

PASSAGE Christian Academy Parent/Student Handbook



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www.passagechristianacademy.org



Leading the Way to Excellence in Education

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SCHOOL HISTORY

PASSAGE Christian Academy was founded by Pastor George B. Dix, Jr. in 2010. Pastor George received a vision from the Lord directing him to launch the school, even to the location of the academy.

SCHOOL SPIRIT

NICKNAME: EAGLES

SYMBOL: The Bald Eagle

COLORS: ROYAL BLUE, WHITE, & SILVER

RELATIONSHIP OF CHURCH & SCHOOL

PASSAGE Christian Academy is a ministry of PASSAGE Family Church. As such, the teaching in chapels, Bible classes, and all other classes will reflect the understanding of the Bible that is found in the church's Statement of Faith.

OUR MISSION

The mission of the PASSAGE Christian Academy is to provide children a superior, well-rounded academic education and foundation in an environment that fosters a healthy Christian lifestyle in preparation for world leadership and success—in both the Kingdom and secular arenas.

OUR OBJECTIVE

The objective in a Christian School ministry is to obey the Scriptural imperatives of Deuteronomy 6:5-7:

‘And thou shalt love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. And these words which I command thee this day, shall be in thine heart. And thou shalt teach them diligently unto thy children...’

The thoughts of the verses are echoed in Proverbs 22:6 — “Train up a child in the way he should go,” Teaching is training, and training for life must include training for eternity.

A Christian School is one ministry of the local church which trains young people for time and eternity in an environment saturated with the Bible.

Attendance at PASSAGE Christian Academy is a privilege and not a right. The goals of this church ministry are not to reform delinquents but to train youth of every ability level in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship.

NON-DISCRIMINATORY POLICY AND STATEMENT OF CONVICTION

PASSAGE Christian Academy is a Christian school which operates under strict biblical convictions and guidelines whose sole object is to train and educate children in the fear and admonition of the Lord. We will adhere to all state and federal laws governing employee hiring, conduct, and harassment; we will abide by lawful, non-discriminatory practices in school admissions; we will rigorously uphold all laws governing child welfare and protection. As a Christian institution, we reserve the right to reject or deem inadmissible any and all practices which contravene or contradict our biblical principles as a matter of Christian conscience.



ORGANIZATIONAL STRUCTURE

PASSAGE MINISTRIES INCORPORATED (PMI) - Senior Leadership

Dr. George B. Dix, Jr. - Founding Pastor & CEO, PMI

Lady Michele Dix - First Lady & Vice President, PMI

Nedra Bates - Chief Operating Officer, PMI

PASSAGE CHRISTIAN ACADEMY STAFF

Flaustina McKinney - Principal & Chief Administrator

Eugenia Choice - Assistant Administrator/Lead Teacher

De'Shanta Everett - Teacher

Olivia Hutchinson - Teacher

Armon Lowery - Teacher

Nila Seals - Teacher

Mollie Wright - Hybrid Teacher

Dominic James - Teacher Assistant

Antoinette Mathis - Administrative Assistant

OUR STATEMENT OF FAITH

As a ministry outreach of our church, the PASSAGE Christian Academy Statement of Faith is the PASSAGE Family Church's Statement of Faith.

STATEMENT 1: INSPIRATION OF SCRIPTURE

We believe the Bible to be the only infallible, inerrant and immutable written Word of God. The Scriptures, Old and New Testaments, are verbally inspired of God and are the revelation of God to man. It is our only authoritative rule of faith and practice. (2 Timothy 3:15-17, 1 Peter 1:21).

STATEMENT 2: ONE GOD

We believe that there is one God, eternally existent in three Persons, the Trinity: God the Father, God the Son, and God the Holy Spirit. (2 Corinthians 13:14) We believe that Jesus Christ is the Son of the Living God, the Redeemer and Savior of mankind, miraculously conceived of the Holy Spirit, born of the Virgin Mary. We believe in the true deity and full humanity of our Lord Jesus Christ. We believe God is holy, righteous, just, loving and full of mercy. We believe in the death, burial, and bodily resurrection of Jesus Christ. We believe in His ascension into Heaven, where He sits at the right hand of God the Father Almighty.

STATEMENT 3: SALVATION

We believe that salvation is by grace, through faith in Christ and His finished work, alone. The salvation of sinners by grace, through faith is the all sufficient work of Christ on our behalf upon the cross of Calvary. (Ephesians 2:8; John 3:16; Romans 5:8; Romans 10:8-10) We believe that repentance, which is a sincere positive change of mind in regard to sin, is required of all sinners. (1 John 1:9) We believe that regeneration or the new birth is that gracious work of God whereby the moral nature of the repentant believer is spiritually quickened and given a distinctively spiritual life, capable of faith, love and obedience. (2 Corinthians 5:17; Galatians 2:20)

STATEMENT 4: THE GREAT COMMISSION

We believe the Lord commissioned His church, the body of believers, to undertake the discipleship of the world. (Mark 16:15)

STATEMENT 5: BAPTISM

We believe that water baptism by immersion symbolizes the death, burial and resurrection of Christ; signifies rebirth; and is an outward expression of the believer's inner conviction and faith. (Matthew 28:19) We believe that the baptism if the Holy Spirit gives the believer power to be an effective witness for Christ and supernatural ability to fulfill his/her kingdom assignment live a Godly life. (Acts 1:5-8; 2:4; Luk 24:49)

STATEMENT 6: HOLY COMMUNION

We believe the Lord's Supper is a sacred act commemorating the personal sacrifice of Christ and a symbol of the body and blood of Christ. Believers participate in this sacrament showing obedience and reverence to Christ. (1 Corinthians 11:24-26)

STATEMENT 7: STEWARDSHIP

We believe that each believer is scripturally required to be responsible stewards of the resources which God places in his/her life – including time, money and abilities. Each believer should faithfully support the work of expanding the Kingdom of God. We believe that a prosperous life, both spiritually and temporally, is an assurance to the obedient believer.(Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Proverbs 3:9; Malachi 3:8-12; Matthew 6:1-4; 2 Corinthians 9:7; Philippians 4:10-19; 3 John 1:2)

STATEMENT 8: SANCTIFICATION

We believe in the sanctifying power of the Word of God and the Holy Spirit. We believe that the indwelling Holy Spirit enables one to live a Holy and separated life. (1 Corinthians 1:30; 1 Thessalonians 4:3; 2 Thessalonians 2:13; 1 Peter 1:2)

STATEMENT 9: GIFTS OF THE SPIRIT

We believe that the gifts of the Spirit are to be exercised and practiced in the Church. We believe that the Holy Spirit has given to each believer various gifts. Each Christian has a personal obligation to understand accurately what his/her gifts are and to put them to work in the worship of God. (1 Corinthians 12:22-24; Ephesians 4:11-16)

STATEMENT 10: FRUIT OF THE SPIRIT

We believe that the believer shows evidence of a Spirit-filled life. The believer's lifestyle is testimony to his/her true beliefs and convictions. The believer should exhibit love, joy, peace, temperance, longsuffering, gentleness, goodness, faith.(Galatians 5:22; Ephesians 4:20-32)

STATEMENT 11: DIVINE HEALING

We believe in divine healing through faith in the blood and name of Jesus Christ. We believe that the redemptive work of Christ provides healing for the human body and mind in answer to believing prayer. (Isaiah 53:5; James 5:14-16; 1 Peter 2:24)

STATEMENT 12: THE KINGDOM OF GOD

We believe that the Kingdom of God is the rule of God and His divine will through the hearts of men in the earth realm. We believe that the Kingdom of God will be in its fullest expression when Jesus Christ returns at the end of this age and establishes His earthly kingdom. (Luke 4:43; Romans 5:17)

STATEMENT 13: FINAL JUDGEMENT

We believe in the eternal life of the believer and the eternal separation from God and punishment of the unbeliever. (Matthew 16:27; Romans 14:10; 2 Corinthians 5:10; John 14:1-3; Revelation 7:15-17; Revelation 20:10, 15)

STATEMENT 14: THE BLESSED HOPE

We believe that the Lord Jesus Christ will return in His power and glory to receive His Church – all believers. This is the hope of the believer. (1 Thessalonians 4:16-17; Rev. 19:11)

STATEMENT 15: EDUCATION

We believe that each believer should faithfully study the word of God in order to grow spiritually, do good works, and effectively minister to others. (1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17) We also believe that we honor God and his word when we inspire and help our children learn, plus strengthen and apply our own mental and intellectual faculties for personal development and academic achievement. We believe that education enhances the quality of life for individuals, families and entire communities. The Bible says a number of things about learning. For example: Proverbs 4:5 Wisdom is the principal thing; therefore get wisdom: and with all thy getting get understanding. Proverbs 4:7 He that refuses instruction despises his own soul: but he that hears reproof gets understanding. Proverbs 15:32 How much better is it to get wisdom than gold and to get understanding rather to be chosen than silver! Proverbs 16:16

STATEMENT 16: THE FAMILY, MARRIAGE, GENDER AND SEXUALITY

The family is an institution ordained and established by God as the foundational unit of our human society. By Biblical precepts, we believe marriage has only one legitimate meaning: the uniting of one man and one woman (as determined at birth) in a single, exclusive covenant relationship with God. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. The union of man and woman in marriage is modeled after Christ and His church in that Christ is the head of the Church and so is the man to be the head of his family. A husband is to love his wife as Christ loved the church and provide for, protect, and lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. Children are a blessing from the Lord. Parents are to teach their children spiritual and moral values and to lead them by consistent lifestyle example and loving discipline. Children are to honor and obey their parents.

We believe that any form of sexual immorality, including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography, is sinful and offensive to God. (Genesis 1:26-28; 2:15-25; 3:1-20; 1 Samuel 1:26-28; Matthew 5:31-32; 15:18-20, 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 6:9-10, 18, 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7)

STATEMENT 17: SANCTITY OF HUMAN LIFE

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in its entire dimension, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139)

STATEMENT 18: FINAL AUTHORITY OF MATTERS OF BELIEF AND CONDUCT

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God speaks with final authority concerning truth, morality, and the proper conduct of mankind, and is the sole and final source of all that we believe. Regarding faith, doctrine, practice, policy, and discipline, our Senior Ecclesiastical Leader or his designee is PASSAGE Ministries final interpretive authority on the Bible's meaning and application.

METHODOLOGY

Our students receive an initial assessment and then personalized instruction tailored to their strengths and needs by a team of highly skilled educators and aides. Our core curriculum includes the nationally recognized ***A Beka Curriculum*** for the Primary School (Kindergarten through 2nd Grade). For the 3rd thru 12th grades we offer the ***A.C.E. (Accelerated Christian Education)*** curriculum. **Both curricula are strongly Christian in their worldview and educational approach.** For detailed information about the ***A Beka Curriculum***, go to: www.abeka.com. For ***A.C.E.*** details, go to www.aceministries.com. Florida Virtual School options are available for Middle and Upper School students. Hybrid instruction and small group curricula is offered for students. Our instructional focus is on mastering the basic skills of education at the Primary and Elementary school levels and then developing and refining higher level thinking skills from logic to rhetoric in the Middle and Upper schools. PASSAGE Christian Academy's standardized testing comes from the Iowa Assessments and Cognitive Abilities Test (CogAT), both nationally accredited evaluation systems.

ACCREDITATION

Section 1002.42 of the Florida Statutes requires K-12 private schools to register with the Florida Department of Education by completing an annual survey and explicitly provides that submitting annual survey data and being listed in the directory of private schools should not be used by any private school to imply approval or accreditation by the state. Each year PASSAGE Christian Academy submits an annual survey with the Florida Department of Education, along with documentation attesting to our financial solvency, administration, staffing, program, facility, student records, health, safety and welfare of students, and Florida scholarship program participation requirements. PASSAGE Christian Academy is listed in the Florida Department of Education's Directory of Private Schools (#5566).

There are many organizations with widely varying quality standards and program requirements that accredit private schools. The acceptance of diplomas from private schools is subject to the academic requirements of the receiving educational institution or employer. PASSAGE Christian Academy is a member in good standing with Florida Coalition of Christian Private Schools Accreditation, Incorporated (FCCPSA). As a young institution, we are proud to have graduated our first senior from the Class of 2015 who was accepted into college. Students that graduate from schools using the Accelerated Christian Education program (A.C.E.) have been accepted at colleges and universities throughout Florida, the United States, and other international colleges and universities. If you have questions as to whether your child will be accepted by a particular college, we advise you to contact the admissions office of that institution and meet with our advisors upon reaching high school. We provide scholastic advisement for a graduation track program suited to your child's abilities, talents, gifts, and needs.

ABUSE REPORTING POLICY

Because PASSAGE Christian Academy is an educational institution registered with the State of Florida, all administrators, faculty, and staff are required by law to be Mandatory Reporters with regard to suspected abuse of any kind (at home or otherwise). Strict disciplinary action can result - including termination or legal action for an education professional's failure to report to law enforcement agencies any information regarding known or suspected child abuse.

EDUCATOR MISCONDUCT

All employees and agents of a public school district, charter, or private school have an obligation and legal responsibility to report misconduct by instructional personnel and school administrators which affects the health, safety, or welfare of a student. Failure to report misconduct may result in penalties up to termination of employment and revocation of an educator's certificate. The use of obscene language, drug or alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating, testing violations, physical aggression, the acceptance or offering of favors are among the strictly prohibited actions.

PARENTAL COMMITMENT AND EXPECTATIONS

Since the fees do not cover every single cost of educating children we recognize that the actual cost of educating children requires significant parent participation. As part of every child's enrollment, we encourage parents to recognize that their participation and cooperation are needed in order to properly share in their child's training at our academy. In doing so, we expect parents to have the following expectations of their P.C.A. experience:

1. We recognize that our child's initial acceptance as a student and re-enrollment each school year is not automatic. We will complete a student application and attend pre-acceptance meeting(s) with the school Principal before our child is accepted to PASSAGE Christian Academy. We also agree to enter into a re-enrollment agreement for each year we plan to continue our child's education with PASSAGE Christian Academy ***no later than August 1st.***
2. In fully cooperating with the school, *we will attend* the Parent-Teacher meetings, school-wide special celebrations or presentations, and Awards Ceremonies. *We will devote a portion of our discretionary time to volunteer and chaperone our students to, from, and during school-sponsored events and activities, on and off campus.* We sincerely pledge our loyalty to the aims and ideals of PASSAGE Christian Academy, and will bring any and all questions and criticisms directly to the administration so they may be properly considered by those in authority.
3. We agree to adhere to the uniform policy provided by PASSAGE Christian Academy. The dress formal uniform is required to worn the first (1) school day of each week. The remainder of the week students is required to dress in the standard school uniforms. We will ensure that our child(ren) uniform is clean and press with the appropriate shoe attire.
4. The administrators are hereby given discretion in the proper correction and discipline of our children, short of corporal punishment. This may include (but is not limited to) in-school suspension (ISS), out of school suspension (OSS), and even expulsion, if necessary. On the classroom level this may include (but is not limited to) writing exercises, isolation from class activities, and detention. (see DISCIPLINE POLICY)
5. We understand that the school reserves the right to dismiss any student who does not cooperate with the educational process. If a student is dismissed for any reason, and there is a balance due, the tuition will be prorated based on the number of days the student has been enrolled in the school and the balance due must be paid before records are released.
6. We give permission for our child to take part in all school activities, including sports and school sponsored trips away from the school premises, and hereby absolve the school from liability to us or to our child because of any injury to our child at school or during any school activity. In case of accident or serious illness, we request the school to call our physician and to follow instructions given if we cannot be reached. If it is impossible to contact this physician, the school may make whatever arrangements that seem necessary.
7. We give permission for photos and videos of our child participating in school activities to appear in school promotional materials such as brochures, flyers, mailers, websites, and social media sites directly related to the school.





PASSAGE Christian Academy

*Pastor George B. Dix, Jr. & Lady Michele Dix, Founders
Ms. Flaustina McKinney - Principal & Chief Administrator*

The PASSAGE Christian Academy Covenant of Faith and Education

PASSAGE Christian Academy is a Christ-centered academic institution that depends upon the sustained trust and integrity of its parents, students, faculty, administration, and supporters to carry out its mission. It is the view of PCA that a truly successful educational endeavor comes from covenant partnerships. The Bible is clear on the matter of partnerships: “Can two walk together except they be agreed?” (Amos 3:3) As it is understood in other covenant relationships, so also we believe it should be understood that in a Christian academic environment such as this one; it is the family and the Academy that should partner together.

At PASSAGE Christian Academy we therefore covenant with the parents of our students to maintain sound biblical principles in the education of children, to communicate to our parents ever respectfully and with discretion, to serve their best interests as PCA partners, to conduct ourselves with integrity in all business related interests, and to honor the name of the Lord Jesus Christ in all we say and do.

We ask that families who wish to enroll their children at PASSAGE Christian Academy enter into a Covenant with our school in nurturing and maintaining strong biblical values at home, in having at least one parent who is a genuine born-again believer, in raising their children in the fear and admonition of the Lord, and in supporting the Academy prayerfully, attentively, and financially, including conducting all financial transactions faithfully, with integrity, and in a timely and consistent manner.

Therefore, I/we agree to this covenant as a promise between myself/ourselves and the Academy. I/we promise to execute and carry out all that is required therein.

Parent _____

Parent _____

Date _____

P.C.A. SCHOOL DAY SCHEDULE

Morning Devotion: At the start of each school day, ALL students are required to attend Chapel for morning devotion. Students will assemble in the Chapel for a 30-minute devotion time consisting of our pledges, prayer, scripture reading, praise and worship, and a sermonette “nugget of truth”. School announcements followed by our Declaration signal the conclusion of our Chapel Services. Parents are always welcome to attend!

**** Please be advised, students missing more than (3) Chapels in a Quarter while not reporting absent will be referred to the Principal’s office ****

PASSAGE Christian Academy’s typical school day schedule is as follows:

- ❖ 7:30 AM - Doors Open
 - ❖ 8:00 AM - Morning Chapel**
 - ❖ 9:00 AM - Classes Begin
 - ❖ 11:00 AM - Lunch A **
 - ❖ 11:30 AM - Lunch B **
 - ❖ 12:00 Noon - Lunch C **
 - ❖ 3:00 PM - Classes Dismiss
 - ❖ 3:30 PM - Prime Time Begins
 - ❖ 5:30 PM - Prime Time Ends
- ** (30-35) minute

OUR DAILY CHAPEL and DEVOTIONS

PASSAGE Christian Academy places great emphasis upon the Bible, being obedient to its teachings, the greatness of America’s heritage, and godly citizenship. We unashamedly teach Biblical doctrine of self-discipline, respect for others, respect for those in authority, obedience to the law, love for God, for our flag, and for our country. Therefore, all students are required to memorize and recite the following three pledges each school day:

American Flag Pledge:

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.

Christian Flag Pledge:

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

Bible Pledge:

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

PRIME TIME Afterschool

Prime Time Afterschool is a program of academic and activity pursuits. It is a time for children to finish their homework, receive tutoring, and engage in quiet activities. If you are not able to pick up your child by 5:45PM, please make arrangements for someone to pick them up. We do charge a late fee of **\$15 for every 15-minute block of time a student is picked up late.**

***** ALL LATE PICKUP FEES WILL BE BILLED TO YOUR TUITION ACCOUNT AND MUST BE PAID IN FULL *****

TUITION

Grades	Tuition
K-5 th	\$5,000
6 th -12 th	\$5,300

Although we have raised our tuition, we have positioned our tuition to be affordable and within reason for a family budget. We offer Tuition Payment Agreement (TPA) plans to help you finance your child's education.

Once enrolled, full tuition is *due the 1st business day in August*; however, with a TPA, tuition payments can be made over a ten-month school year. All monthly balances are due on the FIRST DAY of each month - from August to May. Be advised that a past due balance can result in an administrative hold on a student's academic records and unresolved balances can accrue additional penalties up to and including removal from school.

Besides tuition, other out of pocket costs will typically include: lunches, field trip admission fees, athletic or extra-curricular activities, and group or club fees. While uniforms are an out of pocket cost, our uniform fees are among the least expensive among private schools at \$10 per shirt, \$30 for hoodies, and \$30 for fleece jackets. Most of the daily required uniform such as skirts, pants, shorts, and jumpers can be found online, go to our school website: www.passagechristianacademy.org (see UNIFORMS).

SCHOLARSHIPS

PASSAGE Christian Academy is approved to receive Florida Tax Credit Scholarship funds, better known as the Step Up for Students (SUFS) scholarships. Families with children K through 12th grade may be eligible for this scholarship. To apply online, go to www.stepupforstudents.org. Students with an Individualized Educational Plan (IEP) may qualify for the John M. McKay Scholarship. However, McKay scholarships must be applied for while a student is in the public school.

MINISTRY/COMMUNITY SERVICE

It is required for students to attain fifty-seven (57) hours of Ministry or Community Service in a school year for matriculation to the College Prep Diploma. Secondly, it is required for students to attain thirty-eight (38) hours of Ministry or Community Service in a school year for matriculation to the General or Vocational Diploma. Examples of Ministry or Community Service might include: hosting an awareness event at P.C.A., organizing a mini food pantry for the homeless, yard clean-up for an elderly family, organizing a used clothing or shoes donation project for needy families, organizing or volunteering for a neighborhood clean-up or trash/litter pick-up project, volunteering at Shands hospital, volunteering at a hospice center, organizing a book donation drive, volunteering in the Primary School as a Kindergarten reader, volunteering at the various ministries of PASSAGE Family Church or other area churches, volunteering for specific tasks on campus as directed by an administrator at P.C.A. There are many, many things that can be done. For some excellent ideas, go to www.dosomething.org, and once you find something you are interested in, contact the Principal or Asst. Administrator for approval.



GRADUATION REQUIREMENTS

A student may complete his/her requirements for graduation and receive a diploma from PASSAGE Christian Academy in one of three ways:

- 1. College Prep Diploma**
- 2. General Diploma**
- 3. Vocational Prep Diploma**

Each student's **personal** Academic Projection for graduation will be determined by a signed Memorandum of Understanding (M.O.U.) agreement between the parent and school when a student reaches the age of 14, or after he/she completes PACE 1096 in any subject-whichever comes first. Because of the **individualized** nature of this agreement, the Academic Projections will differ from one student to the next. However, the goal of the Middle school student should be to complete PACE 1096 in all subjects at the completion of their 8th grade year in order to meet the minimum requirements of the General Diploma and College Prep Diploma Tracks.

There are five guidelines to be followed in establishing a diploma track and making the M.O.U. agreement.

- 1) Once an Academic Projection is made, it is strongly encouraged that students stick to the planned projection. Students who are on the General Diploma Track will find it extremely difficult to change to the College Prep Diploma Track mid-stream and meet the additional requirements by the end of their Senior year in time for graduation. Likewise, students on the Vocational Diploma Track will find it extremely difficult to meet the additional requirements of the General Diploma Track by the end of their Senior year in time for graduation. Sticking to the plan makes for a happy ending!
- 2) All Memorandum of Understanding (M.O.U.) agreements will be based upon the three diploma types named above.
- 3) Students doing PACE 1097 and above in any subject will receive high school credit.
- 4) Students on or ahead of grade level when determining their academic projections will not be allowed to accept "remedial" courses as credit just so they can graduate early.

HIGH SCHOOL GRADE DESIGNATIONS

- 1) A student who has begun work in credit bearing classes, but has earned less than six (6) credits in the specific courses required for graduation from PCA is classified as a freshman (9th grader). There are students in 7th and 8th grade who are working in some credit-bearing classes. However, they are usually still considered to be 7th and 8th graders. Seventh and eighth grade students will receive high school credit for high school literature courses taken and passed according to the high school grading system. No high school credit will be given to 7th and 8th grade students in Bible class.
- 2) A student who has earned at least (6) credits in the specific courses required for graduation from PCA, but less than (12) of those credits is classified as a sophomore (10th grader).
- 3) A student who has earned at least (12) credits in the specific courses required for graduation from PCA, but has earned less than 18 hours of those credits is classified as a junior (11th grader)
- 4) A student who has earned at least (18) credits in the specific courses required for graduation from PCA is classified as senior (12th grader).

For graduation, a student must meet the requirements for graduation that were current the year his/her academic projection was made. A copy of this will be kept in each student's file.

The administration reserves the right to accept or reject High School credits from other institutions as it seems fitting. We do accept credits from other high schools when a student's grades are lower than 80%, but courses accepted from other high schools are designated as such as on our transcripts.

No student will receive their diploma or wear cap and gown in the graduation exercise unless they have completed ALL the requirements for the diploma.

DIPLOMA TRACKS

1. College Prep Diploma Track

The student must complete the following credits:

Math-Algebra I, II, Geometry, Trigonometry and Calculus	4
English-Through PACE 1144.....	4
Social Studies – World History, American History, Civics/Economics, Collectivism/Constitution.....	4
Geography	1
Science- Bio/Physical Science/Chemistry/Physics.....	3
Bible.....	4 ** (P.C.A. Req'd)
Literature/Vocabulary/Spanish.....	4
Electives.....	4
TOTAL CREDITS.....	28

The following are additional requirements:

- 1) A minimum average score of 12.9 on the Iowa Assessments (or comparable test).
- 2) The SAT or ACT should be taken at least twice.
- 3) Term final exams are required for all courses taken independently. Term final exams are required in all courses taken with a class unless the teacher opts not to administer a final exam for that course.
- 4) At least fifty-seven (57) Ministry or Community Service Hours for each year the student is enrolled as a high school student in PASSAGE Christian Academy. (**)

2. General Diploma Track

The student must complete the following credits:

Math-must include Algebra I, II, Geometry.....	3
English-Through PACE 1044.....	4
Social Studies (8 th grade and above)	4
Science (8 th grade and above)	3
Bible.....	2
Etymology.....	1
Electives.....	8
TOTAL CREDITS.....	25

The following are additional requirements:

- 1) A minimum average score of 10.9 on the Iowa Assessments (or comparable test).
- 2) The SAT or ACT must be taken twice.
- 3) Term final exams are required. Term final exams are required in all courses taken with a class unless the teacher opts not to administer a final exam for that course.
- 4) At least thirty-eight (38) Ministry Service Hours for each year the student is enrolled as a high school student in PASSAGE Christian Academy.

Please Note: It is impossible to pin down the admissions criteria for each and every college. However, we urge students to make every effort to reach for the highest Diploma level they can reasonably achieve. Be advised, students should not depend upon the Certificate of Attendance or the Vocational Diploma to gain admission to any institution of higher learning. Some four year colleges do have vocational technical courses available; many two-year colleges do also, though not all.

3. Vocational Prep Diploma Track

The Vocational Prep Track course of study was developed to allow students to receive a High School diploma when age, aptitude, interests, and skills indicate that a student is not able to complete a College Preparatory Diploma track or General Diploma Track course of study. This course of study is not a vocational program per se, but would lead to further vocational education, vocational certifications, and vocational work post high school. The Vocational Prep Diploma is a means for a student to graduate in a reasonable period of time with a quality education.

Students who enter the 9th grade and are directly prescribed to the Vocational Prep Diploma course of study will begin their track from the last completed PACE of their 8th grade year. However, students may be required to work beyond PACE 1097 in all core subjects. Doing this may increase the student's vocational tech admissions chances.

If a student enters PASSAGE Christian Academy after their 9th grade year and is working below grade level in two (2) of the four (4) core subjects: English, Math, Science, Social Studies, and it is determined after a year in the Accelerated Christian Education Curriculum (A.C.E.) that the student will be unable to achieve an "on grade level" status before their projected graduation date, a prescription for the Vocational Course of Study will be created for them the very next school term.

The following items are required:

- 1) This diploma will be awarded only to students age 18 and over.
- 2) The SAT or ACT must be taken.
- 3) Term final exams may be required. If a student is failing a course, a final may help improve a course grade. Teachers of high school courses may require all students in their classes to take final exams, however Vocational Prep Diploma track scores will only count if it improves the student's GPA.
- 4) At least thirty-eight (38) Ministry/Community Service Hours for each year the student is enrolled as a high school student in PASSAGE Christian Academy.

4. Certification of Attendance

The Certificate of Attendance should not be the goal of students seeking an academic education after high school. The C.O.A. is for students typically in a Special Education program, or for students whose academic efforts were unsuccessful in their High School tenure, though the Christian training, culture, and exposure offered at PASSAGE Christian Academy warrants recognition of those students.

- The requirement for this certificate is 90% attendance while at PASSAGE Christian Academy. The certificate will be awarded only to students age 18 and over.

DUAL ENROLLMENT

Application for Dual Enrollment with Santa Fe College is available to PCA students who qualify. The qualifications for Dual Enrollment are: a student must be in the 10th, 11th, or 12th grades; a student must have taken the Post-Secondary Education Readiness Test (PERT), the ACT, or the SAT. The Dual Enrollment application plus the PERT, ACT, or SAT scores must be on file with the college before the application for admission can be reviewed for consideration. The admissions policy for Dual Enrollment is based on a variety of factors that look at an individual's needs and abilities - inclusive of these are conduct, attendance, college entrance test scores, and GPA. Florida private school students are charged fees for textbooks in the Dual Enrollment program. Consult with an administrator for further information on the application process.

COLLEGE ENTRANCE EXAM

All High School students graduating with a General, Academic or Honors Diploma are required to take the College Entrance Exam. The PSAT is taken during the 9th and/or 10th grade years and the SAT and ACT is taken during the 11th and/or 12th grade. The school code for PCA to register for the college entrance exams is 10268.

FLORIDA BRIGHT FUTURES SCHOLARSHIP

The State of Florida has established a website to keep students and parents informed about the various college scholarships available to students as they prepare for graduation from Florida high schools. The website address is <http://www.floridastudentfinancialaid.org>. The most well-known scholarship available to Florida high school students is the Florida Bright Futures Scholarship.

In order to accommodate students who, hope to meet all requirements for Florida Bright Futures Scholarships, we have instituted a 7-period per day schedule. Students meeting requirements of both PASSAGE Christian Academy and Florida Bright Futures Scholarship will need to earn at least 27 credits. These requirements will be discussed when the Academic Projection is signed when a student begins high school course work.

HONORS & AP CLASSES

Honors classes are offered only to High School students who are on a College Prep Diploma Track and have a GPA of greater than 3.5 in all classes. Students interested in taking Honors courses must make their request in writing to the Principal and await course availability. Honors classes are weighed on a 5.0 GPA scale, thus carrying a greater impact on GPA for transcripts and preparation for college-level coursework.

FLORIDA VIRTUAL SCHOOL COURSES

PASSAGE Christian Academy has entered an agreement with Florida Virtual School to accept credits earned by students through this online venue (<http://flvs/net>). The free online course can be taken any time during middle and high school-even during the summer. In fact, we recommend FLVS courses to be taken during the summer. FLVS courses are considered transfer credits from FLVS to PCA and will be included on the student's PCA middle and high school transcript as FLVS transfer courses. Be advised, Florida Virtual School is an online public K-12 school, therefore course content is not taught from a Christian perspective. Also, McKay scholarship students are limited to taking electives only without penalty to their scholarships. Parents should discuss their plans with an administrator before enrolling their child in FLVS courses.

PACE SYSTEM OVERVIEW

Accelerated Christian Education features the PACE system, a series of workbooks which encompasses the entire academic body of knowledge for our students in the 3rd through 12th grades. Each PACE workbook is assigned a number that corresponds to grade level scope and sequence. The beauty of the PACE system is its reliance upon individualized learning and progress. A single student may be at different levels in various subjects depending upon focus, ability, study habits, and performance. However, it is the teacher's responsibility to achieve academic balance in all subjects.

It is a major distraction for students to become preoccupied with the PACE levels of their peers as opposed to their own. At P.C.A., we make every effort to redirect students to their own PACE levels and their own progress. Parental assistance in this regard is most welcomed. As the chart below suggests, the standard number of PACES a student should complete per subject in a year is **(12)**. Elementary School encompasses PACES 1025-1060. Middle school covers PACES 1061-1096. High School begins at PACE 1097 and ends at PACE 1144. The sequence chart below is a guide to follow when assessing student progress through the PACE system.

PACE to GRADE Level Chart 3rd thru 12th									
Grade									
High School	High School	High School	High School	Middle School	Middle School	Middle School	Elementary School	Elementary School	Elementary School
<u>12th Grade</u>	<u>11th Grade</u>	<u>10th Grade</u>	<u>9th Grade</u>	<u>8th Grade</u>	<u>7th Grade</u>	<u>6th Grade</u>	<u>5th Grade</u>	<u>4th Grade</u>	<u>3rd Grade</u>
1144	1132	1120	1108	1096	1084	1072	1060	1048	1036
1143	1131	1119	1107	1095	1083	1071	1059	1047	1035
1142	1130	1118	1106	1094	1082	1070	1058	1046	1034
1141	1129	1117	1105	1093	1081	1069	1057	1045	1033
1140	1128	1116	1104	1092	1080	1068	1056	1044	1032
1139	1127	1115	1103	1091	1079	1067	1055	1043	1031
1138	1126	1114	1102	1090	1078	1066	1054	1042	1030
1137	1125	1113	1101	1089	1077	1065	1053	1041	1029
1136	1124	1112	1100	1088	1076	1064	1052	1040	1028
1135	1123	1111	1099	1087	1075	1063	1051	1039	1027
1134	1122	1110	1098	1086	1074	1062	1050	1038	1026
1133	1121	1109	1097	1085	1073	1061	1049	1037	1025



THE LEARNING CENTER RULE BOOK

IN GENERAL

- Students are not permitted to communicate or to be out of their offices, or work spaces, without permission.
- Students are not to turn around in their office.
- No activities are to be carried on in student offices not directly related to learning of prescribed instruction unless the student has earned the privilege.
- Students are not to talk to themselves or to a teacher out loud.
- The students are not to raise their flag for unimportant things such as asking what time it is, or requesting permission to throw paper away, etc.
- Students are expected to come to the learning center prepared to work. This includes sharpened pencils, erasers, and scrap paper.
- Upon entering the learning center there is to be total silence. Conversations and games are to be completed outside, and not in the Learning Center.
- There is to be no defacing of the flags, dividers, tables or any school property.

STUDENT OFFICES

- Offices are assigned and changed only by the supervisor (teacher). They are to be cared for by the student.
- Anything other than normal school materials must be approved by the supervisor before being placed in the office.
- Offices and cubby holes are private—and that privacy is not to be invaded by other students.
- Teachers reserve the right to inspect cubbies, offices and backpacks, purses, etc. And to ask students to empty the contents of their pockets.
- No food is allowed in the student offices. Only bottled water in a clear, closed container may be permitted in student offices.

STUDENT PROGRESS CARD (STAR CHART)

This card is not to be marked on. There will be a \$5.00 charge for a duplicate. This Star Chart is to be attached in the student's offices at all times so the teacher can check the student's work at a glance.

Goal Cards

There is to be no student writing in or on the Goal Cards other than the student's goals and a single line through the goal when it has been completed. Blue ink is to be used by the student. This Goal Card is to be attached in the student's offices at all times so the monitor or supervisor can check the student's work at a glance. NO stray marks should be made on the Goal Card. There will be a \$1.00 charge for a duplicate of a lost or defaced Goal Card.

The student should check the Goal Card near the end of every school day. Goals not finished by the end of the school day must be completed for homework. A student who does not complete homework is not to set goals or work in other subjects until homework is completed.

PACE WORK

The passing grade for PACES is 80% or better. A score of 79% or lower requires that the student **retest**. If the student does not pass the test after a second attempt, the student will be issued a repeat PACE. **Repeat PACES cost \$4.00 and are charged to the parents account.**

Pencils only are to be used for working in PACES taken in the Learning Center.

There are approximately (180) school year days per year and (12) PACES per subject. For a solid promotion of (72) PACES at the end of the school year, an average completion rate of roughly two PACES each week for (36) weeks is the norm. A lesser output would require extra work primarily in the subject with the fewest PACES completed - albeit in shorter and shorter amounts of time. Therefore, a getting off to a fast start and diligence in classwork is a key to success in the PACE system.

Neatness counts. Writing that cannot be deciphered cannot be graded. Therefore, it must be erased and rewritten. The student should put an "sp" by a word that he has misspelled. Students will also be requested to rewrite misspelled words in the PACES.

Wherever the PACE leaves a blank long enough for an answer to be fully written out, the answer must be fully written out - as opposed to a single letter for an answer. "True", not "T". "False", not "F".

The PACE Check Up is not designed to be a traumatic testing time for the student. If students do their work properly, Check Ups will typically present no problem for them. It is therefore expected that students will not use an entire day to study for a Check Up.

The student is not to look ahead to see what material the Check Up or Self-Test covers. Once he or she begins taking the Check Up or Self-Test, he or she should not look back to look for answers until after the Check Up or Self-Test has been completed. Wrong answers are the only way to know what and where the knowledge weaknesses are and what to study for in order to correct them. And parents should not pre-quiz directly from a Check Up or a Self-Test that has not been taken.

There are only four times when a student must score his/her PACE:

- 1.) When the day's goals are done.**
- 2.) When a student gets to a Check-Up or Self-Test.**
- 3.) When a student needs to re-score his/her corrected work.**
- 4.) When the PACE directs the student to score.**

Once a PACE is completed, it must be turned in for a letter requesting permission from a parent to test. Within two (2) days of receiving a letter, the student must test on that PACE. If the student is not ready to test, a parent must inform the student's supervisor (teacher).

When students raise their flags to have their PACE scored, they must open it to the place where they want it scored so the teacher can sign it quickly.

There are to be no stray marks in/on a student's PACE. The only marks in red should be "X" "-0," "?" "sp," the grade percentage of a Check Up or a Self-Test, or the number of wrong answers on the page.

THE SCORING TABLE

Score Keys are to be handled carefully. Students must be particularly careful of not tearing the holes in the score keys.

Students are to have only the red pen provided when they are at the Scoring Table, they are not to have any other pencil or pen.

If students have a completely correct page in their PACE, they are to write "-0" on the page with the red scoring pen so the teacher can see that the page has been checked. A "-0" means, "I have checked every item against

the score key and there are none wrong.” Consistent mis-scoring will be considered evidence of cheating.

Please note: Students should not be careless in scoring PACES. It is often difficult or impossible to distinguish carelessness from cheating. When mis-scoring occurs, the following things take place...

- 1.) Warning to student and note sent home on homework sheet.
- 2.) Demerits assigned about mis-scoring.
- 3.) Demerits assigned and the mis-scored PACE is taken away. A new PACE is issued and \$4.00 is charged to parent’s account. The highest possible grade on the new PACE is only 80%.
- 4.) Suspension from scoring privilege for mis-scoring.
- 5.) After three suspensions, each being longer than the previous one, removal of all scoring privileges for a period of time. A parent will be asked to score the child’s work before or after school until the child can again be trusted to score.
- 6.) If mis-scoring continues, other steps will be taken to make mis-scoring as uncomfortable as possible, and to bring the student to the point of correcting his/her PACE. These steps may include taking extracurricular activities away, or a referral to the Principal’s Office.

There is to be absolutely no talking, touching, whispering, eyeballing, shoving, or horseplay at the scoring table. A student is not to walk up to the supervisor or monitor desk directly from the scoring table.

Because of congestion at the scoring table, the student should not raise his hand at the scoring table for questions. If a student has questions about the answer given in the Score key, he should put a “?” in the PACE at the place his question occurs, go back to his office, and raise his or her flag.

HOMEWORK

Homework is the true key to advancing in the PACE system. Having consistent homework habits always equals good PACE progress. Goals that are set for the school day but are not completed **MUST** be done during Prime Time Afterschool or at home - as homework. It is the parent’s responsibility to see to it that homework is done and done correctly. Work that is incomplete cannot be saved for the next day without instructor approval. When students fall behind in their PACES, inconsistent homework is usually the culprit.

TIPS: If a parent/guardian believes that the homework load seems excessive for their child, they are to take the following steps:

1. Make sure that there is a designated time and place for homework to be completed each night.
2. Maintain a log of how much is being spent on each subject/project for an entire week.
3. Contact the teacher to discuss the issue further.

Incomplete Work: One of the primary goals of P.C.A. is to instill into each student a strong work ethic and a strong sense of accountability for his/her actions. When deadlines for assignments, homework or projects are given, it is the student’s responsibility to complete such tasks as instructed - thus demonstrating a character that is reflective of God’s Word.

ACADEMIC REVIEW

Students who are not meeting the minimum requirements for reasonable academic progress will be subject to Academic Review. This review is a re-evaluation of the student’s academic potential and suitability for growth at PASSAGE Christian Academy. An academic review will consist of a board of (2) teachers and the Principal. The minimum requirements are set below:

ABEKA: (5) failed tests in a three-week period. More than (10) test failures in a Progress Reporting period. Any exception to this general guideline will be considered upon circumstances.

A.C.E.: Less than (10) PACES in a quarter, or less than (24) PACES in a semester. The bare minimum to remain a Student in Good Standing at PASSAGE Christian Academy is (48) PACES in a scholastic year.

GRADE POINT AVERAGE (GPA)

There is no overall standard set of calculating grade point average in the State of Florida for public or private schools or for colleges. Each school, and sometimes each department within that school, determines their own grade scale. PASSAGE Christian Academy calculates grade point averages as follows:

Percent Grade	Letter Grade
98-100	A+
96-97	A
94-95	A-
92-93	B+
90-91	B
88-89	B-
86-87	C+
83-85	C
80-82	C

A student’s Grade Point Average (GPA) is determined on a three-point scale:

Letter Grade	Point
A- to A+	3.1 - 4.0
B- to B+	2.1 - 3.0
C- to C+	1.1 - 2.0

We do not issue weighted GPAs at PASSAGE Christian Academy - the sole exception will be high school students taking PCA Honors Classes. Students taking Florida Virtual School courses will receive grades as transfer credits. If GPA’s for these credits are weighted, they will be reflected as such on our student’s school transcripts.

PROMOTION/RETENTION

If there is an academic concern and retention may be necessary, a conference will be scheduled with the parents, teacher, and an administrator. All final decisions to promote or retain students are the responsibility of the Principal. All Learning Center retention recommendations are based upon failure to achieve a minimum of (48) PACES in High School or (60) PACES in Elementary and Middle School - not counting Bible and or other electives.

In the Primary School's Abeka curriculum, our **general guidelines** for retention recommendations are as follows:

K-2nd Grade- retention recommendations are based upon one or more of the following:

- ❖ Personal observation
- ❖ Below grade level performance in key academic subjects
- ❖ Below grade level on developmental testing
- ❖ Observational data from special education specialist
- ❖ Social/emotional immaturity
- ❖ Disciplinary reasons

K-2nd Grade - promotion recommendations depend upon one or more of the following:

- ❖ Mastery of the core subjects: Reading, Math, Science, English, Social Studies
- ❖ Successful results in developmental and standardized testing
- ❖ Continuous student progress in discipleship and social area
- ❖ Teacher observations

Elementary School (Promotion criteria)

3rd Grade- Has successfully completed PACE 1031 in all subjects or successfully completed 60 PACEs.

4th Grade- Has successfully completed PACE 1043 in all subjects or successfully completed 60 PACEs.

5th Grade- Has successfully completed PACE 1055 in all subjects or successfully completed 60 PACEs.

Middle School (Promotion criteria)

6th Grade- Has successfully completed PACE1067 in all subjects or successfully completed 60 PACEs.

7th Grade- Has successfully completed PACE 1079 in all subjects or successfully completed 60 PACEs.

8th Grade- Has successfully completed PACE 1091 in all subjects or successfully completed 60 PACEs.

High School (Promotion criteria)

9th Grade- Has successfully completed at least ¼ of the credits for his/her graduation plan.

10th Grade- Has successfully completed at least ½ of the credits for his/her graduation plan.

11th Grade- Has less than (72) PACEs to complete before graduation.

Please Note: Students on the provisional program in high school and students below grade level are evaluated on case-by-case basis.

SENIOR FINAL PAPER

Graduating seniors will be required to write a senior thesis paper of at least (25) pages on a topic that will be given by their principal. Vocational Prep student papers will be (15-20) pages. The thesis must be approved by the Principal prior to beginning the final paper. Plagiarism on a Senior Paper can delay your diploma until Summer School. Don't do it!

INCENTIVE PROGRAM

Students are motivated to study and work hard as they build strong Christian character. This motivation is accomplished through a consistently applied program of positive and negative reinforcements such as Fist Full Friday, the Merit Store, movie days, "A/B honor-roll student field trips, achiever's pizza parties, fast food gift cards, lunch with the Principal, or lunch with Lady Michele and Pastor George.

“SOARING EAGLES”

This motivation is designed to encourage students to diligently study for their tests. Every student in the Learning Center is listed on our “Soaring Eagles” list at the beginning of each quarter. Their names remain on the list unless they fail a test. Students who remain on this list all year long receive special recognition at year end during our annual Awards Ceremony.

HONOR ROLL

A student makes Honor Roll when he or she has fulfilled **four criteria** by the end of the school day at the end of the grading period (quarter):

- 1) Completes at least (3) PACES (tests) in each subject (or has maintained a pre-arranged balance.)
- 2) Has a PACE test average of 90% or better?
- 3) Has memorized the monthly scripture ON TIME during that grading period.
- 4) Has no consistent or flagrant “mis-scoring” violations. (*Cheating is an automatic disqualifier!*)

Honor Roll students receive the following benefits:

- a signed personalized certificate
- public recognition at school assemblies
- name posting in the Eagles Hall of Fame (new)
- eligibility towards the Top Scholar at the Honors Night Awards Ceremony

ANNUAL HONORS NIGHT CEREMONY AWARDS

At the close of each school year, we at PASSAGE Christian Academy set aside a special evening to dress-up for a gala affair we call our Honors Night Ceremony. It is our opportunity to publicly acknowledge and thank our students for their academic performance and student life endeavors throughout the year. We always have a good time with moving music, reflection, and the presence of God’s Spirit. Our awards are divided into two categories: Top Scholars and Notable Scholars. All recipients receive a special engraved plaque displaying their name and notable achievement.

EAGLE AWARD - this award is earned by PCA’s top academic scholar. Total accumulated GPA and academic achievements are entered into a formula to select finalists who are ranked by the Principal and the Faculty. The highest ranking student is the Eagle Award recipient. Other criteria for this award includes: school conduct, amiability, Christian discipleship, and diligence to school tasks.

CROWN AWARD - this is the equivalent of the second best scholar of the campus. It is selected using the same criteria as the Eagle Award.

DOVE AWARD - this award is given to PCA’s top Bible scholar. As a Christian academy, the Bible is our foundational text. The student(s) who wins this award best integrates the Bible into daily school life, whether from memorizing scripture, talking about scripture, or above all - trying to live out scripture. Each month, a set of Bible scriptures are given to students to memorize and recite. The Dove Award winner is typically the very best at this monthly task.

SPIRIT AWARD - this award goes to the student who best displays a commitment to Christian fellowship, school spirit, involvement, and an enthusiasm for all things PCA.

NOTABLE SCHOLAR AWARD - This award is earned when a student makes the Honor Roll in at least (3) of the (4) Report Card periods, has a very high PACE count level, high GPA, high academic acumen, and has had no significant disciplinary infractions. If the student’s overall grade point average is 95.0% or greater, he/she receives “Gold Seal” status for the year.

MOST IMPROVED STUDENT AWARD - This award is earned by the student the faculty has judged to have demonstrated significant academic improvement over the school year. The winner is given a personalized certificate at the Annual Honors Night Ceremony.

PERFECT ATTENDANCE AWARD - Given to students who have attended school every single day, and have fewer than **3 tardies** in a quarter.

STUDENT OF THE MONTH

This award is earned each month by one student in each ABEKA class and each Learning Center with the highest point total for all tests passed. Each winner receives a Student of the Month certificate.

DRESS CODE

Students must come to school with a neat and clean appearance. Shirt must be tucked in and jewelry must be minimal and modest. Boys must wear belts. Shoes must be clean and in good repair. Socks are required and must not be worn over the calf. Sandals and flip-flops are not permitted. Boys are not allowed to wear earrings while on campus. Girls are not permitted to wear large hooped earrings, hair extensions over 18 inches, heavy makeup, and eyelash extensions are not permitted. Combs and picks are not allowed to be lodged in the hair of any student.

CLOTHING

Girl's skirts must be knee length. Girls and boy's pants/trousers must be a comfortable fit and not tight-fitting! Too tight clothing will get a referral and a detention. Girl's short pants must be knee length and modest in appearance. Girls necklaces must be tucked into the polo shirt or dress shirt. Boy's short pants are not to exceed knee length. *No tassels on short or long pants allowed - they are a safety hazard!* Overly bulky jackets are not to be worn over the school uniform while inside. PCA blazers, hoodies, or fleeces are the only jackets that can be worn both outside and inside. No personal jackets are permitted - exceptions made only in extremely cold temperatures. Shirts must be a good fit and not overly saggy or lengthy. PCA logos must be affixed on the upper left breast on all polo shirts, fleeces, and hoodies. Hats, ball caps, or skullcaps are not to be worn once students arrive on the campus. If the weather is inclement or very cold, only in play areas outdoors will headwear be permitted. Boys socks must be worn below the calf. Torn clothing is unacceptable and students will be requested to remove, change, and no longer wear the torn clothing to school.

HAIR

Hairstyles must be neat: combed or trimmed (for boys), combed and pulled back (for girls), and shall not cause an undue amount of personal distraction. Cornrows, braided hairstyles, and dreadlocks are permitted as long as the appearance is neat, clean, is pulled back, doesn't fall into the student's face, and is school-appropriate. Hair beads, extreme hair coloring, or hair bleaching are not permitted.

FORMAL DRESS CODE

Please Note: Honors Night Awards Ceremony attire from this day forward will be the Formal Dress uniform, consisting of blazers, ties, dress shoes, slacks, and skirts. The standard requirements for all Christian school students should be modesty, neatness, cleanliness, and appropriateness. It must be carefully observed throughout the evening because our students are publicly representing PASSAGE Christian Academy and PASSAGE Family Church at the Ceremony. A student out of Formal Dress code on Honors Night Awards Ceremony night will receive their awards privately and will not be allowed to participate in the Ceremony.

PENALTIES

Students of PASSAGE Christian Academy and their families agree to abide by the rules and guidelines of the dress code upon accepting enrollment. The policy is put in place for parents, students, faculty and administrators to work together to provide a uniform, uncritical, and godly atmosphere for all students on the campus. Therefore, violators of the dress code can and will be subject to any of the following: demerits, detention, a call home for a clothing change, confiscation of unnecessary items, or ongoing corrective action. Each issue will be reviewed on a case-by-case basis and will be subject to the Principal's final decision and discretion. PASSAGE Christian Academy reserves the right to refuse to admit into the classroom environment any student whose attire does not conform to the code in either spirit or letter or both.

UNIFORMS

Formal dress & standard dress uniform, except polo shirts, are purchased on the French Toast Uniforms site. The website is www.frenchtoast.com and the school code is: **QS5RNNR**.

Items	Girls	Boys
Shirts, Tops	Collared Blue PCA Polo shirt. Long or short sleeve. T-shirts by permission on free dress days. White rounded-collared white dress shirts	Collard Blue PCA Polo shirt, Long or short sleeve. T-shirts by permission on free dress days. White oxford buttoned-down white shirts
Pants, Skirts	Brown Khaki Trousers or Short Pants, Khaki Shirts (knee length); Girls trousers, shorts, skirts and pants must be modest in appearance and not too tight.	Brown Khaki Trousers, or Short Pants (not to exceed knee length).
Socks, Hose	White (ankle or calf length); dark blue dress socks.	White (ankle or calf length); dark blue dress socks.
Shoes	Sneakers (Solid black or white). or athletic shoes; casual or Mary Jane dress shoes (Black patent leather only).	Sneakers (Solid black or white) or athletic shoes; casual or dress shoes (Black patent leather only).
Jackets	Blue blazers (gold buttons) only during formal dress days	Blue blazers (gold buttons) only during formal dress days
Ties	Solid Royal blue cross pin ties during formal dress days	Blue plaid ties only during formal dress days
Hoodies, Fleece Jackets	P.C.A. issue only. Must be washed and in good condition.	P.C.A. issue only. Must be washed and in good condition.



SCHOOL SUPPLIES

For the Primary School

- | | |
|---|--|
| (1) Large Backpack | (1) 12" wooden or plastic ruler (not rubber roll-up ruler) |
| (1) sleeping mat (Kindergarten only) | (1) pack of pink erasers (about 2" long and flat) |
| (2) sets of extra underwear (Kindergarten only) | (1) water color set |
| (1) plain pack of #2 pencils (6-12 count) (NO mechanical pencils) | (1) box of crayons (24 count) |
| (1) box of Kleenex tissue | (1) drawing pad (8 1/2 x 11") |
| (1) bottle of Hand Sanitizer | (1) set of markers (8-12 count) |
| (3) glue sticks | (1) pack of white 3x5" index cards |
| (1) bottle of Elmer's Glue or School Glue | (1) pack of wide-ruled notebook paper |
| | (1) pack of construction paper |

PLEASE DO NOT LABEL ANY OF THE ABOVE ITEMS WITH CHILD'S NAME. HOWEVER, YOU MAY LABEL CHILD'S LUNCH BOX, BIBLE AND BACKPACK -Thank You from the PRIMARY SCHOOL!

For the Learning Center (Elementary, Middle, & Upper Schools)

- | | |
|--|--|
| • Personal Bible (KJV) | • PACE carrier (8 pocket file folder) |
| • Blue pens | • Zipper pockets for 3 ring binder |
| • Pencils/mechanical pencils (with extra lead) | • 1-1 ½ inch binder (black with a clear plastic insert on front cover) |
| • Highlighters | • Calculator (5 th -8 th grade) |
| • Colored pencils | • Scientific calculator (9 th -11 th) |
| • Lose leaf paper | • Texas Graphing Instrument 83 Plus (PACE 1125) |
| • 2 composition notebook | • Protractor |
| • Big erasers (2) | • Kleenex |
| • Ruler | • Hand Sanitizer |
| • Scissors | |
| • Glue stick | |

PHILOSOPHY OF DISCIPLINE

It is understood that attendance at PASSAGE Christian Academy is a privilege, not a right. This privilege may be forfeited by any student who does not conform to the standards, Code of Conduct, rules and regulations, or to the morals and ethics of this institution. The Academy reserves the right to withdraw any student who at any time, in the opinion of the school administration, does not fit into the spirit and culture of the institution.

While we realize that family situations present challenges that are not necessarily the fault of the student, it is at the discretion of PASSAGE Christian Academy to deny admission to students who are using, or have used, drugs or alcohol, have been arrested, run away, or are married, divorced, or sexually active.

Set Boundaries: PCA believes that discipline is a necessary pre-condition for effective teaching and learning. Classes run more efficiently. Less time is wasted. Students are happier, more secure, and learn better when they know what is expected of them and those around them. Self-control is developed when there are consequences for inappropriate and undesirable behaviors and/or attitudes. **The discipline policy is an endeavor to set boundaries and to help create an environment and atmosphere in which both the teaching and learning processes can be more effective and efficient.**

Develop Self-Discipline: PCA believes that good discipline involves self-discipline, self-composure, and self-control. This is best achieved when the school and the parent(s) work together. PCA will attempt to instill self-discipline, self-composure, and self-control in our students by the use of external regimen, structure, guidelines, and through the teachings of God's Word.

Corrective Action: When there are discipline problems, they will be met with a standard of corrective actions. If these steps are not productive in correcting the student's behavior and the parent(s) cannot correct the child's

behavior, the parents and staff will meet together to discuss whether or not the student can remain at PASSAGE Christian Academy. PCA uses a variety of different correctional methods, which include, but are not limited to:

- *Demerits
- *Detention
- *Revoking of Privileges
- *Removal of the student from the classroom
- *In-School Suspension (ISS)
- *Out-of-School Suspension (OSS)
- *Expulsion

Students will be advised in advance of other violations which may result in demerits. **Demerits** are given for minor and occasional offenses. Major or repeated offences will be handled accordingly to the nature and severity of the offense.

The BOTTOM LINE: Discipline is done FOR a child, not TO a child. Discipline is meant to correct a problem. PASSAGE Christian Academy is committed to working with parents, not take their places. **PCA maintains high standards and expectations of behavior in order to provide an environment that is conducive to learning in a safe and non-threatening way, while at the same time directing and instructing children to live out the Christian character attributes that will be evidenced by their daily actions, attitudes, and behaviors.**

APPLICATION OF DISCIPLINE

PCA uses progressive and assertive discipline principles that place the responsibility for behavior on the student. We believe that there are acceptable and unacceptable forms of behavior. We also believe that there are moral absolutes that children must be taught. In an assertive discipline program, children are presented with a set of rules and consequences if those rules are violated. This places the responsibility for behavior on the student.

We believe that students should be taught to respect authority in the school, home, church, community, and in society. We must learn to respect the person and rights of other people and to respect ourselves as well. Students will be recognized in the classroom for good work and good behavior. The teacher will use a variety of methods and rewards to accomplish this. Discipline - both positive rewards and negative consequences - is used in an effort to steer students in the desired direction and maintain classroom order conducive to optimum learning for all.

Level One:

Level one infraction is those that are infrequent and disrupt the normal flow of learning in the classroom. These infractions could include, but are not limited to minor offenses such as classroom disturbances, name calling, littering, dress code infractions, tardiness, procedural infractions, rough-housing, childish horse-play, or first offense scoring violations.

Offenses at this level are usually handled by the teacher on duty, using a prescribed progressive hierarchy of specific consequences including:

- *Demerits
- *Detention
- *Loss of recess
- *Time Out
- *Silent lunch break
- *Loss of privileges
- *Referral to Principal

Level Two:

Level two infractions are infrequent, yet serious enough to warrant intervention by the principal. On this level, parents will be contacted and be expected to be closely involved in the discipline process.

Offenses at this level would include, but are not limited to: repeated Level One offenses which cannot be corrected through the above consequences, bullying, truancy, fighting, cursing, stealing, lying, repeated angry outbursts, gross disrespect of authority, possession or use of tobacco, drugs, alcohol, or weapons of any kind, immorality in any form, cheating, major or repeating scoring violations, vandalism, disregard of parental control, continual griping or criticizing, threats, or violence against another person.

Offenses at this level could be subject to all of the above consequences as well as in school, or out of school suspension, or expulsion.

CORRECTIVE ACTION

When a student receives three (3) demerits in a single day, he or she is automatically placed on detention. Demerits may be given for procedural, behavioral, or moral violations. However, demerits do not accumulate from one day to the next.

If a student is issued Corrective Action Notice, it must be taken home the same day, signed by parents, and returned the next school day. Students will serve the detention time on the day the slip is returned. Failure to return the slip the next school day will result in a penalty, usually doubling the detention time. Detentions are expected to be served on the day noted on the slip. If not served in their entirety, they will double. After this, if not served, the student will receive one day of In School Suspension (ISS). These slips must be returned in their original condition. Ripping or defacing them may result in additional detention time. **Accumulated and excessive detentions (typically (5) detentions in a 30-day period) will result in suspension and accumulated detentions can and will lead to dismissal from the academy.** Parents must arrange for their child's transportation in the event that detention must be served after school or when an OSS has been issued before school has ended.

HARASSMENT, BULLYING, AND VIOLENCE POLICY

PASSAGE Christian Academy makes every effort to establish boundaries for the maintenance of the dignity and respect of each student, teacher, or administrator on campus. Our Code of Conduct is designed to protect the welfare of staff and students. We are extremely vigilant in dealing with matters of bullying, verbal abuse, physical assault, threats, harassment, or any type of abuse. It is imperative to our academy's growth that the dignity and rights of students, faculty, or staff be preserved and respected. PCA does not tolerate assault, threats, harassment, or abuse of any kind. Verbal or written threats, racial, ethnic, or cultural harassment, physical or sexual abuse by anyone, whether intentional or unintentional are unacceptable. Violators will be dealt with progressively unless the incident(s) are determined to be of an egregious and malevolent nature. **A conference with parents will be mandatory; indeed, in such cases OSS and or Expulsion are mandated up to and including law enforcement intervention.** Because PASSAGE Christian Academy is an educational institution registered with the State of Florida, all staff are required by law to be Mandatory Reporters in regard to suspected abuse of any kind (at home or otherwise). Strict disciplinary action will result up to and including reporting to law enforcement agencies.

BAD LANGUAGE AND UNACCEPTABLE COMMUNICATION

Bad language will NOT be tolerated. Other unacceptable communication includes: excessive griping, criticism, complaining, cursing, crudeness, name calling, racial slurs, discussing drinking alcohol, using drugs, discussing sexual experiences, discussing the viewing of pornography, discussing former sinful behavior, or quoting obscenity of any sort. Bad language will be dealt with by either one, or a combination of the following: verbal warning, counseling, detention, suspension, or expulsion. The discipline selected will be in direct proportion to the severity of the offense/incident and its effect on the student body of PASSAGE Christian Academy as

judged by the Principal. The discussion of any of the above mentioned subjects, in any context other than in a classroom setting with an instructor present, is prohibited. This includes conversations at school, written notes, telephone conversations, e-mail, internet media, or any other form of media involving a PCA student. Repeated offenses are standard grounds for expulsion.

SYMBOLS

Students are not allowed to display symbols that are anti-Christian. Examples of unacceptable symbols include, but are not limited to pyramids, pentagrams, demonic images, ankh symbols, New Age symbols, crystals, Rastafarian, or drug culture images. Visible tattoos are not permitted on students and can jeopardize enrollment.

PHONES/COMPUTER/INTERNET USE/WEBSITES/FACEBOOK ETC.

Personal Cell Phones are not permitted at PASSAGE Christian Academy. Violators who are caught with phones will be reprimanded beginning with a 2-day OSS. Repeat violators depending on the circumstances will be dismissed from the Academy. There are a variety of reasons for this policy, all of which have come about from firsthand experience with students and phones. PASSAGE Christian Academy Administrators reserve the right to check student backpacks and other student personal property in their possession when there is suspicion that this policy has been violated.

Students may not use, appropriate, touch, or handle any school computer or electronic device without special permission. Violating this rule could result in the students receiving progressive discipline beginning with demerits, detention, suspension, or expulsion. In addition to any disciplinary action, a financial penalty may be imposed upon a parent(s) of a student caught damaging computer, electronic, or equipment owned by PCA. Additionally, financial penalties are subject to legal remedies in a court of law.

As Christians speaking to Christians, we ask that parents prayerfully monitor and restrict the Internet use of their children, including their use of personal online websites, blogs, Facebook accounts, Instagram, or any kind of instant online communication, messaging, images, or image transferring, music, or written or graphic content deemed inappropriate for children. We must admonish parents to be aware of the need to maintain a godly and blameless Christian witness. (Phil. 2:15) Be advised, any and all such websites when discovered by PASSAGE Christian Academy Administrators can be subject to periodic monitoring for content because of A) the modern-day nature and character of online communication and B) our institution's reputation is at stake. Any student found to be involved in communicating inappropriate messages, images, or website material that is deemed inappropriate will be subject to dismissal from the Academy. Music or other material on a student's website that contains slander, profanity, sexual content, or other offensive material is *prima facie* INAPPROPRIATE.

SUSPENSION POLICY

Out of School Suspension (OSS)

Typically, OSS will be issued for fighting, direct and overt verbal insubordination to the Principal or to teachers, unintentional sexual harassment, direct and egregious verbal harassment of a fellow student, deliberate destruction or defacing of school property, stealing, or verbalized threats of violence. It is reserved as the last resort to call to attention to the student a serious grievance from the academy. Behavior that results in OSS, repeated again, will be cause for expulsion.

In School Suspension (ISS)

ISS is typically issued for offenses including foul language, rough housing resulting in injury, in an unauthorized area where misconduct occurs, resistance to authority, defiance to teachers, indirect verbal insubordination, or egregious campus or field trip misbehavior. Calls to parents will be made to set up a parent-

principal conference with an eye toward developing a corrective action plan. ISS will always be followed by recess detention. ISS offenses repeated again will result in automatic Out-of-School-Suspension (OSS).

Student cell phones are NOT allowed at PASSAGE Christian Academy. Whether the phones are loaned, found, stolen, borrowed, or brought to school - if found in a student's possession it will result in (2) two days of OSS automatically. A second offense will result in no less than (5) days of OSS. Permission from parents for student cell phone possession is rarely granted. Please see the Principal for a meeting to discuss, if need be.

CODE OF CONDUCT

- ❖ All PASSAGE Christian Academy (PCA) rules and policies are applicable while the student is on campus or involved in any PCA sponsored activity. Issues of morality are applicable at all times and all places, including the student's home.
- ❖ Students will not use profanity or off-color words at any time while on the school campus, at school events, or at school sponsored events.
- ❖ A six (6) inch rule is in place at all times both on campus and at school sponsored events. Students will abstain from public displays of affection as well as from other contact such as rough-housing, pushing, etc.
- ❖ Students will not be allowed to chew gum on school property without express consent of their teacher.
- ❖ Students will only consume food and drinks in specified areas, not in the classroom unless given express consent from the administration.
- ❖ Students will respect all school property. The minimum charge for vandalism of any kind is \$50.00.
- ❖ Students will respect the person and rights of others and will refrain from behavior that endangers or threatens others. This includes name-calling, negative statements, ethnic slurs, pushing, shoving, fighting, gossiping, bullying etc.
- ❖ Students are expected to respect the authority of the school principal, all teachers, staff, or volunteers, and are expected to follow instructions when they are given.
- ❖ Students are expected to follow all rules and procedures of PCA including dress code guidelines both on campus and at school functions.
- ❖ Students will not bring weapons of any kind, drugs, alcohol, tobacco, pornography, unsuitable reading material (as judged by the PCA administration), or illegal drugs in any form, whether at school or away from school. Violation may result in expulsion.
- ❖ Students will take responsibility to complete their school/homework assignments. Repeated failure to complete assignments could result in loss of privileges, loss of athletic participation, retention, or delay of graduation.
- ❖ Students whose decisions have moved them into the "adult world" will be dismissed from enrollment in the general population of PCA. Those decisions would include, but not limited to pregnancy (both mother and father), engagement of marriage, or reaching age limit for enrollment (20 years). Under very limited circumstances, accommodations could be made for these students to complete their coursework through a Home Study situation.
- ❖ PASSAGE Christian Academy reserves the right to dismiss any student whose behavior and morals do not reflect the standards of the school, or whose parents refuse to support the school's policies and procedures. This decision can be made regardless of grades and other considerations.

MEDICATION POLICY

In the best interest of school orderliness, effective classroom management, and child welfare, it is PASSAGE Christian Academy's strongest recommendation that students who have been diagnosed with behavioral disorders (ADD, ADHD, etc.) requiring daily prescribed medication take their medications before coming to school that day unless otherwise specified.

Students who have not taken their necessary medications for that day and who are disruptive in the classroom will be removed from the classroom until a parent or guardian can be reached who will come and administer the prescribed medication. If a parent or guardian cannot be reached, the student will not be permitted to class - resulting in an In-School Suspension (ISS).

Current copies of all medical records diagnosing ADD or ADHD, or other hyperactivity disorders must be kept on file with the school's administrative office. It is the responsibility of the enrolling parent or guardian of record to bring to the Academy's attention any change, cessation, alteration, or expiration of their child's prescription medication.

ATHLETICS

Christians are admonished to glorify God in their bodies (1 Cor. 6:20), and in whatsoever we do - we do it for the glory of God (1 Cor.10:31). PASSAGE Christian Academy is called to fulfill a mission in its athletics program. Though our school is relatively very young, and just getting started in athletics, we must have a solid foundation upon which to grow our program.

We believe athletics is more than competition between two teams of individuals representing different schools; it is an educational experience between the coach and the team through practice, competition, and person-to-person relationships. Participation in athletics contributes to good character development, good sportsmanship, and the development of God-given talents and abilities. We expect our athletes and coaches to work hard, enjoy the sport, respect each other, respect their opponents, and honor Christ in all they do. Our athletic program should provide a means to teach our students about how to compete and grow in the context of a Christian worldview.

Our teams must participate in such a way that honor comes to the team, to the academy, to the church, and ultimately to the Lord. We will therefore play fairly, observe regulations and policies, treat teammates, opponents, coaches, referees, umpires, and officials with courtesy and respect, and accept adversity without complaining. PCA is committed to developing a perspective on winning and losing that is consistent with the teachings of the Word of God. We will require our coaches and athletes to dedicate themselves to this goal.

And let us not overlook our emphasis as educators in developing our PCA students to be the very best *student-athletes* possible. An athletics program that sacrifices education is simply not worth having. We will expect our student-athletes to make good grades, and make the Honor Roll - even while competing at their very best. "No pass - no play" will be our athletics participation policy.

Finally, our families must *invest* in our program in order for it to be successful. Talent isn't always enough. Coaches themselves are often juggling a myriad of interests competing for their time and attention. It is incumbent on our Team Moms and Team Dads to step in and help provide the connection and support that all school teams need in order to promote, guide, and cheer on our students as we get our program started. The PCA athletics programs can be an enjoyable experience when all are involved. As we glorify God in athletics, and it pleases Him, we can share together the harvest and growth He will have in store for us.

ARTS & MUSIC

While we do not yet have a formal Arts program in place, our music program is beginning to take shape with the debut of our PCA Choir, our Chapel Praise Team, an Introduction to Music elective, and a Dance elective. We offer Drawing and Introduction to Art on a volunteer basis from one of our talented parents.

We aspire to have an Arts & Music program that reflects the grace, inspiration, and creativity of the best of classical Christian education. Our program will endeavor to discover and enhance the God-given talents, vision, and abilities of our students. The Lord seeks those who are willing, as Psalm 150 exhorts, to make a joyful noise unto the Lord!

FIELD TRIPS

Our field trips are always taken with educational and recreational purposes in mind. We seek to expose children to nature, to their environment, to science, to history, to business, and more. We will often do at least ten field trips during a school year. We require a signed permission slip with health and medical insurance information. Parent chaperones are always welcome.

TRANSPORTATION

Morning van transportation is at present offered as a free-of-charge courtesy to those families who use it. Currently, our stops are at Westside Park and PASSAGE Family Church. Please be advised that insurance, ridership, and costs-to-operate are the primary determining factors in the location of stops, number of stops, or any possible after school transportation options. We will notify in advance our PCA families who use the vans of any change to our current free-of-charge service.

LUNCHESES

Our delicious school lunches are served daily during the three lunch periods. They provide a healthy and nutritious meal conducive to a well-rounded school day. The varied menu typically consists of a main course (hot or cold), a vegetable, fruit, a snack, plus milk or juice. Prices are reasonable. A monthly or bi-weekly menu will be sent out in advance for parents. Payment can be made in the Administrative office.

EMERGENCY INFORMATION & INCLEMENT WEATHER

FACILITY EMERGENCY CONTACTS

Primary Contact:

Name: Ms. Flaustina McKinney
Position: Principal/Chief Administrator
Office Phone: 352-336-8983
Cell Phone: 352-284-6346

Secondary Contact:

Name: Ms. Nedra Bates, Chief Operations Officer
Office Phone: 352-336-8686
Cell Phone: 352-278-3077

Third Contact:

Name: Cassie Dix
Position: Corporate Service Director
Office Phone: 352-336-8686
Cell: 702-324-0251

INCLEMENT WEATHER CONTACT

Primary Contact:

Name: Ms. Flaustina McKinney, Principal & Chief Administrator
Contact Numbers: 352-336-8983 (school) 352-284-6346

FOR ALL GENERAL EMERGENCIES

ALACHUA CO. SHERIFF: **911**
GAINESVILLE POLICE: **911**
ALACHUA CO. FIRE: **911**
AMBULANCE: **911**



The PASSAGE Christian Academy Honor Code

“I will, at all times, observe and maintain the highest character, integrity, honesty, and trustworthiness in all that I say and in every action I take at PASSAGE Christian Academy.”

Violations of the Honor Code, depending upon the severity, are subject to disciplinary actions including suspension or expulsion from the Academy.

Signature of Student

Date