



**Franklin Road Christian School**

## **Academic Manual**

Revised August 2023

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## 6.2.1 Introduction

### 6.2.1.1 Philosophy

We believe Franklin Road Christian School is to be an extension, reinforcement, and partner with the home, assisting the parents in fulfilling their God-given responsibility to “train up a child in the way he should go” (Prov. 22:6; Deut. 6:6-7). **The school is designed to assist the home in 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.

The educational philosophy of Franklin Road Christian School is founded upon the inspired, inerrant, and only infallible Word of God. We believe God has given the responsibility for educating children to the parents. (Deuteronomy 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 education process but never replace the home in 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 in 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. (II Timothy 3:16-17; II Timothy 2:20-21; I Corinthians 10:31)

### 6.2.1.2 Goals and Objectives

1. For the student’s spiritual and moral growth, the school seeks:
  - a. To teach the Bible as God’s inspired, authoritative Word and to love and respect it as our standard for living
  - b. To teach the basic doctrines of the Bible
  - c. To lead each student to a saving knowledge of the Lord Jesus Christ
  - d. To teach Biblical character qualities and to provide opportunities for the student to demonstrate these qualities (I Samuel 16:7; Galatians 5:22,23)
  - e. To teach the student how to develop the mind of Christ towards godliness (Philippians 2:5; I Timothy 4:7)
  - f. To develop a desire to know, to love, and to obey the will of God as revealed in the Scriptures

- g. To impart an understanding of each Christian's place in the church and its worldwide task of witnessing, evangelism, and discipline and to stimulate the student's involvement in this task (Acts 1:8)
  - h. To encourage the student to develop self-discipline and responsibility from God's perspective (I Timothy 4:7; I Corinthians 9:24-27)
  - i. To help the student develop a Christian worldview by integrating life, and all studies, with the Bible (II Peter 1:3)
  - j. To encourage the student in personal godly routines such as daily devotions and prayer
  - k. To teach the student to hide God's Word in his heart through memorization and meditation (Psalm 119:11)
2. For the student's personal and social development, Franklin Road Christian School aims:
- a. To teach the student to treat everyone with love and respect since he, too, is made in God's image
  - b. To teach the student how to become a contributing member of society by realizing his need to serve others (Galatians 5:13; Romans 2:10)
  - c. To develop both good and proper attitudes toward marriage and the family; and to develop the knowledge and understanding needed to establish God-honoring homes
  - d. To promote physical fitness, good health habits, and wise use of the body as the temple of God (Romans 12:1-2)
  - e. To impart the Biblical attitudes toward material things and to encourage individual responsibility in using all things for God's glory
  - f. To instill in each student a love for country, a respect for the flag, and grateful attitude toward those who have served in military service
3. For the student's academic development, Franklin Road Christian School endeavors:
- a. To promote high academic standards within the potential of the individual as uniquely created by God and to help the student realize his full academic potential
  - b. To help each student gain a thorough comprehension and command of the fundamental processes used in communicating and dealing with others, such as reading, writing, speaking, listening, and mathematics

- c. To teach and encourage the use of good study habits
  - d. To teach the student how to do independent research and to reason logically
  - e. To promote good citizenship through developing the understanding and appreciation of our Christian and American heritages of responsible freedom, human dignity, and acceptance of authority
  - f. To discuss current affairs in all fields and relate them to God's plan for man
  - g. To engender an appreciation of the fine arts through the development of the students musical and artistic abilities for the purpose of performing in church services and religious programs
4. For the student's home, Franklin Road Christian School desires:
- a. To cooperate closely with the parents in every phase of the student's development, especially as it relates to the school program
  - b. To help the parents to understand the school's purpose and program
  - c. To aid families in Christian growth and to help them develop Christ-centered homes that reflect a Biblical philosophy
  - d. To help parents become aware of our changing society and its effect on the home and school thereby assisting them in understanding the implications for their children
  - e. To help students in "troubled homes" cope with the specific problems that have been created by the home situation

### **Spiritual Objectives**

- To teach that the Bible is the only written Word of God
- To teach that God is Sovereign, Creator, and Sustainer of all that is (Colossians 1:15-17)
- To teach that man is born a sinner and in his natural state is unable to please God (Romans 3:10, 23)
- To teach that Jesus Christ is the Son of God, who came to this earth, born of a virgin, to die for sinners (John 3:16)

### **Physical Objectives**

- To emphasize that the body is the temple of the Holy Spirit (I Corinthians 3:17)

- To stress purity (I Corinthians 6:6,20)
- To teach cooperation and good conduct through sports (Ephesians 4:29-32)

### **Social Objectives**

- To develop a balanced personality based on the full utilization of the individual's God-given capacities and talents (Romans 12:4-6)
- To stress that the body is the temple of God and it is to be maintained as such (I Corinthians 6:19-20)
- To teach social progress and encourage the social graces expected of a Christian (I Corinthians 10:31)
- To prepare a student to properly relate to non-Christians and to Christians who differ in doctrine or practice (Romans 12:14-21)
- To develop logical thinking and strong convictions (Romans 12:1-2)

### **Academic Objectives**

- To maintain excellence as the only academic standard (Colossians 3:23)
- To teach the student to work independently and cooperatively
- To develop effective communication skills
- To develop an appreciation of the fine arts
- To teach the basic concepts of scientific investigation and to show that all scientific facts are in agreement with the Word of God
- To teach and develop an appreciation of our American heritage
- To present current affairs in all areas and to relate them to God's plan for man
- To teach all subjects in their correct perspective in relation to God's Word

#### **6.2.1.3 History**

Christian texts have been the primary source of textbooks used by Franklin Road Christian School since its inception. It is our desire that the students who have been entrusted to us be taught from a Christian perspective. With this philosophy in place, we have made every effort possible to use Christian texts in our school. Publishers such as Bob Jones University Press and ABeka Books have been used principally to educate our students. Saxon Math, which is a secular text, is used for teaching mathematics.

### **6.2.2 Curriculum Development**

The curriculum for Franklin Road Christian School has been developed over decades and is in the process of constant development and improvement. Biblical principles are integrated in all subjects and activities of the student body. A firm foundation for the fundamentals in academia and religious training is designed for each student in the

elementary department. This training continues to develop a God-centered view in the Jr./Sr. High department.

#### **6.2.2.1 Personnel**

Each teacher, upon viewing the Scope and Sequence for his/her subject, has the opportunity to add or delete particular aspects of their subject. This enables individual teachers the opportunity to expand beyond the cover of the adopted textbook. Curriculum discussions involve committees comprised of teachers and administrative staff. As curriculum is constantly undergoing revision, so is textbook selection. Textbooks are located that best meet the needs of the students while at the same time promote a Christian philosophy. The steps to review textbooks are as follows:

1. A committee is formed of faculty members in the particular academic discipline that is being considered.
2. The committee obtains four or five sample copies of possible texts.
3. The texts are reviewed, and recommendations are made to the principal.
4. Based on data from the textbook committee and personal knowledge of the subject, the principal accepts or rejects the committee's recommendation.

#### **6.2.2.2 Course Selection**

The academic program includes Bible, language arts, mathematics, art, reading, history, science, health, music, and physical education. This foundation is valuable in developing the student's concepts about him/herself, peers, other people, God, the world, and the Christian life. Since the whole philosophy of education is centered around the Word of God, and the school seeks to teach students to develop the mind of Christ, Bible education is most important. Bible is taught each day, and chapel services are held several times during the week.

#### **6.2.2.3 Course Development**

**6.2.2.3.1 Philosophy:** *(Please see Self-Study Guide, section 41)*

**6.2.2.3.2 Scope and Sequence** *(Please see Scope and Sequence Manual)*

**6.2.2.3.3 Academic Goals/Target Performance Objectives** *(Please see Goals/Objectives Manual.)*

**6.2.2.3.4 Content Outline** *(Please see Course Outline Manual)*



**6.2.2.3.5 Suggested Major Assignments, Projects and Field Trips listed according to each nine-week period:** This is just to be used as an example as this is subject to change each year. Items can be updated or added with administration approval.

K-5

- 1<sup>st</sup> Lucky Lad
- 2<sup>nd</sup> Fire Station
- 3<sup>rd</sup> Play
- 4<sup>th</sup> Kindergarten Play and Graduation

1<sup>st</sup> Grade

- 1<sup>st</sup> Pumpkin Patch
- 2<sup>nd</sup> Play or ICE
- 3<sup>rd</sup> Book Month Contest, Craft Project, Police Academy
- 4<sup>th</sup> Flat Stanley Scrapbook and Zoo

2<sup>nd</sup> Grade

- 1<sup>st</sup> Pumpkin Patch/Apple Orchard
- 2<sup>nd</sup> Nashville Symphony
- 3<sup>rd</sup> Police Academy
- 4<sup>th</sup> Book Reading Contest

3<sup>rd</sup> Grade

- 1<sup>st</sup> Book Report/Lucky Ladd
- 2<sup>nd</sup> Book Report/Agriculture Center
- 3<sup>rd</sup> Book Report/Nashville Symphony
- 4<sup>th</sup> Oral Book Report/Adventure Science Center

4<sup>th</sup> Grade

- 1<sup>st</sup> Insect Project
- 2<sup>nd</sup> Book Report-Short  
Chattanooga Aquarium
- 3<sup>rd</sup> Book Report-Long  
TN Notebook  
Nashville Symphony

4<sup>th</sup> President Report-Oral  
TN State Capital

5<sup>th</sup> Grade

1<sup>st</sup> Book Report

2<sup>nd</sup> Railroad Trip or Ice  
Research Report for Section 5A  
Book Report for Section 5B

3<sup>rd</sup> Aquarium or Stones River Battlefield  
Various Science Experiments  
Research Report for Section 5B  
Book Report for Section 5A

4<sup>th</sup> Book Report

6<sup>th</sup> Grade

1<sup>st</sup> Book Report  
Space/Rocket Center

2<sup>nd</sup> Research Report/Wax Museum

3<sup>rd</sup> Book Report  
State Capitol  
Volcano Project

4<sup>th</sup> Book Report  
Biztown/Jump Street

7<sup>th</sup> Grade

2<sup>nd</sup> Fall Creek Falls/TN State Museum

3<sup>rd</sup> English: Research paper/Stones River Battlefield

4<sup>th</sup> Womanhood: Devotional

Throughout year: Womanhood: House project  
English: Book Report, Short essays  
Lit / Comp: various assigned essays and writings  
Bible: Verse Project/Outline Proverbs

8<sup>th</sup> Grade

1<sup>st</sup> Science Fair Project

2<sup>nd</sup> History: Polk House / Rippavilla  
Science Fair Project/Cumberland Caverns

4<sup>th</sup> Planet Poster/English Paper

Throughout the year: English: Book Report  
Bible: read selected Old Testament  
Lit / Comp: various assigned essays

#### 9<sup>th</sup> Grade

2<sup>nd</sup> English-author paper

3<sup>rd</sup> Health Project

4<sup>th</sup> World History: World Battle Research paper

Throughout the year: English: Book Report  
Bible: read selected New Testament

#### 10<sup>th</sup> Grade

2<sup>nd</sup> U. S. History: President's paper  
Carter House / Oaklawn Plantation  
English: Short Story  
Science: Model Cell

3<sup>rd</sup> English Research Paper

4<sup>th</sup> English Research Paper

Throughout the year: English: Book Report  
Bible: Reading of select passages

#### 11<sup>th</sup> Grade

1<sup>st</sup> English: Book Report  
Government: State Capitol/Monument Project

2<sup>nd</sup> Science: Science Fair Term paper and project  
English: Book Report

3<sup>rd</sup> Economics: Biography with oral presentation  
Nissan Plant

4<sup>th</sup> English: Term paper and presentation

Throughout the year: Bible: read selected passages

#### 12<sup>th</sup> Grade

2<sup>nd</sup> Spanish: Restaurant Menu Project

3<sup>rd</sup> Speech: Competition speech  
Synopsis-English  
English: Term Paper

4<sup>th</sup> Speech: Devotional and informative speeches  
Spanish: Soul winning project

English: Types of Writing

Throughout the year: Spanish: oral reports

English: book Reports

**Elective Classes:**

**Band (MS and Concert)**

Nashville Symphony

**Home Economics (SH)**

1<sup>st</sup> Sewing Project/Modesty Project

2<sup>nd</sup> Kitchen Accessories/Recipe Book

3<sup>rd</sup> Chore Chart/Resume  
Home Color/Decoration Project

4<sup>th</sup> Wedding Project

**Physical Fitness**

4<sup>th</sup> Climb M'Boro

**Social Science**

3<sup>rd</sup> Personal Budget

4<sup>th</sup> Proverb Project

4<sup>th</sup> Online surveys/Resume/Cover Letter

**Teacher Cadet**

1<sup>st</sup> Observation project  
Teaching project

2<sup>nd</sup> Teaching project  
Class Bulletin board

3<sup>rd</sup> Teaching project  
Class Bulletin board

**Visual Arts**

2<sup>nd</sup> Photography Project

4<sup>th</sup> Advertising Project

**Yearbook**

1<sup>st</sup> Jostens Tour

3<sup>rd</sup> TN Association of School Achievement Competition

#### **6.2.2.3.6 Texts/Supplementary Materials** *(See Self-Study Guide, Section 2)*

#### **6.2.2.4 Scheduling of Classes**

Several factors enter into scheduling classes for the elementary and secondary grades. The most important consideration in scheduling classes is need. Courses that are state-mandated and courses the school considers necessary to graduate are given priority in scheduling. Another factor in scheduling is availability of personnel. If part-time personnel are employed, the schedule must reflect their availability. If a teacher cannot be found for a particular subject, then that subject cannot be included in the schedule. If at all possible, courses that require more concentration and that are heavy in academic content are scheduled in the morning. Development of a schedule must also include the students' interests. Electives are scheduled based on the student interest. If only a few students are interested in a particular elective, it is not cost-effective to offer that class.

#### **6.2.2.5 Bible Classes**

The academic aspects of Bible are addressed because grades are given in Bible class. Bible is the first class taught in the day in K5-6<sup>th</sup> grade. Bible class is treated like other academic classes with quizzes, tests, and other academic requirements. Bible class is different than other academic classes due in part to the whole period being spent on the Bible instead of Biblically integrating spiritual aspects into the curriculum. Practicality is enforced through enlightening students to the daily walk that they can enjoy with the Lord. Personal separation, devotions, church attendance, and giving to missions are taught and encouraged. Each elementary class adopts a missionary to support through prayer and financial giving. Letters are written, and some classes send boxes of supplies to their missionary.

#### **6.2.2.6 Homework**

Franklin Road Christian School believes that homework is an integral part of the school program. Each teacher is at liberty to give homework to aid each student in advancing in his studies. We do expect parents' full cooperation in seeing that assignments are completed. Franklin Road Christian School can administer penalties for incomplete homework, but this alone will not create, in the heart of the student, the desire to get assigned work done. This is the parents' responsibility. Homework assignments should be complete, neat, on time, and written clearly. Homework should never be considered as "busy work". Classroom teachers will give it for a specific purpose. In the elementary department, a homework offense is given for incomplete homework. In the junior/senior high department, homework offenses will be given for homework that is not acceptable or on time. The assignment must still be made up for the next day. Within a nine-week period for the 7<sup>th</sup> and 8<sup>th</sup> grade, the fifth through ninth offense will draw 1 demerit each, tenth through fourteenth will draw 2, etc. For the 9<sup>th</sup> through 12<sup>th</sup> grade, the fifth homework offense will draw a one demerit penalty; the sixth offense, two demerits; the seventh offense, three demerits; etc.

In order to encourage church attendance for both children and parents, it is the policy of FRCS that teachers will not give homework on Wednesdays. In keeping with the spirit of this rule, no tests or quizzes will be given on Thursdays, except for the following:

Bible verses/tests  
Keyboard tests  
Classes that meet Tuesday/Thursday only

High school teachers are required to “sign-up” in the school office for a testing date so that an unreasonable amount of tests are not administered on one day (2 per day max. Bible could be added as a third test). Elementary teachers are not allowed to give more than two tests per day.

Homework is assigned for various purposes:

- 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.
- Drill – It may be necessary to engage in drill for mastery of facts and certain skills and concepts.
- 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.
- 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 to independently reach a broader scope of understanding in various subject fields.
- 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.

Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

Up through grade three, homework assignments usually will not exceed forty-five minutes, grades four through six, one hour. Junior and senior high students should spend up to two hours per day on homework. Of course, some students will require more time and others less.

### 6.2.2.7 Graduation Requirements

Franklin Road Christian School requires the successful completion of an academic program in excess of the requirements of the State of Tennessee. To graduate from Franklin Road Christian School, a student must accumulate 26 credits during the 9th through 12th grades. To earn one credit, a student must pass both semesters of a subject area. Credits are NOT earned on the yearly average. Credits are earned on a semester average (1/2 credit per semester). Because this is a Christian school, each student must be enrolled in and pass a Bible class each year.

Credits Required for Graduation	General Diploma
Bible.....	4
English.....	4
*Math.....	4
**Science.....	3
American History.....	1
World History or World Geography.....	1
Economics.....	1/2
Government.....	1/2
Computer Science.....	1
Speech.....	1
P.E.....	1/2
Health.....	1
Personal Finance.....	1/2
Foreign Language.....	2
Fine Arts.....	1
Electives.....	1
<b>Total:.....</b>	<b>26</b>

\*Math: Algebra I, Algebra II, Geometry, Bridge Math, or Intermediate Math

\*\*Science: Physical Science, Biology, Chemistry

NOTE: Students not interested in going to college or those not academically capable of handling the COLLEGE-BOUND program as described below, may choose to follow the VOCATIONAL or GENERAL DEGREE PLAN. However, parents are cautioned not to allow their child to vary from the COLLEGE-BOUND program unless it is absolutely necessary. Parents should contact the office for information on the general degree plan.

Credits Required for Graduation	College Preparatory Diploma
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Bible.....	4
English.....	4
*Math.....	4
**Science.....	3
American History.....	1
World History or World Geography.....	1
Economics.....	1/2
Government.....	1/2
Computer Science.....	1
Speech.....	1
P.E.....	1/2
Health.....	1
Personal Finance.....	1/2
Foreign Language.....	2
Fine Arts.....	1
Electives.....	1
<b>Total:.....</b>	<b>26</b>

\*Math: Algebra I, Algebra II, Advanced Math, Calculus or Bridge Math

\*\*Science: Physical Science, Biology, Chemistry

Credits Required for Graduation	Honors Diploma
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Bible.....	4
English.....	4
*Math.....	4
**Science.....	4
American History.....	1
World History or World Geography.....	1
Economics.....	1/2
Government.....	1/2
Computer Science.....	1
Speech.....	1



P.E.....	1/2
Health.....	1
Personal Finance.....	1/2
Foreign Language.....	2
Fine Arts.....	1
<b>Total:.....</b>	<b>26</b>

\*Students must take four years of math: Algebra I, Algebra II, Advanced Math, and Calculus.

\*\*Students must take four years of science: Physical Science, Biology, Chemistry, and Physics.

All students in grades seven through twelve should follow the course of study recommended to them by their parents and the administration. This, of course, is to ensure that each student attains as much as possible academically while at Franklin Road Christian School. Following the recommended courses of study will also eliminate problems of meeting graduation requirements during the senior year. Below are recommended courses of study for each grade level for college-bound students.

### **9th**

- \*Bible
- \*English
- \*World History
- \*Algebra I
- \*Health/PE
- \*Physical Science
- \*Keyboarding
- \*Electives

### **11th**

- \*Bible
- \*English
- \*Government/Economics
- \*Advanced Math or Geometry
- \*Foreign Language I
- \*Chemistry
- \*Electives

### **10th**

- \*Bible
- \*English
- \*US History
- \*Algebra II/Intermediate Math
- \*Computer Education
- \*Biology
- \*Electives

### **12th**

- \*Bible
- \*English
- \*Public Speaking/Performing Arts
- \*Calculus or Bridge Math
- \*Foreign Language II
- \*Personal Finance
- \*Electives

\*Indicates Franklin Road Christian School graduation requirements.

Electives:

Keyboarding	Leadership
Band	Media Production
Robotics	ACT Prep
Choir	Drama
Ensemble	Womanhood
Yearbook	Life Skills
Handbells	Physics
Physical Fitness	

Graduation Marching Requirements:

- (1) A student must have the full 26 credits in order to receive his or her diploma at the annual commencement exercises.
- (2) A student will be permitted to march at the annual commencement exercises and receive a diploma cover ONLY if he or she falls short by ONLY ONE CREDIT and agrees to the following terms:
  - a. He or she agrees to attend special class sessions on a daily basis (Monday-Friday) from 8:00 a.m. to 11:30 a.m. until that course is satisfactorily completed (continuing to pay tuition during this time).
  - b. He or she understands that the diploma will be granted privately only when all of the course work is completed and fees paid.
- (3) No student will be permitted to march in commencement exercises who lacks more than one credit for graduation.
- (4) Students must take a minimum of 6 ½ credits every year, including their senior year. The exception is transfer students who may be lacking credits from their previous high school.
- (5) Results of the ACT or SAT college entrance test must be on file in the school office before the diploma is granted. Students who plan to attend college should write the college of their choice to find out if there are special requirements for admission. Each college has its own individual requirements, and students will need to plan a school program with the administration to assure fulfillment of particular college entrance requirements. The administration will assist the student in any way possible.

#### **6.2.2.8 Schedule Change**

No course may be dropped or added unless the student secures permission from the principal to do so. Any course dropped after the first three weeks of school will be recorded as an "F" unless such a change is recommended by the administration. No course may be dropped or added after the fourth week of the school year. Unless unusual circumstances prevail, a student will retain the same courses throughout the entire year. It may be necessary to cancel any course with fewer than ten students.

#### **6.2.2.9 Credits**

One unit of credit shall be based upon 180 class periods of a minimum of 45 minutes net. One-half credit shall be based upon 90 class periods of 45 minutes; one fourth credit shall be based upon 45 class periods of 45 minutes.

#### **6.2.2.10 Procedure for calculating grade point averages**

The grading system at Franklin Road Christian School is structured to provide a two-level weighted grading system. This practice allows for additional quality points for passing grades in rigorous academic courses. The purpose of the weighted scale is to recognize the difficulty of certain academic courses and encourage capable students to enroll in these courses. The level one courses include all academic courses not identified in level two. Level two courses include advanced academic courses identified as especially demanding. The current course offerings identified as level two courses include Physics, Calculus, Advanced Math, and Algebra II Honors.

The scale of grades is as follows: A-4 quality points, B-3 quality points, C-2 quality points, D-1 quality points, F-0 quality points. For level two courses the scale of grades is as follows: A-5 quality points, B-4 quality points, C-3 quality points, D-2 quality points, F-1 quality points (if numerical average >60), F-0 quality points (if numerical average <60).

Each student's cumulative GPA will be calculated according to the following formula (calculate by RenWeb):  $\text{sum of all (semester credit} \times \text{grade points)} / \text{sum of all semester credits}$ .

### **6.2.3 Reporting/Report Cards/Records**

#### **6.2.3.1 Grading scale**

98-100 = A+	78-79 = C+	59 and below = F
94-97 = A	74-77 = C	
90-93 = A-	70-73 = C-	
88-89 = B+	68-69 = D+	
84-87 = B	64-67 = D	
80-83 = B-	60-63 = D-	

There should be at least three daily grades for every test given, and there should be at least three tests given per grading period (exceptions for classes meeting only half a week). Grading periods are divided into four nine-week periods.

#### **6.2.3.2 Report cards**

1. Report cards are sent home at the end of every nine-week period. Grades are recorded on *RenWeb* computer software provided by the school office. *RenWeb* automatically averages grades. Report cards are printed by the office and envelopes are returned to the teacher for checking. High school report cards will be sent home via email.
2. Attendance is to be recorded by the classroom teacher and checked by the office.
3. Any incompletes should be made up as soon as possible and entered in the appropriate subject area on the *RenWeb* software. All incompletes not completed by end of grading periods (exceptions for extenuating circumstances) are automatically zeroed out.
4. Report cards are distributed by the classroom teachers (elementary).
5. Report cards are withheld for past due accounts.

#### **6.2.3.3 Progress Reports**

Grades are updated every weekend. Through our *RenWeb* system, parents can access their child's grades on-line on a daily basis to monitor progress.

#### **6.2.3.4 Permanent Records**

The following information is recorded in the student's permanent record:

1. Name
2. Birthdate
3. Race
4. Sex
5. Date of entrance
6. Academic records
7. Testing records
8. Health records
9. Miscellaneous records

The office maintains and updates these files. They are kept in fireproof cabinets located in the office. Access is limited to only the administration, office, and teaching personnel.

## **6.2.4 Library**

### **6.2.4.1 Mission**

To provide adequate material to meet the needs of our students and faculty and to direct students in choosing reading material which will guide them in all areas of Christian life and service.

### **6.2.4.2 Collection**

We seek to provide books that will not only encourage a love of reading but will also contribute to the student's intellectual and spiritual development. New books are obtained from library fund money, donations, and memorial gifts. Fine money from overdue or lost books is also used to buy new books or other materials needed. In the spring, we usually have some type of book drive giving opportunity for parents or students to donate books. It would be appropriate for the librarian to send a thank you card to those families who donate money towards new books. We also try to take advantage of company book fairs that offer 50% off at certain times. As book reports and various projects are assigned to the students, note is made of additional books or materials needed. This aids in the selection and purchasing of new books.

### **6.2.4.3 Staff**

The library staff must be a born-again Christian, have a love for children, have experience in operating a library and a willingness to learn, and have enthusiasm for the job and a vision for the library program.

### **6.2.4.4 Cataloging System**

The Dewey Decimal System is used in cataloging books.

### **6.2.4.5 Rules**

Elementary classes, grades one through six, come to the library at a designated time once a week. The students check out two books for a two-week period. Junior and Senior high students come to the library as needed.

### **6.2.4.6 Student Use**

When school begins each fall, first grade and new students are given a basic introduction to the library and its procedures. This includes locating books at their

level and checking out books and reference materials. Upper elementary students and high school students receive instruction as needed on a one-on-one basis.

#### **6.2.4.7 Media**

Audio-visual equipment is checked out through the school office. The person checking the equipment is responsible for returning it to its proper place. The elementary iPad cart is reserved through an on-line request system.

### **6.2.5 Testing Program**

#### **6.2.5.1 Teacher-Made Tests**

There are no policies in place to govern the use of publisher or teacher made tests. It is left to the teacher's discretion. We ask our teachers to follow the following guidelines when administering quizzes or tests:

##### **6.2.5.1.1 Policies for Quizzes**

1. A quiz should not take more than 15 minutes of class time.
2. Any quiz which is missed can be allowed to be made up after school or at the teacher's discretion.
3. Quizzes should be used to help prepare students for upcoming tests.
4. Give enough quizzes so that a valid grade may be assessed.
5. Do not put students in unsupervised areas to do make-up work or quizzes.

##### **6.2.5.1.2 Policies for Tests**

1. Testing should be done for only that material which has been previously taught.
2. Teachers in grades 4-12 are required to "sign-up" in the test sign-up notebook for a testing date so that an unreasonable amount of tests are not administered on one day. (2 test per day max. Bible could be added as a third test.)
3. Each course should have at least one major test every three weeks.
4. Tests should be graded and returned in a timely manner.
5. Tests missed while a student is absent should be made up according to the time designated in the handbook. Teachers

should schedule make up tests and let the student know when it is to be made up. Typically, this is to be done after school. Zeros for missed test should not be placed into the gradebook or *RenWeb* unless permission has been granted from the administrator.

6. Tests should be kept in a secure location.
7. All test will be graded by the teacher.

#### **6.2.5.1.3 Administration of Tests**

1. There is to be no talking between students after a test has begun. If a student has a question regarding the test, his hand should be raised.
2. All books and other materials will be placed under the desk.
3. The teacher will move around the room during a test.
4. The teacher will not leave the room during a test.
5. Target Performance Objective numbers should be marked in the teacher's resource material notebook. This insures that certain objectives are in fact being covered.

#### **6.2.5.1.4 Exams**

A semester exam is to be given in every academic subject in grades 7-12, unless specific approval to omit an exam is obtained from the administration. A semester exam schedule will be distributed prior to exams and should be followed by both students and faculty. Semester and final exams must be graded by the teacher.

#### **6.2.5.1.5 Correlation of Tests**

Grade summary reports are to be complete with instructional objective numbers listed that have been tested. This insures that objectives are being taught and tested.

#### **6.2.5.1.6 Achievement Testing**

The Iowa Achievement Test is administered to students in kindergarten through 11<sup>th</sup> grade. Results of this testing are sent home with the final report card. PSAT tests are given to juniors in the fall. ACT/SAT tests are taken by juniors and seniors at FRCS through the ACT District Testing Program.

#### **6.2.5.1.7 Aptitude and Other Tests**

In correlation to the Iowa Achievement Test, the CoGAT Ability Index Test is taken in grades K5-11. The results of this test are sent home with the final report card.

### **6.2.6 Programs**

#### **6.2.6.1 Chapel**

1. Elementary chapel, grades K5-6, is held once per week with additional chapel services scheduled for special activities and speakers
2. High school chapel, grades 7-12, is held twice per week with additional chapel services scheduled for special activities and speakers.
3. Purposes for chapel
  - a. Salvation and spiritual growth of every student
  - b. Appreciation of various preaching styles and personalities
  - c. Introduction to Bible believing Christian colleges
  - d. Exposure to quality Christian music
  - e. Opportunity for student participation and performance
  - f. Introduction to Christians serving Christ in different professions
4. Speakers from local churches, Franklin Road Baptist Church staff and members, and traveling evangelists are brought in to speak on topics such as salvation, the will of God, separation, and approved Bible colleges, etc.

#### **6.2.6.2 Music**

Musical groups perform at the following programs: Christmas Programs, district and state competitions, spring programs, and graduation. Choirs perform at almost all the above mentioned with handbells performing at specific functions. Individual performances are done as requested.

#### **6.2.6.3 Plays/Drama/Speech**

High school students, with some minor parts given to elementary students, may perform a yearly play. Plays are chosen that will be of interest to the student body, parents, and community. Only those plays which are considered uplifting and appropriate will be performed. The Christmas program will at times involve a short drama performed by a combination of elementary and high school students. The choirs, band, and drama presentation revolve around the birth of Christ.



## **6.2.7 Field Trips**

### **6.2.7.1 Purpose**

Field trips are an important part of the learning process. When used in conjunction with material taught in the classroom, field trips can create a more meaningful learning experience. Field trips must reinforce instructional objectives or assist in attaining knowledge which is significantly important.

### **6.2.7.2 Field Trip Policies and Procedures**

1. Every grade level will be allowed to take two field trips per year with kindergarten through second grade being allowed to take more as requested and approved by the administration.
2. A field trip request form must be submitted to the administration no less than two weeks before the date of the trip. The administration will then place a bus request to the appropriate person.
3. It is the responsibility of the teacher to secure a bus driver who holds a Commercial Driver's License.
4. The field trip information must be communicated to parents one week in advance of the trip with information included, such as time of departure, time of return, location, and cost.
5. Phone numbers and locations should be given to the school secretary.
6. Teacher will prepare work for the classes that will be missed.
7. Teachers, parents, and students should wear appropriate "field trip" dress on all trips unless other arrangements have been made.
8. Students are required to ride the bus to all field trips, however students may ride with their parent after a field trip is completed.
9. Teachers are responsible for the field trip. The same standards of conduct required of students at school are also required of students on school-sponsored activities.
10. Attendance at any other locations which are not on the permission form are prohibited.

### **6.2.7.3 Follow-up**

Follow-up is accomplished through assigning reports, a panel discussion, a class discussion, or a quiz.

## 6.2.8 Extra-Curricular Activities/Awards

### 6.2.8.1 Awards

1. End of the year awards for each elementary grade and for JH (7-9) and SH (10-12) are as follows:

- a. Highest academic average for each subject  
Grades 1-6: Reading, Bible, Math, Language, Spelling  
Grades 1-3: Penmanship  
Grades 3-6: Science, History  
Grades 7-12: Bible, Math, English, Science, History

- b. Overall highest academic average for all subjects combined. The person winning the overall highest academic average for all subjects combined is not eligible for any individual academic awards.

\* For grade 7-9, the following courses are used to determine the overall scholarship winner: Bible, English, Math, History, Science, Lit / Comp, and Health.

\*For grades 10-12, the following courses are used to determine the overall scholarship winner: Bible, English, Math, History, Science, Computer Science, and Spanish I and II.

- c. "A" Honor Roll – All A's for all four quarters
- d. "A/B" Honor Roll – All A's and B's for all four quarters
- e. Merit Award – No demerits or less than 2 homework offences for the entire year (7-12)
- f. Achievement Award (Most Improved Student)- One given in junior high (7-9)
- g. School Spirit - One given in junior high (7-9) and one given in senior high school (10-12)
- h. Christian Character Award - One given in junior high (7-9) and one given in senior high school (10-12)
- i. Classroom Achievement Award – One student per section (1-3) and per grade (4-6) by teacher choice

- j. Leadership Award – One given in the senior high (10-12)
  - k. Student of the Year – One student per section (1-3) and per grade (4-6) by teacher choice; one given in junior high (7-9) and one given in senior high school (10-12)
  - l. Perfect Attendance
  - m. Minuteman Award – Given to outstanding contributing family
  - n. President's Award – Given to outstanding senior as chosen by the pastor of FRBC.
  - o. Mr. and Miss FRCS – Given to senior boy and girl who is an outstanding representation of what FRCS is trying to produce as voted upon by the student body (9-12) and faculty/administration.
  - p. David Lippert Preacher Boy's Scholarship-given to a senior boy who is called to preach
  - q. Talmadge B Gilley Academic/Athletic Scholarship given to two juniors
  - r. Terry Pittard Scholarship-given to a graduating senior who is pursuing Christian ministry
2. Valedictorian/Salutatorian
- a. A Valedictorian will be honored every year giving a speech at Commencement. The Valedictorian will have the highest cumulative grade point average/highest numerical average for eight semesters. Students must attend FRCS for grades 9-12 to be considered eligible.
  - b. A Salutatorian will be honored every year giving a speech at Baccalaureate. The Salutatorian will have the second highest cumulative grade point average/second highest numerical average for eight semesters. Students must attend FRCS for grades 9-12 to be considered eligible.

#### **6.2.8.2 Organizations**

##### **1. Honor Society**

The purpose of the Franklin Road Christian School Honor Society is to promote a life of outstanding Christian character, to reward academic

achievement, and to encourage young people to be the best they can be for the Lord in all areas of their life. To gain membership in this organization, the following criteria must be met:

- a. Maintain a cumulative academic average of 3.75 throughout grades 9-12
- b. Outstanding Christian character which should be exemplified in the student's daily life by his attitude, classroom behavior, helpfulness in general, cooperation with teachers and fellow students, and such intangible elements that make a quality young person. Leadership abilities, to some extent, should be exemplified.
- c. Students must meet both teacher and administrative approval to be qualified regardless of their grade point average.
- d. He or she must be a participant in an extra-curricular activity, i.e.. sports, music, fine arts.
- e. He or she must be a member of the Franklin Road Christian School student body at least one full year before becoming eligible to be a member.
- f. Membership is open to students in grades 9-12. If a student does not become a member during one year, he or she is eligible to be a member the next school year. Any student who is suspended, asked to withdraw, or expelled will be dismissed from the Honor Society.
- g. Transfer students, or students who have withdrawn from school and then later readmitted to FRCS, must qualify for the Honor Society as a new student.
- h. Students whose GPA drops below 3.75 will be placed on probation for one semester. If the GPA remains below a 3.75, that student will be dropped from membership and must qualify as a new student.
- i. Any member who receives 15 demerits or more per semester, will be dropped from membership and must qualify as a new student.

### **6.2.8.3 Activities – Sports**

The following sports are offered at FRCS:

- Girls' MS and Varsity Volleyball
- Boys' and Girls' MS and Varsity Cross Country
- Girls' MS and Varsity Basketball
- Boys' MS, JV, and Varsity Basketball

- Girls' MS and Varsity Cheerleading
- Girls' Fast Pitch Varsity Softball
- Boys' Varsity Soccer
- Boys' MS and Varsity Baseball
- Boys' and Girls' Golf
- Girls' Soccer

The athletic philosophy, by-laws, eligibility, and travel information are listed in the *Athletic Manual*. Please refer to the *Athletic Manual* for information concerning any athletic questions.

#### **6.2.8.4 Advisors/Coaches**

All advisors and coaches are chosen and approved by the administration of FRCS. All coaches are members of the school/church staff, or they may be chosen from the membership of Franklin Road Baptist Church as approved by the administration.