

FAMILY OF CHRIST CHRISTIAN SCHOOL



Parent / Student Handbook
2026 – 2027

16190 Bruce B. Downs Blvd. | Tampa, FL 33647
813-558-9343 | www.foc-knights.com

"Love Jesus. Love Learning. Love Others."

Throughout this handbook, the word "parent" represents the legal guardian of the child rather than the birth parent. Please read this document in that context.

School Information	3
Enrollment	4
Tuition and Financial Information	5
Attendance	6
Dress Code	7
Student Regulations	9
Discipline	11
Health and Safety	12
Emergency Procedures	14
Academic Programs	15
Academics, Reporting, and Testing	16
Parent-School Partnership	17
Extracurricular Activities	18
Athletic Department	19
Administrative Procedures	20
Extended Care and Lunch Program	21

School Information

*"What is impossible with men is possible with God."
Luke 18:27*

Mission Statement

Family of Christ Christian School is a ministry of Family of Christ Lutheran Church where our mission is to "partner as a family to discover real life following Jesus". At Family of Christ Christian School we "Love Jesus. Love Learning. Love Others." as we work towards this mission.

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. 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.

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 deposit must be completed and submitted. Entrance requirements include successful completion of the previous grade and review of prior school records, including achievement tests, report cards, diagnostic testing, a birth certificate, and an interview with the administration.

Withdrawal

Written notification is required to withdraw a student, with a minimum of thirty days notice including the reason for withdrawal. All fees, current monthly tuition and the last month of tuition are due and non-refundable. Student records will be released when the account balance is paid in full.

Continuous Enrollment

Your child will be automatically re-enrolled each school year through 8th grade. To withdraw your child, the school office must be contacted by email or in writing by January 25th of the current academic year with the reason for leaving. Continuous enrollment is available only to families in good standing with Family of Christ.

Families who withdraw after signing the Continuous Enrollment Contract remain financially responsible for current fees posted to the account, the current month's tuition, and the last month of tuition paid. Please refer to your Continuous Enrollment Contract for complete terms governing withdrawal, dismissal, and expulsion.

Non-Discrimination Policy

Family of Christ Christian School admits students of any race, color, national, or ethnic origin. All students are eligible for all rights, privileges, programs, and activities the school provides. The 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

An annual \$225 non-refundable deposit is required to secure enrollment each year. Tuition is invoiced on the 5th of each month and is due by 6:00 p.m. on the 5th (or the next business day if the 5th falls on a weekend or holiday). A late fee of \$50 per student is assessed on the 15th of each month for any unpaid balance. Payments begin in May of the current school year or the first month of enrollment.

Students are enrolled with the understanding that they will complete the entire school year. No refunds will be given for absences, holidays, or any other circumstances. Families who voluntarily withdraw or are dismissed remain responsible for tuition and fees as outlined in the Continuous Enrollment Contract.

Families with past-due balances may be restricted from field trips and special events; report cards and records may be held until the balance is settled.

Financial requests: accounting@familyofchrist.org

Tuition Discounts

Only one discount may be claimed per student. All discounts are applied after Step-Up tuition is calculated.

Multi-Child Discount

Detail	Description
Discount Amount	10% off the parent-paid portion of tuition for every student after the first.
How It's Calculated	Discount is applied to the oldest student's tuition.

Questions? Contact Ramila Patel: rpatel@familyofchrist.org

Active Church Member Discount

Detail	Requirements & Information
Discount Amount	\$400 per student, per school year.
How to Apply	Must apply each school year by completing the " Active Church Member Form ". This discount is not automatically renewed.
Attendance Requirement	Families must check in for at least 50% of annual church services.
Enrollment Requirement	Students must be enrolled full time (5 days per week).

Questions? Contact Emily Frick: efrick@familyofchrist.org

Financial Aid

Family of Christ partners with School and Student Services (SSS) to recommend financial aid awards. To apply:

- Visit the SSS Family Portal at <https://sssandtadsfa.my.site.com/familyportal/>
- Create an account or log in using the Family of Christ school code: 201334.
- Submit all required financial information and documents through the portal along with the \$60 application fee.
- Once SSS completes their review, our team will contact you with the results and communicate the assistance we are able to offer.

Attendance

"Let love and faithfulness never leave you."

Proverbs 3:3

School Hours

School is in session from 8:15 a.m. to 3:00 p.m. Students may arrive at 7:55 a.m. and proceed to their classrooms. Students arriving earlier will be directed to Before School Care; parents will be charged for that service. Before School Care begins at 7:00 a.m.; After School Care extends to 5:00 p.m.

Tardy

Students who arrive after 8:15 a.m. are tardy and must sign in at the school office. Students with more than three tardies in a quarter will not receive the Perfect Attendance Award.

Dismissal

Parents are asked not to enter the building during dismissal. Students not picked up by 3:15 p.m., or immediately after an after-school event, will be directed to After Care. Accounts will be charged for emergency care use.

Early Dismissal

Parents must come to the School Office to sign their child out for early dismissal. Students should not be signed out after 2:30 p.m. Students must attend for at least four hours to be counted as present for a full day per Florida Administrative Code 6A-1.09512.

Absences

Student absences should be reported to the school office. Arrangements to make up assigned schoolwork must be made with the classroom teacher upon the student's return.

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

Dress Code

"...should adorn themselves in respectable apparel, with modesty and self-control..."

1 Timothy 2:9

We urge parents to help their children adhere to our uniform policy throughout the school year. School colors are Navy, Burgundy, and White; no other shades accepted. All clothing must fit appropriately and be clean, wrinkle-free, and free of holes or fraying. No hats inside school buildings.

Approved Vendors

Uniform shirts with the FOC logo must be purchased from an approved vendor:

- LoweGear: stores.inksoft.com/foc_knights_spirit_store/shop/home
- Land's End: landsend.com/school | School Code: 9000-9595-1 | 800-469-2222

Uniform bottoms (no logo required) may be purchased at any department store.

Tops

- Polos must have the FOC logo (approved vendors only).
- Blouses must be Peter Pan style with the FOC logo (unless worn under a jumper).
- Jumpers may be navy, khaki, or classic navy plaid with the FOC logo; must be worn over a white Peter Pan blouse; length must fall below fingertips and no shorter than mid-thigh.
- Layering pieces (sweaters, sweatshirts, jackets) must be solid navy, burgundy, white, black, or gray with no wording other than the FOC logo. Logo not required.
- Under Armour-style shirts (solid colors only) may only be worn as undergarments beneath an FOC polo.
- Spirit shirts may only be worn on Fridays (current or prior years).

Bottoms

Shorts, skorts, skirts, pants, and capris may be navy, khaki, black, or classic navy plaid.

- Must fall at or below fingertips.
- Undergarments must not be visible.
- Loose-fitting jegging material is acceptable for K–5.

Accessories

- Belts: Navy, black, or brown only (not required).
- Hair accessories: Navy, burgundy, white, black, gray, or classic navy plaid; must not be excessive or distracting.
- Socks: Solid navy, khaki, white, black, or gray; no logos, stripes, or designs. Must be worn at all times.
- Tights/leggings: Solid navy, white, black, or gray; worn as undergarments only.
- Jewelry: Non-smart watches and a single necklace are permitted. Girls may wear stud earrings only (no hoops, dangles, or cuffs). No earrings for boys. No body piercings other than ears on girls. No excessive jewelry.
- Makeup: Not permitted in grades K–5. Grades 6–8 girls may wear natural-looking makeup in moderation with parent permission. No eyelash extensions.

Shoes

Any color is acceptable. No glitter, lights, or cartoon characters. Accepted styles include Mary Janes, Oxfords, and Toms in solid colors.

- PE days require sneakers/athletic shoes.
- No cleats, open toes, sandals, Crocs, or flip-flops.
- No heels over one inch.
- Boots (navy, burgundy, white, black, gray, or brown; no glitter) may be worn on cold weather days only.

Cold Weather (October 1 – February 28)

When temperatures fall below 60°, jeans, sweatpants, sweatshirts, coats, and boots are permitted with the following guidelines:

- No yoga pants or leggings as outerwear. No torn or ripped jeans.
- Sweatpants: Solid navy, burgundy, black, or gray; small athletic stripe permitted.
- Athletic pants: Solid navy, burgundy, black, white, or gray.
- Sweatshirts/Sweaters: Solid navy, burgundy, white, black, or gray; small emblem (quarter-sized) permitted; no wording other than FOC logo.
- Winter jackets: Any color; outdoor use only.
- Boots: Navy, burgundy, white, black, or brown; no glitter. Change to sneakers on PE days.

Spirit Days (Fridays)

Students may wear spirit shirts or a regular polo. Bottoms may be uniform bottoms, jeans, or plain black shorts (fingertip length or longer). Spirit shorts with the FOC logo are available in the front office for \$5.

- Jeans must be neat, without tears, sequins, or sparkles.
- No yoga pants or leggings unless worn under shorts or skirts.
- No cleats, open toes, sandals, Crocs, or flip-flops.
- When no school is on Friday, spirit wear may be worn the Thursday before.
- Special spirit days (Wacky Wednesday, Hawaiian Day, etc.) will be announced throughout the year.

Free Dress Days

- All clothing must be appropriate; all length requirements still apply.
- No spaghetti straps or halter tops.
- No yoga pants or leggings unless worn under shorts or skirts.
- No hats inside. No cleats, open toes, sandals, Crocs, or flip-flops.

Hair

- No coloring, dyeing, bleaching, or color extensions.
- No extreme cuts (mohawks, mullets, shaved designs, etc.).
- Boys' hair may not cover the collar or extend below mid-ear.

Dress Code Infractions

Dress code checks are conducted daily. Administration has final discretion on all attire decisions.

Offense	Elementary	Middle School
1st	Written warning (parent signature required; returned next day); change into school clothes immediately.	Half-lunch detention; change into school clothes immediately.
2nd	Parent called to bring appropriate clothing; student waits in office.	Same as Elementary.
3rd	Student dismissed for the remainder of the day; missed work counts as zero if not made up at home.	Same as Elementary.

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

Discipline Philosophy

School discipline is about creating a climate where healthy, productive teaching and learning can thrive. Our approach is rooted in Scripture and the example of Jesus Christ:

"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 every child can behave appropriately, and that no student should disrupt the learning of others. Every student deserves to feel safe, secure, and accepted regardless of race, gender, athletic ability, intelligence, or nationality.

Our students pledge to:

- Value differences in others
- Treat everyone with respect
- Refuse to bully or tolerate bullying
- Be an excellent example to those around them
- Use the 3 R's: Recognize unacceptable behavior, refuse to go along with it, and report it honestly and immediately

Harassment, Bullying, and Threats

Family of Christ Christian School is committed to maintaining an environment of respect and dignity for all students, staff, and guests, free from harassment, bullying, and violence. Harassment includes any words or actions directed at an individual or group that intimidate, degrade, or threaten, including verbal comments, slurs, sexual name-calling, gestures, and malicious rumors. This includes activity on social media. Consequences range from an informal conference to expulsion and will be determined on a case-by-case basis.

Cheating

Any student found giving or receiving unauthorized assistance will face consequences determined by staff, which may include a zero on the assignment, a required redo, lunch detention, or suspension.

Drugs and Alcohol

All medication (prescription or over-the-counter) must be administered through the school office. Parents must deliver medication to the office in its original container with a completed medical authorization form. Students may not carry medication of any kind, with the exception of prescribed asthma inhalers.

Students involved in the possession, purchase, or distribution of prescription drugs, illegal drugs, or alcohol on campus or at a school-sanctioned event face consequences up to and including immediate permanent expulsion.

Use of Electronic Equipment

Electronic devices (cell phones, smart watches, video games, etc.) must remain off and stored in a backpack, locker, or bag during school hours, including on school grounds before and after school. Family of Christ is not liable for lost, stolen, or damaged items.

Violations:

1st Offense. Device held in the front office; student may pick up at end of day.

2nd Offense. Device held in the front office; parent must pick up at end of day.

3rd Offense. 1-day suspension.

Staff may search a student's locker or desk if electronic device use is suspected. Repeated or egregious violations may result in suspension or expulsion.

Internet Usage

Family of Christ Christian School supports student access to the Internet as a tool for learning. Because the Internet is an unregulated and constantly changing environment, complete content control is not possible even with software filters. Computers are positioned for visibility, parental controls are in place, and teachers monitor access. Written parent/guardian consent and a signed user agreement are required for each student.

Technology and Internet Use Policy

Acceptable Use Internet and technology access is provided for educational and extracurricular purposes only. Personal browsing, messaging, or communication unrelated to school is prohibited. Students must immediately report any unintentionally accessed inappropriate content.

Content & Communication Students may not access, download, or share obscene, indecent, vulgar, or lewd material. All school-related online communication must be courteous and free of abusive language. Students should never share personal information online.

Privacy & Security All school devices, files, networks, and accounts are school property. Students must provide administration with all passwords upon request and are subject to random review. Students may not damage, alter, or disrupt school systems.

Copyright & Storage Students must comply with all copyright laws. Unauthorized downloading of software, images, or music is prohibited. USB drives may not be used without administrative approval.

Artificial Intelligence (AI) AI tools may only be used under teacher supervision and when explicitly permitted for an assignment. Using AI to complete, plagiarize, or misrepresent original work is prohibited. Students' personal information may not be entered into any AI tool without approval from administration and parents. Parents will be informed of any AI tools used and may opt their child in or out of specific applications. Misuse of AI will be addressed under standard disciplinary procedures.

Discipline

"He who spares the rod hates his son, but he who loves him is careful to discipline him."

Proverbs 13:24

Our approach to discipline is rooted in love and accountability. Consequences are proportional to the situation and escalate only as needed, with the goal of helping every student grow in responsibility and character.

Elementary Discipline Procedures

Step	Response
1st	Teacher issues a verbal warning and discusses the behavior with the student.
2nd	Parent notification; consequence issued with parental cooperation; repeated infractions reflected in behavior grade.
3rd	Conference with teacher, student, parent, and principal; may result in in-school or out-of-school suspension.
4th	If behavior persists without improvement, the principal may expel the student in consultation with the classroom teacher.

Any behavior that is extreme, destructive, or defiant will be addressed immediately with consequences up to and including suspension or expulsion.

Middle School Discipline Procedures

Middle school discipline follows a four-level tiered system. Each level reflects increasing severity, with consequences escalating accordingly.

	Level 1	Level 2	Level 3	Level 4
Examples	Disrupting class, talking out of turn, gum chewing, tardy to class	Disrespecting a student, dress code violations, misuse of materials, swearing, 2+ tardies	Breach of technology contract, disrespecting a staff member, plagiarism/cheating	Fighting, theft, vandalism, threats, possession of an illegal item, damage to a device
Consequences	Verbal/written warning; 2+ Level 1 offenses in a week result in a half-lunch detention	Half-lunch detention; combined Level 1 & 2 offenses may result in a full lunch detention	Full or multi-day lunch detention; meeting with the principal	Meeting with the principal; payment for repairs; suspension

Administration reserves the right to adjust consequences at any time. This list is not exhaustive of behaviors subject to discipline.

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, including physical or emotional abuse, sexual abuse or exploitation, or inadequate supervision, to the proper governmental authorities when there is reasonable suspicion.

Immunization Records

Current age/grade immunization specifics are available from local public health agencies. Florida does not grant exemptions based on personal or philosophical reasons, but does provide:

- Temporary Medical Exemption (TME): for students in the process of completing immunizations; requires an expiration date.
- Permanent Medical Exemption: for students who cannot be fully immunized for medical reasons; physician must provide written documentation.
- Religious Exemption (DH Form 681): issued by the County Health Department for families whose religious beliefs conflict with immunization requirements.

School Physicals

All students must have yearly updated physical health forms on file at Family of Christ, whether or not they participate in school sports.

Absences from School

Parents are encouraged to keep a sick child at home and inform the school of the nature of any illness. Upon return, the child's teacher will allow ample time to make up missed work.

Illness Onset at School

Any child who becomes ill at school will be placed in a separate area. The parent or guardian will be contacted to pick up the student within 30 minutes. Students must be fever- and symptom-free for at least 24 hours before returning. Symptoms include:

- Severe coughing or difficult/rapid breathing
- Nausea, vomiting, or diarrhea
- Temperature of 100°F or higher
- Conjunctivitis (Pink Eye) or untreated infected skin patches
- Unusually dark urine; gray, white, or yellowish skin or eyes
- Discolored nasal discharge or any other unusual signs of illness

First Aid and Administering Medication

In case of an accident, the school provides only basic first aid. Parents will be notified immediately for more severe injuries. A first aid kit is available in the office.

Prescribed medication must be in its original container labeled with the physician's name, child's name, medication directions, and dosage. Over-the-counter medication must also be in its original container.

An Authorization of Medicine form (available in the school office) must be signed by a parent and accompany any medication. Parents are encouraged to administer medication at home whenever possible.

Emergencies

In the event of a life-threatening injury, the school will immediately call an ambulance. Parents will be notified and asked to meet at the hospital. Please keep cell phone numbers updated at all times.

Head Lice

Any reported case of head lice will be treated immediately. The student will be sent home and rechecked at two days and ten days. A notice with suggested treatments and preventative measures will be distributed to all students. Students may return when they are nit-free.

Playground Safety

Students must play in assigned areas only, observe safety rules, and use all equipment properly.

- Do not climb trees or play in bushes.
- Never push or roughhouse.
- Only one person per swing at a time. No jumping, standing, or swinging on your stomach.
- No tumbling or cheerleading stunts on the playground.
- Students may play ball on the field but not in the playground area. No tackling at any time.
- Students may only re-enter the building with a teacher's permission.
- Picnic tables are for eating, reading, and relaxing; do not stand or lie on them.
- Pick up all food and trash and dispose of it in trash cans.

Bus Rules

- Seatbelts must be worn at all times.
- No eating or drinking at any time.
- Face forward; no yelling or screaming.
- Keep hands to yourself and all body parts inside the bus.

Campus Pet Policy

No animals are permitted on school campus unless otherwise specified by administration.

Snack and Party Information

Classroom snacks and party supplies from home require prior consent from the classroom teacher. The teacher is responsible for ensuring:

- Snacks are healthy and provided in moderation.
- Party supplies are safe and age-appropriate.
- All food is store-bought.

Allergies

Please inform the school of any student allergies before enrolling or when allergies are identified. The school is not a peanut-free campus.

Campus Camera Policy

Surveillance cameras are used in public areas (hallways, entrances, playgrounds, and parking lots) to help keep students, staff, and visitors safe. Cameras are not used in private spaces such as restrooms.

- Footage is viewed only when needed for safety or investigation purposes.
- Only authorized school staff may access footage.
- Footage is securely stored for a defined period and deleted unless required for a legal matter.

Florida Statute: Safety in Private Spaces

Family of Christ Christian School has designated restrooms and 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 those outlined in FS 553.865(6) and refuses to exit, they will be disciplined according to the school's student code of conduct.

Emergency Procedures

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

Weather Conditions

Our school follows the guidance of Hillsborough County Public Schools for weather-related closures. If the district announces school closure due to severe weather, our campus will close as well. Note that our reopening schedule may differ from the district's.

Parents and guardians will be notified of closures and reopening through email, text alerts, phone calls, or voice recordings.

Tornado, Fire, and Safety Drills

Regular fire, tornado, and safety drills are conducted throughout the year. All teachers are trained in First Aid and CPR. In the event of any emergency, please ensure your home and cell phone numbers are kept current with the school office.

Intruder on Campus

Teachers and students will be instructed to remain in classrooms, lock doors, take attendance immediately, and notify the school office if any student is unaccounted for. Staff will be notified when it is safe to resume normal procedures.

Tampa Police Department Presence

Armed, off-duty Tampa Police Department officers are on campus daily from 7:30 a.m. until at least 4:00 p.m. to help ensure the safety of our students and staff.

Crisis Go

Family of Christ Christian School uses the Crisis Go application to notify administration, teachers, and staff of any on-campus emergency. The application enables rapid communication, student accounting, and all-clear notifications.

Academic Programs

*"Choose my instruction instead of silver, knowledge rather than choice gold, for wisdom is more precious than rubies."
Proverbs 8:10–11*

Kindergarten

The five-year-old Kindergarten program provides a foundation in mental, social, physical, and spiritual development. This full-day program includes Bible, math, integrated reading, and phonics. Students also participate in physical education, Spanish, art, computer, and music classes.

Elementary / Middle School (Grades 1–8)

The curriculum emphasizes biblical values in all subject areas and includes Bible, reading, language arts, math, social studies, and science. Elementary students also receive art, music, computer instruction, Spanish, and physical education. Middle school students select from electives (PE is required for at least one semester). Grades are based on homework, in-class assignments, tests, quizzes, and projects. Graduating 8th graders may receive high school credit for Spanish I, Algebra, and IPS Science if they maintain at least a C average.

Art

Art is an integral part of each child's development and a means of expressing imagination and creativity. The FOC art program follows the Sunshine State Standards for the Arts. Beginning in Kindergarten, students learn skills and techniques, use elements of art to communicate ideas, and explore art from different cultures and eras.

Music (K–5)

Students in grades K–5 receive at least 60 minutes of general music instruction per week through a performance-based, Kodaly-method curriculum. Students learn rhythm, melody, harmony, timbre, form, dynamics, tempo, meter, and texture through singing, playing instruments, movement, listening, notation, and creating.

Spanish

Early language instruction offers students improved overall academic performance, higher standardized test scores, and superior problem-solving skills, along with access to broader career opportunities and a greater understanding of diverse cultures.

Chapel

Each week, all students and teachers worship together on Wednesday mornings. The Chapel Band leads worship with Christ-centered songs and Scripture readings. The message focuses on God's love in Jesus Christ and encourages students to share that love with their neighbors.

Physical Education

Physical education is part of the curriculum for all grades K–8, providing opportunities for physical, emotional, social, and spiritual development. Proper habits of physical conditioning and recreation are essential to a well-balanced lifestyle.

Accelerated Reader

Accelerated Reader (AR) books and quizzes are an essential part of our classroom libraries, helping students develop reading comprehension and literacy skills.

Electives (Grades 6–8)

Middle school elective options may include the Yearbook Staff, Childcare/CPR, Art specialty classes, PE, and more. Students participate in a different elective each day based on their personalized selection. Some classes are year-round; others allow students to change courses at the semester.

Field Trips

Many worthwhile educational field trips are available in our area. Teachers are responsible for collecting signed permission slips for each outing; phone calls are not accepted in place of signed slips. Parents are often invited to chaperone. If the school bus is unavailable due to an emergency or scheduled event, FOC will arrange parent or staff drivers.

Academics, Reporting, and Testing

*"Test me, O Lord, and try me, examine my heart and mind, for your love is ever before me."
Psalm 26:2–3*

Standardized Testing

The NWEA MAP Test is administered to all students three times a year. All enrolled students are required to take this assessment; failure to complete it may jeopardize scholarship eligibility.

Progress Reports and Report Cards

Academic Grading Scale (Grades 1–8)

Grade	Range	Grade	Range
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		

Progress reports are sent home midway through each quarter in Kindergarten. Report cards are issued at the end of each grading period. Conduct may result in suspension from team sports and school events.

Homework

Homework extends classroom learning and builds independent study skills. Expected time commitments:

- Grades 1–3: approximately 45 minutes per night
- Grades 4–8: approximately 1 to 1½ hours per night

Individual Help and Tutoring

Parents and students may contact specific teachers to schedule individual help. The school office can provide a list of available tutors.

Promotion and Retention

A student is promoted when they have clearly demonstrated readiness for the next level and completed the work of the previous level. When retention is considered, the total child is evaluated. No child will be retained more than once in the primary unit (K–3) or once in the upper unit (4–8).

Academic Dismissal

Students with more than two failing grades for the year are reviewed for academic dismissal. Students with low grades who demonstrate positive effort and attitude may remain enrolled as long as the school can serve their educational needs.

Academic Awards

Honor roll certificates are awarded at the end of each quarter.

- Principal's Honor Roll: All A's in academic areas with no minuses in social/emotional behaviors.
- Honor Roll: A's and B's (or all B's) with no minuses in social/emotional behaviors.

Parent-School Partnership

"Join them together into one stick so that they will become one in your hand."

Ezekiel 37:13

Communication

Communication between teachers and families is essential to a child's success. We urge parents to confer directly with classroom teachers. Every teacher will attempt to return phone calls and emails the same day (within 24 hours maximum).

Parent-Teacher Conferences

Teachers will hold at least two formal conferences per school year, typically during the first and third grading periods. Parents and guardians are encouraged to schedule additional appointments with the teacher as needed.

Resolving Concerns

If a concern arises, please follow the biblical resolution model from Matthew 18:

- Step 1: Schedule an appointment directly with the teacher. Most concerns are resolved at this level.
- Step 2: If the issue remains unresolved, schedule an appointment with the appropriate administrator. The teacher may be asked to participate.
- Step 3: If administration cannot resolve the issue, it may then be appropriate to contact the school board.

Using social media, news outlets, or direct mail to other school families to express concerns or raise issues with school policies or personnel is not an appropriate method of communication and may be treated as a violation of the School/Family Cooperation clause of the Continuous Enrollment Contract, which may result in student dismissal. Likewise, the unauthorized use of the school's name, logos, or official marks to create social media accounts that are disruptive or derogatory to the school is grounds for dismissal and termination of the enrollment contract. These expectations apply to both parents regardless of which parent signed the Contract.

School Newsletter

The school newsletter is published every month and emailed to all families.

Rediker (Plus Portals)

Access grade reports and classroom newsletters at www.plusportals.com/FamilyofChrist. Each parent will receive an email to set-up their log-in credentials.

Parent-Teacher League (PTL)

The PTL is an organization of parents, teachers, and friends committed to enriching our students'. Members and the principal meet regularly.

PTL Volunteer Hours

Every family must perform 20 volunteer hours annually or pay \$15.00 per hour for any remaining balance at year's end. The PTL will send each family an updated volunteer hour report in January. Contact the PTL Secretary at any time to check your status.

Volunteer opportunities include:

- Book Fair, Campus Clean-Up Projects, Christmas Shop
- Classroom and Field Trip Activities
- Clothes Closet Organization
- Coaching FOC Athletic Teams (as approved by the Athletic Director)
- Homeroom Parents
- PTL Family Meetings, Walk-A-Thon, and additional opportunities announced throughout the year

Each family may earn up to 5 volunteer hours through specifically requested donated items (e.g., bulk candy, cases of water, snacks for concessions, antibacterial wipes, tissues). Items must be requested by the school office or PTL and must benefit the student body, not individual classrooms.

Extracurricular Activities

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

Proverbs 16:3

National Junior Honor Society

The NJHS is an honorary organization for students who exhibit scholarship, service, citizenship, character, and leadership. Eligible 6th–8th grade students are notified after 3rd quarter grades are determined. To be eligible, students must maintain a "B" average or better and have no minuses in behavior or electives.

Student Council

In the spring, campaigns and elections are held for the following year's student council. Students must have a C average or better in all classes with no behavioral minuses to run for or hold office. Officers include President (8th Grade), Vice President (7th Grade), Treasurer (6th Grade), and Secretary, Commissioner of School Spirit, Commissioner of Ecology, Commissioner of Religion, and Commissioner of Hospitality (open to 6th–8th graders).

Safety Patrol

Fifth grade students serve as safety patrols at drop-off and pick-up to help ensure student safety on school grounds. Patrols are recognized with a field trip at the end of the school year.

Yearbook

The Yearbook Elective captures the essence of the school year. Parents can submit photos via the Yearbook Snap app (code: Knights).

To purchase yearbook ads, visit

www.yearbookforever.com. Early Bird pricing ends December 31; final ad deadline 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*

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 develop good sportsmanship and character in each student-athlete.

Athletic Eligibility

Students in grades 4–8 are eligible for Volleyball, Soccer, Basketball, and Flag Football. Contact the Athletic Director for current availability. JV teams are open to students in grades 4–6; Varsity teams are for students in grades 7–8.

To remain eligible for athletic participation, students must:

- Maintain a C average or better in all classes and not drop more than one letter grade in any subject.
- Have no grade of D or lower on any progress report or report card at the start of a season.
- Demonstrate a cooperative and positive attitude in class and at all school activities.

Students who fail to meet any of the above standards may be removed from participation or placed on an academic or behavior plan that restricts athletic eligibility.

Sports Overview

Sport	Season	Grades	Fee
Volleyball	1st Quarter	4–8	\$125 knee pads required
Soccer	2nd Quarter	4–8	\$125 shin guards and cleats required.
Flag Football	3rd Quarter	4–8	\$125 cleats required.
Basketball	4th Quarter	4–8	\$125

Athletic fees help pay for uniform, practice balls, league/referee fees.

Uniforms

Team members must wear their complete athletic uniform to school on game days. Students who are missing any uniform piece must notify their coach first thing that morning and have the complete uniform at game time to participate. Student-athletes represent the school and are expected to set a positive example at all times while in uniform.

Transportation

Students will be transported to and from games and practices on the FOC bus. If the bus is unavailable due to an emergency or a scheduled event, FOC will arrange for parent or staff drivers.

Administrative Procedures

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

1 Corinthians 14:40

Office Hours and Contact

Office	Contact
Building 3 K-8 Office Hours	8:00 a.m. – 3:30 p.m.
Elementary/Middle School	813-558-9343 ext. 118 Fax: 813-558-8576
Building 1 Preschool Office Hours	7:00 a.m. - 5:00 p.m.
Preschool / Before & After Care	813-558-9343 ext. 110
Church Office	813-558-9343 ext. 129

Campus Visitors

All visitors must sign in through the Main Office during the school day, including parents. Items for students should be dropped off at the Main Office; visitors may not go directly to classrooms. Student shadows from other schools may visit with pre-approval from administration. All visitors must abide by the school dress code.

Messages

Students and teachers will not be called from class to receive phone calls except in emergencies. The school secretary will relay messages. Teachers will return calls during planning time or after school. Students may use the office phone with permission from a teacher, secretary, or administrator.

School Traffic

- Drive slowly at all times on school property.
- Do not park in drop-off/pick-up lanes, especially during dismissal (2:55–3:15 p.m.).
- Use designated parking lots; avoid crossing main traffic lanes with children.
- Students are dropped off and picked up by car line only.
- In the afternoon car line, pull as close as possible to the car ahead to prevent the line from extending onto Bruce B. Downs Blvd.

Lockers

Middle School students are responsible for using their assigned locker to store only school supplies, materials, backpacks, lunch boxes, and other items necessary for school activities. Stickers are not permitted on the interior or exterior of any locker but magnetic items are acceptable. Students are expected to respect the property of others and may not open or tamper with another student's locker in any way. Violations of this policy may result in disciplinary action and/or school consequences.

Lost and Found

Write your child's name on all belongings. Named items found on campus will be returned to their owner. Unnamed items are held in the lost and found. Parents are encouraged to check the lost and found periodically.

Extended Care and Lunch Program

*"...Guard what has been entrusted in your care."
1 Timothy 6:20*

Before School Care

Before School Care for students in grades K–8 is provided from 7:00 a.m. until 7:55 a.m. There is an additional charge for this service. Electronics may not be used.

After School Care

After School Care for students in grades K–8 is provided from dismissal until 5:00 p.m. There is an additional charge for this service. Electronics may not be used.

Students not picked up by 3:15 p.m. will be taken to After Care, and the account will be charged \$25.00 per occurrence. After five occurrences, families are required to register for After Care and pay the applicable registration and monthly fees.

Lunch Program

The lunch program provides a balanced meal from five food groups daily. A monthly menu is sent home each month. Lunch includes fresh fruit and water or milk. Pizza is served every Friday. Kindergarteners eat in their classroom; grades 1–8 eat outside on picnic tables, weather permitting.

Lunch orders are placed through EZSchoolApps at www.ezschoollapps.com. Login information will be provided upon enrollment.

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