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Shonda L. Flores, Ph.D.

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August 2020

Dear Parents and Students:

My name is Dr. Shonda Flores, principal at North Tampa Epic 3. I am excited to begin my first year here at North Tampa Epic 3. As we prepare for the reopening, the safety and well-being of our students and staff remain my top importance. With this, we will provide quality standards in education with a focus on wraparound services. For our students, we will provide positive behavior incentive programs, social-emotional activities, and we will be incorporating a student government and a new Ambassador program. North Tampa Epic 3 will focus on rewarding students throughout the school year for their positive behaviors and the actions students take to demonstrate they are engaging in Connected, Capable, and Contributing efforts which are the 3 C's for success.

As principal, my main goal is to ensure a safe and constructive culture centered-around student engagement, excellence, equity, diversity, and inclusion. We will set high academic expectations for your child and provide systems of support to assure that the acceleration of performance of all students is achieved and celebrations of success are common.

Each year brings positive change. This includes a few additions to our staff. We are delighted to welcome all new staff members to our family.

If you stopped by this summer, you may have noticed numerous maintenance and construction projects. We repainted the front office, we planted additional flowers, and we are taking initiatives at North Tampa Epic 3 to increase cleaning and sanitation stations, and we have added new signage for social distancing and controlled movements. I am especially pleased with the additional signage we have added in the common areas e.g. cafeteria and restrooms.

To accommodate space and program needs in the main building, we have constructed a Multi-Purpose Room with flexible seating, and we have redesigned our Media Center and we are in the process of ordering additional library books. The Media Center will have new hours this year and students will check out books during lunch driven by our new Lunch and Learn program.

Included in this letter is a great deal of important information regarding policies and procedures. North Tampa Epic 3 will have a Mandatory Uniform Policy. See flyer 1. Students will receive a North Tampa Epic 3 Handbook Highlights on the first day of school. Every parent and student should become familiar with this handbook.

Parent Involvement is key to your child's educational success. Please become a member of our PTSA. If you are interested in joining PTSA please contact Ms. Cohen (813) 631-4426 Extension 223. North Tampa Epic 3 has a wonderful staff who are committed to serve you.

Together, I know we will make this school year one of growth and achievement for all students.

Sincerely,

Dr. Shonda L. Flores
Principal

NORTH TAMPA EPIC 3 CENTER

OUR VISION

To provide quality standards in education with a focus on wraparound services.

OUR MISSION

**All children means all!
– Inclusive Education**

OUR 5 CORE VALUES

**Engagement, Equity, Diversity,
Inclusion, and Excellence**

Student Schedules

Students have been assigned a homeroom. On the first day of school, students will report to homeroom and pick-up their class schedule. You will find your child's homeroom in the welcome back letter you receive in the US Mail.

Student Placement

A great deal of time and effort has been given to the process of student placement this school year. Careful consideration was given to input from staff and families as well as student learning styles. Classrooms have been balanced academically and socially. Our classes are structured to provide equitable class sizes at each grade level.

School Supplies

On the first day of school students will bring home a first day packet containing important information, including several forms that will need to be completed, signed, and returned to the students' Homeroom teacher the first week of school. Students will need basic school supplies such as paper, pencil, pens, two pocket folders, highlighters, composition book. However, they will get a specific list from each teacher on the first day of school.

School Hours

Our school day is from 9:00 a.m. until 3:40 p.m. The first day of school (Monday, August 24th) students will be dismissed at 2:40 p.m. Students are not to arrive on campus before 8:35 a.m.

STUDENTS ARE NOT SUPERVISED BEFORE 8:35 a.m. IF YOU DROP THEM OFF EARLY. All students are to report to school before the 9:00 a.m. bell and remain at school until the final bell. Students may leave school grounds when signed out by a parent or guardian in the Main Office.

Bus Information

Students will need to ride HARTLINE Transportation. On the first day of school students must be dropped off to school. Bus passes will be issued at the end of the day. Please review the Hartline bus stops and routes. See flyer 2.

Contacting the School During and After School Hours

See flyer 3.

Attendance

Attendance at school every day is a necessity to student success. Attendance will be taken in all seven classes. In order to achieve perfect attendance, students must be at school all day, every day. When students are absent they miss valuable instructional time that cannot be made up.

Tardies

In order to be on time for school, students should be on campus by 9:00 for official attendance. If students arrive after 9:25 a.m. a parent will need to sign them in through the main office. Please provide dental or medical notes to excuse their tardy (all other tardies will be unexcused). When a student is late to school three times in a nine weeks, there will be disciplinary consequences. Being on time is one of those skills to prepare students for life. The passing time between classes

is two minutes. This is ample time to go to the next class; this does not allow for socializing or long errands. Habitual tardiness is a hindrance to the student's educational progress and a distraction and disturbance to the instructional program. Continued tardies to classes will result in disciplinary action.

Procedures For Reporting Absences

It is the responsibility of each student's parent or guardian to call the school by 11:00 a.m. on EACH DAY of an absence. In order for the absence to be excused, the school must be notified within 72 hours of the absence. Please call 813-631-4426-----Option #1.....leave reason for absence, child's name, and grade level.

- Parents and guardians are to follow this procedure for EACH absence
- Notes will NOT be accepted
- If your child needs to be absent for a reason other than illness, a pre-arranged absence should be initiated by the parent through the assistant principal's office at least three (3) days in advance.

Sign-Out - If your child must miss part of a day for medical or dental reasons students must bring a written note from you stating where your student is going, and what time you will be picking them up from school. This note should be brought to the office by the student, before school, to obtain an excuse from class permit. When your student checks out, the parent must come into the main office with photo ID and sign the student out. Students will not be allowed to leave with anyone not listed on the emergency card. We CANNOT check out students after 3:40 p.m. Tuesday – Friday or 2:40 p.m. on Monday. We do not interrupt classes to page students to the office for phone calls or visits. No checkout during PE or lunch.

Cafeteria

Lunch will be served for \$2.75 in the cafeteria along with additional ala carte items. A free breakfast is provided to all students, which is served from 8:35 – 8:55. Students are encouraged to prepay on Monday mornings before school in the lunchroom. Students may not charge lunches. Checks are to be made payable to North Tampa Epic 3 and should have the student's legal name and student ID number on the front. Lunches may also be prepaid via the internet at http://apps.sdhc.k12.fl.us/SNS/meal_prepay.htm .

North Tampa Epic 3 does not offer an ala carte menu (pizza, chicken fingers) as well as healthy meals (yogurt, salad, sandwiches/wraps).

Students will not be provided access to a refrigerator to store lunches nor a microwave to warm lunches.

Applications should be completed as soon as possible to ensure that free lunch is available at the beginning of the year. This application must be completed every year, even for students who qualified last year. All students should complete the online application at www.sdhc.k12.fl.us/sns, as Federal funds are determined by the number of students who qualify.

****IMPORTANT ** Emergency Contacts**

Parents must furnish the school with a current email and a daytime telephone number where they can be reached in the event that their child becomes ill or injured at school. Students will be allowed to leave school only if you (or the persons you designate on the emergency card) pick them up. Parents should also check to make sure all information on the emergency card is accurate. These cards will be sent home in the first day packet. Only persons listed as emergency contacts will be allowed to check students out of school. **ALL Parents visiting the campus must wear a face mask at all times.** We will limit the amount of persons who can access the office at one time. Parents will be asked to wait outside before being buzzed in.

Bicycles/Skateboards

All students riding bicycles and skateboards are NOT permitted on campus.

Books and Personal Property

Books and personal property should not be left unattended. When textbooks are found, they will be returned to the classroom teachers. Lost or damaged books must be paid for by the student to whom the book is issued. North Tampa Epic 3 will not be responsible for lost or damaged personal items brought to school. Electronic devices such as game systems, mp3 players, blue tooth speakers and iPods are not permitted to be in use on campus.

Cell phones are not permitted during the school day and they will be collected during check-in and returned at the end of the day.

Mark all books, purses, billfolds, jackets, coats, etc. with your child's name. North Tampa Epic 3 will not be responsible for damaged, lost or stolen items.

Immunization Requirements

For all students entering the 6th grade, the immunization record must show that the student has met the minimal state requirement.

- 5 DPT (diphtheria, pertussis, tetanus)
- 4 Polio
- 2 MMR (measles, mumps, rubella)
- Hepatitis B series

For students entering 7th and 8th grade, the immunization record must show that the student has met the requirements stated above as well as:

- 1 Td Booster (tetanus, diphtheria)

Contact your doctor or the Hillsborough County Public Health to receive these immunizations. If this applies to your child, please attend to this matter immediately. Any 6th or 7th grade student not in compliance with this state requirement will be refused entry on the **FIRST DAY** of school.

Medication

- Whenever possible, medication schedules should be arranged so all medication is given at home.
- Only prescription medication will be administered at the clinic. Over-the-counter or sample medication must be accompanied by orders from the physician. If the medication requires equipment for administration (cup, spoon, or dropper) the parent is responsible for supplying the

articles, labeled with student's name. The label must indicate the student's name, name of medication, physician's name, dosage (amount) and time (frequency).

- Medication must be delivered to the school clinic in the container in which it was purchased (dispensed) by the parent/or other responsible adult. New parental authorization forms will be requested periodically.
- A separate supply of medication must be kept at school. Medication will not be transported between home and school on a daily or weekly basis. When medication is discontinued (or left at the end of the school year), it will be destroyed.

STUDENT DROP OFF/PICK UP PROCEDURES

We encourage students to ride the Hartline bus to and from school.

Morning Drop Off

Beginning at 8:35 a.m. We do not have a HOST Program or Boys & Girls Club. Parents will drive west on Humphrey and drop off their student in the parking circle alongside the sidewalk. We unload approximately 10 cars at a time. Students will walk to the student check-in area. Students will line-up practicing social distancing alongside the sidewalk next to the two Handicap Parking Spaces by Main Office. Cars will then proceed to Armenia where they can turn right to leave the school. Parents do not stop in the road on Armenia to drop your child. This stops traffic from moving and causes a traffic jam.

Afternoon Pickup

If you decide to pick your child up, please do not arrive before 2:40 p.m. (M) and 3:40 p.m. (T-F) and be patient. Car Rider Line is completed usually by 2:55 p.m. (M) 3:55 p.m. (T-F).

Rainy Day Procedures

If it is raining at dismissal, students will be held in the classrooms then dismissed when appropriate.

GUN-FREE SCHOOL ACT

“Any student who is determined to have brought a firearm, as defined in 18 U.S.C. s921, to school, any school function, or on any school-sponsored transportation will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than 1 full year and referred for criminal prosecution.”

DRESS CODE STANDARDS AND RULES

North Tampa Epic 3 will have a Mandatory Uniform Policy. See flyer 1. In addition, please our uniform policy below:

1. Shoes shall be worn, no slippers.
2. Underwear shall not be visible.
3. Pajamas shall not be worn.
4. Clothing that exposes the entire shoulder (tube tops, spaghetti straps, halters) or low cut shirts that are revealing are not allowed.
5. No miniskirts, mini dresses or short shorts will be permitted.
6. All pants and shorts shall be secured at the waist.

7. Boys' shirts shall have sleeves (No tank tops or muscle shirts).
8. Head coverings are not allowed. No hats, bandannas, or sunglasses are permitted.
9. Garments and/or jewelry which display or suggest sexual, racial, vulgar, drug, gang, tobacco, or alcohol-related wording or graphics, or any message or symbol that may tend to provoke violence or cause a school disruption will not be allowed.
10. Tattoos of any type MAY NOT be displayed.
11. No holes, tears in shorts or jeans.

WE URGE ALL STUDENTS TO WEAR SOLID COLORED FACE MASKS.

Dress code is checked daily at check-in and throughout the day. Students not in compliance will change clothes provided by the school until the end of the day. Parents please monitor and assist with dress code standards. Repeat offenders will be assigned disciplinary consequences.

***Above policies shall be enforced by the administration and staff*

NORTH TAMPA EPIC3
DRESS CODE
2020-2021

ALLOWABLE TOPS

Colors

Solid Navy Blue

Styles

Regular style/V-neck t-shirt & Polo style shirt
Any NT EPIC Spirit shirt is allowed.

[Shirts with a small logo on left chest area is permitted.]



ALLOWABLE BOTTOMS

Colors

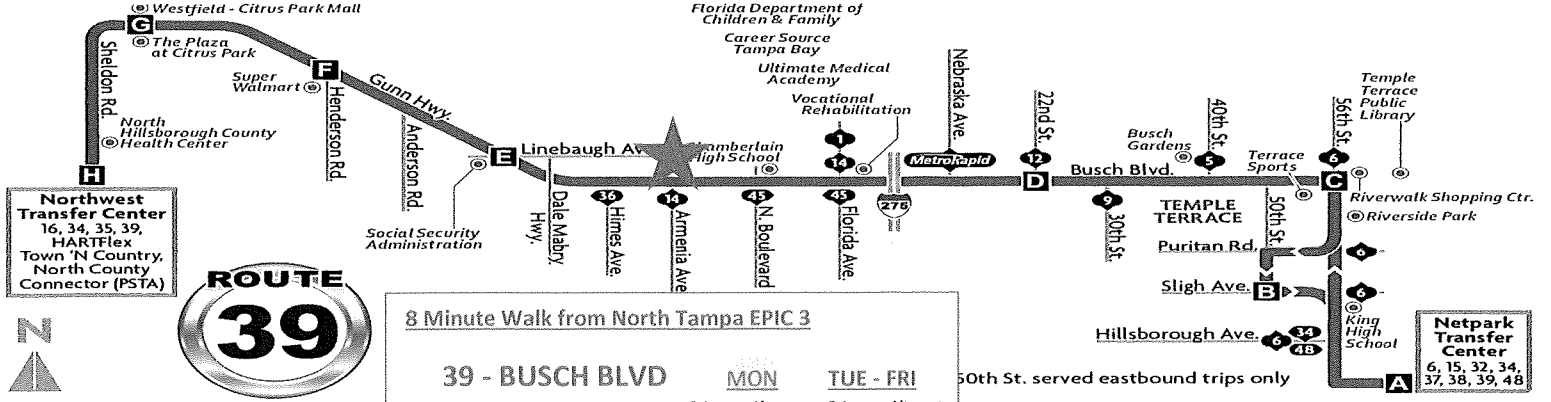
Khaki, Or Black

Styles

Shorts, Jeans

(without holes, rips or tears)





Northwest Transfer Center
16, 34, 35, 39, HARTFlex
Town 'N Country, North County Connector (PSTA)



8 Minute Walk from North Tampa EPIC 3

	MON	TUE - FRI
39 - BUSCH BLVD	Primary Alternate	Primary Alternate
39 East (Busch@ Armenia)	3:17 3:46	3:50 4:25
39 West (Busch@ Armenia)	3:07 3:35	3:33 4:03

4 Minute Walk from North Tampa EPIC 3

	MON	TUE - FRI
14 - ARMENIA AVE	Primary Alternate	Primary Alternate
14 South (Armenia@ Skagway)	2:54 3:23	4:00 4:34
14 North (Armenia@ Skagway)	3:09 3:41	4:15 4:55



Connecting Routes & Direction of Travel
① Points of Interest



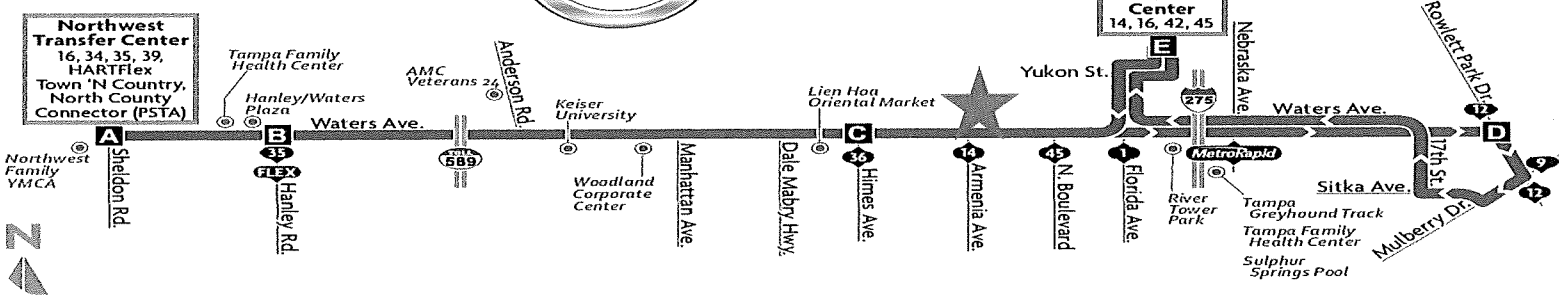
North Tampa EPIC 3



After School Departures

10 Minute Walk

	MON	TUE - FRI
16 - WATERS AVE	Primary Alternate	Primary Alternate
16 East (Waters@ Armenia)	3:09 3:42	4:08 4:36
16 West (Waters@ Armenia)	2:53 3:23	3:52 4:24






Northwest Transfer Center
16, 34, 35, 39, HARTFlex
Town 'N Country, North County Connector (PSTA)

Yukon Transfer Center
14, 16, 42, 45

North Tampa EPIC3
2020-2021

We would like to hear from you!

Contact us via

	813-631-4426 During school hours
Follow us on Twitter at HCPS@epic3	
	813-591-0265 After school hours (feel free to leave a message or text)
Email any of our personnel on site	