited to: skill, squad size, attitude, team chemistry, work ethic.

### **8.5.14 Cuts**

Coaches reserve the right to cut a player who is trying-out. If a player is cut, they may approach the Athletic Director and coach about being a student manager (see below).

A student athlete can be cut from the team due to disciplinary reasons in consultation with the Athletic Director.

### **8.5.15 Quitting**

Student athletes will be given a one-week grace period at the beginning of the season where, if they decide that a certain sport is not for them, they may leave the team.

If a student athlete is considering quitting a team, they should set up a meeting with their coach or the Athletic Director to discuss the situation. If a student does quit a team after the grace period is over, they are responsible for athletic fees.

### **8.5.16 Student Managers**

Student managers can be kept on a team per the head coach. Student managers may be responsible for handling equipment, keeping stats, running scoreboard, helping set up games and/or practices. Coach will decide if the student manager may participate in practices. Student managers must follow the same athletic and academic policies that the athletes are required to follow. Student managers may be dismissed at any time by the coach.

### **8.5.17 Captains**

Coaches can choose how captains are selected and how many: coach's choice and/or student choice. Captains do not have to be seniority based. Captains should be chosen based on maturity, responsibility, modeling of good sportsmanship, teamwork and behavior.

### **8.5.18 New Students**

If new students enroll during a sports season already in progress it is the Athletic Director's responsibility to determine eligibility to play based on State requirements.

### **8.5.19 Hazing**

Hazing is not tolerated.

### **8.5.20 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.

### **8.5.21 Medical Insurance (Student Athletes)**

Student athletes and parents are required to sign a waiver indicating their understanding that GFA will not be financially responsible for any school/sport injuries that may occur. If uninsured, students participate at their own risk. This is signed during enrollment.

## **8.5.22 Practices & Games**

Practices are expected to start and end on time. They should include, but are not limited to: warm-ups, drills, fundamentals, terminology, techniques, strategy, strength/weight training, and cool-downs. Student Athletes are expected to be ready and prepared with everything they need, on the floor, track or field, at practice start.

### **8.5.22.1 Travel To Practice**

If traveling to another facility for practice, coaches, student athletes and parents are all expected to treat the guest facility with care and respect as they would with a GFA facility. If a GFA sports team has to travel to another school for practice, this travel time is not included in their practice time.

### **8.5.22.2 Times/Length Of Practice**

**Middle School** practices are to be held during 7th period, weekdays, and may take place after school with permission from the Athletic Director.

**High School** practices are to be held after school and should not exceed two hours per day, unless permission has been granted by the Athletic Director.

### **8.5.22.3 General Information**

Practices during the school year will not begin any later than necessary.

If Saturday or Sunday practices are held, they need to be approved by the Athletic Director. If Sunday practices are needed, please schedule in the afternoon so that families may go to church and worship.

Optional practices can be held with approval from the Athletic Director and cleared through the school calendar for non-school days, breaks/holidays/non-student school days. During the extended breaks an athlete is responsible to make arrangements with the coach to miss practices.

### **8.5.22.4 Changing Practice Schedule**

If practices are to be changed or canceled for one day, coaches and/or Athletic Director need to notify the school office, parents and student athletes as soon as possible via email and/or Phone.

If practices are to be changed indefinitely, coaches and/or Athletic Director need to email the school office, parents and student athletes five days prior; however, if one does not have the ability for advance notice, please notify as soon as possible. Please be aware that if advance notice is not given, student athletes cannot be held responsible for missing the practices and/or having to leave the team.

### **8.5.22.5 Attire At Practice**

Coaches will ensure that Student athletes will wear sport-appropriate athletic wear/apparel and shoes for practices. Athletic apparel must be appropriate in fit, length, logo, branding, and graphic design. Sport appropriate footwear is required. Students may not practice barefoot or in socks or dress shoes. Jewelry: rings, necklaces, bracelets, anklets, earrings, are not permitted to be worn during practices. Hair should be maintained in a manner that allows for participation. GFA Athletics does not permit students to play shirts vs skins.

### **8.5.22.6 Attire At Games**

Coaches will ensure that Student Athletes are expected to wear school provided uniforms in the appropriate manner as well as having their personal equipment. Coaches and captains will decide if students will change-out into uniforms at GFA or their destination a day prior to the game. Students must wear and meet sports expectations for attire/uniforms for the game. Uniforms are to be worn as created by manufacturers.



#### **8.5.22.7 Attendance At Practice & Games**

**School Absence:** A student athlete who has an unexcused absence for more than half of the day cannot participate in practice or games. Student athletes who have been suspended, either an at-school suspension or at-home suspension, may not participate in practices or games.

#### **Athletic Absences:**

- \* A student athlete who has missed more than 60% of scheduled practices prior to a game can lose their starting position and/or be benched for the game.
- \* A student athlete who arrives late to 50% of the scheduled practices prior to a game can lose their starting position and/or be benched for the game.
- \* A student athlete who leaves early or “dips out” for extended amounts of time from a scheduled practice more than 60% of the time prior to a game can lose their starting position and/or be benched for the game.
- \* Student athletes cannot miss games. The only exceptions are: illness, family emergency and school conflict. The student athlete is responsible for notifying their coach as soon as possible if they will be missing a game. If a game is missed for any unexcused reason, the coach has the right to bench the player for the following game(s).

#### **8.5.22.8 Equipment for Practice & Games**

**Practice:** Student athletes are to come to practice prepared with the appropriate equipment needed for practice or games. Student athletes are not to share personal equipment.

#### **8.5.22.9 Place/Day/Time**

The Athletic Director will have the season’s schedule available on the school calendar on [www.gfaschools.org](http://www.gfaschools.org). Changes are published on the calendar as soon as they are known. Any changes to the season’s schedule must be approved by the Athletic Director. Coaches, parents, students athletes and the school office will be notified as soon as possible of any changes in the season.

#### **8.5.23 Eligibility to Participate**

The Athletic Director will be responsible for staying abreast of student eligibility.

#### **8.5.24 Transportation**

GFA will provide transportation by bus or 13-passenger van, when available, to away games. ALL student athletes will be required to ride the van or bus to the games. If there is a special circumstance where a student will need to be transported by self or parent, it must be approved by the coach and the Athletic Director. Student athletes may ride home with their family; however, they will need to check out with the coach before leaving.

**NOTE: Coaches are not to carry or convey any student in their car unless there is proper insurance coverage and proper verification of parental permission. If students are injured while riding in your car, your insurance coverage becomes primary.**

**Coaches are not to ride alone with a Student Athlete in a vehicle.**

### **8.5.25 GFA Uniforms**

Uniforms are to only be worn for games, team pictures and game days.

Student Athletes who do not return uniforms after two weeks after the end of the season will be charged the cost of a replacement uniform to their FACTS account.

- a. Wash the uniform/both home and away
- b. Place home and away in separate one gallon bags
- c. Write the athletes name and player number on the bags
- d. Turn in to the Athletic Director

### **8.5.26 Starters & Playing Time**

Starters for games will be chosen by the head coach based on past performance, attitude and leadership. How much a student plays is at the coach's discretion. There will be no guarantee of playing time and there will be a limited rotation. Student Athletes should be proud to be a part of the team regardless of their playing time.

### **8.5.27 Infractions**

#### **8.5.27.1 Student Athlete**

Coaches are to report, via email, to the Athletic Director and parents if a student athlete receives a yellow card or higher, ejection, technical foul, poor sportsmanship, and/or any other disciplinary action is taken by an official.

Any ejection from a game could result in an automatic two-game suspension. This will be decided by the coach and Athletic Director including the student athlete's disciplinary action. Prior to returning after suspension, the student athlete will meet with the Athletic Director and administration to discuss the cause of ejection and what behavior will be expected. Coaches have the right to pull a student athlete from a game and/or during a game according to State guidelines.

#### **8.5.27.2 Parents**

Parents that receive an ejection or team penalty may be asked not to return for two games as well as meeting with the Athletic Director.

#### **8.5.27.3 Athletic Academic Eligibility**

These rules are set forth with the mindset that participants are **student** athletes. Academics come before sports.

Athletes, being leaders in the school, are expected to maintain a 2.0 or higher, having no D's or F's at any time during the sports season or have an excess of missing work.

Using sports as a tool for growth in self accountability, responsibility and time management, the Athletic Director will give printed grades to any athlete who is ineligible on the last day of the school week. At this time, athletes will be notified that they are not allowed to participate in the following week's competitions.

- The first week an athlete is ineligible for play, the athlete is allowed to attend competitions but may not participate.

- The second week an athlete is ineligible for play the athlete is **not** allowed to attend practices or competitions.
- The third week an athlete is ineligible for play the athlete is not allowed to attend practices or competitions. A conference with the Athletic Director and the parents will be scheduled. The athlete may be removed from the sports teams at this time.
- In the event that grades are not pulled and delivered the last day of the school week, they will be pulled the first day class resumes on the following week.

\*The weeks of ineligibility do not have to be consecutive for the progression of consequences.

\* The Athletic Director retains the right to extend grace under extenuating circumstances.

### **8.5.28 Fundraising**

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

All fundraisers under the name of Greenleaf Friends Academy (GFA) must comply with the following:

- All funds earned under the name of a GFA team belong to the team and not to any one individual.
- Funds earned under the team name must be submitted to the GFA business manager.
- Team fundraisers are under the direction of the team captains, planned by the team and supported by the team members; parents may help sponsor and chaperone fundraisers.
- Fundraising events must not be at odds with GFA's Mission Statement, beliefs or any policy within the GFA Student-Parent Handbook.
- Students are expected to comply with school policies during all GFA fundraising events.
- Please remember to keep GFA's Graduate Outcomes in mind as you plan fundraisers. Also be sure to explain what the funds will be used for, how much is needed, and other details that will be of interest to the Fundraising Committee as well as to potential donors.

### **8.5.29 Off-Campus Overnights**

Off-campus, overnight trips provide unique experiences for students and advisors and chaperones to experience something new in a controlled and safe setting. Because of the potential for bad as well as good to occur, the following guidelines must be met before the trip is advertised.

Every Off-Campus Overnight Trip must receive Board Approval before the trip is advertised. Please remember the Board meets the 2<sup>nd</sup> Monday evening each month at 5:30 pm. You will need to talk with the Chairman of the Board to be placed on the Agenda.

There must be at least 3 chaperones on each trip. If the team is made up of boys and girls, there will be at least one chaperone of each gender. Any non-faculty/staff chaperones must have a background check done before being allowed to join the trip.

**8.5.30 Student Athlete Discipline**

GFA Athletics is a reflection of God, our Faith, GFA, our community and families. Coaches are expected to model leadership and humility, a Christ-like example, of those they come in contact with but not limited to school administration, GFA teachers, parents, students, other coaches, officials and opposing teams.

The Athletic Director stands ready to provide whatever assistance is needed by the coach in discipline situations. Discipline will follow Greenleaf Friends Academy rules on discipline.

There is no corporal punishment allowed.

**8.5.31 Videotaping**

Videotaping may be used at practices, games and for scouting other teams with appropriate intention.

**8.5.32 Media**

All media coverage needs to run through the Athletic Director and coaches including but not limited to interviews (both negative and positive), student/team/school information and stats.

**8.5.33 Sports Offered at GFA**

<b>Organized Sports Available at GFA</b>			
<b>Middle School</b>		<b>High School</b>	
Boys:	cross-country, basketball, track, clay targets	Boys:	cross-country, basketball, baseball, track, and clay targets

Girls:	volleyball, cross-country, basketball, track, clay targets	Girls:	volleyball, cross-country, basketball, softball, track, and clay targets
<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 uniform standards is to establish a student culture that is Christ-centered, unified, and free from distractions.
- Uniform and grooming standards are a means of building character and empowering students to find their identity and uniqueness in Christ and the content of their character and not in their appearance.
- 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 school uniform shows unity, a commitment to excellence, and respect to the broader Greenleaf community.
- Appropriate dress shows respect and creates a positive impression for visitors to our campus.

### 9.1 CODE I

School hour dress code:

1. Requirements for regular school days are a school logoed polo shirt in either red, grey or black. Jeans, khakis, or black or grey dress pants may be worn on regular school days. From the beginning of the school year until Fall Break and from Spring Break until the end of the school year, dress shorts of either khaki, grey or black may be worn if they are no shorter than two inches above the knee. Girls may choose the dress shorts option or opt for a skort in either khaki, grey or black with the same length requirement. All items with logos must be purchased through our supplier.

2. Formal day requirements vary by age and are listed on our website: [www.gfaschools.org](http://www.gfaschools.org) . For further questions, please ask the office for clarification.

3. During the school day, no hoodies are allowed. If your child is in need of warmer gear for the classroom, please have them layer with the same color of long sleeve as the shirt they are wearing. Outerwear options that are acceptable in the classroom are listed on our website: [www.gfaschools.org](http://www.gfaschools.org) . Regular outerwear is acceptable to and from school and during outdoor activities.

## 9.1 CODE II

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, leggings 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:
  - Both boys and girls are expected to keep their hair well-groomed and clean. All students must keep their hair out of their eyes.
  - All hair accessories must be removable upon request.

- All hair coloring must be done in natural hair colors: blondes, brunette, etc.  
**Unnatural hair colors such as blue, purple, or pink are not allowed.**
- For girls the following is prohibited:
  - Shaved heads, ornamental cuts, or shaved designs
  - Excessively tall styles that might be distracting in class (Mohawk, spiked bangs, etc.)
- For boys the following is prohibited:
  - Shaved heads, ornamental cuts, or shaved designs
  - Excessively tall styles that might be distracting in class (Mohawk, spiked bangs, etc.)
  - Ponytails, top knots, man buns, mullets, etc.
  - Facial hair or sideburns below the lobe of the ear.
  - Hair that covers more than  $\frac{1}{4}$  of the ear
  - Hair that touches the collar of the shirt

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.

16. **Grammar School students** are not allowed to wear makeup (eyeliner, lipstick, etc.), fake nails, and dark nail polishes, boys may not wear nail polish. Teachers may ask students to remove anything that is a distraction in the classroom.

17. **Upper School students** are not allowed to wear dramatic or excessive makeup or excessively long nails, boys may not wear nail polish. Teachers may ask students to remove anything that is a distraction in the classroom.

## 9.2 CODE III

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. Following a P.E. class, students are required to change back into their regular school-day attire for the rest of the day. Upper School students must wear the school issued athletic wear for PE classes.
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 IV

## Dressy Occasions:

1. Boys may wear suits and ties or tuxedos, as well as button up dress shirts and dress pants.
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. Girls are required to obtain approval of formals prior to the events.

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

## 9.4 DRESS CODE VIOLATIONS

It is the primary responsibility of the Homeroom teacher, but anyone may report a violation of dress code. It is the responsibility of the Head of School to enforce or delegate enforcement of the code. Students out of uniform or dressed inappropriately, will have to call home to have personal clothing brought to school. The student will remain out of class until properly attired. The student is responsible for any missed classwork. Areas of subjectivity and final decisions are left to the discretion of the Head of School.

## 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.

- When a student arrives tardy at school, he or she must go to the school office for a tardy slip before reporting to class.
- 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 by teacher email.
- 5<sup>th</sup> tardy – student and parents will be notified by teacher email and copy administration.
- 6<sup>th</sup> tardy and every 5<sup>th</sup> tardy after that will turn into an absence.
- Each quarter will begin with a clean slate for tardies. 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), or Head of School (K-12).
3. If resolution is not possible at this level, the matter should be brought to the Head of School. The Head of School 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 Head of School of Greenleaf Friends Academy setting forth in detail the action or policy which is the basis of the grievance. The Head of School 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 Head of School, the aggrieved party or parties may at any time subsequent to fourteen days after filing with the Head of School, 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, using any form of AI or Chat GPT or other electronic methods, 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 Dean and/or Head of School will be notified.
- The parents will be notified.
- The student will confer with the Dean and/or Head of School.

#### **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 (1 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 Head of School will be notified.
2. A student, parent, and Head of School 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-Head of School 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-Head of School conference.
2. Financial restitution.
3. Parent-Head of School 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 CODE OF CONDUCT CONTRACT**

When a student has a serious problem, or multiple offenses, a code of conduct contract will be established. 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 contract, the contract will be lifted upon completion of the time given. If the student does not improve to a satisfactory level during the time of contract, he or she will be asked to withdraw from the school.

Reasons for Initiating a Code of Conduct Contract:

### **13.2.1 Academic**

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

### **13.2.2 Disciplinary**

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



### **13.2.3 Suspension**

The Head of School has at all times the authority to suspend a student. The length of suspension will be one to five days, as determined by the Head of School. 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 and their family to comply with the disciplinary actions of the school.
6. Failure of the parents to get recommended professional help for their child's need.

A suspension is cause for student to be dismissed from any leadership role (ie: worship team, student government, etc.) They will then be placed in an available class by administration.

### **13.2.4 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 Head of School 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. Student 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 will be confiscated. 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 required to participate in volunteer activities throughout the year. The goal is for the parent/guardian to perform 20 hours of volunteer time per family. A mandatory Parent Involvement Fee of \$400 per school family if the volunteer hours are not completed. Each family has the option of contributing 20 hours of service to GFA in lieu of paying this fee. Volunteer hours must be reported to the school office by May 1<sup>st</sup>. Information about volunteer opportunities and recording hours can be found at the school office and through email communications. All parents are required to volunteer/help during the Quaker Village Auction.

### 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 3:45 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. Grammar school parents will need to check in with the main office in the high school building as the Grammar school 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 (8:25am – 3:25pm).

- 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.
- Juniors and Seniors are an exception to the Closed Campus rule. Seniors are allowed to leave campus at lunch only.

### **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.

### **16.8.3 Daily Announcements**

Announcements are read each day at the beginning of first period by the homeroom teacher. This is considered the official notification for deadlines, schedule changes and special events. If you wish to have an announcement read, please give it to the school secretary. Announcements will also be on the TV in the main lobby of the Upper School.

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

### **16.9.1**

Students are not allowed to use personal electronic devices on the school campus during the school day 8:25 a.m. – 3:15 p.m. for Grammar School, and 8:25 a.m. – 3:25p.m. for Upper School. This includes, but is not limited to, cell phones, tablets, laptop computers, MP3 players, Game boys, iPods, earbuds or headphones, and Smart Watches.

- All electronic items must be silenced and are not to be used, seen, 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 electronic devices during class time, will require approval from the Head of School or instructor.

### **16.9.2**

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

- 1st violation: Item will be confiscated and there will be a warning.
- 2nd violation: Item will be confiscated and may be released to the parent only.
- 3rd violation: Student will be required to check their device in at the office every morning.

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.

### **16.9.3**

All students who are in grades 7-12 will be assigned a school email address as well as access to Google classroom. They will use this for school communications, assignments and access to ren web. This email address will be suspended upon leaving GFA. Upon graduation the email address will remain active for a short period of time in order for the students to shift information to a personal email account.

## **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 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 Head of School. All such materials must bear identification as to the publishing agency, distributing organization, church, or individual.

## **16.13 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.

## **16.14 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 cumulative folder. Only legal requests can ask for copies of this type of documentation.

### **17.1.1 TERMINATION OF STUDENT RECORDS**

All student records (Cumulative & Administrative) will be distributed out in 1 of 2 ways. They will be handed to graduating seniors for them to keep. The office saves and documents only transcripts and test scores (which is on the student transcript). The other way to distribute out, is to a requesting school to which that student will be transferring. Only report cards and transcripts will be saved of transferring students.

## **18 CONTACT INFORMATION**

Greenleaf Friends Academy

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