

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."

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Revised July 2007

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 four, under Enrollment Admission Requirements.

God bless you,
Timothy J. Gambino
School Superintendent

FRANKLIN ROAD CHRISTIAN SCHOOL
MIDDLE SCHOOL/HIGH SCHOOL STUDENT HANDBOOK/POLICY MANUAL
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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 Christlike manner. Differences, social or cultural, 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 students practice good citizenship, recognizing and assuming their responsibilities to their homes, their churches, their communities, 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.

III. BRIGHTMOOR CHRISTIAN CHURCH/FRANKLIN ROAD CHRISTIAN SCHOOL 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 "until He comes." 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 *or a waiver should be on file*.

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 out lined under Tuition and School Fees (page 31).
- 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 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 required. 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 commitment hours are not fulfilled, the family will be assessed \$10.00 per hour for every hour not worked, up to twenty hours (ten hours for single-parent families). A signed "Parent Commitment Form" is required before your child begins school. Must participate in a PTF fundraiser required ~ \$100.00 fee assessed if not participation. See page 27. PTF

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. HIGH SCHOOL GRADUATION REQUIREMENTS

Total: 28.5 credits

Core Curriculum: 22 credits

- 4.0 Christian Studies (*one credit for each year enrolled in high school at FRCS*)
- 4.0 English
- 3.0 Math
- 3.0 Science
- 3.0 History
- 0.5 Government
- 0.5 Senior Project
- 2.0 Foreign Language (two consecutive years is highly recommended for strong college preparation)
- 2.0 Additional Studies (two additional credits in either math, science, or *foreign language*) Advanced courses are strongly recommended for the college-bound student.

Required Elective Credits: 6.5 credits

- 1.0 Fine Arts
- 0.5 Business
- 0.5 Integrated Computer Applications (may test out for credit)
- 1.25 Health and Physical Education
Health credit is earned during J-term of the freshman year. Physical Education credit must be earned prior to the senior year. Up to one-half (0.5) of the Physical Education credit may be earned through the FRCS sports program during the freshman, sophomore, or junior year. Upon completion of a season, the student will earn .25 credit per sport played. Physical Education credit for sports played cannot be earned during the senior year.
- 2.0 General Electives (Choose any two additional classes.)
- 1.25 J-term
Take five J-term classes of .25 credit each, or two for each year at FRCS. (These classes are in addition to the Health J-term class during the freshman year.) J-term credits may not be applied to graduation requirements in the core academic areas of math, science, English, history, or Christian Studies unless by administrative and department approval. Students must still earn 28.5 credits for graduation. Earning credit in J-term to compensate for failed core classes requires prior administrative and department approval.

B. COMMUNITY SERVICE REQUIREMENT

All students must complete forty (40) hours of community service, *divided equally between at least two projects*. Service hours must be submitted and approved by the guidance office prior to the beginning of the second semester of the student's senior year. Student aide positions may be applied as course credit or up to one-half (20 hours) of community service hours. Mission trips may count toward one-half of the required hours. Service hours must be completed by the end of the 3rd quarter of the senior year.

C. CREDIT HOURS

1. A semester class is one-half (0.5) credit. A full-year class is one (1) credit.
2. A minimum of 28.5 credits are needed for high school graduation.

D. J-TERM

1. All underclassmen, and seniors in need of credit, must participate in J-term.
2. Students will earn .25 credit for each J-term class successfully completed provided there has been **no more than one absence** from the class.
3. *Fees must be paid by the first day of class.*

E. HIGH SCHOOL COURSE SEQUENCE

	9th	10th	11th	12th
1 Math	<ul style="list-style-type: none"> •Algebra 1* •Algebra 2* 	<ul style="list-style-type: none"> •Geometry* 	<ul style="list-style-type: none"> •Algebra 2 •Pre-Calculus •Integrated Math 	<ul style="list-style-type: none"> •Trig. & Pre-Calculus •Calculus •Statistics •Accounting
2 Science	<ul style="list-style-type: none"> •Physical Science* •Intro to Chemistry •Intro to Physics 	<ul style="list-style-type: none"> •Biology* 	<ul style="list-style-type: none"> •Chemistry* 	<ul style="list-style-type: none"> •Physics •Anatomy •Elective
3 English	<ul style="list-style-type: none"> •World Literature* 	<ul style="list-style-type: none"> •American Literature & Composition 1* 	<ul style="list-style-type: none"> •American Literature & Composition 2* 	<ul style="list-style-type: none"> •British Literature & Composition*
4 History	<ul style="list-style-type: none"> •World Studies 2* 	<ul style="list-style-type: none"> •American Studies 1* 	<ul style="list-style-type: none"> •American Studies 2* 	<ul style="list-style-type: none"> •Government* •Senior Project*
5 Christian Studies	<ul style="list-style-type: none"> •Life of Christ* 	<ul style="list-style-type: none"> •Biblical Introduction* 	<ul style="list-style-type: none"> •Christian Theology* 	<ul style="list-style-type: none"> •Contemporary Worldviews*
6 Required Elective	<ul style="list-style-type: none"> •Spanish 1 	<ul style="list-style-type: none"> •Spanish 2 	<ul style="list-style-type: none"> •Integrated Computer Applications •Elective 	<ul style="list-style-type: none"> •Elective
7 Elective	<ul style="list-style-type: none"> •Elective 	<ul style="list-style-type: none"> •Elective 	<ul style="list-style-type: none"> •Elective 	<ul style="list-style-type: none"> •Elective
J-term Morning	<ul style="list-style-type: none"> •Health 	<ul style="list-style-type: none"> •Academic elective 	<ul style="list-style-type: none"> •Academic elective 	<ul style="list-style-type: none"> •Optional
J-term Afternoon	<ul style="list-style-type: none"> •Personal development elective 	<ul style="list-style-type: none"> •Personal development elective 	<ul style="list-style-type: none"> •Personal development elective 	<ul style="list-style-type: none"> •Optional

* denotes courses which must be taken at Franklin Road Christian School

F. TRANSFER CREDITS

1. Students must be enrolled in seven classes each year (28.5 credits are required for graduation). However, one class per year may be taken as an independent study or at a local college, with prior administrative approval.
2. When a student can take a class that is offered at FRCS, but wishes to take the class elsewhere and transfer credit back to FRCS, the student must demonstrate a compelling academic reason and obtain approval from the administration prior to the start of class. Students who do not enroll in required/offered classes at FRCS take responsibility for putting graduation in jeopardy if required coursework is not successfully completed. Not all classes are offered every year at FRCS.

3. Transfer credit will not be accepted unless 70%/C or above has been achieved. Transcripts must be submitted immediately upon class completion.
4. Independent study or home schooling credit will be assessed and may or may not be accepted as transfer credit at FRCS. Student proficiency may be assessed by FRCS personnel. A fee may be charged for this assessment.

G. GRADING SCALE

Franklin Road Christian School uses the following grading scale:

<u>Letter Grade</u>	<u>Percent</u>	<u>GPA Scale</u>	<u>Letter Grade</u>	<u>Percent</u>	<u>GPA Scale</u>
A	100 - 94	4.0	C	77 - 73	2.0
A-	93 - 90	3.7	C-	72 - 70	1.7
B+	89 - 88	3.3	D+	69 - 68	1.3
B	87 - 83	3.0	D	67 - 63	1.0
B-	82 - 80	2.7	D-	62 - 60	0.7
C+	79 - 78	2.3	F	59 - 0	0.0

H. SEMESTER GRADES

1. Middle School (Grades 6 through 8) The semester grades of all academic classes are a combination of the two quarter grades (40% each quarter) and an average of two quarter exam grades (20%).

2. High School (Grades 9 - 12)

The semester grades of all academic classes are a combination of the two quarter grades (40% each quarter) and the final exam grade (20%). There will be final examinations and/or assessments for all academic high school classes. Seniors with a class average of an A (94-100) for the semester will be exempt from the final exam and/or assessment in that class.

3. To calculate a semester grade:

$$\text{Quarter Grade: } 94\% \times .40 = .376$$

$$\text{Quarter Grade: } 86\% \times .40 = .344$$

$$\text{Exam Grade: } 80\% \times .20 = \underline{.160}$$

$$.88 = 88\% = B+$$

I. HONOR ROLL

1. The Honor Roll will be determined at the end of each quarter. Students achieving a Grade Point Average (GPA) of 3.5 or above, with only A and B grades, will make the High Honors list. Students achieving a GPA of 3.0-3.4999, with only A, B, and C grades, will make the Honors list.

Students in grades nine, ten, and eleven, who are on the Honor Roll for all three quarters of the current school year, will be invited to attend the Spring Honors Banquet. Seniors who make Honor Roll for all three quarters will receive their awards at the Baccalaureate Dinner.

3. To calculate a semester GPA:

- a) Assign each letter grade the appropriate GPA equivalency.

- b) Multiply the GPA by the number of credit hours the class is assigned.

- c) Total the products.

- d) Divide the total of the products by the total number of credit hours.

Example:

<u>Class</u>	<u>Grade</u>	<u>GPA</u>	<u>Credit</u>	<u>Hours</u>
Bible	A-	3.7	X .5 =	1.85
English	B+	3.3	X .5 =	1.65
Foreign Language	B	3.0	X .5 =	1.50
Math	A	4.0	X .5 =	2.00
Physical Education	A	4.0	X .5 =	2.00
Science	B-	2.7	X .5 =	1.35
Social Studies	B	3.0	X .5 =	1.50
			<u>3.5</u>	<u>11.85</u>

$$11.85/3.5 = 3.39 \text{ (rounded)} = \text{Honors}$$

J. VALEDICTORIAN AND SALUTATORIAN

Seniors will be ranked at the end of third quarter to determine awards, honors, and class placement.

Valedictorian status is awarded to the student who has the highest total cumulative average (3.7 or above). Salutatorian status is awarded to the student who has the second highest total cumulative average (3.5 or above).

The qualifications to be met for Valedictorian and Salutatorian at Franklin Road Christian School are as follow:

1. Must be enrolled as a full time high school student for their sophomore, junior, and senior years
2. Must meet all graduation requirements
3. Must carry a cumulative average of 3.7 or above for Valedictorian and a 3.5 or above for Salutatorian

In the event that the graduating class does not have a member who meets the above requirements, the honored position will go unfilled.

K. CONDUCT GRADE SCALE

Franklin Road Christian School uses the following conduct grading scale. These grades are used, in part, to determine end-of-the-year Outstanding Citizenship awards. Only Students receiving a 1 or 2 will be considered for this award.

1 = Outstanding

Characteristics: Student is never asked to stop talking, is always on task, is very respectful, and is actively engaged in class activities.

2 = Very Good

Characteristics: Seldom talks out of turn, is usually on task, is mostly respectful, and is most of the time actively engaged in class activities.

3 = Satisfactory

Characteristics: Does not stand out as a habitual talker but does talk occasionally. Usually pays attention, but not always. Occasionally needs to be drawn back into class activities. When asked to name disruptive, disrespectful or inattentive students, this student's name would not come to mind. This student is in the classroom but does not stand out in a necessarily positive or negative way. Generally a nice student.

4 = Needs Improvement

Characteristics: Frequently talking out of turn, often disrespectful to others, and needs to be drawn into class activities. When asked to name disruptive, disrespectful or inattentive students, this student's name would come to mind.

5 = Unsatisfactory

Characteristics: Seldom paying attention. Frequently talking out of turn, often disrespectful to others, and often needs to be drawn into class activities. When asked to name disruptive, disrespectful or inattentive students, this student's name would come to mind.

L. **GRADE REPORTS:**

Grade reports are *posted* eight times a year. They will be posted to Edline each quarter and mid-quarter. **Quarterly and semester grade reports will be posted when all accounts are current (tuition, fees, fines, etc.).**

M. **INCOMPLETE GRADES**

"I" or incomplete is given for quarter grades that are incomplete due to absences or extreme circumstances at the time of the issuance of the report card. Incomplete grades must be made up within two weeks of the last date of the quarter. It is the student's responsibility to make arrangements with the teachers regarding missing work or missed tests, quizzes, labs, etc. At the end of this two-week period, the grade earned during the quarter (regardless of missing assignments) will be entered as the official grade.

N. **ACADEMIC PROBATION POLICY:**

Probation is a serious step and may lead to the dismissal of the student.

1. If a student falls below a 1.7 quarterly grade point average or has a failing grade in two or more classes, he/she will be placed on academic probation for the following quarter. An academic review conference with the parent, student, and counselor will take place. Probation consists of exclusion from participation in all school-sponsored organizations, sports teams, and elected offices. The student will be required to attend periodic conferences with the counselor regarding academic progress. Academic probation lasts for one quarter and is designed to stimulate the student to better achievement.
2. At the conclusion of the probationary period, a decision will be made by the principal, teachers, and counselor regarding (1) discontinuing the probation, or (2) continuing probation with the requirement that the student engage the services of an approved tutor. If the student falls below a 1.7 quarterly grade point average or has a failing grade in two or more classes for the second consecutive quarter, an academic review will be conducted to determine further recommendation.
3. A student who is on academic probation for two consecutive quarters and is below a 1.7 GPA or is failing in two or more classes, will be required to have a conference with the parent, student, and counselor. The status of the student for the following year will be reviewed, and may result in retention or in the dismissal of the student from Franklin Road Christian School.

O. **MINOR ASSIGNMENTS:**

Assignments assist in developing student responsibility and self-discipline. Assignments are also given to allow students to practice the concepts taught in class. In order to develop written communication skills, assignments must include proper spelling, proper punctuation, neat penmanship, and proper sentence structure. Written work that is messy or is done poorly may be returned to the student to be redone at the teacher's discretion.

1. A student will receive only one copy of an assignment or worksheet. If the student loses the copy, he/she must arrange for replacement from a classmate. Losing an assignment paper or worksheet will not be accepted as an excused reason for not completing the assignment.
2. Assignments are to be turned into the classroom teacher on the due date. To receive full credit, they must be turned in at the beginning of the class period.

3. Extra credit may be given at the discretion of the teacher.
 - a) Extra credit may not raise a student's quarter grade more than ten (10) percentage points.
 - b) Extra credit may not be turned in after the close of a marking period.

P. SUBMITTING MINOR ASSIGNMENTS LATE

1. Students who are absent one day must turn in assignments which were due on the date of absence at the beginning of each class period on the day the student returns.
2. Students with an excused absence may have one day for each day missed plus one additional day (to a maximum of six) to turn in assignments given during their absence. Each assignment must be turned in at the beginning of each class period. Students are responsible to obtain assignments from the teacher.
3. Assignments are due on the date due. At the teacher's discretion, a minor assignment may be accepted late for full credit, for partial credit, or for no credit. Late assignments due to an unexcused absence will not be accepted for full credit and may receive no credit.

Q. MAJOR ASSIGNMENTS

Major assignments are those worth more credit than a homework assignment: term paper, research paper, project, etc.

1. For full credit, assignments are to be turned into the classroom teacher on the due date at the beginning of the class period.
 - a) Students absent with an excused absence on the due date of a major assignment are responsible to send the assignment to school. It must arrive in its respective class at the beginning of the period to receive full credit.
 - b) Students with an unexcused absence will receive partial or no credit regardless of when the assignment is received.
2. Late major assignments will result in partial or no credit.

R. TESTS AND EXAMINATIONS

Evaluation is an important element of learning. As a result, students will be given written tests semester exams to aid the teacher and the student in the learning process.

1. No academic penalty is assessed for excused absences.
 - a) Students absent on the day of a test, and that day only, must make up the test as soon as it can be rescheduled by the teacher. It shall be the student's responsibility to contact the teacher, principal, or counselor to schedule a make-up test.
 - b) Unless the school administrator has given specific permission due to prolonged illness, no tests may be made up after the close of a marking period.
2. Students who miss a test because of an unexcused absence must take the test and receive a ten (10) percent penalty on the grade.
3. Any student found cheating during a test or final exam will receive a zero for the test and a suspension.
4. Various standardized tests will be administered to students. Students are expected to be present and complete the test/s appropriate to their grade level.

S. FINAL EXAMINATIONS

Comprehensive final examinations will be given to all students at the end of each semester. It will be the responsibility of the student to prepare and review for final exams. Exams will count as twenty (20) percent of the semester grade. In middle school, the final exam grade will be an average of two quarter exams. (In some cases, an assessment will be given in place of a final exam.)

1. Seniors with a class average of an A (94-100) for the semester will be exempt from the final exam in that class.
2. Student attendance is not mandatory for class periods in which no final exam is administered. However, students on campus must remain with the supervising teacher.
3. It is expected that all students will be in attendance during the week of final examinations. All requests for approval of absences for final exam days must be submitted to the *principal*.
 - a) No academic penalty is assessed for excused absences, which are unexpected, such as personal illness, death in the immediate family, etc. It shall be the student's responsibility to contact the teacher, principal, or counselor to schedule date and time to make up all final exams missed due to excused absences.
 - b) No academic penalty is assessed for approved planned absences. Requests for approval of an absence must be submitted to the administrator at least three weeks prior to the scheduled date of the first final. Approval of the planned absence will be at the administrator's discretion.
 - c) If the planned absence is approved, finals will be taken the last two school days prior to the student's absence. The purpose of the student's attendance will only be to take final exams and the student will be dismissed and required to leave the campus upon completion of the final exams. Each student will be charged a set fee per final exam to cover the cost of hiring a proctor to administer the exam(s).
 - d) A student whose absence is unexcused may not take the final exams and his/her grades will be recorded as zeros.

T. PHYSICAL EDUCATION:

Physical Education class is an important part of the student's total development at FRCS and an integral part of our curriculum. The following guidelines will be in effect:

1. Students must purchase and wear the FRCS gym uniform. This uniform must be purchased through the PE Department.
2. To be excused from gym class due to illness or injury, a student must have a parental excuse. The parental excuse is valid for up to three consecutive school days. Following this period, the student must obtain a doctor's excuse to be excused from activity.
3. Students with an excused absence from class may be required to do a makeup assignment. Any student excused for ten consecutive days or more may be reassigned and lose PE credit.
4. Any unexcused non-participation by a student will result in a reduction of their physical education grade.

U. SCHEDULE CHANGES AND COURSE WITHDRAWAL

1. Schedule changes are made for the following reasons:
 - A) Students with vacant hours in their schedule
 - B) Students misplaced as a result of failure/no pre-requisite course
 - C) Reasons deemed necessary by the counselor or teacher.

2. Students may drop a class up until the last five (5) weeks of the semester. During the final five weeks of a semester, students may not drop a class. After the first five (5) weeks of the semester, a WP (withdrew passing) or a WF (withdrew failing) will be noted on the permanent record.
3. Requests for dropping a class must be made by the parent (guardian) of the students and must be submitted in writing. Approval may or may not be granted by administration. (FRCS may not be able to accommodate a student's needs if a required class is dropped. The student and/or family will be responsible to see that the credit is made up, possibly at another school.)

V. MIDDLE SCHOOL RETENTION

Students in grades six and seven must pass all core courses in order to be promoted to the next grade level. Students who fail any semester of a core course must make the course up in summer school. Core courses are Christian Studies, English, history, math, science, and required electives such as computer and Spanish. In addition, students may be retained due to excessive (*twenty-three periods per school year*) absences.

W. PROMOTION TO HIGH SCHOOL

Students in eighth grade may only enter the FRCS high school program if all eighth grade core courses have been passed. Core courses are Christian Studies, English, exploration, history, math, science, and required electives such as computer and Spanish. In addition, unless a GPA of at least 2.0 has been attained during the eighth grade year, the returning student will begin the freshman year on academic probation.

X. REQUIREMENTS FOR WRITTEN ASSIGNMENTS

1. Neat (no frayed, crumpled, dirty, torn, etc. assignments)
2. On standard white paper - size 8 ½ x 11 - unless otherwise directed by instructor
3. Header in upper right hand corner of paper (header includes full name, date, and assignment title)
4. Standard blue or black ink in academic classes, unless otherwise directed by instructor
5. Pencil or erasable pen used for all math assignments
6. Legible penmanship, within paper margins
7. If typed, font must be approved by instructor and be 12 point in size and have standard margins (1" or 1.25")

Any assignment that does not meet these general expectations will be returned to the student and a zero may be issued as the assignment grade.

VI. ATTENDANCE POLICIES

Regular class attendance and prompt arrival at scheduled classes is essential to academic excellence. Therefore class attendance and tardiness are recorded and reported by each teacher. While some elements of a missed classroom experience can be made up, certain other facets can never be reproduced or repeated.

A. EXCUSED ABSENCES:

1. There are only four categories that the school considers valid excused absences:
 - a) Personal illness of the student or a doctor's visit.
 - b) Death or emergency within the family.
 - c) Preapproved family trip/preapproved church ministry.
 - d) College day visits.

Although a parent has the right to keep a student home from school, the school also has the right not to excuse requests that do not fall within these four categories.

2. Approval Procedure

- a) If a student is absent from school, a parent must notify the school office on the day of the absence. The parent must telephone the office by 11:30 AM to report the absence. The student's name and the reason for the absence must be given, along with the name of the person reporting the absence.
- b) Class periods missed will be counted individually so that attendance may be more accurate.
- c) Class periods that meet longer than sixty minutes will be counted as two absences.
- d) In order to participate in a sports event, a class event, or any other extra-curricular activity, a student must be present in class for that entire day (except for a medical/dental appointment).
- e) An absence does not excuse a student from the obligation of making up assignments. The responsibility for work missed during absences rests solely with the student.
- f) In general, no academic penalty for schoolwork is assessed for excused absences. However, if a student's record reflects a pattern of absences on test days, the make-up test may receive a ten (10) percent penalty.

B. FAMILY TRIP DAYS/VACATIONS

Parents are asked to schedule vacations during the time provided by the school calendar. If additional family vacation time is unavoidable, it is **required** that notification from the parent be given to the **principal** prior to the intended absence for approval. It will be the student's responsibility to obtain homework assignments from the teachers. If homework assignments are not obtained prior to the absence, the student must obtain the assignments on the day of return and complete the homework in accordance with the policies established for excused absences. When assignments are requested prior to the absence, the teacher may or may not be able to provide the student with assignments before 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, **unless other arrangements have been made with the teacher**. It is understood that there may be additional make-up assignments when the student returns to school. Teachers will not be expected to provide tutoring for students who miss class due to vacations.

If the intended absence will occur during the weeks of final examinations, a request in writing from the parent must be presented to the **principal** at least three weeks prior to the intended absence for approval. Please see page 11 under "Final Examinations" for the policy pertaining to taking finals before a planned absence.

DUE TO THE INITIATION AND COMPLETION OF UNITS OF STUDY ON DAYS IMMEDIATELY BEFORE OR AFTER A SCHOOL VACATION, ABSENCES ON THESE DAYS ARE PARTICULARLY DETRIMENTAL TO THE EDUCATIONAL PROCESS OF THE STUDENT AND ARE THEREFORE STRONGLY DISCOURAGED.

C. COLLEGE VISITS

A maximum of three days may be taken from the beginning of the junior year through the end of the senior year. Prior to each visit, the parents must communicate with the guidance counselor and the student must obtain a college visit form from the guidance counselor. If the intended absence will occur during the weeks of final examinations, a request in writing from the parent must be presented to the *guidance counselor* at least three weeks prior to the intended absence. Please see page 11 under "Final Examinations" for the policy pertaining to taking finals before a planned absence.

D. EARLY DISMISSAL

A written parental request for an early dismissal from school must be submitted to the teacher and the school office. A student leaving must sign out. Upon returning to school the same day, the student must check in at the school office upon his/her return. Without a written request, the student will not be called from class until the parent arrives.

E. EXCESSIVE ABSENCES:

1. High school

Any student who misses *twelve* periods (*blocks count as two*) or more of a class per semester, regardless of whether the absences are excused or unexcused, will not be given credit for that class. Serious medical or psychological illness may provide exception to this policy. It is the responsibility of the student and parent to be aware of the student's attendance record in light of this policy.

2. Middle school

Excessive absences (*twelve* periods [*blocks count as two*] or more of a class per semester) for students in grades six through eight may result in retention or the dismissal of the student.

F. UNEXCUSED ABSENCES:

1. Those absences not listed as excused absences.
2. Those absences requiring prior notice will be considered unexcused unless the required prior notice is given.
3. Those absences for which the parent does not properly notify the school office.
4. Students who leave campus or skip class without permission from the school office will be considered unexcused and will be suspended.

Please see pages 10 through 11 for penalties assessed to students for unexcused absences.

G. TARDINESS:

Developing the habit of punctuality is important. Students are expected to arrive on time for all classes. "ON TIME" means a student will be in the room with books and supplies ready to begin class. **Please note that tardiness is not classified as excused or unexcused.**

1. While unforeseen problems such as inclement weather or traffic tie-ups may cause unforeseen tardiness, every effort should be made to be in the classroom before the tardy bell rings. A student is considered tardy to school if he/she is not in the assigned room when the tardy bell rings at 8:00 AM.

2. Students who arrive to school after the tardy bell must report to the office and receive a pass to class.
3. If a student is tardy to the same class three times in a quarter, the parent will be contacted by the teacher. Upon the fifth tardy to the same class in a quarter, the student will serve a suspension. Upon the eighth tardy per quarter to the same class, a second suspension must be served. Should a student be tardy to the same class twelve times in a quarter, the student will be suspended from school a third time and will be placed on probation, the parent must meet with an administrator to discuss the problem and will receive a warning of possible expulsion if the tardiness persists. (See consequences of suspension on page 22.)
4. ***If a student is more than twenty minutes tardy to a regular class, an absence will be given. If a student is twenty to forty-five minutes tardy to a block, he or she will receive one absence. If a student is more than forty-five minutes tardy to a block, two absences will be given.***

H. J-TERM TARDINESS

1. Upon the second tardy to the same class, the parent will be contacted by the teacher.
2. Upon the fourth tardy to the same class, the student will be suspended and credit may be in jeopardy.
3. Upon the fifth tardy to the same class, the student will be suspended and will receive ***no credit for the class. No refunds will be given.***

I. SICKNESS IN SCHOOL

1. Students should not attend school if they are ill.
2. Students who become ill during the school day must report to the office. If the student is too sick to be in class, he/she must make arrangements to go home. Students are not allowed to go home, or call home and ask to be picked up, without obtaining permission to leave the campus from the school office and the parent or guardian.
3. Students who go home without contacting both the office and parents will be considered unexcused and school discipline will follow.

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. *Though School Bells and Campus Outfitters are the official uniform suppliers, school families may purchase the following items from other sources:*

- a) *Polo shirts in the colors red, navy, white, evergreen and maroon with buttons*
- b) *Oxford shirts in white or light blue*
- c) *Pants (navy and khaki) must be traditional in style and closely match the acceptable styles offered by School Bells or Campus Outfitters. Flat and pleated front slacks are acceptable.*

Acceptable styles may be viewed at www.schoolbells.com or www.campusoutfitters.com.

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 and buckles (specialty buckles are not allowed) 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 traditional/casual 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 Schoolbells, Campus 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.
9. Must be neat and well groomed.
10. Must be clean.
11. Must dress modestly and in clean garments.
12. Must wear a uniform shirt under cardigans, fleece jackets, vests, *and sweaters*.

C. GIRLS

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

1. Skirts must be no shorter than four inches above the floor, as measured from the floor when kneeling (approximately two inches above the knee while standing).
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, or shorts may be worn.
3. Plain sweatshirts and plain tee shirts may be worn. Sweatshirts and tee shirts may not have words, slogans, logos, pictures, sports teams, etc. written on them. Casual shirts may have acceptable pictures, drawings, designs, etc., but may not have writing of any kind. Sports jerseys are not allowed. FRCS tee shirts and sweatshirts may be worn.
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 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. If a student's attire violates these guidelines, he/she will be deemed out of dress code.

F. DRESSY ATTIRE GUIDELINES

Certain functions throughout the school year may require dressy attire. These may include, but are not limited to, Honors Convocation, Eighth Grade Graduation, concerts, Baccalaureate, Commencement, Senior Project presentations, and Senior Debut. If the following guidelines are not met, the school will restrict the student's participation in the event.

1. Girls should wear dresses, skirts and blouses, or pantsuits. Skirts and dresses should be modest in fit, not form fitting, and no shorter than four inches above the knee when kneeling (approximately two inches above the knee when standing). Slits in skirts and dresses should be no shorter than four inches above the knee. **(If the function dictates that the students will be on the platform, the requirement with regard to dress length may be changed.)** 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. In some instances a suit coat or sport jacket will be required.
3. Shoes 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.
4. Boys must wear socks.
5. Boys may not wear earrings or any jewelry that requires body piercing.
6. Girls may not wear any jewelry, other than earrings, that requires body piercing.

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.
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 required to remain in the office until compliance with the dress code is achieved. The unexcused absence policy will be imposed for classes the student misses while in the office.
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.

VIII. CODE OF CONDUCT

The goal of teaching good conduct is to develop a student who seeks to honor God in every aspect of life, who relates constructively with others, and who is responsible in personal conduct and stewardship.

A. MUTUAL RESPECT

1. As a direct authority, staff members are to be shown respect and cooperation. This is both a biblical mandate and a common courtesy. Any form of disrespect will result in discipline according to discipline procedures.
2. Respect for all students must be displayed by staff members. Should a student feel that a staff member has been disrespectful or unfair, he/she is encouraged to speak to the staff member first. If the matter is not resolved, the appeal procedure should be followed (see page 26).
3. Students must show mutual respect for all fellow students. Disrespect for fellow students will result in discipline according to discipline procedures.

B. CELL PHONES

Cell phones are permitted in the building, but should not be visible, must be turned off and may not be used during school hours (**7:30 AM -3:00 PM**). Any violation of the policy will result in a forty-five minute detention and possible confiscation of the phone.

C. CLASSROOM

1. Be punctual. All students must be in class (or in their seats if the teacher requires) when the bell rings.
2. Be prepared. Students must come to class prepared each day (notebooks, completed homework assignments, textbooks, sharpened pencils, pens, etc.).
3. Participate. Students are required to be participants (take notes, involve themselves in discussion, respond when called upon, etc.) in class activities. Students, while in class, may not sleep or disturb classroom activities in any way (such as inappropriate talking, playing, note-passing, etc.)
4. Students may not bring radios, electronic games, sports equipment, CD players, beepers, MP3 players, or any other electronic device to class unless appropriate to an assignment.
5. Food, drink, mints, or gum are not allowed.

D. HALLWAY

1. Students should conduct themselves in a mature, orderly manner by refraining from excessive noise and physical activity.
2. Students may not have radios, electronic games, CD players, beepers, MP3 players, or any other electronic device in the **hallway between 7:45 AM and 3:00 PM**.
3. Students must keep lockers and locker areas clean and tidy and locked when not in use.
4. Food, drink, mints or gum are not allowed.
5. Students must have their planner hall pass to be in the hallway during class time.
6. ***Students are not permitted to use the elevator or end stairwells without permission.***

E. LAPTOPS

Laptops are allowed in the classroom only if the student has prior permission from the classroom teacher. Any use other than class-specific work will result in a forty-five minute detention and loss of laptop privilege. The school will not be held liable for loss or damage of any computer equipment.

F. LUNCHROOM

FRCS is a closed campus. Students are expected to have lunch in the lunchroom unless signed out by a parent or guardian. All food and drink must be consumed in the lunchroom (gym) during the lunch period. All opened or partially eaten food and drinks must be disposed of before leaving the lunchroom and may not be stored in lockers. Food that is leftover and unopened (whole pieces of fruit, bags of chips, etc.) may remain in the locker in a lunch box or bag. Food is not to be eaten in the hallways. Gum, breath mints, and candy are not allowed.

1. Food must be eaten at the lunch tables only. The lunchroom is the only area where students are permitted to eat.
2. Students must clean up their own food area. All empty bags, bottles, cartons, etc. are to be disposed of properly in the rubbish containers. Students will be assigned to wash tables on a rotating basis.
3. Students may use vending machines only before school, during lunch, and after school.
4. Throwing food will result in a forty-five minute detention.

G. DISPLAY OF AFFECTION

While handholding is acceptable outside of class only for students in grades 9-12, students must refrain from displays of affection such as hugging, kissing, and other physical actions. Students should maintain conduct which is within the bounds of good taste, with regard for the conscience of others.

IX. DISCIPLINE PROCEDURE

For quality education to transpire, an orderly learning environment is a necessity. Therefore, when students choose to disregard the rights of others during school hours or school-sponsored activities, appropriate disciplinary action must result. The staff person involved in the infraction with the student will initiate disciplinary action. The following are categories of disciplinary action:

	<u>Secondary Detention Policy (overview)</u>
First Step	In class warning. (First day at orientation).
Second Step	Work or written detention, must be served within 3 days of receiving the detention and student must have parent signature before serving
Third Step	Forty-five-minute detention. Parent must sign detention
Fourth Step	Forty-five-minute detention. Parent must sign detention
Fifth Step	Forty-five-minute detention and HOPE contract conference between student, parent, administrator, and teachers
Sixth Step	Forty-five-minute detention and conference with student, parent, and administrators
Seventh Step	One-day suspension.
Eighth Step	Two to five day suspension. Student is placed on social probation (see page 24)
Ninth Step	Immediate expulsion

Please note: some offenses are deemed automatic forty-five minute detentions, suspension, or expulsion (see pages 23-25). The above discipline policy will not circumvent any consequences for those offenses.

A. DETENTION

Detention is the act of being detained *outside of* regular school hours.

1. Detentions will be served for a forty-five minute period during the first available detention period after issuance. If a student has more than one detention to serve, additional days will be required and the parent will be notified. Tardiness to detention will result in additional detention time, ten (10) minutes for every minute tardy.
 - a) A minimum of a one-day notice will always be given. Parents will be notified by written communication. Students are given notification when the offense occurs. This is to be signed by the parent prior to the detention. Failure to submit the signed form will result in a double detention or a suspension.
 - b) The detention may not be used for doing homework. Sleep will not be permitted. Work will be assigned by the supervising teacher/administrator.
 - c) Failure of a student to report to a detention will result in the issuance of a double detention (one and one-half hours).
2. After the third detention, or fifth step, a conference between the parent, student, and administrator will be scheduled and a H.O.P.E. (Help Offered in Pursuit of Excellence) contract will be completed and signed.
3. After the fourth detention, or sixth step, a conference between the parent, student, and administrator will be scheduled to evaluate why the H.O.P.E. contract failed.
4. Upon the fifth detention, or the seventh step, the student will be required to serve a one-day suspension and will be placed on social probation (see page 24).
5. Upon the sixth detention, or the eighth step, the student must serve a two to five-day suspension and may not return to FRCS the following semester.
6. Upon the seventh detention, or the ninth step, the student will be expelled.
7. The following are some examples of infractions which may result in detentions:
 - a) Lack of cooperation with school personnel
 - b) Unnecessary disruption of classroom school procedures
 - c) Unauthorized presence in halls or lavatories
 - d) Chewing gum
 - e) Loitering in the lavatories
 - f) Eating in unauthorized areas of the school
 - g) Use of unapproved electronic devices during school hours
 - h) Running, jumping, or excessive noise in the hall
 - i) Deliberate damage and neglect of desks, books, lockers, etc.
 - j) Horse play (pushing, shoving, etc.)
 - k) Inappropriate display of affection

B. SUSPENSION

Suspension is a serious step in school discipline. Suspension is the denial to a student of the right to attend class, to receive full credit during the quarter, and to take part in or attend school functions for a specified period of time.

1. A suspension results in a one-percent reduction in the quarter grade of every class. Multiple day suspensions are limited to a maximum of a three percent total reduction in each class.
2. Parents will be notified of the suspension as soon as they can be reached.
3. Exclusion from class may take the form of temporary suspension or full suspension.
 - a) Temporary **suspension** is exclusion from school by the administrator for a period of up to three days.

- b) Full **suspension** is exclusion from school by the administrator for a period of up to ten school days. An informal hearing with the administrator will be offered to the student and student's parents.
- 4. At the end of the suspension period, the student will complete a reflective essay and will meet with an administrator to discuss the ramifications of repeated infractions.
- 5. A second suspension, or failure to report for the suspension period, will warrant a conference between the parent, student and administrator, as well as social probation.
- 6. The following are some examples of infractions that may result in suspension:
 - a) An accumulation of five detentions in the school year
 - b) Disrespectful behavior
 - c) Lying
 - d) Cheating/plagiarism
 - e) Use of profanity or vulgarity
 - f) Fighting or other acts of violence (initiation or retaliation)
 - g) Leaving campus without authorization
 - h) Insubordination
 - i) Horseplay leading to injury, personal or property damage
 - j) Failure to report for double detention
 - k) Skipping class
 - l) Class tardiness (see page 15)
 - m) Dress code violation (see page 19)

C. SOCIAL PROBATION

Probation is a period of grace granted to a student to give him/her a specific opportunity to correct the offending behavior. During this time, the student will be closely observed by the staff and encouraged and supported in his/her effort to correct the behavior.

- 1. The student will not be permitted to participate in extra-curricular activities and will relinquish all positions of trust and responsibility.
- 2. Probation is imposed for a six-week period. At the end of this period, and after careful evaluation by staff, if the student's behavior has significantly improved, he/she may be restored to full status.
- 3. If the student's problems or behavior still persist, the administrator may extend the probation or, after consultation with the parents, may recommend to the School Board the student's expulsion.
- 4. The following are some infractions that may result in social probation:
 - a) Extreme inappropriate behavior.
 - b) Habitual disciplinary referrals.
 - c) An attitude antagonistic to the beliefs and philosophies of the school.
 - d) Excessive disobedience to school rules.
 - e) A pattern of irresponsible behavior.
 - f) Step seven of discipline/detention policy.

D. PERSONAL/PROPERTY DAMAGE

Students who damage or destroy personal or school property are responsible for payment of damages or for replacement and will also be disciplined.

E. EXPULSION

Expulsion is the denial to a student of the right to attend school, to take part in or to attend any school function.

1. 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:
 - a) The administrator will communicate with the student and parents to summarize the reason(s) for a recommendation of expulsion.
 - b) The administrator will notify the School Board as to his recommendation. A date and time will be established for the School Board to meet and to hear the recommendation and all involved persons so notified.
 - c) The School Board will then meet with the administrator, involved teachers, parents, and student for a hearing.
 - d) The teachers, parents, and student will then be excused. The School Board will make a final decision regarding the expulsion.
2. An expelled student may apply for re-admittance to Franklin Road Christian School after at least 90 days have elapsed. If accepted, he/she will be on social probation for a year. If the student was expelled because of drug or alcohol use, he/she must make an appointment for a drug/alcohol assessment provided by a qualified professional before the student can return to school. This report must be submitted to the school board prior to application for re-enrollment.
3. Franklin Road Christian School may be obligated to inform the proper authorities when student behavior is in violation of the law.
4. The following are some examples of infractions that may result in expulsion:
 - a) Unsatisfactory social probationary period
 - b) Use or possession of weapons (firecrackers, firearms, knives, smoke bombs, false fire alarms, bomb threats, etc.)
 - c) Possession or distribution of cigarettes, cigarette paraphernalia, or any other tobacco product while enrolled at FRCS
 - d) Possession of, distribution of, or being under the influence of, alcohol or drugs, or possession of drug paraphernalia while enrolled at FRCS. Drug is defined as a controlled substance that includes marijuana, ecstasy, LSD, various amphetamines and barbiturates, quaaludes, heroin and cocaine, etc.
 - e) Possession or use of prescription drugs, other than your own
 - f) Property damage or vandalism—this would include the deliberate destruction of, or defacing of, property belonging to the school or church, as well as property of persons associated with either
 - f) Assault and battery
 - g) Theft
 - h) Sexual misconduct, including lewd behavior or obscene language (written or spoken), possession of pornographic material
 - i) Endangering the health or safety of others
 - j) Engaging in behavior occurring on or off campus that is antagonistic to the basic goals and objectives of FRCS and has an adverse effect on the student or others
 - k) Any combination of three suspensions
5. A combination of four suspensions or step nine of the detention policy will result in expulsion.

F. APPEAL PROCEDURE:

If a student or 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 an administrator. All matters of student or parent dissatisfaction may be appealed to the School Board through the administrator.

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; and to help unite the school and parents in securing the highest advantages in physical, mental, social and spiritual education for every child.

1. Commitment Hours

The PTF also provides opportunities for parents to participate in projects, which are essential for the vitality of the school. All parents are expected to volunteer for PTF-sponsored projects. An opportunity to volunteer for specific projects will be given at the beginning of the school year. 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 commitment hours are not fulfilled, the family will be assessed \$10.00 per hour for every hour not worked, up to twenty hours (ten hours for single-parent families).

2. Fundraising Hours

Each family is required to serve in one of the PTF fundraisers. Any family not serving in some capacity for a fundraiser will be assessed \$100.00. Hours worked for fundraisers will be counted toward the twenty hours. A signed "Parent Commitment Form" is required before a student begins school.

3. 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 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.

1. Edline

Edline is the primary form of communication between FRCS and the school families. This service is paid for by the school and provide to our families without additional charge. All families are expected to use this service. Edline allows our families to stay abreast of students grades, activities and accounts. Contact the school office for activation codes.

2. Status Reports

Teachers fill out status reports weekly and they are mailed home each Friday. Status reports are generally sent if the student is struggling in a class or has greatly improved. Parents should sign the status report and return it to the school office.

XI. SUPPORT AND EXTRA CURRICULAR ACTIVITIES

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. The LMC is open for secondary students from 7:45 AM to 3:00 PM Monday through Friday.
2. Students have the privilege of checking out LMC materials.
3. 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.
4. Overdue notices are sent to students through their core groups.
5. 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.
6. 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.
7. Students coming from achievement hour or a classroom must present a pass to the librarian from the appropriate teacher.
8. Students are expected to conduct themselves in a manner that will enhance the study and learning experiences for themselves and others.

C. ACHIEVEMENT HOUR

All achievement hours are to be active learning times and may be used to complete daily or long-range assignments or for enrichment reading. Achievement hour behavior guidelines are designed to give each student the best possible environment for studying.

1. This is a QUIET study period.
2. Drinking beverages or eating food is not allowed during achievement hour.
3. Students wishing to leave achievement hour must have a pass from another teacher prior to achievement hour.
4. Students must bring plenty of work to achievement hour.
5. **NOT BEHAVING ACCORDING TO THE ABOVE RULES WILL RESULT IN A DETENTION.**

D. CONCERTS

Vocal and instrumental concerts will be held throughout the year for the school families and friends. Attendance is required of students performing in these concerts. When a student has a part in a scheduled program, an unexcused absence will result in a ten percentage-point reduction of the student's semester grade for the related class (music, band and/or drama). The teacher will provide guidelines for appropriate costume and for dress at the concerts.

E. FIELD TRIPS

Field trips are excursions scheduled during school time to enhance the learning experience of our students. Therefore, siblings are not allowed to accompany the students on field trips. Before participating in a field trip, all students are required to return signed permission slips from their parents or guardian the day prior to the trip. Students must adhere to the uniform policy or, with the permission of the teacher, the casual dress guidelines.

F. ATHLETIC ELIGIBILITY REQUIREMENTS

Participation in athletics is an **extremely** beneficial learning experience which helps develop good sportsmanship, cooperation, and team spirit. Franklin Road Christian School offers a variety of sports activities.

1. Any student with GPA of 1.7 or above may participate in athletic tryouts at the beginning of each season. Note: eligibility for fall sports will be determined by fourth quarter grades of the previous year.
2. Each potential athlete must have both a completed release form and physical form on file prior to participation.
3. Coaches will select a team from those students who have attended tryout practices.
4. Students whose GPA falls between 1.7 and 1.9999 or has a failing grade will be on Athletic Probation (see point H ~ Athletic Probation)
5. Any student whose GPA is below 1.7 during the previous quarter or has a failing grade in two or more classes is on Academic Probation and therefore is *not eligible to tryout for a sports team*.

G. REQUIREMENTS FOR STUDENT-ATHLETES

1. Every participant must have an annual sports physical, and the form must be filed with the Athletic Director.
2. Students must attend a **full day** of classes in order to participate in competition or practices.
3. Individual consideration will be given to students who are diagnostically learning disabled or Otherwise Health Impaired (OHI).
4. Students must maintain a minimum GPA of 2.0, with only passing grades.

H. ATHLETIC PROBATION

1. *The purpose of athletic probation is to allow the eligible student-athlete a period of time in which to improve his/her grades.*

Grade checks will be done on all student athletes once the rosters are selected. After the initial grade check, grade checks will be done every marking period (progress and quarter).

2. *Any student whose GPA falls below a 2.0 or has a failing grade will be placed on Athletic Probation.*
3. *Steps of Athletic Probation (once in probation, grade checks will be done every two weeks):*
 - A) *Step 1: Athletic Probation — no restrictions*
 - B) *Step 2: May practice; no games*
 - C) *Step 3: No practice; no games*
 - D) *Step 4: Removed from team*
4. *Students are responsible to obtain verification of current grades*
5. *If the student has received at least a 2.0 GPA without a failing grade, full status is reinstated.*

I. STUDENT GOVERNMENT

To be eligible to hold an office in student government, students must have a 2.0 GPA, with no failing grades in any class. Conduct grades and detention records will be evaluated as part of the application. Student government consists of two separate groups, Student Council and Class Council.

1. The Student Council has a fivefold function:

- a) To initiate, coordinate and promote activities for the entire student body. These activities are social, church-related, scholastic and communicative in nature.
- b) To support FRCS and to work for the improvement of the total educational environment.
- c) To investigate and make recommendations to the faculty and/or administrator and/or students concerning those aspects of school life which affect the student body.
- d) To initiate, coordinate and promote activities that help promote school spirit among the students and/or motivate students to assume their responsibility for the efficient and effective running of the school.
- e) To exemplify their support of the school by their cooperation in the continued growth and improvement of FRCS.

2. Class Council plans activities for the individual class and plans fundraisers for the senior trip and/or class functions. Each high school class will elect a president, vice-president, secretary, treasurer, chaplain and three student council representatives.

J. CLUBS

All clubs must have the approval of the administration and be led by an approved adult sponsor from the faculty, parents, or friends of the school.

XII. TUITION AND SCHOOL FEES

A. APPLICATION FEE

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

B. TESTING FEE

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

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 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:

Normal wear & tear	no charge
Minor damage	\$5.00-\$10.00
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. Reenrollment 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 will be adjusted yearly.
2. A fee schedule is available through the school office.
3. Brightmoor Christian Church membership 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.

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) FACTS charges an annual, non-refundable enrollment fee per family.
 - b) 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.
 - c) FACTS charges a \$25.00 late fee for unpaid tuition.
 - d) 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, or 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 800-233-1096 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 re-attempts). 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 the 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 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.
- 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, latch key, 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, or class charges.

K. CLASS FUNDS

1. All monies raised as a result of fund raising on behalf of all class activities such as field trips, class trips, etc. remain with the class and do not belong to the individual student. These monies will be allocated by the class sponsor or school administrator to the individual students who helped raise the funds at the time of the scheduled trip or activity. Should the student leave the school for any reason before the scheduled event, monies accumulated in his or her account remain the property of the class and will be disbursed among the remaining, participating students.
2. **Cash** contributed by the parent/student from the parent or student's personal account (not money raised through fund raisers) to cover the cost of a field trip, class trip, or other activity will not be refunded once the individual cost of the trip has been established and students have been told what their balance will be.

XIII. MISCELLANEOUS INFORMATION AND POLICIES

A. GUIDANCE

The Guidance and Counseling Department of Franklin Road Christian School is committed to helping students recognize their God-given talents and abilities and to help them develop their maximum potential. Because we have been made in the image of God, we recognize that He has given each of us unique personalities and gifts that we are responsible to use for Him.

The counseling staff is always interested and available to help students to better understand themselves, to overcome obstacles and to see God's direction for their lives. Generally, we are best able to carry out these tasks through several methods:

1. Personal Counseling
2. Academic Counseling
3. Future Planning
4. Career Planning

B. SUBMITTING COLLEGE APPLICATIONS

All completed college applications (recommendations, check, and stamped, addressed envelope) must be submitted to the counseling office well in advance of the deadline. The counseling office will include an official transcript along with test scores, if requested, and forward the application to the college or university.

C. 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 *in writing* twenty-four hours in advance. The fee for copies of the school record is \$10.00.
4. Student requests for copies of transcripts after graduation must be made in writing (facsimile is permissible) at least twenty-four hours in advance. The request must include the student's social security number for the purpose of confirmation. The fee for transcripts is \$3.00.

D. 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.

E. 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.

F. SCHOOL CLOSINGS

School closing information can be found on Edline, WWJ 950 AM, WJR 760 AM, major TV networks, or by calling the school office. Do not rely on class phone chains for communicating this information.

G. VISITING STUDENTS

Visitors are limited to those who may be interested in attending FRCS.

1. Permission to bring a visiting student must be obtained from the office two days prior to the visit.
2. All visiting students 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.

H. LOCKERS

Students are responsible for his/her own locker. The combination should be kept in a safe place and not shared with others. Lockers should be clean and organized at all times.

1. Each student will be assigned a locker by administration at the beginning of the school year.
2. Locker location changes must be approved by the administration.
3. The only items permitted to be stored in the locker are school-related items (books, binders, school materials, etc.). Athletic equipment and clothing should be kept in the sports locker assigned to the student for physical education or athletics.
4. Students may hang small calendars, personal organizers and mirrors inside the locker. Magnets and reusable adhesive **ONLY** may be used to secure items.
5. Birthday greetings and sports pep signs may be hung on the outside of the locker with magnets or reusable adhesive. An administrator must approve these items. These signs must be taken down no later than the day following the special event.
6. Lockers are to be closed and locked when not in use. They may not be rigged to open easily or to avoid locking. This will ensure that items will not be stolen or borrowed without permission.
7. Lockers will be emptied and cleaned inside and out by the date posted at the end of the school year. Students whose lockers are not emptied and cleaned will be assessed a \$25.00 cleaning fee.
8. Lockers **and their contents** will be checked periodically, without notification, to ensure that all guidelines are being followed.
9. If a student enters another student's locker without permission for any reason, he/she will receive a detention.

I. LOST AND FOUND

All personal items and books must be kept in locked lockers at all times. Any item not stored in a student's locker will be considered "lost" and will be taken to the Lost and Found located in the school office. Unclaimed articles will be displayed on a regular basis and those items unclaimed will be **donated to charity or** disposed of.

J. PLANNER HALL PASSES

1. Students in the halls during class periods 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.
2. Students must have their planner hall pass when entering the school offices during school hours, including during the lunch period.

K. 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.

L. PHONE CALLS

1. Only emergency telephone messages for students should be made to the school office.
2. Students may use the office phone if ill or if other extenuating circumstances arise.

M. FIRE OR FIRE DRILL PROCEDURES

1. **Students** will leave the building in a quiet, orderly manner according to instructions.
2. All personal belongings, school supplies and books **will** 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.
5. **Students will** 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.

N. **LOCKDOWN OR LOCKDOWN DRILLS**

Due to the changing society we live in, it has become necessary for FRCS to institute “lockdown” policies for the safety of our staff and students. Lockdown drills will be periodically practiced throughout the year. In the event of a lockdown or drill, no one will be allowed to enter or exit the building for the duration of the lockdown or drill.

O. SEVERE WEATHER PROCEDURES

An announcement will be made over the PA system in the case of severe weather.

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

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.

Q. STUDENT DRIVERS

All student drivers are required to fill out a permission to drive form available in the school office. This form must be completed, signed by a parent or guardian and returned to the office. Upon approval the student must purchase and post the student parking permit in the windshield of the car. Requirements for driving privileges will be based on the following regulations:

1. Students who drive to school must immediately park in the areas designated for stu-

dent parking. Once cars have been parked, they may not be removed during the school day without the permission of the school.

2. There is to be no loitering in the parking lot. Students must enter the building upon arrival at school and not return to their cars until they are ready to leave campus.
3. Students needing to leave campus during regular class hours must receive written permission from the parent and approval from the administration. Students must sign out and sign in on the office log sheet.
4. Extreme caution is to be exercised at all times when driving in the parking lot. Drive slowly and carefully, and always give pedestrians the right-of-way. **All students and parents driving on school grounds must adhere to the fifteen-mile-per-hour (15 mph) limit.**
5. Students who are in violation of the parking policies or drive recklessly on the school grounds will receive disciplinary action and may lose their driving privilege for a specified period according to the following guidelines:
 - a) First Violation - a two-week suspension from driving
 - b) Second Violation - a one-month suspension from driving
 - c) Third Violation - suspension from driving for the remainder of the school year
6. Students are not permitted to leave the school grounds early without permission.
7. Students dismissed from school must leave the school grounds **by 3:15** unless supervised **or involved in a school or church activity**.

R. AFTER SCHOOL POLICY

Students should be picked up from school at 3:00 PM unless enrolled in After-school Study Hall. ***After 3:15 ALL students not picked up from school must be supervised by an adult. Students no supervised by an adult must report to Study Hall by 3:15. Students found loitering after 3:15 who are not under adult supervision will be escorted to Study Hall and charged accordingly.***

If unsupervised students are involved with activities after 3:15 which result in personal injury or property damage, the students and their parents are liable for all costs associated with their unsupervised behavior.

Enrolled families will be charged the following rates:

Morning

\$5.00 per day per student - M/T/W/Th/F(6:30AM - 7:30AM)

Afternoons

\$8.00 per day per student (M/T/Th/F 3:00PM - 6:00 PM)

\$3.00 per day per student (W 2:00-3:15)

\$10.00 per day per student (W 2:00-6:00)

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

3:15-3:30 - **\$3.00** per student

3:30-3:45 - **\$6.00** per student

3:45-4:00 - **\$9.00** per student

4:00-4:15 - **\$12.00** per student

4:15 and beyond - an additional \$3.00 for every fifteen minutes

S. **INTERNET USER AGREEMENT**

All students and parents must sign an Internet user agreement in order for students to use the Internet. Violation of the Internet user agreement may result in detention and loss of Internet privileges, suspension, or expulsion.

T. **CLASS TRIPS**

The following are some class trips for which an additional cost will be charged. In some instances, fund raising opportunities will be given to families to help defray the cost. Money raised through the school for class trips is not refundable. Funds received by the school through direct payment by the parent or student are not refundable, also funds used toward deposits or those used to purchase airline tickets are non-refundable.

1. Chicago Trip—8th grade (\$350-\$450)
2. Washington D.C. Trip—11th grade (~~\$550~~-\$650)
3. Senior Class Trip—12th grade (\$900-\$1,050)

U. **USE OF STUDENT PHOTOGRAPHS**

Occasionally FRCS will post student pictures and/or student work on the school website or in promotional material (brochures, slideshows, etc). Full names will not be associated with the picture of any student. If you do not want your student's picture to be used in this way, please contact the school office within one month of enrollment.

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

Student's Signature

Date

Parent's Signature

Date

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