



**KINGDOM LIFE**  
A C A D E M Y

**Family Handbook**

**TK-12th Grade**

**2025-2026**

Dear Families,

Welcome to Kingdom Life TK-12 learning program. We are honored to have your family with us on this journey of seeking more of Jesus and His Kingdom. At Kingdom Life, we foster a place where Jesus is the center of all we do. Our mission is a learning center that partners with families and churches to educate and equip students and families to know God and walk in their God-given identity by the power of the Holy Spirit, bringing transformation to lives and reformation to culture. We cultivate and embrace an atmosphere that invites the presence of God in every area of life. Righteousness, peace and joy are revealed through an intimate heart-to-heart connection with God. Kingdom Life Academy's program is an expression of the Kingdom of God through education. Participants in our TK-12 programs will be educated in all areas of academia in a Holy Spirit-led environment.

At Kingdom Life, we partner with families in the educational development of their children through instruction that utilizes each academic content area to deepen understanding, encourage participation, and foster contributions to the world God has created.

This handbook is designed to give you an understanding of the basic guidelines and procedures of Kingdom Life's program for TK-12.

We look forward to getting to know each one of you. Please join us in praying daily for our program. It is an honor to work together as we shape culture for the glory of God and expand His Kingdom on earth.

Sincerely in Christ,

The Administration, Teachers,  
Staff, and Board of Directors

## Board Members

Renee Rose – President

Melissa Cortez – Secretary

James Cortez – Treasurer

Mike McCosh – Member

Walter Chu – Member

## Faculty and Staff

Renee Rose, M.A. Education/CA Credential – Founder / President

Linette McCosh, M.A. Education/CA Credential – Education Coordinator

Heather Wallace, M.A. Speech and Language – Administrative Coordinator

Melissa Cortez, M.A. Education/CA Credential – Teacher / Curriculum Specialist

Victoria Rose, M.S. Kinesiology / Biology and Chemistry - Teacher / College Advisor

## Table of Contents

<b>Part 1: Introduction</b>	<b>4</b>
Vision/Mission/Core Values	4
Statement of Faith	5
Kingdom Education Philosophy	6
<b>Part 2: Program Descriptions: School of Ministry and Academics</b>	<b>6</b>
Overview	7
TK-8th Grade & 9th-12th Grade	8
Revive Education and Tutoring	8
<b>Part 3: Kingdom Life Culture</b>	<b>8</b>
Kingdom Living:	
Code of Conduct	8
Kingdom Connection	8
Academy Attire and Guidelines	9
Social Media & Online Courses	10
Field Learning	11
Celebrations	12
Property: Personal / School / Facility	12
<b>Part 4: Family Partnership</b>	<b>12</b>
Family Commitments	13
Flex and Field Learning Days	13
Closed Campus & Parents, Volunteers, and Visitors	14
Family Communication and Support & Community Connections	14
<b>Part 5: Policies and Procedures</b>	
Attendance	<b>14</b>
Tardies/Absences	14
Field Trips & Independent Study	15
Grading Procedures & Communication	16
Safety Procedures	17
<b>Part 6: Financial Information</b>	<b>17</b>
Commitments/Pledges & Other Fees	17
<b>Part 7: Accountability</b>	<b>18</b>
Code of Conduct Violations	18
Academy Attire Violations	19
Attendance and Academic Requirements	20
Commitments/Pledges and Other Fees	20

## PART 1: INTRODUCTION

Kingdom Life partners with parents and churches to educate and equip students and families to know God and walk in their God-given identity by the power of the Holy Spirit, bringing transformation to their lives and reformation to culture.

We cultivate and embrace an atmosphere that invites the presence of God in every area of life. Righteousness, peace and joy are revealed through an intimate heart-to-heart connection with God. Likewise, our educational goals encompass the whole person. With these goals in mind, the Kingdom Life Academy community is an expression of the Kingdom of God through education. We believe that parents are anointed and appointed to raise and educate their children in all areas. We are blessed to partner with families in the education of their children. As families and students encounter God in an educational environment that honors and is respectful of their unique identity, students are empowered to take ownership and action.

### Vision

Shaping Culture for the Glory of God through Education.

### Mission

Kingdom Life is a learning center that partners with families and churches to educate and equip students and families to know God and walk in their God-given identity by the power of the Holy Spirit bringing transformation to lives and reformation to culture.

### Core Values

Core values at Kingdom Life express our faith and the ideals we hold most dear. We believe these core values flow from the heart of God.

#### Multi-Generational Community

*God's design is family.* At Kingdom Life Academy, we engage in multi-generational worship and encountering God as a family. We honor parents and their anointing and appointment by God to have the most influence in their child's life. When there is a reciprocal, interdependent relationship between generations, culture is transformed.

#### Presence of God

*In His Presence is fullness of joy.* At Kingdom Life, we create space for students and families to strengthen their heart connection with God where His presence is tangibly felt and experienced.

#### Honor

*Honor releases life.* It demonstrates God's love and value for people of all nations, backgrounds, and abilities. At Kingdom Life, we honor God, and we honor others by seeing people as God sees them.

#### Identity

*Our identity is in Christ.* Encountering the transformational love of Jesus through the power of the Holy Spirit enables us to walk in our God-given identity. The more we know God, the more we know who he created us to be. At Kingdom Life, we are passionate about students knowing and experiencing the redemptive power of God.

## **Leadership**

*Servant leaders influence culture through kingdom solutions.* As the body of Christ, we are called to represent Jesus in all areas of life. At Kingdom Life, we are passionate about shaping and reforming culture through kingdom leadership.

## **Statement of Faith**

**The Bible:** We believe the Bible to be given by inspiration of the Holy Spirit infallible, God's revealed word to man, and the infallible rule of faith and conduct. *2 Tim. 3:16; 2 Peter 1:20, 21*

**Godhead:** We believe in one God existing eternally in three persons: God the Father, God the Son, and God the Holy Spirit co-equal. The Creator of all things. *John 10:30; John 14:26; Philippians 2:5-7*

**Virgin Birth:** We believe that the Lord Jesus Christ, the only begotten Son of God, was conceived of the Holy Spirit, born of the Virgin Mary, was crucified, died, was buried, was resurrected, ascended into heaven and is now seated at the right hand of God the Father. *Matthew 1:21, 23; Luke 1:26-33; Mark 15:44-46; Mark 16:1-6; John 19:18; Acts 1:2-3; Ephesians 1:20; Hebrews 8:1*

**Healing:** Divine healing is active in the lives of people today through Jesus, who is the Healer. Healing includes physical, mental, emotional and spiritual restoration. God has made provision for healing in and through His Word and through the redemptive work of Jesus Christ. Healing can be realized through the prayer of faith, by the laying on of hands, and the gift of healing. *Luke 9:11; Matthew 9:35, 10:1; Acts 10:38*

**Salvation:** We believe in personal salvation from the eternal penalty of sin, provided exclusively by the grace of God on the basis of the atoning death and resurrection of the Lord Jesus Christ, to be received only through individual faith in His Person and redemptive work on the cross. This is to be followed with a life characterized by the empowering grace of the Holy Spirit, giving evidence in loving service and adherence to the principles and practices of the Christian Faith as set forth in the New Testament. *John 3:16-18; Romans 3:23, 6:23, 10:13; Ephesians 2:8-9; Titus 3:4-7*

**Water Baptism:** We believe in water baptism, as taught and demonstrated by Jesus, as the way for believers to identify with the death, burial, and resurrection of Jesus. *Matthew 28:19; Romans 6:4; Matthew 3:13-17*

**Baptism of the Holy Spirit:** The baptism in the Holy Spirit is a gift from God promised by the Lord Jesus Christ to all believers and is received by faith subsequent to the New Birth. Tongues is a divine, supernatural language and means whereby the believer may commune with God. *Joel 2:28-29; Luke 3:16; Acts 1:4-5, 8, 2:4, 38-39, 10:44-47; 1 Corinthians 12:4-11*

**The Imminent Return of the Lord Jesus Christ:** We believe in the personal imminent return of our Lord and Savior Jesus Christ. *Acts 1:11; 1 Thessalonians 4:13-18; Titus 2:13*

## **Kingdom Educational Philosophy**

Kingdom Life recognizes that learning is founded upon discipline and eager attention to learning; this discipline rests upon the student's moral character, which can only be developed through a personal relationship with God through Jesus Christ and the counsel of the Holy Spirit. Academic excellence is for the purpose of

transforming culture through kingdom solutions that bring God glory. At Kingdom Life, we recognize that God has a plan and a purpose for each child. Our mandate is to co-labor with parents in the education and development of their children.

Jesus grew in wisdom (intellectually), stature (physically), and in favor with God (spiritually) and man (socially) *Luke 2:52*. Therefore, our educational goals encompass the spiritual, social, intellectual, and physical areas of students' lives. These areas are inseparable, and through them, all run the insistent thread of being a disciple of Jesus Christ. Our purpose is to partner with families to prepare and develop the whole child (mind, body, and spirit) through biblical studies that are interwoven with ministry training, worship arts, and academic content instruction (for students TK-12th grade). *Deut. 6:4-9, Proverbs 22:6*

In support of parents' God-given responsibility for educating their children, Kingdom Life seeks to:

- Provide a biblical model of living through its staff and board members
- Encourage every student to begin and to continue to develop a relationship with God the Father through Jesus Christ, while learning how to host the presence of the Holy Spirit
- Teach biblical literacy and spiritual activation, in addition to all content area subjects from a Christian worldview with the purpose of shaping all areas of culture for the glory of God
- Provide TK-12 participants with an educational experience including:
  - Critical Thinking, Problem-Solving, and Creative Thinking Skills
    - *How* to think rather than simply *what* to think
    - Checking every thought with the Word of God
    - Inquiry-Based Learning
  - Depth and Complexity of Content (Differentiation, Acceleration, Enrichment)
  - Scholarly Thinking: Behaviors/traits that scholars exhibit in an academic setting to achieve learning and true growth
  - Understanding by Design
    - Connecting Big Ideas and Biblical Truths in order to gain understanding
    - Understanding the “why”
  - Project and Problem-Based Learning
    - Kingdom solutions, brainstorming, planning, implementing, presenting, receiving feedback
  - Academic content according to grade level with a Kingdom perspective and a focus on transformation of culture for the glory of God
- Provide an atmosphere focused on the Presence of God
  - At Kingdom Life we intentionally start our day with worship, declarations, and prayer. We invite the entire family to join us as we gather each morning as we focus our attention and adoration on Jesus.
- Provide opportunities for Spiritual Growth
  - Kingdom Life Academy is a school of ministry where students have the opportunity to complete state academic requirements for TK-12th grade. Kingdom Life is a place where families can bring their children to be educated in the presence of God in every content area. It is a place where every class is taught with a focus on God and the plans and purposes He has for each student. We give students the opportunity to grow in their giftings both academically and spiritually. Our program includes specific times for spiritual growth such as: Healing Rooms, Ministry Field Trips, Chapels, and Kingdom Culture Classes.

## **PART 2: PROGRAM DESCRIPTIONS**

Kingdom Life provides a school of ministry program for youth TK-12th grade where academic educational requirements are directly embedded in the program. Students at all grade levels engage in meaningful learning through big ideas, enduring understandings, and inquiry. All academics are taught with an anchoring in the Word of God as absolute truth. Our vision is to educate, equip, and empower students to bring transformation and reformation to culture for the glory of God.

We offer a combination of classroom community, flex, and field learning opportunities. All learning has a focus on the kingdom of God and His righteousness. All academic standards are taught through research based strategies with an emphasis inquiry, discovery, and application in the real world.

### **Community Learning: Monday/Wednesday/Friday (8:00-1:00)**

Community learning takes place in the classroom setting. It is an opportunity to gather together with peers in the presence of God to learn more about Him and the world He created. All learning is facilitated by credentialed teachers and ordained pastors with a passion to disciple and educate this generation.

### **Flex Learning Days: Tuesday/Thursday**

Tuesdays and Thursdays are an opportunity for parents to walk in their God given anointing and authority to facilitate learning in the home. Students will complete projects and assignments that were given in the classroom setting. These home activities are designed to be completed with little or some support from parents depending on each child's needs. These are designated days intended for parents to connect with their children through academics and other activities.

### **Field Learning: See current year calendar**

Field learning provides opportunities for students to shape culture for the glory of God outside the four walls of the classroom and home. This may include field trips to local businesses, project based learning, ministry opportunities, and attending worship services. It occurs throughout the week based on local events and scheduling.

### **TK - 8th Grade Academy**

The Kingdom Life TK-8th grade experience embraces an environment that is dedicated to knowing God and making Him known. Students engage in activities with a focus on identity in Christ and living a life of honor and leadership. Through our Christ-centric pastors and teachers, students will be equipped and educated in Biblical truth that promotes steadfastness in living a life centered on Christ. As a Holy Spirit-led atmosphere, Kingdom Life creates space for students not only to learn Biblical truth but also activate the Spiritual gifts that we have all been given as believers.

We believe God has called us to bring heaven on earth and the culture of heaven to all areas of society: family, arts, entertainment, business, government, health, education, and religion, to proclaim the Gospel message. At Kingdom Life, students will encounter Jesus and be empowered by the Holy Spirit to communicate the Father's heart through skills-based classes in multiple areas so that students have opportunities to explore who they are in Christ and what areas of society they are called to influence.

We maintain high academic standards for all students and use the California state standards as a guide. We nurture academic skill and talent, while encouraging a desire for learning. These standards will be implemented not only in academic coursework, but also Bible, Chapel, Healing Rooms, and Kingdom Culture classes.

## **9th - 12th Grade Academy**

The Kingdom Life 9th-12th grade experience supports students and their families as they seek God to create an instructional road map for high school and college coursework. This program focuses on career readiness and is purposed to expand God's Kingdom. Our goal is to equip and empower students to know God, encounter Him, and move into adulthood knowing their identity in Christ and the calling He has placed on their lives.

Students' high school years are significant in their growth, characterized by significant development and growth. During this transition from childhood to adulthood, independence, responsibility, and decision-making become primary aspects of life. To aid our students in their journey, we have designed a unique high school program as a ministry for students who want to be activated for the Kingdom of God through academics and the arts. At the High School level, our School of Ministry combines high school educational requirements with courses that embrace who God is and His plan for His people. Academic classes are not limited to the Kingdom Life campus and *may* be taken through online platforms. Students in 10th-12th grade are strongly encouraged to take coursework through the local community college; also known as concurrent enrollment. All School of Ministry classes must be completed through Kingdom Life.

Although our academic standards are high and follow state standards, we are not bound by laws or regulations to teach students from a humanistic worldview. With this freedom, we have created unique classes that educate students in all the content standards while using texts, resources, and materials that focus on God and His righteousness and goodness.

## **Revive Education**

Revive Education offers consultation, coaching, training, and support for parents, teachers, schools, churches, and ministries interested in starting a learning center. We also support families, schools, and ministries in parenting and raising a generation of reformers.

- Parent Small Group or One-on-One Sessions
  - In-person and/or zoom
    - Teaching tips and strategies
    - Assessment
    - Disciplining Your Child through Academics
    - Shifting Culture through empowering the next generation
    - Addressing the specific needs of your child

## **Tutoring**

We offer tutoring support in all academic areas. Our tutors provide support in acceleration and intervention. Each child is unique in their gifts and talents from the Lord. Our goal for each child is academic growth with a focus on creating a love for learning. Goal setting, assessments, and individual plans are discussed and developed with the family to provide a specific pathway and partnership for growth and success. *(fees apply)*

### **Individualized Tutoring**

Students receive one-on-one instruction with a teacher with a specific plan and targeted learning goals. Each session is 45 - 55 minutes.

### **Group Tutoring**

Students receive small group instruction with a teacher based on readiness levels and needs. Each session is 45 - 55 minutes.

## Online Tutoring

Students receive online tutoring for 30-40 minutes with a focus on specific learning goals.

## PART 3: KINGDOM LIFE CULTURE

### Kingdom Living and Honor

Honor releases life. It is a demonstration of God's love and value for people of all nations, backgrounds, and abilities. At Kingdom Life, we honor God and we honor others by seeing people as God sees them.

Honor is walking in love through every situation and displaying love to those around us. As we consider God's value for each individual, we must honor them through love. When we know God created and loves all of humanity, we are empowered to reciprocate honor to all people. God loves all people, which means we have a responsibility to honor everyone we come in contact with. Here at Kingdom Life, we place a high value on establishing an atmosphere that exemplifies the love of God by honoring one another.

At Kingdom Life Academy we believe that it is important to show honor in everything we do. The following categories are avenues for students to show honor during the program day so that the student's character can grow and mature into Christlikeness.

### Showing Honor Through Conduct

Students at Kingdom Life are expected to conduct themselves according to the highest Christian standards of honesty, integrity, responsibility, and love toward others.

Students will:

- Show Honor
- Make Godly Decisions
- Bring Kingdom Solutions
- Choose Joy

Kingdom Life Academy is a place where participants have the opportunity to make daily choices in an environment of love, trust and gentleness, where learning is fun. We believe that people need to be free to make decisions and manage themselves to ensure the development of a true heart-to-heart connection with God and with others.

When a child makes a poor choice, godly confrontation is utilized to bring to light the choice they made and the effect it had on those around them. *Kingdom Connection* is a loving effort that addresses the heart of the child, not just their behavior. Connection, confrontation, and consequences empower the child to be responsible for their choices, thus allowing them to build covenant relationships. We honor participants by giving them opportunities to make choices thus, empowering them to live the Kingdom Life.

### Kingdom Connection

Our power and peace are rooted in maintaining our freedom around others through honor and self-control. When a conflict occurs between two people, godly confrontation, *Kingdom Connection*, can be used. The goals of *Kingdom Connection* are:

- To maintain/restore relationship/connection between people

- To send an invitation to strengthen a relational bond and build covenant relationships
- To understand multiple perspectives
- To have a voice and share your perspective
- To take responsibility for yourself and your actions
- To be reminded of your value
- To remind others of their value

In order for *Kingdom Connection* to be successful, the purpose for the conversation must be rooted in godly goals. Our relationships (heart-to-heart connections) with God and others are necessary to maintain a *Culture of Honor*. Jesus commands us to love one another, as He has loved us (John 13:34). As seen in the relationships Jesus had with His disciples, sometimes love is confrontational in order to fulfill the greater purpose of connection and Kingdom mindedness (*see the Gospels of Matthew, Mark, Luke and John*).

### **Showing Honor Through Attire and Hygiene**

At Kingdom Life Academy, the atmosphere is very important to us. We believe attire cultivates an atmosphere of learning and honor. As followers of Christ, we want to honor God with our clothing and reflect His glory by what we wear. This means we get to present ourselves in a way that reflects our hearts for the Lord. At Kingdom Life we have set the following guidelines as a way to honor God, others, and ourselves when meeting together.

#### **General Clothing**

- All clothing shall be modest, neat, and clean (no holes or tears)
- Undergarments must be completely covered by clothing at all times
- Gender-appropriate clothing must be worn at all times
- No excessively tight (jeggings, leggings, or form-fitting knit) or saggy clothing (oversized jeans, or sweats)
- No movie, video game, or TV characters on clothing
- Art and lettering on clothing must show loving God and loving others
- No large logos on clothing reflecting name brands, sports teams, or clubs/programs
- All clothing must have sleeves. No tank tops, spaghetti straps, halters, crop tops, or strapless tops
- Shorts, dresses, and skirts must be just above the knee or longer
- Socks should match

#### **Shoes**

- Closed-toe shoes must be worn at all times
- Heels should not exceed 1 inch

#### **Hair/Nails/Make-up**

- Hair must be natural colors only: no hair pieces, colored hair, or two-toned hair color
- Hair needs to be neat, clean, and well-kept
- Gender appropriate hairstyles
- Nails must be kept trimmed and clean (no fake nails K-6)
  - Girls can wear natural or neutral color polish (K-6)
- No make-up for girls grades K-6
  - Light make-up for girls grades 7-12 (Natural/light look only)
  - Fake nails for girls grades 7-12 must be natural and reasonable length

#### **Accessories**

- No hats unless specified for a free dress day
- No distracting headbands, hair ties, or bows (cat ears, tiaras, etc.)

- Girls may wear earrings, one per ear, no hoops or dangles K-6
- No earrings for boys
- For safety reasons, no necklaces K-6
- No body piercing or body art (including stickers, temporary tattoos, or henna)

#### **Field Trip Attire**

- Kingdom Life Academy t-shirt or navy plan shirt
- Solid, dark blue or black jeans or black or navy-colored pants or shorts
  - No design, sparkle, logo, pocket embroidery, or jewels
  - No jeggings/tight jeans, snug knit material, or baggy pants
  - Kingdom Life navy or black zipper jacket or sweatshirt
    - Sweaters, sweatshirts, jackets, or any outerwear must be navy or black

#### **Promotion/Jubilee Attire**

This event is a time of acknowledgment and celebration of the academic, social, and spiritual growth the students have accomplished and is considered a semi-formal dress event for students who are promoting and being recognized on stage.

- Girls should wear dresses with sleeves, or skirts/dress pants, and blouses
  - Dresses and skirts must be no shorter than just above the knees
  - No spaghetti straps, halters, crop tops, or strapless tops
- Boys should wear slacks and a collared shirt with short or long sleeves
  - Ties, bowties, vests, and jackets are optional
- Hair should be neat, clean, and styled
- Shoes should be neat and clean

#### **Attire and Hygiene Violations**

Our clothing and dress help to create and maintain a Christ-centered atmosphere at Kingdom Life. As a program, we believe we are all valuable children of God who are ready, able, and willing to learn. Neat, clean, and modest clothing reflects that and helps create an atmosphere of learning. Students who come to the program out of dress code will be issued a “dress code notification” form for communication with the family and *may be required to leave campus* to obtain proper clothing. Upon the third offense, there will be a parent/administrator meeting to discuss the situation.

#### **Showing Honor with Social Media**

Kingdom Life uses social media to bring hope and share the love of God with others. We believe various social media platforms can be tools for expressing faith and testifying of God’s goodness. At the same time, we recognize the responsibility that comes with these various platforms. It is important that all posts, communication, and social networking pertaining to Kingdom Life, reflects the heart of the Father.

Social networking can be a viable tool for communication. When Kingdom Life is mentioned, tagged or connected to a personal post, we respectfully request that the post reflects the standards and culture of the organization. We are called to be the light of the world and social media is one way to shine for Jesus.

Kingdom Life Academy is a ministry school to train and equip the next generation for the glory of God. We understand some students may use certain social media platforms and if an administrator or teacher sees a post that is inappropriate, not edifying, or degrades themselves or others, we will

address it. Social media is a valuable tool to be a light for the kingdom of God and we want to teach our students to use it responsibly. If you have any questions or concerns, please come talk to a Kingdom Life administrator or teacher.

Social media is also used to communicate with participants and promote events and opportunities for ministry. Check Kingdom Life's social media accounts below for information and updates.

Kingdom Life operates under the following official websites and social media handles:

- Website: [www.kingdomlifeoc.org](http://www.kingdomlifeoc.org)
- Instagram: [@kingdomlife\\_academy](https://www.instagram.com/kingdomlife_academy)
- YouTube: [https://www.youtube.com/channel/UCTYF6\\_6UE0U6LwANtgELBOg](https://www.youtube.com/channel/UCTYF6_6UE0U6LwANtgELBOg)

### **Showing Honor when Online at KLA or with other Organizations**

- Be seated at a table or desk
- Have all supplies needed as stated by the teacher
- Have cameras on
- Have mute on; the teacher will unmute when appropriate
- Have a quiet indoor environment and/or headphones in
- Use the raise hand feature to ask questions or contribute to class discussions
- Must be off other technology devices during class (tablets, phones, etc.)
- Eliminate distractions such as toys, gadgets, or other items
- Refrain from chatting/messaging on the online platform with other students during class without teacher permission
- Refrain from chatting/messaging on the online platform outside of class; students needing to contact each other for school purposes should send an email using their KLA email address
- Follow the code of conduct and expectations

### **Showing Honor on Field Learning Days**

Kingdom Life Academy embraces field trips for the purpose of ministry, team building, and academics. Field trips are a part of our flex learning and community classroom days. Attendance to all field trips is expected and a calendar of dates for the year can be found on the school calendar. Learning outside the four walls of the classroom gives students multifaceted opportunities for growth in social/emotional and academic arenas. As followers of Christ, field trips enable students to minister to those around them through their actions, words, and behaviors.

### **Showing Honor with Celebrations**

#### **Birthdays**

At Kingdom Life, birthdays are celebrated by students coming together to give the birthday child a "Love Blast" from God. Summer birthdays are done on or around the child's half birthday. Please do not bring food, gifts, decorations, or treats to the program (including lunch, snack, and dismissal) to celebrate your child's birthday. Please do not pass out or discuss birthday invitations on campus.

#### **Class Parties / Holiday Celebrations**

All class parties are organized and planned by the classroom teacher and room parent. Parties will be a time of celebration with a focus on Jesus (No Santa, Easter Bunny, leprechauns, cupid etc.)

## Showing Honor with Property

### Personal Property

Kingdom Life is not responsible for lost or stolen electronic equipment or personal items.

#### **Backpacks, lunch boxes, folders, pencil cases, etc.**

All personal items brought to school must follow the same guidelines as attire.

- All items shall be neat and clean
- No movie, video game, or TV characters
- Any art and lettering on items must show loving God and loving others
- No large logos on items reflecting name brands, sports teams, or clubs/programs
- All items must be gender appropriate in design and style

#### **Electronic Devices, Games, Toys, Etc.**

Electronic devices, collectible cards, toys, games, etc. are not to be brought to the program or to any program function (unless authorized by the classroom teacher, administration, or staff). If any of the above-mentioned items are brought to the program, they will be removed by the staff or the administrator and returned to the parent/guardian.

#### **Cell Phones and Smart Watches**

Cell phones and smart watches are permitted on campus, but will be collected at the beginning of each school day and returned at the end of the day. Students must not use their cell phone on campus for any reason, unless authorized by the classroom teacher, administration, or staff or in a 911 emergency.

### School and Facility Property

At Kingdom Life we value showing honor to the property of others. If a student misplaces, misuses, or damages property belonging to someone else, the school, or the facility the student (family) will be expected to replace or pay the monetary value of the property.

## PART 4: FAMILY PARTNERSHIP

### Family Commitments

As a community of followers of Jesus, we desire to partner with God in all He is doing! At Kingdom Life, we ask families to follow the guidelines listed below as we pursue God together and strengthen our relationship with Him by the power of the Holy Spirit.

- Commitment to support the Mission, Vision, Statement of Faith, and Core Values
- Agreement with and adherence to the guidelines in the Family Handbook
- Tuition Payment on time
- Uphold and maintain spiritual disciplines according to God's Word
- Commitment to open communication with Kingdom Life staff and administration
- Refrain from complaining and making negative comments about program policies, staff, or participants
- Practice of *Kingdom Connection* principles
- Parental involvement and participation
- Attend parent meetings/forums
- Engage in frequent communication with your child's Kingdom Life pastor/teacher

- Commitment to keeping academic record sheet as outlined by Kingdom Life
- Filing of personal Private School Affidavit
  - Participation in a charter school program is strictly prohibited for students in K-8th grade. Kingdom Life Academy is a full program that supports parents in all academic aspects of their child's education.
  - Participation in charter school programs for students in 9th-12th grade is optional. However, if you choose to enroll in a charter program, it must be a customized program only. This will provide the flexibility needed for dual enrollment at the community college and Kingdom Life coursework. We will meet with you twice a year for academic planning.
- Seek God on giving monthly donations to support Kingdom Education

### **Flex Learning Days**

Tuesdays and Thursdays are an opportunity for parents to walk in their God given anointing and authority to facilitate learning in the home. Students will complete projects and assignments that were given in the classroom setting. These home activities are designed to be completed with little or some support from parents depending on each child's needs. These are designated days intended for parents to connect with their children through academics and other activities.

At Kingdom Life, we understand that these flex learning days will take different amounts of time for different students. All work assigned from Kingdom Life is required and part of the curricular program. This is an opportunity for the students to practice time management as they grow in freedom and flexibility in learning. We aim to partner with families to ensure their child's success in the program and their entire academic career to build people who can influence all areas of society as kingdom world changers.

On Tuesdays and Thursdays, parents should hold students accountable to the following requirements:

- Complete any daily assignments not accomplished during program hours
- Know about project expectations and deadlines
- Complete daily (online) math lessons
- Practice daily math facts and math skills as needed or directed by classroom teacher
- Practice high-frequency words as needed or directed by classroom teacher
- Read the Word of God daily for academic and spiritual growth
- Study for assessments as needed
- Check online classroom for updates and information from classroom teachers to support learning
- Review weekly graded work and continued support at home as needed
- Attend Field Learning Days as shown on the Kingdom Life School Calendar

### **Parents, Volunteers, and Visitors**

We value multigenerational community and invite parents and grandparents to volunteer on campus, field learning days, worship experiences, and ministry opportunities. Our doors are always open to family and friends. Please follow the following guidelines.

#### **Parents and Volunteers**

All volunteers must fill out a volunteer form and attend the volunteer meeting prior to serving on campus each year. All volunteers must enter through the main reception area and sign in and out at the front desk. They are also required to wear a volunteer badge while on Kingdom Life premises. Once signed in, volunteers can walk free on campus to their destinations.

## **Visitors**

All visitors must enter through the main reception area and sign in and out at the front desk. They are also required to wear a visitor badge while on Kingdom Life premises. Visitors must be accompanied by Kingdom Life Pastor while on campus or approved by administration to be independently on campus.

## **Communication and Family Partnership**

We offer multiple methods of communication to partner with families.

- Informational Meetings that outline program policies and procedures
- Daily/Weekly assignments posted in Google Classroom
- Communicate with families as needed with homeroom pastor at pick-up
- Weekly Emails
- Text reminders with special information
- Progress Reports for students receiving a C- or below as needed
- Scheduled formal meetings twice a year; unless otherwise requested by classroom pastor or parent
- Summative Report of Progress for Fall and Spring

## **Community Connections/Events**

Gathering together is important to establishing community and unity. At Kingdom Life we are committed to giving students multiple experiences where they can show honor and love others in all they do. When meeting together for events, KLA pastors, teachers, and staff will partner with parents by holding students accountable in the following ways:

- Students should adhere to KLA's code of conduct (pgs. 16-17).
- Students should adhere to the academy attire and hygiene requirements (pg. 10).
- Students should be actively participating in the activities with their peers.
- Sibling's attendance is at the discretion of the family. Sibling attendance at any activity should be non-disruptive to the learning experience of the group and must be under the parent's supervision at all times. Younger siblings should not participate in academic activities that are designed for specific grade levels unless otherwise directed by an academy leader.

# **PART 5: POLICIES AND PROCEDURES**

## **Attendance**

It is a privilege to have choices in education. At Kingdom Life, we highly value attendance. We believe that it is through community that we learn and grow. If your child will be absent, please contact the school office (at least one week in advance for planned absence and if due to illness, in the morning before the day of school they will not be attending) at 949-329-8620 or via email at [admissions@kingdomlifeschools.org](mailto:admissions@kingdomlifeschools.org). When enrolling in the program, attending is a commitment, as our teachers have prepared lessons and activities for the scholars each day. Excessive absences could hinder continued enrollment.

## **Program Hours**

**TK - 10th grade program days are Monday through Friday.**

- Monday, Wednesday, and Friday are in-person learning days from 8:00am to 1:00pm.
- Tuesdays are flex learning days with mandatory pre-scheduled field learning and ministry days on Tuesdays from 9:00am - 12:00pm (See the Kingdom Life Calendar).
- Thursdays are flex learning days with online practice/homework that can be completed at home.

- In addition, multiple ministry opportunities throughout the year are strongly encouraged as these strengthen our heart-to-heart connection with God and others and are foundational to our program at Kingdom Life.

### **11th - 12th grade program days are Monday, Wednesday, and Friday**

- Tuesdays and Thursdays are flex learning days intended for taking classes at the local college (concurrent enrollment program).

**Students are not to arrive at Kingdom Life earlier than 7:45, and are to be picked up no later than 1:10 pm.**

All students at Kingdom Life before or after these time increments will be charged a fee (See Financial section of Kingdom Life Family Handbook). If a student is picked up late, please contact the teacher via school texting platform or the administrative office.

### **Drop Off & Pick Up Procedure**

**Parents must come in at the end of the school day to pick up their child.** We value parent/teacher communication, and this is one way to foster partnership. Parents assume all responsibility for their child(ren) upon pick-up. ***Please show honor to our business neighbors and do not play or loiter outside (including the parking lot) at any time.***

### **Tardies/Absences**

Attendance and punctuality is important to program continuity. We begin each day with worship and grounding our hearts in the Lord. This is a time of preparation for learning and growth in the Presence of God. Daily academic lessons build on previous content and set up necessary information needed for skill development.

We require students to arrive on time for the program as late arrivals are disruptive to morning worship or the beginning of class. Tardy is defined as being late to school without an excuse of an appointment designated specifically for the child, such as a doctor, dentist, or another appointment. When a student is tardy, the parent must sign them in at the front desk and walk them to class. Excessive tardiness is viewed as dishonoring program values. If students are tardy more than 3 times, the parents/guardians will be required to meet with the administrator to discuss needs and next steps.

An unexcused absence is defined as students missing school for reasons other than illness and not making prior arrangements with the teacher(s) or not making up work when ill. Absences disrupt student and classroom cohesiveness, and excessive unexcused absences are considered dishonoring to program values. If a student has 3 unexcused absences, parents/guardians must meet with the administration to discuss needs and next steps.

### **Closed Campus**

Kingdom Life operates under a closed campus policy. Students arriving or leaving any time during the school day and must be signed in by a parent/guardian. Upon returning within the same day, all students must be signed back into the program and escorted by the parent to class. The parking lot is considered off-campus.

### **Field Trip Attendance**

- Parents are responsible for holding their child (children) to KLA's code of conduct (pgs. 16-17). Students should actively participate in the field trip activities with their peers. Families must sign

the permission form to participate by the deadline posted and on occasion, additional fees are required.

- Sibling's attendance at a field trip is at the discretion of the family. Sibling attendance at any field trip should be non-disruptive to the learning experience of the group, must be under the parent's supervision at all times, and participate only if readiness is appropriate.

### **Independent Study Due to Absence**

Students that need to miss the program for ministry travel or family vacations may make arrangements to be on independent study. Families are encouraged to notify the teacher at least one week in advance to ensure time for the teacher to prepare assignments and academic plans for an Independent Study Agreement. All work must be completed by the dates determined on the Independent Study Agreement.

### **Independent Study due to Illness**

When a student is absent due to illness the parent is responsible and will be held accountable to ensure the student's work is completed with excellence and should be returned to the classroom teacher within 3 days of the absence. If more time is needed, arrangements should be made with administration.

### **Grading Procedures**

The purpose of grading at Kingdom Life Academy is to communicate progress at the program and provide feedback on the student's academic performance. In TK-3rd grade, progress is shown through a number system of 1-4, indicating the students' performance of specific grade-level skills. In 4th-12th grade, students are given letter grades that are indicative of the student's progress in grade level skills, completing and turning assignments in on time, assessments, projects, participation in class discussions, and overall effort. If a student is not showing effort, participating, or completing it will be reflected in their grade. *Three or more missing assignments in any subject area will be addressed by the classroom teacher with the parent.* Students may be put on academic probation due to missing assignments and incomplete participation in the program. Kingdom Life recognizes that students have different strengths and areas of need, so as they are learning study skills, excellence and consistency in daily tasks, and navigating new content, they have opportunities to show their learned knowledge through many different types of activities and assignments.

### **Parent Communication and Academics**

In our program, parents are considered the primary teacher. Parents are responsible to ensure their child is making academic progress. Kingdom Life supports academic growth but is not ultimately responsible for the growth and development of the child.

### **Parent Communication and Responsibilities**

In our program, parents are considered the primary teacher. Program teachers operate as pastors supporting the parents in the spiritual, academic, and social growth of their children. Each week students will receive assignments with program teacher feedback. These assignments will be used as communication with parents regarding student academic progress. **Parents must review their child's progress weekly and provide feedback for their record keeping. This is a requirement.** In addition, parents of 4th-8th grade students must review Google Classroom to check assignment completion and posted grades. Parents must keep student work samples as recommended on the monthly homeschooling cover sheet.

### **Formal Pastor/Educator and Parent Communication**

Formal conferences are offered twice a year. At any time, the parent or the pastor/teacher can request a conference. During these conferences, the child's spiritual, academic, and social growth will be discussed. A specific agreement will be outlined to ensure continued student success.

### **Documenting Progress**

Traditionally report cards are used as a formal document to communicate student achievement in academic and social arenas. Documents will be created by Kingdom Life and shared with families for Learning Periods 5 and 10. Kingdom Life is an academic support program, and all grading is to communicate students' progress based on curriculum and standards in traditional schooling systems. Parents are responsible for keeping all documentation.

Our 9-12th grade program offers support with transcripts and dual enrollment paperwork. Families are encouraged to keep their own records. If needed, you can request additional transcript support and college advisement through Revive Education.

## **Safety Procedures**

### **First Aid and Emergencies**

First aid for minor injuries will be given at Kingdom Life and reported on an incident report. In case of more serious accidents or sudden illness, the parent is notified. The family's current/up-to-date emergency call numbers must be in the program office. We would encourage every parent to have at least two emergency numbers available.

The program office cannot:

1. Treat old wounds, cuts, remove splinters, etc.
2. Treat skin disease (itch, impetigo, poison oak, etc.)
3. Treat pink-eye
4. Administer any remedy (cough drops, aspirin, etc.) without an Emergency Medicine Authorization Form (available in the office) properly filled out by a doctor and parent.
5. Diagnose illness

### **Illness**

State law requires that a child who becomes ill be isolated until someone calls for them. A child will not be admitted into class until 24 hours after one of the following: temperature, diarrhea, or vomiting. Please be sure your child is feeling well before class begins.

## **PART 6: FINANCIAL INFORMATION**

We invite parents and the Body of Christ to unite and partner with us in raising funding for the program to keep program costs affordable. We welcome families to partner with us by participating in the following ways: giving financially out of a heart of generosity, donating items that the program needs, praying for the program on and off campus, volunteering time, seeking God for wisdom and ideas on funding the program, and sharing this vision so others have the opportunity to participate. Kingdom Life is a 501(c)3, and all donations are tax-deductible. Talk to your tax advisor for further details.

### **Financial Commitments and Donations**

Kingdom Life Academy is a non-profit organization that relies on donations and low tuition costs to cover all program operations. Your contribution is vital. Tuition is set at a flat rate of \$550.00/student for 10 months, August - May.

### **Curriculum Fees**

Curriculum fees vary from year to year but are kept as low as possible. Curriculum costs are necessary for students to have the materials they need to learn standards-based information. Throughout the year additional costs for materials will be communicated.

### **Field Learning Fees**

Students thrive in hands-on field learning opportunities. There are many low-cost and free options for field learning in our county, but occasionally there are fees for these types of experiences. When fees are necessary we will inform families of the costs.

### **Revive Education**

Kingdom Life offers additional support beyond regular program hours.

**Parents with the Instructional Strategies and Homeschooling  
Transcripts and College Prep  
Internship Opportunities**

**\*\*See website for current information**

#### **Tutoring Fees**

- Individualize Tutoring (45-55 min.)
  - \$45-65 per session
- Group Tutoring (45-55 min.)
  - \$25 per session
- Online Tutoring (30-40 min.)
  - \$30 per session

## **PART 7: ACCOUNTABILITY**

Kingdom Life Academy's guidelines and standards are created to establish an atmosphere where the Spirit of God can rule and reign. We cherish a community where people walk with integrity and honesty. Accountability structures are tools that equip us to walk in unity as we continue to grow and learn together. At Kingdom Life Academy we believe that guidelines are created to establish a place of honor and love where true discipleship is valued. We believe in restoration through open communication that brings honor to God and others.

### **Code of Conduct Violations**

Attending Kingdom Life is a privilege. Each student is accepted as an individual with individual strengths and needs. Students are expected to conduct themselves according to the stated policies and programs of the program while on or off campus. The program endeavors to work and to communicate closely with parents in all matters of discipline.

Students shall follow the program and teacher/classroom expectations as rooted in Matthew 22:37-39, "Love the Lord your God with all your heart, with all your soul, and with all your mind. This is the first and greatest

commandment. And the second is like it: You shall love your neighbor as yourself.” At Kingdom Life, students are expected to:

- Show Honor
- Make Godly Decisions
- Bring Kingdom Solutions
- Choose Joy

A program teacher reserves the right to work with the student before an office referral as many times as he/she feels necessary. Parent conferences to discuss student conduct are scheduled as needed. Program staff can issue an office referral at their discretion. Once an office referral has been given a formal protocol of support will be created. See below:

### **Parent / Administrator / Teacher Meeting**

When the student is referred to an administrator a conference is scheduled. The purpose of this meeting is to discuss student needs and develop a formal discipleship plan to support the student’s success in the program. A follow-up conference will be scheduled within 3 weeks to determine the student’s progress with expectations and interventions in place.

### **Follow-up Conference**

This is a time to evaluate the progress and needs of the student. If the student has not made progress, adjustments to the discipleship plan can be made according to the student’s needs or suspension and/or probation will be considered.

### **\*Suspension and Probation**

If a student’s conduct continues in an unacceptable manner after being placed on a discipleship plan, the student is subject to further disciplinary action, which may include suspension. If the student is suspended, a mandatory in-program conference is scheduled with parents and the administration before the student may return to the program. A suspension is for a period of time determined by an administrator.

### **\*Expulsion**

If a student’s conduct continues in an unacceptable manner after the process of suspension/probation the student will be expelled for the remainder of the program year. The student is eligible to reapply for admission the following year.

*\*Kingdom Life reserves the right to suspend, expel or put a student on probation when a significant infraction of program guidelines takes place on or off campus or a student has incurred an unacceptable number of behavioral infractions.*

### **Attire and Hygiene Violations**

Our clothing and dress help to create and maintain a Christ-centered atmosphere at Kingdom Life. As a program, we believe we are all valuable children of God who are ready, able, and willing to learn. Neat, clean, and modest clothing reflects that and helps create an atmosphere of learning. Students who come to the program out of dress code will be issued a “dress code notification” form for communication with the family and *may be required to leave campus* to obtain proper clothing. Upon the third offense, there will be a parent/administrator meeting to discuss the situation.

### **Attendance**

#### **Tardies/Absences**

We require students to arrive on time for the program as late arrivals are disruptive to morning worship or the beginning of class. Tardy is defined as being late to school without an excuse of an appointment designated specifically for the child, such as a doctor, dentist, or another appointment. When a student is tardy, the parent must sign them in at the front desk and walk them to class. Excessive tardiness is viewed as dishonoring program values. If students are tardy more than 3 times, the parents/guardians will be required to meet with the administrator.

An unexcused absence is defined as students missing school for reasons other than illness and not making prior arrangements with the teacher(s) or not making up work when ill. Absences disrupt student and classroom cohesiveness, and excessive unexcused absences are considered dishonoring to program values. If a student has 3 unexcused absences, parents/guardians must meet with the administration.

### **Withdrawal**

In the event of a withdrawal, please notify the administration and return all supplies belonging to the program. The family will be billed for any supplies not returned.

### **Re-admission**

A student who has been expelled or withdrawn by the administration's request may apply for readmission the following program year. The administration has absolute discretion regarding matters of discipline.

### **Closed Campus**

Kingdom Life operates under a closed campus policy. Students arriving or leaving any time during the school day must be signed in by a parent/guardian. Upon returning within the same day, all students must be signed back into the program and escorted by the parent to class. The parking lot is considered off-campus.

### **Academics**

If a student is not showing effort, participating, or completing it will be reflected in their grade. *Three or more missing assignments in any subject area will be addressed by the classroom teacher with the parent.* Students need to complete all work assigned on flex learning days. Students may be put on academic probation due to missing assignments and incomplete participation in the program.

### **Parent Accountability for Academics**

In our program, parents are considered the primary teacher. Parents are responsible to ensure their child is making academic progress. Kingdom Life supports academic growth but is not ultimately responsible for the growth and development of the child. Failure to adhere to the following will require a meeting with the administration to discuss needs and next steps.

#### **Documentation**

Parents must keep student work samples as recommended on the monthly homeschooling cover sheet provided by Kingdom Life. **All parents must review their child's progress weekly and provide feedback directly on their child's work. These documents must be organized for record keeping.**

#### **Communication**

Parents must attend scheduled conferences. Regular communication with the program pastor/teacher is required. Parents of 4th-8th grade students must review Google Classroom to check assignment completion and posted grades.

### **Information Meetings**

Parents are responsible for attending all informational meetings as outlined on the yearly calendar.

### **Family Commitments**

Families are asked to adhere to and uphold the Family Commitments listed in this handbook. We are committed to engaging in kingdom confrontation meetings to connect when commitments are not fulfilled. Accountability is for the purpose of maintaining unity in the community.

### **Financial Information**

#### **Tuition Commitments and Donations**

Tuition is \$550/student for 10 months (Aug-May). We are a 501(c)3 and receive donations year-round to further the work of Kingdom education at Kingdom Life.

#### **Past-Due Tuition**

Tuition is due on the first of each month Aug - May. You will receive an email notification of any past-due payment. If 2 months of tuition are past-due, a conference will be scheduled to discuss. If payment cannot be made within 2 months during the school year, enrollment at Kingdom Life Academy will no longer be permitted.

#### **Re-admission**

Once the account is returned in good financial standing, families can request an admissions meeting to consider re-enrollment on the first day of the next Learning Period (LP) by emailing [admissions@kingdomliveschools.org](mailto:admissions@kingdomliveschools.org). Re-admission is subject to approval by the admissions team and Kingdom Life Academy board.

**Early Drop-off Fee** – Families dropping their child off before 7:45 AM will be charged an early drop-off fee of \$25.00 for each 10-minute increment.

**Late Pick-Up Fee** – Children at Kingdom Life Academy after 1:10 PM will be taken to the office by their teacher. Families picking up their child after 1:10 PM will be charged \$25 for each 10-minute increment.

**Returned Checks** – Families who have a check returned will be charged a \$20 fee to Kingdom Life, plus any additional bank fees.

## **PART 8: CLOSING**

### **Our Heart for TK-12th Grade Education**

Thank you for joining us on this journey as we come together to equip and empower youth to shape culture through education for the glory of God.

*Ever since I first heard of your strong faith in the Lord Jesus and your love for God's people everywhere, I have not stopped thanking God for you. I pray for you constantly,*

*asking God, the glorious Father of our Lord Jesus Christ, to give you spiritual wisdom and insight so that you might grow in your knowledge of God. I pray that your hearts will be flooded with light so that you can understand the confident hope he has given to those he called—his holy people who are his rich and glorious inheritance.*

- Ephesians 1:15-18