

2020-2021

# TC FLEX Enrollment Guide



Tampa Catholic High School  
4630 N. Rome Avenue  
Tampa, FL 33603  
(813) 870-0860

*\*Revised 12/17/2020*



**Tampa Catholic High School**  
*a tradition of Faith, Excellence & Family*

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*Office of The Principal*

Dear Parents and Students,

Thank you for your tremendous patience, understanding and cooperation during the first semester as we all work in uncharted territory. I am proud of the Tampa Catholic community for what we were able to accomplish with our live instruction and the modifications through TC FLEX for those who were at home for part or all of the first semester. This is new to us all, and we have learned what works and what we can improve on for the second semester. We are all longing for the days of normalcy, but the reality is that we will need to continue with modifications and adjustments for the second semester. Based on our experience this semester and growing understanding of the pandemic, we would like you to consider the following:

- 1) **Live instruction:** There is wide consensus that live instruction provides the most meaningful educational experience. If your son/daughter is on TC FLEX we ask that you consider having them return to live instruction. The weight of the evidence shows that students can return to school safely, allowing them the most comprehensive educational opportunity. If you have been on FLEX this semester, please consider returning to live instruction if possible. Of course this will remain a parental decision and TC FLEX will still be available for those with health concerns, for those with a positive case, or for those required to quarantine.
- 2) Our Educational Plan to restart the year was largely successful. In working with my team, we have made some modifications to our TC FLEX Enrollment Guide document and protocols. Please review them carefully. The modifications are highlighted in green.
- 3) High school activities are such an important part of the secondary education experience. We will continue to do everything we can to provide activities when we can do so safely. Unfortunately, we will have to adjust and adapt to the health realities as they present themselves, but it is our hope that we will be able to see more of these activities in the 2<sup>nd</sup> semester.

Thank you again for your support this semester. We are truly a blessed community.

Sincerely,

*Robert C. Lees*

Mr. Robert C. Lees  
Principal

## ***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 may switch from in-person to TC FLEX at any time. 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 has been re-evaluated by the Tampa Catholic Health and Safety Task Force.

#### ***Enrollment***

Families wishing to enroll in TC FLEX will need to complete the form linked below. To begin the Spring Semester on TC FLEX, please complete the form linked below by January 3<sup>rd</sup>.

<https://forms.gle/sAwup7dDiU4NzEuH7>

Families seeking enrollment in TC FLEX must affirm:

- 1- They have reliable internet access.
- 2- They will be engaged in Zoom sessions, communicate regularly with teachers and counselors, and submit assignments on time.
- 3- They will uphold the Tampa Catholic Honor Code.
- 4- The student will not have two (2) or more grades below a C at any time during FLEX enrollment.
- 5- They will be appropriately dressed when attending live Zoom sessions.
- 6- They will adhere to all of the Acceptable Use policies outlined in the Parent/Student handbook.

#### ***Orientation for TC FLEX families***

Families enrolling in TC FLEX will be required to review this Enrollment Guide. The School Counseling Office is responsible for enrolling students in TC FLEX. Parental acknowledgment of this guide is required prior to any student enrolling in FLEX.

| Short-Term Absence vs. COVID-Related Absence (TC FLEX Enrollment) |   |  |
|---|---|--|
|   | Short-Term Absence  | COVID-Related Absence  |
| <b>Examples*</b>  | <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>   |
| <b>Timeline</b>   | Case-by-case  | Synchronous instruction may begin as early as 24 hours from the student's enrollment in TC FLEX is processed by the School Counselor.  |
| <b>How To Notify the School</b>                                   | Call or email school office ( <a href="mailto:receptionist@tampacatholic.org">receptionist@tampacatholic.org</a> )  | <p>Submit the TC FLEX form: <a href="https://forms.gle/sAwup7dDiU4NzEuH7">https://forms.gle/sAwup7dDiU4NzEuH7</a></p> <p>Your school counselor will follow up with you regarding next steps.</p> <p>Students with last names A-G: Becky Prima (<a href="mailto:bprima@tampacatholic.org">bprima@tampacatholic.org</a>)</p> <p>Students with last names H-P: Leslie Loanzon (<a href="mailto:lloanzon@tampacatholic.org">lloanzon@tampacatholic.org</a>)</p> <p>Students with last names Q-Z: Mark Ventura (<a href="mailto:mventura@tampacatholic.org">mventura@tampacatholic.org</a>)</p> |
| <b>Content Delivery</b>   | 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 TC FLEX for a minimum of two (2) weeks and will follow courses in real-time utilizing Canvas and Zoom. Students returning to face-to-face instruction will return on a Monday, after two (2) weeks have passed.  |

*\*Examples are not all encompassing*

***Attendance:***

Attendance for students enrolled in TC FLEX will be taken each class period. It is the responsibility of parents to notify the receptionist if a student will miss a class. Failure to report an absence will result in an unexcused absence for each class period missed. Students attending TC FLEX will have the same guidelines for attendance as those who will be in person. Please refer to the Parent/Student handbook for specific guidelines.

***Important Spring 2021 Semester Dates:\****

First day of School - January 4th - Students will attend all classes as scheduled for second semester. The rotation for the first day of Spring will be A-B-C-D-E-F-G-H

January 21st - Junior Parent Meeting - The School Counseling Office will be meeting with Junior parents via Zoom.

January 26th - PSAT Testing Day - **THIS IS A MANDATORY DAY FOR STUDENTS WHO DID NOT TAKE THE PSAT IN OCTOBER.** All students who have signed up for FLEX should be on campus for PSAT Testing. More details about the logistics of this testing day will be in a later communication.

February 24th - Junior Retreat - This is tentatively scheduled as an in person retreat held off campus.

February 24th - Junior Ring Mass - This is tentatively scheduled as an on-campus, outdoor event.

March 2nd - PreACT/ACT Testing Day - All students who have signed up for FLEX should be on campus for PreACT/ACT testing. More details about the logistics of this testing day will be in a later communication.

March 23rd - Honors Induction Ceremony - This is tentatively scheduled as an on-campus, outdoor event.

April 1st - April 11th - Easter Recess

May 3rd - May 14th- AP Exams - Tampa Catholic is planning to administer all AP tests on campus. If the College Board is able to offer online testing, this information will be communicated to all families.

May 17th - Class of 2021 Graduation - This is tentatively scheduled at the Straz Center.

*\*These selected dates have a direct impact on TC FLEX students. It is important that Crusader families check the TC calendar regularly for a comprehensive list of school events.*

### *Student/Parent Expectations*

Below are the expectations for families enrolled in TC FLEX.

- Students may begin TC FLEX as soon as 24 hours after 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](mailto:receptionist@tampacatholic.org) by 8:00 AM.
- Students who are having connectivity or Zoom issues should call a teacher's direct classroom extension.
- 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 may be required to be physically present on campus for assessments.
- 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.
- Parents and students will be required to electronically sign an understanding and agreement to abide by the policies and procedures in the Parent/Student Handbook.
- 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 school counselor and teachers. **This is required for communicating a student's return to campus.**

### ***Teacher Expectations***

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

- Post information on how to access Zoom sessions on the Canvas announcements page.
- Provide live and/or recorded video content 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.

### ***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. A comprehensive list of current clubs, the club moderator, and contact information will be available in the Tampa Catholic High School Canvas course for students interested in getting involved.

### ***Physical Education***

Students scheduled for Physical Education while enrolled in TC FLEX will be allowed to continue in the course if the enrollment is for two weeks. Students enrolled in TC FLEX for longer than two weeks may be asked to register for a Florida Virtual Class during that class period. Students will be able to continue their enrollment in the FLVS class upon return to in-person instruction.

### ***Performing Arts Classes***

Students scheduled for Performing Arts while enrolled in TC FLEX will be allowed to continue in the course if the enrollment is short term. In most instances, students will be able to keep their schedule and receive resources at home so that they are able to be successful. When this is not possible, students may be asked to register for a Florida Virtual (FLVS) class during that class period. Students will be able to continue their enrollment in the FLVS class upon return to in-person instruction.

### ***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, service hours are required each semester and will be counted as a summative assessment in Theology classes.

### ***Athletics***

Students enrolled in TC FLEX should be logged into classes for the full day. No athlete should be on campus prior to 3:30. Presence on campus prior to 3:30 will make a student ineligible to participate in athletics. Since the time commitment to TC FLEX is for a minimum of 2 weeks, students may still be able to participate in sports if they have satisfied all CDC quarantine guidelines.

### ***Logging into Classes***

Students will attend classes according to the following schedule: Please note that there is a special schedule on Wednesdays to accommodate the early release of students.

#### **Mon, Tues, Thurs, Friday**

**A 8:25-9:10**  
**B 9:15-10:00**  
**C 10:05-10:50**  
**D 10:55-11:40**  
**E 11:45-12:30**  
**F 12:35-1:20**  
**G 1:25-2:10**  
**H 2:15-3:00**

#### **Wednesday**

**A 8:20-9:00**  
**B 9:05-9:45**  
**C 9:50-10:30**  
**G 10:35-11:15**  
**D 11:20-12:00**  
**E 12:05-12:45**  
**F 12:50-1:30**  
**H 1:35-2:15**

During their assigned classes, students will follow the Zoom link in the announcement sections of their Canvas class.

### ***Returning to school after TC FLEX enrollment***

It is the parent's responsibility to contact the School Counseling Office prior to the student returning to in-person instruction. All students selecting TC FLEX have committed to a minimum of 2 weeks in the program. Once the time has concluded from initial enrollment (2 weeks, 4 weeks, 6 weeks, semester, etc.) it is MANDATORY that families alert the school counselor of their intention to return to face to face instruction via phone call (not email) so that teachers can reintroduce them into the classroom.



***Continuing on TC FLEX after initial enrollment period***

Families interested in continuing enrollment in TC FLEX should alert their school counselors via email. It is not necessary to submit a new enrollment form.

For questions related to the TC FLEX program, families should reach out to the School Counseling Office for guidance.

- ❖ Students with last names A-G: Becky Prima ([bprima@tampacatholic.org](mailto:bprima@tampacatholic.org))  
(813) 870-0860 x242
  
- ❖ Students with last names H-P: Leslie Loanzon ([lloanzon@tampacatholic.org](mailto:lloanzon@tampacatholic.org))  
(813) 870-0860 x132
  
- ❖ Students with last names Q-Z: Mark Ventura ([mventura@tampacatholic.org](mailto:mventura@tampacatholic.org))  
(813) 870-0860 x244

