

# The King's Academy Family Handbook



**2018-2019**

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Association of Christian Schools International (ACSI)  
South Carolina Independent Schools Association (SCISA)

Member of

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~

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TKA would like to acknowledge the contributions of Charlotte Christian School, Ben Lippen School, Victory Christian School and Myrtle Grove Christian School to this handbook.  
(Last revision August 2018)

An integral part of The King's Academy mission is to foster spiritual development and a biblical worldview in the lives of its students. This includes leading students to develop a biblical understanding of morality and to pursue a life that is governed by the biblical moral code. The school works in partnership with families to achieve these desired outcomes, which necessitates that both the school and home come under the authority of God for the benefit of the student.

For this reason, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (See Romans 1:27; 1 Cor. 6:9-20; 1 Cor. 7:1-2; Eph. 5:3-5; 1 Thes. 4:2-4; 1 Tim. 1:9-10.)

# HANDBOOK FOR STUDENTS AND PARENTS

Updated August 2018

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**2018-2019 Updated/New Policies and/or Procedures**  
*(Changes are italicized)*

**4550 School Records**

- Original files will be released to school requesting records if the student has transferred and is enrolled. Parents/Guardians should expect a *five* work-day period before copies of records are released by TKA.

**4551 Cumulative Files**

- *The King's Academy will be responsible for keeping ALL student permanent records for seven years following the student's graduation/withdrawal from the school. For TKA graduates, transcripts will be kept as a hard copy indefinitely. After the seventh year, transcripts and ACT/SAT scores for TKA graduates will be electronically stored in two different locations. If a student withdraws from The King's Academy prior to graduation, their grades, attendance and standardized testing scores will be electronically stored in two different locations after the seventh year.*

**6120 New Student Application Process**

- Along with the application, the parent/guardian must include a copy of the student's birth certificate, report card, standardized test scores, special testing, social security number, and record of immunizations. *Enrollment of a student with special testing, go to the Discovery Program Manual for further clarification.*

**7111 Regular School Day Dress-All Students**

- Students should not wear clothing with pictures/ character/symbols/words that suggest alcohol, tobacco, drugs, illegal substances, violent behavior, *weapons*, magic, occult, profanity, obscenity, slander, cruelty, racial issues, disrespect, immodesty, sexual inferences, "put downs" (to others or self), or inappropriate double meaning.
- (3<sup>rd</sup>-12<sup>th</sup>) No clothing with references to video games, movies, or TV programs
- (3<sup>rd</sup>-12<sup>th</sup>) No clothing with references to musical groups.
- Undergarments (*including bra-let*) should be worn but not visible at any time.
- Clothing should not have holes or tears. Ragged or frayed edges on pants, shorts, or skirts are not allowed *regardless if skin is showing.*

**7112 Regular School Day Dress**

**Blouses—All Girls**

- Straps must be at least *1 inch* in width

**Blouses—Middle and High School Girls**

- Show no cleavage *even if covered by lacy, sheer, or open fabric*

**Skirts/Dresses- Elementary School Girls 4K-3<sup>rd</sup> Grades**

- *Length no shorter than 3 inches above the knee, shorts worn under skirts and dresses is highly recommended for elementary*

**Skirts/Dresses 4<sup>th</sup>-12<sup>th</sup>**

- *Length should touch the top of the knee*
- *No, slit above the knee*
- *Skirts/Dresses that are above the knee may be worn with leggings/jeggings underneath as long as it covers the entire bottom and is the same length in the front.*

**Shorts-Elementary School Girls 4K-3<sup>rd</sup> grade**

- Length no shorter than 3 inches above the knee

**Pants -All Girls**

- Leggings/jeggings may be worn with shirts/dresses *must cover entire bottom and be the same length in the front*

**Shoes-3<sup>rd</sup>-12<sup>th</sup> Grade**

**Hair- All Girls**

- Not distracting in regard to color or style
- No *Hats, caps, or other head covering* indoors

**7113 Regular School Day Dress-Boys**

**Shorts- Middle and High School Boys**

- No higher than 3 inches above the knee

**Hair-All Boys**

- Not distracting in regard to color or style. *No loose hanging hair in the face.*

**7115 Extracurricular Events- High School Girls**

- Dresses for Junior Marshals should follow all TKA Regular Day guidelines *and be white in color-shoe color choices: white, nude, or muted in color*
- *Graduate's dresses approved by sponsor*
- **Dress for TKA Belles & Bow Ties, Junior/Senior Prom, or formal event is as follows:**
- *No 2-piece gowns*
- No back revealed below natural waistline (*which will be measured by the naval*)
- *No mesh or see-through material in unapproved areas-such as: sides of bodice or front of bodice*
- Length of cocktail dresses/dresses with slits length should be *no higher than three inches above the knee*
- All female students as well as guests of male students must have dresses approved before event

**7123 Lockers, Book Bags and School Supplies—All Students**

- Must promote Christian values- no pictures/characters/symbols/words that suggest alcohol, tobacco, drugs, illegal substances, violent behavior, *weapons*, magic, occult, profanity, obscenity, slander, cruelty, racial issues, disrespect, immodesty, sexual inferences, “put downs” (to others or self), or inappropriate double meaning.
- *4<sup>th</sup>-12<sup>th</sup>*- No references to video games, movies or TV programs or characters).
- *4<sup>th</sup>-12<sup>th</sup>*- No references to musical groups.

**7140 Consequences**

**7141 Elementary School Consequences**

- *4K-3<sup>rd</sup>* A student may be required to meet with an administrator and/ or change before being allowed to attend class.
- *4<sup>th</sup>-12<sup>th</sup>*- Dress code violations are a Level I offense.

**7331 Level I Offenses for Elementary, Middle and High School**

- *(MS/HS) Not signing in or out with the school office*

**8230 Car Line**

- Students in elementary school waiting for an after-school activity, which *begins up to 3:30 pm*, may stay at school free of charge. Students in elementary school grades must attend Extended Care/study hall.
- If elementary school students stay after school for an after-school activity which *begins after 3:30 pm*, they must attend Extended Care/study hall as described above. *Their accounts will be charged for using Extended Care.*

**8640 Discovery Program**

- *Students are admitted to the Discovery program only after completion of initial testing battery. Discovery tuition and fees are separate from regular tuition.*
- *Limited openings are available each year. Students will be placed on a waiting list according to the date on the completed application.*

**8647 Tutorial Study Hall**

- Tutorial Study Hall will only be offered to sixth grade *if space is available.*



## **SECTION I – GOVERNING STANDARDS**

### **INTRODUCTION**

#### **THE KING’S ACADEMY MISSION**

The mission of The King's Academy is to produce academic, social, and physical excellence through a program where minds and hearts are coming fully alive in Christ.

#### **CORE VALUES**

Constituents of the school: Board, parents, students, faculty and administration adopted the following core values:

*Christ-likeness • Discipleship • Excellence • Integrity • Love • Servanthood*

#### **2018 – 2019 Theme Verse**

*“But you are a chosen people, a royal priesthood, a holy nation, God’s special possession, that you may declare the praises of him who called you out of darkness into his wonderful light. Once you were not a people, but now you are the people of God; once you had not received mercy, but now you have received mercy.” (2 Peter 2:9-10, NIV)*

#### **A Word from the Head of School**

Dear TKA Parents,

We are excited about the new school year at The King's Academy and all that our Heavenly Father has planned for each member of our school community. We are confident in His plans because we know He loves us and desires what is best, not only for our community, but for each student, parent, teacher, and staff member here at TKA.

As always, a significant amount of time has been invested in creating and updating our policies and procedures. Please know that these have been discussed and vetted by a cross-section of individuals on our faculty and staff to provide a safe, loving, and God-honoring environment for our students to flourish and grow in all areas of their lives.

We recognize that not everyone may agree with each policy, but we would ask that you will support us in them. As we battle the challenge of being consistent in the enforcement of rules governing dress and other often contentious areas, let's covenant to support one another for the sake of our young people. Pray for our faculty and staff to be wise and discerning in these areas.

Above all else, our teachers and staff recognize the importance of creating a relationship with their students to provide a healthy foundation in holding them accountable to our policies and procedures. Josh McDowell expressed it best in his book, "How to be a Hero to Your Kids" when he wrote; "*rules minus relationship equals rebellion, rules plus relationship equals response.*"

Thank you in advance for your support and encouragement this year. As we honor one another and live our lives as a godly example to our children, they will be blessed.

For the Kingdom,

Rob Van Ness  
Head of School

#### **BOARD OF TRUSTEES COMPOSITION (1500)**

- The TKA Board of Trustees meets monthly to establish policy, set goals and evaluate the affairs of the Academy.
- The Board of Trustees, composed primarily of parents/guardians of TKA students, consists of up to 11 members who each serve a three-year term.
- In accordance with the Board of Trustees’ by-laws, six members are members of Trinity Evangelical Presbyterian Church. Of these six members, two are appointed from the TEPC Session of Elders and Board of Deacons.
- Five seats on the Board of Trustees are at-large seats and are filled by TKA parents/guardians who are members of other local churches.

#### **BOARD OF TRUSTEES**

Dr. Richard Alexander—Chairman  
Trinity Trustee/TKA Parent  
ralexander@tkaflorence.com

Mr. Scott Barlowe  
Trinity Trustee/TKA Parent  
sbarlowe@tkaflorence.com

Mr. Don Brown  
Appointed Trinity Elder Member  
dbrown@tkaflorence.com

Penny Cauley  
Non-Trinity Trustee/TKA Parent  
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Mrs. Diane Creveling  
Trinity Trustee  
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Mr. Aaron Fox  
Non-Trinity Trustee/TKA Parent  
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Mr. Paul John  
Appointed Trinity Deacon Rep/TKA Parent  
pjoh@tkaflorence.com

Mrs. Beth McClary  
Non-Trinity Trustee/TKA Parent  
bmccclary@tkaflorence.com

Ms. Suzan Orrico  
Non-Trinity Trustee/TKA  
sorrico@tkaflorence.com

Mrs. Sandra Sturkie  
Trinity Trustee  
ssturkie@tkaflorence.com

#### **ACCREDITATION (1310)**

- The King's Academy is accredited by AdvancEd (Department of Education Regional Accreditation), the Association of Christian Schools International (ACSI), and South Carolina Independent School Association (SCISA). SCISA is an organization comprised of private schools in South Carolina.
- Renewal for accreditation is on a five-year rotation. TKA has been accredited by SCISA since 1992 and ACSI since June 2016).

#### **MEMBERSHIP (1320)**

- The King's Academy is a member of the South Carolina Independent School Association (SCISA). SCISA is an educational organization that offers independent schools accreditation, athletic and academic competition, and a testing program. SCISA also offers staff development for member teachers as well as a network of professionals available as resources to member schools ([www.scisa.org](http://www.scisa.org)).
- TKA is also a member of the Association of Christian Schools International (ACSI). ACSI assists Christian schools and educators worldwide through staff conferences, publications, and regional academic competition for students, and also serves as a resource for legal and educational information. ACSI's goal is to help member schools become effective Christian schools in students' lives as well as in their communities ([www.acsi.org](http://www.acsi.org)).

#### **STAFF**

- The professional educators at TKA are distinguished by their commitment to Christ, their academic excellence, and their dedication to providing a Christ-centered education to every student.
- Teaching at TKA is viewed as a ministry as well as a profession.

#### **LEADERSHIP TEAM**

##### Head of School

Mr. Rob Van Ness  
rvanness@tkaflorence.com

##### Director of College Counseling & Admissions

Mrs. Karen Holmes  
kholmes@tkaflorence.com

##### Athletic & MS/US Director

Mr. Brad Bochette  
athletics@tkaflorence.com

##### Discovery Director

Mrs. Kate Helms  
khelms@tkaflorence.com

##### Elementary School Director

Mrs. Fran Matthews  
fmatthews@tkaflorence.com

##### Prof.Dev., Accred. & Curric. Coord.

Mrs. Sandy Hill  
shill@tkaflorence.com

##### Business Manager

Mrs. Susie Bokelman  
sbokelman@tkaflorence.com

##### Office Manager

Mrs. Kelly Heavner  
kheavner@tkaflorence.com

##### Development Director./Marketing/Public Relations

Mrs. Jennifer Hoover  
jhoover@tkaflorence.com

##### Spiritual Life Director

Mrs. Betty Leviner  
bleviner@tkaflorence.com

## FACULTY

### Bible

Mr. Kelly Hayes  
*D.Ed.Min. Educational Minis*  
Mrs. Elizabeth Hunter  
*BM-Music/Vocal*  
Mrs. Betty Leviner  
*MEd-Education*  
Mr. Jeff Prussia  
*MA-Education*

### Computer Science/Tech.

Mrs. Paige Alexander  
*MS Education*  
Mr. Jeff Prussia  
*MA-Education*

### Discovery

Mrs. Dori Allen  
*BA-Psychology*  
Mrs. Kate Helms  
*MA-Special Education*  
Mrs. Karen Hoogenboom  
*BA-Spanish/History*  
Mr. Jon David Lovell  
*BS-Biology*  
Mrs. Tammy Moreau  
*BS-Elem Education*  
Mrs. Janet Porter  
*MEd- Education*  
Mrs. Lilda RockWiley  
*BA-English Lit.*

### English

Miss Jessica Anderson  
*MA-Literacy*  
Mrs. Ashley Nolette  
*MA-Middle Grades  
Teaching & Learning*  
Mr. Jeff Prussia  
*MA-Education*  
Mrs. Amanda Searce  
*BA-Eng/Creative Writ*

### Fine Arts

Mr. Kelly Hayes  
*D.Ed.Min. Educational Minis*  
Mrs. Elizabeth Hunter  
*BM-Music/Vocal*  
Mrs. Susan Lee  
*BS-Nursing*  
Mrs. Kelli Lovell  
*BA-Music Education*  
Mrs. Christine Simpson  
*BS-Art Education*

### Foreign Language

Mrs. Miranda Tarleton  
*BS-Political Science*

### Library

Mrs. Susan Lee  
*BS-Nursing*

### Elementary School

4K-Mrs. Monica Milling  
*BS-Interdiscip. Studies*  
5K-Mrs. Fran Matthews  
*BA-Early Elem Ed*  
1<sup>st</sup>-Mrs. Mandy Bass  
*BA-Early Education*  
1<sup>st</sup> -Ms. Rachael Lavelle  
*BA- Liberal Studies*  
2<sup>nd</sup>-Mrs. Elizabeth Galloway  
*MA-Elem Education*  
3<sup>rd</sup>-Mrs. Linda Randall  
*BS-Elem Education*  
3<sup>rd</sup>-Miss Christina Wallace  
*BA-Early Education*  
4<sup>th</sup>- Mrs. April Buckwalter  
*BS-Elem. Education*  
5<sup>th</sup>-Mrs. Rebecca Nash  
*MS-Elementary Ed*  
6<sup>th</sup>- Mrs. Margie Perry  
*MA-Elementary Ed*

### Math

Mrs. Tammy Moreau  
*BS-Elem. Education*  
Mr. Jackson Potterfield  
*BS-Mathematics*  
Mr. Victor Smith  
*MS-Secondary Education*  
Mrs. Rebecca Snider  
*BA-Secondary Educ.*

### Physical Education

Mr. Josh Davidson  
*BS-Elem. Education*  
Mr. Keith Rogers  
*BS-Sociology*  
Mrs. Miranda Tarleton  
*BS-Political Science*  
Mrs. Laura Sansbury  
*BA-History*

### Science

Mr. Josh Davidson  
*BS-Elem. Education*  
Mrs. Laura Graham  
*BS-Chemistry*  
Mrs. Kristen Prussia  
*BA- Biology*  
Mr. Mark Skiles  
*BS-History*

### Social Studies

Mrs. Sandy Hill  
*BA-Elem. Education*  
Mr. Peter Worn  
*MAT-Social Studies*

## STAFF

### Athletic Department

Mr. Brad Bochette  
Mr. Keith Rogers  
Mrs. Laura Sansbury

### Morning/Aftercare

Ms. Raquel Campbell  
Mrs. Ashley Collins  
Mrs. Carrie Stallings

### Custodial Support

Mr. Rocky Lasters  
Mrs. Grecia Duarte  
Mrs. Willistine Hicks  
Mrs. Susana Lasters

### Enrollment/College

Karen Holmes

### Finance Office

Mrs. Susie Bokelman  
Mrs. Linda Miele  
Mrs. Heidi Newton

### Head of School

Rob Van Ness

### Lunchroom

Mrs. Kelli Lovell  
Mrs. Linda Miele

### Maintenance

Contractors  
Johnny Thigpen  
Jack Young

### Marketing/PR

Jennifer Hoover

### School Nurse

Mrs. Cathy Parnell

### School Office

Mrs. Kelly Heavner  
Mrs. Kristen Prussia

### Spiritual Life

Mrs. Betty Leviner  
Mrs. Kelli Lovell

### Teaching Assistants

Ms. Shay Benthall  
Mrs. Debbie Isgett  
Mrs. Tina Outlaw  
Mrs. Teresa Sims  
Mrs. Kim Williams

## **VISION OF THE KING'S ACADEMY (1100)**

*"I have come that they may have life, and have it to the full." John 10:10b*

TKA's vision is to produce academic, social, and physical excellence through a program where the mind and heart of each student is coming fully alive in Christ.

## **MISSION STATEMENT**

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

### **Elementary and Middle School (1210)**

- The mission of The King's Academy is to provide academic excellence in a Christ-centered environment for children of Christian families.
- TKA will promote each child's spiritual, academic, social, moral, and physical development through an educational experience in which the Lordship of Jesus Christ and the authority of the Bible are applied to all areas in preparation for a life lived for God's glory and service.
- TKA will teach students that God loves them and wants them to be saved, desiring that they experience a personal relationship with Jesus Christ, which brings their hearts fully alive in Him.

### **High School (1220)**

- The mission of the High School of The King's Academy is centered on the commandment to prepare young people to love and serve God and His Kingdom wholeheartedly. Intrinsic to the founding of TKA is the belief that the call of God is upon the hearts and lives of each student at TKA. It is the goal, therefore, of TKA to prepare students for that call and for a life of service to God and His Kingdom.
- Venturing forth in this effort, our aim is to do all things as unto the Lord. The TKA Board of Trustees and staff are committed to teaching students that worship of the Lord Jesus Christ is a vital part of our school life and their individual lives as well. TKA also believes it is important to train students to reach out to others in ministry to the Lord. Training in worship, in righteousness, and in ministry is not considered "extra" curricular at TKA. Rather worship, training in righteousness, and ministry are at the core of our academic curriculum and are the very foundation of our purpose.
- The goal for the High School of The King's Academy is to prepare graduates for life and for the destiny that is theirs in Christ. Our goal is to raise up a generation committed to changing the world for Christ, purposing to bring the world to Christ and Christ to the world. To that end, academic excellence is imperative, as is creating an environment of spiritual awakening and enthusiasm, which brings each heart fully alive in Christ.

## **HISTORY OF THE KING'S ACADEMY (1500)**

- The King's Academy is an independent corporation governed by a Board of Trustees.
- TKA has submitted itself to the spiritual covering of Trinity Evangelical Presbyterian Church.
- TKA was established in Florence, SC, in 1990.
- TKA is the fulfillment of the vision of seven families. The school began with 13 students and two teachers. Today over 300 students from about 150 families represent over 50 different churches.
- TKA offers a full educational program for 4K-12th grade, and this year TKA will graduate its eighteenth senior class.

## **PHILOSOPHY OF EDUCATION (1600)**

*"The fear of the Lord is the beginning of wisdom and knowledge of the Holy One is understanding."*

*Proverbs 1:7*

- The King's Academy exists as an extension of the Christian home, serving to augment and support parents/guardians in the Christian instruction of their children. Parents/Guardians are regarded as the God-ordained authority over the child, ultimately responsible for training the child in the Lord.
- TKA's curriculum is not designed to replace the teaching of the church or the parent/guardian but to bring children closer to Jesus Christ within their academic environment.
- TKA will maintain high academic and spiritual standards in every area of instruction.
- TKA believes each child has unique mental, physical, and spiritual abilities. These characteristics need to be acknowledged in the classroom, and every student should be challenged to maximize his/her abilities.
- TKA will offer the finest curriculum to students, and all instruction will be aligned with Biblical principles. The Bible will serve as the final authority concerning all questions concerning spiritual training, academic teaching, and character training at TKA. The Word of God is acknowledged as the only absolute, infallible truth. Integration of the Word of God will result in students viewing the world from a Christian perspective.
- TKA believes that the call of God is upon the hearts and lives of each student at TKA. It is the goal, therefore, of TKA to help prepare students for that call and for a life of service to God and His Kingdom.
- Christian education is not simply a curriculum; it is the implementation of the understanding that all of life for a Christian is sacred. Academic training, then, is more than a mental activity. It is spiritual. It is the formal study of creation, one part of coming to a full knowledge of the Creator.

## **PURPOSE AND OBJECTIVES (1700)**

- TKA will promote each child's spiritual, academic, social, moral, and physical development through an educational experience in which the Lordship of Jesus Christ and the authority of the Bible are applied to all areas of curriculum.
- TKA will teach students that God loves them and wants them to be saved, desiring that they experience a personal relationship with Jesus Christ and leading by the Holy Spirit.
- TKA will teach the Bible as God's inspired Word.
- TKA will provide opportunities for children to accept Jesus Christ personally, to know the power of the Holy Spirit, and to prepare them to share Jesus with others.
- TKA will provide a Christian school where Jesus Christ is pre-eminent in all our relationships; and where His Word is the standard for our curriculum and teaching methods.
- TKA will provide an environment which stresses that all believers are part of the Body of Christ and should treat each other as such.
- TKA will enlighten the minds of students to the absolute truth of the Word of God in all areas of learning.
- TKA will provide an academic environment that embraces the student's total development, individual needs, and particular learning style.
- TKA will equip students with the knowledge necessary to develop Christian character.
- TKA will provide an environment that equips children to take personal responsibility for individual learning and cooperative endeavors.
- TKA will help students, who are created in God's image, develop their fullest capabilities as contributing and responsible members of society, treating others with love and respect regardless of the circumstances.
- TKA will equip students with the knowledge necessary to defend and apply Christian principles in a secular society.

## **STATEMENT OF FAITH (1800)**

- We believe the Holy Scriptures are the Word of God written, which are contained in the sixty-six books of the Old and New Testaments. We believe that the Bible is God's infallible Word, written by men who were divinely and uniquely inspired by the Holy Spirit, and that it is our supreme authority in all matters of faith and practice. We affirm our belief in the verbal and plenary inspiration of the Scripture in their original autographs. In addition, we believe that the Old and New Testaments are a complete witness to God's redemption through the incarnation of Jesus Christ, who is the Living Word. The Holy Scriptures are authoritative for us; are the absolute of God's revelation of what we are to believe and how we are to live, and reveal all we need to know about God, all He requires of us and His will for the Church. We believe the Bible is the basis of all our teaching, ministering, and living.
- We believe God the Father is sovereign in creation, providence, and salvation. He is the Lord God Almighty, who in the beginning created all things from nothing. He simply spoke and it was. Because He is sovereign, He controls all of His creation. The crowning achievement of His creation was when He made man in His own image—a living soul, who is a spiritual being, housed in a human body. Man disobeyed God and sin came into the world. The perfect relationship between God and man was fractured. In His sovereignty, mercy, justice, and holiness, God made provision by paying the sin debt through His Son Jesus Christ to forgive man's sin, to heal the fractured relationship, and to restore man in His image. The Scripture refers to the fulfillment of God's provision of salvation as "being born again," not of the flesh, but of the Spirit:
- We believe Jesus Christ is the second Person of the Godhead. He is the one and only, the only begotten, Son of God who was conceived by the Holy Spirit and was born of Mary, who was a virgin. He took upon Himself the form of a man. In His essence, He is fully and completely God and man at the same time. Through His death on the cross, He paid the debt for our sins, and through His bodily resurrection He made it possible for us to stand in the presence of God forgiven, justified, redeemed, and adopted into the family of God. Salvation is not based upon good works or merit but on the sacrificial death and atoning work of Jesus Christ that is received by faith alone. Jesus is the only way to salvation—there is salvation in no other person or system of belief. Through Him we are in the process of being sanctified as we grow to be more and more like Him.
- We believe the Holy Spirit is the third Person of the Godhead, who has come to glorify Jesus Christ. The Holy Spirit leads us into a saving relationship with God through Jesus Christ; He convicts us that we are sinners, and He applies the saving work of Jesus to our hearts and gives us faith to accept Jesus as our personal Savior and Lord. It is the Holy Spirit who empowers us to live as the people of God, to perform good works, and to be witnesses to His glory. The Holy Spirit leads us into sanctification. He does that as He produces the Fruit of the Spirit in our lives. Sanctification is never complete in this life; however, we are constantly growing toward its completion.

## **ACADEMIC STANDARDS**

### Accreditation

- The King's Academy is accredited by AdvancED, the Association of Christian Schools International (ACSI), and South Carolina Independent School Association (SCISA). TKA was first accredited in 1992 and is re-evaluated for re-accreditation every five years. (1310)

### Curriculum Guides and Textbooks

- Textbooks and curriculum materials are selected to accomplish the goals of the school and to support a Christian philosophy of education. All instruction offered at TKA is based on sound Biblical principles. When using a secular resource or material that is not in line with Biblical principles, the teacher will present the Biblical viewpoint. The literal interpretation of the Bible serves as the final authority. (4430)
- A Curriculum Guide for each grade and subject is available. Curriculum Guides include objectives for the material covered by the approved curriculum. The objectives in the Curriculum Guides insure students have been exposed to the information and skills needed to satisfactorily complete each grade. (4440)

### Homework

- The majority of instruction and work will take place in the classroom under the teacher's direction. Homework will consist of assignments which extend instruction, preparing for tests and quizzes, and special projects and reports. (4415)
- All assignments will be posted on-line for parents and students to view. (4412)
- TKA encourages families to attend Wednesday night church services. Elementary School teachers take this into consideration, and parents/guardians will notice lighter homework on Wednesday nights. Tests and projects scheduled for Thursday will be assigned prior to Wednesday. (4416)

### Study Skills

- Teachers in 4K-6th grade send home weekly sheets, which communicate upcoming events and/or assignments. Each teacher also establishes a method for communicating nightly homework assignments. Parents/Guardians should be aware of the study skill procedures used at TKA to reinforce them at home. (4471)
- Students are expected to do their own homework and class work. Plagiarism is the representation of words and ideas of another as the student's own work. Any work (assignments, exams, written work, and other academic work) that reflects dishonesty and is not the student's own work will receive an academic penalty in addition to a Level II disciplinary action for cheating/dishonesty. (7334)

### Testing

- All applicants to Kindergarten take a Kindergarten Readiness Test to determine acceptance into the TKA program. Students entering 1st grade are given the School Readiness Test. (4491)
- Students in 1<sup>st</sup> – 8<sup>th</sup> grades are evaluated each spring utilizing standardized achievement tests and ability tests for 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 6<sup>th</sup> grades. The scores from these tests are used to help target the learning needs of students and to give an indication of whether the student is performing per his/her ability. Scores will also be used in making curriculum decisions. (4494)
- Scores for rising 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> graders are used to confirm class placements. Eighth graders taking English I and/or Algebra I, as well as 9<sup>th</sup> - 11<sup>th</sup> graders take standardized tests (PSAT) in preparation for the SAT/ACT tests. Results of testing are issued to parents/guardians. (4494)

## **APPEARANCE STANDARDS (7110)**

- TKA appearance standards are the result of a collaborative effort of TKA students, parents/guardians, faculty, Head of School, and board. It is based on the standard that as members of the community of The King's Academy we dress appropriately with modesty, neatness, and dress that is suitable for the occasion.
- It is expected that students exercise good judgment, under the supervision of their parents/guardians and in accordance with TKA Appearance Code, in matters relating to individual appearance. Students are not to wear any type of clothing, jewelry, or hairstyle that is distracting, unclean, unsafe, immodest, or otherwise disruptive. It is each student's responsibility to follow the TKA Appearance Code while on the TKA campus during school hours and for all after-school related events, including field trips, athletic events, practices, 5th quarter, after-school or weekend school events, Suspensions, Saturday School, ceremonies, etc. Every effort will be made to enforce the appearance code with consistency; however, the appearance standard remains constant whether previous infractions have been addressed.
- Specific appearance standards are detailed in each policy section of the Handbook. The following criteria are used as the standard for the TKA Appearance Code. These criteria are intended to assist the student in making appropriate appearance decisions. "Is my appearance ...?"
  - modest
  - neat
  - suitable for the occasion
- Students who do not meet the criteria will be asked to make necessary adjustments. If correction cannot be made, parents will be notified and asked to bring acceptable clothing. (7130)

## **BEHAVIOR AND CONDUCT STANDARDS (7310)**

- The following guidelines are deemed necessary in providing a safe and orderly learning environment and in establishing a climate where students make good decisions in line with Biblical principles.

- Discipline encompasses instruction, prevention, and correction. Effective teaching and discipline require a consistent approach of clearly established rules and consequences. Students are instructed to take responsibility for their actions. Wrong choices and poor judgment which result in disobedience will necessitate appropriate discipline.
- All students have the right to safety and the right to experience an environment conducive to learning.
- No corporal punishment will be administered at TKA.

#### Behavior Standards (7312)

- The following principles form the basis of the disciplinary policy at TKA. All rules are in effect at school and on all school-related activities. The standards are based on Biblical principles:
  - cooperate respectfully and obey those in authority
  - treat others with respect
  - do not let any actions or words harm or hurt others
  - purpose to build relationships with others
  - honor the Lord with mind and body
  - refrain from unwholesome talk that dishonors the Lord, is untruthful, disrespectful or involves gossip
  - strive for personal best
  - present work that represents own effort
  - be orderly in conduct
  - take responsibility for actions
  - on and off-campus, avoid any behavior or action that would bring dishonor to Jesus Christ, family, or TKA
- Listed are some of the standards TKA students are expected to uphold. These are standards that help to ensure the good health and safety of the individual. TKA students are expected to abstain from the following behaviors:
  - sexual immorality or inappropriateness in clothing, words or behavior
  - the use or possession of alcoholic beverage
  - the use or possession of tobacco products, including alternative nicotine products, such as electronic cigarettes or vapor products
  - the use or possession of illegal drugs
  - the use or possession of prescription medicines not prescribed to the student
  - the use or possession or viewing of pornography
  - bullying (see Anti-Bullying Policy)
- Students who attend The King's Academy represent the school and the school's standards on and off-campus if they are enrolled at the Academy.
- TKA students are held accountable by the Academy for offenses that violate the above listed standards on and off-campus.
- A student's participation in extracurricular activities may be affected for offenses of behavior standards.

#### Conduct Standards (9410)

- The Elementary, Middle, and High Schools of TKA are housed in buildings owned by The King's Academy or Trinity Evangelical Presbyterian Church. Everyone is responsible for the care of all facilities. Willful damage to the property will result in disciplinary action. The costs of damage will be the responsibility of the student/parent/guardian.
- Students will be required to keep their materials neat and organized. Students can assist in caring for the property by walking on sidewalks and disposing of trash in appropriate containers. Food and drink is allowed only in the cafeteria. No food or drink should be taken into the classrooms, gym, sanctuary, or hallways.

### **COMMUNICATION STANDARDS (8370)**

- Special meetings for parent/guardian communication are scheduled throughout the year, and parents/guardians are asked to attend these meetings to stay abreast of school information.
- Regular forms of communication include the *Lion's Share*, the TKA website, and Renweb, the on-line grade reporting program.
- The Elementary School Weekly Sheet, which is unique to each grade, includes learning goals for the week, weekly spelling and vocabulary words, upcoming classroom events, and dates of tests, reports, and special projects.
- Parents/Guardians are encouraged to contact the teacher if necessary; however, during school hours, teachers need to give their full attention to the students. If a parent/guardian desires a conference with a teacher, s/he may contact the school office or may contact the teacher through email to schedule the conference.
- One or more days are set aside on the school calendar especially for Parent/Teacher Conferences, and parents are encouraged to attend. The purpose of the conference is for communication and prayer on behalf of the student. (8354)
- A student's academic progress is communicated through Progress Reports and Report Cards, which are emailed to parents throughout each term (every two weeks for grades 7 – 12 and mid quarter for grades 1 – 6). (4240)
- Classes cannot be interrupted for student messages, so messages to students must be limited to emergencies only. (8360)
- Forgotten lunches, books, etc. should be taken to office. (8360)

- Specific lines of communications have been established which follow Scripture (Matthew 18). If parents/guardians have a concern or problem, they should first communicate directly to the staff person involved before involving other parties. If the matter is not resolved, then the parent/guardian is asked to contact the Head of School as soon as possible. If the matter remains unresolved, the parent/guardian may appeal to the TKA Board of Trustees in writing. When members of the TKA family resolve to discuss issues/concerns only with those directly involved, Satan is thwarted in his attempt to create division, gossip, and miscommunication, and an atmosphere of peace and unity can prevail. A complete description of the application of Matthew 18 to the Christian school setting can be found in the appendix at the end of the document. (8320)

#### **CONFLICT OF INTEREST STANDARDS (9100)**

- As a ministry initiated and sustained by God, the school has a mandate to conduct all its affairs decently and above reproach in the sight of both God and man. That accountability includes a commitment to operate with the highest level of integrity and to avoid conflicts of interest.
- As a non-profit, tax-exempt entity, the school depends on charitable contributions from the public. Maintenance of its tax-exempt status is important both for its continued financial stability and for the receipt of contributions and public support. Therefore, the IRS and state corporate and tax officials view the operations of the school as a public trust, accountable to both governmental authorities and members of the public.
- Among the school and its board, administration, staff and volunteers who influence the use of any school-related funds, there exists a fiduciary duty, which carries with it a broad and unbending duty of loyalty. The board, officers, management employees and volunteers are responsible for administering the affairs of the school honestly and prudently, and for exercising their best care, skill, and judgment for the sole benefit of the school. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the school or knowledge gained thereby for their personal benefit. The interests of the school must have priority, and all purchases of goods and services must be affected on a basis that secures for the school full competitive advantages as to product, service, and price.
- Disclosure should be made to the Head of School in writing (or if he/she is the one with the conflict, then to the board chair), who shall bring these matters to the attention of the board.
- The board shall then determine whether a conflict exists and is material, and if so, whether the contemplated transaction may be authorized as just, fair, and reasonable as to the school.
- The decisions on these matters are the sole discretion of the board. The board's first concern is the welfare of the school and the advancement of its purposes.

#### **DIGNITY STANDARDS (7340)**

- TKA strives to provide an environment that is free of offensive behavior.
- TKA is intolerant of any action or comment that would reflect prejudice toward another person.
- Conduct, whether intentional or unintentional, that subjects another person to unwanted attention or to comments or actions because of race, national origin, age, gender, physical characteristics or disability, robs the person of dignity and is not permitted.
- TKA does not condone or allow harassment of others.
- TKA prohibits all forms of sexual abuse or molestation. Any suspected cases will be reported to proper authorities.

#### **ENROLLMENT STANDARDS**

##### Admission Criteria – Student (6112)

- The King's Academy admits students of any race, color, nationality, gender, or ethnic origin to all the rights, privileges, programs, policies, and activities generally accorded and made available to the students at the school. The Board of Trustees reserves the right to deny admission or continuation in the school to any child whose needs the school cannot meet.
- TKA generally does not accept an applicant who has a history of behavioral problems or has received serious discipline at another school.
- TKA will accept only students whose academic needs can be met by the academic program currently in place.
- Students performing below grade level or who have been recommended for retention may be referred to the Discovery Department before admission or re-admission is granted.
- Kindergarten applicants should be five years old by September 1st unless special approval is granted by the Head of School.
- First grade students must be six years old by September 1st unless special approval is granted by the Head of School.
- All applicants are accepted on probation for a period of six weeks.

##### Admission Criteria – Parent/Guardian (6111)

- The King's Academy is a ministry to Christian families and therefore requires that one parent/guardian give a credible profession of faith in Jesus Christ as his/her Savior. Credible is understood to mean the parent/guardian has a clear understanding of what it means to be saved by grace through faith and has accepted Jesus Christ as his/her personal Savior. (Romans 3:23, Romans 5:8, Romans 6:23, Romans 10:9-10)
- The parent/guardian desires a Christian education for the child and agrees to train the child at home in the Word of God.
- The parent/guardian regularly attends a local church.
- The parent/guardian agrees to abide by and support policies contained in the TKA Handbook. The parent/guardian agrees to abide by and support decisions of the staff, Head of School, and TKA Board of Trustees and cooperate fully in the



implementation of these decisions. TKA reserves the unconditional right to take disciplinary action, suspend, and/or dismiss any student whose progress, conduct and/or whose parent's/guardian's conduct is considered by TKA, in its sole and absolute discretion, to be unsatisfactory and/or in violation of the mission of TKA.

- The parent/guardian agrees to make timely payment of the financial obligation to TKA.
- If a parent/guardian or immediate family member is listed on the state sex offender registry, the student's application will be referred to the TKA Board of Trustees for final approval before admission to TKA is granted. An additional written explanation may be required before the TKA Board of Trustees renders a decision.
- The King's Academy believes God has given responsibility for training children to their parents as part of the family structure. The covenant relationship regarding the education of a child is an agreement between TKA and the family, based on the following:
  - All training is governed by the truths and principles of God's Word.
  - At least one parent gives testimony in word and lifestyle that s/he has accepted Christ as his/her personal Savior and desires to train his/her child per a Biblical worldview.
  - A Biblical worldview includes God's design that sexual intimacy is to occur only within marriage.
  - God ordained marriage and defined it as the covenant relationship between one biological man and one biological woman.
  - The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within the home or the activities of the student are counter to or are in opposition to the Biblical lifestyle the school teaches.

#### Admission Procedure (6120 & 6140)

- Application must be submitted by a parent/guardian and must be accompanied by the Application Fee (new student) or Registration Fee (returning student). This fee is non-refundable and non-transferable.
- Along with the application, the parent/guardian must include a copy of the student's birth certificate, report card, standardized test scores, special testing, social security number, and record of immunizations.
- Enrollment of a student with special testing, go to the Discovery Program Manual for further clarification.
- All students applying for Kindergarten or 1<sup>st</sup> grade will be administered a readiness test prior to acceptance. Placement testing may be required for students applying for grades 1-12 if the student's most recent standardized testing results are not available or are unacceptable. Testing will be scheduled after application has been made and a parent interview has taken place.

#### Application Procedure (6130)

- All applications will be considered on a first-come basis as received online through RenWeb.
- Registration dates open in the following order: returning students, TKA families, Trinity Evangelical Presbyterian Church and Hoffmeyer Road Baptist Church members, open registration.

#### Acceptance Process (6140)

- After open registration begins, applications are accepted online on a first-come, first-served basis through RenWeb.
- An interview with the new parent/guardian and the Head of School will be scheduled. The purpose of the interview is to assess the student's admission criteria and explain TKA's mission and policies. New students in 7<sup>th</sup> -12<sup>th</sup> grades are interviewed along with their parents. The non-refundable and non-transferable registration fee is due at this time.
- The parent/guardian will be notified by email upon approval or denial of admission. The decision will be based on the total evaluation of the student as well as TKA's ability to benefit the student.

#### Financial Aid (6310)

- Financial aid is dependent on the availability of scholarship funds and will be distributed to families in need per the Biblical principles from James 1:27. Consideration will be given to families with unusual medical expenses, loss of job, to single parent households and other situations causing extraordinary financial burdens. Families with four or more children will also be given consideration. When considering the distribution of scholarship funds, The King's Academy will adhere to the following guidelines:
  - Financial aid is available to full-time students only.
  - Applications for financial assistance will not be considered until all requested information has been submitted.
  - The application deadline will be posted on the website.
  - Awards are determined in April of each year.
  - Applications submitted after the posted deadline will be considered as funds become available from April through July.
  - The TKA Scholarship Committee reviews requests for financial assistance and awards financial aid.
  - Parents must demonstrate an understanding of and desire for Christian education.
  - Eligibility for financial aid shall be based upon genuine, demonstrated need and space available in the classroom.
  - Parents must pay the Application Fee upon submission of their application.
  - If the student is not accepted, the Application Fee is refunded.
  - If the student is accepted and financial aid is awarded, the Registration Fee must be paid to enroll the student. All remaining fees must be paid by deadlines. Scholarship money is applied to tuition only.
  - If the student withdraws from the school during the year, the Scholarship Fund shall retain all unused portions of the aid.
  - Any behavior or academic concerns could result in a review of the scholarship award by the Board of Trustees.
  - Parents receiving financial aid are expected to be actively involved in fundraisers and volunteerism that promote the school.

- In cases where the applicant is divorced, normally the assets of both parents will be considered in the Scholarship Committee's review if parents have joint custody. If the custodial parent has remarried, normally the assets of the step-parent will be included in the Committee's review. If someone else is financially responsible for the student, that person should complete the aid form and explain his/her relationship to the student.
- Parents are expected to pay more toward their children's tuition if their financial situation improves during the year so that other families may be helped.
- If the student withdraws from the school during the year, the Scholarship Fund shall retain all unused portions of the aid.
- Financial aid is not automatically renewable for a new school year. Families must reapply for aid for each school year.
- The Scholarship Committee will keep the information provided by the parent (or custodian) in strict confidentiality.

#### Home School Student Enrollment (6320)

- Home school students will pay an Application Fee, which can be applied if the student enrolls full-time later.
- The cost for home school students is figured by multiplying the per-class-home-school-rate times the number of classes in which the student enrolls.
- Registration fees and enrollment fees are prorated based on the number of classes taken.
- Students must be registered with a home school organization and provide their registration number. (6150)
- Home school courses are accepted upon initial enrollment from an accredited home school association transcript at the assigned level. (4212)

#### Re-enrollment (6220)

- If there is a concern about a student's academics or behavior, he or she may be denied re-enrollment or placed on probation.
- The parent/guardian will be notified by letter of the denial or probation.
- If a parent/guardian or immediate family member of a current student is convicted of a violent crime or a crime of abuse, the student's enrollment status may be reviewed by the Board of Trustees.

#### **FINANCIAL STANDARDS (6343)**

- A Financial Agreement Form is signed by each parent/guardian at the time of application and is the financial agreement between the parent/guardian and the Academy.
- The Financial Agreement Form clearly explains TKA's policies concerning fee and tuition schedules, fee payments, tuition payments, non-refundable and non-transferable monies, late fees, and returned checks.
- Parents/Guardians must be familiar with the financial policies; their signature on the agreement form indicates to the TKA Board of Trustees and staff that the parent/guardian has been informed and agrees to abide by the policies.

#### **FUNDRAISING STANDARDS (9600)**

- Fundraising must be approved prior to July 15th and will be included in the TKA Fundraising Brochure. The purpose of this brochure is to inform parents of fundraising events throughout the school year and to coordinate the events with the school calendar.
- For a fundraising event not listed in the brochure to be approved, it must be service-oriented in nature, or it must be "piggy-backed" with events in the brochure or with other TKA events. (A service-oriented fundraiser will be defined as one which provides to the buyer a service – perhaps something for which he is already paying someone: a car wash, dinner, babysitting service, lawn-raking service, etc.).
- Businesses, organizations, or individuals may choose to include photos of their businesses and/or of TKA students. Individuals may purchase ads for sharing Scriptures or quotes of encouragement
- Ads will not be sold to businesses whose primary merchandise does not reflect TKA standards. Therefore, ads will not be sold to businesses which sell primarily liquor, tobacco, etc.
- Raffles are not allowed for fundraising. TKA defines a raffle as a fundraiser in which money is exchanged for the opportunity to win something of greater value based on pure chance.
- Before soliciting for ads, advisors must check with the Office Manager for approval. Some businesses have signed up for a sponsorship package with TKA; part of the agreement is that TKA will not solicit for any additional contributions throughout the year.
- The Office Manager must approve all fundraising. The following guidelines will be used by the Office Manager in deciding to approve or disapprove of fundraisers:
  - The number of fundraisers, which will be approved each year, will be closely tied to the projected debt for that year and to the dollar-earning potential of each fundraiser. The priority for fundraisers will be to responsibly cover TKA's expenses and debt.
  - Fundraisers that rely primarily on donations (auctions, walk-a-thons, etc.) can create more of a burden on donors/contributors than those which offer a service (barbeque dinners, car washes, etc.). Therefore, the number of donation-oriented fundraisers in each year must be closely monitored.
  - Fundraisers which offset expenses of TKA trips and uniforms (class trips, cheerleading uniforms, YIG, etc.) will be considered if approval has been granted within existing chains of command (i.e.: athletic director, principal, etc.).

Advisors of these groups are encouraged to plan their fundraisers in advance so that they can be included in the TKA Fundraising Brochure. Advisors are strongly encouraged to plan these fundraisers to be service-oriented in nature.

- Fundraisers held on behalf of another group (for Kiwanis, American Diabetes Association, etc.) must be service-oriented in nature and should be limited to student clubs whose express purpose is to promote community service (Beta Club, Key Club, etc.).
- The following groups raise funds to support their own activities. (Groups are strongly encouraged to identify, BEFORE any fundraising activity is commenced, the purpose for which funds are being raised). Booster Club, PTF, US Student Government, Jr. Class, Sr. Class, YIG, Yearbook, Discovery Program, Library Program, Extended Class Trips (i.e., Washington DC, Camp Greenville, Barrier Island), National Honor Society and Cheerleaders (due to uniform expenses).

#### **HEALTH AND SAFETY STANDARDS (8410)**

- Injuries must be reported immediately to the supervising teacher or coach.
- The teacher or coach will provide first aid if the injury is minor or call parent/trainer/nurse and seek emergency care if the injury is more serious.
- For any injury, the supervising adult will document the incident on injury report and give to school nurse so that appropriate insurance forms may be completed if necessary.
- Although secondary insurance is available, TKA does not guarantee payment. Claim forms and additional information may be procured from the school nurse. Payment is dependent on accurate and immediate reporting of the injury to the school nurse and timely filing of appropriate forms.

#### **HOME SCHOOL STUDENT STANDARDS (6150)**

- All home school applications will be processed on a first-come basis.
- Students must be registered with a home school organization and provide their registration number.
- Up to 5 full courses each year may be taken at TKA as a home school student. (6320)
- Information regarding extracurricular opportunities for home school students is available through the Office of Admissions.
- The student will pay an Application Fee, which can be applied if student enrolls full-time at a later date.
- The cost per class for home school students is determined by the Board each year.
- Home school students pay a prorated Registration and Enrollment Fee based on the number of classes taken.
- TKA grades will be reported to the parent for submission to the home school association. (6150)
- Home school courses are accepted from an accredited home school association transcript at the assigned level upon initial enrollment. (4212)
- All home school students are invited to participate in homecoming activities (such as float construction, Friday Pep Rally, Powder Puff game, etc.) and weekly chapel services.
- Home school students enrolled in Bible classes *are expected to participate* in Chapel, Missions Week, Team Ministry, and the High School Retreat.
- *Home school students will not earn academic awards from TKA.*
- Home school students who take 4 or 5 classes are invited to participate in school sports programs (if SCISA's requirement of 4 core classes is met), transportation for school-related activities, sports banquets, recognition at Senior Night, clubs, overnight educational trips, drama productions, choral productions (if enrolled in chorus class), Eighth Grade Recognition Ceremony, and prom.
- The SCISA requirement of four core classes must be met to participate in SCISA athletic events.
- SCISA core classes include mathematics, English, science, social science, computer science (1), fine arts (1), and foreign language.
- If a home school student decides to participate in extra activities, s/he is held to the same expectations, rules, and guidelines as other students.
- Home school students enrolled at TKA will be treated as any other student is treated. No special privileges will be granted.
- Home school students are not pictured with their classes in the yearbook.
- Home school juniors who are qualifying members of Beta Club and NHS will serve as graduation marshals because this is a requirement of members of these clubs.
- Home school seniors will not walk in baccalaureate or graduation ceremonies because they do not receive a diploma from TKA.
- Home school seniors are not included in Senior Homecoming Court.
- Home school seniors may not participate on the Senior Trip. (6150)

#### **LEADERSHIP STANDARDS (7500)**

The following are considered for a student to serve in leadership:

- Christian witness
- Leadership gifts
- Academic standing

- Faculty/staff recommendations

Leadership opportunities at TKA include:

- Student Government and High School Class Officers
- Captains of Athletic and Academic Teams
- Editors of School Publications

### **LIBRARY STANDARDS (8510)**

- TKA strives to maintain a wide variety of high quality, interesting, informative, and wholesome literature in its library. Books do not have to be distinctively Christian or written by Christian authors. They should, however, not be anti-Christian or blur the line between good and evil. Books endorsing the occult or ungodly attitudes and actions are not considered appropriate. The popularity of a book does not determine its appropriateness.
- Christian families vary widely in what is considered appropriate reading material. TKA does not presume to determine what a child can read at home. The books chosen for the TKA library are selected carefully and from a conservative perspective. Students may take AR tests on books not owned by the school library ONLY if parental permission has been given. It is important to maintain our distinctiveness as a God-honoring school and library while respecting the freedom our families have outside of the school.
- The Accelerated Reader assigned reading level for a book does not take maturity level or content of a book into consideration. Accelerated Reader determines the reading level of a book based solely on reading difficulty, i.e., the number of multi-syllable words and the number of words per sentence. Often the reading level assigned to a book by Accelerated Reader does not match the level assigned by the book's publisher. In restricting certain books from younger grades, TKA is in no way trying to stifle a young reader's growth. TKA believes there is an abundance of challenging, positive reading material available for all ages and strives to continually add inspiring, encouraging, and wholesome books to the collection.
- The following is the procedure by which requests for books to be considered for the TKA Library are to be made. (Note: Not all books have AR tests.) Please read the Library Standards carefully to avoid suggesting books that obviously do not meet the criteria.
  - The parent, student, or teacher will provide a copy of the desired book to the librarian (to be shared as necessary with other screeners).
  - If the book is approved, the requesting individual will also provide a copy of the book for the school library.
  - If money is available in the library budget, this cost can be reimbursed once the receipt is turned in.
  - Time constraints may limit the number of books which can be considered at one time.

### **MARKETING STANDARDS (8740)**

- The TKA Development Office is responsible for all TKA marketing and public relations. One of the office's goals is to have a consistent marketing strategy.
- It is necessary that we promote our school using the same logo.
- All items with the TKA name, logo, and lion mascot must be approved by the Development Director.
- Sales of TKA merchandise are limited to TKA organizations, and these organizations seek approval from the Development Director prior to ordering merchandise.

### **SPIRITUAL STANDARDS**

#### Bible Training (5300)

- TKA uses Scripture as the foundation for all Bible classes, which each follow a Bible curriculum.
- Students attending TKA come from over 50 different local churches. The staff also represent many different denominations.
- If a question arises that reflects a denominational difference, the staff may share various viewpoints in an unbiased manner and then encourage students to talk with their parents/guardians or pastors.

#### Chapels (5100)

- Scripture is the foundation of all TKA chapels, which are held once a week for all students.
- The purpose of the chapels is for worship and spiritual growth.
- Students are encouraged to worship in the manner with which they are comfortable.
- Parents/Guardians are always welcome at chapels.
- Teachers and students will be asked to share periodically during chapel time.

#### Church Attendance (5800)

- TKA recognizes that parents/guardians have a responsibility to train their child(ren) in the ways of the Lord. Because of this, TKA parents/guardians have chosen to place their child(ren) in a Christian school, which teaches a Biblical worldview through academic studies.
- TKA does not intend to take the place of the local church.
- Regular church attendance with at least one parent/guardian is expected for all TKA students. The authority of the parents/guardians and the teaching of the church enable TKA to come alongside and support the spiritual training of the child.

#### Ministry Training (5410)

- In fulfilling the mission of TKA, students are trained to reach out to others in the name of our Lord Jesus Christ. From 4K through twelfth grade, TKA offers ministry opportunities, which are a vital part of a student’s training and which provide opportunities for growth.
- Students begin training in Elementary School through classroom ministries, designed to recognize the needs of others. Also in Elementary School, students have the opportunity to participate in a praise and worship ministry group.
- In Middle School and High School, they have the opportunity to minister to the local community through Team Ministries.
- High School students may also participate in mission trips, local outreaches, ministry to handicapped children and athletic/class/club-sponsored ministries.
- Training in ministry is not considered “extra-curricular” at TKA but is the core of the academic curriculum and the foundation of TKA’s purpose.

Prayer (5600)

- Prayer is the foundation for TKA and is an important part of every school day.
- Prayer throughout the day is encouraged whenever needed.
- Prayer time should be personal and meaningful.

Quiet Time (5200)

- TKA students will be encouraged to develop the habit of meeting with God each day in Bible reading, meditation and prayer. Students will be encouraged to set aside a time each day to spend with the Lord.

Scripture Memorization (5700)

- Because Scripture teaches us to hide God’s Word in our hearts that we might not sin against Him, Scripture memorization is an important aspect of the training at TKA.
- Each week all Bible teachers will review the Scripture assigned and will hold the students accountable for memorization of assigned Scripture. The program features key passages that can become the foundation for a lifetime of Scripture memory.

**TECHNOLOGY STANDARDS (8680)**

The King’s Academy (TKA) endeavors to provide the most current technology to both its staff and students to enhance learning, prepare students for future educational expectations, and subsequently to be competitive in the workforce. This includes professional development for staff, user access to computers and other electronic devices, academic and workplace software, use of the Internet, electronic mail and textbooks, use of the campus network, and other hardware and information systems. The resources available through the TKA system are to be used for educational purposes only. All users will be held accountable for maintaining the integrity of the equipment and systems, the safety of individual users, and the good reputation of the school.

**Information Technology (IT) use at TKA is a privilege – not a right.**

**Copyright and Plagiarism**

The United States Copyright Laws must be followed. Users may not illegally copy text, music, software, pictures, videos or graphics from any Internet, online or software source. The “Fair Use” clause gives educators and students some leniency for using certain materials *for academic purposes only*. Teachers will provide instruction about the legalities and use of this clause when necessary and appropriate. To avoid allegations of plagiarism, users should always request permission from the creator/owner of material or sites and should site the Internet, online or software source where s/he obtained information or materials.

**Evaluation**

TKA strives to increase the effectiveness of the use of technology by staff and students. The Technology Committee will meet regularly to evaluate and plan for the technological advancement of the school and to take advantage of new opportunities that become available.

**Expectations**

TKA is expected to:

- Maintain a technology protection measure with respect to any of its computers with Internet access that protects against access through its computers to visual depictions that are obscene, child pornography, or harmful to minors
- Maintain a technology fund to provide for necessary hardware, software, and training
- Invest in the technological development of the faculty to ensure they can utilize computer technology effectively in the classrooms
- Procure technology necessary to provide students access to current information, including access to the technology support which accompanies most current textbooks
- Provide opportunities for students to learn current technological processes

Teachers are expected to:

- Provide training in safe and appropriate use of technology, the dangers and addictive nature of inappropriate use of technology and the procedure for reporting inappropriate content accessed on a TKA internet connection
- Provide general supervision of students when they are using the Internet
- Enforce the Acceptable Use Policy (AUP)

- Select material that is appropriate to the age of the students and that is relevant to course objectives
- Preview the materials and sites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the site
- Provide guidelines and lists of resources to assist students in channeling research activities effectively and properly when accessing the Internet independently
- Assist students in developing the skills to ascertain the truthfulness of the information, distinguish fact from opinion, and engage in discussion about controversial issues while demonstrating tolerance and respect for those who hold divergent views

Students are expected to:

- Protect login and password information. No sharing or exchange of this information with anyone else. Anonymity is not permitted, nor is representing another at log-in or in correspondence. Violations of system security must be reported, as well as abuses of the system.
- Not change settings, degrade programs, or cause system disruption
- Use school computers and other digital devices for academic work only
- Ensure only appropriate content is contained on digital devices (including but not limited to: flash drives, cameras, iPads, iPods, mp3 players, Nooks, Kindles, etc.)
- Alert a school official if unacceptable material, apps, online resources or Internet sites are inadvertently accessed or if a system problem is encountered. All users have a duty to maintain system integrity
- Be courteous and kind in your comments and language
- Respect the privacy of others' emails and files; if an item is found open, close it
- **Comply with all the guidelines outlined in the *Technology Use and Standards*. If you are unsure about the appropriate use of technology, ask the IT Coordinator, a teacher, or administrator**

### **Privacy**

All digital accounts, files, and storage come under the direction of TKA. Therefore, IT personnel, teachers and administrators may review files and communications and monitor online activities. Files stored on TKA devices will be considered public, not private.

### **Social Media**

While social networking sites such as *Facebook, Snapchat, Tumblr, Instagram*, etc. are not intrinsically bad, because of the potential for inappropriate content and the significant amount of bandwidth consumed by their use, TKA does not permit users to visit these sites while at school. All personal Internet use should be done from home.

### **Unacceptable Use**

The following uses of the school system, digital devices, email, apps, and Internet/online resources or accounts are considered unacceptable (this is not an exhaustive list).

Users will not:

- Access, review, upload, download, store, print, post, distribute, transmit, or receive abusive profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language, images or other media that are inappropriate to the educational setting or disruptive to the educational process or that could cause damage or danger of disruption or that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment
- Post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including bullying, prejudicial or discriminatory attacks
- Engage in any illegal act to violate any local, state, or federal statute or law
- Access chat rooms, games, messaging, blogs, and personal email except for classroom activities under the direct supervision of school personnel
- Use the school system or digital devices for unauthorized commercial purposes or for financial gain, or to purchase goods and services without permission of TKA personnel

TKA expects all persons utilizing the technology and systems on campus to exercise the highest level of respect for themselves, others, equipment/systems, and copyright laws. Failure to comply with the written policy and to use the systems of technologies at the school in a respectful manner will result in the loss of use of the system and/or additional consequences as stated in the TKA Policy Manual and/or Family Handbook.

*As in the areas of academics, fine arts, athletics, and extra curricula, TKA seeks to honor God in its technology usage. System users are expected to use the technology provided appropriately, wisely, educationally, ethically, and honorably.*

Thanks to Rosslyn Academy, Kenya, TechnoKids Inc., and FSD1, SC, for the use of their technology guidelines in the creation of this document.

## **SECTION II – PROGRAMS**

### **ACCELERATED READER PROGRAM (8610)**

- TKA encourages students to read as much as possible. Elementary and Middle School students participate in the Accelerated Reader Program, which gives students the opportunity to read and test their comprehension.
- Students are tested at the beginning of the year and are encouraged to read books from the TKA library in their reading range.
- Class goals are set at each grade level, and students receive rewards for their reading throughout the school year.
- Teachers may factor in individual goals for their students as part of the Language Arts grade.

#### **AR Guidelines (8611)**

- The AR Program runs from September through April for 2<sup>nd</sup>-5<sup>th</sup> graders. First grade teachers determine an AR start date per class readiness.
- Students are assigned a “reading range” after taking the STAR assessment. The STAR test is administered twice a year to 2<sup>nd</sup>-5<sup>th</sup> grades and once to 1<sup>st</sup> grade.
- Each class has a monthly goal that reflects books/points.
- Books/points apply to the month the book is read. Books/points cannot be banked for another month without permission from the teacher.
- Students may access all Accelerated Reader tests through school computers.
- Parents and students may access Renaissance Home Connect, a feature which improves the school-to-home connection by allowing parents and students to log in to a website and view the student’s reading practice and progress towards goals. Parents can see this information from any computer.
- After school begins, parents will receive a letter, informing them of their student’s Accelerated Reader (AR) username and password. By using the following URL, <https://Hosted105.renlearn.com/337773/HomeConnect>, parents can view all tests taken by their students, the scores earned on each test, and a chart showing the student’s progress.
- Students will not be able to take tests at home; in order for an AR test to count, tests must be taken on a school computer.
- TKA has on-line access to all AR quizzes. If a student wishes to test on a book not included in the TKA library, s/he must have parental permission.
- Students in specific Elementary School grades may check out and test on Blue Dot books if the books are in the student’s reading range and there is a release form signed by the parent.
- Students are encouraged to advance in certification levels as well as to accumulate points. When students have advanced three levels, they may read books from any level on an Honors list.
- Students may also read “out of their range” once they have read at least one book per month in their range.
- The main goal of the Accelerated Reader program is to promote a lifelong love of reading. To do this, we must allow students to read on their recreational level as well as on their instructional level.

### **ATHLETIC PROGRAM (8620)**

- The King’s Academy has a Christian athletic program where Jesus Christ is pre-eminent in all relationships and where His Word is the standard.
- The athletic program is an extension of the classroom, and TKA athletes are encouraged to bring glory to God through their athletic endeavors. TKA athletics promote athletic excellence with Christ-like character.
- Our goal is to provide athletic opportunities for every student who desires to participate although Middle School, JV, and Varsity teams may have try-outs to aid in selecting teams.
- Team and individual sport opportunities are designed to teach skills, to give athletes a team experience, to build self-esteem, and to strengthen an athlete’s ability to compete against another individual or team.
- At both practices and games, coaches seek to teach students the fundamentals of the game, advance their skills, and develop Christian character in a competitive environment, helping students gain confidence in their abilities in the sport.
- TKA is a member of SCISA Athletics.

### **ATHLETIC BOOSTER CLUB (8691)**

- The Athletic Booster Club is an association comprised of parents/guardians and staff who have a common interest in athletics.
- The Booster Club’s purpose is to provide encouragement, funds, and service to the athletic program.
- The Booster Club asks that at least one parent/guardian of each TKA athlete signs up to volunteer in the Booster Club activities.
- All items with the TKA name, logo, or lion mascot must be approved by the Director of Development.

### **COLLEGE COUNSELING (8630)**

- The TKA Office of College Counseling seeks to minister to High School students and to prepare graduates for the life and destiny that is theirs in Christ.
- Each student is a special gift from God and has a unique call upon his/her life. Spending time in prayer with each junior/senior is an integral part of seeking that call.

- The Office of College Counseling oversees class placements and scheduling, ensuring that credits needed for graduation are attained.
- The Office also oversees standardized testing, both preparatory and college-bound tests.
- A file is maintained for each student, and transcripts are carefully prepared to insure accuracy.
- Several meetings for parents/guardians and students occur throughout the school year to assist in future planning.
- The Office maintains files of college resources and makes them readily available to students.
- During their senior year, students meet as needed with the College Counselor to complete college applications, scholarship applications, and to address any other special needs which arise in applying to college.

#### **DISCOVERY PROGRAM (8640)**

- The Discovery Program, affiliated with the National Institute for Learning Disabilities (NILD), is provided to meet the needs of students with learning disabilities. Students who have average or above average school aptitude and yet are experiencing academic difficulties affecting their grade-level performances may be helped by an educational therapy designed to strengthen individual weaknesses in auditory or visual perception or in cognition.
- Students with a professionally assessed and documented learning need may be granted an accommodation plan (not modifications) for classroom learning. Only those students who have a documented learning need and are enrolled in the Discovery Program of educational therapy may be granted classroom modifications per their individual needs. This plan will be formulated by the teacher, parent, and educational therapist in accordance with the psychologist's recommendation.
- Potential students are tested to determine their aptitude for learning and the areas in which they have strengths and weaknesses.
- This program is not tutorial; it employs the techniques that should result in improvements in all academic areas. Each student meets individually with an educational therapist for one-on-one instruction for two eighty-minute sessions each week. The remainder of the school day is spent in regular classes.
- The goal is that the student will work towards becoming independent and successful as s/he discovers and utilizes strategies for learning.
- Students are admitted to the Discovery program only after completion of initial testing battery. Discovery tuition and fees are separate from regular tuition.
- Limited openings are available each year. Students will be placed on a waiting list according to the date on the completed application.
- Students are admitted to the Discovery Program only after completion of initial testing battery.
- Discovery tuition and fees are separate from regular tuition.
- The Discovery Program also offers the Search and Teach Program, which supports the regular classroom teacher in instructing students in K-2<sup>nd</sup> grade in Language Arts Skills, specifically reading. Students are given a screening to determine if the Teach program would be beneficial to them. Teach tuition is separate from regular tuition.
- The Discovery Program offers Tutorial Study Hall, an additional class offered at the end of the school day for Middle and High School students. The purpose of Tutorial Study Hall is to provide a structured learning environment which helps students attain academic success by providing support and accountability for completion of homework. The instructor works closely with classroom teachers, students, and parents. The class is graded, and High School students receive ½ elective credit per semester for the class. Tuition for Tutorial Study Hall is in addition to regular school tuition. Attendance and tardy records will be maintained for Tutorial Study Hall per the same standards as other classes.
- High School Discovery students are offered three graduation options. If a student is working toward a General Diploma or a Certificate, s/he may enroll in individualized core courses offered by the Discovery Program.

#### **EXTENDED CARE PROGRAM (8650)**

- Extended Care is available for students in 4K - 6th grade.
- This program provides a supervised environment for working parents/guardians who need to drop off their child(ren) before or pick up their child after school hours.
- Charges for Extended Care will be included on the monthly statement.
- Extended Care is available from 7:00 a.m. to 7:45 a.m. and from 2:55 p.m. to 6:00 p.m. Separate fees are charged for the morning and afternoon sessions.

#### **FINE ARTS PROGRAM (8660)**

- TKA has an outstanding Fine Arts Department that includes drama, chorus, and art. The program seeks to provide opportunities for every student who desires to participate.
- The goal of TKA's Fine Arts Department is to acknowledge that the Lord is the giver of every good and perfect gift. Recognizing this abundance of His grace in our lives, our response is to worship Him through every creative venue.
- TKA's Fine Arts goal is to advance the Kingdom of God by demonstrating excellence in the development and expression of all art forms, whether traditional or innovative, thereby faithfully representing His character before Heaven, the Church and the world.
- TKA's Fine Arts Program encourages and strengthens students' gifts and talents, acknowledging that their talents are from the Lord and that they should use these talents to God's glory.



- Students in 4K - 6<sup>th</sup> grade take a music class, and 5<sup>th</sup>/6<sup>th</sup> grade students may take choir or general music.
- Middle and High School elective classes may include drama, chorus, music appreciation, and art.
- Performances, plays, art shows, concerts and participation in SCISA competitions serve to highlight the students' musical, artistic, and dramatic gifts.

#### **LUNCH PROGRAM (8670)**

- The TKA lunch program offers hot lunches through different restaurants in the Florence area.
- Parents / Guardians are notified of menus and cost on the school website. Menus also will be available in the school office. All ordering will take place through Renweb. Menus and ordering will be available one month in advance.
- All purchases of drinks, snacks, and lunches will be charged to the student's account through Renweb Lunch.
- In order for students to charge lunch purchases to their student account, parents may complete a Lunch Charge Permission Form which allows student to purchase drinks, snacks, and lunches.
- Parents/Guardians are always welcome to eat lunch with their child. Limited seating is available, so it is requested that parents/guardians call the school office at least one day in advance to make a reservation.
- Elementary School students may bring a snack from home to eat during recess. Students in grades 3 – 6 may purchase snacks from the cafeteria during morning recess. Nutritional snacks are encouraged.
- ES students who do not have a lunch will be allowed to call their parent/guardian to request that a lunch be provided.
- Students who do not desire to purchase a hot lunch should bring a lunch from home.
- Students are responsible for cleaning up after themselves. Student helpers will rotate on clean up jobs.
- Students eating on campus should eat in the lunchroom unless special permission is obtained otherwise.

#### **PARENT ADVISORY COMMITTEE – PAC (8694)**

- PAC was initiated by the TKA Board of Trustees to enhance the lines of communication between parents of TKA, the Board of Trustees, and the Administration.
- The committee is comprised of one administrator (David Wolff), one Board member, and parents representing Elementary, Middle, and High School. Names of current parent representatives are published in *The Lion's Share* early in the school year and are also printed in the Family Directory.
- Each PAC member commits to attending a monthly meeting where all members discuss areas of policy or procedure which may need clarification, explanation, or modification.
- As a committee they offer suggestions to the administration and /or Board.
- Any TKA parent with questions, ideas, and suggestions is invited to contact any PAC member.

#### **PARENT TEACHER FELLOWSHIP - PTF (8695)**

- The PTF is an association comprised of parents/guardians and teachers who have a common interest in seeking and implementing God's will in educating the students at TKA spiritually, mentally, and physically.
- The PTF's purpose is to act as a means of communication and service for the needs of TKA.
- PTF meetings may focus on prayer and fellowship or address school business and needs.
- The volunteers organized through the PTF are a blessing to the school, providing many opportunities for parents/guardians to participate by helping TKA.
- The Board of Trustees asks that at least one (1) parent/guardian from each family commit to serving on a PTF committee.
- All projects and events involving the church buildings and fundraising must be approved by the Director of Development.
- All items with the TKA name, logo, or lion mascot must be approved by the Director of Development.

## **SECTION III– POLICIES AND PROCEDURES**

See Sections IV, V or VI for additional grade level policies

### **CALENDAR AND SCHOOL CLOSING**

#### **Calendar (8220)**

- The TKA yearly calendar is available on the TKA website – [www.tkaflorence.com](http://www.tkaflorence.com) and RenWeb. The TKA calendar is the most up-to-date means of communicating information at TKA. Therefore, any changes in school activities should be immediately communicated to Office Manager Kelly Heavner at extension 125.

#### **School Closing (8260)**

- Decisions regarding school closing, early dismissals, etc. due to weather will be announced on local TV and radio stations no later than 5:30 AM.
- Typically, TKA will close when the public schools are closed unless those closings are due to shelter needs.
- In the event of school closure or late start, information will be posted on the website, and families will be notified through the automatic calling program.
- If a closing is deemed necessary after school is already in session, an e-mail from the school will be sent to all addresses that are on file. Additionally, families will be notified through the automatic calling program.
- Parents should refrain from calling the school to ascertain school closing information.

### **FIELD TRIPS (8720)**

- Field trips help enrich a student’s learning when they are correlated with classroom instruction.
- Parents/Guardians will be notified of destinations, dates, and times of all field trips.
- Field trip expenses are covered by the fees and tuition except for meals, snacks, and overnight trips.
- At Registration, parents give permission for their children to participate on Team Ministry. Parents/Guardians will need to sign permission forms for all other field trips as they occur during the year.
- Parents/Guardians are encouraged to chaperone on field trips and are needed to help supervise the students. TKA asks that chaperones follow these guidelines: (8722)
  - Parents/Guardians who desire to chaperone must have a Classroom Parent Form on file.
  - Parents/Guardians are asked not to bring younger siblings so that their full attention can be given to supervision.
  - Vehicles used to transport students must have a seat belt for each student.
  - Students may not be double-belted in vehicles.
  - Children under the age of six (6) must be secured in a belt positioning booster seat. Any child under the age of six (6) who weighs less than forty (40) pounds must be in a forward-facing child safety seat. The child’s parent provides booster or child seats.
  - Children under the age of 12 should not be placed in the front seat of a car with an air bag that is activated.
  - Use of church or rental vans for field trips must meet specific safety requirements. No church or rental van will be used without written approval of Head of School.
  - While chaperoning on field trips, parents/guardians are asked to refrain from the use of tobacco products, including alternative nicotine products, such as electronic cigarettes or vapor products, and the consumption of alcohol.
  - Drivers are asked to play only Christian music while students are in vehicle.
  - If the vehicle has a VCR/DVD player, please check with staff before viewing movies. TKA’s policy is generally that only movies with a G rating can be shown to Elementary School students and a PG rating to Middle and High School students.
  - If the TKA activity bus is used, all students should ride the bus unless otherwise approved by TKA Staff. The TKA activity bus does not have seatbelts. (8723)

### **HOLIDAYS (8712)**

- TKA’s celebration of Easter and Christmas emphasizes the birth, death, and resurrection of Jesus Christ rather than secular icons. Thanksgiving, St. Patrick’s Day, and St. Valentine’s Day are also celebrated in light of their religious significance.
- TKA does not observe Halloween.
- We realize Christian families have different convictions about how to celebrate these holidays; therefore, if questions arise, students are referred to their parents/guardians.

### **LEGAL REQUIREMENTS (8440)**

- The King’s Academy cooperates fully with law enforcement officials.
- Teachers are required by law to report suspected physical or sexual abuse.
- TKA is required to report truancy violations.

### **LOST AND FOUND (9700)**

- Any lost items should be reported to the school office.
- Found items are put in the Lost and Found.
- Unclaimed items will be donated to a worthy cause at the end of each semester.

### **MEDICATION POLICIES (8460)**

- Parent/Guardians indicate on the TKA Consent Form whether their 5K – 12<sup>th</sup> grade child may be given over-the-counter medication (Tylenol, throat lozenge, topical spray) if the School Nurse deems it necessary.
- Before any medication may be administered to a 4K student, a parent must sign and date a medication form, which can be obtained from the school nurse or the school website.
- A medication form, which can be obtained from the school nurse or on the website, must be completed for any over-the-counter medication not listed on Consent Form or prescription medication needed during the school day.
- Prescription medications require the prescribing physician's signature.
- Students are not allowed to have medication in their possession on school grounds. All medication will be kept in the Health Room, and the student must come to the Health Room to take his/her medicine.

### **SCHOOL RECORDS (4551)**

- Parents should contact the school office if there is any change in the information that appears on the student's application, including phone numbers, addresses, church affiliation, or a change in a family situation.

#### Cumulative Files

- Cumulative files will be maintained in the office for each student. The files will be stored in a fire-safe cabinet that will be locked when not in use.
- Originals are not released to parents/guardians, but copies of the files will be made on request. Information in the files will be shared with parents/guardians in the presence of the Head of School after the parent/guardian has made an appointment to have the records reviewed.
- Original files will be released to schools requesting records if the student has transferred and is enrolled. Parents/Guardians should expect a five work-day period before copies of records are released by TKA.
- The King's Academy will be responsible for keeping ALL student permanent records for seven years following the student's graduation/withdrawal from the school. For TKA graduates, transcripts will be kept as a hard copy indefinitely. After the seventh year, transcripts and ACT/SAT scores for TKA graduates will be electronically stored in two different locations. If a student withdraws from The King's Academy prior to graduation, their grades, attendance and standardized testing scores will be electronically stored in two different locations after the seventh year.
- The student's account must be paid in full before grades, transcripts or copies of permanent records are released.
- Contents of student's cumulative file include:
  - Application Forms
  - Birth Certificate
  - DHEC Immunization Form
  - Health Information
  - Permanent Grade Card
  - Copies of Report Cards
  - Standardized Testing Card
  - Copies of Standardized Testing
  - Consent Form
  - Student Driving Form (if applicable)
  - Psychological/Educational Testing and reports (if applicable)
  - Parent/Guardian Communication (if applicable)
  - Records of Previous Schools

#### Transcripts (4553)

- TKA will send transcripts without charge to colleges indicated by juniors and seniors.
- Students will be charged for all transcripts over three copies.
- Transcripts cannot be processed the same day as requested.
- Parents and students should allow one business week for the transcripts to be processed after the request is made.
- All accounts must be paid in full for transcripts to be released.

### **SEARCH POLICIES (8480)**

- To maintain order and discipline on school property and at school-related events and to protect the safety and welfare of students and school personnel, TKA has the right to perform unannounced searches and to seize contraband, such as illegal substances and objects which constitute a threat to any person(s). Drug dogs and local law enforcement may be called to assist in the search process.

- All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized by staff.
- TKA staff members have the right to ask students to empty their pockets to determine whether they pose a danger to themselves and/or others.
- The Head of School and authorized staff members may search a student's purse, backpack, gym bag or other personal property; student lockers, desks, or other school property; or student automobiles which are on school property.
- TKA makes no apologies for going to any extent deemed necessary to safeguard TKA students at school. The general culture surrounding children today is filled with potential dangers on spiritual, emotional, and physical levels. Those dangers are a persistent threat to homes, churches, workplaces, and schools. TKA's stance is to be proactive, not reactive.

#### **SIGN-OUT POLICIES (7230 & 8490)**

- All students must be signed out through the office before leaving campus.
- Staff should not release a student unless there is a signed note or a call from the office indicating that the student has been signed out.
- If a parent/guardian wishes to restrict his/her student from leaving school with a particular person(s), the parent/guardian must notify the school each year in writing by identifying the name of the person with whom the student may not leave school grounds.
- If an Elementary School student must check out during the day, the parent/guardian should send a note informing the teacher. When the parent/guardian or adult designee arrives at school, s/he must sign out the student from the office. The office will contact the teacher to let him/her know that the child has permission to leave school.
- Middle and High School students may be signed out if a parent/guardian calls the school office prior to the sign out to verify that the student may leave campus.
- Elementary, Middle and High School students are not allowed to sign out for lunch unless a parent/guardian, college-age sibling or adult designee comes to the office and signs out the student. For extenuating circumstances when in-person sign outs are not possible, an administrator may be contacted by note or phone call IN ADVANCE and permission to leave may be granted for students who can drive themselves. This special permission will be granted at an administrator's discretion.
- Seniors can leave for lunch with a parent/guardian Sign-out Permission Form.
- Juniors can leave for lunch on Fridays during the second semester with a parent/guardian Sign-out Permission Form.
- All students who are signed out and return to school must sign back in through the office to avoid being counted absent for the entire day.

#### **STUDENT MESSAGES (8360)**

- Classes cannot be interrupted for student messages.
- Please limit messages to emergencies only.
- Forgotten lunches, books, etc. should be taken to office.

#### **SUPPLIES AND TEXTBOOKS (8800 & 9310))**

- Students are responsible for supplies listed on the supplies list given out before the start of school. Students should bring their supplies the first day of class.
- Students are responsible for the textbooks issued to them.
- Writing in non-consumable textbooks is not permitted.
- Students return all non-consumable books at the end of the school year.
- Non-consumable books will be evaluated at the end of the school year and charges for damages will be assessed if necessary.
- The student's account will be charged for any lost or damaged book.
- Year-end report cards, transcripts, and diplomas will not be released until the student account is cleared.
- Students are not allowed to use the copier without the office staff's permission. Students must pay a set copying fee for personal copies in the office **before** making copies. This fee, which will be posted in the office, will be used to offset expenses. Student copies for school assignments are not covered by tuition or fees.

#### **VISITORS AND GUESTS (8900)**

- Parents/Guardians and TKA alumni are welcome on campus any time.
- TKA is a smoke-free, tobacco-free campus. While on campus, all guests are asked to abstain from the use of tobacco products, including alternative nicotine products, such as electronic cigarettes or vapor products.
- All parents/guardians, visitors, and alumni must sign in at the school office upon arrival on campus.
- Visitors will be asked to wear a visitor's badge. All visitors and guests are expected to abide by the school's rules and procedures while on campus.
- Prospective student visits must be scheduled through the Admission's Office by a parent/guardian.
- Only prospective students will be allowed to visit classes, chapel, and lunch unless special permission is granted by Administration.
- Prospective students must abide by the TKA Appearance Code while on campus.
- Students from other schools are not allowed on the TKA campus unless they are prospective students and arrangements have

been made by their parents/guardians through the Admission's Office.

**WITHDRAWING A STUDENT (6400)**

- A parent/guardian should submit a written letter of withdrawal stating the date the withdrawal will be effective
- A student is not classified as withdrawn until the school has processed a withdrawal card. This card lists the details and information needed to complete a withdrawal.
- The opportunity for an exit interview will be provided by the Director of Admissions.
- The student's account must be paid in full before grades, transcripts or copies of permanent records are released.
- Expect a two-week period before copies of records are released by TKA. This applies to withdrawals during the school year and to non-returning students during the summer.
- Records and transcripts will be mailed to transfer school upon receipt of a Record Request Form from the transfer school.
- Charges for tuition are prorated per the last day of the month in which the student was enrolled. Application/ Registration/ Enrollment Fees and June and July tuition are non-refundable and non-transferable.
- If the student is on scholarship, the money awarded will be applied evenly to the number of days the student was enrolled at TKA. The school will retain the balance of the scholarship.

**SECTION IV – ELEMENTARY SCHOOL POLICIES AND PROCEDURES**

See Section III for additional school-wide policies

<b>Elementary School (4K - 6<sup>th</sup> Grade) Hours</b>		
7:00 – 7:45	Extended Care (Additional Cost)	<b>WEDNESDAY ONLY CHAPEL DAY</b> These times replace the regularly scheduled times listed in the column to the left.
7:45 – 8:00	Drop-off/Classrooms Open	
8:00	Classes Begin/Tardy Bell Rings	
9:30 – 9:40	4K-5K Recess	4K/5K Recess
10:00 – 10:15	3-4 Recess	3-4 Recess
10:20 – 10:40	1-2 Recess	1-2 Recess
10:40-11:10	5-6 Recess	5-6 Recess
10:40-11:00	4K-2 Lunch	4K-2 Lunch
11:10-11:30	3-6 Lunch	3-6 Lunch
11:00-11:20	4K/5K Recess	4K/5K Recess
11:15	½ Day Dismissal	
11:30 – 11:45	3-4 Recess	3-4 Recess
12:45-1:05		1-2 Recess
1:10-1:55		Chapel – 4K-6 Grades
1:15-1:35	1-2 Recess	
1:40-2:00	4K/5K Recess	
2:00-2:20		4K/5K Recess
2:40	Dismissal	
2:40-2:55	Pickup	
2:55-3:15 or 3:30*	Extended care (no charge) if high school sibling is transporting child. *If sibling is enrolled in TSH or Dual Enrollment course.	
2:55-6:00	Extended care (additional charge)	

**ELEMENTARY SCHOOL ACADEMICS**

**Assignments (4411)**

- All assignments completed by students in 4K-6th grades will be sent home on a regular and timely schedule.
- Each teacher will communicate to parents at the beginning of the school year the system by which student work will be sent home.

**Grading Reports**

Interim Reports (4510)

- Interim reports for students in grades 1st-6th will be generated four times a year midway through each grading period.
- Interim reports notify the parent/guardian of the academic performance of the student.

Report Cards (4540)

- Report Cards will be issued every nine weeks for grades 1st-6th.
- Kindergarten (4K & 5K) Report Cards will be issued two times per year, at the end of each semester.
- Grades given on a Report Card indicate the degree of mastery achieved by the student as compared to the target standard.
- In grades 3-6, both an alphabetic and numerical grade will be recorded on the Report Card.
- Access to RenWeb will be disconnected approximately six weeks into the 4<sup>th</sup> Nine Weeks.
- Report Cards for the 4<sup>th</sup> Nine Weeks and year-end grades will be distributed on Report Card Distribution Day.
- Year-end Report Cards are not mailed.

**Grading Scale (4270)**

Kindergarten

M=Mastered/Demonstrates Skill Consistently

G=Good Progress Being Made

E=Emerging Skill Still Developing

☐ = Not yet covered

### 1st and 2nd Grade

100-90 — A      89-80 — B      79-70 — C      69 & Below — Needs Improvement or Time

### 3rd-12th Grade

100-90 — A      89-80 — B      79-70 — C      69-60 — D      59-0 — F

### K – 6<sup>th</sup> Grade Spanish, Art, Music and PE

E — Skills Mastered      S — Progressing      N — Needs Improvement

### **Homework** (4414 & 4416)

#### Purpose

- The purpose of homework is to provide reinforcement or enrichment.
- Homework also gives the student the opportunity to work independently on skills learned in class and to apply organizational study skills independently.

#### Excused and Unexcused Homework

- Parents/Guardians are asked to notify the teacher in writing if the excuse for late homework is illness or an emergency.
- Unexcused late homework will be penalized *per* the policy of the classroom teacher, but the penalty should not exceed the MS/HS penalty: a deduction of *ten (10) points* per day.
- If a student in 1st-6th grade fails to turn in his/her homework, parents/guardians will be contacted as soon as possible by phone, email, or a note home.

#### General Homework Guidelines

- Elementary School teachers will inform parents/guardians of the dates of tests, reports, and special projects through the Weekly Sheet.
- TKA encourages families to attend Wednesday night church services. Elementary School teachers take this into consideration and lighter homework will be given on Wednesday nights. Tests and projects scheduled for Thursday will be assigned prior to Wednesday.

### **Honor Roll** (4360)

- Students in grades 1 – 6 will qualify for all A's honor roll if all numerical grades are 90 and above, all letter grades are A's, and no N's are earned
- Students in grades 1 – 6 will qualify for all A's & B's honor roll if all numerical grades are 80 and above, all letter grades are A's & B's, and no N's are earned.
- Grade calculations for honor roll include all grades earned, including grades received for Discovery, tutorial study hall, Accelerated Reader, and Bible. An "N" will disqualify a student from honor roll.
- Since conduct grades are not academic, these grades are not considered to figure honor roll.

### **Skipping a Grade** (4120)

- A parent / guardian requesting his/her student to skip a grade must submit in writing the reasons s/he wants his/her child to skip a grade. The parent/guardian must provide any evidence (report cards, standardized test results, etc.) which might indicate that his/her child will experience success in a higher grade. The letter must also include a statement indicating that the parent is taking full responsibility for his/her child's performance in the higher grade.
- Administrators will evaluate the data presented and will determine whether the student evidences the academic ability and maturity to successfully handle the increased academic workload and social pressures of the higher grade.
- In general, the following minimum standards must be met to consider skipping a grade.
  1. The previous year's standardized test scores must be > 90<sup>th</sup> percentile.
  2. The previous year's report card must show a GPA > 3.5.
  3. The previous year's teacher must agree that skipping a grade is best for this child.
- If the student is placed in a higher grade, s/he will be on probation for the first 9 weeks of school to ensure that s/he can successfully handle the higher grade. During those 9 weeks, TKA administrators reserve the right to move the child back to the original grade.

### **Study Skills** (4471)

- Teachers in 4K-6th grades send home a weekly homework assignment sheet.
- Teachers will train students to keep their materials organized and to keep a written record of assignments.
- Parents/guardians are asked to assist their child(ren) in staying organized per their teacher's procedures.
- Teachers will communicate homework assignments in written form and verbally review the instructions for assignments so that students receive visual and auditory instructions.
- The homework record will inform parents/guardians of daily assignments and upcoming projects, quizzes, and tests.
- Tutorial study hall is an additional class offered at the end of the school day for 6<sup>th</sup>, Middle and High School students. (8647)

### **Tests**

#### Standardized Testing (4494)

- Kindergarten students are evaluated using the Metropolitan Readiness Test.

- Students in 1<sup>st</sup> – 8<sup>th</sup> grades are evaluated each spring utilizing a standardized achievement test and an ability test for grades 2, 3, 5, and 6.
- The scores from standardized tests are used to help target the learning needs of students and to give an indication of whether the student is performing per his/her ability. Scores will also be used in making curriculum decisions.
- Results of testing are issued to parents/guardians.
- Students in the Discovery Program may receive one-on-one testing if recommended by teacher and Director of Discovery.

## **ELEMENTARY SCHOOL APPEARANCE CODE**

### **All Students: Regular School Day Dress (7111)**

- Students should not wear clothing with pictures/characters/symbols/words that suggest alcohol, tobacco, drugs, illegal substances, violent behavior, weapons, magic, occult, profanity, obscenity, slander, cruelty, racial issues, disrespect, immodesty, sexual inferences, "put downs" (to others or self), or inappropriate double meaning.
- (3<sup>rd</sup>-12<sup>th</sup>) No clothing with references to video games, movies, or TV programs
- (3<sup>rd</sup>-12<sup>th</sup>) No clothing with references to musical groups.
- No clothing which does not support Christian principles.
- Undergarments (including bra-let) should be worn but not visible at any time. Clothing that gives the impression of an undergarment should not be worn. Sport undergarments may not be worn as tops.
- Clothing should not have holes or tears. Ragged or frayed edges on pants, shorts, or skirts are not allowed regardless if skin is showing.
- Shirts are required to be worn on campus and at all school activities.

### **Boys: Regular School Day Dress (7113)**

#### Shirts

- shirts that are meant to be undershirts should not be worn by themselves or with an unbuttoned cover shirt.

#### Pants

- must not have holes

#### Shorts

- worn at or near waist
- length no higher than mid-thigh

#### Shoes

- must be worn always

#### Shoes – Elementary School Boys 4K-2<sup>nd</sup> Grades

- no backless shoes

#### Hair – All Boys

- not distracting in regard to color or style. No loose hanging hair in the face
- Hats, caps, or other head coverings:
- not to be worn inside during regular school hours

#### Jewelry

- no visible piercing

### **Girls: Regular School Day Dress (7112)**

#### Blouses

- no halter, strapless, off the shoulder, one shoulder strap, or cut out athletic tops unless a shirt/jacket which meets dress code is also worn
- no back cut outs unless a shirt which meets dress code is worn underneath
- straps must be at least 1 inch in width
- midriff must be covered at all times - standing, sitting, bending, or raising of hand

#### Skirts/Dresses - Elementary School Girls 4K-3<sup>rd</sup> Grades

- Length no shorter than 3 inches above the knee, shorts worn under skirts and dresses is highly recommended for elementary.

#### Skirts/Dresses – 4<sup>th</sup>-12<sup>th</sup> Grade Girls

- Length should touch the top of the knee
- No, slit above the knee
- Skirts/Dresses that are above the knee may be worn with leggings/jeggings underneath as long as it covers the entire bottom and is the same length in the front.

#### Shorts – Elementary School Girls 4K-3<sup>rd</sup> Grades

- length no shorter than 3 inches above the knee

#### Shorts – 4<sup>th</sup>- 6<sup>th</sup> Grade Girls

- length no shorter than 3 inches above top of knee

#### Pants

- leggings/jeggings may be worn with shirts/dresses must cover entire bottom and be the same length in the front.

#### Shoes

- shoes must be worn at all time



Shoes– Elementary School Girls 4K-2<sup>nd</sup> Grades

- no backless shoes

Hair

- not distracting in regard to color or style

Hats, caps, or other head coverings

- no hats, caps, or other head covering indoors

Jewelry

- no visible piercing except for pierced ears

**Athletic Practices for All Students (7118)**

- Shirts
  - loose fitting
  - must meet TKA dress code standards
- Shorts
  - loose fitting athletic shorts or pants, which mirror the school uniform in length and modesty

**Extracurricular Event Dress (7114)**

- Dress for students at TKA field trips and games and other TKA extracurricular events is the same as Regular Day
- Swimsuits for girls should be modest one-piece or a modest two-piece worn with a tee shirt
- Students may wear “norts” (shorts that finger-tip length or longer)

**PE Classes (7117)**

- All PE clothes must meet TKA Dress Code Standards.
- Shirts:
  - loose fitting shirt
- Shorts:
  - loose fitting athletic shorts or pants, dress code length
  - no writing permitted on the seat
- Shoes:
  - athletic shoes
- Sunglasses, hat, and other head coverings are not to be worn in the gym or other school buildings.

**SCISA Meet and School Ceremony Dress – Boys (7120)**

- no hats or sunglasses
- collared shirt
- shirts tucked in with a belt
- dress pants only - no jeans, cargo pants, athletic pants or shorts
- tie/coat optional

**SCISA Meet and School Ceremony Dress – Girls (7119)**

- no hats or sunglasses
- skirts or dress pants
- no jean skirts, shorts, pants, cargo pants, or athletic pants

**Lockers, Book Bags and School Supplies (7123)**

- must promote Christian values – no pictures/characters/symbols/words that suggest alcohol, tobacco, drugs, illegal substances, violent behavior, magic, occult, profanity, obscenity, slander, cruelty, racial issues, disrespect, immodesty, sexual inferences, "put downs" (to others or self), non-Christian music, or inappropriate double meanings
- no media promotion for video games, movies or TV programs that do not support Christian values
- 4<sup>th</sup>-12<sup>th</sup>- No references to video games, movies or TV programs or characters).
- 4<sup>th</sup>-12<sup>th</sup>- No references to musical groups
- musical references need to represent Christian groups that have a witness of performing Christian music

**Offenses (7130)**

- Student not in compliance will be asked to make necessary adjustments.
- If correction cannot be made, parents will be notified and asked to bring acceptable clothing.

**Consequences (7141)**

- 4K-3<sup>rd</sup> A student may be required to meet with an administrator and / or to change before being allowed to attend class.
- 4<sup>th</sup>-12<sup>th</sup> Dress code violations are a Level I offense.
- 4<sup>th</sup>-12<sup>th</sup> A student will be required to change before being allowed to attend class or event.

**ELEMENTARY SCHOOL ATHLETICS (8620)**

- Boys and girls in grades 1 – 6 are eligible to play soccer.
- Boys in 3<sup>rd</sup> - 6<sup>th</sup> grades are eligible to play football.
- Girls in 2<sup>nd</sup> – 6<sup>th</sup> grades are eligible to cheer.

- Boys and girls in 5<sup>th</sup> and 6<sup>th</sup> grades are eligible to play basketball.
- Students will be taught the basic skills of their sport.
- All students will be allowed to participate.
- To be eligible for a sporting event or a school-related activity sponsored by TKA, a student must attend at least a half-day of school the day of the event unless Administration grants an exception due to extenuating circumstances.
- See TKA Athletic Handbook for athletic policies.

#### **ELEMENTARY SCHOOL ATTENDANCE (7211)**

- Daily attendance will be taken by the teacher and reported to the office. It will be reflected on Report Cards.
- Elementary School attendance will be counted in half-day increments. If a student misses between 1.5 and 3.25 hours of school, his/her absence will be counted as a half-day absence. Any absence which exceeds 3.25 hours in each day will count as a full day's absence.
- If a student is absent because of a contagious illness or disease, parents/guardians are asked to notify the office as soon as possible.
- If a student has more than *eighteen (18) absences*, *s/he may not* be promoted to the next grade unless homebound education has been arranged through Administration.
- To be eligible for a sporting event or a school-related activity sponsored by TKA, a student must attend at least a half-day of school the day of the event unless Administration grants an exception due to extenuating circumstances.
- All absences due to In-School Suspension and Out-of-School Suspension will be counted as excused absences.
- If a TKA student is being recognized during the school day as part of a TKA ceremony, his/her parent/guardian may request that the student's TKA siblings be excused from class so that they may also attend the ceremony. The parent/guardian should present the request to the office. Advance notice, although not required, is appreciated so that classroom teachers can make appropriate plans. The sibling's absence during the ceremony will be excused although any absence after the ceremony ends will be unexcused.

#### **ELEMENTARY SCHOOL CLASSROOM PARENT/GUARDIAN VOLUNTEERS (8692)**

- Each Elementary School class has a Classroom Parent Coordinator.
- The Classroom Coordinator helps to welcome new families.
- The Classroom Coordinator aids the teacher in planning school parties and functions. Classes will have four (4) parties a year to celebrate Christmas, Valentine's Day, Easter, and the end of the year. Dates for these parties are published on the TKA calendar. All parties must be on campus. No additional parties will be approved.
- The Coordinator contacts the parents/guardians according to the teacher's needs.
- The Coordinator is responsible for organizing drivers for field trips
- The Coordinator involves all parents/guardians who have indicated a desire or interest in participating.
- The Coordinator solicits parents to help with the Spring Auction.

#### **ELEMENTARY SCHOOL COMMUNICATION (8391)**

- Each Elementary School teacher produces an Elementary School Weekly Sheet specific to her class, which includes the learning goals for the week, a personal note from the teacher, weekly vocabulary words, upcoming classroom events, and dates of tests, reports, and special projects.
- The primary form of mass communication at the school is via e-mail. Parents/Guardians should check email frequently and ensure that the school has a current e-mail address on file with the office. Families with no access to e-mail should alert the office to that fact. (8310)
- *The Lion's Share*, a school-wide electronic form of communication available through email or on the TKA web-site, includes the current Scripture memory passage, a weekly calendar of events and notices of important information for TKA parents and students. (8390)
- The TKA website address is [tkaflorence.com](http://tkaflorence.com). The website contains information about the school's vision, board, faculty, academics, athletics, fine arts, spiritual life, extracurricular programs, and student life. The website's home page contains up-to-date information as well as a menu from which parents may download needed forms. (8380)

#### **ELEMENTARY SCHOOL CONDUCT AND DISCIPLINE (7311)**

- TKA's basic approach to discipline is to trust students and grant freedom to the greatest extent that students' behavior allows, both individually and corporately.
- Discipline, a part of the educational process, serves to nurture children and guide them to a path of obedience. The goal is for obedience to come from hearts seeking to serve the Lord.
- Discipline includes instruction, prevention, and correction. Effective teaching and discipline require the consistent application of clearly established rules and consequences.
- Discipline includes counseling students to take responsibility for their actions. Sin does have consequences. Wrong choices and poor judgment, resulting in disobedience, necessitate appropriate discipline.
- TKA realizes that students are in training and that teaching students to choose right from wrong is a process.

- The discipline policy is not intended to be all-inclusive. Modifications will be made when necessary at the discretion of the Head of School.
- No corporal punishment will be administered at TKA. (7310)

**Level I Offenses (7331)** (These standards apply to behavior which occurs during the TKA school day as well as to behavior occurring on school-sponsored trips.)

1. Disobeying teacher's posted classroom rules

2. Disobeying the following school rules:

- Disrespectful attitude, words, or actions to staff (i.e., arguing)
- Disobedient attitude, words, or actions to staff (i.e., failure to follow a direct request)
- Unkind attitude, words and actions to a fellow student (i.e., name calling, gossiping)
- Disrupting class (i.e., being out of seats without permission, refusing to participate in classroom activities, display of distracting behavior in the classroom, talking without permission)
- Invasion of privacy of staff or student's possessions
- Poor sportsmanship
- Bringing items to school without permission of the teacher (i.e., electronic devices, magazines, toys)
- Inappropriate or disruptive hall, sidewalk or restroom conduct
- Inappropriate classroom, recess, lunchroom, lunch break, or field trip conduct (i.e., scuffling or rough play, throwing objects, failure to follow directions)
- Disobeying playground rules or lunchroom rules
- Eating, chewing gum, or drinking in class without permission
- Selling items on campus
- Public display of affection (i.e., kissing, hand holding, embracing) while on the school campus or at related school events (i.e., field trips, TKA sports events, SCISA activities, Team Ministry, mission trips)
- Use of cell phone or text messaging during school hours. Cell phone will be kept in school office and returned to parent/guardian.
- Accessing personal email or networking sites during school hours
- Going to car during school day without permission

**Level I Consequences (7332)**

- Most Level I offenses will be handled by the classroom teacher or the supervising adult.
- Administration will oversee training in this area so that appropriate consistency exists among classes and grade levels.
- Underlying beliefs about discipline which will affect the way Level I offenses are handled are as follows:
  - Conflict is a part of life and, if handled properly, is an opportunity to bring glory to God.
  - A primary component of growing up is learning to take responsibility for one's own behavior.
  - Punishment alone does not change hearts and does not improve behavior in the long run. Instruction in the context of relationship can change hearts and lives.
  - Strategies which assist students in learning how to re-direct their behavior on their own will be employed. These may include refocusing activities, providing time for reflection (which may occur during recess, lunch, or specials), verbalizing better choices, calling home to parents, daily behavior reports, moving colored sticks, etc.
- Each teacher will communicate his/her own behavior plan and procedure with students and parents at the beginning of the school year.
- Repeated misbehavior and /or behavior which requires more extensive follow up will be referred to an administrator.
- If a student has a Level I offense during special classes, recess, or lunch, the teacher or teacher's assistant may have the student sit out from the activities or separate the student from the other students.

**Level II Offenses (7334)** (These standards apply to behavior which occurs during the TKA school day as well as to behavior occurring on school-sponsored trips.)

- Persistence of Level I behaviors
- Involved in or creating the impression of involvement in immoral activities
- Lying or being deceitful
- Stealing or being in possession of another person's property (Restitution required)
- Fighting - physically or verbally
- Purposely kicking, tripping, pushing, or hitting another student
- Profanity or obscene gestures, slanderous or cruel statements
- Offensive material, pictures, or language
- Discriminatory remarks, racist statements, and "put downs"
- Disrespectful or rebellious attitude or language
- Possession (i.e., on their person, in their book bags, cubbies, or lockers) of fireworks, cigarettes (including alternative nicotine products, such as electronic cigarettes or vapor products), pornographic material, knives (including pocket knives)
- Forgery
- Threat to student or staff

- Failure to attend class
- Deliberate minor damage to books, materials, furniture, building, etc. (Restitution required by the student).
- Leaving the campus without approval from the office
- Taking the Lord's Name in vain
- Any comments concerning bringing weapons to school
- Academic dishonesty including, but not limited to cheating\* plagiarism\*\*, collusion and falsification of information. Whenever cheating occurs, the student will receive a 0. The student will be given the opportunity to re-type the paper or re-take the test, but both grades will be averaged together so that the maximum points the student can earn is 50 points.
- Papers may be examined with Turn It In software to check for plagiarism. Students who have plagiarized will be charged \$25 for a one-on-one tutoring session, during which time students will be instructed in using outside sources without plagiarizing.
- \*Plagiarism is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.
- \*Cheating - the act of gaining or attempting to gain unfair advantage or assisting another in gaining or attempting to gain an unfair advantage; the act of receiving or giving information for a dishonest purpose. Examples are:
  - Copying another person's work (tests, quizzes, homework, workbooks, etc.) or allowing someone to copy your work.
  - Asking for or giving questions and/or answers to tests or quizzes.
  - Getting unauthorized information (i.e., books, notes, and electronic devices) during a test or quiz.
  - Turning in another's work as your own.
  - Taking a test, including an AR test, on a book that has not been read.
  - Taking a test, including an AR test, based only on the movie.
  - Copying answers, telling another student answers, receiving answers from another student.
  - Having another student take the test.

#### **Level II Consequences (7335)**

*Please be knowledgeable of the fee schedules for Saturday School (7362), In-School Suspension (7363) and Out-of-School Suspensions (7364).*

- The administrator responsible for discipline handles level II consequences.
- 1st offense - Conference with the student, parent/guardian, and Administrator. Possible consequences - work detail, missing recess for a set number of days, Wednesday detention (\$10)
- 2nd offense - One (1) day or multiple days' suspension. All class work assigned by the teacher/s must be completed and a conference with parent/guardian, student, and administrator held before student returns to class.
- 3rd offense - Multiple days' in-school suspension (ISS - \$50) or out-of-school suspension (OSS - \$50). All class work assigned must be completed, and a conference with parent/guardian, student, teacher, and administrator must occur before the student returns to school.
- 4th offense - Persistent Level II behavior may receive a Level III consequence.

Level II offenses may affect participation in extracurricular activities that fall within one week of the offense.

**Level III Offenses (7337)** (These standards apply to behavior which occurs during the TKA school day as well as to behavior occurring on school-sponsored trips.)

*Please be knowledgeable of the fee schedules for Saturday School (7362), In-School Suspension (7363) and Out-of-School Suspensions (7364).*

- Repeated Level II behaviors.
- Vandalizing or destroying property willfully. (Restitution required)
- Possession of weapons, drugs, drug paraphernalia, alcoholic beverages, and/or pornographic materials on campus.
- Use of tobacco on campus, including alternative nicotine products, such as electronic cigarettes or vapor products.
- Violation of bodily propriety.
- Sexual harassment
- During off-campus trips, visiting the room of someone of the opposite gender. The offending students may be sent home immediately at the parents' expense.
- The sharing, use, or possession of another individual's prescription drugs.

#### **Level III Consequences (7338)**

*Please be knowledgeable of the fee schedules for Saturday School (7362), In-School Suspension (7363) and Out-of-School Suspensions (7364).*

- The administrator responsible for discipline handles level III consequences.
- 1st offense – ISS, OSS, or dismissal from school.
- A hearing with the TKA Board of Trustees may be requested by the parent/guardian. If a hearing is requested, the student may not be allowed to attend classes until the hearing with the Board of Trustees is completed.

#### **Anti-Bullying Policy (7341)**

- TKA regards the following as forms of bullying if engaged in over a period of time.
- Individual instances of the following will be noted, and students and parents will be notified through Level I policy.
- Repeated instances may be considered bullying, and student will receive Level II discipline.
  - pushing, shoving, punching, kicking, poking, hitting, tripping

- damage to clothing, school books, interference with another's personal property whether clothing, lunches, school material or other
- writing derogatory remarks about another in any place
- attempting to get another student in trouble
- threatening another student
- using abusive or mocking language toward a student
- demanding money from another student
- demanding that another student act ways toward authority
- demanding to see another student's private notes or letters
- preventing other students from cooperating with school staff
- forcing other students to do one's task
- forcing another student to share his/her school work
- making mocking sounds toward another student
- imitating a student's accent, voice, clothing, or personal belongings
- drawing attention to any physical characteristic of a student in a derogatory way
- making fun of another's ability or lack of ability
- making derogatory reference to a person's parents, family, or home
- making comments about sexual orientation as a put down
- attempts to continually ostracize a person
- blackmail
- offensive or cyber bullying (e.g., Internet, phone) may fall under off -campus policy.

(Guidelines from the Department of Education)

Parents Resource - [Help! My Child is Being Bullied](#) by Dr. Bill Maier, Focus on the Family – Tyndale

#### **Off-Campus Behavior (7350)**

- Students who attend The King's Academy represent the school and the school's standards on and off campus as long as they are enrolled at the Academy.
- TKA students are expected to live a Christ-like life 24 hours a day, 7 days a week, 365 days a year, and therefore, TKA standards apply to both on-campus and off-campus behaviors.
- Off-campus offenses include but are not limited to:
  - consuming alcohol
  - inappropriate or immodest behavior or dress
  - using profanity
  - using illegal drugs
  - viewing pornography
  - premarital sex
  - using tobacco, including alternative nicotine products, such as electronic cigarettes or vapor products
  - improper use of prescription drugs, including the sharing, using, or possession of prescription drugs that are not prescribed to the student.

Consequences (These standards do not apply to behavior which occurs on school-sponsored trips; instead, see school-wide rules and consequences.)

- The first offense will result in a parent/guardian conference and consequences up to and including the possibility of dismissal.
- The first off-campus offense may affect participation in extracurricular activities that fall within one (1) week of the offense.
- A conference with the parents/guardians is required before the student will be allowed to return to class following a suspension.
- The second off campus offense will result in immediate dismissal from school.

#### **ELEMENTARY SCHOOL DROP OFF AND PICK UP (8230)**

- A diagram is available, detailing how TKA handles drop off and pick up. If there are siblings in different grades, parents/guardians are asked to always drop off and pick up all children at the youngest child's location. Parents/Guardians should put a sign in their car's window with the last names of the students they are picking up.
- Safety for the children is top priority, and parents/guardians are asked to follow the drop off and pick up procedures.
- Do not pull around cars in the line. Do not drive on the grass.
- If a parent/guardian has a Middle or High School student and needs to wait after picking up an Elementary School child, s/he is asked to wait in the designated parking area.
- Students who are dropped off before 7:45 a.m. will be sent to Extended Care, and parents/guardians will be charged the Extended Care fees.
- Students waiting for an after-school activity, **which begins by 3:30pm**, must attend Extended Care, but there will be no charge. If students stay after school for an after-school activity which begins **after 3:30 pm**, they must attend Extended Care. However, their accounts will be charged for using Extended Care.
- Elementary School students not picked up by 2:55 PM (3:30 for those in tutorial study hall) will be sent to afternoon Extended

Care; parents/guardians will be charged the Extended Care fee beginning at 2:55 PM.

#### **ELEMENTARY SCHOOL LIBRARY (8511)**

- Students visit the library once a week.
- Students enjoy hearing stories and checking out books for a set period.
- An overdue fine will be charged if books are turned in late.
- Reference books may not be checked out overnight.

#### **ELEMENTARY SCHOOL LOCKERS (9440)**

- Students may be assigned a locker in the classroom. These lockers do not lock.
- The school is not responsible for missing or stolen items.
- Lockers are the property of TKA, and TKA reserves the right to search a student's locker at any time.

#### **ELEMENTARY SCHOOL LUNCH (8670)**

- The TKA lunch program offers hot lunches through different restaurants in the Florence area.
- Parents / Guardians are notified of menus and cost on the school website. Menus also will be available in the school office. All ordering will take place through Renweb. Menus and ordering will be available one month in advance.
- All purchases of drinks, snacks, and lunches will be charged to the student's account through Renweb Lunch.
- In order for students to charge lunch purchases to their student account, parents may complete a Lunch Charge Permission Form which allows student to purchase drinks, snacks, and lunches.
- Parents/Guardians are always welcome to eat lunch with their child. Limited seating is available, so it is requested that parents/guardians call the school office at least one day in advance to make a reservation.
- Elementary School students may bring a snack from home to eat during recess. Students in grades 3 – 6 may purchase snacks from the cafeteria during morning recess. Nutritional snacks are encouraged.
- ES students who do not have a lunch will be allowed to call their parent/guardian to request that a lunch be provided.
- Students who do not desire to purchase a hot lunch should bring a lunch from home.
- Students are responsible for cleaning up after themselves. Student helpers may share additional clean up jobs.
- Students eating on campus should eat in the lunchroom unless special permission is obtained otherwise.

#### **ELEMENTARY SCHOOL PARTIES AND BIRTHDAYS (8711 & 8713)**

- Elementary School classes will have four (4) parties a year to celebrate Christmas, Valentine's Day, Easter, and the end of the year.
- Dates for these parties are published on the TKA calendar.
- All parties must be on campus.
- No additional parties will be approved.
- If parents/guardians desire to bring a birthday snack to school to celebrate a student's birthday, this should be pre-arranged with the teacher.
- Parents/Guardians may purchase a library book in honor of their child's birthday and donate it to the library.
- Students are asked not to bring birthday invitations to school to distribute **unless the student is inviting the entire class or grade**, and then s/he may hand out invitations at the end of the school day.

#### **ELEMENTARY SCHOOL PROMOTION (4281)**

##### 4K & 5K

- Students may be retained in 4K or Kindergarten for developmental reasons. Administration and kindergarten teacher will evaluate students for developmental readiness - academically, physically, and socially. As learners develop socially and emotionally, they become ready to learn academically.
- In cases where students do not show evidence of social and or academic development, the Head of School will recommend that the student remain in kindergarten for another year. Giving this gift of time for development has proven to be beneficial and can make the difference in a student succeeding or struggling.

##### 1<sup>st</sup> - 6th Grades

- Students in 1st-6th grade must pass Language Arts and Math to be promoted to the next grade.
- Students in ES failing three core courses will not be allowed to advance to the next grade level.

#### **ELEMENTARY SCHOOL PHONE USE (9320)**

- Students may use the office phone with staff's permission.
- Student cell phones must be turned off during the school day. If a student needs to contact parents, s/he should come to the office to make the call.
- Cell phones used by a student without permission for calls or text messaging during school hours will be taken to the office and will be returned only to the parent/guardian. Student use of cell phones is a Level I offense.

- Use of phone for cyber-bullying while on campus will result in a Level II discipline.

#### **ELEMENTARY SCHOOL RECESS RULES (8250)**

*Recess supervisors will assess if the temperature and weather conditions are suitable for outside recess. If not, students will have indoor recess. Students must wear tennis shoes to participate in indoor recess. Sock feet will not be allowed on the gym floor due to slipping hazard.*

- No 4K or kindergarteners on zip line or on top of dome.
- 4K students may climb only 4 bars high on dome.
- 5K students may climb only 5 bars high on dome.
- Playing chase or tag must occur outside mulched area of playground.
- One at a time on the slide. No going down head first or on stomach.
- 4K/5K – Use lowest gymnastics bar for pulling up only. May not use high bar.
- 1<sup>st</sup> – 2<sup>nd</sup> grades – No jumping off top of dome or hanging upside down by knees. May sit or do tricks on lowest gymnastics bar one at a time. May sit on high bar.
- 3<sup>rd</sup>-6<sup>th</sup> grades – May use both bars for pulling up and doing tricks one at a time.
- 1<sup>st</sup>-6<sup>th</sup> – One at a time on zip line. Do not push another student backwards on zip line.

#### **ELEMENTARY SCHOOL SAFETY PATROL (8470)**

- Students in 4<sup>th</sup> – 6<sup>th</sup> grades may serve on Safety Patrol.
- Safety Patrol members assist students getting out of cars during morning car line.

#### **ELEMENTARY SCHOOL SNACKS (8673)**

- Elementary School students may bring a nutritional snack from home to eat during recess/break.

#### **ELEMENTARY SCHOOL STUDENT AWARDS (8100)**

##### King's Kids (8110)

- King's Kids are selected by their teachers and are honored during chapel for having a positive quality as revealed in Biblical teachings.

##### Awards Ceremony (8120)

Students in grades 1<sup>st</sup>-6<sup>th</sup> may receive the following awards at the Elementary School Awards Ceremony:

- Perfect Attendance – 1<sup>st</sup>-6<sup>th</sup> Grade
- Accelerated Reader Awards – 1<sup>st</sup>-6<sup>th</sup> Grade
- SCISA Art Show, Literary Meet, Music Festival, Spelling Bee – 3<sup>rd</sup>-6<sup>th</sup> Grade
- Academic Awards – All A's, All A's and B's – 3<sup>rd</sup>-6<sup>th</sup> Grades
- Presidential Academic Award – 6<sup>th</sup> Grade
  - The President's Award is given to students in 6<sup>th</sup> grade who have earned all A's during their ES years at TKA through the 3<sup>rd</sup> grading period of 6<sup>th</sup> grade. (4390)
- Praise and Worship – 6<sup>th</sup> Grade
- Safety Patrol – 4<sup>th</sup> - 6<sup>th</sup> Grades
- Sports
- Band & Choir – 5<sup>th</sup> and 6<sup>th</sup> Grades

This list is not all-inclusive and changes will be made at the discretion of Administration.

#### **ELEMENTARY SCHOOL TARDINESS (7241)**

- A record of all tardiness will be kept in the office.
- A student is considered tardy if s/he is not in the classroom when the bell rings at 8:00 a.m.
- If a student is tardy, s/he must be taken to the office by the parent/guardian before going to the classroom and be signed in.
- Tardiness will be reported on the Report Card and are also reported on-line in the Renweb program.

##### Consequences (7243)

- Every three (3) tardies equal a one-day absence.
- Each student will be allowed 5 tardies without a financial penalty. Beginning with the 6<sup>th</sup> tardy, a student will be billed \$10 per tardy.
- The tardy count will begin fresh each semester.

#### **ELEMENTARY SCHOOL TEACHER APPRECIATION (8715)**

- When asking parents/guardians/students for contributions toward teacher gifts or parties, organizers are asked to ensure that giving is completely voluntary and that the amount collected is moderate.

### **ELEMENTARY SCHOOL TECHNOLOGY STANDARDS (8680)**

*See complete Technology Standards on page 13.*

- The Technology Acceptable Use Form must be read and signed by each student and his/her parent/guardian prior to accessing computers on campus.
- The use of computers is a privilege, not a right.
- Inappropriate use will result in disciplinary action by Administration, which may include canceling those privileges.
- Use of electronic communication at school must be in support of education and research consistent with the educational objectives of The King's Academy.
- Students accessing email or personal networking sites during school hours will receive a Level I discipline.
- Any student wishing to use a recording device in a classroom must complete the Permission to Record Form and turn in to the office. Permission to Record Form requires the signature of both the student and the teacher.

### **ELEMENTARY SCHOOL WORSHIP TEAM (5422)**

- Students in 5<sup>th</sup>/6<sup>th</sup> grades may participate in a praise and worship team that participates in the weekly chapel services. Students are expected to:
  - Have passing grades
  - Regularly do their homework
  - Display a desire to participate and to learn more about Christ
  - Abide by the TKA discipline standards
  - Have the recommendation of their teacher
  - Display kindness to others
  - Be punctual
  - Show respect for leaders



## **SECTION V – MIDDLE SCHOOL POLICIES AND PROCEDURES**

See Section III for additional school-wide policies

### **MIDDLE SCHOOL (7<sup>th</sup>- 8<sup>th</sup> Grade) HOURS**

Monday			Tuesday			Wednesday			Thursday			Friday		
Period	Start-Finish	Min	Period	Start-Finish	Min	Period	Start-Finish	Min	Period	Start-Finish	Min	Period	Start-Finish	Min
1	8:00-8:50	50	1	8:00-8:50	50	1	8:00-8:50	50	1	8:00-8:50	50	1	8:00-8:50	50
2	8:55-9:40	45	2	8:55-9:40	45	2	8:55-9:40	45	2	8:55-9:40	45	2	8:55-9:40	45
3	9:45-10:30	45	3	9:45-10:30	45	3	9:45-10:30	45	3	9:45-10:30	45	3	9:45-10:30	45
4	10:35-11:35	60	4	10:35-11:35	60	4	10:35-11:35	60	4	10:35-11:35	60	Chapel	10:35-11:35	60
HSL/MSB	11:35-11:55	20	HSL/MSB	11:35-11:55	20	HSL/MSB	11:35-11:55	20	HSL/MSB	11:35-11:55	20			
.....	11:55-12:00	5	.....	11:55-12:00	5	.....	11:55-12:00	5	.....	11:55-12:00	5			
MSL/HSB	12:00-12:20	20	MSL/HSB	12:00-12:20	20	MSL/HSB	12:00-12:20	20	MSL/HSB	12:00-12:20	20	Activity	11:35-12:35	60
												HSL/MSB	12:35-12:55	20
												.....	12:55-1:00	5
5	12:20-1:05	45	5	12:20-1:05	45	5	12:20-1:05	45	5	12:20-1:05	45	MSL/HSB	1:00-1:20	20
6	1:10-1:55	45	6	1:10-1:55	45	6	1:10-1:55	45	6	1:10-1:55	45	5	1:25-2:10	45
7	2:00-3:00	60	7	2:00-3:00	60	7	2:00-3:00	60	7	2:00-3:00	60	6	2:15-3:00	40
DE/TSH	3:00-3:15	15	DE/TSH	3:00-3:15	15	DE/TSH	3:00-3:15	15	DE/TSH	3:00-3:15	15			

### **MIDDLE SCHOOL ACADEMICS**

#### **Assignments (4412)**

- Assignments will be written and announced in each class.
- All assignments will be posted on-line for parents and students to view.
- Students must turn in all research papers and/or projects by the beginning of the scheduled class period on the day due.
- If the student is absent (excused or unexcused), arrangements must be made by the student to turn in the paper/project by the beginning of the scheduled class period the day the project is due.

#### **Class Placement**

##### **7<sup>th</sup> Grade (4111)**

- Students have the opportunity to take math and language arts classes on different levels, based on aptitude and ability; the choices include academic math or enriched math and academic language arts or enriched language arts.
- Academic classes are conducted on grade level or above and proceed at a pace which is comfortable for most 7th graders.
- Enriched classes progress at a faster pace with increased classroom requirements. Criteria considered when placing students in 7th grade enriched or academic classes is as follows:
  - Teacher recommendation
  - Previous year-end grade - A/B
  - Stanford test score of at least 85<sup>th</sup> percentile for enriched placement

##### **8<sup>th</sup> Grade (4112)**

- Students have the opportunity to take math and language arts on grade level in an academic or enriched format.
- Academic classes are conducted on grade level or above and proceed at a pace which is comfortable for most 8th graders.
- Enriched classes progress at a faster pace with increased classroom requirements.
- Students may also have the opportunity to skip 8<sup>th</sup> grade classes and take Algebra I Honors (9<sup>th</sup> grade math) and English I Honors (9<sup>th</sup> grade English) for high school credit.
- For all honors and enriched students, the first 4 weeks of school are probationary. If a teacher feels a student has been inappropriately placed, he/she will notify the Head of School, who will recommend a course of action after evaluating the situation.
- Following are the criteria considered when placing students in 9<sup>th</sup> grade classes:
  - Teacher recommendation
  - Previous year-end grade – A/B
  - Standardized test score of 85<sup>th</sup> percentile or above

#### **Appeals of Placement (4113)**

- Recommendations for placement will be made by TKA staff and administration at the close of the school year.
- A parent who would like to appeal the student's placement may do so by submitting a written appeal to the faculty and Head of School, explaining reasons his/her placement should be reconsidered. The Head of School and faculty members will consider each proposal and respond in a timely manner.

#### **Extracurricular Eligibility (4220)**

- Academic progress of all students will be checked every 2 – 3 weeks throughout the school year.

- If a student earns an “F” in any subject on a Progress or Interim Report or on a Report Card, s/he will be on academic probation for two and a half weeks until the next grade report period ends.

**Academic Probation (4221)**

- The student, parents, coach(es), club sponsors, directors, etc. will be notified that student has two and a half weeks to bring up grades.
- Administration, the student, parent, and teacher(s) will develop a plan to help student’s grades improve, which may include tutoring, mandatory use of homework assignment book, curtailed school activities, etc.
- If grade(s) does not rise above failing within two weeks, student will be placed on academic suspension. (See guidelines for suspension below).

**Academic Suspension (4222)**

- Academic suspension begins on the third day after the grading period ends.
- The student and parent/guardian will be notified the date the suspension begins.
- The student and parent/guardian will be notified of the date the suspension ends.
- Academic suspension does not end when the grades are pulled up or when the teacher notifies student of passing grades.
- Release from suspension is made only by the Head of School.
- A student on academic suspension may not leave class for practice or preparation of games, rallies, events during school hours, or for early dismissal of games, meets, or trips.
- Students on suspension may be suspended from extracurricular practices and / or games for a period of time set by the Head of School.

**SCISA Academic Eligibility (4223)**

- Students below the 9th grade must pass four (4) subjects each grading period/semester to maintain academic eligibility.
- Eligibility is to be declared on the fourth (4th) school day after the end of the marking period. A student shall become eligible or ineligible at 12:01 AM on the fourth school day after the end of the marking period. Example 1: The marking period ends on Friday. Student X becomes eligible or ineligible at 12:01 AM on Thursday. Example 2: The marking period ends on a Monday, and Tuesday is a holiday for students. Student Y becomes eligible or ineligible at 12:01 AM on the following Monday.
- An ineligible player is not allowed to participate against another school in any competition whether practice sessions, scrimmages, jamborees, or scheduled games (SCISA or out-of-league games). An academically ineligible player may not take part in practice sessions.

**Grades (4230)**

- Grades given on Report Cards reflect the student’s ability to meet the standards set in the Curriculum Guides.
- Grades on Report Cards are an average of grades earned from tests, quizzes, independent classroom work, homework completion, and special projects.
- The grade breakdown will be explained to students and communicated to parents/guardians.

**Grades Below “C” (4240)**

- Teachers may require a test or project receiving a grade below ‘C’ to be signed by parent/guardian.
- Failing grades may affect a student’s participation in extracurricular activities.

**Grading Formula & Scale (4250 & 4270)**

- Grades for Middle School Success Reports are averaged as follows:
  - 1st Nine Week Grade = Course Grade 100%
  - 2nd Nine Week Grade = Course Grade 100%
  - 1<sup>st</sup> Semester Grade = 1<sup>st</sup> Nine Weeks Grade (42.5%) + 2<sup>nd</sup> Nine Weeks Grade (42.5%) + Midterm Exam 15%
  - 3<sup>rd</sup> Nine Week Grade = Course Grade 100%
  - 4th Nine Week Grade = Course Grade 100%
  - 2nd Semester Grade = 3rd Nine Weeks Grade (42.5%) + 4th Nine Weeks Grade (42.5%) + Semester Exam (15%)
  - Year-end Grade = 1st Semester Grade (50%) + 2nd Semester Grade (50%)
- Eighth grade students taking High School math and English classes refer to High School grading policies, which apply to the High School credit classes.
- Teachers will communicate their grading formula to parents/students at the beginning of the school year.

7<sup>th</sup> – 8<sup>th</sup> Grading Scale

100-90 — A      89-80 — B      79-70 — C      69-60 — D      59-0 — F

**Grading Reports**

Interim Reports (4510)

- Interim reports will be generated four times a year midway through each grading period.
- Interim reports will notify the parent/guardian of the academic performance of the student.

### Progress Reports (4530)

Progress Reports are emailed to parents/guardians of students in the 7th -12th grade, approximately every two weeks. These same reports are emailed to parents/guardians of students in 1<sup>st</sup> – 6<sup>th</sup> grades mid-quarter. Grades are available to parents *online until the final Progress Report of the school year*. Interim Reports are identical to Progress Reports.

### Report Cards (4540)

- Report Cards will be issued every nine weeks.
- Grades given on a Report Card indicate the degree of mastery achieved by the student as compared to the target standard.
- Report Cards for the 4<sup>th</sup> Nine Weeks and year-end grades will be distributed on Report Card Distribution Day. Year-end Report Cards are not mailed.

### **Homework (4414 & 4417)**

- The purpose of homework is to provide reinforcement or enrichment.
- Homework also gives the student the opportunity to work independently on skills learned in class and to apply organizational study skills independently.
- Homework is graded per each teacher's class plan and discretion.
- Homework grades will be reduced *ten (10) points per day* when an assignment is late. No late homework and/or project assignments will be accepted after three (3) days and the resulting grade will be a zero.
- Parents of a student in 7th-12th grades will be contacted if a student is failing to turn in homework assignments. Continued deficiencies in homework will be handled by the Principal with possible actions including but not limited to early morning and/or after school detention (\$10), parent conference, office detention (until homework is complete), and Saturday detention.
- Eighth grade students taking High School math and English classes should refer to High School homework policies, which apply to High School credit classes.

### **Honor Roll (4360)**

- Students in grades 7 - 8 will qualify for all A's honor roll if all numerical grades are 90 and above and all letter grades are A's.
- Students in grades 7 – 8 will qualify for all A's & B's honor roll if all numerical grades are 80 and above and all letter grades are A's & B's.
- Grade calculations for honor roll include all grades earned, including grades received for Discovery, tutorial study hall, and Bible.
- Honor roll awards given at MS/US Awards Day will be based on grades received during the first 3 grading periods only.

### **Make-Up/Late Work (4418)**

- *When personal or family plans will cause a MS/HS student to miss school, these days will be a part of the nine-day per semester limit and will be evaluated as excused or unexcused per standard attendance policy. **Planned Absence Forms are no longer being used.***
- *Ten points will be taken off the final grade of the assignment for each day it is late. After three (3) days, the assignment will not be accepted and the assignment will result in a grade of zero. The late penalty will apply if the assignment is late due to an unexcused absence or to the student's failure to bring assignment to the class.*
- It is the student's responsibility to obtain missed assignments and test review from the teacher or from a fellow student.
- School-related absences are excused.
- For one-day, school-related excused absences, homework due and tests taken the day a student was absent will be due/made up the day a student returns to that class. For absences of two days or more, due dates will be adjusted to allow the student adequate time to make up his/her work.
- Any MS student who misses school on a test day due to an unexcused absence will have his/her test grade docked. The highest grade possible will be an 85.
- Work assigned prior to an absence will be due the day a student returns to school if the absence is unexcused unless other arrangements have been made with the teacher.
- An excused absence which is not a pre-planned absence (i.e.: due to illness) will result in a one-day extension for each day of excused absence without penalty; therefore, if a student is absent only one day, his/her assignments will be due the day following his/her return to school. In the case of an extended absence, make up work/due dates will be co-coordinated among the teachers to best benefit the student.

### **Retaking Classes (4214)**

- If a student fails a class, the class must be retaken and passed prior to the beginning of the school year, or the student may be required to complete a remedial program established by the administration in order for the student to be promoted the following year. Exceptions are Algebra I and English I, which if taken in 8<sup>th</sup> grade may be re-taken in 9<sup>th</sup> grade.
- No more than two (2) classes may be taken or retaken during the summer. No more than two (2) classes may be taken or retaken during the school year.
- Students will be allowed to take courses at regionally accredited public or private summer schools.
- A grade of 70 or above is required in order to receive credit for the repeated course.
- A student will be allowed to make up a course in summer school only once. Subsequent failures must be repeated during the following academic year.
- Summer school courses are accepted as College Prep level only.

- The King's Academy does not accept summer school credit for academic work taken in advance unless the Head of School has given prior approval.

#### **Skipping a Grade (4120)**

- A parent / guardian requesting his/her student to skip a grade must submit in writing the reasons s/he wants his/her child to skip a grade. The parent/guardian must provide any evidence (report cards, standardized test results, etc.) which might indicate that his/her child will experience success in a higher grade. The letter must also include a statement indicating that the parent is taking full responsibility for his/her child's performance in the higher grade.
- Administrators will evaluate the data presented and will determine whether the student evidences the academic ability and maturity to successfully handle the increased academic workload and social pressures of the higher grade.
- In general, the following minimum standards must be met to consider skipping a grade.
  4. The previous year's standardized test scores must be > 90<sup>th</sup> percentile.
  5. The previous year's report card must show a GPA > 3.5.
  6. The previous year's teacher must agree that skipping a grade is best for this child.
- If the student is placed in a higher grade, s/he will be on probation for the first 9 weeks of school to ensure that s/he is able to successfully handle the higher grade. During those 9 weeks, TKA administrators reserve the right to move the child back to the original grade.

#### **Study Skills (4472)**

- Students will be taught to keep their materials organized and to maintain a written record of assignments.
- Parents/guardians are asked to assist their children with maintaining organization according to their teachers' procedures.
- Teachers should communicate homework assignments in written form and also verbally review the instructions for assignments so that students receive visual and auditory instructions.
- All assignments will be posted on-line for parents and students to view.

#### **Testing (4492)**

- *When personal or family plans will cause a MS student to miss school, these days will be a part of the allowed absences per semester limit and will be evaluated as excused or unexcused per standard attendance policy. **Planned Absence Forms are no longer being used.***
- School-related absences are excused.
- Any MS student who misses school on a test day due to an unexcused absence will have his/her test grade docked. The highest grade possible will be an 85.

#### **Semester Tests (4493)**

- *Semester tests will reflect only material covered in the previous two terms before the test.*
  - *First Semester Exam = Material covered during Terms 1 & 2*
  - *Second Semester Exam = Material covered during Terms 3 & 4*
- Eighth grade students taking High School math and English classes should refer to High School testing policies, which apply to the High School credit classes.

#### **Standardized Tests (4494)**

- Students in 7<sup>th</sup> – 8<sup>th</sup> grades are evaluated each spring utilizing the *TerraNova3 standardized test and the InView Ability Test*.
- The scores from standardized tests are used to help target the learning needs of students and to give an indication of whether the student is performing *at his/her ability level*. Scores will also be used in making curriculum decisions.
- Scores for rising 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> graders are used to confirm class placements.
- Eighth graders taking English I and/or Algebra I take the PSAT each fall in preparation for the SAT test.
- Results of testing are issued to parents/guardians.
- Students in the Discovery Program may receive one-on-one testing if recommended by teacher and Director of Discovery.
- *Students who miss standardized testing sessions for non-medical, personal reasons, may not be able to make-up missed days of testing.*

### **MIDDLE SCHOOL APPEARANCE CODE**

#### **Regular School Day Dress (7111)**

- Students should not wear clothing with pictures/characters/symbols/words that suggest alcohol, tobacco, drugs, illegal substances, violent behavior, magic, weapons, occult, profanity, obscenity, slander, cruelty, racial issues, disrespect, immodesty, sexual inferences, "put downs" (to others or self), or inappropriate double meaning.
- No clothing with references to video games, movies or TV programs.
- No clothing with references to musical groups.
- Undergarments (including bra-let) should be worn but not visible at any time. Clothing that gives the impression of an undergarment should not be worn. Sport undergarments may not be worn as tops.
- Clothing should not have holes or tears. Ragged or frayed edges on pants, shorts, or skirts are not allowed regardless if skin is showing.
- Shirts are required to be worn on campus and at all school activities.
- Modesty is expected always.

**Boys: Regular School Day Dress (7113)**

## Shirts

- shirts that are meant to be undershirts should not be worn by themselves or with an unbuttoned cover shirt.

## Pants

- must not have holes

## Shorts

- worn at or near waist
- no higher than 3 inches above the top of the knee

## Shoes

- must be worn at all times
- during science labs, all exposed skin on the foot and ankle must be covered by socks and closed-toe shoes.

## Hair – All Boys

- not distracting in regards to color or style. No loose hanging hair in the face.

## Hats, caps, or other head coverings:

- not to be worn inside during regular school hours

## Jewelry

- no visible piercing

**Girls: Regular School Day Dress (7112)**

## Blouses – All Girls

- no halter, strapless, off the shoulder, one shoulder strap, or cut out athletic tops unless a shirt/jacket which meets dress code is also worn
- no back cut outs unless a shirt which meets dress code is worn underneath
- straps must be at least 1 inch in width
- midriff must be covered at all times - standing, sitting, bending, or raising of hand
- must be modest, show no cleavage even if covered by lacy, sheer or open weave fabric.

## Skirts/Dresses

- Length should touch the top of the knee
- No, slit above the knee
- Skirts/Dresses that are above the knee may be worn with leggings/jeggings underneath as long as it covers the entire bottom and is the same length in the front.

## Shorts

- length no shorter than 5 inches above top of knee
- if compression shorts are worn under shorts, the compression shorts must still meet the dress code length during school day.

## Pants

- leggings/jeggings may be worn with shirts/dresses must cover entire bottom and be the same length in the front.

## Shoes

- shoes must be worn at all times
- during science labs, all exposed skin on the foot and ankle must be covered by socks and closed-toe shoes.

## Hair

- not distracting regarding color or style

## Hats, caps, or other head coverings

- no hats, caps, or other head covering indoors

## Jewelry

- no visible piercing except for pierced ears

**Athletic Practices for All Students (7118)**

- Shirts
  - loose fitting
  - must meet TKA dress code standards
- Shorts
  - loose fitting athletic shorts or pants, which mirror the school uniform in length and modesty

**Extracurricular Events (7114)**

- Dress for students at TKA field trips and games and other TKA extracurricular events is the same as Regular Day.
- Swimsuits for girls should be modest one-piece or a modest two-piece worn with a dark tee shirt, which covers the bottom of the bathing suit
- Students may wear “norts” (shorts that finger-tip length or longer)

**PE Classes (7117)**

- All PE clothes must meet TKA Dress Code Standards.
- Students in grades 7 - 8 will normally be required to change for PE classes.
- Shirts:

- must wear school-issued PE shirts
- Shorts:
  - must wear school-issued PE shorts
- Shoes:
  - athletic shoes
- Sunglasses, hat, and other head coverings are not to be worn in the gym or other school buildings.

**SCISA Meet, School Ceremony, and Game Day Dress for Athletes – Boys (7122)**

- dress pants
- no jeans, cargo pants, or athletic pants
- collared shirt
- tie worn with collared shirt to all ceremonies, tie worn on game days/SCISA meets at discretion of coach/sponsor
- shirts tucked in with a belt

**SCISA Meet, School Ceremony, and Game Day Dress for Athletes – Girls (7121)**

- skirts no higher than the top of the knee or dress pants
- no jean skirts, jeans, shorts, pants, cargo pants, or athletic pants
- no hats or sunglasses

**Lockers, Book Bags and School Supplies (7123)**

- must promote Christian values – no pictures/characters/symbols/words that suggest alcohol, tobacco, drugs, illegal substances, violent behavior, weapons, magic, occult, profanity, obscenity, slander, cruelty, racial issues, disrespect, immodesty, sexual inferences, "put downs" (to others or self), or inappropriate double meanings
- no references to video games, movies or TV programs.
- no references to musical groups.

**Offenses (7130) & Consequences (7142)**

- Student not in compliance will be asked to make necessary adjustments.
- If correction cannot be made, parents will be notified and asked to bring acceptable clothing.
- Dress code violations are a Level I offense

**MIDDLE SCHOOL ATHLETICS (8620)**

- Students in 7<sup>th</sup> and 8<sup>th</sup> grade have the opportunity to participate in Middle School, JV, and/or Varsity sports under the eligibility policies outlined in the TKA Athletic Handbook.
- Students wishing to participate on more than one team must receive the approval of the Athletic Director, all concerned head coaches, and parents.
- See TKA Athletic Handbook for athletic policies.

**MIDDLE SCHOOL ATTENDANCE (7212)**

- Students will be counted absent per class.
- Parents should send an email to [kprussia@tkaflorence.com](mailto:kprussia@tkaflorence.com) the day their students are absent. Parents who do not notify the school that their students are absent will be contacted by email or text message.
- If the student is absent because of a contagious illness or disease, parents/guardians are asked to notify the office as soon as possible.
- Parents are encouraged to communicate with the office if student's assignments will be picked up in the office due to an absence.
- Parents/Guardians are encouraged to check their students' absences on-line in the Renweb program.
- *Students entering the classroom after the bell rings are counted tardy within the first ten (10) minutes of a 45-minute class and the first fifteen (15) minutes of a 60-minute class. A student who arrives more than 10 minutes late for a 45-minute class or more than fifteen (15) minutes for a 60-minute class will be considered absent.*
- *If a student leaves class more than fifteen (15) minutes before a one-hour class is over or more than (10) minutes before a 45-minute class is over, s/he will be counted absent.*
- *If a Middle School student is absent from a 45-minute, one-semester class more than (9) nine days with no more than (4) four being unexcused, or if the student has missed fewer than nine (9) days and has more than four (4) days unexcused per semester, s/he will not receive credit for the course unless missed days are "recovered" through Saturday school served. (See 7213)*
- *If a Middle School student is absent from a 45-minute, year-long class more than (9) nine days per semester with no more than (4) four being unexcused, or if the student has missed fewer than nine (9) days and has more than four (4) days unexcused per semester, s/he will not receive credit for the course unless missed days are "recovered" through Saturday school served. (See 7213)*
- *If a Middle School student is absent from a one-hour, one year class that meets twice per week, more than (4) four days with no more than (2) two being unexcused, or if the student has missed fewer than four (4) four days and has more than two (2)*

*days unexcused per semester, s/he will not receive credit for the course unless missed days are “recovered” through Saturday school served. (See 7213)*

- *If a Middle School student is absent from a one-hour, one year class that meets four days per week, more than (8) eight days with no more than (4) four being unexcused, or if the student has missed fewer than eight (8) eight days and has more than four (4) days unexcused per semester, s/he will not receive credit for the course unless missed days are “recovered” through Saturday school served. (See 7213)*
- Attendance and tardy records will be maintained for Tutorial Study Hall *using* the same standards as other classes.
- If a TKA student is being recognized during the school day as part of a TKA ceremony, his/her parent/guardian may request that the student’s TKA siblings be excused from class so that they may also attend the ceremony. The parent/guardian should present the request to the office. Notice, although not required, is appreciated so that classroom teachers can make appropriate plans. The sibling’s absence during the ceremony will be excused although any absence after the ceremony ends will be unexcused.

#### Excused Absences

- Absences for school-related events approved by Administration will not count as absences. Also, an absence occurring due to the attendance of a funeral for an immediate family member, on the day of, will not count as an absence.
- Absences will be excused by the office for the following:
  - parent/guardian or a doctor’s excuse documenting an illness
  - appointments documented by a doctor or parent
  - death in the family
  - school-related event
- Absences normally counted as unexcused absences may be excused by the Head of School if **prior** permission is granted.

#### Extracurricular Eligibility (7212)

- To be eligible for a sporting event or school-related activity sponsored by TKA students must attend at least a half-day of school the day of the event unless Administration grants an exception due to extenuating circumstances.

#### Returning to School

- When a student is absent, s/he must sign in through the office when s/he returns to school.
- Documentation for excused absences must be given to the TKA school office within five (5) days of the absence. It is the student’s responsibility to bring the excuse to the office. If the excuse is not received after five (5) days, the absence is counted unexcused. Changes in the unexcused status will be considered by the Head of School after documentation is received, and if the appeal is made within the nine-weeks grading period containing the absence. Changes will be made at the Administration’s discretion.

#### Saturday School (7213)

- *If a Middle School student is absent from a one-credit, 45-minute class more than nine (9) times per semester or with more than four (4) absences being unexcused per semester, the student must attend Saturday School to make-up the hours missed to receive credit for a class.*
- *If a Middle School student is absent from a 0.5 credit 45-minute class more than nine (9) times per semester or with more than four (4) absences being unexcused per semester, the student must attend Saturday School to make-up the hours missed to receive credit for a class.*
- *If a Middle School student is absent from a one credit one-hour class more than eight (8) times per semester or with more than four (4) absences being unexcused per semester, the student must attend Saturday School to make-up the hours missed to receive credit for a class.*
- *If a Middle School student is absent from a .5 credit one-hour class more than four (4) times per semester or with more than two (2) absences being unexcused per semester, the student must attend Saturday School to make-up the hours missed to receive credit for a class.*
- Parents/Guardians will receive *an email* notifying them that the student has gone over the allotted absences and has lost credit for a class.
- *The fee for Saturday School is \$15.00 per one 45-minute class (\$20.00 per one-hour class).*
- *Failure to schedule/attend Saturday School may result in failing grade* for the class.
- Arrangements will be made by the office for a teacher to supervise the student attending Saturday School, and classwork will be provided for the student.
- Grading of the work done in Saturday School will be at the subject teacher’s discretion.
- When the parent/guardian schedules the Saturday School, the student’s account will be charged.
- In the event that the student does not report to Saturday School, the total fee is not refundable and non-transferable.
- Failure to schedule/attend Saturday School may affect promotion to the next grade.

#### **MIDDLE SCHOOL COMMUNICATION**

- The primary form of mass communication at the school is via e-mail. Parents/Guardians should check email frequently and ensure that the school has a current e-mail address on file with the office. Families with no access to e-mail should alert the office to that fact. (8310)
- *The Lion’s Share*, a school-wide electronic form of communication available through email or on the TKA web-site, includes

the current Scripture memory passage, a weekly calendar of events and notices of important information for TKA parents and students. (8390)

- The TKA website address is [tkaflorence.com](http://tkaflorence.com). The website contains information about the school's vision, board, faculty, academics, athletics, fine arts, spiritual life, extracurricular programs, and student life. The website's home page contains up-to-date information as well as a menu from which parents may download needed forms. (8380)

#### **MIDDLE SCHOOL CONDUCT AND DISCIPLINE (7311)**

- TKA's basic approach to discipline is to trust students and grant freedom to the greatest extent that students' behavior allows, both individually and corporately.
- Discipline, a part of the educational process, serves to nurture children and guide them to a path of obedience. The goal is for obedience to come from hearts seeking to serve the Lord.
- Discipline includes instruction, prevention, and correction. Effective teaching and discipline require the consistent application of clearly established rules and consequences.
- Discipline includes counseling students to take responsibility for their actions. Sin does have consequences. Wrong choices and poor judgment, resulting in disobedience, necessitate appropriate discipline.
- TKA realizes that students are in training and that teaching students to choose right from wrong is a process.
- The discipline policy is not intended to be all-inclusive. Modifications will be made when necessary at the discretion of the Head of School.
- No corporal punishment will be administered at TKA. (7310)
- A student's participation in extracurricular activities may be affected by offenses of behavior standards. (7312)

**Level I Offenses and Consequences** (These standards apply to behavior which occurs during the TKA school day as well as to behavior occurring on school-sponsored trips.)

#### Level I Offenses for Middle School (7331)

- Disobeying teacher's posted classroom rules
- Disrespectful attitude, words, or actions to staff (i.e., arguing)
- Disobedient attitude, words, or actions to staff (i.e., failure to follow a direct request)
- Unkind attitude, words and actions to a fellow student (i.e., name calling, gossiping)
- Disrupting class (i.e., being out of seats without permission, refusing to participate in classroom activities, display of distracting behavior in the classroom, talking without permission)
- Invasion of privacy of staff or student's possessions
- Poor sportsmanship
- Bringing items to school without permission of the teacher (i.e., radios, c.d. players, electronic games, computer disks, magazines, toys)
- Inappropriate or disruptive hall or restroom conduct
- Inappropriate classroom, recess, lunchroom, lunch break, or field trip conduct (i.e., scuffling or rough play, throwing objects, failure to follow directions)
- Disobeying playground rules or lunchroom rules
- Eating, chewing gum, or drinking in class without permission
- Selling items on campus without administrative approval
- Public display of affection (i.e., kissing, hand holding, embracing) while on the school campus or at related school events (i.e., field trips, TKA sports events, SCISA activities, team ministries, mission trips)
- Use of cell phone or text messaging during school hours. Cell phone will be kept in school office and returned to parent/guardian.
- Accessing personal email or networking sites during school hours
- Not signing in or out with the school office
- Going to car during school day without permission

#### Level I Consequences for Middle School (7333)

- *Please be knowledgeable of the fee schedules for Saturday School (7362), In-School Suspension (7363) and Out-of-School Suspensions (7364).*
- A student will be given a verbal warning. Persistent behavior will not receive repetitive warnings. Posted rules may count as verbal warning. If behavior continues after a warning, the teacher may:
  - Dismiss the student from class to the office if the behavior is disruptive and interferes with classroom learning
  - Complete a Discipline Form indicating the offense and send it to the office. An administrator will determine the level of offense and administer the consequences. A copy of the Discipline Form will be sent home to be signed by parent/guardian.
    - 1<sup>st</sup> offense = Conference with Administrator
    - 2<sup>nd</sup> – 6<sup>th</sup> offenses = After-school Detention (\$10)
    - 7<sup>th</sup> – 8<sup>th</sup> offenses = Saturday Detention and conference with administrator responsible for discipline
    - 9<sup>th</sup> offense = Saturday or In-School Suspension and conference with administrator responsible for discipline
    - 10<sup>th</sup>+ offense = Saturday or In-School Suspension or Suspension and conference with administrator responsible for



discipline and parent/guardian.

- Every Level I offense after ten will be treated as a Level II offense and may lead to dismissal.

**Level II Offenses and Consequences** - (These standards apply to behavior which occurs during the TKA school day as well as to behavior occurring on school-sponsored trips.)

Level II Offenses for Middle School (7334)

- Persistence of Level I behaviors
- Involved in or creating the impression of involvement in immoral activities
- Lying or being deceitful
- Stealing or being in possession of another person's property (Restitution required)
- Fighting - physically or verbally
- Purposely kicking, tripping, pushing, or hitting another student
- Profanity or obscene gestures, slanderous or cruel statements
- Offensive material, pictures, or language
- Discriminatory remarks, racist statements, and "put downs"
- Disrespectful or rebellious attitude or language
- Possession (i.e., on their person, in their book bags, cubbies, or lockers) of fireworks, cigarettes (including alternative nicotine products, such as electronic cigarettes or vapor products), pornographic material, knives (including pocket knives)
- Forgery
- Threat to student or staff
- Failure to attend class
- Deliberate minor damage to books, materials, furniture, building, etc. (Restitution required by the student).
- Leaving the campus without approval from the office
- Taking the Lord's Name in vain
- Any comments concerning bringing weapons to school
- Academic dishonesty including, but not limited to cheating\* plagiarism\*\*, collusion and falsification of information. Whenever cheating occurs, the student will receive a 0. The student will be given the opportunity to re-type the paper or re-take the test, but both grades will be averaged together so that the maximum points the student can earn is 50 points.
- All papers will be examined with Turn It In software to check for plagiarism. Students who have plagiarized will be charged \$25 for a one-on-one tutoring session, during which time students will be instructed in using outside sources without plagiarizing.
- \*Plagiarism is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.
- \*Cheating - the act of gaining or attempting to gain unfair advantage or assisting another in gaining or attempting to gain an unfair advantage; the act of receiving or giving information for a dishonest purpose. Examples are:
  - Copying another person's work (tests, quizzes, homework, workbooks, etc.) or allowing someone to copy your work.
  - Asking for or giving questions and/or answers to tests or quizzes.
  - Getting unauthorized information (i.e., books, notes, and electronic devices) during a test or quiz.
  - Turning in another's work as your own.
  - Taking a test, including an AR test, on a book that has not been read.
  - Taking a test, including an AR test, based only on the movie.
  - Copying answers, telling another student answers, receiving answers from another student.
  - Having another student take the test.

Level II Consequences for Middle School (7336)

*Please be knowledgeable of the fee schedules for Saturday School (7362), In-School Suspension (7363) and Out-of-School Suspensions (7364).*

- The administrator responsible for discipline handles level II consequences.
- 1<sup>st</sup> offense = Saturday or In-school Suspension
- 2<sup>nd</sup> offense = Saturday or In-school Suspension
- 3<sup>rd</sup> offense = Multiple days' In-School Suspension
- 4<sup>th</sup> offense = Multiple days Out-of-School Suspension\* or dismissal from TKA
- 5<sup>th</sup> offense = Dismissal from TKA

\*Note that many college applications ask a student to self-report any suspensions and expulsions, requiring the student to provide details surrounding the suspension and/or expulsion.

**Level III Offenses and Consequences** (These standards apply to behavior which occurs during the TKA school day as well as to behavior occurring on school-sponsored trips.)

Level III Offenses for Middle School (7337)

- Repeated Level III behaviors.
- Vandalizing or destroying property willfully. (Restitution required)
- Possession of weapons, drugs, drug paraphernalia, alcoholic beverages, and/or pornographic materials on campus.

- Use of tobacco on campus, including alternative nicotine products, such as electronic cigarettes or vapor products.
- Violation of bodily propriety.
- Sexual harassment
- During off-campus trips, visiting the room of someone of the opposite gender. The offending students may be sent home immediately at the parents' expense.
- The sharing, use, or possession of another individual's prescription drugs.

**Level III Consequences for Middle School (7338)**

*Please be knowledgeable of the fee schedules for Saturday School (7362), In-School Suspension (7363) and Out-of-School Suspensions (7364).*

- The administrator responsible for discipline handles level III consequences.
- 1st offense – ISS, OSS\*, or dismissal from school.
- A hearing with the TKA Board of Trustees may be requested by the parent/guardian. If a hearing is requested, the student may not be allowed to attend classes until the hearing with the Board of Trustees is completed.

\*Note that many college applications ask a student to self-report any suspensions and expulsions, requiring the student to provide details surrounding the suspension and/or expulsion.

**Anti-Bullying Policy (7341)**

- TKA regards the following as forms of bullying if engaged in over a period of time.
- Individual instances of the following will be noted, and students and parents will be notified through Level I policy.
- Repeated instances may be considered bullying, and student will receive Level II discipline.
  - pushing, shoving, punching, kicking, poking, hitting, tripping
  - damage to clothing, school books, interference with another's personal property whether clothing, lunches, school material or other
  - writing derogatory remarks about another in any place
  - attempting to get another student in trouble
  - threatening another student
  - using abusive or mocking language toward a student
  - demanding money from another student
  - demanding that another student act ways toward authority
  - demanding to see another student's private notes or letters
  - preventing other students from cooperating with school staff
  - forcing other students to do one's task
  - forcing another student to share his/her school work
  - making mocking sounds toward another student
  - imitating a student's accent, voice, clothing, or personal belongings
  - drawing attention to any physical characteristic of a student in a derogatory way
  - making fun of another's ability or lack of ability
  - making derogatory reference to a person's parents, family, or home
  - making comments about sexual orientation as a put down
  - attempts to continually ostracize a person
  - blackmail
  - offensive or cyber bullying (e.g., Internet, phone) may fall under off -campus policy.

(Guidelines from the Department of Education)

Parents Resource - [Help! My Child is Being Bullied](#) by Dr. Bill Maier, Focus on the Family - Tyndale

**Off-Campus Behavior (7350)**

- Students who attend The King's Academy represent the school and the school's standards on and off campus as long as they are enrolled at the Academy.
- TKA students are expected to live a Christ-like life 24 hours a day, 7 days a week, 365 days a year, and therefore, TKA standards apply to both on-campus and off-campus behaviors.
- Off-campus offenses include but are not limited to:
  - consuming alcohol
  - inappropriate or immodest behavior or dress
  - using profanity
  - using illegal drugs
  - viewing pornography
  - premarital sex
  - using tobacco, including alternative nicotine products, such as electronic cigarettes or vapor products
  - improper use of prescription drugs, including the sharing, using, or possession of prescription drugs that are not prescribed to the student.

Consequences (These standards do not apply to behavior which occurs on school-sponsored trips; instead, see school-wide rules and consequences.)

- The first offense will result in a parent/guardian conference and consequences up to and including the possibility of dismissal.
- The first off-campus offense may affect participation in extracurricular activities that fall within one (1) week of the offense.
- A conference with the parents/guardians is required before the student will be allowed to return to class following a suspension.
- The second off campus offense will result in immediate dismissal from school.

## **MIDDLE SCHOOL DETENTION AND SUSPENSION**

### After School Detention (7361)

- After school detention will be scheduled on Wednesday for one (1) hour after school (3:30 p.m.– 4:30 p.m.).
- A \$10 fee will be charged to the student’s account.
- If a student is absent on the day of detention, the detention will be rescheduled.
- If a student is not absent but does not report to detention for any reason, the detention will be rescheduled and a second detention will be added.
- Excessive after school detentions will result in a Saturday Detention.

### Saturday Detention (7362)

- Saturday Detention will be held Saturday from 8:00 a.m. – 12:00 p.m. unless otherwise indicated.
- *A fee equivalent to the current rate of substitute teacher pay* will be charged to the student’s account for each day of Saturday School.
- Failure to attend Saturday Detention will result in an additional detention/s and fee.
- The fee for the missed detention is non-refundable and non-transferable.
- If the student is ill and cannot attend Saturday Detention, the parent/guardian must call the Head of School or designee prior to 6:00 a.m. Saturday morning to avoid a charge.
- In the case of illness, the Saturday detention will be rescheduled for the following Saturday.

### In School Suspension (7363)

- *A fee equivalent to the current rate of substitute teacher pay* will be charged to the student’s account for each day of ISS.
- A substitute will be hired to oversee students in ISS.
- Students who serve ISS are not permitted to attend class or school events during ISS.
- It is the student’s responsibility to obtain information and assignments given while serving ISS.
- For each day served in ISS, half a point will be deducted from each nine weeks grade average.

### Out of School Suspension – OSS (7364)

- *A fee equivalent to the current rate of substitute teacher pay* will be charged to the student’s account for each day of OSS. This money will go to Student Government.
- Students who serve OSS are not permitted on campus during the school day or during after school extracurricular events.
- It is the student’s responsibility to obtain information and assignments given while serving OSS.
- For each day served in OSS, one point will be deducted from each nine weeks grade average.
- A meeting with the Head of School, student and parent/guardian will be scheduled prior to the student returning to school.

## **MIDDLE SCHOOL DISMISSAL POLICY (7230 & 8490)**

- At 3:00 pm students are dismissed and must leave campus no later than 3:15 pm, unless participating in a school sanctioned practice or event.

## **MIDDLE SCHOOL DROP OFF AND PICK UP (8230)**

- A diagram is available, detailing how TKA handles drop off and pick up. If there are siblings in different grades, parents/guardians are asked to always drop off and pick up all children at the youngest child’s location.
- If a parent/guardian has a Middle or High School student and needs to wait after picking up an Elementary School child, s/he is asked to wait in the designated parking area.

### Safety

- Safety for the children is top priority, and parents/guardians must abide by the following:
  - Do not pull around cars in the line.
  - Do not drive on the grass.

### Early Drop Off

- Students who are dropped off before 7:45 a.m. will be sent to Extended Care, and parents/guardians will be charged the Extended Care fees.

## **MIDDLE SCHOOL ELECTIVES**

Students in Middle School may take elective classes on a rotation schedule to expose them to a variety of experiences. Students in the 7<sup>th</sup> and 8<sup>th</sup> grade choose from classes in art, keyboarding, chorus, current events, drama, ladies leadership, PE, or Spanish (this list is subject to change).

**MIDDLE SCHOOL FINE ARTS (8660)**

Students in 7<sup>th</sup> and 8<sup>th</sup> grades have the opportunity to participate in chorus, school plays, art classes and Fine Arts events.

**MIDDLE SCHOOL LIBRARY (8511)**

- The library has established checkout times for Middle School students to take advantage of the library services.
- Students may check out books for a period of time set by the librarian.
- An overdue fine will be charged if books are turned in late.
- Reference books may not be checked out overnight.

**MIDDLE SCHOOL LOCKERS (9440)**

- Students in Middle School will be assigned a locker in the classroom or hall.
- Middle School lockers do not lock.
- Students involved in athletics and taking PE will be issued a locker in the locker room. Students need to use locks provided by the school and keep lockers locked always.
- The school is not responsible for missing or stolen items.
- Lockers are the property of TKA, and TKA reserves the right to search a student's locker at any time.
- Lockers should be kept neat and clean.

**MIDDLE SCHOOL LUNCH (8670)**

- The TKA lunch program offers hot lunches through different restaurants in the Florence area.
- Parents / Guardians are notified of menus and cost on the school website. Menus also will be available in the school office. All ordering will take place through Renweb. Menus and ordering will be available one month in advance.
- All purchases of drinks, snacks, and lunches will be charged to the student's account through Renweb Lunch.
- In order for students to charge lunch purchases to their student account, parents may complete a Lunch Charge Permission Form which allows student to purchase drinks, snacks, and lunches.
- Students who do not desire to purchase a hot lunch should bring a lunch from home.
- Students eating on campus should eat in the lunchroom unless special permission is obtained otherwise.

**MIDDLE SCHOOL MISSIONS WEEK (5510)**

- All Middle School students participate in Missions Week.
- Students have a choice to serve locally or to participate in national or international missions.
- Students who travel nationally or internationally raise their own funding.
- Scholarships for national and international trips are available through the Spiritual Life Director if an application is submitted by the deadline.
- Each student is disciplined for several months prior to serving on a mission trip.
- TKA's goal is for each student to have exposure to missions, evangelism and service to others. Our vision is to bring the world to Christ and Christ to the world.

Alternative Trips (5520)

- Students are encouraged to take mission trips with their families and churches.
- Trips during school time should occur only after consultation with Administration. Unless the non-TKA trip is during TKA Missions Week, students are required to participate in Missions Week activities.
- If the trip takes place during Missions Week, it must have standards and hours equal to those of a TKA trip.
- Missions Week absences that are not approved ahead of time will count as unexcused absences.

**MIDDLE SCHOOL PHONE USE (9320)**

- Students may use the office phone with staff's permission.
- Student cell phones must be turned off during the school day. If a student needs to contact parents, s/he should come to the office to make the call.
- A cell phone used by a student without permission for calls or text messaging during school hours will be taken to the office and will be returned only to the parent/guardian. Student use of cell phones is a Level I offense.
- Use of phone for cyber-bullying while on campus will result in a Level II discipline.

**MIDDLE SCHOOL PROMOTION**

- More than eighteen (18) absences, with no more than seven (7) being unexcused, will result in a Middle School student not being promoted to the next grade unless missed days are "recovered" through Saturday school. (7212)
- Students must pass Language Arts and Math to be promoted to the next grade. (4281)
- Students failing three core courses will not be allowed to advance to the next grade level.

### **MIDDLE SCHOOL SEARCH POLICIES (8480)**

- To maintain order and discipline on school property and at school-related events and to protect the safety and welfare of students and school personnel, TKA has the right to perform unannounced searches and to seize contraband, such as illegal substances and objects which constitute a threat to any person(s).
- All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized by staff.
- TKA staff members have the right to ask students to empty their pockets to determine whether they pose a danger to themselves and/or others.
- The Head of School and authorized staff members may search a student's purse, backpack, gym bag or other personal property; student lockers, desks, or other school property; or student automobiles which are on school property.

### **MIDDLE SCHOOL STUDENT RECOGNITION**

- Middle School students may be recognized at Academic Awards Ceremony for the following:

SCISA Literary Meet	Fine Arts Performances	SCISA Musical Festival
Genesis Scholarship	SCISA Art Show	SCISA Math Meet
SCISA Spelling Bee	SCISA Science Fair	SCISA Quiz Bowl Team
SCISA Grice Award	President's Award for Educational Excellence	
Band & Choir	All A's	All A's & B's
- The President's Award is given to students in 8<sup>th</sup> grade who have earned all A's during their MS years at TKA through the 3<sup>rd</sup> grading period of 8<sup>th</sup> grade.
- Middle School athletes are recognized at the Fall, Winter, and Spring Athletic Banquets.
- This list is not all-inclusive and changes will be made at the discretion of Administration.

### **MIDDLE SCHOOL TARDINESS (7212 & 7242)**

- *Students entering the classroom after the bell rings are counted tardy within the first ten (10) minutes of a 45-minute class and the first fifteen (15) minutes of a 60-minute class. A student who arrives more than 10 minutes late for a 45-minute class or more than fifteen (15) minutes for a 60-minute class will be considered absent.*
- *If a student leaves class more than fifteen (15) minutes before a one-hour class is over or more than (10) minutes before a 45-minute class is over, s/he will be counted absent.*
- Attendance and tardy records will be maintained for Tutorial Study Hall *using* the same standards as other classes.

#### Excused Tardiness

Tardiness is excused for the following reasons. An excused tardy will be granted only when a student presents a note from his/her parent/guardian.

- Illness
- Car Trouble
- Accidents
- Health care appointments
- Family emergency

#### Unexcused Tardiness

Examples of an unexcused tardy are:

- Oversleeping
- Getting started late
- Forgetting school items and returning home for them
- Socializing instead of going to class
- Failure to bring a written note for a tardy that would otherwise be excused.

#### Consequences for Tardiness (7244)

- Every three (3) tardies equal a one-class absence.
- Each student will be allowed 5 total tardies without a financial penalty. Beginning with the 6<sup>th</sup> tardy, a student will be billed \$10 per tardy.
- The tardy count will begin anew each grading period

### **MIDDLE SCHOOL TEACHER APPRECIATION (8715)**

- When asking parents/guardians/students for contributions toward teacher gifts or parties, organizers are asked to ensure that giving is completely voluntary and that the amount contributed is moderate.

### **MIDDLE SCHOOL TECHNOLOGY STANDARDS (8680)**

*See complete Technology Standards on page 13.*

- The Technology Acceptable Use Form must be read and signed by each student and his/her parent/guardian prior to accessing computers on campus.
- The use of computers is a privilege, not a right.
- Inappropriate use will result in disciplinary action by Administration, which may include canceling those privileges.

- Use of electronic communication at school must be in support of education and research consistent with the educational objectives of The King's Academy.
- Students accessing email or personal networking sites during school hours will receive a Level I discipline.
- Any student wishing to use a recording device in a classroom must complete the Permission to Record Form and turn in to the office.
- Permission to Record Form requires the signature of both the student and the teacher.

## **SECTION VI – HIGH SCHOOL POLICIES AND PROCEDURES**

See Sections III for additional school-wide policies

### **HIGH SCHOOL (9<sup>th</sup>-12<sup>th</sup> Grade) HOURS**

Monday			Tuesday			Wednesday			Thursday			Friday		
Period	Start-Finish	Min	Period	Start-Finish	Min	Period	Start-Finish	Min	Period	Start-Finish	Min	Period	Start-Finish	Min
1	8:00-8:50	50	1	8:00-8:50	50	1	8:00-8:50	50	1	8:00-8:50	50	1	8:00-8:50	50
2	8:55-9:40	45	2	8:55-9:40	45	2	8:55-9:40	45	2	8:55-9:40	45	2	8:55-9:40	45
3	9:45-10:30	45	3	9:45-10:30	45	3	9:45-10:30	45	3	9:45-10:30	45	3	9:45-10:30	45
4	10:35-11:35	60	4	10:35-11:35	60	4	10:35-11:35	60	4	10:35-11:35	60	Chapel	10:35-11:35	60
HSL/MSB	11:35-11:55	20	HSL/MSB	11:35-11:55	20	HSL/MSB	11:35-11:55	20	HSL/MSB	11:35-11:55	20			
.....	11:55-12:00	5	.....	11:55-12:00	5	.....	11:55-12:00	5	.....	11:55-12:00	5			
MSL/HSB	12:00-12:20	20	MSL/HSB	12:00-12:20	20	MSL/HSB	12:00-12:20	20	MSL/HSB	12:00-12:20	20	Activity	11:35-12:35	60
												HSL/MSB	12:35-12:55	20
												.....	12:55-1:00	5
5	12:20-1:05	45	5	12:20-1:05	45	5	12:20-1:05	45	5	12:20-1:05	45	MSL/HSB	1:00-1:20	20
6	1:10-1:55	45	6	1:10-1:55	45	6	1:10-1:55	45	6	1:10-1:55	45	5	1:25-2:10	45
7	2:00-3:00	60	7	2:00-3:00	60	7	2:00-3:00	60	7	2:00-3:00	60	6	2:15-3:00	40
DE/TSH	3:00-3:15	15	DE/TSH	3:00-3:15	15	DE/TSH	3:00-3:15	15	DE/TSH	3:00-3:15	15			

### **HIGH SCHOOL ACADEMICS**

#### **Assignments (4412)**

- All assignments will be posted in the classroom and on-line for parents and students to view.
- Assignments completed by 9<sup>th</sup>-12<sup>th</sup> grade students will be sent home with the student.

#### **Research Papers and Projects**

- High School students must turn in all research papers and/or projects by the beginning of the scheduled class period on the day due.
- If the student is absent (excused or unexcused), arrangements must be made by the student to turn in the paper/project by the beginning of the scheduled class period the day the project is due.

#### **Beta Club (4310)**

- Students in 10<sup>th</sup>-12<sup>th</sup> grades with a cumulative grade point average of 4.0 or higher will be eligible to become members of BETA Club.

#### **Class Placement (4114)**

##### **9<sup>th</sup> - 12<sup>th</sup> Grades**

- Students in 9<sup>th</sup> – 12<sup>th</sup> grades may take classes on three levels: college preparatory (CP), honors (H), and advanced placement (AP) or dual enrollment (DE) (depending upon course pre-requisites).
- CP classes are conducted on grade level or above and progress at a pace which is comfortable for most US students.
- Honors classes progress at a faster pace and require more work from the students.
- AP and DE classes are conducted at the college level and progress at a faster pace and require more rigorous work from the students. Students enrolled in an AP course are required to take the AP exam (at student's expense) and may receive college credit based on score).
- For all honors students, the first 4 weeks of school are probationary. If a teacher feels an honors student has been inappropriately placed, he/she will notify the Head of School, who will recommend a course of action after evaluating the situation.
- Criteria considered when placing students in honors classes includes:
  - Teacher recommendation
  - Previous year-end grade – A / B (Any student previously placed in an honors class who earns a final grade of C or below will be placed in a CP class the following year. A student and his/her parents may appeal the placement; see appeals process).
  - Standardized test score (rising 9<sup>th</sup> graders only) of 75<sup>th</sup> percentile or above

#### **Appeals Process (4115)**

- Recommendations for placement will be made by TKA staff and administration at the close of the school year.
- A parent/student who would like to appeal the student's placement may do so by submitting a written appeal to the faculty and Head of School, explaining reasons his/her placement should be reconsidered. (At the HS level, a letter will be required from both the parent and student. In addition, the family should provide documentation supporting their appeal, i.e., report card grades, standardized test scores, etc.).
- The Head of School and faculty members will consider each proposal and respond in a timely manner.

**Class Rank (4320)**

- The King's Academy ranks its students in accordance with the SC Uniform Grading Scale policy as designed and approved by the Commission on Higher Education.
- All final transcripts report the student's class rank.
- All students in grades 9 – 12 will be ranked, and all ranking will be computed according to the SC Uniform Grading Scale.
- All courses taken for credit will be included in each student's ranking.
- Class rankings will be reported to the family of each student in grades 9 – 12 at the end of each academic year.
- Parents may access the rank of their student from the Office of College Counseling at any time following the completion of their student's ninth grade year.
- All courses carrying Carnegie units will use the numerical grades and assigned weighting for course levels.
- The conversion scale will be used on transcripts received from in-state and out-of-state schools.

**Valedictorian and Salutatorian (4321)**

- The King's Academy will determine a Valedictorian and Salutatorian of the senior class by GPA.
- Student grade point averages will be figured according to the SC Uniform Grading Scale. (See section on "grade point average" for directions for figuring cumulative GPA.)
- Senior course grades will be figured on the 180<sup>th</sup> day of the school year unless the potential students' grades are finalized earlier.
- The student earning the highest GPA will be named Valedictorian.
- The student earning the second highest GPA will be named Salutatorian.
- In the event that students are within 100<sup>th</sup> of a point, co-honors will be named.
- Students must attend TKA their junior and senior years to qualify for Valedictorian or Salutatorian honors.

**Credit Courses**

- Home school courses are accepted from an accredited home school association transcript at the assigned level. (4212)
- Students may retake a class at the same difficulty level only under the following conditions: (4213)
  - Only courses in which a D or F was earned may be retaken.
  - The course in which a D or F was earned may be retaken only during the current academic year or no later than the next academic school year.
  - The student's record will reflect all courses taken and the grade earned with the following exception: students taking courses for a Carnegie unit prior to their 9<sup>th</sup> grade year may retake any such course during their 9<sup>th</sup> grade year. In this case, only the 9<sup>th</sup> grade retake grade will be used in figuring the student's GPR and only the 9<sup>th</sup> grade attempt will show on the transcript. This rule will apply whether the grade earned is higher or lower than the pre-ninth grade attempt.

**Drop / Add Policy (4120)**

- With the first day of enrollment as a baseline, students who withdraw from a course within 5 class days in a one-semester course or 10 class days in a two-semester course will do so without penalty.
- Students may withdraw within five days beyond the deadline if approved by an administrator.
- Students who withdraw after 10 class days in a one-semester course or 15 class days in a two-semester course will be assigned a WF (withdraw failing) and the F will be calculated into the student's overall grade point average.
- The limitations for withdrawing from a course without penalty do not apply to course or course level changes initiated by the administration.

**Dual Enrollment (4211)**

- The King's Academy offers Dual Credit classes in conjunction with Francis Marion University, FDTC and Cedarville University. Other colleges or universities may be added without prior notification.
- TKA juniors and seniors may be eligible to take TKA-approved courses for which the students will receive high school and college credit. The credits earned from Francis Marion University and FDTC will transfer to any public and most private schools in South Carolina. Credits earned from Cedarville University other post-secondary schools utilized by TKA may transfer to other universities; it is the student's responsibility to determine what credits from these schools will transfer.
- Students must receive written permission from the Head of School and Director of College Counseling **prior** to enrolling in **each** dual enrollment course if they wish to receive credit from TKA.
- The cost of the course(s) is the responsibility of the parent.
- The cost of the textbook(s) for the course is the responsibility of the parent.
- Students must provide their own laptop computers.
- TKA does not accept credit from dual credit classes taken during the summer term.

**Extracurricular Eligibility (4220)**

- Academic progress of all students will be checked every 2 – 3 weeks throughout the school year.
- If a student earns an "F" in any subject on a Progress, Interim, or Success Report, s/he will be on academic probation for two and a half weeks until the next grade report period ends.

**Academic Probation (4221)**

- The student, parents, coach(es), club sponsors, directors, etc. will be notified that student has two and a half weeks to bring up grades.
- Administration, the student, parent, and teacher(s) will develop a plan to help student's grades improve, which may include tutoring, mandatory use of homework assignment book, curtailed school activities, etc.



- If grade(s) does not rise above failing within two weeks, student will be placed on academic suspension. (See guidelines for suspension below).

**Academic Suspension (4222)**

- Academic suspension begins on the third day after the grading period ends.
- The student and parent/guardian will be notified the date the suspension begins.
- The student and parent/guardian will be notified of the date the suspension ends.
- Academic suspension does not end when the grades are pulled up or when the teacher notifies student of passing grades.
- Release from suspension is made only by the Head of School.
- A student on academic suspension may not leave class for practice or preparation of games, rallies, events during school hours, or for early dismissal of games, meets, or trips.
- Students on suspension may be suspended from extracurricular practices and / or games for a period of time set by the Head of School.

**SCISA Academic Eligibility (4223)**

- A student wishing to participate in SCISA athletics in grades 9-12 must take and pass at least four (4) one unit CORE Courses, or any five (5) one unit courses, each grading period to maintain academic eligibility.
- Students below the 9th grade must pass four (4) subjects each grading period/semester to maintain academic eligibility.
- Eligibility is to be declared on the fourth (4th) school day after the end of the marking period. A student shall become eligible or ineligible at 12:01 AM on the fourth school day after the end of the marking period. *Example 1:* The marking period ends on Friday. Student X becomes eligible or ineligible at 12:01 AM on Thursday. *Example 2:* The marking period ends on a Monday, and Tuesday is a holiday for students. Student Y becomes eligible or ineligible at 12:01 AM on the following Monday.
- An ineligible player is not allowed to participate against another school in any competition whether practice sessions, scrimmages, jamborees, or scheduled games (SCISA or out-of-league games). An academically ineligible player may not take part in practice sessions.

**Grades (4230)**

- Grades given on the Report Cards reflect the student’s ability to meet the standards set in the Curriculum Guides.
- Grades reflect tests, quizzes, independent classroom work, homework completion, special projects, and teacher observation.
- The grade breakdown will be explained to students and communicated to parents/guardians.
- Making a failing grade may affect a student’s participation in extracurricular activities.

Grade Formulas (4260)

Grades for High School students are averaged as follows:

- 1st Nine Weeks Grade = Course Grade (100%)
- 2nd Nine Weeks Grade = Course Grade (100%)
- 1st Semester Grade = 1st and 2nd Nine Weeks Grade (80%) + Mid Term Exam (20%)
- 3rd Nine Weeks Grade = Course Grades (100%)
- 4th Nine Weeks Grade = Course Grades (100%)
- 2nd Semester Grade = 3rd and 4th Nine Weeks Grade (80%) + Final Exam (20%)
- Year-end Grade = 1st Semester Grade (50%) + 2nd Semester Grade (50%)

Grade Point Average (4290)

- Courses will use numerical grades and weighting to calculate grade point averages.
- The S.C. Conversion Scale will be used on transcripts received from in-state and out-of-state schools.
- According to the S.C. Uniform Grading Scale, the formula for computing grade point averages is as follows:
- Multiply the units of each class times the quality points earned. (Do NOT round until the last step).
- Add all resulting values from first step.
- Divide sum by the sum of all units of all classes taken
- Round final answer to 3 decimal places

Grading Scale (4270)

9<sup>th</sup>-12<sup>th</sup> Grade

100-90 = A                      89-80 = B                      79-70 = C                      69-60 = D                      59-0 = F

**Grading Reports**

- Grades may be viewed on-line in the Renweb program.

Interim Reports (4510)

- Interim reports for all students will be generated four times a year midway through each grading period.
- Interim reports notify the parent/guardian of the academic performance.
- If the teacher feels that a conference is needed, the teacher will contact the parent.
- The purpose of the report is to serve as a means of communication between the teacher and the parent/guardian.

Progress Reports (4530)

- Progress Reports are emailed to parents/guardians of students in the 9th -12th grade approximately every two weeks.

Report Cards (4540)

- Report Cards will be issued every nine weeks for grades 9th-12th.

- Grades given on a Report Card indicate the degree of mastery achieved by the student as compared to the target standard.
- Students in grades 9-12 will receive numeric grades.
- Report Cards for the 4<sup>th</sup> Nine Weeks and year-end grades will be distributed on Report Card Distribution Day.
- Year-end Report Cards are not mailed.

### **Graduation Requirements**

#### College Prep Diploma - SCISA (4341)

- The King's Academy provides a comprehensive curriculum for students.
- To be eligible for a graduation from The King's Academy, a student must earn a minimum of twenty-four (24) units, consisting of required credits, elective credits, and a Bible credit for each year the student attends TKA.
- Students must earn all credit to participate in the graduation ceremony.

#### General Diploma - SCISA (4342)

- Students in the Discovery Program are eligible to receive a General Diploma from TKA.
- The student must earn a total of twenty-four units of academic credit, including a Bible credit for each year the student attends the Academy.
- Two units of the same foreign language may be substituted for two of the following three units: 1 unit of Science, 1 unit of Math, or 1 unit of Social Studies.
- The difference between the General Diploma and the College Prep lies with the units required for Math, Science, Social Studies, and Foreign Language.
- Students must earn all credits to participate in the graduation ceremony

#### Certificate of Graduation (4343)

- If a student is unable to meet the requirements for a General Diploma, a Certificate of Graduation (indicating that he/she has completed four years of academic study) may be awarded.

#### Course Requirements (4344)

- Graduation requirements may be obtained through the TKA Guidance Office and on the TKA website – [www.tkaflorence.com](http://www.tkaflorence.com).
- To be eligible for graduation from The King's Academy, a student must earn the following credits, consisting of required credits as well as one elective credit and one Bible credit each year the student attends TKA.

<u>Courses</u>	<u>Unit Requirements</u>
Bible	1 - 4 units
English	4 units
Mathematics	4 units
Science (3 lab sciences required)	4 units
Social Science	3 units
Including: 1 unit of U.S. History	
.5 units of Government	
.5 units of Economics	
Foreign Language (some SC colleges require 3 units)	2 units
Computer Science	1 unit
Physical Education/Health	1 unit
Speech (counts as the required fine arts elective)	1 unit
*Electives	4 units

\*Classes resulting from the advanced honors track and courses required for graduation are not considered electives.

- Students who have 4.0 or higher cumulative grade point average for High School (9<sup>th</sup>-12<sup>th</sup>) will be eligible to graduate with honors.
- Honor graduates will be recognized at graduation by wearing gold cords with the graduates' caps and gown.

### **Home School Classes (4212)**

- Only in the case of an irresolvable scheduling conflict and with the approval of the Head of School and Director of College Counseling, a student may be allowed to take a class through the home school method.
- The class must be a TKA-approved on-line course or computer course or be taught with TKA-approved curriculum by a TKA-approved instructor.

### **Homework**

- The purpose of homework is to give reinforcement, enrichment, or the opportunity to work independently on skills learned in class. Students complete unfinished daily assignments while applying organizational study skills independently. (4414)
- Homework is graded according to each teacher's class plan and discretion. (4417)
- A parent/guardian of student in 9<sup>th</sup>-12<sup>th</sup> grade will receive notification if s/he is failing to turn in homework assignments. Continued deficiencies in homework will be handled by the Principal with possible actions including, but not limited to, early morning and/or after school detention (\$10), parent conference, office detention (until homework is complete), and Saturday detention.

**Honor Roll (4360)**

- Students in grades 9 - 12 will qualify for all A's honor roll if all numerical grades are 90 and above and all letter grades are A's.
- Students in grades 9 – 12 will qualify for all A's & B's honor roll if all numerical grades are 80 and above and all letter grades are A's & B's.
- Grade calculations for honor roll include all grades earned, including grades received for Discovery, tutorial study hall, and Bible.
- Honor roll awards given at MS/US Awards Day will be based on grades received during the first 3 grading periods only.

**Junior Marshals (4370)**

- The junior class members of the Beta Club and National Honor Society will serve as marshals for Senior Baccalaureate and Senior Graduation.

**Make-Up Work/Tests (4418 & 4495)**

- *When personal or family plans will cause a HS student to miss school, these days will be a part of the nine-day per semester limit and will be evaluated as excused or unexcused per standard attendance policy. **Planned Absence Forms are no longer being used.***
- It is recommended that class assignments and homework be turned in prior to the absence if possible.
- It is the student's responsibility to obtain missed assignments and test review from the teacher or a fellow student.
- School-related absences are excused.
- For one-day, school-related excused absences, homework due and tests taken the day a student was absent will be due/made up the day a student returns to that class. For absences of two days or more, due dates will be adjusted to allow the student adequate time to make up his/her work.
- Work assigned prior to an absence will be due the day a student returns to school if the absence is unexcused unless other arrangements have been made with the teacher.
- Homework grades will be reduced *ten (10) points per day* when an assignment is late. No late homework and/or project assignments will be accepted after three (3) days and the resulting grade will be a zero.
- An excused absence will result in a one-day extension for each day of excused absence without penalty; therefore, if a student is absent only one day, his/her assignments will be due the day following his/her return to school. In the case of an extended absence, make up work/due dates will be co-coordinated among the teachers to best benefit the student.
- Any HS student who misses school on a test day due to an unexcused absence will have his/her test grade docked. The highest grade possible will be an 85.

**Independent Study (4419)**

- *When feasible, transfer students, students in credit recovery, or existing students with unique scheduling needs will enroll in an online course (at family's expense) in lieu of an Independent Study Course.*

**National Honor Society (4380)**

- Students in the 10<sup>th</sup> – 12<sup>th</sup> grades who achieve a 3.5 or higher cumulative grade point average may be considered for induction.
- Additional qualifications for induction include meeting the standards for service, character, and leadership as determined by the faculty and administration.
- Once inducted, all qualifications must be maintained in order to retain membership in NHS.

**Retaking Courses (4213 & 4214)**

- Students may retake a class at the same difficulty level only under the following conditions.
  - Only courses in which a D or F was earned may be retaken.
  - The course in which a D or F was earned may be retaken only during the current academic year or no later than the next academic school year.
  - The student's record will reflect all courses taken and the grade earned with the following exception: students taking courses for a Carnegie unit prior to their 9<sup>th</sup> grade year may retake any such course during their 9<sup>th</sup> grade year. In this case, only the 9<sup>th</sup> grade retake grade will be used in figuring the student's GPR and only the 9<sup>th</sup> grade attempt will show on the transcript. This rule will apply whether the grade earned is higher or lower than the pre-ninth grade attempt.
- If a student fails a class, the class must be retaken and passed prior to the beginning of the school year or the student may be required to complete a remedial program established by the administration for the student to be promoted the following year. Exceptions are Algebra I or English I, which if taken in 8<sup>th</sup> grade may be re-taken in 9<sup>th</sup> grade.
- No more than two (2) classes may be taken or retaken during the summer. No more than two (2) classes may be taken or retaken during the school year.
- Students will be allowed to take courses at regionally accredited public or private summer schools.
- A grade of 70 or above is required to receive credit for the repeated course.
- A student will be allowed to make up a course in summer school only once. Subsequent failures must be repeated during the following academic year.
- Summer school courses are accepted as College Prep level only.
- The King's Academy does not accept summer school credit for academic work taken in advance unless the Head of School has given prior approval.

### **Skipping a Grade (4120)**

- A parent / guardian requesting his/her student to skip a grade must submit in writing the reasons s/he wants his/her child to skip a grade. The parent/guardian must provide any evidence (report cards, standardized test results, etc.) which might indicate that his/her child will experience success in a higher grade. The letter must also include a statement indicating that the parent is taking full responsibility for his/her child's performance in the higher grade.
- Administrators will evaluate the data presented and will determine whether the student evidences the academic ability and maturity to successfully handle the increased academic workload and social pressures of the higher grade.
- In general, the following minimum standards must be met to consider skipping a grade.
  1. The previous year's standardized test scores must be > 90<sup>th</sup> percentile.
  2. The previous year's report card must show a GPA > 3.5.
  3. The previous year's teacher must agree that skipping a grade is best for this child.
- If the student is placed in a higher grade, s/he will be on probation for the first 9 weeks of school to ensure that s/he is able to successfully handle the higher grade. During those 9 weeks, TKA administrators reserve the right to move the child back to the original grade.

### **Syllabi (4480)**

- High School teachers create a syllabus for each subject they teach. The syllabus includes an overview of the subject and an explanation of grading procedures. The syllabus is distributed to the students the first week of class.
- If a subject has both College Preparatory and Honors sections, the syllabus will show the distinction between the two sections. Honors courses are more rigorous, include different materials, and promote higher level thinking skills.

### **Testing**

#### Mid-terms/Finals (4496)

Mid-term/ Final Tests will be given to 9<sup>th</sup> -12<sup>th</sup> grade.

- Mid-term Test = Material covered during 1st and 2nd nine-week period only
- Final Test = Material may be pulled from entire school year.
- Exempting Mid-terms
- Seniors with a first and second quarter grade of 93 or greater, *and are not in Attendance Recovery*, may exempt mid-terms; however, all seniors must take at least one *TKA mid-term in a core subject*. A final taken for a dual credit class will **not** be counted as the one required mid-term.

#### Exemption to Final Exams (4497)

- Students in 9<sup>th</sup> – 12<sup>th</sup> grades making a 93 or greater in each quarter and a 93 or greater on each mid-term exam, *and those not in Attendance Recovery*, are eligible to exempt final exam in that subject. Limits are as follows: freshmen: 1 exemption; sophomores: 2 exemptions; juniors: 3 exemptions; seniors: all.
- Seniors with all quarter and exam grades of a 93 or greater, *and not in Attendance Recovery* may exempt all exams.
- Students taking courses with 0.5 credit will be eligible to exempt at the end of the semester if they have 93 or greater quarter grades, and are not in Attendance Recovery

### **HIGH SCHOOL APPEARANCE CODE**

#### **Regular School Day Dress (7111)**

- Students should not wear clothing with pictures/characters/symbols/words that suggest alcohol, tobacco, drugs, illegal substances, violent behavior, weapons, magic, occult, profanity, obscenity, slander, racial issues, disrespect, immodesty, sexual inferences, "put downs" (to others or self), or inappropriate double meaning.
- No clothing with references to video games, movies or TV programs.
- No clothing with references to musical groups.
- Undergarments (including bra-let) should be worn but not visible at any time. Clothing that gives the impression of an undergarment should not be worn. Sport undergarments may not be worn as tops.
- Clothing should not have holes or tears. Ragged or frayed edges on pants, shorts, or skirts are not allowed regardless if skin is showing.
- Shirts are required to be worn on campus and at all school activities.
- Modesty is expected always.

#### **Boys: Regular School Day Dress (7113)**

##### Shirts

- shirts that are meant to be undershirts should not be worn by themselves or with an unbuttoned cover shirt.

##### Pants

- must not have holes

##### Shorts

- worn at or near waist
- no higher than 3 inches above the top of the knee

##### Shoes

- must be worn always

- during science labs, all exposed skin on the foot and ankle must be covered by socks and closed-toe shoes.

Hair – All Boys

- not distracting in regard to color or style. No loose hanging hair in the face.

Hats, caps, or other head coverings:

- not to be worn inside during regular school hours

Jewelry

- no visible piercing

**Girls: Regular School Day Dress (7112)**

Blouses – All Girls

- no halter, strapless, off the shoulder, one shoulder strap, or cut out athletic tops unless a shirt/jacket which meets dress code is also worn
- no back cut outs unless a shirt which meets dress code is worn underneath
- straps must be at least 1 inch in width
- midriff must be covered at all times - standing, sitting, bending, or raising of hand
- show no cleavage even if covered by lacy, sheer or open weave fabric.

Skirts/Dresses

- Length should touch the top of the knee
- No, slit above the knee
- Skirts/Dresses that are 1-3 inches above the knee may be worn with leggings/jeggings underneath.

Shorts

- length no shorter than 5 inches above top of knee
- if compression shorts are worn under shorts, the compression shorts must still meet the dress code length during school day.

Pants

- leggings/jeggings may be worn with shirts/dresses must cover entire bottom and be the same length in the front.

Shoes

- shoes must be worn at all times
- during science labs, all exposed skin on the foot and ankle must be covered by socks and closed-toe shoes.

Hair

- not distracting regarding color or style

Hats, caps, or other head coverings

- no hats, caps, or other head covering indoors

Jewelry

- no visible piercing except for pierced ears

**Athletic Practices for All Students (7118)**

• Shirts

- loose fitting
- must meet TKA dress code standards

• Shorts

- loose fitting athletic shorts or pants, which mirror the school uniform in length and modesty

**Extracurricular Events (7114)**

- Dress for students at TKA field trips and games and other TKA extracurricular events is the same as Regular Day.
- Swimsuits for girls should be modest one-piece or a modest two-piece worn with a dark tee shirt, which covers the bottom of the bathing suit
- Students may wear “norts” (shorts that finger-tip length or longer)
- Look Up Lodge only: no sleeveless t-shirts for girls or boys.

**Extracurricular Events – Boys (7116)**

• Dress for TKA Prom

- tuxedos or suit and tie
- no baseball hats

**Extracurricular Events – Girls (7115)**

- Dresses for Junior Marshals should follow all TKA Regular Day guidelines and be white in color-shoe color choices: white, nude, or muted in color
- Graduate’s dresses approved by sponsor
- Dress for TKA Belles & Bow Ties, Junior/Senior Prom, or formal event is as follows:
  - Strapless dresses may have a dip/sweetheart neckline with no cleavage showing and only with administrative approval.
  - Attire should be God-honoring and modest
  - No cleavage showing
  - No 2-piece gowns
  - No back revealed below natural waistline (which will be measured by the naval)
  - No mesh or see-through material in unapproved areas-such as: sides of bodice or front of bodice

- No undergarments or outline of undergarments showing
- Length of cocktail dresses/dresses with slits length should be no higher than three inches above the knee
- All female students as well as guests of male students must have dresses approved before event.

#### **PE Classes (7117)**

- All PE clothes must meet TKA Dress Code Standards.
- Students in grades 9 - 12 will normally be required to change for PE classes.
- Shirts:
  - must wear school-issued PE shirts
- Shorts:
  - must wear school-issued PE shorts
- Shoes:
  - athletic shoes
- Sunglasses, hat, and other head coverings are not to be worn in the gym or other school buildings.

#### **SCISA Meet, School Ceremony, and Game Day Dress for Athletes – Boys (7122)**

- dress pants
- no jeans, cargo pants, or athletic pants
- collared shirt
- tie worn with collared shirt to all ceremonies, tie worn on game days/SCISA meets at discretion of coach/sponsor
- shirts tucked in with a belt

#### **SCISA Meet, School Ceremony, and Game Day Dress for Athletes – Girls (7121)**

- skirts no higher than the top of the knee or dress pants
- no jean skirts, jeans, shorts, pants, cargo pants, or athletic pants
- no hats or sunglasses

#### **Lockers, Book Bags and School Supplies (7123)**

- must promote Christian values – no pictures/characters/symbols/words that suggest alcohol, tobacco, drugs, illegal substances, violent behavior, weapons, magic, occult, profanity, obscenity, slander, cruelty, racial issues, disrespect, immodesty, sexual inferences, "put downs" (to others or self), or inappropriate double meanings
- no references to video games, movies or TV programs.
- no references to musical groups.

#### **Offenses (7130) & Consequences (7142)**

- Student not in compliance will be asked to make necessary adjustments.
- If correction cannot be made, parents will be notified and asked to bring acceptable clothing.
- Dress code violations are a Level I offense

#### **HIGH SCHOOL ATHLETICS (8620)**

- Students in 9<sup>th</sup>-12<sup>th</sup> grade have the opportunity to participate in JV and/or Varsity sports under the eligibility policies outlined in the TKA Athletic Handbook.
- Students wishing to participate on more than one team must receive the approval of the Athletic Director, all concerned head coaches, and parents.
- See TKA Athletic Handbook for athletic policies.

#### **HIGH SCHOOL ATTENDANCE (7212)**

- Students will be counted absent per class.
- *Students entering the classroom after the bell rings are counted tardy within the first ten (10) minutes of a 45-minute class and the first fifteen (15) minutes of a 60-minute class. A student who arrives more than 10 minutes late for a 45-minute class or more than fifteen (15) minutes for a 60-minute class will be considered absent.*
- *If a student leaves class more than fifteen (15) minutes before a one-hour class is over or more than (10) minutes before a 45-minute class is over, s/he will be counted absent.*
- *If a High School student is absent from a 45-minute, one-semester class more than (9) nine days with no more than (4) four being unexcused, or if the student has missed fewer than nine (9) days and has more than four (4) days unexcused per semester, s/he will not receive credit for the course unless missed days are "recovered" through Saturday school served. (See 7213)*
- *If a High School student is absent from a 45-minute, year-long class more than (9) nine days per semester with no more than (4) four being unexcused, or if the student has missed fewer than nine (9) days and has more than four (4) days unexcused per semester, s/he will not receive credit for the course unless missed days are "recovered" through Saturday school served. (See 7213)*
- *If a High School student is absent from a one-hour, one year class that meets twice per week, more than (4) four days with no more than (2) two being unexcused, or if the student has missed fewer than four (4) four days and has more than two (2)*

*days unexcused per semester, s/he will not receive credit for the course unless missed days are “recovered” through Saturday school served. (See 7213)*

- If a High School student is absent from a one-hour, one year class that meets four days per week, more than (8) eight days with no more than (4) four being unexcused, or if the student has missed fewer than eight (8) eight days and has more than four (4) days unexcused per semester, s/he will not receive credit for the course unless missed days are “recovered” through Saturday school served. (See 7213)
- Parents should send an email to [kprussia@tkaflorence.com](mailto:kprussia@tkaflorence.com) the day their students are absent. Parents who do not notify the school that their students are absent may be contacted by email or text message.
- Attendance and tardy records will be maintained for Tutorial Study Hall using the same standards as other classes.
- *Dual Enrollment Absence Policy is determined by the college instructor.*
- Chapel is considered part of Bible class and attendance will be counted as such.
- All absences due to In-School Suspension and Out-of-School Suspension\* will be counted as excused absences.  
\*Note that many college applications ask a student to self-report any suspensions and expulsions, requiring the student to provide details surrounding the suspension and/or expulsion.
- If a TKA student is being recognized during the school day as part of a TKA ceremony, his/her parent/guardian may request that the student’s TKA siblings be excused from class so that they may also attend the ceremony. The parent/guardian should present the request to the office. Notice, although not required, is appreciated so that classroom teachers can make appropriate plans. The sibling’s absence during the ceremony will be excused although any absence after the ceremony ends will be unexcused.

#### Excused Absences

- Absences for school-related events approved by Administration will not count as absences. Also, an absence occurring due to the attendance of a funeral for an immediate family member, on the day of, will not count as an absence.
- All In-School Suspensions and Out-of-School Suspensions will be counted as excused absences.
- Absences will be excused by the office for the following:
  - parent/guardian or a doctor’s excuse documenting an illness
  - appointments documented by a doctor or parent
  - death in the family
  - school-related event
- Absences normally counted as unexcused absences may be excused by the Head of School if **prior** permission is granted.

#### Extracurricular Eligibility (7212)

- To be eligible for a sporting event or school-related activity sponsored by TKA students must attend at least a half-day of school the day of the event unless Administration grants an exception due to extenuating circumstances.

#### Returning to School (7212)

- When a student is absent, s/he must sign in through the office when s/he returns to school.
- Documentation for excused absences must be given to the TKA school office within five (5) days of the absence. It is the student’s responsibility to bring the excuse to the office. If the excuse is not received after five (5) days, the absence is counted unexcused. Changes in the unexcused status will be considered by the Head of School after documentation is received, and if the appeal is made within the nine-weeks grading period containing the absence. Changes will be made at the Administration’s discretion.

#### Saturday School (7213)

- *If a High School student is absent from a one-credit, 45-minute class more than nine (9) times per semester or with more than four (4) absences being unexcused per semester, the student must attend Saturday School to make-up the hours missed to receive credit for a class.*
- *If a High School student is absent from a 0.5 credit 45-minute class more than nine (9) times per semester or with more than four (4) absences being unexcused per semester, the student must attend Saturday School to make-up the hours missed to receive credit for a class.*
- *If a High School student is absent from a one credit one-hour class more than eight (8) times per semester or with more than four (4) absences being unexcused per semester, the student must attend Saturday School to make-up the hours missed to receive credit for a class.*
- *If a High School student is absent from a .5 credit one-hour class more than four (4) times per semester or with more than two (2) absences being unexcused per semester, the student must attend Saturday School to make-up the hours missed to receive credit for a class.*
- Parents/Guardians will receive an email notifying them that the student has gone over the allotted absences and has lost credit for a class.
- *The fee for Saturday School is \$15.00 per one 45-minute class (\$20.00 per one-hour class).*
- Failure to schedule/attend Saturday School may result in loss of credit and/or failing grade for the class, which will be reflected on the transcript.
- Arrangements will be made by the office for a teacher to supervise the student attending Saturday School, and classwork will be provided for the student.

- Grading of the work done in Saturday School will be at the subject teacher's discretion.
- When the parent/guardian schedules the Saturday School, the student's account will be charged.
- In the event that the student does not report to Saturday School, the total fee is not refundable and non-transferable.

### **HIGH SCHOOL COMMUNICATION**

- The primary form of mass communication at the school is via e-mail. Parents/Guardians should check email frequently and ensure that the school has a current e-mail address on file with the office. Families with no access to e-mail should alert the office to that fact. (8310)
- *The Lion's Share*, a school-wide electronic form of communication available through email or on the TKA web-site, includes the current Scripture memory passage, a weekly calendar of events and notices of important information for TKA parents and students. (8390)
- The TKA website address is tkaflorence.com. The website contains information about the school's vision, board, faculty, academics, athletics, fine arts, spiritual life, extracurricular programs, and student life. The website's home page contains up-to-date information as well as a menu from which parents may download needed forms. (8380)

### **HIGH SCHOOL CONDUCT AND DISCIPLINE (7311)**

- TKA's basic approach to discipline is to trust students and grant freedom to the greatest extent that students' behavior allows, both individually and corporately.
- Discipline, a part of the educational process, serves to nurture children and guide them to a path of obedience. The goal is for obedience to come from hearts seeking to serve the Lord.
- Discipline includes instruction, prevention, and correction. Effective teaching and discipline require the consistent application of clearly established rules and consequences.
- Discipline includes counseling students to take responsibility for their actions. Sin does have consequences. Wrong choices and poor judgment, resulting in disobedience, necessitate appropriate discipline.
- TKA realizes that students are in training and that teaching students to choose right from wrong is a process.
- The discipline policy is not intended to be all-inclusive. Modifications will be made when necessary at the discretion of the Head of School.
- No corporal punishment will be administered at TKA. (7310)
- A student's participation in extracurricular activities may be affected by offenses of behavior standards. (7312)

**Level I Offenses and Consequences** (These standards apply to behavior which occurs during the TKA school day as well as to behavior occurring on school-sponsored trips.)

#### Level I Offenses for High School (7331)

- Disobeying teacher's posted classroom rules
- Disrespectful attitude, words, or actions to staff (i.e., arguing)
- Disobedient attitude, words, or actions to staff (i.e., failure to follow a direct request)
- Unkind attitude, words and actions to a fellow student (i.e., name calling, gossiping)
- Disrupting class (i.e., being out of seats without permission, refusing to participate in classroom activities, display of distracting behavior in the classroom, talking without permission)
- Invasion of privacy of staff or student's possessions
- Poor sportsmanship
- Bringing items to school without permission of the teacher (i.e., radios, c.d. players, electronic games, computer disks, magazines, toys)
- Inappropriate or disruptive hall or restroom conduct
- Inappropriate classroom, recess, lunchroom, lunch break, or field trip conduct (i.e., scuffling or rough play, throwing objects, failure to follow directions)
- Disobeying playground rules or lunchroom rules
- Eating, chewing gum, or drinking in class without permission
- Selling items on campus without administrative approval
- Public display of affection (i.e., kissing, hand holding, embracing) while on the school campus or at related school events (i.e., field trips, TKA sports events, SCISA activities, team ministries, mission trips)
- Use of cell phone or text messaging during school hours. Cell phone will be kept in school office and returned to parent/guardian.
- Accessing personal email or networking sites during school hours
- Not signing in or out with the school office
- Going to car during school day without permission

#### Level I Consequences for High School (7333)

- A student will be given a verbal warning. Persistent behavior will not receive repetitive warnings. Posted rules may count as verbal warning. If behavior continues after a warning, the teacher may:
  - Dismiss the student from class to the office if the behavior is disruptive and interferes with classroom learning
  - Complete a Discipline Form indicating the offense and send it to the office. An administrator will determine the level of



offense and administer the consequences. A copy of the Discipline Form will be sent home to be signed by parent/guardian.

- 1<sup>st</sup> offense = Conference with Administrator
- 2<sup>nd</sup> – 6<sup>th</sup> offenses = After-school Detention (\$10)
- 7<sup>th</sup> - 8<sup>th</sup> offenses = Saturday Detention and conference with administrator responsible for discipline
- 9<sup>th</sup> offense = Saturday or In-School Suspension and conference with administrator responsible for discipline
- 10<sup>th</sup>+ offense = Saturday or In-School Suspension or Suspension and conference with administrator responsible for discipline and parent/guardian.
- Every Level I offense after ten will be treated as a Level II offense and may lead to dismissal.

**Level II Offenses and Consequences** (These standards apply to behavior which occurs during the TKA school day as well as to behavior occurring on school-sponsored trips.)

Level II Offenses for High School (7334)

- Persistence of Level I behaviors
- Involved in or creating the impression of involvement in immoral activities
- Lying or being deceitful
- Stealing or being in possession of another person's property (Restitution required)
- Fighting - physically or verbally
- Purposely kicking, tripping, pushing, or hitting another student
- Profanity or obscene gestures, slanderous or cruel statements
- Offensive material, pictures, or language
- Discriminatory remarks, racist statements, and "put downs"
- Disrespectful or rebellious attitude or language
- Possession (i.e., on their person, in their book bags, cubbies, or lockers) of fireworks, cigarettes (including alternative nicotine products, such as electronic cigarettes or vapor products), pornographic material, knives (including pocket knives)
- Forgery
- Threat to student or staff
- Failure to attend class
- Deliberate minor damage to books, materials, furniture, building, etc. (Restitution required by the student).
- Leaving the campus without approval from the office
- Taking the Lord's Name in vain
- Any comments concerning bringing weapons to school
- Academic dishonesty including, but not limited to cheating\* plagiarism\*\*, collusion and falsification of information. Whenever cheating occurs, the student will receive a 0. The student will be given the opportunity to re-type the paper or re-take the test, but both grades will be averaged together so that the maximum points the student can earn is 50 points.
- All papers will be examined with Turn It In software to check for plagiarism. Students who have plagiarized will be charged \$25 for a one-on-one tutoring session, during which time students will be instructed in using outside sources without plagiarizing.
- \*Plagiarism is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.
- \*Cheating - the act of gaining or attempting to gain unfair advantage or assisting another in gaining or attempting to gain an unfair advantage; the act of receiving or giving information for a dishonest purpose. Examples are:
  - Copying another person's work (tests, quizzes, homework, workbooks, etc.) or allowing someone to copy your work.
  - Asking for or giving questions and/or answers to tests or quizzes.
  - Getting unauthorized information (i.e., books, notes, and electronic devices) during a test or quiz.
  - Turning in another's work as your own.
  - Taking a test, including an AR test, on a book that has not been read.
  - Taking a test, including an AR test, based only on the movie.
  - Copying answers, telling another student answers, receiving answers from another student.
  - Having another student take the test.

Level II Consequences for High School (7336)

- The administrator responsible for discipline handles level II consequences.
- 1<sup>st</sup> offense = Saturday or In-school Suspension
- 2<sup>nd</sup> offense = Saturday or In-school Suspension
- 3<sup>rd</sup> offense = Multiple days' In-School Suspension
- 4<sup>th</sup> offense = Multiple days Out-of-School Suspension or dismissal from TKA
- 5<sup>th</sup> offense = Dismissal from TKA

\*Note that many college applications ask a student to self-report any suspensions and expulsions, requiring the student to provide details surrounding the suspension and/or expulsion.

**Level III Offenses and Consequences** (These standards apply to behavior which occurs during the TKA school day as well as to behavior occurring on school-sponsored trips.)

Level III Offenses for High School (7337)

- Repeated Level II behaviors.
- Vandalizing or destroying property willfully. (Restitution required)
- Possession of weapons, drugs, drug paraphernalia, alcoholic beverages, and/or pornographic materials on campus.
- Use of tobacco on campus, including alternative nicotine products, such as electronic cigarettes or vapor products.
- Violation of bodily propriety.
- Sexual harassment
- During off-campus trips, visiting the room of someone of the opposite gender. The offending students may be sent home immediately at the parents' expense.
- The sharing, use, or possession of another individual's prescription drugs.

Level III Consequences for High School (7338)

- The administrator responsible for discipline handles level III consequences.
- 1st offense – ISS, OSS\*, or dismissal from school.
- A hearing with the TKA Board of Trustees may be requested by the parent/guardian. If a hearing is requested, the student may not be allowed to attend classes until the hearing with the Board of Trustees is completed.

\*Note that many college applications ask a student to self-report any suspensions and expulsions, requiring the student to provide details surrounding the suspension and/or expulsion.

**Anti-Bullying Policy (7341)**

- TKA regards the following as forms of bullying if engaged in over a period of time.
- Individual instances of the following will be noted, and students and parents will be notified through Level I policy.
- Repeated instances may be considered bullying, and student will receive Level II discipline.
  - pushing, shoving, punching, kicking, poking, hitting, tripping
  - damage to clothing, school books, interference with another's personal property whether clothing, lunches, school material or other
  - writing derogatory remarks about another in any place
  - attempting to get another student in trouble
  - threatening another student
  - using abusive or mocking language toward a student
  - demanding money from another student
  - demanding that another student act in particular ways toward authority
  - demanding to see another student's private notes or letters
  - preventing other students from cooperating with school staff
  - forcing other students to do one's task
  - forcing another student to share his/her school work
  - making mocking sounds toward another student
  - imitating a student's accent, voice, clothing, or personal belongings
  - drawing attention to any physical characteristic of a student in a derogatory way
  - making fun of another's ability or lack of ability
  - making derogatory reference to a person's parents, family, or home
  - making comments about sexual orientation as a put down
  - attempts to continually ostracize a person
  - blackmail
  - offensive or cyber bullying (e.g., Internet, phone) may fall under off-campus policy.

(Guidelines from the Department of Education)

Parents Resource - [Help! My Child is Being Bullied](#) by Dr. Bill Maier, Focus on the Family - Tyndale

**Off-Campus Behavior (7350)**

- Students who attend The King's Academy represent the school and the school's standards on and off campus as long as they are enrolled at the Academy.
- TKA students are held accountable by the Academy for offenses that do not uphold behavior, appearance, and dignity standards.

Off-campus offenses include but are not limited to:

- consuming alcohol
- inappropriate or immodest behavior or dress
- using profanity
- using illegal drugs
- viewing pornography
- premarital sex

- using tobacco, including alternative nicotine products, such as electronic cigarettes or vapor products
- improper use of prescription drugs, including the sharing, using, or possession of prescription drugs that are not prescribed to the student.

Consequences (These standards do not apply to behavior which occurs on school-sponsored trips; instead, see school-wide rules and consequences.)

- The first offense will result in a parent/guardian conference and consequences up to and including the possibility of dismissal.
- The first off-campus offense may affect participation in extracurricular activities that fall within one (1) week of the offense.
- A conference with the parents/guardians is required before the student will be allowed to return to class following a suspension.
- The second off campus offense will result in immediate dismissal from school.

## **HIGH SCHOOL DETENTION AND SUSPENSION**

### After School Detention (7361)

- After school detention will be scheduled on Wednesday for one (1) hour after school (3:30 p.m.– 4:30 p.m.).
- A \$10 fee will be charged to the student’s account.
- If a student is absent on the day of detention, the detention will be rescheduled.
- If a student is not absent but does not report to detention for any reason, the detention will be rescheduled and a second detention will be added.
- Excessive after school detentions will result in a Saturday Detention.

### Saturday Detention (7362)

- Saturday Detention will be held Saturday from 8:00 a.m. – 12:00 p.m. unless otherwise indicated.
- *A fee equivalent to the current rate of substitute teacher pay* will be charged to the student’s account.
- Failure to attend Saturday Detention will result in an additional detention/s and fee.
- The fee for the missed detention is non-refundable and non-transferable.
- If the student is ill and cannot attend Saturday Detention, the parent/guardian must call the Head of School or designee prior to 6:00 a.m. Saturday morning to avoid a charge.
- In the case of illness, the Saturday detention will be rescheduled for the following Saturday.

### In School Suspension (7363)

- *A fee equivalent to the current rate of substitute teacher pay* will be charged to the student’s account for each day of ISS.
- A substitute will be hired to oversee students in ISS.
- Students who serve ISS are not permitted to attend class or school events during ISS.
- It is the student’s responsibility to obtain information and assignments given while serving ISS.
- For each day served in ISS, half a point will be deducted from each nine weeks grade average.

### Out of School Suspension – OSS\* (7364)

- *A fee equivalent to the current rate of substitute teacher pay* will be charged to the student’s account for each day of OSS. This money will go to the Student Government account.
- Students who serve OSS are not permitted on campus during the school day or during after school extracurricular events.
- It is the student’s responsibility to obtain information and assignments given while serving OSS.
- For each day served in OSS, one point will be deducted from each nine weeks grade average.
- A meeting with the Head of School, student and parent/guardian will be scheduled prior to the student returning to school.
- \*Note that many college applications ask a student to self-report any suspensions and expulsions, requiring the student to provide details surrounding the suspension and/or expulsion.

## **HIGH SCHOOL ELECTIVES**

- TKA High School students are required to take two (2) electives per year but may elect to take more if scheduling is possible. (Seniors who are enrolled in Spanish III, are not required to take additional electives.) (4341)
- Tutorial study hall is an additional class offered at the end of the school day for 6<sup>th</sup>, Middle and High School students. (8647)

## **HIGH SCHOOL FINE ARTS**

- Students in 9<sup>th</sup>-12<sup>th</sup> grade may participate in chorale, drama, art classes, Fine Arts events, Youth in Government, and National Forensic League competitions.

## **HIGH SCHOOL LIBRARY (8511)**

- The library has open checkout times posted for High School students to take advantage of the library services.
- Students may check out books for a set time.
- An overdue fine will be charged if books are turned in late.
- Reference books may not be checked out overnight.

## **HIGH SCHOOL LOCKERS (9440)**

- Students in High School will be assigned a locker in the classroom.

- Not all High School lockers lock.
- Students involved in athletics and taking PE will be issued a locker in the locker room. Students need to use locks provided by the school and keep lockers locked always.
- The school is not responsible for missing or stolen items.
- Lockers are the property of TKA, and TKA reserves the right to search a student's locker at any time.
- Lockers should be kept neat and clean.
- Items left in the locker rooms will be placed in the lost and found and a fee may be charged.

#### **HIGH SCHOOL LUNCH (8670)**

- The TKA lunch program offers hot lunches through different restaurants in the Florence area.
- Parents / Guardians are notified of menus and cost on the school website. Menus also will be available in the school office. All ordering will take place through Renweb. Menus and ordering will be available one month in advance.
- All purchases of drinks, snacks, and lunches will be charged to the student's account through Renweb Lunch.
- In order for students to charge lunch purchases to their student account, parents may complete a Lunch Charge Permission Form which allows student to purchase drinks, snacks, and lunches.
- Students who do not desire to purchase a hot lunch should bring a lunch from home.
- Students eating on campus should eat in the lunchroom unless special permission is obtained otherwise.
- High School students are not allowed to sign out for lunch unless a parent/guardian, college-age sibling or adult designee comes to the office and signs out the student. For extenuating circumstances when in-person sign outs are not possible, an administrator may be contacted by note or phone call IN ADVANCE and permission to leave may be granted for students who can drive themselves. This special permission will be granted at an administrator's discretion. (8490)
- Seniors are allowed to leave for lunch with a parent/guardian Sign-out Permission Form.
- Juniors are allowed to leave for lunch on Fridays during the second semester with a parent/guardian Sign-out Permission Form.
- All students who are signed out and return to school must sign back in through the office to avoid being counted absent for the entire day.

#### **HIGH SCHOOL MISSIONS WEEK (5510)**

- All High School students participate in Missions Week.
- Students have a choice to serve locally or to participate in national or international missions.
- Students who travel nationally or internationally raise their own funding.
- Scholarships for national and international trips are available through the Spiritual Life Director if an application is submitted by the deadline.
- Each student is disciplined for several months prior to serving on a mission trip.
- TKA's goal is for each student to have exposure to missions, evangelism and service to others. Our vision is to bring the world to Christ and Christ to the world.

#### Alternative Trips (5520)

- Students are encouraged to take mission trips with their families and churches.
- Trips during school time should occur only after consultation with Administration. Unless the non-TKA trip is during TKA Missions Week, students are required to participate in Missions Week activities.
- If the trip takes place during Missions Week, it must have standards and hours equal to those of a TKA trip.
- Missions Week absences that are not approved ahead of time will count as unexcused absences.

#### **HIGH SCHOOL OFFICE OF COLLEGE COUNSELING (8630)**

The Office of College Counseling oversees class placements and scheduling, ensuring that credits needed for graduation are attained. The Office of College Counseling also assists students and their parents/guardians in making academic decisions. Services offered are:

- PSAT instruction testing
- Students' profiles including academic grades, extracurricular activities and leadership roles
- SAT/ACT testing information
- College requirements
- College and Career Night
- Transcripts
- Letters of Recommendation

#### College Visitation Policy (7220 & 8631)

- Juniors and seniors are allowed three single day visits to college campuses which will not count as an absence if the correct procedures are followed.
- Student must fill out and turn in a college visitation form prior to being absent.
- Forms are available in the office.

- Documentation provided by the college (on their letterhead) must be signed by the representative of the college. This documentation must be turned in the day the student returns to school.
- If the student has already been accepted to a college, then any further requests for absences for college visits must be made to the Head of School by the parent/guardian. Visits for scholarship interviews will be granted.

#### Transcripts (4553)

- TKA will send transcripts without charge to colleges indicated by juniors and seniors.
- Transcripts cannot be processed the same day as requested.
- Parents and students should allow one business week for the transcripts to be processed after the request is made.
- All accounts must be paid in full for transcripts to be released.
- Transcript requests will be kept on file.

#### **HIGH SCHOOL PHONE USE (9320)**

- Students may use the office phone with staff's permission.
- Student cell phones must be turned off during the school day. If a student needs to contact parents, s/he should come to the office to make the call.
- A cell phone used by a student without permission for calls or text messaging during school hours will be taken to the office and will be returned to the parent/guardian. Student use of cell phones is a Level I offense.
- Use of phone for cyber-bullying while on campus will result in a Level II discipline.

#### **HIGH SCHOOL PROMOTION (4282)**

- If a student fails a class, the class must be retaken and passed prior to the beginning of the school year or the student may be required to complete a remedial program established by the administration in order for the student to be promoted the following year. (4214)
- To be considered a sophomore (grade 10), a student must have 6 Units for the College Prep Diploma or General Diploma.
- To be considered a junior (grade 11), a student must have 12 Units for the College Prep Diploma or General Diploma.
- To be considered a senior (grade 12), a student must have 18 Units for the College Prep Diploma or General Diploma.
- For graduation from TKA 25 Units is required for the College Prep Diploma or General Diploma.

#### **HIGH SCHOOL SEARCH POLICIES (8480)**

- To maintain order and discipline on school property and at school-related events and to protect the safety and welfare of students and school personnel, TKA has the right to perform unannounced searches and to seize contraband, such as illegal substances and objects which constitute a threat to any person(s). Drug dogs and local law enforcement may be called to assist in the search process.
- All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized by staff.
- TKA staff members have the right to ask students to empty their pockets to determine whether they pose a danger to themselves and/or others.
- The Head of School and authorized staff members may search a student's purse, backpack, gym bag or other personal property; student lockers, desks, or other school property; or student automobiles which are on school property.

#### **HIGH SCHOOL STUDENT DRIVERS (8432)**

- Student drivers must have a Driver Registration Form on file in the office before driving to school.
- Students must park in designated student parking.
- Once the school day has begun, students are permitted to go to their cars only during lunch or when leaving campus.
- Other than lunch, a student may visit his/her car during the school day ONLY with written permission from a staff member.
- Students are not allowed to sit in their vehicles during lunch.
- Students may not move their cars from one parking lot to another during the school day unless they are leaving campus.
- Generally, TKA students are not allowed to drive on school-sponsored events. Exceptions to this policy may be granted by the Head of School with written permission of parent/guardian of the student driver as well as the parent/guardian of any student passengers.
- TKA assumes no responsibility for students riding in a vehicle operated by another TKA student. In cases where parental permission has been granted for students to ride together, the parents assume all responsibility for the travel arrangements.
- A student who is driving in an unsafe manner on school property will receive a Driver's Warning. If a second warning is given, the Head of School will limit the student's driving privileges on campus. Definition of "unsafe manner" will be at the discretion of the adult giving the warning and/or the Head of School.
- Any irresponsible or inappropriate driving of vehicles on school property may result in a Level II discipline if the action endangers anyone's safety.
- Driving or tampering with another student's vehicle is prohibited.
- Consequences of unauthorized or inappropriate use of vehicles may include revocation of driving privileges, off-campus lunch privileges, and/or student sign-out privileges.

- Music is for those inside the car to enjoy. It should not be distracting to others.

### **HIGH SCHOOL STUDENT RECOGNITION (8140)**

High School students may be recognized at the Academic Awards Ceremony for the following:

Leaders in Action – Jr. League	Senior Scholarship Awards	NFL Competition
SCISA Literary Meet	Fine Arts Performances	SCISA Musical Festival
Band & Choir	SCISA Art Show	SCISA Certificate of Honor
Genesis Scholarship	SCISA Math Meet	Wendy’s Heisman Award
SCISA Quiz Bowl Team	Student Government	Yearbook
Academic Letter and Pins	Outstanding Bible Student	Palmetto Boys’ State
Outstanding Spanish Student	Outstanding Social Science Student	Palmetto Girls’ State
Outstanding Math Student	Outstanding English Student	Outstanding Science Student
Outstanding Performing Arts Student	Outstanding Visual Arts Student	All A’s / All A’s & B’s
SCISA Math Meet	President’s Award	

- The President’s Award is given to students in 12<sup>th</sup> grade who have earned all A’s during their HS years at TKA through the 3<sup>rd</sup> grading period of 12<sup>th</sup> grade.
- High School athletes are recognized at the Fall, Winter, and Spring Athletic Banquet.
- This list is not all inclusive and changes will be made at the discretion of the Head of School.

### **HIGH SCHOOL TARDINESS (7242)**

- Students will be counted absent per class
- *Students entering the classroom after the bell rings are counted tardy within the first ten (10) minutes of a 45-minute class and the first fifteen (15) minutes of a 60-minute class. A student who arrives more than 10 minutes late for a 45-minute class or more than fifteen (15) minutes for a 60-minute class will be considered absent.*
- *If a student leaves class more than fifteen (15) minutes before a one-hour class is over or more than (10) minutes before a 45-minute class is over, s/he will be counted absent.*
- Attendance and tardy records will be maintained for Tutorial Study Hall *using* the same standards as other classes.
- If a student is tardy, s/he may either go to the office to receive a tardy slip, or the classroom teacher will record the tardy on-line. To get credit for an excused tardy, the student **MUST** go to the office.

#### Excused Tardiness

Tardiness is excused for the following reasons. An excused tardy will be granted only when a student presents a note from his/her parent/guardian.

- Illness
- Car Trouble
- Accidents
- Health care appointments
- Family emergency

#### Unexcused Tardiness

Examples of an unexcused tardy are:

- Oversleeping
- Getting started late
- Forgetting school items and returning home for them
- Socializing instead of going to class
- Failure to bring a written note for a tardy that would otherwise be excused

#### Consequences for Tardiness (7244)

- Every three (3) tardies equal a one-class absence.
- Each student will be allowed 5 total tardies without a financial penalty. Beginning with the 6<sup>th</sup> tardy, a student will be billed \$10 per tardy.
- The tardy count will begin anew each grading period

### **HIGH SCHOOL TEACHER APPRECIATION (8715)**

- When asking parents/guardians/students for contributions toward teacher gifts or parties, organizers are asked to ensure that giving is completely voluntary and that the amount contributed is moderate.

### **HIGH SCHOOL TECHNOLOGY STANDARDS (8680)**

*See complete Technology Standards on page 13.*

- The Technology Acceptable Use Form must be read and signed by each student and his/her parent/guardian prior to accessing computers on campus.
- The use of computers is a privilege, not a right.

- Inappropriate use will result in disciplinary action by Administration, which may include canceling those privileges.
- Use of electronic communication at school must be in support of education and research consistent with the educational objectives of The King's Academy.
- Students accessing email or personal networking sites during school hours will receive a Level I discipline.
- Any student wishing to use a recording device in a classroom must complete the Permission to Record Form and turn in to the office.
- The Permission to Record Form requires the signature of both the student and the teacher.

# Matthew 18 Principle for Solving School Problems

*This article originally appeared as an internal document for Association of Christian Schools International and is reprinted by permission.* by Dr. Paul A. Kienel, former president of Association of Christian Schools International.

The “me generation” philosophy of “I’ll do it my way” sometimes spills over into the Christian community. For example, when differences develop between individuals, some Christians take matters into their “own hands” and bypass the biblical procedure of solving problems. A Christian school is made up of people—parents, administrators, teachers, and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God’s will that we live and work together in harmony. Jesus said, “A new commandment I give unto you, that ye love one another; as I have loved you, that ye also love one another. By this shall all men know that ye are my disciples, if ye have love one to another” (John 13:34-35, KJV).

Due to our human nature, we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17, KJV, Jesus gives His formula for solving person-to-person problems. I call it “the Matthew 18 principle” for solving school problems. The following are the words of Jesus:

Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone; if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be



established. And if he shall neglect to hear them, tell it unto the church; but if he neglect to hear the church, let him be unto thee as an heathen man and a tax collector.

There are several clear principles that Jesus taught in solving people-to-people problems:

**One: Keep the matter confidential.** The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. “An hypocrite with his mouth destroyeth his neighbor; but through knowledge shall the just be delivered” (Proverbs 11:9, KJV).

**Two: Keep the circle small.** “If thy brother shall trespass against thee, go and tell him his fault between thee and him alone...” The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-people level.

**Three: Be straightforward.** “Tell him his fault.” Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented. The Scripture says “Faithful are the wounds of a friend . . . .” (Proverbs 27:6, KJV).

**Four: Be forgiving.** “If he shall hear thee, thou has gained thy brother.” This implies that once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1, KJV, reads “If a man be overtaken in a fault, ye who are spiritual restore such an one in the spirit of meekness, considering thyself, lest thou also be tempted.”

As I mentioned earlier, most school problems are resolved at the two-people level. Forgiveness and restoration is the normal happy conclusion. But what is the Matthew 18 principle if the individual will not “hear” you, or openly disagrees with your version of the problem? Let’s say

you are a parent of a student in a Christian school. You are unhappy with a teacher because you believe your child is being treated unfairly in the classroom. The two of you have met and talked together and you are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 principle?

**Five: The parent and teacher should agree to share the matter with the school principal.** At this stage the counsel of Jesus would be “Take with thee one or two more, that in the mouth of two or three witnesses every word may be established.” Both parent and teacher should rehearse their version of the issue or issues with the school’s administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord’s will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.

I estimate that 80% of school problems are solved at the two-people level. Another 18% of school problems are solved at the three- and four-people level which includes the school’s administration. This leaves 2% to be resolved at the level of the school board. The board represents the church or church community. Let’s say a problem now exists and is not solvable by the normal channels of communication and established school policy. What is the next step in the Matthew 18 principle?

**Six: The school principal should explain the problem to the chairman of the school board.** The chairman will decide how the matter should be presented to the board. Depending on the complexity of the problem, it may be appropriate for the board chairman to request that all persons involved be present at a school board meeting. The goal of such a high-level meeting is 1) a clear understanding of the problem; 2) solving the problem; 3) reproof and correction if necessary; and 4) forgiveness and wholehearted restoration of those who have made amends.

In summary, the Matthew 18 principle requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two-person level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving people-to-people problems.

A Christian school is a ministry in Christ's name. Everything that is done in the context of the school must be done Christ's way. The world's methods of solving school problems is inappropriate. The idea of suing the school or persons in the school is a secular idea that has no place in the Lord's work. The Bible is clear on this. "Dare any of you, having a matter against another, go to law before the unjust, and not before the saints?" (1 Corinthians 6:1, KJV).

Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. That is not possible if all of us follow the Matthew 18 principle of solving school problems.

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