



# KINGDOM LIFE ACADEMY

## **Parent / Student Handbook**

**2018-2019**

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Member of the Association of Christian Schools International (A.C.S.I.)

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Dear Parents and Students:

Welcome! We are very excited about our time together at Kingdom Life Academy. It is amazing to unite together to equip, train, and nurture children in Spirit and in Truth. The staff at Kingdom Life Academy is dedicated to discovering your needs, and helping you benefit as much as possible from your experience with us. Many opportunities for spiritual, academic, and personal growth, as well as deep and lasting friendships will be possible through our program.

This handbook is designed to give you an understanding of the basic guidelines and procedures of Kingdom Life Academy. We hope it is a benefit to you. 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 school. It is an honor to work together as we advance God's Kingdom on the earth.

Sincerely in Christ,

The Administration, Teachers,  
Staff and Board of Directors

## Board Members

Renee Rose – President

Lori Couto – Member

Tom Kluczynski – Secretary

Mike McCosh – Treasurer

George Rose – Member

## Faculty and Staff

Renee Rose, M.A. Education/CA Credential – Principal

Linette McCosh, M.A. Education/CA Credential – Assistant Principal

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

Bailey Vance, M.A. Education/CA Credential – Teacher

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

Becky Spady, M.A. Education/CA Credential – Teacher

Natalee Rose – Teacher's Assistant / Social Media Coordinator

Kitt Del Sesto - Dance Teacher / Bible Teacher

Connor Freer – Bible / Physical Education and Music Teacher

Melissa Goldsmith - Front Office Manager

## Vision/Mission/Core Values Statements

### **Vision:**

We are a Kingdom-minded academy committed to developing children to become lifelong learners and leaders for the glory of God through a relationship with the Lord Jesus Christ.

### **Mission Statement:**

We partner with families to academically educate the whole child in a God-centered, Holy Spirit led environment where students are equipped and prepared to advance of the Kingdom of God with love, grace, wisdom and power.

### **Core Values:**

#### **Students Are...**

##### **Commissioned to make disciples:**

God reveals Himself in the Bible as Creator and "the way, the truth, and the life". We honor Him as Lord and King. Therefore, all curriculum and instruction flows from the Biblical worldview that in Christ Jesus, God established His kingdom and commissioned His people to make disciples of all nations. We teach our students to preach the Gospel in word and action, knowing that signs and wonders follow those who believe. Mark 16:15-18, 2 Corinthians 5:11-20

##### **Friends with God:**

A student's personal relationship with Christ is the core of all they can learn and accomplish. We teach our students to receive and respond to God's offer of intimate relationship by loving Him in return with all their heart, soul, mind, and strength through communion with the Holy Spirit. Luke 2:52, Mark 12:30, 2 Corinthians 13:14

##### **Sons and Daughters of God:**

Knowing and personally experiencing God's transforming love, power, and truth is the deepest need and greatest joy of humanity. As our students grow in friendship with the Lord and learn to follow the Holy Spirit, they will perceive themselves as God perceives them and embrace their true identity as a child of the King. As they work FROM God's acceptance rather than FOR it, holiness and Christ-like character will become more an internal motivation to position them to fulfill God's call on their life and less a merely external expectation. Galatians 4:7, Romans 8:14-17, Ephesians 4:17-24

##### **Successful Self-Directed Learners and Leaders:**

Our purpose is to nurture a love for learning in our students and to help them understand their learning styles and strengths, thereby equipping them with the skills to be successful, self-directed learners. Students with this self-understanding become excellent contributors and leaders in both church and society. They impart what they are to others-all for the glory of God. Ephesians 2:10, Psalm 15

##### **Passionate Worshipers:**

Worship is fundamental to our relationship with God. It recognizes His worth and we become like the One whom we worship. We believe the arts find their true home in service to God, so our students learn to express worship through dance, music, choir, drama, painting, and drawing. John 4:23.

\*We appreciate the sharing of these core value statements from Bethel Christian School, Redding.

## 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 our students' lives. These areas are inseparable, and through them all run the insistent thread of the spiritual. Our purpose is to partner with parents to prepare and develop the whole student; mind, body and spirit through academic training that is interwoven with Biblical teaching, ministry and worship (Duet. 6:4-9, Proverbs 22:6). We believe that the spiritual man is integrated into all aspects of learning and life.

The educational approach of Kingdom Life Academy is defined below. Kingdom Life Academy, recognizes that an excellent education is founded upon disciplined, eager attention to learning; that this discipline rests upon the student's moral character; and that this moral character can only be developed through a personal relationship with God through Jesus Christ. In support of parents' God-given responsibility for educating their children, Kingdom Life Academy seeks to:

1. Provide a clear model of Christian life through its staff and board members (Matt. 22:37-40)
2. Encourage every student to begin and to continue to develop a relationship with God the Father through Jesus Christ (Matt. 28:18-20)
3. Teach all subjects from a biblical worldview as parts of an integrated whole with Scripture at the center (2 Tim. 3:6-17)
4. Provide students with an academically rigorous California Standards based educational experience including
  - a. Critical Thinking, Problem-Solving, and Creative Thinking Skills
    - i. How to think rather than simply what to think
  - b. Depth and Complexity of Content
    - i. Differentiation
    - ii. Acceleration
    - iii. Enrichment
  - c. Connection to Big Ideas and Biblical Truths
    - i. Understanding the "why"
5. Provide an orderly and safe atmosphere conducive to attaining these goals.

## 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, 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, and 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

### **Culture of Honor**

Honor is finding the treasure that God has placed in people and celebrating it. We give honor when we see the good in others and let them know that they are valued, loved, and significant in the Father's eyes. God our Father made us and we are special. He loves us. We are His treasure and He treats us with honor and respect. Because we are His children, we are called to release honor, which allows us to bring Heaven to earth.

Here at Kingdom Life Academy our goal is to establish a Culture of Honor by living a life of giving honor we are truly reflecting Heaven and the Father's heart. This sets us apart, and gives us a place of godly influence. Honor releases life, inheritance and destiny. Honor demonstrates God's love and value for people. When we honor people, we are truly acting like royalty. Every person has been created by God in His image and is worthy of honor.

Some examples of honoring others are:

- Helping people when they have a need
- 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 not
- Utilizing Kingdom Confrontation when needed

Through the power of the Holy Spirit, we are ambassadors for Jesus. With love, grace, wisdom and power, we will lead and advance God's Kingdom in our homes, school, cities, counties, states, and nations.

## **Character Development**

### **Fruit of the Spirit**

God's Word is at the core of everything we do. "But the fruit of the Spirit is love, joy, peace, longsuffering, kindness, goodness, gentleness, self-control. Against such there is no law" (Galatians 5:22-23). As students grow in their relationship with God, they will be able to exhibit the fruit of the Spirit in many various situations.

### **Scholarly Thinking**

At Kingdom Life Academy, we use the term "Scholarly Thinking". These are behaviors/traits that scholars exhibit in an academic setting to achieve learning and true growth. Teachers use Scholarly Thinking by referring to them during academic instruction and helping students become aware of the behaviors they need to be successful in learning.

## **Daily Pledges and Declarations**

At Kingdom Life Academy we start each day with worship, declarations and pledges. We believe that starting our day by focusing our attention and adoration on the Lord Jesus Christ is the best way to invite Him into our hearts, lessons, and classrooms.

### **Pledge to God**

I pledge myself to God the Father who created me and loves me, I live each day by faith in Jesus His Son empowered by His Holy Spirit to do His will for His glory.

### **Pledge to the Bible**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

### **Pledge to the Christian Flag**

I pledge allegiance to the Christian flag and to the savior for which it stands, one savior crucified and coming again for life and liberty for all who believe.

### **Pledge to the American Flag**

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

## **Students Standards of Conduct**

All students are expected to conduct themselves according to the highest Christian standards of honesty, integrity, responsibility and love toward others. The administration reserves the right to dismiss a student who, in its judgment, does not adhere either to the stated regulations governing student conduct or to the expressed principles, policies, and programs of the school.

### **Student Behavior**

Listed below are guidelines regarding standards of student behavior. Students are expected to act according to these guidelines at all times, whether on or off school campus, including sports events and school related activities:

1. Kingdom Life Academy Students are expected to treat others with respect and honor.
2. A student's actions, dress, possessions, etc., on or off campus may not cause a problem for anyone else.
  - Problem action includes, but are not limited to: Not following school staff's instructions, misuse of facility, misuse of computers/Internet, lying, bullying, teasing, cheating, stealing, loitering, playing or visiting in restrooms or out of bound areas, inappropriate language, being unsafe, violence, romantic displays of affection, discussions regarding sexual matters and innuendos.
  - Problem dress includes, but not limited to: not adhering to the Kingdom Life Academy Dress Code during school activities.
  - Problem possession includes, but not limited to: Unauthorized electronic devices, weapons, illegal drugs, alcoholic beverages and tobacco products.
3. Kingdom Life Academy students will conduct themselves in Christian character, which includes but is not limited to being respectful of others, honesty, fair play, good sportsmanship, modest dress, and sexual abstinence.
4. If a student's actions, dress, or possessions cause a problem for anyone else, they will be asked to solve that problem.

If any student cannot or chooses not to solve the problem, appropriate consequences will be implemented by staff members. These consequences will depend upon the situation and the person or persons involved. Staff members will use their best judgment based upon the information they have at the time. If students and/or parents feel that the consequences appear not to be fair, they may request a *Kingdom Confrontation*. A *Kingdom Confrontation* does not need to be formal in nature. It is simply a time for concerned individuals to meet together and share information related to the situation in question. In the event that this discussion provides additional information that sheds different light on the situation, or shows the consequences to be unfair, the consequences may be changed or eliminated to better fit the unique situation. (See Kingdom Confrontation for more details.)

### Uniform Guidelines TK-8th Grade

- ★ All uniform clothing **must** be purchased from [www.FrenchToast.com](http://www.FrenchToast.com) (Shop in the Kingdom Life Academy store under the "shop by school" tab) *or* in the **uniform section** from Target, WalMart, Old Navy, or Kohls.
- ★ All clothing shall be modest, neat and clean (no holes, stains, fading or patches)
- ★ All clothing, including outerwear, must be a solid color
- ★ Under garments must be completely covered by clothing at all times
- ★ No tight or saggy clothing
- ★ No labels, designs, or logos

#### Daily Wear (Monday - Thursday)

- **Uniform Shirt** = polo shirt, button down shirt, or KLA t-shirt purchased through the school
  - Any solid color, no logo or embroidered crest design.
  - Short or long sleeve
  - Shirts may be untucked as long as they are not excessively long
  - Shirts must be long enough to cover waistband when arms are fully extended above the head
  - Solid white, navy blue, or black long sleeved shirts may be worn under uniform shirts
- **Uniform Bottoms** = pants or shorts
  - Solid khaki, navy blue, black

- All shorts must be no shorter than 3 inches above the knee
- Middle school students may purchase Dickies uniform pants or shorts
- Material should be cotton twill.  
*No jersey material, sports shorts, cargos, leggings, jeggings, corduroys, jeans or denim looking material*
- Girls may also wear uniform skirts, jumpers, polo dresses, skorts or capris
  - All skirts, skorts, jumpers and dresses must be no shorter than 3 inches above the knee
  - *No jersey, corduroy, denim, or denim looking material*
  - Shorts must be worn under skirts/dresses and not visible when standing
  - Girls may wear white, navy blue, or black ankle length leggings under their skirt

**Fridays & Fieldtrip Dress Code = all navy blue**

- **Navy blue** uniform shirt or KLA t-shirt
- **Navy blue** uniform bottoms as specified above or solid dark blue jeans (pants or shorts)
  - Jean shorts must be uniform length: no shorter than 3 inches above the knee
  - No design, sparkle, logo, pocket embroidery, or jewels
  - No jeggings or tight jeans

**Uniform Outerwear = jacket, cardigan sweater, or zip-up hoodie sweatshirts**

*Outerwear may be purchased outside of the “uniform section” in a store as long as it meets the following requirements:*

- Solid navy blue only
- No pullover outerwear (zip or button up front only)
- No labels, designs, sparkles, embellishments, embroidery or logos

**Shoes and Socks**

- Closed toe shoes must be worn at all times
- Tennis/Athletic shoes must be worn on P.E. days
- Socks and tights must be solid white, navy, or black and a matching pair

**Accessories**

- No hats unless specified for a free dress day
- Hair must be natural colors only: no hair pieces or two-toned hair color
- Nails must be kept trimmed and clean
- Girls may wear earrings, one per ear, (no hoops or dangles)
- For safety reasons, no necklaces
- No make-up for girls grades 1-6
- Minimal make-up for girls grades 7-8 (Natural/ light look only)
- No body piercing, or body art (including temporary tattoos or henna)

## **“Free Dress”**

We will have fun days throughout the year where students may choose to wear what they want within the following guidelines:

- ★ All clothing shall be modest, neat and clean
- ★ Under garments must be completely covered by clothing at all times
- ★ No tight or saggy clothing
- ★ No movie or TV characters on clothing
- ★ Art and lettering on clothing must be non-offensive, no logos.
- ★ No snug fitting spandex or leggings
- ★ No tank tops, spaghetti straps, halter, crop tops, or strapless tops
- ★ Shorts, dresses and skirts must be no shorter than 3 inches above the knee

## **9-12th Grade Dress Code**

### **General Clothing**

At Kingdom Life Academy atmosphere is very important to us. The clothes we wear can cultivate an atmosphere of learning and honor. High school students are not required to wear uniforms.

- ★ All clothing shall be modest, neat and clean
- ★ Under garments must be completely covered by clothing at all times
- ★ No excessively tight or saggy clothing
- ★ No movie or TV characters on clothing
- ★ Art and lettering on clothing must be non-offensive, no logos.
- ★ No tank tops, spaghetti straps, halter, crop tops, or strapless tops
- ★ Shorts, dresses and skirts must be no shorter than 3 inches above the knee

### **Shoes**

- Closed toe shoes must be worn at all times

### **Accessories**

- No hats unless specified
- Hair must be neat, clean, and combed; natural looking colors only
- Nails must be kept trimmed and clean, nail polish is permitted
- Make-up, if worn, must be moderate and in good taste
- Earrings may be worn in the earlobe only. No body piercing, or body art (including temporary tattoos or henna)

## **Dress Code Violations**

Our clothing and dress helps to create the educational atmosphere at KLA. As a school, we believe that we are all valuable children of God who are ready, able, and willing to learn. Our neat, clean uniforms reflect that. Students who come to school out of uniform will be issued a dress code violation form for parent notification and may be required to leave campus to obtain proper clothing depending on the circumstances. Upon the third offense there will be a parent/administrator meeting to discuss the situation. Should the total number of dress code violations exceed five times, re-enrollment status for the following year will be revoked.

## Kingdom Confrontation

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 Confrontation*, can be used. Most people view confrontation with a negative viewpoint; however, the goals of godly confrontation are:

- To maintain/restore relationship/connection between people
- To send an invitation to strengthen a relationship 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 Confrontation* to be successful the purpose for the confrontation must be rooted in godly goals. Our relationships (heart-to-heart connections) with God and others are necessary to maintaining 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 has 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).

## Course of Disciplinary Action

Students shall follow the school 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 Academy, students are expected to:

- Show Honor
- Make Good Decisions
- Solve Problems
- Have Fun

Attendance at Kingdom Life Academy 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 school while on or off campus. The school endeavors to work and to communicate closely with parents in all matters of discipline.

A 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 school 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 school policy takes place, or a student has multiple behavioral infractions.

An in-class conference is scheduled between the parent and the 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 teacher, sent home daily. It will then be signed by the parents and returned to school the next day.

### **Step Three - Principal/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-school conference is scheduled between the parents, the teacher, and one or more school 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-school conference is scheduled with parents and the administration before the student may return to school. A suspension is for a period of time determined by an administrator.

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

\*Notes for Steps Four and Five: Kingdom Life Academy reserves the right to suspend or expel a student when a significant infraction of school 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 on campus
- Infraction while on Step Four
- Threats of physical harm to faculty, staff, or other students
- Possession or use of drugs, alcohol or tobacco
- Significant infraction of any Kingdom Life Academy rule off campus

It must be noted that, at the discretion of the principal, a student'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 Academy 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 school and our Lord for 24 hours during each day. The conduct, as listed above, reflects poorly on the testimony of the school and is justification for expulsion regardless of when or where it occurs.

### **Withdrawal**

In the event of a withdrawal or transfer, necessary forms must be completed through the office. Prior to withdrawal or transfer, appropriate textbooks and other school property must be returned and all charges paid before records will be released.

### **Re-admission**

A student who has been expelled or withdrawn by request of the administration may apply for readmission after a waiting period of one full trimester following the date of expulsion or withdrawal. The administration has the absolute discretion in regard to matters of discipline.

### **Parent/Guardian Responsibilities**

1. Make a concerted effort to attend the school activities in which your student is involved and attend the Parent-Teacher conferences.
2. Support Kingdom Life Academy with your volunteer service when possible.
3. Your prayerful support for our school is essential; this is a spiritual battleground, and the battle must be fought with spiritual weapons (Ephesians 6:13-20).
4. Support Kingdom Life Academy's standards and guidelines as outlined in the handbook.
5. When you have questions concerning school procedures or policies, contact the person most immediately involved by calling the office for an appointment or return call.
6. Do not share problems you have concerning the school or its members with anyone who is not directly involved or part of the solution to your concern, i.e., other parents or students.
7. Refrain from taking your student out of school unnecessarily. Independent study (self-directed study) must be arranged in advance.
8. Be informed and involved with your student's work. If your child is having a problem, make an appointment with his/her teacher. Don't wait for the teacher to contact you.
9. Because of food allergies, please do not pack peanuts or items containing peanuts in your child's lunch.

### **Birthdays**

At Kingdom Life Academy, 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 pass out birthday invitations at school. Please do not bring food or treats to school to celebrate your child's birthday.

### **Financial**

Kingdom Life Academy is a non-profit 501C3 organization that is funded 100% by donations from the community. Education is a gift and the Body of Christ has been commissioned and mandated to educate the next generation. Kingdom Life Academy offers high quality Christian education at no cost. This school is the first in this region to partner with the community through receiving donations and resources to provide a quality educational experience rooted in the Word of God and the power of the Holy Spirit. When children discover

their true identity in Christ, they can expand the kingdom of God on the earth with boldness. In the model of kingdom education, not only is school life changing, but we are opening doors of opportunity for people to be a part of the solution to the educational needs in our nation and around the world.

### **Donations**

Donations are made through our KEYS (Kingdom Education Youth Sponsorship) program. Families who attend Kingdom Life Academy are invited to share the opportunity with others in their sphere of influence. It is because of the donations through the KEYS program that Kingdom Life Academy can provide an quality education where the presence of God is at the center of everything.

### **Returned Checks**

At times, parents have opportunities to purchase spirit wear, yearbooks or other items through Kingdom Life Academy. A \$20.00 fee, plus additional bank charges, will be accrued for each returned check.

**Early Drop-off Fee** – Families dropping their child(ren) off prior to 7:45 will be charged an early drop off fee of \$5.00 for each 15-minute increment that must be paid at the time of drop off or be billed \$30.

**Late Pick-Up Fee** – Families picking up their child(ren) after 2:40 will be taken to the office. They will be charged \$5 for each 15 min. increment and will need to have payment at time of pick up or be billed up to \$30.

## **Attendance**

Regular attendance is required by law and is vital to the student's success in school. When a student is absent, he/she misses classroom instruction and discussion that is impossible to adequately make up and therefore decreases the student's ability to do the best he/she could do. All parents are asked to use good judgment and not allow their student to be absent unless it is absolutely necessary. While it is not always possible, parents are asked to make all appointments, including doctor and dentists, outside of school hours. California law requires us to keep accurate attendance records.

### **School Hours**

TK - 8th grade school hours are 8:00 am to 2:30 pm. 9th - 12th grade school hours are MWF 8:00 - 1:00pm. Students are not to arrive at school more than 15 minutes prior, and are to be off of the school campus no later than 10. This includes **minimum day** schedule (8:00 am to 12:00 pm). All students on campus before or after these time increments will be charged a fee (See Financial section of Kingdom Life Academy Family Handbook) unless they are involved in a church or school sponsored activity and are under the care of a teacher/church staff member.

### **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. Students will only be loaded into cars while they are stopped. If you need to have a conversation with a teacher or staff member, cars should be parked in designated parking spots. Parents assume all responsibility for their child(ren) upon pick-up.

### **Closed Campus**

Kingdom Life Academy operates under a closed campus policy. Before leaving campus at any time during the school day the student must be signed out in the office by a parent/guardian. Upon returning all students must be signed back into school. The parking lot is considered off-campus.

### **Parent Volunteers and Visitors**

All volunteers and 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 Academy premises. Visitors will be escorted to their destination and must be accompanied by a representative of the organization at all times. All volunteers must attend the volunteer meeting with administration prior to serving on campus. Volunteers can walk free on campus to their destinations.

### **Truancy Absences/Tardy/Early Departure**

Parents/guardians of students with excessive absences, tardies, or early departures will be required to meet with administration to develop a plan with a timeline for correcting attendance problems. Should the excessive absences/tardies/early departures continue the parents/guardians will be referred to the Kingdom Life Academy School Board. Failure to resolve an absence or tardy issue could affect re-enrollment status or lead to the student being expelled from the school and/or being referred the State School Attendance Review Board for further action.

Excessive absences/tardies/early departures are defined as students with three (3) days of unexcused or ten (10) days of excused absences/tardies/early departures. Parents/guardians of a student with excessive absences will be sent a letter requesting a conference with the principal to address the attendance issue. A second letter will be sent after five (5) days of unexcused or twelve (12) days of excused absences/tardies/early departures. A third letter will be mailed requiring a meeting with the school board after seven (7) unexcused absences or fifteen (15) days of excused absences/tardies/early departures to determine the next course of action, not excluding expulsion.

### **Excused Absences**

Excused absences will include the following: illness, funerals, family emergencies, court appointments, pre-approved self-directed study. A written note must be submitted documenting the reason for the absence.

### **Independent Work**

Students that need to miss school for ministry travel or family vacations may make arrangements to be on independent study. The family should check with the teacher prior to booking travel to see if any large projects or tests will occur while their child is away. The family is encouraged to adjust travel to assist the teacher in meeting the academic goals for the child along with the other students in the class whenever possible. Families are encouraged to give a written **one week advanced notification to the teacher** to ensure time for the teacher to prepare assignments. Students that are on independent study are not absent from school. Independent study assignments given will be due upon their return to school.

### **Make-up Work**

#### After Excused Absence

All work assigned prior to absence must be handed in on the day the student returns from the absence. The student will have twice the number days absent to turn in the work missed while absent. (For example, if absent two days, the student has four days to make-up the missed work.) All late work submitted and missed tests during an absence will be handled at the teacher's discretion. All long-term projects, book reports, term papers, etc. must be turned in before or on the assigned date even if the student is absent on that day. Failure

to do so may subject the project to a letter grade reduction for each day late excluding weekends. Special arrangements can be made between teacher and family for long-term absences due to illness.

### **Incomplete**

A student who has been given an Incomplete for a class at the end of a grading period must complete the coursework in the time frame designated by the classroom teacher, otherwise a grade of "F" will be given for the class.

## **Grading Procedures**

The purpose of grading at Kingdom Life Academy is to help students and their parents know how they are progressing, and provide an evaluation of the student's performance for use by institutions of higher learning in the admittance procedures. Much emphasis is placed upon grades in relationship to the success and worth of an individual in our society. We want to encourage each student to become all he/she is capable of becoming and to do his/her very best at all times. Grades and evaluations should never be used as measure of value or worth, but as an indicator of how much the student has learned compared to what was expected.

### **Parent Communication about Academic Progress**

- **Parent Conferences**

Parent Teacher Conferences will be held at the end of the first trimester for all students and at the end of the second and third trimesters at the teacher's and/or administrator's discretion.

- **Progress Reports**

Progress reports will be given mid trimester for any student who is receiving a or below to ensure academic success by the end of the trimester.

- **Report Cards**

The report card is the official grade transcript for a student. Report cards will be given to the parents at the parent/teacher conference 1<sup>st</sup> and 2<sup>nd</sup> trimesters and sent out according to the dates outlined in the school year calendar for the 3<sup>rd</sup> trimester. Students in Transitional Kindergarten receive skill set scores for all academic subjects. Grades TK-2 receive academic markings based on mastery of standards. Grades K-6 receive skill set grades for advancement classes Art, Drama, Leadership, Spanish, and P.E. Grades 3-8 receive letter grades in all core subjects, and 7-8 grades receive a numerical grade point average including grades for advancement classes.

## **Personal Property**

### **Radios, CD Players, Games, Etc.**

Radios, CD players, MP3 players, iPods, iPads, Computers, other electronic devices, collectable cards, video toys and games, miscellaneous toys, etc. are not to be brought to school or to any school function (unless authorized by classroom teacher, administration, or staff). If any of the above-mentioned items are brought to school, they will be confiscated by the staff or the administrator and returned to the parent/guardian .

### **Cell Phones**

Cell phones may be at school but are not allowed to be used and must remain out of sight at all times and in the off position (unless authorized by classroom teacher, administration, or staff).

9th-12th grade students may use their cell phones at school. Each teacher will determine the amount and purpose of the use for that class period.

**Disclaimer**

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

**Weapons**

Students are not allowed to have weapons on campus. Toy weapons or playing with another item as a weapon is prohibited (unless a teacher has requested an item be brought to class as part of lesson or report).

**Safety Procedures**

**First Aid and Emergencies**

First aid for minor injuries will be given at school and reported on school/classroom incident report. In case of more serious accidents or sudden illness, the parent is notified. It is essential that the family's emergency call numbers is in the school office and that it be up-to-date. We would encourage every parent to have at least two emergency numbers available.

The School 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 a Medical Authorization Form properly filled out by a doctor and parent.
5. Diagnose illness

**Illness**

Kingdom Life Academy follows California State Law regarding the administering of medications at school. State law requires that a child who becomes ill at school 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.