

FRANKLIN ROAD ACADEMY

4700 Franklin Road
Nashville, Tennessee 37220

ACADEMY DAILY HOURS

Lower School (Pre-K – 1).....	7:55 a.m. to 2:35 p.m.
Lower School (2 – 4).....	7:55 a.m. to 2:45 p.m.
Middle School (5 – 8).....	7:40 a.m. to 3:00 p.m.
Upper School (9 – 12).....	7:40 a.m. to 3:05 p.m.

ACADEMY EARLY DISMISSALS

Lower School	11:15 a.m. (Pre-K, K, Grade 1) to 11:25 a.m. (Grades 2-4)
Middle School	11:40 a.m.
Upper School	11:55 a.m.

ACADEMY LATE ARRIVALS

All Schools	10:00 a.m.
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DAILY SCHEDULE

7:20 a.m. Arrival Time: LS Students
7:00 a.m. Arrival Time: M/S, US Students
The Lower School building remains secured until 7:20 a.m.
Students who are not participating in a school-sponsored activity after school hours are to leave school grounds. All school buildings are secured at 4:00 p.m. daily.

EXTENDED DAY HOURS

7:00 a.m. to 7:40 a.m.	Before School Care
2:35 p.m. to 6:00 p.m.	After School Care: Preschool - Grade 1
2:45 p.m. to 6:00 p.m.	After School Care: Grades 2 - 4

CAMPUS STORE

Open 7:30 a.m. to 12:30 p.m. (Monday through Thursday)
The Campus Store will also be open for extended hours as announced in newsletters and on the FRA website. The Campus Store is located on the ground floor of the Lower School next to the art room.

TELEPHONES, FAXES and WEBSITE

	DIRECT LINES
Administrative Offices	832-8845
Lower School Office	832-8933
Middle School Office	831-6959
Upper School Office	331-6808
Campus Store	831-6950
Dining Hall	333-0638
Extended Day	831-0769
Upper School Commons Area	832-9822
Fax Number (Administration)	834-4137
Fax Number (Lower School)	781-0118
Fax Number (Middle School)	831-6962
Fax Number (Upper School)	781-8551

Website: www.franklinroadacademy.com

The FRA Handbook and Directory is for the sole use of the Franklin Road Academy community and is for school related use only. This publication is not to be used for special interest groups.

HEAD OF SCHOOL

Margaret W. Wade, Ed.D.

DEAN OF UPPER SCHOOL

Steven H. Harris, M.Ed.

DEAN OF MIDDLE SCHOOL

Andrew D. Sheets, M.Ed.

DEAN OF LOWER SCHOOL

Cynthia Jarnigan, M.S.T.

ACCREDITATION

Franklin Road Academy is accredited by the Southern Association of Colleges and Schools and by the Southern Association of Independent Schools.

MEMBERSHIPS

- National Association of Independent Schools
- Southern Association of Independent Schools
- Tennessee Association of Independent Schools
- Independent Schools of the Nashville Area
- College Entrance Examination Board
- National Association of Secondary School Principals
- National and Southern Associations of College Admissions Counselors
- Council for Spiritual and Ethical Education
- Middle Tennessee Vocal Association
- Tennessee Music Education Association
- Middle Tennessee School Band and Orchestra Association
- International Educational Theater Association
- International Thespian Society
- Council for the Advancement and Support of Education
- Tennessee Secondary Schools Athletic Association
- Harpeth Valley Athletic Conference

Franklin Road Academy, Incorporated admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. FRA does not discriminate on the basis of race, color, or national origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other programs.

2011- 2012 BOARD OF TRUSTEES

Chairman Mr. Matt Cowan

Mr. Doug Berry '81
 Mr. Joe P. Bowen
 Mr. Steve C. Chambliss
 Mr. John B. Coben
 Mr. Harvey A. Crouch
 Mrs. Diane Crudele
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Mr. Chris Holmes
 Mrs. Kimberly Jackson
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 Mr. Gary Marcum
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 Dr. Craig Philip
 Mr. Albert Rodewald

Mrs. Laurie Seabury '82
 Mrs. Lisa Slipkovich
 Mrs. Beth Somers '84
 Mr. John C. Tishler
 Mr. Richard Tomichak, Jr. '87
 Mr. Mark Weeks

Ex-officio members:
 Ms. Cathie Cato Renken '88
 Dr. Margaret W. Wade

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2011—2012 C A L E N D A R
(See activity calendar for more details.)

AUGUST

18 Opening Day of School
Extended Day Opens
Pre-K, K & Grade 1 Attend 9:00 a.m. – 11:00 a.m.
30 MS Parent Preview Night

SEPTEMBER

5 Labor Day SCHOOL HOLIDAY
8..... LS Parent Preview Night
10..... ACT
13..... US Parent Preview Night
14..... US Progress Reports
30..... End of 1st Six Weeks Gr. 2 -4

OCTOBER

1..... SAT
5..... EARLY DISMISSAL ALL GRADES
Faculty In-Service 12:00-3:00 p.m.
Report Cards Issued Gr. 2-4
7..... Homecoming
11..... End of 1st Qtr. Gr. 5-12
12..... PSAT National Test Date
14..... EARLY DISMISSAL LS ONLY
Field Day Gr. K-4
17, 18..... FALL BREAK SCHOOL HOLIDAY
20, 21..... EARLY DISMISSAL LS and MS
LS, MS Parent Conferences
22..... ACT

NOVEMBER

5..... SAT
9 LATE OPENING ALL GRADES
Faculty Focus Morning
US Progress Reports
11 End of 2nd Six Weeks Gr. 1-4
16 Report Cards Issued Gr. 1-4
23-25..... Thanksgiving SCHOOL HOLIDAY

DECEMBER

3..... SAT
8..... End of 2nd Qtr. Gr. 5-12
US Exam Review ONLY
10..... ACT
12–16..... Exams Grades 9-12
14-16 Exams Grades 6 - 8
15,16..... EARLY DISMISSAL ALL GRADES
16..... Last Day of Fall Semester
EARLY DISMISSAL ALL GRADES
17–Jan. 2..... Christmas Break HOLIDAY

JANUARY

3 Classes Resume
11 LATE OPENING ALL GRADES
Faculty Focus Morning
13..... End of 3rd Six Weeks Gr. 1-4
16..... Martin Luther King Day SCHOOL HOLIDAY
18..... Report Cards Issued Gr. 1-4
28..... SAT

FEBRUARY

1..... US Progress Reports
LATE OPENING ALL GRADES
Faculty Focus Morning
11..... ACT
13 CLASSES BEGIN @ 9:00/SEW Faculty Breakfast
13-17..... Spiritual Emphasis Week
20..... Presidents Day SCHOOL HOLIDAY
24..... End of 4th Six Weeks Gr. 1-4
29..... Report Cards Issued Gr. 1-4

MARCH

9..... End of 3rd Qtr. Gr. 5-12
10..... SAT
12-15..... US Interim
MS Trip Week, Grades 6-8
16-25..... Spring Break SCHOOL HOLIDAY
26..... Classes Resume

APRIL

4..... EARLY DISMISSAL ALL GRADES
Faculty In-Service 12:00-3:00 p.m.
6-9..... Good Friday, EASTER - SCHOOL HOLIDAY
10..... Classes Resume
13..... End of 5th Six Weeks Gr. 1-4
14..... ACT, Prom
16-20..... LS Achievement Tests
18..... Report Cards Issued Gr. 1-4
US Progress Reports
19, 20..... LS EARLY DISMISSAL ONLY
LS Parent Conferences
24-26..... MS Achievement Tests

MAY

5..... SAT
7-18..... AP Exams
11..... EARLY DISMISSAL ALL GRADES
LS Grandparents Day, MS Fun Day, US May Day
16..... End of 4th Qtr. Gr. 5 -12
17..... US Awards 10:30 a.m.
18..... US Exam Review ONLY
End of 6th Six Weeks Gr. 1-4
20..... Baccalaureate
21-23..... Exams Grades 6-8
21-25..... Exams Grades 9-12
24..... EARLY DISMISSAL ALL GRADES
Last Day Pre-K & K
8:00 a.m. MS Awards
25..... EARLY DISMISSAL ALL GRADES
8:00 a.m. LS Awards; Report Cards Issued Gr. 1-4
10:00 a.m. MS Promotion
27..... Commencement 3:00 p.m.
28..... Memorial Day HOLIDAY

FRA Educational Experience

FRA students and their families participate in an educational experience that is rich and robust academically, in co-curricular programming, and spiritually. Our handbook serves as a reference tool for our community; connecting people, philosophy, policy and protocol. The key information and overviews provided in this handbook can be supplemented with information found at the links on the FRA website and with materials provided by each school division or department.

Communication Philosophy

Open lines of communication are an essential part of the partnership between home and school to ensure student growth and progress. This involves all aspects of academy life: curricular and co-curricular. All FRA faculty and administrators are committed to sharing good news as well as addressing any conflicts/concerns efficiently in order to maintain an optimal learning environment for all students.

Communication Protocol

Parent perspective is important to us as we work to fulfill the FRA mission. When voicing your opinions or addressing any concerns and academic questions, please follow these steps:

1. Contact the teacher/sponsor/coach involved.
2. If the situation remains unresolved, contact the dean of the school or the next line of authority.
3. If, at that point, the issue has not been addressed to your satisfaction, contact the head of school. When a meeting is held, the classroom teacher/sponsor/coach, and/or the dean of the school may be asked to attend to assure open lines of communication among all parties.

ACADEMIC PROGRAM DESIGN AND ASSESSMENT

CURRICULUM LOWER SCHOOL

The goal of the Lower School curriculum is to instill in each student an excitement about learning and a positive attitude toward school and the learning process. Through developmentally-appropriate methods, each child is challenged to think critically and to become a responsible and self-reliant student. Good citizenship is also a curricular priority, as is the creativity within each individual.

The Lower School curriculum is based on the whole child concept. It is designed to provide a foundation in the fundamental areas of reading, language arts, mathematics, social studies, and science. Performing Arts, Art, Technology, French, Spanish, Library Skills, and Physical Education are offered as curricular enrichment.

MIDDLE SCHOOL

The curriculum for Grades 5 – 8 is divided into areas of Humanities through Literature; Humanities through History; Mathematics; Science; and Foreign Language. Pre-algebra is offered to qualified students at the seventh grade level. Algebra I is offered to qualified students at the eighth grade level. Enrichment courses include drama, vocal music, band, art, and Bible. Physical Education/Personal Development classes include teaching healthy choices.

UPPER SCHOOL

In Grades 9 – 12, the goal is to prepare students for college and the responsibilities of adult life within the community. In addition to academic preparation, emphasis is placed on activities which develop spiritual values, leadership qualities, and a devotion to our national heritage. To this end, the school offers a full range of curricular and extracurricular activities.

The academic program stresses fundamentals of English, including grammar, literature, composition, and vocabulary; mathematics, science, and social studies. Two years of Latin or a modern foreign language are required. Advanced placement courses may be offered in United States History, European History, World History, English Language, English Literature, French Language, Spanish Language, Spanish Literature, Biology, Chemistry, Physics, Latin Vergil, Studio Art, Statistics, Calculus AB, and Calculus BC. Honors courses are offered in most subject areas.

ADVANCED PLACEMENT EXAMS

Students who are enrolled in an advanced placement course but who do not take the AP exam will still have the AP designation beside the course title on the transcript. However, there will be no label for the AP score on the back of the transcript. All students enrolled in AP classes are provided the opportunity to take the AP exam.

GRADUATION REQUIREMENTS

Students entering the ninth grade are required to complete **24 units** for graduation. The following courses are required of all students:

English	4 units
Mathematics (Algebra I, Algebra II, Geometry and one upper level math course)	4 units
Science (Biology I, Chemistry I or Physics, & one additional science)	3 units
Foreign Language (same language)	2 units
Religious Studies	1 unit
Social Studies (Ancient / Medieval History, World History, & U. S. History)	3 units
Physical Education	1 unit
Fine or Performing Arts	1 unit
Technology	1/2 unit
Electives	<u>4 1/2 units</u>
TOTAL	24 units

All students in Grades 9 – 12 must take at least six courses each semester. In addition, all students must take a minimum of five (5) academic courses each semester. Additional courses may be electives, enrichments, or fine/performing arts for a total of six (6) credits per semester.

It is a specific requirement for each senior to complete application to, and be accepted by, at least one college or university.

In order for a senior to have complete transcripts sent to respective colleges, graduation participation is expected. Upper School students are required to submit documentation of an average of five (5) hours of community service per year for each of their four years of high school. This service learning requirement will be appropriately adjusted for students who enter FRA after the ninth grade. Participation in “Into the Community” during Interim does not earn community service hours.

UPPER SCHOOL DEPARTMENTAL OFFERINGS

ENGLISH

English I or English I (H)	Writing Process (1/2)
English II or English II (H)	Speech (1/2)
English III or AP English Lang.	Shakespeare Survey (1/2)
English IV or AP English Lit.	

FOREIGN LANGUAGE

French I	AP Latin Vergil
French II	Greek and Latin Derivatives (1/2)
French III or French III (H)	Classical Mythology (1/2)
French IV/V (H)	Spanish I
AP French Language	Spanish II
Latin I	Spanish III or Spanish III (H)
Latin II	AP Spanish Language
Latin III or Latin III (H)	AP Spanish Literature
Latin IV/V (H)	

MATHEMATICS

Algebra I or Algebra I (H)	Pre-Calculus or Pre-Calculus (H)
Algebra II or Algebra II (H)	Calculus or AP Calculus (both AB and BC)
Geometry or Geometry (H)	AP Statistics
Advanced Math Topics	

SCIENCE

Biology I or Biology I (H)	Biology II or AP Biology
Chemistry I or Chemistry I (H)	Chemistry II or AP Chemistry
Physics I or Physics I (H)	Environmental Science
Physics II or AP Physics	

SOCIAL STUDIES

Ancient History or Ancient History (H)	U.S. History 1820–1900 (1/2)
World History or AP World History	Economics (1/2)
U.S. History or AP U.S. History	Modern American Social Issues (1/2)
American Government (1/2)	AP European History
U.S. Presidents (1/2)	

TECHNOLOGY

Technology (1/2)	Computer Science (H) (1/2)
Technology Practicum (1/2)	Digital Media (1/2)

ENRICHMENTS

Wellness (1/2)*	Weights/Conditioning (1/2)*
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RELIGIOUS STUDIES

Life of Christ (1/2)	Old Testament Survey (1/2)
World Religions (1/2)	New Testament Survey (1/2)
Faith and Film (1/2)	

FINE AND PERFORMING ARTS

Art I, II, or III (1/2)*	Concert Choir*
Advanced Art (1/2)*	Vocal Ensemble*
AP Studio Art*	Jazz Ensemble*
Drama I / II, III / IV (1/2)*	Jazz Combo*
Theatre Tech (1/2)*	

* Indicates that the course is not considered an academic class.

Courses in Algebra I and/or the first year of a language completed before the ninth grade will be listed on the academic transcript. Students must still complete, in Grades 9 – 12, a minimum of 24 units for graduation and meet the listed course requirements.

Students must meet the following standard to advance to the next grade level/class: 6 credits to be a sophomore, 12 credits to be a junior, and 18 credits to be a senior.

Successfully fulfilling this requirement allows students in high school to make satisfactory progress towards graduation and to remain eligible for participation in TSSAA athletics and FRA's extra-curricular activities for the next year.

ADDING/DROPPING A COURSE

Changes in schedules must be made after the third day and before the end of the third week of each semester. Students who wish to make a schedule change must fill out a request form and have it signed by a parent. Students who enroll in a full-year course will not be allowed to drop that course at the end of the first semester.

GRADING SYSTEM

The Franklin Road Academy school year has six grading periods for Grades 2 – 4 (Grade 1 has five grading periods) and four quarters for Grades 5 – 12. In Grades 5 – 8, email reminders are sent home every three weeks, marking a three-week progress report interval. However, grades are always available on-line.

Progress reports for Grades 9 – 12 are generated at the middle of each quarter and distributed by teachers to students as needed. These may be required to be returned with parent signature. The end of each grading period is listed in the school calendar.

Report cards are sent home or posted on the FRA Website following the end of each grading period or following semester exams. Semester exams are given in Grades 6 – 12.

Grade 1

S Satisfactory
N Needs Improvement

Grade 2

E Excellent
S Satisfactory
N Needs Improvement

Grades 3 – 6

A 92–100
B 84–91
C 76–83
D 70–75
F Below 70

Grades 7 – 12

A 90–100
B 80–89
C 70–79
F Below 70

CLASS RANK

In an independent school with high academic standards and expectations, class rank is relative to the strength of each class and could be detrimental in college admissions. For those reasons, Franklin Road Academy does not publish class rank, a practice consistent with other independent schools throughout the country.

PASS/FAIL COURSE CREDIT GUIDELINES

Credit is awarded for a course only if the second semester is passed *and* the yearly average (numerical average of the fall and spring semesters) is passing (70). This applies to Grades 4 – 12.

TRANSCRIPTS, GPA, AND CREDIT COUNT FOR TRANSFER STUDENTS

FRA's official transcript reflects only courses taken for credit at FRA and courses taken in an accredited summer school while enrolled at FRA. Students who transfer to FRA from other schools will have the transcript(s) of the former school(s) attached to their FRA transcript. Grades and quality points earned at other schools are NOT COUNTED in FRA's cumulative grade point average (GPA). Credits earned at other schools WILL COUNT toward the 24 credits required for graduation provided the course content is consistent with FRA's requirements. Students who have transfer credits in courses not required or offered at FRA may have such coursework counted as elective credit that is applicable toward graduation.

EXAM EXEMPTION POLICY FOR UPPER SCHOOL

Fall Semester Exemptions:

All students are required to take fall semester exams in full unit courses.

In semester courses, seniors may earn exam exemption for the fall semester by having an average of 92 or better for the first two quarters.

Spring Semester Exemptions:

Seniors may earn exam exemption in the spring in all courses (full unit and semester) by having an average of 92 or better for the four previous quarters.

AWARDS, HONORS, AND SCHOLARSHIPS

UPPER SCHOOL

Head's List: An average of 95 or above in academic courses with no grade below 90

Dean's List: An average of 90 or above in academic courses with no grade below 87

Annual Heads List: Students who have earned a place on the Heads List every quarter are recognized during the Academics and Arts Awards program.

Academic/Enrichment Awards: Students showing outstanding performance in subject areas are recognized at the Academics and Arts Awards program. The following college book awards and special awards also recognize Upper School students in Grades 9 – 11 based on specific criteria for each award:

Most Outstanding Students
Emory University Book Award
Harvard Book Award
Princeton University Book Award
Randolph College Book Award
Rensselaer Math and Science Medal
Sewanee Book Award
Smith College Book Award
University of Miami Book Award
University of Virginia Thomas Jefferson Book Award
Community Service Awards (may include seniors)

Senior Scholarships and Awards: The Board of Trustees, administration, and faculty recognize the outstanding members of the senior class by awarding the following scholarships and recognitions:

Valedictorian
Salutatorian
Founders Award
Most Outstanding Senior Girl and Boy
Billy L. Bradshaw Scholarship
Helen Harris Dale Scholarship
Carole Pieratt Scholarship for the Performing Arts
Alumni Association Awards

Valedictorian and Salutatorian: Based on the highest academic numerical rankings in academic subjects from those seniors who have attended FRA for all four years of high school

Founders Award: Given to the most outstanding senior student based on academics, activities, and citizenship. (Student must have been at FRA for a minimum of two years.)

MIDDLE SCHOOL

Fifth and Sixth Grade:

Heads List: An average of 95 or above in all academic courses (4 core) with no grade below 92

Deans List: An average of 92 or above in all academic courses (4 core) with no grade below 85

Seventh and Eighth Grade:

Heads List: An average of 95 or above in all academic courses(5 core) with no grade below 90

Deans List: An average of 90 or above in all academic courses(5 core) with no grade below 85

End of Year Awards:

Perfect Attendance: Presented to students who miss no school days.

Academic Awards: Seventh and eighth graders having the highest academic average in each subject are recognized. Students may receive more than one academic award. Fifth and sixth graders are presented academic awards in English, reading, math, social studies, science, and foreign language. Teachers will determine the recipients based upon academic average, interest, effort, and any other factors that support excellence in the area. A student may receive only one academic award.

Valedictorian and Salutatorian: Based on the highest academic numerical rankings in academic subjects from those eighth graders who have attended FRA for all four years of Middle School

Founders Award: Given to the most outstanding eighth grade student based on academics, activities, and citizenship. (Student must have been at FRA for a minimum of two years.)

Enrichment Awards: Students who excel in art, music, drama, and computer science receive awards for their work.

LOWER SCHOOL

Head's List: All As in a grading period - Grades 3 and 4

Dean's List: All As and Bs in a grading period with more As than Bs or an even number of each in Grades 3 and 4

Annual Heads List: Students in Grades 3 and 4 who have earned an A in every academic subject every grading period will receive this recognition at the end of the school year.

Academic Excellence Award: Students in Grades 3 and 4 who have earned a yearly average of A in all academic areas will receive the award at the end of the school year.

Perfect Attendance: Students, Grades 1 – 4, who have been present throughout the school year and have received no unexcused tardies will receive a Perfect Attendance Award.

Paige Dragon Spirit Award: Fourth grade student who has exemplified character with a positive attitude, kindness toward peers, and willingness to give his or her all in any given situation

Dr. Sissy Wade Award: One boy and one girl from fourth grade who have demonstrated high academic standards, personal integrity, and loyalty to FRA

Other Awards: Several days before the close of school, classroom teachers will present individual awards. These awards include perfect attendance, conduct (at least four ones, two twos and no threes), and other individual awards as determined by classroom teachers.

ACADEMIC PROBATION

LOWER SCHOOL

If a student fails Reading, English, or Mathematics or a combination of two academic subjects, he/she must complete a summer remediation plan approved by the dean to be promoted to the next grade or to remain at FRA.

MIDDLE SCHOOL AND UPPER SCHOOL

Students who fail two or more courses will be placed on academic probation for the next semester. If the probationary status is not removed, the student may not be eligible to return for the following school year. A student who has end-of-the-year failures must complete FRA's summer school remediation program.

SUMMER SCHOOL REMEDIATION POLICY

In order to qualify for Upper School Summer Remediation:

- 1) Eligibility for this program would include any student who has not been on academic probation more than two consecutive semesters.
- 2) A student has failed no more than 1.5 credits in one academic school year
- 3) A student must earn a grade of 60 or above in a failed subject

UPPER SCHOOL PASS/FAILURE GUIDELINES

<u>Fall Semester</u>	<u>Spring Semester</u>	<u>Credit</u>	<u>Summer School</u>
Pass	Pass	1	None Required
Pass	Fail	½	2nd Sem. Only
Fail	Pass		**
Fail	Fail	0	Both Semesters

*A passing grade at FRA means to earn a grade of 70 or higher.

** If the combined average for both semesters is 70 or higher, the student receives full credit and no summer school is required. However, if the combined average for the two semesters is below 70* the student will receive ½ credit and the first semester must be taken in summer school.

NOTE: A student's failing grade will always appear on the academic transcript. Upon completing the required summer school hours and successfully passing the final exam, the summer school grade and subsequent credit will also appear on the academic transcript.

In order to qualify for Middle School Summer Remediation:

- 1) Eligibility for this program would include any student who has not been on academic probation more than two consecutive semesters.
- 2) A student has failed no more than 2 courses in one academic school year
- 3) A student must earn a grade of 60 or above in a failed subject

REQUIREMENTS OF SUMMER SCHOOL REMEDIATION PROGRAM

- a) A minimum of 30 hours of tutoring in the areas of Humanities or Mathematics would be required (there is no maximum, so if a student needs to have more “time” finishing the work, that would be up to the student, his family, and the tutor.) Program requirements for other courses will be determined by the Department Chair, Academic Coordinator and the Middle School Dean. This work is to be completed by August 1st.
- b) An FRA teacher will be assigned to oversee the tutoring to ensure the quality of the Program and to customize the work to meet the needs of student.
- c) The tutor selected by the family must be approved by the Dean of the School.
- d) The grade received for successful summer tutoring would be a 70 which will be recorded on the FRA transcript in the summer school columns. The grades earned during the school year would always be on the transcript; nothing replaces the original grades.

The FRA teacher of the failed course or a teacher within the department would make up an individual plan for the failing student giving details of what should be accomplished in summer tutoring. THIS PLAN WOULD INCLUDE AN EXAM AND/OR FINAL PROJECT APPROVED BY THE TEACHER.

EXTENDED DAY

Extended Day services are available for students of working parents. Extended Day begins at 7:00 a.m. and ends at 6:00 p.m. Students enrolled in this program are eligible to participate on early dismissal days, snow days, and school holidays. Full days and holidays are available for an additional cost with a minimum number of twelve students in order to be open. Contracts are available through the Business Office. Students who remain on campus after 4:00 p.m. must be in the Extended Day Program or a supervised extra-curricular activity.

SUMMER CAMP PROGRAMS

(Day Camps, Academic/Enrichments, and Sports Camps)

Summer day camps are offered for boys and girls entering grades K – 7. These camps are fun, adventurous, and educational. They are directed by experienced personnel. Academic, enrichment, and sports camps are available for campers entering Pre–K through high school. Information may be obtained by calling the Extended Day office.

ACADEMIC PROGRAM ADDITIONAL COMPONENTS

HOMEWORK PHILOSOPHY

Our academic mission to promote scholarship, integrity and balance in a college-preparatory educational environment includes a purposeful homework program academy-wide. Homework practices at FRA are guided by educational research regarding academic achievement and the allocation of academic time. Our homework policies and protocol are reviewed annually as part of our on-going evaluation of instructional practices.

We believe that to derive the most benefit from our homework program students, parents and teachers should receive appropriate guidelines and on-going support to promote study skills and enhance techniques for academic success. This takes place through professional development, guest speakers, *Academic Coffees* for parents, help sessions, study hall support and individual interventions with students.

We believe that meaningful homework assignments are:

- A valuable part of the learning process
- An opportunity to promote responsibility and accountability
- An extension of the learning taking place in class
- An opportunity to develop strong, respectful connections in the partnership between home and school

Purposeful homework may take the form of:

- **PRACTICE**-Students must reach a level proficiency with basic skills. This kind of homework typically increases speed and accuracy.
- **PREPARATION**-Students must access prior knowledge about a topic in order to engage with material successfully. This type of assignment asks a student to reflect on previous learning and think about what they want to learn.
- **ELABORATION/EXTENSION/ENRICHMENT**-This type of assignment might require research, comparisons and/or various forms of creative application. Students are asked to demonstrate understanding in varied ways.
- **READING**-With this assignment students develop fluency and comprehension. There are multiple long term benefits to developing non-fiction and fiction reading strategies and the love of literature.
- **STUDY**-This type of homework requires students to review material, to commit key information to long term memory and to enhance understanding of a topic by making connections and transferring information to new situations/problems.

WHAT TO EXPECT:

- As a student progresses through the academy there are graduated homework expectations. Each school division adheres to developmentally appropriate policies and protocol.
- Each school's grade level and course homework expectations are communicated by classroom teachers and overseen by school administrators.
- Homework expectations are posted on the FRA website *Academics* link. Time allocations and detailed homework policies are provided and posted by grade levels, K-8, and by course in the Upper School. Assignments are posted on-line daily by teachers.

HOMEWORK AND MAKE-UP WORK FOLLOWING AN ABSENCE

Students absent from school are responsible for making up missed assignments/tests/quizzes. For every day absent a student has two days to make up assignments/tests/quizzes. The only exception is that long term projects are due the day the student returns to school.

In the case of an extended absence, which is defined as 3 days or more, the student always has the benefit of a weekend to make up work. A specific contact teacher or support person will be established to help co-ordinate the make-up work after an extended absence. In the case of chronic illness/injury, the family and school will collaborate under the direction of the dean to meet academic expectations.

INTERIM PROGRAM

Interim grades/evaluations will be documented on the FRA transcript. Grades of P (pass) or F (fail) will be shown. Participation in the interim program is required for all Upper School students. Interim grades are indicative of successful completion of the program and DO NOT count towards the 24 units required for graduation.

STUDENT PUBLICATIONS

FRA, a member of the Journalism Education Association, National Scholastic Press Association, Columbia Scholastic Press Association, and Tennessee High School Press Association, provides opportunities for Upper School student publications including the yearbook, the newspaper, and the literary magazine.

SUMMER READING

The aim of the FRA reading program is to support the reading that has begun and been developed in the home. In college-preparatory schools, summer reading supports the academic program. It is designed to expose students to quality literature which they will enjoy and which will challenge their reading and thinking abilities. The literature is chosen from both accepted classics and from contemporary authors. The school serves students of different abilities, experiences, and interests; therefore, some of the selections may prove more difficult and less interesting for some students than others. Accepted reading levels for students have been established on a nationwide basis, and all FRA students need to meet these reading norms. Summer reading expands knowledge and helps maintain and extend vocabulary, reading rate, and comprehension. It is felt that a structured reading program supports this philosophy.

CONFERENCES

Individual parent-teacher conferences are scheduled in the fall and spring for grades prekindergarten through four. Parents are notified of appointment times. Middle School conferences are held in the fall for grades 5 – 8.

If parents of students at any grade level desire a conference during the school year, they may arrange a time by sending a note to school or by calling the office. Conferences are by appointment.

CLASS PLACEMENT

Many factors enter into the classroom placement of students. Grade-level teachers, our learning specialist, and the Lower School dean consider a child's learning style and degree of self-confidence, the styles available at the next grade level, and personal issues the child and/or family may be facing. For this reason, we do not accept teacher requests, but encourage you to tell us about your child and his/her special needs. We appreciate your understanding and support of this policy.

TABLET COMPUTER PROGRAM

Incorporating the use of technology into teaching and learning is an important part of the FRA academic experience. All FRA students have access to Tablet PCs in order to foster 21st Century skills such as communicating effectively, gathering/analyzing information and problem-solving using technology. Students in grades 7—12 have their own tablets. On-going technology support is offered to students, teachers and parents. Classes in the Lower School Computer Lab and training in specific computer programs and internet safety in grades 5 and 6 lay a solid foundation for FRA students who are prepared to integrate technology and academics throughout Middle and Upper Schools.

For more information about this dynamic program, visit the Technology section of the FRA website.

COMPUTER / NETWORK ACCEPTABLE USE POLICY (AUP)

All aspects of the Honor Code are in force with respect to use of technology. In keeping with the FRA Mission Statement, the academy takes seriously the responsibility to ensure safety, integrity and balance when using technology. All use of technology on campus should be used primarily for educational/business purposes. FRA reserves the right to review any technology related communication. The complete computer/network acceptable use policy (AUP) can be found on the FRA technology website.

COLLEGE COUNSELING

College counseling is a comprehensive progressive process which begins at the earliest grade levels. This process yields acceptance in many of our nation's finest colleges and universities.

The college counseling process includes group sessions with students to discuss transcript development and course selection, beginning in the eighth grade year. Resume building and application essay writing are introduced and further developed each year of upper school. Students in their junior and senior years are invited to attend group sessions with over 100 college representatives who come to campus. They are also encouraged to attend college fairs and make college visits during these years. The college counseling program also utilizes *Naviance*, a web-based program comprised of four critical dimensions: college, course, career, and success planning. The capabilities of this program give students and their families access to thousands of colleges and universities using innovative search tools and provides data such as scatter grams, scholarship information, and statistics that offer insights into the application process.

The FRA achievement testing program is focused on college admission. Students in grades 2-7 take the CTP 4 (Comprehensive Testing Program) produced by the ERB (Educational Record Bureau). This testing program, given by top independent schools and some public suburban schools, uses the same test questioning techniques as does the SAT, given for college admission. Our students spend many years developing their skill set for college admission testing. They take the EXPLORE Test in the 8th grade and have the option of taking the PLAN Test in the 10th grade. Both tests are pre-ACT assessments. Additionally, students take the PSAT in the 8th, 9th, and 10th grades in preparation for the PSAT and SAT in their junior year. Each junior and senior is expected to take the SAT and ACT tests at least twice, and time is spent in preparation for these admission tests.

Finally, and most importantly, each student and family receives personal advising from the coordinator of college counseling. While there is a balance of roles among the student, parent, FRA, and the colleges to which he/she applies, the college counselor works with each family individually to seek the best possible matches for each student. It is a specific requirement that each senior completes an application and be accepted to at least one college, and it is the goal of our program for each student to gain admission to several universities that match each student's goals and aspirations. In addition to the college counselor, virtually every faculty member in the Upper School is involved through the advisory program and recommendation writing.

STUDENT LEARNING SERVICES

The Student Learning Services at Franklin Road Academy identifies students' learning profiles in order to foster their academic growth and facilitate individual academic needs. Through this program, professional development is also enhanced with a focus on study skills, test preparation, and differentiated learning.

The goals of Student Learning Services are to:

- 1) Work with students, parents, teachers, and administrators as a team in order to identify students who may need personalized academic guidance.
- 2) Serve as a liaison, guiding students to appropriate community support for assessment and learning services beyond school resources.
- 3) Make recommendations to teachers in order to accommodate the diversity of needs in the classroom.
- 4) Make recommendations to parents to facilitate enhanced learning opportunities at home.
- 5) Create student awareness of their strengths and help them to recognize how they can use these strengths to overcome academic challenges.
- 6) Increase awareness of the diversity of student abilities and learning styles throughout the FRA community of learners.
- 7) Enhance professional development.

PROGRAMS UNIQUE TO FRANKLIN ROAD ACADEMY

THE CENTER FOR PHILANTHROPIC STUDIES

Beginning in the 2011-2012 school year, The Center for Philanthropic Studies at Franklin Road Academy will provide programming in community service, service learning and philanthropic education for all FRA students. Experiential learning activities, student led initiatives, and an introduction to the non-profit sector will enrich academics, cultural, and spiritual life.

THE TURNER FELLOWSHIP

Sponsored by the Cal Turner Family Foundation, the Turner Fellowship Program at Franklin Road Academy offers students an opportunity to serve in partnership with not-for-profit organizations within the Nashville community. The fellowship program sponsors students committed to making a difference in the lives of others.

Students completing their junior year in the Upper School may apply for the Turner Fellowship Program. The Turner Fellowship Program offers students a fellowship opportunity during the summer following their junior year. The fellowship provides a six week (forty hour week) summer internship with a not-for-profit organization. Each student will receive a stipend of \$7.25 per hour. A matching contribution will be donated to each agency in honor of the Turner Fellow by the Cal Turner Family Foundation.

Turner Fellows will be exemplary scholars with integrity and balance. Criteria for selection include commitment to community service, personal character, and a desire to make a difference within the community. Finalists will be interviewed by a selection committee which will include representatives of the Cal Turner Family Foundation.

Turner Fellows may be eligible for a one-time, \$5,000 Turner Scholarship to the college of his/her choice. Scholarship awards will be based on successful completion of the Turner Fellowship, continued commitment to community service, and academic success at FRA.

NISSAN ENGLISH LANGUAGE LEARNING PROGRAM

Nissan North American, Inc. and Franklin Road Academy have established an ELL (English Language Learning) program with the goal of integrating French speaking students into the academy's college-preparatory program. These students must be qualified for admission to FRA through the current school process for admission.

HEART TO HEART PROGRAM

Heart to Heart is a "parallel program" whereby students with Down syndrome are taught their core subjects in a self contained special education classroom. In addition, these students are part of a specific grade level class and participate with their class during enrichments, lunch, and physical education. These students also intersect with their assigned class when appropriate.

This non-diploma seeking program is offered for a maximum of four students. This program is first offered to Franklin Road Academy families. "FRA family" is described as siblings of current students and children or siblings of alumni or former FRA students. After these positions have been filled, any remaining positions will be offered to the community at large.

S P I R I T U A L L I F E

Philosophy of Spiritual Life at FRA

FRA adheres to a holistic philosophy of education which recognizes that children have a soul as well as a body and a mind. To that end, FRA desires to challenge, motivate, and equip our students as they strive toward their potential: intellectually, physically, emotionally, socially, and spiritually. It is our goal to foster a Christian environment that is welcoming to students of all beliefs, with the awareness that our philosophy is founded on the education of the whole person; compelling them to live sacrificially for the good of others, following the example of Jesus Christ.

FRA aspires to develop students of integrity with conviction, full of understanding and grace, in order to sustain and lead them in lives that give glory to God. The Christian message proclaimed on our campus is an ecumenical one; it is not denominational. FRA respects the individual doctrinal and religious differences that exist in our learning community.

Spiritual Life at Franklin Road Academy is rooted and established in the love of Christ based on the truth of Scripture. We believe that the loving relationships which nurture our students in mind, body and spirit during these important developmental years will empower them to lead abundant lives that glorify God.

“By this all will know that you are My disciples, if you have love for one another.”

—Jesus Christ

Spiritual Life at FRA

Under the leadership of the Director of Spiritual Life, FRA's Christian message is demonstrated in the following six distinctive ways:

1) Daily Devotional and Prayer

Each day, students are exposed to a Christian-based devotional message. Given by both faculty and students, devotional time is set aside in developmentally appropriate ways within each school of the academy.

2) Spiritual Emphasis Week

An FRA tradition since its founding, Spiritual Emphasis Week is held in mid-February and is a week-long reflection and celebration of a Biblical theme. Within each school division, there are daily activities as well as cross-campus opportunities such as angel buddies and cooperative community service activities.

3) Curricular Offerings

Spiritual life is woven intentionally as part of the curricular offerings in the Middle and Upper Schools. Through both required and elective course offerings, our students can deepen their faith and broaden their understanding.

4) Service Learning

FRA students understand that they are called to give back, to share their blessings with others. At each grade level, students are involved in meaningful service-learning projects each year. Moreover, our students initiate and lead our service-learning efforts. FRA is a place where students with ideas for service are heard and embraced.

5) Mission Trips and Special Events

Upper School students are given the opportunity to participate in a mission trip during Interim several times throughout their high school experience. Our students have served in Mexico, Appalachia, and the Gulf coast. Through Fellowship of Christian Athletes, Young Life (Upper School) and Wyldlife (Middle School) campus organizations, students are given the opportunity to participate in retreats and summer camp, and most importantly, to experience Christian fellowship.

Additional information regarding the Spiritual Life program is found on the FRA website.

CO-CURRICULAR PROGRAM

FINE AND PERFORMING ARTS PROGRAM

Opportunities in art, band, vocal music, and drama are available to students in grades 5 – 12. Students in select grades may also participate in the band, various instrumental and vocal ensembles, and drama and musical performances. (See Eligibility for Participation in After-School Activities - page 21)

The Fine and Performing Arts Center features an 800 seat theatre with professional sound and lighting. Separate rooms and studios are available for art, band, dance, drama, and voice. The FRA Vocal Ensemble and the FRA Jazz Ensemble compete annually at state adjudications. Students from prekindergarten through grade 12 participate in a myriad of arts and enrichment programs available at the academy.

The following fine and performing arts events are offered at FRA:

US Fall Drama
US Cocoa and Carols
LS 2nd Grade Christmas Play
LS Kindergarten Devotional
MS and US Christmas Band Concert
MS and US Christmas Choral Concert
LS 4th Grade Variety Show
Middle School Play
US Spring Musical
LS Grandparents Day
MS and US Jazz Café
MS and US Spring Choral Concert

FRIENDS OF THE ARTS (FOTA)

This organization supports all areas of the fine and performing arts. Each of the major areas (drama, vocal music, instrumental music, visual arts, and dance) is served by fundraisers and membership dues.

ATHLETIC PROGRAM

Athletics play an important part in the life of Franklin Road Academy, and a wide range of sports is offered. Young people learn a great deal from their participation in interscholastic athletics. Lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are an integral part of each team. Athletics play an important part, too, in helping the individual student develop a self concept as well as a healthy body. Athletic competition adds to our school spirit and helps all students, and spectators as well as participants, develop pride in their school.

As a member of the Tennessee Secondary Schools Athletic Association (Upper School), Harpeth Valley Athletic Conference (Middle School), Southern Association of Colleges and Schools, and the Southern Association of Independent Schools, the rules and regulations which govern school athletics are supported by FRA (See Eligibility for Participation in After-School Activities – page 21).

All questions concerning eligibility and participation on athletic teams should be directed to the coach of the team in question, the director of athletics, or the dean of the school.

At the Upper School level, FRA fields teams in every sport that the state association officially sanctions as well as cheerleading, hockey, and swimming.

The Middle School fields teams in a wide range of sports. Fifth and sixth grade students participate in physical education and have available to them limited opportunities to participate in school-based leagues and they are encouraged to participate in community league sports programs. Seventh and eighth graders have physical education in a six day rotation and are encouraged to pursue their athletic interests by participating in Middle School conference play.

STUDENT-PARENT ATHLETIC HANDBOOK

Home and school form a strong partnership in educating each student. As such, the **Student-Parent Athletic Handbook** serves as the foundation for this partnership in the FRA athletic program. We are accountable to each other as, together, we seek to promote athletic participation among our students. Please refer to the FRA Student-Parent Athletic Handbook for policies and guidelines governing all aspects of the FRA Athletic Program. (The FRA Student-Parent Athletic Handbook can be found on the FRA website on the Athletic home page.)

Fifty-six sports teams: varsity, junior varsity, Middle School

The following programmed athletic teams/sports are offered at FRA:

Seventh and Eighth Grades

Early Fall: Cross country
Volleyball
Football
Cheerleading
Golf

Late Fall: Soccer
Wrestling

Winter: Basketball
Bowling
*Swimming

Spring: Baseball
Softball
Tennis
Track

Ninth through Twelfth Grades

Fall: *Cheerleading
Cross Country
Football
Golf
Soccer (G)
Volleyball

Winter: Basketball
Bowling
*Cheerleading
*Hockey
*Swimming
Wrestling

Spring: Baseball
Soccer (B)
Softball
Softball
Softball
Track

*These are not TSSAA sports; however, FRA offers students the opportunity to participate on these teams.

DRUG TESTING FOR STUDENT- ATHLETES

The health and well-being of our student-athletes is the core purpose of this prevention program. It provides a course of action that serves as a deterrent for our student-athletes and promotes healthy habits on their part by giving them the ability to say “no” to harmful substances against the demands of their athletic participation and the peer pressure that is part of today’s culture.

ATHLETIC BOOSTERS CLUB

The Athletic Boosters Club, through the sports program and other projects, helps provide quality equipment, uniforms, and facilities for the athletic program at Franklin Road Academy.

ELIGIBILITY FOR AFTER-SCHOOL ACTIVITIES

MIDDLE SCHOOL

All students are expected to be present for the entire school day in order to participate in any practice, game, or other after-school activity that day. In the event of illness, the student must provide a note from home and must be at school by 10:15 a.m.

When students are absent for any part of the school day they must present a note from the doctor or dentist to the school office upon return. Any unusual circumstances may be reviewed by the school dean.

Eligibility for activities is monitored each grading period by the dean of the Middle School. In order to remain eligible, students must pass four (4) academic courses the preceding grading period (quarter). Students have an opportunity to become eligible after two weeks of ineligibility.

UPPER SCHOOL

All students are expected to be present for the entire school day in order to participate in any practice, game, or other after-school activity that day. In the event of illness, the student must provide a note from home and must be at school by 10:15 a.m.

When students are absent for any part of the school day they must present a note from the doctor or dentist to the school office upon return. Any unusual circumstances may be reviewed by the school dean.

At FRA, a student's opportunity to participate in extracurricular activities is a privilege that is earned through satisfactory academic performance and good citizenship at school. Eligibility for after-school participation is based on both TSSAA guidelines for athletics and the academic policies of the school. The policy is applicable for any activity requiring a significant after-school commitment, including cheerleading, fall drama, spring musical, yearbook staff, newspaper staff, pep band, etc.

To be eligible for after-school participation in grades 9 – 12, a student must pass six courses prior to the first day of fall semester and must meet the standard to advance to or enter the next grade level at FRA:

1. Must be promoted to ninth grade to be a freshman
2. Must have at least six credits to be a sophomore
3. Must have at least twelve credits to be a junior
4. Must have at least eighteen credits to be a senior

COMMUNITY LIFE

ATTENDANCE

Daily attendance and punctuality are essential to academic achievement and the total development of students at Franklin Road Academy. The Tennessee Compulsory Attendance Law places the burden of regular attendance on parents.

Immunization Record/Student Information Forms

State law requires that health forms be kept on file at FRA. Immunizations must be kept current. It is the parents' or guardian's responsibility to ensure that the proper forms are on file at the school. All forms remain in the student's cumulative record. A health form and birth certificate are required of all new students and are to be filed in the office before the student is admitted to class.

Additionally, all students must have a yearly Student Information Form completed by the first day of school. Students will not be admitted to class until this form is on file.

Instructional time is of great value to student learning and unnecessary absenteeism has a negative effect. The attendance policies for Franklin Road Academy are as follows:

Tardies

When students are tardy to school, they should sign in immediately at the appropriate office. Students who are tardy must bring a note, signed by a parent, explaining the circumstances causing the tardiness. All students must have an Admit Pass before going to class. Unexcused tardiness to school results in a detention for the offending student in Grades 9 – 12.

In the Lower School, parents must assume responsibility for tardiness. For all grades, failure to comply with tardiness policies may result in dismissal/non-renewal of contract.

Early Dismissals

If a student needs to be dismissed during the school day for a doctor's appointment, a note signed by a parent must be brought to the appropriate office before school. When students leave or return to campus, they must check in and out of the office. No student is allowed to leave school without parental permission. In order to participate in after-school activities, verification of the doctor's visit must be brought to the school.

Absences

When a student is absent from school, a parent must report the absence to the school office prior to 9:00 a.m. Students are expected to attend every school day. All absences require a handwritten note, signed by a parent stating the reason for being absent.

Each day that a student is sick or otherwise unavoidably absent, a parent must call or email the school division office.

Excused Absences

Excused absences are 1) illness, 2) a death in the family, 3) a religious holiday, 4) a school-sponsored trip, 5) anticipated absences excused by the dean, or 6) excused absences for college visits.

Juniors are allowed two excused absences during the spring semester for college visits. Seniors are allowed two excused absences during both the fall and spring semesters for college visits. All students are to bring admission materials from the college the student visits to the Upper School office. Having a reason for tardiness or absence (anniversaries, birthdays, etc.) does **not** necessarily constitute a legitimate and acceptable excuse.

Decisions about anticipated absences will not be made without a written explanation from the student's parent.

Unexcused Absences

If an absence is judged to be **unexcused**, zeroes may be given for the missed assignment/material covered in class. The student is responsible for reviewing the material covered during the absence.

Anticipated Absences

Absences for doctor's appointments and extraordinary family circumstances will be determined as excused or unexcused by the dean.

Appointments for doctors, dentists, orthodontists, drivers license examinations, etc. should be made outside of class time. If unavoidable, parents should notify the school in advance regarding these appointments.

Requests to be excused for extraordinary family circumstances; i.e. weddings, etc., should be made in writing to the school dean at least one week prior to the absence.

Excessive Absences

Excessive absences are detrimental to student learning. Students with excessive absences risk forfeiture of academic privileges, athletic privileges, and course credit.

Excessive absences are defined as: An excess of 20 school days per year or 10 absences in a semester course that have not been excused as an extraordinary circumstance by the school dean with approval by the Head of School.

Disciplinary actions for excessive absences will include parent conferences, withholding of report card, promotion, and/or diplomas. Re-enrollment contracts will also be withheld.

Absences and Participation in Extracurricular Activities

All students are expected to be present for the entire school day in order to participate in any practice, game, or other after-school activity that day. In the event of illness, the student must provide a note from home and must be at school by 10:15 a.m.

When students are absent for any part of the school day they must present a note from the doctor or dentist to the school office upon return. Any unusual circumstances may be reviewed by the school dean.

SNOW DAYS / EMERGENCY NOTIFICATION SYSTEM

FRA may be closed because of inclement weather. It may be necessary to open at 9:00 or 10:00 a.m. on some days. Information is given through WTVF-TV (Channel 5), WSMV (Channel 4), WKRN (Channel 2). Check FRA Website for closing information. Call 615.832.8845 for a voice mail recording. At Franklin Road Academy, instructional time is of primary importance, although the safety of families becomes a priority during severe weather. In years when snow and ice may cause the school to use more than the planned number of snow days, FRA will consider the additional accumulated time, which we accrue due to our daily schedule which exceeds the minimum, in decisions regarding the school calendar. The need for instructional time and for completion of curricular plans will be taken into consideration in determining whether to make up days missed.

The Extended Day program will be in operation on snow days if at all possible.

FRA's academy-wide call and email notification system will inform parents of any changes made prior to the opening of the school day. Additionally, this notification system may be used to inform parents of changes/alerts regarding emergencies throughout the school year.

EMERGENCY PROCEDURE

In the event of severe weather or an unanticipated emergency, FRA has school procedures which will keep students in a safe place until the weather or emergency situation has passed. For safety reasons, this may include holding children at the end of the school day past the scheduled dismissal time. The FRA website will post information during the emergency to inform parents as quickly as possible. In the event of a major operational disruption, emergency information will be sent to parents via automated phone calls, emails and text messages.

All student transcripts, as well as academic and financial records, are backed up to an off-campus server in order to protect against loss of this information in the event of an unanticipated interruption.

CODE OF CONDUCT

Personal honor and integrity are among the most valuable qualities an individual can possess. Students are expected to conduct themselves as ladies and gentlemen of integrity, exemplifying behavior which brings credit to the individual, the family, and the school.

Respect for individuals and property is required of all students. Members of the FRA student body are expected to resolve conflicts peacefully, to encourage rather than discourage, to include rather than exclude, and to refrain from being either verbally or physically hurtful to others.

Franklin Road Academy expects students to live up to high standards of honor, industry, and obedience. The faculty and administration believe that learning takes place in a disciplined environment.

An extension of this Code of Conduct is the following Academic Honor Pledge:

*On my honor, I have neither given nor received
any help on this test or quiz.*

Upon acceptance to Franklin Road Academy, students will be required to adhere to the FRA Code of Conduct. Violations of the Code of Conduct include the following:

CHEATING

- a) The giving or receiving of help on any assignment, including tests, exams, papers, class work, make-up work, homework, and any other specific assignment
- b) The providing of information about a test to students who have not yet taken the test
- c) Plagiarism - the presentation of another's words or ideas, either written or electronic as one's own without giving due credit

STEALING

- a) Stealing – the taking or borrowing of another's possessions without clearly being given permission

VANDALISM

- a) Vandalism – the willful destruction or defacement of property belonging to the school, administration, faculty, or a fellow student
- b) Vandalism in the use of technology – the use of technology to harass, humiliate, or threaten others, tampering with school-owned technology resources, and unauthorized access to academic or administrative records or systems.

LYING

Lying entails any or all of the following:

- a) Intentionally misrepresenting facts to any member of the faculty, administration, or student body
- b) Forging of anyone's name to anything, including report cards, notes to other teachers, progress reports, permission slips, or anything else that falsely bears another's name

IMPROPER USE OF TECHNOLOGY

These actions are strictly prohibited:

- a) any use to personally attack, threaten or harass others
- b) sending sexually explicit messages or other potentially offensive material
- c) introducing spyware, viruses, worms and other applications designed to damage systems or gather electronic information
- d) distributing electronic chain mail

No personal message should be sent/received through the FRA network which contains language or content that the author would not be willing to share with the FRA community publically.

DISCIPLINARY STANDARDS

Although FRA's disciplinary jurisdiction does not extend beyond established boundaries, its care and devotion to its students does. In the event school leadership gains knowledge that a child's well-being is threatened outside the school's domains, including social networking sites such as Facebook, we will communicate forthrightly with parents in commitment to our ongoing partnership and in an effort to remediate the problem.

Each teacher is responsible for maintaining proper discipline and a classroom environment conducive to learning. Exceptional disciplinary cases are referred to the dean of the school for appropriate action.

USE OF TOBACCO

In the interest of better health for our students and employees, and in keeping with Tennessee state law, the Board of Trustees approved a policy which bans tobacco use everywhere on our campus.

USE OF ALCOHOL AND DRUGS

The purchase, sale, or possession of alcoholic beverages and other drugs by persons under the age of 21 is against the law in Tennessee. Students are expected to abide by all federal, state and local laws concerning alcohol and non-prescription drugs. Possession, use or being under the influence of drugs or alcoholic beverages is prohibited. The school reserves the right to dismiss a student who violates this rule. Any student apprehended for selling mood-altering chemicals will be referred to police for prosecution and will be dismissed from school.

OFF-CAMPUS MISBEHAVIOR

FRA claims disciplinary jurisdiction on its campus and at any school-sponsored function or any event where a student(s) represents FRA. The school also reserves the right, whenever there are confirmed reports of a student's inappropriate behavior off campus, to confer with the student and parents as a means of clarifying the details. Depending on the nature and extent of the student's departure from the accepted standards of behavior, disciplinary action may be taken.

POSSESSION OF WEAPONS

Possession of dangerous weapons on school grounds is a violation of federal law. Any person who possesses a firearm, knife, or other dangerous weapon on the FRA campus will be subject to prosecution to the full extent of the law. Students who possess weapons on the FRA campus or at any school-sponsored event will be subject to separation from the school in addition to prosecution for violation of the law. Persons who have knowledge of a violation must report it to the proper authority. Failure to report is also a major infraction. Anyone making threats to another person is subject to separation from school. Failure to report weapon possession or threats of any kind is also a major infraction.

HARASSMENT

Harassment consists of interfering with another student's academic or social development or creating an intimidating, hostile, or offensive learning environment. Cartoons, caricatures, jokes of a sexual nature, sexually-oriented verbal kidding or abuse, and deliberate physical contact are forms of harassment. Sexual advances, requests for sexual favors, and other verbal and/or physical conduct of a sexual nature directed toward any person is unacceptable behavior.

A student shall report harassment to any staff member. The staff member will report the incident to the dean of the appropriate school. An individual who engages in any type of harassment will be subject to strong disciplinary action including separation from the school.

A threat to inflict physical or other harm on any student or school employee, communicated either verbally or demonstratively, will result in serious disciplinary action including but not limited to separation from the school.

DISCIPLINARY PROCEDURES BY SCHOOL DIVISION

LOWER SCHOOL

In order to provide a consistent atmosphere for learning and maintain an environment that fosters respect for adults, peers, academics, and property, we will follow these steps to ensure optimal learning conditions exist:

1. Behavior that is disruptive and/or divisive (verbal/physical) will be noted and corrected by the classroom and enrichment teachers. If this behavior persists, the student will be placed on warning status. Teachers will keep a file and document inappropriate behavior.
2. If the behavior continues, once warned, the student will be sent to the office. The Dean of Lower School will talk with the student and notify parents of the behavior. The student will then return to the classroom.
3. Upon a second occurrence of dismissal from class, he/she will return to the office and the dean will call the parent(s) and ask them to pick the student up immediately. The parent(s) will be instructed to talk with the child and will be advised that the student will not be readmitted to the classroom until he/she has full understanding of the behavioral expectations of the school and home. When the dean is notified by the parent(s) that the student is ready to return to class, the parent(s) and student will be asked to meet the classroom teacher and the dean prior to the beginning of the school day. Upon approval by the dean, the student may then be allowed to return to class.
4. A third incident of misbehavior, leading to removal from the classroom, will result in immediate suspension until an administrative decision is reached regarding enrollment status.

Special situations and appeals will be taken into consideration, and alternative measures could be taken in these instances as approved by the Head of School.

(Preschool and kindergarten student behavior will be considered on an individual basis due to developmental issues and age.)

MIDDLE SCHOOL

In order to provide a consistent atmosphere for learning and maintain an environment that fosters respect for adults, peers, academics, and property, we will follow these steps to ensure optimal learning conditions exist:

1. Behavior that is disruptive and/or divisive (verbal/physical) will be noted and corrected by the classroom and enrichment teachers. If this behavior persists, the student will be placed on warning status. Teachers will keep a file and document inappropriate behavior.
2. If the behavior continues, once warned, the student will be sent to the office. The Dean of Lower School will talk with the student and notify parents of the behavior. The student will then return to the classroom.
3. Upon a second occurrence of dismissal from class, he/she will return to the office and the dean will call the parent(s) and ask them to pick the student up immediately. The parent(s) will be instructed to talk with the child and will be advised that the student will not be readmitted to the classroom until he/she has full understanding of the behavioral expectations of the school and home. When the dean is notified by the parent(s) that the student is ready to return to class, the parent(s) and student will be asked to meet the classroom teacher and the dean prior to the beginning of the school day. Upon approval by the dean, the student may then be allowed to return to class.
4. A third incident of misbehavior, leading to removal from the classroom, will result in immediate suspension until an administrative decision is reached regarding enrollment status.

Special situations and appeals will be taken into consideration, and alternative measures could be taken in these instances as approved by the Head of School.

Infractions: A student may receive an infraction from any member of the Middle School faculty or staff. An example of an infraction might include, but not be limited to: tardy to class, dress code violation, late progress report, excessive talking, inappropriate language, eating in off-limit areas, chewing gum, horseplay, class disruption, or being unprepared for class. After a student has accumulated three infractions, he/she must serve detention.

Detention: Detention is each Wednesday from 7:00 - 7:40 a.m. During detention students will not be allowed to work on homework or sleep. The detention supervisor will provide community service to complete during the detention hour. A computer violation will result in automatic detention. A student's file will be cleared after the first semester.

In-School Suspension: A student may be placed in in-school suspension for accumulating too many detentions, an honor code violation, or any reason deemed necessary by the administration of the Middle School.

Out-of-School Suspension: All work must be completed and submitted upon return to school. Classwork and Homework will receive reduced credit. Tests and quizzes should be made up upon return to school and are eligible for full credit. Among the causes of out-of-school suspension may be, but not limited to: lying, cheating, stealing, vandalism, disrespectful behavior, fighting, or the possession of alcohol, tobacco products, drugs, and/or weapons of any kind.

The Dean of Middle School reserves the right to handle each disciplinary case, including consequences, at his/her discretion.

UPPER SCHOOL

Violations of school rules and standards result in the faculty/administration taking the necessary disciplinary action. A student may be assigned to detention hall, placed on probation, suspended, separated from the school, brought before a Faculty Disciplinary Committee, or given service hours, depending on the severity of the infraction and the student's previous disciplinary history. Any student suspended from school automatically receives a zero (0) in each subject for the day(s) of the suspension. Among the major infractions are the following: lying, cheating, stealing, vandalism, disrespectful behavior; and the possession, use, or sale of alcohol, tobacco products, drugs and/or weapons.

Any student who is married, pregnant, or who causes pregnancy is expected to withdraw from school.

A Faculty Disciplinary Committee may be charged with the responsibility of hearing special cases of misconduct or flagrant violations of school rules. In Grades 9–12, the Student Honor Council and/or faculty disciplinary committee may be responsible for recommending the consequences in situations where cheating, vandalism, plagiarism, stealing, and lying have occurred.

Parents are notified of the action taken by the school. Students suspended from school are required to have a conference with the administrative staff prior to returning to school. Action taken by the administrative staff, deans of schools or a disciplinary committee may be appealed to the head of school.

DETENTION SYSTEM

UPPER SCHOOL (Grades 9 – 12)

Students are informed of detentions the day the infraction occurs. Infractions and consequences are explained to students at the beginning of the school year.

The following consequences will result from the accumulation of excessive detention hours per semester:

- Accumulation of 3 detentions will result in notification of parents.
- Accumulation of 6 detentions will result in a parent conference to review the infractions and to establish a plan to avoid further difficulty.
- Accumulation of 9 detentions will result in a one day suspension. Hours must be served in addition to the suspension penalty.
- Accumulation of 12 detentions will make the student subject to separation from the school upon recommendation of the dean of the appropriate school.

DETENTION HALL
UPPER SCHOOL (Grades 9 – 12)

Unless otherwise notified, detention hall for Grades 9 – 12 will be held on Tuesday and Friday mornings from 6:50 a.m. – 7:40 a.m. A list of students' names assigned to detention hall is posted. Each detention will require one unit of detention hall. Students are expected to work off detentions within seven days of posting. Students who fail to work off a detention within the seven days will receive an additional detention.

DISCIPLINARY PROBATION

MIDDLE SCHOOL AND UPPER SCHOOL PHILOSOPHY

Students who are involved in instances of moderate to serious misconduct may be placed on disciplinary probation. FRA considers the need to learn from one's mistakes or poor choices an important aspect of any disciplinary action. Disciplinary probation provides students who have failed to meet FRA's expectations with regard to conduct a chance to remain in school, under specific conditions, and re-establish their "good standing." Probation should be viewed by students and parents as an opportunity to demonstrate a willingness to change inappropriate behaviors and adhere to the policies of the school.

TERMS OF PROBATION

Students who are subject to disciplinary action may be placed on disciplinary probation, the terms and conditions of which will be put in writing, following the recommendation of the Student Honor Council or a Faculty Disciplinary Committee. In addition, the director of student discipline and/or the dean of the appropriate school may place an offending student on disciplinary probation.

The terms of probation will be as follows:

1. The length of probation is dependent on the severity and nature of the offense. Consideration will be given to a full student profile. Probation for longer periods typically involves recovery from substance abuse or other difficulties, which necessitates long-term accountability and monitoring.
2. Serious misconduct/misbehavior during the probationary period may result in separation from Franklin Road Academy.
3. Information regarding students who are on disciplinary probation will be made available to members of the FRA faculty and staff on a "need to know" basis.
4. Students who are on disciplinary probation may not be eligible to hold offices or leadership positions in student government, school clubs or other school organizations, be selected for honorary titles, or be eligible for end-of-year awards. The conditions of probation will specify eligibility.
5. Students may not be permitted to participate in optional overnight school travel programs such as interim trips, while on disciplinary probation. The conditions and/or status of probation will determine participation.
6. Disciplinary probation for all students will be reviewed by the director of student discipline and/or dean of the appropriate school. This review may result in a student's probation being completed, continued, or extended. Students and parents will be notified in writing of changes in the terms of probation.
7. Following the successful completion of a student's period of disciplinary probation, the student will assume all privileges associated with good standing.

UNIFORM DRESS CODE POLICY 2011-2012 SCHOOL YEAR

Parker Uniform Web ID code: NA267123
www.parkersu.com

Students and teachers need to concentrate on learning and teaching. The dress code is in place to create an atmosphere that complements the educational objectives of Franklin Road Academy. We believe that the high academic standards we have for our students are reflected in our dress code.

Parents are requested to play an active role in the enforcement of the dress code. Questions about the appropriateness of particular clothing or personal appearance may be answered by school administrators. Teachers and administrators reserve the right to determine what is appropriate attire or appearance for the educational setting.

There are required and optional items for each student. The optional items are intended to provide variety and are also offered in consideration of all body types. **All oxford cloth shirts, blouses, and pique knit shirts will display a same-colored, monogrammed FRA logo. All items must be purchased through Parker Uniforms unless otherwise noted.**

The majority of school days will be *Uniform Days* on which students may wear required and/or optional items. Dress Uniform Days are the first and third Wednesday of every month for Grades 5-12. Tennis shoes may not be worn on dress uniform days in Grades 7-12. Parents and students will be informed of additional *Dress Uniform Days* on which students must wear required items.

Students in Grades Prekindergarten- 4 will wear dress uniforms for announced special occasions such as field trips and special programs which will be communicated in advance by the teacher and by newsletter.

ATTIRE FOR STUDENTS IN PREKINDERGARTEN THROUGH GRADE 4

BOYS

Dress Uniform (Required Items)

- Khaki Pants or Khaki Shorts – Pants and shorts may be purchased from the store of your choice but must be similar in color to the traditional khaki items offered by Parker Uniforms, with a pleated or plain front—Not stone or olive. *See Guidelines for All Students*
- Long or Short-Sleeved Navy Pique Knit Shirt with FRA monogram, purchased from Parker Uniforms

Optional Items

- Khaki **Cargo** Shorts must be purchased from Lands' End (Grades Pre-K – 8 only.)
- Long and Short-Sleeved White, Grey or Light Blue Pique Knit Shirts with FRA monogram, purchased from Parker Uniforms
- FRA fleece or Under Armour-type jacket purchased from the FRA Campus Store
- FRA sweatshirts—hooded and non-hooded. *See Guidelines for All Students*

GIRLS

Dress Uniform (Required Items)

- Plaid Uniform Jumper with Long or Short-Sleeved White Peter Pan Blouse **OR**
- Plaid Uniform Skort with Long or Short-Sleeved Navy Pique Knit Shirt **OR**
- Plaid Uniform Skort with White or Blue Overblouse Shirt with FRA logo, purchased from Parker Uniforms

Optional Items

- Khaki Pants or Khaki Shorts – Pants and shorts may be purchased from the store of your choice but must be similar in color to the traditional khaki items offered by Parker Uniforms, with a pleated or a plain front—Not stone or olive. *See Guidelines for All Students*
- Navy Modesty Shorts to be worn under jumper and purchased from Parker Uniforms
- Long or Short-Sleeved White, Grey or Light Blue Pique Knit Shirts with FRA monogram, purchased from Parker Uniforms
- Navy Cardigan Sweater with FRA monogram **OR** Long-sleeved Navy V-Neck Sweater with FRA monogram, purchased from Parker Uniforms
- Opaque, solid White or Navy Tights or ankle-length Leggings. Socks must be worn with Leggings.
- Navy or White Knee Socks
- FRA fleece or Under Armour-style jacket purchased from the FRA Campus Store
- FRA sweatshirts—hooded and non-hooded. *See Guidelines for All Students*

Note: Girls in Lower School may not wear make-up of any kind.

ATTIRE FOR STUDENTS IN GRADES 5 - 12

BOYS

Dress Uniform (Required Items)

- Khaki Pants – Pants may be purchased from the store of your choice but must be similar in color to the traditional khaki items offered by Parker Uniforms, with a pleated or a plain front— Not stone or olive. *See Guidelines for All Students*
- Long-Sleeved White or Blue Oxford Cloth Shirt with FRA monogram, purchased from Parker Uniforms
- Uniform Tie – Purchased from the FRA Campus Store or Parker Uniform

Optional Items

- Khaki Shorts (non-cargo; Grades Pre-K – 8 only); Shorts may be purchased from the store of your choice but must be similar in color to the traditional khaki items offered by Parker Uniforms -Not stone or olive. *See Guidelines for All Students*
- Khaki **Cargo** Shorts must be purchased from Lands' End only (Grades Pre-K – 8 only.)
- Long or Short-Sleeved Navy, White, Grey or Light Blue Pique Knit Shirts with FRA monogram, purchased from Parker Uniforms
- FRA fleece or Under Armour-style jacket purchased from FRA bookstore
- FRA sweatshirts—hooded and non-hooded. *See Guidelines for All Students*

GIRLS

Dress Uniform (Required Items)

- Plaid Uniform Box Pleated Skirt **OR** Plaid Uniform Single Pleated Skirt **OR** Plaid Uniform “Kelly” Tri-Pleated Skirt (Plaid Uniform Skort is an additional dress uniform option in Grades Pre-K– 8 only)
- White or Blue Overblouse Shirt with FRA logo, purchased from Parker Uniforms

Optional Items

- Khaki Pants – Pants may be purchased from the store of your choice but must be similar in color to the traditional khaki items offered by Parker Uniforms, with a pleated or a plain front— Not stone or olive. *See Guidelines for All Students*
- Navy Modesty Shorts to be worn under skirt and purchased from Parker Uniforms
- Long or Short-Sleeved White, Navy, Grey or Light Blue Pique Knit Shirts with FRA logo, purchased from Parker Uniforms
- Long-sleeved Navy V-Neck Sweater with FRA monogram or Navy Cardigan Sweater with FRA monogram, purchased from Parker Uniforms
- FRA fleece or Under Armour-style jacket purchased from FRA Campus Store
- FRA sweatshirts - hooded and non-hooded. *See Guidelines for All Students*
- Opaque, solid Navy or White Tights or ankle-length Leggings. Socks must be worn with Leggings.
- Navy or White Knee Socks

GUIDELINES FOR ALL STUDENTS

1. All clothing must be of appropriate size, worn modestly, and in good repair.
2. All khaki pants and shorts must be the traditional khaki color; i.e. similar to the traditional khaki items offered by Parker Uniforms. (Not stone or olive)
3. All pants must have waist bands and may not be low-rise. Pants may have a pleated or flat front, be cuffed or un-cuffed, and must be made of cotton or a cotton blend. Cargo pants are not allowed. Boys in Grades Pre-K – 8 may wear cargo shorts purchased from Lands' End under the *School Uniform* section only.
4. Belts are required for all pants with belt loops in Grades 3-12. Belts must be black or brown.
5. Boys must have all shirts tucked in. Girls may wear overblouse shirts and pique knit shirts over skirts, skorts, and pants.
6. T-shirts and camisoles worn under collared shirts must be white and have no visible lettering and may not extend below uniform shirt. Short-sleeved shirts may not be worn with a long-sleeved T-shirt underneath.
7. Skirts, skorts, and jumpers must be no shorter than 3 inches from the top of the knee. (The 3" side of a standard 3"x 5" index card will serve as a consistent means of measurement.)
8. Tennis shoes must be low-top, predominately white or grey, and have matching shoe laces. **Tennis shoes may not be worn on dress uniform days in grades 7-12.** Merrill-style taupe suede Jungle Mocs and low or high top Wallabee-Style shoes in sand color are acceptable. Brown or tan loafers and brown or black dress shoes are permitted. Solid brown or tan dock-siders/boat shoes are permitted. In addition, girls may wear black Mary Jane-style shoes, navy/white saddle shoes, or black/white saddle shoes. Closed-toed taupe Birkenstock-style shoes may be worn by boys and girls in Grades 5 – 12.
9. Socks must be worn at all times, must be visible, and must be solid white or navy.
10. FRA sweatshirts (with and without hoods), FRA monogrammed navy sweaters, and FRA jackets may be worn throughout the school day on uniform days. **FRA fleece OR Under Armor-style jackets purchased from the FRA Campus Store may be worn with the dress uniform.** FRA monogrammed navy sweaters purchased from Parker Uniforms may be worn with the dress uniform.

Sweatshirts are not to be worn with the dress uniform. FRA sweatshirts may be purchased from the FRA Campus Store or provided by FRA coaches, teachers, or other FRA team leaders. All other outerwear must be placed in lockers during the school day.
11. Hair must be clean and neat and not extreme in color or style. Hair accessories may not be extreme in style and should coordinate with the uniform colors. Boys must have hair that is above the collar in the back, above the eyebrows, and ears must be visible. Boys must be clean-shaven. Sideburns must not extend beyond the bottom of the ear.
12. Girls may not wear earrings that extend beyond reasonable length as determined by administration. Boys are not allowed to wear earrings. Other body art or body piercing is not allowed.
13. Hats are not permitted during the school day.

PARENTAL INVOLVEMENT IN COMMUNITY LIFE

PARENTAL COOPERATION

FRA believes that a positive and constructive working relationship between the school and a student's parents/guardian is essential to the accomplishment of the school's mission. Accordingly, the school reserves the right not to renew or to terminate a student's enrollment contract if the school reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship improbable. The school considers as grounds for dismissal any action by a student and/or his or her parents or guardian which seriously interferes with the school's ability to accomplish its mission.

PARENTS ASSOCIATION (Panther Parents)

Every FRA parent is a member of Panther Parents, FRA's Parents Association. Panther Parents encourages the involvement of parents in the academy and provides resources for special school activities. Below is a list of events that falls under Panther Parents. All parents are encouraged to participate in these activities. Access the "Parents" tab on FRA's website for more information or to volunteer.

Admission Open House	Kindergarten Orientation & Testing
Awards Programs (end of year)	Library Helpers
Baccalaureate (Upper School)	National Honor Society Induction
Back to School Tailgate	National Junior Honor Society Induction
Christmas Decorating	New Families Welcome Committee
Commencement (Upper School)	Parent Advisory Council
Eighth Grade Promotion (Middle School)	Parent Preview Nights
Helping Hands	Teacher Appreciation Day
Grandparents Day	

VOLUNTEERING AND FUNDRAISING

Franklin Road Academy is blessed with passionate and hard-working volunteers and enjoys a tradition of tremendous parental support for FRA's fundraising efforts. Participation by many dedicated parents, alumni, grandparents, faculty, staff, and friends creates a family atmosphere which instills loyalty, commitment, and a sense of belonging among the school community.

An independent school cannot operate on tuition and fees alone. FRA depends on your financial gifts:

- to provide an excellent college-preparatory educational program
- to provide equipment for classrooms and laboratories
- to maintain and enhance facilities necessary to support our educational programs
- to attract and retain outstanding faculty members
- to support our endowment

VOLUNTEERING AND FUNDRAISING, cont'd.

Major fundraising activities for 2011-2012 will be the Annual Fund Drive and our annual special event fundraiser. Additional opportunities to support FRA throughout the year are through the Magazine Renewal Sale, Fruit and Poinsettia Sale, and the Grocery Program.

Individuals have the opportunity to make restricted gifts of cash or gifts-in-kind to different departments, memorial gifts, and to special established funds or endowments. Families can support the athletic programs and fine and performing arts programs by becoming a member of the Athletic Boosters and Friends of the Arts. An annual report is distributed in the fall recognizing all donors who have made a gift to Franklin Road Academy during the fiscal year.

On behalf of the Board of Trustees, administration, and faculty and staff, we want to express our sincere gratitude to our friends who have supported us over the years and to those who will help us secure our future for generations to come. Continued financial support ensures the future of FRA as an outstanding college-preparatory school serving the Nashville and Middle Tennessee communities.

FRIENDS OF THE ARTS (FOTA)

This organization supports all areas of the fine and performing arts. Each of the major areas (drama, vocal music, instrumental music, visual arts, and dance) is served by fundraisers and membership dues.

ATHLETIC BOOSTERS CLUB

The Athletic Boosters Club, through the sports program and other projects, helps provide quality equipment, uniforms, and facilities for the athletic program at Franklin Road Academy.

FINANCIAL INFORMATION

TUITION

Information on tuition and fees is provided to parents in January when contracts are renewed and to new parents prior to entrance. Parents or guardians having outstanding accounts shall give cause for denying or voiding contracts for future school terms. Credit card services are available for a 1% convenience fee. There is a fee for all returned checks. A late fee of 1.5% per month will be charged on the past due balance beginning 30 days after the payment due date.

TUITION REFUND INSURANCE PLAN

The school has expenses of a continuing nature, such as faculty salaries and plant maintenance. In order to plan and maintain these services over the entire year, it is essential that the revenues from tuition be assured. It is understood that students are enrolled for the entire year or that portion of the school year which remains at the date of entrance. No reduction or refund of tuition is allowed by the school for absence, withdrawal, or separation. The fact that school tuition is paid in three installments does not constitute a fractional contract.

The Tuition Refund Plan offers a percentage of the student contract when withdrawal is made after attendance for fourteen consecutive days. Students on probation are strongly urged to purchase tuition refund insurance.

LUNCH PROGRAM

The lunch program is provided by Sodexo Campus Services. Complete information concerning the program can be found on the FRA website at the link *Dining Services and Menu Plans* under the Parent Portal.

STUDENT INSURANCE

Tuition includes secondary student accident insurance.

TEXTBOOKS AND SUPPLIES

Textbooks are not included in tuition and are purchased through Follett Virtual Booksellers. Access to textbook purchasing information becomes available with publishing of student schedule after the first tuition payment is made on August 1st of each school year. In grades 7-12, tablet computers must be purchased in keeping with the established rotation schedule. Resource lists, textbook titles, and ISBN are provided to parents online. Supplies for particular grades are provided in the classroom at the start of the school year and are billed appropriately, according to grade level. Additional school supplies may be purchased through the FRA Campus Store. Credit card services are available.

CAMPUS STORE

The Campus Store will be open from 7:30 a.m. to 12:30 p.m. (Monday through Friday). The Campus Store will also be open for extended hours as announced in newsletters and on the FRA website. The Campus Store is located in the Lower School in the dining hall area next to the Art Room.

ALUMNI ASSOCIATION

The mission of the Alumni Association of Franklin Road Academy is to support the Academy, to strengthen the bonds of friendship among alumni, and to advance Franklin Road Academy's mission throughout the community.

2011-2012

Alumni Association Board

President	Cathy Cato Renken '88
Vice President	Thomas Parker '94
Treasurer	Clif Tant '94
Secretary	Jodi Gregory Alderson '89
Past President	Joc Collignon, Jr. '00

Emily Borders '00
Alison Carpenter Beuschen '85
Tanja Gangwisch '02
Toby Gray '89
Scott Jungmichel '88
Michael Lindseth '88
Julie McGuigan King '88
Brad Nowell '91
Melanie Richardson '88
Courtney Sachtleben '93
Jay Salato '03

2011-2012 Alumni Association Calendar

Alumni Current Parent Breakfast	August 31, 2011
Distinguished Alumni Dinner	October 6, 2011
Homecoming & Alumni Tailgate	October 7, 2011
2011 Reunions	October 8, 2011
FRA Golf Classic	October 24, 2011
Trunk 'r Treat	October 28, 2011
Easter Egg Hunt	April 7, 2012
Senior Breakfast	April 13, 2012

D I R E C T O R Y O F A C A D E M Y S E R V I C E S

Absences (To report illness)	School Offices
Absences (To request absence for special circumstances)	School Deans
Admissions.....	Kenyetta K. Wynn
Alumni.....	Valerie Mangrum
Announcements	School Offices
Assemblies	Deans of Schools
Athletic Equipment	Kurt Page
Athletic Facilities	Kurt Page
Athletic Scheduling.....	Kurt Page
Athletic Scheduling-Changes	School Offices
Audio-Visual Equipment.....	Carolyn Harris (LS), Brenda Gideon (US)
Buses and Vans (Scheduling).....	Connie Potter
Calendar (Master Activity).....	Carleen Matthews
Class Activities	Deans of Schools
Class Rings	June Barnes
Clubs	Deans of Schools
College Admissions, Testing, Counseling, College Visits	June Barnes
Commencement Arrangements	June Barnes
Counseling (Academic).....	June Barnes (US), Shaune Blevins (MS), Cindy Jarnigan (LS)
Counseling (Personal).....	Legan Moore (LS), Susan Akers (MS), Maggie Hope (US)
Course Scheduling	June Barnes (US), Chris Hart (MS)
Day Camps	Janice Martin
Discipline	Deans of Schools
Early Dismissal (Individual and School).....	School Offices
Emergencies	School Offices
Extended Day.....	Janice Martin and Kathy Nelson
Field Trips	Deans of Schools
Financial Aid.....	Kenyetta K. Wynn
Fundraising	Angie Stiff
Gymnasiums – Scheduling	Bill Whittemore
Health Forms.....	School Offices
Illness and Injury	School Offices

DIRECTORY OF ACADEMY SERVICES

Keys.....	School Secretaries
Locker Assignments	Deans of Schools
Lost and Found	School Offices
Parent Conferences	Deans of Schools
Database / Records Management	Beth Loudermilk
Repair/Maintenance	John Lynch, Mike Arnold
Report Cards	School Offices
Snow Days	website: www.franklinroadacademy.com , Local TV
Director of Spiritual Life	Scott Oatsvall
Sports Camps.....	Kurt Page and Janice Martin
Student Activities (US)	Tim Moore
Tardies.....	School Offices
Theatre Scheduling	Andrew Alexander
Transcripts (To Colleges)	June Barnes
Transcripts (To Other Schools)	School Offices
Tuition & Fees	Angie Cunningham

DIRECTORY OF VOLUNTEER SERVICES & ACTIVITIES

Athletic Boosters President	David Glenn
Helping Hands Coordinator	Valerie Mangrum
Friends of the Arts (FOTA)	Kathy Brinton
Wreath and Poinsettia Sale.....	Anne Malham
Grocery Certificates.....	Katie Parker
Magazine Renewal Sales....	Anissa Pollard
Parents Association (Panther Parents).....	Gai Byrd-LS, Susan Holmes-MS, Elizabeth Easterly & Elizabeth Newman-US
Annual Fund Drive.....	Tobi Frankfather, Chair; Lisa Zenner
Stars and Guitars Fundraiser	Liz Friga-Cain & Sue Ann Hemphill, Chairs

UPPER SCHOOL ACTIVITIES AND SPONSORS

Academics & Arts Awards	June Barnes and Barbara Holder
Alpha/Omega Faculty Leaders	Kris Climer and Jack Nunnally
Baccalaureate	June Barnes
Commencement	Steve Harris and June Barnes
Elections (Class, Homecoming, Valentine)	Brenda Gideon and Lacy Benson
FCA	David Tucker and Lebron Ferguson
French Club	Kris Climer
Homecoming	Brenda Gideon and Lacy Benson
Spirit Week	Class Sponsors
Senior Parade	Marc Taylor and Brenda Gideon
Halftime Activities	Brenda Gideon
US Homecoming Dance	Lacy Benson
Honor Council	Joe Meko
Literary Magazine	Amanda Brown
Math Teams	Ed Zaborowski
May Day	Tim Moore
Model United Nations	Josh Flegel
National Honor Society	Barbara Heiden
Newspaper	Clifton Kaiser
Parking	Upper School Office
Prom	Barbara Heiden and Junior Class Parents
Quiz Bowl	Joe Meko
Recycling Club	Larry Lewis
Senior Day	June Barnes
Senior Superlatives	June Barnes and Brenda Gideon
Spanish Club	Cecilia Moix
Quiz Bowl	Joe Meko
Spiritual Life Committee	Barbara Holder, John Pierce, Bill Zepeda
Student Council	Lacy Benson
Yearbook	Kelly Huddleston