



**KINGDOM CULTURE  
SCHOOL**

Handbook  
2025-2026 Academic Year

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## Introduction Letter

Welcome to Kingdom Culture School.

Kingdom Culture School is a community of parents and guardians from Kingdom Culture Community Church (K3C) who come together to provide academic education, foster spiritual development, and prepare our children to embrace their God-given assignments. Knowing that our family is growing through your decision to join Kingdom Culture School brings us great joy. We eagerly anticipate the richness that your life experiences, strengths, and talents, along with those of your child, will contribute to our community.

As a community, we rely on the Holy Spirit to lead and guide us in training each scholar to follow the unique path God has set for them. Together, we provide a structured learning environment through this handbook, offer supportive classroom mentorship with low scholars/facilitator ratios, present a challenging curriculum, and create character-building extracurricular activities.

We look forward to living life together and invite you to join us in daily prayer for our school. Through unity, Kingdom Culture School can fulfill its God-given destiny.

Sincerely in Christ,



*Trevor & Adina Kring*

*Senior Pastors*

**Kingdom Culture Community Church**

**"Love God, Love People, Make Disciples"**

**(520) 900-3612**

**[Pastors@KingdomCultureCC.org](mailto:Pastors@KingdomCultureCC.org)**

## KCS Colors

Red, black & white

## KCS Mascot

Lion of Judah

## Mission - Vision - Core Values

### Mission

Love God - Love People - Make Disciples

### Vision

We aim to cultivate hearts that honor God, foster relationships that mirror Christ's love, and inspire scholars to share their testimony of the Gospel both inside and outside the classroom. Through discipleship, worship, academic excellence, and service, we seek to know God and make Him known. We surrender to the Holy Spirit to advance His Kingdom within and beyond our campus community.

### Core Values

#### Kingdom, Community, Transformation, Multiplication

**Kingdom:** We aspire to cultivate a culture that reflects the values of the King, positively impacting individual lives and the school community. This mindset influences every aspect of our school, and we acknowledge that when lives fall out of alignment with His truth, we humbly recognize the need for personal transformation, not in His Word, but in ourselves.

**Community:** We first establish a community with God through worship and spiritual disciplines, such as prayer and spending time in His Word. Then we have community in fellowship with classmates by spending time together, supporting each other, and uplifting one another. From there, we extend that love outward, forming Christ-centered relationships through community outreaches and during off-campus activities.

**Transformation:** We believe that true growth begins with meeting God just as we are, but it doesn't end there. Through the power of the Holy Spirit, God lovingly guides us from glory to glory, continually shaping us into the likeness of Christ.

**Multiplication:** God deeply loves every scholar and created them with a divine purpose. He desires to take each scholar from glory to glory - not only for personal growth but also so those blessings may overflow and reach others. As we walk in faith, God works through us, multiplying His goodness to impact our school, families, and communities for His glory.

## **Our Beliefs**

### **Jesus Lived for You**

We believe that Jesus Christ, God and man, walked the earth over two thousand years ago. His life was characterized by perfect love, truth, and obedience to the Father. He didn't just teach a better way to live - He lived it. Jesus came to offer abundant life, and we believe our scholars can begin to experience that fullness by learning to live for Him, just as He lived for us. Our greatest hope is that every child will come to know Jesus as a historical figure, a personal Savior, and a faithful friend.

### **Jesus Died for You**

Jesus willingly endured suffering and death on the cross to atone for humanity's sins. Although He was without fault, He took on the punishment we deserved so that we could be reconciled with God. His sacrifice is the foundation of the grace we teach: that we are loved not because we are perfect, but because He is. This message of redemption is central to our school's mission and shapes how we love, teach, and lead.

### **Jesus Rose for You**

We believe in Jesus Christ's resurrection, not as a myth but as a historical and transformative truth. Eyewitnesses saw Him alive after His death, and their lives were forever changed. Because Jesus rose, death was defeated, and eternal life became possible. This truth gives us hope, purpose, and joy. Our goal is not only to educate minds but also to nurture hearts that the living Christ transforms.

We understand that every scholar is on a journey of faith. Whether they are just beginning to explore or are already walking closely with Jesus, we are committed to walking alongside them with grace and truth.

To learn more about the foundational beliefs we uphold at Kingdom Culture, please visit our full statement of faith. <https://kingdomculturecc.org/beliefs/>

## Parental Responsibilities & Partnership

Parents and guardians of KCS scholars hereby express their full commitment to the principles outlined in K3C's [Statement of Beliefs](#), the [lifestyle standards](#) of KCS, and the subsequent community commitments.

### Community Commitments

#### Service Hours Requirements

- Each family must contribute \_\_\_\_\_ service hours per school quarter and \_\_\_\_\_ in total for the school year.
- Single-parent households and facilitator families are required to complete \_\_\_\_\_ service hours per school quarter and \_\_\_\_\_ in total for the school year.
- Service Hours do not carry over into the next quarter.
- Any adult family member aged 18 or older, such as an older sibling, grandparent, aunt, or uncle, may assist in fulfilling the required hours.
- Parents must submit service hours via the provided [form](#).
- Every \$10 donated to support the school is credited as one hour of service.

Service hours may include, but are not limited to, co-facilitation, club sponsorship, administrative support, or family member partnership.

**Families who do not meet the required service hours will be charged \$10 for each hour not fulfilled. All service hours must be completed or payments submitted by May 20. Any outstanding charges for unfulfilled service hours will be treated as a past due balance.**

#### Supportive & Community Commitments

- **Provide Prayer Support** – Prayer is essential to the spiritual foundation of our school. As this is a spiritual battleground, we recognize that the battle must be fought with spiritual weapons (*Ephesians 6:13-20*).
- **Support School Values** – Uphold, exemplify, and comply with KCS's standards and policies.
- **Demonstrate Respectful Conduct** – Engage in interactions that show mutual respect, kindness, and professionalism. Communication and behavior toward scholars, parents, and leadership should reflect maturity, compassion, and integrity, fostering a spirit of unity and mutual respect that honors God.
- **Uphold a culture of punctuality**– Arrive prepared, starting and ending on time, modeling timeliness for scholars, and communicating proactively when delays arise.

## Supervision & Safety

Any parent, guardian, or adult family member aged 18 or older who supervises children on school grounds, during a school event, or field trip must submit a [Family Partnership Application](#), adhere to the screening protocols, and commit to the [lifestyle agreements](#).

## Communication & Engagement

- **Maintain Open Communication** – If you have questions regarding school procedures or policies, contact the appropriate person directly by calling the office to schedule an appointment or request a return call.
- **Address Concerns Appropriately** – Do not discuss school-related issues with individuals who are not directly involved or part of the solution (e.g., other parents or scholars).
- **Ensure Responsible Attendance** – Avoid unnecessary absences for your scholars. See KCS scholars' [Attendance Policy](#)
- **Engage in Your Child's Education** – Stay informed and involved in your scholar's academic progress. If your child experiences challenges, schedule a meeting with their facilitator instead of waiting for them to reach out.
- **Active Participation** – Make a dedicated effort to attend school activities and stay informed through all school communications.

## Sample Parental Responsibilities & Commitments Agreement

( ) I agree to the parental responsibilities and commitments stated in the KCS 2025-2026 handbook.

Parent/Guardian(s) Signature\_\_\_\_\_

Date: \_\_\_\_\_

## Community Partnership Policies & Procedures

At KCS, serving our community is both a privilege and a calling. Those who take on leadership roles - whether in teaching, ministry, or serving - embrace an opportunity to influence scholars through character, example, and faithful commitment.

As a school guided by Christian principles, we believe leaders serve not only practically but also as spiritual role models. The life and teachings of Jesus Christ continue to serve as the example for how we live, lead, and serve others. Leaders are called to demonstrate integrity, humility, and consistency in both their actions and spirit.



## Love God, Love People & Make Disciples

Those entrusted with guiding KCS scholars are expected to live a lifestyle that reflects our core values. This involves intentionally demonstrating our mission, setting a positive example, and honoring the trust placed in them as role models.

The following expectations, rooted in biblical teaching, reflect a shared commitment to lead by example, through the grace and strength given by Christ, to those we are blessed to serve.

### Description of Partnership Options

#### Facilitator

**Commitment Hours:** Monday through Thursday, 8:00 AM – 3:00 PM

#### Role & Responsibilities

The Facilitator plays a crucial role in supporting scholars' spiritual, academic, and personal growth by creating an engaging, respectful, and structured learning environment. This position emphasizes mentorship and structured guidance rather than direct instruction, aiming to promote development in character, scholarship, and practical life skills. The Facilitator focuses on guiding scholars in their personal, academic, and social growth while fostering a sense of community, responsibility, and godly character.

#### Key Responsibilities:

- **Foster a Positive & Encouraging Environment** – Create a safe, welcoming space that promotes scholars' participation, respect, and meaningful interaction.
- **Guide Learning Activities** – Promptly facilitate small-group discussions, hands-on exercises, and team-building projects to encourage critical thinking and collaboration.
- **Promote Personal Development** – Encourage responsibility, initiative, and reflection as scholars enhance their leadership, communication, and interpersonal skills.
- **Observe & Support** – Monitor scholars' engagement and behavior, identify areas of concern or need, and provide appropriate encouragement or redirection.
- **Collaborate With Leadership** – Communicate with school leadership or administration to report progress, align with expectations, and assist in addressing individual scholars' needs.
- **Support School Values** – Uphold the school's mission, behavioral expectations, and ethical standards in all interactions with scholars and school administration.
- **Assist With Logistics** – Help manage materials, attendance, schedules, and related administrative tasks to ensure sessions run smoothly.
- **Backup Support & Sub Plans** – Facilitators are encouraged to maintain a brief “go-to” guide to help ensure continuity during an absence. This guide may include daily routines, instructional notes, and scholar-specific considerations that can support a substitute stepping in.
- **Weekly Schedule** – Facilitators are expected to serve during their scheduled hours: Monday through Thursday, 8:00 a.m.- 3:00 p.m.

## Toddler & PreK Facilitator

**Commitment Hours:** Monday through Thursday, 8:00 AM – 3:00 PM

### Role & Responsibilities

The Toddler & Pre-K Facilitator helps little ones grow in their love for God, learning, and others by creating a kind, safe, and fun environment for exploration. This role focuses on gentle guidance, care, and hands-on learning to help children build strong hearts, minds, and friendships.

### Key Responsibilities:

- **Create A Loving & Safe Space** – Make sure children feel safe, loved, and welcome. Use gentle words and kind actions to help them feel secure and valued.
- **Lead Play & Learning Time** – Guide children through fun activities like storytime, songs, crafts, and games that help them learn and grow.
- **Encourage Good Choices** – Help children practice sharing, listening, saying sorry, and using kind words. Cheer them on when they try something new!
- **Watch & Help** – Keep a close eye on how children are doing. Give hugs, reminders, or quiet time as needed to help them stay calm and happy.
- **Work With the Team** – Talk with school leaders and other team members to share how the children are doing and ask for help when needed.
- **Model Godly Character** – Show God's love through your words, attitude, and actions. Help children learn simple truths about Jesus and how to be kind and thankful.
- **Help With Daily Tasks** – Support routines like snack time, bathroom breaks, cleanup, and circle time so everything runs smoothly.
- **Have A Backup Plan** – Keep a simple daily guide with routines, songs, and tips in case someone else needs to step in to help.
- **Weekly Schedule** – Facilitators are expected to help from Monday to Thursday, 8:00 a.m. to 3:00 p.m.

## Co-Facilitator

**Commitment Hours:** As needed - up to 28 hours per week, depending on program needs and scheduled events.

### Role & Responsibilities

The Co-Facilitator partners with the lead Facilitator to promote a Christ-centered and engaging learning environment. This role provides support both in and out of the classroom, fostering academic and spiritual growth while encouraging personal development and upholding a culture defined by respect, responsibility, collaboration, and Christ-centered values.

### Key Responsibilities:

- **Step in When Needed** – Act as the Facilitator when the lead Facilitator is unavailable due to sickness or a personal issue, ensuring consistency in supervision, guidance, Christ-centered leadership, and classroom flow.
- **Provide Consistent Support** – When prompted, assist with group discussions, projects, and interactive learning experiences; help maintain focus, participation, and unity.
- **Reinforce Expectations** – Help uphold school culture and behavioral standards by modeling respectful communication and positive engagement.
- **Encourage Spiritual and Personal Growth**—Motivate scholars to develop leadership skills, communicate effectively, and provide support as they build confidence, leadership, and self-awareness.
- **Observe and Assist** – Monitor group dynamics and individual progress; intervene to clarify instructions, redirect behavior, or offer encouragement.
- **Follow Classroom Plans** – Deliver instruction in alignment with the Classroom Guide, maintaining consistency in both content and tone. Guides will be available within the classroom.
- **Support Logistics** – Assist in preparing materials, taking attendance, and ensuring smooth transitions during sessions or events.
- **Collaborate With Leadership** – Maintain communication with the facilitator and school administration to report progress, align with expectations, and support individual scholars' needs.
- **Uphold Program Values** – Embody and reflect the school's mission and values in interactions with scholars, school administration, and families.

### Club Sponsor

**Commitment Hours:** Suggested meetings are held once a month, lasting two hours. However, the schedule varies according to club meetings, planning, and events.

### Role & Responsibilities

A Club Sponsor is essential for supporting scholar leaders and nurturing a Christ-centered atmosphere in extracurricular activities. Sponsors serve as spiritual role models, mentors, and logistical guides, ensuring that club functions reflect the school's mission and align with biblical values.

### Key Responsibilities:

- **Provide Godly Supervision**—attend all club meetings and events to offer oversight, encourage spiritual maturity, and maintain a respectful and safe environment.
- **Empower Scholars Leadership**—Help scholars grow in responsibility and servant leadership by encouraging them to plan and lead with excellence and integrity.
- **Model Christ-like Character**—Demonstrate humility, wisdom, and faithfulness in words and actions, pointing scholars to Jesus through a consistent example.
- **Communicate With School Leadership**—Regularly update administrators about club activities, plans, concerns, and needs.
- **Ensure Accountability & Alignment**—Monitor behavior and assist scholars in reflecting Christ in their conduct, language, and decision-making.
- **Support Club Logistics**—Assist with scheduling, permission forms, budget management, and other practical details that help advance the club's mission.

- **Cultivate Christian Community**—Help foster a culture of encouragement, inclusion, and mutual respect in which each scholar is recognized as a valued part of the body of Christ.

## Administrative Support

### Administrative Support – Roles & Responsibilities

**Time Commitment:** Flexible, based on school needs and availability

Administrative support is vital for managing the daily operations of the school office. Parent or family partnerships extend the administrative team by helping with clerical tasks, organizing materials, and creating a welcoming and efficient environment. All duties are performed under the supervision of school administration and under school policies and confidentiality standards.

#### Key Responsibilities:

- **Front Office Assistant** – Greet visitors, answer phones, take messages, and direct inquiries appropriately in a friendly and professional manner.
- **Clerical Support** – Assist with photocopying, filing, assembling packets, sorting mail, organizing materials, or preparing communications as directed by school administration.
- **Data Entry & Recordkeeping** – Input attendance data, help organize records, or update documentation.
- **Event & Project Support** – Help coordinate or prepare for school events, such as family nights, fundraisers, or outreach activities
- **Respect Confidentiality** – Maintain discretion in handling sensitive information, protecting the privacy and dignity of scholars, families, and school administration.
- **Promote Clear Communication** – Support school administration in relaying accurate and timely messages while maintaining a tone of kindness, patience, and integrity.
- **Assist With School Administration Requests** – Support facilitators and administration on specific daily or weekly needs.
- **Promote A Positive Office Culture** – Help ensure the front office is organized, welcoming, and reflects the school's values.

## Family Member Partnership

(18 years or older)

### Areas of Involvement – Field Trips, Events & Special Projects

**Purpose:** To support the school's mission by assisting with off-campus trips, large-scale events, and special projects in a way that reflects Christlike character, prioritizes safety, and demonstrates servant-hearted leadership.

**General Role:** Family member partners act as trusted partners in creating meaningful and well-organized experiences for scholars. Whether chaperoning a field trip, assisting with a school-wide event, or helping with a service project, partners are expected to model integrity, attentiveness, and a spirit of joy and cooperation.

### Key Responsibilities:

- **Chaperone Field Trips**
  - Supervise and mentor scholars during off-campus activities
  - Ensure the safety of scholars, accountability, and respectful behavior.
  - Follow the guidance of the school administration and comply with all trip guidelines.
  - Demonstrate Christlike conduct and inspire scholars to follow suit.
- **Support Events & Projects**
  - Assist with the setup, logistics, hospitality, and cleanup for school events (e.g., concerts, fundraisers, service days, festivals).
  - Adhere to the directions provided by event coordinators and school leaders.
  - **Promote a Christ-Honoring Atmosphere**
  - Engage with scholars and others in a manner that embodies the school's values of kindness, humility, and respect.
  - Promote teamwork, gratitude, and a positive attitude throughout the event or trip.
  - Stay flexible and focused on solutions when challenges arise.
- **Maintain Confidentiality & Professionalism**
  - Respect the privacy of scholars, leadership, and families.
  - Avoid discussing scholars' behavior, academic performance, or personal matters with others.
  - Please direct any concerns to the appropriate community member.
- **Follow Safety & Conduct Guidelines**
  - Stay with the assigned scholar groups at all times.
  - Refrain from using personal devices unless essential for communicating with the school administration.
  - Avoid giving medication or disciplining scholars—refer all matters to the school administration.

## Community Partnership Absence & Wellness Policy

Community partnership at KCS is a meaningful way to build community, strengthen relationships, and support our scholars' growth and development. Your consistent presence is vital for establishing stability, care, and a culture of excellence. This helps foster routines, build trust, and maintain academic stability. We also recognize that life happens, and honoring your health is essential. In the event of illness or an unexpected absence, we ask the following:

### Absence Notification & Coverage

- **Notification of Absence:** In the event of illness or emergency, please notify Pastor Adina by 7:00 AM or as soon as reasonably possible via phone or text. For planned absences (such as doctor's appointments or family obligations), provide at least 3-5 days' notice to the school admin when possible.
- **Frequent or Extended Absences:** If the absence lasts more than **two consecutive days** or involves repeated unplanned absences, the administration may schedule a check-in to discuss support options and strategies for maintaining continuity.

### Wellness & Health Considerations

- **Sickness:** All community partners are encouraged to prioritize their health as a reflection of Christlike leadership. If you experience symptoms of illness (e.g., fever, cough, vomiting), you must refrain from attending in-person activities.
- **When to Return:** To protect the health of scholars and the community, you must be symptom-free for at least 24 hours without the use of medication before returning. In the case of prolonged illness, partners should collaborate with school leadership to ensure continuity of care.
- **Additional Support:** We recognize that your well-being is essential. If you are unwell, we trust you to take the time to rest and fully recover. Given the essential, relationship-driven nature of this role, you are strongly encouraged to minimize absences as much as possible. Please don't hesitate to reach out if you need additional support.

### Community Partners' Dress Code

We believe attire should reflect the holiness and purity of God's Spirit within us. Community partners are expected to dress in a way that honors God and models modesty, dignity, and personal responsibility.

Our appearance should distinguish us from worldly trends and reflect the beauty of a transformed life—one marked by grace, integrity, and purpose.

*1 Peter 3:3–4 (NIV)*

*“Your beauty should not come from outward adornment, such as braided hair and the wearing of gold jewelry and fine clothes. Instead, it should be that of your inner self—the unfading beauty of a gentle and quiet spirit, which is of great worth in God’s sight.”*

### Dress Code Standards

- Clothing must not be provocative, revealing, or suggestive in nature.
- Attire should allow for freedom of movement and participation in worship or ministry activities.
- Community partners are expected to support a respectful, focused, and spiritually nurturing environment.
- Dress reflects both outward modesty and an inward attitude of reverence for God, oneself, and others.

### General Guidelines

- Neat, clean, and modest business casual attire is expected.
- Clothing should present a professional image and avoid overly casual, tight, distressed, or revealing styles.
- All attire must align with the school's mission and values.

### Approved Attire

Category	Guidelines
<b>Tops</b>	Blouses, button-down shirts, polos, and sweaters in solid colors or subtle patterns. Sleeveless tops must have wide straps and offer full coverage. Logos/graphics must be minimal and appropriate. K3C-branded apparel is permitted.
<b>Bottoms</b>	Dress pants, khakis, skirts, or dresses of modest length (no shorter than 3" above the knee). Leggings/tights may only be worn under appropriately long dresses. Jeans are allowed on designated casual days only and must be free of rips or frays.
<b>Footwear</b>	Closed-toe shoes, dressy sandals, or professional flats. Athletic shoes are encouraged for comfort and mobility. Flip-flops and beachwear are not allowed.
<b>Outerwear &amp; Accessories</b>	Jackets, cardigans, and blazers should be neat and professional. Hats, gloves, and sunglasses are not permitted indoors unless medically necessary. Jewelry must be modest and respectful. Hair should be clean, well-groomed, and reflect professionalism. Hair accessories should be simple and in school colors when possible.

### Special Event Attire

Occasion	Dress Requirements
<b>Activewear Off-Campus Events</b>	For activities like field trips and service projects, scholars may wear modest athletic pants, joggers, or shorts. T-shirts must be solid-colored or K3C-branded. Athletic shoes are required. Clothing must be clean, modest, and free of inappropriate logos/slogans.
<b>Water Days</b>	Swimwear must be modest and dark-colored, covered by a long T-shirt or rash guard. Swim or board shorts are required. Footwear must be water-safe and secure (e.g., water shoes or strapped sandals). A towel

	<p>and change of clothes must be provided. Scholars must return to standard dress code attire if remaining on campus after the event.</p> <p>*If remaining on campus after the event, community partners must return to standard dress code attire</p>
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Note: The administration reserves the right to determine if attire is appropriate and aligned with the school's values.

## Admissions & Enrollment

### New Scholars Admission Process

1. Attend an Informational Meeting: Due to our distinctive educational model, parents must attend an informational meeting about the Kingdom Culture School prior to admission. In two-parent households, both parents/guardians must attend. These meetings are scheduled throughout the year and occur on campus.
2. Online [application](#): If you decide to pursue enrollment after prayerfully considering Kingdom Culture School, please proceed with the online application. Upon submission, applicants must pay a non-refundable \$50 application fee. The application consists of several sections, including: Parent/guardian info, scholar's info, parent/scholar questionnaires, beliefs, tuition info, and application fee. You save your progress and resume later, if needed.
3. Admissions Interview: We understand that choosing the right school and community for your child is a significant decision. That's why we have a thorough two-step interview process.

The first step is a discussion between the parent/guardian(s) and our school administrative team.

The second step is for incoming 3rd through 10th-graders. This is a meet-and-greet between the applicant and our scholars panel. These steps allow families to meet some of our kids, ask questions about our community, and help them determine if Kingdom Culture School is best for them. A school administrative team member will be in touch to arrange the interview.

4. Complete the Love and Logic Parenting course: Parents and guardians must complete this course to align with and nurture and guide future Kingdom Culture School. The course provides practical tools and strategies to help foster respectful and healthy parent-child relationships. It is rooted in the Love and Logic philosophy—a well-established, psychologically sound approach to whole-child parenting and teaching. Kingdom Culture School incorporates Love and Logic within the classrooms; therefore, completing this course ensures consistency between home and school environments. This requirement reflects our dedication to creating a supportive and caring atmosphere for all scholars. (Content adapted from Love and Logic)



## Enrollment Documentation

To enroll at Kingdom Culture School, families must provide the following documentation to complete the admissions process:

- [Affidavit of Intent for Private School](#) – Must be filled out and submitted in accordance with state requirements.
- **Birth Certificate** – A clear copy of the student's official birth certificate.
- **Immunization Records** – Current records must be submitted, or a completed [Exemption Form](#) if applicable.
- **School Transcripts** – Official transcripts from the student's previous school(s), including academic history and grade reports.

All documents should be submitted to the admissions office before the student's first day of school. Incomplete files may delay enrollment confirmation.

## Family Updates

Parents are responsible for keeping their scholars' information up to date within *Planning Center*. Any changes to address, phone number, or emergency contacts during the school year must be updated through *Planning Center* or reported to the school office promptly.

## Tuition

Annual Tuition Kingdom Culture School 2025-2026 school year:

Entering Grade Level	Annual Tuition	Quarterly Payment
Infants-4 years	\$5,460	\$1,365
Kindergarten-1st grade	\$5,000	\$1,250
2nd-5th grade	\$7,000	\$1,750
6th-7th grade	\$7,400	\$1,850
8th-10th grade	\$8,000	\$2,000

Tuition is divided into four equal installments and is due at the following times.

Quarter	Invoice Provided	Pay Period
1	July 28, 2025	July 30-August 15, 2025
2	October 13, 2025	October 15-30, 2025

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3	January 12, 2025	January 15-30, 2026
4	April 13, 2025	April 15-30, 2026

**Late tuition fees:** Quarterly tuition accounts that are not paid by the 1st of the month following the pay period will incur a \$50 late fee. Families are responsible for any tuition costs not covered by scholarships or ESA cover.

### Tuition Coverage

Tuition reflects our commitment to delivering a high-quality education within a values-driven environment. The following outlines what tuition includes and identifies additional expenses that may apply:

#### Included in Tuition

Category	Description
<b>Core Curriculum</b>	Access to academic resources and approved online platforms (e.g., Abeka, LUOA) as part of daily classroom instruction.
<b>Instructional Time</b>	Teaching by qualified facilitators, academic guidance, and classroom support services.
<b>Character &amp; Leadership Development</b>	Participation in weekly community gatherings, service learning, and growth-oriented programs that support whole-student development.
<b>Classroom Materials</b>	Standard daily supplies such as paper, pencils, and markers.
<b>School Events</b>	Access to designated school-wide events such as Holy Spirit Love Week, assemblies, and campus celebration days.
<b>Technology Access</b>	Classroom use of devices and software platforms that enhance learning outcomes.

#### Not Included in Tuition

Category	Details
<b>Uniforms</b>	All dress code items, including polos, bottoms, and specific event attire.
<b>Meals and Snacks</b>	Daily food and beverage items must be packed from home or purchased separately.

<b>Field Trip Expenses</b>	Admissions, transportation, and off-site meals associated with off-campus activities.
<b>Enrichment Fees</b>	Costs for select clubs, electives, or extracurricular activities requiring additional supplies or instruction.
<b>Lost/Damaged Materials</b>	Replacement fees for school-issued books, devices, or instructional materials.

## Withdrawal Policy

The school operates on a quarterly tuition schedule. Families choosing to withdraw a scholar must provide **written notice** to the school office **at least two weeks before the start of a new quarter**.

Please note:

- Tuition is billed in quarterly increments; **no partial refunds** will be issued for early or mid-quarter withdrawals.
- Advance notice ensures accurate billing and allows the school to plan appropriately.
- Without timely notice, tuition charges for the next quarter may still apply.

The school is committed to clear communication and a smooth transition process for all families.

## Scholar Code of Conduct

At KCS, having strong character is essential for personal growth and academic success. All scholars are expected to behave with honesty, integrity, responsibility, and respect for others, both on and off campus, including during school-sponsored events, sports, and extracurricular activities.

## General Conduct Expectations

Scholars are expected to:

- Treat others with the same respect and courtesy adults receive from the school community.
- Follow all school rules, staff instructions, and classroom expectations.
- Maintain behavior that avoids disrupting or harming others
- Represent the school with maturity and responsibility both on and off campus.

## Behavior Guidelines

Scholars are expected to:

**1. Respect and Responsibility**

- Be kind, honest, and considerate in both speech and actions.
- Avoid actions that harm or exclude others.
- Practice fair play and sportsmanship.

**2. Prohibited Behaviors** include, but are not limited to:

- Disobedience or defiance of staff
- Misuse of school property or technology
- Lying, bullying, teasing, cheating, or stealing
- Loitering, trespassing in restricted areas, or inappropriate behavior in restrooms
- Use of profanity, unsafe conduct, or violence
- Romantic affection displays or inappropriate discussions
- Physical contact like hitting, slapping, wrestling, or play fighting

**3. Dress and Possessions**

- All scholars must follow the [school's dress code](#)
- The following items are **not allowed** on campus or at school events:
  - Unauthorized electronic devices
  - Weapons, prescribed medications, illegal drugs, alcohol, or nicotine products

**4. Accountability**

- If a scholar's actions, dress, or possessions cause a problem, they will be expected to help resolve it.
- If the issue is not resolved appropriately, school staff will assign consequences based on the situation.
- Consequences will reflect fairness, discretion, and the unique circumstances involved.

## Addressing Misconduct

Attendance at Kingdom Culture School is considered a privilege. Each scholar is welcomed as a unique individual with their own needs and purpose. All scholars are expected to uphold the school's policies and behavioral expectations both on and off campus.

Discipline at KCS is individualized and redemptive. When correction is necessary, it is approached as a teaching moment—an opportunity for scholars to grow through their mistakes. Scholars are encouraged to take ownership of their actions by seeking forgiveness and finding meaningful ways to repair or restore relationships and make amends for harm. This process helps them understand a key life principle: *when I make a poor choice, I am responsible for making it right*. Our role is not to protect scholars from consequences, but to help them learn to make smarter decisions.

The success of this approach depends on the unified support of both school staff and parents. When parents or guardians do not align with the school's disciplinary framework, it creates a breakdown in the structure we work hard to establish. If ongoing disagreements continue without resolution, families may be asked to withdraw from the school to uphold the community's integrity and mission.

## Behavior Outcomes

We use a restorative “Three Strikes” approach to guide scholars toward self-awareness, responsibility, and strong character. This process is designed to address minor behavioral issues with fairness, consistency, and care, supporting both accountability and personal growth.

Staff will use their best judgment and available information to respond appropriately to each situation. If a scholar or parent believes a consequence is unjust, they may request an informal meeting to express concerns, clarify circumstances, and seek a resolution. Should new information come to light, outcomes may be reviewed and adjusted as needed.

Each step of our discipline process is intended to help scholars reflect on their actions, take ownership, and experience both the structure and support that foster lasting growth. True transformation happens when correction is paired with compassion and scholars are empowered to make things right.

**Definition of Minor Incidents:** Minor incidents are behaviors that disrupt learning or fall short of school expectations, but are neither aggressive nor dangerous. Examples include:

- Talking out of turn or disrupting class
- Not following directions
- Disrespect or defiance
- Use of sarcasm
- Acts of bullying (defined within this handbook)
- Dress code issues
- Inappropriate language (non-threatening)
- Misuse of school materials or property

### Strike One – Verbal Warning

- A verbal warning is issued.
- The scholar is reminded of their expectations and encouraged to adjust their behavior accordingly.
- The incident is documented, but no formal consequence is given.

### **Strike Two – Loss of Recess & Parent Notification**

- The scholar loses recess or a comparable privilege that day.
- A behavior reflection may be completed during that time.
- The parent/guardian is informed of the repeated behavior.
- A behavior report is filed for documentation.

### **Strike Three – Administrative Referral**

- Scholars meet with school leadership to determine behavioral consequences.
- Parents will be informed.
- A behavior contract may be created.
- A plan is made to restore relationships and move forward.

## **Suspension**

Kingdom Culture School holds scholars to high standards of personal responsibility and community conduct. In cases of serious misconduct or when a scholar consistently fails to respond to prior disciplinary efforts, the administration reserves the right to issue a suspension.

During Suspension:

- The scholars may not attend classes or participate in extracurricular activities.
- Assignments issued before the suspension remain the scholars' responsibility and are due upon their return.
- No credit will be given for missed in-class work, tests, or participation during the suspension period.

Examples of behaviors that may warrant suspension include (but are not limited to):

1. Persistent defiance of authority, use of profanity, or vulgar language.
2. Possession, use, or sale of drugs, alcohol, nicotine, or controlled substances.
3. Possession of weapons or dangerous items (e.g., knives, firearms).
4. Gambling
5. Theft or attempted theft.
6. Physical altercations or fighting.
7. Repeated behavioral issues that do not improve with prior interventions.
8. Intentional damage to school or personal property – families will be financially responsible for damages caused by the scholars.

Suspension days are to be treated as structured academic days, not free time. Scholars are expected to complete assignments, and parents are encouraged to support this expectation by ensuring their child uses the time productively.

## **Probation**

Probation is a designated period during which a scholar's academic performance, behavior, and overall conduct are closely monitored by teachers and school administration. This measure is taken when a scholar consistently fails to meet the expectations set by Kingdom Culture School.

While on probation, the scholars will be ineligible to participate in extracurricular activities for the duration of the quarter.

Reasons for probation may include:

1. A GPA falling below 2.0
2. Ongoing behavioral concerns or disregard for school standards.
3. Multiple behavior notices.
4. Suspension from school.
5. Inappropriate behavior, language, or content shared in person or on social media.

Parents will be formally notified when a scholar is placed on probation. During this time, the scholars' progress will be reviewed regularly. At the end of the quarter, the school administration will evaluate the scholars' status and determine whether continued enrollment is appropriate.

Scholars placed on behavioral probation may be required to sign a written agreement outlining specific expectations and conditions. Failure to meet the terms of the agreement may result in dismissal from Kingdom Culture School.

## **Expulsion**

A scholar may be expelled from Kingdom Culture School if, after being placed on probation, there is insufficient improvement in academic performance or behavior.

In some instances, immediate expulsion may occur without a probationary period. Examples include, but are not limited to:

1. Possession of obscene materials, such as pornographic images or videos, sexually explicit literature, or graphic digital content lacking educational or artistic value.
2. Possession, use, or distribution of illegal drugs, alcohol, tobacco, or other controlled substances.
3. Possession and/or use of weapons or dangerous objects.
4. Threats of violence or serious misconduct that endangers others.

A scholar who has been expelled or asked to withdraw may apply for readmission after a minimum of one school year. All decisions regarding expulsion, readmission, or disciplinary action are made at the complete discretion of the school administration.

## Anti-Bullying Policy

*“My command is this: Love each other as I have loved you.” John 15:12 NIV*

**Rationale:** Kingdom Culture School is dedicated to building a Christ-centered community based on love, respect, and biblical principles. We recognize that, at times, conflicts may arise among scholars. While this is a natural part of human interaction, bullying in any form is never acceptable. We enforce a strict zero-tolerance policy against bullying, and any confirmed incident will lead to appropriate disciplinary measures according to our policies. Our goal is to create a clear framework for responding to such incidents—one that not only protects scholars but also helps bullies develop empathy and learn to treat others in a way that reflects our calling to honor and care for all people as image-bearers of God.

**Definition of Bullying:** Bullying is defined as **intentional, repeated behavior** that causes physical, emotional, or psychological harm to another scholar. It involves a real or perceived power imbalance and may occur in various forms:

- **Verbal bullying** – name-calling, teasing, threats, or demeaning language
- **Social or relational bullying** – exclusion, spreading rumors, or public humiliation
- **Physical bullying** – hitting, pushing, tripping, or destruction of personal property
- **Cyberbullying** – using digital platforms to harass, intimidate, or harm others

This definition is in alignment with the Centers for Disease Control and Prevention (CDC), which describes bullying as “any unwanted aggressive behavior(s) by another youth or group of youths... that involves an observed or perceived power imbalance, and is repeated multiple times or is highly likely to be repeated.” (Source: CDC Youth Violence Prevention)

Kingdom Culture School is committed to fostering a safe and inclusive learning environment for all scholars. Every person is treated with respect, reflecting their God-given worth and identity.

Report bullying to our KCS Parent Incident Form [here](#)



## Harassment/Sexual Harassment

**Harassment and Sexual Harassment Policy** Kingdom Culture School is committed to providing a learning environment where every scholar, staff member, and visitor is treated with dignity and respect. Harassment of any kind—including verbal, physical, visual, or written—will not be tolerated. This includes sexual harassment and any behavior that threatens, demeans, or intimidates another individual.

KCS complies with all applicable federal and state laws and will act promptly to prevent and address incidents of harassment. Disciplinary actions for violations may include counseling, suspension, dismissal, or termination as appropriate to the situation. Reference: [Arizona Revised Statutes §15-341](#) and [§15-2301](#)

**Confidentiality and Reporting:** All reports of harassment are taken seriously and will be handled with discretion. To protect the privacy of all individuals involved, information will be shared only with those responsible for investigating or resolving the matter, or as legally required. Retaliation against anyone who files a complaint or participates in an investigation is strictly prohibited and will result in disciplinary consequences.

### **Policy Statement:**

We recognize that conflict can arise in any community, but bullying— in any form — is never acceptable. Bullying often stems from attempts to exert power over others and includes behaviors that are mean-spirited, disruptive, or unlawful. This applies to actions on campus, during school-related activities, and off-campus conduct that creates a hostile school environment.

We are committed to promptly investigating reports of bullying, cyber-bullying, and retaliation. Appropriate measures will be taken to ensure scholars' safety, address harmful behavior, and prevent recurrence.

Not all misbehavior qualifies as bullying; each incident will be reviewed on a case-by-case basis. Faculty and administration will evaluate the nature of the conduct and respond following established procedures.

This policy shows our commitment to creating a respectful, safe, and inclusive school environment for all scholars.

## Procedures

### 1. Reporting – any witnessing party

- Fill out a [Incident Form](#) or confidentially drop it in the church mail slot.

### 2. Investigation

- All reports will be investigated promptly to minimize escalation.
- The school will speak with all involved parties—the victim, the alleged aggressor, and relevant witnesses—to gather a full and accurate account.
- Each individual will be asked to provide a verified statement to help establish the facts.

### 3. Communication

- Parents or guardians of both the victim and the accused will be notified of the report and investigation.
- All incidents will be documented, and the administration will have access to relevant records to support scholars' safety and accountability.

### 4. Follow-Up & Monitoring

- The school will follow up with families of all scholars involved.
- Scholars will be monitored to ensure the issue is resolved and does not recur.
- Retaliation will result in serious disciplinary action.

## Responsibilities

### Scholars

All scholars play a vital role in maintaining a safe and respectful school environment. The following expectations apply to all scholars:

- **Speak Up:** If you witness or experience bullying, ask the offending scholar(s) to stop – when it is safe to do so.
- **Report Promptly:** Victims of bullying must report incidents to a teacher, staff member, administrator, and their parent or guardian without delay.
- **Be An Upstander:** Scholars who witness bullying must report it to a teacher or staff member, even if they are not directly involved.
- **Act with Integrity:** Filing false or fabricated reports of bullying, cyberbullying, or retaliation is strictly prohibited and may result in disciplinary action.
- **Engage in Resolution:** Scholars are expected to participate in resolving bullying situations through restorative practices such as respectful dialogue, reconciliation, and behavior change.

- **Use Safe Reporting Channels:** Scholars will have access to private, age-appropriate ways to report bullying to a teacher or school administration.
- **Anonymous Reporting:** Reports may be made anonymously; however, no disciplinary action will be taken against an alleged aggressor unless the investigation confirms the behavior.
- **Honest Reporting:** Any scholar who fails to report bullying behavior or knowingly provides false or misleading information about such incidents may face disciplinary action.

### Parent & Community Partners

Parents, guardians, and caregivers play a vital role in maintaining a safe and respectful school environment. At Kingdom Culture School, we ask families to partner with us in the following ways:

- **Report Concerns Promptly:** If you witness or become aware of bullying or retaliation involving a scholar, please report it to your child's teacher or the school administration as soon as possible.
- **Request Support If Needed:** If you wish to submit a written report, school staff are available to assist you in completing the necessary documentation.
- **Trust the Process:** We recognize that bullying situations can be complex. Parents are encouraged to trust the school's investigation and resolution process, knowing that our goal is to ensure fairness, safety, and restoration for all scholars involved.

### Staff

All Kingdom Culture School employees—both teaching and non-teaching—share the responsibility of maintaining a safe and respectful environment. The following expectations apply:

- **Immediate Referral:** Non-teaching staff must report any instances of bullying to the facilitator, school administration, or designated supervisor without delay.
- **Timely Reporting:** Report any witnessed or disclosed incidents of bullying or retaliation to school administration within two school days. These incidents will be documented.
- **Behavioral Response:** While reporting is essential, faculty and staff may also address behavioral concerns in the moment, using classroom or school-wide behavior management strategies that are consistent with KCS policies.

### Prevention & Education Procedures

- **Policy Access:** Definitions of bullying, its prohibition, and consequences will be outlined in the School Handbook, posted on the KCS website, and available upon request.

- **Staff Training:** Annual staff in-service will review anti-bullying policies and promote strategies to maintain a respectful, inclusive environment.
- **Scholars' Education:** Age-appropriate lessons will cover:
  - Respectful behavior and classroom conduct
  - How to respond to bullying and seek adult help
  - Understanding bullying dynamics and cyber safety
  - Building healthy relationships and inclusive communication
- **Administrative Discretion:** KCS may treat any bullying incident as grounds for suspension or expulsion.

## Electronic Devices, Cell Phones & Personal Items

Scholars are **not permitted** to bring personal electronic devices—including cell phones, music players, iPods, radios, cameras, smartwatches – as well as trading cards, video games, or toys to school or any school-sponsored event.

- If such items are brought to campus, they will be collected by staff and returned at the end of the day.
- **Cell phones are strictly prohibited** on campus during school hours and at school events.
- Exceptions may be made with prior teacher approval; however, items may not be used or played with during the school day.
- KCS is not responsible for lost, damaged, or stolen items.

### Violations:

- 1st offense: The item will be confiscated and must be picked up by a parent.
- 2nd+ offense: Item confiscated, parent pickup required, and a **\$25 fine** per offense.

## Weapons & Toy Weapons Policy

To ensure a safe and respectful learning environment, **scholars are strictly prohibited from possessing weapons or toy weapons** on campus or at any school-sponsored activity.

This includes, but is not limited to:

- Firearms (real or replica)
- Knives or sharp objects
- Toy guns, swords, or other imitation weapons
- Any item intended to intimidate, threaten, or cause harm

**Violations of this policy will result in immediate disciplinary action**, which may include suspension, expulsion, and/or involvement of law enforcement, depending on the severity of the incident.

KCS is committed to maintaining a secure environment where all scholars feel safe, supported, and free to learn without fear or disruption.

## Dress Code

Scholars are encouraged to dress in a way that honors God and sets an example of modesty, dignity, and personal responsibility.

Our dress should distinguish us from worldly trends and instead display the **beauty of a transformed life**, one marked by grace, integrity, and purpose. As such:

- Clothing must not be provocative, revealing, or suggestive in nature.
- Attire that restricts freedom of movement, inhibits participation in ministry, or limits expression during worship is not appropriate.
- Select clothing that supports a respectful, focused, and spiritually nurturing environment.

These standards are not only about outward appearance, but about cultivating an inward posture of reverence and respect for God, for oneself, and for others.

### 1 Peter 3: 3-4

*Your beauty should not come from outward adornment, such as braided hair and the wearing of gold jewelry and fine clothes. Instead, it should be that of your inner self the unfading beauty of a gentle and quiet spirit, which is of great worth in God's sight.*

### General Guidelines

- Clothing must be neat, clean, modest, and in good condition
- Undergarments should never be visible
- Scholars are expected to remain in dress code throughout the entire school day, including field trips and school events

### Approved Daily Attire

Category	Details
<b>Tops</b>	Students must wear <b>solid red, black, or white shirts</b> featuring the <b>official K3C logo</b> . <ul style="list-style-type: none"><li>• Approved styles include <b>T-shirts or polos</b>.</li><li>• Shirts must be <b>free of any additional slogans, graphics, or images</b>.</li><li>• Tops should be clean, neat, and appropriately fitted to maintain a respectful school appearance</li></ul>
<b>Bottoms</b>	<b>Black or khaki pants, shorts, skirts, or skorts</b> must be worn at the waist and properly fitted.

	<p><b>Belts are required</b> with pants or shorts that have belt loops, ensuring clothing remains appropriately secured and tidy.</p> <p><b>Shorts and skirts</b> must not be more than <b>3 inches above the knee</b>.</p> <p><b>Leggings</b> are permitted only <b>under dresses or skirts</b> that meet appropriate length guidelines.</p>
<b>Outerwear</b>	<p>Students may wear <b>solid red, black, or white jackets or sweaters</b> as part of their uniform.</p> <ul style="list-style-type: none"> <li>Outerwear must be <b>free of non-K3C logos, slogans, or graphics</b>.</li> <li>Items should be <b>neat, modest, and appropriately fitted</b>.</li> <li>Hoods may be worn outdoors only unless otherwise directed by staff.</li> </ul> <p>This policy helps maintain a unified, respectful appearance and supports the school's culture of focus and community.</p>
<b>Footwear</b>	<p>To support safety, mobility, and modest presentation, students must adhere to the following guidelines for shoes and socks:</p> <ul style="list-style-type: none"> <li><b>Closed-toe shoes</b> are required at all times during school hours.</li> <li><b>Athletic shoes</b> are encouraged, especially for <b>P.E. and physical activities</b>.</li> <li><b>Socks</b> must be <b>matching</b> and modest in <b>color and design</b>, supporting a neat and respectful appearance.</li> </ul>
<b>Jewelry &amp; Accessories</b>	<p>Students are expected to maintain a <b>simple and respectful appearance</b> that supports a focused learning environment.</p> <ul style="list-style-type: none"> <li>Accessories must be <b>modest and non-distracting</b>.</li> <li><b>Hair accessories</b> should be simple and in <b>school colors</b> when possible.</li> <li><b>Hats, gloves, and sunglasses</b> may not be worn indoors unless medically necessary or approved by school staff.</li> <li>Items that are excessive, flashy, or disruptive to instruction are not permitted.</li> </ul>
<b>Makeup</b>	<p>To support age-appropriate grooming standards and a respectful learning environment:</p>

	<ul style="list-style-type: none"> <li>• <b>Only female students in grades 6–8</b> may wear <b>light to moderate makeup</b>.</li> <li>• Makeup should be simple and modest in appearance.</li> <li>• <b>Final discretion</b> regarding appropriateness rests with <b>school administration</b></li> </ul>
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### Grooming & Dress Standards Summary

Category	Expectations
<b>Hair</b>	<ul style="list-style-type: none"> <li>• <b>Clean and well-groomed</b>, reflecting care and personal hygiene</li> <li>• <b>Free of extreme styles or distracting colors</b> that may disrupt the learning environment</li> <li>• Styled in a manner that promotes <b>modesty and neatness</b></li> </ul>
<b>Nails</b>	<ul style="list-style-type: none"> <li>• <b>Clean, neatly trimmed, and safe</b> for classroom and physical activities</li> <li>• <b>Artificial nails</b> are permitted if they are <b>modest in length</b> and <b>do not disrupt learning or pose safety concerns</b></li> </ul>

### Event-Specific Attire Guidelines

Event	Dress Requirements
<b>Off-Campus Indoor or Professional Activities</b>  (e.g., field trips or service projects)	<ul style="list-style-type: none"> <li>• Wear the <b>official K3C polo shirt</b> for all school-related off-campus events</li> <li>• Represent the school with <b>honor, unity, and excellence</b></li> <li>• Avoid attire that includes <b>non-school logos, slogans, or graphics</b></li> </ul>
<b>Off-Campus Active Activities</b>  (physical active field trips, athletics, outdoor events)	<ul style="list-style-type: none"> <li>• Solid <b>red, black, or white T-shirts</b>, with or without the official <b>K3C logo</b></li> <li>• <b>Modest athletic pants, joggers, or shorts</b> that are no shorter than <b>3 inches above the knee</b></li> <li>• <b>Leggings</b> are allowed <b>only under shorts or long tops</b> that provide appropriate coverage</li> </ul>

	<ul style="list-style-type: none"><li>• <b>Athletic shoes</b> are required for safety and activity readiness</li><li>• Clothing must be <b>free of inappropriate graphics, slogans, or designs</b></li></ul>
<b>Water Days</b>  (splash events, end-of-year, etc.)	<ul style="list-style-type: none"><li>• Wear <b>dark, modest swimwear</b> that offers appropriate coverage</li><li>• Swimwear must be <b>covered by a long T-shirt or rash guard</b></li><li>• <b>Swim shorts or board shorts</b> must be worn <b>over swimwear</b></li><li>• Clothing must not be <b>tight, sheer, or revealing</b></li><li>• <b>Water-safe footwear</b> (such as aqua socks or strapped sandals) is <b>required</b></li><li>• Scholars must bring a <b>towel and a change of clothes</b> for after water activities</li></ul> <p>All attire should <b>reflect modesty and respect</b></p>

**THE ADMINISTRATION RESERVES THE RIGHT OF FINAL JUDGMENT REGARDING PROPER DRESS.**



## Use & Protection of School Property

Scholars are expected to honor and care for all school property as an extension of our values of stewardship, integrity, and community responsibility.

### Expectations:

- Treat all school facilities, furniture, books, equipment, and materials with care and respect.
- Use school property only for its intended purpose.
- Report any accidental damage or misuse immediately to a staff member.
- Keep classrooms, restrooms, hallways, and outdoor areas clean and free of litter or vandalism.

### Prohibited Actions:

- Defacing, damaging, or destroying school property (including graffiti, intentional breakage, or misuse).
- Removing school property from campus without permission.
- Tampering with technology, classroom tools, or safety equipment.

### Consequences:

- Scholars who damage or misuse school property may be required to repair or replace the item(s).
- Disciplinary action may be taken depending on the severity of the incident.
- Repeated or intentional violations may result in suspension or other administrative consequences.

KCS believes that respecting our shared environment reflects our commitment to excellence, responsibility, and honoring what God has entrusted to us.

## Technology Use Agreement

**Purpose:** Kingdom Culture School may provide scholars with school-issued devices to support learning and instruction. This policy outlines expectations for scholars and families regarding the responsible use of technology and access to school network resources. As technology evolves, additional guidelines may be introduced and will be considered part of this agreement.

KCS believes in fostering digital responsibility and integrity. Scholars are expected to use all technology respectfully, ethically, and in alignment with school values. They are also responsible for taking reasonable care to keep their assigned devices safe, secure, and in good working order.

**Scholar Responsibilities** – All scholars using school-issued devices and network access at Kingdom Culture School are expected to:

1. **Communicate Responsibly:** Use respectful and appropriate language in all digital communications. Avoid the use of profanity, obscene content, or inflammatory speech.
2. **Report Misuse:** Report any incidents of cyberbullying, personal attacks, or threats to a teacher or administrator immediately. All communication should reflect ethical and responsible behavior.
3. **Respect Security Protocols.** Do not attempt to bypass or interfere with internet filters or security settings on any device. KCS devices are equipped with safeguards that apply across all networks.
4. **Use for School Purposes Only:** Technology should be used solely for educational and school-related activities. Non-educational use—including gaming, social media, or entertainment—is not permitted during school hours.
5. **Follow Copyright & Fair Use Laws:** Download and use only content that is legally authorized for educational use. Scholars must adhere to copyright and fair use guidelines in all work.
6. **Understand Monitoring & Ownership:** All digital activity on school devices and networks—such as internet use, emails, files, and media—is considered school property. KCS reserves the right to monitor and inspect any activity or content at any time without notice. Privacy should not be expected when using school technology.

**Scholar Restrictions:** To ensure safe, respectful, and responsible technology use, scholars must adhere to the following restrictions:

1. **Device Care:** Do not write on, deface, or place stickers on school devices. Keep devices clean and in good condition.
2. **Personal Safety:** Never share personal information (e.g., name, address, files) with unknown individuals online.
3. **Security Settings:** Do not bypass, disable, or alter internet filters, device settings, or school network configurations.
4. **Unauthorized Access:** Do not attempt to access other users' accounts or restricted networks.
5. **Password Protection:** Never share your password or attempt to access someone else's. You are responsible for all activity under your credentials.
6. **Prohibited Downloads:** Do not install unauthorized software, files, games, or content. Introducing malware or harmful programs is strictly prohibited.
7. **Artificial Intelligence (AI) Prohibited Usage:** Scholars are prohibited from using artificial intelligence or automated tools to produce academic work without proper authorization or citation. This includes copying, paraphrasing, or submitting AI-generated content as original work without acknowledgment.
8. **System Tampering:** Do not alter, damage, or modify hardware, software, or files. Unauthorized system access is considered a serious offense.

9. **Inappropriate Content:** Accessing, storing, or distributing pornographic, obscene, violent, or otherwise unacceptable material is not allowed. School standards determine what is appropriate.
10. **Identification Tags:** Do not remove or alter asset tags, serial numbers, or identification labels.
11. **Food & Drink:** Keep food and drinks away from devices to prevent damage.
12. **Safe Handling:** Avoid placing devices near edges, on floors, or on unstable surfaces where they may fall or be damaged.
13. **Storage & Use:** Never stack objects on devices, leave them outdoors, or use them near water.

**Device Care and Damage Policy:** Scholars must report any damage to a school-issued device to KCS staff immediately. Suppose damage is found to result from improper handling or failure to follow care guidelines. In that case, families may be responsible for repair costs, up to the full replacement value, as determined by school administration.

**Examples of Improper Handling Include:**

- Leaving a device unattended or unsecured
- Using the device in unsafe conditions or environments
- Disregarding school guidelines for device care
- Losing or damaging the school-issued charger (if applicable)

Damage resulting from misuse or carelessness may also lead to disciplinary action, including loss of device privileges. Scholars are expected to treat all school technology with responsibility and respect, ensuring its proper use for learning.

# General School Policies

## Attendance Policy

At KCS, consistent attendance is essential to academic success, spiritual growth, and community engagement. While we understand that absences may occasionally be necessary, we ask families to partner with us in ensuring that scholars are present and punctual whenever possible.

### School Hours

To maintain a safe and orderly campus environment, follow the guidelines for scholar arrival and departure:

Schedule Component	Policy
Arrival Time	<ul style="list-style-type: none"><li>Scholars may arrive on campus beginning at <b>8:15 a.m.</b></li><li>Supervision is not available before this time.</li></ul>
Start of Instruction	<ul style="list-style-type: none"><li>Classes begin promptly at <b>8:30 a.m.</b></li><li>Scholars arriving after <b>8:30 a.m.</b> will be marked <b>tardy</b>.</li></ul>
Dismissal & Departure	<ul style="list-style-type: none"><li>The academic day ends at <b>2:00 p.m.</b></li><li>Mid-day worship is held from <b>2:00 to 2:30 p.m.</b></li><li>All scholars should be picked up by <b>2:35 p.m.</b></li></ul>

### Late Pick-Up Policy

Late fee being charged to the parent/guardian:

- 5 – 10 minutes late = \$10.00
- 11 – 15 minutes late = \$20.00
- 20 minutes or more = \$30.00

### Tardy Policy

Arriving on time is an essential part of scholarly success. Prompt, consistent attendance helps scholars engage fully in learning, minimizes classroom interruptions, and builds habits of responsibility.

Scholars are expected to be seated and ready to begin by the official start of class. Arriving late disrupts the flow of instruction for everyone and places scholars at a disadvantage. Any scholar

not present at the start of class will be marked tardy and must report to the front office for a tardy slip before entering their classroom.

Sign-In Procedure: Scholars who arrive late must be checked in by a parent or guardian at the front office and provide a reason for the tardiness. If a scholar arrives without an adult, office staff will contact the parent or guardian to return to school for proper check-in.

Excused Tardies: Tardies will be excused only for valid reasons such as:

- Medical or dental appointments
- Illness or injury
- Family emergency

All other tardies will be considered unexcused.

Chronic tardiness affects not only the individual scholar but also the classroom community. The following steps will be taken each quarter:

- 3 Tardies in a quarter– written notice sent to parents/guardians
- 4 Tardies in a quarter– \$50 fine
- 5 Tardies in a quarter– \$100 Fine; meeting with school administration
- 10 Tardies in a quarter– Scholar potentially asked to withdraw from KCS

Scholars arriving significantly late may be counted as absent for part or all of the school day, depending on the time of arrival.

To maintain classroom focus and scholar safety, scholars who arrive during instructional time may be asked to wait in a designated area until they can join their class appropriately.

## Reporting an Absence

Parents/guardians must report a scholar's absence by 10:00 a.m. on the day of the absence by submitting the [Report an Absence](#) form.

1. Parent/guardian name
2. Scholars' name, grade, and teacher
3. Reason for the absence (specific illness if applicable)
4. Expected return date

## Make-Up Work

Scholars will have one day to make up missed work for each day absent, unless otherwise arranged with the teacher. It is the scholar's responsibility to follow up on missed assignments. For further details see the [Make-up Work Policy](#).

## Excused Absences

Excused absences include:

- Personal illness (specific illness must be stated)
- Serious illness of a family member
- Doctor or dental appointments
- Death of a family member
- Required court appearances
- Religious holidays
- School suspension
- Prior approval for extended absence

## Unverified Absences and Truancy

After five unverified absences, the scholar will be considered truant, and a formal notification will be sent home.

Per A.R.S. § 15-901(A)(1), scholars with 10 consecutive unexcused absences will be withdrawn from enrollment. Arizona law (A.R.S. § 15-802 and A.R.S. § 15-803) requires scholars to attend at least 90% of the school year. Scholars who fall below this threshold may be subject to academic review and possible retention.

## Extenuating Circumstances

We recognize that unique situations may arise. Extenuating circumstances will be reviewed on a case-by-case basis by school administration.

## Scholar Sign Out

- Scholars must be signed out by a parent or guardian at the front office if leaving before the scheduled **2:30 p.m. dismissal**.
- Administrative approval is required for early release. Scholars must also sign back in upon returning to campus.
- Sign-outs are only allowed before 2:00 p.m.

## Make-Up Work

When a scholar is absent, it is the responsibility of the parent or guardian to contact the school and coordinate with teachers to request classwork, homework, and any missed assignments.

### General Guidelines:

- **Assignments given before an absence** are due the day the scholar returns to school.
- **Assignments given during an absence** are due within one school day for each day missed, not to exceed one week unless otherwise arranged with the teacher.
- **Missed tests or quizzes** will be rescheduled at the instructor's discretion.
- **Long-term absences** (due to illness or suspension) may require special arrangements. Teachers may provide work in two-week increments, and scholars must complete and return all work before receiving additional material.

Timely completion of makeup work is essential to maintaining academic progress. Parents and scholars are encouraged to communicate proactively with teachers to ensure a smooth and successful return to class.

## Campus Access & Security

- The campus is open and supervised from **8:15 a.m. to 2:35 p.m.** Campus gates remain locked throughout the instructional day.
- Entry during school hours is permitted only through the **main office**.
- Any individual on campus without a visitor badge will be escorted to the office immediately.

## Closed Campus Policy

For the protection and well-being of our scholars and staff, Kingdom Culture School operates as a **closed campus** during all instructional hours.

### Visitor Procedures

- All visitors—including parents, guardians, and volunteers—must **check in at the front office**, provide valid photo identification, and **sign in** with the date, time, purpose of visit, and area or person they are meeting.
- Visitors are only permitted to enter through the **main church entrance**.
- For entry or assistance, please contact **Kingdom Culture Community Church directly at (520) 900-3612**.
- A **visitor badge** will be issued and must be visibly worn at all times while on campus.
- To ensure security and minimize disruptions, **all visitors will be escorted by a staff member** to and from their designated location or activity.

## Sick & Wellness Policy

Our school is committed to maintaining a safe and healthy environment for all scholars, the community, and families. To help prevent the spread of illness and support community wellness, we follow public health guidance from Pima County and the Arizona Department of Health Services.

**When to Stay Home:** Scholars should remain at home if they exhibit any of the following:

- Fever of 100.4°F (38°C) or higher.
- Continuous vomiting or diarrhea within the past 24 hours.
- Persistent cough, difficulty breathing, or nasal congestion that interferes with learning.
- Conjunctivitis (pink eye) or unexplained eye discharge.
- Rash or skin condition that may be contagious.
- Symptoms that prevent meaningful classroom participation.
- Any symptoms that impair the ability to perform duties or may pose a risk to others.
- Live head lice or active nits (eggs) are present on the scalp or hair.

**Head Lice Policy:** Following Arizona Department of Health Services recommendations, scholars with live lice or an active infestation will be sent home for treatment. Once treatment has been initiated and no live lice are present, they may return to school. School administration may perform follow-up checks to ensure readiness to return. Routine classroom-wide lice checks are not recommended, but individual checks may be conducted when symptoms are observed.

**Returning to School After Illness:** Be symptom-free – especially from fever, vomiting, or diarrhea - for at least 24 hours **without medication** before returning. For contagious conditions (e.g., strep throat, influenza, COVID-19), a healthcare provider's clearance or confirmation of treatment may be required.

**Reporting Illness or Absence:** Parents/guardians should notify the school by 8:30am of an absence due to illness. Please include the reason for the absence and any symptoms to help the school monitor health trends and respond appropriately.

**Wellness at School:**

- The school reserves the right to send scholars home if they appear unwell or show signs of a communicable illness.
- Designated school personnel may conduct basic health checks, such as temperature screenings; however, school administration does not diagnose or treat medical conditions.
- Families will be contacted immediately in the event of severe symptoms or injury.



**Chronic Conditions & medication:** Families must inform the school of any chronic health conditions, allergies, or medication needs. Individual health plans must be provided to the school to ensure scholars safety and support.

**Health & Hygiene Education:** scholars are taught age-appropriate hygiene practices, including handwashing, respiratory etiquette, and respectful behavior when managing symptoms. We aim to foster a culture of care, responsibility, and compassion.

## Academics

### Toddler–Pre-K Academic Policy

Our early childhood program is designed to nurture the whole child – spiritually, socially, emotionally, and academically – through intentional, play-based learning and structured foundational instruction. Our Toddler–Pre-K curriculum integrates trusted educational tools and resources to support language development, early literacy, and cognitive growth.

#### Curriculum Foundations

Our academic approach draws from the following programs:

- [Little Bee Speech](#): We use tools like *Articulation Station* to support early speech and language development through engaging, evidence-based activities tailored to young learners.
- [Signing Time](#): American Sign Language (ASL) is introduced to enhance communication, reduce frustration, and build early vocabulary. Signing is woven into daily routines, songs, and stories.
- [Abeka](#): A biblically integrated curriculum that introduces phonics, numbers, colors, shapes, and character development through age-appropriate lessons and hands-on activities.

#### Instructional Goals

- Foster a love for learning through exploration, music, movement, and storytelling.
- Develop fine and gross motor skills through purposeful play and sensory activities.
- Encourage early literacy and language through read-alouds, phonemic awareness, and expressive communication.
- Support social-emotional growth through structured routines, cooperative play, and positive behavior modeling.
- Introduce foundational biblical truths and values in a nurturing, age-appropriate way

## Assessment & Communication

Teachers observe and document developmental milestones and academic progress through informal assessments, portfolios, and regular communication with parents. Progress reports are shared regularly to celebrate growth and identify areas for support.

## Kindergarten–3rd Grade Academic Policy

Our Kindergarten through 3rd Grade program is designed to build strong academic foundations while nurturing curiosity, creativity, and character. We combine structured instruction with interactive learning to support each child's growth across core subjects and communication skills.

### Curriculum Resources

Our academic framework draws from the following trusted programs:

- [Abeka](#): A comprehensive, faith-based curriculum that emphasizes mastery in phonics, reading, writing, math, science, history, and Bible. Abeka's spiral learning approach ensures scholars revisit and reinforce key concepts throughout the year, building confidence and academic fluency.
- [Little Bee Speech](#): Tools like *Articulation Station* and *Little Stories Pro* are used to support speech clarity, expressive language, and reading fluency. These resources help scholars strengthen communication skills through engaging, research-based activities.

### Instructional Goals

- Develop strong literacy and numeracy skills through daily practice and guided instruction.
- Foster oral language development and reading comprehension
- Encourage critical thinking, creativity, and problem-solving
- Promote respectful collaboration and independent learning habits
- Integrate biblical values and character education into academic content

## Assessment & Communication

Scholar progress is monitored through a combination of formative assessments, classroom observations, and curriculum-based evaluations. Teachers provide regular feedback and maintain open communication with families to support each child's academic journey.

### Pathway to LUOA (Grades 4–11)

In 3rd grade, scholars begin preparing for the transition to full-time coursework through our partnership with Liberty University Online Academy (LUOA), which starts in 4th grade. Instruction in the 3rd grade emphasizes reading comprehension, independent learning habits, and digital readiness to ensure a smooth academic progression into LUOA's online platform.

## Instructional Goals

- Strengthen foundational literacy and numeracy skills
- Develop oral and written communication
- Foster independent learning and critical thinking
- Promote respectful collaboration and personal responsibility
- Integrate biblical values and character development

## Assessment & Communication

Scholars' progress is monitored through classroom assessments, teacher observations, and curriculum-based evaluations. Teachers maintain regular communication with families to support each child's academic journey and readiness for the next stage.

## Grades 4–11 Academic Policy

Kingdom Culture School partners with [Liberty University Online Academy](#) (LUOA) to provide a rigorous, Christ-centered academic experience for scholars in grades 4 through 11. Through this affiliation, scholars benefit from a blended learning model that combines in-person support with LUOA's accredited online curriculum.

## Curriculum Overview

The LUOA core curriculum includes instruction in:

- **Language Arts** (reading, writing, grammar, and literature)
- **Mathematics**
- **Science**
- **History & Social Studies**
- **Electives** (available in upper grades, including foreign language, computer science, and life skills)

Courses are designed to meet or exceed national academic standards while integrating a biblical worldview and values. Scholars engage with interactive lessons, virtual labs, and multimedia content that promote critical thinking and academic excellence.

## Instructional Model

- Scholars complete LUOA coursework online with guidance from certified LUOA instructors.
- On-campus facilitators and KCS staff provide academic support, accountability, and enrichment.
- Assignments are self-paced within structured deadlines, allowing for flexibility and personalized learning.

## **Assessment & Progress Monitoring**

Scholar progress is tracked through LUOA's online platform, with regular assessments, quizzes, and projects. KCS staff monitor academic performance and communicate with families to ensure scholars remain on track.

## **College & Career Readiness**

LUOA offers over 250 dual-enrollment and college credit courses for high school scholars, preparing them for post-secondary success. Scholars in grades 9–11 may begin exploring these opportunities with guidance from KCS academic advisors.

## **Academic Integrity Policy**

At KCS, we hold high expectations for character and conduct, including a strong commitment to academic honesty. Upholding integrity reflects our culture of honor and respect, and we expect all scholars to complete their work truthfully, without deception or misrepresentation.

Dishonesty—including cheating and plagiarism—harms the individual scholar's growth, undermines academic trust, and disrupts the learning environment. These behaviors prevent scholars and teachers from accurately assessing progress and building authentic competence.

## **Examples of Academic Dishonesty**

### **Cheating may include (but is not limited to):**

- Copying someone else's answers or work
- Allowing another scholar to copy your answers or work
- Sending or receiving test answers via text or messaging
- Using or sharing test questions, answer keys, or other restricted materials
- Using unauthorized notes, online content, or other aids during a test
- Submitting work completed by someone else as your own (including online help or AI tools)
- Altering a graded test or assignment and requesting a regrade
- Adding your name to group work that you did not contribute to

### **Plagiarism is presenting another person's ideas or work as your own. Examples include:**

- Copying and pasting text from a website, book, or article without proper quotation or citation
- Submitting someone else's essay, project, or creative work
- Using paraphrased ideas from a source without credit
- Downloading, buying, or sharing academic work and passing it off as original

### Consequences for Violations

- **First Offense:** Parent/guardian will be notified. Scholars will receive a zero on the assignment.
- **Second Offense:** Parent/guardian will be notified. Scholars will serve a detention during which they must complete a reflective writing assignment on the meaning and impact of academic dishonesty. A zero will be given on the assignment.

Repeated or serious infractions may lead to further disciplinary action as determined by school administration.

## Independent Study & Clubs

### Extracurricular Special Interest Clubs and Homework

Our extracurricular clubs are designed to cultivate leadership, creativity, curiosity, and spiritual growth through hands-on, scholar-inspired enrichment opportunities. These clubs are facilitated by passionate parents, staff, and community members who guide scholars in exploring their unique gifts and interests.

### Club Requirements

- Minimum of 4 scholars
- Gather for a minimum of 2 hours per month.
- If clubs meet off-campus, at least two community members must be present, and **waivers must be signed by parents.**

While the list of clubs may vary from year to year based on scholar interest and facilitator availability, examples of our offerings include:

Club Name	Description
<b>Chess Club</b> (Grades 2+)	Develops critical thinking, strategy, and patience through guided play and tournaments.
<b>Readers Are Leaders</b>	Encourages a love for reading and discussion through book clubs and literacy games.
<b>Adventures Club</b>	Promotes outdoor exploration, teamwork, and hands-on life skills.
<b>Sports Club</b>	Offers seasonal athletic activities and team-building challenges.
<b>Master Builders</b>	Fosters engineering and design through LEGO® and creative construction projects.

## Love God, Love People & Make Disciples

<b>Bible Scholars</b>	Builds biblical literacy and discussion skills through deep dives into scripture.
<b>Toastmasters Youth Leadership</b>	Trains scholars in public speaking, presentation, and leadership etiquette.
<b>Creative Worship</b>	Encourages expressive dance as a form of worship.
<b>Yearbook Leadership</b>	Teaches digital publishing, photography, and layout as scholars create the school yearbook.
<b>Student Council</b>	Empowers scholars to represent their peers, plan events, and practice servant leadership.
<b>Hobby Club</b>	A rotating interest group exploring crafts, collections, and hands-on learning.
<b>National Honor Society</b>	Recognizes academic excellence, service, and character (available in upper grades).
<b>Wright Flight</b>	Engages scholars in STEM and aviation through goal-based flight education.
<b>Worshippers Arise</b>	Provides opportunities for scholars to lead worship through music.

These clubs meet during the school day or after school, depending on the group. New club proposals are welcome and reviewed by the school administration. Parent involvement and scholar passion are what bring these groups to life!

### Extra-Curricular Eligibility Policy

Participation in school-sponsored extra-curricular activities is a privilege granted to scholars who demonstrate strong academic performance, positive behavior, and reliable attendance.

**Activities Covered:** This policy applies to school-organized events, clubs, student government, reward-based field trips, and other enrichment programs.

**Eligibility Criteria:** Scholars must meet the following requirements to participate:

- **Parental Consent:** Written permission is required.
- **Attendance:** No more than 4 absences and 3 tardies per quarter.
- **Academic Standing:** For grades 2 and up, a minimum GPA of 3.0 must be maintained. Eligibility is reviewed quarterly.

- **Disciplinary Status:** Scholars on suspension or probation are ineligible. All detentions must be served, regardless of conflicts.
- **Fees:** Participation fees must be paid in full and are non-refundable.
- **Roster Submission:** Administration will verify eligibility based on event-specific deadlines.

Scholars may be removed from eligibility at any time due to academic decline or behavioral concerns. Reinstatement requires a one-week favorable progress report signed by facilitators.

## Homework

Homework in Kindergarten through 3rd Grade is designed to support and extend classroom learning. Assignments may include completing unfinished classwork, reinforcing skills, memorizing material, preparing for tests, conducting research projects, practicing spelling, improving reading comprehension, and revising or developing long-term reports.

Facilitators have the discretion to assign homework as needed to ensure mastery of grade-level skills and content. Independent reading is considered essential at all levels and is integrated into the weekly routine for all scholars.

### Homework Policy – Grades K–5

Homework in Kindergarten through 5th Grade is designed to support and extend classroom learning. Assignments may include completing unfinished classwork, reinforcing skills, memorizing material, preparing for tests, conducting research projects, practicing spelling, improving reading comprehension, and revising or developing long-term reports. However, it is not limited to the listed items.

Teachers have the discretion to assign homework as needed to ensure mastery of grade-level skills and content. Independent reading is considered essential at all levels and is integrated into the weekly routine for all scholars.

#### Recommended Homework Duration by Grade Level

Grade Level	Recommended Reading
Kindergarten–1st Grade	Reading comprehension questions + approximately 15 minutes daily
2nd–3rd Grade	Reading comprehension questions + approximately 30 minutes daily

<b>4th–5th Grade</b>	Reading comprehension questions + approximately 45 minutes daily
<b>6th–12th Grade</b>	Reading comprehension questions + approximately 60 minutes daily

Examples of reading comprehension questions:

- What just happened in the story?
- How do you think the character feels right now? Why?
- What do you think will happen next?
- Can you describe the setting or main problem so far?
- Does this remind you of anything in your own life?

This policy is intended to promote consistent practice, foster time management skills, and support overall academic growth.

### **Grading Scale – Kinder-3rd Grade**

The following grading scale reflects student achievement in core academic areas:

<b>Letter Grade</b>	<b>Percentage Range</b>	<b>Performance Description</b>
<b>A</b>	90–100%	Demonstrates advanced mastery of course content with a thorough and exceptional understanding.
<b>B</b>	80–89%	Demonstrates solid mastery of course content with a strong level of knowledge and understanding.
<b>C</b>	70–79%	Demonstrates general proficiency in course content with consistent understanding.
<b>D</b>	60–69%	Does not meet proficiency standards; displays limited understanding of course material.



<b>F</b>	Below 60%	Fails to meet minimum academic expectations; insufficient understanding of course content.
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**Academic Support for Core Subjects** Scholars who earn a **D (60–69%)** or an **F (below 60%)** as a final grade in *reading, writing, or math* may be recommended for academic intervention. Recommendations may include:

- Enrollment in an intensive reading or math support course
- Tutoring through a recommended external provider

Final placement or promotion decisions will be made in collaboration with teachers and administration based on overall academic performance and growth indicators.

### Grading Scale 4th-11th ([LUOA](#))

Students at Kingdom Culture School engage with content through readings, videos, and interactive activities within each lesson. Assignments include computer-based exercises, quizzes, projects, and tests. An instant grading feature provides real-time progress feedback to students, parents/guardians, and affiliate points of contact (POCs). Written components such as short answers, essays, and projects are evaluated by assigned instructors.

#### Assessment Overview

- Assessment types and volume vary by subject module.
- Teachers retain discretion in awarding credit based on the quality and completeness of submitted work.
- Extra credit opportunities are not provided.
- Standard grading turnaround:
  - **Assignments & quizzes** – within 48 hours
  - **Projects & papers** – within 4 days

#### Grading Scale

Letter Grade	Percentage Range	Performance Description
A	90–100%	Excellent performance and consistent mastery
B	80–89%	Above-average understanding and proficiency
C	70–79%	Satisfactory completion of expected coursework

D	60–69%	Limited proficiency; does not meet full standard
F	0–59%	Incomplete understanding; academic goals unmet

### Assignment Weighting Structure

Each assignment is categorized into tiers with corresponding weight toward the final course grade:

Tier	Type	Weight
Tier 0	Practice, ungraded participation	0%
Tier 1	Daily work, small assignments	25%
Tier 2	Quizzes, intermediate assessments	35%
Tier 3	Major projects, exams, essays	40%

Final grades are calculated based on the weighted average of scores across all applicable tiers.

### Completion Requirements for Course Credit

In order to receive credit for a course, the following conditions must be met:

1. All **semester exams** and **module tests** must be completed in full.
2. All **Tier 3 assessments** (projects, major papers) must be submitted.
3. The student may not exceed **four blank (zero) submissions** per semester.

### Grade Concerns & Appeals

Questions regarding end-of-course grades should be directed to the course instructor as soon as possible for clarification or review. All concerns must be submitted in a timely manner to allow for potential resolution.

## Report Card & Facilitator Conferences

Official report cards are issued at the **end of each semester** and serve as a formal record of each student's academic progress. Families with accounts in good standing will receive report cards either during scheduled Facilitator Conferences or via email.

- **First Semester:** A Facilitator Conference is held for all students to review academic performance and set goals for the remainder of the year.
- **Second Semester:** Conferences may be offered at the discretion of the facilitator or at the request of the parent or guardian.

These conferences are an important opportunity to partner with families, celebrate student growth, and address academic needs in a collaborative setting.

## Quarterly Recognition Ceremonies

To foster a culture of encouragement, excellence, and personal growth, Kingdom Culture School hosts **Quarterly Recognition Ceremonies** to honor student achievements across academic, character, and community categories.

### Purpose

These ceremonies serve to:

- Celebrate student accomplishments and milestones
- Reinforce school values and expectations
- Encourage continued effort and engagement

### Recognition Categories

Students may be recognized in the following areas:

Category	Description
<b>Academic Honors</b>	Students earning <i>Honors</i> (GPA 3.50–3.69) or <i>High Honors</i> (GPA 3.70–4.00) based on semester performance
<b>Character Awards</b>	Recognition for demonstrating core values such as kingdom, community, transformation and multiplication.
<b>Most Improved</b>	Acknowledgment of students who have shown significant academic or behavioral growth
<b>Attendance Excellence</b>	Recognition for consistent punctuality and attendance

<b>Community Contribution</b>	Students who have positively impacted the school environment through service or leadership
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### Ceremony Format

- Held at the conclusion of each academic quarter
- May include student performances, guest speakers, or family participation
- Certificates and/or awards are presented by facilitators and school leadership

These events are designed to affirm student effort and inspire continued growth in both academic and personal development.

## Lunch & Snack Policy

Kingdom Culture School does not operate a school lunch program. Therefore, families are responsible for providing daily lunches and snacks for their scholars. To promote health, safety, and academic readiness, the following guidelines apply:

### Lunch & Snack Expectations

- Scholars must bring a **cold lunch and snack** each day. Food should be ready to eat and **require no refrigeration or heating**, as kitchen appliances are not available for student use.
- Lunches should reflect **nutritional balance**, in alignment with current USDA dietary guidelines, which emphasize:
  - A variety of fruits and vegetables
  - Whole grains
  - Lean proteins
  - Low-fat or fat-free dairy
  - Limited added sugars and sodium
- Families are encouraged to avoid sending highly processed foods, excessive sweets, or sugary beverages.
- Scholars should bring all necessary utensils, napkins, and condiments, as these are not provided by the school.

### Beverage Policy

- **Only water is permitted in classrooms.**
- **Specialty drinks** such as coffee, cocoa, smoothies, and energy drinks must be consumed before entering the building and are not allowed during the school day.
- **Soda and energy drinks are not permitted** on campus at any time.

### **Food Safety & Allergen Awareness**

- Please be mindful when sharing food due to allergy and hygiene concerns.
- Classrooms with allergy-sensitive scholars may have additional restrictions; families will be notified accordingly.

### **Gum Policy**

- **Gum chewing is not permitted** at any time on campus during school hours.

## **Nondiscrimination Policy**

Kingdom Culture School is committed to creating a safe, respectful, and inclusive learning environment for all scholars, families, and staff. By applicable federal and state laws - including the United States Constitution and the Arizona Constitution (Article II, § 36) - the school does not unlawfully discriminate based on race, color, national origin, sex, age, disability, religion, or any other status protected by law in its admissions, educational programs, employment practices, or activities.

Kingdom Culture School is a private Christian school that reserves the right to operate in accordance with its mission, values, and Statement of Faith. All school community members are expected to contribute to a culture of mutual respect, integrity, and personal responsibility.

## **Appendix - Forms**

[Family Partnership Application](#)

[Family Partnership Service Hours](#)

[Lifestyle Agreement](#)

[Incident Report Form](#)

[Report an Absence](#)

[School Application](#)