2026–2027 FAMILY HANDBOOK

GRAPEVINE FAITH CHRISTIAN SCHOOL



08.26

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FAMILY HANDBOOK

Grapevine Faith Christian School exists
to develop and graduate authentic Christian leaders.

Updated as of 8/11/2026

RECORD OF CHANGES, ANNUAL REVIEW, AND DISTRIBUTION

This Family Handbook has been reviewed or updated according to the dates below. This Record of Changes and Review identify only significant changes made to this Handbook as part of the review process.

Record of Changes Table

CHANGE NUMBER	DATE OF CHANGE	SUMMARY OF SIGNIFICANT CHANGES
2026.1	6/2026	• Added B.6: Financial Information • Added G.11: Brand Use & Intellectual Property
2026.2	6/2026	• Added E.2: Make-up Work Policy • Revised E.3: Types of Absences • Added F.6: Outside Credits Policy • Revised F.4: Course Requests to include Department Chair approval

Table of Contents

HISTORY OF GRAPEVINE FAITH CHRISTIAN SCHOOL 5
MISSION STATEMENT 5
CORE VALUES 5
SCHOOL WIDE OBJECTIVES 6
STATEMENT OF FAITH 6
Section A. SCHOOL PHILOSOPHY 8
1.0 GRADUATE PROFILE 8
2.0 NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS 9
3.0 PARTNERSHIP BETWEEN HOME AND SCHOOL 9
4.0 DIVERSITY STATEMENT 10
Section B. GENERAL INFORMATION 11
1.0 BUILDING SAFETY 11
2.0 PERSONAL SAFETY 11
3.0 TELEPHONE USE AND TECHNOLOGY 11
4.0 CLASS RETREATS 13
5.0 AFTER SCHOOL CARE 13
6.0 FINANCIAL INFORMATION 13
Section C. STUDENT CONDUCT 14
1.0 DRUG AND ALCOHOL POLICY 15
2.0 BULLYING/CYBER BULLYING 15
3.0 PERSONAL CONFLICT 16
4.0 SEXTING 16
5.0 WEAPONS 16
6.0 PHOTOGRAPHY AND VIDEOGRAPHY OF SCHOOL EVENTS 17
Section D. ACADEMIC INTEGRITY 18
1.0 CHEATING 18
2.0 DEFINITIONS 18
3.0 CONSEQUENCES 19
Section E. SCHOOL ATTENDANCE 20
1.0 REPORTING ABSENCE 20
2.0 MAKE-UP WORK 20
3.0 TYPES OF ABSENCES 20
4.0 TARDINESS GUIDELINES 21
5.0 DETENTION (Grades 6-12) 22
6.0 TRUANCY 22
7.0 CLOSED CAMPUS 22
8.0 VISITORS 23
9.0 STUDENT RELEASE 23
10.0 SCHOOL CLOSING 24
11.0 EARLY ARRIVAL 24
Section F. ACADEMIC INFORMATION 25
1.0 ARTIFICIAL INTELLIGENCE 25
2.0 ACADEMIC ACCOMODATIONS FOR MEDICAL CONDITIONS 26
3.0 CHALLENGED MATERIALS 26
4.0 9th GRADE ACADEMIC PLACEMENT 27

5.0 HIGH SCHOOL CREDITS 28
6.0 TRANSFER OF OUTSIDE CREDITS 28
7.0 GRADE POINT AVERAGE AND CLASS RANK (Grades 9-12) 28
8.0 COLLEGE PREP DIPLOMA PLAN 29
9.0 SCHOLAR DIPLOMA PLAN 30
10.0 HIGH SCHOOL GRADING SCALE 30
11.0 SEMESTER EXAMS 30
12.0 P.E./ATHLETIC REQUIREMENTS 31
13.0 PROGRESS REPORTS AND REPORT CARDS 31
14.0 TEXTBOOKS 31
15.0 SCHEDULE CHANGES 31
16.0 COMMUNITY SERVICE 31
17.0 TRANSFER STUDENTS 32
18.0 STUDENT WITHDRAWAL 32
19.0 ACADEMIC PROBATION AND CO-CURRICULAR ELIGIBILITY 32
20.0 REQUEST FOR RECORDS 33
21.0 ACADEMIC ASSISTANCE PROGRAM AND GRADE CHECK 34
22.0 SUSPENSION 35
Section G. UNIFORM REQUIREMENTS AND DRESS CODE 36
1.0 UNIFORMS 37
2.0 P.E./ATHLETIC WEAR 38
3.0 HIGH SCHOOL ATHLETIC TEAM FRIDAY/SENIOR NIGHT DRESS 38
4.0 FOOTWEAR 38
5.0 HAIR 39
6.0 COSMETICS 39
7.0 JEWELRY 39
8.0 WINTER WEAR 39
9.0 SPIRIT DAY / FAITH WEAR 40
10.0 DRESS DOWN / SPECIAL EVENTS 40
11.0 BRAND USAGE AND INTELLECTUAL PROPERTY 41
Section H. HEALTH AND SAFETY 42
1.0 BUILDINGS 42
2.0 CUSTODY 42
3.0 STUDENT ACCIDENT 42
4.0 STUDENT ILLNESS 42
5.0 MEDICATION 42
6.0 SEVERE ALLERGIES 43
7.0 REQUIRED IMMUNIZATIONS 44
8.0 HEALTH SCREENINGS 44
9.0 HEAD LICE 45
10.0 PETS ON CAMPUS 45
11.0 BUS/VAN TRANSPORTATION 45
APPENDIX A: DRUG & ALCOHOL TESTING PROCEDURE 47
APPENDIX B: COMPUTER & SYSTEM RESOURCE ACCEPTABLE USE POLICY 49

HISTORY OF GRAPEVINE FAITH CHRISTIAN SCHOOL

The vision for Grapevine Faith Christian School arose in 1999 in the hearts of a handful of Christian parents wanting to provide their children a private school offering the finest Christ-centered education, without sacrificing academics, athletics, and activities. After spending many months struggling with a new vision for a Christian school, Bruce Wilson prayed to the Lord, "Whatever you want, I'll do it." On August 25, 1999, 471 students and their parents joined together to form Faith Christian School. Today, the dream of these families is lived out each day in Faith students.

The School initially held classes in portable buildings at First Baptist Colleyville (now Cross Creek Church). Nolan LeBeaux served as the first Principal and Administrator for the School. In 2001, the School entered into a three-year lease agreement with Grapevine-Colleyville ISD to occupy the former Grapevine Middle School building located on Worth Street. On May 19, 2003, the School purchased the land and buildings to provide a permanent home for Faith families.

From the beginning, Faith has been about family. The school's desire to be intentional in upholding the truth of God's word and seeking to partner with families in carrying out Biblical instruction is as strong today as in Faith's early years.

MISSION STATEMENT

Grapevine Faith Christian School exists to develop and graduate authentic Christian leaders.

CORE VALUES

Truth

Truth is absolute and established by God, reflecting His nature and character. We measure all ideas against the teachings of Scripture, grounding everything we do in God's Word and seeking to anchor our students' lives in this unwavering foundation.

Scripture……John 1:1; 8:32; 18:37, Matthew 7:24-25, 1 Corinthians 16:13

Wisdom

Wisdom is the discernment and application of Godly knowledge and experience, rooted in the fear of the Lord (Proverbs 9:10). We aim to guide our students in distinguishing between knowledge and wisdom, encouraging them to seek God's guidance in all things.

Scripture…….James 1:5; 3:17, Proverbs 1:5; 3:6; 9:10, Ephesians 5:8

Honor

Honor means treating all people with the respect and dignity they deserve as image-bearers of Christ. We create an environment that values character and contributions, fostering a community of grace and respect, thereby equipping students to live with integrity and humility in accordance with God's Word.

Scripture…….Romans 12:10; 13:1, 1 Timothy 5:17, Proverbs 21:21, Deut 10:12

SCHOOL WIDE OBJECTIVES

1. Infuse a biblical worldview into students and families in every aspect of their school experience.
2. Support families as they fulfill the biblical mandate for Christian education of children.
3. Encourage staff, students, and families to be actively involved in and committed to a Bible-believing local church body.
4. Hire and retain professionally equipped Christian role models who pursue life-long learning.
5. Provide a challenging, Christ-centered and biblically based curriculum.
6. Encourage and provide ministry opportunities to the local community and beyond.
7. Exercise biblically based stewardship of all resources.

STATEMENT OF FAITH

- We Believe the Bible to be the inspired, infallible, immutable Word of God (II Timothy 3:15, II Peter 1:21).
- We Believe there is one God, eternally existent in three persons- Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
- We Believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; Hebrews 7:26); His miracles (John 2:11); His substitutionary atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9) His resurrection (John 11:25; I Corinthians 15:4); His Ascension to the right hand of the Father (Mark 16:19); and His personal return in power and glory (Acts 1:11; Revelation 19:11).
- We Believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of the human nature; and that people are justified on the single ground of faith and the shed blood of Christ and that only by God's grace and through faith alone we are saved. Believing in and accepting Christ brings about a vital living personal relationship to every believer (Romans 10:9-13; John 3:16-19; John 5:24; Romans 3:23; Romans 5:8,9; Ephesians 2:8-10; Titus 3:5).

- We Believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
- We Believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12,13; Galatians 3:26-28).
- We Believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13,14; I Corinthians 3:16; I Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18).
- We Believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (I Corinthians 6:18, 7:2-5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
- We Believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).

Our Statement of Faith is not exhaustive of all of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. The Grapevine Faith Christian School Board of Trustees holds final interpretive authority on biblical meaning and application with regard to faith, doctrine, policy, practice and discipline.

Introduction to Handbook

Grapevine Faith is a Christ-centered educational community in pursuit of truth, wisdom, and honor with a focus on preparation for higher education.

GFCS has assembled faculty and staff who are committed to Jesus Christ and who view their work at Grapevine Faith as ministry. The school commits to serve children and to support the Christian home, the local church, and Christian education as all work together to meet the needs of every student.

This handbook communicates the policies and expectations of the school in order to maintain a Christian environment conducive to the training and instruction of young people. New situations develop constantly, and the School reserves the right to change, suspend or cancel all or any part of these contents at any time. It does not address every situation that may arise and is a **living document**, subject to ongoing updates and review throughout the course of each school year.

The Handbook should be reviewed and updated regularly by the School based on new regulations. The Administrative Team will review the handbook on an annual basis.

Section A. SCHOOL PHILOSOPHY

1.0 GRADUATE PROFILE

Grapevine Faith Christian School endeavors to produce graduates who...

1. Passionately know, love and **pursue** Christ. (Who I Am)
2. Purposefully **infuse** a biblical foundation and worldview into their broad education. (What I Know)
3. Actively **engage** the culture and influence the world for Christ. (What I Do)

What follows is the expanded version of the profile, using the acronym **P.I.E.**, which stands for PURSUE, INFUSE, and ENGAGE. Faith Christian school endeavors to retain teachers who...

PURSUE
Passionately know, love and pursue Christ, as exhibited by...

- An understanding of their unconditional acceptance by God through a personal relationship with Jesus Christ;
- A commitment to loyal and responsible servant leadership in a local church;
- An authentic demonstration of the character of Christ through living as disciplined, culturally relevant men and women of integrity;
- Appropriating biblical knowledge as the foundation for continued character development and formation in the image of Christ; e. Exemplifying a long-term commitment to spiritual, emotional, and physical health and purity.

INFUSE
Purposefully infuse a biblical foundation and worldview into their broad education, as exhibited by…

- Possessing a rigorous and extensive foundation in core academic areas, demonstrating proficiency in assessments, and having attained or exceeded preparation for any further education they may choose;
- A commitment to lifetime learning, evaluating all information through an established and accurate biblical worldview;
- Enjoying and exercising tasteful creativity in the literary, visual and performing arts;
- Demonstrating mastery of modern technology in personal, scholastic and vocational settings;
- Demonstrating a clear knowledge of the scriptures and their implications and applications for both Christians and non-Christians.

ENGAGE
Actively engage the culture and influence the world for Christ, as exhibited by...

- Possessing a passion for, and the skills to, share the Gospel with all people;
- Using their gifts as Christian leaders to engage their culture and effect change in the world around them;
- Engaging the world of ideas, effectively using verbal and written communication to respectfully and persuasively present their points of view;
- Engaging their vocations as faithful stewards of God's calling, while living as responsible citizens of integrity.
- Serving the body of Christ and others as Christ served, carrying out Christ's commission to make disciples of all nations.

2.0 NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Grapevine Faith Christian School admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities available. It does not discriminate on the basis of race, color, national, or ethnic origin, in administration of its educational or admissions policies, tuition assistance, or any other school-administered programs.

3.0 PARTNERSHIP BETWEEN HOME AND SCHOOL

A healthy partnership between the home and school is never more evident than when dealing with academic or behavioral problems at school. Conversely, an unhealthy partnership makes dealing with a particular problem difficult because the home and school cannot agree on either its cause or remedy. Therefore, it is incumbent on teacher and parents to be very active in the following three practices:

- Make contact. Take time to meet every teacher at the beginning of the school year. Participate in the educational process.
- Maintain on-going, open lines of communication with teachers. Agree when you can and agree to disagree when you cannot. Do not communicate via the student if there is any

conflict or question present.
- Work toward a high level of trust and respect. This takes time and effort, but when problems arise, it helps to trust the adult you are working with on behalf of the child.
- When communicating on social media, bear in mind that tone does not easily communicate. Therefore, please endeavor to maintain a positive communication style.

It is important that these relationships are courteous and that issues are resolved promptly. The following steps apply the biblical model in **Matthew 18**.

- Meet privately with the person to seek the resolution. With a spirit of reconciliation, look for the best way to resolve the issue, not for having one's own way.
- If unresolved, then contact the principal who will work to facilitate communication and resolve the problem.
- If still unresolved, the problem may be brought before other school leadership.

The principle underlying this procedure is clear: Solve each concern privately with the persons directly involved at the lowest level possible, moving the matter up the chain of command to the level where it is finally resolved.

4.0 DIVERSITY STATEMENT

Recognizing the dignity, worth, and value of all human beings as image-bearers of God is a key attribute of an authentic Christian leader. Because of this, the school welcomes an ethnically and economically diverse environment. Actions and statements by students will reflect the equality of all human beings and the common dignity of all people regardless of race or socioeconomic situation. The school will not tolerate the use of racial slurs, jokes, or demeaning actions by students, parents, or staff. Racially motivated words or actions will warrant strong discipline by the school.

The following are examples of disciplinary actions that may result from racial/racist actions:
- Removal from leadership positions or campus organizations
- Mandatory counseling
- Detention
- Suspension from co-curricular activities
- In school suspension
- Out of school suspension
- Probation
- Expulsion

Section B. GENERAL INFORMATION

1.0 BUILDING SAFETY

Safety is a group effort and requires everyone contributing. External doors should not be propped open during school hours. Employees, students, and parents should not open an exterior door during school hours for any person without a Faith badge. If you notice something of concern or out of the ordinary, please report your concern as soon as possible.

2.0 PERSONAL SAFETY

Students are responsible for personal property including athletic bags, school bags, and all contents. Items violating fire code or other safety guidelines will be removed and the owner notified. We discourage students from storing valuable items in their lockers or bags.

3.0 TELEPHONE USE AND TECHNOLOGY

The school phone is available to students for school purposes. If a student is not feeling well, he/she should report to the nurse's office and use an office phone to call home.

Personal smartphones, smart watches, and/or other electronic devices are not to be used, or become a distraction when such use is granted, during the school day (8:15 a.m. to 3:45 p.m.) unless a teacher allows it for academic reasons. Parents will be notified and consequences may be imposed based on individual circumstances.

Parents will be notified and consequences may be imposed based on individual circumstances.

Each division will approach technology a little differently:

- **Elementary** students are not allowed to bring smartwatches or mobile phones to school. These devices will be taken up by the teacher and returned to the parent. Students may use the front office phone.

- **Junior high** students who choose to bring a smartwatch or smartphone to school should have them turned off and stored out of sight in their backpack or locker. These devices will be taken up by the teacher for a minimum of 24 hours and returned to the student or the parent at the end of the following school day. Additional consequences may be involved. Devices issued from a cart or by the school should be used for academic purposes only.

- **High school** students must turn off and store any personal electronic devices including mobile phones, smartwatches, wireless earbuds, and similar accessories in backpacks from the first bell to dismissal. These devices may not be used at any point during the academic day, including passing periods, lunch, or restroom breaks. Students may not carry them on their person, such as in a pocket or worn on the wrist.

The only personal device permitted for use during the school day is a laptop, which may be used strictly for academic purposes at the discretion of the teacher.

If a student has an urgent need to use their phone during the school day, they should report to the office and request permission from an administrator. Exceptions may be granted for documented medical needs, formal accommodations such as an IEP or 504 plan, or pre-approved family or safety-related circumstances coordinated with the administrative team. In addition, faculty may request prior approval to allow phone use for specific instructional purposes or learning activities.

To maintain consistency and support student growth, the following updated structure will guide enforcement:

- **1st Violation** Device confiscated; student serves one detention
- **2nd Violation** Device confiscated; student serves two detentions
- **3rd Violation** Mandatory parent meeting; possible daily phone check-in/check-out
- **4th Violation** One-day suspension; possible loss of leadership or extracurricular privileges
- **Ongoing or Severe Violations** Out-of-school suspension; administrative review for further action

Note: Repeated violations may result in restrictions to school-issued devices or app access. The administrative team reserves the right to adjust consequences based on context and student history.

We remain committed to healthy, reliable communication between home and school. The following systems ensure connection without the need for personal device access:

- **Emergency Messages:** Parents may contact the front office by phone or email. Staff will ensure timely delivery to students.

- **Non-Emergency Messages:** Parents are encouraged to email students or send messages that can be checked after dismissal.

- **Student Outgoing Messages:** Students may use the office phone to contact home when needed.

- **School Email Access:** Junior high and high school students may check their school email at designated times throughout the day.

- **Transportation or After-School Changes:** The front office will serve as the point of contact for updates related to pickup, appointments, or schedule changes.

- **Emergency Protocols:** In true emergencies, communication will be directed through administration to ensure accuracy and safety.

4.0 CLASS RETREATS

Beginning in the sixth grade, students attend a retreat once per year. The trip gives students a chance to bond as a class outside of school while experiencing hands-on learning and leadership development. In order to accomplish this, students are expected to participate in their retreat. Appointments, vacations, college visits, etc. should not be scheduled during this time.

5.0 AFTER SCHOOL CARE

After school care is available for students in PreK through 8th grade.

- Elementary students begin after care at dismissal time.
- Junior high students begin after care at 3:35 PM.

Students who are not picked up by the appropriate time will be sent to after school care, and parents will be billed accordingly.

6.0 FINANCIAL INFORMATION

Tuition and fees are considered a contractual obligation for the full academic year upon enrollment. Unless paid in advance, tuition payments are automatically processed through the school's tuition management provider, FACTS Tuition Management, using the bank account or payment method selected by the parent or guardian. If an account becomes delinquent, the School reserves the right to limit or remove access to school resources and participation in school activities including athletics, fine arts and school-sponsored trips until the account is brought current. The school reserves the right to limit student's ability to sit for AP exams if accounts are delinquent. In accordance with the Enrollment Contract, if an account remains delinquent beyond 60 days, the student's enrollment may be revoked, and the associated tuition is still non-refundable. Additionally, student records including report cards, testing results, academic transcripts, and diplomas are not released for delinquent accounts.

The School values a strong partnership with families and recognizes that unforeseen financial hardships may occur. Families experiencing financial difficulty are encouraged to communicate promptly with the Business Office to discuss possible arrangements before accounts become delinquent.

Student records including grades, testing results and transcripts for any student withdrawing enrollment will be released when all relevant charges to the account have been paid in full.

Returned payments, NSF checks, and unsuccessful automatic debit or payment attempts will incur the service fee charged by FACTS Tuition Management. If additional expenses are incurred by the School to collect outstanding balances, such amounts will be added to the outstanding balance of the student account.

Section C. STUDENT CONDUCT

Proverbs 1:1-5 ESV - The Beginning of Knowledge

1 The proverbs of Solomon, son of David, king of Israel: 2 To know wisdom and instruction, to understand words of insight, 3 to receive instruction in wise dealing, in righteousness, justice, and equity; 4 to give prudence to the simple, knowledge and discretion to the youth—5 Let the wise hear and increase in learning, and the one who understands obtain guidance…

Grapevine Faith Christian School exists to develop and graduate authentic Christian leaders. The school may be judged by the character the students demonstrate and by the way they conduct themselves. GFCS expects student conduct to reflect favorably on them and on the school at all times.

To maintain its high standards, Grapevine Faith Christian School reserves the right to discipline, suspend, or expel a student guilty of misconduct on or off campus, at school-sponsored events or other activities. Students will be held accountable for improper behavior. Each situation will be evaluated based on the information we have at the time. The school makes every effort to administer appropriate discipline.

Grapevine Faith Christian School expects each student to maintain Christian standards of courtesy, kindness, morality and honesty. The school requires each student to refrain from profanity, indecent language, gambling, cheating, sexual immorality (including homosexuality), racist remarks, actions, and other forms of harassment, stealing, the use of any type of tobacco, drugs, alcohol, and pornographic materials, and from participation in racist remarks, occult, unlawful, violent, or destructive acts.

Attending Faith is a privilege that is extended on the condition that students and parents accept and support school policies. As such, students are expected to abide by these standards throughout their enrollment at the School, during and outside of school terms; at school, home, or any other place. Students found to be out of harmony with the Grapevine Faith Christian School's ideals may be asked to withdraw whenever the general student body welfare demands it. The School, in its sole discretion, makes the final determination of whether there has been a violation of the School's Student Code of Conduct. If a student is suspended, expelled or withdrawn due to disciplinary actions, there is no refund of tuition or waiver of financial obligations.

Students are subject to this standard of conduct twenty-four hours a day, seven days a week. The school partners with parents to instruct students in godliness, applications of Scripture, correction, rebukes, and training in righteousness. Unless there is an unrepentant pattern, the school works with the family. Students who do not cooperate with the school to bring about positive change may be at risk for not returning.

School pranks, Senior pranks, or acts of vandalism will not be allowed or tolerated. Discipline for students involved in these activities may include community service hours, fines, repair costs, suspension, exclusion from the graduation ceremony, a referral to law enforcement authorities,

recommendation for expulsion, or a combination of these consequences. Students who are present on school grounds without proper school approval are considered trespassing.

Teachers' discipline management systems give the student corrective feedback and communicate with parents. If the pattern of negative behavior persists, the teacher refers the student to the appropriate administrator who counsels, reprimands, and prays with the student. The administrator identifies specific, measurable, and behavioral goals, as well as potential consequences.

1.0 DRUG AND ALCOHOL POLICY

Any breach of the policy, occurring twenty-four hours a day, seven days a week, 365 days a year, irrespective of location, may lead to the following consequences:

Discipline for an offense can range from suspension, mandatory treatment programs, mandatory counseling, ongoing drug testing for a designated period of time, removal from leadership positions or campus organizations, referral to the appropriate law enforcement officials, suspension from co-curricular activities, probation, or a requirement to withdraw from GFCS, depending on the situation.

Depending on the circumstances, if a student is required to withdraw, they may have the opportunity to reapply at a later date.

The drug & Alcohol testing policy is available in Appendix A of this handbook.

2.0 BULLYING/CYBER BULLYING

Any form of bullying is considered harassment and is strictly prohibited at Grapevine Faith Christian School. We define "bullying" as aggressive, unwelcome behavior that is intentional, repeated over time, directed toward one or more individuals or groups, and involves an imbalance of power or strength whether real or perceived. Often single or isolated incidents are not "bullying." Bullying can take various forms, including one or more of the following:

Physical – when one engages in physical force against another, such as hitting, punching, pushing, kicking, pinching, or restraining another.

Verbal – when someone repeatedly uses his or her words to hurt another, such as belittling or calling another person hurtful names, including racial slurs, teasing, or joking. Mocking, taunting, and spreading malicious rumors are also considered forms of bullying.

Non-verbal or relational – when one person manipulates a relationship or desired relationship to harm another person. This includes intentional and repeated social exclusion, friendship manipulation, gossip, or intimidation through gestures.

Sexualized bullying – involves behaviors that are sexual in nature. Examples of sexualized bullying may include sexting, physical bullying involving exposure of private body parts, and

verbal bullying involving sexualized language or innuendos.

Cyber-bullying – the intentional, overt, and repeated act or pattern of aggression toward another person or group through any technological tool: email, instant messaging, text messages, digital pictures or images, smart phone "apps," or website postings (including blogs, social media, or networking sites), which may include, but are not limited to:

- Sending or posting mean, vulgar, or threatening messages or images;
- Posting sensitive, private information about another person;
- Sexting of any kind (electronically sending or receiving sexually explicit messages or images, regardless of a party's willingness to participate);
- Pretending to be someone else in order to make that person look bad; and
- Intentionally excluding someone from an online group.

Anyone who witnesses bullying, and then encourages it, will be considered to be engaging in bullying.

Grapevine Faith expects students to conduct themselves in a Christ-like manner in all areas, therefore, this policy applies at all times. A student participating in any form of bullying will face disciplinary action and may be at risk of dismissal.

3.0 PERSONAL CONFLICT

It is important to differentiate bullying from personal conflict. Personal conflict is a disagreement between two or more people about a particular idea, thought, or action. This can occur as a one-time incident or repeatedly. Personal conflict often occurs when people fail to value the wishes of others. Personal conflict should be resolved between the individuals involved using biblical principles as demonstrated in Matthew 18.

4.0 SEXTING

Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via mobile devices, computer, or other digital device. Students engaged in such activities are subject to school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or emails that contain a sexual message/image a violation of this policy. This will result in school discipline, up to and including expulsion. The school also reserves the right to notify local law enforcement depending on the scope of the incident.

5.0 WEAPONS

Knives, firearms, or any other devices designed to be used as weapons are strictly prohibited from the buildings, grounds, and vehicles parked on campus. Possession of such items may result in suspension or expulsion and potential prosecution.

6.0 PHOTOGRAPHY AND VIDEOGRAPHY OF SCHOOL EVENTS

Students may not take photos or videos at school events on behalf of other families or for official school purposes without prior written permission from the Communications Director, unless the content is part of a specific course assignment that has been pre-approved by the Communications Director in collaboration with the student's teacher.

Students who wish to serve as event photographers or videographers must first complete a portfolio review process. This opportunity is reserved for those who demonstrate both technical skill and personal maturity.

Application Process

1. **Portfolio Submission** – Email a portfolio to the Communications Director and a creative arts teacher showcasing a range of skill, creativity, and reliability.

2. **Faculty Recommendation** – Obtain a recommendation from a Visual Arts faculty member, sent directly to the Communications Director.

3. **Follow-Up Meeting** – Meet with the Communications Director to review expectations and request final approval.

4. **Written Summary** – Receive a written outline of the agreed-upon expectations and approvals for clarity and future reference.

5. **Press Badge** – Upon approval, receive a press badge from Mrs. Peden. This badge grants access to the field, court, or events assigned for coverage.

If a student intends to receive payment for their work—whether from the school or a family—this must be arranged in advance and approved by the Communications Director. Any violation of this policy will be considered a serious breach of the student code of conduct.

Outside photographers or videographers—including students from other schools, non-Faith individuals, or members of the press—are not permitted to capture images or video at Faith events without prior written consent from the Communications Director.

Section D. ACADEMIC INTEGRITY

Honesty is a value that holds each person to tell the truth and to defend the truth. Honesty supports intellectual growth and creates a fair learning environment. Integrity is firm adherence to our values with or without the presence of others. In an environment of honesty and integrity, it is important that the work we turn in as our own is our own.

Academic dishonesty includes all forms of unauthorized academic aid on all forms of assessment:

- any knowing or intentional help to another student or yourself,
- any attempt to help to another student or yourself, or
- any plan to help another student commit an act of academic dishonesty.

Cheating (using or attempting to use unauthorized information), copying (taking from another or the owner without permission) and plagiarism (representing other's words, works, or ideas as one's own) are serious offenses. Whether you give or receive information, the offense is the same.

1.0 CHEATING

Students who cheat deprive themselves of the opportunity to learn and, especially, how to think. Knowing how to think critically in each subject area prepares students for higher education classes and beyond to their professional careers. Cheating is destructive to the entire school community since it damages relationships and engenders mistrust in teachers and classmates. Students who do not cheat also suffer due to the inflated grades that result from academic misconduct. Cheating and plagiarism are forms of academic dishonesty and are both choices students can avoid. Ignorance about what constitutes cheating is not a defense. Any occurrence of academic dishonesty will result in communication with both parents and administration.

2.0 DEFINITIONS

Plagiarism - All students are expected to cite each web page, book, or other source each time they include any information in an essay or project of their own. Plagiarism includes but is not limited to the following instances:

- Including the words of another writer without including proper citation. Copying and pasting from the internet or other electronic sources - even one sentence- is considered plagiarism unless there are quotation marks and proper citations.
- Citing sources but copying and pasting without quotation marks or proper citation methods
- Presenting the ideas of another writer or speaker (scientist, programmer, artist, etc.) as one's own original thought. Though a writer shares the opinions of other writers, unless the writer of record has original thoughts, the information must be credited properly.
- Submitting another student's work as one's own, for example, an essay written by a sibling or a friend.
- Presenting a paper or art work, etc. purchased from an internet essay site
- Purchase of a paper online does not give you the right to present it as your own.

Cheating - Some examples of what cheating looks like (non-exhaustive):

- Copying another student's work or assignment (including homework) to submit as one's own.
- Allowing another student to copy your assignment (including homework) with the intention of submitting to a teacher for credit.
- Using unauthorized materials during a test or quiz, such as cheat sheets, graphic calculators or other electronic devices during a test or quiz.
- Helping another student without permission during a test/quiz or providing information concerning a test/quiz. This includes discussing content from any previous assessment.
- Stealing or borrowing or removing an exam from the classroom or taking it from a teacher (or any facsimile of it) without explicit permission.
- Modifying or in any way altering a teacher's grades or official records.
- Using a teacher's notes, manuals, guides, or old tests without explicit permission from the teacher.
- Submitting an assignment in two separate classes for different assignments without explicit permission from your teachers (in both subjects).
- Duplicating, including but not limited to, screen captures, photos, electronic copies and/ or video is prohibited without direct permission from the teacher or the owner of the work.

3.0 CONSEQUENCES

All incidents of cheating and plagiarism will mandate the following:

1. A zero on the assignment, regardless of the assignment weight.

2. Repeated acts of academic dishonesty may include additional consequences such as: Saturday detention, loss of membership privileges/leadership roles, behavior agreement, and may be at risk of dismissal.

Section E. SCHOOL ATTENDANCE

School attendance provides students with classroom experience: class activities and direct instruction. Instructional programs are progressive and sequential in nature. A student's failure to attend class regularly will be treated as a serious problem.

1.0 REPORTING ABSENCE

Parents should report all student absences through the Family Portal (Veracross). Students returning to school after missing five days or more due to an illness or injury will be required to provide a medical release from their treating healthcare provider prior to returning to school. The medical release must stipulate whether the student is returning to full activity, list any restrictions to activity, and state the anticipated time frame restrictions will be in place. Additional information may be required.

2.0 MAKE-UP WORK

Regardless of the reason for an absence, students follow the same standard for submitting missed assignments, completing missed classroom activities, and submitting work or taking assessments that were due while they were gone. For each day a student is absent, one school day is given to turn in the missed assignment or take the missed assessment upon return.

If an Elementary or Junior High student is absent Monday and Tuesday and returns Wednesday, the Monday work is due by the end of the day Thursday and the Tuesday work is due by the end of the day Friday. If an assignment was given before the absence and was due on Monday, it should be turned in on Wednesday when the student returns. If a student missed an assessment scheduled for Monday, they will take it on Wednesday when they return to school.

If a High School student is absent, they are responsible for turning in any missed work by their next block period for that class. The High School block schedule rotates through A, B, and C days, "the next block" it depends on which day was missed:

- Miss an A day (e.g., Wednesday) → work is due the next A day (the following Monday).
- Miss a B day → work is due the next B day.
- Miss a Friday / C day → work is due the following Wednesday (A day) or Thursday (B day).

Missed work is due at the student's next block meeting for that class - unless the student misses a Friday/C Day, in which case it is due the following Wednesday/Thursday.

3.0 TYPES OF ABSENCES

Planned Absences. When the absence is known ahead of time, it is the responsibility of the parents (elementary and junior high) or students (high school) to contact the teachers three (3) days in advance to secure class assignments and take care of any needed work before leaving. To avoid late grades, all coursework, which includes assessments, and homework assignments are

due on the day they return to class, unless otherwise noted by the teachers. Regardless of whether the review is missed, students will take missed tests the day they return.

> ***Excused School Function (ESF).*** Students absent due to a school event, including certain leadership activities such as leading a retreat or a creative arts or an athletic event, should inform their teachers in advance in accordance with the planned absence policy. These absences do not count toward Saturday School. Missed assignments and assessments follow the standard make-up work process.

Unplanned Absences. When the time of the absence is not known in advance, the parent and/or student should secure missed work as soon as possible upon return. Makeup work follows the standard outlined in this handbook and parents and/or student are responsible for arranging any missed tests or assignments with the teacher.

Unexcused Absences. A student with an unexcused absence, which includes truancy and being out of dress code, will receive a zero for work due that day to include homework, tests, quizzes, and paper submissions.

Minimum Class Attendance to Receive Credit. Students must attend class to receive the full benefit of an education. To receive credit for the school year, students must be in attendance in accordance with the following guidelines based upon their grade level/division:

> **Elementary and Junior High:** Students should not miss more than nine days per semester. Missing more than fifteen minutes of class time is considered an absence.
>
> **High School:** Students should not miss more than five classes per semester, regardless of what day the absence occurs
>
> **All students:** Excused School Functions (ESFs) such as approved athletic or creative arts competitions, field trips or retreats do not count toward allowed absences.

All other absences, including appointments, count toward allowed absences.

Saturday school may be assigned as needed to meet this requirement.

4.0 TARDINESS GUIDELINES

- Students arriving late to school must report to the central office for permission to enter class. Traffic is not a legitimate excuse for tardiness, unless there has been a verifiable traffic issue.
- Students arriving to class after the tardy bell may be considered tardy and receive a detention.
- Students might not be able to make up class work missed due to tardiness.
- Three (3) tardies within a semester are recorded as one absence and count toward total days absent.
- Jr. High and High School students arriving 15 minutes after class starts or misses more

than 15 minutes at the end of class will be considered absent.

5.0 DETENTION (Grades 6-12)

Detention times are scheduled weekly as determined by the school. If a student misses a scheduled detention, he/she shall make it up with additional time added at the next available detention time.

When deemed appropriate, Saturday Detention may be used as consequences. Saturday detentions are typically held during the morning and require a fee.

Students who exceed the allowed nine (9) days of absences in any class per semester will be required to attend Saturday School. Saturday School guidelines:

- There is a charge for students to attend Saturday School.
- Students must wear the school uniform.
- Saturday School can be conducted from 8:00 a.m. – 3:00 p.m. All students should arrive before the start time. If necessary, the times can be altered earlier or later.
- Once a student leaves a Saturday School session for the day, he/she should not return.
- Saturday School credit is given hour for hour. For example, if a student has nine absences and misses first period, then he/she will have one hour of Saturday School to make up. If a student has nine absences and misses a whole day, he/she has eight hours of Saturday School to make up. This includes creative arts, electives, and PE classes.
- Students who earn Saturday School attendance must be prepared to actively participate in academic activities and/or campus work projects and to demonstrate a commitment to excellence and content mastery. Failure to do so may result in additional Saturday School hours.

6.0 TRUANCY

Truancy is the absence from school for any reason without the knowledge and consent of parents. It is a violation of state law and therefore considered a severe violation of school policy. Examples of truancy include, but are not limited to, leaving campus without permission, leaving campus and failing to sign out, or being on campus but not in the class's proper location.

Class work and/or assignments missed due to truancy will not be accepted for credit and a grade of zero will be given during a truant period.

Parents will be notified and the student shall be subject to disciplinary action.

7.0 CLOSED CAMPUS

Grapevine Faith Christian School operates a closed campus.

- Students are not to leave campus to run errands for any reason.
- Students are not free to come and go from campus. Arriving late and leaving early requires signed notes from parents and must be approved by a school administrator.

Students must sign in and out in the school office.

- Students who ignore these requirements are considered truant and are subject to disciplinary action.
- Students may not have visitors during the day without prior approval by a principal.
- Only seniors are allowed to sign out for off-campus lunch with a parent's written consent.

8.0 VISITORS

All visitor on campus must check in with the school office and receive a Visitor's Pass. Prior to entry to the building, the visitor's driver's license is scanned and the information is verified using a national database to ensure no known criminal history exists. The only visitors allowed are parents, guardians, alumni in good standing, emergency family contacts, or pastors (with parental permission). Any exception must be approved by the principal in advance.

9.0 STUDENT RELEASE

Students may not sign themselves in or out. All students, including high school, must be signed out through the main office by a parent, guardian, or other parent designee.

Students/parents must enter and exit the buildings through the front office only. Back/side doors are not to be used during school hours.

Driving students may only sign themselves out for necessary appointments through the front office with **prior written consent**. Written consent must include the time the student may leave and the time the student will return. Upon return, the student must bring a doctor's note. This procedure applies to all driving students, including seniors.

Non-driving students will only be released to the care of a parent, guardian, or a parent-designated adult.

Off-campus lunch or signing out during off periods is for **seniors only** with a **parent's written consent**. This privilege is based on the expectation that the student will be responsible and return on time for their next class. If students continually return late to class or miss classes after checking out, the privilege will be revoked.

Parents may not sign out anyone other than their own student for lunch.

Parents and/or students may not order food from a restaurant or delivery service and have it delivered to the front office or any other entrance. The school is not able to monitor Doordash, Uber Eats, or other food delivery services.

Parents may drop off lunch for their high school student and place it in the cabinet in the front office or other designated space for the student to pick up during their lunch period.

Parents may drop off lunch for their student in the front office at the lower school.

10.0 SCHOOL CLOSING

In times of emergency, parents will be notified of school closings or other emergency measures through text, our social media accounts (Facebook, Instagram, Twitter), on the homepage of the website and via email if possible, or through announcements on various radio and TV stations.

11.0 EARLY ARRIVAL

Elementary students may arrive at school as early as 7:30 am and go directly to the cafeteria where there will be teacher supervision. Elementary student supervision is not available before 7:30 am.

Section F. ACADEMIC INFORMATION

1.0 ARTIFICIAL INTELLIGENCE

AI Integration from a Christian Worldview. Christian belief is based in both knowing and loving God, and it is important that we hold all tools that mankind develops with a loose grip, not relying on them in our journey to understand the world and times in which we live. Recognizing that AI will be a part of our students' educational lives going forward and that we have an opportunity to shepherd them through this transition, we are committed to helping students navigate the ethics and innovations around AI usage.

Therefore, GFCS has developed the following guidelines surrounding the use AI in education. With anticipation that the technology will continue to evolve, our expectations are below and may be updated as necessary throughout the year. For the purpose of this document, AI refers to generative technology that replaces traditional human outputs.

Expectation of AI Integration as a School that Values Academic Curiosity

- Students and parents will presume that AI is not permitted on any assignment unless explicitly approved by the classroom instructor.
- Instructors are expected to use their professional judgment on the age-appropriate ways that AI may be used for educational purposes.
- All assessments will emphasize original thinking on the part of the student.
- AI should be incorporated in limited ways to challenge students in their learning, not to reduce opportunities for critical thinking.
- Major assessments should require students to demonstrate complex thinking in ways that are unique to a human participant.

Expectation of Students

- Students will seek teacher approval for any use of AI for submitted work and will seek to clarify the circumstances under which AI may be used appropriately.
- Students shall view AI (when applied to academic work) as a collaborative resource, which is cited (using MLA Format) when used. Citation for ChatGPT.
- Students should understand that the information provided by AI must be fact checked against scholarly resources.
- Students may expect that in addition to any demonstration of learning that is submitted (with or without AI), at any point, they may be asked by the teacher to provide a verbal or visual demonstration of learning.

Expectations of Teachers

- Teachers must clearly explain the proper use of AI and when it is or is not appropriate in their courses.
- Teachers approach the question of academic integrity as a conversation when using tools that detect AI and/or plagiarism.
- Teachers responsibly refrain from putting sensitive information about students into ChatGPT or other AI programs (including but not limited to grade performance, infractions, health history, etc.)

- Teachers use the valuable feedback that AI has to offer to students to augment their own feedback.
- Teachers see and use AI as a tool but do not cede authority to AI (e.g., course development, lesson planning, grading).

Expectation of Administration

- Administration expects a good faith effort to be made in all written work at developmentally appropriate levels by students and expects that teachers will use discernment in all assigned written work.
- Administration expects a continuous review of AI policies due to it being a new and evolving technology, and will communicate AI policy changes to the entire GFCS community with reasonable timelines before enforcing any new expectations.
- Administration will collaborate with knowledgeable stakeholders in refining further acceptable use principles for integrating AI.

2.0 ACADEMIC ACCOMODATIONS FOR MEDICAL CONDITIONS

Grapevine Faith does not provide academic accommodations based solely on a physician's request. The school may, on a case-by-case basis, implement short-term accommodations in limited circumstances such as a documented concussion, etc. Physician recommendations are reviewed and considered but do not in themselves establish eligibility for academic accommodations.

3.0 CHALLENGED MATERIALS

It is the school's desire to make sure that the content, images, and information found in textbooks, library books, and other resources are age appropriate and in line with the schools mission. In the event that content is found to be offensive, inappropriate, or against the mission of GFCS, please let us know. Completion of the "Request for Review" form is the first step in the process of informing school officials of the need to review a book or resource. This form will be sent to the coordinator of library media resources and the corresponding principal to review in accordance with the Request for Review Policy.

Order of Conversations

If anyone whose child is directly affected objects to the presence of any media or book, he/she is asked to observe the following procedure:

1. Schedule a conversation with the relevant teacher at a mutually convenient time to discuss:
   a. What is the name of the resource?
   b. Did you read, view, or listen to the resource in its entirety?
   c. Please describe why you believe the named resource is objectionable.
   d. To what specific portions in the resource do you object? Please cite pages and/or sections.

2. If the outcome of that discussion is not satisfactory to the complainant, then he/she is to contact the division principal, who will give the complainant a form to be filled out called

"Request for Review of Material."

3. Upon receipt of a completed formal request for reconsideration, the division principal will convene a review committee. The committee shall be minimally composed of the Vice President of Academics, another division principal, the relevant department chair, and any other school personnel deemed appropriate at that time. The committee shall meet to review the material in question. The committee will
   a. Read the original complaint
   b. Read the materials in question
   c. Consider the overall use of the material in the lesson/units
   d. Weigh the consequences of keeping/removing the material
   e. Weigh the message communicated to the community by keeping/removing the material
   f. Come to a consensus (through the process of disagree and commit)
   g. Respond to the original complaint with a bulleted set of reasoning to be submitted to the President or his/her designee.

4. This decision will be communicated to the complainant.

4.0 9th GRADE ACADEMIC PLACEMENT

Subject	Eligibility Criteria for Course Placement	Course
History	Students must receive an 85% or above each semester (not an average of the two semesters) and receive department chair approval	AP Human Geography
English	Students must receive an 85% or above each semester (not an average of the two semesters) and receive department chair approval	Honors English
Bible	Students must earn at least 85% in each semester (not an average of the two) to qualify. However, for new-to-Faith 9th grade students seeking placement in Honors Bible, their English and History semester grades will be averaged, and the combined average must exceed 85% and receive department chair approval	Honors Bible
Science	Either: Students must earn an 80% or above each semester in Advanced Science OR 90% or above in second semester of Algebra I and receive department chair approval	Honors Biology
	85% or higher each semester in Pre-Algebra and receive department chair approval	Biology
	Below an 85% either semester of Pre-Algebra and receive department chair approval	Conceptual Physics
Math	90% or above in second semester of Algebra I and receive department chair approval	Honors Geometry
	Below a 90% in second semester of Algebra I and receive department chair approval	Geometry

	Received Credit for Pre-Algebra and receive department chair approval	Algebra I
	Ninth grade students who are new to Faith and request Geometry will take a math placement test to determine readiness.	Geometry
Spanish	Current Faith students must successfully complete Spanish I before being eligible for Spanish 2. Ninth grade students who are new to Faith will take a placement test to determine the appropriate course. Students are required to take two years of a foreign language **in** high school.	Spanish II or Above

5.0 HIGH SCHOOL CREDITS

High School credits are based on the following:

- Credits are earned per semester. Each subject is assigned 0.5.
- All online course credits and grades (credit recovery and Bible credits) are due by August 1 of the new school year. A transcript with the final credit and grade must be received in the College and Academic Advising office no later than August 1 or the student will be placed in the course for the regular academic year.
- Combined Honors/Dual Credit classes (ie. CS Lewis, Calculus, and Senior Bible) will receive the weight of an Honors course in the GPA calculation.
- Eighth grade students may take Algebra I, Advanced Science, and World History for high school credit. Courses are listed on the transcript, but not factored into their high school GPA. In order to receive high school transcript credit, a student must earn at least 80% each semester, not an average of the two semesters.
- Every senior must submit at least one set of ACT scores.
- Students are required to complete a minimum of four math credits, with enrollment in a math course every year. These credits must include Algebra I, Geometry, Algebra II, and at least one additional upper-level math course.
- Students are required to complete a minimum of four science credits, with enrollment in a science course every year. These credits must include Biology, Chemistry, and Physics, along with one additional upper-level science course.

6.0 TRANSFER OF OUTSIDE CREDITS

Students who are currently enrolled at Grapevine Faith may not receive credit for courses or programs completed outside of our school (including online courses, dual enrollment, summer programs, or classes taken at other institutions) without prior written approval from the Principal. This policy ensures that all academic credit aligns with our school's rigorous curriculum, biblical worldview, and high educational standards. Families are encouraged to consult with the Principal before a student begins any outside coursework because approval is granted only in exceptional circumstances, not as a common situation, and is at the sole discretion of the Principal.

7.0 GRADE POINT AVERAGE AND CLASS RANK (Grades 9-12)

- Students are eligible to be ranked in the top 10% of their class if they are enrolled at Grapevine Faith Christian School by the first day of their junior year. This requirement does not apply to the selection of Valedictorian and Salutatorian.

- Each student's grade point average (GPA) is calculated each semester.
- High school students must earn a 70% average per semester to receive credit.
- Class rank calculation is determined on a 100.00 GPA scale and is taken from grades 9–12.
- A student must pass the course with a 70 or above before the additional weight can be earned.
- AP and dual credit college classes receive ten additional points per semester in the calculation of GPA. Honors courses receive an additional five points calculated in the GPA per semester. Weighted earned grades will not appear on the transcript but are calculated into the weighted GPA.
- Students enrolled in AP and dual credit courses are required to sit for AP and dual credit course exams. (Students who do not sit for the AP exam for any reason will not receive AP credit for the course.)
- Students transferring into high school with Honors/AP/College credits that Faith does not offer will not be given weight for those courses in the GPA calculation. They will be listed on the student's transcript as an Honors/AP/Dual Credit course.
- Students who earn the honor of valedictorian or salutatorian must attend Faith a minimum of three consecutive years, beginning the first day of the 10th grade.
- Individual class rank is reported to colleges on the student's transcript only if the student ranks in the top 10%.
- Final class rank for Valedictorian, Salutatorian, and the top 10% will be determined at the end of the third quarter of the senior year.

8.0 COLLEGE PREP DIPLOMA PLAN

9th Grade	10th Grade	11th Grade	12th Grade
World Literature I	World Lit II	Am. Literature	Brit. Literature
Ancient Civilizations	World Cultures	Historic Christian Faith	Worldview
AP Hum Geo/Wld Hist	US History	US History II	Gov/Econ
Geometry/Algebra I	Alg II, Geometry	Alg II, Pre-Calc.	Pre-Calc, Calc, DC Alg
Conceptual Physics	Biology	Chemistry	Additional Science^
Foreign Language*	Foreign Language*	Foreign Language*	Foreign Language*
Creative Art Elec	Creative Arts	Elective	Elective
P.E./Athletics	Elective	Elective#	Elective@

* Students must take two consecutive years of the same language in high school.
# Juniors have the option for a study hall.
@ Seniors have the option to take up to two off periods but they must be enrolled in at least six classes all year long.
^ AP Biology, AP Chemistry, AP Physics, Principles of Engineering or Anatomy & Physiology

9.0 SCHOLAR DIPLOMA PLAN

The Scholar Diploma Plan requires six of the following accelerated classes, as well as either Pre-Calculus or AP Statistics. At least one of these classes must be an AP or dual credit course.

9th Grade	10th Grade
Honors World Literature I	Honors World Literature II
AP Human Geography	AP World History
Honors Ancient Civilizations	Honors World Cultures
Honors Biology	Honors Chemistry
Honors Geometry	Honors Geometry or Honors Algebra II

11th Grade	12th Grade
AP American Literature	AP English Language or DC English
AP U.S. History	AP Government/AP Macroeconomics
Historic Christian Faith	AP Bio, AP Chemistry, AP Physics
Honors Chemistry, Honors Physics or AP Physics	Honors Pre-Calc, AP Calculus or AP Statistics
Honors Algebra II, Honors Pre-Calculus	Honors Worldviews
	Honors Spanish IV

10.0 HIGH SCHOOL GRADING SCALE

Grade	Grade Point	Honors/Pre-AP	Dual Credit/AP
90-100	4.0	4.5	5.0
87-89	3.75	4.25	4.75
84-86	3.5	4.0	4.5
82-83	3.25	3.75	4.25
80-81	3.0	3.5	4.0
77-79	2.75	3.25	3.75
74-76	2.5	3.0	3.5
72-73	2.25	2.75	3.25
70-71	2.0	2.5	3.0
0-69	no credit		

11.0 SEMESTER EXAMS

Semester exams are given at the end of fall and spring semesters to all students enrolled in a junior high or high school course.

Students may be exempt from the spring semester exams if they maintain a 90% or above in each of the third and fourth grading periods of the second semester.

High school and high school credit semester exams are 20% of the semester average. Junior high students will have a final exam schedule similar to the high school. The weight and details of junior high exams will be slightly different and specifically shared in the appropriate classroom syllabus.

12.0 P.E./ATHLETIC REQUIREMENTS

Physical education graduation requirements of one (1) credit may be met through off-season training, school-sponsored athletics, or cheerleading. High school students may take P.E. each year. High school and junior P.E. is a pass/fail class; therefore, credit is not calculated into the overall GPA. Students who do not attend more than ½ of their classes in a day will not be eligible to practice or play on that same day.

13.0 PROGRESS REPORTS AND REPORT CARDS

The school year at Grapevine Faith is divided into two semesters. Each semester consists of two grading periods, creating four quarters for the school year. At the midpoint of each quarter, parents are encouraged to view the current grades online. Approximately one week after each quarter's end, parents will receive email notification regarding the availability of current report cards.

A parent-teacher conference may be required for any failing grade.

14.0 TEXTBOOKS

Teachers issue textbooks to students. Students are responsible for the care and security of their books. Textbooks should have an identification number and student name written on the inside cover. If a textbook/workbook is lost or damaged, a form is completed by the teacher and sent to the dean or assistant principal. The cost of replacement books must be obtained before grades or transcripts can be released.

15.0 SCHEDULE CHANGES

Schedule changes are subject to class sizes and teacher class load. Student-initiated schedule changes may occur only with the approval of the counselor and the principal. In order to change classes, a conference with teachers, principal, parents, and the student may be required.

Schedule changes will not be made after the second week of the fall semester.

16.0 COMMUNITY SERVICE

Community service is a graduation requirement. Students are required to complete **a minimum of 20 service hours each school year**, beginning in ninth grade. Service hours must be completed within the following three categories:

1. Grapevine Faith Christian School (On-Campus Service)
   a. No more than 10 hours may be served at Faith, including any school-related events or activities.
   b. These hours must be completed outside of the regular school day hours.

2. Local Church
   a. At least 5 hours must be served on-site at the student's local church.
   b. These 5 hours count toward the required 20 hours.

3. 501(c) Non-Profit Organization
   The remaining hours may be completed at any registered 501(c) non-profit organization

Notes:

- Students may choose to complete all 20 hours off-campus, as long as at least 5 of those hours are completed at their local church.
- Students may choose to do all 20 hours at a local church.
- Students are encouraged to serve beyond the 20 required hours—there is no maximum limit to the total number of hours students can log.
- If you are serving at an organization and are unsure whether they meet our criteria for community service, please contact the school.

The community service calendar runs from May 1 to April 30 each year. Hours served after April 30 will count toward the following school year.

Failure to complete the required minimum hours will result in a 10-point grade reduction in fourth-quarter Bible class.

17.0 TRANSFER STUDENTS

Transfer students from schools accredited by agencies recognized by the state of Texas and within the United States will receive all previously earned credits and grades. Transfer students from unaccredited schools or schools accredited by agencies not recognized by the state of Texas will receive a pass/fail grade in each course approved by the principal. Transfer courses will receive GPA weighting for Honors, PRE-AP, and AP courses that were offered at Faith at the time they were taken elsewhere.

18.0 STUDENT WITHDRAWAL

A Student Withdrawal Form is completed in the Admissions Office. At that time, textbooks are checked into the Admissions Office and payment for lost/damaged books is received. The student must secure a release from the Librarian, Dining Services, Athletic Office, and Business Office indicating no outstanding charges. When the withdrawal process is complete, final grades will be released to the parent/guardian.

19.0 ACADEMIC PROBATION AND CO-CURRICULAR ELIGIBILITY

Any student who receives a failing grade (69% or below) on his /her report card will be on

academic probation and will not be eligible to participate in co-curricular activities for three weeks. The three-week period will begin the Monday after the report cards have been released. During the probationary period, students may practice but are ineligible to travel with their team/group or participate in any games/competitions. The student's grades will subsequently be checked at the end of the three-week probationary period on Friday at the end of all classes, and the student must be passing all classes to be reinstated to co-curricular activities. In addition, grades for all students will be checked for co-curricular eligibility purposes with three weeks remaining in each quarter.

20.0 REQUEST FOR RECORDS

It is the policy of GFCS to have a procedure in place to handle student and business record requests that are concise, easily understood, and consistent with best practices. Recognizing that requests for student and other business records entail considerable time and energy to compile, the following guidelines are set forth.

At the time the subpoena or parent records request is received, the School will contact the parent and lawyer (if applicable) via email to:

- review applicable fees for the request
- inform the parent and/or lawyer (if applicable) that payment is required prior to the accumulation of records and/or court appearance
- inform the parent and/or lawyer (if applicable) that they are required to physically pick up records from school at a prearranged time

The School will communicate the actual amounts to be billed to the parent or legal firm to the Business Office. After the above steps are complete and fees collected, the School will begin the accumulation of records and/or direct the court appearance required by a staff member.

The attached fee structure will be applied for any requests above and beyond the scope of emailing an electronic copy of student's report cards and/or transcripts. Parents receive a link at the end of each quarter during the school year to their student's report card. Parents receive a link at the end of each semester during the school year to their high school student's unofficial transcript. Parents may review and print their student's behavior and attendance records for the current academic year via the Family Portal. Parents will be charged any attorney's fees incurred by GFCS in conjunction with addressing or fulfilling requests. This includes the cost of advisement in legal matters, including but not limited to custody. As family and marital disputes where GFCS expends resources that would normally be used in the instruction of students or administration of the school, parents may be charged for time and resources.

Requested Records Fee Schedule

Court Appearance:	In person	$500 per day
	Deposition	$100 per hour
	Phone conference	$100 per hour
ACE records *(court ordered subpoena required)*		$200
Behavior records and disciplinary actions		$50
Counseling reports/recommendation		

(court ordered subpoena required)	$200
Electronic communication (email) regarding attendance	
(court ordered subpoena required)	$100 *per academic year*
Electronic communication from faculty/staff	
(court ordered subpoena required)	$100 *per academic year*
Emergency contact records	
(court ordered subpoena required)	$50
Itemization of tuition and incidental fee charged and payments pending/received	$50 *per academic year*
Report card – current academic year	No charge
Report card – previous academic years	$20 *per academic year*
School health records and school nurse notes	
(court ordered subpoena required)	$200
Standardized test scores	$20 *per test requested*
Security Video Footage	
(court ordered subpoena required)	Minimum $100 then based on time and resources needed
Transcript (HS only)	No charge
Other Items (internal or external email copies, time and correspondence, etc., et al)	Minimum $100 then based
(court ordered subpoena required)	resources needed

21.0 ACADEMIC ASSISTANCE PROGRAM AND GRADE CHECK

Grade checks will be taken three weeks prior to the end of the quarter. If a student is failing (69% or below) at that time, he/she will be placed in the Academic Assistance Program until the end of the quarter.

- *High School.* Student in the Academic Assistance Program will be required to have a student-faculty meeting in each of the classes they are failing by Monday afternoon. Before the end of the meeting, the student will email the teacher, their parents, and the academic assistance program coordinator the specifically agreed upon action plan.

- *Junior High.* An administrator will notify the parent and student if the program is needed. The student will be responsible for scheduling a meeting in each of the classes they are failing by Monday afternoon to discuss the plan for the three weeks.

- Students are solely responsible for ensuring all plan requirements are met.
- Students will be eligible to play while participating in the Academic Assistance Program, provided they fulfill the weekly expectations of their plan, which will be verified during their weekly check-in meeting with the Academic Assistance Coordinator.
- Students will stay in the AAP for the entire 3 weeks unless the student and parents receive written permission indicating their release from the program from the Academic

Assistance Program Coordinator.
- A student who receives a failing grade on his/her report card will be ineligible for three weeks.

The three-week period begins the Monday after the report cards have been released. He/she must pass ALL classes at the end of that ineligibility period to become eligible again. If a student raises his/her grades to passing AFTER that three-week period, he/she will become eligible immediately. All grades must be confirmed by the respective departments and the junior high/high school offices before a student is deemed eligible.

22.0 SUSPENSION

A student that has received in-school or out-of-school suspension for any or all portions of the school day will not be allowed to participate in any practices or games on the day of the suspension and until suspension has been served.

Section G. UNIFORM REQUIREMENTS AND DRESS CODE

Grapevine Faith Christian School requires a uniform dress code. Student clothing must be conservative, neat, clean, pressed, and properly fitted. Parents have the responsibility to ensure their children arrive at school in the proper dress and in compliance with the dress code. Grapevine Faith Christian School administration reserves the right to determine the appropriateness of styles, accessories, and all clothing worn at school and school functions.

Students who are enrolled in Grapevine Faith Christian School must be in uniform while on campus before, during, and after the school day unless appropriate permission is given.

Students who do not follow the guidelines for dress code will be subject to disciplinary action and/or forfeiture of privileges. In order to attend class, students must be in the proper uniform. Class time missed due to a uniform infraction will be treated as an unexcused absence.

If a student is not compliant with the established dress code, we will allow the student the opportunity to correct it. The student may still be subject to disciplinary action. If the student is unable to do so immediately, the school will do the following:

- The student will be sent to the appropriate administrator and will not be able to return to any classes until the dress code issue is rectified.
- The student will contact their parent or guardian to pick them up and correct the dress code violation. This could include going to get a haircut, going home to change clothes, or bringing clothes to school.
- No student (whether they have off-campus privileges or not) will be allowed to leave campus without permission from a parent or guardian.
- All classes missed, subsequent to the student being dismissed from class, will be entered and treated as an unexcused absence and receive the specified academic penalty as outlined in this handbook..
- Students who have a hair violation will be required to address the issue immediately.
- **All dress code interpretations and decisions rest with administration.**

1.0 UNIFORMS

Students may wear any combination of *school-approved* uniform items. Please refer to the remainder of this handbook for additional uniform details.

	Tops	**Bottoms**	**Shoes**	**Accessories**
Boys	• Required: Red, white, or navy Faith logo polo • Any approved red, navy, gray, or white crew neck sweatshirts or 1/4 zip pullovers that are purchased in the Spirit Store • Full zip navy or red Faith fleece jacket • (Spirit Store approved)	• Navy or khaki pants • Navy or khaki shorts * Shorts length - maximum 4 inches above middle of the knee *No Cargo-style pants or shorts	• Red, white, blue, black, brown, or gray solid or any combination of these colors with enclosed heel and toe • *No neon, sparkles, lights, wheels, feathers, glitter, color-changing, etc.	• Solid Red, white, blue, black, brown or gray ankle, or mid-calf socks (an inconspicuous logo of an approved color is fine)
Girls	• Required: Red, white, or navy Faith logo polo • Any approved red, navy, gray or white crew/mock neck sweatshirts or 1/4 zip pullovers that are purchased in the Spirit Store • Full zip navy or red Faith fleece jacket • (Spirit Store approved)	• Navy, khaki or plaid skirts or skorts • Navy or khaki shorts or pants • Navy, khaki or plaid jumper worn with white blouse * No Cargo-style pants or shorts * Skirt/Jumper and shorts length - maximum 4 inches above middle of the knee	• Red, white, blue, black, brown, and gray, solid or any combination of these colors with enclosed heel and toe *No neon, sparkles, lights, wheels, feathers, glitter, color-changing, etc. *Boots must be worn under the pant leg and not worn with shorts, skirts, or skorts	• Solid red, white, blue, black, brown, or gray knee high, mid-calf, ankle socks or stockings (an inconspicuous logo of an approved color is fine) • Solid red, white, blue, or black tights or ankle length leggings

GENERAL NOTES:

- Socks should be a solid color only (an inconspicuous logo of an approved color is fine) and can be red, white, blue, black, brown or gray.
- Girls should wear shorts under their skirts/jumpers. They cannot extend below the hem of the garment.
- Girls are not permitted to wear pants of any type under their skirts.

- All shorts, skirts/jumpers length must be no shorter than 4 inches above the middle of the knee.
- Shorts for either girls or boys should not be form fitting but roomy in the leg and seat.
- No cargo style pants or shorts.
- Tattoos are not permitted in any form.
- Hats are not to be worn in the building, but may be worn outside.
- No logos of any kind, other than Faith logo wear, are permitted.

2.0 P.E./ATHLETIC WEAR

All students participating in P.E. and junior high athletics are required to wear the official Faith athletic shirts and shorts, which must be purchased through the Faith Spirit Store—except for items designated specifically for a particular sport by the coaches.

Winter attire is non-sport specific and generic across all winter sports - except what is designated specifically for a particular sport by the coaches.

	Tops	**Bottoms**
Junior High (Grades 6-8)	Faith gray PE t-shirt	Red Faith athletic shorts
High School (Grades 9-12)	Faith gray PE t-shirt	Red Faith athletic shorts
Winter Attire (All)	Approved Faith Athletic sweatshirt	Approved Faith Athletic sweatpants

3.0 HIGH SCHOOL ATHLETIC TEAM FRIDAY/SENIOR NIGHT DRESS

During their designated primary season (e.g., Fall for Volleyball, Spring for Baseball), students may wear coordinated athletic shirts or appropriate jerseys along with school-approved uniform bottoms on Fridays. This must be done under the direction of the program head coach. The entire team must participate by wearing the approved matching attire.

On the scheduled day of a "Senior Night" game, senior athletes may wear their senior sport-specific t-shirt and uniform bottoms. This is also under the direction and approval of their program head coach.

Please do not request exceptions or special permissions for additional dress-out days for your athletic teams.

4.0 FOOTWEAR

- Footwear must be red, blue, white, black, brown, or gray or any combination of these colors.
- All footwear must have an enclosed heel and toe.
- Shoes must be clean, in good repair and deemed appropriate by Administration. No neon, sparkles, lights, wheels, feathers, glitter, color-changing, etc.

- Sandals, flip-flops, Crocs, all forms of houseshoes (including Uggs), Birkenstock style sandals, or other related shoes are not permitted.
- Any type of boot must be worn under the pant leg. Boots cannot be worn with skirts, skorts, or shorts.

5.0 HAIR

Students will keep their hair neat, clean, well-groomed, and in traditional styles and colors.

The minimum acceptable standard for *boy's haircuts* will be as follows:
- Hair is off the collar in back, off the eyebrows in front, and does not exceed the bottom of the ear on the sides; sideburns do not extend below the bottom of the ear.
- No facial hair will be allowed.

6.0 COSMETICS

Grades PreK - 5
- Girls are not permitted to wear make-up.

Grades 6-12
- Girls may wear foundation, blush, powder, mascara, and lipstick in traditional conservative colors.
- Eye make-up may be worn, but it should enhance the natural skin tones.

7.0 JEWELRY

Boys may wear appropriate bracelets, watches, necklaces, and finger rings only.

Girls may wear watches, necklaces, bracelets, finger rings, and pierced earrings (two earrings per ear maximum).

Jewelry or accessories are not to be used as a political or social expression.

8.0 WINTER WEAR

Any solid red, navy, gray, white crew neck sweatshirts or 1/4 zip pullovers that are purchased in the Spirit Store or through the official uniform store, with a red, navy, or white design/lettering will be approved winter wear. These items will be marked as uniform approved. Uniform sweatshirts should not have a hood or a pocket(s).

Grapevine Faith letter jackets and these Spirit Store approved items may be worn at any time: cardigan sweaters, navy ¼ zip Faith pullover, the red or navy full zip fleece Faith jacket, the approved crew or mock neck sweatshirts, Faith red or navy sweatshirt, and the Faith rain jacket.

Coats and jackets must be stored in student lockers during school hours. Blankets/quilts are not permitted.

Hoodies are not permitted.

9.0 SPIRIT DAY / FAITH WEAR

Spirit Day attire consists of approved Faith logo wear, purchased from the Spirit Store, and blue jeans, pants, or uniform approved bottoms.

- Hoodies, pajama pants, sweatpants, athletic pants, yoga pants, leggings as pants, or athletic shorts are **NOT** permitted.
- Clothing must fit properly and be of approved length (4 inches from middle of knee).
- Jeans must not be ripped, torn, or tight fitting (no jeggings).
- Appropriate boots are permitted on Spirit Days.
- PE uniform clothing is NOT permitted.

All guidelines related to hats, hair, jewelry, footwear, skirt length and winter wear will remain in effect. Failure to follow guidelines may result in forfeiture of future participation in Spirit Day privileges.

10.0 DRESS DOWN / SPECIAL EVENTS

On these designated days, approved by the Grapevine Faith Administration, students have the option of not wearing the school uniform for dress down days. To maintain a welcoming and focused learning environment for all students, we kindly ask that clothing with political messages or affiliations not be worn at school. Grapevine Faith Christian School administration reserves the right to determine the appropriateness of all clothing worn at school and school functions.

All guidelines related to hats, hair, jewelry, and short and skirt length, will remain in effect.

Dress Down Attire:

- Clothing must fit properly and be of approved length (4 inches from middle of knee).
- Blouses, shirts, pullovers, and t-shirts that are clean, modest and of proper fit, of the student's choosing.
- No pajama pants, leggings or jeggings as pants, tennis skirts, or yoga type pants.
- No PE uniforms.
- Appropriate athletic shorts are permitted as long as they follow the guideline for length
- Hoodies are permitted.
- Jeans must not be ripped, torn, or tight fitting (no jeggings).

Senior Girl Overalls Guidelines:

- Solid red, white, or blue
- Decorated with words and images that demonstrate school spirit and a Christian outlook (any color decorations are accepted)
- Long pants or skirt varieties are acceptable – skirts must follow standard dress code length
- Approved to wear on all spirit days during the year and Fridays of home football games

Special Event Attire*:*

- Some events may call for students to support a particular event by dressing in a specific fashion. Examples: Homecoming Week, Red-Out Days, Grandparents' Day, and SLU Days.
- Additional criteria for these days may be announced prior to the event. All guidelines related to accessories will remain in effect.

Elementary Field Trip*:*

- The standard field trip attire for grades PreK – 5 is the red Faith logo polo shirt and navy bottom.

11.0 BRAND USAGE AND INTELLECTUAL PROPERTY

The School owns and controls the use of its mascot logo, official seal, official logos, and all other School branding. These items may be used only through the Spirit Store and the Office of Communications, unless express written consent is granted in advance.

No student, parent, staff member, coach, volunteer, team, group, or outside vendor may develop, design, print, reproduce, sell, distribute, or give away any product using branding without prior written approval from the appropriate school authorities.

No student, parent, staff member, coach, volunteer, team, group, or outside vendor may create, commission, or develop any school-related emblem, crest, seal, or other item intended to represent a team, club, class, organization, or other school-affiliated group without prior written approval. This restriction applies whether the item is official, unofficial, proposed, promotional, commemorative, or intended for internal group use.

Unauthorized use of School branding is prohibited whether the product is:

- offered for sale,
- distributed at no charge,
- used as a gift,
- created for team, class, club, or event use, or
- intended for internal or external promotion.

The School may deny, suspend, or revoke permission to use its branding at any time. Unauthorized items or activities may be subject to:

- immediate stop-use or stop-sale direction,
- cancellation of orders or sales,
- removal from distribution,
- denial of future approval requests, and
- other school or contractual action as appropriate.

Section H. HEALTH AND SAFETY

1.0 BUILDINGS

Safety is a group effort and requires everyone contributing. External doors should not be propped open during school hours. Employees, students, and parents should not open an exterior door during school hours for any person without a Faith badge. If you notice something concerning or out of the ordinary, please report your concern as soon as possible.

2.0 CUSTODY

At the time of enrollment, parents shall provide all relevant documents concerning custody or visitation of each student enrolled. Parents of enrolled students shall have an ongoing duty to provide any documents and information relevant to a change in current custody or visitation rights within seven days of change or at the time of reenrollment if the school has dismissed for summer break. A noncustodial parent shall have the right to access school records related to his or her student unless prohibited by a legally binding instrument. No student shall be released to any individual other than a custodial parent unless express written permission is first given by a custodial parent or a valid legally binding instrument granting release is on file. A parent cannot ask the school to withhold release of his or her student to the other parent or parent's representative without a legally binding instrument.

3.0 STUDENT ACCIDENT

In the case of an accident or acute illness, the staff will take all necessary steps to arrange for the proper emergency medical services. All risks and hazards incidental to such treatment, including transportation, will be the responsibility of the parent and/or guardian of the child in need.

4.0 STUDENT ILLNESS

In case of student injury, illness, or fever of 100º or more, the student is to be picked up from school as soon as possible. Students must be kept home for 24 hours without symptoms before returning to school. **This includes being fever free for 24 hours without the use of fever reducing medication.**

5.0 MEDICATION

Any case involving a student found with medication or drugs in his/her possession at school, even if prescribed, will be treated as a drug violation. Medicine should be administered to students by parents at home. In exceptional circumstances, the school nurse or other designated personnel may administer a medication orally or topically at school if the following procedures are followed.

A *Medication Administration Permission* form must be completed and signed by the parent/guardian before any prescription medication will be given. The medication must be in the original container and have a current pharmacist's label with the child's name, dosage, date and

physician's name. Prescription medication will only be administered to the person it is prescribed for. No medications in baggies or unapproved containers will be accepted. Medication samples will only be accepted if it is accompanied by a doctor's prescription order. Students who need to carry an inhaler, epi-pen or diabetic supplies on their person must have a note from their doctor. All medication must be kept in the school nurse's office. At the end of the school year, any remaining medication will need to be picked up by a parent on the last day of classes. Any remaining medication will be discarded.

A *Medication Administration Permission* form must be completed and signed by the parent/guardian before any non-prescription medication will be given. All medication must be in the original container, labeled with the child's name and kept in the school nurse's office. At the end of the school year, any remaining medication must be picked up by a parent on the last day of classes. Any remaining medication will be discarded.

6.0 SEVERE ALLERGIES

Parents must notify the school if they have a child with a severe food or latex allergy. A *Food Allergy Action Plan* must be completed and signed by their child's physician. The action plan will detail the course of action for a student with an accidental allergen exposure.

With written permission from the child's physician and the knowledge of the school nurse, a student may carry an EpiPen with him for use in an emergency. Students with severe food allergies should wear medical identification necklaces or bracelets.

The Worth Street campus is peanut-prohibited.

The physical and emotional safety of our students is the highest priority for GFCS. This policy statement aims to provide guidance and support in crisis management related to life-threatening allergens.

It is the responsibility of families and health care providers to educate and inform students with life-threatening allergies how to manage their allergies, including avoiding allergens, recognizing symptoms of an allergic reaction, and using their epinephrine auto-injector (if appropriate).

The elementary and junior high campus is a place where students are not permitted to consume peanut-containing foods. Classrooms may be limited to additional, specific allergens based on identified cases. These areas will be identified and clearly marked with signage. Elementary homeroom classes and junior high teachers are to be notified if there is a student in the class(es) who has a severe food allergy or is diagnosed during the year with a severe food allergy.

Parents are asked not to bring allergen-containing items into the classrooms for parties or events and are restricted from bringing any products containing peanuts onto the Worth Street campus. Parents hosting functions will be encouraged to provide a range of snacks and food options that are safe for all students. The school will also provide guidance on safe snack options.

Students are expected to adhere to the following guidelines:

- Do not bring products containing peanuts on the Worth Street campus.

- No sharing of food with others in grades PK-5 (to limit the possibility of accidental ingestion of an allergen).
- Wash hands with soap and water or hand wipes after meals (to limit exposure by contact with common surfaces). The use of hand sanitizer is not adequate.
- Be aware of friends with food allergies and look out for them (someone may notice hives or swelling on an allergic child before he or she becomes aware).
- Don't sit by a friend who is allergic to something that is in your lunch.

7.0 REQUIRED IMMUNIZATIONS

As a condition of attendance, all students are required to be in full compliance with the Texas Department of Health Immunization requirements. A student is not considered compliant until all immunization records are on file in the nurse's office. Any student not in compliance will be dismissed from school until all required immunizations are complete and documentation has been submitted to the school nurse.

To claim an immunization exemption for medical reasons, the parent must provide a statement signed by the child's physician stating that the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

To claim an exemption for reasons of conscience, including a religious belief, a signed affidavit from the Department of State Health must be presented by the child's parent or legal guardian, stating that the child's parent or legal guardian declines vaccinations for reasons of conscience, including the person's religious beliefs. The original affidavit is valid for two years and must be kept on file in the nurse office. Any student with an immunization exemption may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

For a complete list of current state-required immunizations and exemption information, go to http://www.dshs.state.tx.us/immunize/school/default.shtm

8.0 HEALTH SCREENINGS

The State of Texas mandates health screenings be completed on students in specific grade levels each school year.

- **New Students:** Must complete or supply documentation of completion for all screenings required for their grade (see below) plus supply documentation of screenings from previous years.
- **Pre-K; Kindergarten:** Vision, Hearing
- **1st, 3rd, 5th, and 7th:** Vision, Hearing, Acanthosis Nigricans
- **5th and 7th:** Spinal Screening for girls
- **8th**: Spinal Screening for boys
- **2nd, 4th, 9th, 10th, 11th, and 12th:** (Optional) No testing is required, provided previous years' screenings are up to date and results are on file in the nurse's office.

9.0 HEAD LICE

If the nurse or trained examiner confirms an active case of head lice or nits at school, a parent will be notified, and the student should be picked up from school and treatment started immediately. When two active cases of head lice are confirmed in a classroom, parents of classmates will be notified by letter and/or e-mail of the potential exposure to head lice. If three or more cases are confirmed in a classroom, students of the entire class will be individually screened by the nurse or trained staff, and parents will be notified of the results. Students returning to school after treatment must be examined by the school nurse and found to be free of live lice or nits before returning to the classroom.

10.0 PETS ON CAMPUS

Grapevine Faith is responsible for ensuring the health and safety of all students. In keeping with this objective, Grapevine Faith does not permit any animals on campus without first obtaining permission from the administration. For these reasons, please keep pets at home or confined to your vehicle while on campus. With approval, service animals allowed on campus must have up to date vaccinations and certifications.

11.0 BUS/VAN TRANSPORTATION

Grapevine Faith Christian School provides bus transportation for students to field trips, retreats, and some athletic events. Grapevine Faith is pleased to offer this service and encourages your assistance in helping create a safe and efficient operation.

All students riding the buses will participate in emergency evacuations drills scheduled in the fall and spring of each school year.

School board policies that apply to student conduct and other student-related activities apply to the school bus. Students are expected to behave in a safe manner at the bus stop and while riding the bus. All students will be expected to treat each bus rider and their possessions with respect. Students are expected to follow the posted bus safety rules. Rules also apply to field trips and shuttles.

SAFETY PROCEDURES

Waiting for the Bus

- Be at your departure point five minutes before the scheduled time.
- Stand away from the roadway/curb while waiting for the bus.
- When the bus approaches, form a single line ten feet clear of the bus.
- After the bus has stopped and the air brake is set, be prepared to board.

Boarding the Bus

- Do not push or shove.
- Use the handrail at all times.
- Go to your seat immediately. The bus will not move until all the students are seated.

Bus Behavior

- Cooperate with the bus driver at all times.
- Students must remain seated and face forward while the bus is moving. Do not change seats while the bus is on route.
- A student shall not refuse to sit in an assigned seat or deny another a place to sit.
- Normal conversation is permitted but any loud noises may distract the bus driver and create an unsafe condition.
- No scuffling, fighting, or physical/verbal harassment is permitted.
- Keep your head and hands inside the bus and feet out of the aisle.
- Do not throw objects inside or out of the bus.
- Do not vandalize, mark, cut, or scratch any part of the bus.
- The emergency door, emergency equipment, and driver controls should only be used by students during supervised evacuation drills or in an actual emergency.
- Do not use flash photography or flashlights on the bus while traveling at night.

As an added safety precaution, it is recommended that students carry all belongings (books, papers, pencils, uniforms) in a book bag or backpack when boarding the bus, riding or unloading the bus.

Getting Off the Bus

- Stay seated until the bus has completely stopped, and the air brake is set.
- Use the handrail.
- Wait for your turn to leave the bus; pushing and crowding will only slow down the process and may cause an accident.
- After exiting, stay clear of the bus and do not chase or hang onto the bus at any time.
- If an article drops or rolls near or under the bus, do not go after it, tell the driver.

Accidents or Emergencies

In case an accident or emergency does occur, it is imperative that:

- Students follow the driver's instructions as to which door is to be used for evacuation.
- The student nearest the door will open the door and hold it open.
- Evacuation will start with the seat closest to the door and will continue seat by seat in order until the last seat is reached.
- Students will leave the bus in a single file as quickly and quietly as possible, leaving all belongings on the bus.
- After evacuating the bus, stay in a group a safe distance away from the bus (100 feet or more).
- During a backdoor evacuation drill each student will sit down at the back door then drop to the ground feet first. Never jump from the floor of the bus to the ground.

Co- Curricular Trips

- Bus rider rules apply to all school-sponsored events.
- Discipline will be the responsibility of the bus driver and the trip sponsor.
- The trip sponsor will be responsible for ensuring the bus is returned clean.

APPENDIX A: DRUG & ALCOHOL TESTING PROCEDURE

Grapevine Faith Christian School has a drug testing policy which provides for the mandatory random drug testing for all GFCS students in 9th through 12th grades. The three main purposes of the Drug Testing Policy are: (1) to provide for the health and safety of all students; (2) to undermine the effects of peer pressure by providing another legitimate reason for students to refuse to use drugs and/or alcohol; and (3) to encourage students who use drugs and/or alcohol to participate in drug and/or alcohol treatment programs.

For purpose of the Drug Testing Policy and the Drug Testing Program, the term "drug" shall include any of the following:

(i) a substance illegal under (a) Texas statute, (b) federal statute, and/or (c) any other applicable Texas or federal law
(ii) a substance controlled by the United States Food and Drug Administration
(iii) alcohol

The term "drug" as used in the Drug and Alcohol Testing Policy and the Drug and Alcohol Testing Program, shall not include properly prescribed prescription medications used by the person to whom the prescription is prescribed and in accordance with the prescription.

CONSENT AND PROCEDURES FOR SELECTION OF STUDENTS FOR TESTING:

Each student and the student's parent or guardian shall consent in writing to the testing conducted pursuant to the Drug Testing Program in accordance with the Drug Testing Policy. No student shall be permitted to attend class at GFCS or participate in any GFCS school sponsored activity without such properly signed consent.

STUDENT SELECTION

As part of the Drug and Alcohol Testing Program, all students shall be required to submit to random drug testing at the cost of GFCS. Selection for such testing will be by random selection from a pool consisting of all students. The GFCS High School principal shall take all reasonable steps to assure the integrity, confidentiality and random nature of the selection process including, but not limited to, assuring that the names of all students are in the pool, assuring that there is no way of purposely choosing or failing to choose a particular student for testing, and by assuring that the identity of students selected is not known to those involved in the selection process (collectively, the "Standard Selection Guidelines"). Notwithstanding the foregoing, the selection of a particular student shall not be invalidated even in the event of non-compliance with the Standard Selection Guidelines.

SAMPLE COLLECTION

Hair Follicle, saliva, and/or urine samples from the selected student will be collected at a time on the same day the student is selected for testing under the Drug and Alcohol Testing Program. If a student is absent from school on the day such student is selected, an alternate student will be chosen for testing under the Drug and Alcohol Testing Program.

SCOPE OF TESTS

Samples collected in connection with any drug test administered under the Drug and Alcohol Testing Program will not be screened for the presence of any substance other than drugs or for the existence of any physical condition other than drug presence.

LIMITED ACCESS TO RESULTS

The lab analyzing the drug test results administered in connection with the Drug and Alcohol Testing Program will be authorized to report test results only to the Principal. The Principal may assign a designee to receive the drug test results in his or her absence.

PROCEDURES IN THE EVENT OF A POSITIVE RESULT

Whenever a student's drug test results indicate the presence of drugs (a "positive test"), the parents will be notified immediately. Refusal to submit to drug testing or ***tampering with a viable sample*** when selected pursuant to the Drug and Alcohol Testing Program will be deemed a positive test result. A meeting with the principal and the parents of such student will be scheduled to explain a detailed redemptive discipline plan that will include, without limitation, the following:

FIRST OFFENSE

Discipline for a first offense can range from suspension, mandatory treatment programs, mandatory counseling, ongoing drug testing for a designated period of time, removal from leadership positions or campus organizations, suspension from co-curricular activities, probation, or even expulsion, depending on the situation.

SECOND OFFENSE

The student will be required to withdraw from GFCS. Depending on the circumstance the student may be allowed to reapply at a later date.

APPENDIX B: COMPUTER & SYSTEM RESOURCE ACCEPTABLE USE POLICY

Focusing on the Missions and Goals of GFCS
This policy defines the boundaries of "acceptable use" of GFCS's electronic resources, including computers, networks, electronic mail services, electronic information sources, telephones, and copiers as detailed below.

The policy is based on the principle that the electronic information environment is provided to support the mission of the School. This includes its academic, co-curricular, and accreditation goals. All other uses are secondary. Technology usage that might threaten the integrity of GFCS's network; the actual or perceived safety of others; or any illegal activity is strictly forbidden.

By using GFCS's systems, you assume personal responsibility for their appropriate use and agree to comply with this policy, other applicable School policies, and all applicable City, State, and Federal laws and regulations.

This policy defines penalties for infractions, up to and including loss of system access, employment termination, or expulsion. In addition, some activities may lead to the risk of legal liability, both civil and criminal.

Users of GFCS systems are urged in their own interest to review and understand the contents of this policy.

Purposes
GFCS makes computing resources (including, but not limited to, computer facilities and services, computers, networks, electronic mail, electronic information and data, video, and voice services) available to Faculty, staff, students, and special guests to support the mission of GFCS. If the demand for computing resources exceeds current capabilities, then priorities for their use will be established and enforced. The priorities for the use of School-wide computing resources are:

- **High –** Uses that directly support the educational mission of the School including official electronic communications
- **Medium –** Other uses that indirectly benefit the education and service missions of GFCS including reasonable and limited personal communications
- **Low –** Recreation activities, including personal communications, game playing, and recreational Internet browsing
- **Forbidden –** All unethical or illegal activities that do not represent a faithful Christian witness

GFCS may enforce these priorities by restricting or limiting usages of lower priority tasks in circumstances where higher priority tasks are impacted. The Technology Services department diligently works to support the goals of this organization by providing reliable voice and data

communications services for the Faculty, Staff, and Students of the School. To better serve the academic needs of the School, technology staff does not perform maintenance on faculty/staff's personal equipment or personal software.

Implied Consent
Each person with access to the School's computing resources is responsible for his/her appropriate use and by his/her use agrees to comply with all applicable School and Technology Service policies and regulations, and with applicable City, State, and Federal laws and regulations.

General Standards
Each person who utilizes the equipment and computers of the School will display the following basic behavior traits at all times.

- **Responsible Behavior.** Users will behave responsibly with all School equipment and computers. Users will understand the value of this equipment and take care not to abuse the equipment.
- **Consistent Behavior.** Users will faithfully display behavior consistent with the mission of the School and a Christian life.
- **Respectful Behavior.** Users will respect the rights and property of others, including intellectual property rights.
- **Obedient Behavior.** Users will comply with all applicable laws, regulations, and School policies.
- **Security Awareness.** Users will participate in regular security awareness training to recognize and respond to cybersecurity threats, such as phishing attacks, malware, and other forms of cybercrime.

Enforcement and Penalties for Violation
Any person who violates any provision of this policy, or other relevant School policies, or of applicable City, State, or Federal laws or regulations may face sanctions up to and including termination or expulsion.
Users should report all suspected violations of these policies to their immediate supervisor.

Interpreting this Policy
As technology advances, questions will arise about how to interpret the general standards expressed in this policy. The Vice President of Finance and Operations or the Technology Service Director may periodically update this policy to provide more specific rules that comply with the mission of the School.

Waiver
When restrictions in this policy interfere with the mission of the School, faculty, and staff members may request a written waiver from the Technology Services Office.

Specific Rules
The following specific rules apply to all users and uses of GFCS system resources. These rules are not an exhaustive list of proscribed behaviors but are intended to implement and illustrate the General Standards for the Acceptable Use of GFCS System Resources, other relevant School policies, and applicable laws and regulations.

- **Content of Electronic Communication.** The content of electronic communication (including e-mail, voice mail, etc.) is the property of GFCS. Users will communicate in a manner that faithfully represents the mission of the School and a Christian life. Unlawful communications, including threats of violence, obscenity, and harassing communications, are prohibited.

- **Personal Business Use.** The use of GFCS system resources for private business or commercial activities (except where such activities are otherwise permitted or authorized under applicable School policies) is prohibited.

- **Personal Computer Use.** The use of personal electronics (laptop, desktop, mobile device) is discouraged for official business use. The School provides the necessary equipment related to all employees' job duties. Additionally, the Technology Service team will not service personal equipment.

- **Personal Identification.** All users of GFCS's system resources will be provided a personal user identification or User ID from the Technology Services department. This User ID should be treated as confidential and should not be given to anyone not authorized to use the School's resources.

- **Privacy.** Users will respect the privacy of others by not accessing or attempting to access their files or emails without explicit permission.

- **Bring Your Own Device (BYOD).** Personal devices used to access GFCS resources must comply with the School's security policies, including the installation of security software and regular updates.

- **Incident Reporting.** Users must promptly report any security incidents, breaches, or suspicious activities to the Technology Services department. This includes lost or stolen devices that have access to GFCS resources.

- **Monitoring.** Users should be aware that GFCS reserves the right to monitor and log any and all aspects of its computing resources, including email, to ensure compliance with this policy. Users should have no expectation of privacy when using School systems.

- **Remote Access.** Remote access to GFCS's network must be secured using approved methods (e.g., VPN, two-factor authentication) to protect against unauthorized access

- **Approved Software.** Only approved and licensed software should be installed on School systems. The use of unapproved applications or software is prohibited.

- **Internet Usage.** Internet use should be consistent with the mission of the School. Accessing inappropriate or non-educational websites during work hours is prohibited.

- **Social Media.** Users must adhere to the School's social media policy when using personal accounts on School systems, ensuring that posts do not reflect poorly on GFCS or violate any policies.

- **Device Management.** All devices connected to the GFCS network must be managed and secured according to the School's policies. This includes applying security patches, using encryption, and ensuring devices are password-protected.

Strictly Prohibited
To protect GFCS's computer and network architecture from intentional and unintentional harm, rules have to be established and enforced. These rules are not meant to hinder the users from performing their job but are meant to ensure them that the systems and their data will be available when they are needed. The following activities and behaviors are strictly prohibited.

1. Misrepresentation (including forgery) of the identity of the sender or source of an electronic communication;
2. Acquiring or attempting to acquire passwords of others;
3. Using or attempting to use the computer accounts of others;
4. Harassing, threatening, or harming individuals or classes of people and/or impeding their activities;
5. Alteration of the content of a message originating from another person or computer with intent to deceive;
6. Using the Internet to view pornographic or morally offensive web sites or the electronic distribution of such material;
7. The use of restricted-access School system resources or electronic information without or beyond one's level of authorization;
8. The interception or attempted interception of communications by parties not explicitly intended to receive them;
9. Making School computing and system resources available to individuals not affiliated with this organization without approval of the Technology Services Director or the Vice President of Finance and Operations;
10. The unauthorized copying or use of licensed computer software;

11. Unauthorized access, possession, or distribution, by electronic or any other means, of electronic information or data that is confidential under GFCS's policies regarding the privacy or the confidentiality of student, administrative, personnel, archival, or other records;
12. Intentionally compromising the privacy or security of electronic information;
13. Intentionally infringing upon the intellectual property rights of others in computer programs or electronic information (including plagiarism, unauthorized use or reproduction, and peer-to-peer file sharing);
14. Interference with or disruption of the computer or network accounts, services, or equipment of others, including, but not limited to, the propagation of computer "worms" and "viruses", the sending of electronic chain mail, and the inappropriate sending of "broadcast" messages to large numbers of individuals or hosts;
15. Failure to comply with requests from appropriate GFCS officials to discontinue activities that threaten the operation or integrity of computers, systems or networks, or otherwise violate this policy;
16. Revealing passwords or otherwise permitting the use by others (by intent or negligence) of personal accounts for computer and network access;
17. Altering or attempting to alter files or systems without authorization;
18. Unauthorized scanning of networks for security vulnerabilities;
19. Attempting to alter any GFCS computing or networking components (including, but not limited to routers, switches, and hubs) without authorization;
20. Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension of any computer or network services;
21. Intentionally damaging or destroying the integrity of electronic information;
22. Intentionally disrupting the use of electronic networks or information systems;
23. Intentionally wasting human or electronic resources; and
24. Negligence leading to the damage of GFCS electronic information, computing/networking equipment and system resources.

Computer Software

The Technology Services department is responsible for installing all software applications on School-owned computers. Additionally, the department maintains a "Software Policy" for GFCS. All employees should make themselves familiar with this policy if they have any questions regarding computer software. Each employee is responsible for understanding the rules regarding software as listed in this policy and restated here.

The Rules of Software
The following software rules are established because GFCS is responsible for complying with all software license requirements.

1. All software must be legal and the Technology Services department will keep a copy of the Software License on file;
2. No software is to be installed on any School-owned computers without the express permission of the Technology Services Office;
3. Users are not allowed to download and install any software (freeware, shareware, or individually purchased) programs without the permission of the Technology Services department.
4. GFCS-owned software shall not be installed on any non-School owned computers without a legal software license and the permission of the Technology Services Office;
5. Faculty and Staff members may request the purchase of new software as necessary for their job;
6. All software license agreements, activation keys, and serial numbers should be treated as confidential and should not be shared with anyone outside of the organization.
7. Staff members may not install personally owned software;
8. Faculty members may install personally owned software on a GFCS computer if the following conditions are met. (1) Permission is obtained from the Technology Services Office, (2) The user provides a copy of the proper software license for the software to the Technology Services Department, and (3) The software does not conflict with any of the existing School-owned computers, software, or network.