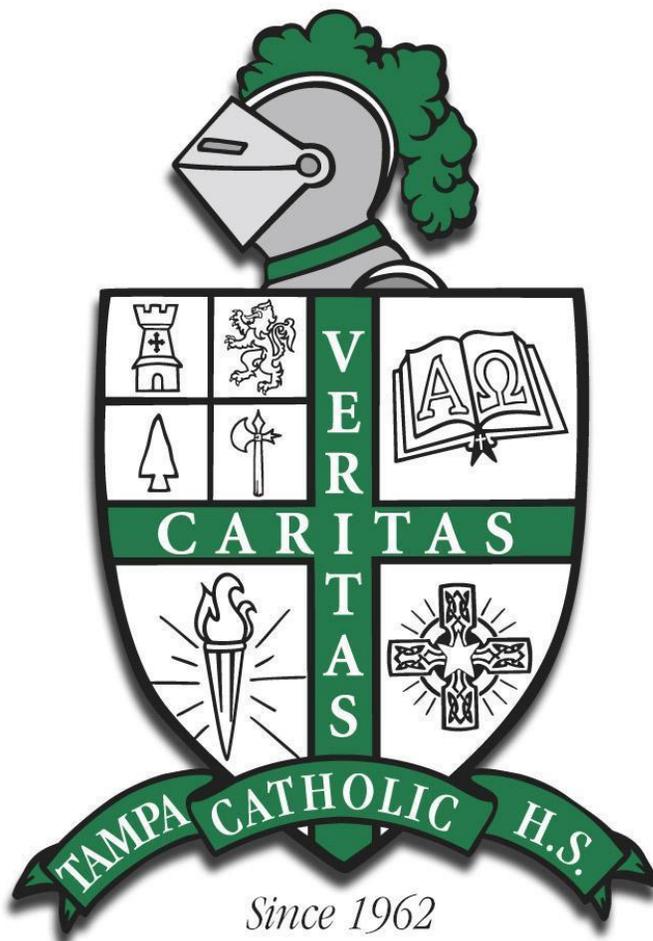


2020-2021

TAMPA CATHOLIC REOPENING PLAN



Tampa Catholic High School
4630 N. Rome Avenue
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Dear Tampa Catholic Families,

Welcome to the 2020-2021 academic year. In the last 6 months we have seen a shift in education in the United States. Our teachers have developed innovative methods to engage learners, families have shared in the academic process in a more intimate way, and administrators have expanded their abilities to manage live and virtual environments. In extraordinary times like these, reevaluation of practices is mandatory.

The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH). The use of best practices in education and guidance from the Department of Education (DOE), Department of Children and Families (DCF), the National Catholic Education Association (NCEA), and the Florida Catholic Conference (FCC) were used to create this plan. Regular updates will be made to this plan based on information provided by all the organizations mentioned above and applicable federal, state, and local agencies.

Tampa Catholic exists to glorify God by cultivating academic excellence, growing personally and spiritually, and serving the community. Traditionally, this mission has been established in a community setting with face to face instruction. With proper protocols for sanitation and social distancing, we plan to continue this tradition in full by opening on August 24th for faculty, staff, and students.

Some families may choose to begin the year online with our flexible learning option (TC FLEX). In order to begin the year utilizing TC FLEX, families must indicate this choice on their Intent to Return surveys by August 10th. All students choosing to be a part of the TC FLEX program will be expected to attend their classes synchronously via Zoom. They will follow the bell schedule for the day with attendance taken during each class period. Teachers will provide instruction, notes, and assignments in real-time through the Canvas platform. Students in TC FLEX will be expected to complete and electronically submit homework and classwork by the specified deadlines. They will participate in all learning activities remotely. Assessments will be proctored utilizing Lockdown Browser, an app which prevents students from navigating away from the assessment while it is in progress. Some summatives and exams may need to be proctored on campus for enhanced security.

Tampa Catholic prides itself in being a top choice in Catholic education for over 57 years. While this school year will be different in some regards, we will continue to cultivate academic excellence in all we do.

Robert Lees
Principal

Cheriese Edwards
Vice-Principal

PART 1: OVERALL PROCEDURES AND SAFETY PRECAUTIONS

General Guidelines:

Tampa Catholic is committed to the following safety precautions in preparation for the opening of a safe school. Personal Protection Equipment (PPE) is recommended to minimize exposure to COVID-19. PPE materials can include, but are not limited to, masks, gloves, and/or shields. To protect students, staff and families, TC will require face coverings when social distancing is not possible. This mandatory protocol will be in place for all staff, students and visitors to our campus. Additional effective practices which will be required include: washing hands regularly for at least 20 seconds; avoiding touching eyes, nose, and mouth; covering your mouth and nose with a tissue when you cough or sneeze; and using hand sanitizer with at least 60% alcohol.

Sanitation

- ACTIVEPURE® Air & Surface purification systems have been installed in all buildings on the academic campus.
- Sanitizing foggers will be used for deep cleaning daily.
- Hand sanitizer stations have been installed in the hallways of all buildings on campus. Hand sanitizer will also be available in classrooms.
- Maintenance will frequently clean handrails, bathrooms, and other high contact points in order to maintain a healthy environment.
- Desks and other high contact surfaces within classrooms will be wiped down throughout the day.

Classrooms

- Two-person desks have been removed and replaced with individual desks.
- Desks will be in rows with all desks facing in the same direction. Desks will be spaced apart.
- Assigned seats will be mandatory. Teachers will maintain accurate seating charts.
- Students must stay in seats as much as possible while in the classrooms.
- In the classrooms, students will be required to wear masks/face shields when social distancing cannot be maintained.

Water Fountains

- Water fountains will be turned off and unusable until further notice.
- Students should bring personal water bottles to school.
- If a student needs to have a drink during class, he or she will need to get permission to step into the hallway to get a drink from his or her personal water bottle.
- Students will not be permitted to drink in the passing time between classes since they will not be able to keep appropriate distance from others and must wear masks.

- Students will be given permission to leave the classroom with e-hallpass, an iPad app which teachers and administrators will use to manage student movement around campus and control the number of students in any location.

Masks

- Face coverings are required for all students, faculty, staff, and visitors. This requirement is subject to change throughout the school year.
- Students who do not wear a mask/shield to school will be sent home or given a mask to wear.
- Students unable to wear a mask for the school day should enroll in the TC FLEX program.
- Approved masks have NO Symbols, NO writing, and NO messages other than the TC logo.
- Students may be granted permission to remove masks in classrooms where social distancing is possible.

PART 2: THE SCHOOL DAY

Health Protocols

- All faculty and staff will be trained on the latest CDC guidelines regarding social distancing, the wearing of masks, and cleaning and sanitizing by a healthcare representative.
- Faculty and staff will be asked daily to confirm that they have had no symptoms of illness in the past 24 hours. Faculty and staff who have a fever or any symptoms of illness will be required to stay at home and must report illness to administration.
- Parents/Guardians are responsible for screening their students daily prior to coming to school. Students who have a fever or any symptoms of illness will be required to stay home.
- Parents/Guardians are responsible for reporting any illness immediately by calling (813-870-0860) or emailing (receptionist@tampacatholic.org) the Receptionist.
- If a student develops a fever or any significant symptoms of illness during the school day, he or she will be sent to a designated isolation room and his or her parent/guardian will be contacted. The parent/guardian will be required to immediately (WITHIN 60 MINUTES) pick up the student.

People with COVID-19 have a wide range of symptoms reported – ranging from mild symptoms to severe illnesses. Symptoms may appear 2-14 days after exposure. People with these symptoms may have COVID-19:

- Fever or Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headaches

- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

Arrival /Dismissal

- Parents will be encouraged to plan arrival and departure times so that they align as closely as possible to school hours (7:30 AM to 3:30 PM).
- Students **WILL BE** required to wear masks during arrival. Masks should be put on prior to exiting the car.
- Students who do not wear a mask/shield will be sent home or given a mask to wear.
- Student drivers are encouraged to stay in their cars until the 8:00 AM bell.
- Students **WILL BE** required to wear masks during dismissal.
- Students are encouraged to leave school immediately after their school business has concluded for the day.

Attendance

Catholic Schools in the Diocese of St. Petersburg will operate with the goal of having students physically present for face-to-face learning. Children should attend school unless prohibited by local public health mandates or because of unique medical or familial needs. Children who are not physically present will be required to document the reason for not attending school and comply with the school's alternative educational program.

Daily Schedule

For the first semester, Tampa Catholic will keep a fixed schedule with the class periods running in this order every day: A-B-C-D-E-F-G-H. We will evaluate the viability of our typical rotating schedule for the second semester.

Lunch

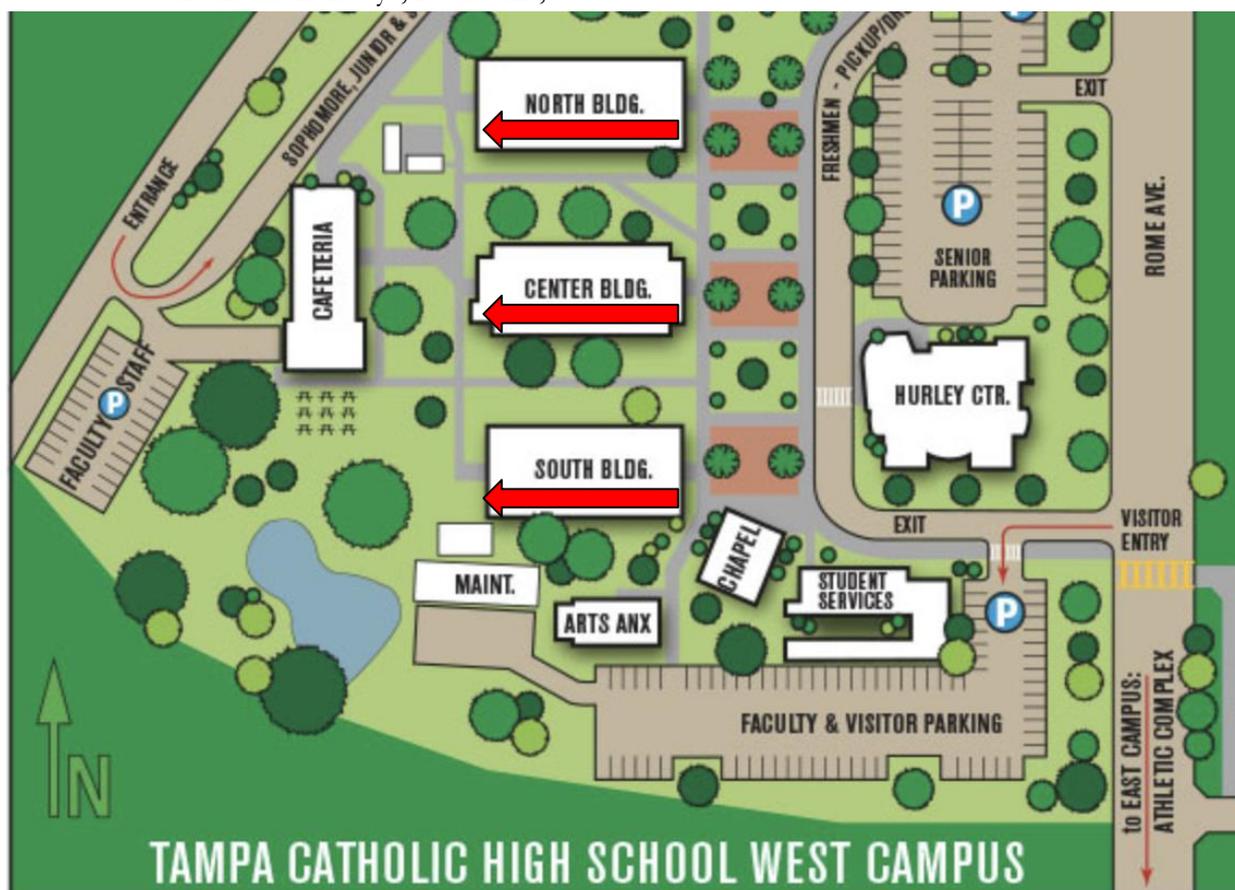
Families will still be able to purchase lunches through Catering by the Family. Lunches will be consumed in various locations (e.g., the cafeteria, outdoor picnic tables, and other alternative lunch spaces) to allow for social distancing. Families who wish to limit risk even more may wish to pack lunches in lieu of purchasing lunches.

- Cafeteria workers and volunteers will be required to wear masks and gloves at all times during lunch preparation and lunch service.

- More limited lunch options will be offered to best facilitate quick, efficient, and safe service.
- In the cafeteria, tables will be separated instead of being set up in long rows. This will better allow for social distancing while students are eating.
- All tables and other surfaces will be wiped down and sanitized after each lunch period

Movement of Students

- Hallways in the North, Center, and South buildings will be one-way, with entrance from the east side and exit from the west side. Movement in the hallways will always flow from east to west.
- East stairwells will be used to go upstairs and west stairwells will be used to go downstairs.
- Students will not be sent to the restrooms in groups.
- Students will use the e-hallpass app to request permission to use the restroom or leave the classroom. An administrator will use the app to set limitations regarding the number of students in the hallways, restrooms, etc.



PART 3: THE LEARNING ENVIRONMENT

Cultivating Excellence

In both live instruction and the TC FLEX program, our professional educators will engage students using rigorous instructional practices to prepare students for collegiate success.

Technology Enhancements

- The IT department has configured iPads for all new students and has sent student email, password and acceptable use documents electronically.
- Incoming families have received information about the safe distribution of iPads prior to the opening of school.
- Families can purchase and download textbooks through eCampus prior to the start of school. Hard copies of books will be sent to your home.
- Professional Zoom licenses have been purchased for enhanced safety and security of class content.
- Web cameras have been purchased for each classroom to allow for live streaming of instruction.
- Students will be able to access class documents, receive information and announcements, and submit all assignments digitally through Canvas.
- Students will follow a synchronous school schedule when in TC FLEX. Teachers will live stream or pre-record daily classes via Zoom or another appropriate platform.

Teacher Expectations

- Develop high quality lesson plans and post Canvas announcements weekly for parents and students to view; adjust plans as necessary.
- Take attendance in each period.
- Communicate with parents and students regularly.
- Begin each class with prayer and serve as the spiritual leader for the class.
- Integrate faith into lessons.
- Consider ways to focus on relationships and connections, not just content.
- Use alternative and formative assessments regularly.
- Create cross-curricular work when possible to maximize efficiency.
- Be flexible and show compassion to your students and their families.
- Presume the best of your students and parents.
- Provide consistent and regular feedback.
- Post grades consistently.
- Adopt a growth mindset.
- Participate in professional development opportunities.
- Continue to work on unit and lesson plans in advance.

- Consult with other teachers to ensure vertical alignment, share best practices and/or successful strategies.
- Professionalism: adhere to policies and procedures set forth by your school and including email communication, webinars, and student learning.

Parent/Family Expectations

Student Expectations:

- Dedicate appropriate time to learning daily.
- Attend all live classes and/or virtual sessions.
- Follow dress code when attending live sessions.
- Ensure you know usernames and passwords for instructional resources.
- Submit all assignments by due dates established by your teachers.
- Absences are recorded by the school. If you are unable to attend, parents must notify the school to report your absence. Please refer to the school's policy regarding excused and unexcused absences.
- Do your own work.
- Communicate with your teacher if you have questions or concerns. Ask for help if you need it.
- Be considerate of others when participating in online discussions.
- Follow the TC Acceptable Use Policy and be exceptional digital citizens.

Parent Expectations:

- Communicate regularly with teachers and school staff.
- Support your child with on-site, blended, or virtual learning.
- Student accountability and responsibility: ensure student is actively engaged and learning.
- Regularly check Canvas and PlusPortals.
- Participate in trainings, webinars, and/or meetings offered by the school.
- Support the community and prayer life of the school.
- Adhere to the school's absence policies.
- Follow school policies for class assignments, homework, projects, tests and quizzes as well as academic integrity.
- Presume the best of the teachers and school leaders.

PART 4: STUDENT LIFE & ATHLETICS

Over 78% of the Tampa Catholic student body is engaged in extracurricular activities and athletics in a typical school year. While we will continue to offer these activities for our student body, we will utilize technology and additional safety measures to encourage students' personal and spiritual growth.

School Masses and Other Large Gatherings

School Masses are essential to the life of our TC community. However, Mass attendance by the full student body, faculty, and staff would exceed the current allowable limit. Additionally, social distancing could not be maintained. For the near future, students, faculty, and staff will either view a livestream of Mass or celebrate Mass with a class-sized group in the Blessed Edmund Rice Chapel.

Parent meetings and back-to-school events will be either held virtually or limited to only a small number of people on campus at one time.

Club activities

Tampa Catholic recognizes the importance of co-curricular activities in a well-rounded high school experience. Clubs are encouraged to resume activity in a virtual format at this time.

Physical Education

Students scheduled for Physical Education will practice social distancing during class and are excused from wearing masks during physical activity. All equipment will be sanitized after each use.

Service Hours

In a typical school year, Tampa Catholic requires every 9th and 10th grade student to complete 10 service hours per semester and every 11th and 12th grade student to complete 15 service hours per semester. For the 2020-2021 academic year, students are encouraged to complete as many service hours as possible. However, a minimum number of service hours has NOT been determined for the 2020-2021 academic year.

Athletics

Tampa Catholic will follow guidelines from the local athletic league and FHSAA regarding athletics.

PART 5: TC FLEX (Flexible Learning Education and eXperiences)

All grade levels at Tampa Catholic will have a flexible learning option (TC FLEX) for families with COVID-related concerns.

Families with COVID-related needs (as defined by the school) may switch from in-person to TC FLEX at any time throughout the first semester. Students will be allowed to return to in-person, on-campus learning during the semester if family circumstances change. Families may need to provide documentation of health to ensure a safe return to school.

TC FLEX will remain in place as long as COVID-19 continues to be a concern. The need for TC FLEX on a school-wide basis will be re-evaluated by the Tampa Catholic Health and Safety Task Force at the end of the fall semester.

Enrollment

Families wishing to begin the school year enrolled in TC FLEX will need to indicate that choice in the enrollment intention form by August 10th. Families wishing to enroll in TC FLEX after the start of the school year will need to complete the form linked below.

<https://forms.gle/sAwup7dDiU4NzEuH7>

Student/Parent Expectations

Below are the expectations for families enrolled in TC FLEX.

- Students will begin TC FLEX no later than day three of the student's enrollment.
- Online classes will be held synchronously, at the same time the scheduled class meets on campus. Teachers will live stream or pre-record daily classes via Zoom or another appropriate platform.
- Students are expected to be present in the Zoom waiting room at the beginning of their scheduled class time. Attendance will be taken at the beginning of class and reported to the main office.
- Students are expected to attend each class every day. If a student will be absent from class, a parent/guardian must contact the front office at 813-870-0860 or receptionist@tampacatholic.org by 8:00 AM.
- Students will be able to access class documents and information through Canvas.
- In addition to attending Zoom classes, students are expected to check Canvas daily for announcements/assignments and to check their school email daily.
- All assignments will be turned in digitally. No assignments will be requested as hard copies.
- Students will be responsible for contacting teachers for additional assistance when they are having difficulty in a class.

- Students are expected to be dressed appropriately for school, but will not be required to wear school uniforms.
- Students are expected to have their video on so that they can be seen by the teacher and be in an area which will minimize distractions.
- Students will adhere to all academic policies as outlined in the Parent/Student Handbook.
- Students will be held accountable to the Honor Code as specified in the Parent/Student Handbook. When a student is found to be in violation of the Honor Code, he or she will be referred to the Dean of Student Life.
- Students will be held accountable for adhering to TC's disciplinary policies, the Anti-Bullying Policy, and the iPad/Mobile Device Acceptable Use Policy, all of which can be found in the Parent/Student Handbook. Violations will be referred to the Dean of Student Life.
- Students, teachers and parents will receive training on all tools, systems and technology to support student learning.
- Violation of any school policy could negatively impact your ability to continue in the TC FLEX program.
- Under normal circumstances, if students are not physically present for face-to-face learning, they will not be eligible to participate in on-campus extracurricular activities, such as athletics, clubs, performances, and other events. Permission for participation in extracurricular activities may be granted for some activities or for some students under certain circumstances.
- Parents and guardians are expected to maintain contact with the student's guidance counselor and teachers.

Teacher Expectations

Below are the assurances teachers will be expected to extend to families enrolled in TC FLEX.

- Stipulate which platform will be used for virtual learning (e.g., Canvas, Zoom), post information regarding the platform and how to access it.
- Provide a live or recorded video message for students to ensure an understanding of expectations and learning platforms.
- Provide opportunities for online peer interaction (discussion boards, group assignments, etc.).
- Schedule virtual office hours.
- Provide instructional resources for students and parents.
- Live videoconferencing 1:1 should include two adults or two students for accountability and liability.

| Short-Term Absence vs. COVID-Related (TC FLEX Enrollment) | | |
|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Short-Term Absence | COVID-Related |
| Examples* | <p>Student remains home from school for a day or more due to mild, common childhood illnesses (NOT COVID RELATED).</p> <p>Student is away due to travel, extracurricular activities, etc.</p> | <p>Student is observing a quarantine per CDC guidelines due to a household member's travel to a COVID hotspot.</p> <p>Student who is immunocompromised (or has a household member who is immunocompromised) is observing strict social distancing.</p> |
| Timeline | Case-by-case | Synchronous instruction will begin no later than day three of the student's enrollment in Flexible Learning |
| How To Notify the School | <p>Call or email school office (receptionist@tampacatholic.org)</p> | <p>Submit the TC FLEX form: https://forms.gle/sAwup7dDiU4NzEuH7</p> <p>Your guidance counselor will follow up with you regarding next steps.</p> <p>Students with last names A-G: Becky Prima (bprima@tampacatholic.org)</p> <p>Students with last names H-P: Leslie Loanzon (lloanzon@tampacatholic.org)</p> <p>Students with last names Q-Z: Mark Ventura (mventura@tampacatholic.org)</p> |
| Content Delivery | Students will receive class content and assignments from teachers. Any missed assessments may be made up upon the student's return to school. | Once the school is notified, and the enrollment process completed by families, the students will be enrolled in Flexible Learning for a minimum of 2 weeks and will follow courses in real-time utilizing Canvas. |

**Examples are not all encompassing.*

PART 6: ALTERNATIVE SCENARIOS

Hybrid Model

This option will be utilized if restrictions limit the number of students allowed on campus.

Monday: All Grades in Alpha A-K, 8 AM - 3 PM
Tuesday: All Grades in Alpha A-K, 8 AM - 3 PM
Wednesday: Deep Campus Cleaning
Thursday: All Grades in Alpha L-Z, 8 AM - 3 PM
Friday: All Grades in Alpha L-Z, 8 AM - 3 PM

Features of the Hybrid Model:

- When at school, students will attend a full class schedule.
- When not at school, students will follow a synchronous school schedule. Teachers will live stream or pre-record daily classes via Zoom or another appropriate platform.
- Whether at school or at home, students will be able to access class documents and information through Canvas.
- Students, teachers and parents will receive training on all tools, systems and technology to support student learning.
- Students are able to continue to participate in extracurricular activities.

Mandated Temporary Distance Learning

This option is a temporary movement to online/distance learning at some point during the year, depending on the level of viral transmission in the school or local community and after consultation with public health authorities and the Office of Catholic Schools of the Diocese of St. Petersburg.

Enhancements for Distance Learning 2020-2021:

- Students will be able to access class documents and information through Canvas.
- Students will follow an online distance learning school schedule. Teachers will live stream or pre-record daily classes via Zoom or another appropriate platform.
- All assignments will be turned in digitally. No assignments will be requested as hard copies.
- Various technologies will be implemented in order to offer traditional assessment methods.
- Students, teachers and parents will receive training on all tools, systems and technology to support student learning.

PART 7: STUDENT SUPPORT

Tampa Catholic's Guidance and Student Support teams nurture the safety and academic, social and emotional well-being of the TC student body. The following provisions will continue to be in place for the 2020-2021 academic year.

Social Emotional

Since March, all have experienced a heightened level of stress and anxiety. It is extremely important that we all remember to seek help and support if the level of stress and anxiety we experience becomes overwhelming. This is especially important for our children. Tampa Catholic works closely with a licensed mental health counselor, Angela Brinton (abrinton@tampacatholic.org), who helps our families. If you feel that your student needs assistance, please reach out to her or your students' guidance counselor for more information about accessing Ms. Brinton's services.

Guidance

Guidance counselors will provide:

- Assistance with schedule and class loads
- College planning and support
- Parent information meetings

Students with last names A-G: Becky Prima (bprima@tampacatholic.org)

Students with last names H-P: Leslie Loanzon (lloanzon@tampacatholic.org)

Students with last names Q-Z: Mark Ventura (mventura@tampacatholic.org)

College Counselor: Alexia Haldane (ahaldane@tampacatholic.org)

Student Support Services

The Student Support Services Office will provide:

- Weekly review of academic progress
- Planning and support strategies for students with disabilities
- Tutoring through Catapult services and a dedicated math tutor on campus.

PART 8: PLAN OF ACTION: POSSIBLE COVID-19 CASES

If a student/staff member tests positive for COVID-19, the school will follow the directions given by the local Health Department and consult with the Office of Schools and Centers.

APPENDIX



Tampa Catholic High School
Accredited by AdvancED Worldwide

Statement of Understanding and Release of Liability in Regard to Covid-19

COVID-19 has been declared a worldwide pandemic by the World Health Organization. In order to resume regular school operations, the Diocese of St. Petersburg and Tampa Catholic High School ("School") have put in place reasonable preventative measures and standards of behavior to reduce the spread of COVID-19 at School and School activities. Even with implementation of safety protocols, the School cannot guarantee that you or your child(ren) will not become infected with COVID-19; attendance at School and/or participation in the School activity could increase your risk and/or your child(ren)'s risk of contracting COVID-19.

ASSUMPTION OF RISK: The (Diocese of St. Petersburg/Tampa Catholic High School) cannot prevent you or your child/children from becoming exposed to, contracting, or spreading COVID-19 while attending School and related activities. It is not possible to prevent against the presence of the disease. Therefore, if you choose for your children to attend School, your child and/or other family members may be exposed to and/or at increased risk of contracting or spreading COVID-19. I/we have read and understood the above warning concerning COVID-19. I/we hereby choose to accept the risk of contracting COVID-19 for myself/ourselves, my/our child/children, and/or other family members in order for my/our child/children,

(Name of Minor Child)

to attend school and related activities. By signing this agreement, I/we acknowledge the contagious nature of COVID-19 and that my/our child(ren) and I/we may be exposed to or infected by COVID-19 by attending and/or being present at school, and/or by participating in school activities, and that such exposure or infection may result in personal injury, illness, permanent disability, and death.

WAIVER OF LAWSUIT/LIABILITY: I hereby forever release and waive my right to bring suit against (Diocese of St. Petersburg/Tampa Catholic High School) and its owners, officers, directors, managers, officials, trustees, agents, employees, authorized volunteers, or other representatives in connection with exposure, infection, and/or spread of COVID-19. I understand that this waiver means I give up my right to bring any claims including for personal injuries, death, disease or property losses, or any other loss, including but not limited to claims of negligence and give up any claim I may have to seek damages, whether known or unknown, foreseen or unforeseen.

CHOICE OF LAW: I understand and agree that the law of the State of Florida will apply to this contract.

I HAVE CAREFULLY READ AND FULLY UNDERSTAND ALL PROVISIONS OF THIS RELEASE, AND FREELY AND KNOWINGLY ASSUME THE RISK AND WAIVE MY RIGHTS CONCERNING LIABILITY AS DESCRIBED ABOVE.

I am the parent or legal guardian of the minor named above. I have the legal right to consent to and, by signing below, I hereby do consent to the terms and conditions of this Release.

(Parent/Guardian Name – Printed)

(Parent/Guardian Signature)

(Date)

4630 North Rome Avenue • Tampa, Florida 33603-2899 • Phone 813.870.0860 • Fax 813.877.9136