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# PASSAGE CHRISTIAN ACADEMY HANDBOOK


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**For Parents & Students**

**Keep In Touch  
With Us**

(352)336-8983 

[www.passagechristianacademy.org](http://www.passagechristianacademy.org) 

5121 East University Ave   
Gainesville, FL 32641

# Letter from the Founders



PASSAGE Christian Academy (PCA) offers the best Christ-centered learning experience for children in Alachua County for grades Kindergarten through 12th grade.

As our mission for PCA states, it 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 Kingdom and secular arenas.

We thank you for your continued support and prayers.

In His Service,

*Pastor George & Lady Michele Dix*

Sr. Pastor and Founders

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# **A Note About this Handbook**

Please understand that no set of rules or guidelines can cover every conceivable situation that might arise. The rules, policies, and procedures set forth in this handbook are intended to be applied under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses.

This handbook does not limit the authority of PASSAGE Christian Academy to deviate from the normal rules and procedures set forth in this handbook. PASSAGE Christian Academy shall address circumstances as necessary in the manner deemed most appropriate by the school (including, but not limited to student discipline). Decisions shall take into consideration the best interests of the school, its facility, employees, students, and community.

Policies and procedures may also be revised or updated periodically, even during the current academic term.

## **Non-Discriminatory Policy & 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.

## Our Mission

The mission of 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 Kingdom and secular arenas.

## Our Objective

The objective of a Christian school 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 they 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 of 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.

# Our Approach

Through use of 21st Century curriculum, progressive methods, skilled and spirit-led staff, and integration of biblical principles, PASSAGE Christian Academy offers the best Christ-centered learning experience for children in Alachua County.

## Our Educational Philosophy

Students will receive 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.B.E.K.A. curriculum for kindergarten through first grade, the A.C.E. (Accelerated Christian Education) curriculum for grades 2-12, in addition to Florida Virtual School options for middle and high school students.

PASSAGE Christian Academy is a member of the Florida Coalition of Christian Private Schools: <http://www.fccpsa.org/>

## 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.

## 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.

## Organizational Structure

### ***PASSAGE Ministries, Inc - Senior Leadership***

- Dr. George Dix, Jr., CEO & Founder
- Lady Michele Dix, Vice President & Founder
- Min. Nedra Bates, Chief Operating Officer

### ***PASSAGE Christian Academy - Administrators***

- Dr. Freda Coleman, Ed. D. Principal & Chief Administrator
- Ms. Alicia McCord, MPH., Assistant Principal

## School Spirit

SCHOOL MASCOT: Soaring Eagle

SCHOOL COLORS: Royal Blue, White & Silver



# Our 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 of the Holy Spirit gives the believer power to be an effective witness for Christ and supernatural ability to fulfill his/her kingdom assignment and live a Godly life. (Acts 1:5-8; 2:4; Luke 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.



# Our History

PASSAGE Christian Academy opened its doors in 2010 as the fruit of a pastor's heart. Dr. George B. Dix, Jr. had always had a desire to make a difference in the community by reaching the educationally underserved and underprivileged of Gainesville and Alachua County. Specifically, he envisioned a school that would provide excellence in education coupled with the saving knowledge of the gospel of Jesus Christ. Having seen too many failing students, failing schools, and failed remedies in the region to stand idly by and do nothing, he and First Lady Michele Dix founded PASSAGE Christian Academy as a private Christian academy with a solid mission: to provide students with a well-rounded academic education and moral foundation that would prepare them for leadership and success in both the Kingdom and secular arenas of life.

This was no easy task. But with much prayer, dedication, and planning – and most of all by the grace and mercy of God, who brought dedicated teachers and administrators to provide help and support, the vision became a reality.

The school grew from its small and humble beginnings to eventually add students, programs, and honors. Each year, with few exceptions, PCA has featured a Choir and Praise Team, a Dance Team, a Cheerleading squad, and a Step team. Other clubs and groups like Safety Patrol, Student Council, PCA Ambassadors, and Chess Club have been featured. Students have indeed thrived and excelled at PCA. Some of PCA's student achievements and honors include: Rosa Parks Quiet Courage Essay Award winners, MLK Commission of Florida Youth Oratory winners, Alachua County Spelling Bee Finalist, Pleasant Street Historical Society Essay Award winners, Step Up For Students Meritorious Scholar Award winners, and the Northeast Florida Forensics Competition winner.

The physical campus itself has seen renovations and additions. A library, a cafetorium, new playground equipment, and an outdoor basketball court have been added. The components of bible-centered curricula, daily chapel services, and the annual Cross Walk have become staples of the school's spirit life.

Over the years PCA has established a solid reputation in Gainesville for its students' character, poise, visibility, and community service. As the academy enters its eleventh year, it is poised to take the next step by tackling the digital world and adding a STEAM (Science, Technology, Engineering, Arts, & Mathematics) curriculum to its 21st century profile.

To date, the academy has graduated eleven young men and women into the collegiate, vocational, and professional ranks and is continuing to prepare many more for leadership and success, in keeping with the heart of Pastor George B. Dix, Jr.'s vision.

## School Hours

PASSAGE Christian Academy office is open from 7: 15 a.m. until 5:00 P.M., Monday through Friday. Breakfast begins at 7:15 A.M. to 7:50 A.M. Chapel begins at 8:00 a.m. until 8:45 AM. Classes begins at 9:00 AM until 3:00 PM.



# **Inspection Policy**

In order to protect the safety and property of students, the school reserves the right to inspect any student's personal property, including, but not limited to, bags, desks, purses, computers, and packages brought onto school property or school sponsored-events. Failure to cooperate with inspections is a violation of the policy.

## **Interpersonal Relationships**

PASSAGE Christian Academy recognizes that interpersonal relationship are a normal part of our nature; however, each student must take individual responsibility for ensuring that his or her actions are appropriate and safe. Friendship is encouraged, but public physical expressions of intimacy are not appropriate for the school environment.

## **Ministry/Community Services**

It is required for students to attain (38) hours of Ministry or Community Service in a school year for matriculation to the General 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](http://www.dosomething.org), and once you find something you are interested in, contact the Principal or Asst. Administrator for approval.

# **Family Partnership & Communication Expectations**

As a school community, we believe that a positive and constructive relationship between the school and its students and families is essential to the school's educational purpose. A strong partnership between the school and a student's family is vital to all aspects of a student's educational experience, and best positions a child for academic success and social-emotional growth. Open communication, civil discourse, and constructive dialogue are critical components of a healthy partnership between families and the school.

We encourage parents and families to bring questions or concerns regarding their child's educational experience to the school's attention. Questions or concerns regarding academic performance should first be brought to the attention of the classroom teacher. If the matter is not resolved in a timely manner, then your next step would be to meet with the Assistant Principal.

Disciplinary concerns should be brought to the attention of the Assistant Principal or Principal. We encourage parents and families to utilize these pathways for communication and issue resolution as the best and most effective method for addressing concerns.

PASSAGE Christian Academy is committed to partnering with families toward the resolution of questions or concerns within a dynamic of mutual respect and responsibility. Utilizing exterior platforms to voice your concerns can adversely affect this shared dynamic of respect. Parents and families are encouraged to communicate issues or concerns regarding their child's educational experience with the school directly, rather than through social media or other public platforms.

# Family - Staff Communication

Email through Jupiter Ed is the best method to communicate with teachers and administration. Staff members are expected to check their email daily. However, the daily schedule is often very full for staff and consequently it may take a full 24 hours from the time you send an email message until the teacher received the message. Please allow appropriate time for staff to respond to your messages.

Initial questions regarding your child's grades, homework, class routine or incidents within the classroom should be directed to the classroom teacher.

If further assistance is necessary, then communication with the Assistant Principal is the next appropriate step. If additional support is necessary after this communication has taken place, please contact the Principal of the school.

General inquiries should be directed to the school Administrative Assistant such as menu, late arrivals, absences, school happening by calling the school office or by emailing [admin@passagechristianacademy.org](mailto:admin@passagechristianacademy.org).

Additionally, communication between staff, parents, guardians or students are to use the following available resources: Jupiter Ed, school phone or face to face. **NO** communication regarding your child should occur via staff personal cellphone calls or texts, staff personal email account or any other venue that is not provided or supported by PASSAGE Christian Academy.



# Attendance

PASSAGE Christian Academy starts accepting students at 7:15 AM. ***Under no circumstance are children to be dropped off before 7:15 AM without parental supervision. We want to ensure that safety of all students.***

Chapel begins at 8:00 AM with praise and worship. During chapel we recite the Pledge of Allegiance, Pledge to the Christian Flag & Pledge to the Bible. A short bible lesson is shared. Chapel closes out with the Eagle Chant. **All students are required to attend Chapel.**

School educational time is from 9:00 AM - 3:00 PM. Students arriving after 9:00 AM will be considered tardy. They are required to sign in at the Admin Office and provide a doctor's or parent note to be accepted. Student arriving after 10:00 AM will not be accepted for the day.

Habitual tardiness is grounds for dismissal. Please make every effort to get to school on time as late arrivals are disruptive to the classroom.

Attendance is recorded daily through Jupiter Ed. Students are marked present or absent at the beginning of class. It is the parent or guardian responsibility to notice the school if their child will be absent. The parent or guardian should call the school or email [admin@passagechristianacademy.org](mailto:admin@passagechristianacademy.org) before 9:00 AM.

Students with more than 8 unexcused absences within a quarter risk receiving a failing grade for that quarter and shall be referred to the principal for a conference to be held with the student, his or her parent(s) or legal guardian. Re-enrollment can be blocked for student with more than 8 unexcused absences. The principal can waive this policy in extreme circumstances.



***A student in grades 9-12 who are absent from class more than 9 times in a semester will not receive credit for courses.***

Unexcused absences are not limited to: vacation/pleasure trips; suspension from school, truancy or other avoidable absences.

The school views with disfavor absences related to extended family vacations and outside social activities. If such a circumstance should arise parents should notify the school in writing with a note at least one week prior to the student's planned absence. Students must assume responsibility for any missed work.

## **Early Pick Up**

If a student needs to leave during the school day, please notify your child's teacher as soon as possible by email through Jupiter Ed. The parent is to come to the office and sign the student out. We encourage parents to schedule medical and dental appointments after school hours.

## **Dismissal**

It is very important that students be picked up from school on time. Students not picked by 3:15 PM will be taken to PRIMETime Afterschool Program.

Any students walking to or from school or riding a bike must have written parental permission on file in the school office.

## **Emergency Information**

Parents must provide an authorized list of people who may pick up their child from school. For the safety and protection of the child, a form of picture identification will be required any time a student is picked up. If a person picking up a student is not on the authorized list, the parent will be contacted prior to the release of the child. This information will be collected and added to Jupiter Ed.

# PRIMETime Afterschool

PRIMETime Afterschool is a program of academic and activities pursuits. It is a time for the children to finish their homework, receive tutoring, and engage in activities such as, chess, STEM activities, social groups, etc.

PRIMETime is Monday - Thursday from 3:15 PM - 5:00 PM. All students are to be picked up and off campus no later than 5:00 PM. If a student is picked up late your account will be bill a late pickup fee of \$25 for the 1st 15 mins and every minute, thereafter will be charged \$1.00 each minute.

## Homework

Homework is an extension of the school day. Its purpose is to reinforce and enrich the learning process. Study assignments, along with written assignments, are extremely important for success. Parents are urged to see that their child's complete their homework regularly and correctly. To earn full credit, homework is due to the teacher by the due date assigned.

Late assignment must be submitted to the teacher as soon as possible. It is the teacher's discretion what the academic consequences of the late assignment.

Assignments not turned in will earn "0" grade/credit.

## Library

We encourage students to read as many books as possible. PASSAGE Christian Academy has established D.E.A.R. (Drop Everything and Read) where student read for the first 25 minutes of their day. Students may exchange books as frequently as they would like. Overdue books must be returned before report cards are issued. Students are expected to replace lost or damaged books.

# Illness and Communicable Disease Policy

As part of PASSAGE Christian Academy commitment to the health and well-being of our students and staff, we have established specific protocols to help limit the spread of communicable diseases in our school.

Students should be kept home if they have any symptoms or condition listed below. If a student exhibits any of these symptoms while at school, a parent will be asked to pick up their child and/or their child will be sent home.

- Exhibiting any symptoms of a significant respiratory illness (persistent cough, excessive runny nose, respiratory secretions), with or without fever;
- Undiagnosed rash, new and or untreated rash, or skin color (i.e. wound with drainage);
- Chills/general body aches;
- Temperature that is 100.4 F or higher;
- Vomiting;
- Diarrhea;
- Conjunctivitis;
- Head Lice;
- Impetigo;
- Ringworm;
- Croupy or Persistent Cough;
- Green Nasal Drainage;
- Appearing significantly ill, with or without fever.

A student may not return to school until the following conditions are met:

- If student had a fever, the student must be fever free for 24 hours without the use of fever reducers;
- If student is vomiting or has diarrhea, the student must be symptoms free for 24 hours;

- If diagnosed with strep throat, the student must be fever free for 24 hours and on antibiotic treatment for at least 12-24 hours before returning to school;
- If diagnosed with conjunctivitis, the student will need to stay home until symptoms have resolved or return after 24 hours of initiating antibiotics and clearance from the child's doctor to return.

Please note that while this is our general illness policy, circumstances may guide our decision for a student to either remain in school or be sent home.

Any student of PASSAGE Christian Academy who test positive for COVID-19 or RSV should notify the school immediately.

## 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 school's attention any change, cessation, alteration, or expiration of their child's prescription medication.

### **SELF CARRY MEDICATION**

A "Permission for Medication Administration Authorization" form is completed by the parent, student and physician indicating the need for student to self-carry a medication is on file at the school, the student may carry the following medications: rescue inhaler, epinephrine, diabetic supplies and pancreatic enzymes.

Staff is not responsible for monitoring the administration of self-carry medications. It is the parent or guardian's responsibility to ensure that the student has their medication during the school day and that the medication is properly labeled and not expired.

**NOTE: PASSAGE CHRISTIAN ACADEMY DOES NOT CURRENTLY EMPLOY A LICENSED NURSE, NEITHER ARE OUR STAFF TRAINED AS MEDICAL PROFESSIONALS. WE SUGGEST THAT YOU CONSULT YOUR FAMILY MEDICAL PROFESSIONAL FOR ANY AND ALL MEDICAL DIRECTIONS.**



# Sports Programs

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 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. PASSAGE Christian Academy 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 PASSAGE Christian Academy 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.

## **National School Lunch Program**

PASSAGE Christian Academy has partnered with the National School Lunch Program (NSLP). Our lunches are designed to meet the nutritional needs of students by following the regulations and guidelines of the USDA and National School Lunch Program. We offer tasty and delicious meals that are limited in salt, fat, and sugar content with increased amounts of vitamins and minerals. These nutritious meals help your child become healthier and are known to help improve social behaviors and academic performance.

Parents are welcome to join their child for lunch but should sign-in at the Administrative Office. Students are not permitted to

leave school at lunch. Student may eat in the lunchroom or in the designated outdoor areas. No food is allowed in any classrooms. Microwaves are provided for student use.

PASSAGE Christian Academy also provides breakfast and afternoon snack.

## Dress Code Policies

PASSAGE Christian Academy's uniform policy exists to clearly define the standard of attire for our school. **The goal for each student and family is to meet or exceed the PCA standard.** It is not about what any individual student or parent deems appropriate, fashionable, or trendy, but about ensuring each student meets or exceeds the established PCA standard. Final judgement is at the discretion of the PCA administration.

- **Traditional Style** - apparel that look like a traditional school uniform.
- **Classic Fit** - apparel with a relaxed, loose fit and conservative length. Form fitting clothing is strictly prohibited.
- **Neat Appearance** - apparel that is clean and absent of wrinkles, fraying, tears, or holes.

### UNIFORM GUIDELINES

Students must remain in school uniform while on campus, even after school hours, field trips and school sponsored events unless given specific instructions.

Uniforms are to be purchased from [French Toast Uniforms](#).



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TOAST®**

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Everyday uniforms are as follows:

- PCA Polo
- Khaki or navy bottom traditional style and classic fit should be worn loose-fitting and free of holes, tears, rips or fraying.
  - pant or short - boys
  - pants, shorts or skirt - girls
  - shorts are to be no higher than 3" above the knee
- Belt
- socks (khaki or black)
- black or black & white sneaker

**Formal dress** day uniform is as follows:

- PCA Sweater vest or PCA blue blazer
- White dress shirt (long or short sleeve) **\*\*NO POLOS OR T-SHIRTS\*\***
- Khaki or navy bottom traditional style and classic fit should be worn loose-fitting and free of holes, tears, rips or fraying.
  - pants - boys
  - pants or skirts - girls
- Cross pin (girl)
- Tie (boy)
- Socks (Blue or black)
  - Knee high socks (girls)
- Dress black dress shoe

PCA Hoodie or PCA Fleece Jackets are the only outerwear allowed on campus.

## **HAIRSTYLES**

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. Only girls are permitted to wear earrings.

# Student Conduct and Discipline

At PASSAGE Christian Academy, the development of responsible behavior, sound values, positive attitudes, and good judgement are an important part of each student's education. 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.

Maintaining a safe, orderly, and positive environment for all of our students is an integral part of the mission of PCA. Therefore, some behaviors are considered serious offenses. These behaviors include but are not limited to; disrespect to others and these of profanity, fighting, harassment, bullying, threats, intimidation, cyberbullying and damaging the property of others.

The student code of conduct applies to all students while in attendance at school, on school property, at any school sponsored activity, or any other time or place where student behavior has an impact on school order and discipline or damaging the reputation of our school.

Consequences for the above offenses may include but not limited to; in school suspensions (ISS), out of school suspension (OSS) and expulsion. Reasonable judgement will be made based on the age of the child, the circumstances, and whether the behavior is a first-time offense.



# Harassment/Bullying

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.

All students share responsibility for keeping our school environment free from harassment and bullying. Students are strongly encouraged to report incidents to the Principal.

When the school administration becomes aware that harassment or bullying may be occurring, it will promptly investigate the situation. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the school.

## 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.

# Cyberbullying & Cyberprotection

It is the express policy of PASSAGE Christian Academy to alert parents or guardians of student reported incidents of cyberbullying, online pornographic use or exposure, or online child exploitation schemes or situations. The intent is to have a sense of urgency to protect our students who have been involved in cyberbullying or who have been involved or are involved with pornography and/or child exploitation situations online.

The first communication is with parents or guardians. Serious incidents, however, will be reported to law enforcement. It is the duty of PCA, as a concerned community responder to report any discovery of names, places, times, and circumstances involved in cyberbullying – whether it is through a student's personal interaction or via online chat groups or websites. As well, child exploitation online is a crime. And due to the nature of social media, cyberbullying is known to have a direct impact on adolescent and teen suicide. Therefore, be advised that PCA administrators are duty bound to report to law enforcement any specific names, places, times, or content involved without prior parental knowledge.

## Cellphones/Smart Watches

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.

# Academics

This section is a quick reference for important academic information, policies and procedures,

## Methodology

Our students receive an initial assessment by a team of highly skilled educators and aides. Our core curriculum includes the nationally recognized ABeka Curriculum for the Primary School (Kindergarten through 3rd Grade). For the 4th 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 ABeka Curriculum, go to: [www.abeka.com](http://www.abeka.com). For A.C.E. details, go to [www.aceministries.com](http://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.

## 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.

### **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.

### **Academic Awards**

At the close of each school year, we at PASSAGE Christian Academy set aside a special evening to dress in our PCA formal dress 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.

### **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

### **Advanced Studies**

Advance Studies is offered to students that are high achievers academically. That is determined by their test scores and their continual ability to work above their grade level consistently. To be eligible students must maintain a cumulative G.P.A. of 3.5 or better. The grades that can participate in Advance Studies is 4th-12th.

### **Grade Point Average (G.P.A.)**

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.

### **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 4th 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.



## 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 days per year and (12) PACES per subject. *For a solid promotion of (60-72) 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.



# PACE to GRADE Level Chart

## 4th thru 12th Grade

High School	High School	High School	High School	Middle School	Middle School	Middle 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>
1144	1132	1120	1108	1096	1084	1072	1060	1048
1143	1131	1119	1107	1095	1083	1071	1059	1047
1142	1130	1118	1106	1094	1082	1070	1058	1046
1141	1129	1117	1105	1093	1081	1069	1057	1045
1140	1128	1116	1104	1092	1080	1068	1056	1044
1139	1127	1115	1103	1091	1079	1067	1055	1043
1138	1126	1114	1102	1090	1078	1066	1054	1042
1137	1125	1113	1101	1089	1077	1065	1053	1041
1136	1124	1112	1100	1088	1076	1064	1052	1040
1135	1123	1111	1099	1087	1075	1063	1051	1039
1134	1122	1110	1098	1086	1074	1062	1050	1038
1133	1121	1109	1097	1085	1073	1061	1049	1037

# Florida Virtual School (FLVS)

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. Parents should discuss their plans with an administrator before enrolling their child in FLVS courses.

## Learning Management System

### Jupiter Ed

Jupiter Ed is PASSAGE Christian Academy Learning Management System (LMS). Teachers use Jupiter Ed to communicate with parents about their child’s academic progress, to set up conferences, share behavioral concerns. Progress Reports and Report Cards are generated and emailed to parents via Jupiter Ed. Additionally, teachers will input your child’s grades and homework status weekly.

The Admin Office will use Jupiter Ed to send out school wide communication.



## Progress Reports and Report Cards

Report Cards are issued four times within the school year. Progress reports are issued three times within the school year. Progress Reports and Report Cards are generated and emailed throughout the school year using our Learning Management System (LMS).

Parents are encouraged to discuss their student's progress with their child and the teacher when needed. Conferences can always be scheduled at the mutual convenience of the parent and teacher at any time.

## Graduation Requirements

To graduate with a high school diploma, students must have a cumulative grade point average of 2.0, and complete at minimum 24 credit hours, including these required credits:

Coures	Credits
English	4
Mathematics	4
Science	4
Social Studies	3
Bible	3
Foreign Language	2
Civics	1

Each student's personal Academic Projection for graduation will be determined by a signed **Memorandum of Understanding** (M.O.U.) between the parent and school when a student reaches the age of 14 years old, or after he/she completes PACE 1096 in any subject-whichever comes first. With the elimination of the Vocational Track diploma option, 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 be ready to meet the Standard Diploma requirement of 24 credits in (8) semesters.

There are some guidelines to be followed in completing a general diploma track.

- Students must attain a minimum of six (6) credits each school year, consisting of two (2) semesters each.
- All Memorandum of Understanding (M.O.U.) agreements will be based upon general diploma track of (24) credits in (8) semesters.
- Students doing PACE 1097 and above in any subject will receive high school credit.
- Students on or ahead of grade level when determining their academic projections will not be allowed to accept "remedial" courses as credit in order to graduate early.



# Testing

The Iowa test is given in the spring to all students in grades K-12. It is a rigorous test that is administered to private schools nationwide that compare a student's content-specific, curriculum-based performance to their more conceptual knowledge based in reasoning tests. The results allow us to identify areas of strength and growth as we prepare students for college entrance examination in the upper grades.

The Iowa test includes assessments on verbal reasoning, vocabulary, reading comprehension, writing mechanics, writing concept and skills, quantitative reasoning, and mathematics. Scores are sent to families over the summer.

# Tuition and Finance Policy

Tuition is all-inclusive of the annual expense per student, including curriculum, technology, yearbook and meal program. Additional costs for students are supplemental expense such as field trips, school uniforms, sports programs etc.

PCA equips the school annually to ensure the needs of each child is met, by hiring sufficient staff, providing the necessary trainings, purchasing curriculum, technology, supplemental learning materials, etc. These purchases are based on each child that is enrolled at PCA for each school year.

If you decided to withdraw your child or your child is removed from our school, PCA has already absorb the expense needed to provide for your child's need for the year. The funds expended are still due for the year. Below is the percentage that would be due to PCA.



<u>Withdrawal by or during</u>	<u>Amount Due</u>
Acceptance Notice to July 1st	10% of annual tuition
July 1st to first day of school	25% of annual tuition
First Quarter of the school year	50% of annual tuition
Second Quarter or after	100% of annual tuition

Tuition **is not voided** because of loss of employment, financial changes, moving/relocation, health concerns, poor academic performance, dissatisfaction or expulsion.

If you receive scholarship from Step Up for Students or AAA, the withdraw fee will be based on the outstanding balance owed for the remainder of the school year.

### **Scholarships**

PCA participates in the following scholarship program Step Up for Students (FTC, FES-EO, FES-UA) and AAA Scholarship.

### **Student Records Withheld**

Students with any outstanding financial obligations to PASSAGE Christian Academy (tuition or other fees) may not receive report cards or transcripts until these accounts are paid to a zero balance. No transcripts or student files will be transferred to another school, college or university until all accounts have been satisfied. Senior may not participate in graduation if there is an outstanding balance due.

### **Collection Attempt**

In the event of an unpaid debt (past due tuition, fees, etc.), PCA is authorized to release accurate information concerning your account with the school to other private schools, collection agencies, and/or credit reporting companies.

# **Emergency Information & Inclement Weather**

Primary Contact: Dr. Freda Coleman, Ed. D.  
Principal & Chief Administrator  
(352)336-8983

Secondary Contact: Ms. Alicia McCord, M.P.H.  
Assistant Principal  
(352)336-8983

Corporate Contact: Nedra Bates  
Chief Operating Officer  
(352)336-8686

## **For general emergencies**

Alachua County Sheriffs: 911  
Gainesville Police Department: 911  
Alachua County Fire: 911

