

# FAMILY OF CHRIST

Elementary & Middle School



Parent/Student Handbook

2018/2019

16190 Bruce B. Downs Blvd. Tampa, FL 33647  
813-558-9343 ext. 118 [www.familyofchristtampa.com](http://www.familyofchristtampa.com)

# *Table of Contents*

Throughout this document, the word “*parent*” is used to represent the legal guardian of the child/student rather than the birth parent of the student. Please read this document in that context. Thank you.

Letter from Principal	p. 1
School Information	p. 2
Organization	p. 3
School Honor	p. 4
Enrollment	p. 5
Tuition and Financial Information	p. 6-7
Attendance	p. 8-9
Dress Code	p. 10-14
Student Regulations	p. 14-18
Discipline	p. 18
Health and Safety	P. 19-21
Emergency Procedures	p. 22
Academic Program	p. 23-24

Academics, Reporting and Testing p. 25-26

Awards p. 27

Parent-School Partnership p. 28-29

Extracurricular Activities p. 30

Athletic Department p. 31-32

Administrative Procedures p. 32

Lunch Program and Extended Care p. 32-34

Forms p. 35

Index p. 35-36



Dear Families,

Welcome to Family of Christ Christian School. You have made an important commitment for your child's education and we are privileged to be a part of your decision. Time after time, studies show that students benefit immensely when parents are involved with their child's education. In a nurturing school environment, our qualified faculty will work together as a team to effectively guide and teach your child spiritually, academically, emotionally, and physically.

The morals and values that are instilled in our children last a lifetime when the foundation is securely laid in place and built upon. We will commit to work together with you to develop their God-given talents and abilities through academics, fine arts, and athletics. This foundation will give our children the ability to make wise choices to establish their moral character, discernment, and ultimate source of wisdom and truth.

The staff at Family of Christ is honored to have you join our school family and to partner with us in your child's Christian education. I pray that God will continue to bless Family of Christ and guide us as we grow.

God's Blessings,

**Jennifer Snow**

Jennifer Snow  
Principal

# *School Information*

*Jesus replied: "What is impossible with men is possible with God" Luke 1:27*

## ***HISTORY OF THE CHURCH AND SCHOOL***

Family of Christ Christian School was founded in 1999 as a new mission in the New Tampa area. The church was blessed with the purchase of a beautiful 46-acre wooded campus located in Tampa Palms.

In November of 1999, when the church moved into the first building, the program included a Kindergarten as well as classes for younger children. The mission of the church has been to include all ages of children throughout its history. The school has grown yearly and now includes Kindergarten through Eighth grade.

## ***PHILOSOPHY AND OBJECTIVES***

Family of Christ Christian School's philosophy is to foster a Christ-centered educational environment in which children are provided the highest quality of Christian education. The curriculum provides a solid emphasis on academic skills, balanced with Christian teaching of Biblical truths, and how they apply to everyday living. Academic and enrichment programs are planned for the child's spiritual, mental, social, emotional, and physical growth. The entire program offers many opportunities for the child to observe the miracle of God's wonderful world.

## ***MISSION STATEMENT***

The mission of Family of Christ Christian School is to provide a superior Christian education for our students by assisting Christian families to help their children develop their individual gifts - academic, spiritual, social, and physical - in a manner that brings honor and glory to God.

## ***STATEMENT OF FAITH***

We believe the Bible teaches that God loves and seeks all people to have a personal relationship with Him. By the saving grace of faith in Jesus Christ as Savior and Lord, Christians can participate in this relationship in all aspects of their life, and grow as God's people.

We believe there is a close connection between this relationship and the education of our young people. Christian parents bear the responsibility of instructing their children in God's truth in every area of their lives.

Family of Christ Christian School believes they have been given the mission of a working partnership with parents to firmly establish Christ in the heart of each child.

## ***ACCREDITATION***

Family of Christ Christian School is fully accredited by the National Lutheran Schools Association and by the district of the Lutheran Church - Missouri Synod. Accreditation offers the assurance that our school is fulfilling all educational requirements and that our curriculum is approved.

Our school also complies with and exceeds the Sunshine State Standards as well as the Hillsborough County benchmarks for each grade level.

# Organization

*We have different gifts according to the grace given us. Romans 12:6*

## **BOARD OF CHRISTIAN EDUCATION**

Family of Christ's Board of Christian Education is one of the many committees within the church. This board establishes policies for the school in accordance with the overall vision for Christian Education. They help to set standards for each student to reach his/her full potential intellectually, spiritually, physically, and emotionally in a Christ-centered environment. They make recommendations on staffing and student scholarships, and provide support to the administration in its daily management of the school operation.

## **KEY PHONE NUMBERS**

Elementary/Middle School Office Phone (8 am – 3:45 pm)	(813) 558-9343 x118
Elementary/Middle School Office Fax	(813) 977-0549
Child Development Center/After Care Office	(813) 558-9343 x110

## **ADMINISTRATION & OFFICE STAFF**

Pastor	David Haara
Principal	Mrs. Jennifer Snow
CDC Director	Mrs. Jill Hammond
School Office Manager	Mrs. Patti Harmon
School Office Coordinator	Mrs. Brenda Lamlein
Church Office Manager	Mrs. Kimberly Shuck
Church Event Coordinator	Mrs. Leanne Ferguson
Finance Office	Mrs. Brenda Uhlich
Athletic Director	Mr. Kyle Swezey
Asst. Athletic Director	Mr. Kenny Barrett

## **FACULTY**

Kindergarten	Mrs. Stacy Mote
Kindergarten Assistant	Mrs. Jennifer Smith
First Grade	Mrs. Traci Morley
First Grade Assistant	Mrs. Patti Lehrer
Second Grade	Mrs. Glenna Smith
Third Grade	Mrs. Melissa Steinbrueck
Fourth Grade	Mrs. Angela Florence
Fifth Grade Homeroom/Lang. Arts	Mrs. Lisa Crawford
Middle School Language Arts	Mrs. Lindy Evans
Middle School Science	Mrs. Melissa Gembarowski
Middle School Mathematics	Mrs. Lisa Savedge
Middle School Social Studies	Mrs. Karen Neuhaus
Art	Mrs. Tara Ohlrich
Computers	Mrs. Debbie Paloma-Ho
Music	Mrs. Leanne Ferguson
PE Coach	Mr. Kyle Swezey
Spanish	Senora Debbie Britt

# *School Honor*

*Those who honor me I will honor... 1 Samuel 2:30*

## **SCHOOL SONG**

We are the Family of Christ Knights.  
We put on the Armor of God each day.  
We are smart; we are strong; we are friends to all,  
And this is what we have to say:

Put the Breastplate of Righteousness in place,  
Buckle the Belt of Truth 'round your waist,  
Fit your feet with the shoes of the Gospel of Peace, And  
walk onto victory!

Take up the Shield of Faith and then  
Put on the Helmet of Salvation,  
In your hand hold the Sword of the Spirit-God's Word.  
Our belief in His Name saves us all.

We are the Family of Christ Knights.  
We put on the Armor of God each day,  
We are smart; we are strong; we are friends to all;  
We give thanks to the Lord every day! We give  
thanks to the Lord every day!

## **CHRISTIAN PLEDGE**

I pledge allegiance to the Cross  
Of our Lord Jesus Christ  
And to the faith for which it stands, One  
Savior, eternal, with mercy  
And grace for all - so help me God.

## **SCHOOL COLORS**

Burgundy & Navy

## **MASCOT**

The Knight

# *Enrollment*

*...For wisdom will enter your heart, and knowledge will be pleasant to your soul.*

*Proverbs 2:10*

## ***ADMISSION POLICY***

To apply to Family of Christ Christian School, an application form shall be completed and submitted along with a \$200 non-refundable application/registration fee. Entrance requirements are the successful completion of the previous grade and the review of previous school records including achievement tests, report cards, and any diagnostic testing. A birth certificate, an interview with the principal, and a letter of recommendation from the prior teacher(s) will also be required. Family of Christ School admits students of any race, color, national, or ethnic origin.

## ***WITHDRAWAL***

If it becomes necessary for any reason to withdraw a student, written notification must be received in advance. Notification should be received as early as possible, with a minimum of thirty (30) days notice. Notice should include a reason for withdrawal. The current monthly tuition fees and the last month of tuition, paid the prior May, are applicable and all other fees are non-refundable. Student records will be released when the account balance is paid in full.

## ***RE-ADMISSION***

Families or students who have withdrawn from Family of Christ Christian School and then later apply to be re-admitted must have the approval of the Board of Christian Education. A letter requesting readmission, including the reasons for leaving, must be sent to the Board at the school address.

## ***RE-ENROLLMENT PROCEDURES***

In January of each year a re-enrollment form will be sent to the parents/guardian for each child currently enrolled. Families who would like to reserve their placement for the following year must immediately return the form along with the \$200 fee. Re-enrollment is open only to those in good standing with Family of Christ.

## ***NON-DISCRIMINATION POLICY***

Family of Christ Christian School admits students of any race, color, national, or ethnic origin. All students are eligible to all the rights, privileges, programs, and activities provided by the school. Family of Christ Christian School does not discriminate on the basis of race, color, national origin, sex, age, or disability.



# Tuition and Financial Information

*Let no debt remain outstanding, except the continuing debt to love one another...*

*Romans 13:8*

## TUITION PAYMENTS

Each Spring, you will receive financial information regarding the approaching school year. A nonrefundable payment of your child's last month's tuition will be required to secure a space in the Fall. Tuition payments are processed through Tuition Express. Once you are enrolled in this program your tuition and fee payments will be paid automatically on the 5<sup>th</sup> of every month. If the 5<sup>th</sup> falls on the weekend or bank holiday, payment will occur on the next business day. Family of Christ Christian School can produce a receipt for the payment or you may receive instant e-mail notification by signing up at [www.tuitionexpress.com](http://www.tuitionexpress.com). Report cards may be held until financial requirements are paid to date.

<u>Month</u>	<u>Amount</u>	<u>Fee</u>
May 2018	\$725	May 2019 Tuition
June 2018	\$250 \$200	Book & Academic Fee FOC Family Fundraising Fee
July 2018	\$150 \$40 \$30 \$20 \$50 \$85	School Supply Fee Yearbook Fee Fall & Spring T-Shirts Yearly Ice Cream Fee PTL Membership Fee After Care Registration (After Care Students Only)
August 2018	\$725	August Tuition
September 2018	\$725 \$200	September Tuition IEP Administration Fee**
October 2018	\$725	October Tuition
November 2018	\$725	November Tuition
December 2018	\$725	December Tuition
January 2019	\$725	January Tuition
February 2019	\$725	February Tuition
March 2019	\$725	March Tuition
April 2019	\$725	April Tuition
May 2019	TBD	May 2020 Tuition

Tuition does not fully cover the cost of educating the students. The difference between the per student cost and the tuition paid is subsidized by Family of Christ fundraising efforts as part of its ongoing commitment to Christian education. Tuition per student is \$7,250 per year; fees total \$740. The multiple child discount is 10% for all children after the first child for tuition.

Students are enrolled with the understanding that they will stay for the full school year or at the discretion of the school. Tuition payments remain in effect throughout the school year. There will be no reduction rates or refunds given due to absences, dismissal, withdrawal, holidays, and/or any circumstance.

## ***TUITION DISCOUNTS***

The Multiple Child Discount is 10% for all children after the first child for tuition. The Multiple Child Discount includes children attending both the CDC and Elementary/Middle School. The Church Member Discount is available to members of the Family of Christ congregation after completing the Church Membership Class and scholarship application form. Upon application approval, Church Members will receive a 15% tuition discount for all children. Discounts are non-stackable.

## ***TUITION EXPRESS***

Tuition Express is a secure, electronic payment service that allows for the timely and efficient payment of tuition and school fees. Participation in Tuition Express is recommended for all families. Any family that does not participate in Tuition Express will be charged a 10% surcharge every month. If you have not already signed up for Tuition Express, forms are available at the school office.

Once you are enrolled in this program your tuition and fee payments will be paid automatically on the 5<sup>th</sup> of every month. If the 5<sup>th</sup> falls on the weekend or bank holiday, payment will occur on the next business day. Family of Christ Christian School can produce a receipt for the payment or you may receive instant e-mail notification by signing up at [www.tuitionexpress.com](http://www.tuitionexpress.com).

Tuition Express can also be used for miscellaneous school expenses such as lunches, field trips, etc. These types of charges may be processed days after you authorize the payment. To help you identify charges to your account, you can sign up for an on-line Tuition Express account. You can monitor your activity and sign up for email payment notifications. If you are interested, please request enrollment information from Brenda Uhlich at [buhlich@familyofchristtampa.com](mailto:buhlich@familyofchristtampa.com) or call 813-558-9343, ext. 133.

## ***FEES/PAST DUE BALANCES***

1. Late Payment Fees will be enforced and applied to every account. The Late Payment Fee is \$20.00 per child.
  - Monthly tuition payments are due before 6:00 pm on the 5<sup>th</sup> of each month. If the 5<sup>th</sup> falls on the weekend or a bank holiday, tuition will be due on the next business day.
  - Late Payment Fees will be assessed at 8:00 am on the 7<sup>th</sup> of each month (or two days after the due date if the 5<sup>th</sup> fall on the weekend or a business holiday).
2. Late Pick-Up Fees will be assessed daily. The School's hours are from 8:10 am to 3:00 pm. Daily After Care Fees will be assessed after 3:15 pm and immediately after practices and/or games for athletes if parents are not there to pick up the student.
3. Families with past due balances may be limited from attending field trips and special events.

## ***FINANCE REQUESTS***

Please allow 24-48 hours to process all financial requests.

# *Attendance*

*Let love and faithfulness never leave you.*

*Proverbs 3:3*

## ***SCHOOL HOURS***

Middle school students are in session from 8:10 am - 3:00 pm. Elementary students are in session from 8:30 am - 3:00 pm. Elementary school students may arrive any time after 8:00 am and go to their classrooms. Middle school students may arrive any time after 7:55 am and go to their classrooms. This is an excellent time for them to get prepared for the day. Students who arrive earlier will be sent to Before School Care and the parents will be charged for this service. (Note current fee schedule). Before School Care begins at 7:00 am and the After School Care Program extends to 6:15 pm.

## ***TARDY***

Students are expected to be at school on time. When students arrive late for school, they not only interrupt the flow of instruction for their classmates but also fail to benefit from instruction as well. **Students who arrive after 8:10 am (middle school) or 8:30 am (elementary school) are tardy and must have their parent/guardian bring them to the school office to sign-in and secure a pass to their classroom.** Students with more than **three** tardies will not receive the Perfect Attendance Award.

## ***DISMISSAL***

Student hallway traffic is very heavy between 2:50 pm and 3:00 pm each day due to dismissal. Parents are asked not to enter the building during dismissal time. After 3:00 pm, parents are welcome to enter the building. Students not picked up by 3:15 pm will go directly to After Care. If you are not here by 3:15 pm to pick up your child from school or immediately after a sport's practice or game for athletes, it is our policy to bring them to after care until they are picked up. Your account will be charged \$15.00 accordingly. Because we see this as an emergency only situation, after five occurrences, you will be required to register for After Care and pay the \$85.00 registration fee and the monthly After Care fee accordingly.

## ***EARLY DISMISSAL***

Parents are required to come to the School Office to sign their child out for early dismissal. Parents should notify their teacher with a written note stating that they will be picking up their child early, noting the specific time. Students should not be signed out after 2:30 pm. Students must be in attendance at least 3.5 hours to be counted present for a full day per Florida State Law.

## ***SCHOOL ATTENDANCE***

There is a direct relationship between attendance and learning. Family of Christ Christian School is in session 175 days in accordance with the laws of the State of Florida. We have provided a calendar with holidays and days off from school within this document. Missed classroom teaching and learning activities can never truly be replaced. Attitudes regarding the value of education and the importance of study are shaped by parental priorities regarding school attendance. School attendance policies are designated to encourage a high value on education. It is imperative that parents support the importance of school attendance by not asking for, or supporting, unnecessary absences.

## ***ABSENCES***

Student Absences should be called to the school office (813-558-9343 ext. 118).

### **Unexcused:**

Absences for which there is no notification from the parent will result in a zero for all missed assignments. These assignments may not be made up.

### **Excused:**

Include, but are not limited to the following: personal illness, death in the family, dire family emergencies, or unavoidable family travel. In the case of unavoidable family travel, arrangements to make up assigned schoolwork must be made with the classroom teacher in advance of the necessary trip. At the teacher's discretion, extra assignments, such as written/oral reports may be assigned. The teacher will set the deadline for such work.

### **Absence Procedures – Excused or Unexcused:**

In the case of absence, the following procedures must be followed:

3. A written notice signed by the parent/guardian must be presented to the school secretary upon the student's return to school.
4. In the case of prolonged absences due to illness, a note from your physician is required stating the reason for the absence and anticipated date of return. Parents should notify the teacher as soon as possible in order that studies may be continued at home.
5. Please call the school office prior to 10:00 am in the morning to request assignments. Family members are responsible for picking-up and returning assignments.
6. In the case of an absence due to medical or dental appointments, the teacher must be notified prior to the absence.
7. Teachers will not be responsible for assignments, tests, or class work when they are uninformed of a student's absence which is not due to an unforeseen emergency.

### ***PRE-ARRANGED ABSENCES***

Parents may request a pre-arranged absence for their child for church-related activities, out-of-town family trips, or other special circumstances approved by the administration. A pre-arranged absence must be arranged through the office at least one calendar week in advance. If the reason is sufficient, an excused absence will be granted. Pre-arranged absences may not exceed five days per school year. Students with averages of "F" or "U", or who are on Academic Probation, will not be granted pre-arranged absences. Absences that are not approved will be considered unexcused and will result in an academic penalty. Family of Christ Christian School believes that student participation in school is the key to their learning, therefore pre-arranged absences count against the total number of absences for the year.

### ***15-DAY RULE***

A student whose absences exceed 15 days during the school year, will be at risk of not being promoted to the next grade level. Promotion will depend upon the decision of the teacher and the principal. In cases of extended documented medical absences or unusual circumstances, the administration may assess an academic penalty to the semester grade or assign additional work to compensate for hours of missed instruction. Should there be any concern about the student's competency of subject matter and/or currency with class, students may request testing by the teacher as proof of their knowledge.

### ***TRUANCY AND SUSPENSION***

Truancy is the absence from school without the knowledge and consent of the parents. Truancy is a violation of Florida State Law; therefore, it is considered to be a serious violation of school policy. Class work and/or assignments missed as a result of truancy or suspensions will not be accepted for credit and a grade of zero will be given during the truancy period. Additionally, parents will be notified and the student will be subject to disciplinary action.

### ***MEDICAL APPOINTMENTS***

Parents should avoid making appointments during school hours. If necessary, a note from parents must be given to the teacher the day before the appointment. The student must make up any schoolwork that is missed, and the homework that is missed must be turned in for credit.

## ***MAKE-UP WORK***

Make-up work assignments will be prepared by the teachers for students who will be out of school for a number of days. Parents are to call the office and give the school at least 24 hours to collect assignments and books.

# Dress Code

*...should adorn themselves in respectable apparel, with modesty and self-control...  
I Timothy 2:9*

## DRESS CODE

We appreciate your understanding and cooperation with our school uniform policy. We urge parents to help their children to adhere to our uniform policy faithfully throughout the school year. We trust that parents share our desires to foster high standards in every area of our school program, including dress and personal appearance.

## SUPPLIERS

The following uniform suppliers has the official school logo:

- Land's End – School Code #9000-9595-1, phone #800-469-2222 or [landsend.com/school](http://landsend.com/school)

Boy's and girl's bottoms and girl's jumpers may be purchased at local department stores such as: J.C. Penny, Children's Place, Target, and Bealls.

- The school closet has gently used clothing in all sizes that follow school dress code requirements and are free of charge.

## Clothing Color Chart (Details Follow)

Item	Navy	Burgundy	White	Black	Gray	Khaki	Land's End Classic Navy Plaid
Polo Shirts w/logo	√	√	√				
Turtlenecks	√	√	√	√	√		
Blouses (Peter Pan)			√				
Sweaters (Solid)	√	√	√	√	√		
Sweatshirts (Solid)	√	√	√	√	√		
Under Armour Shirts	√	√	√	√	√		
Uniform Shorts/Skorts/Jumpers	√					√	√
Pants/Cargo Shorts	√					√	
Athletic Shorts (Solid)	√	√	√	√	√		
Capris	√					√	

\*Navy is a dark blue; royal blue is **not** navy blue.

## UNIFORM SHIRTS

Navy, burgundy, and white with FOC logo. Option of short sleeve and long sleeves styles.

<b>UNDER ARMOUR</b>	Under Armour shirts in navy, burgundy, white, black and gray may be worn under an FOC polo shirt as an undergarment.
<b>BLOUSES</b>	White Peter Pan collared shirt with logo when worn separately. No logo needed when worn underneath uniform jumper.
<b>FOC LOGO TURTLENECKS</b>	Navy, burgundy or white solid, long sleeve turtlenecks. Logo turtlenecks can be worn alone.
<b>NO LOGO TURTLENECKS/ LONG SLEEVE SHIRTS</b>	Solid navy, burgundy, white, black, or gray long sleeve turtlenecks or long sleeve shirts. May be worn as an undergarment. Must be worn under an FOC polo shirt.
<b>SWEATERS</b>	Solid navy, burgundy, white, black or gray cardigan style sweaters can be worn in class.
<b>SWEATSHIRTS</b>	Solid navy, burgundy, white, black or gray sweatshirts may be worn with or without the FOC logo. They may not have wording (other than the FOC logo) across the front.
<b>FOC SWEAT JACKETS</b>	Solid navy or burgundy hooded sweat jackets with an FOC logo can be worn in the classroom. Solid navy, burgundy, white, black or gray sweat jackets with no FOC logo may also be worn in the classroom. They may not have wording (other than the FOC logo) across the front.
<b>SPIRIT SHIRTS</b>	Both current and past Family of Christ spirit shirts may be worn on Fridays.
<b>GIRLS JUMPERS</b>	Navy, khaki or Lands End Plaid (Hunter/Classic Navy Plaid) jumpers should be no shorter than 2" above the knee.
<b>SKIRTS</b>	Navy, khaki or Land's End Hunter/Classic Navy Plaid uniform skirt should be no shorter than 2" above the knee.
<b>SKORTS/SHORTS</b>	Navy, khaki, and Land's End Hunter/Classic Navy Plaid uniform skorts or navy or khaki cargo style shorts. While standing with hands at one's side, the length should fall below the finger tips and should not be shorter than mid-thigh. Must be sized appropriate to the student - not too short, not too tight, and not too large or so long that they are baggy.
<b>CAPRIS</b>	Navy or khaki.
<b>PANTS</b>	Navy or khaki.
<b>OUTERWEAR</b>	Outerwear may be worn on cool days, but must be removed in the school, with the exception of school approved jackets/sweatshirts.

**Footwear/Accessory Color Chart-(Details Follow)**

Item	Navy	Burgundy	White	Black	Gray/ Silver	Khaki	Lands End HunterClassic Navy Plaid	Brown	
Belts	√			√				√	
Hair Barrettes/Ribbons	√	√	√	√	√		√		
Socks	√		√	√		√			
Tights/Leggings	√		√	√	√				
Shoes (Solid)	√			√				√	
Boots (Solid)	√	√	√	√	√			√	
*Sneakers See Below									

**BELTS** Black, navy or brown. Not required in kindergarten and first grade.

**HAIR** Navy, burgundy, white, black, gray, or Lands’ End plaid barrettes, headbands and bows. Should not be excessive or distracting.  
Hair will be combed and neatly groomed away from face. Boys’ hair length must not exceed the top of the collar of the shirt and must not go below mid-ear. Bangs must be above eyebrows. No hair coloring, dying or bleaching. No extensions in the hair (ie., feathers or colored highlights) or extreme haircuts ( ie., mohawks or dreadlocks).

**ACCESSORIES** No hats are allowed in the school. No athletic headbands or armbands may be worn during the school day.

**SOCKS** Solid navy, white, black or khaki. Socks must be worn at all times. No logos or stripes/designs.

**TIGHTS/  
LEGGINGS** Navy, white, black or gray. Tights and leggings are to be worn only as undergarments.

**\*SNEAKERS** May be color of choice but may not have glitter, lights, or cartoon characters.



**SHOES** Navy, black or brown. Maryjane, loafer, oxford and Tom styles are acceptable in solid colors, no patterns. No cleats, open toes, sandals or flip flops. No heels higher than an inch. **On PE days, students must wear athletic shoes.**

**BOOTS** Navy, burgundy, white, black, gray, and brown mid-calf boots may be worn only on cold winter days. No Glitter boots. No heels higher than an inch or lace-up boots. **On PE days, students must wear athletic shoes.**

**JEWELRY** Watches and single necklaces may be worn. Girls may wear stud earrings, no hoops or dangling earrings allowed for safety purposes. No earrings for boys. No body piercing other than ears on girls.

**MAKE-UP** Make-up may not be worn in grades K-5<sup>th</sup>. With parents' permission, girls in grades 6<sup>th</sup> -8<sup>th</sup> may wear make-up in moderation, limited to blush and pastel eye shadows.

**CASUAL/SPIRIT DRESS DAYS** On Fridays only, FOC Spirit shirts with jeans, jean shorts, capris, skirts/skorts or long athletic shorts/**yoga pants** If yoga pants are worn, t-shirts **must** cover students bottoms. (plain navy, burgundy, white, black, gray/silver with no writing) may be worn. (No Softe shorts for the girls.) Jeans must be neat, not torn, and **without** sequins or sparkles. Family of Christ will announce special spirit dress days throughout the year. Examples may include: Wacky Wednesday, Hawaiian Day, Silly Sock Day, College Sports Day, etc...  
\*On cold days, plain solid athletic pants may be worn (see acceptable colors for athletic shorts). When there is no school on Friday, Spirit Wear may be worn on the Thursday before.

#### **FREE DRESS DAYS**

Students must wear appropriate clothing. Shorts and skirt lengths already stated must be adhered to. Students may wear flip flops only on Free Dress Days, but **should change into sneakers during PE class.** No spaghetti or halter tops. If yoga pants are worn, t-shirts **must** cover students bottoms. No hats are to be worn in the school.

#### **GENERAL UNIFORM GUIDELINES**

- ❖ All clothing needs to fit appropriately. Not too tight or too loose.
- ❖ Clothing should be clean, wrinkle-free, devoid of holes, and not torn or frayed. Repairs to torn clothing are acceptable and should be done with matching thread.
- ❖ Skirts should be no shorter than 2" above the knee. Shorts and skorts should fall below the finger tips and should not be shorter than mid-thigh.
- ❖ When weather dictates, only school-approved outerwear is allowed inside the school buildings.
- ❖ No hats or caps will be worn in the school building.

#### **DRESS CODE INFRACTIONS**

Dress Code Checks will be conducted daily at 8:30 a.m. Students will be called to conference with the teacher regarding dress code infractions. The school administration will make the final decision on the appropriateness of any and all attire.

Consequences for not following the Uniform Regulations are as follows:

**FIRST INCIDENT** The student will have a written warning that will be signed by parent/guardian and returned the next day. The student will also change clothes immediately, using the appropriate clothing from the school clothes closet.

**SECOND INCIDENT** The parents will be called to school to bring the appropriate attire. The student will wait in the school office for the needed article.

**THIRD INCIDENT** The parents will come and pick the student up, as the student will be dismissed for the remainder of the school day. Missed work will count as zero if not made up at home.

# *Student Regulations*

*Train a child in the way he should go, and when he is old he will not turn from it.*

*Proverbs 22:6*

## **STUDENT CODE OF CONDUCT**

School discipline is the establishment of a classroom climate that leads to a healthy and productive teaching and learning environment. Within the Christian school, discipline goals and procedures are rooted in the Scriptural understanding of being a follower of Jesus Christ.

The principles that guide our discipline at Family of Christ Christian School are based on the teachings of Christ and the golden rule:

*"In everything do to others as you would have them do to you..." (Matthew 7:12)*

*"You shall love the Lord with all your heart, and with all your soul, and with your entire mind."  
(Matthew 22:37)*

*"You shall love your neighbor as yourself." (Matthew 22:39)*

We believe that all children can behave appropriately in the classroom, and that no student should disrupt the teaching and learning process of others. Therefore, the basis of our policies is one of maintaining a school climate that maximizes the learning process. Through this, children have the opportunity to grow in self-discipline. Our primary goal in discipline is to help the students accept responsibility for their own actions.

Family of Christ Christian School believes everyone should enjoy our school equally. Every student should feel safe, secure, and accepted regardless of color, race, gender, athletic ability, intelligence, or nationality. Our students make a pledge commitment to uphold these standards.

### **Family of Christ Christian Students will agree to:**

- Value student differences
- Treat others with respect
- Be kind to others (bullying will not be tolerated)
- Be a good example to others
- Use the 3 R's when necessary:
  1. Recognize unacceptable behavior
  2. Refuse to go along with wrong behavior
  3. Report unacceptable behavior honestly and immediately

## ***APPROPRIATE BEHAVIORS***

- Being prepared and doing one's best to learn
- Being in the proper place at the proper time
- Treating everyone with courtesy and respect
- Demonstrating appropriate language and manners
- Helping to create and maintain a positive and safe learning environment
- Showing respect for school and personal property
- Showing responsible behavior on field trips and other school functions
- Demonstrating truthfulness

## ***INAPPROPRIATE BEHAVIORS***

- Using words, mannerisms, or gestures that are not appropriate
- Making physical, verbal, written assaults, or engaging in harassment
- Refusing to obey directions of administrators, teachers, or other school staff
- Public display of affection between students such as kissing, handholding, etc.
- Lying
- Cheating
- Taking, misusing, or damaging school or personal property of self or others
- Leaving campus without permission during the school day or during any school sanctioned activity
- Not following the Dress Code
- Possessing on school property or at school functions: weapons, dangerous objects, tobacco, alcohol, or any form of controlled substances

Remember, these are some examples and do not constitute a comprehensive, all-inclusive list of all appropriate and inappropriate behaviors.

## ***DEFACING BUILDING***

We have every reason to be proud of our school. Any person found guilty of damaging or defacing school property will need to repair the damage or purchase new materials to replace what has been damaged. Willful damage to or destruction of property is grounds for suspension or discharged expulsions.

## ***HARASSMENT***

All students, teachers, and guests at Family of Christ Christian School are to be treated with respect and dignity. Our school must be an environment free from harassment and violence. It is a violation of Student Conduct for any student to harass a person through conduct or communication that is demeaning or physically harmful.

Harassment is considered to be words and/or actions directed toward an individual or group of individuals which intimidates, degrades, and/or fails to respect another person's dignity. Harassment includes, but is not limited to verbal comments, sexual name-calling, gestures, slurs, and the spreading of malicious rumors. Consequences for harassing a person range from an informal talk to a maximum of expulsion from school. This conduct includes social media.

## ***BULLYING AND THREATS***

Students that make harassing statements that could cause emotional or physical distress to any one associated with Family of Christ will be dealt with severely on an individual basis depending on the specific nature of the offense(s). This possible conduct includes social media.

## ***DRINKING AND DRUGS***

All medicine, whether over-the counter or prescription, must be administered in the school office. This medicine must be brought directly to the office by the parent, in its original container, and may not be in the possession of the student.

Any student in possession of any over-the-counter medicine or prescription drug will be subject to disciplinary actions. These drugs represent a danger to the entire school population. Therefore, it is the school's responsibility to safeguard the community at large.

Any student in possession of prescription drugs or illegal drugs, and who is involved in the attempt to purchase or distribute these drugs, or who acts as an intermediary for someone else, will be immediately and permanently expelled.

Alcohol, in the possession of a student while on campus or at a school sanctioned event, is considered an illegal drug. Any student in possession of alcohol under these circumstances will be appropriately disciplined.

## ***DRINKS/COFFEE/BREAKFAST***

Students should not consume outside food or drinks (besides a water bottle) after 8:10 a.m. If a student has not finished their food it should be put into a lunch container and not taken out again until lunch. If a student has not finished a coffee/drink by 8:10 a.m., the student will be asked to discard of it in the trash.

If a parent wishes to deliver outside lunch to a child, the parent may do so, but the food should be eaten during the child's lunch period.

## ***OFFENSIVE MATERIALS***

Family of Christ Christian School reserves the right to permanently confiscate and destroy immoral or offensive materials (books, magazines, posters, pictures, tapes, cards, and other media) brought to school. The administration reserves the right to determine whether an item meets this description. Parents will be notified of all such offenses.

## ***DISCREDIT CLAUSE***

Family of Christ Christian School reserves the right to discipline or to dismiss any student who is involved **in/on or off-campus** activity that reflects negatively on the school or church.

## ***USE OF ELECTRONIC EQUIPMENT***

Electronic devices, such as cellular phones, video games, MP3 players, iPods, etc, are not to be activated or used in any manner during school hours. They must be stored in a backpack, purse, school bag, etc. If any of these items are seen and/or being used, they will be taken from the student. Also, if a student is on school grounds, before or after school, all electronic devices must be used appropriately, or will incur the same consequences.

- 1<sup>st</sup> Offense – Student may pick up device at the end of the day in the front office.
- 2<sup>nd</sup> Offense – Parent must pick up device at the end of the day (or the following morning) in the front office.
- 3<sup>rd</sup> Offense – Student will receive 1-day suspension.

Family of Christ staff reserves the right to search a student’s locker or desk if they feel that a student is texting, making calls, or using other electronic devices during school hours. Family of Christ is not liable for lost, stolen, or broken items. Unauthorized use of electronics can be grounds for suspension or expulsion.

## ***INTERNET USAGE***

Family of Christ Christian School believes that using the Internet will further educate by promoting the exchange of information, and help to provide state, national, and global opportunities for students and staff. We support students’ access to the “information highway” along with the development of the appropriate skills to analyze, evaluate, and utilize such resources.

Since the Internet constitutes an unregulated collection of educational resources that are constantly changing, it is not possible to completely control which resources students may locate even with software controls. Computers are placed for visibility, parental controls are in place, and teachers will monitor access to the best of their ability in the classroom setting. Written parent/guardian consent and user agreements for each student are required. Family of Christ Christian School makes no guarantees of the accuracy of the information or the appropriateness of materials, which a student may encounter.

## ***RULES FOR INTERNET USAGE***

1. Internet use is for education and extracurricular related activities only. It is restricted to educational web sites by blocking software. Students should immediately report any website that is unintentionally visited to avoid penalty and loss of computer usage rights.
2. Personal use of the Internet is prohibited.
3. Family of Christ Christian School software, computers, and networks shall not be used to send messages to friends, either inside or outside the school.
4. Students may not access and/or download any text or picture, or engage in any online communication that includes material that is considered to be obscene, indecent, vulgar, profane, or lewd.
5. Students shall be courteous and polite when sending messages, whether from school or home. The message shall be concise and not abusive in content or language. Students should never send any personal information such as their name, address, and phone number when requesting information. Any and all messages must be school or academically related with the response address to the class or school.
6. Students must provide the administration with all passwords. Files, as well as networks, are school property and will be randomly checked for content and access history.
7. Students may not damage computers, computer systems, or disrupt their usage through viruses, worms, or other external “devices”.
8. Students shall respect all copyright laws and license agreements. Copyright software, pictures, and/or music shall not be downloaded for any use which violates the copyrights of that material.

9. Students are prohibited from copying CD's, whether from school or home, their friends, or those that are the property of Family of Christ Christian School. On occasion, students may be permitted to make a back up copy of software, but only with the consent of the school administration.

# *Discipline*

*He who spares the rod hates his son, but he who loves him is careful to discipline him.  
Proverbs 13:24*

## **PROCEDURES FOR HANDLING STUDENTS' MISCONDUCT**

1. Verbal warning is given. The teacher will discuss with the student the inappropriate choice being made and give an appropriate consequence to the student.
2. Parental notification will be made and a consequence given to the student, which will incorporate parental support and cooperation. Multiple infractions will be reflected in the behavior grade on the student's report card.
3. Conference involving the teacher, student, parents, and principal. This conference will result in further consequences, which could involve suspension (in school or out of school).
4. If inappropriate, destructive behavior still continues, and it is obvious that no attempted discipline strategy is effectively modifying the student's behavior, the principal, in consultation with the classroom teacher, will expel the student from the program.

Please note: Any inappropriate behavior that is particularly extreme, destructive, or defiant will be dealt with immediately and with appropriate consequences that will fit the severity of the infraction, including suspension or expulsion.

# *Health and Safety*

*...For He guards the course of the just and protects the way of His faithful ones.*

*Proverbs 2:8*

## ***FLORIDA STATE ABUSE LAW***

Florida State Law requires Family of Christ Christian School to report allegations of suspected child abuse to the proper governmental authorities when there is reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse or exploitation, inadequate supervision, or other forms of abuse have occurred.

## ***IMMUNIZATION RECORDS***

The current age/grade specifics are available from local public health agencies.

The State of Florida does not grant exemptions from immunizations based on personal or philosophical reasons. However, Florida does provide a Temporary Medical Exemption (TME) for those who are in the process of completing any necessary immunizations. The TME requires an expiration date after which the exemption is no longer valid, and the immunizations must be completed by that time.

A Permanent Medical Exemption can be granted if a child cannot be fully immunized due to medical reasons. In this case, the child's physician must state in writing the reasons for exemption based on valid clinical reasoning or evidence.

A Religious Exemption from Immunization (DH form 681) can be issued if immunizations are in conflict with the religious tenets and practices of the child's parent or guardian. This exemption can be issued only by a County Health Department and only based on established religious beliefs or practices.

## ***SCHOOL PHYSICALS***

All students are now required to have yearly updated physical health forms on file at Family of Christ. **This is required** of all students whether they participate in school sports or not.

## ***ABSENCES FROM SCHOOL***

Parents are encouraged to cooperate with the school by keeping a sick child at home and informing the school of the nature of an illness. Upon return, the child's teacher will allow ample time to make up any missed work.

## ***ILLNESS ONSET AT SCHOOL***

Any child who becomes ill at school and is suspected of having a communicable disease, or who exhibits other signs and symptoms, which include any of the following, shall be placed in a separate area, and the parent, guardian, or other authorized person shall be contacted to pick up the student within 30 minutes of being called. Students may not return to school for at least 24 hours and must be fever and symptom free.

Symptoms may include:

- Severe coughing
- Difficult or rapid breathing
- Nausea or vomiting
- Diarrhea

- Temperature of 100 degrees Fahrenheit or higher
- Conjunctivitis (Pink Eye)
- Untreated infected skin patches
- Unusually dark urine and/or gray, white, or yellowish skin or eyes
- Discolored nasal discharge
- Any other unusual signs or symptoms of illness

## ***ADMINISTERING MEDICATION***

- Prescribed medication must be in the original container with the name of the physician, child, and medication directions and dosage written on the label. Over the counter medicine must be in its original container.
- A medical authorization form (available in the school office) should be signed by the parent and accompany any type of medication stating the time and amount of dosage and the name of the medication to be given to the student. Parents are encouraged to administer medication whenever possible.

## ***FIRST AID***

In case of an accident, the school provides only the most basic kind of first aid. If more serious injury occurs, parents will be notified immediately and the school will take the usual necessary precautions for the comfort of the injured and the prevention of further injury. A first aid kit is provided in the office and in each classroom.

## ***EMERGENCIES***

In case of life-threatening or very painful injury, the school will immediately call for an ambulance and the injured child will be taken to the Emergency Room. Parents will be notified and will be asked to meet the ambulance at the hospital. **Please be sure to keep cell phone numbers updated at all times.**

## ***HEAD LICE***

Random head checks will be done. Any reported case of head lice must be treated immediately. The student's parents will be contacted immediately and the child sent home. The student will be checked again in two days and ten days. Notice regarding an outbreak and suggested treatments and preventative measures will be distributed to all students. Student(s) will be allowed to return when they are nit-free.

## ***PLAYGROUND SAFETY***

For the safety of everyone, students are expected to play in assigned areas only, observe safety rules and use all playground equipment properly. The following rules will help us ensure that they are safe:

1. Do not climb trees or play in the bushes.
2. Do not climb the tetherball pole.
3. Never push or roughhouse while on jungle gyms, slides, swings, and other equipment.
4. Only one person is allowed on any one swing at any one time.
5. On a swing, the following are not allowed:
  - Jumping from the swing
  - Standing on the swing
  - Swinging on your stomach
6. Do not perform tumbling or cheerleading stunts while on the playground.
7. Playground equipment should never be used if it is wet because moisture causes the surface to be slippery.
8. Students may play ball on the field but not on the playground area. Tackling is not allowed at any time.



9. Once on the playground, children should not re-enter the building without permission of a teacher or other supervisor.
10. PE classes use the playgrounds during the day. Therefore, you may not:
  - Use PE equipment unless you are in the PE class
  - Disturb the PE class while in session
11. Picnic tables are for eating, reading, relaxing, etc. To keep them clean, do not stand or lay on the picnic tables.
12. Pick up any food or trash and dispose of it in trash cans.

When school is not in session on weekends, parents assume the responsibility of supervising their own children when using the playground and its equipment. Please follow these safety rules during these times as well. Please know where your children are at all times. Be aware of the weather, any safety hazards and strangers. Safety ensures a good time will be had every time we use the playground.

Students and families may not utilize the playground after school. The After Care program utilizes the playground at this time.

### ***BUS RULES***

1. Seatbelts at all times.
2. No eating or drinking at any time.
3. Face Forward
4. No yelling or screaming.
5. Keep your hands to yourself.
6. Keep all body parts inside the bus at all times.
- 7.

### ***CAMPUS PET POLICY***

We are dedicated to protecting the health and well-being of our campus. No animals will be permitted onto the school campus unless otherwise specified.

### ***SNACK AND PARTY INFORMATION***

During the course of the year, there may be occasions for snacks and party supplies to arrive in the classroom from home. This may be done only with the prior consent and approval of the classroom teacher. It will be the sole responsibility of the teacher to ensure that:

- Snacks are healthy and supplied in moderation
- Party supplies must be both safe and age appropriate
- Food is store bought

### ***ALLERGIES***

Family of Christ Christian School strives to meet the needs of their students. Please make the school aware of any allergies prior to enrolling or when allergies are identified. The school is not a peanut free campus.

# *Emergency Procedures*

*...For there is a proper time and procedure for all matters.  
Ecclesiastes 8:6*

## ***WEATHER CONDITIONS***

Anytime Hillsborough County Schools close due to inclement weather, Family of Christ Christian School will also close. This information will be announced through local television and/or radio. If your child is enrolled in the Before/After Care Program, this program will also be cancelled.

## ***TORNADO, FIRE, AND SAFETY DRILLS***

We will practice regular fire, tornado, and safety drills. The children are taught to listen to the teacher's directions. Each child will be monitored and cared for while participating in our drills. Our teachers are trained in First Aid and CPR in the case of an emergency.

**In case of an emergency, it is imperative that your home and cell phone numbers are kept updated with the school office whenever there is a change.**

## ***INTRUDER ON CAMPUS***

Teachers and students will be told to stay in their classroom, lock their doors, take attendance immediately, and notify the school office if a student is missing. When the incident has passed, teachers will be notified that it safe to return to normal procedures.

# *Academic Programs*

*Choose my instruction instead of silver, knowledge rather than choice gold, for wisdom is more precious than rubies, and nothing you desire can compare with her.*

*Proverbs 8:10-11*

## ***KINDERGARTEN***

The five-year old Kindergarten program is intended to provide a foundation in each area of development: mental, social, physical, and spiritual. This full-day program is filled with learning activities in Bible, math, integrated reading, and phonics. Children will participate in activities such as physical education, Spanish, art, library, computer, and music classes.

## ***ELEMENTARY/MIDDLE (GRADES 1-8)***

The classroom program in the school emphasizes biblical values and concepts in all subject areas. The curriculum consists of classes in Bible, reading, language arts, math, social studies, and science. In addition, art, music, computer instruction, Spanish, and physical education are provided.

Grades are based on homework, in-class assignments, tests, quizzes, projects, and other assignments appropriate for each grade level.

Graduating 8<sup>th</sup> graders may receive high school credit for Spanish I, Algebra, and IPS Science if the student maintains at least a C average in these classes.

## ***ART***

Art has been found to be an integral part of a child's developmental experiences. It is a means to express themselves through imagination and creativity. At Family of Christ Christian School, the art program is a comprehensive one, following the Sunshine State Standards for the Arts.

First and foremost, the students recognize that art is creation and that God was the first to create.

Beginning in Kindergarten, the students will learn skills and techniques, using art materials to develop processes and motor skills. They are taught to use the elements of art to effectively communicate ideas. At each level, they will be exposed to art of different cultures and eras. The students will learn and interpret various forms of art.

Most importantly, the children will begin to understand, through their experiences, that art has a place in their lives and in the world around them. They will come to appreciate God's awesome creation as artists themselves.

## ***MUSIC***

The goal of music education is to provide an aesthetic education through the medium of sound. Students should be able to internalize and respond to the beauty of sound. We provide many experiences from which our students can observe the unfolding of musical elements in a natural sequence. In two thirty-minute sessions per week, we explore pitch, beat, rhythm, harmony, texture through singing, movement, listening, and playing of instruments. This is a joyous process by which we can give glory to God.

## ***SPANISH***

In addition to developing a lifelong ability to communicate with many kinds of people, children may derive other benefits from early language instruction, including improved overall school performance, higher scores on standardized tests done in English, and superior problem-solving skills. Students of foreign languages have access to a greater number of career possibilities and develop a greater understanding of their own and other cultures.

## ***CHAPEL***

Pastor Dave or Pastor Kurt meets with the students weekly in a planned chapel service. The students begin their week with worship through music, prayer, and devotion from the word of God. The relaxed atmosphere is engaging to the students, but they learn to show respect in God's house. Additionally, students have the opportunity to experience the gift of giving by contributing to an offering. This offering supports a mission or need within our community, country, or around the world.

## ***COMPUTER LAB***

Students will be introduced to, and have the opportunity to practice, using a computer for directed and independent learning. They will work on basic keyboard skills and word processing, as well as other areas of interest as directed by the teacher.

Students will be able to use the computers for the Accelerated Reader Books (AR) reading comprehension tests.

Internet access will be provided for the intermediate grades. All work will be done under the direction of a teacher.

## ***PHYSICAL EDUCATION***

Family of Christ Christian School strives to provide opportunity for the education of the total child: physically, emotionally, socially, and spiritually. Proper habits of physical conditioning and recreation are essential to a well-balanced life style. Physical education is part of the curriculum for all students in grades K - 8th.

## ***LIBRARY***

Our library is located in the second building. Donations are welcomed and appreciated from parents, friends, students, and other organizations. The library is open daily for our classes to visit and check out resources. It is our objective to increase the size of our library resources each year. Parent volunteers staff the library at scheduled times during school hours.

Accelerated Reader Books (AR) are also an important part of our library. We have many books and tests that check student's comprehension and level of reading ability.

As a supplement to our library, we provide World Book Encyclopedia on-line for all our students to use at home. The website is: [www.worldbookonline.com](http://www.worldbookonline.com). The Log-in ID is: **familyofchrist**; the Password is: **knight**. If you have problems accessing the site, please contact the office for help.

## ***FIELD TRIPS***

Many worthwhile opportunities for educational field trips are available in our area. Careful attention to safety and proper supervision is given on a field trip. Teachers are responsible for collecting permission slips signed by the parent or the guardian for each outing and field trip. Phone calls may not be used in lieu of signed permission slips. Parents are often asked to assist as chaperones on field trips. Teachers will determine the number of chaperones needed to insure an optimum learning experience and safety.

# Academics, Reporting and Testing

*Test me, O Lord, and try me, examine my heart and mind, for your love is ever before me and I walk continually in your truth.*

*Psalms 26:2-3*

## **STANDARDIZED TESTING**

The Stanford Achievement Test is administered to all first through eighth grade students each Spring. These tests provide insight into each student's progress on a national scale and allow the school to identify the degree of its academic effectiveness. A copy of the achievement test scores is sent to each parent at the end of the school year. Parents having specific questions should address them to the Principal.

## **PROGRESS REPORTS AND REPORT CARDS**

### **Academic:**

Progress reports are sent home midway through the quarter. Report cards are issued at the end of each nine-week grading period for Kindergarten through Eighth Grade. The dates of issuance are included on the annual calendar. The academic grading scale used for First through Eight Grade is as follows:

<b>A+</b>	97-100	<b>C</b>	73-76
<b>A</b>	93-96	<b>C-</b>	70-72
<b>A-</b>	90-92	<b>D+</b>	67-69
<b>B+</b>	87-89	<b>D</b>	63-66
<b>B</b>	83-86	<b>D-</b>	60-62
<b>B-</b>	80-82	<b>F</b>	0-59
<b>C+</b>	77-79		

### **Behavior:**

The conduct grade will reflect adherence to the Student Regulations found in this handbook. Minuses in conduct may result in suspension from team sports and other school events.

### **Attendance:**

Please make every effort to have your child attend school on the last day of the marking period. Missing the last day of testing for the marking period can result in a delayed report card.

## **HOMEWORK**

Homework is an integral part of the educational process at Family of Christ Christian School. It is given to extend the classroom learning or for practice that will help internalize what has been taught. It is an essential part of independent learning and for the formation of study skills. In First through Third grade, homework will take the average student about 45 minutes to complete. In Fourth through Eighth grade, homework will average one to one and one-half hours to complete.

## **INDIVIDUAL HELP AND TUTORING**

Parents and/or students may contact specific teachers to schedule individual help. The principal and the school office can be contacted for a list of tutors to assist students.

## ***PROMOTION AND RETENTION***

### **Promotion:**

A student is promoted to the next level if he or she has clearly demonstrated his or her readiness for that level and has completed the work designated for the previous level.

### **Retention:**

The total child will be evaluated when retention is being considered. In general, retention will be done as early in the child's school life as possible. No child will be retained more than once in the primary unit, Kindergarten through Third grade, and a second time in the upper unit, Fourth through Eighth grade.

## ***ACADEMIC DISSMISSAL***

Students who have more than two (2) failing grades for the year are reviewed for academic dismissal. Students who have low grades, but whose efforts and attitudes are positive, are permitted to remain as long as the school can serve their academic needs.

# Awards

*But as for you, be strong and do not give up, for your work will be awarded..*

II Chronicles 15:7

## **HONOR ROLLS**

The school recognizes the academic achievements for students by awarding honor roll certificates at the end of each quarter during Chapel. The Principal's Honor Roll is for students who receive all A's in academic areas and no minuses in social/emotional behaviors on their report card for the quarter. Honor Roll is for students who receive A's and B's or all B's and no minuses in social/emotional behaviors in their report card for the quarter.

## **KNIGHTS CHARACTERISTIC TRAITS AWARDS**

Family of Christ Christian School developed Christian characteristic traits based on our KNIGHTS mascot. Each month we encourage and incorporate a characteristic trait in our curriculum, the school environment and chapel. The last chapel of the month, one student is selected from each grade, kindergarten through eighth grade, as the student most emulating that trait. The month of May, all characteristics are reviewed and one student from each class is selected that demonstrates *all of the seven* character traits. The choice is always a difficult one, as most of our students make a continuing effort to live up to the expectations of the KNIGHTS in their daily lives. Those chosen to be representative of their grade are both honored and humbled – always mindful of their witness to others.

*Kind-hearted:* compassionate and sympathetic towards others (September)

*Noble:* high standards, moral, self-sacrificing (October)

*Inspirational:* an inspiring or positive influence (November)

*Generous:* freely giving or sharing of oneself (January)

*Honest:* free from deception, truthful, genuine, real, credible (February)

*Thoughtful:* careful thinking and is considerate of others (March)

*Self-Control:* mindful, responsible and non-impulsive (April)

*K.N.I.G.H.T.S.* (May)

# *Parent-School Partnership*

*Join them together into one stick so that they will become one in your hand.  
Ezekiel 37:13*

## ***PARENT-SCHOOL PARTNERSHIP***

An element of significant importance in the schooling of a child is the communication between the teacher and the student. It is important for parents, as well as students, to understand the expectations and work demands of the teacher. For that reason, we urge parents to confer directly with the classroom teachers. Every teacher will make an effort to return a parent's phone call or email on the same day.

## ***PARENT-TEACHER CONFERENCES***

Teachers will hold a minimum of two scheduled conferences per school year with each of the student's parents/legal guardians. Family of Christ Christian School requests scheduled conference dates during the first and third grading period.

Teachers will be available for special conferences to share important concerns and mutual plans for the growth of the child as needed. Parents/legal guardians are encouraged to make appointments directly with the teacher(s).

## ***PARENT-TEACHER-SCHOOL PROBLEMS***

Many problems can be resolved with improved communication between the teachers and parents. It is important that, if there is a concern, we are sensitive to not only what is communicated, but also, when it takes place.

The classroom time is our students' learning environment, therefore our teachers reserve that time for this purpose. To be most effective, communication should be done when both parties can give the situation their attention without undue distractions or time pressures.

If a parent has a problem relating to the school staff or a teacher, it must be resolved by following the biblical example established in Matthew 18.

**First Step:** The parent(s) is to make an appointment with the teacher to resolve the problem at the classroom level. In most cases, this is successful. (Administrators do not normally attend these parent teacher conferences).

**Second Step:** If the issue remains unresolved, an appointment should then be made with the appropriate administrator. It may be necessary for the teacher to participate in the conference.

**Final Step:** If the school administration cannot get the issue resolved, then and only then, is it appropriate to contact the school board.

## ***SCHOOL NEWSLETTER***

The school newsletter is published the first week of every month. An electronic copy is e-mailed to each family. It contains valuable information for the families about classroom news, youth group news, PTL, family social events, and other church events and information of importance.



## ***SCHOOL WEBSITE***

The Family of Christ Christian School website is [www.foc-knights.com](http://www.foc-knights.com). It is an easy way to access the most frequently sought information about Family of Christ Christian School.

## ***REDIKER***

Family of Christ Christian School's Rediker page is available at <https://www.plusportals.com/FamilyofChrist> or [www.foc-knights.com](http://www.foc-knights.com). Each parent receives an activation code once the child has enrolled. This is a one time activation and does not need to be reactivated each year. Grade reports are available for Second through Eighth grade, and classroom newsletters for all grades.

## ***PARENT-TEACHER LEAGUE***

PTL (Parent-Teacher-League) is an organization of school parents, teachers, and friends who are committed to the support of the school. The PTL is dedicated to enriching and enhancing our students' academic, social, and spiritual education at Family of Christ Christian School. One of the primary functions of PTL is to organize fund raising. PTL also helps to bring together home, church, and school. They meet regularly with the elected officers and the Principal to plan a program of activities.

The PTL requires each family to pay annual dues of \$50.00 and to participate in helping our school. This is expected in the form of volunteer hours. Each volunteer will be responsible for logging in his or her own hours so that PTL may maintain an accurate record. Donated items cannot be substituted for volunteer hours.

## ***PARENT-TEACHER LEAGUE VOLUNTEER HOURS***

Every family attending Family of Christ Christian School is required to perform 20 hours of volunteer work annually or \$12.50 per volunteer hour for hours not met. The PTL will send every family a quarterly statement.

All volunteer hours are to be recorded in the Volunteer Log located at the front desk in Building 3.

Acceptable volunteer opportunities include:

- Open House
- Classroom Volunteers
- Night of Knights
- Bonfire/Chili Cook-Off
- Book Fairs
- Clothes Closet
- Picture Day
- Christmas/Spring Performances
- PTL Meetings
- Coaching FOC Athletic Team(s) - as approved by the Athletic Director
- Homeroom Parents - coordinate homeroom activities and schedule volunteer hours with the classroom teacher
- Additional opportunities as mentioned in the School Newsletter

Volunteering is very important. Here are just a few reasons why:

- Volunteering sets a good example for our children
- Volunteering helps keep Family of Christ Christian School an excellent learning environment for our children
- It helps parents and students develop pride and respect for Family of Christ Christian School

# *Extracurricular Activities*

*Commit to the Lord whatever you do, and your plans will succeed.*

*Proverbs 16:3*

## ***NATIONAL JUNIOR HONOR SOCIETY***

The National Junior Honor Society is an honorary organization to which students who exhibit the qualities of scholarship, service, citizenship, character, and leadership may be invited to apply.

The organization is not only for individual honor, it is founded on the principle of service to others. Service projects will be developed to help our school and the students attending.

Students eligible for membership will be notified after 3<sup>rd</sup> quarter grades are determined. At this time, qualifying 6<sup>th</sup>-8<sup>th</sup> grade students will have the opportunity to apply for membership.

## ***STUDENT COUNCIL***

Each October we hold campaigns and elections for student council. All students must have at least a C average in all classes and no minuses in behavior to run for office and must maintain a C average or higher to uphold their office. The officers are: President (8<sup>th</sup> Grade), Vice President (7<sup>th</sup> Grade), Secretary (6<sup>th</sup> Grade), Treasurer (5<sup>th</sup> Grade), and 6-8<sup>th</sup> graders can run for Commissioner of School Spirit, Commissioner of Ecology, Commissioner of Religion, and Historian.

## ***STUDENT PATROL***

Safety Patrol is a privilege for students and is part of their service to our school community. Students in Fifth grade will serve as safety patrols. The patrols are present at drop off and pick up to ensure the safety of students on the school grounds. Students who serve as patrols are invited to Universal Studios at the end of the school year.

## ***YEARBOOK***

The faculty and parent volunteers, along with students, produce the Yearbook. Distribution is in late May. Students may become involved by submitting photographs of school activities throughout the year. Digital photos on a non-returnable disc are preferred because pictures taken with cell phones are not usable.

# *Athletic Department*

*...If anyone competes as an athlete, he does not receive the victor's crown*

*unless he competes according to the rules. 2 Timothy 2:5*

## **ATHLETIC DEPARTMENT**

The Family of Christ Athletic Department fosters spiritual growth, promotes a positive self-image, and instills dedication and commitment to personal and team goals. Our coaches strive to develop good sportsmanship and character in each student athlete.

## **ATHLETIC ELIGIBILITY**

Students who wish to participate in athletics at Family of Christ Christian School must show themselves to be competent students in the classroom. First, students must maintain at least a C average for all grades and may not drop more than one letter grade in any subject to be eligible to participate in any sports practice or game. If a student has a D or less average on a progress report or report card prior to the beginning of a sport season, that renders the student ineligible to play that specific sport season. This will be evaluated by progress reports and report cards. Third, students who are athletic team members must exhibit a cooperative and positive spirit in their classrooms and at school activities. A student may be removed or suspended for a poor attitude or misbehavior. A student on behavioral probation is not permitted to represent the school on an athletic team. All athletes need to be in attendance at least one practice a week and may not play two FOC sports and outside sports unless the above criteria are met.

Students in Fourth through Eighth grade are eligible for participation in Volleyball, Cross-Country, Soccer, Basketball, Flag Football, and Golf. Volleyball, Soccer, Basketball and Flag Football have a JV team (students in Fourth through Sixth grade) and Varsity team (students in Seventh through Eighth grade). The Athletic Director and Coaches may recruit students in Third grade that are mentally and physically capable when they see a need to increase the team size.

## **VOLLEYBALL**

Family of Christ Christian School's Volleyball teams are co-ed. Students in Fourth through Eighth grade are eligible for participation. The season takes place during the 1<sup>st</sup> Quarter of the school calendar. The participation fee is \$80, which includes the uniform, practice balls, and additional league/referee fees. All home games are played at the New Tampa YMCA.

## **CROSS-COUNTRY/TRACK**

Family of Christ Christian School's Cross Country/Track teams are co-ed. Students in Fourth through Eighth grade are eligible for participation. Cross-Country season takes place during the 1<sup>st</sup> Quarter and Track season takes place the 3<sup>rd</sup> Quarter of the school calendar. The participation fee for each is \$30, which includes additional league/referee fees. Additional fees may apply for participation in non-TBCAL meets. Practices are usually held every Wednesday from 3:15-4:00. During practice, students run on the nature trail that surrounds the Family of Christ campus. The trail is about 1 kilometer, or .6 miles. Pastor Dave runs with the group at every practice. Parents are encouraged to run along also!

Cross Country meets are either 3 kilometers (1.8 miles) or two miles in length. For meets, team members wear their Family of Christ spirit shirts and are assigned a number, which is pinned on top of their shirts.

## ***SOCCKER***

The Family of Christ Christian School's Soccer teams are co-ed. Students in Fourth through Eighth grade are eligible for participation. The season takes place during the 2nd Quarter of the school calendar. The participation fee is \$80, which includes the uniform, practice balls, and additional league/referee fees. Participants will need their own shin guards and soccer cleats (NO football or baseball cleats please). Practices and home games are held on the FOC soccer field.

## ***BASKETBALL***

Family of Christ Christian School's Basketball program includes both a boys' and girls' JV and Varsity team. Students in Fourth through Eighth grade are eligible for participation. The season takes place during the 4th Quarter of the school calendar. The participation fee is \$80, which includes the uniform, practice balls, and additional league/referee fees. All home games are played at the New Tampa YMCA.

## ***FLAG FOOTBALL***

Family of Christ Christian School's Flag Football teams are co-ed. Students in Fourth through Eighth grade are eligible for participation. The season takes place during the 3rd Quarter of the school calendar. The participation fee is \$80, which includes the uniform, practice balls, and additional league/referee fees. Participants will need their own cleats and a mouth guard.

## ***GOLF***

Family of Christ Christian School's Golf team is co-ed. Students in Fourth through Eighth grade are eligible for participation. However, students in Third through Eighth grade are allowed to participate in the practice sessions. The Golf season takes place during the 2<sup>nd</sup> Quarter of the school calendar. The participation fee is \$30 for the practice sessions; additional green fees are applicable and vary by tournament.

## ***UNIFORMS FOR HOME GAMES***

Team members may wear their uniforms to school on any **Friday home and away games**. This is intended to foster school spirit and enthusiasm. Athletic team members should remember they are acting as school leaders while in their uniforms and they need to set positive examples for all students.

# ***Administrative Procedures***

*But everything should be done in a fitting and orderly way.*

*1 Corinthians 14:40*

## ***OFFICE HOURS***

Office Hours are from 8 am - 3:45 pm

Elementary/Middle School Office Phone

(813) 558-9343 x118

Elementary/Middle School Office Fax

(813) 977-0549

Child Development Center/After Care Office (After 4 pm)

(813) 558-9343 x110

Church Office

(813) 558-9343 x116

## ***CAMPUS VISITORS***

During the school day, any visitor on campus must first sign in through the Main Office. This includes parents visiting the campus during the day. If there are items that need to be delivered to a student, they should be dropped off at the Main Office. Parents and visitors may not go directly to the classrooms.

## ***STUDENT VISITORS***

Student visitors from other schools who are considering attendance at Family of Christ Christian School are permitted to visit. All visitors must abide by the dress code set for the school. Students from other local schools may not visit the campus during the school day. This includes the parking lot and the cafeteria, even during the lunch period. No visitors are permitted during the last week of a semester or the day before a school holiday.

## ***MESSAGES***

Except in emergency situations, neither students nor teachers will be called out of their classes to receive phone calls. The school secretary will relay messages as appropriate. Teachers will return phone calls during their planning time or after school.

School phones are business phones should not be used by the students except for emergency situations. Students may use the office phone with permission from a teacher, secretary, or administrator.

Lunches, books, and other items may be left at the office to be delivered to the students, or students may be called to the office to retrieve such items.

## ***SCHOOL TRAFFIC***

For the safety of the children please honor and adhere to the following guidelines when entering school property:

- DRIVE SLOWLY at all times
- Please do not park in the drop-off/pick-up lanes, **especially** during school dismissal time, 2:55-3:15 pm.
- When it is necessary to park, please use the designated parking lots. Do not park where you have to cross main traffic lanes with children, especially during peak traffic times.
- If a parent would like to walk up to the flag pole to physically meet their child, please wait at flag pole until your child is brought to you by a teacher or patrol.

## ***LOST AND FOUND***

Student's names should be written on all items to help prevent loss. If an article is found and has a student's name written on it, it will be returned to its owner. Items not having the owners name are kept in lost & found bin. It would be a good idea for parents to check the contents of the lost and found closet occasionally to claim any lost items.

# *Lunch Program and Extended Care*

*... Guard what has been entrusted in your care.*

*1 Timothy 6:20*

## ***BEFORE SCHOOL CARE***

Before School Care is provided for students in Kindergarten through Eighth grade from 7:00 am until 8:10 am in building one. There is an additional charge for this service.

## ***AFTER SCHOOL CARE***

After Care is provided for students in Kindergarten through Eighth grade from dismissal until 6:15 pm. There is an additional charge for this service.

Students not picked-up by 3:15 pm will go directly to After Care. If you are not here by 3:15 to pick-up your child from school it is our policy to bring them to After Care until they are picked-up. Your account will be charged \$15.00 accordingly. Because we see this as an emergency only situation, after five occurrences, you will be required to register for After Care and pay the \$85.00 registration fee and the monthly After Care fee accordingly.

## ***LUNCH PROGRAM***

The Family of Christ Christian School lunch program is composed of the five food groups and is served daily. A monthly menu will be sent home each month. You and your child may then decide the number of lunches you will be purchasing throughout that month. Lunches are \$4.25, this includes water bottles or milk. Water bottles and milk is provided for \$.50. Pizza is served every Friday.

Kindergarten and first grade eats their lunch in their classroom. Second grades eat their lunch in the cafeteria. Fourth through Eighth grades eat their lunches outside on the picnic tables, weather permitting.

**Please place a freezer pack in your child's lunch to keep items cool or place in a thermos to keep items warm. We are unable to refrigerate lunch or warm items in a microwave for elementary students. Middle school students may warm their lunch in the office microwave.**

# Forms

*When a man makes a vow to the Lord or takes an oath to obligate himself by a pledge, he must not break his word but do everything he said.*  
*Numbers 30:2*

## FORM AVAILABILITY

Forms are available in the school office for your convenience. This includes athletics, lunch, special events, birthday marquis and one page calendars.

## Index

*Ask and it will be given to you; seek and you will find; knock and the door will be opened to you.*  
*Matthew 7:7*

Academic Program	p. 23-24	Early Dismissal	p. 8
Kindergarten	p. 23	School Attendance	p. 8
Elementary/Middle (Grades 1-8)	p. 23	Absences	p. 8
Art	p. 23	Pre-Arranged Absences	p. 9
Music	p. 23	15-Day Rule	p. 9
Spanish	p. 24	Truancy	p. 9
Chapel	p. 24	Medical Appointments	p. 9
Computer Lab	p. 24	Make-Up Work	p. 9
Physical Education	p. 24		
Library	p. 24		
Field Trips	p. 24	Awards	p. 27
Academics, Reporting and Testing	p. 25-26	Honor Roll	p. 27
Standardized Testing	p. 25	Knights Characteristic Traits	p. 27
Progress Reports and		Discipline	p. 18
Report Cards	p. 25	Procedures for Handling	
Homework	p. 25	Student Misconduct	p. 18
Individual Help and Tutoring	p. 25	Dress Code	p. 10-14
Promotion and Retention	p. 26	Dress Code	p. 10-13
Academic Dismissal	p. 26	General Uniform Guidelines	p. 13
Administrative Procedures	p. 32-33	Dress Code Infractions	p. 13-14
Office Hours	p. 37	Emergency Procedures	p. 22
Campus Visitors	p. 37	Weather Conditions	p. 22
Student Visitors	p. 37	Tornado, Fire, and Safety Drills	p. 22
Messages	p. 37	Intruder on Campus	p. 22
School Traffic	p. 37	Enrollment	p. 5
Lost and Found	p. 38	Admission Policy	p. 5
Athletic Department	p. 31-32	Withdrawal	p. 5
Athletic Department	p. 31	Re-Admission	p. 5
Athletic Eligibility	p. 31	Re-Enrollment Procedures	p. 5
Volleyball	p. 31	Non-Discrimination Policy	p. 5
Cross-Country	p. 31	Extracurricular Activities	p. 30
Soccer	p. 32	National Junior Honor Society	p. 30
Basketball	p. 32	Student Council	p. 30
Flag Football	p. 32	Student Patrol	p. 30
Golf	p. 32	Yearbook	p. 30
Uniforms for Home Games	p. 32	Forms	p. 35
Attendance	p. 8	Health and Safety	p. 19-21
School Hours	p. 8	Florida State Abuse Law	p. 19
Tardy	p. 8	Immunization Records	p. 19
Dismissal	p. 8	School Physicals	p. 19

Absences from School	p. 19	Discredit Clause	p. 16
Illness Onset at School	p. 19	Use of Electronic Equipment	p. 16
Administering Medication	p. 20	Internet Usage	p. 17
First Aid	p. 20	Rules for Internet Usage	p. 17
Emergencies	p. 20	Tuition and Financial Information	p. 7
Head Lice	p. 20	Tuition Payments	p. 7
Playground Safety	p. 20	Tuition Discounts	p. 7
Campus Pet Policy	p. 21	Tuition Express	p. 7
Snack and Party Information	p. 21	Fees	p. 7
Allergies	p. 21	Financial Requests	p. 7
Letter from Principal	p. 1		

Lunch Program and Extended Care	p. 34
Before School Care	p. 34
After School Care	p. 34
Lunch Program	p. 34
Organization	p. 3
Board of Christian Education	p. 3
Administration and Office Staff	p. 3
Faculty	p. 3
Parent-School Partnership	p. 28
Parent-School Partnership	p. 28
Parent-Teacher Conferences	p. 28
Parent-Teacher School Problems	p. 28
School Newsletter	p. 28-29
School Website	p. 29
Rediker	p. 29
Parent-Teacher League	p. 29
Parent-Teacher League	
Volunteer Hours	p. 29
School Honor	p. 4
School Song	p. 4
Christian Pledge	p. 4
School Colors	p. 4
Mascot	p. 4

School Information	p. 2
History of Church and School	p. 2
Philosophy and Objectives	p. 2
Mission Statement	p. 2
Statement of Faith	p. 2
Accreditation	p. 2
Student Regulations	p. 14-18
Student Code of Conduct	p. 14
Appropriate Behaviors	p. 15
Inappropriate Behaviors	p. 15
Defacing Building	p. 15
Harassment	p. 15
Bullying and Threats	p. 16
Drinking and Drugs	p. 16
Drinks/Coffee/Breakfast	p. 16
Offensive Materials	p. 16



