



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

PARENT/STUDENT HANDBOOK

Pre-School/VPK

Revised 2023

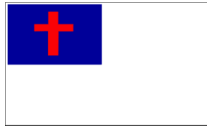
SCHOOL PLEDGES

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, and I will hide its words in my heart that I might not sin against God.

Deuteronomy 6:4-9 (King James Version)

⁴ 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.
Staff students 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.

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*“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 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.

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.

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.

ENROLLMENT/REGISTRATION

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

- Complete an application package
- Attend a parent interview
- Attend a parent orientation

These are requirement for all parents and are a prerequisite for admitting students to their first day of class.

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.

Registration for new students begins the first week in May and ends the second week in August. When classes are filled, 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.

ADMISSION REQUIREMENTS

Students in Pre-School/VPK will be accepted for enrollment if they meet the following criteria:

- Age 2 at admission
- Immunization and Physical forms
- Birth certificate
- Social security card
- Completed application form
- Non-refundable registration fees and curriculum fees
- Photocopy of Parents' Drivers license or state issued photo ID.
- Home Language Survey Form
- Potty trained by age 3

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

Withdrawal from school must be made through the school's business office. The parent or legal guardian must complete a withdrawal form at least 30 days prior to the withdrawal date. Failure

to do so will result in payment fee for that period.

ARRIVAL AND DEPARTURE

Pre-K 2, Pre-K 2-3 and Pre-K 3

Monday- Friday 7:00 a.m. to 6:00 p.m.

- Students **may not be dropped off before 7:00 a.m. or picked up after 6:00 p.m.**
- It is mandatory that parents must sign-in their students when they drop them off and sign-out their students when they pick them up.
- No one under 18 years old may pick up or sign out a preschool child.

Pre-K 4 / VPK

Monday- Friday 8:00 a.m. to 2:30 p.m.

- Students may not be dropped off **before 7:30 a.m.**
- Parents should refrain from talking with the teacher at this time in order to foster proper transition, into the classroom procedure for the day
- Free VPK Instructional time is from 8:30 a.m. to 11:30 a.m.
- VPK students enrolled in the “Wrap-Around” program begin at 8 a.m. and are dismissed at 2:30 p.m.

Pre-K 4/VPK Aftercare

Monday- Friday

3:00 p.m. – 6:00 p.m.

After care is available to students Monday to Friday. Parents must enroll their child/children in aftercare at least one week prior to the start of the school year.

EARLY AND LATE PICK-UP POLICY

A picture identification is necessary when picking up a child early during school hours. Please inform those authorized to pick up your child/children that they must show some form of picture identification prior to the release of the child. Children may be released to either parent, whose name is on the registration document, unless legal documentation is provided showing otherwise. (a court certified copy).

After registration, notify the school in writing if changes are to be made in the way a child normally goes home.

Late Pick-ups

All Pre-K and Aftercare 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.**

- **All late fees are due in cash upon arrival.** Please notify everyone on your authorized list to pick up your child of our policies in advance.
- 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.
- Failure to pay upon arrival will result in your account being billed an ***additional administrative processing fee of \$5,*** which will be applied to your account.

PenTab Academy is not responsible for supervising students who are left on school property before or after scheduled hours.

CURRICULUM

Pre-K 2 to Pre-K 3

Mother Goose Time Curriculum

Mother Goose Time uniquely weaves 33 research-based skills through monthly activities and discovery projects. As children participate in Mother Goose Time, they are naturally exposed to skills which support their on-going social-emotional, spiritual, physical, language and cognitive development.

These skills, when combined with a nurturing environment, intentional teaching practices, and meaningful relationships, support a child's school readiness.

Pre-K 4/ VPK

Frog Street Curriculum

Frog Street Pre-K is a comprehensive, research-based program that integrates instruction across developmental domains and early learning disciplines. The program is engaging for both teachers and students.

The cornerstones of the program are:

- An extensive integration of theme, disciplines, and domains
- Social and emotional development
- Differentiated instruction
- Equity of English and Spanish materials and instruction
- Joyful approach to learning

VPK Assessment

PenTab Academy, in collaboration with the Department of Education, utilizes the Florida Voluntary Pre-Kindergarten (VPK) Assessment. Through weekly and monthly observational and developmental checklists, the teachers will be able to provide parents with valid and reliable feedback regarding their children's progress in attaining the skills outlined in the Florida Early Learning and Developmental Standards for Four-Year-Olds.

The VPK Assessment includes progress monitoring measures in the following areas:

- Print Knowledge
- Phonological Awareness

- Mathematics
- Oral Language and Vocabulary

Print Knowledge Measure

Print Knowledge assesses the child's ability to recognize letters or words, his/her knowledge of letter names (both upper and lower case), and the sounds they make. The Print Knowledge measure includes a total of 12 assessment items and two practice items.

Phonological Awareness Measure

Phonological Awareness measures the awareness and manipulation of the different sounds in a word. The Phonological Awareness measure assesses the child's ability to:

- Blend (put together) a word if it is broken up into smaller sounds or syllables
- Blend a compound word
- Recognize the remaining word when part of the stimulus word is taken away.

The Phonological Awareness measure includes a total of 14 assessment items and two practice items.

Mathematics Measure

The Mathematics measure assesses early numeracy skills across three different areas: counting skills, numerical relations skills, and arithmetic reasoning skills. The Mathematics measure includes a total of 13 assessment items.

Oral Language/Vocabulary Measure

The Oral Language and Vocabulary measure assesses a child's expressive language and receptive language, and targets the child's knowledge of adjectives, verbs, verb tenses, prepositions, and nouns.

The Oral Language and Vocabulary measure includes a total of 22 assessment items in Assessment Period 1 and 23 assessment items in Assessment Periods 2 and 3.

Milestone Development Progress Report

This assessment report is designed to give parents a true indication of the student's progress, growth and development. Parents will be provided with a progress report at the beginning, middle and end of the school year.

AWARDS

Chapel Awards

- Leaps -and- Bounds Awards
- Exceeding Expectations Awards
- Personal Best Awards
- Neat Writing Awards
- Now I know my ABC's and 1,2,3
- Most Helpful Awards
- Citizenship Award
- Potty Awards

Graduation Awards- VPK

- Bible Award
- Pre-School Certificate

ATTENDANCE

Excused Absences

Attendance and punctuality are essential for maximum learning. We encourage perfect attendance at PenTab Academy. Excused absences include those for illness, death in the family, and pre-scheduled doctor's appointments.

Unexcused absences are not permitted.

Absences for Vacation

Advanced written notice of vacation during school time must be on file prior to the date of the vacation. Absences for vacation may not be approved during school time if a student is performing unsatisfactorily.

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*

Only **three (3) excused** absences are permitted per month for CDS and VPK students.

Students who are absent more than 18 days of the school year may lose their scholarship funding and parents will be charged for the days missed.

VPK students may not be able to graduate, without completing 540 hours

CALENDAR

A copy of the school calendar is 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 for Pre-K 4 or VPK students only. No additional charges for Pre-K 2, Pre-K 3 or School Readiness students.
- **Pre-K 2 and Pre-K 3 students will not be affected by many school closures.**

Please follow your calendar closely or check with the office for specific days and time.

CELEBRATIONS AND HOLIDAYS

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

- The school and the teacher must be notified at least two weeks in advance, and a Birthday Request form must be completed and submitted at the front desk.
- 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.
- Preparations should be made based on the number of children in the class.
- All food items sent in must be store-bought and appropriately packaged. ***For safety and health reasons, we cannot accept homemade goods.***
- Invitations will be extended to immediate family members only. Please do not bring any more than four guests.
- All visitors must be appropriately dressed. Please be reminded that this is a religious institution. (See page 36 for the appropriate parent dress code.)
- Visitors will only have access to the classroom or venue where the party will

be held.

- Visitors are not allowed to interact with other students outside of the students at the party.
- **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 child or children to any website, social media site or blogs without permission from the school.
- The Principal's approval is required for bounce houses, party characters and other party props. This must be in writing no later than two weeks prior to the event.
- Proof of liability insurance and an inspection report must be available for all outside vendors.

We encourage you to attend these special occasions with your child. If you are unable to attend the festivities, please discuss it with the teacher and send in all supplies needed. To keep serving and clean-up as simple as possible, we

suggest individually packaged items.

We encourage all of our students and families to exercise the life skills of loving kindness, friendship, caring, and sharing at these special occasions.

DISCIPLINE

At PenTab Academy, a physical and a psychologically safe, non-threatening Pre-school environment will be provided for all students. We will nurture and instruct your child in the Biblical principles of love, compassion, caring, friendship, 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

***All discipline will be age-appropriate and
Christ-centered.***

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 and “put downs” (verbal and non-verbal) will not be tolerated.

When students use the appropriate life-skills and exhibit positive behaviors, they are rewarded with special privileges. Students who exhibit undesirable behaviors will have an opportunity to reflect on the life-skill they did not apply and be redirected in an effort to resume appropriate classroom behaviors.

Students will be taught how to self-reflect, self-manage and redirect their behavior or be removed from the group.

For serious infractions, the student will be sent to the principal’s office and parents will be notified

about the behavior and the corrective strategy to be used for the infractions.

A student may be removed from the program for serious disciplinary problems or failure to follow directions. Multiple minor disruptive infractions will be viewed as a major violation.

Early childhood to Pre-K will be directed in the five components of Social and Emotional Development skills.

Students will be taught:

- Self-management
- Self-awareness
- Social awareness
- Relationship skills
- Responsible decision making

Additionally, the five-step **NUMBER SYSTEM** to having a “Great Day” will be implemented.

Number System

- 5- Great Day
- 4- Warning
- 3- Loss of privileges
- 2- Time out of classroom
- 1- Note Home

Privileges

- Rewards of the teachers' choice
- Treasure Box
- Great Day Award

BEHAVIORAL 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 to correct the negative behavior. Parents will be held responsible to assist in the behavior improvement plan.

Caregivers 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 behaviors, not following directions, excessive anger or rage and fighting are some examples of inappropriate social behaviors that will result in a child being placed on a Behavior Improvement Plan.

The discipline of a child is solely the parents' responsibility. The school will work in conjunction with parents to change the negative behaviors. Failure to comply with the terms of the Behavior Improvement Plan (BIP) may result in the removal of the child from the program.

All students are expected to seek the assistance of an adult in the face of a conflict. Hitting, punching, kicking, biting, or spitting at any member of our school community is grounds for immediate reprimand.

The Principal, on the advice of the Advisory Council, 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.

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, any “fighting” dolls or toys to school.

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

FINANCIAL AGREEMENT

Plans for your child are made in advance. Therefore, payments must be paid in advance.

Preschool fees are billed weekly and are due the Friday prior to attendance. Payments may also be

paid monthly, but must be before the first of the month prior to attendance.

- A **\$10 late fee** will be added if the payment is not received by Tuesday of each week.

VPK payments are billed monthly and are due on the 1st of the month.

- Monthly payments become late after the 10th of the month. A \$25 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.

- Preschool students will be administratively withdrawn if payments are not made for a period of **two consecutive weeks.**

Failure to comply will result in the removal of the child. Students who were administratively expelled will not receive a refund. **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 30 days past due will not be permitted to participate in field trips, graduation and/or end-of-year activities.

LIST OF PAYMENTS AND FEES

- Registration or Re-registration
- Tuition
- Curriculum fee
- Administration fee
- Late pick-up (If incurred)
- Late payment fee (If incurred)
- Aftercare (VPK only)
- Lunch (VPK only)

HEALTH POLICY

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

- A temperature over 100 degrees F
- Vomiting or diarrhea
- An unidentified or contagious rash
- Excessive coughing, sneezing, eye discharge and/or nasal discharge
- Conjunctivitis (pink eye)
- Exposed or open skin lesions
- Cold clammy skin
- Yellowish eyes
- Any other unusual sign 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 their rash is non-contagious.
- Have been on antibiotics or other medication for at least 24 hours.
- Ceased to have discharge from eyes and 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 school 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. In an emergency, if we are unable to contact you, we will have no choice but to call 911 and to comply with the appropriate authorities. PenTab Academy will follow the parents' or guardians' written instructions regarding emergencies.

MEDICATION

Medication for a child to take during school hours must be given to the office staff along with a completed “Permission to Administer Medication” form. **DO NOT** send medication in your child’s bag, lunch container, or pockets. **This is extremely dangerous and is grounds for your child’s dismissal from the academy.**

- Medication must be in its original container, placed in a labeled zip lock bag 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 offers healthy and nutritious lunches and is enrolled in the National School Lunch Program.

- Parents must fill out an application to determine if their child is qualified to receive free or reduced lunch.
- The lunch menu will be posted monthly and you can obtain a copy at the front desk.
- If you wish 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 and beverages with your child to school.

Examples of items to send are:

- Fruits (for example: apples, bananas, grapes, etc...)

No fruits with seeds that can cause choking are allowed. Grapes must be cut in small pieces to prevent choking.

- Vegetables
- Crackers with cheese
- Fruit juice and bottled water

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

If a physician requires a child to have a special diet, a copy of the physician's order must be kept on file.

Please notify the school office in writing of any known food allergies.

STUDENT EXPECTATIONS

At PenTab Academy, we strive to instill in our students the highest form of Christian character. Therefore, we have the following expectations for all our students.

All students are expected to demonstrate:

- Love
- Brotherly Kindness
- Sharing
- Forgiveness
- Taking turns
- Self-control
- Manage their own emotions
- Recognize and value the emotions of others
- Deal with effectively with conflict
- Show empathy and understanding for others

DRESS CODE AND APPEARANCE

PenTab Academy promotes a safe, neutral environment for all. Students are to dress modestly and in a manner which upholds the

integrity of our school and Pentecostal Tabernacle International. Therefore, **UNIFORMS ARE MANDATORY FOR ALL STUDENTS.**

The following guidelines **MUST** be observed:

Girls' Dress Code For Pre-K

Shirts

- Shirts must be **solid light yellow or burgundy**.
(See the PenTab School Uniform Color Chart).
- Shirts must be polo shirts or have a “Peter Pan” or Oxford collar. ***All shirts must have the school's logo on the left chest area.***
- Shirts should not have insignias, labels, words or pictures.
- Shirts must be appropriately sized and tucked in.
- Students may wear plain white undershirts or camisoles. Undergarments must not be visible at any time.

Skirts, Skorts or Tunics

- Skirts, skorts or tunics must be **burgundy plaid** *(See PenTab School Uniform Color*

Chart).

- Tunics must have the school approved crest on the left chest area.
- Tunics must not have any insignias, labels, words, or pictures.
- The length of these articles of clothing should be no shorter than one inch below the knee when standing.
- **Pants are NOT permitted for girls.** Skirts are required for girls on every occasion including dress-down days, field trips and on Field Day as well.
- Girls may wear burgundy, white or black leggings or shorts under their skirts.

Chapel Attire- WEDNESDAYS

All girls must wear the following:

- A “Peter Pan” or Oxford collared white blouse. ***The school’s logo must be on the left chest area.***
- Ladies’ navy blue tie
- **Navy blue** skirt
- Navy blue or white socks or stockings
- Black or navy blue dress shoes or school shoes. No sneakers on Chapel days.

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

Boys' Dress Code

Shirts

- Shirts must be solid light yellow or burgundy. *(See PenTab School Uniform Color Chart).*
- Shirts must be polo shirts with a collar or dress shirts. *All shirts must have the school's logo on the left chest area.*
- Shirts should not have insignias, labels, words or pictures.
- Shirts must be appropriately sized and tucked in.
- Students may wear plain white under-shirts. Undergarments must not be visible at any time.
- Boys are to wear properly fitting shirts.

Pants or Shorts

- Pants or shorts must be **light Khaki** *(See PenTab School Uniform Color Chart).*

- 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.

Chapel Attire- WEDNESDAYS

All boys must wear the following on Wednesdays only:

- A white collared dress shirt. ***The school’s logo must be on the left chest area.***
- A navy blue tie
- **Navy blue** pants with a black belt
- Black dress shoes or school shoes with navy blue or white socks. No sneakers.

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

All Students

At all times uniform must be cleaned, pressed and be free of excessive holes, rips, and tears that expose private areas of the body or

undergarments.

Shoes

- Students may wear solid black, navy blue or white sneakers or solid black school shoes. All shoes must be closed-toe. No color, design or prints allowed.
- Shoes that have laces must be tied at all times.
- Slippers or open back shoes are not allowed.
- Burgundy, black or white socks only- No patterns (Navy blue on Wednesdays)

Hair and Hair Accessories

- Only white, black, navy blue and burgundy hair ornaments are allowed.
- No excessive hair ornaments.
- Hair should be neatly combed at all times.
- Colored hairstyles are not allowed.
- **Hair beads are not permitted** in the Pre-K classes, as these may become a choking hazard or a distraction.
- No braided hair for boys.

- Boys must have a low, plain haircut with no markings.
- No “Hair Art,” designs or lines are permitted.
- Mohawks, “Fauxhawks,” and other fad haircuts are not acceptable.
- Boys haircuts must be lower than 1”.

Cultural exceptions to the hair requirements for boys in Preschool only may be accepted, but must be approved by the Principal.

Outerwear

- Jackets must be navy blue or black, and plain without any writing or patterns.
- Students may wear burgundy or black sweaters or vests, including those made out of lightweight fleece material over their school uniforms. Navy blue sweaters or vests may be worn on Wednesdays.

Other 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, hats or sunglasses, except for Field Day.
- Bandanas are not permitted.
- “Jeggings” are not permitted.
- 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 or field trip shirts) should only be worn for that specific event.

Enforcement

The Principal, teachers and administrative staff shall ensure that the uniform policy is enforced in a consistent manner and will require the student and/or the student’s parents or guardian to take appropriate action to remedy situations determined to be in conflict with this policy.

All students must meet uniform inspection daily. Disciplinary action shall be taken for violation of the School Uniform and Appearance Policy in accordance with Parent/Student Handbook.

Disciplinary Actions

Appropriate disciplinary actions for violations may include the following:

First Offense:

- Parents shall be informed that they have violated the policy.

Additional Offenses:

- Parents will receive a phone call to bring an acceptable change of garment.
Students will not be permitted into the classroom until the uniform violation has been remediated.

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

Exemptions to the Dress Code Policy

Exemptions to the Dress Code Policy shall only 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, within reasonable exercise of her discretion, 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 and the premises of Pentecostal Tabernacle International. 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

Devotion will be held each morning in the classroom and corporately on Wednesdays in the Church Sanctuary. Every day, students will pledge allegiance to the Bible, the Christian flag and the American flag. They will quote Bible verses and join together in praise, prayer and worship.

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 be redirected

and their number in the classroom will be changed if the behavior is not corrected.

PARENT CONFERENCES AND 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 (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 may walk in at any time **before instructional hours.** "Look ins" are encouraged, however, this must not interrupt the class schedule.

Parents must sign in at the 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, 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.

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.

FIRE DRILL

Monthly fire drills and emergency preparedness training 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.

LOCK DOWN PROCEDURES

When potentially hazardous conditions exist in the vicinity of the school or on the school property, which pose an immediate threat to the school, 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.

Lockdown will 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.

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 only as it relates to the school.

EMERGENCY DISMISSAL

Emergency dismissals due to natural disasters and other hazardous conditions will correspond to instructions given on 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.**

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

Mother's Signature

Father's Signature

Date

Please sign this form, detach it, and return it to the front office.