



Franklin Road Christian School

Academic Manual

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6.2.1 Introduction

6.2.1.1 Philosophy

We believe Franklin Road Christian School is to be an extension, reinforcement, and partner with the home, assisting the parents in fulfilling their God-given responsibility to “train up a child in the way he should go” (Prov. 22:6; Deut. 6:6-7). **The school is designed to assist the home in training the child in a Christ-centered philosophy of life.** FRCS desires to graduate young men and women who are academically sound, patriotic, socially refined, and so Biblically knowledgeable that they will live their lives based on Biblical principles and, in so doing, discover and do God’s will for their lives.

The educational philosophy of Franklin Road Christian School is founded upon the inspired, inerrant, and only infallible Word of God. We believe God has given the responsibility for educating children to the parents. (Deuteronomy 6: 4-9) The Christian school functions as an educational arm of the church and exists as an extension of the Christian home to benefit parents in their God-given responsibility to “train up a child in the way he should go” (Prov. 22:6). The Christian school is to assist parents in the education process but never replace the home in its responsibility. The Biblical foundation of the home, church, and school provides each child with the needed resources to be brought to a saving knowledge of Christ; to grow and develop in Christ-likeness; and to glorify the Savior through surrendered service in His will. The entire process of Christian education is seen as a means used by the Holy Spirit to develop each child so that he can fulfill God’s total purpose for his life and in so doing glorify God through holy living and fruitful service. (II Timothy 3:16-17; II Timothy 2:20-21; I Corinthians 10:31)

6.2.1.2 Goals and Objectives

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

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

4. For the student's home, Franklin Road Christian School desires:
 - a. To cooperate closely with the parents in every phase of the student's development, especially as it relates to the school program
 - b. To help the parents to understand the school's purpose and program
 - c. To aid families in Christian growth and to help them develop Christ-centered homes that reflect a Biblical philosophy
 - d. To help parents become aware of our changing society and its effect on the home and school thereby assisting them in understanding the implications for their children
 - e. To help students in "troubled homes" cope with the specific problems that have been created by the home situation

Spiritual Objectives

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

Physical Objectives

- To emphasize that the body is the temple of the Holy Spirit (I Corinthians 3:17)
- To stress purity (I Corinthians 6:6,20)
- To teach cooperation and good conduct through sports (Ephesians 4:29-32)

Social Objectives

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

Academic Objectives

- To maintain excellence as the only academic standard (Colossians 3:23)
- To teach the student to work independently and cooperatively
- To develop effective communication skills
- To develop an appreciation of the fine arts

- To teach the basic concepts of scientific investigation and to show that all scientific facts are in agreement with the Word of God
- To teach and develop an appreciation of our American heritage
- To present current affairs in all areas and to relate them to God's plan for man
- To teach all subjects in their correct perspective in relation to God's Word

6.2.1.3 History

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

6.2.2 Curriculum Development

The curriculum for Franklin Road Christian School has been developed over decades and is in the process of constant development and improvement. Biblical principles are integrated in all subjects and activities of the student body. A firm foundation for the fundamentals in academia and religious training is designed for each student in the elementary department. This training continues to develop a God-centered view in the Jr./Sr. High department.

6.2.2.1 Personnel

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

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

6.2.2.2 Course Selection

The academic program includes Bible, language arts, mathematics, art, reading, history, science, health, music, and physical education. This foundation is valuable in developing the student's concepts about him/herself, peers, other people, God, the world, and the Christian life.

Since the whole philosophy of education is centered around the Word of God, and the school seeks to teach students to develop the mind of Christ, Bible education is most important. Bible is taught each day, and chapel services are held several times during the week.

6.2.2.3 Course Development

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

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

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

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

6.2.2.3.5 Major Assignments, Projects and Field Trips listed according to each nine-week period:

K-5

1st Zoo

2nd Pumpkin Patch/Play

3rd Book Publishing
Book Month

4th Kindergarten Play and Graduation
Discovery Center and Oakland's Mansion

1st Grade

1st Pumpkin Patch

2nd Play or ICE

3rd Play/Book It/Book Report/Craft Project
Book Publishing
Police Academy

4th Zoo or Barfield Crescent Park

2nd Grade

- 1st Pumpkin Patch/Apple Orchard
- 2nd Book Publishing Project/Book It
- 3rd Police Academy
- 4th Oakland Museum

3rd Grade

- 1st Book Report/Traveler's Rest
- 2nd Book Report/Adventure Science Center
- 3rd Book Report/Reading Contest
Book Publishing
- 4th Oral Book Report

4th Grade

- 1st Insect Project
Book Report
Bell Meade
- 2nd Book Report
Kentucky Down Under
- 3rd Book Report
TN Notebook
Surface Tension Experiment
Winter Feast
- 4th Mammoth Cave or Ruby Falls
President Report

5th Grade

- 1st Book Report
Nissan or Stones River Battlefield
- 2nd State Research Report
Railroad Trip
- 3rd Aquarium
Various Science Experiments

4th Book Report
Lake Winnie
Alvin C. York Home

6th Grade

1st Book Report

2nd Research Report

3rd Book Report
Arnold Air Force Base
Make model rocket
Wax Museum

4th Book Report
Biztown

7th Grade

1st Bible: BIMi visit

2nd Polk House / Rippavilla Plantation
History: Famous Tennessean Research Paper

3rd English: Research paper

4th Womanhood: Devotional

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

8th Grade

1st Bible: BIMi visit
Science: Volcano/Earthquake

2nd History: Polk House / Rippavilla
Science Paper/Space Center

3rd

4th English/Geography: Country Research paper
Science: Space Center, Planet Poster

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

9th Grade

1st English/Science: Science Fair Term paper and project

2nd English/Science: Science Fair Term paper and project
World History: Carter House / Oaklawn Plantation

3rd Health Project

4th World History: World Battle Research paper

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

10th Grade

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

3rd U.S. History: Patriotic paper

4th English Research Paper
Throughout the year: English: Book Report
Science: Topical essays
Bible: Reading of select passages

11th Grade

1st English: Synopsis / Book Report
Government: State Capitol/Monument Project

2nd Science: Science Fair Term paper and project
English: Book Report

3rd Economics: Biography with oral presentation
Nissan Plant

4th English: Term paper and presentation

Throughout the year: Bible: read selected passages

12th Grade

2nd Science: Research Paper (Physics)
English: Term Paper

3rd Speech: Competition speech
Synopsis-English

4th Speech: Devotional and informative speeches
Spanish Story Project
English: Types of Writing

Throughout the year: Spanish: oral reports

Elective Classes:

Computer Science

3rd - Project in Microsoft Excel Workbook

4th - Project in Microsoft Excel Workbook/PowerPoint

Home Economics (JH)

Throughout the year: Various sewing projects

Home Economics (SH)

1st -Sewing Project/Modesty Project

2nd -Kitchen Accessories/Recipe Book

3rd -Chore Chart/Resume
-Home Color/Decoration Project

4th - Wedding Project

Social Science

2nd - Personal Budget

3rd - Proverb Project

4th – Online survey/Resume/Cover Letter

Teacher Cadet

1st - Observation project
Teaching project
Visit to TACS

2nd- Teacher Store
Teaching project
Class Bulletin board

3rd - Teaching project
Class Bulletin board

4th - Learning Style project

Visual Arts

1st - Play

2nd – Photography Project

3rd - Speech for Competition

4th – Advertising Project

Yearbook

1st - Jostens Tour

3rd - TN Association of School Achievement Competition

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

6.2.2.4 Scheduling of Classes

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

6.2.2.5 Bible Classes

The academic aspects of Bible are addressed because grades are given in Bible class. Bible is the first class taught in the day in K5-6th grade. Bible class is treated like other academic classes with quizzes, tests, and other academic requirements. Bible class is different than other academic classes due in part to the whole period being spent on the Bible instead of Biblically integrating spiritual aspects into the curriculum. Practicality is enforced through enlightening students to the daily walk that they can enjoy with the Lord. Personal separation, devotions, church attendance, and giving to missions are taught and encouraged. Each elementary class adopts a missionary to support through prayer and financial giving. Letters are written, and some classes send boxes of supplies to their missionary. Students in grades 4-12 visit area nursing homes to minister to the patients. This helps to develop a giving attitude and allows the students to see the joy in helping others. Students are encouraged to attend soul winning each Wednesday afternoon with the youth pastor after school dismisses.

6.2.2.6 Homework

Franklin Road Christian School believes that homework is an integral part of the school program. Each teacher is at liberty to give homework to aid each student in advancing in his studies. We do expect parents' full cooperation in seeing that

assignments are completed. Franklin Road Christian School can administer penalties for incomplete homework, but this alone will not create, in the heart of the student, the desire to get assigned work done. This is the parents' responsibility. Homework assignments should be complete, neat, on time, and written clearly. Homework should never be considered as "busy work". Classroom teachers will give it for a specific purpose. In the elementary department, a homework offense is given for incomplete homework. In the junior/senior high department, homework offenses will be given for homework that is not acceptable or on time. The assignment must still be made up for the next day. Within a nine-week period for the 7th and 8th grade, the fifth homework offense, and each one thereafter, will draw a one demerit penalty; for the 9th through 12th grade, the fifth homework offense will draw a one demerit penalty; the sixth offense, two demerits; the seventh offense, three demerits; etc.

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

Bible verses

Keyboard tests

Classes that meet Tuesday/Thursday only

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

Homework is assigned for various purposes:

- Practice – Following classroom explanations, illustrations, and study, it may be good for a student to pursue the activity independently for continued mastery and understanding of the skills and concepts taught. This may include review of materials already covered.
- Drill – It may be necessary to engage in drill for mastery of facts and certain skills and concepts.
- Remedial activity – At times some students may have weak levels of understanding, and it may be necessary to do individual assignments as a means of overcoming this weakness.
- Enrichment activity – Many children will need to be challenged to move on to higher levels of attainment. Their own creativity will help to "spark" them to independently reach a broader scope of understanding in various subject fields.
- Special projects – Extension of classroom activities may result in book reports, compositions, special research, searching for various materials to bring to class, and construction of various types of projects.

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

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

6.2.2.7 Graduation Requirements

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

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

*Math: Algebra I, Algebra II, Geometry, Statistics, or Intermediate

**Science: Physical Science, Biology, Chemistry

NOTE: Students not interested in going to college or those not academically capable of handling the COLLEGE-BOUND program as

described below, may choose to follow the VOCATIONAL or GENERAL DEGREE PLAN. However, parents are cautioned not to allow their child to vary from the COLLEGE-BOUND program unless it is absolutely necessary. Parents should contact the office for information on the general degree plan.

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

*Math: Algebra I, Algebra II, Advanced Math, Calculus or Statistics

**Science: Physical Science, Biology, Chemistry

Credits Required for Graduation	Honors Diploma
Bible.....	4
English.....	4
*Math.....	4
**Science.....	4
American History.....	1

World History or World Geography.....	1
Economics.....	1/2
Government.....	1/2
Computer Science.....	1
Speech.....	1
P.E.....	1/2
Health.....	1
Personal Finance.....	1/2
Foreign Language.....	2
Fine Arts.....	1
Total:.....	26

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

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

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

11th

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

12th

*Bible
 *English
 *Speech
 *Calculus or Statistics
 *Foreign Language II
 *Electives

*Indicates Franklin Road Christian School graduation requirements.

Electives:

Advanced Math	Home Economics
Anatomy/Physiology	Keyboarding
Art	Leadership
Band	Media Production
Calculus	Physics
Chemistry	Social Science
Choir	Spanish I & II
Computer Education	Statistics
Drama	Teacher Cadet
Ensemble	Womanhood
Geometry	Yearbook

Graduation Marching Requirements:

- (1) A student must have the full 26 credits in order to receive his or her diploma at the annual commencement exercises.
- (2) A student will be permitted to march at the annual commencement exercises and receive a diploma cover ONLY if he or she falls short by ONLY ONE CREDIT and agrees to the following terms:
 - a. He or she agrees to attend special class sessions on a daily basis (Monday-Friday) from 8:00 a.m. to 11:30 a.m. until that course is satisfactorily completed (continuing to pay tuition during this time).
 - b. He or she understands that the diploma will be granted privately only when all of the course work is completed and fees paid.
- (3) No student will be permitted to march in commencement exercises who lacks more than one credit for graduation.
- (4) Students must take a minimum of 6 ½ credits every year, including their senior year. The exception is transfer students who may be lacking credits from their previous high school.

- (5) Results of the ACT or SAT college entrance test must be on file in the school office before the diploma is granted. Students who plan to attend college should write the college of their choice to find out if there are special requirements for admission. Each college has its own individual requirements, and students will need to plan a school program with the administration to assure fulfillment of particular college entrance requirements. The administration will assist the student in any way possible.

6.2.2.8 Schedule Change

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

6.2.2.9 Credits

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

6.2.2.10 Procedure for calculating grade point averages

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

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

Each student's cumulative GPA will be calculated according to the North Carolina Grade Scale.

6.2.3 Reporting/Report Cards/Records

6.2.3.1 Grading scale

99-100 = A+	80-82 = C+	64 and below = F
95-98 = A	76-79 = C	
93-94 = A-	73-75 = C-	
90-92 = B+	71-72 = D+	
86-89 = B	67-70 = D	
83-85 = B-	65-66 = D-	

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

6.2.3.2 Report cards

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

6.2.3.3 Progress Reports

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

6.2.3.4 Permanent Records

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

1. Name
2. Birthdate
3. Race
4. Sex
5. Date of entrance

6. Academic records
7. Testing records
8. Health records
9. Miscellaneous records

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

6.2.4 Library

6.2.4.1 Mission

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

6.2.4.2 Collection

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

6.2.4.3 Staff

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

6.2.4.4 Cataloging System

The Dewey Decimal System is used in cataloging books.

6.2.4.5 Rules

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

6.2.4.6 Student Use

When school begins each fall, first grade and new students are given a basic introduction to the library and its procedures. This includes locating books at their level and checking out books and reference materials. Upper elementary students and high school students receive instruction as needed on a one-on-one basis.

6.2.4.7 Media

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

6.2.5 Testing Program

6.2.5.1 Teacher-Made Tests

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

6.2.5.1.1 Policies for Quizzes

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

6.2.5.1.2 Policies for Tests

1. Testing should be done for only that material which has been previously taught.
2. Teachers in grades 4-12 are required to "sign-up" in the test sign-up notebook for a testing date so that an unreasonable amount of tests are not administered on one day. (2 test per day max. Bible could be added as a third test.)
3. Each course should have at least one major test every three weeks.
4. Tests should be graded and returned in a timely manner.
5. Tests missed while a student is absent should be made up according to the time designated in the handbook. Teachers should schedule make up tests and let the student know when it is to be made up. Typically, this is to be done after school. **Zeros for missed test should not be placed into the gradebook or *RenWeb* unless permission has been granted from the administrator.**
6. Tests should be kept in a secure location.

6.2.5.1.3 Administration of Tests

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

5.2.5.1.4 Exams

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

5.2.5.1.5 Correlation of Tests

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

5.2.5.2 Achievement Testing

The Iowa Achievement Test is administered to students in kindergarten through 11th grade. In addition, the CoGAT School Ability Index Test is taken in grades K5-11. PSAT tests are given to juniors in the fall. ACT/SAT tests are taken by juniors and seniors at area schools and universities.

6.6.5.3 Aptitude and Other Tests

The Iowa Achievement Test is administered to students in kindergarten through 11th grade. In addition, the CoGAT Ability Index Test is taken in grades K5-11. PSAT tests are given to juniors in the fall. ACT/SAT tests are taken by juniors and seniors at area schools and universities.

5.2.6 Programs

5.2.6.1 Chapel

1. Elementary chapel, grades K5-6, is held once per week with additional chapel services scheduled for special activities and speakers. Preschool has chapel once a month.

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

5.2.6.2 Music

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

5.2.6.3 Plays/Drama/Speech

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

5.2.7 Field Trips

5.2.7.1 Purpose

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

5.2.7.2 Field Trip Policies and Procedures

1. Every grade level will be allowed to take two field trips per year with kindergarten through second grade being allowed to take more as requested and approved by the administration.
2. A field trip request form must be submitted to the administration no less than two weeks before the date of the trip. The administration will then place a bus request to the appropriate person.

3. It is the responsibility of the teacher to secure a bus driver who holds a Commercial Driver's License.
4. The field trip information must be communicated to parents one week in advance of the trip with information included, such as time of departure, time of return, location, and cost.
5. The teacher should carry a cell phone for emergency situations.
6. Phone numbers and locations should be given to the school secretary.
7. Teacher will prepare work for the classes that will be missed.
8. Teachers, parents, and students should wear appropriate "field trip" dress on all trips unless other arrangements have been made.
9. Teachers are responsible for the field trip. The same standards of conduct required of students at school are also required of students on school-sponsored activities.
10. Attendance at any other locations which are not on the permission form are prohibited.

5.2.7.3 Follow-up

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

5.2.8 Extra-Curricular Activities/Awards

5.2.8.1 Awards

1. End of the year awards for each elementary grade and for JH (7-9) and SH (10-12) are as follows:
 - a. Highest academic average for each subject
 - Grades 1-2: Phonics
 - Grades 1-3: Penmanship
 - Grades 3-6: Science, History
 - Grades 1-6: Bible, Math, Language, Reading, Spelling
 - Grades 7-12: Bible, Math, English, Science, History
 - b. Overall highest academic average for all subjects combined. The person winning the overall highest academic average for all subjects combined is not eligible for any individual academic awards.
 - * For JH, the following courses are used to determine the overall scholarship winner: Bible, English, Math, History, Science, Lit / Comp, and Health.
 - *For SH, the following courses are used to determine the overall scholarship winner: Bible, English, Math, History, Science, Computer Science, and Spanish I and II.
 - c. "A" Honor Roll – All A's for all four quarters
 - d. "A/B" Honor Roll – All A's and B's for all four quarters
 - e. Merit Award – No demerits or homework offences for the entire year (7-12)
 - f. Most Improved Student- One given in junior high (7-9)

- g. School Spirit - One given in junior high (7-9) and one given in senior high school (10-12)
 - h. Christian Character Award - One given in junior high (7-9) and one given in senior high school (10-12)
 - i. Classroom Achievement Award – One student per elementary class (1-6) by teacher choice
 - j. Leadership Award – One given in the senior high (10-12)
 - k. Student of the Year – One student per elementary class (1-6) by teacher choice; one given in junior high (7-9) and one given in senior high school (10-12)
 - l. Perfect Attendance
 - m. Minuteman Award – Given to outstanding contributing family
 - n. President’s Award – Given to outstanding senior as chosen by the pastor of FRBC.
 - o. Mr. and Miss FRCS – Given to senior boy and girl who is an outstanding representation of what FRCS is trying to produce as voted upon by the student body (9-12) and faculty/administration.
 - p. Pensacola Christian College Scholarship
 - q. David Lippert Preacher Boy’s Scholarship
2. Valedictorian/Salutatorian
- a. A Valedictorian will be honored every year giving a speech at Commencement. The Valedictorian will have the highest cumulative grade point average for eight semesters.
 - b. A Salutatorian will be honored every year giving a speech at Baccalaureate. The Salutatorian will have the second highest cumulative grade point average for eight semesters.

6.2.8.2 Organizations

1. Honor Society

The purpose of the Franklin Road Christian School Honor Society is to promote a life of outstanding Christian character, to reward academic achievement, and to encourage young people to be the best they can be for the Lord in all areas of their life. To gain membership in this organization, the following criteria must be met:

- a. Maintain a cumulative academic average of 3.4/B+.
- b. Outstanding Christian character which should be exemplified in the student’s daily life by his attitude, classroom behavior, helpfulness in general, cooperation with teachers and fellow students, and such intangible elements that make a quality young person. Leadership abilities, to some extent, should be exemplified.

- c. Students must meet both teacher and administrative approval to be qualified regardless of their grade point average.
- d. He or she should be a participant in some extra-curricular activity.
- e. He or she must be a member of the Franklin Road Christian School student body at least one semester before becoming eligible to be a member.
- f. Membership is open to students in grades 9-12. If a student does not become a member during one year, he or she is eligible to be a member the next school year. Any student who is suspended, asked to withdraw, or expelled will be dismissed from the Honor Society.
- g. Transfer students, or students who have withdrawn from school and then later readmitted to FRCS, must qualify for the Honor Society as a new student.
- h. Students whose GPA drops below 3.4 will be placed on probation for one semester. If the GPA remains below a 3.4, that student will be dropped from membership and must qualify as a new student.

6.2.8.3 Activities – Sports

The following sports are offered at FRCS:

- Girls' JV and Varsity Volleyball
- Boys' and Girls' Cross Country
- Girls' MS, JV, and Varsity Basketball
- Boys' MS, JV, and Varsity Basketball
- Girls' Fast Pitch Softball
- Boys' MS and Varsity Soccer
- Boy's MS and Varsity Baseball
- Boys' and Girls' Golf
- Girls' Soccer

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

6.2.8.4 Advisors/Coaches

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