



**Franklin Road Christian School**

**Preschool Handbook**

Revised August 2025

# INDEX

School Information .....	Section 1
Alma Mater .....	Section 2
Statement of Faith and Philosophy .....	Section 3
Mission Statement.....	Section 4
School History and Purpose.....	Section 5
Admission Procedures .....	Section 6
Affiliations, Accreditation, and Agency Approval .....	Section 7
Allergies .....	Section 8
Attendance .....	Section 9
Child Abuse Policy .....	Section 10
Communicable Disease Policy.....	Section 11
Communication.....	Section 12
Curriculum .....	Section 13
Discipline .....	Section 14
Dismissal from School .....	Section 15
Dress Code.....	Section 16
Field Trips.....	Section 17
Financial Information.....	Section 18
Grading.....	Section 19
Grandparent’s Day.....	Section 20
Handbills .....	Section 21
Hours of Operation.....	Section 22
Inclement Weather .....	Section 23
Items Required .....	Section 24
Lost and Found.....	Section 25
Lunch.....	Section 26
Non-Discriminatory Policy .....	Section 27
Parent Teacher Conferences .....	Section 28
Parent Teacher Fellowship .....	Section 29
Pick Up and Release .....	Section 30
Potty Training.....	Section 31
Sexual Harassment Policy .....	Section 32
Sickness Policy.....	Section 33
Up-to-Date Information .....	Section 34
When Problems Arise .....	Section 35
Changes .....	Section 36

## LETTER FROM THE PASTOR

Dear Parents and Students,

Thank you for entrusting Franklin Road Christian School with the education and development of your student. We know that you have many choices in how to train and educate your child, and we are grateful to have the honor to partner with you in this great responsibility. Children are some of God's greatest gifts. We do not take lightly the opportunity to influence God's greatest blessing in your life.

For over 50 years, Franklin Road Christian School has partnered with Franklin Road Baptist Church to assist the Christian home in the responsibility of training the child in a Christ-centered philosophy of life. Your child will be challenged in every area by being a part of what God is doing at Franklin Road Christian School. Not only will your student be developed academically, but they will also be developed spiritually through the intentional teaching of God's Word. The Bible teaches us in Proverbs 22:6, "Train up a child in the way he should go: and when he is old, he will not depart from it." Franklin Road Christian School does not exist just to provide an academic education, but to "educate for eternity." It is our prayer that God would use the young people of this school to impact the world for Christ and make a great impact on eternity.

As an alumnus of Franklin Road Christian School, I am personally thankful for the education and spiritual development of this school. When I look back on my time here, I can clearly see how the Lord used that season of my life to prepare me for my future, even in ways I did not understand at the time. Now, I am humbled to play a role in the school that played such a vital role in shaping who I am today. We are grateful for how the Lord continues to use alumni around the world to serve the Lord. It is my prayer that your student will find the same thing during their time at Franklin Road Christian School.

On behalf of our church family, staff, faculty, and my family, thank you, once again, for trusting Franklin Road Christian School with your child. We look forward to seeing their growth and development and how the Lord will use them to impact eternity. May the Lord continue to bless you, your family, and Franklin Road Christian School!

Pastor Joel Norris  
President

## LETTER FROM THE ADMINISTRATOR

Dear Parents and Students,

The Preschool Parent—Preschool 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." God has entrusted them to you, and as a parent, you have a tremendous responsibility to train and mold your child in a way pleasing to Him. The administration and staff at FRCS take our responsibility seriously, realizing that we are aiding you in the shaping of your child's attitudes and 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

## 1. SCHOOL INFORMATION

Mr. Joel Norris ..... Pastor  
Mr. Kenton Kramer ..... Administrator  
Dr. Patti Scalf ..... Preschool Director  
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 ..... 615-890-0894  
School Fax Number ..... 615-893-2837  
Church Telephone ..... 615-890-0820  
Church Fax Number ..... 615-890-0821  
School email..... [info@frcsminutemen.com](mailto:info@frcsminutemen.com)  
School website..... [www.frcsminutemen.com](http://www.frcsminutemen.com)

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

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

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

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

## 6. ADMISSION PROCEDURES

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

1. All students **MUST WANT** to attend Franklin Road Christian School.
2. The application must be completed and returned to the school office.
3. 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.
4. Registered students will be given an entrance test before acceptance is determined. The administration will meet with the parents to discuss test results and reasons for acceptance or denial.
5. For a student's file to be complete, the school office must also have the following:
  - a. Copy of birth certificate
  - b. Up-to-date Tennessee Student Immunization Certificate (Required before student may attend classes)
  - c. A signed Statement of Understanding (included on the Authorization Form)
  - d. Completed authorization, health record, video, and personal awareness forms
6. Any student who does not cooperate with the school's overall purpose and program will not be allowed to remain in school.

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



supreme importance in a person's life. Therefore, students who manifest an un-Christ-like attitude toward the Bible, prayer, parents, teachers, administration, etc. will not be allowed to remain in school.

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

Students must be three years old by August 15 for the 2025-2026 school year for K3 and four years old by August 15 for K4. No student will be allowed to graduate from FRCS who is twenty years old or older.

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

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

## **8. ALLERGIES**

Please be sure the office and teacher know if your child has a particular allergy. If your child needs an EpiPen or an inhaler, these items are kept in the classroom's emergency bag for easy accessibility. These bags are kept out of the reach of children.

## **9. ATTENDANCE**

There is no regulation on attendance for preschool. All that we ask is that you let your teacher know if you will be gone for an extended period due to vacation or illness.

## **10. 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.

## **11. COMMUNICABLE DISEASE POLICY**

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

1. There is absolutely no vaccine against AIDS, and there is no cure.
2. Exposure to a known AIDS carrier could result in contracting the disease.

3. Diagnosed AIDS cases are increasing alarmingly.
4. Three percent who have contracted AIDS have done so from an unknown source.
5. Ten percent of those are children who have contracted AIDS from an unknown cause.
6. AIDS is deadly.

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

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

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

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

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

## **12. COMMUNICATION**

The classroom teachers desire to keep parents informed of their children's academic progress. To this end, a daily folder of the papers completed by the students will be sent home. Parents should carefully go over these papers with their children, especially if there seems to be any problems or concerns. Several preschool teachers also utilize various communications apps to keep the parents informed such as Class Dojo.

## **13. CURRICULUM**

The preschool curriculum is taught in the traditional fashion. Reading based on the phonetic method is emphasized because it is the foundation of the educational process. The primary curriculum materials are from ABeka Books.

## 14. DISCIPLINE

FRCS always tries to use positive reinforcement for good behavior instead of always pointing out negative behavior. To maintain class control, we use a three-level disciplinary system.

*Green*--Every student starts each day with a green face. A warning may be issued at this level, causing the student to miss 1-2 minutes of recess; however, a green face can still be earned for the day. Any time a child does not receive a green face on his calendar, a short note will be written to let the parent know why.

*Yellow*-- A yellow face means the student has been talked to several times by the teacher. If the child moves to yellow, he will lose up to 4 minutes of recess.

*Red*-- The last stage is a red face, meaning the student has not obeyed the teacher and has been talked to repeatedly or a serious infraction, such as lying or hitting, has taken place. The child will miss 4 minutes of recess. If the child has been repeatedly disobedient, he will only be able to walk the fence on the playground at recess instead of playing with his friends. Moving to a red face is a serious offense. If a child is continually on red, the student will be sent to the director who will call the parent. The second time that a student is sent to the director's office, the director will schedule a meeting with the parents to discuss solutions to solve the discipline problem. A third time in the director's office will result in the parent coming to the school right then to discipline the child. Continual problems after these measures have been taken will be addressed by the administrator, Mr. Kramer.

## 15. DISMISSAL FROM SCHOOL

Communication between parent and teacher is kept up daily through the use of a daily folder or Class Dojo. Teacher/Parent meetings may also be requested. In the case of the student's continual inappropriate behavior or attitude, the parents will be asked to meet with the administrator. A child will not be asked to be withdrawn just because a parent makes a complaint regarding an alleged violation or questions the program regarding the department's rules and regulations. We strive to listen and work with our parents for the best interest of the child. However, if the situation cannot be resolved, the student may be asked to withdraw from Franklin Road Christian School.

## 16. DRESS CODE

**Preschool boys** are to wear pants (denim in good repair is allowed). Shorts should not be worn. Logos, symbols, or pictures representing movies, television themes, or unwholesome characters are not allowed. Tank tops or sleeveless shirts should not be worn. Socks should be worn at all times.

Haircuts are to be traditional. The hair may not rest on the collar or cover any portion of the ear. Hair must not touch the eyebrow. Faddish hairstyles such as uneven layers, lines, or designs cut in the hair are not to be worn. Boys are not permitted to have dyed or highlighted hair. Boys are not to have painted fingernails at any time.

**Preschool girls** are to wear dresses, skirts, or skorts (denim is acceptable) to the bottom of the knee. Tank tops and sports jerseys should not be worn. Spaghetti strap tops and dresses should

**only** be worn with a t-shirt underneath. Clothing with logos, symbols, or pictures representing movies, television themes, or unwholesome characters are not allowed. Socks or tights should be worn at all times. Below-the-calf leggings can be worn under skirts during winter months. For modesty purpose, please put shorts under skirts and dresses when tights or leggings are not worn.

Because of the nature of their play, all preschool students should wear athletic or enclosed rubber soled shoes. Sandals and backless shoes of any kind should not be worn.

The children are required to have an outdoor time when the temperatures (adjusted for wind chill and heat index) are between 32 degrees and 95 degrees and not raining. We ask that you take the temperature into consideration when dressing your child. Light sweaters or jackets can be kept in cubbies during cooler months.

## **17. FIELD TRIPS**

At Franklin Road Christian School, we like to keep learning fun, exciting, and motivating for our students. Because of this, the staff tries to schedule field trips for K4 classes several times a semester that will enhance learning, improve motor skills, and add fun to our preschooler's schedule. Parents are made aware of the details of the field trip at least 2 to 3 weeks before the field trip is to take place. Signed permission forms as well as any cost incurred for the trip will be collected usually a week before the field trip. Parents or grandparents are welcome to go on any field trip; we do ask that any adult attending please abide by the dress code of Franklin Road Christian School. Our preschoolers will wear our designated field trip shirt that can be purchased in the office for \$7.

## **18. FINANCIAL INFORMATION**

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

Students enrolled in preschool will have a fee of \$50 which covers the cost of the snack they are provided each day. This fee is due by the first day of school.

Tuition may be paid in full to the school office by the first day of school. Monthly tuition will be paid through the FACTS Tuition Management Company by automatic bank payment or credit card. Information regarding FACTS is available in the school office. Parents must select the 10-month plan with payments made on the 5th (August to May) or 20th (July to April) 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.

All accounts must be kept current; otherwise, that student/those students will not be allowed to attend FRCS until the account is paid. All records will be withheld until all tuition costs, book fees, or other official school fees or charges are paid.

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

## **19. GRADING**

No grades are issued in preschool

## **20. GRANDPARENT'S DAY**

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

## **21. 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.

## **22. HOURS OF OPERATION**

Franklin Road Christian School is open from 7:20 a.m. until 3:15 p.m., Monday through Friday. Children cannot be accepted earlier. An additional charge will be incurred if a child is not picked up by 3:15 p.m. Extended Care is provided till 5:30 for an additional fee.

## **23. INCLEMENT WEATHER**

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 school before the county does. If county schools are opening late, it is because of their bus system. Since we do not run buses, we will not follow the county's late schedule. Announcements will be made on television stations 2, 4, and 5. Announcements will also be made through texting and emailing.

## **24. ITEMS REQUIRED**

Each child should have the items listed below at all times. Be sure to check that all items needed are at the school daily.

1. A complete change of clothing, including underwear and socks, with a plastic bag for dirty clothes. Please label your child's clothes with his/her name.

2. Cots will be provided; however, each child will need to bring a crib sheet, a small blanket, and a small child's pillow (full size pillows are not allowed). A standard pillow **case** will also be needed to store bedding items. Please have all items labeled with your child's name. The sheet and blanket will be sent home each Friday for laundering. Students should bring these items back on Monday.

## **25. LOST AND FOUND**

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

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

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

## **26. LUNCH**

Franklin Road Christian School offers a hot lunch program on a daily basis. Prices are announced each school year. Students who bring their own lunch may purchase milk or water at school. Students who purchase a lunch may only purchase the tray. Lunch will not be served on half days.

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

Behavior should be orderly in the lunchroom. Food is never to be wasted, and garbage is to be disposed of properly. Throwing or playing with food will not be allowed.

If a lunch is forgotten, the student will need to order a lunch. Parents may deliver a lunch to the school office. Parents, please remember that students must have a balance on their account if they plan to order a lunch. If a student has a negative balance of \$10 or more, they will only be permitted to order a PB&J sandwich until the negative balance is corrected. Please send money for their account before their account reaches a zero balance. Students are not permitted to order food from outside eating establishments for lunchtime delivery. Preschool students are only allowed to order a tray. No a la carte items.

Parents should order lunches by midnight on Sunday for the following week through FACTS. Lunches should be paid for online through Facts.

## **27. NON-DISCRIMINATION POLICY**

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

## **28. 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.

## **29. PARENT-TEACHER FELLOWSHIPS**

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

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

## **30. PICK-UP AND RELEASE**

Parents **must** bring children into the building to sign them in when arriving and to sign them out when picking them up in the afternoon. For afternoon pick up – the individual must be on the Emergency Contact list. If not, we will call the parent to verify before allowing the student to leave. For unfamiliar faces, a photo ID will be requested by the teacher. Anyone deemed unsafe will be asked to wait while the parent is notified.

If the lead teacher feels that an individual coming to pick up a child is “unsafe” in his actions due to staggering, slurring, or inability to carry on a conversation, she will notify the director. The director will then call the legal guardian before dismissing a child into that person's care. If the parent or legal guardian is deemed unsafe for the reasons previously mentioned, the director will call the police

before releasing the child into the guardian's custody. This rule ensures the ultimate safety of each child in FRCS's care.

### **31. POTTY TRAINING**

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

### **32. SEXUAL HARASSMENT POLICY**

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

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

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

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

### **33. SICKNESS POLICY**

Students are required to comply with health department regulations with regard to immunizations. For the welfare of your child and others in the school, all students who are sick must be kept home. Regardless of the presence or height of a fever, it is how sick a child looks or acts that is important. If a child becomes ill during the day, parents will be notified immediately. If a child's temperature is over **99.5**, or if there are any signs of infection such as colored nasal drainage, the parent or guardian must take the child home. Once contact is made, the parent has 90 minutes to up the sick child. Children may return to school when:

1. He/she has had no vomiting or diarrhea episodes for 24 hours from the last episode.
2. He/she has no fever for 24 hours AFTER the last dose of fever-reducing medication.
3. 24 hours AFTER the first dose of medication for pink eye (conjunctivitis) or a doctor's note stating that the child is no longer contagious.
4. Discolored nasal drainage is clear or a doctor's note stating the child may return to school.



### **34. UP-TO-DATE INFORMATION**

It is imperative that the school maintains up-to-date information on each student. Parents **must** notify the school if there is a change in their mailing address; work, home, or cell phone numbers; or numbers of other emergency contact persons.

### **35. WHEN PROBLEMS ARISE**

When questions and concerns arise during the school year, it is extremely important that they be dealt with in a Christian manner. To express concerns and ask questions, please follow the appropriate chain of command:

1. Talk with your child's teacher.
2. Talk with the preschool director: Mrs. Patti Scalf.
3. If the situation is not resolved, feel free to contact the school office to set up an appointment with the administrator.
4. If you are not satisfied with the administrator's decision, he will be glad to accompany you to a meeting with the President of Franklin Road Christian School, Mr. Joel Norris.
5. For further information, contact our representative at the TACS office:  
Mr. Randy Scallions  
Tennessee Association of Christian Schools  
602 Belvoir Avenue  
East Ridge, TN 37412  
(423) 622-7310
6. If needed, the Department of Children's Services can be reached at 1-877-237-0004.

### **36. CHANGES**

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

# Appendix:

## Franklin Road Christian School

### Handgun Carry Policy on School Property

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

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