



NORTH TAMPA
CHRISTIAN ACADEMY

Student Handbook

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Please note: This handbook is regularly updated to reflect best practices and North Tampa Christian Academy board-approved policies. The current version can always be found on our website.

North Tampa Christian Academy will herein be referred to as NTCA in this handbook.

For more information about NTCA or North Tampa Christian Explorers, our innovative Early Childhood Education program, please visit our website, www.NorthTampaChristian.org.

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WHO WE ARE

Mission Statement

Leadership through Christian Innovation

Philosophy

At NTCA, 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 grounds all school rules and policies in a moral and reasonable grace-oriented philosophy.

NTCA 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 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

- 1) **Imagine:** Promote creativity, wonder, and beauty to God's glory.
 - Colossians 3:2 says, "Set your minds on things above, not on earthly things."
- 2) **Respect:** Include and encourage each other as we embrace diversity for the greater good.
 - Matthew 7:12 says, "So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets."
- 3) **Inquire:** Foster curiosity and a persistence to learn that drives academic excellence.
 - Matthew 7:7-8 says, "Ask and it will be given to you; seek and you will find; knock and the door will be opened to you."
- 4) **Achieve:** Pursue knowledge to attain the optimal outcomes for every learner.
 - Philippians 4:13 says, "I can do all this through Him who gives me strength."
- 5) **Innovate:** Create and transform ideas while inventing methods to improve the community.
 - Romans 12:2 says, "Do not conform to the pattern of this world. But, be transformed by the renewing of your mind."
- 6) **Serve:** Cultivate minds and hearts for service as students place others' needs before their own.
 - 1 Peter 4:10 says, "Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms."
- 7) **Inspire:** Invigorate the passion to achieve success and ignite the hope to persevere.
 - Ezra 10:4 says, "Rise up; this matter is in your hands. We will support you, so take courage and do it."

History

In 2012, the Florida Conference of Seventh-day Adventists in concert with Adventist Health System and Florida Hospital (now Advent Health) 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 NTCA area on County Line Road just south of the Florida Hospital (now Advent Health) 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, Lead Principal; Mr. Kevin Cameron, High School Principal; Mrs. Merili Wyatte, Vice-Principal; and Luz Gutierrez, Early Childhood Program Coordinator.

Accreditation

NTCA is owned and operated by the Florida Conference of Seventh-day Adventists and is fully accredited by the Middle States Association of Colleges and Schools, Adventist Accrediting Association, and the National Council for Private School Accreditation (NCPA).

ADMISSIONS

Admission Eligibility

NTCA 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, and who will benefit from the educational opportunities offered by the school. All student admissions are subject to approval of the Admissions Committee and accepted by School Administration. All new students are accepted on a 90-day probationary period.

NTCA may accept students with mild to moderate special needs in consultation with our Guidance Counselor and Special Needs Coordinator. 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.

NTCA may deny admission to any student who has been expelled or suspended within the previous year of applying.

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

Admission Procedures

We invite parents and students to visit our website at www.norhtampachristian.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 at <https://northtampachristian.myschoolapp.com/app#login/apply>
2. Submit the Application Fee (\$100.00)
3. Complete the Records Release Form
4. Submit the Child's Required Writing Sample as directed.
5. Schedule Screening / Evaluation testing for the child, if required.

The Admissions Committee will then review the complete student admission file, and determination letters will be sent to families. An acceptance response from the family with a non-refundable \$750 registration fee for the year must be received within 10 days of acceptance in order for students to be assured a seat at NTCA.

In the case of denial of admission, families may appeal the determination to the Admissions Committee for final decision.

Enrollment

In order to be fully enrolled, students must be officially accepted, and families must sign a financial contract and set up a payment plan with the payment service provider. When a student enrolls at NTCA, 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 adheres to its mission. 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 NTCA have entered into a contractual agreement with the school and are expected to support the school philosophy and live up to their financial commitment. Families who do not uphold the policies and expectations of the school may be asked to withdraw. School records will not be released until all obligations have been met.

Non-Discrimination Statement

Florida Conference Seventh-day Adventist schools admit students of any race, color, ethnicity, national origin, gender, and sexual orientation. Our schools do not discriminate on the basis of any of the aforementioned categories in decisions for admission, discipline, or application of education policies. We promote a sharp focus on learning and caring while requiring all students to adhere to behavioral expectations set out in a strict code of conduct supported by the Biblical beliefs of the Seventh-day Adventist Church.

ACADEMICS

Academic Approach

As an innovative Project-Based Learning School, NTCA offers students unique opportunities to create relevant projects that will lead to recognition beyond our campus. 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.

The academic program is delivered through the Titan Teacher Network. It is a teacher-centric experience on campus which is also made accessible live online or via recorded teaching sessions available “on demand”. This includes classroom teachers on campus, classroom teachers off-campus, teacher aides, building communication coordinators, and technical support staff. It is an immersive on-campus experience that encourages innovation through project-based learning and an engaging thematic structure. Parents always have the freedom to flex from the on-campus experience to accessing instruction through the Titan Teacher Network to ensure excellent education every day.

Within the innovative, project-based learning academy methodology, NTCA uses mastery-based grading. MBG pushes students to focus on skill development and to demonstrate evidence of mastery.

Academic Integrity

North Tampa Christian Academy’s staff and students are expected to demonstrate high standards of academic integrity. Academic integrity is defined as respect for the others ideas and work through proper acknowledgment and referencing. No cheating of any type on schoolwork, tests or quizzes will be tolerated. Academic dishonesty/cheating may include any of the following and may be applied to work in any medium (i.e. written or audio text, film production, photographs, published images, other artist’s work, electronic devices, computer programs, etc.).

- Inappropriate/inadequate acknowledgment-material copied word for word, which is acknowledged as paraphrased but should have been in quotation marks, or material paraphrased without appropriate acknowledgment of its source.
- Verbatim copying-Material copied word for word or exactly duplicated without any acknowledgment of the source.
- Collusion-Material copied from another student’s assignment, course work or exam with his/her knowledge.
- Stealing-Material copied from another student’s assignment, course work or exam without his/her knowledge.
- Ghost writing-Assignment written or purchased by a third party and represented by a student as his/her own work.
- Consequences-Teachers will follow established classroom policy for dishonesty as listed below:

1st Offense: Zero/no credit on assignment. Written documentation recorded on student’s conduct report. Notification to parents/guardians.

corresponding course. It is up to the NTCA student to communicate with the college they are applying to verify the acceptance of college credit for AP exams passed.

Blackbaud

NTCA uses Blackbaud as the primary learning management system for managing classes, creating and assessing assignments, tracking grades and progress toward mastery, messaging students and families, and sharing news. It is also used as our student information system to manage family and student demographic information, student attendance and final grades, and behavior documentation. Parents and students will be expected to use it for school-related communications related to academics and day-to-day operations and concerns. Blackbaud may be accessed online at <https://northtampachristian.myschoolapp.com>.

Bright Futures Scholarship Eligibility

Students that are seeking to receive scholarship from the Florida Bright Futures Scholarship program must apply for the scholarship by August 31 after high school graduation. The student must submit the Florida Financial Aid (FFAA) by the August 31 deadline, although all eligibility requirements must be met by high school graduation. Scores for the ACT/SAT/P.E.R.T tests taken through June 30 are accepted for evaluation purposes.

General Requirements

- Be a Florida resident and a U.S. citizen or eligible noncitizen, as determined by the student's post-secondary institution.
- Complete the FFAA no later than August 31 after high school graduation.
- Earn a standard Florida high school diploma, or its equivalent from a Florida public high school or a registered Florida Department of Education private high school; or complete a home education program.
- Not have been found guilty of, or pled nolo contendere to, a felony charge, unless the student has been granted clemency by the Governor and Cabinet sitting as the Executive Office of Clemency.
- Be accepted by, and enroll in a degree or certificate program at, an eligible Florida public or independent postsecondary institution.
- Be enrolled for at least six non-remedial semester credits (or the equivalent in quarter or clock hours) per term.

Please find specific information, application links, renewal information about the Bright Futures Scholarships and access to the Bright Futures Student Handbook at www.floridastudentfinancialaidsg.org

Florida high school students who wish to apply for the Florida Academics Scholars (FAS) or the Florida Medallion Scholars (FMS) award must meet the following initial eligibility requirements:

- Graduate high school from a Florida public high school with a standard Florida high school diploma, graduate from a registered Florida Department of Education private high school, earn a GED, complete a home education program, or graduate from a non-Florida high school
- Complete the required high school coursework
- Achieve the required minimum high school grade point average (GPA)
- Achieve the required minimum score on either the ACT or SAT
- Complete the required number of service hours.

Type	16 High School Course Credits	High School Weighted Bright Futures GPA	College Entrance Exams Scores	Service Hours
FAS	4 credits: English, Math (<i>at or above Algebra 1 level</i>)	3.50	ACT: 29 SAT: 1330	100 hours
FMS	3 credits: Natural Science (<i>2 include labs</i>) & Social Science 2 credits: World Language (<i>sequential, in same language</i>)	3.00	ACT: 25 SAT: 1210	75 hours

Class Load

Six to nine credits per school year are considered a normal load for students in grades 9-12. Students in grade 12 are required to carry a minimum class load of four units to be considered a full-time student and to be eligible for graduation.

If a student enrolls in the minimum of six credits per high school year, the minimum of 24 credits will be achieved during high school which is the State of Florida minimum requirements.

Community Service Hours

Beginning with the 2019-2020 academic year, students in grades 9-12 are required to obtain a minimum of 25 hours of community service for every year of upper school attendance at NTCA.

- The class of 2023 and all other classes following will need a minimum of 100 hours of service to be eligible for graduation.

The Community Service documentation form may be picked up at the school office or Registrar's office.

If students are applying for the State of Florida's Bright Futures Academic Scholars (FAS) or the Florida Medallion Scholars (FMS) scholarships please ensure that the type of community service that is completed and documented follows the guidelines of the Florida Statutes and the State Board of Education Rule. The eligibility requirements are subject to change with each legislative session and it is the student's responsibility to make sure they meet the given requirements.

The 2019-2020 **Bright Futures Student Handbook** states:

"Students must complete service hours during high school and by high school graduation. Service hours may include, but are not limited to, a business or governmental internship, work for a non-profit community service organization, or activities on behalf of a candidate for public office. Except for credit earned through service-learning courses, the student may not receive remuneration or academic credit for the service work performed. The hours must be documented in writing, and signed by the student, the student's parent or guardian, and a representative of the organization.

Each district school board and the administrators of a nonpublic school must establish approved activities and the process for documentation of service hours. The student must identify a social or civic issue or professional area, develop a plan for personal

involvement in addressing the issue or learning about the area, and through papers or other presentations, evaluate and reflect upon the experience.”

Credit By Examination Policy

NTCA will allow high school students to receive credit by examination for a course under the following conditions:

NTCA will only allow credit by examination for students under the following conditions:

1. The course cannot be taken during their attendance at NTCA.
2. The course is not offered or available through Florida Virtual School during their attendance at NTCA.
3. The exam covers the NTCA curriculum standards and essential skills. The exam is approved by school administration and covers the NTCA curriculum standards and essential skills.
4. The student must receive permission from administration prior to taking an exam. A student must obtain at least an 80% on the exam to receive credit for a class.
5. NTCA will allow a student to take a credit by examination for a course if the class does not fit a student's schedule or is not available through Florida Virtual School.

Grades for exams will be recorded as pass/fail with no GPA impact unless the student has taken the course from an accredited homeschool agency, in which case the student may receive a letter grade with GPA impact.

Dropping or Adding a Class

A student in grades 9-12 may make changes in his/her class schedule upon consultation with the Registrar, Upper School Principal, and possibly with the teachers involved. Class changes will not be accepted after the second week of the semester.

The process to add or drop a class is as follows:

- A student must receive an Add/Drop form to be signed by the student, and parents/guardians must sign the form
- The teacher from both the class to be dropped and the class added must sign the form
- The Upper School Principal must sign the Add/Drop Form
- The Add/Drop Form must be submitted to the Registrar's Office with all necessary signatures before the registration is complete. Students must have submitted a completed Add/Drop form and receive notification from the Registrar's before the student may cease attendance to a dropped class and/or before the student may attend an added class.
- Students may not drop required courses needed for graduation.
- The student must make up any and all assignments given to the class for that term when adding a class after the first day of school.

Grade Change – Transcript Revision Policy

Grades submitted by a teacher at the end of the term are final and are not subject to change based on the revision of judgement due to additional assignments or assessments being submitted by the student after the end of the term. Grades may be changed if:

- 1) an error was made in the grading or a grade was entered wrong
- 2) an Incomplete or "I" grade needs to be finalized

The Teacher of Record is responsible for the request of a grade change on a report card or transcript by notifying the Academic Principal or Registrar of the error in writing and providing the new letter grade and the reason for the change in grade. The Principal of Academics will alert the Head of School and the academic decision will be made to accept the change in grade.

Incomplete Classes

A student may receive an incomplete (I) in a subject because of a legitimate reason, such as an extended illness, extended excused absences a student incurs, or at a teacher's discretion due to missed assignments or unit of study. A high school student needs to submit enough work to determine mastery of the essential skills taught during that semester term.

If a student has not been able to turn in sufficient work to merit a grade by the end of the term, the report card will be marked with an "I". The Teacher of Record and the student will write up a contract describing the work that needs to be submitted within two weeks of the end of term. The contract will be submitted to the Principal of Academics after the teacher, parent, and student have signed and are in agreement of the requirements.

The student will need to submit proof of mastery which may include written assignments, assessments, or projects. This work must be completed by the end of the second week after that term ends. If the work is not completed with this time limit, the "incomplete" automatically becomes an F.

Changing an Incomplete Grade

An Incomplete or letter grade of an "I" is a temporary grade and will not be written on the official transcript. If a student submits the work to change the Incomplete grade in a class, the transcript will show the new grade. At the end of the 2nd week following a semester term, the report card will be re-printed showing the updated grade. If a student chooses not to submit work to show mastery and understanding of the concepts or essential skills that were delinquent, the term grade will be marked as an F.

Dual Enrollment/Credit

NTCA strives to provide accelerated opportunities for qualified students. One such way we provide these opportunities is through our Dual-Enrollment/Credit program. NTCA has articulation agreements with 3 local institutions in the greater Tampa area: Hillsborough Community College, Pasco Hernando State College, and University of South Florida. NTCA also has an articulation agreement with Advent Health University through the 2023-2024 academic year for courses to be taught on our campus and by appropriately certified teachers.

Dual enrollment is an acceleration program that allows secondary students to take postsecondary coursework and simultaneously earn credit toward a high school diploma, as well as earn undergraduate credits at a public or private postsecondary institution.

Dual-Enrollment courses are open to any students in grades 9-12. A consultation with the Academic Principal is suggested to determine the academic pathway and advantages of pursuing dual enrollment credits.

Students must have a cumulative GPA of 3.0 or higher to take classes from Hillsborough Community College or Pasco-Hernando State College (Porter Campus) and 3.5 or higher to take courses from Advent Health University and University of South Florida.

Eligible students are able to take up to 12 dual-enrollment college credit hours (4 high school credits) per school year.

The 3-credit hour semester long postsecondary courses will be equivalent to one semester of high school credit.

All dual-enrollment/credit courses are weighted with a +1.0 weight on the NTCA transcript. For example; an A in a regular class would be the equivalent of a 4.0 GPA. For a dual-enrollment course an A would be the equivalent of a 5.0 GPA.

Students are able to take dual-enrollment courses in the following subject areas:

- Religion
- English/Literature
- Mathematics
- Science
- History/Government/Economics

Families can petition for students to take courses outside of the aforementioned subject areas. If accepted, the credit will be inputted as an elective on the student's high school transcript. Families can also petition for students' classes towards a Professional Industry Certificate.

Prerequisites:

- Freshman Composition I & II: Must have taken 6 semesters of high school English.
- Bible: Be a 12th grader & have taken a Bible class each semester enrolled at NTCA. Students must be enrolled in a Bible course each semester of enrollment at NTCA.

Families can petition to administration for an exemption of the closed campus policy. Taking dual enrollment courses off-campus after school hours is allowed.

Administration reserves the right to deny participation based on disciplinary reasons or otherwise.

If students do not, upon high school graduation, attend the same college or university where they earned the dual enrollment credit, the application of transfer credit to general education, prerequisite and degree programs may vary at the receiving institution if the course is not offered by the receiving institution. In addition, students who attend an out-of-state college should check with their intended institution to inquire whether dual enrollment credit will be accepted in transfer. Transfer policies for postsecondary courses taken through dual enrollment are consistent with those for students who take postsecondary coursework as a regularly admitted postsecondary student.

According to Board of Governors Regulation 6.002, first-time-in-college freshman are defined as students who have earned a standard high school diploma from a Florida public or regionally accredited high school, or its equivalent, and who have earned fewer than twelve (12) semester hours of transferable college credit after receiving a standard high school diploma or its equivalent. High school students who also graduate with an associate in arts degree at high school graduation move into upper division coursework (assuming completion of the proper prerequisites). Those students, however, may be eligible for "freshman" scholarships, depending upon the university. Students on this track should contact their prospective university regarding specific benefits.

The Bright Futures Course Table (formerly Comprehensive Course Table [CCT]) (BFCT); https://www.osfaffelp.org/bfiehs/fnbpcm02_CCTMain.aspx, lists courses considered for the Bright Futures scholarship. Dual enrollment courses are found by scrolling to the bottom of each subject area course list. For each course, the BFCT displays the number of credits applied for

scholarship purposes, its application to the different scholarship levels and if the course is identified as “core” by the State University System for admissions purposes. Courses offered through dual enrollment that are not listed on the BFCT should be referred to the Office of Articulation in the Florida Department of Education for action.

Field Experiences

To help students become engaged citizens, teachers plan field experiences each year to connect students with the greater 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 NTCA standards and policies.

Grade Level Designation for Upper School Students

A student must have earned a minimum number of credits in order to move onto the next grade level. To complete high school in four years, the student must enroll in a minimum of six classes each semester. The typical plan for a student is to finish high school within four years.

- Freshmen: Students who have completed the 8th grade.
- Sophomores: Students who have completed one year of high school with a minimum of 6 credits
- Juniors: Students who have completed two years of high school with a minimum of 12 credits
- Seniors: Students who have completed three years of high school with a minimum of 18 credits and can schedule the courses required for graduation

Graduating with Honors

NTCA places high value on the students who demonstrate excellence and high effort in the pursuit of meaningful academic goals. We want all students that have consistently demonstrated high academic standards to be recognized. At graduation, students who meet the requirements will be recognized with either honors, high honors, or highest honors designation. Honor status will be determined following with end of the first semester of the senior year.

- Students with a cumulative weighted GPA of 3.50 - 3.74 will be graduated with honors (silver cords).
- Students with a cumulative weighted GPA of 3.75 - 3.99 will be graduated with high honors (gold cords).
- Students with a cumulative weighted GPA of 4.00+ will be graduated with highest honors (red cords).

Graduation Dress and Decorum

Graduation ceremonies are a school-sponsored event where students are celebrated for their academic achievements.

Graduates will wear the appropriate academic regalia. Males will wear under the regalia a collared white dress shirt, full length dress pants (no blue jeans), dark socks, and black, brown or dark dress shoes. Females will wear a dress or full-length dress slacks with dark dress shoes. All graduates will wear the gown zipped up with the tassel on the right. Caps are to be worn at all times during the program(s) except during prayer. Writing on caps and gowns is not permitted and extra attachments are not to be added.

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:

- a) Successfully complete all course requirements (See table below).
- b) Be in full-time attendance (minimum of four classes/courses) per semester for senior year. Any exceptions must be approved by the Administrative Committee.
- c) Complete 1 credit of religion for each year in attendance at an SDA secondary school
- d) Complete 4 credits of mathematics during their high school years (grades 9-12) even if the student took Algebra 1 during 8th grade year
- e) Complete 25 hours of community service for each year enrolled at NTCA Christian Academy
- f) Students wishing to complete College Calculus, AP Calculus, or Statistics as the senior mathematics class must have already completed 4 mathematics credits.
- g) Settle all financial obligations with NTCA before end of senior year.

Types of High School Diplomas

1. *Standard diploma*: Successfully complete the Florida State Requirement with 24 credits. (See table below.) This study track represents the minimum graduation requirements for the State of Florida and the North American Division of Seventh-day Adventists.
2. *College-preparatory diploma*: Successfully complete 26 credits, including the Modern Language requirement. This study track is recommended for students who are considering studying at competitive state or private college/universities. The minimum recommended GPA is 2.5 or higher.

Description	Standard Diploma	College Prep Diploma
TOTAL CREDITS:	24 credits	26 credits
English	4 credits	4 credits
Social Studies	3 credits	4 credits
Mathematics (Alg 1 & Geom required)	4 credits	4 credits
Science	3 credits	4 credits
Fine & Performing Arts, Speech/Debate	1 credit	1 credit
Modern Language	Not required	2 credits (of same language required)
Physical Education/Health (1 credit of PE & 0.5 credit of Health)	1.5 credits	1.5 credits
Religion (1 credit per year in attendance at NTCA)	4 credits	4 credits
Computer Technology	0.5 credit	1.0 credit
Electives	2 credits	0.5 credit
Community Service	25 hrs per year	25 hrs per year

Homeschool Credits

Students coming from a Home School program should be prepared to show an official grade report or official transcript from an accredited Home School program or a portfolio of course work including standardized achievement test scores, report cards, evidence of teacher lesson plans, list of textbooks used, correspondence courses, etc. Grades from an accredited homeschool agency may be applied to the student's transcript with GPA impact upon approval of administration.

NTCA reserves the right to administer placement testing or assessments to determine a student's knowledge and may reduce the amount of accepted credit. Grades from unaccredited home school agencies may be recorded as passing with no letter grade applied. If parents or students wish to receive letter grades for unaccredited homeschool classes, they may request permission from administration to retake the class or take credit by examination. If the student or parent in grades 9-12 wishes to have the grade calculated in the GPA, they can request Credit by Examination (CBE) for each course.

Homeschool Partnership Program

In an effort to provide a supplemental resource to homeschooling families in our community, NTCA offers a homeschooling partnership with the following criteria.

Enrollment

- Students must be enrolled in an official full-time homeschooling program.
- If students wish to take classes at NTCA must apply as new students and pay the normal registration fee.

Finances

- Families will pay a pro-rated tuition that reflects the number of classes they are taking. The business office will keep an updated cost each year.

Academics

- Students in grades K-8 may enroll in electives/specials (P.E., music, art) but not core classes (math, science, language arts, etc.). Students in grades 9-12 may take electives and core classes.
- Students may not take more than 3 classes at a time from NTCA.
- NTCA will not incorporate homeschool classes onto school transcripts but will give an NTCA transcript to the family for the classes taken at the school.

General

- Students may participate in graduation at NTCA.
 - Students may march and participate in graduation programs.
 - Students will not receive a diploma from NTCA.
 - A parent or other designee will present the student with the appropriate diploma or certificate at graduation.
- Students may participate in NTCA field trips with the following criteria
 - Students in grades K-5 must have a parent attending the field trip.
 - Students in grades 6-12 may attend trips only for classes they are enrolled in.
- Students may participate in the athletic program upon approval from administration and the athletic director.
- Students must adhere to school standards as stated in the student handbook and classrooms.
- Students must wear the appropriate attire based on the activity.
- Students are to be on campus only during their enrolled class.

Late Registration

Registration and enrollment in courses cannot take place without the receipt of official transcripts for new and/or transfer students.

Mastery-based Grading

NTCA uses Mastery Based Grading (MBG). 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-2 are graded on a four-point scale:

Score	Meaning	Expectation	Grade Equivalency
4	I know (can do) all parts well enough to help others and apply the concept or skill in different ways.	Exceeds Expectations	E
3	I know (can do) all parts, the easy parts and the harder parts, with little or no help.	Meeting Expectations	S
2	I know (can do) all of the easy parts on my own, but need help with the harder parts.	Approaching Expectations	P
1	I know (can do) some of the parts if I have help.	Below Expectations	D
0	I need more time to develop this skill	Needs significant help or is not ready to demonstrate this skill	NT

Students in Grades 3-12 are graded on the following mastery scale:

Classification	Letter Grade	Score (Unweighted GPA)	Meaning
Mastery	A	4.0	I can demonstrate mastery of the standard.
	A-	3.7	I can demonstrate near mastery of the standard.
Proficient	B+	3.3	I can demonstrate a deep proficiency of the standard.
	B	3.0	I can demonstrate a proficiency of the standard.
Developing	B-	2.7	I can demonstrate a near proficiency of the standard.
	C+	2.3	I can demonstrate a deep developing understanding of the standard.
	C	2.0	I can demonstrate a developing understanding of the standard.
Beginning	C-	1.7	I can demonstrate a near developing understanding of the standard.
	D+	1.3	I can demonstrate beyond a beginning understanding of the standard.
	D	1.0	I can demonstrate a beginning understanding of the standard.
	F	0	I can demonstrate no understanding of the standard.

Non-Academic Overnight Trips

Students desiring to participate in extracurricular, overnight activities are required to maintain satisfactory grades at all times. To be eligible to participate, a student may not have any grade lower than a 70% in any class on the Friday before the departure day of the trip or a deadline designated by administration.

Off-Campus Classes (Online and Summer)

NTCA suggests that students take classes required for graduation from NTCA. Online courses and/or summer courses may not be taken in place of regular courses offered by NTCA. Classes used to enrich the curriculum, or to be made up due to an unsatisfactory grade, or if the student has a scheduling conflict can be taken through an approved, accredited, off-campus school or an approved, accredited online school. Florida Virtual School is an online, approved program.

Students must receive prior permission from the Registrar before sending for or applying for online courses or summer courses. It is recommended that a student does not enroll in more than 2 courses per summer.

Courses taken during the summer must be completed with a passing grade. Official transcripts for summer course work including remedial work must be submitted to the Registrar's Office before the first day of school.

All off-campus classes taken during the school year should be complete by May 1 so they may be included on the academic year transcript. Course work must be completed and the official transcript submitted directly to the NTCA Registrar's Office before the student receives credit for the course.

Parent-Teacher Conferences

NTCA believes that education is a partnership between families, students, and the school. Each party has significant opportunity and responsibility to contribute into the success of this partnership. For this reason, we hold regularly scheduled conferences to review student accomplishments, name the areas in which they still need to grow, and define their goals.

Repeating a Class for Academic Credit

A student is allowed to repeat a class in order to raise the grade earned for that subject if the semester grade for the class is below a 70% or C-. Although the previous grade will still appear on the transcript, the new and/or higher grade will also appear and will be the one used to calculate the student's GPA. A student who has failed a class at NTCA may be allowed to retake a comparable non-NTCA class with approval from the Registrar or Upper School Principal.

NTCA does not allow a student to enroll in a "Credit Recovery" class to re-gain academic credit due to receiving a D or an F in a prior class. Students must enroll in an accredited school to re-take the full semester course.

Special Needs

NTCA may accept students with mild and moderate special needs according to current class ratios, student and family commitment to achieve goals, demonstrated history of effort, and their ability to succeed in the educational environment. 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 NTCA 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.

Student Records

Parents or legal guardians have the right to review records maintained by NTCA Christian Academy for their children. Please call the office for an appointment. Student record information will not be released except by written consent of parent or guardian and under circumstances as permitted by the Family Education and Privacy Act of 1974.

Student Transcripts

To obtain an official or unofficial transcript, or to have an official transcript sent, complete and sign a Transcript Request Form or email the Registrar.

NTCA will send unofficial Senior student transcripts to colleges and universities and scholarship agencies that request the documents when the student is applying for admission. If a student or parent desires that their transcript is not automatically sent, please make this request to the Registrar and the request will be honored.

Testing

NTCA uses a number of formal, nationally norm-referenced tests to assess student progress and aid in academic growth of each student. These tests do not impact grades and GPA.

Measures of Academic Progress, K-12

All students at NTCA 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-2

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.

WrAP, Grades 3-10

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. Additional fees

may apply for these tests. The following tests are administered on campus typically on school days:

- 8th Grade & Freshmen: PSAT 8/9
- 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. Juniors will be able to take the ACT and/or the SAT during second semester.
- Seniors: SAT and/or ACT, depending on the college/university requirements.

ACT (American College Testing) – is a college entrance examination given to high school students to determine their college readiness. The ACT measures English, mathematics, reading, and science reasoning through a set of four multiple choice tests. The scores range from 1-36. The Composite score is the average of the four tests. Students will be offered through the ACT School Day program.

PSAT/NMSQT (Preliminary Scholarship Achievement Test SAT/National Merit Scholarship Qualifying Test) is given mid-October to students in grades 10-11. Scores from the 11th grade year are used to enter scholarship competitions, receive program information from colleges, activities and financial aid, and discover if the required college reading and math skills are in place. This exam is also a practice for the SAT that will be taken for college entrance.

PSAT 8/9 and PSAT-10 are newer assessments given once or twice a year and are designed especially for students in the respective grades. The PSAT 8/9 and PSAT-10 test the same skills and knowledge as the SAT and the PSAT/NMSQT.

SAT (Scholarship Achievement Test) -is the finale of the SAT Suite of Assessments created by College Board. The SAT is a college entrance examination given to high school students to determine their college readiness. There are three sections to the SAT - reading test, writing and language test, and mathematics test. These three sections are multiple choice type of questions. There is an optional SAT Essay test. NTCA is now offering the school day SAT for its students.

Textbooks/Resources

NTCA 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 final report card or transcript is issued.

Transferring or Withdrawing from School

Students transferring to another school must:

1. Complete a NTCA Withdrawal Form that can be picked up in the Academic Office or through the Enrollment Department.
2. Return all school property including all books and textbooks, technology, and school-owned materials.
3. Complete financial responsibilities.
4. Make arrangements with the NTCA academic office for transferring his/her records to the new school. The transfer of NTCA records is usually processed when then the new school sends for academic records via mailed Release of Records form or emailed Release of Records form that has been signed by the parent/guardian.

NTCA 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.

Typical Course of Study

Below are the requirements for each diploma designation. All classes are for one year (two semesters) courses unless otherwise indicated.

(1) Standard Diploma

4 credits of English Language Arts

- English 9
- English 10
- English 11 or American Literature
- English 12 or British Literature
- Dual Credit College Composition 101 & 102

3 credits of Social Studies

- World History
- US History
- US Government (1 sem)
- Economics & Personal Finance (1 sem)

4 credits of Mathematics during high school years)

- Pre-Algebra
- Algebra 1 (required)
- Geometry (required)
- Algebra 2 or equivalent in rigor
- Pre-Calculus or equivalent in rigor

3 credits of Science (2 with laboratory component)

- Physical or Earth Science
- Biology (required)
- Chemistry
- Physics

- Human Anatomy & Physiology
- AP Biology

1 credit Fine & Performing Arts, Speech, Debate

- Choir
- Art or Art electives
- Speech or Debate
- Theater Arts

2 credits of Modern Language

- Spanish

1.5 credits of Physical Education/ Health

- Health (1 sem)
- Physical Education
- Varsity or Junior Varsity sports teams

4 credits of Religion

- Bible 9
- Bible 10
- Bible 11
- Bible 12
- Dual Credit Religion course

1 credit Computer/Technology

- Computer Applications
- Digital Media
- Video Production 1 & 2

(2) College Preparatory Diploma

4 credits of English Language Arts

- English 9
- English 10
- English 11 or American Literature
- English 12 or British Literature
- Dual Credit College Composition 101 & 102

4 credits of Social Studies

- World Geography or Adv Placement Human Geography
- World History
- US History
- US Government or AP Government (1 sem)

- Economics & Personal Finance (1 sem)
- Social Study Electives such as Psychology or Sociology

4 credits of Mathematics during high school years)

- Algebra 1 (required)
- Geometry (required)
- Algebra 2 or equivalent in rigor
- Pre-Calculus or equivalent in rigor, i.e. Statistics or Calculus
- Advanced Placement or Dual Credit Math

4 credits of Science (2 with laboratory component)

- Physical or Earth Science
- Biology (required)
- Chemistry (recommended)
- Physics (recommended)
- Human Anatomy & Physiology
- Advanced Placement/Dual Credit Science

1 credit Fine & Performing Arts, Speech, Debate

- Choir
- Art
- Speech or Debate
- Theater Arts

1.5 credits of Physical Education/ Health

- Health (1 sem)
- Physical Education
- Varsity or Junior Varsity sports teams

4 credits of Religion

- Bible 9
- Bible 10
- Bible 11
- Bible 12
- Dual Credit Religion course

1 credit Computer/Technology

- Computer Applications
- Digital Media
- Video Production 1 & 2

Withdraw Pass/Withdraw Fail

A student may drop a class during the first two weeks of a semester without any record on their transcript. Classes dropped after the second week of each semester will receive a WP (withdraw pass) or WF (withdraw fail) on the transcript and will receive no credit. A course that is not dropped in the proper manner is considered complete and credit is recorded as earned.

FINANCES

North Tampa Christian Academy Board attempts to keep the school charges as low as is consistent with good fiscal management. It reserves the right to review and adjust charges for tuition and fees at the second semester should unstable economic conditions warrant such action. A signed Financial Contract for the school year is required for each family.

Tuition

Tuition payment options are selected by the families during the enrollment process.

The 2022-2023 tuition rates are as follows:

Grades K-4:	\$14,425
Grades 5-8:	\$16,795
Grades 9-12:	\$19, 145

Financial Contract

Families must commit to a financial contract for each student for the current school year. Upon acceptance of students, the families complete financial contracts through an online payment service provider 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. Families must have a signed financial contract and payment plan set up in Blackbaud Tuition Management before students may begin attending classes.

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.

Approval Deadlines

- NTCA 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.

Blackbaud Tuition Management

NTCA partners with the Blackbaud Tuition Management to process and collect tuition and fees. The Tuition Management enables parent/families to:

1. Select the best payment method that works for them.
2. Allows online account accessibility where account history and transaction details can be viewed and payments can be made or the set up of recurring payments completed.

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.

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

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

Financial Assistance

Florida Tax Credit Scholarships – *Step Up For Students FTC, Gardiner, Hope, Empowerment**

- The Florida Tax Credit (FTC) and Empowerment scholarships were 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.
- The Hope Scholarship was created to give public school children in Florida relief from bullying and violence at school.
- Families must meet the income-eligibility criteria for the FTC and Empowerment scholarship, and students must meet the academic/testing criteria for the Gardiner scholarship. Applications for each scholarship are completed online at www.stepupforstudents.org.

AAA Scholarship*

The AAA Scholarship is also a provider of the Florida Tax Credit (FTC) income-based scholarship. Families must meet the income-eligibility criteria for the AAA scholarship. Applications for each scholarship are completed online at www.aaascholarships.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.

*State scholarship agreements are between the State and the families. NTCA accepts and processes the scholarships, but it is the responsibility of the family to monitor the scholarship requirements and status. Checks must be signed in a timely manner after each distribution. If the families do not sign the check in a timely manner, the tuition amount will be billed to the family's school account.

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 AdventHealth employees.

Graduation Fee

The following graduation fees will be assessed:

- Grade 12: \$150.00
- Grade 8: \$100
- Kindergarten: \$50

Miscellaneous Fee Payment Policy

Miscellaneous 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.

Refunds

Tuition accounts of students withdrawing from NTCA Christian Academy will be adjusted and tuition incurred will be returned on a daily-prorated basis. Financial assistance given during each semester will need to be paid back for students who withdraw during a semester. 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 Fees are non-refundable after the first week of school.

Registration Fee

The registration fee of \$750/student is due upon acceptance as a student.

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.

Taxability of Scholarships and Aid

NTCA is not responsible for any tax liability incurred due to the receipt of aid or scholarship.

Previous Unpaid Accounts

NTCA 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.

Release of Transcripts/Diplomas

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

CAMPUS LIFE

Calendar

NTCA publishes a calendar in the spring of each year for the upcoming school year. The updated calendar can be found at www.northtampachristian.org/calendar.

School Arrival and Dismissal

School hours are 8:00 AM through 3:15 PM Monday through Thursday and 8:00 AM to 2:15 PM on Friday for students in grades K-8. Upper school (grades 9-12) will have a 8:30 AM – 4:10 PM schedule on Mondays- Thursdays and 8:30 AM – 2:15 PM schedule for Fridays. Students who arrive before 7:30 AM are automatically placed into Before-Care and billed accordingly. Students 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.

Student Drop-Off & Pick Up Zones

Drop-Off: The secure student loading zone for grades K-12 is located on campus next to Building 7 and the Middle School Innovation Courtyard. The campus gates open at 7:30 AM for drop-off access and close at 8:05 AM to secure the campus perimeter. Late drop-off begins at 8:05 AM at the Explorers' Pre-School student loading zone between Buildings 1 and 3.

Prior to 8:05 AM, the Explorers' Pre-School loading zone is reserved for students ages 4 and under currently enrolled in the Explorers' Pre-School and their siblings currently enrolled in NTCA. Please exercise extreme caution at low speed while operating a vehicle in the Explorers' Pre-School loading zone as our youngest, most difficult-to-see students are active in this area.

Pick-Up: The secure student loading zone for grades K-12 is located next to Building 7 and the Middle School Innovation Courtyard. The campus gates open at 2:55 PM for pick up access and close at 3:55 PM to secure the campus perimeter. Late pick-up begins at 3:55 PM at the Explorers' Pre-School loading zone between Buildings 1 and 3.

During scheduled drop-off and pick-up times please observe all safety protocols and activate PikMyKid app.

Before and After Care

NTCA offers Before and After Care programs for grades K-12.

Our goal is to extend the NTCA 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, NTCA 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, NTCA offers Before Care starting at 6:30 AM. Please note that the campus will remain locked until 6:30 AM. If you are dropping off a child prior to 7:30 AM, please pull up to the parking spaces in front of Building 1, walk your child to the building, and sign in. Students in kindergarten through age 12 must be dropped off and signed in at Building 3 where they will be supervised. Children ages 13+ must be dropped off and signed in at Building 1 where they will be directed to Building 7 to be supervised.

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 7:30 AM 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 the student will be automatically checked into the After School Care program. After Care hours are 3:45 PM-6:00 PM (Mon.-Thurs.) and 2:45-5:30 PM on Friday. There is a late pick-up fee of \$1 per minute after 6:00 PM (Mon.-Thurs.) and 5:30 PM (Fri.)

Fees

Before Care and After School Care are billed at \$8/day per child or \$150/month per child.

Early Student Pick Up

Parents/guardians picking up students early must do so 30 minutes prior to scheduled dismissal (2:45 PM Monday – Thursday and 1:45 PM Friday) by contacting the Welcome Lobby prior to arrival. Students will be released from their classroom to wait in the Building 1 Welcome Lobby at the arranged pick-up time.

Upon arrival, parents/guardians should utilize the Explorers' Pre-School loading zone between Buildings 1 and 3, remain in their vehicle, check in on their "PikMyKid" app and the students will be escorted to the vehicle.

Extracurricular Activities and Athletics

We believe that an extra-curricular activities program enhances the atmosphere of the North Tampa Christian Academy student body, providing students and parents with an opportunity to express positive school spirit. Participation in extra-curricular activities, including campus ministries, outreach and athletics, is a valuable part of the NTCA experience by witnessing for

Jesus Christ as students interact with the community. Students are encouraged to participate in these activities while maintaining a successful academic program.

Athletics is a real-world experience, under proper mentorship, where students are given the opportunity to develop character and physical giftedness. Athletics is to only be one piece of a student's extra-curricular experience at North Tampa Christian Academy. We expect our North Tampa Christian Academy family to lead in a positive manner as we come in contact with visiting fans as this may be their first interaction with a Christian group.

Our Athletics program provides growth in skill development, personal fitness, leadership skills, sportsmanship, and team play through organized activities. NTCA is a member of the F.H.S.A.A. and participates in the league with the following sports – Basketball, Volleyball, Golf, Soccer. NTCA students are also involved in the E-Sports league.

Our goal as a school is to provide a setting that creates a Christ-like character in all student-athletes as well as developing an athlete's physical giftedness and mental strength in a competitive environment. More information about the after-school Athletics Program can be obtained from our Athletic Director.

School- Provided Meal Program

School-provided meals (breakfast and lunch) are ordered through a state of the art online service called MyMealOrder. MyMealOrder provides parents with the information needed to manage their student's meal purchases. Access to the weekly menus and meal accounts can be set up at MyMealOrder.com Orders must be submitted by midnight on Sunday of the week of lunches ordered.

Lunch Meal Deliveries

Students are encouraged to participate in the school-provided lunch program or to bring a healthy lunch with them to school each day.

In the event that a student forgets their lunch, parents/guardians may call the Welcome Desk to add their student to the NTCA lunch list for the day, drop off a lunch **prior** to the beginning of the scheduled lunch period or to inform the Welcome Desk of an arranged third-party food to be delivered prior to the scheduled lunch period. **NTCA will not accept delivery of food past the beginning of the scheduled lunch period.** Third-party food deliveries are discouraged and accepted only when initiated by a parent/guardian for the replacement of a lost or forgotten lunch.

In the event that a teacher discovers a student has forgotten to bring their lunch, the teacher will inform the Welcome Lobby and efforts will be made to contact the parent/guardian. If efforts to contact the parent/guardian are not successful, the student will automatically be included in the NTCA lunch program for a \$5 emergency lunch fee.

Students are prohibited from ordering food for delivery during the school day. Food delivered without notification by a parent/guardian will be turned away. Food delivered after the scheduled lunch period has begun will be turned away.

National Honor Society (NHS, NJHS, NEHS)

NTCA participates as a chapter of the National Honor Society, National Junior Honor Society, and the National Elementary Honor Society. These National Honor Society chapters establish rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, and character. These criteria for selection form the foundation upon which the organization and its activities are built.

Scholarship: Students who have a cumulative grade point average (GPA) of 3.50 on a 4.0 scale meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character.

Service: This quality is defined through the voluntary contribution made by a student to the school, or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

Leadership: Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitude about life. Leadership experiences can be drawn from school or community activities while working with or for others.

Character: The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle.

Selection of New Members:

1. To be eligible for NHS membership the student must be a member of the sophomore, junior or senior class. A student must have been in attendance at the school for an equivalent of one semester. The faculty council in consultation with the Principal may waive this requirement.
2. A student must have earned a cumulative grade point average (GPA) of 3.50 or above.
3. The candidate shall then be evaluated based on outstanding character, leadership, and service. Candidates are to submit supporting information for this evaluation. The Student Activity Information Form and/or Essay must be completed and returned to be considered for NHS selection.
4. The selection of members to the chapter shall be a majority vote of the NHS Faculty Council based on the criteria detailed below.
5. The chapter advisor will review the selection results with the principal before notifying any candidates. The National Council of the National Honor Society and then NASSP shall not review the judgement of the faculty council regarding the selection of individual members to local chapters.

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.

School Visitation Procedure

During the school day, NTCA is a closed and secure campus. Daily campus access is granted to the following "daily access" user groups:

- Currently enrolled NTCA students
- Currently assigned employees

- Currently approved third party vendors with daily access designations

All adults with daily access are issued NTCA ID badges with job appropriate door and building access. ID badges are to be displayed or readily available at all times on campus.

All individuals without “daily access” will be considered “visitors” and must comply with all visitor protocols to gain temporary campus access.

Visitor access to campus is allowed by invitation and subsequent appointment approval only. Visitor invitations are issued by school administrators, teachers, and department managers who will host the visitor while on campus. Visitors with approved appointments will be granted access by security check-in at the Building 1 Welcome Lobby. All visitors must present a valid picture ID upon check-in and will be subject to an on-site background check. Once on campus, visitors must remain with their host for the entire duration of the visit.

Visitor access to NTCA students is prohibited unless explicitly granted by a parent/guardian or required by law.

Parent In-Classroom Participation

NTCA welcomes and encourages parent participation in the entire learning process. At times through the year, parent in-classroom learning events will be by the classroom teacher and invitations will be sent to registered parents/guardians. Visiting parents/guardians must comply with all visitor protocols.

Spiritual Focus and Community Outreach

As a Christian campus, NTCA 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.

One of the unique service opportunities our school has is a partnership with WorldVision International. This partnership brings opportunities for our students to become empathic world leaders through 1-1 matches with students in India and Zambia, learning about their communities, needs, and potential solutions to meet those needs, and framing a mindset of service to enable students to impact our local community. This partnership also brings an opportunity to teach our students in all grades the Ignite curriculum. This curriculum leads students to grow and understand empathy, service, leadership, and advocacy training to create positive change all around the world. For more information about WorldVision or the Ignite curriculum, go to www.worldvision.org or www.worldvision.org/ignite.

Student Government

The Student Government (SG) is a group of students who are representative leaders for the students of NTCA. The officers for the SG are elected at the beginning of each school year from grades 9-12. In addition, the SG 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. The SG will also oversee the operation of the Student Senate.

To run for office, students must meet the eligibility requirements and receive approval from school administration. Students must maintain the academic and behavioral requirements throughout the school year in order to continue as an officer. Failure to maintain the academic and behavioral requirements during the school year will forfeit their position.

The Student Government Constitution contains the governance policies, positions, and requirements of the organization.

Student Leadership

There are numerous opportunities on the NTCA campus for students to take part in leadership roles. Elected and appointed offices are available each year, including Student Government, Campus Ministries, and Class Officers. Students who assume these positions are expected to exemplify the values of NTCA. 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 NTCA will also have the opportunity to be part of the NTCA chapter of the National Elementary Honor Society, the National Junior Honor Society, and the National Honor Society (NHS).

Student Vehicles/Bicycles

Students riding bicycles or driving automobiles, scooters, or motorcycles to school are to register them with the school office. Operating private vehicles on campus is a privilege, not a right. Bicycles and scooters are to be stored during the school day inside the front gate area near Building 1.

Student Driving Privileges

The following guidelines must be met and followed for students to operate a vehicle on campus for purposes of transportation to and from school:

1. Student must have a current valid driver's license, and a copy of the valid driver's license must be submitted along with the Student Driver Privilege form to the Welcome Desk in Building 1.
2. Vehicles must be covered by Florida auto insurance. And a copy of proof of insurance must be submitted along with the Student Driving form.
3. Vehicle is to be locked and parked in the front entrance parking lot by the Main Office.
4. Students are required to check in/out through the office upon arrival and before leaving campus.
5. Students are not to leave campus during school hours for any reason unless prior arrangements have been made between the parent/guardian and the Principal.
6. Student drivers are not allowed to take other students off-campus during lunch, after school, or on school-sponsored outings and events.
7. Vehicle is to be operated in a safe and legal manner at all times.
8. Students are not to be in the student vehicle or parking area during school hours.
9. Vehicles are to be operated by their designated drivers only.

North Tampa Christian Academy is not responsible for any vandalism to vehicles or for items stolen from vehicles while parked on campus. NCTA 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.

In order to keep our campus safe, no one may borrow a bike or vehicle from another student at school. Students may ride together only with written permission of the parents and the school office.

Students riding bicycles or scooters must wear helmets at all times.

Uniform Policy

The NTCA Uniform 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. Classroom attire requires that all tops have the NTCA logo on them. All NTCA logoed apparel may be purchased directly from <https://ntcauniforms.com/ntca/shop/home>.

1. All students may wear pants or knee-length shorts in solid black, solid gray, or solid khaki. Leggings, pants and shorts with patterns, and athletic wear (except in PE class) are not permitted. Uniforms must be well-maintained without holes, frayed hems, or excessive fading. Please note that due to the active nature of our project-based learning, we do not include dresses and skirts as part of our Dress Code.
2. Kindergarten-5th grade girls may also wear skorts in solid black, solid gray, or solid khaki.

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

P.E. Attire – NTCA P.E. attire is optional for students in Grades Kindergarten-5th. However, students in Grades 6th-12th are required to wear a separate uniform for PE classes. Students are required to wear black athletic shorts and an approved shirt, which is either the NTCA P.E. T-shirt or an NTCA dry-fit shirt. Items are available for purchase using the “Order NTCA Uniforms link at the NTCA website, which can be found at: <https://ntcauniforms.com/ntca/shop/home>.

Students who participate in online learning through the Titan Teacher Network are not required to wear the school uniform.

Dress Guidelines for Semi-Formal/Formal Events

Men are encouraged to wear dress shirt/tie or suit. Tuxedos are welcome but not expected.

Dresses should be modest and appropriate for the age and occasion. Sleeveless is fine.

Not allowed are plunging necklines, bare midriff, slits that go above mid-thigh, and dresses that are not at least mid-thigh in length. Transparent fabrics - may not be worn.

Consideration should be given to the tightness of the apparel. Garment should not be so tight that it calls excess attention to the young person's features. It should be loose enough to be comfortable when sitting.

Volunteer 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 live scan background screening completed prior to starting. Volunteers should be aware that they are role models for the students, must go through an NTCA orientation before taking part on campus, and are accountable to school administration.

Volunteer opportunities NTCA include the following:

PTO

The Parent Teacher Organization provides a forum for parents, teachers, and community members to support NTCA students and enrich our community. PTO 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, NTCA welcomes the input and participation of families who represent both the needs and resources of our surrounding area

Classroom and Campus Projects

Classroom teachers may plan activities or projects in which parental involvement would benefit. Teachers will let administration know of such circumstances and work with the office to coordinate the needed volunteers.

STUDENT BEHAVIOR

Behavior Standards

At NTCA, we have high standards for our students and their behavior. Our goal is for our students to develop into positive citizens that uphold the NTCA Core Values.

In order to help our students learn to function in ways that are socially and emotionally healthy, we use multiple classroom systems such as Responsive Classroom, Conscious Discipline, and OLWEUS. While keeping safety as the top priority, we emphasize the use of logical consequences and repair of harm caused. At NTCA, students are led to understand that all choices are linked with consequences--both positive and negative. Our goal is to guide students to become effective self-managers.

Students at NTCA are expected to keep their hands, feet, and bodies from coming into contact with any other student or staff member in any way that would be deemed as harmful, intimidating, aggressive, or unwelcome by the recipient. Failure to abide by this will lead to immediate consequences from administration.

Serious misconduct or misdemeanors impact our entire campus and will affect a student's standing in regard to his or her enrollment status at NTCA. There are some practices that will not be permitted to keep our campus a safe and nurturing place for all students. NTCA 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 NTCA.
- Placing hands on or making bodily contact with another student in an aggressive or inappropriate way.
- 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.
- Involvement in physical fighting or threats of violent behavior.
- Conspiring or participating in any act that injures, degrades, or disgraces NTCA, a fellow student or faculty member.
- 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 profane language, indulging in lewd conduct or suggestions, or possessing or displaying obscene literature or pictures.
- 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.
- 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 NTCA 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 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 NTCA. The school board is the final authority in the dismissal or expulsion of a student upon the recommendation of the administration.

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 unable to resolve the situation after the first step, speak with the school administration. A meeting 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 by sending a request in writing to the School Board Chairperson.

Throughout this process, parents and guardians must compose themselves professionally and keep discussions and actions held in an appropriate manner. Failure to adhere to this behavior may jeopardize the enrollment of the student.

Harassment and Bullying

NTCA is committed to providing a school environment free from student harassment whether it be bullying, sexual harassment, or racial harassment. Incidents of harassment will not be tolerated and should be reported to administration where 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

NTCA 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 NTCA 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.

NTCA 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.

Sexual Harassment is defined as 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

NTCA 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.

NTCA 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.

Racial Harassment is defined as 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 NTCA. 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.

Student Conflict Resolution

NTCA 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.

Substance Abuse and Testing Policy

NTCA prohibits the use, possession, transfer, sale, purchase, or offer of illegal drugs, or alcohol or tobacco products (including electronic cigarettes) on NTCA property or while participating in NTCA-sponsored activities. For the purpose of this policy, NTCA property includes all properties and buildings, including parking areas, grounds, NTCA vehicles, and all on- and off-campus locations where students are participating in NTCA-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 NTCA. However, students who bring such items onto NTCA property are required to leave them in the health office where they must take the medications under supervision of the health office staff.

NTCA will require students and their parents or guardians to provide proof of a current prescription for a student to take prescription drugs at school.

Mandatory Drug Test for Students in Upper School

NTCA 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, NTCA 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 NTCA, 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 NTCA 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 NTCA, 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 NTCA property, or while participating in on- and off-campus NTCA-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 NTCA 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 NTCA'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 NTCA Administration, or the School Nurse, and to the School Board Chair. NTCA 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 NTCA 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 NTCA. 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 NTCA (during the same academic year or a subsequent academic year) will result in the student being asked to withdraw from NTCA. If the parent(s), legal guardian(s), or student refuses to withdraw, a recommendation to NTCA 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 NTCA are subject to testing under this Policy, NTCA 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 NTCA 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 NTCA 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 NTCA community, including parents and guests, should not be in possession or under the influence of alcohol or illicit drugs during any activity on the NTCA campus or at any NTCA-sponsored event held at another location.

Suggestions and Constructive Feedback

We view parents and students as partners in education. NTCA staff is open to ideas that will help us improve. Suggestions and feedback should be of a positive, constructive nature in accordance with the 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. 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.

ATTENDANCE

Students may attend classes at NTCA in one of three ways: live on-campus, live online, or participation through on-demand instruction and work completion. Families may choose any of these options for their students and may utilize whichever avenue of access works best for their family and student. Attendance for each will be tracked and monitored to ensure student success in their academics.

Absences may be excused in cases of illness, medical appointment, family emergency, religious holiday, pre-approved family trip, or a school-sponsored event. It is recommended for parents to not make medical or dental appointments for children during school hours.

NTCA provides online and immediate access to a student's daily attendance record through Blackbaud. We encourage our parents and students to check the attendance record in Blackbaud daily. Parents/guardians are asked to communicate with the school by 9:00 AM to report when a student is ill. A written or emailed excuse including appointment documentation from the parent or guardian is required for all absences within 24 hours of the absence.

The written excuse must be provided to the Registrar's office and include the following information for each absence:

- Date the excuse is written
- Date(s) of the absences
- Full name of the student
- Reason for the absence
- Day time telephone number of the parent/guardian
- Signature of the parent/guardian

Final determination of whether an absence, tardy, or early dismissal is excused or unexcused is the responsibility of the Principal, Registrar, or designee.

NTCA will contact the family after the third consecutive day of unnotified absence. The family is to send written notice to the registrar stating the reason for the absence. Students are to make arrangements to complete missed schoolwork.

NTCA cooperates with the state of Florida's requirement that students maintain regular class attendance. Students in Lower School missing 13 days per semester may be retained or failed due to absences. Students in Middle School and Upper School missing 8 class periods of the same class per semester may fail that course, which could lead to being retained or receiving a failing grade in the course.

Attendance is taken in Lower School (grades K-5) on a daily basis from the Homeroom Teacher. Classes meet for students in LS on a daily basis. Therefore, a LS student will be in each of their classes approximately 90 days per semester.

Attendance is taken in Middle School (grades 6-8) and in Upper School (grades 9-12) on a period basis. A student missing a full day of school in MS will result in 8 period absences and US will result in 4 period absences (1 for each class missed). The Middle School classes will meet on a daily, 8-period daily schedule with approximately 90 days of class per semester. Upper School classes meet on a block schedule with approximately 45 days of class per semester.

Absences - Excused

The NTCA board and administration recognizes these legitimate reasons for missing school:

- Illness or injury of the student or immediate family member
- Death in the immediate family
- Mandatory court appearance
- Unavoidable medical or dental appointments
- Religious holiday of a student documented by parent at least 5 days in advance
- Major disaster that the administration would justify an absence
- Planned absence approved by the Principal or Head of School in advance
- School-related field trips
- School-sponsored extracurricular activities
- Pre-approved family trips

Excused absences imply the following:

- School work missed during the absence can be made up and turned in within the number of days the student was absent
- The absence does not count against the student's attendance grade

Absences – Extracurricular

Absences due to extracurricular events will be excused, but it is up to the student to make arrangements to complete missed assignments. School-sponsored absences, whether extracurricular or trip-related, should be treated as a planned absence with advance notification to the teachers.

Absences – Planned

Participation in activities that take the student out of the class implies that the individual has accepted the responsibility of the additional workload and is able to meet the demand. Proper planning and preparation will be required to successfully meet the demands of that activity, as well as being out of class.

Absences – Unexcused

Other examples of unexcused absences include but are not limited to:

- Truancy including car trouble
- Over-sleeping
- Appointments (such as hair appointment, car appointments, shopping, etc.)

Administration reserves the right to determine whether an absence is excused or unexcused.

College Visitations

NTCA encourages our students during the junior and senior to year to visit college campuses as part of their academic plan. Students that meet academic and attendance eligibility may be allowed to receive excused absences for these visits. Students are given eight school days for visits each year. The student must get administrative approval in order for absences to be excused.

Loss of Credit

Absences for any reason (even school-related absences) beyond 15% of an individual class for Middle School and Upper School students may result in a failing grade and loss of credit for that class. For block period classes in Middle School and Upper School, 15% is equal to 8 school periods of the same class. If the 15% limit is exceeded, students must petition to the teacher and administration to receive a passing grade, explaining the exceptional circumstances.

For Lower School grades, after the 13th unexcused school day absence, the administration and teachers may meet to determine the appropriate steps for the enforcement of the NTCA Attendance policy in relationship to student academic standing.

Student attendance affects not only students' academic achievement but also their standing with the school:

- Eligibility to hold student government or class offices, to play sports, or to participate in some extracurricular activities, such as trips, club events, and extracurricular activities
- Class Grades - Teachers may refuse to allow make up assignments or tests for those missed because of an unexcused absence
- Continued, persistent absenteeism, and/or tardiness may result in termination from the school.

Tardies

Punctuality is important and students are held accountable for prompt attendance at all classes, chapels, and scheduled meetings. The tardy may be excused at the discretion of administration.

CURRICULUM

K-8 Course Offerings

The K-8 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, Spanish, and the arts – music, fine arts, and visual media. 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 K-8

With the Bible as the textbook and high-interest activities that make the Bible stories real for every student, the Elementary Encounter Bible curriculum nurtures each student's friendship with Jesus. A strong academic foundation based on Biblical teachings combined with "heart learning" where a student truly realizes how much he or she is loved by God creates a powerful environment that inspires service to others as a disciple of Jesus.

Language Arts K-8

Wit & Wisdom, a comprehensive K-8 English language arts curriculum developed by Great Minds, is crafted to help students build the knowledge and skills they need to be successful readers, exceptional writers, and effective communicators. The students will read and study award-winning fiction and nonfiction texts, famous works of art, videos, photographs, and more.

Math K-6

Big Ideas Learning uses an exploratory approach to engage students' inquiring minds through rich explorations and in-class problem solving. Big Ideas Math incorporates literacy strategies, encouraging students to read, write, and talk about math and empowers students to grow as independent learners and experience the delight of mathematics.

Science K-8

I love and curiosity for science is developed through the utilization of the By Design Science curriculum. This series uses inquiry, hands-on activities, and projects as student explore God's creation while developing critical thinking skills. This rigorous curriculum exposes the students to natural world through the lens of the Bible.

Social Studies K-8

Students learn about History and the social world through classroom exploration and discussion of big themes in history. McGraw Hill's The Networks Social studies program is the core to this curriculum. History is brought to life through the use of projects, field trips, and primary sources.

High School Course Offerings

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

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.

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.

Bible I

2 semesters: 1 credit

The 9th grade Bible course begins with an active study of God; the reality of who He is, His character, and finally a focus on the personal relationship with Him. Emphasis is placed on Jesus' life and His ministry on Earth, the cross, and His resurrection.

During the second semester, the students will study the gifts of God of Creation and the Sabbath, giving the students an understanding of origin and the restoration that God desires with us. Secondly, God's gift of Grace and Identity will be discovered through the Old Testament narrative giving the student a correct understanding of God' grace and our identity in Him.

Bible II

2 semesters: 1 credit

The 10th grade Bible course begins with a study of the stories of Hosea, David, and Ruth, examining God's relentless pursuit of humanity and what it means to be a person after God's own heart. Students will then study the message of Jesus, finding the encouragement, inspiration, and a deeper connection with Jesus.

During the second semester, students will study the early Christian church, their servant leadership, and desire to live their lives after God's own heart.

Bible III

2 semesters: 1 credit

Students will learn to identify that God is the Source of all love, the Author of the Plan of Salvation through Jesus Christ, and the Giver of the Holy Spirit. The course will focus on the Books of Daniel and the Revelations from the Holy Bible. Study of the Adventist Heritage as it relates to prophetic history will be included also.

Bible IV

2 semesters: 1 credit

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.

Introduction to the Bible

1 semester: 1 credit

Prerequisite: Bible I – III, GPA minimum of 3.5
Alternative dual-enrollment class for Bible IV

This semester-long, dual enrollment course is a survey of the books of the Bible combined with the reading of selected passages. This course is transcribed from Advent Health University as a 3-semester credit, college level class. The course grade will be placed on the NTCA transcript as a 1 credit course.

Jesus and Contemporary Society

1 semester: 1 credit

Alternative dual-enrollment class for Bible IV

This course is an exploration of the life and teachings of Jesus Christ with special attention given to their application to personal, social, and religious issues encountered in contemporary society.

This semester-long, dual-enrollment course is transcribed from Advent Health University as a 3-semester course.

ENGLISH

English I

2 semesters: 1 credit

Required for graduation.

This course introduces students to different genres of literature, including poetry, drama, the short story, and the novel, and emphasizes the development of critical thinking and writing skills through the lens of Christianity. The course is designed to develop students' skills in writing, organizing, citing textual evidence, literary analysis, discussion, and presentation.

Students read *The Hiding Place*, *The Book of Job*, and *Hidden Figures*. Students read selections from *The Odyssey*, and students will be challenged to design and pitch an Odyssey theme park. Various short stories are explored as student study literary elements.

Writing will include expository and persuasive formal essays and reader's responses.

The year-long project is to design and maintain personal blogs which highlight each student's work and serve as portfolios that can be shared with colleges and prospective employers.

English II

2 semesters: 1 credit

Pre-Requisite: English 1
Required for graduation.

This course is a survey of literary genres and cultural themes as viewed through the lens of Christianity. The course is designed to develop students' skills in writing, organizing, citing textual evidence, literary analysis, discussion, and presentation.

We will read "*Romeo and Juliet*", "*Fahrenheit 451*", and "*Of Mice and Men*". We will read various short stories, which students will then adapt into a movie to be shown during a film festival at NTCA.

Writing will include persuasive formal essays and the reader's responses. The year-long project is to design and maintain personal blogs which highlight each student's work and serves as portfolios that can be shared with colleges and prospective employers.

English III

2 semesters: 1 credit

Pre-Requisite: English 2

Required for graduation.

This course is a theme-based survey of American Literature that stresses literary and cultural themes as viewed through the lens of Christianity. There is a strong emphasis on writing, speaking, and discussion.

We will read “*A Raisin in the Sun*,” “*Civil Disobedience*,” “*The Great Gatsby*,” “*The Crucible*,” as well as various smaller selections and works. We will also sample current articles and listen to podcasts on the American dream.

Writing will include persuasive and analytical formal essays and reader’s responses. The year-long project is to design and maintain personal blogs highlighting each student’s work and serve as portfolios shared with colleges and prospective employers.

English IV

2 semesters: 1 credit

Pre-Requisite: English 3

Required for graduation.

This course is a chronological survey of British Literature that stresses literary and cultural themes as viewed through the lens of Christianity. There is a strong emphasis on writing, speaking, and discussion.

We will read selections from “*Beowulf*,” “*The Canterbury Tales*,” “*Morte d’Arthur*,” and various poets. Students read three novels by Austen, “*Hamlet*,” “*A Christmas Carol*,” works by Kipling, “*War of the Worlds*,” and “*1984*”. We will also sample current articles and attend a performance of a Shakespeare play.

Writing will include formal analytical essays and the reader’s responses.

The year-long project is to design and maintain personal blogs highlighting each student’s work and serve as portfolios shared with colleges and prospective employers.

English Composition 101

1 semesters: 1 credit

Prerequisite: English III, and a minimum GPA of 3.5

Alternative to English IV Semester 1

This course focuses on writing as a means for authentic expression and exploration. Emphasis is on the writing process, especially revision. Students write several expository essays organized according to prescribed modes and learning specific writing skills and principles which readily apply to most writing tasks. The course meets the requirement for a written communication course. The course is a 3-semester credit course transcribed by Advent Health university and will be placed on the NTCA transcript as a 1 semester course worth 1 credit.

English Composition 102

1 semester: 1 credit

Prerequisite: completion of English Composition 101 with a grade of C or above

Alternative to English IV Semester 2

This course applies the writing skills developed in ENGL 101 while focusing on rhetorical and reasoning skills necessary for various persuasive and research writing activities. Students write several persuasive papers and a major research paper. The course meets the requirement for a written communication course.

Speech
Elective
1 semester: 0.5 credit
May meet English, Language Arts, or Performing Arts elective requirements.

This one-semester course will help the high school student in constructing various types of speeches, researching information, audience analysis, presentation of speeches and building self-confidence in public speaking situations. Students will critique speeches, paying attention to content, organization language and delivery style, and produce and present well-structured, developed speeches.

Creative Writing
Elective
1 semester: 0.5 credit
May meet English, Language Arts elective requirements.

This course will focus on expressive writing in many different forms. Students will have the opportunity to explore several different types of poetry and prose styles, as well as responding to literature, art mediums, quotes, and music. Originality and writing that shows thought will be emphasized. Strategies to avoid writer's block and new ways to uncover ideas for writing will be studied. Peer reviews and sharing ideas are essential elements to this course.

SOCIAL SCIENCES

World Geography
2 semesters: 1 credit

This 9th grade course is an introduction to the global perspectives, basic concepts and fundamental questions of geography. The course study focuses on the ways through which all people and places on Earth are interconnected and how the human use of Earth's surface has an impact on the environment and future.

World History
2 semesters: 1 credit
Required for graduation.

This 10th grade course is a year-long continuation of students' exploration of the world's great themes, applying lessons of history to their own lives and the issues facing our world today. The course is designed to inspire students to inquire about historical events that have shaped the course of the world. As students achieve deeper understanding of the causes and effects of political and social conflicts of the past, they will imagine innovative solutions to serve others affected by the conflicts in our world today. Ultimately, students will be able to view current and historical events through a Jesus-centered lens.

US History
2 semesters: 1 credit
Required for graduation.

The 11th grade social studies course is a study of the history of the United States, covering the time period from Reconstruction to the present. To explore social studies means analyzing history, geography, government, and economics, but it also means understanding the culture and how people have adapted to their environment.

Understanding these factors about the United States will help students better understand their lives today. We study history so we can understand what happened in the past. Understanding what happened to others can help us make sense of current events—things taking place today. It

can also help us to predict what might happen in the future so that we can make better decisions about today and tomorrow.

Economics

1 semester: 0.5 credit

Required for graduation.

In this one-semester, senior-level course, students are introduced to the basic tools of microeconomics (e.g., consumers, firms, markets, and income distribution) and macroeconomics (e.g., national income, employment, inflation, monetary policy, and free enterprise). In addition, students gain entrepreneurial skills by setting up a business, employing sound economic strategies as they learn how supply and demand, market value, social and political pressure, and production costs affect bottom-line profit. Lastly, students improve their own personal financial literacy in the course.

Government

1 semester: 0.5 credit

Required for graduation.

Government class is a senior-level course that studies the origins, concepts, organization, and function of the United States government system and political system, the first of its kind. In doing so, students will study primary and secondary source documents to discover how the structure of the government separated powers of leadership, provided controls to the people, ensured civil liberties and natural rights, and protected the minority from dominion of the majority. Students will further study civil and criminal laws that impact the way the government functions. Students will also learn to engage in the government to change its imperfect aspects.

Personal Financial Literacy

1 semester: 0.5 credit

Required for graduation.

This course consists of the following content area and literacy strands: Economics, Financial Literacy, Mathematics, and Language Arts for Literacy in History/Social Studies and Speaking & Listening. Basic economic concepts of scarcity, choice, opportunity cost, and cost/benefit analysis are interwoven throughout the standards and objectives. Emphasis will be placed on economic decision-making and real-life applications using real data.

The primary content for the course pertains to the study of learning the ideas, concepts, knowledge and skills that will enable students to implement beneficial personal decision-making choices, to become wise, successful, and knowledge consumers, savers, investors, users of credit and money managers, and to be participating members of a global work force and society.

PERFORMING ARTS: MUSIC & THEATER

Theater 1

1 semester: 0.5 credit

The purpose of Theater is to increase students' understanding, appreciation, and critical perceptions of the theater. Lectures and readings will focus on the elements of theatrical practice, performance, critique, and understanding of the dramatic arts. This class will show how theater has a place in ministry and the church and how it can be used as a powerful tool for ministry. Fall Semester.

Musical Production

1 semester: 0.5 credit

Music Production is a performance-based ensemble designed to give the student the opportunity to develop and improve individual musical and vocal skills. Since these ensembles are performance based, the student is required to attend all extra-curricular activities including after school rehearsals and performances. In this course, students will learn how music is a powerful tool for ministry in church and society. Students will also be taught the basics in theater and will use theatrical skills to be merged with music. Fall Semester

Musical Theater Intensive

1 semester: 0.5 credit

Musical Theater Intensive is a deeper exploration into the American Musical Theater. Focusing mostly on the role of the actor, students use their gained knowledge to develop as performers. Students in this class will only be selected from the production as the lead speaking roles. Students will use this class time to hone into the acting skills necessary to produce the musical at large. Spring Semester.

Musical Theater

1 semester; 0.5 credit

Musical Theater class is an exploration of American Musical Theater. Students will study the work of the actor/singer/dancer and use their gained knowledge to develop as performers. Students will prepare and present as soloists as well as members of small groups and larger ensembles in a large scale musical theatric production. Spring Semester.

MODERN LANGUAGE

Spanish 1

2 semesters: 1 credit

This is an introductory course of the Spanish language and the various cultures. The course objectives include learning vocabulary, correct pronunciation, proper grammar, cultural information, beginner translations, and the ability to carry on a simple conversation in Spanish. This course focuses on the four primary components of Spanish: reading, writing, listening, and speaking.

Spanish 2

2 semesters: 1 credit

This course also focuses on the four primary components of Spanish: reading, writing, listening, and speaking. However, this course sets a higher expectation on the knowledge, abilities, and skills of the student. In Spanish 2, the course objectives build upon the information already gained in Spanish 1. An increased mastery of the Spanish language is emphasized and encouraged.

The course objectives include more advanced vocabulary, correct pronunciation, proper grammar usage, the ability to translate for others, and the skill set needed for a more in-depth conversation in Spanish.

S.T.E.M. (Science/Technology/Engineering/Math)

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.

Algebra 1A

2 semesters: 1 credits

Prerequisite: 8th grade math, students will be administratively placed into Algebra 1 or Algebra 1A based on MAP test results or other standardized assessments, and middle school transcript.

Fulfills Algebra 1 requirement when taken with Algebra 1B

Algebra 1A and Algebra 1B provide a two-year coverage of the traditional Algebra 1 course. This course sequence is designed for students who have completed the 8th grade math course, or a Pre-Algebra class and the student competency level indicates that need for the course topics to be covered over two years. The topics of study in Algebra 1A and 1B include: connections to algebra, properties of real numbers, solving linear equations, graphing linear equations and functions, writing linear equations, solving and graphing linear inequalities, solving systems of equations and inequalities, exponents and exponential functions, quadratic equations and functions, polynomials and factoring, rational equations and functions, radicals, and connections to geometry.

Students who take Algebra 1A must continue the sequence by taking Algebra 1B in their sophomore year. This course, together with Algebra 1B, counts as the Algebra 1 requirement for graduation. However, it does not count as one of the four credits needed to apply for the Florida Bright Futures Scholarship.

Algebra 1B

2 semesters: 1 credit

Prerequisite: Algebra 1A

Alternate for Algebra 1 requirement when taken with Algebra 1B

Algebra 1B is designed to build the foundation for high school mathematics by continuing to develop the Algebra skills gained in Algebra 1A. The topics of study in Algebra 1A and 1B include: connections to algebra, properties of real numbers, solving linear equations, graphing linear equations and functions, writing linear equations, solving and graphing linear inequalities, solving systems of equations and inequalities, exponents and exponential functions, quadratic equations and functions, polynomials and factoring, rational equations and functions, radicals, and connections to geometry.

Algebra 1

2 semesters: 1 credit

Required for graduation.

Algebra 1 will provide opportunities for students to develop and communicate an understanding of algebraic representation as a prerequisite to all higher mathematics courses. Concepts covered in this course include real numbers and their properties, functions, algebraic expressions, linear equations and inequalities, systems of equations and inequalities, graphing polynomials, formulas, slope, data analysis and probability. The use of graphing calculators will be an integral part of this course. This course is designed to prepare students for Geometry and/or Algebra II. Algebra 1 is a required course for graduation.

Geometry

2 semesters: 1 credit

Required for graduation.

Geometry involves the study of points, lines, planes and other geometric figures as they relate to our physical world. Students will learn to measure geometric figures and their areas and volumes; develop their logic and inductive and deductive reasoning skills. The relationship between figures and properties that make figures unique will be developed and applied to real world situations.

Algebra 2

2 semesters: 1 credit

Prerequisite: Algebra 1 or Algebra 1A/1B, Geometry

Fulfills one of four math credit requirements.

Algebra 2 prepares students to take Pre-Calculus and Statistics. A major goal of this course is for students to develop skills in manipulating and solving linear, quadratic, exponential, polynomial, radical, rational, and logarithmic equations. Topics include linear functions, systems, polynomial functions, rational expressions, powers, roots, radicals, quadratics, exponential and logarithmic functions, and inverse functions.

Mathematics for Data & Financial Literacy or Financial Algebra

2 semesters: 1 credit

Prerequisites: Algebra 1, Geometry, Students will be administratively placed

Fulfills one of four math credit requirements.

This course is designed for students who need additional instruction and content to prepare them for upper-level math. Mathematical content includes algebra, geometry, number and quantity, and statistics. This course allows students to apply mathematics in financial topics such as personal investment, retirement planning, credit card interest, savings, stewardship, and taxes.

Pre- Calculus

2 semesters: 1 credit

Pre-Requisite: Algebra 2 and Geometry

Fulfills one of four math credit requirements.

This course is an intensive study of the basic functions needed for the study of calculus. Topics include algebraic, functional, and graphical techniques for solving problems with algebraic, exponential, logarithmic, and trigonometric functions and their inverses. The class emphasizes graphing techniques and applications, and students use graphing calculators throughout the course. The study of trigonometry includes the graphs of trigonometric functions and their inverses, the Laws of Sines and Cosines, equations, identities, multiple-angle formulas, and radian measure.

College Algebra

2 semesters: 2 credits

Prerequisite: Pre-Calculus, minimum GPA of 3.5

Fulfills one of four math credit requirements.

This course is taught under the direction of Advent Health University's dual enrollment program. The course focuses on topics that include real and complex numbers; equations and inequalities involving linear and quadratic models; polynomial, greatest integer, absolute value, power, rational, exponential and logarithmic functions and their graphs; real and imaginary zeros of polynomials; solutions of systems of equations and inequalities; and introduction to trigonometric functions.

SCIENCE

The science curriculum at NTCA 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.

Biology

2 semesters: 1 credit

Required for graduation.

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.

Chemistry

2 semesters: 1 credit

Prerequisite: Algebra 1, Biology

Fulfills graduation requirements.

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.

Environmental Science

2 semesters: 1 credit

Fulfills graduation requirements.

This course will allow students to find the connections between biology, chemistry, and physics and how it relates to our environment. The aim of this class is to allow students to appreciate what our environment provides, acknowledge the challenges the environment faces today, and how we, humans, can act as God's stewards in protecting, maintaining, and preserving our environment by using science skills.

Anatomy and Physiology

2 semesters: 1 credits

Prerequisite: Biology

Fulfill graduation requirements.

Anatomy and Physiology is the study of the structure and function of the human body. The areas of study will be the structure and function of the body systems, with principles of organization and histology being the main focus. The importance of homeostasis is applied to the effective functioning of the body as a whole and each body system. The goal of this course is to provide a knowledge base that is essential to all students and for those that may seek various health-related fields after high school. Throughout the course the student will understand the design, balance, and capability of the human body and to understand how the study of the human body is also a study of our intelligent God who created it.

This course may be offered as a Dual Credit class through NTCA's cooperation and articulation agreement with Advent Health University.

Physics

2 semesters: 1 credit

Prerequisite: Algebra 1, Geometry, suggested concurrent enrollment with Algebra 2

Meets graduation requirements.

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.

TECHNOLOGY

Computers Science

2 semesters: 1 credit

Meets graduation requirements.

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.

HEALTH/FITNESS/PE

In grades 9-10, students may 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.

High School Health

1 semester: 0.5 credit

Meets graduation requirements.

The health class is a one –semester survey course emphasizing the importance of knowledge, attitudes, and practices relating to the personal health and wellness. The health class will be designed to help the students become exposed to a broad range of issues and information relating to the personal health triangle which are physical, social, emotion/spiritual. Topics explored will include, but are not limited to: nutrition, physical fitness, stress, friendships, neglect recognition, school against violence in education, and weight management.

High School Physical Education
Meets graduation requirements.

2 semesters: 1 credit

Physical Education class provides students with opportunities to develop an individual, optimal level of physical fitness, acquire knowledge of physical fitness concepts, and acquire knowledge of the significance of lifestyle on one's health and fitness.

Team Sports: Varsity

1 season: 0.25 credit

High school students that participate in an organized interscholastic team sport may earn 0.25 credit per season.

VISUAL & PRACTICAL ARTS

Fiber Art

2 semesters: 1 credit

A year long, elective fine art class where students express their creative side through the creation of a variety of art work with fibers (thread based, string, sewing, etc) based materials.

Manual Art

2 semesters: 1 credit

A year long, elective fine art class where students express their creative side through the creation of a variety of art work with glass, sand, metals and other materials as the base.

STUDENT HEALTH

NTCA employs a health officer to supervise basic health and emergency care for all students. The officer in coordination with medical professionals 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.

Activity Restrictions

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

Head Lice

Head Lice (*Pediculus 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. The child cannot be readmitted to school until lice are gone and all nits removed.

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 health office. If the health officer is not available, students should report to the main office. Students who become ill will remain in the health office 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 provides 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.

Immunizations

As required by Florida State law, all NTCA 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 (Heb 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.

For parents who choose not to have their children vaccinated for medical reasons, NTCA 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.

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 health office.

Physical Examination

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

Student Accident Insurance

NTCA provides student accident insurance for all students in the case of injury at school. The office will supply the needed form for parents in the case of injury to their child. The family's personal health insurance is always viewed as primary in the case of student injury, and the NTCA provided accident insurance is secondary. In the case a family does not have personal health insurance, the NTCA student accident insurance is viewed as primary in the case of injury at school.

SAFETY

Campus Safety

At NTCA, 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 always monitor the interior and the exterior of our school.
- Exterior doors to all buildings remain locked; access requires NTCA badge or remote release by the front desk.
- 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 NTCA grounds.
- Law enforcement provides input and support.
- All activities on campus are supervised by a teacher or an aide.
- Fire, tornado and active shooter drills are held regularly.
- Policies and procedures are constantly updated and practiced with staff and students to help prepare for unforeseen emergencies.
- Signal 88, a third-party security company, is hired to provide a on-site security presence, visitor registration, and management of the safety plan and procedures.

Child Abuse Reporting Policy

As mandated by federal and state law, NTCA 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.

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, NTCA 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 NTCA 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.

NTCA will follow the closing decisions of the Hillsborough County School District.

Information (Emergency) Notification

NTCA 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. NTCA 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

NTCA 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.

Inspection/Search Policy

For the safety of everyone on our campus, NTCA 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 would only be conducted by a law enforcement official. By attending NTCA, 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 NTCA sponsored event, whether on- or off- campus, during or outside of regular school hours.

On occasion, NTCA 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.

TECHNOLOGY

Acceptable Use Policy

Students who are provided with access to computer resources and to the communication network of NTCA 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. NTCA expects students to be careful, honest, responsible, and civil in the use of computers and networks and all other electronic devices.

Student iPad Policy

North Tampa Christian Academy provides students with access to iPads to enhance their educational experience. It is essential that students use these devices responsibly and take proper care of them to ensure their longevity and functionality. This policy outlines guidelines and expectations for iPad use and care by students at NTCA.

iPad Distribution and Responsibility

1. iPads will be distributed to students at the beginning of the academic year or upon enrollment. The iPad remains the property of NTCA and must be returned in good condition at the end of the school year or upon withdrawal from NTCA.
2. Students are responsible for the iPad issued to them and should not share it with others. Any issues or concerns with the iPad should be reported to the school's IT Department immediately.
3. Students are expected to bring their iPads fully charged to school every day. Failure to do so may result in disciplinary action.

Use of iPads

4. iPads are to be used for educational purposes only, as directly by the school curriculum and teachers. Students are expected to follow the NTCA Acceptable Use Policy when using iPads for school-related activities.
5. Personalization of iPads, such as changing the wallpaper or installing non-educational apps, is not allowed. The IT department may periodically check iPads to ensure compliance.
6. Students must not attempt to bypass security settings, install unauthorized software, or engage in any activities that compromise the security or functionality of the iPad.

Caring for School Equipment

7. Students must handle the iPad with care. Rough or careless handling of the device may result in accidental damage.
8. NTCA provides unlimited incidents of accidental damage protection for iPads. Each incident is subject to a service fee:
 - a. \$75 for screen damage
 - b. Lost iPad fees:
 - i. \$425 - iPad 6/7/8/pro 10.5 generation
 - ii. \$549 – iPad pro 2nd generation
 - iii. \$500 - iPad pro-11-inch 1st generation
 - iv. \$719 – iPad pro-11-inch 3rd generation
9. Students are encouraged to use a protective case provided by NTCA to minimize the risk of damage.
10. iPads should be kept in a safe and secure location when not in use, such as a locked locker or designated storage area.
11. Students are responsible for keeping the iPad clean and free of any markings or graffiti. Do not use stickers, markers, or any other materials that may damage the device's surface.

Reporting Damage or Loss

12. In the event of an accidental damage or loss of the iPad, students or their parents/guardians must report it to the school's IT Department immediately.
13. Students are responsible for paying the applicable service fee for accidental damage or loss, as outlined in section 8.

Consequences of Misuse

14. Violations of this iPad policy may result in disciplinary action, including but not limited to limited access to school technology, loss of iPad privileges, or other consequences deemed appropriate by NTCA Administration.

Conclusion

North Tampa Christian Academy provides iPads to students as a valuable educational resource. It is the responsibility of each student to use and care for these devices properly. By adhering to the guidelines and policies outlined in this document, we can ensure that iPads remain effective tools for learning at NTCA.

Student MacBook Policy

At NTCA, we are committed to providing our students with the best possible learning tools and resources. To this end, we offer MacBook laptops to our students for educational purposes. It is imperative that students understand and adhere to the following MacBook policy to ensure the longevity and optimal performance of these devices.

Caring for School Equipment:

1. **Responsibility:** Each student is responsible for the MacBook issued to them. The MacBook is the property of North Tampa Christian Academy and should be always treated with care and respect.

2. **Protective Measures:** Students must use protective cases provided by the school to prevent physical damage to the MacBook. These cases are designed to safeguard the laptop against everyday wear and tear.
3. **Transportation:** When transporting the MacBook, students should use a padded bag or backpack designed for laptops to ensure safe transportation.
4. **Stickers and Decorations:** The MacBook should not be decorated with stickers, markers, or any other materials that may damage the laptop's exterior. Any damage caused by such decorations will be the responsibility of the student.
5. **Unlimited Incidents of Accidental Damage Protection:** NTCA provides unlimited incidents of accidental damage protection for student MacBook laptops. This protection covers accidental damage to the laptop's screen, external enclosure, or other accidental damage.
6. **Service Fee for Accidental Damage:**
 - a. **Screen Damage or External Enclosure Damage:** In case of accidental damage to the screen or external enclosure, students will be subject to a service fee of \$140 for each incident.
 - b. **Other Accidental Damage:** For other types of accidental damage, a service fee of \$359 will be charged for each incident.
 - c. **Lost MacBook:** If a MacBook is lost, a fee of \$1045 will be assessed for the replacement of the device.
7. **Reporting Damage or Loss:** In the event of accidental damage or loss of the MacBook, students must immediately report the incident to the school's IT department. Failure to report such incidents promptly may result in additional fees.
8. **Software and Updates:** Students are responsible for keeping their MacBook's software up to date, including regular updates and maintenance.
9. **Security:** Students must take reasonable precautions to secure their MacBook from theft. Laptops should not be left unattended in common areas.
10. **Data Backup:** Regularly back up important data to prevent data loss in case of damage or loss of the MacBook.

By adhering to this MacBook policy, students at NTCA will contribute to the preservation of school equipment and ensure that these valuable tools remain available for educational purposes. Failure to comply with this policy may result in disciplinary action and financial responsibility for repair or replacement costs. We appreciate your cooperation in caring for and protecting our school's MacBook laptops.

Personal Electronic Devices

Cell phones are to be silenced during school hours (8:30 AM - 4:10 PM). Cell phones are not to be visible or used in the classroom (even for checking time). Texting, phone calls, games, and applications, are not permitted during classroom time. To eliminate the misuse of cell phones (i.e. text messaging, playing games, cheating on test, etc.) students may be asked to turn their

devices into the teacher at the beginning of class and receive them back at the conclusion of class, or teachers will require the devices to stay in the student book bag.

Inappropriate use of a cell phone in and out of classroom time (including sending and receiving text, picture, and video messages, playing games, taking notes, taking pictures, recording videos, or posting to the internet) of cell phone may result in a Referral/suspension offense and will also result in confiscation of the student's cell phone. Students are asked to use discretion when using phones before and after school as well as at lunch time and in between classes. Taking videos and pictures with a cell phone or other device is strictly prohibited.

*Earbuds/headphones connected to cell phones during the school day is not permitted.

Administration reserves the right to search contents of student cell phones if deemed necessary with cause. Students found in violation of the cell phone usage policy will be given one (1) warning before disciplinary measures are taken.

Elementary and Middle School Cell Phone Policies:

Middle school students are not permitted to have their cell phones out during the school day. They must be stored in the student's book bag during the day. The cell phone cannot be visible between 8:00 AM and 3:15 PM. Elementary students' cell phones must be left in their backpacks during the school day.

Violation of Cell Phone Expectations will result in consequences:

1st offense: Student is given a reminder of Cell Phone policy.

2nd offense: Cell phone is turned over to administration until the end of the day. Parent is contacted.

3rd offense and subsequent offenses: Cell phone held in office until the end of the day, parent contacted, and loss of phone privileges.

Cell phones and personal electronic devices are the property of the student or family, therefore NTCA does not assume any responsibility for damage or loss of such device while on campus or on a school-sponsored trip.

Use of Computer Resources

The use of NTCA computers and computer resources and the use of the internet link through the NTCA technology, including email, is the use of NTCA property. NTCA computers and computer resources can only be used in compliance with NTCA policy and procedures. The use of NTCA computer resources, including email, should be primarily for purposes related to NTCA's mission of education, research, and public service. Students should use the NTCA computer resources for purposes related to their studies, their instruction, and other NTCA-sanctioned activities. Students will abide by the general rules of network etiquette as instructed by this policy or by any teacher or administrator. All NTCA computers, data, technology, and other computer resources are the property of NTCA. NTCA 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 NTCA 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 NTCA 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 NTCA 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 NTCA 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 an NTCA student, teacher and/or administrator which is contrary to NTCA's ethical and educational standards is strictly prohibited, regardless of whether the communication is sent on an NTCA-owned or privately-owned device. If an inappropriate communication is sent or received by an NTCA student, teacher and /or administrator which is contrary to the NTCA'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, NTCA 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

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

Information prepared, stored, transmitted, or otherwise developed through the use of NTCA computers, including email transmissions, shall not be considered private. NTCA 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 NTCA'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 an NTCA staff member immediately. However, NTCA, 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 an NTCA staff member. Students shall not arrange a meeting with anyone met online. Students shall not enter any internet chat rooms, unless authorized by an NTCA staff member for supervised educational purposes. Any inappropriate use of the internet should be reported to an NTCA 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. NTCA 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 NTCA 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 NTCA computers. Transmission of such software over NTCA's network is prohibited. Only an NTCA teacher and/or administrator are authorized to install or uninstall software on the NTCA'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 NTCA 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 NTCA network or system, nor may individuals attempt any such activity against other systems accessed through NTCA'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 NTCA 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 NTCA 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 NTCA-owned hardware or software on NTCA's system.
14. All hardware, software, peripheral equipment, store text, data files, cabling, programs, document sites, or information obtained on an NTCA computer are the property of NTCA.
15. Access to NTCA'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 NTCA's computer resources which violates NTCA's policies and procedures involving the use of computers and networks will result in NTCA removing data and programs that are found to be inappropriate, terminating the computer privileges of the violating user, and other consequences under NTCA's policies. NTCA personnel will determine when a policy or procedure has been violated and their decision is final.

In addition to violation of NTCA'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.

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SCHOOL BOARD

Florida Conference Appointed Members

1. Allan Machado – Chairman
2. Hector Caban
3. Brad Cassell
4. Murray Cooper
5. Tim Goff
6. Stephen Herr
7. Elisa Rahming
8. Frank Runnels
9. Mark Schiefer

Advent Health Appointed Members:

1. Orton Varona – Vice-Chairman
2. Denise Bales-Chubb
3. Tyson Davis
4. Dima Didenko – Finance Chairman
5. Belinda Grant
6. Amanda Maggard
7. Jason Newmyer
8. Mike Schultz
9. Vacant

BOARD COMMITTEES

Executive Committee

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

Finance Committee

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