



LEESBURG

CHRISTIAN ACADEMY

HOME OF THE LIONS

1414 W. Main Street

Suite C

Leesburg, FL 34748

HISTORY:

Leesburg Christian Academy started with Pastor John Christian when he and the Leadership bought the Christian Worship Center- Main Street Campus. The facility has classrooms, and a recreational center attached. While in prayer, God led Pastor Christian to open a private school. Following the voice of God, Pastor Christian told his wife and family as well as the Leadership Board of the church. The importance of Christ into our educational system was obvious to all. The retired teachers agreed to assist with the educational aspect. In August of 2024, we were able to welcome our first set of students.

PHILOSOPHY

To empower students to be independent thinkers and have the desire to grow to the best of their ability. With a foundation in Christ Jesus, we want to promote that students can do all things through Christ Jesus who strengthens them.

MISSION STATEMENT

Promote diversity in education and strive to create an inclusive environment where all students feel valued and respected.

VISION

To inspire, nurture, and produce future leaders and we believe this can be achieved by providing firsthand learning experiences, life-lessons, and the application of the Word of God in all areas of our students' lives.

DOCTRINE

We believe the Bible to be the inspired and only infallible written Word of God.

We believe that there is only One God, eternally existent in three persons: God the Father, God the Son and, God the Holy Spirit.

We believe in the blessed Hope, which is the rapture of the Church of God, which is in Christ, at His return.

We believe that the only means of being cleansed from sin is through repentance and faith in the precious Blood of Jesus Christ.

We believe that regeneration by the Holy Ghost is essential for personal salvation.

We believe that the redemptive work of Christ on the Cross provides healing for the human We believe that the Baptism of the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.

body in answer to believing prayer.

We believe in the sanctifying power of the Holy Spirit, by who is indwelling the Christian is enabled to live a holy and separated life in the present world.

EXPECTED STUDENT OUTCOMES

1. To be on time for school and eager to learn.
2. Willing to cooperate with other students in learning various aspects of life such as spirituality, mental, and physical lifestyles.
3. Understanding that there is one true living God and see how God has shaped the history of life.
4. Prepared to understand the different concepts of religion and opposing views of Christianity.
5. Not ashamed to proclaim the Gospel of Jesus Christ as well as live the lifestyle.
6. Read, write, study, listen, and speak at their academic level or above.
7. Appreciate gardening, farming, fishing, cooking, literature, art, and basic skills of life.

Registration Procedures

1. Application
2. Nonrefundable application Fee
3. Interview with LCA administrators

APPLICATION

Complete an application form from Leesburg Christian Academy. This form is for any child that will be at Leesburg Christian Academy.

NONREFUNDABLE REGISTRATION FEE

A \$100 nonrefundable registration fee is required to apply. This fee may be waived on certain occasions.

Interview

Once all documents have been received, the parent/guardian will be able to schedule an interview with the administrator. This meeting is between the student, parent/guardian, and the administrator to discuss the child and the expectations of the school. The school will notify the parent/guardian of the acceptance or denial of their student to Leesburg Christian Academy. If a parent wants to appeal the denial of a student, the parent/guardian may contact the school to schedule a meeting with the advisory board. Once the advisory board makes the decision, the parent may appeal the denial and discuss the denial with Senior Pastor of Christian Worship Center COGIC.

KINDERGARTEN

All children of the age of five on or before September 1 and can use the restroom independently is eligible to enroll into Leesburg Christian Academy. Students must provide verification of birth (i.e., birth certificate, notarized statement), a completed immunization record, and a medical examination. All are required by the state of Florida Law.

FIRST THROUGH SIXTH GRADE

Children are promoted to the next grade level based on academic achievement. The child's performance is based on standardized test, age, and previous school records. When transferred to Leesburg Christian Academy from public school, home-school, or non-public school program, the academic credit is based on the school board's credit of placement. The verification of birth, completed immunization record, and medical examination is required for enrollment.

TUITION

Leesburg Christian Academy provides an exceptional learning environment. The cost of tuition is kept at a reasonable price to benefit the school, faculty and staff, and students. Aspire to promote a diverse yet inspiring, Christ-centered education. With little too low funding, our school is powered by tuition, scholarships, and periodic sponsorships. On-time payments is strongly encouraged. May there be a circumstance where payments cannot be fulfilled, please contact the administrator BEFORE the payment's due date. **ALL PAYMENTS ARE DUE BEFORE OR ON THE FIRST OF EVERY MONTH.**

There is a \$25 late fee that will be due to all payments that are not received by the 15th of every month. Two payments behind results in your child being withdrawn from Leesburg Christian Academy. The advisory board will be the final call if there is a disagreement.

WITHDRAWAL

Parent/guardian must notify the school if the child must withdraw from Leesburg Christian Academy. A withdraw form must be filled out completely and the school will provide any necessary documents that the child will need before withdrawing from Leesburg Christian Academy. Due to the teachers being paid from student enrollment, if a child withdraws during the school year, the parent must provide a written statement and a fee of \$600 for the spot that the teacher must fill. If it is in the last quarter of the year, the fee is \$150. All fees must be fulfilled and a balance of zero before records are released.

ATTENDANCE POLICIES**ABSENCES**

A written and signed note from a doctor or parent must be provided within two days of absence. With a written notice, teachers will provide makeup work for the student, but it is solely up to the student and parent to complete the assigned work. The teacher will only provide missing work upon request and the work should be returned in five business days when received.

EXCUSED ABSENCES

Excused absences include but not limited to illness, death in the family, or pre-arranged absence. Written notes should not be abused, and administrators are allowed to not accept notes in this manner. It is pertinent for a child to attend school. The teacher will only provide missing work upon request and the work should be returned five business days when received. If the student received homework before the

excused absence, the homework is due on the day of return. Also, if a student missed a test due to excused absence, then the student must take the test on the day of return.

If a child misses more than five days in a quarter, a letter will be sent home regarding the awareness of the child absence. This does not include pre-arranged absence. Students can be withdrawn if there is an excessive amount of excused absence. If the school is not aware of any reason for a student being absent for a continual period, authorities will be contacted due to the reason of truancy.

TARDIES

Students who are not at school when school begins is considered tardy. Students that are tardy must report to administrators for a tardy note. All tardies will be documented and three (3) tardies results in an absence.

CHECK-OUTS

Students may not leave school during school hours unless signed out by a parent/guardian. The parent/guardian must sign the child out before going to the classroom to pick up the child. If the parent/guardian is not able to pick up their child, someone from the parent/guardian pick up list may sign out for the child. If the child is coming to school from an appointment, then the child must be signed in by a parent/guardian and notify the school's administrator.

SCHOOL DAY

School starts at 8:00AM for all students and ends at 3:00PM. Parents/guardians must provide transportation to and from school for each student. If the parent drops the child off earlier than 8:00AM and/or picks student later than 3:15PM, the student will be charged for Before and After School Program. If the child is not in the Before and After School Program, there is no supervision for a child being dropped off earlier than the designated time.

DROP-OFF AND PICK-UP

The entrance to the school is at the back of the church property. Students will be inside waiting for school pick-up. Parents must come and pick up students. If parked in the parking lot, for safety, walk the student into the building.

Inform the children and staff if they are staying for After School Care. The child will be released to After School Care at 3:15PM.

HONOR POLICY

Leesburg Christian Academy believes that all students will respect the honor policy. If by chance a student violates this policy the student will:

1. Receive a zero on the assigned work.
2. Suspension for one day and will have to make up work from suspension.
3. Receive a N (Need for improvement) on quarter report card.

ABUSE

If there is speculation that a child is being abused, please contact 800-962-2873. The Florida Abuse Hotline is available 24 hours and 7 days a week. Florida Abuse Hotline accepts documentation of abuse and persons that participate in the abuse.

CONFLICT AND RESOLUTION

If a problem arises, there are ways to resolve the issue. The parent/guardian must treat all faculty and staff with respect to one another the same way the faculty and staff will reciprocate the respect. If a situation occurs in the classroom the parent/guardian must talk to the teacher to resolve classrooms' problems. Try to look at the entire situation before making a conclusion about the matter. A respectable phone call, email, or conference call by Zoom are ways to communicate. If the parent/guardian must meet the teacher in person, the parent/guardian must contact the school's office to arrange a time for teacher and parent/guardian. The administrator is allowed to attend the meeting if problems arise. If the problem cannot be resolved through the administrator, the problem will go the Leesburg Christian Academy's Advisory Board and then to the Pastors of Christian Worship Center COGIC for final decision.

A parent can be trespassed from the facility if the parent is hostile and seems threatening the administrator (cursing, hitting, foul language, physical and verbal abuse).

COPYRIGHT

There should be no use of material containing Leesburg Christian Academy unless approved by administrator. Violations will be prosecuted as it is infringing the copyright law.

DISCIPLINE

At Leesburg Christian Academy there is a zero tolerance for disrespect and will be managed accordingly. To have a great learning environment, any distractions will be dismissed. If there is a conflict, it is best for the teacher and parent/guardian to manage matters in a respectable way. May the child cause extreme misconduct, the teacher will send it to the school administrator.

1. Students should respect parents/guardians, classmates, teachers, faculty, and staff.
2. Student should clean up after his/her lunch. Cleaning up after themselves and not expecting others to do so.
3. No foul language, cursing, and/or derogatory remarks made to another person.
4. No disruptions or interruptions are allowed during class time.
5. Only clear drinks are allowed in the classroom.
6. No food/drinks (unless clear drink) allowed in the classroom.
7. No chewing gum is allowed.

8. Students are required to complete all assigned work. Failure to do so, such as receiving a D or F, results in the signature of a parent/guardian. If more than three D or F in a quarter will lead to disciplinary action.
9. No violation of the ten commandments is tolerated (lying, stealing, disrespecting parent/guardian, jealousy, respecting God's name)
10. Withholding information that is helpful to teachers and/or administrator will result in disciplinary action.

ACADEMIC DISHONESTY

Academic dishonesty will result in detention, at home suspension, or expulsion.

1. Leesburg Christian Academy do not tolerate the copying of others work (plagiarism) or cheating in any matter.
2. The possession, use, or sale of tobacco drugs.
3. The possession, use, or sale of any use of weapons or replicas of weapons.
4. The possession, use, or sale of fireworks or explosives.
5. Vandalism
6. Using the Lord's name in vain.
7. Improper use of computer equipment, disrespect to any school and church. properties. Uploading inappropriate images that are not approved by faculty will result in loss of privileges.
8. Disrupting or destroying the CWC's Prayer Garden.
9. Disruption during church service.
10. Any use of disrespect that may be harmful to faculty and staff.

Students can challenge themselves and come to reason their behavior and actions. With the administrator being able to accept or deny the results. There may also be a parent conference, detention, suspension, and withdrawing from the school activities. If there is no sign of changed behavior, the student will be expelled.

There may be times where the student will be recorded to provide documentation for staff purposes, advertisement, or discipline reasons.

DRESS CODE

The way a child dresses will affect the child in how they are going to behave. At Leesburg Christian Academy, the students will dress for success and take pride in being a lion.

Uniform Top:

Leesburg Christian Academy Black, White, Navy Blue or Gold polo shirt. The shirts must be embroidered with the Leesburg Christian Academy logo. Shirts must have Leesburg Christian Academy's logo. No skin or undergarments should be shown while wearing the LCA shirt. When arms are raised the shirt should still cover abdominal area. Shirts should be always tucked. It is encouraged that all student at least has a Black Leesburg Christian Academy shirt.

Uniform Bottoms:

Uniform Bottoms should be navy blue, black, or khaki. Bottoms should be pressed with no wrinkles.

1. Slacks should fit the student properly. No low-waistline pants
2. Skirts, shorts, and capris should be four" above kneecap. Loose fitted clothes are best.
3. Underwear should NOT be visible.
4. Undergarments must be always worn.
5. Jeans must meet the same requirements as slacks.

FOOTWEAR:

Close-toed shoes should be always worn. The students will have physical education, so it is best to wear good support tennis shoes. Students should not wear flip-flops, sandals, boots, or wheelies. Your child will be sent home if they do not have on the proper shoes.

HAIRSTYLES:

We believe hairstyles are a form of expression. The expression should NOT be a distraction to others. It should not fall into the eyes of the student and should not be high enough to block view to other students. Bandanas, hats, or other head garments should not be worn during school hours.

Jewelry, Tattoos, and Piercing:

1. No body piercing.
2. No tattoos or written statements/images on the body.
3. Jewelry should not be excessive or distracting.

MAKEUP:

Students should not be wearing an excessive amount of makeup. If necessary, little to no makeup.

School Event Days:

There will be times where special event days will take place. In this matter, the student must dress in the appropriate theme that is designated to that day. If the student is not participating in the special event day, the uniform dress code will be applied. Jeans should not have any rips, holes, or inappropriate design.

DRUG POLICY:

All medicine, over the counter or prescribed, should be administered in the school office. A parent/guardian must be present when administering the drug to the student. If a child is sent to school

with medicine, the student must report the over the counter to the school office. A medical permission form must be signed and completed by the parent/guardian. This is required by the Lake County Health Department. ALL medicine should be in its original container with the exact amount, direction, and how much it is administered. Leesburg Christian Academy is not responsible for a predicament that happens in result of expired medication, doctor/pharmacy error, parent error, incorrect directions.

If a student has illegal possession of medicine whether that is prescribed or over the counter will result in disciplinary actions. This also includes students not making the school office aware of the medicine. Students that have illegal drugs, attempt to sale, or distribute, keep hold of the drug, or in any conversation regarding the illegal drugs will be expelled.

There will be no medicine on campus that will be provided to students without a written consent from parents. This includes but is not limited to: Tylenol, Pepto-Bismol, cough medicine, cough drop, or aspirin.

Law enforcement will be involved if there is a lead on any affiliation of drug use, gang, or firearm, especially on the campus.

Leesburg Christian Academy is a drug-free zone. The fear of God's place will be embedded into the students.

ELECTRONIC DEVICES:

LCA Administration will have access to all electronic devices with no exceptions of privacy. With the ability to transfer photos of tests and quizzes, text messages, calls, or pass on information leading to a disruption to the class. Cellphones must be put away during school hours.

FIELD TRIPS

Anyone wanting to attend a field trip must complete a fingerprinting and background check. Instructions will be given in a timely manner before the day of the trip.

All field trips are for learning purposes only. Attire on the field trip must exemplify a Christian school. No revealing, tight, or inappropriate clothing.

GRADING

Students will receive a report card every nine weeks. There will also be emails and parent-teacher conferences as well as progress reports that will update the parents about their child's progression. It is solely up to the parents to keep themselves informed about the child's progress. Student reports will only be viewed at the parent-teacher conference that is approved by both the parent and the teacher.

A (90-100)

B (80-89)

C (70-79)

D (60-69)

F (0-59)

E Excellent

S Satisfactory

N Needs Improvement

Leesburg Christian Academy has the right to change any policies and procedures within this handbook at any time and will advise parents and students at the school board's convenience. Failure to comply with any policies will lead to termination.