

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.

Mission Statement

Greenleaf Friends Academy exists to provide quality Christian education which equips each student spiritually, academically, socially, and physically to be an effective ambassador for Christ.

Vision

To prepare students to live with a Christian perspective through biblically integrated quality academic and extra-curricular programs. Greenleaf Friends Academy is a college preparatory Christian school in the great tradition of Friends schools.

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 Christian faith

Goals

- GFA will assist all students in the mastery of fundamental skills and in the development of critical and creative Christian thinking.
- GFA will assist all students in understanding their capabilities and accepting personal responsibility for educational growth.
- GFA will assist all students in learning appropriate behavior for positive interpersonal relationships and understanding and applying biblical values.
- GFA will assist all students in cultivating a personal relationship with Christ and understanding and applying biblical values.
- GFA will work closely with parents in every phase of their child's growth and development.

School Verse

“The fear of the Lord is the beginning of wisdom; all who follow His precepts have good understanding. To Him belongs eternal praise.” Ps. 111:10

We expect good things from you. If you expect those same good things from yourself, you are bound to succeed personally and academically as well as help make Greenleaf Friends Academy a better place for everyone.

School History

Greenleaf Friends Academy was founded in 1908 by the same group of Friends that founded the community of Greenleaf. Their vision was to provide high quality Christian education for the Boise Valley and neighboring communities and states.

Over the years, the Academy has developed from a one-room school house into a modern facility consisting of fine classrooms, a gymnasium, an elementary building, a preschool, a cafeteria, athletic fields and playgrounds to accommodate our students. Today the school, which includes preschool, elementary, junior high, and high school, houses students from over fifty different churches in numerous communities around southern Idaho.

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

GFA, which continues to provide young people with sound education based upon Christian standards, is supported by tuition and gifts made to the operating funds and endowment via annual giving, memorials, and bequests from our constituency.

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 third Monday of each month, with the dates and times published in the school calendar. 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, who will be happy to assist you.

Inter-Denominational Position

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

Greenleaf Friends Academy is supported by parents who:

1. Accept responsibility for the education and training of their children.
2. Understand that they are personally responsible before God for the spiritual development of their children and are willing to help and encourage their children in cultivating a relationship with God.
3. Attempt to understand the school's purpose and program.
4. Cooperate in helping their children attain the highest possible level of academic development.
5. Consult and cooperate with teachers and demonstrate an interest in class work, praising in areas of achievement and encouraging in areas of weakness.
6. Support and cooperate with the school in matters of discipline, whether in the form of correction or encouragement.
7. Give priority to parent meetings, parent-teacher conferences, and support of the school.
8. Pledge themselves to prayer and participation in fund raising activities that support the school.
9. Pledge to keep doctrinal controversy out of the school.
10. Commit to the philosophy of home and school working together to achieve the most for each student.

Greenleaf Friends Academy is attended by students who seek to:

1. Accept personal responsibility for their learning and understand that they are accountable to God, self, parents and teachers.
2. Succeed and realize internal motivation is a key to success.
3. Understand that effort is a prerequisite to the reward of personal growth.
4. Stay on task.
5. Complete their work assignments.
6. Persevere with difficult problems.
7. Contribute to a positive school atmosphere.
8. Practice behavior for positive interpersonal relationships.
9. Show respect to all persons and property.
10. Dress modestly and behave in a Christian manner.
11. Respond positively to the encouragement and correction of teachers.
12. Grow spiritually.
13. Understand they have dignity and worth because they are made in God's image.
14. Apply biblical values to real life experiences.

ADMISSIONS

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.

Admission procedure

Admissions packets are available in the school office or on the GFA Web site for those interested in attending GFA. A letter of intent needs to be filled out along with the application. When the application is received, an appointment will be set up with the parent, superintendent, and student.

All new students and their families must be interviewed before admission to Greenleaf Friends Academy. Students and families are expected to bring completed admissions packets, including the following forms:

- Application for admission
- Reference filled out by a current or previous teacher
- Registration
- Request for records
- Student questionnaire
- Health questionnaire
- GFA Student-Parent Handbook agreement

The interview will result in a recommendation for preferred admittance, provisional admittance, or denial of admission based on the following general admission criteria. Recommendations will be shared with students/families in a timely manner.

Admission Criteria

All students are admitted under a 90-day administrative review.

Preferred

- Students who come from a Christian family, have a clear testimony, and attend a Bible-based church
- The reasons for sending children to the school are spiritual as well as academic/athletic.
- Students seem to be academically prepared to cope with the level of performance expected by the school.
- Family life seems to be wholesome and stable.
- There is evidence of a wholehearted support for the school and its standards.
- Secondary school students who want to come to GFA

- Children give evidence of being disciplined, and parents support a disciplined environment.

Provisional

- Christian testimony unclear — no strong Christian background
- Non-Christian, yet evidence a desire for biblical teaching
- Reasons for application are primarily academic or athletic, but parents and/or students feel Christian principles and training may be beneficial.
- Parents place an emphasis on discipline and the desire for it in the education of their children.
- No serious discipline or academic problems

Provisional Admission:

Students admitted on provisional status will have their admittance reviewed after nine and a half weeks. Students not meeting academic or behavioral standards may be on academic probation or behavioral contract for the next four and a half weeks. Students who have not complied with GFA's standards after this period are subject to dismissal, with appeal to the board. After one semester, students admitted on provisional status who have met GFA academic and behavioral standards will be granted preferred status.

Denied

- Serious differences with the school's biblical base and/or doctrine
- Reasons for enrolling children are only academic or athletic.
- Child evidences a background of academic, discipline, or learning problems that are beyond the school's reach.
- Family life is questionable or unstable.
- History of drug or alcohol usage
- History of legal problems
- History of sexual misconduct
- The administrator or interviewing committee recommends that the application not be accepted.

Transfer Students

After reviewing records and applications and interviewing an applicant, the administration may admit a transfer student on provisional status if the student has not achieved the academic standard in the previous grading period (quarter) at the school last attended.

Returning students

Returning 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. Students in grades 1-8 may be required to take a placement exam. Kindergarten students will be tested beginning in the spring prior to the school year.

Each spring, before pre-registration is offered to returning students, GFA Administration 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.

Registration

Registration will be held in August. Registration forms, class schedules, and information packets will be on hand. Please come prepared to pay your registration fees. Bus sign-ups will also be done at this time. Information packets will contain the school calendar, insurance information, supply lists, etc.

FINANCES

GFA is a faith-based operation. Tuition and fees do not cover the total cost of education. Each year, almost 25% of the costs 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 make commensurate sacrifices in this most vital area of education. Therefore, each family is asked to help in whatever way possible to make Christian education possible for their children.

Registration Fees

All registration fees are due on the day of registration. **Registration fees are non-refundable.** Included in the school fees are textbook usage, workbooks and special paper required by the school in its primary grades. Students furnish their own Bible (New International Version), notebooks, theme paper, pens and pencils. Any book lost or damaged must be reimbursed to the school. Official school planners will be made available to secondary students for their use.

Tuition

There are four arrangements available for tuition payment:

1. Annual payments are due September 1st.
(Check with the Business Office for available large-payment discounts.)
2. Semester payments are due before each semester begins.
(September 1st and January 20th)
3. Seasonal income payments are due as specified by contract.
4. Accounts may be paid in nine or ten monthly payments, August or September through May, due on the first of the month. Payments on the monthly plan are made to the GFA business office. A late fee of \$15.00 is charged if payment is received after the 15th of the month.

Past Due Accounts

An account is considered past due after 30 days. 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.

Withdrawals

If a student withdraws before the end of the school year, the tuition can be prorated for the days enrolled. The prorating will be based on 180 school days.

Prior Years' Tuition

All tuition from prior years must be paid before the student can be enrolled for the new school year, unless special arrangements have been made with the business office. 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.

Financial Aid

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

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

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

Student Insurance

Every student in grades K-12 may participate in an accident insurance plan. This plan covers accidents occurring in the school during the school day; while attending or participating in school-sponsored activities (except interscholastic tackle football), on school grounds or not; traveling directly to or from home for regular classes (travel not to exceed an hour before and after school); or traveling in school-provided vehicles at any time.

Special football coverage is also available through the school. All high school students involved in interscholastic athletics must either carry school insurance or a plan provided by their parents.

Lunch

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

Monthly tickets may be purchased in advance or individual meals paid for daily in the lunch line. A maximum of five consecutive lunch charges will be allowed. No charges will be allowed the last two weeks of school. The hot lunch program is separate from GFA funds, so please make your checks payable to "GFA Hot Lunch."

Free and reduced-price meals are available through the National School Lunch Program. Applications are available through the office or the kitchen.

TRANSPORTATION

School Transportation

1. Door-to-door service cannot be provided because of time and expense. The buses will be routed to provide the most convenient area stops possible, while helping us to provide the shortest travel time possible for our students.
2. Cooperate with the driver by reviewing with your child proper behavior on the bus. All riders must adhere to the regulations and consider the rights of others. We are happy to furnish transportation for students, but we reserve the right to refuse transportation to any who consistently violate the regulations.
3. If a problem ensues with your child on the bus, please contact the school office.
4. If your child will not be riding, please contact the driver by 6:00 a.m.
5. If your student is to ride another bus at any time, send a note with your student for the bus driver indicating that you want your student to ride that bus. The driver will not allow a student from another bus to ride without written permission.
6. Non-regular riders need to obtain written permission from their parents before riding the bus. These permission forms must be turned in to the office.

Activity Transportation

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

- Written notification from the advisor will be provided a minimum of 24 hours in advance of an off-site school activity with the exception of those pre-published on the school calendar.
- Those 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.

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. Registration makes it possible to locate an owner in an emergency situation.
2. Students may park in the elementary parking lot or in the area next to the underclassman hall. Students are asked to avoid the area in front of the church. The parking area next to the office wing and upperclassman hall is reserved for faculty and staff.
3. Students are not to park on the east side of Academy Drive 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.

School Transportation Rider Regulations

1. Leave home early enough to reach your bus stop on time.
2. Wait at the bus stop; do not trespass on nearby property, and save the horseplay for your own yard.
3. Board the bus without delay. Take a seat quietly and stay seated unless you have permission from the driver to move. Wear seat belts as provided.
4. **Good conduct is the first rule of safety.** There is nothing wrong with quiet conversation, but loud talking or other activity while the bus is moving is not allowed.
5. Secondary students should assume leadership roles by helping the younger students. They should seek to be good examples at all times.
6. Be respectful of and courteous to others. Keep hands to yourself and respect others' property.
7. Never put any part of your anatomy out the window. Do not yell out the window. Remember, you are a witness for GFA.
8. Treat the bus and seats with care as you would your own furniture.
9. Help keep the bus clean. Do not throw trash on the floor or out of windows.
10. If it is necessary to cross the road after leaving the bus, cross in front of the bus. Wait at left front of the bus for a signal from the driver before proceeding into the other traffic lane.

ACADEMICS

Academic Standards

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 also provides a plan for correction as well as consequences for poor academic performance.

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

Greenleaf Friends Academy 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 Association of Christian Schools International.
- A member of the Western Idaho Conference and Idaho High School Activities Association.

Grades and 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.

Progress Reports

Progress reports will be posted on Renweb 4 ½ weeks into each quarter. Parents who do not have internet access may request a copy to be mailed. Parents are encouraged to request teacher conferences if needed. .

Report Cards

Report cards will be posted on Renweb at the end of each nine week 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 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 conflicts. The following grading scale is used at Greenleaf Friends Academy:

A	90-100	4 grade points toward GPA
B	80 – 89	3 grade points toward GPA
C	70 – 79	2 grade points toward GPA
D	60 – 69	1 grade point toward GPA
F	0 - 59	0 grade points toward GPA

W	Withdrawal
I	Incomplete

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 second week of the semester. Exceptions only with administrative approval.

Incomplete

“Incomplete” grades are given only in the case of extended illness or other unusual circumstances that make it impossible for a student to complete his or her work prior to the end of the grading period. Incomplete grades will not be given for family vacations. An “incomplete” will be replaced **if the work is finished within two weeks of the end of the quarter**. If the work is not made up within this time, the incomplete work will be scored as a failure and the grades calculated accordingly.

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

Change of Schedule

- Any change of schedule after the first day of class must be approved by the administration.
- A student may not normally change the established class schedule after the second week of the semester.
- 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 administrator’s office.
- The schedule change slip must be signed by parents, teacher, and guidance counselor before a course is officially dropped.

Achievement Tests

- The ISAT will be administered to all students in grades two through ten in the fall and spring.
- The Writing Assessment is given annually to students in grades five, seven, and nine.
- The Math Assessment is given annually to students in grades four, six, and eight.
- The PLAN (Pre-ACT test) test is given to tenth graders in October.
- The PSAT is given to eleventh graders in the fall.

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 administrator, please call the school office to make arrangements.

Honor Roll

An honor roll will be completed at the end of each quarter and will be published in the On-Campus. To be eligible for the honor roll, a student may not have a grade lower than a C-, or no more than two Cs in any core class.

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

Homework

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

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

Late Work

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

Assignments when Absent

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

- Please call the school office no later than 10:30 a.m. to receive a list of missed assignments.
- Upon return to school, students will be allowed two days per absence up to one week after the date of the last absence to turn in make-up assignments. Long-term absences may be given special consideration by the administration
- Long-term, pre-set assignments given before the student was absent are due on the day of return.
- If a student misses the day of a test, it is expected that the test be taken on the day of return.

Academic Probation

High School:

A student who receives less than a 2.0 GPA or who receives an F or two Ds on any grading report will be placed on academic probation. Exceptions may be made for students on an individualized education plan approved by the administration.

Academic probation will be invoked in the following manner:

1. Academic probation begins immediately.
2. The student will be placed on academic probation until grades are issued for the next four-and-one-half-week grading period.
3. A letter of notification will be sent to the parents.
4. A conference will be held with the parents, the student, the teacher(s), the counselor and the principal to give an explanation of the probation and suggestions for correction. A plan of improvement will be detailed and may include:
 - a. Tutoring
 - b. Peer tutoring
 - c. Periodic and structured communication between home and school
 - d. Dropping an elective for a study hall
 - e. Alternative education
5. If, when grades are issued for the next four-and-one-half-week grading period, the student still does not meet the academic standard and/or has not met the requirements of the improvement plan, then the student will be ineligible for the next four-and-one-half week grading period. Ineligibility includes:
 - a. Ineligibility for extra-curricular activities, including athletics and cheerleading.
 - b. Ineligibility for extra honors activities during the grading period
 - c. Non-attendance at special field trips that take the student out of other classes. The administration may take into consideration cases when the teacher feels field trip attendance is imperative to the understanding of the lesson involved.
 - d. Ineligibility to participate in extra-curricular practices.
6. If, after one week, the student's grades meet the academic standard of not less than a 2.0 GPA and/or no Fs or two Ds in any class, that student may attend athletic practices.
7. If the student's grades again drop below the standard any time during the remaining probation period, the practice privilege will be revoked for the remainder of the probation period.
8. When grades are next issued, if the student on probation has achieved the academic standard, then the student will be removed from probation.
9. If, after two consecutive grading periods on probation, the student still is not meeting the academic standard, the student may be subject to dismissal by the administration. 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 Academic Affairs Committee.

10. A student with chronic probation (chronic being more than two probationary periods within two years) will be considered for dismissal. However, attention will be given to exceptional circumstances (i.e. honors courses, advanced courses, or family or personal difficulties).
11. A student who does not meet the academic standard in the fourth grading period of the school year will be placed on academic probation the next fall, unless the student passes a pre-approved correspondence or summer course that allows the academic standard to be met.

Middle School:

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

Textbooks

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

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.

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 three weeks.
- Damaged or lost books must be paid for by the student.
 - Charge for lost books will be replacement costs plus any appropriate late fees.
 - Charge for damaged books of any kind will be replacement or repair costs plus any appropriate late fees.

When a teacher requires research the GFA library cannot accommodate, students have the option of finding books through Lili Library Unlimited. This program allows students to check out books through GFA from the Caldwell Public Library. Policies for this program are as follows:

1. Students will be charged \$1 per order prior to book pick up.
2. Students must follow strict adherence to due dates set by the librarian.
3. Fines of \$.50 per day will be assessed for books turned in after the due date.

Student Aides

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

1. Junior or senior standing
2. GPA of 2.5 or better
3. On track towards graduation
4. Approval of the teacher or individual for whom you are to be an aide
5. Exceptions to the above criteria may be made by administration

Academic Requirements

Grades 1-8

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

High School 9-12

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 subjects:

English	4 years	(8 semesters)
Math	3 years	(6 semesters)
Speech	½ year	(1 semester)
Science	3 years	(6 semesters)
Bible	1 semester per year is required	

Class Standing

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

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

Example:

Sophomore standing: 12 credits earned as a freshman

Junior standing: 24 credits earned in high school

Senior standing: 36 credits earned in high school

To graduate: 48 credits earned in high school

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

Alternative Classes

Recognizing that each student’s abilities and situation are unique, the superintendent will evaluate each request for variance from the standard course of education on an individual basis. Each request requires board approval and in general, the board subscribes to the following guidelines:

1. Core classes, including Bible, are to be taken at Greenleaf Friends Academy.
2. Classes which are available from GFA are to be taken at GFA.
3. Correspondence and summer school classes may be taken to make up failed courses and classes not available from GFA within the timeline required for graduation.
4. Directed study classes may be arranged through the counselor’s office as an alternative to some correspondence courses.
5. For academic purposes, a full-time GFA student is defined as a student taking core classes at GFA.

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 correspondence courses or independent study completed by April 30.

5. Students who are up to two credits short of graduation may petition the Academic Affairs Committee for permission to go through their scheduled ceremony with their class, and a diploma will be awarded upon completion of their credits during the summer following graduation. Such petitions must be filed by April 1.
6. Seniors who have maintained an A grade in a class may be excused from taking the final test in the second semester.

CONDUCT

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. Adults are prosecuted and sent to prison for these kinds of crimes; therefore, students must come to understand the seriousness of an act of cheating. Cheating is defined as unauthorized copying of homework, allowing another student to copy your homework, handing in another's work as your own, plagiarism in any schoolwork, and the giving or taking of unauthorized assistance. If it is determined that a student has indeed cheated, the following actions will be taken:

First Offense:

1. The student will receive a failing grade on the assignment – **no make-up privilege.**
2. Parent notification by the teacher.
3. Report to the administration.

Second Offense:

1. The administration will be notified.
2. The student will confer with administration.
3. The parents will be notified.
4. 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. Cheating and leadership do not go hand in hand.
5. A second offense may cause the student to automatically fail the nine weeks in the class where the offenses occurred. A conference with the parent, student, teacher, and administrator will be held.

Third Offense

1. Report to the administration.
2. A third offense may result in the permanent expulsion of the student from Greenleaf Friends Academy.

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. 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.

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, alcoholic beverages and/or non-prescription drugs. (I Cor. 6:19, 20)

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

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

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.

Medication

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

Gum Chewing

Gum chewing in class is up to each teacher. If a student is asked to spit out his or her gum, he or she must do so immediately.

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.

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. Speech is the main way ideas are communicated. A Christian's speech must be considerate and coherent. 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)

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.

Sexual Misconduct Policy

As a Christian school, Greenleaf Friends Academy believes that sexual activities should be reserved for married couples only. (I Cor.6:12-19; I Cor.10:8; Eph.5:3; I Th.4:3) Students who engage in such 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, 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

Jesus abhorred the sin but loved the sinner. (John 8:1-11) We must do the same. 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.

Sportsmanship

It is the policy of GFA to expect good sportsmanship from our students and fans at all competitive events. Attitudes and behavior are at all times to be in line with Christian conduct that will be pleasing to God, bring honor to Him, and in no way jeopardize our

Christian witness. Fans and students are asked to behave positively toward officials, players, and other fans. Good sportsmanship includes respecting the facilities of other schools and obeying their rules, how ever they may differ from our own.

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**.

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.

Conduct Marks

Parents will be informed of their elementary child's conduct by the nine-week 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 six:

- E = Excellent
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

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

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. Standards for appearance are a means of building character and distinction in the lives of our students. The code is not intended to measure spirituality, but rather to serve as a tool in fostering the academic and character development of the students as they participate in the business of education. Appropriate dress shows respect and creates a positive impression for visitors to our campus. For this reason, GFA has the following dress code in place.

Code I: Regular School and School-sanctioned Extra-curricular Activities

1. All clothing is to be consistent with the school's stated policy.
2. Clothing which advertises any type of tobacco, alcoholic beverage, or drugs, or which features a logo or picture of a secular rock group or station, or which has an off-color, negative, or questionable verse or saying will not be allowed.
3. Shoes must be worn at all times; sandals and flip-flops in good condition are permitted.
4. Shorts/skorts for regular school wear must have a finished edge and must be no shorter than 3 inches above the knee.
5. Skirts and dresses must be no shorter than three inches above the knee. Dresses and shirts for girls cannot have a low-cut neckline, display cleavage, be considered tight or clingy, be sheer, allow any underclothing to be visible, or in any other way be considered immodest, according to school authority. A modestly cut dress or skirt is one that is meant to display femininity, yet not flaunt one's body immodestly.
6. Tank tops and double tank tops or any article of clothing that is revealing around the neck, shoulder, arm, or midriff must not be worn. Tank tops are permitted if another shirt covering the top of the tank is worn.
7. Spandex and similar clothing must not be worn unless covered by clothing that meets the above criteria.
8. Low-riding or baggy clothes will not be permitted.
9. Pajama tops and bottoms and slippers are not permitted except on special dress-up days, i.e. Homecoming week.
10. Pants/jeans must not allow skin or undergarments to be visible at any time and must not drag on the floor, be frayed, or have holes. All clothing must be clean, properly fitting, and have a finished edge. Items associated with gangs must not be worn.
11. Pants/jeans with belt loops require a belt to be worn.
12. Hats/hoods are not to be worn in school and are to be removed upon entering the school building during school hours. Failure to do so will result in confiscation of that item.
13. Other than a girl's ears, jewelry requiring body piercing may not be worn.
14. Boys are not permitted to wear earrings.
15. Tattoos must be covered at all times.

16. Excessive or large chains or jewelry which may draw undue attention may not be worn.
17. Hair will be worn in a conventional manner.
 - a. Extremes of color will not be permitted.
 - b. Hair will be kept out of eyes at all times.
 - c. For boys, hair length must not be disruptive to the learning environment. In the front, hair must be above the eyebrows. On the sides, hair can be no longer than the ear lobes. In back, the hair must be off the collar.
18. Dress at extra-curricular activities will be in keeping with the activity.
19. Acceptable swimwear: modest suits for girls and swimming shorts for boys. Girls who wear bikinis will be required to wear a dark colored t-shirt.

CODE II: School-sponsored Athletics and Physical Education

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

CODE III: Dressy Occasions

1. Boys may wear suits and ties or tuxedos.
2. Girls may wear “dressy” 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.
 - 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.
 - 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 meet the same slit requirement and be no shorter than three inches above the knee. This is in keeping with the standard school dress code.
 - f. Spaghetti-strap and strapless dresses are permitted, but a shawl is recommended.
 - g. Homecoming and Tip-Off courts are required to obtain approval of formals prior to the events.
 - h. Outside dates, male or female, must conform to the dress code and visitor standards.
 - i. Appropriate clothing or covers will be provided for those not in compliance with the policy.
 - j. Those unsure whether a dress meets school code are encouraged to bring the item to the office for approval.

CODE IV: Chapel Dress

To encourage respect for worship as well as school unity and pride, chapel day is designated as a dress-up day for grades K-12.

Boys

The following are acceptable:

- Shirts with collars, ties
- Shirts with banded collars, polo shirts or sweaters (All shirts designed to be buttoned need to be worn as such.)
- Mock turtleneck or turtleneck shirt
- Dress or nice casual pants or shorts

Girls

The following are acceptable:

- Dresses
- Blouses and skirts
- Dress pants with dress tops, i.e. blouses or sweaters

The following are not acceptable:

- Tee shirts
- Sweatshirts
- Sweatpants or athletic style pants
- Shorts
- Denim pants

Dress Code Violations

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

Summary of Dress Code

The GFA dress code is presented in detail so that our school families will have a clear understanding of the standards agreed to when students are enrolled in GFA. The intent of the standards is to present an academic atmosphere. The standards are not meant to be divisive or to dictate pseudo-righteousness. The school does not impose rules for students outside of the school program; rather the school recognizes parental authority and depends on parents to support the dress code by checking their children before school each day.

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.**

Nine-day Absence Policy

Classroom experiences are vital to the learning process; 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. Absences for school sponsored events are not considered part of the nine absences.

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 Academic Affairs Committee of the school board and 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

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.

Excused Absences

Excused absences are granted for school related functions, illness, or bereavement. 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. **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.
- A note from the doctor's office must be provided for medically excused absences.

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 and properly signed and filled out so the student is able to turn in assignments for the missed classes.

Attendance and Extra-curricular Activities

Students must attend a full day of school in order to participate in extra-curricular activities or practices on that day or the following day's activities or practices for those absent following an early morning practice.

Exceptions:

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

"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.**

Early Release

Early release is available for senior students who are on track to graduate. Release must be pre-approved by the GFA counselor and the parent, with final approval by the administration. Students who are granted early release must sign out daily and are expected to be off campus during the designated release time.

Unexcused Absences

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.

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.

Tardies

1. Unexcused tardies are recorded on a daily basis throughout junior and senior high school. A student may accrue five tardies in a nine-week period before a twenty-minute detention will be issued. However, every tardy accrued thereafter will result in an additional detention. Each nine-week period will begin with a clean slate for tardies. Accumulated detentions resulting from tardies will be treated in the same manner as behavioral detentions and be counted as a behavioral issue. Students receiving tardy detentions may have the option to serve work-detail which will be set up through the school.
2. If a student arrives at school between 8:30-8:45 a.m., he or she must go to the school office for a tardy excuse before reporting to class; otherwise he or she will be counted absent for first period.
3. A student arriving in class late will be given an unexcused tardy, unless the office has issued a slip stating otherwise. If the tardy was unavoidable, a parent must excuse the tardy by the following day or the tardy will be recorded unexcused.
4. A student tardy 15 minutes or more to a class is considered absent and will receive an unexcused absence in that class.

School Withdrawal

Any secondary student wishing to withdraw from school shall contact the secretary and/or counselor, and complete a withdrawal form which includes:

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

DISCIPLINE

Discipline Categories and Consequences

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

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-principal conference
7. Detention

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-principal conference
2. Financial restitution
3. Parent-principal conference
4. After-school detention
5. In-school suspension
6. Probation
7. Out-of-school suspension

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

Detention

1. Each behavioral detention will equal twenty minutes time.
2. **Behavioral Detentions:** Administrators and teachers can give a student a behavioral detention for any unruly or disrespectful behavior; all other staff members may initiate a detention by reporting to the administration or teacher.
3. **Detention Times/Serving:** Detention can be served during several time options offered in a week. A student can choose whichever option works best for him or her during the week he or she must serve detention. It is the student's responsibility to plan ahead and choose his or her detention day accordingly; detention will not be rescheduled to accommodate the student. No excuses will be accepted for students who cannot make a detention. (Sports events, practices, jobs, driver's training, doctor/dentist appointments, etc., do not supercede detention.) Parents, coaches, and teachers are asked to understand and support this policy. To make the planning process easier, detentions will be served the week after the week the detention notice was issued, but a student also has the option of serving the time that current week, if there is a scheduled detention day remaining in that week. For example, a student receiving a detention on a Monday or Tuesday may choose to serve the detention time that same week rather than waiting until the next week. The administrator or teacher giving the first and second behavioral detention will call the parent. The disciplinary committee will notify the parent by mail when the student has received a third, fourth, or fifth behavioral detention.
4. **Detention Violation:** If a student does not serve a detention during the assigned week, another twenty-minute detention will be added on to the original detention. If a student continues to refuse to serve detention, he or she will need to meet with the Discipline Committee.
5. **Excessive Detentions:** Any student accruing one hundred minutes (five detentions) or more of detention within a semester will be automatically issued an in-house suspension. These will be served in a designated area of the library. Teachers will be given advance notice so that the student's assignments for that day may be given to the student to complete just as if he or she were in the classroom. Unlike excused absences, extra time will not be granted for completing such assignments. However, no grade cuts will be applied to students in an in-house suspension. Students serving in-house suspension will not be allowed to go to lunch at the same time as the rest of the secondary student body and permission to leave the library for any reason will be limited and at the librarian's discretion. Parents of students in an in-house suspension will be notified by mail of the circumstances and the behaviors that led to the situation. Consequences for continued misbehaviors will be explained as well. Any student who incurs a second in-house suspension will be required to meet with the Discipline Committee and his or her parents to discuss the student's misbehavior. If the student is involved in extra-curricular activity, he or she will be ineligible to participate in the next

event, whether it is an athletic or music event. Any student who incurs a third in-house suspension will be subject to expulsion and is required to attend a meeting with his or her parents, the superintendent, and representatives of the GFA School Board for a hearing, after which an ultimate decision will be announced.

6. For concerns not addressed in this policy please refer to the section on conflict resolution on Pg. 37.

Probation

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

Reasons for Probation:

Academic:

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

Attitude:

1. A rebellious spirit which the student doesn't correct, even after much effort by the teachers
2. A continued negative attitude and bad influence upon the other students

Disciplinary:

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

Suspension

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

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

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 administration 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.

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.

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.

- 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.

Baby-sitting

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

Pets

Students are not allowed to bring pets to school without prior permission from the teacher. Pets must be on a leash or contained.

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 fee per copy.

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.

School Hours

During regular school days 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. If a student needs to stay past 3:45 p.m., he or she will be required to follow school policies.

Reporting Absences

For student safety, parents are expected to call the office no later than 10:30 a.m. to report the student's absence. **Students must report to the school office upon returning to school following an absence.** Please provide a written doctor's note when applicable.

Closed Campus

Greenleaf Friends Academy is a **closed campus**, and students are expected to remain on campus from their time of arrival until the end of the day.

- The only exception is that students in grades seven through twelve may walk to the Greenleaf store during morning and lunch break but are expected to be back in time for class. Students may also be excused to leave for lunch with parents or grandparents only.
- 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.

Communications

On Campus: This newsletter for school families is published once a month and mailed home. It contains hot lunch menus and lists activities and coming events at the school.

F.A.N. (Friends Academy News): This periodical includes alumni news, pictures, current happenings at the school, upcoming events, and memorials.

Weather Information: In situations where weather problems necessitate school closure, information will be broadcast on KTSY-89.5 FM, KCID-1490 AM, KBOI-670 AM, and KBGN-1060 AM. The school will contact TV Channels 2, 6, 7, and 12 the night before, if the decision can be made that early.

Daily Announcements

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

Cell Phones / Electronic Devices

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. This includes, but is not limited to, cell

phones, pagers, MP3 players, Game boys, PSPs, iPods, CD players, and video playing devices.

- All electronic items must be in the “off” position and are not to be seen.
- For security reasons, camera phones may not be used to take pictures on school grounds.

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

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

Parents are asked to call the school office if they need to communicate with students during school hours. Telephone messages to students will be taken only from parent/guardian or employers in an emergency situation. Personal business should be taken care of outside of the school day.

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.

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.

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. In keeping with federal law, only the immunization record will be kept in the student’s cumulative folder.
2. Administrative records contain materials that require professional and/or administrative interpretation. These temporary records may be maintained by the superintendent, principal, counselors, administrative staff, and/or teachers. They may contain correspondence from school personnel or parents/guardians, pupil evaluations, progress reports, disciplinary action reports, health information, activities, awards, and/or special programs.

Records are the property of the school and are available to the pupil, his parents, or legal guardians upon presentation of proper identification, a request form provided by the superintendent, and/or appropriately certified and approved release of information.

Records shall be examined in the presence of and with the interpretive assistance of the superintendent or counselor.

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 administration. All such materials must bear identification as to the publishing agency, distributing organization, church, or individual.

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.

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.

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.

Scornful and scoffing behavior should never characterize one of God's people. (Ps. 1:1) Such behavior is generally manifested by expressions of contempt, disobedience, pride, haughtiness, and a disregard for those in authority, but most seriously a disregard for the counsel of God's Word.

Scorners and scoffers generally agitate one person against another and cause dissension wherever they go. God tells us that when such ones continue to exhibit these attitudes and behavior with no evidence of a repentant spirit, they are to be excluded from the rest of the Body of Christ. (Proverbs 13:1; 22:10; 29:8)

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 supervising director (preschool), coordinator (elementary), or principal (secondary).
3. If resolution is not possible at this level, the matter should be brought to the superintendent. The superintendent may schedule a team meeting with the parents, the student's current teachers, and an 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.

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:

1. The student(s) or parents or their agents shall file a written request with the administrator of Greenleaf Friends Academy setting forth in detail the action or

- policy which is the basis of the grievance. The administrator may initiate a hearing or discussion on the basis of this written request.
2. If the grievance is not settled after being filed with the administrator, the aggrieved party or parties may at any time subsequent to fourteen days after filing with the administrator, 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.
 3. 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.

STUDENT ACTIVITIES

First Week

The first week of school for high school students (9-12) takes place off campus, moving students and faculty for a week of total education at Quaker Hill 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.

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 junior and senior high to meet for a period of devotion, inspiration, and enjoyment. The elementary grades also meet one day per week. The regular chapel services are a time of real 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 per year, special spiritual emphasis times will be scheduled, and chapel services may be held daily for several consecutive days.

Class and Club Fundraisers

Requests for all fundraisers should be submitted in writing for approval by the superintendent 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 class belong to the class and not to any one individual.
- Funds earned under the class name must be submitted to the GFA bookkeeper.
- Individual class fundraisers may begin in the summer prior to the seventh grade year.
- No more than one fundraiser may be planned per month; half of the fundraisers should seek funds outside of GFA school families.
- Class fundraisers are under the direction of the class advisor(s), planned by the class officers, and supported by the class members; parents may help sponsor and chaperone fundraisers.
- Fundraising events must not be at odds with the GFA mission statement or any policies within the GFA Student/Parent Handbook.
- Students are expected to comply with school policies during all GFA fundraising events.

Baccalaureate

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

Commencement

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

Homecoming/Tip-Off

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

Junior-Senior Banquet

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

National Honor Society

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

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

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

Pictures

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

School Sponsored Functions

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

Student Government

Associated Student Body

All high school students are members of the associated student body (ASB) and, as such, are involved in student council and in elections of the following ASB officers: president, vice president, secretary-treasurer, sergeant-at-arms, and chaplain. The ASB officers may lead the entire school in a project. In the past, such projects have included video tape equipment, dining room furniture, redecorating the gym, and purchasing a school van.

Student Council

The student council consists of the executive council and the class presidents. The executive council consists of five members elected at large from the student body during the elections in early May. Class president elections follow later in May. The purpose of our student council is to serve the student body. This is to be done in Christian love, according to Christian standards. GFA wishes to develop social and spiritual growth in each student's life. In case of problems or questions, students are encouraged to contact the class representative. Students may also call upon student council officers for scholastic, spiritual, or other aid.

Student Publications

The Grizzette: This is the student newspaper published periodically by the journalism students as a class project, when available.

The AMICUS: This is the school annual, which is published by the yearbook class, under the direction of their sponsor. It tells the story of the events of the year as they unfolded at GFA. This is a keepsake that students will always treasure.

Athletic Programs

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

Responsibilities of participants:

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

Guidelines:

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

Organized sports available at GFA

	High School	Junior High
Boys:	football, cross-country, basketball, baseball, and track	Boys: football, cross-country, basketball, and track
Girls:	volleyball, cross-country, basketball, softball, track, and cheerleading	Girls: volleyball, cross-country, basketball, track, and cheerleading

* Weight training is available for high school but only with adult supervision

Fine Arts

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

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.

Awards

GFA recognizes outstanding students with the presentation of awards.

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.

Miscellaneous Awards

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.

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, Nate Kyger Scholarship, Valedictorian, Salutatorian

Valedictorian and Salutatorian

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

- The student must pursue a college preparatory course of study.
- Transfer students must have attended Greenleaf Friends Academy for their entire senior year.
- Transfers from home school or a non-accredited school must attend GFA for their junior and senior years.
- In calculating GPAs for top awards, an extra GPA point may be awarded for each advanced class taken by the student.

Social: Spirit of GFA Award

Physical: Morris Ankeny Award

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.

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. Do not surprise the next person who needs it with malfunctioning equipment.

Lockers

All lockers are the property of GFA and are loaned upon request to students. 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.

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.

Junior high and high school students will be assigned lockers and 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:

- 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.
- Illegal items (firearms, tobacco, drugs, weapons, etc.) or other dangerous possessions will be seized by school officials.
- Items which may be used to disrupt or interfere with the educational process will be temporarily removed from a student's possession.

- Vehicles which students drive to school and park on school property are subject to search and seizure, as are lockers.

Fire Drills or other Emergency Evacuation

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.

PARENTAL INVOLVEMENT

Parent-Teacher Fellowship

All GFA parents are members of the GFA Parent-Teacher Fellowship. The purpose of PTF is to bring the home and school into closer relation, that the parents, teachers, and administrators may cooperate intelligently in the education of children and youth.

Mission Statement “The PTF, as an auxiliary organization, is committed to supporting and upholding the mission and vision of GFA by fostering a positive relationship between the staff, school board, and families.”

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 Parent/Student Handbook, including but not limited to:

- Dressing in an appropriate manner
- Refraining from the use or possession of alcohol or tobacco in any form
- Avoiding use of any foul or improper language
- Additional guidelines under the direction of the advisor
- 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.