



**NORTH TAMPA**  
CHRISTIAN ACADEMY

***Student Handbook***  
**2018-2019**

*Find Your True North at North Tampa Christian Academy*

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[www.norhtampachristian.org](http://www.norhtampachristian.org)

***Please note:** This handbook is regularly updated to reflect best practices and North Tampa-board approved policies. The most current version can be found on our website and on the North Tampa administration, faculty, student and parent communication portal, **Schoology Enterprise**. Please contact school administration for assistance in obtaining login information.*

*For more information about our school, including North Tampa Christian Explorers, our innovative Early Childhood Education program, please visit our website, [www.NorthTampaChristian.org](http://www.NorthTampaChristian.org).*

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# WHO WE ARE

## Mission Statement

North Tampa Christian Academy provides a strong academic foundation within a project-based learning environment, producing Christian leaders who think deeply, choose wisely, create beauty and solve problems to impact the global community for God's glory.

## Philosophy

At North Tampa, we hold a high standard for each member of our campus to pursue their work with integrity, excellence and a heart for service. Our Christian worldview is our North Star, grounding all school rules and policies in a moral and reasonable grace-oriented philosophy.

North Tampa values the richness found in a diverse student population, welcoming children from all backgrounds and socio-economic strata. Our respect for each individual provides a natural fit for our project-based learning approach, empowering students to ask questions and probe answers leading to unique discoveries and valuable insights in science, engineering, technology, mathematics, social studies, spirituality and the arts.

We understand that our students' opportunities to pursue their dreams are closely tied to their ability to write clearly and convincingly, read deeply and critically, and solve mathematical problems with clarity and precision. We are dedicated to providing the solid foundation that will afford every member of our campus the opportunity to pursue their passions and interests with joy and purpose.

We are here to make a positive difference in the lives of our students, the surrounding area and the global community. Our strong faith and trust in God provides the power and energy that fuels the vision.

## CORE VALUES

The acronym TRUE NORTH comprises our core values:

Trust	We have confidence in God as our Creator and Jesus Christ as our Redeemer.
Reflection	We take time to think through our actions and plan the next steps.
Understanding	We treat all people with dignity and respect.
Empathy	We work together to create solutions for human suffering.
Nature	We open doors of wonder and appreciation for God's creation.

<b>Order</b>	We plan and organize in order to discover and enjoy.
<b>Responsibility</b>	We own what we do and set a high bar for excellence.
<b>Trailblazing</b>	We think, choose, create and solve for God’s glory.
<b>Health</b>	We aim for a healthy balance of body, mind and spirit.

**The Adventist Advantage**

As a Seventh-day Adventist school, we offer our students a number of unique benefits.

***Grace-Filled Bible Curriculum***

As part of the Christian family, we accept Christ’s sacrifice on the cross as the ultimate gift of grace and life. Our Encounter Bible curriculum immerses students in learning experiences that lead to authentic conversations, caring moments, gracious relationships and compassion for others.

***Healthy, Holistic Living***

At North Tampa we want our students to develop a lifetime of healthy habits. Our campus emphasizes overall health and wellness, including physical, mental, spiritual and emotional health.

***Moral Value of Excellence***

Our strong faith provides a moral base from which we pursue lives of passion and purpose. At North Tampa, our students learn the joy and satisfaction that springs from a job well-done.

***Heart for Service***

At North Tampa our students are part of a worldwide family known for acts of service and compassion. Whether it is feeding the homeless in Florida or designing solutions for children in war-torn countries, we find joy and purpose in extending kindness to the human family.

**History**

In 2012, the Florida Conference of Seventh-day Adventists in concert with Adventist Health System and Florida Hospital West Florida Region began to work with Tampa Bay area churches and schools to establish a new campus in the Greater Tampa area that would more effectively prepare students to be successful Christian leaders in today’s rapidly changing world. This new school was designed make a difference in the immediate community and to become a center of influence for schools across the country and around the world.

On August 17, 2015, the Florida Conference purchased a 43+ acre parcel in North Tampa area on County Line Road just south of the new Florida Hospital Wesley Chapel campus. Shortly after, the name *North Tampa Christian Academy* was selected.

Fielding Nair International designed the campus, using their global experience to create inspiring buildings and learning spaces that enable advanced instructional strategies in a natural setting. Construction began in 2017, with Wannemacher Jensen Architects leading out in the project. To create a connected educational community, the plan included a full educational experience, from age 2 through High School.

School leadership began working one year in advance of the school opening, traveling to innovative schools around the country to learn the best practices that would make the program relevant and cutting-edge. In the fall of 2017, the name *Explorers* was selected for the Early Childhood Center. The three K-12 learning communities were designated as Lower School (Grades K-2), Middle School (Grades 3-6), and Upper School (Grades 7-12).

The school opened for its inaugural year in August 2018 with founding administration members Mr. Orton Varona, President; Dr. Sandra Doran, Headmaster; Mr. Stephen Herr, Principal; Mrs. Merili Wyatte, Vice-Principal; and Luz Gutierrez, Early Childhood Program Coordinator.

### **Accreditation**

North Tampa is operated by the Seventh-day Adventist Church and is fully accredited by the Adventist Accrediting Association, the Florida Association of Academic Non-Public Schools (FAANS) and the Middle States Association of Colleges and Schools.

### **Non-Discrimination Statement**

North Tampa admits students regardless of race, sex or national origin and makes available to all students any and all programs and activities for which they qualify.

### **School Calendar**

North Tampa publishes a calendar in the spring of each year for the upcoming school year. For the most part, we follow the calendar prescribed by the Florida Conference of Seventh-day Adventists Office of Education in Altamonte Springs, FL.

### **Spiritual Focus and Community Outreach**

As a Christian campus, North Tampa provides many opportunities for students to learn and practice essential and valuable leadership skills as well as to grow in their development as well-balanced, grace-filled, contributing members of society. Each week we conduct chapel services for our school family which include music, inspiring messages and opportunities for service. The school also holds Weeks of Prayer each year, as well as numerous opportunities for Christian growth and purposeful engagement.

# ADMISSIONS

## Admission Eligibility

North Tampa welcomes students who express an earnest desire for a Christian education, determine to maintain a serious academic effort, and who are positively committed to be part of a team that works together in a collaborative and respectful manner. All student admissions are subject to School Board approval.

North Tampa admits students of any race, color, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

North Tampa may accept students with mild to moderate special needs in consultation with our Guidance Counselor and Special Needs Teacher. Determination is based upon the nature and severity of the disability, the history of effective intervention and effort, family commitment and the ratio of special needs students in any particular classroom.

In accordance with state guidelines, Pre-Kindergarten students must be four years of age on or before September 1. Kindergarten students must be five years of age on or before September 1. First graders must be six on or before September 1. Any student entering 2<sup>nd</sup> grade who is not seven may be required to complete placement testing before enrolling.

## Admission Evaluation

The School Admissions Committee evaluates students in four areas:

1. *Commitment*: Is the student committed to put forth a sincere effort to meet the standards of Christian excellence upheld at North Tampa? Is the student committed to setting and working towards mastery of academic and personal goals through competency-based education?
2. *Likelihood of Success*: Can North Tampa meet the scholastic and behavioral needs of the student? (Appropriate testing may be required.)
3. *History*: Are school records and other recommendations positive? Students who have been expelled from any school will not be considered for admission to North Tampa until they have achieved at least one full year following the year of expulsion with no suspensions or expulsions.
4. *Finances*: Will the parents meet the financial obligations?

## Admission Procedures

We invite parents and students to visit our website at [www.northtampachristian.org](http://www.northtampachristian.org) to read more about the philosophy of our school. This handbook should be read in its entirety before signing the final admission papers.

To apply for admission, Parents/Guardians must:

1. Complete the online New Student Application
2. Submit the Application Fee (\$75.00)

3. Complete the Records Release Form
4. Attend a Parent Information Session or Parent Interview
5. Schedule Screening / Evaluation testing for the child, if required.
6. Submit the Child's Required Writing Sample as directed.

The Admissions Committee will then review the complete student admission files, and determination letters will be sent to families. An acceptance response from the family with a non-refundable \$375 registration and technology fee for first semester must be received within 10 days of acceptance in order for students to be assured a seat at North Tampa.

### **Contractual Agreement**

When a student enrolls at North Tampa, the parents and student agree to accept the school's standards, regulations, and financial obligations found in this handbook.

The school agrees to provide a program which is designed for those students who are committed to think deeply, choose wisely, create beauty and solve problems for God's glory. The school reserves the right to ask students to withdraw who do not share this vision or act accordingly.

Parents who enroll their students at North Tampa have entered into a contractual agreement with the school and are expected to support the school philosophy and live up to their financial commitment. School records will not be released until all obligations have been met.

## **FINANCES**

### **Tuition**

Tuition payment options are selected by the families during the Online Enrollment Process through RenWeb and FACTS.

The 2018-2019 tuition rates are as follows:

Grades K-4: \$11,900

Grades 5-8: \$13,900

Grades 9-12: \$15,900

### **Registration and Technology Fee**

Registration and technology fees are included to provide students with the tools they need to be successful at North Tampa. The registration fee of \$500/student and technology fee of \$250/student are bundled together for a total of \$750/student and billed at \$375/student due at the beginning of each semester.

### **Financial Contract**

Families at North Tampa must commit to a financial contract for each student for the current school year. Upon acceptance of students, the families complete financial contracts through FACTS as part of the RenWeb Online Enrollment process, which



outlines payment plans and are electronically signed by the parents/guardians. A letter of commitment stating the amount and payment date is required from outside sources of funding, and become the responsibility of the parent if not paid as scheduled.

### **Payment Obligation**

It is a binding contractual obligation on the part of parents to pay the entire tuition charge for the student as specified on the current Financial Contract regardless of attendance. Should the responsible party fail to pay an outstanding balance within 60 days of the invoice due date, the parent/guardian will be asked to withdraw their student(s) until the account is current. Accounts more than 90 days overdue are considered delinquent and may be sent to the school's collection agency. The party responsible for the delinquent account shall be responsible for all fees and expenses of collections, including attorney's fees. No portion of fees paid or outstanding will be refunded or canceled due to any subsequent absence, voluntary withdrawal, or forced dismissal of students.

### **Refunds**

Tuition accounts of students withdrawing from North Tampa Christian Academy will be adjusted and tuition incurred will be returned on a weekly-prorated basis. Actual withdrawal dates will be the effective dates used for refund calculations. Refunds and/or final accounting will be provided within 30 days of this date. Registration and Technology Fees are non-refundable after the first week of school.

### **FACTS**

North Tampa Christian Academy contracts with the FACTS Management Company to provide their tuition management program.

This service allows families to pay tuition monthly through an automatic payment.

Benefits of this program include:

- Assurance that payments will be received on time.
- Choice of payment processing dates.
- Convenience of managing tuition accounts online from home or office.
- Option of enrolling in the Peace of Mind Benefit Plan. This plan guarantees the student's tuition for the current school year is paid in full in the event of death of the responsible party or spouse.

**All tuition accounts must be paid through the FACTS tuition payment plan unless they are paid in advance for the year or semester by July 31 or January 1 respectively.**

Note: The FACTS Management Company is not a grant or scholarship provider.

### **Approval Deadlines**

- North Tampa Christian Academy approves Financial Contracts, when applicable, beginning March 1.
- Allocation of aid is determined by the Financial Aid Committee which begins processing Facts Grant and Aid Assessment reports in April.

- Financial aid awards are contingent upon completion of an approved financial contract. Financial aid is subject to reassignment to students on the waiting list if the necessary approvals and payments are not received on time.

## **Financial Assistance**

### ***Step Up For Students Scholarships - FTC and Gardiner***

The Florida Tax Credit (FTC) program was created by the Florida State Legislature to offer more educational opportunities to low-income families. The Gardiner Scholarship was created for families with students with special academic needs. Families must meet the income-eligibility criteria for the FTC scholarship, and students must meet the academic/testing criteria for the Gardiner scholarship. Applications for each scholarship are completed online at [www.stepupforstudents.org](http://www.stepupforstudents.org).

### ***McKay Scholarships for Students with Disabilities Program***

This scholarship is provided by the Florida Department of Education for students transferring from public school or beginning schooling in Kindergarten or 1st grade. Eligible students include students with disabilities who have an Individualized Education Plan (IEP), and who were enrolled and reported for funding by a Florida school district. Applications are completed online at [www.floridaschoolchoice.org](http://www.floridaschoolchoice.org).

### ***Adventist Access***

This scholarship is for families who are members of participating Seventh-day Adventist churches. Further information may be obtained from the Tampa-area SDA churches.

### ***Hospital Access***

A limited number of scholarships are available on a first-come, first-served basis for Adventist Health System/Florida Hospital employees. Contact North Tampa for more details.

## **Taxability of Scholarships and Aid**

North Tampa Christian Academy is not responsible for any tax liability incurred due to the receipt of aid or scholarship.

## **Miscellaneous Charges**

Miscellaneous charges are not included in the Financial Contract and must be paid promptly.

### ***Graduation Fee***

All seniors will be charged a \$100.00 Graduation Fee.

### ***Miscellaneous Fee Payment Policy***

Fees may not be charged to the student account and must be paid by cash, check, or credit card. Examples of these fees are meals, replacement ID cards, and most extra-curricular activities.

### ***Returned Check Fees***

A \$35.00 non-sufficient funds fee will be assessed for all returned checks. The replacement amount plus the \$35.00 fee must be repaid by cash, credit card, or certified check within 5 days. If the replacement payment is not made within 5 days, students may be suspended until the balance is paid.

### ***Replacement/Lost ID Cards***

A current year school ID will be issued to students at no charge. A \$20 replacement fee will be assessed and collected prior to replacing a lost ID card.

### **Release of Transcripts/Diplomas**

Transcripts and diplomas will not be issued until account balances, including all miscellaneous charges, are paid in full.

### **Previous Unpaid Accounts**

North Tampa reserves the right to deny admission to any student having an unpaid balance with this or any other school until the account is paid or satisfactory payment arrangements are made.

## **ACADEMICS**

### **Academic Approach**

At North Tampa, our program is uniquely designed to provide success for each child. We offer a solid academic program where students are continually monitored for their progress and personalized goals are set and achieved. Our classes are taught by creative teams of teachers who work together to ensure student mastery and personal challenge. By using the principle of blended learning, we insure that all of our students are able to progress toward unique learning goals that bring each one to the next level. Students are assessed on a regular basis to track their progress in achieving competency in a series of learning progressions that lead to mastery of both academic targets and relevant life skills, such as diligence, persistence, and responsibility.

Our innovative teacher teams work together, involving students in designing rigorous units that involve technological expertise, higher-level thinking, and meaningful application. We place a heavy emphasis on the arts, with Practical, Visual, and Musical Arts woven into Project-Based Learning Units where our students “create beauty and solve problems for God’s glory.”

## Grading

North Tampa uses Mastery Based Grading. MBG is a system that provides meaningful feedback to students and parents so that excellence can be achieved. MBG pushes students to focus on skill development and to demonstrate evidence of mastery. This differs from the traditional system of grading which focuses on calculating points to achieve a letter grade without reference to specific progress in learning objectives. MBG gives students and parents specific feedback about what skills have been learned and what still needs to be mastered.

Students in grades K-3 are graded on a four-point scale:

Score	Meaning
4	I know (can do) all parts well enough to teach the concept/skill to others or to talk about new applications of the concept/skill.
3	I know (can do) all parts, the easy parts and the harder parts, without making mistakes.
2	I know (can do) all of the easy parts on my own, but I don't know (can't do) the harder parts.
1	I know (can do) some of the parts if I have help.
0	I don't understand any of it or have not provided any evidence that I know (can do) any parts.

Students in Grades 4-12 are graded on the following mastery scale:

Score	Meaning
4.0	I know (can do) all parts well enough to make applications beyond what was taught, and am able to teach the concept/skill to others.
3.5	I know (can do) all parts, and am beginning to make applications beyond what was taught.
3.0	I know (can do) all parts, the easy parts and the harder parts, without making mistakes.
2.5	I know (can do) all of the easy parts and some, but not all, of the harder parts.
2.0	I know (can do) all of the easy parts, but I don't know (can't do) the harder parts.
1.5	I know (can do) some of the easier parts, but I make some mistakes.
1.0	With help I know (can do) some of the harder parts and some of the easier parts.
.5	With help, I know (can do) some of the easier parts but none of the harder parts.
0	I don't know (can't do) any of it.

Students have opportunity throughout the semester to demonstrate their understanding and are continually encouraged to pursue comprehensive proficiency. Teachers do not just average a student’s scores, but instead assesses the student’s level of mastery based on the evidence collected. For example, if a student earns evidence scores of 1,1, 2 and 4 in a particular essential skill, the teacher may assign a 4 if it is clear that the student has mastered the concept. *In other words, the student is not penalized for taking longer to achieve mastery. Since mastery is the final goal, then a score based on final mastery is what is recorded.*

Examples	Non-Examples
Assuming a “growth mindset,” believing that all students can achieve and holding them accountable.	Assuming a “fixed mindset.” Sorting and categorizing students and moving on.
Giving students multiple opportunities to demonstrate growth through retesting and redoing assignments.	Only providing one way for students to demonstrate what they know or what they can do. Providing limited opportunity to demonstrate growth.
Allowing students to receive full credit for what they know, regardless of how slowly they get there.	Moving through the curriculum before students show mastery.
Giving students full credit for demonstrating mastery.	Averaging scores together or limiting the highest score a student can earn when redoing or taking longer to complete work.
Allowing the final marking period grade to be based upon the teacher’s professional judgement and the entire body of evidence that reflects the student’s current proficiency level.	Basing everything on points with hidden subjectivity. <i>Why was this assignment worth 80 points? How was weighting used to determine the final grade? What part did homework and extra credit play? How did one zero affect the overall grade?</i>

Grades become final at the end of the semester. Students in Grades K-6 do not receive letter grades on their report cards. Transcripts reflect the final scores students earned on essential skills in that course by the end of the semester. Letter grades may be assigned for students who transfer outside of North Tampa.

Students in Grades 7-12 are assigned a letter grade *at the end of each semester*, at which time the final grade is recorded on the student’s transcript. Letter Grade Equivalents are assigned as follows:

4.00	A+
3.50	A
3.25	A-
3.00	B+
2.75	B
2.50	B-
2.25	C+
2.00	C
1.75	C-
Below 1.75	I*

*North Tampa Christian Academy does not use the letter grade “D”.* If a student has a grade of “I” in a course at the end of a semester, that grade will be reported on the transcript as a grade of “F” and the student will not receive credit for the course. All students in grades 7-12 who have received an F in core courses and are not on track for graduation must enroll in credit recovery courses in order to graduate on schedule. Families and students may choose to recover credits through approved options, including online courses, summer school and other programs approved by the North Tampa Guidance Counselor.

*North Tampa has adopted this policy in order to provide students with the best chance for success. Students who have not demonstrated basic understanding of core concepts will not meet with a positive outcome in future academic endeavors. It is important for students and families to commit to student mastery of skills in Grades 7-12 to insure future success.*

All high school students who earn a C or higher in a core course will be awarded one credit for completion of a two-semester course and .5 credit for a one-semester course.

**Grade Appeals**

Teachers are solely responsible for assessing the level of mastery their students have demonstrated on each of the essential skills of the course. If students or parents wish to appeal the demonstrated level of mastery on any of the essential skills, they should notify school administration in writing within two weeks of the posted grade and make an appointment for a meeting to include the parent, the student, the teacher, and administration. The final decision on the grade will be made by the teacher.

**RenWeb and Schoology Enterprise**

North Tampa uses *Schoology Enterprise* as the primary tool for creating classes, messaging students and families, assessing student work, and sharing news. Parents and students will receive an orientation to Schoology at the opening of school and will be

expected to use it for school-related communications related to academics and day-to-day operations and concerns.

Additionally, North Tampa uses RenWeb as an online school management program as a database for student/family information, daily attendance, bill payment, lunch orders, and final roll-up of grades.

### **Special Needs**

The Admissions Committee at North Tampa makes acceptance decisions for students with mild and moderate special needs according to current class ratios, student and family commitment to achieve goals, and demonstrated history of effort. The school places high emphasis on forming a partnership with the family in creating and executing a plan for student success. Academic testing, along with teachers' and parents' input, is used to determine students' academic level of performance. The information gathered results in a plan of action, identifying areas of need that North Tampa staff and teachers can responsibly and ethically meet. Students and families are expected to execute their part in committing to the plan and signing all documents indicating ownership and agreement. This plan remains dynamic as students meet and set new goals, with mastery of deficient skills being the primary focus. Students are given the time and attention they need to master the skills being taught in a comfortable setting, using their strengths to leverage progress.

### **Attendance**

North Tampa cooperates with the state of Florida's requirement that students maintain regular class attendance. Students missing 15 days per semester may be retained or failed due to absences.

The success of students at North Tampa depends on consistent attendance. Our Project-Based Learning approach requires that students participate on a daily basis, as projects gain traction and momentum with students on an individual and group basis. Parents should not make medical or dental appointments for children during school hours and should make every effort to contact the school in the case of illness. North Tampa will contact the family after no more than three consecutive days of unnotified absence.

The student is to bring a parent's written excuse, stating the reason for the absence, when returning to school. Students and/or parents are to make arrangements to complete missed school work.

### **Field Experiences**

To help students become engaged citizens, teachers plan field experiences each year to connect students with the greater Tampa community. These trips are part of our Project-Based Learning approach and provide opportunities for students to discover ways to give back to the community. Field experiences are a required part of the curriculum and are considered regular school days and count as a school attendance requirement.

During the school year, parents are notified in advance of field experiences with informational and permission forms sent to the homes. In the rare case that a parent does not want a child to attend, a note or phone call to the school should be made. When participating in field experiences, students are to conduct themselves according to North Tampa standards and policies.

### **Student-Led Conferences**

North Tampa believes that students who take ownership of their own learning make the most gains. As a result, we empower our entire community of learners, from K-12, to lead out in conferences with parents and teachers, reporting on their accomplishments, naming the areas in which they still need to grow, and defining their goals. In addition to these regularly scheduled conferences, students create online portfolios and share progress with parents on a consistent basis. Advancement towards achieving mastery of learning progressions can be tracked online at *Schoology Enterprise*.

### **Testing**

North Tampa uses a number of formal testing measures to tailor our instruction and planning to help each child move forward from their baseline and meet with success.

#### ***Measures of Academic Progress, K-12***

All students at North Tampa are tested three times per year with Measures of Academic Progress (MAP). This computer adaptive assessment provides baseline data for planning instruction and provides students and their families with clear information on growth and performance in mathematics, reading, and writing. More information about MAP can be found here: <https://www.nwea.org>.

#### ***DIBELS (Dynamic Indicator of Basic Early Literacy Skills), K-6***

This testing monitors students' progress in reading fluency. These instruments are administered 3 times a year, and results are shared with students and parents for the purpose of goal-setting and improving students' decoding ability. (K-6)

#### ***WrAP, Grades 3-12***

The Writing Assessment Program is a benchmark assessment for students' current writing ability and is given in the Spring of each year. The WrAP test leads to specific goal-setting and plans to improve student writing, including the use of WrITT, the *Writing Resources for Insight, Interpretation and Teaching Library*.

#### ***High School Standardized Tests: PSAT, SAT, ACT***

Our Guidance Counselor works with students to prepare them to do their best on these standardized tests, providing specific information regarding which tests are available, deadlines for application, dates of administration, and detailed explanations of the results. The following tests are administered on campus: Freshmen: PSAT 9 Sophomores: PSAT 10 Juniors: Preliminary Scholastic Assessment Test (PSAT/NMSQT), the qualifying test for the National Merit Scholarship program – The PSAT counts in the Junior year for the NMSQT. More information is available at [www.nationalmerit.org/nmsp.php](http://www.nationalmerit.org/nmsp.php). Juniors will



take the ACT during second semester. Seniors: SAT and/or ACT, depending on the college/university requirements.

### **Textbooks/Resources**

The North Tampa Student Registration Fee provides the student with access to technology, digital and hard copy resources needed for classwork. Damaged or lost items are charged to the student. These charges are to be paid before the report card is issued.

### **Student Records**

Parents or legal guardians have the right to review records maintained by North Tampa Christian Academy for their children. Please call the office for an appointment. Student record information will not be released except: 1) by written consent of parent or guardian; 2) when information is used, with parent consent, in the school directory; or 3) under circumstances as permitted by the Family Education and Privacy Act of 1974.

### **Transferring**

Students transferring to another school must:

1. Return all school property, including library books, textbooks, technology, and school-owned materials.
2. Complete financial responsibilities.
3. Make arrangements with the school office for transferring his/her records to the new school.

Upon completion of the preceding requirements, the student's cumulative record is forwarded to the new school upon written request from the school and with the parent's permission. North Tampa reserves the right to withhold transcripts due to unpaid accounts.

If the withdrawal process is not completed, grading and attendance requirements will apply until the process is completed.

### **Graduation Requirements**

#### ***Eighth Grade***

A student must satisfactorily complete the basic eighth grade curriculum to be eligible for an eighth-grade diploma, with yearly courses in literacy, mathematics, social studies, science and health, physical education, technology, music, the arts, and Bible.

A certificate of attendance may be issued to students on an IEP who are unable to satisfactorily complete the diploma requirements. Students who re-enroll in deficient courses and master the competencies may be issued a diploma following the completion of the eighth-grade year.

#### ***High School***

To receive a diploma and have a final transcript sent to a college or university, a senior must fulfill the following:

1. **Standard diploma:** Successfully complete the Florida State Requirement with 24 credits. (See table below.)
2. **College-preparatory diploma:** Successfully complete 26 credits, including a Modern Language.
3. **Honors diploma\*:** For the 2018-2019 school year, successfully complete 27 credits and complete a signature project with real-world relevance that has met the approval of the Academic Standards Committee.
4. **All students:** Complete one Bible course each year enrolled at North Tampa and receive clearance from the North Tampa business office.

*2019-2020	28 credits required
2020-2021	29 credits required
2021-2022	30 credits required

***State of Florida Graduation Requirements***

English	<p>4 credits</p> <p><i>North Tampa English credits are included in Science and Humanities PBL courses as indicated in the following credit conversion chart.</i></p>
Math	<p>4 credits, must include Algebra I, Algebra II, and Geometry. Please note that students must take 4 mathematics courses, even if Algebra 1 was completed in the eighth grade.</p> <p><i>North Tampa offers Algebra I, Algebra II, Geometry, PreCalculus, Calculus and Statistics.</i></p>
Social Studies	<p>3 credits. 1 credit each United States History and World History, and .5 credit each Economics and United States Government.</p> <p><i>All of the above courses are included in the North Tampa Humanities blocks offered in Grades 9-12.</i></p>

Science	<p>3 credits. Must include at least 2 lab science units from the following: Biology, Chemistry, Physics.</p> <p><i>North Tampa offers Chemistry, Physics, Biology, Environmental Immersion, and an optional Senior-level research program</i></p>
P.E./Health	<p>1 credit, must include integration of health</p> <p><i>North Tampa students take two courses in PE/Health.</i></p>
Arts	<p>1 credit of fine or performing arts, speech and debate, or a practical arts course that incorporates artistic content and techniques of creativity, interpretation and imagination.</p> <p><i>As a STEAM school, North Tampa incorporates the arts into our Project-Based Learning courses with numerous options for students.</i></p>
Modern Language	<p>0 credits</p> <p><i>While the State of Florida does not require Modern Language, most colleges expect students to have 2 years of language in High School. North Tampa requires Modern Language for the college preparatory diploma. Students may earn a Standard diploma without taking a language.</i></p>
Electives	<p>8 credits</p> <p><i>Students at North Tampa have a wide variety of electives in visual, musical and practical arts. Credits for these electives may be earned from stand-alone courses and Project-Based, integrated courses.</i></p>
TOTAL # credits	<p>24 credits</p>

*North Tampa Christian Academy High School Courses and Credits*

<b>Grade 9</b>	<b>Grade 10</b>	<b>Grade 11</b>	<b>Grade 12</b>
<p><b>Course:</b> Math</p> <p><b>Credits Earned:</b> 1 Math</p>	<p><b>Course:</b> Math</p> <p><b>Credits Earned:</b> 1 Math</p>	<p><b>Course:</b> Math</p> <p><b>Credits Earned:</b> 1 Math</p>	<p><b>Courses:</b> Math</p> <p><b>Credits Earned:</b> 1 Math</p>
<p><b>Course:</b> Bible</p> <p><b>Credits Earned:</b> 1 Bible</p>	<p><b>Course:</b> Bible</p> <p><b>Credits Earned:</b> 1 Bible</p>	<p><b>Course:</b> Bible</p> <p><b>Credits Earned:</b> 1 Bible</p>	<p><b>Course:</b> Bible</p> <p><b>Credits Earned:</b> 1 Bible</p>
<p><b>Course:</b> P.E./Health</p> <p><b>Credits Earned:</b> .5 P.E. .5 Health</p>	<p><b>Course:</b> P.E./Health</p> <p><b>Credits Earned:</b> .5 P.E. .5 Health</p>	<p><b>Course:</b> Spanish 1</p> <p><b>Credits Earned:</b> 1 Modern Language</p>	<p><b>Course:</b> Spanish 2</p> <p><b>Credits Earned:</b> 1 Modern Language</p>
<p><b>Courses:</b> Choir, Band, Video-Production, Fine Arts (2D), Fabrication (3D)</p> <p><b>Credits Earned:</b> 1 Elective</p>	<p><b>Courses:</b> Choir, Band, Video-Production, Fine Arts (2D), Fabrication (3D)</p> <p><b>Credits Earned:</b> 1 Elective</p>	<p><b>Courses:</b> Choir, Band, Video-Production, Fine Arts (2D), Fabrication (3D)</p> <p><b>Credits Earned:</b> 1 Elective</p>	<p><b>Courses:</b> Choir, Band, Video-Production, Fine Arts (2D), Fabrication (3D)</p> <p><b>Credits Earned:</b> 1 Elective</p>
<p><b>Course:</b> Physics PBL</p>	<p><b>Course:</b> Earth Science PBL</p>	<p><b>Course:</b> Chemistry PBL</p>	<p><b>Course:</b> Environmental Immersion PBL</p>

<p><b>Credits Earned:</b> 1 Science .25 Elective</p>	<p><b>Credits Earned:</b> 1 Science .25 Elective</p>	<p><b>Credits Earned:</b> 1 Science .25 Elective</p>	<p><b>Credits Earned:</b> 1 Science .25 Elective</p>
<p><b>Course:</b> Principles of Research PBL</p> <p><b>Credits Earned:</b> .5 Social Studies .25 English .125 Elective</p>	<p><b>Course:</b> U.S. History PBL</p> <p><b>Credits Earned:</b> 1 Social Studies .5 English .25 Elective</p>	<p><b>Course:</b> World History PBL</p> <p><b>Credits Earned:</b> 1 Social Studies .5 English .25 Elective</p>	<p><b>Course:</b> Government PBL</p> <p><b>Credits Earned:</b> .5 Social Studies .25 English .125 Elective</p>
<p><b>Course:</b> Geography PBL</p> <p><b>Credits Earned:</b> .5 Social Studies .25 English .125 Elective</p>	<p><b>Course:</b> Writing for Real Audiences</p> <p><b>Credits Earned:</b> .5 English</p>	<p><b>Course:</b> Personal Wellness</p> <p><b>Credits Earned:</b> .25 P.E. or .5 (choice)</p>	<p><b>Course:</b> Economics PBL</p> <p><b>Credits Earned:</b> .5 Social Studies .25 English .125 Elective</p>
<p><b>Course:</b> Writing for Real Audiences</p> <p><b>Credits Earned:</b> .5 English</p>		<p><b>Course:</b> Writing for Real Audiences</p> <p><b>Credits Earned:</b> .5 English</p>	<p><b>Course:</b> Personal Wellness</p> <p><b>Credits Earned:</b> .25 or .5 (choice) P.E.</p>
			<p><b>Course:</b> Writing for Real Audiences</p> <p><b>Credits Earned:</b> .5 English</p>

***North Tampa Christian Academy Honors Diploma***  
*The total 31 credits will be phased in by 2021-2022.*

	<b>Grade 9</b>	<b>Grade 10</b>	<b>Grade 11</b>	<b>Grade 12</b>	<b>Total By Subject</b>
<b>Bible</b>	1	1	1	1	<b>4</b>
<b>Math</b>	1	1	1	1	<b>4</b>
<b>English</b>	1	1	1	1	<b>4</b>
<b>Science</b>	1	1	1	1	<b>4</b>
<b>Social Studies</b>	1	1	1	1	<b>4</b>
<b>Modern Language</b>			1	1	<b>2</b>
<b>P.E./Health</b>	1	1	.5	.5	<b>3</b>
<b>Electives</b>	1.5	1.5	1.5	1.5	<b>6</b>
<b>Total by Grade Level</b>	<b>7.5</b>	<b>7.5</b>	<b>8.0</b>	<b>8.0</b>	<b>31</b>

**Project-Based Learning vs. Honors and AP Courses**

As an Innovative Project-Based Learning School, North Tampa offers students unique opportunities to create relevant projects that will lead to recognition beyond our campus. All Humanities and Science PBL courses lead students to move beyond the expectations of a traditional high school and to gain real-world and college-appropriate skills such as collaboration, public speaking, and advocacy.<sup>1</sup> Students who complete the required number of credits and whose final projects make a significant impact on the wider community and receive approval from the Academic Standards Committee will receive an Honors Diploma.

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<sup>1</sup> To learn more about how Project-Based Learning positions students for college success, read: “How My Project-Based School Prepared Me for Columbia.”  
[www.bie.org/blog/how\\_my\\_project\\_based\\_school\\_prepared\\_me\\_for\\_columbia](http://www.bie.org/blog/how_my_project_based_school_prepared_me_for_columbia)

While the emphasis at North Tampa is on Project-Based Learning, those students who wish to pursue AP examinations may work with the Guidance Counselor and high school teachers to prepare for the AP examinations in selected courses.

### **Dual Enrollment**

North Tampa has articulation agreements with Pasco Hernando State College and Hillsborough Community College. Students in Grades 11-12 may consult with the Guidance Counselor to determine their probability of success in adding a college class to their course load. Students should be aware that the grade awarded for the course will become a permanent part of their college record.

## **CURRICULUM**

### **Grades K-6 COURSE OFFERINGS**

The K-6 curriculum provides students with grace-filled lessons in *Biblical studies*, a life-long plan for *wellness and fitness*, and a strong mastery-based foundation in *reading, writing* and *mathematics*. Additionally, students work on project-based, service-learning, integrated units in *science, social studies, technology, and the arts*. Project-based learning units integrate two or more subjects according to Common Core, Next Generation Science, National Council for Social Studies, and North American Division curricular standards.

### **Bible**

The primary purpose of the Encounter Bible Curriculum is for our students to have solid, deep, and personal knowledge of the truths of the Bible; to respond to Christ's invitation to live in a lifelong, vibrant relationship with Him; and to be passionate about sharing their faith in serving the global community.

#### ***Grade K***

Students learn about the love of God as they enjoy Bible stories that demonstrate His compassion and care for all of his children.

#### ***Grade 1***

With a theme of "God is Trustworthy," students discover the classic stories from the Old and New Testaments that illustrate God's Divine dependability.

#### ***Grade 2***

Students learn how God "Protects and Provides" through the life of Moses and stories of Jesus' ministry on earth, including the feeding of the five thousand, the calming of the storm and the healing of the paralytic.

#### ***Grade 3***

Students discover that God is "Loving and Generous" through studies of Moses, Joshua, Ruth, Hannah, Samuel, Naomi, Zacchaeus, Mary, Martha, and Jesus.

#### ***Grade 4***

Students learn that God is a “Wise God” as they read about Saul, David, and Solomon and gain new insights from the Lord’s Prayer, the Beatitudes, and the parable of the ten bridesmaids.

#### ***Grade 5***

Students learn that “God is Patient and Full of Grace” as they study the lives of the Old Testament kings and follow the life of John the Baptist, leading up to Jesus as their “Patient and Gracious Mentor.”

#### ***Grade 6***

Students find that “God is Faithful” through studies of Daniel, Jeremiah, and Esther; New Testament studies lead to an understanding of the final days of Jesus and the establishment of the early church in the New Testament and the spread of the gospel by Peter and Paul.

### **Enrichment Courses**

Students in K-6 benefit from a variety of enrichment courses, with faculty and staff providing new offerings each year in such diverse areas as gardening, outdoor learning, social skills, sewing, practical arts and conversational Spanish.

### **Health and Fitness**

#### ***Grades K-3 Physical Education***

Students learn to perform qualities of movement, fundamental locomotor and non-locomotor skills, and manipulation of objects with a partner. Classes lead to the development of competency in a variety of fitness exercises with an emphasis on safety for self and others.

#### ***Grades 4-6 Physical Education***

Students learn the correct techniques for manipulating objects with accuracy and speed; evaluate their own performance to develop and improve skills during a variety of team activities; and are introduced to basic fitness concepts, performing fitness development exercises and setting goals for lifetime health.

### **Literacy**

A rigorous foundation in reading and writing is provided, with students participating in whole class and small group instruction to achieve mastery and continually set and progress toward individualized goals. Formal and informal assessments are regularly conducted to determine student progress in phonological awareness, phonics, vocabulary, fluency, comprehension, and writing. Teachers use learning progressions aligned with the common core reading and writing standards to move students along a continuum of improvement and provide direct instruction, supplementing with digital resources to reinforce concepts at the point of need. Students learn to think critically as they read relevant text and produce authentic communication for real-world audiences, writing



*opinion pieces* supported with reasons and information, conveying information clearly through *informative/explanatory writing*, and creating *narratives* to develop experiences and events using effective technique, descriptive details, and clear event sequences.

## **Mathematics**

North Tampa uses a blended approach to teaching mathematics to ensure student success. This includes whole and small group instruction and digital applications adapted to meet each student's needs and capabilities. Students are encouraged to be creative problem solvers and flexible thinkers and are challenged to work through problems on their own, fostering independence, persistence, confidence, and positive feelings about math. Students in Grades K-6 focus on strategies, concepts, and applications in five critical areas: *Numbers and Operations; Operations and Algebraic Thinking; Measurement; Geometry; and Data, analysis, statistics, and probability.*

## **Music**

### ***Grades K-4 Music***

Students in Grades K-4 receive year-long sequential instruction in music following children's natural development using the Kodaly method. With the belief that everyone is capable and has the right to musical literacy, the Kodaly method uses singing as the foundation of musical learning, with an emphasis on folk music, games, movement, instruments, reading and writing music. Students experience and explore music by singing, playing, moving, reading, and listening while they explore the concepts of steady beat, tone, rhythm, melody, harmony, form, texture, and tonality in this year-long course.

### ***Grades 5-6 Music***

Students in Grades 5-6 select *at least* one course in Music: Band or Choir. The classes meet on alternate days and are performance-based.

### ***Beginning Band (5th and 6th Grade)***

The beginning band program introduces students to the band and prepares them to participate at the middle school level and up. Students learn the basic techniques involved in reading music and playing their instrument. Prior experience is not necessary.

### ***Intermediate Band (Grades 6-8)***

Students in Grade 6 who are ready to move beyond Beginning Band, as determined by the Music teacher, join students in Grades 7 and 8 for Intermediate Band.

### ***Youth Choir (5th and 6th Grade)***

Youth Choir is a year-long music class that focuses on singing, improvising, composing, performing, reading and notating music as well as analyzing, evaluating and integrating music with other academic disciplines.

## **Science**

### ***Grades K-2***

The complexity, order, and design of living organisms provide strong evidence of God as the Designer, Creator and Sustainer of life. Students discover that God created humans to wonder, question and develop an attitude of inquiry as they explore His world.

Students encounter real-world science, formulating questions and exploring answers as they develop understanding, test effects, examine relationships, observe, discover, describe, compare, predict, and design projects with plants, animals, weather, motion, sound, earth, and water.

### ***Grades 3-5***

Students demonstrate grade-appropriate proficiency in asking questions and defining problems; developing and using models; planning and carrying out investigations; analyzing and interpreting data; constructing explanations and designing solutions; engaging in argument from evidence; and obtaining, evaluating, and communicating information. Students pursue inquiry in weather, vegetation, living organisms, forces, waves, landforms, energy, matter, ecosystems, and planetary phenomena.

### ***Grade 6***

In grade 6, students become more sophisticated in their application of scientific principles as higher order thinking becomes more complex. Students learn to define problems more precisely, to conduct a more thorough process of choosing the best solution, and to optimize the final design. Students realize that the structure and processes of Earth and space are organized and governed by natural laws that give evidence of God as Designer, Creator and Sustainer. They continue to develop their understanding of the three disciplinary core ideas in the *Earth and Space Sciences*, explaining more in-depth phenomena central not only to the earth and space sciences, but to life and physical sciences as well. Core ideas are blended with scientific and engineering practices and crosscutting concepts to support students in developing usable knowledge to explain ideas across the science disciplines.

## **Social Studies**

The social studies curriculum in K-6 traces historical and social events from a Christian worldview, immersing students in project-based learning units that lead them to address real-world problems related to the following overarching themes: Culture; Time, Continuity and Change; People, Places, and Environments; Individual Development and Identity; Individuals, Groups, and Institutions; Power, Authority, and Governance; Production, Distribution, and Consumption; Science, Technology, and Society; Global Connections; and Civic Ideals and Practices.

### ***Grades K-2***

Students in grades K-2 become contributing members of society as they discover their history and interact with their community, country and environment. Students learn to make good choices as they explore and investigate what it means to be endowed with rights and responsibilities.

### ***Grades 3-5***

Third through fifth graders explore the many facets of our country, including our culture history, economy and natural resources. Students use increasingly complex skills as they learn to read and create maps, timelines, charts, and graphs; interpret data, and analyze information from multiple resources; and develop empathy and understanding for diverse people groups.

### ***Grade 6***

Students investigate the effects of geography, economics, and citizenship in ancient countries around the world. From the banks of Egypt to the shores of Greece, and from India to Rome, students learn to think conceptually about issues that impact us all.

## **Technology**

Technology is used in all grades as a tool to master and demonstrate learning. Students in grades K-2 use devices primarily for math and reading rotations to enable a personalized, blended method of instruction and reinforcement. In these early grades, the students are introduced to the basics of keyboarding and mouse usage. Students in grades 3-6 are provided with a computer for use throughout their learning experience. Primary uses of technology are for collaborative project and document creation, submission, and presentation. Students also learn skills in internet usage, cloud storage, emailing, and basic research methods. The North American Division Keyboarding and Computer Education Standards are used for all grades.

## **Visual Arts**

Students use varied media as they explore artistic forms of expression to bring life, meaning, and personality into real-world projects.

## **GRADES 7-12 COURSE OFFERINGS**

The grades 7-12 curriculum provides students with grace-filled lessons in ***Biblical studies***, a life-long plan for ***wellness and fitness***, a mastery-based foundation in ***mathematics***, and a project-based, service-learning, integrated curriculum in ***science, humanities, technology, media and the arts***. Most courses are team-taught, integrating two or more subjects according to Common Core, Next Generation Science, National Council for Social Studies, and North American Division standards. At North Tampa, students take increased ownership of planning their credit and portfolio requirements, assuming responsibility for their short and long-term goals as they progress through high school.

With our personalized education, students work closely with the Guidance Counselor to create a plan that provides them with what they need to achieve their college and career goals.

## **Bible**

The primary purpose of the Encounter Bible Curriculum is for our students to have solid, deep, and personal knowledge of the truths of the Bible; to respond to Christ's invitation to live in a lifelong, vibrant relationship with Him; and to be passionate about sharing their faith in serving the global community.

### ***Grade 7***

With a theme of "God transforms," students move from Old Testament scenarios of the Creation story and the fall of Lucifer to seeing Jesus in the New Testament and committing to serve home, community and the world.

### ***Grade 8***

Students study God's call to the patriarchs of old, then move to the New Testament parables and finally apply God's calling to their own lives in making wise choices, withstanding peer pressure and having the courage to stand up to their own convictions.

### ***Grade 9***

Students explore God's existence, what He is like, and how they can have a relationship with Him. Through Jesus' humble birth, His childhood, baptism, ministry, death and resurrection, they are led to see the love of the Father in giving the ultimate gift of His Son. Old Testament stories are also studied as students learn about the gifts of creation, sabbath rest, grace and identity.

### ***Grade 10***

The focus of this course is on the Lordship and presence of God. Students begin by reading of the dedication of Hosea and David, and then learn of Christ's appeal for his followers to pursue humility and service as outlined in the Sermon on the Mount. Finally, they explore the early church in the book of Acts as a model for committing to live for Christ in every aspect of their lives.

### ***Grade 11***

The authenticity of the Bible is presented as the foundation for all truth. Students become acquainted with Bible prophecies and study historical events as outlined in the books of Daniel and Revelation.

### ***Grade 12***

Christianity is compared and contrasted with world religions, emphasizing its central theme of salvation through Christ alone. Real-world issues of ethics, morality, dating, and a genuine relationship with Christ are explored.

## **Health/Fitness/Sports**

In grades 7-10, students take classes in health, fitness and sports achieving the following goals:

1. Demonstrate competency in motor skills and movement patterns needed to perform a variety of physical activities; engage in varied sports using skills and strategies of the game;
2. Demonstrate understanding of movement concepts, principles, strategies, and tactics as applied to the learning and performance of each sport;
3. Apply biomechanical concepts and principles to analyze and improve performance of self and others;
4. Exhibit responsible personal and social behavior with respect for self and others;
5. Show responsibility when given leadership roles by being supportive of others in working towards their achievements;
6. Value physical activity for health, enjoyment, challenge, self-expression and social interaction;
7. Enjoy the satisfaction of meeting and cooperating with others of diverse backgrounds during physical activity.

Students in grades 7-10 are required to purchase North Tampa PE uniforms and to change into their gym attire for PE class.

## **Humanities**

The humanities block provides students with cutting-edge tools for conducting authentic research, reading critically, writing persuasively, connecting with audiences around the world in real-time and addressing real-world problems. Diverse readings, both fiction and non-fiction, provide a context for empathy and understanding. Students learn to distinguish between authentic and biased sources, locate and use primary and secondary sources, publish work to a global audience, research and understand current and historical events from a Christian worldview, communicate effectively in verbal and written form with varied audiences, and design and implement service projects to address humanitarian needs.

### ***Grade 7. World History***

Students read world classics and study significant eras of human history while engaging with the global community as they create multimedia projects to captivate real audiences with a streamlined look at the history of our world.

### ***Grade 8. United States History***

Students explore literary sources that bring American history alive, tracing the development of our country as they discover and highlight ways to make the story real for today's audiences.

### ***Grades 9-12***

#### ***Principles of Research (1 semester course)***

Based on Allan November's principles of research, this course teaches students how to identify genuine sources of information on the internet, employ ethical research practices,

and conduct original research that will make a difference in their world.

***Geography (1 semester course)***

Students connect with people around the world through online platforms to discover the unique characteristics that shape the life experiences around the world.

***US History***

Students continue their exploration of the history of the United States, making connections with and highlighting the stories of members of the community who have played a role in our country's development.

***World History***

Students continue their exploration of the world's great themes, applying universal truths to their own lives and issues in the world today.

***Government (1 semester course)***

Students establish the policies and practices of the student governance system of North Tampa while engaging in real-world issues in city, state, and national arenas.

***Economics/Personal Finance (1 semester course)***

Students set up a business, employing sound economic strategies as they learn how such practices as supply and demand, market value, and production costs affect bottom-line profit.

***Writing, Speaking, and Publishing for Real Audiences.***

Students produce blogs, wikis, podcasts, web pages, yearbook and published articles on relevant topics.

**Mathematics**

Math is taught in a blended, personalized, competency-based format, allowing for maximum learning for students of all abilities. Blended learning includes instruction by a team of on-site teachers as well as digital learning, providing consistent feedback for students to achieve mastery.

Students meet with teachers individually 4-5 times per quarter to discuss which competencies have been met and to develop a plan to reach the unmastered competencies in a timely and effective manner. In most cases, pacing of direct instruction allows students to complete competencies for the appropriate class by year's end. Students who do not achieve at least a basic understanding of the core competencies in math in grades 7-12 will be expected to demonstrate proficiency before credit for the course is received.

***Grade 7 Math***

Culmination of elementary math, including operations with integers; rational number operations; proportions; percent; surface area; data analysis and probability; exponents and scientific notation.

### ***Grade 8 Math***

A variable-paced Algebra 1 class with course pace adapted to student proficiency. Students who are well prepared for the rigors of Algebra 1 as demonstrated by initial testing will complete Algebra 1 by the end of the eighth-grade year. Those who need more time will complete Algebra 1 by the end of the ninth-grade.

### ***Algebra 1***

Introductory level class in academy level mathematics, including equations and inequalities; functions; systems of equations and inequalities; exponents and polynomials; quadratics; exponential functions; and data analysis and probability.

### ***Geometry***

Euclidean geometry and logical reasoning lead students to apply mathematical reasoning to a variety of authentic scenarios as they learn to analyze facts to make wise decisions. Two column proofs are used as a guide for proving simple concepts about plane and three-dimensional objects as the following topics are mastered: introductory right angle trigonometry; perimeter, circumference and area of two dimensional and three dimensional shapes; circles; geometric reasoning and beginning proof; lines; triangles, polygons, and quadrilaterals; and similarity vs. congruency.

### ***Algebra 2***

Brief summary of concepts learned in Algebra 1, then moves on to explore linear equations; quadratic, polynomial, and radical functions; exponential and logarithmic functions; rational functions; conic sections; discrete mathematics; and trigonometry.

### ***Precalculus***

Transition from algebraic to calculus-based reasoning, with students mastering the following concepts: power, polynomial, rational, exponential, logarithmic, and trigonometric functions; trigonometric identities and proof; systems of equations with a review of matrices; conic sections and parametric equations; polar coordinates and complex numbers; sequences and series; inferential statistics; limits and derivatives.

### ***Statistics; Calculus***

***Please note:*** Classes in Statistics and Calculus may be offered to students who have completed Precalculus prior to the Senior year. Dual enrollment with local colleges may also be explored.

### ***Music***

Students in Grades 7-8 select *at least* one course in Music: Band or Choir. Students in Grades 9-12 may select any music courses as electives.

### ***Intermediate Band (Grades 6-8)***

Intermediate Band is a year-long course offered for students in Grades 6-8. Beginning Band or at least one year of band experience is required for this class. Students develop the basic skills necessary for school and community performances. Fundamental topics include embouchure and tone development, basic music theory, sight-reading,

conducting, composing, practice habits, and performing. Students in this class are highly recommended to take private lessons.

### ***Intermediate Choir***

Intermediate Choir is a year-long course offered for students in Grades 7-8. Choir members continue to develop the natural singing voice with proper vocal health. Students are introduced to basic music theory, sight-reading, a variety of choral literature, proper vocal technique, composing, and in-school or community performance opportunities.

### ***High School Praise Band***

Praise band is a year-long course with an auditioned group of student leaders who desire to use their talents for leading others in worship. At least two years of instrumental experience is required and one year of Choir and/or vocal training. Instruments included in praise team may include wind instruments, guitar, bass, and percussion. Praise Band leads during weekly chapels, church services and special events as well as community performance opportunities.

### ***High School Mixed Choir***

High School Mixed Choir is a one-year course with an auditioned group of students interested in using their talents in the community. The course focuses on developing the natural singing voice with proper vocal health and the use of music as service outreach. Students sing a variety of choral repertoire, sight-read, perform for special events, create community performances and “Flash-Mobs.”

### ***Handbell Ensemble***

Handbell ensemble is a year-long course that meets after school. This course is for students in grades 7-12 interested in developing their musical skills and using their talent in the community. A minimum of one-year of band or choir experience is required. Students play a variety of handbell music, develop proper handbell technique, perform for special events and create community performance opportunities.

## **MODERN LANGUAGE**

*Note: Students who have already taken Spanish 1 and 2 who wish to pursue further levels of proficiency or those who are interested in another language may opt to take courses online or pursue dual enrollment opportunities.*

### ***Spanish 1***

Provides an introduction to the Spanish language and Spanish culture. The course objectives include learning beginning vocabulary, correct pronunciation, cultural information, grammatical instruction and the ability to carry on a simple conversation. Students engage in real conversations with Spanish speakers in live and online formats.

### ***Spanish 2***

Builds upon knowledge gained in Spanish 1. Increased mastery of functional



vocabulary for communication is strongly encouraged. Students learn the past tenses, future, conditional and subjunctive mood and apply their knowledge of the language in writing and speaking to real-world audiences about authentic issues.

## **PERSONALIZED LEARNING**

Students at North Tampa set goals to pursue personal interests, master necessary standards, fill educational gaps, move beyond grade-level expectations and progress toward career aspirations. Mini-courses and internships are offered on Fridays and include diverse topics in the sciences, technology, humanities, media, arts, outreach, and health.

## **SCIENCE**

The science curriculum at North Tampa is designed to help students identify Christian principles and values in correlation with science and to: recognize God's power as Designer, Creator, Sustainer, and Redeemer in the universe; acknowledge God as the Author of all scientific principles and laws regardless of man's interpretation; develop stewardship and service attitudes toward health, life, and earth's environment; apply Biblical principles of Christian morality, integrity, and ethical behavior to all aspects of life; gain Christian perspectives on scientific issues.

### ***Grade 7. Life Sciences***

The complexity, order and design of living organisms provide strong evidence of God as the Designer, Creator and Sustainer of life. There are four life science disciplinary core ideas in middle school: 1) From Molecules to Organisms: Structures and Processes, 2) Ecosystems: Interactions, Energy, and Dynamics, 3) Heredity: Inheritance and Variation of Traits 4) Life: Origins, Unity and Diversity. The performance expectations blend the core ideas with scientific and engineering practices and crosscutting concepts to support students in developing usable knowledge across the science disciplines.

### ***Grade 8. Physical Science***

Matter and energy are organized and behave according to natural laws that cannot be explained by chance but are consistent and give evidence of God as the Designer, Creator and Sustainer. Students continue to develop understanding of four core ideas in the physical sciences, blending scientific and engineering practices and crosscutting concepts to develop useable knowledge to explain real world phenomena in the physical, biological, and earth and space sciences. Students develop and use models, plan and conduct investigations, analyze and interpret data, use mathematical and computational thinking, and construct explanations. Students are also expected to demonstrate understanding of several engineering practices including design and evaluation.

### ***Chemistry***

This course seeks to lay a foundation for understanding the complexities of the biological and physical domains by deeply understanding the driving principles that allow matter to exist and function as it does in God's universe. Students develop an understanding of the natural world both biological and non-biological by learning about matter, how it is constructed, and how it interacts and combines with other matter to make up all the

substances in the universe. The role of energy is explored in all of its complexity and implications for impacting systems.

### ***Physics***

This Physics model course map is the second in a three-year course sequence that uses a customized version of the Modified High School Domains Model from NGSS. This course model assumes that students are grounded in the basics of chemistry. Physics begins by expanding upon what was learned in Chemistry about matter and energy by taking a deeper look into matter and energy in God's universe and then on Earth. Course content includes the study of: structure and properties of matter; forces arising from the interactions between fields; collisions at the macroscopic scale; energy transfer and forces resulting from object interaction; and the harnessing of energy transfer for communication purposes. Throughout the course, relevant Earth and Space Sciences and Engineering Design principles are integrated.

### ***Biology***

This Biology model course map is the last in a three-year course sequence that uses a customized version of the Modified High School Domains Model from NGSS. This course model assumes that students are grounded in the basics of chemistry and physics and have previously spent two years in high school developing their proficiency in the NGSS Science and Engineering Practices and Crosscutting Concepts.

The conceptual flow of this biology course model begins building to the understanding that life on Earth today reflects a deep history. This course model includes performance expectations from Life Sciences, Earth/Space Sciences, and Engineering Design that allow students to develop a natural flow of understanding of how and why the abiotic and biotic realms are interwoven and interdependent, why living organisms share so many commonalities of structure and function, and the mechanisms that allow a rich diversity of life to exist within a wide variety of ecosystems. Students also consider the human species' place in, and effects on, Earth's living systems.

### ***Environmental Immersion***

Students are expected to achieve all four High School Engineering Design performance expectations related to a single problem to understand the interrelated processes of engineering design. These include analyzing major global challenges, quantifying criteria and constraints for solutions; breaking down a complex problem into smaller, more manageable problems, evaluating alternative solutions based on prioritized criteria and trade-offs, and using a computer simulation to model the impact of proposed solutions.

The Environmental Immersion Program (EIP) is an intensive, year-long, interdisciplinary program open to both juniors and seniors who have a passion for understanding and preserving our natural environment. Students explore courses in Literature and the Landscape, Environmental Ethics, Economics, and Policy, Photography, Biology, Ecology, and complete their own Independent Research Project.

***Science Research Program*** *(This course may be offered some years to qualifying students.)* This intensive program offers motivated and independent science students the chance to step beyond the traditional classroom structure to explore their area of interest. Working under the guidance of a mentor scientist at a research facility during the summer following the junior year, students engage in cutting-edge research at university laboratories. The Science Research Program (SRP) offers motivated and independent science students the opportunity to practice true laboratory science by providing training in scientific methods and by linking each student with a professional scientist in whose lab the student will participate in ongoing research and experimentation.

***Dual Enrollment College Credit (Pasco Hernando State College): Astronomy***  
Astronomy is offered one evening per week for qualifying students. This course provides an exploration of our universe through descriptive studies of our solar system, planets, stars, constellations, black holes, galaxies, quasars, cosmology, galactic and stellar evolution. Other topics included are artificial satellites, the space program, energy problems and discussion about the possibility of extraterrestrial life. Emphasis is placed on the appreciation of astronomy through scientific reasoning, methodology and precision, and on the importance of astronomy as an integral part of the everyday life of the individual.

## **TECHNOLOGY**

### ***Technology/Computers***

Technology and computer standards are infused into integrated projects using tablets and computers. Students learn to utilize and integrate media as a tool for research, collaboration, creation, and presentation of their learning and are taught appropriate usage and best practices for technology and internet utilization. Cloud computing, communication and collaboration, and data management are introduced as well as coding and robotics, with opportunity for students to develop individual plans for more advanced learning. Students are taught to develop an ethical, values-based approach and understand legal practices of technology usage.

## **VIDEO PRODUCTION**

### ***Scriptwriting***

The purpose of this course is to learn about film and screenplay structure, analyze dramatic strategies in multiple genres, learn and apply correct script form, and creatively engage in the various stages of original scriptwriting.

### ***Video Editing***

This is a course designed to foster positive learning experiences while teaching the basic production and editing techniques of cinematography. Students actively work under time constraints of production deadlines for videos.

### ***Cinematography/Lighting/Audio***

Students learn the basic operations of cameras, lighting equipment, lenses and accessory equipment (audio). Techniques in cinematography are covered, including lighting, sound, exposure, camera types and lenses. The class may also include instruction in the use of the jib arm, dolly, Smart Slate and Steadicam.

### ***Social Media***

This course explores the world of social media platforms and how to use them responsibly, emphasizing the benefits and drawbacks of social media. The course is designed to build students' social media skills by utilizing projects that give students hands on experience implementing social media marketing strategies. Upon completion, students are able to use social media technologies to create and improve marketing efforts for businesses.

### ***Entrepreneurship (Video Marketing)***

This course allows students to explore the business of video marketing. Video Marketing is a component of an integrated marketing communications plan designed to increase audience engagement through social activity around a given video. Students engage in budgeting, pitching ideas, networking, proposal writing, and branding.

### ***Advanced Video Production***

Advanced Video Production offers students the unique opportunity to develop multimedia production skills including script writing, lighting, directing, filming, set design and editing. Students refine practices in each component of production.

## **VISUAL and PRACTICAL ARTS**

The visual and practical arts encompass the two-dimensional and three-dimensional areas of design.

### ***Fabrication (Sculpture) - 3D***

This course features the construction of three-dimensional items from two-dimensional ideation sketches using additive and subtractive methods. Paper products, fabrics, foams, clay and plaster is used to create positive and negative forms with the intention of exposing the designer/artists to many of the possible ways to solve problems requiring tangible solutions. An understanding of methods and materials is supported by the proper use of design terminology. Innovation and creativity is woven throughout the 2D and 3D design process to find the final solution.

### ***Fabrication (Woodworking/Metal) - 3D***

The Woodworking/Metal portion of the three-dimensional design supports the solutions where structure is needed. Basic structure fundamentals using planar and linear methods are introduced and applied to most designs; projects requiring more advanced solutions are addressed on a project-by-project basis. Mechanical and adhesive fasteners are determined based on the solutions and applications.

### ***Ceramics - 3D***

Ceramics is a hands-on class with an emphasis on aesthetic structure. Form and shape are addressed to give the artist/designer a broader experience, and design styles are showcased to bring out the personalities of each artist/designer. This class works with clay and glazes.

### ***Drawing - 2D***

This class covers the basic fundamentals of drawing with the intention of supporting the fabrication portion of the curriculum. The emphasis is on composition, vocabulary, three-dimensional form, basic design and light and shadow. Visual communication using these techniques is used for ideation, construction and presentation. A basic understanding of orthographic drawings is introduced to further assist in the fabrication process. While the technical aspect of drawing will be important, the creative and innovative journey form the foundation.

### ***Painting - 2D***

This course covers the basics of art and drawing as it pertains to color. A basic understanding of color is introduced and applied throughout student projects. The use of colors and how they relate to each other are discussed and used within the curriculum. The use of digital software, as it pertains to color, is incorporated once the basic understanding of the color wheel, primary, secondary and tertiary colors are achieved.

### ***Digital Photo Design - 2D***

This class helps students obtain a basic understanding of photography in today's digital world. A working knowledge of photography vocabulary is crucial for the in-class critique. The elements that create good composition are consistent in photography and are addressed in this class. In-class critiques are mandatory and provide the best opportunity for students to apply their photographic vocabulary.

## **STUDENT LIFE**

### **Extracurricular Activities**

Participation in extra-curricular activities, including campus ministries, outreach and athletic, is a valuable part of the North Tampa Christian Academy experience. Students are encouraged to participate in these activities while maintaining a successful academic program. Our Athletics program provides growth in skill development, personal fitness, leadership skills, sportsmanship, and team play through organized activities. As a new school, North Tampa is in the process of starting our athletic teams.

More information about the afterschool Athletics Program can be obtained from our Athletic Director.

### **Student Leadership**

There are numerous opportunities on the North Tampa campus for students to take part in leadership roles. All students are trained as "Ambassadors" who may be asked to provide

visitors with information about their personal experience at North Tampa and the school's program. Elected and appointed offices are available each year, including Student Association, Campus Ministries, and Class Officers. Students who assume these positions are expected to exemplify the TrueNorth core values of North Tampa. Students' academic performance, conduct, attitude, and attendance, for the current and the previous semester, will be considered by the appropriate body in determining eligibility for and maintaining any elected or appointed office or position of leadership.

Students at North Tampa will also have the opportunity to be part of the National Elementary Honor Society, the National Junior Honor Society and the National Honor Society (NHS). As a new school, North Tampa is currently in the process of applying for status as a local chapter of NHS.

### **Student Association**

The Student Association (SA) represents all the students of North Tampa. The officers for the SA are elected at the beginning of each school year from grades 7-12. SA officers and student leaders may be members of other policy-making committees. In addition, the SA functions as a Student Advisory Committee to the school and administration, providing student input regarding the general program of the school, student needs, rules, and regulations.

## **FAMILY AND COMMUNITY INVOLVEMENT**

Research has shown that family involvement is crucial to a child's success in school. We welcome, encourage, and appreciate the time and support of family members who volunteer to enrich our campus. Volunteers are required to have the same backgrounds screening as employees by obtaining a level 2 VECHS livescan background screening completed prior to starting. Volunteers should be aware that they are role models for the students, must go through a North Tampa orientation before taking part on campus, and are accountable to school administration. If you are interested in becoming a volunteer, please come by the office.

Volunteer opportunities North Tampa include the following:

### **PTCO**

The Parent-Teacher-Community Organization provides a forum for parents, teachers, and community members to support North Tampa students and enrich our community. PTCO sponsored events include parent education programs, social events, community outreach and fund-raising activities.

### **Field Experiences**

With a goal of enriching and being enriched by our community, North Tampa welcomes the input and participation of families who represent both the needs and resources of our surrounding area. If you have talents to share, projects to propose, or time to spend with us as we make a difference in the North Tampa area, please contact one of our teachers or staff members.

## **Classroom and Campus Projects**

Do you have a green thumb? Know how to sew? Want to set up a Disc Golf course on our campus? Would you love to coach students in drama? Want to provide snacks for our teachers to honor their dedication? Would you like to assist our students in learning to read? Have an idea to enrich our campus? We'd love to hear from you.

## **SAFETY**

### **Campus Safety**

At North Tampa, student safety is paramount. We believe that safety begins with a culture of respect, open and honest communication, and trust among all parties. The following measures and policies are in place to keep our campus safe:

- Security cameras monitor the interior and the exterior of our school at all times.
- Exterior doors to all buildings remain locked; access requires North Tampa badge.
- Learning communities are not accessible to the general public. All visitors must check into the administration building before entering the rest of the campus.
- A safety committee meets regularly to review policies and procedures.
- A perimeter fence surrounds the North Tampa grounds.
- Law enforcement provides input and support.
- All activities on campus are supervised by a teacher or an aide.
- Fire, tornado and lockdown drills are held regularly.
- Policies and procedures are constantly updated and practiced with staff and students to help prepare for unforeseen emergencies.
- A third-party security company is hired to provide a on-site security presence, visitor registration, and management of the safety plan and procedures.

### **Emergency Procedures**

#### ***Fire***

All fires should be reported immediately to a faculty/staff member. Students will be trained in proper fire evacuation procedures through drills during the school year. In general, students and staff will exit and assemble in accordance with instructions posted in each building, classroom, and activity area. All personnel should remain in the area designated until the all clear signal is given. Record will be taken.

#### ***Inclement Weather***

In case of severe weather, North Tampa families are requested to listen to local news agencies for announcements relative to school closings or delayed openings, or look for a Parent Alert (email, text, and/or phone call) for such announcements. Parents must always make decisions they feel are in the best interests of their child's safety.

Regardless of whether North Tampa is officially open or closed due to inclement weather, if parents feel conditions are unsafe for students to travel to school, they are encouraged to keep them at home. Students will not be penalized if parents keep them at home for safety reasons.

North Tampa will follow the closing decisions of the Hillsborough County School District.

### ***Information (Emergency) Notification***

North Tampa uses a parent alert system to contact families in the event of an emergency or for the purpose of sharing important information. This system uses designated contact information provided during the admissions process. The Parent Alert system will attempt to reach you through the email address or smart/cell phone number (phone calls and/or texts) provided at registration.

### ***Accidents***

All accidents should be reported immediately to a faculty/staff member. Administration will be informed, the parents will be notified, and a student insurance report and an accident report will be filed. North Tampa students are covered by an accident insurance policy which supplements a family's personal coverage as secondary coverage in the event of a student accident on campus or at school events. Parents should contact the office for the necessary claim forms in the event of an accident at school.

### ***Cardiac Emergency***

North Tampa facilities are equipped with Automated External Defibrillators (AEDs) and staff members have been trained in the proper use of this equipment. Any time the use of such equipment is required, emergency services personnel will be contacted along with the parents of the student.

### **Child Abuse Reporting Policy**

As mandated by federal and state law, North Tampa administrators, teachers, and staff members who have reasonable cause to suspect child abuse or neglect will make an oral report immediately to the Florida Abuse Hotline. This policy is strictly enforced. A copy of the law is available in the Administration office.

## **Health**

### **Immunizations**

As required by Florida State law, all North Tampa students must have on file at the beginning of each school year an updated record of immunizations (form DH 680) signed by a physician. Florida law requires students entering grades k-12 to be immunized against diphtheria, tetanus, pertussis (DTAP), polio (IPV), measles, mumps, rubella (MMR), hepatitis B (Hep B), and chickenpox (varicella) or provide the date of chickenpox outbreak. By seventh grade, students are also required to have a tetanus-diphtheria (tdap) booster. Further information on school immunization requirements may be found the Fl. Dept. of Health's website, [www.floridahealth.gov](http://www.floridahealth.gov).

For parents who choose not to have their children vaccinated for medical reasons, North Tampa may accept a temporary or permanent medical exemption if listed on form DH 680 and signed by a doctor.



Students must have proof of immunization or exemption certificates **PRIOR** to enrollment.

### **Physical Examination**

All students are required to have on file at North Tampa a completed school entry health exam (form DH 3040) signed by their doctor.

### **Health Insurance**

North Tampa encourages all students to have health insurance.

### **Illness at School**

The teacher has the prerogative to dismiss any student who may have an illness or contagious condition. A physician's written statement may be required upon return to school. A child with a fever should remain at home until the child has been fever-free for 24 hours without the use of fever-reducing medications. Parents are asked **not** to give their child a fever reducer and then send them to school. If a student has a fever at school, the parents will be called to pick up their child from school. If the student receives antibiotics for a contagious illness, the student must remain home until the child has been on antibiotics for at least 24 hours or longer as specified by the physician. If the student has vomited due to illness, s/he is asked to stay home for 24 hours from the time of vomiting.

Students who become ill during the school day should request permission to report to the school nurse. If the nurse is not available, students should report to the main office. Students who become ill will remain in the nurse's office or administration area until the parent arrives and signs them out at the front desk. High school students who have a car on campus will not be released until a parent has been notified and provided consent.

In case of a medical emergency, the school will notify parents, and will make every effort to do so before students are taken to the nearest emergency room in accordance with the medical release form on file. In all cases, parents are responsible for all expenses incurred.

### ***Student Health Services***

North Tampa employs a registered nurse to supervise basic health and emergency care for all students. The nurse assists in preventing and controlling disease, providing emergency services for injury or student illness, dispensing medications, communicating with parents when illness and injury occur, and maintaining all medical records including required school physicals, immunizations and incident reports, updated, as required by Florida State law. When the nurse is not on campus, a designee helps to perform the assigned duties.

### ***Activity restrictions***

If at any time there are activity restrictions or modifications in your child's care for medical reasons, please notify the school nurse and provide the school with a copy of the physician's recommendations.

### ***Medication***

A Consent for Treatment and Medication form is signed at the beginning of the school year providing authorization for the school to dispense nonprescription, over-the-counter medicine such as acetaminophen, ibuprofen, etc. School personnel are not permitted by law to give any medications unless written permission is received.

No student shall have any medications in possession at school without written parental explanation and instructions for use. Students are expressly forbidden from providing medication of any kind to another student. If parents send non-prescription medication to school for their child, the medication must be left with the school office or nurse's office.

### ***Head Lice***

Head Lice (*Pediculosis Capitis*) occasionally occurs in our community. Lice are highly communicable. If all parents routinely check their children and report an outbreak, the risk of spreading can be minimized and the pest can be controlled. If lice are noticed or nits found in the hair, the child is not to come to school until treated and all nits are removed. The child must be cleared by the school office for re-admittance to school. The health department advises that bedding, articles of clothing, and play areas be treated. Lice shampoo is to be used and the child retreated 7-10 days later. See your county health department for further instructions. **Most importantly, the child cannot be readmitted to school until lice are gone and all nits removed.**

## **CAMPUS OPERATIONS**

### **Breakfast and Lunch Program**

Students who arrive for Before Care prior to 7:15 a.m. may participate in our school breakfast program. Healthy school lunches are also provided daily. Prices, menus and instructions for ordering and payment are provided on our parent communication portal, *Schoology Enterprise*.

### **Before and After Care**

North Tampa offers two Before and After Care programs. Children in Kindergarten, Grade One, and Grade Two may participate in the Before- and After-Care program offered by the Explorers in our Early Childhood Center. Children in Grades 3-12 may participate in our Middle and Upper School program.

Our goal is to extend the North Tampa experience by providing our children with educational, social and recreational activities within a caring Christian environment. We are committed to offering a program that is a positive, safe and fun experience for our school family. Students have the opportunity to complete homework, study, read, participate in group activities, or continue their Project-Based learning endeavors. Students may wish to bring a book, art, craft, or activities that they enjoy which contribute to their overall development as well-rounded individuals. Additionally, North Tampa will provide children in the After-Care program with the opportunity to participate in developmentally appropriate interactive activities and meaningful play

experiences. Weather permitting, students will have access to supervised play on the playground.

### ***Before Care***

For the convenience of parents with early morning schedules, North Tampa offers Before Care starting at 6:30 a.m. *Please note that the campus will remain locked until 6:30 a.m.* At that time, the gate will be opened and cars will be allowed to enter. If you are dropping off a child in grades ECEC through Grade 2 prior to 7:45 a.m., please pull up to the parking spaces in front of the Early Childhood building, walk your child into the building, and sign in. If you are dropping off a child in grades 3-12 prior to 7:45 am, please pull up to the designated drop-off site and wait for a morning greeter to direct your child to the cafeteria.

Parents dropping off between the hours of 7:45 a.m. and 8 a.m. should follow the Drop Off and Pick Up policies which are published each year before the start of school.

All students attending the Before Care program are required to remain in the designated area under the supervision of assigned personnel until dismissed. Before Care ends at 7:45 a.m. at which time students will be sent to their learning communities to begin the day.

### ***After School Care***

To maintain our campus security, students may remain after the end of the academic day only under one of the following three conditions: 1. They are officially registered for music, sports, or other after-school activities; 2. They have arranged for academic help and will remain under the supervision of a faculty member who has given prior assent; 3. They are checked into our After-Care program. *If students are not registered for after school activities or have not made prior arrangements for academic help from a faculty member, parents are required to pick them up at dismissal time or check them into the After-School Care program. For the safety of all students, this applies to our entire campus, from Early Childhood through High School.* After Care begins 30 minutes after dismissal and ends at 6:00 p.m., Monday-Thursday and at 5:30 p.m. on Fridays. There is a late pick-up fee of \$1 per minute after 6:00 p.m. More detailed information about our Pick-Up and Safety Procedures will be published before school start-up and posted on our school communication site, *Schoology Enterprise*.

### ***Fees***

Before-Care and After-School Care are billed at \$5 per hour per child.

### **School Arrival and Dismissal**

School hours are 8:00 am through 3:15 Monday through Thursday and 8:00 am to 2:15 on Friday. Students may arrive between 7:30 and 7:55 am and are expected to leave the premises promptly after dismissal unless they are included in the before care or after care programs or school-related activities. All students on the premises after a school-related activity will automatically be placed in the after-care program until their ride arrives. The student's method of transportation and parties approved to pick up the child are to be

indicated during registration. Parents are to notify the principal or homeroom teacher of any changes. Specific details for school arrival and dismissal are provided at registration time and posted on *Schoology Enterprise*.

### **Early Student Pick Up**

Parents picking up students during school hours must report to the school office. Except in emergencies, students leaving school early should bring a parent's written note stating the reason for early departure and present it to the teacher before the school day begins.

### **School Visitation Procedure**

NCTA welcomes and encourages parents and other adults to visit our classrooms by appointment. Non-students may visit the school with prior teacher approval. All visitors must check in at the school office. Parents may attend their child's activities and observe progress throughout the year when arranged by appointment. Please allow teachers and students the first four weeks of school before visiting the classroom.

### **Student Vehicles/Bicycles**

Students riding bicycles or driving automobiles, scooters, or motorcycles to school are to register them with the school office. Students are not to be near or in student vehicles or on bicycles except for arrival or departure from school and must not leave the campus during school hours without faculty permission. In order to keep our campus safe, no one may borrow a bike or vehicle. Students may ride together only with the permission of the parents and the school office.

Students driving vehicles or riding bicycles to school are to:

- Drive or ride carefully at all times.
- Park vehicles only in assigned parking areas.
- Register their vehicle with the school office and show proof of insurance for vehicles
- Be responsible for the manner in which they represent the school on or near the school grounds.

Students riding bicycles or scooters must wear helmets at all times. North Tampa is not liable for any loss or damage to vehicles or bicycles not owned by the school. Our insurance policy strictly prohibits the use of skateboards of any kind on campus.

### **Hooks**

Students are asked to carry only minimal supplies, as we follow an open campus policy with hooks for backpacks in the common areas and covered walkways. North Tampa Administration reserves the right to open backpacks and inspect contents at any time.

### **School Uniform**

The North Tampa dress policy is designed to provide room for the individuality of the student while promoting a sense of connectedness, coherence and pride as a school campus. The school uniform helps our students maintain their identity as part of the North Tampa family and creates a non-distracting setting for their studies. All tops, including sweaters and fleece for cooler weather, must be purchased directly from the

uniform site and will be mailed to students' homes within 8-10 days. To order uniforms, go to: [www.uniforms.norhtampachristian.org](http://www.uniforms.norhtampachristian.org)

Bottoms should be purchased elsewhere, according to the following:

1. All students may wear pants or knee-length shorts in solid black, solid gray, or solid khaki of a cotton twill material. Leggings, jeans, tight-fitting pants, or short shorts are not permitted. *Please note that due to the active nature of our inquiry-based projects, we do not include dresses and skirts as part of our Dress Code.*
2. K-2 students may also wear skorts in the above colors.

**Shoes** are required at all times. Soft-sole, tied shoes are required for P.E. **For safety reasons, sandals, open-toed or open-backed shoes are not appropriate.**

**P.E. Attire** – North Tampa P.E. attire is optional for students in Grades K-6. However, students in Grades **7-12 are required** to change into the North Tampa P.E. shirt and bottoms that must be ordered from the uniform website.

### **Respect of Property**

Each student is expected to respect the property of the school, school staff, and other students. A student will be required to pay damages to school grounds, personal property of staff, and personal property of another student.

The school does not assume responsibility for personal belongings such as books, clothing, money or other personal property left by anyone on the school grounds or in the school buildings. Students are instructed to take responsibility for their property and not to leave personal possessions unattended. Clothing left unclaimed will be donated to charity twice each year during December and June.

## **Student Behavior**

### **Behavior Standards**

At North Tampa Christian Academy, our primary goal for prevention of all discipline problems is the development of good relationships with our students and the creation of classrooms that are need-fulfilling for students. Our Mission Statement provides the guiding rule for our entire school community. If we all think deeply, choose wisely, create beauty and solve problems for God's glory, we will live happier, more fulfilled lives adding joy and meaning to our world.

Thinking deeply and choosing wisely is a philosophy that we seek to instill in our students for life. In order to help our students learn to function in ways that are socially and emotionally healthy, we use Responsive Classroom in Grades K-6 and Developmental Designs in Grades 7-12. We emphasize the use of logical consequences and repair of harm caused. At North Tampa, students are led to understand that all choices are linked with consequences--both positive and negative. Our goal is not to coerce or manipulate behavior, through rewards and punishment, but to guide students to

becoming effective self-managers. A student who is distracting others may ultimately be asked to leave the classroom, but only until he is able to return and self-manage well. Serious misconduct or misdemeanors impact our entire campus and will affect a student's standing in regards to his or her enrollment status at North Tampa.

There are some practices that will not be permitted in order to keep our campus a safe and nurturing place for all students. North Tampa does not knowingly receive or retain students who persistently indulge in these practices. Offenses on any of the following fundamental points disrupt the harmony of the campus and will make the student subject to dismissal from school:

- Continual or willful disrespect, disobedience, or non-cooperation with administration, staff, or teachers.
- Disseminating ideas or displaying attitudes that undermine the philosophy, ideals, or objectives of North Tampa.
- Using profane language, indulging in lewd conduct or suggestions, or possessing or displaying obscene literature or pictures.
- Using language tactics or relational behaviors that by their nature are excessively intimidating, accusatory, cruel, or are emotionally abusive and disruptive to either the Christian atmosphere desired for this campus or the normal academic functions and co-curricular activities.
- Being dishonest, including theft, willful deception regarding violation of school regulations, cheating on examinations or class work or any phase of school or business.
- Using illegal substances, narcotics, tobacco, or alcoholic beverages in any form or having them in one's possession.
- Participating in gambling.
- Willful destruction of any school property or any vandalism.
- Possession of weapons of any type.
- Involvement in physical fighting or threats of violent behavior.
- Conspiring or participating in any act that injures, degrades, or disgraces North Tampa, a fellow student or faculty member.
- Failure to participate fully in the academic program of the school or habitual failure to do assignments and/or projects.
- Engaging in inappropriate behavior toward the opposite or same sex as defined in the following sexual harassment section.

## **Consequences**

### ***Student Suspension***

The North Tampa administration, in consultation with the faculty, may elect to suspend a student from the school who commits a serious, overt act that does not uphold our TrueNorth Core Values and puts the safety, well-being or positive spirit of the campus at risk. The suspension will be effective until the parents appear at the school to discuss the conditions for readmission. The suspension period will not ordinarily exceed three school days and the administration will notify the school board chair of the suspension.

### ***Student Expulsion***

Students who demonstrate any of the behaviors above are negatively impacting the entire campus and cannot remain at North Tampa. The school board is the final authority in the dismissal or expulsion of a student upon the recommendation of the administration.

### **Harassment**

North Tampa is committed to providing a school environment free from student harassment whether it be bullying, sexual, or racial. Incidents of harassment should be reported to administration and appropriate action will be taken.

### ***Bullying***

Three elements that may be present to qualify behavior as bullying and harassment are:

- The intention of the bully is to hurt or humiliate the victim.
- There is a difference in power between the bully and the victim, whether that power difference is height, weight, athletic ability, socioeconomic status, etc.
- The act of hurt and humiliation, on the part of the bully, is repeated.

### ***Sexual Harassment***

North Tampa values the right of all students to work and study in an environment free of sexual harassment. Such behavior demeans human dignity, erodes morals, and runs counter to the Christian mission and principles on which this school operates.

In addition to being in violation of North Tampa policy, sexual harassment constitutes illegal education discrimination under Federal and state statutes, and the 14th Amendment of the U.S. Constitution and Title IX of the Education Reform Act Amendment of 1972.

North Tampa will not tolerate acts of sexual harassment nor will it tolerate retaliatory behavior in response to a student's complaint of harassment. In like manner, false claims of sexual harassment will not be tolerated. Such actions will result in a timely review, and, if warranted, disciplinary action.

***Definition of Sexual Harassment:*** Any verbal or written behavior, physical touch or gesture, teasing, jesting, criticizing or belittling, regardless of intention, which is expressed against the wishes of the recipient.

This offense may involve:

- touching, grabbing
- sexual remarks, terms, suggestions, or requests
- pornographic pictures, stories, obscene gestures
- dirty or suggestive jokes
- offensive display of sexual objects
- staring, stalking
- embarrassing "practical" jokes or pranks that are sexual in intent or design
- unwanted flirting
- comments about the body

### ***Racial Harassment***

North Tampa also values the right of all students to work and study in an environment free of racial harassment. Such behavior demeans human dignity, erodes morals, and runs counter to the Christian mission and principles on which this school operates.

North Tampa will not tolerate acts of racial harassment nor will it tolerate retaliatory behavior in response to a student's complaint of harassment. In like manner, false claims of racial harassment will not be tolerated. Such actions will result in a timely review, and, if warranted, disciplinary action.

***Definition of Racial Harassment:*** Verbal, nonverbal, graphic, written, or physical conduct that belittles or shows hostility or aversion toward any student based upon race, which may interfere with a student's academic performance, or creates an intimidating, hostile, uncomfortable, or offensive school environment.

Racial harassment, as defined above, may include but is not limited to the following conduct which is based upon race:

- Epithets (name-calling) and slurs.
- Negative stereotyping.
- Threatening, intimidating, or hostile acts.
- Written or graphic material that shows hostility or aversion toward an individual or group.

### **Public Displays of Affection**

We discourage public displays of affection on the campus of North Tampa. If students show more public affection than is deemed appropriate for school, administration and the guidance counselor will meet with students to determine appropriate actions and next steps.

### **Inspection/Search Policy**

For the safety of everyone on our campus, North Tampa Christian Academy reserves the right to conduct inspection and searches of students' persons or of personal property. Searches may include, but are not limited to, students' clothing, purses, backpacks, parcels or bags, lunch boxes, personal vehicles, phones, laptops, tablets, other personal electronic devices, social media, and other personal property. A search of students and of their clothing will be conducted by a person of the same gender as the student being searched. For security purposes, a second school official will be present during any search or inspection. By attending North Tampa, students (and their parents/guardians) consent to inspections and searches. Students who refuse to cooperate with a search or inspection may be suspended or expelled in order to keep our campus safe. The Inspection/Search Policy applies to any North Tampa sponsored event, whether on- or off- campus, during or outside of regular school hours.



On occasion, North Tampa will conduct sweeps for drugs, alcohol, tobacco, or other illegal or prohibited items. Such sweeps may involve law enforcement and specially trained K-9 units.

### **Substance Abuse and Testing Policy**

North Tampa Christian Academy prohibits the use, possession, transfer, sale, purchase, or offer of illegal drugs, or alcohol or tobacco products (including electronic cigarettes) on North Tampa property or while participating in North Tampa-sponsored activities. For the purpose of this policy, North Tampa property includes all properties and buildings, including parking areas, grounds, North Tampa vehicles, and all on- and off-campus locations where students are participating in North Tampa-sponsored activities. Students who fail to comply with these requirements are subject to suspension or expulsion from school

Illegal drugs include all controlled substances prohibited by state or federal law, synthetic compounds designed to mimic the effect of controlled substances, prescription drugs used inconsistently with the prescription, and any substance used in a manner inconsistent with its labeling to “get high” or create a similar physiological or emotional response.

### ***Use of Non-Prescription Medication and Prescription Drugs***

The normal use of non-prescription medications and the legal use of prescription drugs, as ordered by a licensed physician, are not prohibited by North Tampa. However, students who bring such items onto North Tampa property are required to leave them in the nurse’s office where they must take the medications.

North Tampa may require students and their parents or guardians to provide proof of a current drug prescription.

### ***Testing Program Mandatory Drug Test for Students in Upper School***

North Tampa will conduct a mandatory drug test of students in our Upper School each academic year. Students will be chosen for their mandatory test through a random selection process. All students are subject to additional testing during the academic year as described below.

### ***Random Testing***

To assist in identifying students who need assistance overcoming substance use or addiction, and to give students an opportunity to make better choices, North Tampa will also conduct random testing throughout the academic year. Any student selected for random testing will remain in the student random “pool” for the remainder of the academic year. There is no maximum number of times a student may be randomly tested.

### ***Reasonable Suspicion Testing***

Testing of students for the current illegal use of drugs or alcoholic beverages may be conducted if there is reasonable suspicion that a student is using or has a reportable level of alcoholic beverages or drugs in his or her body or is impaired by drugs or under the

influence of alcohol. “Reasonable Suspicion” means a belief that a student is using or has used drugs or alcohol in violation of this Policy. Reasonable suspicion may be based upon, among other things, (1) observations while at North Tampa, such as drug or alcohol use or the physical symptoms or manifestations of being under the influence of alcohol and/or impaired by drugs; (2) abnormal conduct or erratic behavior on North Tampa property or a significant deterioration in performance and/or conduct that is not otherwise explainable; (3) a report regarding the use of drugs or alcohol that is provided by a (i) teacher, staff member, or administrator of North Tampa, or (ii) a reliable and credible source that has been corroborated by other sources or information or (4) information that a student has used, possessed, sold, solicited, or transferred illegal drugs or alcohol while on North Tampa property, or while participating in on- and off-campus North Tampa-sponsored activities.

### ***Follow-Up Testing***

Students who resume normal school attendance following a positive test for drugs or alcohol will be required to submit to follow-up testing, conducted at the discretion of North Tampa for a period of one year, in addition to other testing required by this policy. There is no maximum number of times a student may be tested. Such testing will be performed at the expense of the student or his/her parent(s) or guardian.

### ***Testing Methods Summary of Testing Procedures***

To ensure the accuracy and fairness of North Tampa’s testing program, all testing will be conducted utilizing recognized methodologies by a qualified laboratory and will include review by a Medical Review Officer (including the opportunity for students who test positive to provide a legitimate medical explanation, such as a physician’s prescription, for the positive result) and a documented chain of custody. The substances that will be tested are cocaine, marijuana, opiates (including heroin, codeine, morphine, oxycodone, hydrocodone and hydromorphone), methamphetamine, Ecstasy (MDMA), Eve (MDEA), phencyclidine (PCP), and alcoholic beverages. Testing for the presence of the metabolites of drugs will be conducted by the analysis of hair follicles or urine. Testing for the presence of alcohol will be conducted by analysis of breath and/or blood.

### ***Confidentiality and Dissemination of Results***

All students will be assigned a confidential number. All sample collections and results will be identified by the unique identification number of the student. No names will be recorded on the collection bag or the test results. Test results will be confidentially provided by the laboratory to the Medical Review Officer. Test results will be delivered to North Tampa Administration, or the School Nurse, and to the School Board Chair. North Tampa Administration and the School Board Chair will confer regarding the results, as needed. Following the completion of a test, the parent(s)/legal guardian(s) and student will be notified regarding the test results via email or telephone.

### ***Written Consent***

Prior to the beginning of the academic year, each student and his/her parent(s) or guardian must sign a consent form authorizing the taking and testing of samples for mandatory, random, reasonable suspicion and follow up testing outlined in this policy

during the academic year. Failure or refusal to sign the academic year consent form or submit to testing upon the request of North Tampa will result in the withdrawal or dismissal of the student. The written consent of the parent(s)/guardian(s) will be required for minor students. Any student who tests positive will be re-tested under this policy within approximately 90 days after the student resumes normal school attendance and, tested periodically thereafter for one year (follow-up testing), at times selected in the discretion of North Tampa. Such testing will be performed at the expense of the student or his/her parent(s).

A second positive test at any time during the student's enrollment at North Tampa (during the same academic year or a subsequent academic year) will result in the student being asked to withdraw from North Tampa. If the parent(s), legal guardian(s), or student refuses to withdraw, a recommendation to North Tampa Board of Trustees will be made to expel the student. The student may re-apply at a later date when proof of successful treatment and a negative drug test is provided.

### ***No Liability***

Although all students at North Tampa are subject to testing under this Policy, North Tampa expressly disclaims any legal duty to test any student. By signing the "Student Drug and Alcohol Testing Authorization and Release" form, each student and his/her parent(s)/legal guardian(s) expressly waives any claims they may have against North Tampa related to the drug testing of the student, or the failure to provide such testing. The student and his/her parent(s)/legal guardian(s) further waive any claims they may have against North Tampa for administrative decisions and actions taken following a violation of this policy.

### ***Parental/Guardian and Guest Responsibility***

For the welfare of our students and the staff, as well as to promote a drug-free environment, the entire North Tampa community, including parents and guests, should not be in possession or under the influence of alcohol or illicit drugs during any activity on the North Tampa campus or at any North Tampa-sponsored event held at another location.

### **Suggestions and Constructive Feedback**

We view parents and students as partners in education. North Tampa staff is open to ideas that will help us improve North Tampa. All suggestions and feedback should be of a positive, constructive nature in accordance with the True North values of the school. Parents are always welcome to call the school to schedule an appointment to speak with a teacher or member of the administration. Staff members are open to the opinions of students who would like to contribute in a positive way. Students may approach appropriate staff members directly and offer suggestions. If the suggestion cannot be dealt with at that level, the staff member will relay the suggestion to school administration. Students and parents are welcome to submit a suggestion in writing to school administration, and their suggestions will be given proper consideration.

### **Grievance Procedure**

In the case of a grievance regarding school business, please adhere to the following procedure.

1. In the case of a concern, question or complaint about a specific classroom or school situation, speak directly to the teacher or staff member involved.
2. If dissatisfied with the outcome of the first step, speak with the school administration. A parent-teacher-administrator conference may be arranged by school administration to discuss the issue more fully to help arrive at a feasible and fair resolution to the problem.
3. If dissatisfied with the outcome of step 2, a parent or guardian may request a direct appeal to the School Board.

### **Student Conflict Resolution**

North Tampa operates under the principle of non-violence for resolution of all conflicts. All disputes and conflicts between students should be resolved by verbal negotiations in an atmosphere of trust and good will. Students are encouraged to utilize a teacher administrator or the guidance counselor as a negotiator/facilitator in the communication process.

## **TECHNOLOGY**

### **Technology Acceptable Use Policy**

Students who are provided with access to computer resources and to the communication network of North Tampa Christian Academy assume responsibility for using the technology appropriately and in compliance with the following policies and procedures. This policy applies to all information resources and electronic devices used on the campus, whether individually controlled or shared, stand-alone, or networked, and whether owned by the school or the student and/or parent. North Tampa expects students to be careful, honest, responsible, and civil in the use of computers and networks and all other electronic devices.

### **Personal Electronic Devices**

North Tampa provides all electronic devices needed by students to complete their academic work on campus. Students are not to bring additional devices to school. In order to maintain safety, consistency, and a spirit of student connectedness on campus, we do not allow cell phones to be used by students during the day. Secure storage for students' cell phones is available in the school office if students wish to keep the phone in a secure area.

North Tampa recognizes that, at times, administrators and/or teachers may authorize the use of some devices for school-related purposes. If such permission is granted, the student will abide by all rules and procedures of this policy. If a student uses a non-school owned personal electronic device of any kind on campus without the express permission of a teacher or administrator, it will be given to school administration, who will return it only to the student's parent or guardian.

## **Use of Computer Resources**

The use of North Tampa computers and computer resources and the use of the internet link through the North Tampa technology, including email, is the use of North Tampa property. North Tampa computers and computer resources can only be used in compliance with North Tampa policy and procedures. The use of North Tampa computer resources, including email, should be primarily for purposes related to North Tampa's mission of education, research, and public service. Students should use the North Tampa computer resources for purposes related to their studies, their instruction, and other North Tampa-sanctioned activities. Students will abide by the general rules of network etiquette as instructed by this policy or by any teacher or administrator. All North Tampa computers, data, technology, and other computer resources are the property of North Tampa. North Tampa reserves the right to log into, intercept, retrieve from data archives, and/or read the entire content of any electronic message, document, telephonic, telefax or voice mail communication transmitted to/from or stored in any North Tampa computer to the maximum extent permitted by law, including communications and computer data that have been deleted by users.

## **Electronic Communication**

Electronic correspondence on the North Tampa network or during school hours on a personal network is to be used for educational and administrative purposes only. The content of electronic messages, documents, and/or images must conform to North Tampa ethical and educational standards. Language used in messages must be appropriate. The use of profanity, vulgarity, ethnic or racial slurs, and any other inflammatory language in any communication is prohibited. Messages must not misrepresent the identity of the sender and should not be sent as chain letters or broadcast indiscriminately to large numbers of individuals. Electronic mail transmissions and other use of the electronic communications system by students during school hours are not private and may be monitored at any time by designated North Tampa staff to ensure appropriate use.

If a student receives any inappropriate or offensive electronic communication(s), the student shall refrain from forwarding the communication(s) to others and notify his or her teacher and/or administrator immediately regarding the communication.

In addition, any electronic communication sent by or to a North Tampa student, teacher and/or administrator which is contrary to North Tampa's ethical and educational standards is strictly prohibited, regardless of whether the communication is sent on a North Tampa-owned or privately-owned device. If an inappropriate communication is sent or received by a North Tampa student, teacher and /or administrator which is contrary to the North Tampa's ethical and educational standards, including, but not limited to, any communication(s) which includes the use of profanity, vulgarity, ethnic or racial slurs, derogatory epithets, innuendo, sexual, threatening or abusive language, or and any other inflammatory language, North Tampa shall have the right to inspect any electronic device and the entire contents of the device, no matter if the device is on or off school property.

## **Security and Confidentiality**

North Tampa shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes, including ensuring the appropriate and proper use of those resources. However, North Tampa does not guarantee the security, accuracy, quality, or confidentiality of data accessed, prepared, stored, transmitted, or otherwise developed through North Tampa's computers. North Tampa will not be responsible for any damages suffered as a result of an individual's use of the North Tampa's computer system, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by North Tampa's negligence or any errors or omissions.

Information prepared, stored, transmitted, or otherwise developed through the use of North Tampa computers, including email transmissions, shall not be considered private. North Tampa may approve access to individual files or activity logs at any time. In addition, students' computer files may not be kept confidential from parents or legal guardians.

## **User Responsibilities**

1. Each individual assumes personal responsibility for the use of his or her computer user account, and is responsible for maintaining the security of his or her user account. A user is prohibited from disclosing his or her computer use password to anyone else and from otherwise making North Tampa's computer or network resources available to unauthorized individuals, including family and friends. An individual's possession or collection of passwords, personal identification numbers (PINs), private digital certificates, or other secure identification information belonging to another user is prohibited. Unauthorized use of the user account of others is prohibited.
2. Students shall not deliberately use the computer to annoy or harass others with unacceptable language, images, or threats. Students shall not deliberately access any unacceptable, obscene, or objectionable information, Internet sites, language, or images. If such information is accessed accidentally, students must notify a North Tampa staff member immediately. However, North Tampa, cannot completely protect students from accessing inappropriate materials and specifically denies any responsibility for a student accessing any inappropriate, offensive, illegal, or obscene sites.
3. Use of the internet should be for academic purposes as directed by a teacher and/or administrator. Students shall not reveal personal information over the internet about themselves or anyone else without prior authorization from a North Tampa staff member. Students shall not arrange a meeting with anyone met online. Students shall not enter any internet chat rooms, unless authorized by a North Tampa staff member for supervised educational purposes. Any inappropriate use of the internet should be reported to a North Tampa staff member.
4. Transmission of any material in violation of federal or state regulation is prohibited. Students shall not violate copyright laws or plagiarize the work of another. North Tampa shall not be liable for users' inappropriate use of electronic communication

resources, violations of copyright restrictions or other laws, users' mistakes or negligence, or costs incurred by users.

5. Use of any North Tampa computer or network for commercial or political purposes, without explicit authorization, is a violation of these terms and conditions of use.
6. Users are prohibited from installing, storing, or using unlicensed or illegal copies of software on North Tampa computers. Transmission of such software over North Tampa's network is prohibited. Only a North Tampa teacher and/or administrator are authorized to install or uninstall software on the North Tampa's computers.
7. Users may use only the computing resources for which they are authorized and only for the purposes specified when their user accounts were issued or when permission to use the computing resources was granted.
8. The introduction of data or programs which in some way endangers computing resources or the information of other users (e.g., a computer worm, virus, or other destructive program), or which infringes upon the rights of other North Tampa computer users (e.g., inappropriate, obscene, pornographic, bigoted, or abusive materials) is prohibited.
9. Recognizing that computers and networks are limited resources, users must use them efficiently.
10. Students may not attempt to circumvent security systems or to exploit or probe for security holes in any North Tampa network or system, nor may individuals attempt any such activity against other systems accessed through North Tampa's computers. Execution or compilation of programs designed to breach system security is prohibited unless authorized in advance.
11. Students shall not encrypt any electronic communications.
12. The printing facilities of the North Tampa network should be used sparingly. Unnecessary printing is a drain of the capacity of the networks, adds expense, and shortens the life of the equipment. By developing on-screen, proofreading skills and practicing efficient use, users must conserve printing resources and help the system run more efficiently.
13. Vandalism will result in cancellation of system privileges and other disciplinary measures in compliance with North Tampa policy. Vandalism includes any malicious attempt to access, copy, use, harm or destroy data of another user, of the system, or of any of the agencies or other networks that are connected to the Internet, and as the intentional damaging or destruction of North Tampa-owned hardware or software on North Tampa's system.
14. All hardware, software, peripheral equipment, store text, data files, cabling, programs, document sites, or information obtained on a North Tampa computer are the property of North Tampa.
15. Access to North Tampa's electronic computer system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of these guidelines.
16. These procedures, guidelines, and/or policies are subject to modification at any time.

### **Consequences of Violation of User Responsibilities**

Any use of North Tampa's computer resources which violates North Tampa's policies and procedures involving the use of computers and networks will result in North Tampa removing data and programs that are found to be inappropriate, terminating the computer

privileges of the violating user, and other consequences under North Tampa's policies. North Tampa personnel will determine when a policy or procedure has been violated and their decision is final.

In addition to violation of North Tampa's policy, certain computer misconduct may be prohibited under state and/or federal law and may, therefore, be subject to criminal penalties. Such misconduct includes knowingly gaining unauthorized access to a computer system, gaining access to data stored or maintained by a computer without the effective consent, causing a computer to malfunction, or interrupting the operation of a computer without the effective consent of the owner. Violators of such misconduct will be reported to appropriate criminal authorities.



## Directories

ADMINISTRATION
<p><b>Orton Varona, B.S.</b> President orton.varona@northtampachristian.org</p>
<p><b>Sandra Doran, Ed.D.</b> Head of School sandy.doran@northtampachristian.org</p>
<p><b>Stephen Herr, M.A.</b> Principal stephen.herr@northtampachristian.org</p>

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<p><b>Janette Miller</b> Registrar janette.miller@northtampachristian.org</p>	<p><b>Marggie Pittman</b> Administrative Assistant; Digital Library Services marggie.pittman@northtampachristian.org</p>
<p><b>Chris Sauder, B.S.</b> After School Enrichment Coordinator chris.sauder@northtampachristian.org</p>	<p><b>Merili Wyatte, M.S.</b> Vice-Principal merili.wyatte@northtampachristian.org</p>

## SCHOOL BOARD

**Florida Conference Appointed Members:**

1. Allan Machado – Chairman
2. Brad Cassell
3. Murray Cooper
4. Sandra Doran
5. Elisa Rahming
6. Frank Runnels
7. Homero Salazar
8. Mark Schiefer
9. Vacant

**Florida Hospital Appointed Members:**

1. Orton Varona – Vice-Chairman
2. Brian Adams
3. Denise Bales-Chubb
4. Dima Didenko
5. Belinda Grant
6. Bill Heinrich
7. Jason Newmyer
8. Mike Schultz
9. Vacant

**Permanent Invitees:**

1. Lynn Barr – Business Manager
2. Keith Hallam – Southern Union Associate Director of Education
3. Stephen Herr – Principal
4. Garla Johnson - ECEC Board Chair
5. Dawn McLendon - Director of Marketing

## BOARD COMMITTEES

**Executive Committee**

1. Allan Machado - Chairman
2. Brian Adams
3. Elisa Rahming
4. Frank Runnels
5. Mike Schultz
6. Orton Varona

**Finance Committee**

1. Bill Heinrich - Chairman
2. Dima Didenko
3. Allan Machado
4. Elisa Rahming
5. Frank Runnels
6. Orton Varona