



PENTAB ACADEMY
PRAYERFULLY PROVIDING EDUCATION AND NURTURING TEACHING ACADEMICS
WITH A BIBLICALLY BASED FOUNDATION

PARENT/STUDENT HANDBOOK

Grades: K-8

Revised 2023

SCHOOL PLEDGES

PLEDGE TO THE AMERICAN FLAG



I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

PLEDGE TO THE CHRISTIAN FLAG



I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands, one Savior, crucified, risen, and coming again with life and liberty to all who believe.

PLEDGE TO THE BIBLE



I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

Deuteronomy 6:4-9 (King James Version)

Hear, O Israel: The Lord our God *is* one Lord : ⁵ and thou shalt love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. ⁶ And these words, which I command thee this day, shall be in thine heart: ⁷ and thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up. ⁸ And thou shalt bind them for a sign upon thine hand, and they shall be as frontlets between thine eyes. ⁹ And thou shalt write them upon the posts of thy house, and on thy gates.

ALMA MATER

By: Dr. Barbara Sharpe and Min. Mark Brown

PenTab Academy, shining blue and green,
As the morning stars keep rising, faithful we will be.
Wisdom, kindness, and honor, serve as constant guides,
Focusing on Jesus, for excellence we strive.

PenTab Academy, for thee we will pray,
That the Lord will ever build thee, stronger every day.
Students, staff and teachers, work in harmony,
Serving one another, that none can outshine thee.

PenTab Academy, shining blue and green,
We will always love thee, God bless, PenTab Academy.

Contents

MISSION STATEMENT	1
BIBLICAL FOUNDATION	1
ADMISSION REQUIREMENTS	2
NON-DISCRIMINATION POLICY	Error! Bookmark not defined.
ENROLLMENT/REGISTRATION	3
WITHDRAWAL- DISMISSAL	5
ARRIVAL AND DEPARTURE	5
CURRICULUM	7
NATIONAL ACHIEVEMENT AND STANDARDIZED TESTS	8
PROGRESS REPORT	9
HONOR ROLL	9
ATTENDANCE	12
CALENDAR	14
CELEBRATIONS AND HOLIDAYS	15
DISCIPLINE	17
BEHAVIORAL /ACADEMIC PROBATION	19
BEHAVIOR IMPROVEMENT PLAN	20
SUSPENSION	21
EXPULSION	21
FIGHTING	22
BULLYING- DEFINITION	23
BEHAVIORS AND CORRECTIVE STRATEGIES	24
SPECIAL PRIVILEGES	18
PROHIBITED ITEMS	28

Contents

CELLULAR PHONES	29
INTERNET USAGE	30
TECHNOLOGY	34
FEE POLICY	36
LIST OF PAYMENTS	37
HEALTH POLICY	37
MEDICATION	39
MEALS	40
STUDENT EXPECTATIONS	41
DRESS CODE AND APPEARANCE	43
PARENTS' DRESS CODE AND APPEARANCE	51
OPENING EXERCISES	53
ASSEMBLY AND CHAPEL CONDUCT	53
PARENT CONFERENCES & VISITATIONS	54
IDENTIFYING/REPORTING PROFESSIONAL MISCONDUCT	55
PICK-UP POLICY	55
FIRE DRILL	56
LOCK DOWN PROCEDURES	56
EMERGENCY DISMISSAL	57
FIELD TRIPS	58
REPORT CARDS	58

*“Train up a child in the way in which he should go:
And when he is old he will not depart from it.” Proverbs 22:6*

MISSION STATEMENT

It is the mission of PenTab Academy to nurture and provide quality education to all our children; to minister to the needs of the community, to train, to motivate, and to equip each student with the highest form of Christian values.

To proclaim the “Good News” of Jesus Christ through Biblically sound instructions, and to foster a problem-solving, product-producing ability in all our students.

BIBLICAL FOUNDATION

At PenTab Academy, the Bible provides the basis for the school’s educational philosophy, methodology, principles, practices and character building. We believe that Biblical values and character training are inseparable from true education. Bible memorization and the teaching of Christ-like character traits and life-skills will be a part of daily instruction. Character development is the most important work of a school, and the Bible affords the greatest opportunities for laying the foundation for Christian character. For this reason, it is imperative that **each child has a Bible**, which must be brought daily to school.

NON-DISCRIMINATION POLICY

PenTab Academy admits students of any race, color, nationality or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletic programs, or any other school-administered programs.

WHO WE ARE

PENTAB ACADEMY is a school where children are loved, early education is key, achievement is high and Jesus is Lord.

ADMISSION REQUIREMENTS: NEW STUDENTS

Parents of students interested in attending PenTab Academy will be required to:

- ✓ Complete an application package.
- ✓ Believe in the authority of The Holy Bible.
- ✓ Demonstrate evidence of faith in Jesus Christ.
- ✓ Attend a parent/student interview with the Principal.
- ✓ Complete a Diagnostic placement test.
- ✓ Attend a parent orientation meeting prior to the start of school.

These are requirements for all parents and are the prerequisite for admitting students to school.

The application package must be completed prior to the interview.

All applications must meet the registration deadline. Applications received after the deadline may be subject to a processing fee.

ADMISSION DOCUMENTS

Prospective students must produce the following:

- Immunization and Physical forms
- Birth certificate
- Social Security card
- Completed application form
- Non-refundable registration fees and curriculum fees
- Copy of recent school records, report cards and test scores

- Photocopy of parents' driver's license or state issued photo identification
- Home Language Survey form

REGISTRATION

New Students

Registration for new students will begin the first week in **May** and end the second week in **August**. When classes are filled, any additional students' names will be placed on a waiting list. Students on the waiting list will be called in the order in which their names appear, if space becomes available for placement.

Criteria for Enrollment/Re-enrollment

Students in grades K-8 will be accepted for re-enrollment if they meet the following criteria:

- Teacher recommendation
- Maintaining adequate yearly academic growth
- 2.0 grade point average (or its equivalence)
- Not having excessive days absent or tardy
- Administrative approval
- Acceptable references (**new students only**)
- No level III disciplinary infractions

PLEASE NOTE: Students transferring from another institution are required to provide completed academic and behavioral records from their previous school and must complete a diagnostic placement test prior to completing the application process.

Returning Students

Registration for returning students will begin in **April**. If a child is not re-registered before open enrollment to the public, you may not be guaranteed placement for your child for the next school year.

WITHDRAWAL- DISMISSAL

Withdrawal from PenTab Academy must be made through the school's business office. The head of the household or legal guardian must complete a withdrawal form at least 60 days prior to the withdrawal date.

School records and report cards will not be released to families unless all financial obligations to the school have been met.

Students must return all school property on their last day of school.

ARRIVAL AND DEPARTURE

Kindergarten – Grade 8

Hours of Operation

Monday- Friday

8:00 a.m. to 2:30 p.m.

Students may not be dropped off before **7:30 a.m.** or picked up after **2:45 p.m.**, unless they are enrolled in aftercare. **PenTab Academy is not responsible for supervising students who are left on school property before scheduled hours.**

- After 8:10 a.m., students will be escorted by an aide to their class, as classes have already begun. Students arriving after **8:15 a.m.** will be marked tardy.
- Parents should refrain from talking with the teacher during instructional time.

- Parents are not allowed in the building, hallways or classrooms after 8:15 a.m. unless they have a visitor's badge and their visit has been previously approved by the classroom teacher.
- School dismissal is at 2:30 p.m. All students must be picked up on time. If your child is not picked up by **3:00 p.m.**, your child will be sent to Aftercare and **you will be charged a \$15 late pick up fee.**

AFTER CARE (Kindergarten – Grade 8)

Hours of Operation

Monday - Friday

2:30 p.m. – 6:00 p.m.

- Students must be picked up promptly at 6:00 p.m.
- There is a charge of \$15 for any portion of the first fifteen minutes after 6:00 p.m. and an additional \$1 per minute after 6:15 p.m.
- You must call the school prior to pick up, if you are going to be late.
- If your child has not been picked up by 6:30 p.m., and you have not called the school, the authorities may be notified and your child released into their care.

All late fees are due in cash upon arrival. Please notify everyone who is on your authorized list to pick up your child of our policies in advance.

Failure to pay upon arrival will result in your account being billed and an additional administrative processing fee of \$5 being applied to your account.

CURRICULUM

The curriculum selected for the elementary grades (K-8) is the ***School of Tomorrow Individualized Bible-based curriculum***. It is an Accelerated Christian Education mastery-based program, which incorporates Christian character traits into all instructions. This curriculum is self-instructional and places responsibility for learning on the student. Students move independently through their PACES under the supervision of the Learning Center Supervisor. The combination of quality academics and built-in controls enables every student to attain their highest possible level of scholastic achievement. Subject-specific diagnostic tests are used to determine PACE placement for the students and for closing learning gaps.

Assessment

- Measurements of small segments of the PACE (Pace tests - *Weekly, monthly and quarterly*) provide evaluation of learning. Mastery of the concepts must be demonstrated before proceeding to the next level.
- A mastery level of at least 80% must be achieved before a student advances. Students who score less than 80% on a Pace test must repeat the entire Pace book.
- Repeat PACES and lost PACES are subject to a **fee of \$7** each. This fee must be paid before a new PACE is issued.

NATIONAL STANDARDIZED TESTING

The Iowa Test of Basic Skills (ITBS) is used to measure academic achievement, while the Cognitive Abilities Test (CogAT) is used to measure students' ability to learn. These test results provide a means of measuring academic growth from year to year, and show whether the student is achieving an education comparable to, or superior to, that in other schools nationwide. These tests are usually administered to 1st- 8th grade students during the month of April.

PROGRESS REPORT

The grading system for PenTab is designed to give parents a true indication of the student's progress or lack thereof. Interim Progress Reports are given following each of the four grading periods. Progress reports will be distributed at the Report Card Night meetings, at the classroom level, or can be picked up at the front office.

HONOR ROLL

QUARTERLY AWARDS

"A" Honor Roll requirements:

- Completion of 18 PACES, three in each subject
- Memorization of all required Bible verses
- Must have total quarterly PACE test average of 94-100%
- All Excellent (E's) and Good (G's) in desirable traits and habits
- Must be working on grade level

"B" Honor Roll requirements:

- Completion of 18 PACES, three in each subject

- Memorization of all required Bible verses
- Must have total quarterly PACE test average of 88-93%
- All Excellent (E's) and Good (G's) in desirable traits and habits
- Must be working on grade level

Year-End Awards

Principal's Platinum Honor Roll Requirements

- All A's in academic subject areas
- All E's in desirable traits and habits
- Above average demonstration of appropriate life-skills
- Memorization of all required Bible verses from the entire year
- Must be working on grade level
- Must have completed 72 PACES

Gold Honor Roll Requirements

- All A's and B's in academic subject areas
- All E's and G's in desirable traits and habits
- Overall Pace average of 94-100%
- Good Behavior
- Memorization of all required Bible verses from entire year
- Must be working on grade level
- Must have completed 72 PACES

Silver Honor Roll Requirements

- All A's and B's in academic subject areas
- All E's and G's in desirable traits and habits
- Overall PACE average of 88-93%

- Memorization of all required Bible verses from entire year
- Must be working on grade level
- Must have completed 72 PACES

Bronze Honor Roll Requirements

- All A's, B's and C's in Academic subject areas
- No N's in desirable traits and habits
- Overall Pace average of 80-88%
- Memorization of all required Bible verses from the entire year
- Must be working on grade level
- Must have completed 72 PACES

Chapel Awards

- Leaps -and-Bounds Awards
- Exceeding Expectations Awards
- Personal Best Awards
- Penmanship Awards
- Reading Awards
- Most Helpful Awards
- Math Awards
- Spelling Awards

Graduations Awards

- Gillian Phillips Bible Memorization Award
- Sydney Stewart Award for Outstanding Scholastic Achievement (*Based on standardized test scores*)
- Perfect Attendance Award

- King George Young Most Improved Student Award
- Peter Wang Humanitarian Award

ATTENDANCE

Attendance and punctuality are essential for maximum learning. We encourage perfect attendance at PenTab Academy.

- Attendance will be taken at 8:15 a.m. daily. Students arriving after this time will be considered tardy.
- 3 consecutive tardies will be equal to 1 absence.
- Please make every effort to have your child at the school by 7:50 a.m.
- Excessive tardies will result in withdrawal from clubs.

EXECUSED ABSENCES

Excused absences include those for illness, death in the family, and doctor's appointments. Students may be given make-up work for excused absences only.

A written note must accompany your child/children ***no later than the day of his/her return if your child has been absent.*** Special consideration will be given for:

- *medical emergencies,*
- *death in the family,*
- *military leave*
- *serious illness*

Absences for Vacation During School Days

Advanced written notice of vacation during school days must be approved prior to the date of the vacation.

- Absences for vacation **may not be approved** during school days if a student is performing unsatisfactorily or not meeting grade-level expectations.

Unexcused Absences

- Only **three (3) unexcused** absences will be permitted for the school year.
- More than three unexcused absences will equal to a missed field trip.

Penalties for Excessive Absences

- Students will not qualify for the quarterly Honor Roll if they have obtained more than three unexcused absences in that quarter.
- Students with more **than 12 unexcused** absences during the school year will not qualify for the Principal's Platinum award.
- If students receive funding from Step Up for Students or Family Empowerment scholarships, notification for more than 5 consecutive absences is required to be submitted.
- **More than eighteen (18)** absences in one school year may cause students to repeat the entire grade level.

CALENDAR

A copy of the school calendar is included in the registration packet and is also available at the front office. Please make note of holidays,

early release days, teacher planning days, school closures and other special events.

Camp days are offered on certain holidays at an additional cost.

CELEBRATIONS AND HOLIDAYS

Birthdays may be celebrated at the school from 1:30 p.m. until dismissal. The following policy must be observed:

Parents must complete a Request for Birthday Celebration form no later than two weeks prior to the event.

- PenTab Academy's Wellness Policy limits sweet treats to one day per month per class. Therefore, each class must celebrate all birthday parties for the month on one day.
- The teacher must be notified at least two weeks in advance.
- A Birthday Celebration Request form completed and returned to the Front Desk.
- All items sent in must be store-bought and appropriately packaged.
- ***For safety and health reasons, we cannot accept homemade goods.***
- Please keep sweet treats to a minimum. PenTab Academy recommends using the publication, **A Guide to Smart Snacks in Schools** from the USDA. A copy is available at the front desk, on the USDA's website, or on the school website.
- Preparations should be made based on the number of children in the class.
- No more than six (6) outside visitors may attend, and invitations should be extended to immediate family members only.

- All visitors must be appropriately dressed in accordance with the parent dress code requirements outlined in the handbook.
- Visitors will only have access to the venue where the party will be held.
- Visitors are not allowed to interact with other students while on campus.
- The Principal's approval is required for a bounce house, party characters or other large party props.
- Proof of liability insurance and an inspection report must be available for all outside vendors.
- Visitors are not allowed to record other students, faculty members or the school's property without permission.
- Visitors are not allowed to upload any video or photographs of any other children to any websites, blogs or any form of social media without permission from the school.

We encourage you to attend these special occasions with your child. If you are unable to attend the festivities, please contact your classroom teacher directly. To keep serving and clean-up as simple as possible, we suggest individually packaged items. All of our students and families are encouraged to exercise the life skills of friendship, caring, and sharing at these special occasions.

DISCIPLINE

At PenTab Academy, a physical and a psychologically safe, non-threatening school environment will be provided for all students. We will nurture and instruct your child in the Biblical principles of love, compassion, caring, friendship, self-awareness, self-reflection, respect for self and others, problem-solving and self-control. These life-skills will form the basis upon which we discipline.

Our policy is to:

- Model appropriate behaviors
- Teach Christ-like character traits
- Teach self-control
- Teach personal responsibility
- Reinforce positive behaviors
- Diminish inappropriate /negative behavior

When students use the appropriate life skills and exhibit positive behaviors, they are rewarded with special privileges. Children who violate school policy and display inappropriate behaviors will face appropriate consequences for their actions.

DAILY STUDENT CONDUCT CODE

By enrolling in PenTab Academy, each student agrees to conduct himself/herself according to the Statute's Daily Conduct Code.

1. Be respectful and obedient at all times.
2. Not hurt another person with my words, gestures or my acts.
3. Tell the truth, because it is wrong to tell a lie.
4. Not steal, because it is wrong to take someone else's property.
5. Not cheat or plagiarize the work of others.
6. Not cheat by scoring inappropriately
7. Not cheat by copying the answer keys
8. Respect my body and not take drugs.
9. Show strength and courage, and not do something wrong just because others are doing it.
10. Pledge to be nonviolent and to respect my teachers and fellow classmates.

SPECIAL PRIVILEGES

- Dress Down Day
- Homework Exemption Pass

- Teacher's helper
- Extra computer time
- First preference for an activity
- Extra privileges
- Extra free time in structured activities
- Extra time in centers or at the learning stations
- Extra stars or stickers
- Earn "Star Student Status" for a day
- Student coupons for designated privileges
- Sit anywhere with your friends for the day
- Assistant teacher for a day
- In-class picnic
- Select an item from the Treasure box
- Special treats
- Extra recess time
- Open book test
- Extended deadline for homework
- Have lunch with the principal
- Have lunch in the classroom with the teacher
- Class president
- Help the teacher to present a topic
- Write or draw on whiteboard/easel paper
- Any other privileges that the teacher deems appropriate

Students who exhibit undesirable behavior will be given an opportunity to self-reflect, self-manage and redirect their behavior or be removed from the group. Failure to comply will result in an infraction, and corrective measures will apply based on the school's Behavioral Improvement Plan. For serious infractions, the student will be removed from the classroom, and parents will be notified about the behavior and the corrective action to be used for the infraction. A student may be expelled from the school for serious disciplinary problems, failure to follow directions or for multiple minor disruptive infractions.

Spanking or any other form of physical punishment will be reserved for parents only, and will not be a part of our discipline plan.

Withholding of food, rest, or toileting as a form of discipline will not be permitted. Public humiliation, “put downs” (verbal and non-verbal) or bullying will not be tolerated. ***All discipline will be age appropriate and Christ-centered.***

BEHAVIORAL /ACADEMIC PROBATION

- Students who are not meeting the standards set by PenTab Academy, students who receive multiple Level 1 and/or Level 2 behavioral infractions or continue to score below **80%** on tests during a nine–week period will be placed on a **(30)** day academic or behavioral probation.
- Academic or behavioral probation prevents a student from participating in field trips, fun days, clubs or any other privileged activities. Failure to comply with the academic and behavioral standards will result in an administrative decision to expel the child from the institution.
- All new students will be given two weeks probationary period to become accustomed to the rules of the school and classroom expectations.

BEHAVIOR IMPROVEMENT PLAN

Any students who continue to endanger themselves and others through inappropriate behaviors will be placed on a Behavior Improvement Plan (BIP) or be removed from the program. This will be a joint-effort between the home and school in an effort to correct the negative behavior.

Teachers will monitor and record behavior to determine attitude and intent. Once an understanding of the behavior has been determined, parents must work with the school to diminish the inappropriate behavior. Biting, spitting, kicking, antagonistic behavior, not following directions, and excessive anger or rage are some examples of inappropriate social behaviors that are subject to behavior change. Students on BIP will have 21 instructional days to turn around their behavior.

Failure to comply with the terms of the Behavior Improvement Plan will result in the expulsion of the child from the school.

SUSPENSION

A student may be suspended for any behavior deemed inappropriate by the principal or school administration. A student who receives a total of **9 infractions** in one nine-week grading period is subject to suspension. Students may also be suspended for any repeated offense, dress violation, or any violent or threatening behavior as deemed necessary by the principal or administration of this school.

EXPULSION

The principal reserves the right to expel any student for any offensive behavior or for not meeting school-wide expectations as stated in the Student/Parent Handbook. Expulsion of a student will occur if:

- **Nine** (9) level I or II infractions are received during one nine-week grading period.
- One level III infraction is received.

- A verbal, physical or written threat against a student or faculty member.
- Vandalism
- Possession of a firearm, alcohol or drugs.
- Inappropriate sexual behavior or overtures.
- Possession of any items used as drugs or weapons on school property or at school functions.
- Cyber bullying, sexting or harassment
- Physical or social behavior among students that involves real or perceived powers of imbalance.

FIGHTING: NEW UPDATE

Fighting is not permitted at PenTab Academy. All students are expected to seek the assistance of an adult in the face of a conflict. Parents are to ensure that children understand that no fighting is permitted at this school. Children will be expected how to manage their emotions, and be taught how to resolve a conflict without using physical force.

Hitting, punching, kicking, biting, or spitting at any member of our school community is grounds for immediate suspension and possibly expulsion.

All students involved in a fight will be suspended.

Bullying

Bullying is defined as any unwanted verbal, physical or social behavior among students that involves a real or perceived imbalance of power or strength, and is repeated or has the potential to be repeated.

Bullying involves systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation.

Bullying is a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort.

PenTab Academy's definition includes but is not limited to, unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting or dehumanizing acts, by an adult or student, that are severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, to cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation. Bullying can take the form of physical contact, cyber bullying, words or more subtle actions.

No form of bullying is permitted at PenTab Academy.

Students are to report all infractions to the classroom teacher immediately.

The "SEE SOMETHING, SAY SOMETHING, TELL SOMEONE" Rule will be encouraged here at PenTab Academy.

All students are expected to seek the assistance of an adult in the face of a conflict.

Verbal Bullying

Verbal bullying, cruel spoken words, ongoing name-calling, threats, or disrespectful comments about someone's attributes (appearance, religion, ethnicity, disability, sexual orientation, etc...) directed at any member of our school community is grounds for immediate suspension and possibly expulsion.

Physical Bullying

Students should not physically intimidate anyone. Behaviors such as hitting, kicking, tripping, blocking, pushing, or inappropriately touching any member of our school community in an unwanted way are grounds for immediate suspension and possibly expulsion.

Social/ Relational Bullying

Students may face suspension or expulsion for Social/ Relational bullying, or bullying with exclusionary tactics, involving deliberately preventing someone from joining or being part of a group. These behaviors are grounds for immediate suspension and possibly expulsion

Cyber bullying

Students may be suspended or expelled for using technology and devices like social media, private websites, or mobile phones to deliberately target someone by posting negative messages directed to or about another student. These behaviors are grounds for immediate suspension and possibly expulsion.

Cheating/Plagiarism

Students may be suspended or expelled for cheating on any assignment, test/quiz, or online classwork. The possession of, deliberate distribution of, or use of inappropriate information, including, but not limited to: computer files or folders, passwords, electronic devices, or oral or written notes, materials, or work of

another person in the completion of an academic exam, test, or assignment

Drug Sales or Distribution (Level II) –

Students involved in the manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance, or substance represented to be a drug, narcotic, or controlled substance will be suspended or expelled.

Drug Use or Possession (Level III) - The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication is grounds for suspension or expulsion. Use means the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation.

Fighting (Level III) –

When two or more persons mutually participate in the use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention, both students will be suspended or expelled.

Level I

Lower-level fights, including pushing, shoving, or altercations that stop on verbal command will receive level I consequences.

Sexual Harassment (Level III) –

Unwanted verbal, nonverbal, or physical behavior with sexual connotations by an adult or student that is severe or persuasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation will result in suspension or expulsion.

BEHAVIORS AND CORRECTIVE STRATEGIES

LEVEL 1 Infractions

These include behaviors that disrupt the orderly operation of the classroom, the cafeteria, school functions, clubs or extracurricular activities such as:

- Inappropriate classroom behavior (not following classroom rules/expectations).
- Running in the hallway
- Confrontation with another student
- Misrepresentation of teacher, faculty or students
- Disruptive behavior outside the classroom (cafeteria, playground etc.
- Failure to comply with class and/or school rules
- Possession of items or materials inappropriate for an educational setting
- Inappropriate public displays of affection
- Use of profane or crude language (*general, not directed at someone*)
- Unauthorized use of electronic devices.
- Violation of dress code.
- Inappropriate Chapel behavior
- Failure to complete homework assignments

Level 1 Corrective Strategies

The principal or teacher will select at least one of the following strategies. The Principal may authorize the use of Level 2 strategies for serious or habitual Level 1 infractions.

- Verbal warning
- Contact parent/guardian
- Student, parents/guardians, and staff conference
- Revocation of the right to participate in special activities, extracurricular activities, clubs or field trips

- Confiscation of wireless communication devices
- Temporary reassignment from the class where the infraction occurred
- Replacement or payment for any damaged property (if appropriate)
- Referral to an outside agency/provider for counseling sessions related to the infraction

LEVEL 2 Infractions

These behaviors are more serious than Level 1, because they significantly interfere with learning and/or the well-being of others.

- Cheating
- Confrontation with another student
- Confrontation with a staff member
- Defiance of school personnel
- Distribution of items or materials that are inappropriate for an educational setting
- Failure to comply with previously prescribed corrective strategies
- False accusation
- Fighting
- Harassment (non-sexual or isolated)
- Instigative behavior
- Leaving school campus without permission
- Petty theft
- Use of provocative language directed at someone
- Prohibited sales on school grounds (other than controlled substances)
- Slander
- Vandalism (minor)
- Repeated failure to complete homework assignments
- Bullying (*Verbal, social and physical harassment*)
- Cyber bullying

Level 2 Corrective Strategies

The principal or teacher will select at least one of the following strategies. The use of appropriate strategies from the previous level may be used in conjunction with these strategies.

- Parent/guardian contact
- Behavioral Improvement Plan that focuses on modifying the student's inappropriate behavior or promotes positive behavior will be enforced.
- Corrective Strategies from Level 1
- Suspension from school for one to five days with the approval from the principal for serious or habitual infractions
- Referral to an outside agency/provider for counseling sessions related to the infraction

Level 3 Infractions

Level 3 Infractions are behaviors that are more serious than Level II, because they endanger health and safety, damage property, and/or cause serious disruptions to the learning environment.

Offensive/Harmful Behaviors:

- Assault
- Threat against a non-staff member
- Breaking and entering/burglary
- Bullying (*Verbal, social or physical harassment*)
- Disruption on campus/Disorderly conduct
- Fighting resulting in bodily harm
- Possession of simulated weapons
- "Sexting"
- Sexual harassment
- Vandalism
- Theft

Level 3 Corrective Strategies

The principal or designee will select at least one of the following strategies. The use of appropriate strategies from previous levels may also be used in conjunction with this strategy.

- Parent/guardian contact
- Suspension from school for up to ten days
- Corrective Strategies from Level I & II
- Permanent removal from class
- Recommendation for expulsion
- Referral to outside agency/provider for counseling sessions related to the infraction
- Parents will be required to replace or reimburse for any stolen items

OTHER ACTIONS

- Teacher Managed Consequences
- Training Requirement
- Parent Contact Expelled
- Parent Conference
- Stipulated Expulsion Agreements
- Verbal Reprimand/Warning
- Suspension Extended,
- Written Apology
- Social Emotional Counseling Referral
- Mental Health Counseling Referral
- Lunch Detention
- Suspension of Privilege
- Removed from After School/Clubs

PROHIBITED ITEMS

PenTab Academy wishes to promote a non-violent, non-threatening, Christ-like, socially engaging and loving school environment. Therefore, students are not permitted to bring toy guns, weapons, cult or gang related items, violent video games, or “fighting” dolls, cards or toys to school.

Any item taken to school should be non-breakable and inexpensive, as we cannot ensure their safety. PenTab Academy will not be held liable for unauthorized items brought from the home.

CELLULAR PHONES

The possession of a cellular telephone that disrupts the educational process, the use of the cellular telephone capabilities during school hours, or the use of a cellular phone to commit a crime are infractions of the Code of Student Conduct. Inappropriate cellular phone usages that violate the school’s code of conduct will result in a ban of the device. **The student will not be allowed to take the phone to school and may face possible suspension or expulsion.**

Only electronic communications approved by school officials for a school assignment will be permitted. Any other electronic communications will be considered a violation and will be prohibited. Electronic communications include, but are not limited to, video/audio recordings, photographs, and/or text messages. The school will not be held responsible for lost or stolen cell phones and/or any electronic devices.

No student may have in his or her possession any wireless

communication device or any other item that records, stores, or transmits data during any standardized testing (Pace tests, Map Testing, Iowa State Test, etc.). This policy applies to all grades as does everything in the Student Conduct and Discipline Code. Violation of this provision may result in the loss of the student's privilege to possess a cell phone on campus in addition to any other prescribed disciplinary intervention. If a cell phone/electronic device is visible, being handled, or otherwise used in any manner during a test or exam, it will be considered cheating and the student may receive a zero for that test or exam.

- Use of a wireless communications device includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act [§1006.07(2)(e), Florida Statutes]. Note: Students may only use a single earbud during authorized use of any electronic device.
- Students using school owned laptops or computers may not use the device for purposes in contrast to the PenTab Academy Acceptable Technology Use Policy. If a student violates the Acceptable Use Policy, the device must be immediately returned in good working order. If a device is damaged, the student is responsible for the cost or repair in accordance to the following:
 - Screen Replacement: \$50- \$60
 - Keyboard Assembly or Replacement: \$75 -\$100
 - Charger: \$40 -\$50
 - Battery: \$40- \$50
 - Full replacement: \$250 -\$300

Guidelines

The use of cell phones is not permitted during instructional time.

In an emergency, students are permitted to use the school telephone, or may be given permission to use their personal cell phones to contact parents only.

The following rules must be followed regarding the possession, use, or display of wireless communication devices and internet usage:

- Students are not allowed to record other students, faculty members or the school's property without permission.
- Students are not allowed to upload any video or photographs of the institution to any websites, blogs or any form of social media without permission from PenTab Academy.
- The school is not responsible for students' wireless communication or electronic devices that are lost or stolen.

Internet Usage

Student Conduct and Responsibilities

Guidelines for access to PenTab's internet apply to all students.

These guidelines are not all-inclusive. A student who commits any kind of misconduct not specified in the student handbook may also be subject to disciplinary action.

The school's internet access should be used to support the educational curriculum and not intended to be used for entertainment by the general public.

Access to the internet is a privilege and not a right. It carries with it certain responsibilities. ALL students are expected to abide by

PenTab Academy policies and rules of regarding the behavior of misconduct.

These guidelines are provided so that students and parents are aware of the responsibilities that the usage of internet places upon them.

Students are expected to follow proper internet protocol whether on their own computer or cell phone.

Guidelines for acceptable use include, but are not limited to, the items listed below.

Students will:

- Use appropriate language.
- Avoid offensive or inflammatory dialogue.
- Not reveal any personal information (i.e., address, phone number, etc...) for themselves or others.
- Use technology only for educational activities.
- Be responsible at all times for proper use of their access privileges and avoid impersonation, anonymity or unauthorized sharing of security measures and/or their account(s).
- Maintain integrity of technological resources from viruses, physical abuse, potentially damaging messages, etc.
- Misuse of the school internet access constitutes gross disobedience or misconduct and is unacceptable.

Students will not:

- Threaten the integrity or efficient operation of the school's network.
- Violate the rights of others.
- Access socially inappropriate material or information inappropriate for a student's age or maturity level.

Use of the school's internet access or devices for any unacceptable use will result in the suspension, expulsion, revocation of device, privileges, disciplinary action, and/or appropriate legal action.

Examples of misuses that will result in disciplinary action include, but are not limited to, the following:

- Using obscenities or inflammatory dialogue.
- Taking any steps that threaten, or which may be reasonably interpreted to threaten, any person, group of persons, building or property with harm, regardless of whether the user intends to carry out such a threat.
- Harassing other users.
- Using another user's account(s).
- Misrepresenting one's self as another user.
- Violating the rights of others or their privacy and safety.
- Accessing, viewing, downloading, displaying, transmitting, creating, or otherwise possessing or disseminating material that contains pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds or visual depictions.
- Degrading or disrupting systems or equipment.
- Damaging technology hardware or software - Students will be held financially responsible for intentional damage.
- Spreading computer viruses.
- Violating copyright laws or other intellectual property rights.
- Using technology resources for illegal activities.
- Accessing, using or possessing any material in a manner that constitutes or furthers fraud (including academic fraud), libel, slander, plagiarism or forgery.

Disciplinary Actions

PenTab Academy reserves the right to deny students access to their technology as a consequence of misuse.

Failure to comply with this policy and/or the regulations governing usages at PenTab Academy will result in disciplinary action.

Minimum action:

- Parent/student conference or reprimand
- Parent contact for student misuse
- Referral to the Principal for student discipline
- Loss of access to specific technology for a minimum of two weeks (Multiple infractions may result in extended or permanent loss of technology privileges)
- Confiscation of inappropriate item(s)
- Restitution/restoration
- Principal or Advisory Council action, including suspension and expulsion

The Principal reserves the right to establish additional rules and to take appropriate actions as she deems necessary.

Technology

PenTab Academy supports online instruction and enquiry; therefore, students **MUST** utilize good judgment when accessing global information resources and be wary of the integrity and content of the information resources.

- Students are expected to notify the teacher immediately if they encounter information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Students are encouraged not to loan their devices or share passwords with other students. Students who do so are responsible for any loss or damage to their device.

Parent/Guardian Responsibilities

- Parental controls/blocks must be installed on the device before it will be approved for use on the school campus.
- Students are responsible for keeping the device's battery charged for school each day.
- Charging the device at school is not allowed.

Unacceptable Use Examples

- Non-educational forwards (e.g. jokes, chain letters. and images).
- Harassment, profanity, obscenity, or racist terms.
- Cyber-bullying, hate mail, or discriminatory remarks.
- Emails for individual profit or gain, advertisements, or Web Cam footage.
- Listening to music on your device is not allowed during school hours.
- Watching movies on your device is not allowed during school hours, unless you have been given permission by a teacher.
- Gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.

Web Cam Usage

The device should be used for educational purposes only, under the direction of the teacher. Examples include:

- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement

FEE POLICY

PenTab Academy encourages parents to pay the full tuition upfront,

and offers a discount for such. While we prefer payment in total at the beginning of the school year, quarterly and monthly payments can be made.

- Monthly payments are due the 1st of the month
- Monthly payments are late after the 10th of the month.
- A \$30 late charge will be added to all accounts, which are not paid on time.

Once registered, tuition is due whether or not your child is in attendance. Monthly statements will be sent as reminders. If an account becomes **30 days past due**, the student will be administratively withdrawn from classes.

Failure to comply will result in the expulsion of the child. Students who were administratively expelled will not receive a refund, and all records will be withheld until full payment is made. Payments not received after **60 days** will be turned over to a collection agency.

Students with an account that is more than 30 days past due will not be permitted to participate in field trips, graduation and or end-of-year activities. Report cards, transcripts and national standardized testing score results will not be issued unless the account is paid in full.

LIST OF PAYMENTS AND FEES

- Registration or Re-registration fee
- Testing fee (new students, 2-8 grade only)
- Tuition
- Administration fee

- Curriculum fee
- Activity Fee
- Meal Plan (If incurred)
- Aftercare (If incurred)
- Late pick-up fee (If incurred)
- Late payment fee (If incurred)

HEALTH POLICY

Please do not send your child to school sick. According to Florida Administrative Code 65c-22.004, your child should not be allowed to stay in school if he or she exhibits any of the following symptoms:

- A temperature over 100 degrees Fahrenheit
- Vomiting or diarrhea
- An unidentified or contagious rash
- Excessive coughing, sneezing, eye discharge or nasal discharge
- Conjunctivitis (pink eye)
- Exposed or open skin lesions
- Cold clammy skin
- Yellowish eyes
- Any other unusual signs or symptoms of illness

In order to return to school, your child must:

- Have a temperature below 100 degrees F.
- Have gone 24 hours without an episode of vomiting or diarrhea.

- Have written confirmation from a physician that the rash is non-contagious.
- Have been on antibiotics or other medication for at least 24 hours.
- Ceased to have discharge from eyes or nose.

PenTab Academy reserves the right to ask for a doctor's note stating the child's medical status before the child can be returned to the classroom. If your child is well enough to return to school, he or she should be well enough to go outside during recess. If your child becomes ill during school hours, you will be notified and asked to make arrangements for your child to be picked up. Out of respect and courtesy to all our children and personnel, a **sick child must be picked up within 60 minutes of notification** of illness. Sick children will be removed from the classroom and placed in isolation until picked up.

It is imperative that you keep your emergency contact information updated. All cell phone numbers on file must be current. PenTab Academy will follow the parents' or guardians' written instructions regarding emergencies.

MEDICATION

Medication for a child to take during hours of operation must be given to the office staff along with a completed "Permission to Administer Medication" form. **DO NOT leave the medication in the child's bag, lunch container, or pockets. This is extremely**

dangerous and is grounds for your child's dismissal from PenTab Academy.

- Medication must be in its original container and labeled with the child's name.
- Prescription medication must have imprinted on the original label:
 - ✓ the physician's name
 - ✓ the child's name & age
 - ✓ dosage information
 - ✓ the expiration date

Please notify the office and complete the authorization log, when it is no longer necessary for the medication to be administered.

Permission to administer Over the Counter (OTC) medication:

- will only be good for five consecutive days
- the authorization form must have a start and end date

Please be respectful of the schedule as we cannot be responsible for storing medication. If your child has known allergies, please provide us with a copy of the doctor's report and all pertinent information regarding care.

MEALS

PenTab Academy participates in the National School Lunch Program, and a nutritious hot lunch is available for your child. Parents must complete the USDA application available in the front office to

determine if they are qualified for a free or reduced-cost lunch. If not qualified, lunch can be purchased for \$3.60. The lunch menu is displayed monthly on the monitor in the front office, or you can pick up a copy of the menu at the front desk.

If a physician requires a child to have a special diet, a copy of the physician's order must be brought in. **Please notify the school office in writing of any known food allergies.**

If you prefer to send lunch for your child, please do not send candy, sodas, or other sweets, as they will either be sent home or discarded. Please send two nutritious snacks with your child to school.

Examples of approved lunch items to send are:

- fruits
- vegetables
- crackers with cheese
- fruit juice
- bottled water

Food that is sent from home cannot be warmed up at school, so be sure to send food that can be eaten without the use of a microwave.

STUDENT EXPECTATIONS

At PenTab Academy, we strive to instill in our students the highest and strongest Christian characters. Therefore, we have the following expectations for all our students.

All students are expected:

- To be responsible and respectful
- To be self-controlled
- To be prepared for class by bringing all needed supplies
- To complete all class work and any assigned homework
- To use class time properly and wisely
- To take home and return all school-owned materials loaned to them
- To act responsibly on campus, buses, and at all school sponsored events regardless of the location
- Manage their own emotions and behavior to achieve personal goals
- Recognize their own emotions as well as strength and challenges
- Demonstrate understanding and empathy for others
- Make ethical constructive choices about personal and social behavior
- Form positive relationships, work together in teams and deal effectively in conflicts.

A student's failure to comply with these student expectations will be dealt with both at the classroom and administrative levels. Serious or repeated infractions may result in suspension, expulsion or other serious consequences.

DRESS CODE AND APPEARANCE

PenTab Academy strongly encourages dressing for success. We do not encourage pre-occupation with personal appearance, and wish

to promote a safe, neutral environment for all. Students are to dress modestly in a manner which upholds the integrity of PenTab Academy and Pentecostal Tabernacle International. Therefore, **UNIFORMS ARE MANDATORY FOR ALL STUDENTS.**

Girls' Dress Code

The following guidelines **MUST** be observed:

Shirts:

- Shirts must be solid white, navy blue, or hunter green.
- Shirts must be collared “polo-type” shirts or the “Peter Pan”/Oxford collared shirts.
- Shirts should not have insignias, labels, words, or pictures.
- Shirts must be appropriately sized and tucked in.
- Students may wear plain white or navy blue undershirts or camisoles. Undergarments must not be visible at any time.
- ***All shirts must have the school's logo on the left chest area.***

Please note: Middle School Girls wear white shirts with a “Peter Pan” Collar every day.

Skirts, Skorts or Tunics

- Skirts, skorts or tunics must be navy blue, hunter green, or #18 plaid (See the front office for more info).
- Tunics must have the school approved crest.
- Tunics must not have any insignias, labels, words, or pictures.
- The length of skirts, skorts and tunics should be no shorter than **one inch below the knee when standing.**
- No denim is allowed, except for dress-down days.

- Solid navy blue, black or white leggings, stockings and footed tights may be worn only as an accessory under skirts, skorts and tunics that meet uniform requirements.
- **Girls are NOT permitted to wear pants. Skirts are required for dress-down days, Field Day and field trips**

Middle School Girls wear Red/Blue Plaid skirts. Please see the pictorial guide in the front office.

WEDNESDAYS: Chapel Attire

All girls must wear the following on Wednesdays:

- A “Peter Pan” or Oxford collared white button-down blouse-
- Ladies’ navy blue tie
- A navy blue skirt
- Navy blue or white socks
- Black or navy blue dress shoes
- ***PenTab Academy’s logo must be on the left chest area.***

Middle School Girls are required to wear a navy blue blazer on Wednesdays.

Uniforms must be cleaned, pressed and free of excessive holes, rips, and tears.

This is also the uniform for performances, assemblies and any other special school-wide events.

Boys' Dress Code

Shirts:

- Shirts must be solid white, navy blue or hunter green
- Shirts must be polo collared shirts or dress shirts.
- Shirts should not have insignias, labels, words, or pictures.
- Shirts must be appropriately sized and tucked in.
- Students may wear plain white or navy blue under-shirts.
- Undergarments must not be visible at any time.

All shirts must have the school's logo on the left chest area.

Pants or Shorts

- Pants or shorts must be navy blue or hunter green
- Pants must be worn with a belt at all times.
- Belts must be solid black with a plain belt buckle that is not oversized.
- Pants must be appropriately sized. No tight, baggy or sagging pants or shorts are allowed. No "low rise" clothing is allowed.
- Pants or shorts must be worn with the waistbands at or above the hipbone.

WEDNESDAYS: Chapel Attire

All boys must wear the following on Wednesdays:

- White dress shirt
- Navy blue tie
- Navy blue dress pants with a black belt
- Black dress shoes

- Uniforms must be cleaned, pressed, and free of excessive holes, rips, and tears.

This is also the uniform for performances, assemblies and any other special school-wide events.

Additional Uniform Requirements

Shoes

- Boys' and girls' shoes must be plain black, white or navy blue closed-toe shoes. No color, design or prints allowed. Sneakers are allowed except on Wednesday.
- Shoes that have laces must be tied at all times.
- Slippers or open-back shoes are not allowed.
- Navy blue, black or white socks only- no patterns

Hair and Hair Accessories

- Only white, navy blue, hunter green or black hair accessories are allowed.
- No excessive hair ornaments, including beads.
- Hair should be neatly combed at all times.
- Colored hairstyles are not allowed.
- No braided hair for boys.
- Boys must have a plain, low hair cut.
- No "Hair Art" designs or lines are permitted.
- Mohawks, Fauxhawks, or other fad haircuts are not acceptable.

Outerwear

- Jackets must be navy blue or black (plain, no writing or patterns).
- Students may wear navy blue sweaters, or vests including those made out of lightweight fleece material over school uniforms.

Other Clothing Items or Accessories

- Students are not allowed to wear jewelry or nail polish.
- No gang-related clothing, accessories, symbols or intimidating manner of dress are allowed.
- No headwear or sunglasses shall be worn during instructional time.
- No bandanas are allowed.
- No jeggings are allowed.
- Only school activity buttons, approved by the principal are permitted to be worn on a student's school uniform.
- The Principal may make exceptions to the uniform policy for special events such as "Dress Down Day."
- Clothing designed for other school events (i.e. field day shirts or field trip shirts) should only be worn for that specific event. P.E. shirts may only be worn on days when the student has P.E.

Enforcement

The principal, classroom teachers and school personnel shall ensure that the uniform policy is enforced in a consistent manner. It will be required that students and their parent or guardian must take the appropriate action to remedy situations determined to be in conflict with the dress code policy.

DRESS CODE VIOLATIONS: Disciplinary Actions

Appropriate disciplinary actions for uniform violations may include the following:

First Offense:

- Students shall be informed that they have violated the policy.
- They shall be given the opportunity to change into acceptable clothing by calling a parent/guardian to bring clothes.
- A Corrective Action Notice form will be sent home with actions to be taken.

Second Offense:

- A second infraction of the policy may be considered as defiance.
- In addition to the disciplinary actions available for a first offense, a parent/guardian conference may be held.

Additional Offenses:

- A third or additional infraction of the policy may be subject to consequences outlined above and out-of-school suspension.
- Students who do not comply with the School Uniform and Appearance Policy have committed a level I infraction and may be excluded from participating in certain school programs, including field trips, field day, awards ceremonies, and conventions.

New students to PenTab Academy will be given a two weeks grace period from enrollment to obtain and wear the proper school uniform.

Exemptions to the Dress Code Policy

Exemptions to the Dress Code Policy shall be permitted by the Principal upon appropriate documentation. In the event that the School's Dress Code hinders a student's documented medical condition, then the following guideline should be observed:

- The student's parent/guardian shall submit a signed letter explaining the medical issue and for requested exemption to the Dress Code Policy.
- The Principal may request additional documentation to substantiate the requested exemption.
- The Principal shall determine if an exemption to the Dress Code Policy is appropriate, and communicate that decision to the student's parent/guardian.

PARENTS' DRESS CODE AND APPEARANCE

Parents and visitors must make reasonable efforts to project a conservative or professional image when entering the school. The following standards of dress code are established to provide direction for parents and visitors in order to maintain the professional dress that is advocated by PenTab Academy.

Examples of unprofessional attire that are not allowed include:

- Clothing with printed messages, slogans, pictures or art depicting drugs, alcohol, smoking, sex, weapons, violence, or that is obscene or disrespectful.
- Dresses or blouses that are backless, strapless, or have spaghetti straps, unless such garments are covered by another article of clothing (e.g. a sweater or jacket)
- Tank or muscle tops, unless such garments are covered by another article of clothing (e.g., a sweater or jacket)
- Clothing that exposes undergarments or midriffs
- Excessive visible body piercing
- Offensive tattoos
- Miniskirts
- Shorts above the knee

Parents or visitors who are inappropriately dressed may be asked to cover up before entering the building and will not be allowed to engage with students or teachers beyond the front office.

OPENING EXERCISES

Opening exercises will be held each morning. Students will pledge allegiance to the Bible, the Christian flag and the American flag. This will be done during a time of devotion, which will include praise, prayer, worship and Bible reading.

ASSEMBLY AND CHAPEL CONDUCT

At all times, the student's behavior shall be refined, courteous, respectful and Christ-like. Unacceptable conduct would include whistling, inappropriate clapping, boisterousness, talking or fidgeting in one's seat. Students will receive level 1 infractions for inappropriate chapel behavior.

PARENT CONFERENCES & VISITATIONS

During the school day, teachers are engaged in academic activities, and will not be available for conference. If you need to contact your child's teacher, please call the school office for assistance.

Individual teacher-parent conferences are scheduled throughout the year (with a minimum of two per year). If you desire a conference at any time, please send a note to your child's teacher or contact the office. Parents must sign in at the front office and wear a visitor's badge when visiting their child's classroom. This will assist in creating a safe environment for all our children.

It is highly recommended that you attend our Open House, Parent Orientation and Home and School Association meetings where general questions about your child's program will be addressed. Each class is encouraged to have a room mother/father. This individual is responsible for working with the teacher to plan special events, solicit materials for special projects, and to coordinate helpers for the classroom. This is an important job that requires establishing and maintaining a good rapport with your child's teacher. We ask that you prayerfully consider taking this awesome challenge and opportunity to enhance your child's learning experience.

IDENTIFYING/REPORTING PROFESSIONAL MISCONDUCT

All faculty and staff members of PenTab Academy are held to the highest form of moral, spiritual and ethical conduct. Parents are encouraged to report in writing any and all incidents of misconduct to the Principal immediately.

Any reported misconduct will be investigated immediately and the appropriate actions, if needed will be taken.

PICK-UP POLICY

Picture identification is necessary when picking up a child during school hours. Please inform those authorized to pick up your child/children that they must show some form of picture identification. Children may be released to either parent unless legal documentation (a court certified copy) is provided showing otherwise. Notify the school in writing if changes are to be made to the way a child normally goes home.

FIRE DRILL

Monthly fire drills are required by law and are an important safety precaution at PenTab Academy. During a fire drill, the building will be cleared promptly. Students will exit the building by the prescribed route and remain away from the building until all students are accounted for and the all-clear signal is given. Students are not permitted to talk during the fire drill. They are to move quickly and quietly, always following the teacher's directions.

LOCK DOWN PROCEDURES

When potentially hazardous conditions exist in the vicinity of the school or on the school property, consideration will be given as to

the best means of protecting students. One of the considerations will be to secure the entire campus, and all students, by a lock down procedure.

CODE BLUE

This procedure may be implemented when it becomes necessary to keep all students indoors until the potential danger has passed. It may also be implemented in case of threatening weather.

CODE RED

This procedure will be implemented in case of situations that occur on campus or in the neighboring vicinity, which pose an immediate threat to the school. If the situation allows, parents will be contacted and notified of the issue at hand. The school will exercise all reasonable care necessary to protect the safety and well-being of all students.

In the event of a natural disaster, PenTab Academy will adhere to National Safety Standards. In the event of a local or national emergency, PenTab Academy will follow the strict guidelines of the local or national command center. The school will follow the commands of the Miami-Dade County Public School Board in regard to local or national emergencies.

EMERGENCY DISMISSAL

Emergency dismissals due to natural disasters and other hazardous conditions will correspond to instructions given in television and radio reports.

Announcements regarding school closure will be placed on the school's voice mail system. In the event of other emergency

evacuations, parents will be notified as soon as possible. **It is imperative that emergency contact numbers be current.**

FIELD TRIPS

School field trips are organized by the classroom teacher with approval from the principal. A signed permission/liability form must be completed for your child to participate. If space permits, parents are welcome to attend. If transportation is not available for parents, you may have to provide your own transportation. ***Students under four years old must be transported and accompanied on the field trip by a parent.***

REPORT CARDS

Report cards will be distributed as indicated on the school's calendar. **Report cards will be withheld if there is an outstanding balance on any account.** After the account is paid in full, it is the responsibility of the parent to collect the report card from the office. Final report cards are to be picked up from the office during the month of June, two weeks after the last day of school.

INFORMATION DISSEMINATION

The school reserves the right to communicate with parents/guardians by using one or more of the following: telephone call, text message, email, monthly newsletters, Home and School Association's meetings, flyers and posters.

***On behalf of Pastor S. Robert Stewart, the
Advisory Council, the Principal, the teachers
and the staff,***

thank you for allowing

PENTAB ACADEMY

***to be a part of the Biblical command to
“train-up your child in the way that they
should go.”***

***We promise to uphold the highest standards
of Christian principles
and to always implement sound, educational
practices.***

PENTAB ACADEMY

We have read the Parent/Student Handbook, which includes the discipline policies, dress code and requirements of the school. We acknowledge that our child's enrollment in the school is contingent upon abiding by the guidelines in this book. We also acknowledge that PenTab Academy and the Advisory Council reserves the right to add or delete from this book as is deemed necessary.

Student's Name	Grade
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Mother's Signature	Date
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Father's Signature	Date
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Please detach this form and return to the office.