

Liberty Christian Preparatory Academy

Distinctively Christian, Academically Excellent

Student Handbook K5-12

Last updated: 4/27/17



Liberty Christian Preparatory Academy (LCPA) is a private school operating under the authority of the laws of the State of Florida, and is comprised of families who have sensed God's calling to educate their children.

Our Mission

To equip our parents, as we equip our students, for academic excellence, as we impress, instill and develop godly character.

Our Philosophy

We believe it is our God given responsibility to teach our students traditional education fundamentals and life skills that will prepare our graduates to develop goals, make decisions, and live lives that are centered on Christ and glorify Him. We believe the Bible is the standard of truth and knowledge and therefore are committed to teaching all subjects with God's Word as the focal point.

Our Membership

Our membership is a privilege and not an entitlement. It is with great care that we ensure that applicants for enrollment share the same convictions and vision as LCPA. It is our desire to have an organization that is filled with students and families whose chief end in life is to bring glory and honor to Jesus Christ, while we equip them for academic excellence.

Our History

Liberty Christian Preparatory Academy (LCPA) was founded in 1984 by a small group of homeschooling families who wanted to protect and shield their children from the unwholesome influences of this world and who were committed to the biblical instruction of their children. They established LCPA so that families could freely come together, without fear or moral compromise and without undermining their biblical values, which they hold so dear, and practice their god given right to educate their children.

Our Accreditation

LCPA is registered as a private school with the State of Florida and is accredited by the Florida Council of Private Schools (FCPS).

STATEMENT OF FAITH

We believe that there is one **God**, eternally existent in three persons: Father, Son, and Holy Spirit. Matthew 28:19; John 10:30; Ephesians 4:4-6.

We believe the **Bible** to be inspired, “God breathed out”, and the only infallible, authoritative Word of God. 1 Thessalonians 2:13; 2 Timothy 3:15-17.

We believe in the deity of our Lord **Jesus Christ**, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, return in power and glory. Matthew 1:23; John 1:1-4 and 1:29; Acts 1:11 and 2:22-24; Romans 8:34; I Corinthians 15:3-4; 2 Corinthians 5:21; Philippians 2:5-11; Hebrews 1:1-4 and 4:15.

We believe in the present ministry of the **Holy Spirit**, whose indwells all believers at the moment of salvation and enables the Christian to live a godly life. John 3:5-8; Acts 1:8 and 4:31; Romans 8:9; 1 Corinthians 2:14; Galatians 5:16-18; Ephesians 1:13-14 and 6:12.

We believe that all **men** everywhere are lost and face the judgment of God, and that Jesus Christ is the one and only way of **salvation**. Salvation is entirely apart from good works or baptism, and is by the pure grace of God. For the salvation of lost and sinful man, repentance of sin and faith in Jesus Christ results in regeneration by the Holy Spirit. Luke 24:46-47; John 14-6; Acts 4:12; Romans 3:23; 2 Corinthians 5:10-11; Ephesians 1:7 and 2:8-9; Titus 3:4-7.

We believe in the spiritual unity of believers in our Lord Jesus Christ and that all true believers are members of His body, the **Church**. 1 Corinthians 12:12, 27; Ephesians 1:22-23.

ADMISSIONS

General Requirements

LCPA families must agree with the statement of faith, educational philosophy of the school and agree to abide by the general operational standards as set forth in the LCPA handbook. LCPA admits students of any race, color, national, and/or ethnic origin to all of the rights privileges and activities generally afforded, or made available, to students. It does not discriminate on the basis of race, color, national, or ethnic origin.

Application Process:

Those families desiring to enroll their student(s) in LCPA shall submit an *Initial Student and Family Application Form, Tuition Schedule and Agreement Form* with the Annual Registration Fee*. These forms are available online or in the LCPA office. An interview will then be set up with two LCPA Board Members. Upon completion of the interview and approval from the Board, an acceptance letter will be mailed.

Annual Registration Fee

A non-refundable*, annual Registration Fee per family shall be charged to cover the costs associated with registration. Payment of this fee is due ***with the application*** for both new and re-enrolling families.

*The annual registration fee is refundable if the applicant is not accepted.

Tuition

An annual tuition fee is charged. Tuition is due no later than August 1. Tuition is charged for up to three children from each family, with tuition waived as to any additional children. For details concerning fees, consult the LCPA Tuition Schedule.

Before Interview

Completed *Initial Student and Family Application Form*

Completed *Tuition Schedule* with deposit

Completed *Partnership Agreement Form*

After Acceptance

Copy of Birth Certificate for each student

Completed *Curriculum Outline* per student

Completed *Family Activity Sheet*

Tuition: Due by August 1st

Signed *Transcript Request Form* (if your student was in a public or private school.)

Up to date immunization records

Four Year Planner for each high school student

A small family photograph

Re-enrollment

LCPA reserves the right to refuse admission or re-enrollment to a student and/or family who have outstanding indebtedness to the school. Any family who is not in good standing will not be allowed to re-enroll until debts are cleared with the office. A registration discount is only given when a child re-enrolls during the early registration period.

FINANCES

Tuition and Fees

As good stewards of what God has entrusted to the school's care and in order for LCPA to operate to its fullest potential, it is critical that parents make timely payments in accordance with LCPA's policies and procedures.

An annual Registration Fee is charged with all applications, it is non-refundable, with the exception of those students not accepted. This fee is due at the time of enrollment. High School and graduating students (K5 and 12) also incur additional fees.

Tuition Payments

Tuition is to be paid in full or may be paid using a monthly payment plan. If you would like to make monthly payments, you will need to complete the *Monthly Installment Payment Agreement* form. Tuition, whether paid in full or on a monthly payment plan must be received by August 1st, ***or the student will not be considered enrolled!***

Discounts

Discounts are available to families with multiple children. For re-enrolling students a discount of \$25.00 will be deducted if all paperwork is received in the office by June 5st.

Delinquent Accounts

Tuition Payments are pre-determined at the time of enrollment and are due the first of the month and considered late if received after the tenth. Monthly statements are not mailed for tuition payments. Statements are sent to families only when a payment is late, or other fees have been incurred. A late fee of \$10.00 is automatically added to each account not paid on or before the tenth.

A service fee of \$20.00 is charged for returned checks.

If a check is returned on two occasions, the family must pay its bill by cash, money order, or a certified bank check for the remainder of the school year.

To be considered a student in good standing and participate in LCPA events, all account balances must be current! That includes Attendance Records which are considered late after the 10th of the month and will be assessed an \$10.00 late fee.

PARTICIPATION

Parent Participation

Parent participation is vital in the success of our school!!

We encourage all LCPA families to be involved either in working with an established LCPA function or by bringing to the Board creative ideas for activities that might be an asset to the school. Due to the importance of parental involvement we have made some necessary mandatory requirements.

- *Attendance of both parents and children at initial interview.
- *Attendance of both parents at the annual meeting in August.
- *Each family is required to serve in at least one event open to all LCPA families.
- *Testing
- *School pictures
- *End of the Year Program (for Elementary and Middle School students and families)
- *High School Graduation (for High School students and families)

Field Trips

LCPA wants to see its students grow spiritually and achieve academic excellence in an atmosphere that is Christ-honoring. Students are expected to develop good character and self-discipline. Field trips are taken at various times during the school year to places of educational interest. Students are required to conduct themselves in a Christ-honoring way. Parents may be asked to serve as chaperones. Parents who accompany students on field trips are also asked to dress modestly.

Student Conduct

LCPA families and students shall conduct themselves in a manner consistent with the biblical principles and practices and shall demonstrate responsible Christian conduct while enrolled in

LCPA. In keeping with the founding principles of LCPA, it is the policy of this educational institution that, at the discretion of the Board of Directors, any student, currently enrolled, who is found by the Board of LCPA to have demonstrated biblically immoral, illegal, or unethical conduct may be dismissed from enrollment. Upon Board approval, the student may be allowed to finish out the current school year. The Board of Directors reserves the right to terminate enrollment (or refuse re-enrollment) for just cause as the Board, in its sole and absolute discretion, deems necessary.

ACADEMICS

Student Progress

In keeping with the spirit and of the laws of the state of Florida, LCPA reserves the right to review, on occasion, evidence of a student's progress. Failure of the parents to be actively engaged in the instruction of the their children will result in dismissal from LCPA.

Attendance Records

Each family is required to maintain an accurate accounting of their child or children's attendance. You are **REQUIRED** to provide a copy to the office the first of each month and **NO LATER THAN THE 10th** or you will then be subject to a \$10.00 late fee.

An excel document is provided for you to make this accounting easier. You will not remain in good standing if these fees are left unpaid.

Testing

LCPA requires that each student enrolled in grades two through tenth grade be tested each year through standardized testing provided by LCPA. Testing for students in first grade is optional. Students who test for the PSAT and the SAT can use those tests to meet this requirement as well.

Participation in testing is mandatory for all students. Only those students enrolled will be permitted to test. Those students who fail to participate in this required testing would not be eligible for re-enrollment in LCPA.

Academic Honor Society

The purpose of the club is fourfold: 1) to create enthusiasm for scholarship, 2) to stimulate a desire to render charity, 3) to promote worthy leadership, and 4) to encourage the development of Biblical character in the students of LCPA and all others involved within the school. The qualifications for joining the Honor Society are that students will have: 1) spent at least one semester in LCPA and shall be members of the sophomore, junior, or senior class, and 2) an un-weighted grade point average of 3.5 or higher. Eligibility will also be considered based on their charity, leadership, and character.

Valedictorian and Salutatorian

Valedictorian and Salutatorian will be determined following the third quarter of the senior year. The determination will be made based on the grades earned from the ninth grade through the third quarter of the senior year as well as on standardized tests. A student must have been a full-time student at LCPA, and in good standing, their full junior and senior year to qualify.

Transcripts

Official transcripts will be sent to other educational institutions upon request. Transcripts cannot be released until the student has cleared all financial obligations and accounts. The transcript will be mailed in a sealed envelope to be opened only by the institution receiving the transcript.

Two official transcripts can be sent for each student. Each additional transcript will cost \$5.00. Please allow several days to process transcript requests.

ACTIVITIES

Honor Society
Literature Fair
Field Trips
Science Fair (Marion Co. Regional Fair)
Bible Bowl
CPR Class
Olympic Day (Presidential Physical Fitness)
Social Studies Fair
School Plays
Spring Formal (High School Students)
Arts and Crafts Fair
End of the Year Program
Graduation

SCHOOL SPIRIT

Colors:

Navy and Red

Motto:

We are proud of our school motto, Soli Deo Gloria, a Latin phrase meaning “To God Alone Be the Glory.” Soli Deo Gloria indicates what the goal of all of life should be – to give God the glory in everything we do spiritually, physically and academically!

Crest:

Our crest features a shield with a cross in the center. The school motto is at the top on a banner being held by the eagle. The face of the shield bears emblems representing the school’s commitment to Christ and academics. The school’s name is found below the shield and the year it was founded proclaimed above the banner.

Verses:

“...where the Spirit of the Lord is, there is liberty.”

II Cor. 3:17

“For the Lord gives wisdom; from His mouth come knowledge and understanding”

Proverbs 2:6