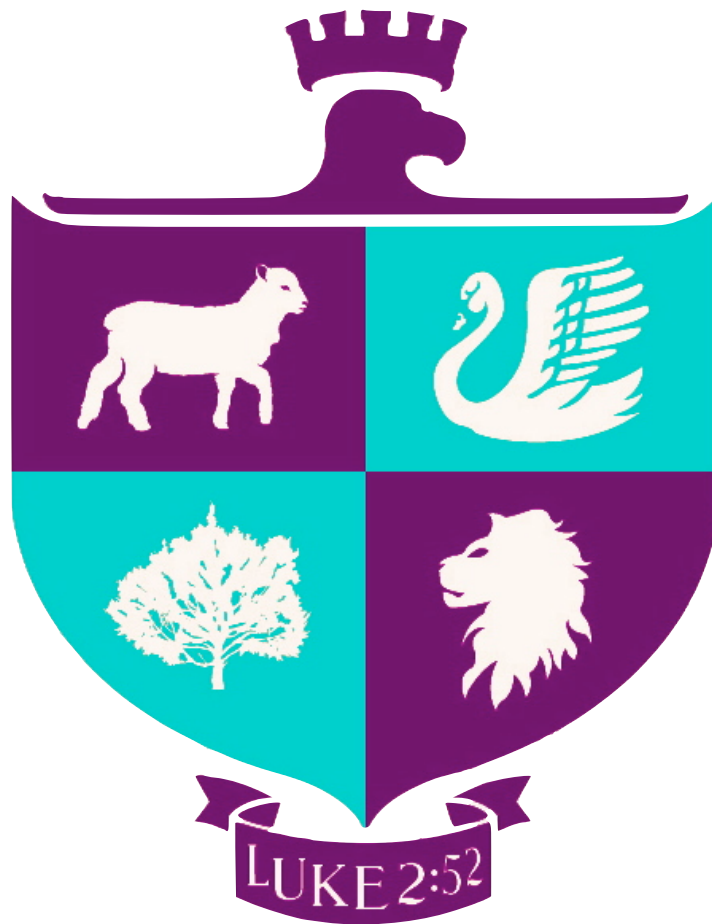

Kingdom Generation School



And Jesus increased in wisdom and stature, and in favor with God and men.

Parent/Teacher Home Education Handbook 2020-2021

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Introduction

This handbook contains important information about Kingdom Generation School (KGS). Please read it carefully and keep it in a convenient place. You should refer to it if questions arise during the school year. It is your responsibility to become familiar with the contents of this handbook and to abide by all of its guidelines. If you have any questions that the handbook does not clarify, please do not hesitate to call the office at (951) 777-4560 .

Kingdom Generation School is in agreement with the Mission Statement of CHEA (Christian Home Educators Association of California). We are here to provide information, training, support, and to aid in the strengthening of your abilities, while preserving your independence as a parent/teacher. Although KGS is keeping your student's records, it is in no way responsible for their actual education.

You have made a conscious choice to become personally involved in your student's education and your commitment to their education will be supported. Because this is such an important decision on your student's behalf, we require that both parents be in agreement concerning home school. This year will bring its share of difficulties and challenges, but the Lord is faithful and will honor your commitment by empowering you with His strength. Your reward will be a rich relationship with your children that few parents experience in today's world.

May the Lord continue to bless you as you teach your children in His ways.

The Administration Team

“Train up a child in the way he should go, and when he is old he will not depart from it.”
Proverbs 22:6

Kingdom Generation School Contact Information

Kingdom Generation School
11455 Hubbard St. Moreno Valley, CA 92557
(909) 777-4560 office@kgschool.org

Parent/Teacher Meetings: By Appointment only

OUR SCHOOL TEAM/BOARD

Principal/Head School Administrator/Faculty
Assistant Administrator/Registrar/Faculty

School Chaplain
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I. Purpose and Philosophy

As a Christian school, we require families in this program to base their education on Scriptural principles (*Deuteronomy 6:6-9, Proverbs 22:6, Ephesians 6:4*). All scriptural instruction regarding children is given to parents; we are challenged to meet this responsibility.

A. MISSION STATEMENT

“To assist homeschool parents in training their children as kings, priests, and citizens of the Kingdom of Heaven to reign and establish God’s kingdom in the areas of their God-given calling.”

“And Jesus increased in wisdom and stature, and in favor with God and men”

Luke 2:52

Kingdom Generation School’s mission is to help homeschool parents to train their children in the ways of the Lord. We believe that parents have been called to educate and minister their children *to achieve a Christ like growth in order to fulfill God’s purpose for their lives*. Therefore, our desire is to equip and assist parents to prepare their children to assume what they are and have in Christ. In this manner, children would be able to exercise their Real Priesthood for the glory of God, increasing in wisdom, stature, and in favor with God and men, and being a blessing to other individuals throughout the earth.

B. STATEMENT OF FAITH

Kingdom Generation School is rooted upon the principles of Christ as they are revealed in the Bible, the Word of God. It has its foundation of faith and practice in the Scriptures and the vital experience of its constituents is scripturally oriented.

- WE BELIEVE in the verbal inspiration of the Bible (2 Timothy 3:16; 2 Peter 1:19-21).
- WE BELIEVE in one God eternally existing in three persons; namely, the Father, Son, and Holy Ghost (Matthew 28:19; Acts 2:36-38; Mark 1:10-11).
- WE BELIEVE in the deity of our Lord, Jesus Christ (John 1:1); His virgin birth (Luke 1:34-35); His sinless life (Hebrews 4:15); His miracles (John 10:37-38); His vicarious and atoning death (1 Corinthians 15:3); His resurrection (1 Corinthians 15:4; 1 Peter 1:3); His ascension to the right hand of the Father (Mark 16:19); His imminent return to this earth in power and glory (Acts 1:11; Hebrews 9:28).
- WE BELIEVE that all have sinned and come short of the glory of God and that repentance is commanded of God for all and necessary for forgiveness of sins (Romans 3:23, Mark 1:15; Luke 13:3; Acts 3:19).

- WE BELIEVE that justification, regeneration, and the new birth are wrought by faith in the blood of Jesus Christ (Romans 5:1; Titus 3:7).
- WE BELIEVE in sanctification subsequent to the new birth, through faith in the blood of Christ; through the Word, and by the Holy Ghost (Romans 5:2; 1 Corinthians 1:30; 1 Thessalonians 4:3; Hebrews 13:12).
- WE BELIEVE holiness to be God's standard of living for His people (Luke 1:75; 1 Thessalonians 4:7; Hebrews 12:14).
- WE BELIEVE in the baptism with the Holy Ghost subsequent to a clean heart (Matthew 3:11; Luke 24:49, 53; Acts 1:4-8); and in the speaking with other tongues as the Spirit gives utterance (John 15:26; Acts 2:4; 10:44-46; 19:1-7).
- WE BELIEVE in water baptism by immersion, and all who repent should be baptized in the name of the Father, and of the Son, and of the Holy Ghost (Matthew 28:19; Mark 1:9, 10; John 3:22, 23; Acts 8:36, 38.)
- WE BELIEVE in the Lord's Supper (Luke 22:17-20; 1 Corinthians 11: 23 - 26).
- WE BELIEVE divine healing is provided for all in the atonement (Psalm 103:3; Isaiah 53:4, 5; Matthew 8:17; James 5:14-16; 1 Peter 2:24).
- WE BELIEVE in the bodily resurrection (John 5:28, 29; Acts 24:15; Revelation 20:5, 6); eternal life for the righteous (Matthew 25:46; Luke 18:30; John 10:28; Romans 6:22; 1 John 5:11-13); and eternal punishment for the wicked (Matthew 25:41-46; Mark 3:29; 2 Thessalonians 1: 8, 9; Revelation 20:10-15; 21:8).
- WE BELIEVE that all things, seen and unseen, were made by God (Genesis 1:1; Colossians 1:16).

C. PHILOSOPHY OF EDUCATION

Purpose:

Kingdom Generation School is committed to ensure that *modeling Christ* and *integrating Scriptural truths* are central to our education purpose. These two pillars are foundational to KGS's methods, practices, and policies.

"For to me, to live is Christ..." **Philippians 1:21 (NKJV)**

Partner:

Our philosophy of education is built on the premise of **Deuteronomy 6:4-9 (NKJV)**. It is our desire to partner with parents in the raising up of their children in the ways of the Lord.

Hear O Israel: the LORD our God, the LORD is one! You shall love the LORD your God with all your heart, with all your soul, and with all your strength. And these words which I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates.

Prepare:

Education is our **responsibility** and service before God and for the body of Christ as we train and teach children in the **discipline and instruction of the Lord**. We will not pattern our academics after the traditions of men, or after a worldly philosophy, but after Christ. It is our desire to **teach God's Kingdom** diligently in everyday life experiences; raising a **Kingdom Generation** and **mature children of God** that will walk in **love, security, identity**, and **purpose**.

“For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand that we should walk in them.” **Ephesians 2:10 (NKJV)**

Beware lest anyone cheat you through philosophy and empty deceit, according to the tradition of men, according to the basic principles of the world, and not according to Christ. **Colossians 2:8 (NKJV)**

D. CHRISTIAN HOME EDUCATORS ASSOCIATION OF CALIFORNIA (CHEA)

The mission of the Christian Home Educators Association of California is to advance the Kingdom of Jesus Christ by promoting private Christian home education as an outstanding educational opportunity; providing information, training and support to the homeschool community; and protecting the God-given right of parents to direct the education and training of their children, to the glory of God.

II. Legal Information

A. CALIFORNIA COMPULSORY EDUCATION REQUIREMENTS*

California compulsory education law requires everyone between the ages of six and eighteen years of age to attend school, except sixteen- and seventeen-year-olds who have graduated from high school or passed the California High School Proficiency Exam (CHSPE) and obtained parental permission to leave.

Required days of instruction: 180 for public schools only.

Required subjects: Home schools must be taught in English and offer instruction in the several branches of study required to be taught in the public schools. Specifically, in grades 1-6, the following courses must be taught: English, Math, Social Science, Science, Visual and Performing Arts, Health, and Physical Education.

B. HOME EDUCATING IN CALIFORNIA*

There are no statutes in California that specifically and exclusively deal with private home education as distinct from private schools. California is one of twelve states in which education at home is accomplished under a **private school exemption**.

The penalty for noncompliance with a state's compulsory attendance generally is a **truancy charge**. Those choosing to home educate "on their own" without the covering of one of the following four legal alternatives, are considered in violation of California Educational Code which could result in legal action.

Please Note! Those parents/teachers using a complete curriculum package from an out-of-state vendor claiming students in other states are enrolled in their schools, **DOES NOT** act as an exemption from compulsory attendance in a California public school. Therefore, one of the following four legal alternatives is still required.

C. FOUR LEGAL ALTERNATIVES FOR HOME EDUCATORS*

(1) Home educators may establish a private school, based in their home, and must file a private school affidavit with the Superintendent of Public Instruction of California (normally between October 1st and 15th of every school year). Children enrolled in a private school are exempt from attendance in a public school.

On August 8, 2008, the California court of Appeals for the Second Appellate District confirmed in their In re Jonathan L. ruling that "California statutes permit homeschooling as a species of private school education."

Under this provision, these requirements apply to all private schools:

- The instructors must be capable of teaching (determined by private school administrator).
- The instruction must be in English (non-English speakers may school in their native language-however, there must also be instruction in English with the goal to be proficiency as an English speaker).
- The instruction must be in the several branches of study required in public schools.

- Certain pupil and school records must be on file.
- Health department forms must be on file.

(2) Home schooling parents may enroll their children in a Private School Satellite Program (PSP) that has filed a private school affidavit with the Superintendent of Public Instruction of California [in keeping with the same legal requirements as (1)]. The PSP may be composed of only home school educators or may be an extension program of a campus-based private school. **This is the exemption used for Kingdom Generation School.**

(3) A child being taught by a home-schooling parent, who has a valid California teaching credential for the grades and subjects taught is exempted from attendance in a public school under the tutorial exemption.

(4) The home-schooled pupil may enroll in a public school independent study program (ISP) or a charter school offering home study. In these programs, the home education family is under the total authority of the public schools. These two options (ISP or charter) are not legally viable for parent/teachers who are using any type of Scripturally based or Scripturally integrated curricula during school hours. [Please see below]

***Charter schools and non-charter schools may teach about religion, but may not teach a sectarian curriculum. EC [Section 47605\(d\)](#) requires that a charter school be nonsectarian in its programs, admission policies, employment practices, and all other operations. Compliance with the prohibition on nonsectarian operations is a condition of apportionment, and the charter would be subject to revocation by its charter authorizing entity in accordance with EC [Section 47607\(c\)\(4\)](#).**

*Resources:

- <http://www.cde.ca.gov>
- Mawdsley, Ralph D. *Legal Problems of Religious and Private Schools*. 2012. Ohio: Education Law Association.
- Home School Legal Defense. *Home Schooling In California Legal Fact Sheet*. 2012.

D. HOME SCHOOL LEGAL DEFENSE ASSOCIATION (HSLDA)

HSLDA is a prepaid **legal service for homeschool families**. Their mission is to defend and advance the **constitutional rights** of parents to **direct the education of their children** and **protect family freedoms**.

Even though homeschooling is **legal and widely adopted in the state of California**, Kingdom Generation School cannot guarantee anyone protection from harassment from any legal authorities. Moreover, we cannot be held accountable for the outcome of any contact by authorities.

Therefore, all **enrolled families in our PSP program** are required to obtain **membership in HSLDA**. Exceptions are for those whose enrolled children are below age 6 or have reached age 18.

Families who are currently members of HSLDA must re-enroll on their anniversary date. If you allow your HSLDA membership to expire you will be given a due date to show proof of membership renewal. After that due date, if you have not shown proof of membership renewal you will receive a **\$25.00 fine** and will be contacted by the administration team.

HSLDA screens the applications they receive for legal risk. Infrequently, a family is declined because of this. If a family is not accepted by HSLDA they will not be accepted into our program.

E. HSLDA'S POSITION ON PUBLIC CHARTER SCHOOLS AND INDEPENDENT STUDY PROGRAMS

The mission of Home School Legal Defense Association has always been to defend the rights of families who desire to privately homeschool their children. Homeschooling through charter schools or public school independent study programs is actually a form of public education, and thus falls outside of HSLDA's mission. It is our longstanding policy not to accept as HSLDA member families whose children are enrolled in such a public school option.

Parents have the right to choose whatever form of education they wish for their children. However, we urge those considering charter schools or public school independent study programs to count the cost, making sure they are fully informed.

*To date, most charter school programs and all public school independent study programs have been enacted with restrictions regarding religious education. **This means that it is unethical and possibly illegal for any religious education to occur during the process of teaching any academic subject through these programs.** For example, religious content in a history or English class covered by the official program would be a statutory violation. (This would not be a constitutional violation by the parents—only the government can violate the Constitution. The Constitution has been interpreted to permit but not require states to fund religious education as a component of a broad general program. This means that whatever the state statutes say is binding. If the statutes ban religious instruction in programs funded by the government, then program participants—including homeschooling parents—who teach religious content are violating the law.)*

Keep in mind that programs receiving government funding can be directly regulated by governmental standards. For example, teaching homosexuality as an acceptable alternate lifestyle may well soon become a universal requirement for public schools—including charter schools and public school independent study programs.

We understand that the financial pressures faced by families today make publicly subsidized educational programs very attractive. But if accepting government subsidies forfeits your right to teach your children in the way you desire, that price is very high indeed.

HSLDA support tax deductions for all educational expenses, similar to deductions for charitable giving or educational tax credits. But even tax deductions would be unacceptable if the mechanisms adopted allow any governmental interference or regulation of content in home school programs. Both HSLDA's experience and the combined history of our nation and western civilization continually demonstrate that with government funding comes government regulation. The price is too high.

(Copied with permission from the HSLDA website. See www.hslda.org)

F. IN CASE OF CONTACT BY STATE OFFICIALS

Many legal problems can be avoided by being accurately informed about state laws and by using tact and respect in dealing with school authorities. Kingdom Generation School will verify your student's enrollment should state school officials request that information.

In preparation for possible contact at your home by authorities or other government officials, keep a copy of attendance records, course of study, and lesson plans. In addition, have the following telephone numbers in a convenient place: HSLDA and KGS.

Should you be contacted, follow these steps:

- Politely and confidently let them know that your student (s) are enrolled in Kingdom Generation School and that they may contact the school for verification. Only allow them in if a search warrant is presented.
- Calmly and confidently tell them to submit their questions in writing.
- Call HSLDA at **540.338.5600** and inform them that you have been contacted.
- Call KGS Registrar at **(909) 777-5675**
- Document this contact and any further contacts.

This summary is not intended to, nor does it constitute the giving of legal advice.

III. Teachers' Responsibilities

A. KGS'S MONTHLY MEETINGS

1. MEETINGS

1.1 On the **last Tuesday of each month** or as otherwise designated, Kingdom Generation School holds a **mandatory** KGS's Monthly Meeting via **Zoom**. These informative meetings provide teacher education and training to help our parents fine-tune their teaching skills. It also provides a time for mutual support and encouragement, necessary business, and activity sign-ups. Throughout the year we may have special guest speakers and workshops. The meetings are an important part of our program to help you in your home schooling journey. One parent from each family must attend each KGS's Monthly Meeting.

1.2 Meetings start promptly at 7:00 PM and last about **one hour**.

2. MISSED MEETINGS

2.1 Up to two absences are allowed because we know conflicting circumstances arise in life from time to time; however, you should make every effort to be at each and every meeting. Absences should only be used for emergencies or when parents are ill, etc.

2.2 If you leave before the meeting ends, it is your responsibility to make sure you inquire about **any missing information** discussed in the meeting. Some meetings may get recorded and the videos uploaded in the **School's Telegram Chat**. It is your responsibility to watch the videos and be informed of the discussed topics.

2.4 When you miss a meeting it is also your responsibility to make any **needed payments** (field trip, special event, etc.) and turn in any paperwork due in advance via e-mail to schoolforms@kgschool.org For any document not turned in on time, there is a \$5.00 late fee per page, per student. These late fees will continue to accrue each month.

2.5 In addition, you need to contact the KGS office to find out if there is any paperwork or information you need to address. You will be held responsible for updates or changes of requirements, policies, deadlines, etc., that are discussed at the meetings. Please understand that many opportunities (ex. field trip sign-ups) are made available at the KGS's Monthly Meetings only. If you do not attend you may not have the opportunity to sign up at a later time.

B. TUITION

1. **Yearly Tuition** must be **paid in full** upon enrollment or by September 10th.
2. Failure to pay tuition on the specified dates without prior agreement established with the **Registrar Office**, will result in a fine of **\$25.00 late fee** per payment deadline that is not met and may result in termination of enrollment.
3. **There is a \$25.00 Returned Check Fee if a check is returned for any reason.**

C. WITHDRAWAL PROCEDURES

If you choose to withdraw from Kingdom Generation School (KGS), you must fill out a **KGS Withdrawal Form** and e-mail it to registrar@kgschool.org. Until you fill out the form, you are still enrolled and, if applicable, you are still responsible for any outstanding school fees which will continue to accrue until we receive your form.

Transfer of cumulative records will be handled upon request of the new school.

1. TUITION

All outstanding tuition or other money owed to the school must accompany your signed **KGS Withdrawal Form**. If you do not pay your debt in full, you will not be considered for future enrollment at any time until all fees (including late fees) are paid. When you transfer to another school, a letter of nonpayment will be included with your student's cumulative files when they are forwarded.

2. RECORDS

When you withdraw, you will need to turn in to schoolforms@kgschool.org your student's **Attendance Record**, **Report Card** and for high school, the **Course Hour Documentation** and **Community Service forms** if applicable, so that their records are complete. If there are missing items or corrections needed, you will have 30 days to turn them in. If you do not turn in your updated records, when you transfer to another school we will forward your student's cumulative records with a letter stating what reports are missing. Also, without the student record there is no proof that your student completed a particular grade. If the next school questions what grade the student is in, the burden of proof is on you, not KGS. If your student is in high school and you leave without turning in required records, we will be unable to complete your student's high school transcript. Your student will lose the credits they earned at KGS and will not be able to use them to graduate from another school.

IV. KGS Dress Code

A. GENERAL GUIDELINES

As Christians, it is our desire to please the Lord and be a good witness to others in both **appearance** and **behavior**. **Kingdom Generation School** requires our students to **wear a school uniform** when meeting **online**, **on-campus** or at **off-campus meetings** and **events**, unless otherwise notified.

KGS school uniform consists of:

For girls:

- White, dark purple, or teal polo shirt
- Beige or navy blue uniform pants, shorts, or skirt
- White, beige, or navy blue socks
- Black, blue, or brown uniform shoes

For boys:

- White, dark purple, or teal polo shirt
- Beige or navy blue uniform pants or shorts
- White, beige, or navy blue socks
- Black, blue, or brown uniform shoes

In the exceptions when uniforms are not required by the school administration, we ask students to dress modestly.

V. Activities and Services

A. FIELD TRIPS

Activities will always be chaperoned and supervised by authorized adults. These may include: KGS administrators, parent volunteers, and/or leadership staff.

All social interactions are guided by Christian values; as part of integrating God's truths in all school-related practices. Emphasis is placed on a wholesome environment for all students. Unwholesome and ungodly attitudes, words, or ideas will not be tolerated.

Field trips can bring much enjoyment and are educational. It is our desire to plan and promote field trips and activities that will enhance your home schooling efforts.

Research indicates that students learn from enjoyable activities as well as remember the information. To make sure the students receive maximum benefit from the excursions, it is your responsibility as parents to identify what lessons would be made easier by firsthand experience and at what age level the students are able to comprehend what is being taught. The objectives should be clear:

- **What are they expected to learn?**
- **Why are they going?**
- **What should they observe while there?**

B. FIELD TRIP POLICIES

Please observe the following so that all may have an enjoyable time:

1. **BE ON TIME**

Out of consideration for others, please be on time. We allow enough time for slight delays only. We will begin the field trip at the designated time.

2. **CHECK-IN**

When you arrive at the designated area, please check-in with the field trip coordinator or school administrator in charge.

3. **CANCELLATIONS**

If you have signed up for a field trip and cannot attend, please call the field trip coordinator ahead of time. If you have paid for the field trip, please be aware that **refunds are NOT available**, no exceptions.

4. **ADULTS**

We request that **at least one parent attend with their student**. If for some reason you cannot attend with your student, please let the field trip coordinator know who will be taking them. It will be your responsibility to have a **Waiver of Liability & Medical Release Form** (see sample at back of handbook) submitted with the attending adult for your student. Failure to do this could seriously endanger the life of your student in the event of an emergency. Please observe this procedure carefully.

5. GUESTS

KGS does NOT permit non-enrolled families to attend field trips or KGS related events, unless otherwise stated. One of the primary benefits of being enrolled is the ability to participate in the activities. However, **immediate family members** and **grandparents** are welcome to attend. **Out-of-town visitors** in your home may be allowed to attend with **PRIOR permission**, depending on the nature and limitations of the trip.

C. CONDUCT AT EVENTS

It is important to remember that our conduct and the conduct of our children may be the only “glimpse” of Christianity that those around us see. Therefore, it is imperative that we are **loving, courteous** and **respectful** of others. It is our duty as parents to train our children to be responsible. We must also remember that our own example will prove to be the best teaching method our children will learn from. We want to be a good witness for our Lord at all times, so we must watch our manners and our words.

1. In the event that someone does misbehave, they will be asked to leave the event and not return until proper apologies have been made. A second offense will be taken to the Administrative Team for action. This may result in being barred from further activities.
2. Make sure students are respectful of people and property at all activities and field trip sites.
3. Please help students learn to be **attentive** to the **field trip coordinator/leader**. If it is a particularly bad day for you or your children and they cannot be courteous to the speaker and others around them, please quietly dismiss yourself from the event. Sticking it out may not be beneficial for you, your child, or others.
4. On most field trips babies, toddlers, and preschoolers are welcome. But some events may ask us not to bring small children because of insurance policies they have or other valid reasons. You will be notified if this is the case. If you do have a little one who is distracting the group or the guide, we ask that you take them away from the area.
5. Have an attitude of compassion for the differences, needs or disabilities of others. *(Parents, teach children to be loving to people who are different from themselves. Matthew 7:12; James 2:1-9; Galatians 5:22-23)*
6. Act and speak in a manner worthy of a Citizen of Heaven. Unkind remarks, profanity, coarse jokes, conversation involving occult or sexual situations or other language unbecoming of a Christian is unacceptable at school functions. Also avoid knowingly wearing gang symbols or colors. *(1 Thessalonians 2:12; Ephesians 4:1; 5:4)*
7. Even though **you** may not have a problem with certain behavior or actions within your family, if you know something may be offensive to someone else, don't do it. Respect the property and landscape of those we are visiting. (Parents, teach children about refraining from some things in a group setting that may be allowed at home. In this category we would include things as simple as climbing trees or fences on someone else's property as well as language or joking that may offend. *(1 Corinthians 8:7-13, Philippians 2:3-4, and Romans 12:17b)*
8. Please show respect and patience with the field trip coordinators. Rude or belligerent parents are subject to the same disciplinary action described above in #1.

D. NEWSLETTERS

The Kingdom Generation School newsletter is published monthly, September through June. It features upcoming events, reminders of record keeping due dates, and special classes available for homeschool families. Please read it carefully, you will be held responsible for the contents in the newsletters.

E. SCHOOL PICTURES

School portraits are taken each year. Whether or not you want to purchase portrait packages, it is required you have your student's photo taken for their student ID and for their cumulative file. Only portraits taken by our photographer will be used unless otherwise stated.

F. END OF SCHOOL YEAR PICTURE COLLAGE

At the end of the school year, parents will be asked to submit between 10-15 pictures of their children throughout the school year and a picture collage will be gifted by the administration for each student.

VI. Academic Services

A. ENROLLMENT

Enrollment into Kingdom Generation School places your family under a Private School Satellite Program (PSP). The PSP acts as an exemption from California Education Code for compulsory attendance in a public school. Before taking your children of any age out of public school or another private school, we recommend that you are fully enrolled in KGS.

Also, except for emergency situations, that you do not take your children out of their current school during the middle of the normal school year (September-June).

Enrollment into KGS takes place beginning May of the previous school year, ending in July. Those enrolling from July 1st to August 31st will be accepted according to space available.

Enrollment applications are available in our school's website.

Application fees and required forms return are as follows:

- Registration fee per **New PSP Student: \$50**
- Registration fee per **PSP Returning Students: \$40**
- **HSLDA membership confirmation number**
- **Yearly Tuition fees**
- **High schoolers:** Appointment date for interview with leadership team.

CUMULATIVE RECORDS

Your students' permanent cumulative records are maintained in our office located at Kingdom Generation School, 11455 Hubbard St. Moreno Valley, CA 92557. The office will obtain them from the previous school and should you decide to leave, KGS will forward them for you at the written request of the new school. If you are filing your own private school affidavit, you can request the cumulative files in writing with school letterhead. You must include your student's name, grade and birth date.

CURRICULUM COUNSELING

Counseling is available to enrolled families during the school year and summer months. To schedule an appointment call the KGS Administration at 951.777.4560.

B. TECHNOLOGY SUPPORT

1. NEWSLETTERS:

2. CALENDAR: Each month's activity calendar are posted in the school's website.

3. PAPERWORK: School forms are available in the school's website.

4. ZOOM Scripture Classes: See the school's website for more information.

VII. Course Criteria/Requirements

A. GENERAL GUIDELINES

1. **COURSE OF STUDY**

Parents agree to diligently and consistently teach their student a reasonable course of study [see legal information section]. Parents will provide and pay for their students' Scripturally based and/or Scripturally integrated curriculum.

2. **GUIDELINES TO USE WHEN PURCHASING CURRICULUM**

2.1. The curriculum should present a Christian worldview. It is recommended to be Scripturally based and/or Scripturally integrated throughout.

2.2. Science curriculum should present a **creation theory**.

2.3. Correspondence courses, Satellite courses, and Tutorial courses should have a **Christian worldview**.

2.4. Courses taken at a local community college need to be assessed individually by the Administrative Team for content. A junior or senior in high school may take college classes and parents are asked to indicate how a **Christian worldview** will be included.

2.5. Any course that is questionable in content and/or length will need to be **discussed** and **approved** by **KGS Administrative Team**.

3. **NON-AFFILIATION WITH PUBLIC SCHOOL COURSES OR CURRICULUM**

Due to HSLDA's non-affiliation with the public school system, students **may not** affiliate with a charter school and take courses during their enrollment with us. If the venue for the course is affiliated with, financed by, or in any way connected with a charter school, then the course cannot be taken. Also, the teacher's connection to the charter school is important. If the teacher works for a charter, and is holding the class you desire at a charter-controlled venue, then the class **may not** be taken. Or if the teacher is not employed by the charter, but is holding the class in a charter-controlled facility, then the class **may not** be taken. If the teacher is a charter teacher, but is offering the course from their home or from another venue not affiliated with a charter, then the course **may** be taken. As well as, public school curriculum will not be approved.

4. **RECORD-KEEPING FORMS**

Record keeping forms are available in our school's website. Parents will keep records and provide reports to the school as required.

5. **STUDENT'S SUPERVISION**

The role of the parent/teacher is critical in the supervision of students. Private schools are frequently involved in legal issues concerning negligence of duty. Home education families should not add to this by leaving minor children unattended from adult supervision during what are considered school hours. These hours are roughly: 8:30am-3:00pm.

B. REQUIRED SUBJECTS BY GRADE FOR KINGDOM GENERATION SCHOOL

1. Elementary K-5th Grade

Bible, English, Mathematics, and P.E. are core classes, which should be taught all year, every year.

History/Social Studies and Science should be taught at least 1/2 of the school year, every year.

Visual or Performing Arts are optional but recommended.

Health may be incorporated into Science or P.E. This subject is optional but recommended.

Foreign Language and Computer Basics are optional.

2. Junior High/Middle School 6th-8th Grade

Bible, English, Mathematics, History, Science and P.E. are core classes, which should be taught all year, every year.

Visual or Performing Arts are optional but recommended.

Health is optional but recommended.

Foreign Language and Computer Basics are optional.

3. High School 9th-12th Grade

Please see High School Graduation Requirements.

C. DESCRIPTION OF COURSES

The California Education Code states that private schools are required to “offer instruction in the several branches of study required to be taught in the public schools of the state” (*Education Code, Section 48222*).

1. AREAS OF STUDY

The following are subject definitions to meet the listed requirements, however you are not limited to the topics listed and suggested grades exclusively. Please contact the administrative team if you have any questions.

- 1.1. Bible (K-12)** Without question this is the most important aspect of Christian home education. Bible curriculum should include scripture study, lessons, and life application. Do not rely on workbooks or study guides exclusively for this important topic of school. Use these in conjunction with ministry projects, retreats, youth camp, conferences, etc. Make the most of these opportunities to build into the life of your student Bible principles, which will guide them throughout life. Bible is to be taught as a subject, not as a devotional.
- 1.2. English (K-12)** These classes should include knowledge of, and appreciation of literature and language, as well as the skills of speaking, reading, listening, spelling, vocabulary, handwriting, composition and grammar. Kindergarten–3rd grade should include phonics. High School requires literature, composition, grammar/punctuation, and vocabulary/spelling.
- 1.3. Mathematics (K-12)** These classes should include concepts, operational skills, and problem solving.
- 1.4. Social Studies (K-2)** These classes should include teaching students about their community and the world around them.
- 1.5. History (K-12)** These classes should include American, World, and California history. History

will naturally include: geography, eastern and western cultures and civilizations, contemporary issues, and the wise use of natural resources.

- 1.6. Science (K-12)** These classes should include biological and physical aspects, with emphasis on the processes of experimental inquiry and the place of humans in ecological systems. High School: Two lab sciences are required for graduation. Biology, Chemistry, Physics, Anatomy and Physiology are some examples of lab sciences.
- 1.7. Government/Economics (9-12)** Instruction in these classes should provide a foundation of understanding the history, resources, development, and government of California and the United States of America; the development of the American economic system including the role of the entrepreneur and labor.
- 1.8. Physical Education (K-12)** P.E. should have an emphasis upon the physical activities for the student that may be conducive to health and wellness of body and mind, for a total period of time of not less than 200 minutes each 10 school days.
 - 1.8.1.** Includes sports, cheerleading, and flags.
- 1.9. Visual or Performing Arts (K-12)** These classes should include instruction in the subjects of art and music, aimed at the development of aesthetic appreciation and the skills of creative expression.
 - 1.9.1.** Visual Arts produce a product, ex. painting, drawing, ceramics, photography, and/or graphic arts.
 - 1.9.2.** Performing Arts include choir, band, drama and dance. This does not include cheerleading or flags.
- 1.10. Health (K-12)** These classes should include instruction in the principle and practices of individual, family and community health.
- 1.11. Foreign Language (K-12)** These classes should be designed to develop a facility for understanding, speaking, reading, and writing the particular language.
- 1.12. Computer Basics (K-12)** These classes should include instruction in coding, keyboarding, digital citizenship, and project based learning. The following applications should be covered: word processing, spreadsheets, slide show presentations, and Internet safety.
- 1.13. Driver's Education (9-12)** This is an elective course. Students who desire to drive before the age of 18 will need to take both a written course and behind the wheel instruction. A grade and 5 credits will be given for Driver's Education the semester the course is completed. The following must be turned in upon completion:
 - 1.13.1.** "Behind the Wheel" completion certificate.
 - 1.13.2.** "Classroom Instruction" completion certificate.
 - 1.13.3.** A copy of the permit or license.

- 1.14. Electives** are classes outside of the required courses. Some examples are Home Economics, Auto Shop, Personal Finances, etc.

D. MIDDLE SCHOOL INFORMATION

1. EVALUATING THE MIDDLE SCHOOL STUDENT

To meet the requirements of Kingdom Generation School, 6th, 7th and 8th grade students need to work at grade level and maintain a 85% average in overall coursework. The goal of middle school is to make sure the student will be working at high school level in 9th grade. A scope and sequence in the area of math **might** be:

Eighth Grade	Pre-Algebra
Ninth Grade	Algebra I
Tenth Grade	Algebra II
Eleventh Grade	Geometry
Twelfth Grade	Advanced Math

OR

Eighth Grade	Basic Math
Ninth Grade	Pre-Algebra
Tenth Grade	Algebra I
Eleventh Grade	Algebra II/Consumer Math
Twelfth Grade	Geometry

*This is only a **SAMPLE** list of courses; the actual scope and sequence is up to the parent/teacher.*

Please Note! If students take high school math courses in junior high/middle school, they receive credit for **knowledge** of the course, but will not receive high school course credit. They must take the class while enrolled in high school for the class to show on the transcript for credit. For example, if a student takes Algebra I in 8th grade they will then be allowed to take Algebra II or Geometry in 9th grade, but high school credit will not be given for the Algebra I course.

2. COURSEWORK COMPLETION

At the end of the school year (36 weeks) **85% - 90% of curriculum must be completed**. If a course is one semester only, then **90-100% of the curriculum must be completed** by the end of that semester.

3. PROMOTION AND SKIPPING GRADE LEVELS

The Kingdom Generation School policy on promoting or “*skipping*” a student to a higher grade level is:

- 3.1. The student must be in junior high/middle school to skip to 9th grade; there is no skipping of grades once a student reaches 9th grade. Before the student skips a grade they need to be evaluated to determine grade-level proficiency and will need the Administrative Team’s permission to enter high school. Once in high school, a student could graduate early rather than skip a grade if all requirements are met.

- 3.2.** If a student wants to graduate early, the possibility of 11th grade graduation is considered. The parent and student are required to meet with the Administrative Team. Standardized test scores and future plans will be taken into consideration before a decision is made. All senior activities, including the graduation ceremony, are permitted. Students who graduate in the 11th grade are still required to take the annual achievement test.

4. COURSES NOT TAUGHT BY THE PARENT/TEACHER

If the administrative team approves a course, the following needs to be documented:

4.1. Course of Study

List the course on the course of study and indicate the course location.

4.2. Course Description (High School only)

This must be filled out with the details of the course, course requirements, grading criteria, and the grading scale.

4.3. Report Card

4.3.1. Record the location of the course: as in, Biola STAR. It is NOT necessary to indicate at home.

4.3.2. Fill in the course title, credits and indicate the grade issued by the teacher.

4.3.3. A copy of all grades issued for courses outside the home are turned in at the same time the parent turns in the Kingdom Generation School report card.

4.3.4. Biola Star and Torrey Academy Courses: All students enrolled in any Biola courses must turn in report cards issued by Biola.

4.3.5. Inland Christian Academy Program (ICAP): Students enrolled in any ICAP classes, will indicate grades just as if the class were done at home.

5. MAXIMUM CREDITS

High school students are allowed to take up to 80 credits per year. Parents will need to get approval from the administrative team to teach more credits.

6. REPORT CARD CHANGES

The time limit to change a student's final report card is one month after the due date.

7. PRE-APPROVED COURSES

Pre-approved courses include Biola STAR and Torrey Academy and college courses. These courses must be documented as listed above.

E. HIGH SCHOOL ONLY INFORMATION

1. EVALUATING THE SENIOR HIGH STUDENT

To meet high school requirements, students in 9th through 12th grade will need to be evaluated more rigorously than in junior high. Report cards change to a semester grading schedule, and credits and grade point averages are determined. For explanations on grading daily work and evaluating a student's coursework subjectively, you may use other parent/teacher resources to help you. A short list of resources for this purpose include:

Grading Guidelines For High School Credit

HSLDA www.hslda.org/highschool/docs/GradingGuidelines.asp

Christian Home Educators' Curriculum Manual, Junior/Senior High by Cathy Duffy

The Guidance Manual for the Christian Home School by David and Laurie Callihan

The High School Handbook by Mary Schofield

The Ultimate Guide to Home Schooling by Debra Bell

2. HIGH SCHOOL MEETINGS

All **NEW** high school families with 9th through 11th grade students are required to attend two meetings: a **high school planning meeting** and a **paperwork meeting** with the high school administrative team. At these meetings your student's plan for high school, graduation requirements, and filling out the course of study and course description forms will be explained. Other high school information will also be given.

3. COURSE CREDITS

The Administrative Team, not the publisher of the curriculum, will determine course credit.

4. HONORS COURSES

The Administrative Team determines if courses will receive honors credit. Honors courses are determined by the following:

- 4.1.** Certain pre-approved curriculum receives honors credit when stated as such by the publisher.
- 4.2.** A college course numbered 100 or above, or is stated as transferable.
- 4.3.** **Honors courses earn a different point value when determining grade points:**
Grade A = 5 points; **Grade B** = 4 points; **Grade C** = 3 points; a **Grade of D** will not be counted for an honors course and will receive only 1 point.
- 4.4.** Students will not receive honors credit if they do not finish the course in the allotted time.
- 4.5.** Students who complete 90 credits of honors courses in 9th-12th grade with a GPA of 3.5 or higher will be allowed to wear an honors cord at Kingdom Generation School's senior graduation.
- 4.6.** Samples of honors courses are: Biola's Torrey Academy, David Quine's Worldviews of the Western World-Cornerstone Curriculum, Great Books Tutorial, college courses at the 100 level or above, and Omnibus.

5. COLLEGE COURSES

5.1. Eligibility: The eligibility of a student to take a college course is determined by the college of choice and the teacher/parent. Please contact the college for that information. It is the parent's responsibility to incorporate a Christian worldview into the course when it is not provided by the college. Administrative Team approval is required for 9th and 10th grade students.

5.2. High School/College credit: Courses that are one semester long and 3 or more credits will earn 10 high school credits when a transcript is provided from the college. Courses that are 1 unit will receive 2½ credits and courses that are 2 units will receive 5 credits. Students can earn double credit while in high school.

5.3. Paperwork: The Administrative Team will help with any paperwork required by the college.

5.3.1. Parents must give the Administrative Team a copy of the Parent/Student Agreement form from the college.

5.4. Documentation: The documentation of these courses on the report card is crucial for credit. The guidelines are as follows:

5.4.1. Course of Study: Record the course name as listed by the college with the course number. Indicate the college's name and semester the course will be taken.

5.4.2. Course Description: This must be filled out with the details of the course, requirements and projected credits. Please print double sided.

5.4.3. Report Card:

- Record the location of the course: Riverside City College (RCC), et
- Fill in Course Title, credits and indicate the grade issued by the teacher.
- A copy of the transcript issued by the college must be turned in with the KGS Report Card.
- College courses numbered at 100 level will receive one additional grade point if the grade is a C or higher when calculating the GPA.

5.5. Summer college courses will be reported the first semester of the following year on the report card.

6. SUMMER COURSES

If you desire to teach or have your student take summer courses please contact the high school administrative team for approval. The student needs to be enrolled in KGS one full academic year for summer courses to count and needs to be enrolled for the following school year **BEFORE** enrolling in summer courses.

7. ADVANCED PLACEMENT COURSES

We allow and encourage tests to be taken that are considered Advanced Placement (AP) or single subject in nature. Students who take AP courses will receive one additional grade point if the grade is a C or higher when calculating the GPA. Honors credit is given for AP courses.

8. COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

For specific information please contact the Kingdom Generation School high school administrative team.

9. NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)

For students who hope to play sports at the college level, please go to www.ncaaclearinghouse.com to research the required coursework. This is the parent's responsibility and requirements are often in a state of flux. Please be mindful of this and check at least once per year. We highly recommend you do this by the end of the 10th grade year. You will register as a homeschool student.

10. TRANSCRIPT INFORMATION

A transcript is a record of all four years of the student's high school courses. It will show all grades and credits from 9th through 12th grade. This document is used for college entrance, community college concurrent enrollment, and when a student changes schools. Transcripts are generated by the school currently being attended after the student has completed one high school semester (18 weeks). The parent will be given a copy of the original.

- 10.1.** High school students and parents may request transcripts by filling out a request form, sending an email to registrar@kgschool.org or calling the office at (951) 777-5675. Please allow 10 business days. There is no fee for the first 5 transcripts per school year. **There will be a \$2.00 charge for each additional transcript.**

11. LETTERS OF RECOMMENDATION

Letters of Recommendation are \$5.00 each and available upon request. They must be requested 10 business days in advance by email, phone, or in writing.

F. GRADUATION AND SENIOR INFORMATION

1. MANDATORY SENIOR MEETING

Parents of seniors are required to have a **MANDATORY** meeting with the high school administrative team before the October teacher's meeting of the student's senior year. This is to ensure that the student will meet graduation requirements. It is the parents' responsibility to schedule this meeting and to make sure graduation requirements are met. **Please note!** Kingdom Generation School is not responsible when students do not receive a KGS diploma because graduation requirements were not met.

2. SENIOR CURRICULUM CHANGES

If the senior changes curriculum or courses after turning in the course of study at the beginning of the school year, they need administrative team approval and need to turn in a revised course of study.

3. GRADUATION OPTIONS

3.1. **OPTION #1: Kingdom Generation School ISSUED DIPLOMA**

It is your responsibility as the parent/teacher to know the senior graduation requirements. The requirements for graduation and a Kingdom Generation School diploma are as follows:

- Passing the **California High School Proficiency Exam (CHSPE)**. This is especially recommended for those going into the military, law enforcement or a nursing school,

OR a composite score of 16 or above on the **ACT**,

OR scoring 854 on the **SAT** (*a combined score from Critical Reading and Math, excluding the essay. This may be from multiple tests*).

A copy of the **official test score** must be turned in at the April teacher's meeting. If no test scores are received by that date, the parent will issue the diploma. * * * **KGS will not issue a diploma based on a pass grade on the California High School Exit Examination (CAHSEE)** * * *

- Student has completed 250 credits.
- Student has performed 50 hours of community service.
- The final report card, attendance record, course hour documentation form, and copies of required outside the home grades and/or transcripts must be turned in. The senior's diploma will be held until final grades are received for **any** course or credits needed to meet graduation requirements.
- A cumulative GPA of 2.5 or higher for all four years of high school.

3.2. OPTION #2: PARENT-ISSUED DIPLOMA

The official diploma of Kingdom Generation School is waived and not an option, but participation in the senior activities and the graduation ceremony is permitted. When considering this option, please do so prayerfully! For this option the parent takes the responsibility to issue a diploma based on the following criteria:

- Sign a KGS waiver stating this is your diploma of choice and provide a copy of the parent-issued diploma.
- Student has completed 250 credits.
- Student has performed 50 hours of community service
- The final report card, attendance record, course hour documentation forms, and copies of required outside the home grades and/or transcripts need to be turned in.
- **Passing the CALIFORNIA HIGH SCHOOL PROFICIENCY EXAM (CHSPE), and/or achieving the required score on the ACT or SAT are optional.**
- *Please Note! If you will be applying for scholarships, ACT or SAT scores may be required.*
- A cumulative GPA of 1.5 or higher for all four years of high school.
- Course requirements may be altered for students with learning disabilities with administrative team approval.

4. HIGH SCHOOL GRADUATION REQUIREMENTS

4.1. COURSE REQUIREMENTS CHART FOR A NON-ACCREDITED DIPLOMA

COURSE REQUIREMENTS	
Bible	4 years /40 credits
English	4 years /40 credits
Math	3 - 4 years/30-40 credits
Algebra I 1 year	
Geometry 1 year	
Algebra II 1 year	
Pre-calculus 1 year	
Social Science	3 years/30 credits
10th - World History: 1 year	
11th - U.S. History: 1 year	
12th - American Government: 1 semester	
- Economics: 1 semester	
Science: <i>Two lab sciences are required for graduation (Biology & Chemistry)</i>	3 years/30 credits
Health	1 semester/5 credits
Visual or Performing Arts	1 year/10 credits
Foreign Language	2 years/20 credits
Physical Education	2 years/20 credits
Cheerleading will receive credit for P.E.	
Computer Science	1 semester/5 credits
Academic and General Electives	20 credits

4.2. 250 TOTAL CREDITS REQUIRED FOR GRADUATION

A maximum of 10 credits is allowed for Typing and Home Economics.

4.3. OTHER REQUIREMENTS FOR GRADUATION

A cumulative GPA of 2.5 or higher for all four high school years.

5. SENIOR GRADUATION MEETING AND REHEARSAL

A \$15.00 fee per person will be charged if:

- **Senior Graduation Meeting:** One parent and senior are not in attendance.
- **Senior Graduation Rehearsal:** Both parents and student are not in attendance.

6. SENIORFEES

A late fee of **\$5.00** will be applied to **each** senior item turned in late.

All tuition fees and outstanding balances must be paid by the due date for senior paperwork in order to receive the student's diploma.

VIII. Paperwork, Due Dates, and Samples

A. GENERAL INFORMATION

1. The school provides all enrolled families with the following guidelines and forms to assure proper records are kept for attendance and academic progress. Please read each section carefully and be sure you understand how to keep records properly. Please call the office for clarification of any areas that are unclear to you.
2. School forms are provided to you electronically as PDF files with instructions on how to fill them out. Once downloaded and saved onto your computer, you will be able to enter data, save, print and turn them in as requested.
3. All final paperwork and requested information and changes to the paperwork must be turned in by the last office day in June or as otherwise indicated by KGS administration.

B. GRADING

1. **WHAT TO GRADE**

On the Report Card, list grades only for subjects that are taught in that quarter or semester. Do not grade subjects you have not taught. Not all subjects on the Report Card have to be taught at every grade level. (See *Course Criteria Section of this Handbook*)

2. **HOW TO GRADE**

Grade the student according to how they have performed on tests and assignments and/or how they are doing in relation to what you are teaching them. If they are learning well and you know they have mastered each skill taught, they probably deserve an A. If they are not grasping it well and are having quite a bit of difficulty with it a lower grade would be more accurate.

3. **GRADING SCALE**

3.1 You may use either **O-G-S-N** or **A-F** grades for **3rd grade and below**:

Grades	Definition
O	Outstanding - work is above average.
G	Good - Most work above average.
S	Satisfactory - material presented was understood and retained.
N	Needs Improvement - student had difficulty grasping concepts; material will be reviewed.

3.2 Use A-F for 4th grade and above.

Grades	Definition
A+ (97-100%) A (93-96%) A- (92-90%)	Outstanding Thorough retention—retained all essential material.
B+ (87-89%) B (83-86%) B- (82-80%)	Above Average Substantial retention—important facts were retained.
C+ (77-79%) C (76-73%) C- (72-70%)	Average Sufficient retention—retained an average amount of material.
D+ (67-69%) D (66-63%) D- (62-60%)	Below Average Inadequate retention—did not retain enough for a good grasp of the concepts.
F (below 60%)	Fail materials unlearned or inaccurate.

3.3 GRADING EXAMPLES

Determine at the beginning of the course what percentage of the grade each category will receive. Then use the individual scores from each category and take a weighted average using the percentages that you have assigned. Shown below are sample grade calculations for an Algebra course and an English course.

Samples taken from www.hslda.org/highschool/docs/GradingGuidelines.asp

Example 1

COURSE: ALGEBRA 1

- Method of Evaluation: Tests—**80%**; Daily Assignments—**20%**
- Test scores: 85, 89, 92, 77
- Average of test scores: $85 + 89 + 92 + 77 = 343 \div 4 \text{ tests} = \mathbf{85.75\%}$

Daily Assignments: 25 out of 27 daily assignments completed

- Overall daily assignment score: $25 \div 27 = \mathbf{92.59\%}$
- Now, average the test scores and the daily assignment scores by the weights given above:
 - Tests (85.75%) weighted by 80%: $85.75 \times 0.8 = \mathbf{68.60}$
 - Daily assignments (92.59%) weighted by 20%: $92.59 \times 0.2 = \mathbf{18.52}$

Grade: $68.60 + 18.52 = \mathbf{87.12\%}$

Example 2

COURSE: ENGLISH LITERATURE AND COMPOSITION

Method of Evaluation: Papers—60 % (Components: Content—60%, Grammar—30%, Effort—10%); Tests—40 %

PAPER GRADES

PAPER #1

- Content—56 out of 60
- Grammar—30 out of 30
- Effort—5 out of 10

Total: **91%**

PAPER #2

- Content—52 out of 60
- Grammar—25 out of 30
- Effort—7 out of 10

Total: **84 %**

PAPER #3

- Content—51 out of 60
- Grammar—29 out of 30
- Effort—6 out of 10

Total: **86%**

Average of paper grades: $91 + 84 + 86 = 261 \div 3 = \mathbf{87\%}$

Test scores: 90, 75, 88, 85

Average of test scores: $90 + 75 + 88 + 85 = 338 \div 4 = \mathbf{84.5\%}$

Now, take a weighted average:

- Papers: $87 \times 0.6 = \mathbf{52.2}$
- Tests: $84.5 \times 0.4 = \mathbf{33.8}$

Grade: $52.2 + 33.8 = \mathbf{86\% B}$

C. LATE FEES

A **\$5.00 fee** per sheet of paper, per month, per student will be charged for all late paperwork. If paperwork is not received by the 2nd month you will be contacted by the office. Due dates are listed below for your convenience, but these dates are subject to change.

D. DUE DATES

School paperwork is due one week after the end of the school year. All original paperwork will have to be submitted via e-mail to registrar@kgschool.org or mailed to the KGS office.

GRADES K-8th: Reports, Due Dates and Late Fees		
Reports	Due Dates	Late Fees
Course of Study	September	\$5.00
Kindergarten Report Card	November, February, April, June <i>Credit will not be given if received more than 2 months late.</i>	\$5.00
Elementary & Middle School Report Cards	February <i>for 1st Semester Classes</i> June <i>for 2nd Semester Classes</i>	\$5.00
Attendance	February, June	\$5.00

SENIOR DUE DATES: All school paperwork will not be accepted if they are more than one month late and you may be dropped from the program. Seniors have different due dates at the end of the year, so please see the senior section of this handbook. [See chart below]

HIGH SCHOOL Reports, Due Dates and Late Fees		
Reports	Due Dates	Late Fees
Course of Study and Course Descriptions	September	\$5.00
Report Card	February, June <i>Credit will not be given if received more than 2 months late.</i>	\$5.00
Attendance	February and June	\$5.00
Course Hours	February <i>for 1st Semester Classes</i> June <i>for 2nd Semester Classes</i>	\$5.00
Community Service	January's KGS's Monthly Meeting for Seniors	\$5.00
All other Report Cards (College, CMS, etc.)	February, June <i>Credit will not be given if received more than 2 months late.</i>	\$5.00

E. BIOLA GRADES

Due dates for Report Cards for Biola STAR and Torrey Program students will be extended two weeks beyond the charted dates above.

IX. YEARLY SCHOOL CALENDAR & Forms

A. YEARLY SCHOOL CALENDAR

A yearly school calendar is posted in our school's website every year. This calendar can be downloaded and should be reviewed to be aware all important dates, classes, and activities listed there.

KINGDOM GENERATION SCHOOL | 2020-2021 CALENDAR

17 DAYS OF CLASS	
7 Labor Day	
8 First Day of School	
9 Zoom Meeting	
16 Zoom Meeting-Special Event	
18 Feast of Trumpets	
23 Zoom Meeting	
27-28 Day of Repentance	
29 Online meeting 7:00 pm	
30 Zoom Meeting	

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Elementary Course of Study

One per student. Due in September.


KINGDOM GENERATION SCHOOL registrar@kgschool.org			
ELEMENTARY COURSE OF STUDY (1 st - 5th Grade)			
Student: _____ Grade: _____ School Year: _____			
SUBJECT	GRADE LEVEL	SEMESTERS	BOOK AND PUBLISHER
Bible			
Language Arts:			
Reading Literature			
Grammar			
Composition			
Spelling			
Vocabulary			
Penmanship			
Mathematics			
Geography			
Science			
Physical Education			
Electives:			
Health			
Foreign Language			
Art			
Music			
Drama			

We are required by law to keep a Course of Study for every enrolled student.

- ☒ Fill in student name, grade and school year.
- ☒ **Grade level:** On this form you are to list the grade level of the subject you are teaching. If your student is working above or below his/her grade level this should be indicated in this column.
- ☒ **Semesters:** If you intend to teach a subject both semesters indicate this by typing “all”. If less than “all” indicate by number which semester you intend to teach. (ex. 1, for first semester only).
- ☒ **Book and Publisher:** Indicate book title and publisher.
Indicate book title and **author** if it is a literature based program.
Attach a book list if your “book/publisher/author” does not fit on the indicated line.
- ☒ **A literature list** is required for literature based programs (Sonlight, Veritas Press, Beautiful Feet, etc.).
Print separately and attach.

Kindergarten Report Card


One per student. Due in September.

 KINGDOM GENERATION SCHOOL 1455 Hubbard St. Moreno Valley, CA 92557 registrar@kgschool.org				
REPORT CARD (Pre-K and Kindergarten)				
Student: _____		Grade: _____		
Teacher: _____		Year: _____		
Grading Period				
ATTENDANCE	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
Starting Date				
Ending Date				
Days Present				
Cumulative School Days				
Days Absent				
PERSONAL GROWTH	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
Accepts Responsibility				
Demonstrates increasing self-control				
Practices good health habits				
SOCIAL GROWTH	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
Interacts well with other children				
Obeys Authority				
Handles Property with Responsibility				
Demonstrates respect for others				
WORK AND STUDY HABITS	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
Follows directions				
Stays on task				
Works independently at appropriate times				
GRADING KEY: O= Outstanding G= Good S= Satisfactory N= Needs Improvement - Subjects Not Covered				
Parent Signature: _____		Date: _____		

ACADEMIC RECORD	Quarter 1	Quarter 2	Quarter 3	Quarter 4
BIBLE				
Shows interest in Bible lessons				
Learns Bible verses				
Prays every day				
PHONICS / READING				
Identifies the letters of the alphabet				
Associates letters with sounds (phonics)				
Reads one-syllable words				
Blending				
Reads sentences / Comprehension				
HANDWRITING				
Holds pencil correctly				
Letter formations				
Numerical formations				
MATHEMATICS				
Recognizes numerals				
Demonstrates an understanding of math concepts				
Joins sets to show addition				
Separates a set to show subtraction				
SOCIAL STUDIES/HEALTH				
Shows interest in world around them				
SCIENCE				
Shows interest in creation				
PHYSICAL EDUCATION				
Participates in physical activities				
ART				
Uses materials correctly				
MUSIC				
Actively participate in music activities				

Elementary Report Card

One per student. Due quarterly in November, February, April and June.

 KINGDOM GENERATIONS SCHOOL 11455 Hubbard St. Moreno Valley, CA 92557 registrar@kgschool.org		
ELEMENTARY REPORT CARD (1st-5th grade)		
Student: _____	Grade: _____	
Teacher: _____	Year: _____	
ATTENDANCE	1st SEMESTER	2nd SEMESTER
Starting Date		
Ending Date		
Days Present		
Cumulative School Days		
Days Absent		

GRADING KEY

Conduct

O= Outstanding

G= Good

S= Satisfactory

NI= Needs improvement

Academic Performance

A/A+= Excellent

B/B+= Good

C/C+= Fair

D/D+= Poor

F= Failing

I= Incomplete

CONDUCT	1st SEMESTER	2nd SEMESTER
Positive/ Cooperative attitude		
Listens well/ Follows directions		
Diligent/ Completes work		
Neat, orderly, & good quality work		

ACADEMIC PERFORMANCE	1st Semester	2nd Semester
Bible		
Language Arts:		
Reading/Literature		
Grammar		
Composition		
Spelling		
Vocabulary		
Penmanship		
Mathematics		
History		
Geography		
Science		
Physical Education		
Electives:		
Health		
Foreign Language		
Art		
Music		
Drama		

RECOMMENDATION Promote to grade: _____ Retain: _____

Parent Signature: _____ Date: _____

The Report Card is the official report of student progress and achievement in each subject area. It is important that you *turn in completed Report Cards at the end of each quarter*. You are not required to teach all of the above courses. See page 20-21 for more information on descriptions/requirements for KGS.

☒ **Attendance:** The information here should match the information on the Attendance Record.

- **Cumulative school days**—By the end of 4th quarter, cumulative school days should add up to 180 days minus any “Days Absent”. “Cumulative School Days” should equal “Total to date” at the bottom of the last column on the Attendance Record.
- **Days absent**—Indicate the number of days absent. Each student is allowed 5 per year.
- **DO NOT** include these in the cumulative totals.

☒ **Grading:** This report card is intended to provide more a sense of accomplishment than to grade the student as would be done with an older student. Please only give grades for areas worked on.

☒ **Remarks:** If you feel additional remarks are necessary, add them to the reverse side of the Report Card.

☒ **Parent Signature and Date:** Do not forget to sign and date this document.

Elementary and Middle School Attendance Record

One per student. Due quarterly in November, February, April, and June.



KINGDOM GENERATION SCHOOL registrar@kgschool.org ELEMENTARY ATTENDANCE RECORD (1st-5th Grade)

Student: _____ Age: _____ Grade: _____ School Year: _____

ATTENDANCE	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Starting Date				
Ending Date				
Days Present				
Cumulative School Dates				
Days Absent				

P = Present A = Absent W = Weekend FT = Field Trip V = Vacation H = Holiday

Parent Signature: _____

Date: _____

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total this month	Total to date
August																																	
September																																	
October																																	
November																																	
December																																	
January																																	
February																																	
March																																	
April																																	
May																																	
June																																	
July																																	

* Please circle End of Semester date

Revised 8/20

We are required by law to keep a record of each student's attendance. The Attendance Record must be used for each student. It is due quarterly in November, February, April and **by the end of the year due date in June.**

☒ Fill out the top portion according to the self-explanatory blanks.

☒ **Attendance:**

- **Cumulative school days**—By the end of 4th quarter, cumulative school days should add up to 180 days minus any “**Days Absent**”. “Cumulative School Days” should equal “Total to Date” at the bottom of the last column. These dates should also be the same as the attendance portion of the Report Card.

- **Key and boxes:** Using the key, indicate each day per month if you were:

P Present

A Absent (you are allowed 5 absences per year).

W Weekend

FT Field Trip (you can count this as a day of school if you feel it was long enough and learning intensive enough to count as a full day).

V Vacation (these do not count as school days unless they were educational).


H Holidays (do not count as school days).

☒ **Please circle** the date that indicates the end of your quarter. You may do this by hand after printing, or by using the Oval tool in Adobe Reader (select ‘Tools’ menu, then ‘Comment and Markup’).

☒ **Parent signature and date:** Do not forget to sign and date this document.

Middle School Course of Study (6th -8th Grade)

One per student. Due in September.

 KINGDOM GENERATION SCHOOL registrar@kgschool.org MIDDLE SCHOOL COURSE OF STUDY (6th & 8th Grade)					
Student: _____		Age: _____		Grade: _____ School Year: _____	
Subject	Course Title	Course Location (If other than home)	Grade Level	Semester	Book And Publisher
Bible					
English					
Mathematics					
History					
Science					
Physical Education					
Electives:					
Health					
Foreign Language					
Art					
Music					
Drama					

☒ Fill in student name, grade and school year.

☒ **Course title:** Indicate course name. Titles will be something other than “Math, Bible, English” etc. *Some examples (number indicates grade of student):*

Bible— *Bible 7*. Do not name it after the curriculum without permission.

English— *English 8* is preferred. Remember English is composed of composition, literature, vocabulary and/or spelling and grammar. **Never literature alone without permission.**

Math— *Math 7, Basic Math, Pre-Algebra, etc.*

History— *American History, World History, Church History, etc.*

Geography— *World Geography, Geography.*

Science— *Earth Science, Physical Science, Basic Science, Science 7, etc.*

Foreign Language— *Latin 1 (1=first course taught), Latin 2 (2=second course taught).*


☒ **Course location:** List location of classes being taught **IF** not in your home, otherwise leave blank.

☒ **Grade level:** List the grade level of the subject you are teaching. If your student is working above or below his/her grade level this should be indicated in this column. If the course is a high school level course, indicate this with “HS”. However, the student will not receive high school credit for this course.

- ☒ **Semesters:** If you intend to teach a subject both semesters indicate this by typing “all”. If less than “all” indicate by number which semester you intend to teach (ex. 1 for first semester only).
- ☒ **Book and Publisher:** Indicate book title and publisher. Indicate book title and author if it is a literature based program. Attach a book list if your “book/publisher/author” does not fit on the indicated line.
- ☒ **A literature list** is required for literature based programs (Sonlight, Veritas Press, Beautiful Feet, etc.). Print separately and attach.

Middle School Report Card

One per student. Copies due every semester in February and June.

 <div style="display: inline-block; vertical-align: middle;"> KINGDOM GENERATION SCHOOL 11455 Hubbard St. Moreno Valley, CA 92557 registrar@kgschool.org </div>		
MIDDLE SCHOOL REPORT CARD (6th - 8th grade)		
Student: _____		Grade: _____
Teacher: _____		Year: _____
ATTENDANCE	1st SEMESTER	2nd SEMESTER
Starting Date		
Ending Date		
Days Present		
Cumulative School Days		
Days Absent		

GRADING KEY

Conduct

O= Outstanding

G= Good

S= Satisfactory

NI= Needs improvement

Academic Performance

A/A+= Excellent

B/B+= Good

C/C+= Fair

D/D+= Poor

F= Failing

I= Incomplete

CONDUCT	1st SEMESTER	2nd SEMESTER
Positive/ Cooperative attitude		
Listens well/ Follows directions		
Diligent/ Completes work		
Neat, orderly, & good quality work		

ACADEMIC PERFORMANCE	1st Semester	2nd Semester
Bible		
Language Arts:		
Reading/Literature		
Grammar		
Composition		
Spelling		
Vocabulary		
Penmanship		
Mathematics		
History		
Geography		
Science		
Physical Education		
Electives:		
Health		
Foreign Language		
Art		
Music		
Drama		

RECOMMENDATION Promote to grade: _____ Retain: _____

Parent Signature: _____ Date: _____

The Report Card is the official report of student progress and achievement in each subject area. It is important that you *turn in completed Report Cards at the end of each semester*. You are not required to teach all of the above courses. See page 20-21 for more information about descriptions of courses/requirements for KGS.

☒ **Attendance:** The information here should match the information on the Attendance Record.

- **Cumulative school days:** By the end of the 2nd semester, cumulative school days should add up to 180 days minus any "Days Absent". "Cumulative School Days" should equal "Total to Date" at the bottom of the last column on the Attendance Record.
- **Days absent:** Indicate the number of days absent. Each student is allowed 5 per year. **DO NOT** include these in the cumulative totals.

☒ **Grading key:** Use the first grading key for the Conduct section and the second grading key for Academic Performance.


☒ **Course title:** You must use the same course title you indicated on the "Course of Study". If you are **not** taking a course that is indicated on the Report Card, just leave it blank.

☒ **Academic performance:** Electives may be added to the bottom in the blank spaces.

☒ **Parent signature and date:** Do not forget to sign and date this document.

High School Course of Study

One per student. Due in September.

 KINGDOM GENERATION SCHOOL 11455 Hubbard St. Moreno Valley, CA 92557 registrar@kgschool.org						
HIGH SCHOOL COURSE OF STUDY (9th to 12th Grade)						
Student: _____ Age: _____ Grade: _____ School Year: _____						
Subject	Course Title	Honor's Course	Course Location	Semester		Book and Publisher
				1 st	2 nd	
Bible						
English						
Mathematics						
History & Geography						
Government						
Economics						
Science						
Health						
Foreign Language						
Electives						
Art						
Music						
Drama						
Physical Education						

☒ Fill in student name, age, grade and school year.

☒ **Course title:** Indicate course name. *Some examples (number indicates grade of student):*

Bible—Ex. *Bible 9*. Do not name it after the curriculum without permission.

English—Ex. *English 9* is what KGS prefers. Remember, English is composed of composition, literature, vocabulary and/or spelling and grammar. **Never literature alone without permission.** A **literature list** is required for literature based programs (Sonlight, Veritas Press, Beautiful Feet, etc.). Print separately and attach.

Math—At the high school level all math courses will be named something other than “math”. If the student is taking a consumer math course, then that is the title. Some titles are *Algebra I*, *Algebra II*, *Geometry*, and *Pre-Calculus*.

☒ **Honors course:** Place an ‘H’ in the column indicating honors classes.

☒ **Course location:** List location of classes being taught **IF** not in your home, otherwise leave blank.

☒ **Semester to be taught:** If it is a full year course, check both boxes. If it is a one semester course, check the appropriate box.

☒ **Book and Publisher:** Indicate book title and publisher. Attach a book list if your “book/publisher/author” does not fit on the indicated line.

Each course listed on the Course of Study needs an accompanying Course Description sheet.

- ✓ They must be printed and turned in **DOUBLE SIDED**.
- ✓ Fill out the top portion according to the self-explanatory blanks.
- ✓ **Course description:** This part of the form is for the course description. List topics to be learned.
- ✓ **Course requirements:** Indicate your grading standard and what coursework is required to issue a grade.

High School Report Card

One per student. Due in February and June.

KINGDOM GENERATION SCHOOL 11455 Hubbard St. Moreno Valley, CA 92557 registrar@kgschool.org									
HIGH SCHOOL REPORT CARD (9th-12th Grade)									
Student: _____			Grade: _____			School Year: _____			
Subject	Course Title	Course Location	Honors	1st Sem. Grades	Credits	Course Location	Honors	2nd Sem. Grades	Credits
Bible									
English									
Mathematics									
History & Geography									
Government									
Economics									
Science									
Health									
Foreign Language									
Electives:									
Arts									
Music									
Drama									
Physical Education									
FIRST SEMESTER			SECOND SEMESTER			YEARLY CUMULATIVE TOTALS			
GPA (No P.E.): _____ Credits: _____			GPA (No P.E.): _____ Credits: _____			Cumulative GPA (No P.E.): _____			
Days Present: _____ Date: _____			Days Present: _____ Date: _____			Cumulative Credits: _____			
Parent Signature: _____			Parent Signature: _____						

- ☒ **Course title:** Use the course name you used on the Course of Study.
 - If you are **not** taking a course that is indicated on the Report Card, just leave it blank.
 - Electives may be added at the bottom in the blank spaces.
- ☒ **Course location:** List location of classes **ONLY IF** they are not taught in your home, otherwise leave the box blank.
- ☒ **Honors course:** Place an 'H' in the column indicating Honors classes.
- ☒ **Grades:** Fill in a **letter** grade (A-F) reflecting coursework done over the appropriate semester. The grade should cover 18 weeks (or 90 days) of your school year.
- ☒ **Credits:**
 - Each semester long course is awarded **5 credits**.
 - A year long course is awarded 5 credits for the first semester and 5 credits for the second.
 - College courses (3 units or more) are worth **10 credits** per college semester and are indicated on one semester of the Report Card. Two unit college courses receive 5 credits, and one unit courses receive 2½ credits.

Bottom box:

- **Credits:** Add up the “Credits” column and indicate the total for all classes.
- **Days present:** 90 days per semester. These should match the Attendance Record.
- **Semester GPA (Grade Point Average):**

1. These GPA’s are determined with all grades **except Physical Education**.

2. To calculate the GPA, assign each grade a point value:

GRADE A = 4 points

GRADE B = 3 points

GRADE C = 2 points

GRADE D = 1 point

GRADE F = 0 points

3. Grade point value for Honors classes are:

GRADE A = 5 points

GRADE B = 4 points

GRADE C = 3 points

4. Using the point values of each grade, add up the points (F grades also), **excluding P.E.**
Then, divide by the number of grades, (F grades also), **excluding P.E.**

EXAMPLE:

4 A’s (16 points) + 2 B’s (6 points) = 22 points total, divide by 6 = 3.66

5. Always indicate the third number (the hundredths place), **for example, 3.12**.

You may round up to the next hundredths place.

EXAMPLE:

3.129 becomes 3.13.

☒ **Cumulative totals:** Add first and second semester GPA’s together including the 100th place and divide by 2.

☒ **Parent signature and date:** Do not forget to sign and date.

High School Attendance Record

One per student. Due in February and June.



KINGDOM GENERATION SCHOOL 11455 Hubbard St. Moreno Valley, CA 92557 registrar@kgschool.org

HIGH SCHOOL ATTENDANCE RECORD (9th-12th Grade)

Student: _____ Age: _____ Grade: _____ School Year: _____

ATTENDANCE	1ST SEMESTER	2ND SEMESTER
Starting Date		
Ending Date		
Days Present		
Cumulative School Dates		
Days Absent		

P = Present

A = Absent

W = Weekend

FT = Field Trip

V = Vacation

H = Holiday

Parent Signature: _____

Date: _____

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total this month	Total to date
August																																	
September																																	
October																																	
November																																	
December																																	
January																																	
February																																	
March																																	
April																																	
May																																	
June																																	
July																																	

* Please circle End of Semester date

Revised 8/20

Fill out the top portion according to the self-explanatory blanks. A semester is 90 days.

☒ **Cumulative School Days**—By the end of the 2nd Semester, cumulative school days should add up to 180 days minus any “Days Absent”. “Cumulative School Days” should equal “Total to Date” at the bottom of the last column.

☒ **Days Absent**—Indicate the number of days absent. Each student is allowed 5 per year.

☒ **DO NOT** include these in the cumulative totals.

☒ **Key and boxes**—Using the key, indicate each day per month if you were:

P Present

A Absent (you are allowed 5 per year).

W Weekend

FT Field Trip (you can count this as a day of school if you feel it was long enough and learning intensive enough to count as a full day).

V Vacation (these do not count as school days unless they were educational).

H Holidays (do not count as school days).

- ☒ **Please circle** the date that indicates the end of your semester. You may do this by hand after printing, or by using the Oval tool in Adobe Reader (select *Tools* menu, then *Comment and Markup*).
- ☒ **Parent signature and date:** Do not forget to sign and date.

High School Course Hour Documentation Record

Due at EACH semester that a grade and credit are given.



KINGDOM GENERATION SCHOOL
11455 Hubbard St. Moreno Valley, CA 92557
registrar@kgschool.org

COURSE HOUR DOCUMENTATION RECORD (9th-12th Grade)

Student: _____ **Grade:** _____ **School Year:** _____

Course Title: _____

Months	Hours	Activity

Total Hours: _____ 75 hours = 1 semester/5 credits, 150 hours = 2 semesters/10 credits

Parent Signature: _____ **Date:** _____

This form is used to document courses that are parent planned and do not follow the sequence of a textbook. It is the responsibility of the teacher (you!) to prove how much time has been put into the parent planned subject.

☒ **Counting hours:**

1. 75 hours is equal to 1 semester of work (5 credits).
2. 150 hours is equal to 1 year of work (10 credits).

☒ **Some examples of subjects that require course hours documented:**

1. **Physical Education**—This subject rarely follows a textbook, so hours of sport or workout time are recorded. **NO COURSE HOUR DOCUMENTATION** is necessary for **ANY** sport played or P.E. class taken at Calvary Murrieta Christian School.
2. **Home Economics**—This subject sometimes incorporates many different types of learning activities, and so will need hours documented, unless an actual textbook or other core curriculum is followed. **Remember, only 10 credits total are allowed for Home Economics.**
3. **Typing**—Only 10 credits total are allowed for typing.
4. **Computer basics**—If using a high school level curriculum, no hours need documenting.
5. **Electives**—Depending on the elective, many courses will need to have hours documented for proof of completing subject matter.
6. **Music**—Music courses often are hands-on learning, and hours of lessons and practice need to be counted. Any concerts attended or performed may be included.
7. **Unit study type courses**—Those courses where you are following a unit study book or course will need some of its subject matter documented as hours. These types of courses will need to be approved by the administrative team on what is documented hourly.

☒ **Samples:**

For each month, add all time spent on the course. For example:

Piano lessons: 1 hour per week.

Piano practice: 3 hours per week.

4 hours x 4 weeks = 16 hours a month

On the Course Hour Documentation form, one month's time is documented as:

Month/Date: September

Hours: 16


Activity: Piano lessons and practice

The **subject** at the top of the page should indicate Piano and the level. On this form, document anything to do with your piano course. If hours and activities are the same each month, 10 months can fit on one form.

You may teach cooking, cleaning, home repair, sewing etc., but the **NAME** of the course is Home Economics.

High School Community Service Record

One per student. Due no later than the 1st semester of their senior year.

<div style="text-align: center;"><p>KINGDOM GENERATION SCHOOL 11455 Hubbard St. Moreno Valley, CA 92557 registrar@kgschool.org</p><p>COMMUNITY SERVICE RECORD (9th-12th Grade)</p><p><i>Requirement for graduation at Kingdom Generation School Due at the end of 1st semester of student's senior year.</i></p></div>					
Student: _____ Age: _____ Grade: _____ School Year: _____					
Hours Worked	Type of Work	Agency Worked for	Date Completed	Supervisor's Signature	Phone Number

Total hours: _____ Date: _____ Parent Signature: _____

Community Service: 50 hours total are required to graduate. Community Service means that the student has received no money or high school credit for their work. This form must be signed off by an adult in the community and turned in to the KGS office to be placed in the student's file. It can be turned in at any time during the high school years, but must be turned in by the end of the 1st semester of the senior year in order to graduate.

Community Service Hours are any time spent by your high school student in a volunteer capacity that helps our community or church body.

- 50 hours are required for graduation.
- They may be accumulated over the course of your 4 years of high school.
- Keep this form until your student has completed this requirement. It is due at the January KGS's Monthly Meeting of the senior year.
- **What hours you can count?**
 1. When the service is voluntary.
 2. An adult person in charge must sign the Community Service Record.
- **What hours you cannot count?**
 1. If any monies are received.
 2. The service is counted as course credit.
 3. An adult person in charge does not sign the Community Service Record.

Medical Release Form

Medical Release Form

In case of emergency, please accept this letter as authority to treat my child listed

CHILD'S NAME	BIRTH DATE	AGE	ALLERGIES

Physician _____ Phone _____

Address _____

Name of Insurance _____ Group # _____

Primary Insured Name _____ Birth date _____

Mother's Name _____ Cell Phone # _____

Father's Name _____ Cell Phone # _____

Home Address

Home Phone #

Emergency Contact

Relationship

Phone #

If you are unable to contact our physician, please accept this letter as your authority to use the doctor on call in the emergency room for any necessary emergency medical treatment.

Parent Signature

Date

Enrollment/Tuition Fee Form

ENROLLMENT & TUITION FEES

2020-2021

KINGDOM GENERATION SCHOOL



"And Jesus increased
in wisdom and stature,
and in favor with God
and men."

2 Timothy 3:15-17

ADMINISTRATIVE OFFICE

11455 Hubbard St.
Moreno Valley, CA 92557

Registrar: (951) 777-5675
Email: registrar@kgschool.org

PSP ENROLLMENT

\$50 New Students Registration Fee

\$40 Returning Students Registration Fee

Yearly Tuition per family (BY OLDEST CHILD)

Pre-K-5th	6th - 8th	9th - 12th
\$400	\$500	\$600

KINGDOM GENERATION SCRIPTURE CLASS
Includes curriculum, weekly classes, & special events

Yearly Fee per student of PSP student

Pre-K-5th	6th - 8th	9th - 12th
\$150	\$200	\$250

\$50 Registration Fee per student of NON-PSP Families

Yearly Fee per student of NON-PSP Families

Pre-K - 5th	6th - 8th	9th - 12th
\$200	\$300	\$400

TEACHER ASSISTANCE

Register at teacher.assistant@kgschool.org

Any Core Subject Class **\$20** / hour

Foreign Language-Spanish **\$25** / hour

Miscellaneous Fees:

- **\$50** Preschool and Kindergarten Graduation Fee
- **\$100** High School Transcript Processing Fee
- **\$100** Senior Graduation Fee
- **HSLDA Membership Fee**-Each family is required to become a current member of the Home School Legal Defense Association.

Note: All fees are non-refundable & are subject to change.

Admission Policies

It is the policy of Kingdom Generation School not to discriminate on the basis of the applicant's race, color, sex, national or ethnic origin. We reserve the right to select students on the basis of academic performance, religious commitment, and personal qualifications, including a willingness to cooperate with the staff and administration of Kingdom Generation School.

Students seeking admission will be evaluated on the basis of their transcripts, admission questionnaire, interview, and their ability to perform satisfactorily at Kingdom Generation School. Students with less than a "C" average in their academic subjects may have difficulty attaining a satisfactory level of academic achievement. KGS strives to meet all children's educational needs. However, we are limited in outside support for children with special learning needs. It is the intention of KGS to work with each student on an individual basis to meet their educational needs. However, a complete partnership between home and school is required for every student's success.

The student must have a sincere desire to attend Kingdom Generation School and be willing to submit to all the standards and regulations of the school. The student must be respectful to his/her peers, staff, and faculty.

Attendance at Kingdom Generation School is a privilege, not a right. No student will be admitted directly following suspension or expulsion from another school. Students will strive to do their best in all areas. Kingdom Generation School is not a refuge for students, who will not cooperate, have had previous behavioral problems in other schools, or who will not apply themselves to the best of their academic abilities. All new students will be subject to a one month probationary period for academic and behavioral evaluation.

Parent Handbook

All policies and procedures for conduct by students and parents are stated clearly in Kingdom Generation School's Parent Handbook. Upon initial enrollment and re-enrollment every year thereafter the Parent Handbook is given to each family. It is the responsibility of the parent to read the handbook in its entirety and seek clarification if needed. Kingdom Generation School will at no time go over every policy in the Parent Handbook with an individual. Understanding and compliance is the responsibility of the parent.

It is also understood that each parent will explain the KGS conduct requirements to their child(ren). It is assumed that every parent and child has complete understanding and is in complete agreement with the policies and procedures in the KGS Parent Handbook

Father's/Guardian's Signature

Date

Mother's/Guardian's Signature

Date

Parent Pledge of Support

- I. We agree to encourage, support and help our child in homework, memorization, projects and study habits.
- II. We agree and understand enrollment in KGS is a privilege, not a right. We further understand continued enrollment and re-enrollment of our child is dependent on our support of the school, its staff, and policies.
- III. We agree and understand the standard of Kingdom Generation School does not tolerate profanity or obscenity, by word or action. We further understand and agree KGS will not tolerate disrespect to students or personnel of the school and church.
- IV. We agree to pay for any damage caused by our child.
- V. The school shall have authority to discipline our child (in accordance with applicable California State laws), and we will require our child to comply with all school regulations. We further agree we will cooperate and discipline our child in the home as needed. We understand that a child who persists in unacceptable conduct will not be permitted to remain in school.
- VI. We agree to meet all financial obligations promptly. We have read the financial agreement, a copy of which is included in our enrollment packet.
- VII. We will endeavor to communicate our grievances honestly and directly to those involved and to forget them quickly. We agree not to pursue outside redress against other Christians, the school or church. Matthew 18:15-17 gives a formula for settling of disputes: First privately, then with the Administrator, then with the Church Elders. The same holds true in principle for the school.
- VIII. We agree to refrain from listening to and spreading gossip. Furthermore we agree to confront those who do engage in gossip. We understand that continued participation in gossip could ultimately lead to the dismissal of our child from Kingdom Generation School.
- IX. We release the school from all liability, except negligence, while our child is under school care and responsibility.
- X. We hereby authorize agents of Kingdom Generation School to photograph our child while under their care, and agree they may use the negatives or prints prepared for such purposes and in such manner as may be deemed desirable for the support and promotion of Kingdom Generation School. Photo use may include, but not limited to, posting on the school website, placement in the school newsletter, inclusion in promotional flyers etc.
- XI. The school has full discretion in the placement and promotion of students.

Father/Guardian's Signature

Date

Mother/Guardian's Signature Date

KGS Student Expectations

Students attending Kingdom Generation School are expected to practice and grow in Christian character. This includes all areas of life, especially with respect and obedience to those in authority, physical and moral cleanliness, and abstinence from things harmful to the body and society. Students are expected to conduct themselves in a manner that is not offensive to others. We want our student's lives to show they are choosing to put Christ first. The above criteria are not only an assessment for admission, but are part of the basis for the ongoing evaluation of student progress. Our goal is to help student's learn both self-control and expression of feelings in a socially acceptable way.

It is expected all students will:

- Be Safe
- Be Respectful
- Be Responsible
- Be Prepared
- Be Focused
- Be Encouraging

Student's may not:

- Hurt or endanger themselves
- Hurt or endanger others
- Damage property

If a student chooses not to follow the above expectation of our school, the following disciplinary actions will be taken:

1. **REDIRECTION:** Reminding the students of the rules and expectations. If they choose to abide by them they are expected to resume the activity in an appropriate manner or get connected in a different activity or social situation, away from conflict and possible harm.
2. **REFOCUS:** If the student chooses not to abide by the rules they will take either shadow the teacher or take time by themselves away from the other students and activity in question until they show they are ready to re-enter the activity in an appropriate manner. This may include loss of break time, garbage patrol, or other age appropriate consequences.
3. **REMOVED FROM ACTIVITY:** If the redirection and time taken by the student does not help them gain control of themselves, they will be removed from the classroom or activity to talk with the School Administrator or Principal. When appropriate, an incident report will be sent home.
4. **PARENT CONFERENCE:** If the behavior continues, a parent conference will be required, a behavior plan will be implemented and outside assessment may be required. When appropriate, the conference will include a member of the student's early intervention team.
5. **DISMISSAL:** If the behavior continues after the parent conference, dismissal will take place with no advanced notice and will be at the School Administrator's discretion.

I agree to abide the rules and expectations of Kingdom Generation School and understand the consequences if I choose otherwise.

Student's Name / Grade

Student's Signature / Date

Mother's/Guardian's Signature

Date

Father's/Guardian's Signature

Date

Medical Treatment Consent

In the event our child, _____, becomes ill or sustains an injury while under the care of Kingdom Generation School, we give our permission to those in charge to take whatever steps deemed necessary for the health and welfare of our child. If it is not possible to reach the doctor listed, consent is given to any licensed physician to administer drugs or medicines, and/or perform such surgical procedures as he/she shall think the emergency requires for the relief of pain and to preserve our child's life or health. We hereby agree to pay for any and all of the expenses incurred by such illness or injury.

Kingdom Generation School does not supply any type of medication because of state laws governing the dispensation of medication. All medications must be supplied by the parent/guardian in the original container, whether prescription or over-the-counter. All medications must be accompanied by a written consent form that you can pick up in the school office.

Release of Liability

We, the parents/guardians of _____, do hereby give our permission for our child to take part in all school activities, including sports and school-sponsored trips away from the school and absolve Kingdom Generation School from liability (except for proven negligence) to us or our child because of any injury to our child at school or during any school sponsored activity. At the time of being notified of any specific event and its costs, I will have the opportunity to send a written refusal stating my child may not be able to attend that field trip or event.

Mother's/Guardian's Signature

Date

Father's/Guardian's Signature

Date