

FAMILY OF CHRIST

Elementary & Middle School



Parent/Student Handbook 2025/2026

16190 Bruce B. Downs Blvd. Tampa, FL 33647 813-558-9343 ext. 118

www.foc-knights.com

Table of Contents

Throughout this document, the word “parent” represents the legal guardian of the child/student rather than the birth parent of the student. Please read this document in that context.

School Information	p. 2
Enrollment	p. 3
Tuition and Financial Information	p. 4 - 5
Attendance	p. 6 - 7
Dress Code	p. 8 - 10
Student Regulations	p. 11 - 14
Discipline	p. 15
Health and Safety	P. 16 - 18
Emergency Procedures	p. 19
Academic Program	p. 20 - 21
Academics, Reporting and Testing	p. 22 - 23
Awards	p. 24
Parent-School Partnership	p. 25 - 26
Extracurricular Activities	p. 27
Athletic Department	p. 28 - 29
Administrative Procedures	p. 30
Extended Care and Lunch Program	p. 31
Forms	p. 31

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 its first building, the program included a Kindergarten and classes for younger children. The church's mission has been to include all ages of children. 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 solidly emphasizes academic skills, balanced with Christian teaching of Biblical truths and how they apply to everyday living. Educational 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. "Love Jesus. Love Learning. Love Others."

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. 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 each child's heart.

ACCREDITATION

Family of Christ Christian School is fully accredited by the National Lutheran Schools Association and the Lutheran Church – Missouri Synod district. Accreditation assures that our school fulfills all educational requirements and that our curriculum is approved. Our school also complies with and exceeds the Sunshine State Standards and the Hillsborough County benchmarks for each grade level.

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 and a \$225 non-refundable application/registration fee shall be completed and submitted. Entrance requirements are the successful completion of the previous grade and the review of prior school records, including achievement tests, report cards, and 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 to withdraw a student, written notification must be received in advance. Notification should be received as early as possible, with a minimum notice of thirty days. Notice should include a reason for withdrawal. The current monthly tuition and the last month of tuition paid the prior school year in 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 School Board or principal. A letter requesting readmission, including the reasons for leaving, must be sent to the admissions office at the school address.

CONTINUOUS-ENROLLMENT PROCEDURES

Your child will be automatically re-enrolled each school year until 8th grade. Until the school office is contacted by email or in writing by the end of January of the current academic year, you will **not** be re-enrolling, and the reason for leaving. Continuous 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 for all the rights, privileges, programs, and activities the school provides. Family of Christ Christian School does not discriminate based on 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 January, you will receive financial information regarding the approaching school year. A \$225 non-refundable registration fee will be required to secure space in the fall. Tuition payments are processed through Tuition Express. Once enrolled in this program, your tuition payments will be made automatically on the 5th of every month, beginning in May of the current school year, or whichever month you start. The first tuition payment, which is for May of the following school year, is non-refundable. Report cards and school records may be held until financial requirements are paid to date.

Tuition only partially covers the cost of educating the students. Family of Christ fundraising efforts subsidize the difference between the per-student cost and the tuition paid as part of its ongoing commitment to Christian education. An additional 10% fee will be charged if Tuition Express is not utilized unless tuition is prepaid. Late charges per child will be assessed on the 7th of the month.

Students are enrolled with the understanding that they will stay for the entire school year or at the school's discretion. Tuition payments remain in effect throughout the school year. No reduction rates or refunds will be given due to absences, dismissal, withdrawal, holidays, or any circumstances.

TUITION DISCOUNTS

The Multiple Child Discount is 10% for all children after the first child for tuition. The Multiple Child Discount includes children attending 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 and will be applied to the parent's responsibility after any scholarship.

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 required for all families. Any family not participating in Tuition Express will be charged a 10% surcharge every month. Forms are available at the school office if you still need to sign up for Tuition Express.

Once enrolled in this program, your tuition and fee payments will be made automatically on the 5th of every month. Payment will occur on the next business day if the 5th falls on the weekend or bank holiday. Family of Christ Christian School can produce a receipt for the payment, or you may receive an instant e-mail notification when you sign up at 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 online Tuition Express account. You can monitor your activity and sign up for email payment notifications. If you are interested, please request enrollment information from Elizabeth Tente at accounting@familyofchrist.org 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.
2. Monthly tuition payments are due before 6:00 pm on the 5th of each month. If the 5th falls on the weekend or a bank holiday, tuition will be due on the next business day.
3. Late Payment Fees will be assessed at 8:00 am on the 7th of each month (or two days after the due date if the 5th falls on the weekend or a business holiday).
4. 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 games for athletes if parents are not there to pick up the student.
5. Families with past due balances may be limited from attending field trips and special events.
6. Report cards and school records may be held until financial requirements are paid to date.

FINANCE REQUESTS

Financial requests should be sent to accounting@familyofChrist.org. 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 - to 3:00 pm. Elementary students are in session from 8:30 am - 3:00 pm. Elementary school students may arrive after 8:00 am and go to their classrooms. Middle school students may arrive 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 their 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 6:00 pm.

TARDY

Students are expected to be at school on time. When students arrive late for school, they not only interrupt the instruction flow for their classmates but also fail to benefit from instruction. **Students who arrive after 8:10 am (middle school) or 8:30 am (elementary school) are tardy and must go to the school office to sign in and secure a pass to their classroom.** Students with more than **three** tardies in a quarter will not receive the Perfect Attendance Award. Students with more than 4 tardies per quarter are excessive.

DISMISSAL

Student hallway traffic is heavy due to daily dismissal between 2:50 and 3:00 pm. Parents are asked not to enter the building during dismissal time. After 3:15 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 sports practice or game for athletes, our policy is to bring them to aftercare until they are picked up. Your account will be charged \$25.00 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 must come to the School Office to sign their child out for early dismissal. Parents should notify their teacher with an email 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 attend for at least 4 hours to be counted as present for a full day per Florida Administrative code 6A-1.09512. Students must be checked in by 11 am and cannot be checked out before 11:45 am to be counted as a full day.

SCHOOL ATTENDANCE

There is a direct relationship between attendance and learning. Family of Christ Christian School is in session 173 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. Parental priorities regarding school attendance shape attitudes regarding the value of education and the importance of study. 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). Students with more than four absences per quarter are considered to have excessive absences. In the case of unavoidable absences, arrangements to make up assigned schoolwork must be made with the classroom teacher in advance (minimum of 48 hours) of the necessary trip. Extra assignments, such as written/oral reports, may be assigned at the teacher's discretion. The teacher will set the deadline for such work. Families should not plan vacations before a break, so students miss school.

Absence Procedures:

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

1. A written notice signed by the parent/guardian must be presented to the school secretary upon the student's return.
2. In the case of prolonged absences due to illness, a note from your physician is required stating the reason for the absence and the anticipated date of return. Parents should notify the teacher as soon as possible so that studies may continue at home.
3. In the case of an absence due to medical or dental appointments, the teacher must be notified before the absence.
4. 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. Students should not miss school for a vacation right before a break. 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 be at most five days per school year. Any work that is missed will be made up after returning to school.

Students with "F" or "U" averages or on Academic Probation will not be granted pre-arranged absences.

Absences that are not approved will result in an academic penalty. Family of Christ Christian School believes 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 risk 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 currency with class, students may request testing by the teacher as proof of their knowledge.

FAMILY EMPOWERMENT SCHOLARSHIP RULE

Per the Florida Family Empowerment Scholarship, absences over 18 days per year may result in loss of scholarship.

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 a severe violation of school policy. Classwork and assignments missed due to 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 the parents must be given to the teacher the day before the appointment. The student must make up any missed schoolwork, and the missed homework must be turned in for credit.

MAKE-UP WORK

Make-up work assignments will be given upon returning to school from absence. Parents are to call the office and provide the school with 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 faithfully help their children adhere to our uniform policy 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.

VENDORS

The following uniform vendors have the official school logo and must be used to purchase uniform shirts:

- LoweGear-https://stores.inksoft.com/foc_knights_spirit_store/shop/home.
- Land's End – School code # 9000-9595-1, phone number: 800-469-2222 or landsend.com/school
- The school has a gently used clothes closet with various sizes that follow school dress code requirements and are free of charge.

Boy's and girl's bottoms (no logos needed) may be purchased at local department stores.

GENERAL UNIFORM GUIDELINES:

- Navy is a dark blue; royal blue is **not** navy blue.
- **All clothing needs to fit appropriately. Not too tight, too loose, or too short.**
- 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.
- When weather dictates, only school-approved outerwear is allowed inside the building.
- No hats or caps will be worn in the school buildings.

UNIFORM TOPS

- Polos with the required FOC logo provided by our approved vendors can be navy, burgundy, or white.
- Blouses (Peter Pan Style) must have the FOC logo, if not under a jumper.
- Uniform jumpers with the required FOC logo can be navy, khaki, or classic navy plaid. Jumpers must have a white Peter Pan shirt underneath. Jumpers should fall below the fingertips and not be shorter than mid-thigh.
- Shirts can be long-sleeved or short-sleeved.
- Sweaters, sweatshirts, and sweat jackets for in-class use can only be solid navy, burgundy, white, black, or gray. They may not have wording other than the FOC logo across the front, but the logo is not required.
- Under Armor shirts can be solid navy, burgundy, white, black, or gray and may only be worn under an FOC polo shirt as an undergarment.
- Spirit shirts can only be worn on Fridays unless special permission is given. Students may wear current or previous years' spirit shirts.
- Outerwear may be worn on cold days and must be removed in the school building, except for school-approved jackets/sweaters/sweatshirts.

UNIFORM BOTTOMS

- Uniform bottoms (shorts, skorts, skirts, pants, capris) can be navy, khaki, black, or classic navy plaid.
- Girls' shorts or skorts cannot be shorter than a 5" inseam.
- Girls' skirts cannot be shorter than 6" above the knee
- Boys' shorts cannot be shorter than a 7" inseam.

- It must be sized appropriately to the student – not too short, tight, too large, or so long that they are baggy.
- FOC Fridays with a spirit shirt and FOC spirit shorts (both provided by the school).

ACCESSORIES (BELTS, SOCKS, BOWS, BARRETTES, RIBBONS, JEWELRY, ETC.)

- Belts are not required, but if your child wears a belt, it must be navy, black, or brown.
- Barrettes, headbands, bows, and barrettes can be navy, burgundy, white, black, gray, or classic navy plaid. They should not be excessive or distracting.
- Socks must be solid navy, khaki, white, black, or gray. Socks must be worn at all times. Socks should not have any logos, stripes, or designs.
- Tights or leggings must be solid navy, white, black, or gray and can only be worn as undergarments.
- Jewelry: Non-smart watches and single necklaces may be worn. Girls may wear stud earrings; no large hoops, dangling, or cuff earrings are allowed for safety. No earrings for boys. No body piercings other than ears on girls.
- No excessive jewelry (i.e., bracelets going up the arms, multiple necklaces, etc.)
- Makeup may not be worn in grades K-5. With parents' permission, girls in grades 6 – 8 may wear makeup in moderation, limited to natural-looking makeup. No eyelash extensions.

SHOES

- Shoes may be the color of choice but may not have glitter, lights, or cartoon characters. Maryjane loafers, Oxfords, and Tom styles are acceptable in solid colors with no patterns.
- On PE days, students must wear/change into sneakers/athletic shoes.
- No cleats, open toes, sandals, crocs, or flip-flops.
- No heels higher than an inch.
- Boots may be navy, burgundy, white, black, gray, or brown, only worn on cold days. No glitter boots.

COLD WEATHER CLOTHING: (ONLY BETWEEN OCTOBER 1ST AND FEBRUARY 28TH)

- The temperature must be below 60° when you leave your house; jeans, sweatpants, sweatshirts, coats/jackets, and boots (no glitter) may be worn. **NO YOGA PANTS/LEGGINGS.**
- Jeans cannot be torn or ripped.
- Sweatpants must be solid navy, burgundy, black, or gray. A small athletic stripe is permitted.
- Athletic pants must be solid navy, burgundy, black, white, or gray.
- Sweatshirts must be solid navy, burgundy, white, black, or gray. Sweatshirts may be worn with or without the FOC logo. They may have a smaller quarter-sized emblem (i.e., Nike Swoosh) but may not have wording other than the FOC logo.
- Sweaters must be solid navy, burgundy, white, black, or gray.
- Winter jackets can be any color and only worn outside on the playground or during recess. Students typically wear sweaters/sweatshirts inside and winter jackets outside.
- Boots can be navy, burgundy, white, black, or brown (no glitter). Mid-calf boots may be worn only on cold days or free dress. Students must wear or change into sneakers/athletic shoes on PE days.

SPIRIT DAYS

- On Fridays only, FOC spirit shirts may be worn. On these days, you may also wear your FOC spirit shorts, jeans, or uniform bottoms.
- Yoga pants or leggings are **prohibited** unless they are under shorts or skirts.
- 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.
- When no school is on Friday, Spirit wear may be worn on the Thursday before.
- No cleats, open toes, sandals, crocs, or flip-flops.

FREE DRESS DAYS

- Students must wear appropriate clothing.
- Shorts and skirt lengths that are already stated must be adhered to.
- No spaghetti or halter tops.
- Yoga pants or leggings are prohibited unless they are under shorts or skirts.
- No hats are to be worn in school.
- No cleats, open toes, sandals, crocs, or flip-flops.

HAIR

- Please get a haircut before the start of school. A fresh haircut is a great way to start the school year.
- Hair will be combed and neatly groomed away from the face.
- No hair coloring, dying, or bleaching for boys or girls.
- No color extensions in the hair, including but not limited to feathers or colored highlights.
- No extreme haircuts. For example, mohawks, dreadlocks, mullets, or designs cut into hair.
- The boy's hair length must not cover the collar and must not go below the mid-ear.
- Bangs must be above the eyes.
- If no bangs exist, hair must lie naturally out of the eyes without using a hair accessory.

DRESS CODE INFRACTIONS

Dress Code Checks will be conducted daily at 8:30 a.m. Students will be called to a conference with the teacher regarding dress code infractions. The school administration will decide on the appropriateness of any attire. **It is up to the teacher/administration's discretion to address anything deemed distracting, regardless of the uniform policy, i.e., Shoe color, short shorts, and earrings.**

The consequences of not following the Uniform Regulations are as follows:

FIRST: Elementary Students: The student will have a written warning signed by a parent/guardian and returned the next day. The students will also change clothes immediately, using the appropriate clothing from the school clothes closet.

Middle School Students: They will receive a half lunch detention and change their clothes immediately, using the appropriate clothing from the clothes closet.

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

THIRD: 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. The Christian school's discipline goals and procedures are rooted in the Scriptural understanding of following 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 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 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 an excellent example to others
- Use the 3 R's when necessary:
 - Recognize unacceptable behavior
 - Refuse to go along with wrong behavior
 - 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, or written assaults or engaging in harassment
- Refusing to obey directions of administrators, teachers, or other school staff
- Public display of affection between students through 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 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 must 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 words and actions directed toward an individual or group of individuals that intimidate, degrade, and fail 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 informal talk to a maximum expulsion from school. This conduct includes social media.

BULLYING AND THREATS

Students who make harassing statements that could cause emotional or physical distress to anyone associated with the 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.

CHEATING

Any student caught cheating (giving or receiving) will have the situation evaluated by staff, and appropriate consequences will be given. These could include, but are not limited to, a zero on the assignment, a redo of the assignment, lunch detention, or suspension.

DRINKING AND DRUGS

All over-the-counter or prescription medicine must be administered in the school office. The parent must bring this medicine directly to the office in its original container, and it may not be in the student's possession. Parents must complete a medical authorization form.

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

Any student in possession of prescription drugs or illegal drugs 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 until lunch. Students who have not completed a coffee/drink by 8:10 a.m. will be asked to discard 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 dismiss any student involved **in/on or off-campus** activity that reflects negatively on the school or church.

USE OF ELECTRONIC EQUIPMENT

Electronic devices, such as cell phones, video games, smart watches, etc., are not to be activated, worn, or used in any manner during school hours. They must be stored in a backpack, locker, purse, school bag, etc. If any of these items are seen and 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.

1st Offense – Students may pick up the device in the front office at the end of the day.

2nd Offense – The parent must pick up the device at the end of the day (or the following morning) in the front office.

3rd Offense – Student will receive a 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 provide state, national, and global opportunities for students and staff. We support students' access to the "information highway" and develop 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 only possible to partially 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 are required for each student. Family of Christ Christian School makes no guarantees of the accuracy of the information or the appropriateness of materials that a student may encounter.

RULES FOR INTERNET USAGE

1. Internet use is for education and extracurricular-related activities only. It is restricted to educational websites by blocking software. Students should immediately report any unintentionally visited websites to avoid penalties 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 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 obscene, indecent, vulgar, profane, or lewd material.
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. When requesting information, students should never send personal information such as their name, address, and phone number. All messages must be school or academically related to the response addressed to the class or school.
6. Students must provide the administration with all passwords. Files and networks are school property and will be randomly checked for content and access history.
7. Students may not damage computers or 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 that violates that material's copyright.
9. Students are prohibited from copying USBs, 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 backup copy of the software, but only with the consent of the school administration.

ARTIFICIAL INTELLIGENCE (AI) USAGE

Purpose: This policy ensures the ethical, appropriate, and safe use of Artificial Intelligence (AI) tools and technologies within our school community, fostering a positive learning environment for all students.

1. Definition of AI
 - a. Artificial Intelligence (AI) refers to technology capable of performing tasks that typically require human intelligence, such as generating content, processing language, and analyzing data.
2. AI Use for Students
 - a. AI tools may only be used under teacher or staff supervision.
 - b. Students are prohibited from using AI to complete assignments or tests unless explicitly permitted by a teacher.
 - c. Ethical use of AI must align with academic integrity standards. Using AI to plagiarize or misrepresent original work is not permitted.
3. Privacy and Data Protection
 - a. AI tools used by the school must comply with all relevant data protection laws (e.g. COPPA for children’s privacy.)
 - b. Students’ personal information may not be uploaded into AI tools unless approved by the administration and parents
4. Parental Consent
 - a. Parents will be informed about the AI tools used in the school and may opt their children in or out of specific applications.
5. Consequences of Misuse
 - a. Any misuse of AI by students will be addressed according to our school’s disciplinary policies.

FLORIDA STATUTE “SAFETY IN PRIVATE SPACES”

Family of Christ Christian School has designated restrooms/changing facilities for use by males or females, as well as unisex restrooms. If a student enters a restroom designated for the opposite sex for reasons other than outlined in FS 553.865 (6) and refuses to exit, they will be disciplined according to our school’s student code of conduct.

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 ELEMENTARY STUDENTS' MISCONDUCT

1. A 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 the student will be given a consequence, incorporating 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 include suspension (in school or out of school).
4. If inappropriate, destructive behavior continues, and it is evident that no attempted discipline strategy effectively modifies the student's behavior, the principal will expel the student from the program in consultation with the classroom teacher.

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.

PROCEDURES FOR HANDLING MIDDLE SCHOOL STUDENTS' MISCONDUCT

Family of Christ Middle School uses a tiered system for identifying and handling discipline. There are multiple levels and each level has tiered consequences that go with it.

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 conflict with the religious tenets and practices of the child's parent or guardian. This exemption can be issued only by the County Health Department based on established religious beliefs or practices.

SCHOOL PHYSICALS

All students must have yearly updated physical health forms on file at Family of Christ. **All students must do this** 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 exhibits other signs and symptoms, including any of the following, shall be placed in a separate area. 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
- 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, medication directions, and dosage on the label. Over-the-counter medicine must be in its original container.

An Authorization of Medicine form (available in the school office) should be signed by the parent and accompany any 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. Parents will be notified immediately if a more severe injury occurs, and the school will take the usual precautions to comfort the injured and prevent further injury. A first aid kit is provided in the office and each classroom.

EMERGENCIES

In case of life-threatening or excruciating 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 asked to meet the ambulance at the hospital. **Please be sure to keep cell phone numbers always updated.**

HEAD LICE

Any reported case of head lice must be treated immediately. The student's parents will be contacted immediately, and the child will be sent home. The student will be rechecked 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. Never push or roughhouse on jungle gyms, slides, swings, and other equipment.
3. Only one person is allowed on any swing at any time.
4. On a swing, the following are not allowed:
 - a. Jumping from the swing
 - b. Standing on the swing
 - c. Swinging on your stomach
5. Do not perform tumbling or cheerleading stunts while on the playground.
6. Playground equipment should never be used if it is wet because moisture causes the surface to be slippery.
7. Students may play ball on the field but not in the playground. Tackling is not allowed at any time.
8. Once on the playground, children should only re-enter the building with a teacher's permission.
9. PE classes use the playgrounds during the day. Therefore, you may not:
 - a. Use PE equipment unless you are in the PE class
 - b. Disturb the PE class while in session
10. Picnic tables are for eating, reading, relaxing, etc. To keep them clean, do not stand or lay on the picnic tables.
11. Pick up any food or trash and dispose of it in trash cans.

12. When school is not in session on weekends, parents assume the responsibility of supervising their 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 every time we use the playground.
13. Students and families may not utilize the playground after school. The After Care program uses 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. Always keep all body parts inside the bus.

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 year, there may be occasions for snacks and party supplies to arrive in the classroom from home. This may be done only with 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 inform the school of any allergies before enrolling or when allergies are identified. The school is not a peanut-free campus.

CAMPUS CAMERA POLICY

Our school uses surveillance cameras to help keep students, staff, and visitors safe. Cameras are placed in public areas like hallways, entrances, playgrounds, and parking lots. Cameras are not used in private spaces like restrooms.

How footage is used:

- Footage is only viewed when needed for safety or investigation purposes.
- Only authorized school staff can access the footage.
- Footage is securely stored for a certain time frame and then deleted unless it is needed for a legal matter.

Emergency Procedures

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

WEATHER CONDITIONS

Following Hillsborough County Public Schools: Our school follows the guidance of Hillsborough County Public Schools for closures due to weather conditions. If the district announces that schools will close due to severe weather, our campus will also close.

Notifications: In the event of a closure, parents and guardians will be notified through official communication channels, such as email, text alerts, phone calls, or voice recordings. Updates regarding the reopening of Family of Christ Christian School will be communicated through email, text alerts, phone calls, or voice recordings. The reopening of Family of Christ Christian School may be different than Hillsborough County Public Schools.

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 case of an emergency.

In case of an emergency, your home and cell phone numbers must be kept updated with the school office whenever there is a change.

INTRUDER ON CAMPUS

Teachers and students will be told to stay in their classrooms, 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 is safe to return to routine procedures.

TAMPA POLICE DEPARTMENT PRESENCE

We have hired armed, off-duty Tampa Police Department officers on campus daily to help keep our students and staff safe. The officers are to be on campus from 7:30 am until at least 4:00 pm.

CRISIS GO

Family of Christ Christian School uses the application Crisis Go to notify administration, teachers, and staff of any type of emergency on campus. This application lets us quickly get information to our staff, helps us account for all the students, and lets them know when everything is all clear.

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 developmental area: mental, social, physical, and spiritual. This full-day program is filled with Bible, math, integrated reading, and phonics learning activities. Children will participate in physical education, Spanish, art, 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 includes Bible, reading, language arts, math, social studies, and science classes. In addition, art, music, computer instruction, Spanish, and physical education are provided in Elementary courses. Our middle school students can select from different electives (PE is required for at least one semester). Grades are based on homework, in-class assignments, tests, quizzes, projects, and other assignments appropriate for each grade level. Graduating 8th 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 is an integral part of a child's developmental experiences. It is a means to express themselves through imagination and creativity. Family of Christ Christian School's art program is comprehensive, 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 communicate ideas effectively. They will be exposed to the art of different cultures and eras at each level. 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 the world around them. They will come to appreciate God's incredible creation as artists themselves.

MUSIC (K-5)

Students in Family of Christ grades K-5 receive general music instruction for at least 60 minutes per week. K-5 General Music is a performance-based class in which students will experience music through creating, performing, responding, and connecting to music, with a sequential curriculum based on the Kodaly methods. Students will learn about the elements of music: rhythm, melody, harmony, timbre (tone color), form, dynamics, tempo, meter, and texture, as well as other age-appropriate skills. Music activities include many opportunities for students to sing, play instruments, move to music, listen and analyze, learn musical notation, create, and perform. Through these studies, students will build on their music literacy skills and learn the basics of musical performance, creation, analysis, and application of music's historical, cultural, and social contexts.

SPANISH

In addition to developing a lifelong ability to communicate with diverse groups of people, children 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 more career possibilities and develop a greater understanding of their own and other cultures.

CHAPEL

Each week, all students and teachers worship together on Wednesday mornings. The Chapel Band leads worship with Christ-centered songs and readings from the Bible. The message focuses on God's love for us in Jesus Christ and encourages students to live as followers who share God's love with our neighbors.

COMPUTER LAB

Students will be introduced to and can practice using a computer for directed and independent learning in the following areas:

- Computer Basics and procedures
- Mouse/Trackpad skills
- Keyboarding (Typing skills)
- Digital Citizenship & Internet Safety
- Online Research Skills
- Creativity with Tech Tools
- Microsoft Office Software Programs
- Basic Coding (Computer Science)

Students will have access to the following apps in Clever: Reflex Math, AR, World Book, and more.

PHYSICAL EDUCATION

Family of Christ Christian School strives to provide opportunities for the education of the whole child physically, emotionally, socially, and spiritually. Proper habits of physical conditioning and recreation are essential to a well-balanced lifestyle. Physical education is part of the curriculum for all grades K – 8th.

ACCELERATED READER

Accelerated Reader Books (AR) are an essential part of our classroom libraries, helping students develop reading comprehension and literacy skills. Our extensive collection includes books and corresponding quizzes to assess students' understanding and progress.

In addition to our library resources, we provide students with access to World Book Online, a reliable and educational encyclopedia available for research and learning at home. Students can access World Book through Clever, or the website www.worldbookonline.com. The Log-in ID is **familyofchrist**; the Password is: **knight**. Please get in touch with the office for assistance if you need help accessing the site.

ELECTIVES

Elective choices for the middle schoolers (6th – 8th grades) may include the News Crew, STEM/Robotics/Coding, Yearbook Staff, Childcare/CPR, Art specialty classes, PE, and more. Sixth through eighth-grade students will participate in a different elective each day of the week based on their personalized choice selection. Some classes are year-round, and others offer students the option to take one class in the first semester and then change to different courses for the second semester. We are excited to see our middle school curriculum grow and adapt to help our students learn.

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 instead of signed permission slips. Parents are often asked to assist as chaperones on field trips. Teachers will determine the number of chaperones needed to ensure an optimum learning experience and safety. If your child is transported on the FoC bus and the bus is unable to transport due to an emergency/scheduled event, FOC will arrange parent/staff drivers to transport your child.

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 students each Spring. All students enrolled are required to take this assessment. Any student who does not complete the standardized assessment is in jeopardy of losing scholarships. 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 who have specific questions should address them to the principal. A make-up charge will be assessed if a student misses any sections of this test, unless it is due to illness. The fee is \$75 per section; two sections are given daily.

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 eighth grade is as follows:

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

HOMWORK

Homework is an integral part of the educational process at Family of Christ Christian School. It is given to extend classroom learning or for practice to 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. In Fourth through Eighth grade, homework will average 1 to 1 1/2 hours.

INDIVIDUAL HELP AND TUTORING

Parents and 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 they have clearly demonstrated their readiness for that level and have completed the work designated for the previous level.

Retention:

The total child will be evaluated when retention is being considered. Retention will generally be done as early as the child's school life. 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 DISMISSAL

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

Awards

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

II Chronicles 15:7

HONOR ROLL

The school recognizes students' academic achievements 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 there are no minuses in social/emotional behaviors on their report card for the quarter.

KNIGHTS CHARACTERISTIC TRAITS AWARDS

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

<i>Kind-hearted:</i>	compassionate and sympathetic towards others (September)
<i>Noble:</i>	high standards, moral, self-sacrificing (October)
<i>Inspirational:</i>	an inspiring or positive influence (November)
<i>Generous:</i>	freely giving or sharing of oneself (January)
<i>Honest:</i>	free from deception, truthful, genuine, authentic, credible (February)
<i>Thoughtful:</i>	careful thinking and is considerate of others (March)
<i>Self-Control:</i>	mindful, responsible, and non-impulsive (April)
<i>K.N.I.G.H.T.S.</i>	encompasses all of the above traits (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

Communication between the teacher and the student is an element of significant importance in a child's schooling. It is essential for parents, as well as students, to understand the expectations and work demands of the teacher. Therefore, we urge parents to confer directly with the classroom teachers. Every teacher will try to return a parent's phone call or email on the same day (max 24 hours).

PARENT-TEACHER CONFERENCES

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

Teachers will be available for special conferences to share significant concerns and mutual plans for the child's growth 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 essential that, if there is a concern, we are sensitive to what is communicated and 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 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 generally do not attend these parent-teacher conferences).

Second Step: If the issue remains unresolved, an appointment should 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 resolve the issue, 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 families about classroom news, youth group news, PTL, family social events, and other church events, as well as information of importance.

SCHOOL WEBSITE

The Family of Christ Christian School website is www.foc-knights.com. Accessing the most frequently sought information about Family of Christ Christian School is easy this way.

REDIKER

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

PARENT-TEACHER LEAGUE (PTL)

The PTL is an organization of school parents, teachers, and friends committed to enriching our students' academic, social, and spiritual education at Family of Christ Christian School. Board members and the principal meet regularly. An annual contribution of \$50.00 per family is collected for supportive activities and program enhancements that benefit the entire student body.

PARENT-TEACHER LEAGUE VOLUNTEER HOURS

Every family attending Family of Christ Christian School must perform 20 hours of volunteer work annually or pay \$15.00 per volunteer hour for the remaining balance at the end of the school year. The PTL will send each family an updated volunteer hour report in January. If you would like to know your current hour status at any time, then please feel free to reach out to the PTL Secretary. Families will be informed of the process of logging hours at the beginning of the school year.

Examples of acceptable volunteer opportunities include:

- Book Fair
- Campus Clean-up Projects
- Christmas Shop
- Classroom and Field Trip Activities
- Clothes Closet Organization
- Coaching FOC Athletic Team(s) - as approved by the Athletic Director
- Homeroom Parents - coordinate homeroom activities and schedule volunteer hours with the classroom teacher
- PTL Family Meetings
- Walk-A-Thon
- Additional opportunities which will be announced throughout the school year

In addition, each family can earn a maximum of 5 volunteer hours each school year through specifically requested donated items. These items must be requested by the school office or PTL to benefit the student body. These items cannot be classroom-specific items. Examples of acceptable donated items:

- Bulk bags of candy for Trick-R-Trunk
- Cases of water for school use
- Bulk cases of snacks for sports concessions
- Cases of antibacterial wipes
- Bulk cases of tissues

Volunteering is essential at Family of Christ Christian School as it offers families a deeper connection with the learning environment, thus supporting a stronger school/home relationship. We love that you are part of our Family!

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 for individual honor and 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 the 3rd quarter grades are determined. At this time, qualifying 6th-8th grade students will have the opportunity to apply for membership. Students must maintain a "B" average or better and not have any minuses in behavior or electives to be eligible.

STUDENT COUNCIL

In the Fall, we hold campaigns and elections for the following year's student council. All students must have a C average or better in all classes and no behavioral minuses to run for office. They must maintain the same criteria to uphold their office. The officers are President (8th Grade), Vice President (7th Grade), Treasurer (6th Grade), and 6-8th graders can run for Secretary, Commissioner of School Spirit, Commissioner of Ecology, Commissioner of Religion, and Commissioner of Hospitality.

SAFETY 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 a field trip at the end of the school year to celebrate their service.

YEARBOOK

Our Yearbook Elective is teaming up to create a masterpiece that will capture the essence of our school year. Parents, we need your help! Please submit your favorite snapshots of school activities throughout the year by using the Yearbook Snap application, which you can download on your phone. Use code Knights. Let's fill these pages with cherished memories!

Yearbooks ADS:

- To purchase yearbook ads go to www.Yearbookforever.com
 - Early Bird pricing for yearbook ads ends on December 31.
 - The final deadline to order a yearbook ad is January 31.

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 be competent in the classroom. Students must maintain a C average for all grades and may only drop up to 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 before the beginning of a sports season, that renders the student ineligible to play that specific sports season. Progress reports and report cards will evaluate this. 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 must attend at least one practice a week and may only play two FOC sports and outside sports if the above criteria are met. A minus on report cards or a "D" or "F" on a progress report/report card will result in academic/behavior probation. A student on academic/behavior probation cannot represent the school on an athletic team. Students receiving a minus in behavior on a day-to-day basis could be benched from a game.

Fourth through Eighth-grade students are eligible for participation in Volleyball, Soccer, Basketball, Flag Football, and Golf. We have a JV team (students in Fourth – Sixth grade) and a Varsity team (students in Seventh through Eighth grade) for most sports. The Athletic Director and Coaches may recruit students in Third grade who are mentally and physically capable when they see a need to increase the team size. Your child will be transported to and from games and practices on the FOC bus. If the bus is unavailable, one of the bus drivers is away from school, or an emergency occurs, FOC will arrange for parent/staff drivers to transport your child.

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 1st Quarter of the school calendar. The participation fee is \$100, which includes the uniform, practice balls, and additional league/referee fees.

SOCCKER

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 \$100, which includes the uniform, practice balls, and additional league/referee fees.

Participants will need shin guards and soccer cleats (NO football or baseball cleats, please). Practices and home games are held on the FOC soccer field.

FLAG FOOTBALL

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 \$100, which includes the uniform, practice balls, and additional league/referee fees. Participants will need cleats.

BASKETBALL

Family of Christ Christian School's basketball program includes boys' and girls' JV and varsity teams. 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 \$100, which includes the uniform, practice balls, and additional league/referee fees.

UNIFORMS

Team members must wear their complete athletic uniform to school on any game day. Wearing uniforms is intended to foster school spirit and enthusiasm. Students must wear their uniforms to all games, including the proper athletic equipment. If any student does not have any piece of their uniform, they must let the coach know first thing in the morning. A student must do this and have their complete uniform at the time of the game to compete in that specific game. Athletic team members should remember that they are acting as school leaders while in their uniforms and must 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

School Office Hours are from 8 am – 3:45 pm

Elementary/Middle School Office Phone: 813-558-9343 ext. 118

Elementary/Middle School Office Fax: 813-558-8576

Preschool/Before and After Care: 813-558-9343 ext. 110

Church Office: 813-558-9343 ext. 129

CAMPUS VISITORS

During the school day, any visitor on campus must first sign in through the Main Office. This includes parents when visiting during the school day. If items 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 shadows from other schools considering attending 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 must be pre-approved by the administration and pre-approved. This includes the parking lot and the lunch area, even during the lunch period.

MESSAGES

Except in emergencies, students and teachers will not 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 and should not be used by students except for emergencies. 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 retrieve such items.

SCHOOL TRAFFIC

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

- ALWAYS DRIVE SLOWLY
- Please do not park in the drop-off/pick-up lanes, **especially** during school dismissal time, 2:55-3:15 pm.
- When parking is necessary, please use the designated parking lots. Do not park where you must cross main traffic lanes with children, especially during peak traffic times.
- Students are dropped off and picked up by carline only.
- When in the afternoon car line, please pull as close as possible to the car in front of you to help prevent the line from going onto Bruce B Downs.

LOST AND FOUND

Students' names should be written on all items to help prevent loss (i.e., Sweatshirts). 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 owner's name are kept in lost & found. It would be a good idea for parents to occasionally check the contents of the lost and found closet to claim any lost items.

Extended Care and Lunch Program

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

1 Timothy 6:20

BEFORE SCHOOL CARE

Building one provides Before-school care for kindergarten through eighth-grade students from 7:00 am until 8:10 am. There is an additional charge for this service. Electronics may not be used.

AFTER SCHOOL CARE

Aftercare is provided for Kindergarten through Eighth-grade students from dismissal until 6:00 pm. There is an additional charge for this service. Electronics may not be used.

Students who are 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 Aftercare until they are picked up. Your account will be charged \$25.00 accordingly. Because we see this as an emergency-only situation, after five occurrences, you will be required to register for Aftercare and pay the registration fee and the monthly Aftercare fee accordingly.

LUNCH PROGRAM

The Family of Christ Christian School lunch program comprises five food groups and is served daily. A monthly menu will be sent home each month. You and your child may decide how many lunches you will purchase that month. Lunches include fresh fruit, water bottles, or milk. Milk is provided for \$.50. Pizza is served every Friday. Kindergarteners eat their lunch in their classroom. First through Eighth graders eat their lunches outside on the picnic tables, weather permitting.

Family of Christ Christian School uses EZSchoolApps for our lunch orders. You may go to www.ezschoolapps.com or download their app. The school will send you your login information. Once logged in you will be able to select the days you want to order for each of your students.

Please place a freezer pack in your child's lunch to keep items cool or in a thermos to keep them warm. Middle school students may warm their food in a microwave during their lunch period.

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, administration of medicine, and one-page calendars.