



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

**Family Handbook**

**TK-12th Grade**

**2022-2023**

Dear Families,

Welcome to Kingdom Life TK-12 educational 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 at 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 power of the Holy Spirit bringing transformation to lives and reformation to culture. Participants in our TK-12 programs will be educated in all areas of academia in a Holy Spirit led environment. At Kingdom Life, we come alongside families in the educational development of their children through instruction that employs each academic content area to further understand, participate, and contribute to the world God has created. Kingdom Life is a place where a deeper heart-to-heart connection with Jesus is cultivated. As they grow in their identity and seek the kingdom of God and His righteousness, participants are given ministry opportunities to apply what they have learned and expand the Kingdom of God through proclaiming the Gospel.

This handbook is designed to give you an understanding of the basic guidelines and procedures of Kingdom Life's program for TK-12. If you have any questions, please feel free to contact us.

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

## Faculty and Staff

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

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

Heather Wallace, M.A. CCC-SLP – Admissions Director/Fundraising Coordinator

Emily Hess, B.A. English — Teacher

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

Gigi Diaz, M.A. Education/CA Credential – Teacher

Mia Gendreau, Early Childhood Certification – Teacher

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## Academy Program Descriptions

Kingdom Life provides a school of ministry program for youth TK-12th grade where academic educational requirements are taught. 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.

### **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 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 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 for the expansion of 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 a pivotal time in their life, 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 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 the 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.

### **Kingdom Culture Classes (TK-8)**

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. Through Kingdom Life Kingdom Culture Classes, 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.

## **Kingdom Life Culture**

### **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 are an expression of 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. 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 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.

#### **Identity**

*In the discovery of God, we discover ourselves.* Encountering the transformational love of Jesus through the power of the Holy Spirit enables us to walk in our God-given identity. At Kingdom Life, we are passionate about student's knowing and experiencing the redemptive power of God.

#### **Culture Influencers**

*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.

## Culture of Honor

Honor is walking in love through every situation, and displaying love to those around us. As we consider the value God has for each individual, we are compelled to 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.

Some examples of honoring others include:

- Helping people
- Treating others with kindness
- Speaking encouraging words to others
- Cheering others on to do good
- Finding the treasure in others
- Giving people the freedom to make choices for themselves
- Maintaining self-control when others are out of control
- Utilizing *Kingdom Connection* (as described below) when needed

## Kingdom Connection

Our power and peace are rooted in being able to maintain our freedom around others through a *Culture of Honor* and self-control. When a conflict occurs between two people, Godly confrontation, *Kingdom Connection*, can be used. The goals of *Kingdom Connections* 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*).

## 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*

## 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, and Core Value statements
- Agreement with the Statement of Faith
- Agreement with and adherence to the guidelines in the Family Handbook
- Uphold and maintain spiritual disciplines
- 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 based on availability (program day, events, activation)
- Engage in frequent communication with your child's Kingdom Life pastor/teacher
- Commitment to keeping academic records as outlined by Kingdom Life
- Filing of personal Private School Affidavit
- Attend Required Parent Forums
- Pay program fees on time

## Code of 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:

- Be Honoring
- Make Godly Decisions
- Bring Kingdom Solutions
- Choose Joy

Kingdom Life Academy is a safe 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.

## 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
- YouTube: [https://www.youtube.com/channel/UCTYF6\\_6UE0U6LwANtgELBOg](https://www.youtube.com/channel/UCTYF6_6UE0U6LwANtgELBOg)

## Educational Philosophy

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*

The educational approach of the Kingdom Life TK-12th grade program is defined below. Kingdom Life recognizes that learning is founded upon discipline, and eager attention to learning; this discipline rests upon the student's moral character, and this moral character can only be developed through a personal relationship with God through Jesus Christ, and the counsel of the Holy Spirit.

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 biblical worldview
- 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
- 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.

## **Academy Attire and Hygiene**

At Kingdom Life Academy, atmosphere is very important to us. We believe the 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)
- Under garments 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, 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
- No tank tops, spaghetti straps, halter, crop tops, or strapless tops
- Shorts, dresses, and skirts must be no shorter than fingertip length
- Socks should be matching

### **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 make-up for girls grades K-6
- Minimal make-up for girls grades 7-12 (Natural/light look only)

### **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)
- For safety reasons, no necklaces
- No body piercing, or body art (including stickers, temporary tattoos, or henna)

### **Field Trip Attire**

- Kingdom Life Academy t-shirt
- Solid, dark blue jeans or navy colored pants or shorts
  - Shorts must be no shorter than fingertip length
  - No design, sparkle, logo, pocket embroidery, or jewels
  - No jeggings, snug knit material, or tight jeans

### **Promotion/Jubilee Attire**

This event is a time of acknowledgement 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, or skirts/dress pants and blouses
  - Dresses and skirts must be no shorter than fingertip length
  - No spaghetti straps, halter, 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 neat and clean

### **Attire and Hygiene Violations**

Our clothing and dress helps to create and maintain a Christ-centered atmosphere at Kingdom Life. As a program, we believe that 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.

## **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. In order to connect families and foster family communication, class rosters will be provided within the first few weeks of the program.

### **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.)

## **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, collectable 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.

## **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. In the event your child will be absent, please contact the school office (at least one week in advance for planned absence and 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, we do ask for a commitment to attend as our teachers have prepared lessons and activities for the scholars each day.

### **Program Hours**

TK - 12th grade School of Ministry program hours are Monday - Friday 8:00am to 1:00pm and Ministry Enrichment classes are in the afternoons. **Students are not to arrive at Kingdom Life more than 15 minutes prior, and are to be off campus no later than 10 minutes after the program ends.**

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 going to be picked up late please contact the teacher via Remind, or the administrative office.

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

Please keep in mind at all times that keeping the traffic flow going is a necessity. See current year traffic guidelines. **Parents are required to 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. ***Due to our current location, there is absolutely no playing or loitering 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 other appointment. When a student is tardy, the parent is

required to 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 have a meeting with the administrator.

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 viewed as dishonoring program values. If a student has 3 unexcused absences, parents/guardians will be required to meet with administration.

### **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.

### **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. The teacher will set up an 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.

## **Parents, Volunteers and Visitors**

### **Parents and Volunteers**

All volunteers must attend the volunteer meeting, with administration, prior to serving on campus. 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.

## **Grading Procedures**

The purpose of grading at Kingdom Life Academy is to communicate progress at the program, and provide feedback on the student's performance. In TK-5th grade, progress is shown through a number system of 1-4 indicating the students' performance of specific grade level skills. In 5th-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. Kingdom Life recognizes that students have different strengths and weaknesses so as they are learning study skills, excellence and consistency in daily tasks, and navigating new content that they have opportunities to show their learned knowledge through many different types of activities and assignments.

## **Parent Communication and Academics**

- **Parent Communication**

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 are required to review their child's progress on a weekly basis and provide feedback for their record keeping. In addition, parents of 5th-8th grade students are required to review Google Classroom to check assignment completion and posted grades. Parents are required to keep samples of student work as recommended on the monthly homeschooling cover sheet.

- **Formal Pastor and Parent Communication**

Formal conferences will be held at least two times a year. At any time, the parent or the pastor/teacher can request a conference. During these conferences the child's spiritual, academic, 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 Period 5 and 10. As a homeschooling support program, parents can make adjustments to the documents. In addition, parents can opt out of this process. Communication with the program administration is required for accommodation.

## **Home-Activities**

In addition to work completed during program hours, students are required to spend time with their primary teacher (parents) in the following ways:

- Completing any daily assignments not accomplished during program hours
- Knowing about project expectations and deadlines
- Daily math skills practice
- K-6 Daily math fact practice (K-6)
- High Frequency Word practice (K-2)
- Weekly/daily reading of interest based text for fluency and comprehension
- Studying for assessments: Spelling, Math, Science, Social Studies, Bible, Reading, etc.
- Daily (recommended) and weekly (required) check of Google Classroom for assignment grades and missing work (5th-12th)
- Reviewing weekly graded work and continued instruction at home as needed

At Kingdom Life, we understand that these home-activities will take different amounts of time for different students. Primary teachers (parents) are encouraged to talk with the program teacher if support is needed. Our aim is to partner with families to ensure their child's success in the program as well as their entire academic career to build people who can influence all areas of society as kingdom world changers.

## **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. It is essential that the family's current/up-to-date

emergency call numbers are 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**

Kingdom Life follows California State Law regarding the administering of medications on our campus. 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.

### **Guidelines for attending Kingdom Life K-12 Program specific to Covid-19**

Your choice to attend Kingdom Life is voluntary. If you choose to attend, we ask that you abide by the following:

- You are in a public setting with other individuals that are not related to you. As in any other public setting, there is a risk to be away from your home. Your participation is purely voluntary.
- If you are in an age bracket that is considered at-risk, we ask that you research the information given by CDC.
- If you have any of the following: cough, fever, sore throat, difficulty breathing, please stay home, and seek medical attention as needed.
- If you have been exposed to anyone with the above conditions, we ask that you stay home.
- All who attend are asked to: use good hygiene by washing hands regularly, use hand sanitizer when needed, be aware of your surroundings and consider others' needs. Face masks are optional.

### **FAQs**

#### ***Q: I have a cough. Can I come to Kingdom Life?***

A: If you have any of the following: cough, fever, sore throat, difficulty breathing — please stay home, and seek medical attention as needed. We ask that you check your temperature to ensure that it is normal prior to attending. Also, if you have been exposed to anyone with the above conditions, we ask that you stay home and participate online.

#### ***Q: I had a temperature and now I feel better. Can I come to Kingdom Life?***

A: If you experience a temperature of 99°F or higher you must be fever free for 24 hours before returning to Kingdom Life.

## **Financials**

We invite parents and the Body of Christ to come together in unity to 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: give financially out of a heart of generosity, donate items that the program needs, pray for the program on and off campus, volunteer time, seek God for wisdom and ideas on funding the program, and

share this vision so others have the opportunity to participate. Kingdom Life is a 501c3 and all donations are tax deductible. Talk to your tax advisor for further details.

## Program Fees

**Option 1:** \$350/month (Value \$800/month)

### TK-8 Academy

Monday - Friday 8:00 AM - 1:00 PM

- Bible and Spiritual Activation Classes
- Academic classes in all CA State Content areas

**Option 2:** Suggested Donation \$50/month per class

### Kingdom Culture Classes

- Afternoons 1:45 - 3:00 PM
- Shaping culture through: Business, Arts, Entertainment, Family, Government, Media, and Religion

**Late Program Fees** – Tuition is due on the first of every month (August - May). Payments received after the 10th of the month will be charged a late fee of \$50, and will continue to be accrued each month that the payment is late. After 3 months of non payments, attendance privileges will be brought before the board for review.

**Early Drop-off Fee** – Families dropping their child off prior to 7:45 AM will be charged an early drop off fee of \$5.00 for each 10-minute increment that must be paid at the time of drop off or be billed up to \$30.

**Late Pick-Up Fee** – Children at Kingdom Life Academy after 1:10 PM and 3:10 PM will be taken to the office by their teacher. Families picking up their child after 1:10 PM and 3:10 PM will be charged \$5 for each 10-minute increment and will need to have payment at time of pick up or be billed \$30.

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

## Code of Conduct Accountability

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:

- Be Honoring
- Make Godly Decisions
- Bring Kingdom Solutions
- Choose Joy

Attendance at Kingdom Life is a privilege. Each student is accepted as an individual with individual 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.

A program teacher reserves the right to work with the student prior to an office referral as many times as he/she feels necessary. Yet once an office referral has been given to the student, the program will follow the procedural steps of discipline stated below:

**Office Referral** – The student will meet with the principal or administrator to determine an appropriate course of action.

### **Step One - Parent Notification**

When the student is referred to an administrator a telephone call or email home is made and the student may receive an official warning. If behavioral patterns continue the student moves to Step Two.

### **Step Two - Contract**

A student is placed on Step Two when a severe infraction of program policy takes place, or a student has multiple behavioral infractions.

An in-class conference is scheduled between the parent and the program teacher. During this conference, a plan to address the student's behavior will be established. A contract outlining the proposed plan will be written. This contract will be filled out by the program teacher, sent home daily. It will then be signed by the parents and returned to Kingdom Life the next day.

### **Step Three - Administration/Program Teacher/Parent Meeting**

A student is placed on Step Three when he or she violates the plan established in Step 2 or incurs other behavioral infractions. An in-program conference is scheduled between the parents, the teacher, and one or more program administrators. The student may be subject to further disciplinary action. Consequences may include suspension.

### **Step Four\* - Suspension and Probation**

If a student's behavior continues in an unacceptable manner after being placed on Step Three, 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.

### **Step Five\* - Expulsion**

\*Notes for Steps Four and Five: Kingdom Life reserves the right to suspend or expel a student when a significant infraction of program policy takes place, or a student has incurred an unacceptable number of behavioral infractions. Suspensions will be held off campus. Examples of infractions that may result in suspension or expulsion include, but are not limited to:

Bullying, profanity, disrespect, sexual immorality, pornography, stealing, cheating, plagiarism, sexual harassment, fighting/hitting/pushing, leaving campus without permission, weapons or toy weapons on campus, threats of physical harm to others, possession or use of drugs, alcohol or tobacco, significant infraction of any Kingdom Life rule off campus, infraction while on "step four."

It must be noted that, at the discretion of the administration, a participant's course of disciplinary action may bypass the sequential procedural steps and can jump directly to a suspension or expulsion based upon the severity of the infraction, as outlined above. All disciplinary actions taken with regard to students can become part of students' permanent records.

Kingdom Life has a zero tolerance policy for any illegal activity including possession or brandishing of a weapon, possession or use of drugs, alcohol, or tobacco. These may constitute an immediate call to the local law enforcement officials. Also, no matter where students find themselves, they represent the program and the Lord for 24 hours during each day. The conduct, as listed above, reflects poorly on the testimony of the program and is justification for expulsion regardless of when or where it occurs.

### **Withdrawal**

In the event of a withdrawal, please notify 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 request of the administration may apply for readmission the following program year. The administration has the absolute discretion in regard to matters of discipline.

## **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