



**Franklin Road Christian School**

**Elementary Handbook**

Revised August 2022

# INDEX

School Information .....	Section 1
Letter from the Pastor.....	Section 2
Letter from the Administrator.....	Section 3
Alma Mater .....	Section 4
Statement of Faith and Philosophy .....	Section 5
School History and Purpose.....	Section 6
Achievement Tests .....	Section 7
Admission Procedures .....	Section 8
Affiliations, Accreditation, and Agency Approval .....	Section 9
Age Limit.....	Section 10
Arrival and Dismissal .....	Section 11
Athletics.....	Section 12
Attendance and Tardy Policies .....	Section 13
Bible Curriculum.....	Section 14
Book Policy.....	Section 15
Bookstore.....	Section 16
Care of Property .....	Section 17
Chapel.....	Section 18
Change of Address or Phone Number.....	Section 19
Child Abuse Policy .....	Section 20
Communicable Disease Policy.....	Section 21
Conduct and Discipline.....	Section 22
Curriculum .....	Section 23
Dress Code.....	Section 24
Emergency School Closing.....	Section 25
Field Day .....	Section 26
Field Trips.....	Section 27
Final Awards.....	Section 28
Financial Information.....	Section 29
Fine Arts Competition .....	Section 30
Grading Scale.....	Section 31
Grandparent's Day.....	Section 32
Handbills or Sales.....	Section 33
Health .....	Section 34
Homework .....	Section 35
Honor Roll.....	Section 36
Leaving School .....	Section 37
Library.....	Section 38
Lockers .....	Section 39
Lost and Found.....	Section 40
Lunch.....	Section 41
Make-Up Work.....	Section 42
Mission Statement.....	Section 43
Money Sent to School .....	Section 44
Music.....	Section 45
Non-discrimination Policy.....	Section 46

Parent-Teacher Communication.....	Section 47
Parent-Teacher Conferences .....	Section 48
Parent-Teacher Fellowship .....	Section 49
Parties .....	Section 50
Pet Policy.....	Section 51
Pledges.....	Section 52
Potty Training (Kindergarten) .....	Section 53
Promotion-Retention .....	Section 54
Re-enrollment.....	Section 55
RenWeb.....	Section 56
Report Cards.....	Section 57
School Office.....	Section 58
Sexual Harassment Policy .....	Section 59
Teachers .....	Section 60
Telephones.....	Section 61
Thanksgiving Luncheon.....	Section 62
Traffic Patterns.....	Section 63
Transfer Students.....	Section 64
Tutor Policy .....	Section 65
Visitors.....	Section 66
When Problems Arise .....	Section 67
Withdrawal or Dismissal.....	Section 68
Changes .....	Section 69

## 1. SCHOOL INFORMATION

Dr. Mike Norris.....Pastor

Mr. Kenton Kramer.....Administrator

Mrs. Tori Kramer.....Elementary Principal

School Mascot.....Minuteman

School Colors.....Black and Gold

School Yearbook.....*Legacy*

School Address.....3124 Franklin Road  
Murfreesboro, TN 37128

Church Address .....3148 Franklin Road  
Murfreesboro, TN 37128

School Telephone Number.....615-890-0894

School Fax Number.....615-893-2837

School email..... [info@frcsminutemen.com](mailto:info@frcsminutemen.com)

School website.....[www.frcsminutemen.com](http://www.frcsminutemen.com)

Church Telephone Number.....615-890-0820

Church Fax Number.....615-890-0821

## 2. LETTER FROM THE PASTOR

Dear Parents and Students,

Welcome to Franklin Road Christian School! What a joy and privilege it is to attend a Christian school. As a ministry of Franklin Road Baptist Church, our position is distinctly Baptist in doctrine. The testimony of our school is well-known across America, and our graduates are well accepted in institutions of higher learning.

We are deeply indebted to the members of Franklin Road Baptist Church who have sacrificed time and finances to provide such a wonderful facility to house this ministry. Also, it is an honor to have such a godly and dedicated teaching staff. Some of the best educators in Middle Tennessee teach at our school. We are very grateful to the Lord for the opportunity to train the youth of tomorrow in a Christ-centered atmosphere.

Thank you for considering our school. We are committed to serving you in Christian education with a mark of excellence. We have done more than keep our cost competitive; our tuition is the lowest in our area for a full-service school. That is our commitment to you and your family.

This handbook details our commitment to integrity. The principles contained in this book have been proven successful. Please read it thoroughly and discuss it with your student. Your cooperation will only enhance the education process.

Honestly, our only goal is to aid you in rearing your child in the “nurture and admonition of the Lord.” Please let us know if there is any way that we can assist you. May the Lord bless you as you serve Him in the days ahead.

Dr. Mike Norris  
Pastor

### 3. LETTER FROM THE ADMINISTRATOR

Dear Parents and Students,

The Elementary Parent—Student Handbook has been written to explain Franklin Road Christian School's daily operating policies. Please take the time to read it thoroughly since the enclosed information is vital to your child's progress and conduct.

If, as you read this handbook, you have any questions or would like to have anything explained more fully, please call the school office at 615-890-0894. During the course of the school year, if you feel a conference or clarification on any matter is needed, please do not hesitate to get in touch with us through the school office.

The Bible says that children are an heritage of the Lord. God has entrusted them to you, and as a parent, you have a tremendous responsibility to train and mold your child in a way pleasing to Him. The administration and staff at FRCS take our responsibility seriously, realizing that we are aiding you in the shaping of your child's attitudes, priorities, and in the molding of his mind. The various aspects of your child's education, discipline, and spiritual training will be directly affected by your concern and cooperation with our school.

In every phase of our scholastic work, we are seeking to give emphasis to that which is spiritual. We urge you to keep Christ and His will for your lives uppermost in your minds and hearts at all times. We desire for our young people to know Christ, the Savior, and to make Him the Lord and Master of their lives.

We appreciate your confidence in us, and we look forward to the opportunity of working with you.

Kenton Kramer  
Administrator

### 4. ALMA MATER

Minutemen our emblem,  
Colors black and gold;  
We are marching onward  
Strong and brave and bold.  
Training youth for Jesus,  
Trusting God to guide  
Each in useful service  
Tested, proved, and tried.

God's own Word our weapon  
Prayer our daily pow'r,  
Filled with love and kindness,  
Witnessing each hour.  
By His grace we labor,  
Triumph o'er the foe,  
With our eyes on Jesus  
He, who loves us so.

#### Chorus

Onward in life's battle  
May we ever be  
Faithful to our Savior  
Through eternity.

Words by April Kelley  
Tune "Like a River Glorious"

## **5. STATEMENT OF FAITH & PHILOSOPHY**

The school adheres to the Doctrinal Statement and the Constitution of Franklin Road Baptist Church. The following is a summary of the Statement of Faith:

We believe the Bible, consisting of the sixty-six books of the Old and New Testaments, to be the verbally inspired, inerrant, and only infallible authoritative Word of God.

We believe that God has preserved His Word in the traditional Hebrew and Greek manuscripts and that the authorized version (King James Version) is the best translation of the preserved Word of God in the English language.

We believe that there is one triune God, as revealed in the Bible, eternally existent in the persons of Father, Son, and Holy Spirit.

We believe the universe was created in six literal days.

We believe in Jesus Christ's virgin birth, sinless life, vicarious and atoning death through His shed blood, and His bodily resurrection.

We believe that salvation is the free gift of God received only by personal faith in the Lord Jesus Christ and His finished work.

We believe in water baptism by immersion for all believers.

We believe in the eternal security of the saints through the precious blood of Christ.

We believe in the resurrection of both the saved and lost; those that are saved unto the resurrection of eternal life, and those that are lost unto the resurrection of eternal damnation.

We believe in the imminent, visible return of Christ and the pretribulational rapture of the saints.

We believe in the obligation of every believer to live a holy life and witness to the lost of the saving power of Jesus Christ.

### **HUMAN SEXUALITY**

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, or pornography is a sinful perversion of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1; 6:9; I Thess. 4:1-8; Heb. 13:4).

We believe that the only legitimate marriage is the joining of one man and one woman (Gen. 2:24; Rom. 7:2; I Cor. 7:10; Eph. 5:22-23).

## PHILOSOPHY

The educational philosophy of FRCS is founded upon the inspired, inerrant, and only infallible Word of God. We believe God has given the responsibility of educating children to the parents (Deut. 6:4-9). The Christian school functions as an educational arm of the church and exists as an extension of the Christian home to benefit parents in their God-given responsibility to “train up a child in the way he should go.” (Prov. 22:6) The Christian school is to assist parents in the educational process but is never to replace the home of its responsibility.

The Biblical foundation of the home, church, and school provides each child with the needed resources to be brought to a saving knowledge of Christ; to grow and develop in Christ-likeness; and to glorify the Savior through surrendered service to His will. The entire process of Christian education is seen as a means used by the Holy Spirit to develop each child so that he can fulfill God’s total purpose for his life and in so doing, glorify God through holy living and fruitful service.

## 6. SCHOOL HISTORY AND PURPOSE

Franklin Road Christian School was founded in 1974 as an educational ministry of Franklin Road Baptist Church and consists of preschool, kindergarten, elementary, junior high, and senior high levels. FRCS is concerned with the spiritual as well as the intellectual growth of its students.

The school is designed to assist the Christian home in the responsibility of training the child in a Christ-centered philosophy of life. FRCS desires to graduate young men and women who are academically sound, patriotic, socially refined, and so biblically knowledgeable that they will live their lives based on biblical principles and, in so doing, discover and do God’s will for their lives.

FRCS is not for everyone. It is only for those who can meet the academic standards and abide by all of the requirements that are set forth by the school.

Church attendance as a family is a vital part of a child’s education. Without faithful cooperation from the parents concerning this matter, a student will most likely encounter serious difficulty in the educational process of FRCS.

## 7. ACHIEVEMENT TESTS

All students in grades K5 through eleven are given achievement tests in the spring of each year to measure their achievement in areas such as English, math, science, and social studies. FRCS uses the Iowa Achievement Test Series. A report will be sent home with the results of these tests.

## 8. ADMISSION PROCEDURES

Selection of students is based upon achievement, the testing program, interview with the administration, and openings in the particular grade levels. Please note the following:

1. All students **MUST WANT** to attend Franklin Road Christian School.
2. The application must be completed and returned to the school office.
3. An interview between the administration, the student, and at least one parent must be held before any student will be registered. Parents should bring a copy of the most recent report



card to the interview.

4. Permanent records will be requested from the previous school attended.
5. New students will be given placement tests before grade placement is finalized and acceptance determined. The administration will contact the parents to discuss test results and reasons for acceptance or denial.
6. No student is considered registered until the registration fee has been paid in full. NOTE: This fee is **NON-REFUNDABLE** unless a student is not accepted.
7. For a student's file to be complete, the school office must also have:
  - a. Copy of birth certificate
  - b. Physician's report of a recent physical
  - c. Up-to-date Tennessee Student Immunization Certificate (Required before student may attend classes)
  - d. A signed Statement of Understanding Card (included on the Authorization Form)
  - e. A completed Authorization Form
8. Any student who does not cooperate with the school's overall purpose and program will not be allowed to remain in school.

**NOTE:** Parents will not be allowed to enroll a child in FRCS if they still owe money to a previous school or if they still owe FRCS for past schooling. It is understood that attendance at FRCS is a privilege and not a right and should not be taken lightly. FRCS feels strongly that attitude is of supreme importance in a person's life. Therefore, students who manifest an un-Christ-like attitude toward the Bible, prayer, parents, teachers, administration, etc. will not be allowed to remain in school.

FRCS reserves the right to dismiss any student from school if the administration feels that his attendance is not an asset to the school.

## **9. AFFILIATIONS, ACCREDITATION, AND AGENCY APPROVAL**

Franklin Road Christian School is a member of the Tennessee Association of Christian Schools and is accredited by that organization. The state of Tennessee recognizes TACS as an accrediting agency. FRCS is agency-approved by the State Department of Education. FRCS is also a member of the American Association of Christian Schools, a nationally recognized organization for Christian schools. FRCS is also accredited by Cognia (formerly Advanced Ed/SACS).

## **10. AGE REQUIREMENTS**

Students must be five years old by August 15 for the 2022-2023 school year for K5 and six years old by August 15 for first grade. No student will be allowed to graduate from FRCS who is twenty years old or older.

## 11. ARRIVAL AND DISMISSAL

Please have your child arrive **no earlier than 7:20 A.M.** and remain no later than fifteen minutes at the end of the school day. There will be a teacher on duty each day from 7:20-7:55 A.M. **All students arriving before 7:55 A.M. should go directly to the gym and not leave unless the faculty member on duty grants permission.** While in the gym, students are encouraged to study or talk quietly. Students may not use their cell phones, smart watches, or electronic game while waiting in the gym. If a student needs to use their phone they should ask the teacher on duty for permission. Parents are asked to pick up their children promptly at the time school is dismissed.

**NOTE:** All students who remain at school after 3:15 P.M. **MUST GO** to late stay study hall. Charges for this service will be placed on your account to be paid monthly. Any exceptions to this rule, such as students staying for official school practices in sports or music, will be an administrative decision.

If someone other than you will be picking up your child, please let us know. We want to take every precaution in the protection of your child.

## 12. ATHLETIC PROGRAM

Franklin Road Christian School participates in an intra-mural sports program offered through Franklin Road Baptist Church. Competition is held in soccer, basketball, baseball, and softball. Separate programs are available for boys and girls. Details on teams, grade levels, and practices will be sent home at appropriate times.

## 13. ATTENDANCE

### Excused Absences

The following reasons for an excused school absence are acceptable:

1. Verified illness of the student
2. Bereavements
3. Verified medical appointments\*

\*A doctor's appointment does not excuse a student from school **ALL DAY** unless proof is shown to merit this. Students are expected to be at school before the appointment and return after the appointment.

Students should present a note to the school office on the day of his return. The note should contain the following information:

1. Date or dates of absence
2. Reason for absence
3. Signature of parent

### Approved Unexcused Absences

The following reasons for an approved unexcused absence are acceptable:

1. Previously arranged trips approved by the administration
2. Previously arranged absence from school approved by the administration

**\*All approved unexcused absences must be submitted to the school office two days prior to the absence. Failure to do so will result in an unexcused absence which may result in one penalty given to that student.**

Absences for family vacation trips (10 school days per school year) are approved unexcused as long as they are known and approved by the administrator and teachers at least two days prior to the planned absence. Absences on or around the following dates are greatly discouraged:

1. The week preceding Christmas vacation
2. The week preceding or during semester exams
3. The week of TACS achievement testing
4. The last week of school

### **Unexcused Absences**

An unexcused absence will be given to any student who is absent from school without notification. All unexcused absences may result in 1 penalty. No academic penalty will be given.

### **Truancy**

Truancy will result in ten penalties. A student is considered truant when parents are unaware of the student's absence from school. Academic work missed must be completed. Students will receive a zero daily grade in each class missed.

#### **Special Notes Concerning Absences:**

1. Tests, class work, and homework that are missed due to absences must be made up. Teachers will help students schedule a time in which make-up work is to be completed. As a general rule, make-up work should be completed within the same number of days as the absence, plus one day (i.e. absent two days, three school days to make up the work).
2. In order to be counted present at school for the day, a student must remain at school until 11:30 a.m. or arrive before 11:30 a.m. and stay the rest of the day (until 3:00 p.m.).
3. Any student who misses more than thirty days of school in a year or fifteen days of school in one semester may jeopardize his promotion. The only exception to this rule would be in the event of a severe illness, accident, or concerning a full-time evangelist/missionary and his family.

#### **Special Notes Concerning Tardy/Late Students:**

1. A student is considered **tardy** if he is not in his classroom when the bell rings at 8:00 a.m. Tardy students must report to the school office for a pass to class. Students may receive four tardies to school during a semester without penalty. After accumulating four tardies students will receive one penalty for each additional tardy.
2. A student is considered **late** if he arrives at school after 8:13 a.m. Late students need to bring a note to the school office to receive a pass to class. Unless they are at a doctor's appointment, they will automatically receive one penalty for being late.

## **14. BIBLE CURRICULUM**

Bible study and Bible memory work are fundamental requirements of all students at Franklin Road Christian School. Without Bible study, a student is not educated in the true sense of the word. The Bible says: "The fear of the Lord is the beginning of knowledge." (Proverbs 1:7a)

We hold the Bible as our principal textbook, and we interpret other subjects in the light of the Scripture. "Blessed is every one that feareth the Lord; that walketh in his ways." (Psalm 128:1) "Wherewithal shall a young man cleanse his way? By taking heed thereto according to thy word." (Psalm 119:9)

All students are taught a planned program of Bible study each day and attend chapel programs regularly. Bible enhances the study of other subjects such as English and social studies. A Christian school is privileged to use this most important tool in the work of character building, which is perhaps the most necessary task of a school. It far excels all other courses offered in laying a sure foundation of moral and spiritual values. Every effort will be made to incorporate the Scriptures with every subject to make God's Word practical to daily living and learning. The King James translation will be used by all classes.

## **15. BOOK POLICY**

Students are required to pay a book fee each year. The amount may vary from year to year. Book fees are non-refundable.

Textbooks and library books should be handled carefully. Students are never to write in non-consumable textbooks. Also, students are required to keep all non-consumable books covered at all times to protect them from unnecessary wear and damage. This will lengthen the life of the book and prevent additional charges when books are returned at the end of the school year.

The following guidelines have been established for approved books and literature at FRCS:

1. The King James Version of the Bible and related fundamental study helps for personal devotions, etc.
2. Books directly connected to the school curriculum
3. FRCS library books
4. Public library books which have been specifically assigned by FRCS teachers for reading or reference

Any other books that have not been specifically assigned by a teacher should be approved by the faculty or administration. Any books that do not meet the qualifications as listed above will be taken by the teacher.

Pictures of movie characters (real or fictional), TV and music personalities, etc. are not permitted on three-ring binders or notebooks.

## **16. BOOKSTORE**

FRCS operates a small store where students may purchase P.E. uniforms and school apparel. Bookstore items can be purchased through the elementary office.

## **17. CARE OF PROPERTY**

Franklin Road Christian School is considered to be God's property. Respect for the appearance and care of the school is a part of the Christian testimony presented by FRCS. Please work together to keep our campus free from litter by making a habit of picking up any trash on the ground or in the school building. Practical jokes involving school property are not permitted, and offenders will be dealt with accordingly.

Sitting on desks, carving and defacing desks or walls, etc., chewing gum, eating in restricted areas, throwing things, and littering are never permitted. Students who damage property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item in addition to being disciplined.

No pets of any kind shall be permitted to be brought to school at any time. Classroom pets will also not be allowed.

## **18. CHAPEL**

Chapel will be held on Tuesdays at 8:15 a.m. for lower elementary students and on Thursdays at 8:15 a.m. for upper elementary students. Pledges, songs, and special messages make these meetings a time of exciting spiritual renewal for all who attend.

## **19. CHANGE OF ADDRESS OR PHONE NUMBER**

Please inform the school office promptly of any change of address or telephone number.

## **20. CHILD ABUSE POLICY**

Tennessee Law requires any person who has knowledge of or is called upon to render aid to any child who is suffering from or has sustained any wound, injury, disability, or physical or mental condition to report such harm immediately if the harm is of such a nature as to reasonably indicate that it has been caused by brutality, abuse, or neglect. Child abuse can be reported to the Department of Children's Services, the county sheriff where the child resides, or the chief law enforcement officer in the county/city where the child resides. Failure to report child abuse is a misdemeanor punishable with a fine and jail sentence.

## **21. COMMUNICABLE DISEASE POLICY**

Information from the Centers for Disease Control and the Department of Education form these conclusions:

1. There is absolutely no vaccine against AIDS, and there is no cure.
2. Exposure to a known AIDS carrier could result in contracting the disease.
3. Diagnosed AIDS cases are increasing alarmingly.
4. Three percent who have contracted AIDS have done so from an unknown source.
5. Ten percent of those are children who have contracted AIDS from an unknown cause.

## 6. AIDS is deadly.

Therefore, the purpose of the FRCS Communicable Disease Policy is clear. It is not the desire of Franklin Road Christian School to discriminate against any student, but due to the current sinful practices of large sections of the American society, it is recognized that certain life-threatening diseases can afflict children. For those students who are innocently afflicted, FRCS has great compassion and sympathy. Yet we are faced with the challenge of providing a safe haven for those students entrusted to our care by their loving parents. Our purpose is to protect our students from exposure to mortal illness.

We recognize that FRCS with its limited finances is not equipped to physically care for the needs of every ill student or any student with a communicable disease.

Therefore, because we are moved with deep sympathy for the sick child and well child, it will be the policy of FRCS to recommend a Christian education for a child with a communicable disease only through a home school program. We will do all we can to provide names of schools offering such programs upon request.

Students diagnosed with such diseases will not be permitted to enroll until they have been medically diagnosed as no longer carrying the communicable disease.

This policy is to apply to diseases such as, but not limited to, and including syphilis, gonorrhea, Acquired Immuno-Deficiency Syndrome (AIDS), etc. Current medical information published by the U.S. Centers for Disease Control indicates that the human T-lymphadenopathy- associated virus (HTLV-III/LAV) is believed to be the agent causing Acquired Immuno-Deficiency Syndrome (AIDS) in humans. The policies presented herein also apply to students known to be infected with HTLV- III/LAV, or testing positive for presence of antibodies to the AIDS virus. (Policy adopted December, 1990)

## 22. CONDUCT AND DISCIPLINE

Discipline is necessary for the welfare of the student as well as for the entire school. It is impossible for learning to take place in a classroom unless control and good order are maintained. Students are reminded that they must adhere to a good code of conduct not only for their own benefit but for the benefit of others as well. FRCS expects full cooperation from both students and parents. Any parent or student with a suggestion or complaint should follow the proper chain of authority in a respectful manner by talking to the teacher first before contacting the administrator or pastor (see *When Problems Arise* section). It is understood that the administrator or pastor will have no comment on a matter until the teacher has been contacted. All parents are asked to sign a cooperation form to this effect.

FRCS has a commitment to its school families to maintain its standards and requirements for all students. Because attendance at FRCS is a privilege, not a right, this privilege may be forfeited by any student who does not conform to the standards and regulations of the institution. At any time the school may request withdrawal of any student who does not fit into the spirit of the school ministry regardless of whether or not the student conforms to the specific rules and regulations of the school. This guideline is shared with a spirit of love. There is, at FRCS, a great sense of commitment and love for the students and families we serve. There is, however, an additional

commitment to the total school family and to the Lord Jesus Christ. FRCS wants to see its students grow spiritually and achieve academic excellence in an atmosphere that is Christ-honoring.

At FRCS, we insist that proper order be maintained as well as responsibility developed and character built. One of the ways in which we reach these goals is through discipline administered with love. The administrator is present not only to give correction when needed, but also to counsel with students, parents, and teachers. FRCS is staffed with experienced personnel trained in meeting the needs of young people and in helping them to be found “in favor with God and man.” Effective discipline for the betterment of our young people requires courage, consistency, conviction, and enthusiastic effort on the part of parents and school personnel. To help in this area, FRCS has adopted certain standards that must be upheld.

1. In general, the classroom teacher will handle discipline in the elementary grades. Each level has its own variation of procedures.
  - Kindergarten teachers communicate daily with parents if there is a significant problem. Different methods may be used to track problems (worms in apples, sad and happy faces, etc.), but the student will be given a slip to take home to be signed by the parent. Continuous problems may result in some minutes off recess/free time, phone call/conference with parents, visit with the administrator, etc. Kindergarten teachers will follow the same penalty system listed below for the elementary except on the 15<sup>th</sup> penalty a meeting with parent, teacher, and administrator will take place instead of the detention.
  - The lower and upper elementary teachers use various methods of maintaining an orderly classroom. In addition, all elementary students will be subject to the following penalty system:
    - 1 penalty – parent will be notified by note
    - 5 penalties – Lower and Upper elementary: one day out of recess/PE/sitting alone at lunch.
    - 10 penalties – no recess/PE for three days/let administration know
    - 15 penalties – one after-school detention in late stay (3:15-4:00) and a parent/teacher/administrator conference
    - 20 penalties – one after-school detention in late stay and a parent/teacher conference
    - 25 penalties – one day suspension from school (missed work will receive zeros for the day)
    - 25+ penalties - consequences determined by the administration

All penalties will be erased at the beginning of each nine-week period.

2. FRCS places primary emphasis upon the spiritual life. We believe and teach that Christian young people should manifest their loyalty and love for the Lord Jesus Christ by living in obedience to His commandments. Philippians 4:8 teaches us that we should think on those things that are godly. Therefore, FRCS stands against attendance at movie theaters, rock concerts where drinking, drugs, and immorality may be encouraged, ungodly television programs and videos, and dancing and attendance at dances. Pornographic literature, rock music magazines, dirty joke books, etc. are not allowed on the campus of FRCS. Possession of such items will result in suspension or expulsion.

3. The possession or use of any form of drugs, tobacco, or intoxicating beverages on or off campus, sexual involvement, or any criminal activity will result in immediate expulsion.
4. An attitude of respect for adults is to be maintained by the student body. The terms “Miss”, “Mrs.”, “Mr.”, or “Brother” should be given respectfully, regardless of time or place. Students should always answer with “ma’am” when talking to ladies and “sir” when talking to men.
5. Demonstrations of romantic involvement between students on school property are forbidden. Hand holding, embracing, or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in penalties, suspension, or expulsion. Behavior should be above reproach.

In accordance with the ministry’s statement of faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography. (Gen. 2:24; Gen. 19:5; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1 and 6:9; I Thess. 4:1-8; Heb. 13:4)

*Definition of “immoral act”*

Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

*Definition of “identifying statement”*

A statement that a student is a homosexual, bisexual, or otherwise immoral, or words to that effect, or language or behavior that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral and/or homosexual acts. Examples: “I am gay,” “I am a homosexual,” “I have a homosexual orientation.”

Homosexual conduct, defined as acts or identifying statements, is incompatible with enrollment at FRCS and is a basis for dismissal. All students must be treated with dignity and respect, free of threats or harassment.

6. Profanity will not be tolerated. Colossians 3:8 teaches us that filthy communication should not be allowed. This includes inappropriate use of names referring to God, “curse” words, slang language, and other forms of vulgarity.
7. Fighting will not be tolerated. A safe environment must be maintained for our students; therefore, students who display violent tendencies or aggressive behavior will be closely monitored, with proper discipline administered when necessary.
8. Bringing firearms to school will not be tolerated and will result in immediate expulsion. Knives or other weapons could also be grounds for expulsion.



9. Students who take other's possessions will be disciplined according to the situation, with penalties and restitution being administered.
10. Repeated dress code violations or other common offenses including disobedience to teacher and/or school rules, lying, cheating, disrespect, forging another's signature, etc., will draw discipline measures.

## 23. CURRICULUM

The curriculum of the elementary school is taught in the traditional fashion. Reading, based on the phonetic method, is emphasized because it is the foundation of the educational process. The curriculum includes materials from ABeka Books, Bob Jones University Press, Saxon Math, and other sources as deemed necessary by the administration.

## 24. DRESS CODE

It is the conviction of FRCS that appropriate attire has a significant effect upon the attitude of the student and the atmosphere of the classroom. It is the school's firm belief that Christian young people must dress and act differently than the world. In order for students to mature spiritually, the teaching of biblical separation is a vital part of the school's program.

The administration will determine if dress or appearance is appropriate. Parents will be notified of inappropriate dress or appearance and will be given the necessary steps for correcting the problem and the time allowed for correction.

Since fads and clothing styles change continually, the administration reserves the right to address the appropriateness of each style change as it arises. Should you have any questions, please feel free to contact the school office.

The dress code applies to all school functions except when specifically changed through the administration (i.e. Field Day). Students must come to school and leave school in regular school dress.

We would request that parents and visitors be modest in their apparel when they come onto the school property for games or other school functions. Any chaperones for field trips would also be asked to adhere to the school dress code.

### GIRLS' DRESS CODE

1. Girls must wear dresses or skirts. The skirt/dress should come no higher than the bottom of the knee while standing **and sitting**. The back of the skirt/dress should come below the bend in the back of the knee. Skirts must be worn at the waist. "Hip-hugger" style skirts or skirts that are frayed are not permitted. Clothing is not to be tight, form-fitting, suggestive, immodest, or revealing.
2. All slits in skirts must be sewn, not pinned. Slits must be no higher than the bottom of the knee. Shorts may be worn under dresses or skirts for modesty during recess.
3. Shirts and sweaters should be loose-fitting. If the shirt or sweater is the style that is made to be worn un-tucked, the student must wear an undergarment that will stay tucked in

during normal sitting, bending, and stretching motions. This undergarment must not be laced or see-through if visible. Other proper, age-appropriate undergarments must be worn at all times. Necklines may not be lower than the collar bone.

4. Only the top button may be open on button-down or snap shirts. Buttons may be undone if a solid t-shirt is worn underneath.
5. Denim skirts, dresses, and jumpers may be worn.
6. No tank tops, mesh tops, or sports jerseys.
7. No slacks, spaghetti-strap dresses, off-shoulder dresses, or strap-type sundresses may be worn unless a shirt is worn underneath. Sleeveless dresses may be worn by kindergarten through 3<sup>rd</sup> grade students.
8. Clothing that bears slogans, advertising, pictures, or messages that are unwholesome is unacceptable.
9. Socks or tights must be worn. K-5 through 6<sup>th</sup> grade girls may wear leggings under their skirts during winter months. The leggings must be the type that comes below the calf.
10. No sandals, backless shoes, high heels, or platform shoes are permitted. Students may wear tennis shoes or casual shoes.
11. Hair styles should be conservative and appropriate. No unnatural dyed hair colors or other pop-style hair will be permitted. Any accessory that may cause distraction should not be worn.
12. Jewelry should be conservative in nature and not drawing attention to oneself. One earring on each ear is permitted, located on the earlobe.
13. Tattoos or other forms of body art are unacceptable.
14. Dress for ball games and special events must be consistent with the school dress code.
15. Special instruction will be given for attire worn at TACS competition.
16. A special uniform will be worn for P.E. class. This will be purchased through the bookstore. It consists of a t-shirt and shorts. Socks and athletic shoes are also worn during P.E.

## **BOYS' DRESS CODE**

1. No sweat pants, warm-up suits, or athletic pants are allowed.
2. Denim pants may be worn, but they should not be excessively faded, bleached, patched, or baggy.
3. Conservative belts must be worn with pants with belt loops.

4. No tank tops, sleeveless tops, sweatshirts or tops made of sweatshirt material (except those from FRCS or FRBC), or mesh, hooded, or sports jerseys are to be worn.
5. Clothing that bears slogans, advertising, pictures, or messages that are unwholesome is unacceptable.
6. Shirts are to be tucked inside the pants.
7. Shirts are to be buttoned completely except for the top button. A second button may be unbuttoned if a t-shirt is worn underneath.
8. Shoes and socks are to be worn at all times. Tennis shoes or casual shoes are permitted, no sandals or backless shoes are allowed.
9. Special instruction will be given for attire worn at TACS competition.
10. A special uniform will be worn for P.E. class. This will be purchased through the bookstore. It consists of a t-shirt and shorts. Socks and athletic shoes are also worn during P.E. Boys may wear jeans instead of PE shorts.
11. Tattoos or other forms of body art are unacceptable. Fingernail polish is not allowed.
12. No jewelry is to be worn except watches or school approved wristbands.
13. Haircuts are to be traditional and masculine in nature. The hair may not rest on the collar or cover any portion of the ear. Hair may not fall below one inch above the eyebrow. No faddish hairstyles such as uneven layers, lines, designs cut in the hair, bushy hair, or hair coloring are permitted. Boys are not permitted to have dyed or high-lighted hair.

## **25. EMERGENCY SCHOOL CLOSING**

In the event of closing due to inclement weather, Franklin Road Christian School will follow Rutherford County School System on the initial closing. Franklin Road does reserve the right to resume classes before Rutherford County School System goes back to class after the initial closing. If they are opening late, it is because of their bus system. Since we do not run busses, we will not follow their late schedule. Announcements will be made using the Parent Alert system in RenWeb and television stations.

- **Television stations 2, 4, or 5**

## **26. FIELD DAY**

FRCS students will participate in a special field day in the spring of each year. It is a day of fun and exercise for all elementary children. Students will compete in various outdoor events. A special lunch will be offered by the sixth grade as a part of its fund-raising efforts.

Parents are encouraged to attend. Teachers may need some assistance in judging, filling out ribbons, etc. Any visitors should follow the school dress code for activity days (see *Dress Code* section).

## 27. FIELD TRIPS

Field trips are taken at various times during the school year to places of educational interest. Students are required to maintain the same level of discipline away from school as is required at school. Parents may be asked to serve as chaperones. The school requires parents to follow the same standards of dress and conduct as is required of the students (see *Conduct* and *Dress Code* sections). Parents not meeting the standards will not be permitted to act as chaperones. This would also include such activities as class picnics or parties.

FRCS requires that all students going on field trips follow the field trip dress code (see *Dress Code* section). Our young people are a testimony everywhere they go, especially when they are in a group. There may be occasional field trips for which casual dress is allowed (i.e. those requiring strenuous physical activity). In any event, notification of the field trip as to its destination, purpose, possible fees, and other details will be sent home in ample time for preparation. A permission slip will also be required for each field trip. Failure to sign a permission slip or to comply with stated requirements would necessitate a student's remaining at school instead of participating in the field trip. Students are required to ride the bus to the field trip but may ride home with their parent.

## 28. FINAL AWARDS

Elementary students who excel in the areas of academics, achievement, and performance will be honored at a special awards night that is held at the end of the year. Transfer students who have not attended FRCS at least three full quarters are not eligible for academic awards. Each first through third grade class will recognize the students with the highest average in individual subjects as well as the student with the highest overall average. Each teacher will also choose two particular students from her class. The "Student of the Year Award" will be given to the student who represents the ideal student in behavior, attitude, and performance. The "Outstanding Achievement Award" will be given to the student deemed by the teacher to have excelled in some extraordinary manner. Since fourth and fifth grades have team teachers, these classes will be combined for all awards given.

**Sixth grade graduation :** Sixth grade graduation is a very special night at the end of the year to honor our students. All sixth grade awards will be given at this event. More information will be sent home throughout the year.

## 29. FINANCIAL INFORMATION

The registration fee is due when the application is submitted. Students will be placed on the class roster when this fee is paid. This fee is non-refundable unless a student is not accepted. The book fee is due by August 1.

Students enrolled in kindergarten will have a fee of \$100 which covers graduation supplies and the cost of the snack they are provided each day. This fee is due by the first day of school.

Tuition may be paid in full to the school office by the first day of school. Monthly tuition will be paid through the FACTS Tuition Management Company by automatic bank payment or credit card. Information regarding FACTS is available in the school office. Parents may select a 10-month plan with payments due beginning in August and ending in May, or they may choose a 12-month plan with payments beginning in July and ending in June. Payments are made on the 5<sup>th</sup> or 20<sup>th</sup> of each month. Payments which are returned NSF will be assessed return fees by FACTS.

Should a check be returned to our office because of insufficient funds, etc., a \$30.00 charge will be assessed. Notification will be given, and parents will be asked to make adequate payment including the insufficient fund charge.

When any account becomes over \$1,000 (one thousand dollars) delinquent, that student/those students will not be allowed to attend FRCS until the account is paid. All records, report cards, and diplomas will be withheld until all tuition costs, book fees, library fees, or other official school fees or charges are paid.

New students entering after the beginning of the school year will be charged a full month's tuition if entering before the 15<sup>th</sup> of the month and a half month's tuition if entering after the 15<sup>th</sup> of the month. Students withdrawing will pay one-half the monthly rate if withdrawn before the 15<sup>th</sup> of the month. Students withdrawing after the 15<sup>th</sup> of the month will pay the full month's tuition.

### **30. FINE ARTS COMPETITION**

Each year students from grades third through twelve are encouraged to participate in the Tennessee Association of Christian Schools (TACS) Fine Arts Competition. Many categories including Bible quizzing, art, music, speech, drama, academics, etc. are available.

There is no participation fee at the local level. Winners at this level will proceed to the District Competition, which is usually held in Nashville. Winners at the District Competition will move on to the State Level. Two days are set aside each year for this level. These two days are considered school days although regular classes are not held. Therefore, if a student who is supposed to be at school for a particular contest misses school without a legitimate excuse, his absence is considered unexcused. He will then receive the appropriate penalty for an unexcused absence. Students are to follow these dress guidelines: elementary girls-white blouse (collar, button-up), black skirt (below the knee), white socks, black shoes; elementary boys-white long sleeve dress shirt, black dress pants, black shoes, tie will be provided. All other categories: Nice school dress! Boys must wear a tie.

### **31. GRADING SCALE**

The following grading scale will be used for all academic subjects:

99-100 = A+	80-82 = C+	64 and below = F
95-98 = A	76-79 = C	
93-94 = A-	73-75 = C-	
90-92 = B+	71-72 = D+	
86-89 = B	67-70 = D	
83-85 = B-	65-66 = D-	

### **32. GRANDPARENT'S DAY**

Grandparents are honored each fall with a Grandparent's Day program. There is a short program in the church auditorium for them to attend. Afterwards, the grandparents may take their grandchildren out to lunch. In the event that grandparents are not available to participate, students may "adopt" a grandparent for the day. Students are allowed to be out with their grandparent for the rest of the day.

### 33. HANDBILLS OR SALES

No handbills or literature of any kind is to be passed out at school without approval from the administrator. There will be no sale of any items such as greeting cards, candy, etc. without the administrator's approval.

### 34. HEALTH

All students are required to comply with Health Department regulations with regard to school physicals and immunizations. All pertinent records must be on file in the school office. Students whose forms are not up to date will not be allowed to attend class after September 1.

For the welfare of your child and others in the school, all students who are sick must be kept at home. **The child's temperature must stay below 99.5 degrees without Tylenol for 24 hours,** and he should be well enough to participate in a normal school day before he returns to school. A note describing the reason for his absence should accompany him when he returns (see *Attendance* section).

Students who become ill during the school day will report to the school office. If it becomes necessary for the student to go home, the office will contact the parent/guardian. Upon arrival, the parent must follow early dismissal procedure (see *Arrival* and *Dismissal* section).

Medical Release Forms (included on the Authorization Form) are to be filled out by the parent and returned to the school office each school year. NO medicine or prescriptions of any kind will be given to a student who does not have an Authorization Form on file in the school office. The school office must be informed as to any and all medications taken by any student. No medication (including aspirin, Tylenol, vitamins, etc.) is to be kept on a student's person, in his desk, or in his locker. Any medications that need to be administered during the day should be brought to the school secretary with a Medication Request Form explaining when and how much medication is to be given. No medication will be given without parental permission.

In the event of a cut, bloody nose, etc., the school may need to contact a parent/guardian for a clean set of clothing. Health Department regulations stipulate that students cannot remain in class with blood on their clothing.

Accidents incurred at school will be reported immediately to the school personnel responsible for supervision. We are pleased to provide accident insurance coverage for your child while at school. Our policy provides for secondary coverage and will usually cover any excess over your family coverage. Information may be obtained through the school office.

#### **Warning of Inherent Risk**

Participation in athletics and cheerleading competition includes risk of injury, which may range in severity from minor injury, to disabling injury, even to death. Although serious injuries are uncommon in structured, supervised athletic programs, it is impossible to eliminate all risk. Participants can and do have the responsibility in helping reduce the chance of injury by obeying all safety rules for each sporting activity, reporting all physical problems to coaches, following proper guidelines for safe play in athletic competition, and inspecting the integrity of the

equipment. FRCS takes all necessary precautions to provide students with a proper and safe environment for competition.

Tennessee recently became the 44th state to pass a sports concussion law designed to reduce youth sports concussions and increase awareness of traumatic brain injury. This law went into effect in January 2014.

The legislation, [Public Chapter 148](#), has three key components:

1. To inform and educate coaches, youth athletes and their parents and require them to sign a concussion information form before competing.
2. To require removal of a youth athlete who appears to have suffered a concussion from play or practice at the time of the suspected concussion.
3. To require a youth athlete to be cleared by a licensed health care professional before returning to play or practice.

**Both public and private school sports and physical education classes are affected by the new law. The law covers all sports.**

According to the Centers for Disease Control and Prevention, a concussion is a type of traumatic brain injury that changes the way the brain normally works. Most concussions occur without loss of consciousness. Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. The new concussion law is an opportunity to make playing sports safer for Tennessee's young athletes. **Students must have this form filled out before they participate in a game, practice, or physical education class. Both the student and the parent must sign this form.**

These forms provide the training and guidelines that will equip coaches, parents, and athletes to recognize and respond to a sports related concussion.

## 35. HOMEWORK

FRCS believes that homework is an integral part of the school program. Each teacher is at liberty to give homework to aid the students in the advancement of their studies. Homework should never be considered as "busy work." It will be given by the teachers for specific purposes:

- For practice. Following classroom explanations, illustrations, and study, it may be good for a student to pursue the activity independently for continued mastery and understanding of the skills and concepts taught. This may include review of materials already covered.
- For drill. It may be necessary to engage in drill for mastery of facts and certain skills and concepts.
- For remedial activity. At times some students may have weak levels of understanding, and it may be necessary to do individual assignments as a means of overcoming this weakness.
- For enrichment activity. Many children will need to be challenged to move on to higher levels of attainment. Their own creativity will help to "spark" them on independently for reaching a broader scope of understanding in various subject fields.
- For special projects. Extension of classroom activities may result in book reports, compositions, special research, searching for various materials to bring to class, and construction of various types of projects.

Homework may be given every night except Wednesday. As a general rule, assignments for first grade should take no longer than 10 minutes, second grade - 20 minutes, third grade – 30 minutes, fourth grade – 40 minutes, fifth grade – 50 minutes, and sixth grade no longer than 60 minutes. However, test study time will vary with the student.

In a general sense, for a student to have his homework completed means that he is totally prepared for the next day of school. This would include not just the written homework assignments, but also having any other required books, materials, notes, and supplies at school on that particular day. We expect parents' full cooperation in seeing that the homework is completed. FRCS can and will administer warnings for incomplete homework, but this alone will not create a desire in the heart of the student to get the assigned work done and/or be prepared. This responsibility also lies with the parent. Your signature on the homework sheet implies that you have checked that day's homework.

To this end, the teachers may use a homework notebook or a weekly assignment sheet as a means of communicating the assignments and other information to the parents. Each day that homework is assigned, the student will write the assignment in his homework notebook. It is his responsibility to take it and all necessary materials home that night. After the homework is completed, he should then show it to the parent. After careful inspection for neatness and completeness, the parent should sign the notebook, affirming that the assignments have been done.

Homework offenses may be issued for reasons including, but not limited to, the following:

- The assigned homework was not done properly, neatly, punctually, or completely.
- The homework notebook was not signed by a parent or proper authority. Signing a regular piece of paper with the assignments listed may not suffice as the teacher uses the actual homework pad as a means of communicating other information to the parent at times.
- Necessary books, supplies, or materials were not at school.
- Absentee notes, field trip notes, progress reports, report card envelopes, conduct warning notes, previous homework offense notes, or other required communications were not returned by a stated deadline.
- Weekly folder and/or "D" and "F" papers were not signed and returned on time.

A homework offense note will be sent home for the parent to sign in the event of a homework warning. This should be signed by the parent to verify its receipt. The note and the missing homework, supplies, notes, etc. must be returned to school the following school day. The student will receive one penalty on the fifth and each following homework offense during the nine week grading period.

## **36. HONOR ROLL**

An honor roll is compiled after each nine week's grading period and is determined by the following qualifications:

- "A" Honor Roll (Principal's List): All grades must be A's
- "A—B" Honor Roll: All grades must be A's and B's

Incompletes on a report card not made up by the time the honor roll list is determined will automatically disqualify that student from the honor roll for that grading period.



## 37. LEAVING SCHOOL

If a student leaves school early, a note stating the reason is to be written by the parent and approved in the school office. All parents coming during class time to pick up students for dental or doctor appointments or other excused absences must report to the school office and **NOT** to the student's classroom. The office personnel will then call the student. We must file the note for our records. Please do not phone in the request. The parent or the student must sign out before the student may leave.

Students may not leave school early except in these events:

1. There is an emergency.
2. A student has a doctor's appointment that cannot be scheduled at any other time.
3. Special administrative approval has been given.

**NOTE: Please understand that unplanned early dismissals cause a disruption for the entire class. In most cases, the teacher must stop teaching to get that student ready to leave. A note from home the day before or the morning of an early dismissal is imperative. A student will receive one penalty if there is no note brought in.**

**Students are not allowed to leave school early to attend games unless a note has been sent in the day before from the parents authorizing a pre-approved, unexcused absence from school. Class work missed will be due the following school day. A student will receive one penalty if there is no note brought in.**

## 38. LIBRARY

While the school does not necessarily endorse all the contents of any book in the school library, the position of FRCS is well understood to be in strict adherence to the doctrines and principles taught in the Holy Scriptures.

It is also understood that to meet certain academic standards and to provide books of various fields of research and content, the library must, of necessity, have many books of different types. However, every book purchased for our library is screened to provide good, clean, wholesome reading for our young people.

The following rules for our library are necessary in order to preserve our present books and to aid the growth of the library:

- Students may check out two books at a time.
- The loan period on regular library books is two weeks.
- While a student owes overdue books to the library, he will not be permitted to check out more books.
- A damage fee will be charged to any student who damages any book. The price will vary, based on the extent of the damage and the cost of the book.
- Books are considered lost if they are two or more weeks overdue.
- The student must pay for any lost library book. The charge will be replacement cost of the book.
- Individual report cards will be held each grading period if personal library fines have not been paid (see *Financial Information* section).

## **39. LOCKERS**

FRCS provides lockable metal lockers for upper elementary students. It will be the responsibility of the student to keep his locker clean and orderly at all times. No writing, stickers, or pictures will be permitted on the outside of the lockers. Any pictures or attachments placed inside the lockers should be non-permanent and approved by the teacher. Lockers are subject to periodic unannounced inspections. A yearly locker fee is included in the book fee. Students should not share their locker combinations with other students, and no student is to open or get things out of another student's locker without permission. Students must keep their lockers closed at all times.

## **40. LOST AND FOUND**

Please see that your child's lunch box, garments, etc., are properly marked or labeled. This will enable us to assist you in locating lost items.

Franklin Road Christian School does not assume responsibility for any items which are lost or stolen. Students are cautioned not to bring large amounts of money, cameras, or other valuables to school. Students should be very careful about leaving their valuables, including wallets or purses, in places where they could be easily stolen.

Students are responsible for their personal property. Please check with the school office for lost wallets. All other lost and found items can be retrieved from the lost and found rack in the corner of the gym. Unclaimed items will be donated to charity. Students will be charged \$1.00 for any school textbook in lost and found.

## **41. LUNCH**

Franklin Road Christian School offers a hot lunch program on a daily basis. Prices are announced each school year. Students may bring their own lunch or may purchase milk, juice, or water at school. Other supplementary items are also available in the lunch area. Lunch will not be served on half days.

Snack machines may be used before school, during lunchtime, and after school hours only.

State Health Department regulations require only kitchen personnel be in the kitchen while lunch is being prepared or served.

Behavior should be orderly in the lunchroom. Food is never to be wasted, and garbage is to be disposed of properly. Throwing or playing with food will not be allowed. If a parent wants to eat lunch at school, they may eat with their child only.

If a lunch is forgotten, the student will be sent to the office. Parents may deliver a lunch to the school office. Parents, please remember that students must have a balance on their account if they plan to order a lunch. If a student has a negative balance of \$10 or more, he will only be permitted to order a PB&J sandwich and a drink until the negative balance is corrected. Please send money for their account before their account reaches a zero balance. Students are not permitted to order food from outside eating establishments for lunchtime delivery.

On Thursdays the next week's lunch menu will be communicated through the Parent Page. Parents should order lunches by midnight on Sunday for the following week through RenWeb. Lunches should be paid for online through Facts.

## **42. MAKE-UP WORK**

When a student is absent for several days, the teacher may gather materials to send home so that the student will not be so far behind the class when he returns. If there is no family member at school who can deliver this work, the parent may pick it up at the end of the day.

When the student returns to school after having been absent, the teacher will help the student schedule a time to make up all assignments missed. Free time or after school is a good time to make up any tests or quizzes.

Generally, students are allowed one day of grace for each school day missed, plus one day, to make up any work (see *Attendance and Tardies* section). In the event of an extended illness, an alternative make-up schedule will be organized by the teacher and the student. In any case, work that is not completed within the specified amount of time will be recorded as a zero.

Grades will be withheld if make-up work is not turned in; this may lead to failure if the situation is not remedied.

When a student is given an in-school suspension or is absent due to a disciplinary suspension, the work must be made up and credit may be given. It will be the student's responsibility to contact his teacher to make up any work missed. Failure to take this responsibility may result in a failing grade.

## **43. MISSION STATEMENT**

Franklin Road Christian School is designed to assist the Christian home in the responsibility of training the child in a Christ-centered philosophy of life.

## **44. MONEY SENT TO SCHOOL**

Any money sent to school should always be sealed in an envelope with the following information clearly written on the outside:

- Child's name and grade
- Amount of money and purpose

## **45. MUSIC**

Music theory and choir classes are provided through regular class times during the year. Tryouts for handbells (3<sup>rd</sup>-6<sup>th</sup> grade) will be announced at the beginning of the school year.

The music in the believer's life must conform to the standards laid down in God's Word. It is our belief that music styles such as rock, so-called Christian rock, contemporary Christian, etc. do not measure up to these standards; therefore, they should be avoided. Parents need to enforce these standards at home if the school is to be successful in its efforts. Please consider these guidelines:

- The music should be Holy Spirit-filled and directed (Ephesians 5:18-19)
- The music should be separated from the world and the things of the world (II Corinthians 6:14-18)
- The music should not promote the lust of the flesh, the lust of the eyes, or the pride of life (I John 2:15-17)
- The music should communicate with the Lord while teaching and admonishing believers and have biblically accurate, God-honoring words (Colossians 3:16)
- There should never be a question of the music becoming a stumbling block to fellow believers (I Corinthians 8:9)
- Students are not permitted to bring CDs, tapes, etc. to school.

## **46. NON-DISCRIMINATION POLICY**

Admission to FRCS is open to any young person who meets the entrance requirements. FRCS admits students of any race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, and ethnic origin in administration of its educational policies, admission policies, and athletic or other school administered programs.

## **47. PARENT-TEACHER COMMUNICATION**

The classroom teachers desire to keep parents informed of their children's academic progress. To this end, a weekly folder of the papers completed by the students will be sent home. Parents should carefully go over these papers with their children, especially if there seems to be any problem. All "D" or "F" papers must be signed and returned in the folder the next school day.

Parents are kept informed of any homework or discipline difficulties through notes sent home with the students (see *Conduct* and *Discipline* section).

Many teachers also make a weekly schedule/newsletter available to the students and their parents. Information and news pertaining to that classroom would be included on this valuable note.

With the abundance of letters and notes that come home on a regular basis, it may be a good policy to insist that the students keep all communications in a particular folder or notebook. It would then be convenient to pull out that folder to check for any school correspondence and to send any response back in the same manner.

## **48. PARENT-TEACHER CONFERENCES**

FRCS recognizes the importance of the home and the school working together to insure the child's spiritual and academic growth.

Parents should feel free to consult with the teacher regarding any problems or questions that concern their children. Because it is the desire of FRCS administration and faculty to be of service to both parent and student, the teachers welcome a visit from any parent. It is requested, however, that such conferences be made by definite appointment with the teacher at a convenient after-school hour.

Any parent, who needs to talk with a teacher, should call the school office between 8:00 a.m. and 3:00 p.m. The call would be returned as soon as possible after school.

## **49. PARENT-TEACHER FELLOWSHIPS**

Parents, upon registration, agree to support FRCS. One of those ways is to attend PTF meetings. The first PTF meeting will be the Orientation Day, which is held at the beginning of the school year. This orientation meeting is very important as essential information and materials will be given out. Parents will be introduced to the faculty and will be given a presentation in the classrooms of their children.

Other PTF meetings will be held regularly throughout the year to enable parents to follow the progress and development of their children. Programs in which the students are participants may also be presented at these meetings. The dates for the PTF meetings are published on the school calendar.

## **50. PARTIES**

Elementary grades generally have three class parties per year. The Christmas party is usually held the last day before the Christmas holidays. The Valentines party will be held near Valentines Day. An End of the Year party will be celebrated on or near the last day of school. Mothers may be asked to organize the parties, bring refreshments, or assist in some other way.

Students may not have birthday parties at school; however, parents may bring or send in treats to be shared by the class at lunchtime.

Parents may use “Birthday Buddies” offered through the high school Honor Society. A group of Honor Society students will sing “Happy Birthday” as they bring a balloon, favorite candy, and candy to share to your child’s class. The elementary students love “Birthday Buddies.” Order forms will be available in the school office.

## **51. PET POLICY**

No pets of any kind shall be permitted to be brought to school at any time. This would include show and tell. Classroom pets will also not be allowed.

## **52. PLEDGES**

A demonstration of an individual’s love and appreciation for his country, his Saviour, and the Bible is a freedom afforded to every citizen of our country and an opportunity provided to every student of FRCS. Students regularly recite the words of the pledges given below; this is a continual reminder of the honor and privilege we have both as American citizens and as Christians. Therefore, it is essential that every student see his responsibility to recite the pledges at each given opportunity.

### Pledge to the American Flag

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

### Pledge to the Christian Flag

I pledge allegiance to the Christian flag, and to the Saviour for whose kingdom it stands, one Saviour, crucified, risen, and coming again, with life everlasting for all who believe.

### Pledge to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

## **53. POTTY TRAINING (KINDERGARTEN)**

Students must be completely “potty-trained.” The school is not equipped to change diapers, pull-ups, or soiled clothes in the preschool on a regular basis. In the classroom, each child should have an extra change of clothes for occasional accidents. If a child has regular accidents (more than two a week), the teacher, principal, and parents will need to assess the situation.

## **54. PROMOTION-RETENTION**

**Kindergarten:** Students must have a “C” average or higher in math and phonics in order to be considered for promotion. A student who has a C- or below in math or phonics will be required to take a first grade entrance exam. The final decision for promotion will be determined by administration. Parents will be notified by the end of the second quarter if there is a possibility their child may be retained.

**First – Sixth Grade:** Students will not be promoted if they fail two core subjects (language, math, and reading), or if they fail one core subject and earn a “D” in the other two core subjects. Students who fail one core subject and earn a grade higher than a “D” in at least one of the other core subjects may be promoted but must submit to school-approved tutoring in the failed subject. Tutoring must include a minimum of twelve hours of instructional time after which the student must pass a proficiency test in the subject for the appropriate grade level.

## **55. RE-ENROLLMENT**

Present students may enroll for the fall term beginning in February of each year. The general public may enroll beginning March 1 each year. Parents are encouraged to enroll early to secure placement for their children. Space is limited, and placement is only secured after a re-enrollment form is filled out and the registration fee is paid.

## **56. RENWEB**

The RenWeb system is a web-based comprehensive information connection that provides a variety of personal services to FRCS parents. These services include the following:

**Grade book** – Grades are posted on a weekly basis. Parents have access to an up-to-date progress report for their student(s). A report card will be sent home for each nine week period (See *Report Cards*).

**Homework** – Each week’s homework assignments are listed by day and by subject. Daily class work is not listed. Students still need to check with their teachers for class work missed during an absence.

**Lunch Menus** – The entire lunch menu is posted for the week.

After your email address has been given to the school office, you will be issued a **confidential** username and password. This will come to you via email from the school. To access your family’s RenWeb information, go to [www.frcsminutemen.com](http://www.frcsminutemen.com), select Quick Links, and click on the logo in the drop down menu. Type your username and password. Please note: The password is case sensitive. Use lower case or upper case letters where indicated. You may contact the school at [info@frcsminutemen.com](mailto:info@frcsminutemen.com) with any questions. Parental involvement is a vital part of a child’s education. RenWeb makes it easy to get the information you need to help your child excel.

## 57. REPORT CARDS

The purpose of the reporting system at FRCS is to give parents and students an accurate indication of the progress or lack of progress that is being made. Students will be assessed throughout the school year. Grades are posted on RenWeb on a weekly basis. Parents are encouraged to use the RenWeb information to monitor their student’s progress.

Report cards are issued every nine-weeks. They will be enclosed in an envelope. Parents should keep the actual report card paper and sign the report card envelope. The envelope should be returned to school within two days of issue. Failure to return the signed report card envelope will result in the student’s being given a homework offense (see *Homework* section). If a report card/envelope is lost, this should be reported by a note to the teacher.

Report cards will be withheld at the last reporting period of the year if the school account is not paid in full, or if the student owes fines or charges (see *Financial Information* section).

## 58. SCHOOL OFFICE

School office hours are from 7:30 a.m. to 3:30 p.m. weekdays. Parents and other visitors are asked to come directly to the school office when coming to the school. Do not go directly to the classroom (see *Visitors* section).

## 59. SEXUAL HARASSMENT POLICY

We believe that there is adequate Scriptural basis for a policy against sexual harassment. Our Lord admonishes us to treat others as we would want to be treated (Mt. 7:12). Ephesians 5:29 gives the Christian guidance in language which would edify the hearers.

Franklin Road Christian School prohibits any form of sex discrimination, including sexual harassment. Sexual harassment includes a repeated pattern of verbal or physical unwelcome, hostile, and/or offensive behavior of a sexual nature that has the purpose or effect of substantially interfering with an individual’s well being or which interferes with a person’s ability to do his/her job. This policy against sexual harassment extends to both employees and students of Franklin Road Christian School.

Any student who feels that he or she has been the victim of sexual harassment should contact either the school administrator or one of the teachers, who will then report to the administrator.

It is the policy of Franklin Road Christian School that no teacher or other employee of the school may date a student who is currently enrolled in the school or have a romantic relationship with any student.

## **60. TEACHERS**

All teachers at FRCS are born-again Christians who are dedicated to teaching. We seek to have teachers of the highest spiritual and academic quality. All are required to have TACS certification or to be actively engaged in working toward certification. All of our faculty and staff are active members of Franklin Road Baptist Church.

## **61. TELEPHONES/CELL PHONES/ELECTRONIC DEVICES**

Parents should not telephone their children during school hours except in an emergency. School telephones are available to be used by students if necessary .

It is not recommended that elementary students bring cell phones, smart watches, and other electronic devices to school. If a cell phone is brought to school, it must be kept in the students' lockers or backpacks on silent mode. FRCS is not responsible for lost, damaged, or stolen items.

## **62. THANKSGIVING LUNCHEON**

On the Tuesday before the Thanksgiving break, the school lunchroom staff will prepare a traditional Thanksgiving luncheon. Parents and other visitors are encouraged to participate by purchasing tickets and eating lunch with the students on that day.

## **63. TRAFFIC PATTERNS**

Flashing safety lights have been installed on Franklin Road to help parents as they enter and leave the school grounds. Please observe the 10 M.P.H. speed limit in this area and on school property. All drivers should also follow instructions given by traffic duty personnel.

A traffic flow map is available in the office; please be familiar with the pattern so that the students are not endangered as they arrive at school and leave school.

## **64. TRANSFER STUDENTS**

Students transferring in from another school will be given an entrance examination. The results of this test will determine the grade level in which the incoming student will be placed. No transfer student will be accepted for enrollment after March 1 unless the administration gives special permission. All transfer students must follow the regular admission procedure (see *Admission Procedure* section). Transfer students who have not attended FRCS for three full quarters are not eligible for any academic awards for that year.



## **65. TUTOR POLICY**

Only state-certified therapists working through the city schools will be allowed to work with FRCS students on our property during school hours. Parents are encouraged to hire private tutors for students that could benefit from extra help. FRCS teachers may be available to tutor as their schedule allows. Any other tutoring will need to be conducted at other facilities and after school hours.

## **66. VISITORS**

We ask that visitors do not visit school classes, the lunchroom, chapel, or any other school activities during the normal school day without specific administrative approval. The basic policy for permission to visit is that the person requesting to come to our school meets the following criteria:

1. A student visitor should be a student who is sincerely interested in attending Franklin Road Christian School (during that year or the year following). Out-of-town friends may visit the school with proper administrative approval. Guests are limited to a one-day visit. A visitor should be willing to meet the appearance standard and conduct standard according to our student handbook.
2. A visitor should have permission at least one day in advance from the administration.
3. All visitors are to report to the school office before entering any classes or other student areas to receive a special administrative pass.
4. Visitors are asked to be as quiet as possible in the classroom, hallway, etc. and not disturb anyone.
5. Adult visitors are expected to follow the same set of guidelines as above. Please do not loiter in the hallway, office areas, kitchen, gym, library, etc.
6. Students may leave school 1 day per month to enjoy lunch off campus with family. Students must return to school in 1 hour.

## **67. WHEN PROBLEMS ARISE**

When problems and disagreements arise during the school year, it is extremely important that they be dealt with in a Christian manner. We believe in and practice the chain of command in dealing with problems.

The following procedure should be followed:

1. Do not go to the pastor or administrator first.
2. Call the school to set up an appointment with the teacher to discuss the problem.
3. Do not call the teacher at home unless the teacher requests you do so.
4. If you are not able to get the problem solved, you may call the school and request a conference with the administrator. You may not be able to see the administrator unless an appointment is set.

5. If you are not satisfied with the administrator's decision, he will be glad to accompany you to a meeting with the pastor.

Parents who do not follow the above chain of command may jeopardize their child's privilege of attending FRCS. Furthermore, parents who display a negative, uncooperative spirit, become verbally or physically abusive, or threaten a faculty or staff member may be asked to withdraw their child from FRCS.

**SPECIAL NOTE:** It is never appropriate (and sometimes even compounds the problem) to discuss any problem with other parents. Please follow the above-described chain of command. We feel this is a scriptural method of solving any difficulties.

## **68. WITHDRAWAL OR DISMISSAL**

Withdrawal from school must be made by the parent or guardian in person in the school office. Records cannot be released until all bills are paid and any textbooks and materials belonging to the school have been returned in proper condition. No refunds will be made on the registration or book fees.

Students withdrawing will pay one-half the monthly rate if withdrawn before the 15<sup>th</sup> and the full month's amount if withdrawn after the 15<sup>th</sup> (see *Financial Information* section).

Students dismissed from FRCS will not be considered for re-admission during the current school year. Parents must meet with the administrator before re-admission will be considered.

## **69. CHANGES**

FRCS reserves the right to make any changes, additions, or deletions from this handbook as situations arise that would warrant such changes.

## Appendix:

### Franklin Road Christian School

#### Handgun Carry Policy on School Property

##### Authorized Handgun Carry Policy Law (Public Chapter No. 698).

1. In an effort to increase school security and safety, individuals employed by Franklin Road Baptist Church/Franklin Road Christian School and approved by the school's governing body or chief administrative officer can legally carry handguns on school property. The names of the approved individuals and copies of their respective Tennessee handgun permits are filed in a protective, secure place located on school property. The names of these individuals should not be published in any policy manual, posted for public awareness purposes, or communicated otherwise.
2. The school employees authorized to carry a handgun must have a valid Tennessee handgun carry permit. The permit must be on file as herein stated.
3. Only school-approved individuals are permitted to carry a handgun on school property.
4. The authorization to carry a handgun is valid anywhere on the school property, including but not limited to all school buildings and in all school vehicles.
5. The authorization to carry a handgun is valid 24 hours a day, 7 days a week, as long as the person approved to carry a handgun continues to be approved by the school.
6. The authorization to carry a handgun on school property extends to any weapon allowed under Tennessee law.
7. The handgun carry policy will be announced to students, parents and guardians, faculty members, and other interested parties, in the *Parent-Student Handbook*, and the policy will be made available for review in the school office.
8. The school has the authority to revoke an employee's handgun without giving just cause. The school's revocation notice must be initiated by the governing body or chief administrative officer in writing and witnessed by a second party person.
9. The school's handgun policy is distributed to the sheriff's department, and if applicable, police department with jurisdiction over the school.
10. The school's handgun carry policy applies only to school employees who have been approved by the governing body or chief administrative officer to carry a handgun on school property. Such permission is not transferrable to another school; it applies only to the approved employees under the authority of the school's legal governing body as stated herein.