



**Franklin Road Christian School**

**High School Handbook**

Revised August 2023

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## 1. SCHOOL INFORMATION

Dr. Mike Norris.....Pastor

Mr. Kenton Kramer.....Administrator

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

## 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.

Pastor Mike Norris

## LETTER FROM THE ADMINISTRATOR

Dear Parents and Students,

The High School Parent—Student Handbook has been written to explain Franklin Road Christian School's daily operating policies. Please take the time to read it carefully and 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 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 the school office.

The Bible says that children are an heritage of the Lord. He 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 determined 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

## 2. 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"

### **3. 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 wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27.) We believe that God creates each individual as one of only two genders (male or female as determined by biology) (Genesis 1:27, 5:2; Matthew 19:4; John 1:3). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25.)

We believe that God intends sexual intimacy to occur only between a man and a woman

who are married to each other. (1 Corinthians 6:18; 7:2–5; Hebrews 13:4.)

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 sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18–20; 1 Corinthians 6:9–10.)

We believe that in order to preserve the function and integrity of Franklin Road Christian School as an obedient servant to the body of Christ, and to provide a biblical role model to the Franklin Road Christian School members and the community, it is imperative that all persons employed by Franklin Road Christian School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14–16; 1 Thessalonians 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19–21; Romans 10:9–10; 1 Corinthians 6:9–11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28–31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Franklin Road Christian School.

## **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.

## **4. 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.



## 5. 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, and junior and senior high levels; FRCS is concerned with the spiritual as well as intellectual growth of its students.

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 teenage years are times of spiritual and academic growth. Social habits, friendships, goals, and desires are established for life during these important, formative years. Because a student's future is dependent upon the training and guidance given during these years, we believe a Bible-based education is imperative. Self-discipline, obedience, honesty, dependability, respect for authority, and love for fellow man, country and God are emphasized and taught from a Christian perspective.

Franklin Road Christian School is not for everyone! It is only for those who can meet the academic standards and abide by all of the requirements which 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 Franklin Road Christian School.

## 6. ACADEMIC PROGRAMS

Our academic program meets and exceeds the requirements established by the Education Department of the State of Tennessee. All students must follow the course of study recommended to them. This is to insure that each student attains as much as possible academically while at Franklin Road Christian School. A student must earn twenty-six credits during the ninth through twelfth grades to graduate.

## 7. ACHIEVEMENT TESTS

All students in seventh through eleventh grade 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 PROCEDURE

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 child will be considered registered.

4. Students in grades nine through twelve must have permanent records transferred including a complete, official transcript before being accepted.
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 the following:
  - 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 (included on the Authorization Form)
  - e. A completed Authorization Form
  - f. Records/Grades/Tests from previous schools
8. Any student who does not cooperate with the overall purpose and program of FRCS will not be allowed to remain in school.

**NOTE:** Parents will not be allowed to enroll a child in Franklin Road Christian School if they still owe money to a previous school or if they still owe Franklin Road Christian School for past schooling. It is understood that attendance at Franklin Road Christian School is a privilege and not a right and should not be taken lightly.

Franklin Road Christian School 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.

Students who are pregnant, students who have children, or students who have been married may not attend Franklin Road Christian School.

New students in grades nine-twelve will be considered to be on probation for one semester. Students must attend FRCS for three entire quarters in order to be eligible for academic awards during that year. Students must attend FRCS for the entire ninth and twelfth grade years to be eligible for valedictorian or salutatorian.

Franklin Road Christian School reserves the right to dismiss any student from school if the administration feels that his or her attendance is not an asset to the school.

## 9. AFFILIATIONS AND ACCREDITATIONS

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 2023-2024 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 student 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 7:20-7:50 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 congregate in the locker rooms. They must remain in the gym. Students may not use their cell phones, smart watches, or electronic games 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. **Please notify the office if someone other than yourself will be picking up your child. We want to take every precaution in the protection of the students. Anyone picking up children should be prepared to show identification.**

**NOTE:** All students who remain at school after 3:15 P.M. **MUST GO** to late stay study hall. The location and hourly charge will be announced at the beginning of each school year. 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.

## 12. ATHLETIC PROGRAM

Students are **NEVER** to play in the gym without adult supervision. When playing in the gym, students are to wear shoes with non-marking soles.

Students in PE classes are expected to dress and participate. Grades are given according to ability and participation. Physical Education is required, and credits are earned in high school for the two years required. Students with extended injuries or illness are excused from participation **ONLY** if they have a written excuse from their doctor. Students with minor, temporary problems may be excused with a parental note; however, parents should realize PE grades are based on participation. Official PE uniforms will be available through the school bookstore.

Because our Christian testimony must be maintained at all times, we request that students and adult spectators refrain from the use of abusive or negative comments to players, coaches, or officials at sporting events in which FRCS participates, both at home and away. Students are asked not to sing or chant anything that is derogatory to the opposing school. This includes booing. No one – including players, fans, cheerleaders, parents, etc. – is ever to yell at referees or argue with them.

All students who participate in an athletic event are required to be in school by 8:00 the next day unless they have a doctor's note verifying the absence. If a player fails to receive a doctor's note, he will not be allowed to play in the next scheduled game.

### 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.

A student 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 will result in demerits 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. Students may be subject to demerits for unexcused absences. No academic penalty will be given.

#### Truancy

Truancy will result in ten demerits. 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.

**AFTER AN ABSENCE, A STUDENT WILL NOT BE ADMITTED TO CLASS WITHOUT A NOTE FROM HIS OR HER PARENTS. STUDENTS MUST HAVE A PASS FROM THE OFFICE TO ATTEND CLASS.**

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

1. Tests, class work, and homework that are missed due to absences must be made up. Students must make arrangements with each teacher for times 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). Absence will not excuse a student from turning in a major project or term paper on time. They are due on the date assigned.

NOTE: Students missing class because of sports activities are responsible for the material they missed and must make up any work.

2. In order to be counted present at school for the day, a student must remain at school until 11:30 or arrive before 11:30 and stay the rest of the day (until 3:00).
3. **Seventh and Eighth Grade Students**  
Students in these grades who miss more than thirty days of school in a year or fifteen days of school in one semester may jeopardize their 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.

#### **Ninth - Twelfth Grade Students**

Since semester credit is earned per class taken, any student in these grades who misses more than fifteen class periods in one semester (seven days in the case of MWF or T/TH classes) may jeopardize receiving credit for that class.

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

1. A student is considered tardy if he is not in his first hour classroom when the bell rings at 8:00. 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 demerit for each additional tardy.
2. A student is considered late if he arrives at school after 8:13. Late students need to bring a note to the school office to receive a pass to class. Unless a student is at a doctor's appointment, he will automatically receive one demerit (up to three) for each class missed.

## **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 all 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. Bible 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. Students will not receive any books until the book fees are paid.

Textbooks and library books should be handled carefully. Students are required to keep all non-consumable books covered at all times to protect them from unnecessary wear and damage. Students are never to write in non-consumable textbooks. 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 and FRCS library books
3. 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.

## **16. 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.

## **17. CELL PHONES**

For seventh – eighth grade, students phones should remain in their lockers. If a cell phone is out during the day, it will be confiscated and turned into the office. Demerits will be issued to that student. Smart watches may be worn unless they become a problem.

For ninth – twelfth grade, cell phones may be with you during the day, but should be completely silenced. Students should not be using their phone during class time, unless permitted to do so. If it is used without permission, it will be confiscated and turned into the office. Demerits will be issued to that student. Smart watches may be worn unless they become a problem.

FRCS does not assume responsibility for lost, damaged, or stolen devices.

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

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

## **19. CHAPEL**

Junior and senior high chapel meets each week on Mondays and Fridays. Students are required to bring their Bibles. Cell phones should not be out during chapel and additional demerits will be given if seen.

## **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 Franklin Road Christian School Communicable Disease Policy is clear. It is not the desire of FRCS 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 concerned for the sick and healthy 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 the presence of antibodies to the AIDS virus. (Policy adopted December, 1990)

## **22. COMPUTER USE POLICY**

The policies, procedures and information within this document apply to all electronic devices used at Franklin Road Christian School, including any other device considered by the Administration to come under this policy. Teachers reserve the right to set additional requirements for use in their classroom. The parent/student contract is located on the last page of this policy.

### **ACCEPTABLE USE POLICY**

The use of technology resources at FRCS is a privilege, not a right. If a person violates any of the



User Terms and Conditions outlined herein, privileges may be terminated, access to the FR-OIT network may be denied and the appropriate disciplinary action shall be applied. The Franklin Road Christian School Student Code of Conduct shall be applied to student infractions.

**For extreme cases, violations may result in severe disciplinary action up to and including suspension/expulsion for students. When needed, law enforcement agencies may become involved.**

### **1.1 Parent/Guardian Responsibilities**

Talk to your children about values and the standards that your child(ren) should follow on the use of the internet just as you do on the use of all media information sources such as television, telephones, movies and radio.

### **1.2 School Responsibilities**

The FR-OIT will ensure within our control, all internet and internal network connections are available for use. If an outage is expected, students, parents and faculty will be notified via email of such planned or unexpected outage. FR-OIT will provide strict internet filtering in an attempt to block inappropriate material on school grounds. FR-OIT, through its partnership with Microsoft, will provide cloud-based storage for students and faculty. These will be treated similar to school lockers and FR-OIT reserves the right to review, monitor, and restrict information stored or transmitted via FR-OIT equipment and networks to investigate inappropriate use of resources. FR-OIT and other personnel will provide guidance to aid students in doing research and help during research to assure student compliance of the acceptable use policy.

### **1.3 Student Responsibilities**

Students at Franklin Road Christian School are responsible for using school computers in a responsible and ethical manner. General school rules shall be obeyed concerning behavior and communication that apply to computer use. Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but not limited to, the loss of data resulting in delays, no-deliveries, service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via FR-OIT’s network is at your own risk. FR-OIT specifically denies any responsibility for the accuracy or quality of information obtained through its services. Students shall help FR-OIT protect our network infrastructure by contacting Matt Haese, the schools Network Administrator about any security problems they may encounter. Students should always turn off and secure their device after they are done working to protect not only the device but their work and information. If a student should receive an email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to notify FR-OIT.

### **1.4 Student Activities Strictly Prohibited**

- Illegal installation or transmission of copyrighted materials;
- Any action that violates existing Franklin Road Christian School Student Code of Conduct or public law;
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials;

- Use of chat rooms, sites selling term papers, book reports, and other forms of student work;
- Messaging services such as, but not limited to, MSN Messenger, Google Hangouts, AOL Chat, Yahoo Chat, Facebook Messenger;
- Spamming – sending mass or inappropriate emails;
- Gaining access to other students' accounts, files, and/or data; processing or accessing information on school property related to "hacking";
- Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity;
- Students are not allowed to give out personal information, for any reason, over the internet. This includes, but not limited to, setting up internet accounts including those necessary for chat rooms, eBay, alternate email accounts, etc;
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior;
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed;
- *Bypassing the FR-OIT web filters through a web proxy.*

## 2.1 Social Media

- At Franklin Road Christian School, teachers, students, staff, and other school community members use social networking/media (Twitter, Facebook, Instagram, blogs, etc.) as a way to connect with others and network within and outside of the school community. While social networking is fun and valuable, there are some risks we need to keep in mind when using these tools. In the social media world, the lines are often blurred between what is public or private, personal or professional.
- Social media refers to online tools and services that allow any Internet user to create and publish content. Many of these sites use personal profiles where users post information about themselves. **The student's social media usage will be in accordance with the FRCS School policy both past, present and future.** Social media allows those with common interests to share content easily, expanding the reach of their ideas and work. Popular social media tools include Facebook, Twitter, Instagram, blogs, YouTube and Snapchat to name a few.

## 2.2 Social Media Guidelines

- Below are guidelines to follow when members of the school community (students, faculty, administrators, and staff) are representing Franklin Road Christian School in social media spaces, regardless of whether these are considered professional or personal spaces.
  1. Use good judgment
    - We expect good judgment in all situations. Behave in a way that will make you and others proud and reflect well on the school.
    - Know and follow the school's Electronic Device (School or Student-Owned) Policy, Procedures, and Information Contract.
    - Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

2. Be respectful

- Always treat others in a respectful, positive, and considerate manner.

3. Be responsible and ethical

- Because you represent the school, please stick to discussing only those school-related matters that are within your area of responsibility.
- Adults should be open about their affiliation with the school and the role/position they hold.
- Share and interact in a way that will enhance your reputation, the reputation of others, and the reputation of the school, rather than damage them.

4. Be a good listener

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly, and share feedback.
- Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.

5. Be accurate and appropriate

- Check all work for correct use of grammar and spelling before posting.
- A significant part of the interaction on blogs, Twitter, Facebook, and other social networks involves passing on interesting content or sharing links to helpful resources. However, never blindly repost a link without looking at the content first.

*And if you don't get it right ...*

- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix the mistake.
- Apologize for the mistake if the situation warrants it.

6. Be confidential

- Do not publish, post, or release information that is considered confidential or private. Online "conversations" are never private.
- Use caution if asked to share your birth date, address, and cell phone number on any website.

7. Respect private and personal information

- To ensure your safety, be careful about the type and amount of personal information you provide.
- Avoid talking about personal schedules or situations.
- Never share or transmit personal information of students, parents, faculty, staff, or colleagues online.
- While taking care when posting to safeguard people's privacy, be sure – as necessary and appropriate – to give proper credit to sources. In cases of doubt, privacy should be the default.
- Generally use only first names of students. There may be special circumstances where a student is widely known for a particular achievement, in which case the use of the full name may be appropriate.
- Always respect the privacy of school community members.

8. Post images with care

- Respect brand, trademark, copyright information and/or images of the school.
- Do not caption photos with the names of current students.
- Do not post photos of students without their consent.

## **23. CONDUCT AND DISCIPLINE**

Discipline is necessary for the welfare of the student as well as 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. Franklin Road Christian School expects full cooperation from both students and parents. Any parent or student with a suggestion or complaint is expected to be taken through the proper chain of authority in a respectful manner. All parents are asked to sign cooperation forms.

FRCS has a commitment to its school families to maintain its standards and requirements for all students. Because attendance at FRCS is a privilege and not a right, the privilege may be forfeited by any student who does not conform to the standards and regulations of the institution. The school may request withdrawal of any student at any time who, in the opinion of the school, 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. At FRCS, there is 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 which is Christ-honoring. We insist that proper order be maintained as well as responsibility developed and character built. One of the ways in which these goals are reached is through discipline which is administered in love.

The administrator is present not only to administer correction when needed but to counsel with students, parents, and teachers. The administration is staffed with experienced personnel trained in meeting the needs of young people and 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 which must be upheld.

1. The teacher is in full control of the classroom. All misconduct of a general nature will be handled by the teacher through the demerit program. Any parent or student with a legitimate complaint about a disciplinary procedure or method should talk to the teacher first before contacting the administrator or pastor. It is understood that the administrator or pastor will have no comment on a matter until the teacher has been contacted.
2. Franklin Road Christian School places primary emphasis upon the spiritual life. We believe and teach that Christian young people should manifest their loyalty and love to the Lord Jesus Christ by living in obedience to His commandments. Philippians 4:8 teaches us that we should think on those things which are godly. Therefore, Franklin Road Christian School stands against ungodly television programs, attendance at movie theaters or rock concerts, dancing or attendance at dances, and unwholesome literature.

3. The possession or use of drugs (any form), tobacco (any form), or any amount of 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 demerits, 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. This includes the use of God's name in vain, "curse" words, or other forms of vulgarity. Inappropriate language will be dealt with under the demerit system. Colossians 3:8 teaches us that filthy communication should not be allowed.
7. Fighting will not be tolerated. Furthermore, in order to provide a safe and secure atmosphere in our school, students who display violent tendencies will be closely monitored. Students involved in aggressive behavior will receive demerits as a minimum punishment. Additional probation, suspension, or expulsion may be administered.

8. Students who are caught stealing will be disciplined according to the demerit system. Additional penalties and restitution may also be administered.
9. Pornographic literature, rock music magazines, dirty joke books, etc., are not allowed on the campus of Franklin Road Christian School. Violation of this rule will result in suspension or expulsion.
10. Repeated dress code violations will draw increasing demerit penalties.

## **24. CURRICULUM**

The curriculum of FRCS comes from a variety of publishers, such as, A Beka Books, BJU Press, Saxon (Math), and Positive Action for Christ.

## **25. DEMERIT SYSTEM**

The demerit system is a guide for discipline at Franklin Road Christian School and is used as a communications tool between the school and the home. The positive side of discipline is stressed according to Proverbs 22:6. The administration expects students at Franklin Road Christian School to carry themselves with class and maintain the highest standards of behavior at all times. Failure to comply with the standards of conduct will result in the issuing of demerits. Demerits for a student are recommended by the teacher or other school personnel to the administrator who will make the final decision.

Students are required to sign or initial each demerit slip. Each student is permitted to talk to a teacher about a demerit after class as long as he displays a respectful and cooperative attitude. A meeting with the administrator may be requested if the student has additional questions.

The demerit system is categorized into four broad areas of development: Responsibility Offenses, Homework Offenses, Character Offenses, and Dress Code Offenses. All demerits will be increased if offense continues throughout the school year.

### **RESPONSIBILITY OFFENSES**

#### **1 – 3 demerits for each offense:**

Communication (including passing notes)

Hall violations

Failure to follow instructions

Late to class

Working on unrelated materials in class

Failure to get forms signed

Not attending detention hall

Gum

Eating in class or in hallways

Disorderly conduct (horseplay, goofing off)

Disturbing class

Bad attitude

Dress code violation  
Direct Disobedience  
Disrespect

### **HOMEWORK OFFENSES**

Students in seventh and eighth grade will be allowed to receive four homework offenses each nine weeks without penalty. However, any additional homework offenses during a nine-week period will receive increasing demerit penalties (5<sup>th</sup> to 9<sup>th</sup> – 1 demerit, 10<sup>th</sup> to 14<sup>th</sup> – 2 demerits, etc.)

Students in ninth through twelfth grades will be allowed to receive four homework offenses each nine weeks without penalty. However, each additional homework offense will receive increasing demerit penalties (5<sup>th</sup> - 1 demerit, 6<sup>th</sup> - 2 demerits, 7<sup>th</sup> - 3 demerits, etc.).

### **CHARACTER OFFENSES**

#### **3-15 demerits for each offense:**

Forging parent's signature  
Lying  
Inappropriate conduct  
Inappropriate language (profanity, vulgarity, off-colored)  
Fighting  
Refusing to sign a demerit  
Being dismissed from class  
Driving infraction  
Skipping Class  
Unexcused Absence  
Truancy

#### **15 demerits for each offense:**

Stealing  
Defacing school property  
Violent or destructive behavior  
Social infraction  
Cheating  
Plagiarism  
Inappropriate material (magazines, pictures, videos, tapes, CD's)

Due to the limited scope of our school ministry to meet the needs of young people with serious behavior problems, FRCS has established the following zero tolerance policy. This policy is in effect year round, on and off the school campus. Students involved in the following activities will be immediately expelled from school:

Pornography  
Alcohol or Drugs  
Immorality  
Use of tobacco in any form (this would include any type of e-cigarette)  
Bringing firearms to school

A student may also be expelled if the following were to take place:

Criminal activity

Bringing weapons, other than firearms, to school

Threatening a teacher

Violent or destructive behavior

Sexual harassment

Homosexual behavior

Gross vulgarity

Stealing

Actively participating in vandalism, destruction of school property, or destroying computer files

### **BOYS' DRESS CODE OFFENSES**

#### **1-3 demerits for each offense:**

Inappropriate pants, shirt, or footwear

Inappropriate hairstyle

Denim clothing

Un-tucked shirt

Unshaven

No belt

Excessive jewelry

Body art or body piercing

### **GIRLS' DRESS CODE OFFENSES**

#### **1-3 demerits for each offense:**

Inappropriate shirt, skirt, dress, or footwear

Inappropriate hairstyle

Denim clothing

Excessive jewelry

Excessive or unapproved make-up

Body art or unsuitable body piercing

**Students whose attire is deemed to be inappropriate will receive demerits and may be asked to secure appropriate clothing to continue in school for the remainder of the day.**

Demerit penalties listed above are for the first offense. Repeated offenses may result in a greater demerit penalty than that listed. If the administration feels that demerits are not changing a student's behavior, the administration may use other means of discipline to remedy the problem.

As we train seventh and eighth grade students to become more self-disciplined, they will be given the opportunity to grow with a modified demerit program designed for their responsibility level. Students in the seventh and eighth grade will be able to work off demerits 11-20 by coming to school early at 7:30 a.m. and reporting to the administrator.

The following chart explains the penalties for accumulated demerits:



## **DEMERITS      PENALTY**

- 5 ..... Student receives a warning notice to be signed by his parents and returned.
- 10 ..... Student will receive one detention. (ineligible for Merit Day)
- 15 ..... Student will receive two additional detentions. Any member of honor society will be removed.
- 20 ..... Student will receive three additional detentions along with one week of suspension from athletic participation and all extra-curricular activities.
- 25 ..... Students will draw an in-school suspension. Because ISS is a serious disciplinary measure, any parent whose child is placed on ISS must contact the administrator prior to the ISS date. Students whose parents have not made contact with the administrator will not be permitted to attend school until contact has taken place.

Upon accumulating twenty-five demerits, the student loses all class and student body offices and is suspended from participation in any athletic or extra-curricular activities for a period of three weeks from the date the probation begins. The student also loses all privileges toward earning any type of athletic or academic award given at the end of the year ceremonies.

During ISS, the student is isolated in a room and assigned a project to do. Students are not permitted to talk with other students. Violation of this rule or insufficient work performed on the assigned project may result in an additional day of suspension. A student on ISS will be allowed to make up work missed in class that day, but it will be the student's responsibility to see his teachers for assignments and due dates given before he leaves school that day.

- 35 ..... Student will serve two days of in-school suspension and relinquish the privilege to participate in any extra-curricular activities or sports activities.
- 50 ..... Students who accumulate fifty demerits in a semester may lose the privilege of attending FRCS. A student who accumulates twenty-five demerits in two successive semesters is automatically placed on disciplinary probation and must meet with his or her parents and the administrator before continuing in school the next semester. The student is subject to expulsion if he/she acquires twenty-five demerits in three consecutive semesters or commits a serious violation of school policy before accumulating twenty-five demerits.

## **26. DISMISSAL FROM CLASS**

If a teacher finds it necessary to send a student from a classroom because of disruptive behavior, he is to report immediately to the school office. To be reinstated in class, he must confer with the administration and the teacher concerned. Failure to report as instructed to the office will result in additional penalty. If a second eviction occurs, the student faces suspension from school. If a third eviction occurs, he may be dismissed from school. A student may be dismissed from school after the first eviction if the situation warrants it.

## **27. DISMISSAL FROM SCHOOL (EXPULSION)**

Any student expelled from Franklin Road Christian School or any other school cannot attend FRCS for the remainder of the year. In order to be considered for re-admittance, the student must complete the school-approved restoration program, and true repentance has to be evident to the administration. The administration of the school reserves the sole right for any student to be re-considered for enrollment the following year after being expelled. The student and parents must meet with the administrator before being re-admitted. Special administrative approval may override this policy for transfer students, depending on the reason for being expelled. (Example: A student may have been expelled from a public school for witnessing or carrying a Bible, etc.) Students who withdraw from school in order to avoid expulsion will not be permitted to re-enroll in FRCS.

A student may be expelled because of excessive demerit penalties or for violation of the school's zero tolerance policy.

The following special regulations apply to any student who is expelled from FRCS:

1. He will not be allowed to attend school functions unless pre-approved administrative permission is granted.
2. He is not allowed to be on the school grounds unless he has official business and permission from the administration.

FRCS, as a private institution, reserves the privilege of setting and maintaining standards of conduct, dress, cleanliness, and scholarship. The school maintains the right to suspend or expel anyone who violates the standards or spirit of the school. The administration shall determine without override when and how to discipline offenders of both written rules and the general spirit and/or direction of this instruction.

## **28. DRESS CODE**

It is the conviction of Franklin Road Christian School 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 modesty and appropriateness 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.

The dress code applies to all school functions except when specifically changed through the administration. Students must come to school and leave school in regular school dress.

## **GIRLS' DRESS CODE**

1. Dresses or skirts are required for all female students. Dresses and skirts should come no higher than the bottom of the knee while standing and sitting. The back of the skirt/dress must come below the bend on the back of the knee. Skirts must be worn at the waist. Frayed skirts are not permitted.
2. Clothing is not to be tight, form-fitting, suggestive, immodest or revealing. Girls should dress so that they can be modest when sitting, standing, or bending over.
3. All slits in skirts must be sewn, not pinned. Slits must be no higher than the bottom of the knee.
4. **You must wear a collar or sweater.** Ribbed t-shirts are not considered sweaters.
5. Button-up shirts can only have one button unbuttoned. Buttons may be unbuttoned if a full, short-sleeved shirt is worn underneath. (No camis or tank tops) If the unbuttoned button comes lower than the collar bone, a shirt that comes to the collar bone **must** be worn underneath. This shirt may not be laced or see-through.
6. Scarfs do not replace a collar.
7. Necklines may not be lower than just below the collar bone. If any of the stomach or back is exposed at any time during the day, that student is subject to automatic demerits. A cami may be worn under a lower neckline, but it must come to the just below the collarbone.
8. Sheer clothing can only be worn over something that already passes. Sleeveless t-shirts/undergarments may not be worn with any sheer-type top or sweater.
9. Girls' shirts, sweaters, and dresses should not draw attention to themselves. For this reason, we ask that students avoid clothing that is gathered around the bust-line or have a seam right underneath the bust-line, as in the empire-style waist. All shirts, jackets, and sweaters must be below the belt line in length. No tops may be tied at the waist.
10. No tank tops, mesh tops, or sports jerseys are to be worn.
11. No pull-over sweatshirts may be worn unless the sweatshirt is from FRCS. Sweatshirt style zip up jackets may only be worn with a collared shirt underneath.
12. No denim skirts may be worn except on a designated jean day. They must be the proper length and may not be frayed.
13. Denim jackets may be worn. If a t-shirt is worn under it, the jacket must remain on for the entire day. Any shirt must still come up to the collarbone. (No camis or tank tops)
14. No slacks or off-the-shoulder dresses may be worn. Spaghetti-strap dresses, strap-type sundresses, or sleeveless shirts/dresses must have a shirt underneath, but it does not need to have a collar.

15. Clothing with slogans, wording larger than business card size, advertising, pictures, or messages that are unwholesome is unacceptable.
16. Girls may wear casual shoes. No complete lace-up tennis shoes (Converse) are permitted, even if they do not actually tie. Rubber or plastic shoes (“Crocs” or “jellies”) may not be worn. Sperry type boat shoes are acceptable. Only solid-colored vans are allowed.
17. Make-up, if worn, should be worn in moderation and in good taste.
18. Hair styles should be conservative and appropriate. No unnatural dyed hair colors, pop-style hair, or boyish cuts will be permitted. Highlights are acceptable and appropriate to have. However, students should avoid the dying of hair in two distinct colors, for example, blonde on top with black on the bottom. This includes two styles: lowlights and ombre. For safety purposes, curling irons and other electrical appliances may not be plugged in during school hours.
19. Jewelry should be conservative in nature and not drawing attention to oneself. One earring on each ear is permitted, located on the earlobe.
20. Tattoos or other forms of body art are unacceptable.
21. No hats/hoods are to be worn on the head during school. **A hood on a shirt or sweater does not replace a collar.**
22. Dress for ball games must be consistent with the school dress code.
23. **FRCS Friday** dress code – FRCS t-shirts may be worn. Casual shoes (converse, checkered vans. etc.) or “dressy” sandals (no rubber soled) may be worn.

### **BOYS' DRESS CODE**

1. No denim apparel (shirts, pants, jackets, etc.) may be worn except on designated denim days.
2. No cargo pants.
3. Long dress pants or casual pants are to be worn at all times. Pants should be loose fitting in their appearance.
4. Pants are not to be frayed.
5. Pants must have belt loops, and conservative belts must be worn.
6. No sweatpants, warm-up suits, or athletic pants.
7. Shirts with conventional collars are required.
8. Shirts are to be completely tucked inside the pants.

9. Shirts are to be buttoned completely except for the top button. A second button may be unbuttoned if a t-shirt is worn underneath. Button down shirts cannot be worn as a jacket.
10. Tank tops, mesh, sleeveless tops, and sports jerseys are not to be worn. Sweatshirts are not permissible unless the sweatshirt is from FRCS.
11. Shoes and socks are to be worn at all times. Tennis shoes may not be worn except in PE class or athletic events. Dress or casual shoes are acceptable all other times. Flip-flops and backless shoes may not be worn. Converse All-Stars/athletic shoes are not allowed. Skater/canvas shoes must be a solid color and in a dress shoe style. Lace up shoes must be completely tied.
12. Hats/hoods are not to be worn on the head during school.
13. Boys must maintain appropriate haircuts.
  - a. Hair must be above the eyebrow.
  - b. Hair must not be over the ears.
  - c. Hair must be above the collar, not bushy or flipped up.
  - d. Side burns should be no longer than the earlobe.
  - e. Beards and moustaches are not permitted.
  - f. Faddish hairstyles such as uneven layers, lines, or designs cut in the hair are not acceptable.
  - g. Boys are not permitted to have dyed or highlighted hair.
  - h. Boys must be clean shaven at all times.
14. No necklaces or bracelets are allowed. The only jewelry that is acceptable is a watch or one ring. One wristband may be worn.
15. Tattoos or other forms of body art are unacceptable. No fingernail polish is allowed.
16. Suspenders of any kind are prohibited.
17. Clothing that bears slogans, wording, advertising, pictures, or messages that are unwholesome is unacceptable. Small business card-sized logos are permitted.
18. On game days, athletes will wear shirts and ties as directed.
19. Dress for ball games must meet the school dress code.
20. **FRCS Friday** dress code – FRCS t-shirts may be worn. Tennis shoes may be worn including converse, checkered vans, etc.

Students deemed to be in violation of the school's appropriate attire policy will be given demerits. In some cases, a student may be dismissed from class until the problem is corrected. This may require the student to be sent home or appropriate attire to be brought to school. In the case that appropriate attire cannot be obtained, the student may purchase certain articles of clothing from the FRCS bookstore.

We would request that parents be modest in their apparel when they come onto the school property for games or other school functions. All chaperones for field trips are asked to adhere to the school

dress code.

The administration reserves the right at any time to use judgment when a student's dress is in question.

## 29. EMERGENCY 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 buses, we will not follow their late schedule. Announcements will be made using the Parent Alert system in FACTS and television stations. Please turn to one of these stations or its website:

- Television stations 2, 4, or 5

## 30. EXTRA-CURRICULAR ACTIVITIES

FRCS offers a variety of sports to participate in, please see Athletic Manual. Several musical and fine art groups are also available during the school year. Information is given out for each one during the school year.

## 31. FACTS

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

**Gradebook** – Grades are posted on a weekly basis. Parents have access to an up-to-date progress report for their student(s). For this reason, three- week progress reports are no longer necessary. 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 FACTS information, go to [www.frscminutemen.com](http://www.frscminutemen.com), select the Quick Link Tab, and click on the logo at the bottom of the page. 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@frscminutemen.com](mailto:info@frscminutemen.com) with any questions.

Parental involvement is a vital part of a child's education. FACTS makes it easy to get the information you need to help your child excel.

## 32. FACULTY

All teachers 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.

## 33. 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 requests that parents follow the same standards of dress and conduct as is required of the students. **Parents not meeting the standards will not be permitted to act as chaperones.** This includes such activities as class picnics or parties.

Franklin Road Christian School requires all students going on field trips to dress in a special way for the occasion. Our young people are a testimony everywhere they go, especially when they are in a group. We ask our parents to permit their children to dress up for field trips by wearing dress pants, dress shirts and a tie, or nice dresses. Students not dressed appropriately will need to stay at school. There will be occasional field trips where casual dress is allowed. Notification will be sent each time that this occurs.

## 34. FINANCIAL INFORMATION

The registration fee is due when the application is submitted at the time of the interview with the administration. This fee is non-refundable unless a student is not accepted. The book fee is due by August 1.

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 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 Franklin Road Christian School until such time as 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. Accounts more than one year past due

will be turned over to a collection agency unless a reasonable payment plan has been established with the school's financial director.

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.

### **35. FINE ARTS COMPETITION**

Each year students are encouraged to participate in the Tennessee Association of Christian Schools (TACS) Fine Arts Competition which includes many categories in Bible (teaching, preaching, quizzing), art, music, speech, academic testing, etc.

There is no fee to participate at the local level. Winners at this level will go to the District Competition which is usually held in Nashville. Students are required to dress according to competition rules. Winners at the district level will compete at the state level, and winners at the state level may be eligible to participate in the National Competition sponsored by the American Association of Christian Schools (AACS).

Two days are set aside each year for State Fine Arts Competition. This competition is held at FRCS. These two days are considered school days although we have no regular classes. Therefore, any student who is supposed to be at school for any particular contest needs to do their best to be in attendance of competition those two days. School dress code and/or fine arts dress code is in effect throughout the fine arts competition.

### **36. 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.

### **37. HELP CLASSES**

Students should seek extra help from their teachers if they do not understand an assignment, if work is difficult, or if they have been absent and have missed assignments and class discussions. They should arrange a time to meet during the day that is convenient to both the student and teacher. Weekly times have been scheduled for specific classes to assist students who are struggling. These class times may vary from year to year (see Class Schedule).

This is not to be thought of as punishment, but rather as the desire of the teacher to help the student make the progress of which he is capable. We ask for the parents' cooperation so that teachers may assist students in reaching their maximum potential. Help classes for students receiving a D or F on a report card in English or math are mandatory unless other approved tutoring arrangements have been made.



## **38. HELPFUL HINTS**

### **How to Study**

1. Attitude is important. Think positively. Work independently. Seek help only when you have exhausted your own resources; then, ask questions and use library resources.
2. Learning requires concentration. Keep your mind on what you are doing. It will take less time.
3. At home, have a definite well-lighted, quiet place away from distraction to study. Have all necessary books, paper, and materials available.
4. Read the entire assignment rapidly to grasp the basic content. Re-read slowly to understand content, details, explanations, and directions. If the assignment is not written, make notes of your own; outline what you have learned.
5. If the assignment is a long-term project, do a little of it each day; do not let it go until the last minute. It will be easier, and you will do a better job.

### **How to Take a Test**

1. Relax and forget other people.
2. Read the directions carefully and then follow them.
3. Read the whole test first to see what is asked for and how to apportion your time.
4. Read each question twice before answering.
5. Think before you write.
6. Answer questions fully with information asked for, not with what is not asked for.
7. Check your paper for spelling and grammar before turning it in.

### **A Student Who Studies Well:**

1. Brings notebook, pen or pencil, and other materials necessary for school.
2. Is an active participant in the classroom, listens well, and takes part in discussions.
3. Asks questions if he does not understand the discussion or has a problem.
4. Plans his work and schedules times for homework each day.
5. Makes sure he understands the assignment before leaving class.
6. Uses what he learns and sees how each subject applies to the others.

7. Strives to do his best, not just get by.

## 39. 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. FRCS can administer penalties for incomplete homework, but this alone will not create in the heart of that 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." It will be given by classroom teachers for specific purposes. (If work is done in a sloppy manner, parents would be very wise to require their child to redo the assignment. This will teach them a valuable lesson that they will carry with them the rest of their lives.)

In the junior/senior high division, homework offenses will be given for homework that is not acceptable or on time. The assignment must be completed for the next day. Within each nine-week period, students in grades 7-12 will receive one demerit for each homework offense following the fourth homework offense. (*see Demerit System – Section 25*)

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 will be given on Thursdays with these exceptions: Bible verses, keyboarding, and classes that meet only on Tuesday and Thursday. Homework is assigned for various purposes:

1. 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.
2. For drill:  
It may be necessary to engage in drill for mastery of facts and certain skills and concepts.
3. 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.
4. 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.
5. 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.

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.

In general, no homework assignment should take an unreasonable amount of time for any grade level. If a child spends an excessive amount of time on homework, the parent should contact the teacher to alleviate the problem.

## **40. 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. The honor roll is **NOT** a semester average; it is earned by the efforts of a student, resulting in "A" and "B" work in all academic areas.

## **41. 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 lives.

To gain membership in this organization, the following criteria must be met:

1. The student must have a cumulative academic average of 3.75.
2. Outstanding Christian character 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.
3. Students must meet both teacher and administrative approval to be qualified regardless of their grade point average.
4. Students must be involved in at least one extra curricular activity (Music elective, fine arts competition, sports, etc.)
5. The student must be a member of the Franklin Road Christian School student body at least one year before becoming eligible to be a member.

6. Membership is open to students in grades nine through twelve. If a student does not become a member during one year, he is eligible to be a member the next school year. Any students can become eligible after one semester and if they have satisfied all requirements.
7. Students whose GPAs drop below 3.75 will be placed on probation for one semester. If the GPA remains below 3.75, they will be dropped from membership and must qualify as a new student.
8. Students who fail to maintain any of the above or give evidence of personal conduct unbecoming of members of this society will be dropped from membership. (Any student who is suspended, asked to withdraw, or who is expelled will be dismissed from the Honor Society.) Honor Society members must maintain less than 15 demerits per semester.
9. Transfer students or students who have withdrawn from FRCS and then later re-admitted must qualify for the Honor Society as a new student.

The administration feels that the Honor Society fulfills the charge set forth in Philippians 1:10 "...approve things that are excellent."

## **42. INSURANCE**

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.

## **43. LATE STAY**

- a. Students still on school campus after 3:15 will be taken to late stay.
- b. Students may not leave the late stay room for any reason without permission. They will always be allowed to use the restroom or get a drink, but they must ask.
- c. Each student will be given a snack at late stay. Because of this, students will not be allowed to use the vending machines once they are checked in. They may use them before 3:15.
- d. Students are encouraged to work on homework or projects in late stay before socializing or playing.
- e. Cell phones must be kept in backpacks. If a student needs to access their phone, they must ask permission. If it becomes a problem, the cell phone will be confiscated and will remain with the teacher until they are picked up.
- f. No video game equipment will be allowed.
- g. No student may be picked up from late stay without visual verification that a parent or person on the approved pick-up list is on the premises. A text message is not a valid verification that a parent or person on the approved pickup list is on the premises.

- h. Door access codes will be emailed to each parent and person of the approved pick-up list and may be used to enter the west entrance. Parents should never enter the school building from another location or through the playground.
- i. Students wishing to attend home games after 4:00 should bring a signed note for that day to late stay in order to be dismissed.
- j. For home games between 3:15 and 4:00pm, students may go directly to the game. If they are still present after the game and a parent is not present to pick them up, they should return to late stay.
- k. If a student is still on campus after detention or help class, they must report to late stay by 4:10 if not on is there to pick them up.
- l. Once a student is picked up, they are the responsibility of their parents.
- j. Parents who arrive after 5:30 will be charged \$2 a minute per student. Repeated offenses may result in loss of ability to use late stay.

#### **44. 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 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:** 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.

**Students who leave school without permission are subject to receive 15 demerits for skipping class.**

#### **45. LIBRARY**

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

It is 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 aid the growth of the library:

1. Students may check out two books at a time.
2. The loan period on regular library books is two weeks.
3. A fine of ten cents per school day is charged for overdue books. Overdue reminders are sent to students, but this is only a courtesy. While a student owes money to the library, he will not be permitted to check out other books.

**EXCEPTIONS:** No fines will be charged for as many days as a student is absent. However, all books are due the day the student returns to school after being absent.

4. Reference books and magazines may be checked out for **ONE HOUR ONLY** during school hours.
5. A damage fee will be charged to any student damaging any book. The price will vary based on the extent of the damage and the cost of the book.
6. All lost library books must be paid for by the student. The charge will be the replacement cost of the book. Books are considered lost after two weeks.

**NOTE:** Individual report cards will be held each quarter if personal library fines have not been paid.

## **46. LOCKERS**

Franklin Road Christian School provides metal, lockable lockers for students. It will be the responsibility of the student to keep his locker clean, neat, and orderly at all times. Lockers are subject to periodic unannounced inspections. No student is to open another student's locker. There is to be no loitering in the PE locker room, nor should schoolbooks or valuables be left in the locker room.

## **47. LOST AND FOUND**

Please see that your child's lunch boxes, 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 bin located in the

back of the gym. Any article not claimed will be donated to charity. **Students will be charged \$1.00 for any school textbook in lost and found.**

## **48. 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.

For junior high lunchtime, boys and girls must sit at different tables.

Snack and cold drink 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. Students in grades seven through twelve may intermingle for seating, providing behavior remains proper. 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 lunch is forgotten, the student will need to order a lunch. Parents may deliver a lunch to the school office, but students will not be allowed to call home. **Parents, please remember that students must have a balance in their account if they plan to order a lunch.** Please send money for your student's account before that account reaches a zero balance. Students are not permitted to order food from outside eating establishments for lunchtime delivery.

**During the year, parents may wish to take their child out for lunch. Students will be permitted to leave school for one hour. Students should return to school by the end of the allotted time. Failure to do so will result in a late penalty to class. Students are only permitted to leave with family members or pastors. Parents must give written permission for all absences from lunch.**

## **49. MAKE-UP WORK**

Students who are absent must check with the classroom teachers immediately upon returning to school in order to get all assignments missed. **This is the student's responsibility.** Students need to organize a time with each teacher for timely completion of each assignment or test. Generally, students are allowed one day of grace for each school day missed plus one day to make up any work. In the event of extended illness, an alternative make-up schedule will be organized by the teacher and student. Work not completed within that length of time will be recorded as a zero. An absence does not excuse a student from turning in major projects or term papers. They are due **on the date assigned.**

For students whose absence is unexcused, work must be made up, but grades are subject to penalty. Grades will be withheld in case make-up work is not turned in and will lead to failure if the situation is not remedied. **Generally, all make-up tests will be given after school or in study hall.**

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 complete the assigned work and turn it into the correct teacher.**

## **50. MEDICINE - 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 school, all students who are sick must be kept home. **The child may return to school when his temperature stays below 100.5 without Tylenol for 24 hours** and when he is well enough to participate in a normal school day. A note describing his absence should accompany him when he returns.

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 procedures (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 at the beginning of each school year. This form is also online on the FACTS website. Tylenol, ibuprofen, and Pepto Bismol will be kept in the school office for your student's use. **NO** medicine of any kind will be given to a student who does not have an Authorization Form on file in the school office.

Students are not to keep any medication (including aspirin, Tylenol, vitamins, prescriptions, etc.) in their lockers or on their person. 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 should be reported immediately to the school personnel responsible for supervision during that class period.

### **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 sports related concussion.

## **51. MERIT DAY**

Students receiving nine or fewer demerits each semester are allowed to participate in merit day. These days, one per semester, allow the students to “skip school” for the day. These dates are on the school calendar.

## **52. MUSIC POLICY**

The music in the believer's life must conform to the standards laid down in God's Word. It is our belief that **ROCK MUSIC**, so-called **CHRISTIAN ROCK MUSIC**, and much of the **CONTEMPORARY "CHRISTIAN" MUSIC** does not measure up to the following Biblical guidelines and should therefore be avoided. Parents need to enforce these standards at home if the school is to be successful in its efforts. Please consider these guidelines with any music you allow your children to listen to:

1. It should have biblically accurate, God-honoring words (Col. 3:16).
2. It should be Holy Spirit filled and directed (Eph. 5:18-19).

3. It should be separated from the world and the things of the world (II Cor. 6:7). It must not promote the lust of the flesh, the lust of the eyes, or the pride of life (I John 2:15-17).
4. It should communicate with the Lord while teaching and admonishing believers (Col. 3:16).
5. There should never be a question of the music becoming a stumbling block to fellow believers (I Cor. 8:8-13; I John 2:15).

### **53. MUSIC PROGRAM**

Franklin Road Christian School provides choral and band training through regular class scheduling. Tryouts for handbell choirs and ensembles will be announced at the beginning of the school year.

### **54. NON-DISCRIMINATION POLICY**

Admission to Franklin Road Christian School is open to any young person who meets the entrance requirements. FRCS admits students of any race, color, national, and ethnic origin to all the 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, national, and ethnic origin in administration of its educational policies, admission policies, and athletic or other school administered programs.

### **55. 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 school office regarding any problems or questions that concern their children. It is the desire of FRCS administration and faculty to be of service to both parent and student, and the teacher welcomes 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 school personnel 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.

### **56. 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 classroom 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.

## **57. PATRIOTISM**

Patriotism is the love and loyal support of a person for his or her country. This includes attachment to a country's land and people, admiration for its customs and traditions, and devotion to its well being. The term "patriotism" implies a feeling of oneness and membership in the nation. Our school endeavors to develop patriotism in order to create an appreciation for the common memories, hopes, and traditions of our country.

## **58. PHYSICAL EDUCATION**

Physical education is required for all students in seventh through ninth grades. In ninth grade, credits for physical education and health must be earned to graduate from high school.

Students are expected to dress out and participate. Grades are given accordingly. Students should bring a note of explanation or excuse from the student's doctor for any extended injury or illness in order to be excused from PE classes. Students with minor, temporary problems may be excused with a parental note. However, parents should realize PE grades are based on participation.

Official PE uniforms for both boys and girls must be purchased through the school and will be required for every student in order to receive a passing grade.

## **59. PLEDGES**

A demonstration of an individual's love and appreciation for our country, our Savior, and the Bible is a freedom afforded to every citizen of our country and an opportunity provided to every student of Franklin Road Christian School. Students regularly recite the words of the pledges given below as 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 Savior for whose kingdom it stands; one Savior, 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 Word in my heart that I might not sin against God.

## **60. PROBATION**

Probation gives a student an opportunity to correct his deficiencies. If he does not improve to a

satisfactory level, he will be expelled or asked to withdraw from school.

1. Academic: Insufficient academic progress
2. Attendance/Tardy: Excessive absence or tardies
3. Disciplinary: Excessive demerits or a continued bad attitude/negative influence upon the other students.

## **61. PROMOTION - RETENTION**

In seventh and eighth grade, a student's parent will be called if the student needs to be retained.

### **JUNIOR HIGH (7-8)**

Major subjects: Math, English

Minor subjects: Bible, Science, History

A junior high student will fail for the year when:

1. He has two "F's" in major subjects
2. He has one "F" in a major subject and three "D's"
3. He has one "F" in a major subject and two "F's" in minor subjects.

A junior high student is required to attend summer school if he has either one "F" in a major subject and any "D's" or one "F" in a major subject and one "F" in a minor subject. The penalty if he cannot attend summer school is repeating the grade.

The school administration reserves the right to require summer school attendance for students who show an overall academic deficiency and who want to continue as a student at FRCS. If FRCS does not offer summer school, the student will be required to get the classes elsewhere.

### **SENIOR HIGH (9-12)**

When completed, senior high courses yield credits which are a unit of academic work. Franklin Road Christian School students must accumulate a required number of course credits in grades 9-12 in order to become a graduate.

Students who have completed five credits or less are freshmen (Grade 9).

Students who have completed six to eleven credits are sophomores (Grade 10).

Students who have completed twelve to sixteen credits are juniors (Grade 11).

Students who have completed a minimum of seventeen credits are seniors (Grade 12).

Certain courses (such as English, Bible, etc.) are required courses. Any course required for graduation and failed must be made up. Scheduling the make-up course during summer school is

preferred with re-scheduling the course for the next year as an alternative.

## 62. 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 child/children. Space is limited, and placement is only secured after a re-enrollment form is filled out and the registration fee is paid.

## 63. REPORT CARDS

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. Please note credit for a course is earned based on the semester average. Please see *Requirements for Graduation* section for details concerning credits.

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 dues (i.e. lunch money, unreturned books, etc.).

Franklin Road Christian School uses the following 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-	

## 64. REQUIREMENTS FOR GRADUATION

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 FRCS, a student must accumulate twenty-six credits during the ninth through twelfth 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.

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 insure that each student attains as much as possible academically while at FRCS. Following the recommended courses of study will also eliminate problems of meeting graduation requirements during the senior year.

**9<sup>th</sup> GRADE**

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

**11<sup>th</sup> GRADE**

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

**10<sup>th</sup> GRADE**

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

**12<sup>th</sup> GRADE**

\*Bible  
 \*English  
 \*Social Science  
 \*Calculus or Bridge Math  
 \*Speech  
 \*Foreign Language II  
 \*Electives

**\*Indicates Franklin Road Christian School graduation requirements.**

**Electives:**

Leadership  
 On-Line Classes  
 Band  
 Physics  
 Choir  
 Ensemble  
 Yearbook  
 Life Skills

Handbells  
 ACT Prep  
 Ensemble  
 Media Production  
 Robotics  
 Womanhood  
 Drama  
 Physical Fitness

**Credits Required for Graduation      GENERAL DIPLOMA**

Bible ..... 4  
 English..... 4  
 \*Math ..... 4  
 \*\*Science ..... 3  
 American History ..... 1  
 World History or World Geography..... 1  
 Economics ..... ½  
 Government..... ½  
 Computer Education..... 1  
 Speech..... 1  
 PE..... ½  
 Health ..... 1  
 Personal Finance ..... ½

Foreign Language .....	2
Fine Arts .....	1
Electives .....	1
<b>Total.....</b>	<b>26</b>

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

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

**NOTE:** Students not interested in going to college, may choose to follow the **GENERAL DEGREE PROGRAM**. 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 PREP DIPLOMA**

Bible .....	4
English .....	4
*Math .....	4
**Science .....	3
American History .....	1
World History or World Geography.....	1
Economics .....	½
Government .....	½
Computer Education .....	1
Speech.....	1
PE .....	½
Health .....	1
Personal Finance .....	½
Foreign Language .....	2
Fine Arts .....	1
Electives .....	1
<b>Total.....</b>	<b>26</b>

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

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

#### **Credits Required for Graduation      HONORS DIPLOMA**

Bible .....	4
English.....	4
*Math .....	4
**Science .....	4
American History .....	1
World History or World Geography.....	1
Government.....	½
Economics .....	½
Computer Education.....	1
Speech.....	1
PE.....	½

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 Honors, Advanced Math, and Calculus

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

#### Graduation Marching Requirements:

1. A student must have the full twenty-six credits in order to receive his diploma at the annual commencement exercises.
2. A student will be permitted to march at the annual commencement exercises and receive a diploma cover under the conditions that he falls short by **ONLY ONE CREDIT** and agrees to the following terms:
  - a. He 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 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 six and a half credits every year, including their senior year. The exception is transfer students who may be lacking credits from their previous high school.
5. According to Tennessee state law, results of the ACT or SAT college entrance test with writing assessment 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.

## 65. REVIEW OF STUDENTS

In March of each school year, the faculty and administration will review the progress of each student. Students who display an uncooperative spirit or are unwilling to keep up with the academic requirements will not be permitted to re-enroll for the next school year.



## **66. 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 two 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.

## **67. SCHOOL DAY SCHEDULE**

School is in session from 8:00 to 3:00. Individual schedules will be given at Orientation Day.

## **68. SCHOOL OFFICE**

School office hours are from **7:30 A.M. to 3:30 P.M.** weekdays. Parents are asked to come directly to the school office when coming to the school. **DO NOT** go directly to the classroom. The church office is off limits to all students unless they have a pass.

Parents needing to leave money for payment on their account should see the school secretary. When calling the office, please call 890-0894, Fax Number **893-2837**. When calling the church, please call 890-0820.

## **69. SCHOOL - CHURCH TRIPS**

Students attending any school function shall abide by all school rules of dress and behavior. If students attend a school function as a youth activity, they are still expected to obey school rules since it is a school function. Proper supervision and an adequate number of chaperones shall be required. A parental permission slip must be signed for each trip taken. The only exception for permission slips will be for athletes on regular athletic games.

## **70. SENIOR CLASS ACCOUNT**

Funds will need to be raised by each individual class to cover the cost of their class trips, Senior Homecoming, and the Parent/Senior Luncheon. Grades eleven and twelve will have some school-sponsored fundraisers; however, students are ultimately responsible for their portion of the class expenses.

Each year the junior and senior classes will take a week-long class trip. The junior trip is in March and the senior trip is in May. The students are chaperoned by FRBC and FRCS staff members. Students not caught up with dues at the time of the trip will not be allowed to go on the trip. IRS regulations will not permit refunds of money to students who leave FRCS or decide not to attend the trip.

## **71. 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 job. This policy against sexual harassment extends to both employees and students of Franklin Road Christian School.

Any student who feels that he 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.

## **72. SOCIALS**

Franklin Road Christian School will not be responsible for any party or social event which is not officially sponsored or approved by the school administration.

## **73. SPIRIT WEAR**

Franklin Road Christian School spirit wear is available to purchase from the elementary office during the school year.

## **74. STATEMENT OF UNDERSTANDING**

All students in grades seven-twelve and their parents must sign a Statement of Understanding before admittance to school each year. These cards are included on the Authorization Form.

## **75. STUDENT ELECTIONS TO OFFICE**

Students in grades nine-twelve desiring to run for any office must have been a member of the Franklin Road Student Body for at least one semester to qualify and must meet faculty and administrative approval.

## **76. SUMMER SCHOOL**

Please see section on **PROMOTION - RETENTION**.

## 77. TELEPHONES

Telephones are located in each office for student use to call parents when necessary.

## 78. TESTING PROGRAM

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

Each year juniors take the PSAT-NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test) which is offered during the fall semester at Franklin Road Christian School. There will be a small fee involved. The test will show areas of academic weakness before the student's senior year as well as prepare the student for the ACT (American College Test).

We recommend that students take the ACT during their junior year in high school. Students must pay the standard fee which is charged for the test nationwide. Students will be notified in advance of the times and places of the examination. **All seniors must take the ACT or SAT (college entrance tests) before graduation. Students must be sure to include the writing assessment test, which is an additional test that must be requested.**

## 79. TRAFFIC PATTERNS

Traffic patterns will be discussed at parent-teacher orientation. Never drive carelessly or fast on school grounds. The speed limit on school grounds is **10 mph**. Observe safety cones in the student area and follow instructions from teachers when they are on traffic duty.

## 80. TRANSCRIPTS

Transcripts should be requested in the school office. For a transcript to be **official**, it must be mailed directly from FRCS to the institution requesting the transcript. If a transcript is mailed directly to an individual, it will be sent as **unofficial**.

## 81. TRANSFER STUDENTS

Students transferring from another school will be asked to take 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. (Please see **ADMISSION PROCEDURE** section for complete information.)

Transfer students who have not attended FRCS for three full quarters are not eligible for any academic awards for that year. Students must attend their entire ninth and twelfth grade years at FRCS to be eligible for valedictorian or salutatorian.

## 82. 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.

## 83. VEHICLES

Students with a driver's license are permitted to drive to and from school. As soon as students arrive at school in a car driven by a student driver, all must leave the car and come to the designated area for students waiting for school to open. There is to be **NO LOITERING** in the parking areas at any time. Students are asked to park in the student parking area on the east side of the building. The speed limit while on school property is 10 mph. Violation of these guidelines or improper driving conduct such as speeding, reckless driving, leaving school without proper permission, etc. will result in the loss of driving privileges on school property. Parents should also realize that other people coming to school to pick up their children must also abide by these safety regulations (i.e. other brothers, sisters, relatives, etc.).

Students may not drive their vehicle off the school grounds during regular school hours unless special permission is granted by the administrator. Parking in a no-parking area is a direct violation.

Other students are not to ride to or from school in private cars of high school students unless a note from both sets of parents is given to the office and approved by the administration. Students of the opposite sex are not permitted to arrive or depart the school grounds in the same vehicle. Students in the same family would be exempt from this rule.

The school assumes no liability for damage to or losses from any vehicle parked on campus during the school day or during any school- sponsored extracurricular activity.

## 84. VISITORS

We ask that visitors do not visit school classes, the lunchroom, chapels, 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. All visitors are to report to the administrator's office upon arrival at school before entering any classes or other student areas to receive a special administrative pass.
3. Visitors are asked to be as quiet as possible in the classroom, hallway, etc. and not disturb

anyone.

4. 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.

## **85. WHEN PROBLEMS ARISE**

When problems and disagreements arise during the school year, for the best interest of our school, 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, administrator, or administrator first.
2. 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.

## **86. WITHDRAWAL - 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. No refunds will be made on the registration fee or textbooks.

Students withdrawing will pay one-half the monthly rate if withdrawn before the 15th and the full month's rate if withdrawn after the 15th. Students dismissed from Franklin Road Christian School will not be considered for re-admission during the current school year and must remain out of our school for one full semester before attempting to re-enroll. Parents must meet with the administrator before re-admission will be considered.

## **87. CHANGES**

The Administration 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.