

Elementary Handbook

Mission Statement

"Franklin Road Christian School,
in partnership with the family,
will provide the highest quality education
in the context of the Christian faith
so students become
fully devoted followers of Christ Jesus,
living lives of leadership and service."

Franklin Road Christian School
40800 W. 13 Mile Road
Novi, MI 48377-2327
(248) 668-7100

Revised May 2010



Dear Parent,

I want to thank you for selecting Franklin Road Christian School. We are dedicated to teaching God's truth as it relates to all subject areas. Our goal is to develop the total child. We not only want to expand their mental and physical abilities, but also minister to their spiritual needs. This quality distinguishes us from the secular school.

Educating your child is serious business. This is why we are committed to hiring teachers who are born again and have certification to teach in their subject areas. We look for teachers who have a proven experience with children and their styles of learning. We desire to provide the very best educational environment possible for each student.

The purpose of this handbook is to acquaint you with the policies of our school. By reading it carefully, you will have a better understanding of how we conduct the business of educating. These guidelines have been developed on Biblical principles. They are intended to make our school more efficient and enhance the character development of each child. As you read through this manual, you may have questions. Please feel free to contact the Secondary Principal at the school office. We want to be of help.

Changes from the previous edition are indicated by **bold italics**. The first instance of a change is on page five, Family Involvement.

God bless you,
Timothy J. Gambino
School Superintendent

I have read the Franklin Road Christian School
Elementary Student Handbook/Policy Manual
and will abide by the rules, guidelines,
procedures and principles stated.



Parent's Signature _____ Date _____

Student's Name _____
Please print _____
Grade _____

Student's Name _____
Please print _____
Grade _____

Student's Name _____
Please print _____
Grade _____

(Please read this manual, sign above and return this page to the
student's core group teacher within the first week of school.)

- M. PHONE CALLS
1. Only emergency telephone messages for students should be made to the school office.
 2. Students must have permission from office personnel or from a teacher to use any phone on the school grounds during school hours. This includes pay phones.
- N. FIRE OR FIRE DRILL PROCEDURES
1. Classes will leave the building in a quiet, orderly manner according to instructions.
 2. All personal belongings, school supplies and books should remain in the room.
 3. The teacher shall be the last person to leave the room.
 4. The door to the classroom is to be closed, but not locked, and all windows closed.
 5. Classes are to remain together in designated areas. Teachers will immediately take roll and report students who are unaccounted for to the principal.
 6. At the ALL CLEAR signal, classes will return promptly to their rooms.
- O. SEVERE WEATHER PROCEDURES
The alarm will be one continuous long buzzer.
1. Classes will go immediately to the assigned areas of safety.
 2. Students should carry only personal belongings with them.
 3. The teacher shall be the last person to leave the room.
 4. Classes are to remain together in designated areas. Teachers will immediately take roll and report students who are unaccounted for to the principal.
 5. At the "ALL CLEAR" signal, classes will return promptly to their rooms.
- P. TRANSPORTATION
1. Car pools are to be arranged by parents. The school will assist by providing an alphabetical listing with addresses and zip codes of parents interested in becoming part of a car pool.

**FRANKLIN ROAD CHRISTIAN SCHOOL
ELEMENTARY STUDENT HANDBOOK/POLICY MANUAL**

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H. VISITING STUDENTS

Visitors are limited to out-of-town guests and those who may be interested in attending FRCS.

1. Permission to bring a visiting student must be obtained from the office and each class teacher two days prior to the visit.
2. All visiting students and the host student are required to have a note of permission from their parents.
3. The visiting student must check in at the office before visiting classes.
4. The visiting student must remain with his/her host throughout the day.
5. Visiting students must conform to the dress code and are subject to all school policies.

I. LOST AND FOUND

Lost and Found is located in the school office. Unclaimed articles will be displayed on a regular basis and those items unclaimed will be disposed of.

J. PLANNER HALL PASSES

Students in the halls during class period are required to have a planner hall pass, signed by a teacher, administrator, or staff member unless they are accompanied by a staff member, teacher, or administrator.

K. STUDENT RECORDS

1. Permanent Records for students are kept in the main office and include attendance, grades, scores from standardized tests and the student's health card. Information from the permanent records is not released outside the school without parental permission.
2. Records will be forwarded to another school for students whose tuition, fee and fine accounts are current.
3. Parental requests for copies must be submitted twenty-four hours in advance. The fee for transcripts is \$3.00. The fee for copies of the school record is \$10.00.

L. WITHDRAWING FROM FRCS:

If during the school year it becomes necessary for a student to withdraw from FRCS, the following steps are to be completed:

1. A written notification from the parents or guardians requesting the withdrawal must be presented to the principal.
2. A withdrawal form will be issued to the teachers and librarian to ensure that all books have been collected and fines paid.
3. The withdrawal form should then be submitted to the school office. If all obligations have been met and there are no outstanding financial responsibilities, transcripts will be forwarded at the request of the receiving school.

XIII. MISCELLANEOUS INFORMATION AND POLICIES

A. GUIDANCE

Our staff is dedicated to serving our student body. We count it a privilege to help children with their difficulties. We want you to know that anytime you or your child would like to discuss a problem we will make ourselves available to you. The problem does not need to relate to academic areas alone, but may be personal or social in nature. We want to help in whatever way possible.

B. CHANGE OF ADDRESS

Please notify the school office as soon as possible regarding any change in a student's address, telephone number or emergency contacts. This information is imperative for our emergency and health records.

C. EARLY DISMISSAL

Only in the event of an extreme emergency will school ever be closed early. In that case students will be sent home or to the home of the friend listed in the school's database. Every attempt will be made to contact you or your designated friend before we send the students home. Please discuss emergency arrangements with your child and friends involved.

D. DROP-OFF OF STUDENTS

1. During the first two or three days of school, parents are welcome to escort their elementary students to class. After that time we ask that parents drop their students off at the appropriate entrance and allow them to walk into the building alone.
2. If parents need to communicate with the teacher prior to the start of the day, we ask that a note be sent in with the student or a message be left on the teacher's voice mail.

E. SCHOOL CLOSINGS

Because our school enrolls students from a multitude of communities, we may close our school even though the Walled Lake Consolidated Schools remain open. For information concerning school closings, please listen to AM: WWJ-950. Information concerning school closing is sent to radio stations through the State Police Law Enforcement Information Network. This information will be reported to this agency prior to 7:00 a.m.

F. LATCHKEY

A before and after-school Latchkey program is available for students enrolled in Franklin Road Christian School. Fee schedules and information regarding enrollment in the Latch Key program are available through the office.

G. AFTER SCHOOL POLICY

Students should be picked up from school at 3:00 p.m. unless enrolled in After-school Study Hall. If the student is **not** enrolled in this program, and is not picked up on time, the school will provide supervision at the following rate:

If the student is picked up between:

3:00-3:15 - no charge

After 3:15 p.m. a fee of \$4 for every 15 minutes is charged

I. FRANKLIN ROAD CHRISTIAN SCHOOL PHILOSOPHY

Franklin Road Christian School has been established to provide the highest quality education in the context of the Christian faith. We believe that quality education is seen as the complete development of the individual student which includes intellectual growth, physical growth, the development of effective social skills and Christian character. This encompasses the body, mind, soul, and spirit of the individual.

Our program seeks to integrate Biblical principles in all academic disciplines. With the help of the Holy Spirit, teachers will provide guidance and nurture in the Christian faith both through their instruction and their lifestyle. In accordance with Biblical truth, we teach that God the Father is the Creator of all things; that Christ is the Son of God, the Savior of mankind; and the Holy Spirit is the Baptizer and the third person of the Trinity, ever present to help in the life of the Christian.

We believe that parents, according to Deuteronomy 6:5-7, James 1:17, and Hebrews 13:8, are the primary educators of their children. The school is established to reinforce and aid parents while training their children in understanding God, themselves, and others. We believe our students are unique individuals with varying capacities of ability, motivation, and spiritual sensitivity. We recognize, therefore, the extreme importance of good communication between the school and the family. Only when such communication exists is the educational process successful.

Acquiring knowledge is only one aspect of an education. Putting that knowledge to use in a fashion that produces an enriched life, social betterment, and heightened ability to minister to others and glorify Him is the ultimate aim of a Christian education at Franklin Road Christian School.

Because we live in an ever-changing world, a student must be equipped to evaluate those changes in the light of God's Word and to respond to them in a Christ like manner. Differences, social or otherwise, are not to be feared but to be understood as an opportunity for enhancing one's view of life through increased awareness of the diversity of God's creation. Through training in the Christian faith a student becomes aware that problems can be resolved when scriptural principles are properly applied to daily situations.

The purpose of Franklin Road Christian School is not to shelter its students from the evils of this world but rather to equip them to live in the world. We would seek to demonstrate in every class and through every activity that Jesus Christ gives unique meaning and purpose to life and learning.

II. OBJECTIVES

For the SPIRITUAL GROWTH of the students, the school aims:

- to teach the Bible as the Word of God, the source of doctrine and guide for daily living;
- to teach the basic tenets of the Christian faith;
- to encourage each student to come into a personal relationship with Jesus Christ, honoring Him as Lord and Savior and seeking to know and to do the will of God;
- to help each student grow in character qualities that reflect the life of Jesus Christ;
- to instill wisdom through a respect for God, a knowledge of His truth, and the ability to apply them wisely;
- to encourage and equip students to be effective witnesses for Jesus Christ.

For the INTELLECTUAL GROWTH of the students, the school aims:

- to teach the skills for effective comprehension, communication, and computation;
- to guide and encourage the students in the development of good study habits;
- to structure a focused, rigorous core curriculum in the core academic disciplines;
- to stimulate creative, critical, and analytical thinking and be able to transfer those skills into all areas;
- to develop an appreciation and enjoyment of the fine arts, recognizing the beauty of God in the creation, and creative abilities He has given man;
- to aid each student to recognize in every area of study the revelation of God in creation and in the Holy Scriptures.

For the SOCIAL GROWTH of the students, the school aims:

- to encourage an individual sense of personal worth as a unique creation of God and a recipient of His love;
- to foster the establishment of wholesome personal relationships through an acceptance of one another in Christian love and learn to understand and respect the views of others;
- to help each student practice good citizenship, recognizing and assuming their responsibilities to their homes, their church, their community, and their country;
- to encourage good sportsmanship, which means: fair play, building healthy relations with others, observing the rules, losing without excuses, and winning without arrogance.

For the PHYSICAL DEVELOPMENT of the students, the school aims:

- to develop a respect for the body as the temple of the Holy Spirit;
- to promote health, fitness, coordination, and skillful use of the body.

8. Students cannot re-enroll for the following school year if any delinquency exists in tuition payments. In addition, the account must be kept current for the student to remain re-enrolled.
9. Checks returned due to non-sufficient funds will generate a \$25.00 surcharge

H. TUITION REFUNDS:

1. Since FRCS has an obligation to its employees, students are considered enrolled for the entire school year. Tuition is calculated on the basis of the entire year; therefore, no reductions can be made for vacations or school holidays.
2. No deductions will be made from tuition for absence during the school year, regardless of the cause of such absence.
3. All withdrawals, whether before the school year begins, or during the year, must be made in writing and shall be effective when such notice is delivered to the school.
 - a) If a student withdraws after entering classes at Franklin Road Christian School, tuition is due and payable through the month of withdrawal. No refund will be made of any fees.
 - b) Should a student withdraw after being accepted but prior to the beginning of school, the first tuition payment, non-refundable fees, and any applicable application and testing fees will be forfeited.
 - c) Students who withdraw from Franklin Road Christian School and wish to re-enroll must pay the re-enrollment fee at the time of application. New testing may be required. If so, appropriate fees are applicable.

I. LATE FEES AND RETURNED CHECK CHARGES NOT PERTAINING TO TUITION

1. Late Fees
Please note that these late fees are applicable to any charge. Examples include: child care charges, Latchkey, library fines, book fees, lab fees, PTF charges, athletic charges and class charges. Accumulated charges of \$50.00 or more, which are applied to the family account, other than tuition, will incur late fees according to the following schedule:
 - a) Thirty days delinquent - a \$20.00 late fee will be applied to the account.
 - b) Sixty days delinquent - an additional late fee of \$30.00 will be applied to the account.
2. Returned Checks
Checks returned due to non-sufficient funds will generate a \$25.00 surcharge plus any late fees if the corrective payment is late. After the second returned check all further payments for the remainder of the school year will be required in cash or money order.

J. METHOD OF PAYMENT FOR CHARGES NOT PERTAINING TO TUITION

1. Prior to May 16, payment may be made by cash, money order or personal check. FRCS does not accept third party endorsed checks.
2. After May 15, all payments must be made by cash or money order. Personal checks will not be accepted for any payment, including childcare, Latch Key, library fines, book fees, lab fees, PTF charges, athletic charges and class charges.

- Payment in full to FRCS before the school year begins (a percentage of the tuition amount will be deducted as a discount), (see point 1. below)
- Monthly electronic deduction of the monthly tuition amount by FACTS Tuition Management, via a checking or savings account (see point 2 below) or
- Monthly charge to your American Express, Discover, or Master Card by FACTS (see point 3 below).

FACTS charges an annual, non-refundable enrollment fee per family.

1. Full payment of tuition and fees is due on or before June 1.
 - a) This payment is made to FRCS.
 - b) If full payment is not made by June 1, arrangements must be immediately made to pay tuition through FACTS.
2. Monthly payments, beginning in June or July, will be made through FACTS.
 - a) The person responsible for tuition:
 - (1) Must submit a completed and signed FACTS Automatic Tuition Payment Agreement by June 1. Failure to do so will result in a forfeit of the re-enrollment fee.
 - (2) Must attach a voided check if a checking account is to be used.
 - (3) Must choose to have payments deducted on the 5th (July-April) or 20th (June-March) of each month.
 - b) FACTS charges a \$25.00 late fee for unpaid tuition.
 - c) An attempt will be made to deduct the missed payment at the next due date (the 5th or 20th) regardless of the date selected by the responsible party.
3. An American Express, Discover, Master Card charge account may be used to pay tuition. The monthly payment, along with a fee for the convenience of using a credit card, will be automatically charged to the credit card designated. The convenience fee is **in addition** to the FACTS non-refundable enrollment fee. The convenience fee varies depending upon the card and the amount will be verified by FACTS.
 - a) The person responsible for tuition must call FACTS by June 1 at **800-624-7092** with the school's ID number and the tuition amount. (FRCS will supply this information.)
 - b) FACTS charges a \$25.00 late fee for unpaid tuition.
 - c) An attempt will be made to charge the missed payment at the next due date (the 5th or 20th).
4. FACTS will only attempt to collect missed payments two times (for a total of three times—the original attempt and two reattempts). Should the second reattempt fail, the payment must be made directly to FRCS by certified check or money order. In the event FACTS is unable to collect tuition from the account, and it becomes necessary for FRCS to collect monthly tuition, an additional collection fee of \$50.00 will be assessed for each monthly payment.
5. Franklin Road Christian School cannot assume delinquency beyond the second month. Such an account will be assessed one percent, per month on the outstanding balance and the student(s) may not attend classes until the full amount of tuition is paid.
6. In order to close tuition accounts prior to the end of the school year, all tuition must be paid in full by April 20. Students whose tuition accounts are not paid in full by April 20 may not attend class and may not pass.
7. Report cards and transcripts will not be released until the account is paid in full, including all fees and fines.

III. STATEMENT OF BELIEF

We believe the Scriptures, both the Old and New Testaments, are inspired of God and are the revelation of God to man; the infallible, authoritative rule of faith and conduct. II Timothy 3:16

We believe the one true God has revealed Himself as the eternally self-existent Creator of heaven and earth and the Redeemer of mankind. He has further revealed Himself as a trinity, that is, one being existing in three Persons - Father, Son and Holy Ghost. II Corinthians 13:14

We believe man was created good and upright. However, man willfully sinned and thereby was subjected not only to physical death but also spiritual death, which is separation from God. Romans 5:19

We believe man's only hope of redemption is through the shed blood of Jesus Christ the Son of God. Salvation is received through repentance toward God and faith in the Lord Jesus Christ. Ephesians 2:8-9

We believe the ordinance of baptism by immersion in water is commanded of all who repent and believe on Christ as Savior. It represents having died with Christ and being raised with Him to walk in newness of life. Matthew 28:19

We believe the Lord's Supper is a memorial of Christ's suffering and death and a prophecy of His second coming. It is commanded of all believers "till He come." I Corinthians 11:26

We believe all Christians are entitled to and should seek the baptism in the Holy Spirit. This experience gives a Christian power to witness by his life and words. Acts 1:8

We believe sanctification is an act of separation from that which is evil, and of dedication unto God. Romans 12:1

We believe the Church is the Body of Christ, with a divinely called ministry. Its purpose is to evangelize the world, worship God, and encourage believers to grow in the likeness of Christ. Acts 1:8

We believe that a divinely called and scripturally ordained ministry has been provided by our Lord for the building up of the body of Christ and to equip God's people for work in His service. Ephesians 4:11-12

We believe deliverance from sickness is provided for in the atonement and is the privilege of all believers. Isaiah 53:5

We believe the blessed hope of the Church is Christ's return from heaven to catch up the Christians who have died, together with those who are alive, to be with Him forever. Titus 2:13

We believe that the second coming of Christ is the visible return of Christ with His saints to reign on the earth for one thousand years. This millennial reign will bring the salvation of the nation Israel and the establishment of universal peace. Revelation 20:6

We believe that there will be a final judgment in which the wicked dead will be raised and judged according to their works. Whosoever is not found written in the Book of Life will be consigned to everlasting punishment in the lake of fire. This is the second death. Revelation 20:11-15

"Nevertheless we, according to His promise, look for new heavens and a new earth, wherein dwelleth righteousness." II Peter 3:13

IV. STUDENT ENROLLMENT/ RE-ENROLLMENT POLICY

Students are enrolled for one academic year at a time. The school reserves the right to deny re-enrollment if the student does not succeed academically or socially from the perspective of the school. Re-enrollment is contingent upon continued support by the student and parents of the school's mission and policies.

A. ENROLLMENT ADMISSION REQUIREMENTS

1. Spiritual
 - a) To be eligible for admittance, the student or at least one parent (guardian) must know the Lord as personal Savior.
 - b) Consistent church attendance is required of each student.
 - c) A reference form from the student's pastor must be submitted.
 - d) The applicant must complete a questionnaire pertaining to his/her lifestyle and spiritual values.
 - e) A student's lifestyle must be in keeping with the Christian faith.
2. Physical
 - a) The student must be in good physical health.
 - b) The student must be properly immunized as required by state law.
3. Academic
 - a) The student must be performing at a satisfactory level as indicated on the current report card.
 - b) The student must be performing at grade level based on standardized tests administered by the sending school, if available.
 - c) A reference form from a current teacher must be submitted.
 - d) The student must be performing at grade level based on the admissions screening tests. If the student is performing below average for his/her age and grade placement, at the discretion of the administrator he/she may be allowed entrance at a grade level below desired placement. If the student is performing significantly below average for his/her age and grade placement, the student is not accepted for enrollment.
 - e) If a student is certified as learning disabled, the student is not accepted for enrollment.
4. Social/Emotional
 - a) The student must have an attitude that appears workable in our school structure.
 - b) The student must have a good behavior record from sending school. (School officials may be contacted for verification.)
 - c) The student must have a satisfactory attendance record.

B. OTHER REQUIREMENTS FOR ADMISSION

1. Financial
 - a) One-tenth of the tuition/school fees is due in full within two weeks of the student's acceptance at FRCS. This deposit is non-refundable. The remaining payments shall be paid according to the policies outlined under Tuition and School Fees (p. 21).
Starting in the month of August two months tuition in the form of cash, cashiers check or money order will be required.
 - b) A prospective student with an outstanding unpaid account at a previous school will be considered for admittance at Franklin Road Christian School when former accounts have been cleared

XII. TUITION AND SCHOOL FEES

A. APPLICATION FEE

There is a one-time application fee. This fee will cover the cost of processing the application and is non-refundable.

B. TESTING FEE

There is a one time testing fee. This fee will cover the cost of administering the admission tests and is non-refundable.

C. BOOK FEE

FRCS seeks to use the best textbooks available, therefore an annual book fee is charged. This fee does not cover the cost of the books. The books are leased (textbooks) or purchased (workbook manuals) from the school. On the day of issuance, the name of the student should be written on the inside cover of the book. All textbooks are to be covered and handled with care and kept in good condition, free from marks. Any damage and/or replacement costs must be paid for prior to issuance of end-of-year report cards.

D. DAMAGED/LOST BOOKS

Families will be charged for any lost or damaged books. Fees are as follows:

Minor damage	\$5.00 ~ \$20.00
Water damage	up to 1/2 price of book
Broken binding	up to 1/2 price of book
Damaged cover	up to 1/2 price of book
Destroyed book	replacement cost plus shipping
Lost book	replacement cost plus shipping

E. RE-ENROLLMENT FEE

1. Re-enrollment fees are payable annually and guarantee class placement. Re-enrollment fees are collected in January of each year and are applied to the coming year's tuition. Students may re-enroll after January 31 but the fee is increased by a \$50.00 late charge, which is kept and not applied to the coming year's tuition.
2. A student's re-enrollment status may be forfeited if any delinquency exists in tuition payments.
3. Re-enrollment fees are non-refundable.

F. TUITION POLICY

1. Tuition fees shall be adjusted yearly.
2. A fee schedule is available through the school office.
3. Member/Tither status must be established before the first tuition payment and may not be adjusted after the school year begins.

G. TUITION PAYMENTS

The following rules and regulations will apply to the collection of tuition at Franklin Road Christian School: The first month's tuition will be due in June or July and will be 1/10th of the total amount. The first payment is non-refundable. The final payment is due in March or April. All payments must be made by April 30. In the event that tuition payments fall behind, the final payment must be made directly to the school on May 1 and must be made in cash, money order or certified check. Tuition will be paid according to the following three options:

E. PARENT CHAPERONS

Drivers must:

1. Show a valid driver's license.
2. Show proof of insurance.
3. Not have had more than two moving violation tickets or one accident within the three-year period preceding the field trip.
4. Be responsible to check that each student is buckled in his/her own seatbelt.
5. Adhere to the itinerary and guidelines of the teacher.

F. CELEBRATIONS

Special occasions may be celebrated to enrich the curriculum and provide for the spiritual and social development of the student.

1. Thanksgiving (optional) - the celebration of this holiday may be incorporated with a social studies unit.
2. Christmas - the celebration of this holiday will be held in which a spirit of giving, other than between students, will be stressed. Each class will determine an appropriate expression of this spirit.
3. Valentine's Day - (optional) the celebration of this holiday will be held to provide the children with an opportunity to exchange valentines.
4. End-of-the-year activity.

Some of the children enjoy bringing a treat for their classmates on their birthday. This is acceptable, if they so desire, but not required. If the student chooses to bring a treat to school, a date and time, as well as the type of treat, must be cleared in advance with the classroom teacher and an effort should be made to keep the treat very simple.

Invitations to private parties may not be distributed at school.

or a satisfactory explanation is given. Schools attended prior to FRCS may be contacted for account verification.

2. Family Involvement

- a) An interview with the applicant will be conducted prior to the start of school.
- b) An interview with at least one parent/guardian may be conducted.
- c) At least one parent of each new student who enrolls is expected to attend the annual orientation meeting held at the beginning of the school year.
- d) Participation in our Parent Teacher Fellowship (PTF) activities is mandatory. Families are required to provide twenty hours of service to the school during the school year (ten hours per single-parent families). If the required Family Service Hours are not fulfilled, the family will be assessed \$15.00 per hour for every hour not worked, up to twenty hours (ten hours for single-parent families). See page 18, PTF for details on Family Service Hours.
- e) ***Each family is required to raise \$300, either through FRCS Gives Back, SCRIP, or donation.***

A student is considered enrolled when all application and enrollment forms have been completed and submitted, prior school records have been received and reviewed, recommendations returned, assessment testing completed and initial fees paid.

Franklin Road Christian School admits students of any race, color, national, or 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, or ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs.

V. ACADEMIC INFORMATION

A. GRADING SYSTEM

1. Kindergarten: The following system will be used in academic areas for students in kindergarten: E = Excellent, S = Satisfactory, N = Needs Improvement, R = Readiness (needs more time and practice), * = Not Evaluated.
2. Grades 1-5: For students in these grades the following scale is used:

A (94-100)	B- (80-82)	D+ (68-69)
A- (90-93)	C+ (78-79)	D (63-67)
B+ (88-89)	C (73-77)	D- (60-62)
B (83-87)	C- (70-72)	Failing (below 60)

B. HONOR ROLL

Students in grades four and five, receiving only A's and B's on the report card, will be placed on the honor roll.

C. REPORT CARDS

A comprehensive report card will be issued four times a year. It will be distributed at the end of every nine-week period of school. The report will indicate strengths and weaknesses in academic, personal and social areas. Helpful suggestions for your child will be noted on the report. Parents will be notified any time during the semester when a child's progress begins to decline. A progress report will be posted half way through each quarter on Edline. Check Edline weekly for updated grades. If any account is delinquent (tuition or fees), access will be denied.

Report cards will be issued when all accounts are current (tuition, fees, fines, etc.).

D. PROMOTION REQUIREMENTS

Grades K-3: A student in these grades must be doing satisfactory work in reading and math to be promoted to the next grade. If a student has not made satisfactory progress in these areas, the student may be asked to repeat a grade, attend summer school or engage the services of an approved tutor. A child's maturity will be considered.

Grades 4, 5: If a student has not made satisfactory progress in these areas, the student may be asked to repeat a grade, attend summer school or engage the services of an approved tutor. A child's maturity will be considered.

E. RETENTION

Usually, a student who struggles academically is identified during the first semester. When a student is struggling academically, the teacher will contact the parent to discuss steps of intervention. If intervention steps are not successful, a conference will be scheduled between the parent and teacher to discuss the possibility of retention. Prior to a final decision to retain the child, a conference will be scheduled between the parent, teacher and principal. A student in grades 4 and 5 must be doing passing work in reading and math to be promoted to the next grade level. The retention process will begin prior to the end of the third quarter.

Any student absent from school more than 30 days per school year (excused or unexcused) may be required to repeat the grade.

XI. SUPPORT AND EXTRA CURRICULAR ORGANIZATIONS

A. CHAPEL

A regular part of the student's life at FRCS is the weekly Chapel service. Guest speakers, musical groups, drama presentations, as well as students and faculty are featured in these services. Chapel is intended to promote and enhance spiritual growth, and to provide the opportunity to worship and praise God together. A student's behavior during Chapel should be courteous and Christ honoring at all times. Bibles are to be brought to Chapel services.

B. LMC (LIBRARY/MEDIA CENTER)

All students are encouraged to use the LMC for research, study, and reading. The following are guidelines for the use of the LMC.

1. Students have the privilege of checking out LMC materials.
2. If materials are returned late, a late fee will be charged for each day they are overdue. Students will not be allowed to check out additional materials if previously checked out materials are not returned.
3. Overdue notices are sent to students through their homerooms.
4. Students must pay for the replacement of any LMC materials checked out in their name that are damaged or lost. When payment is made, the privilege of checking out materials will be reinstated.
5. If overdue books are not returned and/or fines are not paid by the end of each marking period, notices are sent to the parents informing them of the delinquency and the withholding of the report card until all books are returned and/or all fines paid.
6. Students are expected to conduct themselves in a manner that will enhance the study and learning experiences for themselves and others.

C. CONCERTS

Vocal and instrumental concerts will be held throughout the year for the school families and friends. Attendance is required of children performing in these concerts. An unexcused absence will result in a ten percentage-point reduction of the student's grade for music. The teacher will provide guidelines for appropriate costume and for dress at the concerts.

D. FIELD TRIPS

Field trips are excursions scheduled during school time to enhance the learning experiences of our students. Therefore, siblings are not allowed to accompany the students on field trips. A minimum of two field trips will be scheduled yearly. All students are expected to participate in these learning experiences. If, however, parental permission is not granted for the child to attend, the student is not permitted to attend school during the time his/her class is away from school. The number of chaperons needed for field trips shall be determined by the teacher. All students are required to return signed permission slips from their parents or guardian before being allowed to attend field trips.

X. PARENT-TEACHER COMMUNICATION

A. PARENT-TEACHER FELLOWSHIP

The Parent-Teacher Fellowship will meet at regularly scheduled times throughout the year. Its purpose is threefold: to promote the welfare of children and youth in the home, church, school, and community; to bring into close relationship the home and school, enabling parents and teachers to cooperate in the education of children and youth; to help unite the school and parents in securing the highest advantages in physical, mental, social and spiritual education for every child.

1. Family Service Hours

Parental involvement and support of Franklin Road Christian School is a very important aspect of our school. Each family at FRCS is required to participate in the Family Service Hour Program (FSH). Parents must complete 20 FSH per school year. (Single parent families must complete 10 FSH.) FSH are to be fulfilled in *two* distinct sections of the program; Continuing Education for Parents e.g. PTF meetings and *Service programs e.g. Class parents, Scrip program, field trips etc.* Continuing Education for Parents has a 4 hour minimum requirement. The remaining 16 hours can be served in any area. Single Parent Families will need to fulfill 10 hours; two Continuing Education, one fundraising, *eight* in any area. A \$15 fee will be charged for every hour not served. A list and explanations of Service opportunities for the year are sent home in the May Mailing and can be accessed on franklinroadchristianschool.org.

To encourage leadership, we will give 16 hours to anyone who will agree to chair an activity. This will fulfill all but your 4 continuing Education For Parents required hours. It is essential that we have parents willing to chair activities. Without this leadership, some activities may need to be cancelled.

2. Logging Commitment Hours

It is the parent's responsibility to log his/her own hours. There will be a final cut-off date for logging hours and no changes to the log will be made after this date. All hours must be logged on or before May 15. Parents intending to volunteer for activities that take place after May 15 must submit that intention in writing on or before May 15.

B. PARENT-TEACHER CONFERENCES:

Communication between parents and teachers is extremely important. To provide for this, classes will be dismissed for fall and spring conferences. Both parents and teachers are encouraged to initiate other conferences as needed throughout the year.

C. SCHOOL-PARENT WRITTEN COMMUNICATION:

Students are responsible to give notes sent home by the school or a teacher to their parents or guardians. Students are responsible to return all notes requiring a parental signature to the teacher within the stated allotted time period.

F. HOMEWORK

Homework is an opportunity to teach responsibility, self discipline, and to follow-up on concepts taught throughout the week. Your child will have homework. In the lower grades the homework will come as a result of work unfinished during the day or extra practice the teacher deems necessary for the child's improvement. Wednesday homework assignments will be lightened, enabling every family the opportunity to participate in family activities scheduled at church.

1. Major Assignments

A student may be given a major assignment, which will require some outside assistance.

2. Late Assignments

Late assignments may be depreciated one letter grade per day at the teacher's discretion.

G. TESTS AND EXAMINATIONS

Evaluation is an important element of learning. As a result students will be given written tests to aid the teacher and the student in the learning process. Because it is so important for the teacher to evaluate each student on his or her own merit, any child found to be communicating with other children or cheating during the test will receive a zero for the test.

H. SPIRITUAL LIFE

Your child will be taught a Bible lesson on a daily basis. This may happen in the classroom or in Chapel. Chapel services will be held once a week. Scripture memorization is an important part of our Bible curriculum. We need your help in the memorization of each week's Scripture. Please work with your child on a consistent basis.

In addition to the Bible lessons taught, every subject area will be instructed from a Christian perspective. Christ like relationships will be encouraged through social studies. God's workmanship will be shown through the study of science. His orderliness will be demonstrated through math. The privilege of reading and sharing God's Word will prove the importance of being a good reader and speller. Keeping our bodies in good physical condition will teach stewardship of the temple God has given us.

I. RECESS AND PHYSICAL EDUCATION

Recess is an important element in educating the total child. Children need unstructured free time to run and play. This allows them an avenue for venting pent-up stress. In addition, it encourages social development and stimulates creativity. Weather permitting, students will be expected to participate in outdoor recess when the temperature is twenty degrees or above (wind chill included).

Physical Education is a time for structured physical activity. This type of organized play and exercise helps to develop coordination, sportsmanship, and body tone. It is an important part of the child's maturation process.

In the event a parent wants a child excused for recess or P.E., a note to the teacher from the parent is required. If the absence is to be over an extended period of time (more than three days a week) your child will need a note from your family doctor.

VI. ATTENDANCE POLICIES

A. EXCUSED ABSENCES

1. General

- a) When a student is absent for any of the following general reasons, the parent must either (a) call the school office the morning of the absence, or (b) submit a note to the office explaining the reason for the absence on the day the student returns to school. Failure to do so will result in an unexcused absence.
- b) Personal illness of the student.
- c) Death within the family.
- d) Family emergencies due to family illnesses, hardships, and unexpected circumstances. Because of the nature of these cases, the administration reserves the right to make individual judgments concerning the validity of the requests.
- e) If a student is absent/tardy 60 minutes or more in a school day it shall be considered a half day absence.

2. Family Trip Days/Vacations

- a) Parents are asked to schedule vacations during the time provided by the school calendar. If additional time is unavoidable, in order to serve the educational needs of the student, notification in writing from the parent must be presented to the elementary administrator prior to the intended absence.
- b) Students may be excused at the discretion of, and with the approval of, the administration for up to six consecutive school days and no more than a total of ten days per school year. Additional days will be considered unexcused.
- c) When assignments are requested by the parent, and whenever possible, the work will be assembled by the teacher prior to the absence. If work is requested and given prior to the absence, the work must be turned in on the day the student returns to school. There may be additional make-up assignments when the student returns to school.

3. Doctor Appointments

- a) As much as possible, doctor appointments should be made for after school hours.
- b) If an appointment is needed during school hours, a note from a parent should be submitted prior to that appointment.

4. Partial Day Absence

Any time a student is absent from school during any portion of the school day, a note explaining the reason for the absence is required.

B. MAKE-UP WORK FOR EXCUSED ABSENCES

The student may have one school day for every day missed plus one additional day, to a maximum of six, to complete make up work. This includes excused vacations when work is not requested prior to the vacation/trip day. For example, if a student is absent Monday and Tuesday, he/she has Wednesday, Thursday and Friday to make up work missed. In this case, the work would be due the following Monday. Additional time may be granted at the discretion of the teacher.

C. UNEXCUSED ABSENCES

1. Those absences not listed as excused absences.

1. The school administration will communicate with the student and parents to summarize the reason(s) for the recommendation of expulsion.
2. The School Administrator will notify the School Board as to his recommendation. A date and time will be established for the School Board to meet to hear the recommendation.
3. The parents and student will be notified as to the date and time of the meeting.
4. The School Board will then meet with the administration, involved teachers, parents and student for a hearing.
5. The teachers, parents and student will then be excused at which time the School Board will make a final decision regarding the expulsion.

F. PROBATION

1. Problems for which probation may be incurred are: insufficient academic progress due to lack of effort; a negative attitude as judged negative by administration and which appears to be antagonistic to the basic goals of the school and which may also produces an adverse effect upon the other students; deliberate, continued disobedience of school rules and behavioral guidelines; excessive unexcused absences and/or tardiness; or a serious breach of conduct inside or outside of the school which has an adverse effect upon the school.
2. Probation can be imposed for up to a six-week period. During probation, a student will not be permitted to participate in extra-curricular activities and will relinquish all positions of trust and responsibility. During this time, the student will be encouraged to correct the problem. At the end of the probation period, if the student's behavior has significantly improved, he/she may be restored to full status. If the problem still persists, the administration may extend the probation or recommend to the School Board the student's expulsion. The student and parents are to be advised of the school's action and may, after the parent's conference, appeal the decision to the School Board.
3. Probationary status of a student may be imposed at the will of administration.

G. APPEAL PROCEDURE

If a parent is in disagreement with the words or actions of a teacher he/she must go first to that teacher and discuss the point of disagreement. If after discussion the problem is not resolved, the issue may be taken to the principal. Matters of student or parent dissatisfaction may be further appealed in writing to the School Board through the superintendent.

1. Step 1 (Parents notified & correction administered) The teacher or principal will notify the child's parents at the first occurrence of a major violation committed by the child. The parent will be informed of the correction given to the child for the offense. The child will be told that if the offense occurs again he/she will be sent to the office where a conference will be scheduled between the child, parent, teacher and principal .
2. Step 2 (Conference with parents) On the occasion of the second offense, the child will be sent to the office where the principal speaks to the child concerning misbehavior and contacts the parents for a conference between the parents, child, teacher and principal. Correction will be established at conference time.
3. Step 3 (Temporary suspension) On the third offense the child may be excluded from school for up to three days.
4. Step 4 (Excluded) On the fourth offense the child may be asked not to return to Franklin Road Christian School. Depending on the nature of the offense, the child will be given a full suspension (excluded from school for up to 10 school days) or an expulsion (a period exceeding 10 school days and may be permanent). No refund will be given of tuition collected through the month of expulsion.

C. IMMEDIATE EXCLUSION

Some infractions may require immediate exclusion. In these cases each student will be dealt with accordingly. Some examples of infractions which may lead to an immediate exclusion are as follows: willful destruction/defacement of school property or private property on school premises; use of profane or obscene language or actions; truancy; theft; possession or distribution of tobacco products, alcohol or drugs on school property or at school-related activities; possession or use of fireworks or explosives; inciting to and/or contributing to the disruption of the school program; endangering the health or safety of others; and behavior that occurs on or off campus that is antagonistic to the basic goals and objectives of the school and has an adverse effect on the other students.

D. EXCLUSION

Exclusion from school is the ultimate penalty that can be given to a student. Exclusion from school may take the form of temporary suspension, full suspension, or expulsion.

1. Temporary suspension is exclusion from school by the principal for a period of up to three days.
2. Full suspension is exclusion from school by the principal for a period of up to ten school days. This will occur after an informal hearing before the administrator is offered to the student and the student's parents.
3. Expulsion is exclusion from school for a period exceeding ten school days and may be permanent. Permanent expulsion can be carried out only by the School Board in accordance with board policy.

E. PERMANENT EXPULSION POLICY

It is the responsibility of the School Board to make the final decision regarding the expulsion of any student. If a student's conduct is serious enough to merit a recommendation of expulsion by the administration, the following procedure will be followed:

2. Those absences requiring prior notice will be considered unexcused unless prior notice is given.
3. Those absences for which the parent does not properly notify the school office.
4. Students who leave campus without permission from the school office will be considered unexcused and may be suspended.

D. MAKEUP WORK FOR UNEXCUSED ABSENCES

In contrast to the policy for excused absences at the teacher's discretion, regular class work, assignments and tests due on any day or days of unexcused absences may or may not be made up and receive a minimum reduction of one grade. This makeup work must be completed within the same time period allotted for excused absences.

E. EXCESSIVE UNEXCUSED ABSENCES

A student having three unexcused absences from school within a marking period may be placed on probation. (see page 17).

F. EXCESSIVE ABSENCES

Excessive absences (20 days or more per semester) may result in retention or the dismissal of the student. Serious medical or psychological illness may provide exception to this policy. It is the responsibility of the parent to be aware of the student's attendance record in light of this policy.

G. TARDINESS

Developing the habit of punctuality is important. While unforeseen problems such as inclement weather or traffic tie-ups may occur in getting to school on time, every effort should be made to be in the classroom before the tardy bell rings. A student is considered tardy if he/she is not in the classroom when the tardy bell rings at 8:00. A child must be in the room when the bell rings, not in the hall walking to the room. If a student is tardy to school five times per marking period, the parent will receive a letter. Upon the eighth tardy per marking period, the student will serve an at-home suspension. Upon the fifteenth tardy per quarter, a second at-home suspension must be served. A student will be placed on probation for the remainder of the school year, the parent must meet with an administrator to discuss the problem and will receive a warning of possible expulsion if the tardiness persists.

A student arriving after the tardy bell must report to the school office.

Please note that tardiness is not classified as excused or unexcused.

H. SICKNESS IN SCHOOL

Students who are ill should not be sent to school. In the event a student becomes sick during school hours, the following procedures will be followed.

1. The student will be sent to the school office.
2. If the student is too sick to return to the classroom, the parent will be called and arrangements will be made for the student to be picked up at the school office.

I. MEDICATION

The distribution of medication at school, both prescription and non-prescription, is strictly monitored by the Health Department. The following regulations are imposed

by the Health Department:

1. **Prescription Medication**
Medication will only be given in the school office. Prescription medicine must be submitted to the office in the original container, with the prescription attached, and may be administered only to children who have presented the required form completed by the doctor indicating the dosage, frequency and name of medication. This form is available in the school office. A note signed by the parent giving the school permission to dispense the medicine is also required.
2. **Non-prescription Medication**
Non-prescription medication will only be given in the school office. Non-prescription medication must be submitted to the office in the original container, clearly labeled with the student's name, and may only be administered to children who have a note from their parents indicating the dosage, frequency and name of medication to be given. Non-prescription medication may only be administered for three consecutive days. If the medication is needed beyond three consecutive days, the doctor must be contacted and the required form completed.

IX. DISCIPLINE PROCEDURE

The end product of a Christian school is a person who seeks to honor God in every aspect of life, who relates constructively with others, and who is responsible in personal conduct.

A. MINOR INFRACTIONS

Minor infractions are generally not hurtful to our school or other students. The following policy will be adhered to when administering discipline to students who are guilty of a minor infraction. Examples of **minor infractions** are: disrupting the classroom through talking out of turn; getting out of seat without permission; not obeying hall line rules; not being prepared for classroom work; disobedience of a general directive; etc.

1. **Step 1** (Teacher will talk to child) Talk privately with child and give child a warning concerning the consequence of repeated behavior.
2. **Step 2** (Correction administered) Follow through with correction already discussed. Inform the child that on the third offense his/her parent will be notified of the third violation.
3. **Step 3** (Parents notified & correction administered) Parents will be notified by phone or note of the third occurrence. Teacher will inform the parent of the correction given to the child.
4. **Step 4** (Conference with parents) Child is sent to office where the Administrator or Director of Student Life speaks to child concerning misbehavior and contacts the parents for a conference between the parents, child, teacher and Elementary Principal. Correction will be established at conference time.
5. **Step 5** (Child suspended until disciplined) Child is suspended from class until disciplined by the parent in the presence of the Elementary Principal.
6. **Step 6** (Exclusion/parent visitation) The child is excluded from school for up to three days (temporary suspension) or the parent is encouraged to sit beside the student for one school day to observe the student and activities of the day.
7. **Step 7** (Excluded) On the seventh offense, the child is asked not to return to Franklin Road Christian School. Depending on the nature of the offense, the child will be given a full suspension (excluded from school for up to 10 school days) or an expulsion (a period exceeding 10 school days and may be permanent). No refund will be given of tuition collected through the month of expulsion.

B. MAJOR INFRACTIONS

Major infractions are hurtful to the image of the school, the school building, other students, and oneself. The following policy will be adhered to when administering discipline to students who are guilty of a major infraction. Examples of major infractions are: use of profanity; fighting or hitting another student; horseplay that leads to injury or property damage; cheating; stealing; insubordination (refusal to comply with reasonable requests of school personnel or disrespect to school personnel); lying; talking back to a teacher or person of authority; etc.

VIII. CODE OF CONDUCT

A. SCHOOL RULES

All students are expected to respect the rights of others. Therefore:

1. Students must avoid running or excessive noise in the hallways.
2. Students must eat only in designated areas.
3. There will be no gum chewing on school premises.
4. Students will be allowed into the building at 7:30 a.m. They should line up in the entrance way until 7:45, a.m. when teachers escort the students to the classrooms. Students who arrive to school before 7:30 a.m. and depart after 3:15 p.m. must be enrolled in the Latchkey Program
5. The school will be closed to students after 3:15 p.m. except where special permission is given by school authority.
6. School property is to be treated with care and respect. Students are responsible for deliberate damage and neglect. Desks, lockers, books, etc. are not to be marked or covered with stickers.
7. Radios, tape recorders, beepers, electronic devices and electronic toys (including video games) are not allowed unless appropriate to an assignment and with permission from a specific teacher. All cell phones must be turned off from 7:30 a.m. – 3:00 p.m.
8. Unless a student is registered in the Latchkey program or involved in an after-school activity sponsored by the school, Franklin Road Christian School will not be responsible or held liable for the care and safety of students after or before school hours. School hours are 7:30 a.m. to 3:15 p.m.

B. RESPECT FOR AUTHORITY

Students are required to show respect for all staff members. Included in this group are classroom teachers, teachers of "special" classes (Art, Music, Physical Education, etc.) and other staff members such as receptionists and teacher's aides.

VII. DRESS CODE REQUIREMENTS

A. INTRODUCTION

Christians are admonished by Scripture to observe the principles of modesty, the glorification of God, and the avoidance of showiness in their appearance (I Peter 3:3-4; I Corinthians 10:31). In accordance with these principles, all students must adhere to the dress code regulations. Parents, as partners with the school in the education of their children, carry the responsibility to insure that their children are in compliance with dress code regulations. Schools must create an environment that is conducive to serious academic study.

Students and parents are expected to see these regulations as a reflection of the principles stated above, and of the high standards set for Franklin Road Christian School. Cooperation in the interpretation and execution of the dress code by faculty and administration is expected.

B. ALL STUDENTS:

1. Must dress in the Franklin Road Christian School uniform only available through Schoolbelles and/or Educational Outfitters. (See catalogs for approved items.) Uniform items, except ***jumpers and sweaters***, may be purchased from other sources as long as they look IDENTICAL to what is found in the FRCS Schoolbelles/Educational Outfitters catalog.

Turtlenecks and polo style shirts may be red, navy, white, maroon, and evergreen. Oxford shirts may be worn in white or light blue.

Pants (navy and khaki) must be traditional in style, flat and pleated front slacks are acceptable.
ABSOLUTELY NO CARGO, CARPENTERS, OR CORDUROY PANTS!
2. Must keep uniform blouses and shirts tucked in at all times. Collars must be down and shirts must be buttoned, with the exception of the top button.
3. Must wear only plain, white tee shirts under the uniform shirt.
4. Must wear appropriately sized belts with slacks or trousers. Belts must be in plain, solid colors of black, brown, or cordovan and must be properly worn. Slacks and trousers must be clearly off the floor and must not sag at the waistline.
5. Must not wear hats or head coverings in the building.
6. Must wear ***solid color*** dress shoes (leather or manmade materials that resemble leather) in colors of black, brown, navy, or cordovan. Open-toe and/or open-heel shoes are not allowed. The following shoe styles are not acceptable: boots, tennis shoes (or any other athletic shoe such as cross-training, running, etc.), sandals (including flip flops, clogs, mules, or dressy sandals) or plastic shoes of any kind.
7. Must wear socks at all times. They may be purchased through Schoolbelles, Educational Outfitters, or elsewhere. If purchased elsewhere, socks must be in solid colors of white, navy, dark green, black, burgundy or maroon, or red and must extend above the ankle.

8. Must not wear outerwear garments in the classroom except for FRCS monogrammed sweaters only. ***Sweaters must be purchased through Schoolbelles or Educational Outfitters.***
9. Must be neat, clean, and well groomed.
10. Must wear a uniform shirt under cardigans.

C. GIRLS

Modesty must be followed at all times. Tight-fitting clothing is not considered modest.

1. Jumpers must touch at least the top of the knee cap.
2. Hairstyles must be neat, moderate, in good taste, and avoid extremes in style and color.
3. Jewelry that requires body piercing, other than the ear, is not allowed.

D. BOYS

1. Hairstyles must be neat, moderate, in good taste, and avoid extremes in style and color. Hair must be styled so that it is no longer than the top of the collar.
2. Jewelry that requires body piercing and garment or wallet chains are not allowed.

E. CASUAL/JEANS DAY DRESS CODE

Casual/jeans days will be announced in advance. A teacher, with administrative approval, may give permission for casual/jeans day attire for a field trip or special event.

1. Clean, neat jeans may be worn on casual/jeans days. Jeans that are frayed, torn, stained or have holes may not be worn.
2. Clean, neat casual clothes and dress clothes may be worn on casual/jeans days. No sweat or jogging pants, warm-ups, shorts, or leggings as pants, may be worn.
3. ***All shirts may have acceptable words, slogans, logos, pictures, sports teams, etc. written on them. Sports jerseys are not allowed.***
4. Shirts must be neat and in good condition. Shirts do not have to be tucked in, yet students must not look sloppy. Tight or snug-fitting clothing and oversized shirts are not allowed. Shirts should cover the midriff when sitting or bending and should be long enough to be tucked in.
5. All clothing is expected to reflect the principles of modesty, good taste and good grooming. Sleeveless shirts, see-through or bare-midriff shirts, halter-tops or spaghetti straps are not allowed. Slacks, jeans, pants, capris, and skirts may not be form fitting.
6. Athletic shoes, boots, and sandals may be worn. Flip flops and beach sandals are not allowed. Socks are optional.

7. Skirts/***dresses*** must touch at least the top of the knee cap. If a student's attire violates these guidelines, he/she will not be allowed to participate in the next casual Jeans Day.

8. ***Must not wear hats or head coverings in the building.***

F. ***DRESSY ATTIRE GUIDELINES***

Certain functions throughout the school year may require dressy attire. These may include, but are not limited to the Christmas Concert, Grandparents Day, Christmas Tea and the Spring Concert. If the following guidelines are not met, the school will restrict the student's participation in the event.

1. ***Girls should wear dresses or skirts and blouses, or pantsuits. Skirts and dresses should be modest in fit, not form fitting, and should at least touch the top of the knee cap. Blouses and tops should be modest in fit, not form fitting. Halter-tops, spaghetti straps, bare-midriff and strapless tops, etc. are not allowed. Straps on dresses and blouses must be at least one and one-half inches wide and cover all undergarments.***
2. ***Boys should wear a collared shirt, tie, and dress slacks. Cargo pants, jeans of any color, and nylon pants are not allowed.***
3. ***Dress shoes/boots should be leather or leather-like. Sandals without heel straps, slides, mules, etc. are not allowed because of safety concerns, particularly where students are required to go up stairs onto platforms. Casual footwear is not acceptable.***
4. ***Boys must wear socks.***

G. SCHOOL ACTIVITIES:

1. Garments worn while attending school functions after school hours are expected to reflect the principles of modesty, good taste, and good grooming.
2. Jeans, modest shorts, and sweatpants are allowed with administrative approval.
3. With administrative approval, the dress code for field trips and extra-curricular activities may be changed to accommodate the nature of the activity.

H. PENALTIES:

1. If a student is out of dress code, he/she will be issued a dress code violation which needs to be signed by the parent and returned the next day.
2. Upon the third occurrence of point 1. above, the student will be suspended.
3. Students inappropriately dressed while in attendance at school sponsored activities may be asked to leave the activity and school grounds.

Franklin Road Christian School reserves the right to make a final judgment on all clothing, accessories, and grooming styles. If a garment appears to conform to the dress code but nevertheless is found, by the administration, to be unsuitable, the student may no longer wear it.