



Grades K-12th 2024-2025 Handbook

Mailing Address: 1056 North Pine Hills Rd Orlando, FL 32808

Campus 1/Main office : 1056 North Pine Hills Rd Orlando, FL 32808

Campus 2: 6865 west Colonial Drive Orlando FL , 32818

School Hours: 8:30 A.M.–3:30 P.M

Monday, Tuesday, Wednesday & Thursday

Office Hours: 8:00 A.M.–4:00 P.M.

Call 407-379-2839/407-557-8116



L.J Preparatory Christian Academy
School year- Calendar 2024-2025

Monday	August 12, 2024	First Day of School
Monday	September 2, 2024	Labor Day Holiday
Thursday	October 9, 2024	End of First Marking Period
Tuesday	October 15, 2024	Begin 2nd Marking period
Thursday	October 31, 2024	Teacher Training(No school)
Monday-Thursday	November 25-27,2024	Thanksgiving Break
Thursday	December 19, 2024	End of 2nd Marking Period
Thursday	December 19, 2024	Christmas Showcase
Two weeks	December 23, 2024- January 3, 2025	Winter Break
Monday	January 6, 2025	Begin 3rd Marking Period/Begin 2nd semester
Monday	January 20, 2025	Martin Luther King, Jr
Monday	February 17, 2025	President Day Holiday
Thursday	March 13, 2025	End of 3rd Marking Period
Two weeks	March 17-20,2025 March 24-27,2025	Spring Break(2 weeks)
Monday	March 24, 2025	Begin 4th Marking Period
Saturday	April 19, 2025	Multicultural Festival
Monday	May 19, 2025	End of 4th Marking Period
Wednesday	May 21, 2025	Seniors last day of school
Thursday	May 22, 2025 Last day of school	Ending 4th Marking Period
Friday	May 23, 2025 @11am	Graduation/Moving up celebration

Testing- Fall & Spring (Nov 19-21,2024 & April 22-24,2025)-MAP GROWTH TESTING

****Calendar subject to change

The primary objective and purpose of L.J Preparatory Christian Academy is to train the student in the knowledge of God and the Christian way of life and to give the student an excellent education.

Commitment

The teachers of L.J Preparatory Christian Academy realize the solemn responsibility before God in molding the life and character of their students to give each of them a good foundation for the future. The well-qualified administration and faculty demonstrate a caring concern for each student under their care.

Understanding that each student's academic success is directly related to the cooperative influence of parents and teachers, the administrative team is available to facilitate communication, address individual needs, and guide the overall learning environment. Please do not hesitate to contact us so that we may better serve you.

We are thankful that you have chosen L.J Preparatory Christian Academy for your child's education.

The following checklist is a guide to a smooth beginning. To encourage a successful school experience, parents are expected to review the following information with their elementary students.

Registration—Submit enrollment and \$150 registration fee.

- New/Transfer Students

- Entrance Test
- Forms/Documents Statement of Cooperation Health Records
- Request for School Records
- Copy of Birth Certificate

August 6, Orientation/Open House

August 12, First Day of School

Entrance Test

Students who are transferring from other schools will be expected to take an entrance examination. Should the student's accomplishments (as shown by the test) be on the grade level to which he has been promoted, then he will be admitted to that grade. However, should the student's accomplishments (as shown by the test) be on a lower level, then he will be placed in the grade best suited for his achievement.

Testing

Testing Fee (Due by)

\$50 (Grades 2nd- 12th

(Stanford 10)-Taken twice a year

Health Records

Florida law requires all students attending school in Florida for the first time to have a physical examination within the 12 months before entering school.

If entering from out of state, the student's immunization record must be verified by a Florida physician or the Orange County Health Department. Either the physician or the health department will issue a Florida Certificate of Immunization which must be presented to the school office before the first day of attendance. Go to www.immunizeflorida.org and click on "School Immunization Requirements" for more information.

If immunization records are not available, you must get a Temporary Certificate of Immunization from the Escambia County Health Department.

It will be necessary to bring health records as stated above to the office before Orientation Day. No child may be admitted to class until this is completed as required by law.

Orientation

Orientation will be offered in person. Completion of Orientation is required to begin class.

In-person orientation will meet on **Tuesday, August 6**, for one hour according to the following schedule:

What to bring to Orientation with you:

- Funds for books and supplies

Textbooks and supplies must be purchased no later than Orientation Day. A supply list will be available at Orientation.

Dismissal

Restriction of Child Pickup

If parents are divorced or separated and one parent is not allowed to see or pick up the child, we must have on file at the office a certified copy of the court order of final judgment.

Informing Parents

Online Records (Myschoolworx)

An online portal and mobile app allow parents to conveniently access their children's academic progress, attendance records, and test schedules. Parents are encouraged to follow their child's progress. More information and log-in instructions will be provided at Orientation.

Report Cards

At the end of each grading period (electronic report cards are issued. (Paper copies are \$3 each.) Final grades will be accessible by Wed., May 31, if the account is clear.

Conferences

Please feel free at any point throughout the year to consult with the school office regarding any problems or questions that concern your child. It is the desire of the administration and the faculty to be of service to both parents and students, and each teacher welcomes a visit from parents. We do urge, however, that such conferences be made by appointment outside regular class time.

Special Events

Programs

Students must be in attendance at school on the day of their program to participate.

Textbooks

Abeka curriculum and textbooks, written from a Christian perspective, are used. Each student must furnish his own supplies and softback books. It is considered unethical for parents or students to access teacher guides, test/quiz booklets, or answer keys. Use of these items will be considered cheating.

Grading Scale

A 90–100 B 80–89 C 70–79 D 60–69 F 0–59

Homework

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students to advance in their studies. Therefore, each student is required to complete his homework assignments on time. Homework is given for several reasons.

- **For reinforcement:** We believe that most students require adequate review to master material essential to their educational process.
- **For practice:** Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
- **For remedial activity:** As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework The following instructions are given to overcome such difficulties.
- **For special projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

We do request parents' full cooperation in seeing that the assignments are completed. Failure to complete homework will affect the student's grade. Repeated delinquent homework could result in a student's suspension.

Bible Class

Bible study is recognized here as of fundamental importance and is a required subject. It augments the study of English, history, geography, arithmetic, and science. Without a knowledge of biblical truth, a student cannot be considered educated. The Bible gives direction for this life and the only hope for the life to come. A knowledge of the Bible is one of the greatest educational assets anyone can have in addition to the moral and spiritual values resulting from the study. Character development is the most important work of a school. No other course offered in the school affords greater opportunities for laying the foundation

for Christian character.

Absences

In case of absence, the parent must send a dated note or email to the teacher explaining the reason for the absence. This note must be sent the day a student returns from an absence. There are no excused absences except for student illness, death in the immediate family, or doctor and dentist appointments. Excessive unexcused absences may result in dismissal from school. The unexcused will not be able to make up any work unless satisfactory arrangements were made with the administration before the absence occurred. Unexcused absences during final exams will result in an academic penalty. Any student who is absent 40 days or more may not pass the school year. Family vacations and trips should be scheduled during school vacations since it is often difficult for a child to make up during an absence. Should it be necessary for a student to miss school for personal reasons, **please procure permission from the administration several days in advance.**

Tardiness

Students arriving late to school should be signed in by a parent. Tardiness is disruptive to the classroom and has an adverse effect on your child's educational progress. Three unexcused tardies in any grading period will carry the penalty of an unexcused absence, and the student may be asked to make up work.

Illness

For the welfare of your child and others in the school, all children who exhibit symptoms of illness (e.g., cough, sore throat, fever, etc.) must be kept at home. When the child is well enough to participate in a normal school day. The class does participate in outdoor activities each day, weather permitting. If your child requires medication during school hours and we do not have signed authorization, it will be necessary for you to stop by and personally give it to him. Teachers cannot be held responsible for carrying out these duties.

Medication

If a student is to take **any medication** while at school, he must have on file in the office the Authorization for Administration form. Prescription medication must have a physician's signature; nonprescription medication may be signed by a parent or legal guardian. (This is to be completed each school year.) Each medication must have its own Authorization for Administration form. Medicine must be properly labeled and in its original container.

Communicable Diseases

L.J Preparatory Christian Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness that arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host or an infected person or animal to other persons.

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the principal. See the list of communicable diseases on the next page.

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, an independent physician's examination of the student or employee to verify the diagnosis of communicable disease may be required. L.J Preparatory Christian Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

Reportable Communicable Diseases

Acquired Immune Deficiency Syndrome (AIDS)	Hemorrhagic Fevers	Ringworm
AIDS-Related Complex (ARC)	Hepatitis	Rocky Mt. Spotted Fever (R. Rickettsia)
Amebiasis	Histoplasmosis	Rubella, including congenital
Anthrax	Human Immunodeficiency Virus (HIV)	Salmonellosis
Bite by a potentially rabid animal	Legionnaires' Disease	Scabies
Botulism	Leptospirosis	Schistosomiasis
Brucellosis	Lymphogranuloma Venereum	Shigellosis
Campylobacteriosis	Malaria	Smallpox
Chancroid	Measles (rubeola)	Syphilis
Chickenpox	Meningitis	Tetanus
COVID-19	Meningococcal Disease	Toxoplasmosis acute
Dengue	Mumps	Trichinosis
Diphtheria	Paralytic Shellfish Poisoning	Tuberculosis
Encephalitis	Pertussis	Tularemia
Enterovirus D68	Pesticide Poisoning	Typhoid Fever
Giardiasis (acute)	Pink Eye	Typhus
Gonorrhea	Plague	Vibrio Cholera
Granuloma Inguinale	Poliomyelitis	Vibrio Infections
Hansen's Disease (Leprosy)	Psittacosis	Yellow Fever
	Rabies	
	Relapsing Fever	

Biblical Principles

L.J Preparatory Christian Academy is a Christian institution in both philosophy and practice. We believe that the Bible is the infallible Word of God (*II Tim. 3:16–17*). After hearing the truths of Scripture, we desire that each student will know what it means to be a Christian (*Eph. 2:8–9; Isa. 45:21–22; I Tim. 2:4*) and then continue to grow spiritually through the internal work of the Holy Spirit (*I Cor. 6:19–20*). The result is a life committed to God and separated from activities that hinder spiritual growth.

Conduct

Each student is expected to act in a manner that reflects godly character traits and self-discipline. Students are to emulate the biblical idea to “love thy neighbor as thyself” (*Gal. 5:14*) and to practice courtesy, kindness, honesty, morality, respect, modesty, responsibility, and diligence.

To promote an environment that is conducive to growth, students are expected to avoid association with or participation in activities that are contrary to biblical principles.

The following is not a complete list but is representative of unacceptable conversation and behavior: lying; stealing; swearing or indecent communication (verbal, written, or electronic); forging another's name; cheating; possession or use of alcoholic beverages, drugs, tobacco, e-cigarettes, vaporizers, or related products; pornography; promoting or participating in premarital sex, homosexual or transgender lifestyles, or other lifestyles contrary to Scripture; inappropriate online or social media content; and involvement in any music that includes or encourages the aforementioned activities.

Students are to avoid association with or participation in activities that cause dissension whether in person or through any online presence. Each student is fully responsible for the reputation he builds for himself, including online and through social media. Accordingly, it is unacceptable to engage in activities such as deliberately damaging the school's or another's property, bullying, fighting, violence, threats of any kind, public disruptions, and promoting division or a divisive spirit through symbols, pictures, writing, flags, banners, slogans, or any divisive activism. Students may not possess anything that could be used as a weapon.

Accountability

L.J Preparatory Christian Academy desires for each student to grow academically and socially. For learning to occur, it is necessary for the teacher to effectively manage the classroom.

When misconduct occurs, corrective measures will be used to help the student change his behavior and attitude. Typical corrective measures include time-out, a student-teacher conference, an assigned after-school, a

student-administrator conference, and a parent-teacher conference. A student assigned an after-school for multiple homework offenses, lack of responsibility, or behavior will be given a note to inform the parent. This note must be signed and returned the next school day. Failure to return the signed note will result in an additional day of after-school. Should a student not stay after school, this will result in a conference with the administrator and additional disciplinary action. Students can be suspended for an accumulation of after-school activities. Parents may also be asked to come to school during the day to assist with major behavioral problems.

Students' desks, book bags, or other storage areas are subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects. Students may be expelled for association with illegal activity, as well as for any action or statement associated with violent behavior, including a joke that could be interpreted as a threat. Students may be withdrawn or refused enrollment at the discretion of the administration for a divisive spirit or promoting division. Students who do not report wrongdoing may be subject to disciplinary action.

L.J Preparatory Christian Academy has the reputation of providing an excellent education with every student treated equally and fairly regardless of nationality, race, or background. Whether or not a student has made a personal decision to be a Christian, each student will be expected to abide by the standards of conduct. A student's conduct or attitude that is not in alignment with L.J Preparatory Christian Academy may result in disciplinary action which could include after school, loss of privilege, suspension, or transfer out. A student who has been suspended from school for any reason may receive zeros for classes missed. L.J. Preparatory Christian Academy expects full cooperation from both students and parents. When the school feels that student/parent cooperation is lacking, the student may be requested to transfer out. Attendance at L.J. Preparatory Christian Academy is a privilege and not a right.

Dress code

Tattoos or body piercings are not permissible, and hair should be a natural color.

We ask that students refrain from wearing current trends in fashion which set a very casual environment that often carries over into the learning atmosphere. The school administration reserves the right to initiate policies on new fads and changes in style during the school year.

- **Boys** (Monday-Thursday)
 - White button-up shirt (Long or short sleeves), Black uniform pants/shorts (Not jeans)
 - Burgundy/gray plaid tie
 - Solid Black Shoes
 - NO earrings
 - No body piercings
- **Girls** (Monday-Thursday)
 - White button-up shirts, Burgundy/gray jumper, Heather gray or Burgundy/Grey plaid necktie. (Grades K-5th)
 - White button-up shirt, Burgundy/gray plaid skirt below the knee, Burgundy/Grey plaid tie (Grades 6th-12th)
 - Solid Black shoes
 - NO Body piercing
 - One earring piercing is acceptable
- **Chapel-Classrooms**
 - Wednesday starting in September 2024
 - Dress shoes required

Changing clothes your child wants to bring
clothes that can change during their time outside.

P.E. class daily

- ~The dress code is as follows:
- ~T-shirts (Long enough to cover midriff)
- ~Gym shorts /tights(Girls option)

Safety and Security

Since the health and safety of our students are extremely important to us, L.J. Preparatory Christian Academy has established safety protocols. We are consistently evaluating our policies and procedures to provide the best environment for our students.

Identification

Enrollments, payments, student check-in/checkout, and general inquiries are all handled at the Front Lobby. For conferences or other occasions that necessitate additional interaction, all adults will be required to supply photo identification before being admitted beyond the Lobby. Leave large purses and bags in your vehicle.

Security

To prepare for the reality of dangers as they apply to daily living, students are taught the principles of Run, Hide, and Fight in age-appropriate lessons.

We encourage parents and students to report any suspicious activity (even from social media) to the principal or dean.

We work closely with local law enforcement to establish security protocols, and our limited-access building with continual video surveillance aids in keeping students and staff safe.

Financial Policies

The \$150 registration fee must be paid at the time of registration and is nonrefundable and non transferable. Payments can be made via Cash App, Cash, or Zelle. All prices are subject to change.

Sending Money to School

Money should always be sent in a sealed envelope with the following information on the outside:

- Child's name
- Amount (and purpose)
- Teacher name

Prohibited Foods/Drinks

We do not permit gum in our classrooms, or the consumption of soda in our classrooms. Alcohol beverages of any kind are not allowed.

Drugs

We are a drug free Academy. We do not permit tobacco products (cigarettes,cigars,vapes,vape pens,chewing tobacco,not limited to just these) of any kind..

Electronic Devices

Cell phones, electronic games, tablets, and music devices are not permitted for student use on campus or in school. Students may use the courtesy phone or their phone at the office after receiving permission from the office to do so.

Patriotism

Believing that Scripture teaches Christians to honor, give thanks for, and pray for government leaders, seeks to foster a spirit of patriotism in the hearts of students. While the United States is imperfect, it is nevertheless blessed by God with liberties and opportunities seen in few other places in the world. Students who are United States citizens are expected to respectfully participate in activities that promote a spirit of patriotism. This includes but is not limited to, reciting the Pledge of Allegiance. Students who are not citizens of the United States are expected to show respect by quietly standing while others participate.

School Closures

L.J Preparatory Christian Academy utilizes a critical alert system to efficiently handle prompt communication from the Academy to parents. Emergency notification messages will be sent via voicemail, emails, and text messages to inform parents of pertinent information. In the event of hurricane or storm conditions, school closing announcements will be emailed or texted. Since L.J Preparatory Christian Academy is not used as a public shelter and since we have a standby generator facility, we may close later than public schools and would expect to reopen sooner than public schools. Listen carefully for closing/reopening announcements or call the Academy Info line (407-379-2839 or 407-557-8116) for updated information.

Re-enrollment

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

Withdrawals

All withdrawals will be released for any student when there is no balance owed on the student's account.

Fee Overview

Enrollment

Registration Fee \$150

Book Fee

Grade K \$250

Grade 1-12th \$400

Testing Fee

Grades 2nd-12th. \$50

Acknowledgement Page

By proving my signature (Parent & Student), I acknowledge that I have read, understand, and agree with all the information that is included in this handbook.

Failure to provide a signature will forfeit your enrollment at L.J Preparatory Christian Academy.

Parent Signature

Parent Name

Date

Student Grade

Student Signature

Student Name

Date
