

The King's Academy Family Handbook

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TKA Calendar - www.tkaflorence.com (click on Calendar in top menu)

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



A Ministry of Trinity Evangelical Presbyterian Church

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2009-2010 Bible Verse - Colossians 1:17-18 , "He is before all things and in Him all things hold together. And He is the head of the body, the church: He is the beginning and the firstborn from among the dead, so that in everything He might have the supremacy."

BOARD OF TRUSTEES COMPOSITION

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 serve a three-year term. In accordance with the Board of Trustee’s 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

| | | | |
|---|--|--|--|
| Mr. Ken Knudsen –Chairman Trustee/TKA Parent kknudsen@tkaflorence.com | Mr. Cal Moreau –Vice Chairman Trinity Trustee cmoreau@tkaflorence.com | Mrs. Libby Cooper–Secretary Trinity Trustee lcooper@tkaflorence.com | Mr. Allen Guffey Trinity Trustee aguffey@tkaflorence.com |
| Mr. Tony Boatwright Trustee/TKA Parent tboatwright@tkaflorence.com | Mrs. Susan Liles Trustee/TKA Parent sliles@tkaflorence.com | Mr. Gary Long Trinity Trustee/TKA Parent glong@tkaflorence.com | Mr. John Outlaw Appt.Trinity Session/TKA Parent joutlaw@tkaflorence.com |
| Mr. Chris Rodenkirchen Appt. Trinity Deacon/TKA Parent crodenkirchen@tkaflorence.com | Mr. Rick Wilder Trustee/TKA Parent rwilder@tkaflorence.com | Mr. Richie Wilhoit Trustee/ TKA Parent rwilhoit@tkaflorence.com | |

STAFF

The professional educators at TKA are distinguished by their commitment to Christ, their academic excellence, and their dedication to the students. TKA’s staff views teaching as a ministry as well as a profession. TKA has an excellent staff whose main focus is to provide a Christ-centered education to every student. TKA is blessed to have the following faculty and staff for the 2009-2010 school year.

LEADERSHIP TEAM

| | | |
|--|--|--|
| <u>Headmaster</u> Mr. Don Wilson dwilson@tkaflorence.com | <u>Principal</u> Mrs. Martha Chastain mchastain@tkaflorence.com | <u>Administrative Assistant</u> Mrs. Angie Rivers arivers@tkaflorence.com |
| <u>Admissions Director</u> Mrs. Phyllis Davidson pdavidson@tkaflorence.com | <u>Athletic Director</u> Mr. Matt Terrio athletics@tkaflorence.com | <u>Assistant Athletic Director</u> Mr. Marc Burns mburns@tkaflorence.com |
| <u>Development Director–Finances/Administration</u> Mrs. Susie Bokelman sbokelman@tkaflorence.com | <u>Development Director-Marketing/Public Relations</u> Mrs. Jennifer Hoover jhoover@tkaflorence.com | |
| <u>Discovery Director</u> Mrs. Elizabeth Hicks ehicks@tkaflorence.com | <u>Fine Arts Director</u> Ms. Charli Moore cmoore@tkaflorence.com | <u>Spiritual Life Director</u> Mrs. Betty Leviner bleviner@tkaflorence.com |
| <u>Guidance Counselor</u> Tina Hicks thicks@tkaflorence.com | <u>Nurse</u> Gay Pierce gpierce@tkaflorence.com | <u>Librarian</u> Anita Allen aallen@tkaflorence.com |

FACULTY

Lower School

Mrs. Jane Boulware
Mrs. Judy Herb
Mrs. Kelly Heavner
Mrs. Sandy Hill
Mrs. Amy Jackson
Mrs. Sharon Jarman
Mrs. Rebecca Nash
Mrs. Linda Randall
Mrs. Sheila Watts

Discovery

Mrs. Elizabeth Hicks
Mrs. Kate Helms
Mrs. Karen Hoogenboom

STAFF

Mrs. Debbie Isgett
Mrs. Nora McDonald
Mrs. Linda Miele
Mrs. Peggy Mims
Mrs. Linda Spurling
Mrs. Liz Whitney

Middle and Upper School

Upper School

Mrs. Renee Adams
Mrs. Lyn Alberty
Mrs. Catherine Asger
Mr. Mac Baroody
Mrs. Amy Boardwine
Mrs. Tari Dean
Mrs. Tammy DuBose
Mrs. Judy Fulmer
Mr. Rusty Hitch
Mr. Patrick Kent
Mrs. Betty Leviner
Mrs. Gina Llana
Mr. Mark Manning
Mrs. Emily McLean
Mrs. Charli Moore
Mrs. Trula Rosa
Mrs. Jamie Stuckey
Mrs. Shannon Watt
Mrs. Gwen Wallace
Mrs. Donna Wilson

HISTORY OF THE KING'S ACADEMY

The King's Academy is an independent corporation governed by a Board of Trustees. TKA is a ministry of Trinity Evangelical Presbyterian Church and 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. TKA now offers a full educational program for 5K-12th grade and this year TKA will graduate its ninth senior class.

GOVERNING POLICIES

"For God established a testimony and appointed a law, commanding our fathers that they should make the great facts of God's dealings known to their children. That the next generation to come might know them, that the children still to be born might arise and recount them to their children." Psalms 78:1-8

VISION OF THE KING'S ACADEMY

"Write down a revelation and make it plain on tablets so that a herald may run with it." Habakkuk 2:2

TKA's vision is to provide a Christ-centered education that prepares students academically, socially, physically and spiritually for the Lord's call on their lives.

MISSION STATEMENT

Lower School and Middle School

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

- 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 of curriculum.
- TKA will teach students of God's love for them, of His desire for them to have a saving relationship through Jesus Christ, and the need to have their lives led by the Holy Spirit.

- TKA will educate students academically and spiritually so they can be prepared for the ministry the Lord has for their lives.

Upper School

“And all your children shall be disciples, taught of the Lord and obedient to His will; and great shall be the peace and undisturbed composure of your children.” Isaiah 54:13

- The mission of the Upper 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 Upper 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. Our calling is discipleship through training and education with the ultimate goal of preparing students for God’s call upon their lives.

PHILOSOPHY OF EDUCATION

“See to it that no one takes you captive through hollow and deceptive philosophy, which depends on human tradition and basic principles of this world rather than on Christ.” Colossians 2:8

“The fear of the Lord is the beginning of knowledge.” Proverbs 1:7

- The King’s Academy exists as an extension of the Christian home, serving to augment and support the Christian instruction of the parent/guardian. Parents/Guardians are regarded as being 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 a manner of teaching in which the Word of God shapes and governs every subject.

STATEMENT OF FAITH

- 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:

⁵Jesus answered, "I tell you the truth, no one can enter the kingdom of God unless he is born of water and the Spirit. ⁶Flesh gives birth to flesh, but the Spirit gives birth to spirit. ⁷You should not be surprised at my saying, 'You must be born again.' John 3:5-7 [NIV]

- 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.
- We believe one day Jesus will return in all power and glory. On the day of His return there will be the resurrection of both the saved into eternal life and the unsaved into eternal damnation.

PURPOSE AND OBJECTIVES

- 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 of God's love for them, of His desire for them to have a saving relationship through Jesus Christ, and the need to have their lives led by the Holy Spirit. TKA will educate students academically and spiritually so they can be prepared for the ministry the Lord has for their lives.
- 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 that stresses that as believers we are all 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.

DISTINCTIVES

Distinctives are practical applications of the goals to fulfill TKA's purpose and philosophy.

Spiritual

- Endeavor to equip students with both a personal involvement in the Word and an overall understanding of the Bible
- Weekly devotional time
- Weekly chapel times
- Biblical studies as part of the weekly curriculum

- The Word of God integrated into the curriculum (i.e., literature, science, social sciences, art, music, and athletics)
- Prayer encouraged at needed times (i.e., before tests, when discipline consequence is given, relationship issues between students, illness)
- Prayer every day at the opening and closing of the school day and before lunch
- Students will be encouraged to have a personal prayer life
- Bible memorization
- Freedom for each child to share through praise, song, prayer, and testimony
- Opportunities for students to minister to each other and in the community (i.e., Lower School - Classroom Ministries, Middle and Upper School - Mission Trip, Team Ministries, School-Wide Shoe Box Ministry)

Social/Emotional

- Opportunity for peer interaction involving cooperative learning, decision making, and peer tutoring
- Individual attention in academic and social areas
- Emphasis on students contributing to the whole group, emphasizing interdependence and encouragement of each other
- Emphasis on student's personal and group responsibilities
- Instruction on Scripture that teaches Jesus is sufficient for all their needs
- Teacher-student journals

Academic

- Integrated curriculum
- Individualized programs and/or academic support for students with special needs
- Content lessons that consist of summary, instruction, and review
- Skill lessons that will include individual steps, guided practice, independent practice, and application
- Multi-sensory approach that encourages hands-on experiences, observation, exploration, verbalization, and documentation
- Students taught to be researchers by encouraging curiosity for learning and risk-taking within the academic structure
- Basic skills taught through traditional and non-traditional methods
- Instruction and assessment includes critical thinking skills
- Emphasis and accountability for study skills

ACCREDITATION AND MEMBERSHIP

Accreditation

The King's Academy is a member of and is accredited by the South Carolina Independent School Association (SCISA). SCISA is an organization comprised of private schools in South Carolina. Renewal for accreditation is on a three-year rotation. TKA has been accredited by SCISA since 1991.

Membership

- 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
- TKA is also a member of the Association of Christian Schools International (ACSI). ACSI assists Christian Schools and educators worldwide through staff conferences, publications, regional academic competition for students, and serving as a resource for legal and educational information. ACSI's goal is to help member schools be effective Christian schools in students' lives as well as in the community. www.acsi.org

ORGANIZATIONAL STRUCTURE

The King's Academy is a non-profit independent corporation. TKA has submitted itself under the spiritual covering of Trinity Evangelical Presbyterian Church. A board in accordance with the adopted by-laws governs TKA. The Board of Trustees is made up of twelve members, four (4) of which can be non-Trinity Presbyterian members, who have been elected by TKA parents/guardians. The board also has one appointed church elder and an appointed church deacon. The board will make all decisions regarding the school and inform the Session of the school's activities through the elder board member. The board will hire Headmaster who will be responsible for administering the school according to the policies established by the board. The Headmaster will keep the board informed of all details concerning the school. The teachers and staff are hired by the Headmaster and have the primary responsibility of instructing the students using the purpose, philosophy, goals, and distinctives of The King's Academy.

GOVERNING POLICIES

It is essential for a community of people seeking to reach a common goal to set guidelines which create an appropriate environment to accomplish that goal. The policies and guidelines which follow are based on scriptural truths and biblical principles and are viewed as boundaries in which we seek to operate.

ACADEMIC POLICIES AND PROCEDURES

SYLLABI

Upper School teachers will write a syllabus for each subject they teach. The syllabus will include an overview of the subject and grading procedure. The syllabus is distributed to the students the first week of class. If a subject has both College Preparatory and Honor sections, the syllabus must clearly show the distinction between the two sections. Honor courses are to be more rigorous, have different materials, and promote higher level thinking skills.

CURRICULUM

- Textbooks and curriculum materials are selected to accomplish the goals of the school and to support a Christian philosophy of education.
- All instruction given at TKA should be based on sound Biblical principles.
- When using a secular resource or material that is not in line with Biblical principles, the teacher will use the material as a teaching opportunity for Biblical critique.
- The objectives in the Curriculum Guides will be covered during the school year to insure students have been exposed to the information and skills needed to satisfactorily complete each grade.

TESTING

Entrance Testing

All applicants to five year old Kindergarten take a Kindergarten Readiness test to determine acceptance into the TKA program. Students entering 1st grade are given the Metropolitan Readiness Test. Students in grades 2-12 are tested on basic reading, writing and math skills.

Standardized Tests

- Kindergarten students are evaluated using the Metropolitan Readiness Test.
- Students in 2nd through 8th grade are evaluated each spring utilizing a Stanford Achievement and Otis-Lennon Ability Test.
- Upper School students take the PSAT and PLAN testing in preparation for the SAT and ACT tests.
- The scores from these tests are used to help target-learning needs of students and give an indication of how the student is performing according to their ability. Scores will also be used in making curriculum decisions.
- Scores are used for rising 7th, 8th and 9th grades as criteria for some class placements.
- Results of testing are issued to parents/guardians.
- Students in the Discovery Program may receive one-on one testing if recommended by teacher and Headmaster.

Middle School Testing

7th- 8th Grade Nine Weeks Tests.

Nine-week tests will reflect only material covered in the previous weeks before the test.

- 1st Nine Week Test = Material covered during 1st nine week period
- 2nd Nine Week Test = Material covered during 2nd nine week period only
- 3rd Nine Week Test = Material covered during 3rd nine week period only
- 4th Nine Week Test = Material covered during 4th nine week period only

Eighth grade students taking Upper School math and English classes need to refer to Upper School testing policies, which apply to the Upper School credit classes.

Upper School Testing

If a student is absent on a day of a test and the absence is unexcused, the test will be given in the next block that the class meets and grading will begin at 85. If a student is present and the test is not taken, a zero will be recorded. To avoid penalty, students may arrange, ahead of time, with the teacher to take the exam.

Nine Weeks/Mid-terms/Finals

Nine weeks/ Mid-term/ Final Tests will be given to 9th -12th grade. These tests will reflect only material covered in the previous weeks before the test.

9th -12th Grade:

- 1st Nine Week Test = Material covered during 1st nine week period – Test given at discretion of teacher
- Mid-term Test = Material covered during 1st and 2nd nine week period only
- 3rd Nine Week Test = Material covered during 3rd nine week period only – Test given at discretion of teacher
- Final Test = Material covered during 3rd and 4th nine week period only

Exemption to Final Exams

Students in 9th -12th grade making a 93 average or above for the year in any subject are eligible to exempt their final exam in that subject. Students exempting are required to come to school for classes except for those from whose test they are exempt.

Students taking courses with .5 credit will be eligible to exempt at the end of the semester if they have a 93 average or above.

Seniors making a 93 average or above are eligible to exempt all mid-term exams.

ASSIGNMENTS

Lower School Assignments

- All assignments completed by students in 5K-6th grade will be sent home in the student's Friday Folder.
- Parents/Guardians are asked to be aware of their child's work and progress.

Middle and Upper School Assignments

- Assignments completed by 7th-12th grade students will be sent home with the student.

Middle School and Upper School Make-Up Work

- If a student knows that she/he is going to be absent, the student should obtain class assignments and homework prior to being absent.
- It is the student's responsibility to obtain missed assignments and test review from the teacher or fellow student.
- Work assigned prior to an absence will be due the day a student returns to school if the absence is unexcused.
- Eight points will be taken off the final grade of late assignments for each class period they are late, unless the assignment is late due to an excused absence. Students who have an excused absence will receive a one-day extension for each day of excused absence without penalty.

HOMEWORK

Purpose of Homework

- Give reinforcement or enrichment
- Complete unfinished daily assignments
- Give the student the opportunity to work independently on skills learned in class
- Give the student opportunity to apply organizational study skills independently

Lower School Homework

- Lower School teachers will give weekly homework assignments that reflect a balance of all the subjects being taught (i.e., Language Arts, Math, Science, and Social Studies).
- Homework for Lower School students is not usually graded unless the teacher specifically indicates.
- Parents/Guardians are asked to notify the teacher in writing if the excuse for late homework is illness or an emergency. In such cases, the parent/guardian needs to send a note to the teacher the following day.
- Unexcused late homework will be penalized according to the policy of the classroom teacher.
- If a student in 1st-6th grade fails to turn in his/her homework parents/guardians will receive a Homework Notice which parents/guardians are asked to sign.
- Lower School teachers should notify parents/guardians of dates of tests, reports, and special projects through the Weekly Sheet.

Middle and Upper School Homework

- Homework is graded according to each teacher's class plan and discretion.

STUDY SKILLS

Lower School Study Skills

- Teachers in 1st-3rd grade send home a weekly homework assignment sheet.
- Students in 4th and 5th grade receive notebooks, assignment books, notebook pockets, and pencil pouches for their notebooks.

- Students will be instructed on how to keep their materials organized and how to fill out the assignment notebook.
- Training in these study skills is important and parents/guardians need to be aware of the study skill procedures used at TKA for reinforcement at home.
- The assignment book will inform the parent/guardian of daily assignments and upcoming projects, quizzes and tests.

Middle School Study Skills

- Students will be instructed on how to keep their materials organized and how to fill out an assignment notebook.
- Students are required to write all assignments down in their assignment book each day and to keep papers organized. Training in these study skills is important and parents/guardians are asked to assist their child according to TKA procedures.
- The assignment book will inform the parent/guardian of daily assigned upcoming projects, etc.

Upper School Study Skills

- Students in 9th-12th grade provide their own assignment books.

CLASS PLACEMENT

Middle School Class Placement

Upper School Honors Classes for 8th Graders

- Upper School Algebra I and English I are offered for 8th grade students who meet the criteria. For an 8th grader to take an Upper School Algebra I or English I Honors class during the 8th grade year, a student must meet the criteria listed below. If the student does meet the criteria for Honors and a parent/guardian does not choose for the student to be in the Honors class because of the fast pace of the class, the parent/guardian may request that the student be placed in the 8th grade Academic class. There are no changes in placement after the designated date the first week of September

Algebra I for 8th Grade - Student must meet all the following criteria:

- Algebra Prognosis Score of 50 or more
- Stanford Testing – Math must be 85 percentile or above
- Teacher Recommendation
- Year-end grade in Math - should be an A

English I for 8th Grade - Student must meet all criteria:

- Stanford Testing – Reading/Grammar must be 85th percentile or above
- Year-end grade in 7th Grade Language Arts – should be an A
- Teacher Recommendation
- An essay writing sample for 7th grade Language Arts Class will be reviewed.

Upper School Class Placement

Students in 9th-12th grade will have the opportunity to take specific classes on two levels: Upper School College Prep and Honors. College Prep classes are on grade level or above and progress at a pace that is comfortable for most Upper School students. Honor classes are required to be rigorous, cover more material, and promote higher level thinking skills. Parents/Guardians may request that a student be moved from Honors to College Prep. There are no changes in placement after the designated date the first week of September.

Criteria for Honors placement is as follows:

Must have all three of the following:

- Stanford Testing - 75-100 percentile (rising 9th grade students only)
- Previous year-end grade - should be an A or B
- Teacher Recommendation

Students who have been in an Honors class, but have a final grade of a C in the subject will be placed in a CP class the following year. If a student desires to be placed in an Honors class after receiving a C the previous year, she/he may write a proposal as to why she/he should have the opportunity to remain in the Honors class for the upcoming school year. The faculty and Headmaster will review the proposal. If the petition is granted, the student will be on a six-week probation in the Honors class. A student who received C's in an Honors class two years in a row will not be eligible to petition to remain in the Honors program of that subject area.

GRADES

Extracurricular Eligibility

- Students must complete an Extracurricular Eligibility Form before beginning any extracurricular activity including practices and rehearsals.

- Progress of students participating in Extracurricular activities will be checked at 2-3 week intervals throughout the report period.
- If a student receives two 'F's' in a row (consecutive) in any subject on an Extracurricular Progress and Interim Report, she/he will be on academic suspension for two and a half weeks until the next grade report.
- If a student has two 'F's' (concurrent) in any subjects on any Extracurricular Progress or Interim Report, she/he will be on academic suspension for two and a half weeks until the next grade report.
- If the student has an F in any subject on a Success Report, she/he will be on academic suspension for two and a half weeks until the next Extracurricular Progress Report.

Academic Suspension

- Academic suspension begins on the third day after the grading period.
- 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 notification by the teacher of passing grades.
- Release from suspension is only made by the Headmaster.
- The student who is suspended may not play or participate in extracurricular activities until they are released from suspension.
- The student may attend practices/rehearsals that do not take the student out of class.
- A student on academic suspension may not leave class for practice or preparation of games, rallies, or events during school hours.
- Students will not be released from class for early dismissal of games, or dismissal for meets, or trips.

Grading Scale

Kindergarten

+ = Skill mastered (Checkmark) = Needs improvement or time N= Not yet covered

1st and 2nd Grade

100-93 — A 92-85 — B 84-77 — C 76 & Below — Need Improvements or Time

3rd-12th Grade

100-93 — A 92-85 - B 84-77 - C 76-70 — D 69-0 — F

Lower School Spanish, Art, Music and PE

E — Skills Mastered S — Progressing N — Needs Improvement

Middle School Grade Formulas

Grades for Middle School Success Reports are averaged as follows:

- 1st Nine Week Grade = Course Grade (80%) + Nine Weeks Test Grade (20%)
- 2nd Nine Week Grade = Grade (80%) + Nine Weeks Test Grade (20%)
- 1st Semester Grade = 1st Nine Weeks Grade (50%) + 2nd Nine Weeks Grade (50%)
- 3rd Nine Week Grade = Course Grade (80%) + Nine Weeks Test Grade (20%)
- 4th Nine Week Grade = Course Grade (80%) + Nine Weeks Test Grade (20%)
- 2nd Semester Grade = 3rd Nine Weeks Grade (50%) + 4th Nine Weeks Grade (50%)
- Year-end Grade = 1st Semester Grade (50%) + 2nd Semester Grade (50%)

Eighth grade students taking Upper School math and English classes need to refer to Upper School grading policies, which apply to the Upper School credit classes.

Upper School Grade Formulas

Grades for Upper School students are averaged as follows:

- 1st Nine Weeks Grade = Course Grade (80%) + Nine Weeks Test* Grade (20%)
- 2nd Nine Weeks Grade = Course Grades (100%)
- 1st Semester Grade = 1st and 2nd Nine Weeks Grade (80%) + Mid Term Exam (20%)
- 3rd Nine Weeks Grade = Course Grades (80%) + Nine Weeks Test* (20%)
- 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%)

Upper School Grade Point Average

Courses will use the numerical grades assigned and weighting for course levels. The S.C. conversion scale will be used on transcripts received from in-state and out-of-state schools.

PROMOTION /CREDITS

Lower and Middle School

Any student failing 3 courses in one year will not be allowed to advance to the next grade level.

Upper School

Units Needed for Class Identification

- 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 – 24 Units is required for the College Prep Diploma or General Diploma

Retaking Classes

Summer School

- 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 not be promoted the following year. No more than two (2) classes can be retaken during the summer. No more than two (2) classes can be taken during the school year.
- Students will be allowed to take courses at regionally accredited summer schools or through public and private schools. Classes need to be approved by TKA in advance.
- 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.

Credit Classes

- Any class taken for credit (including classes transferred) which has received a passing grade (70-100) cannot be retaken to receive a higher grade.
- Home-schooled courses are accepted as College Prep only.
- Courses taken under Dual Enrollment will receive Advanced Placement GPA if it is offered by TKA as a TKA approved AP Course. All other dual enrollment courses will receive honors credit.

Dual Enrollment

- The King's Academy offers Dual Credit classes in conjunction with Florence-Darlington Technical College.
- Seniors of TKA will be able to take English and Math courses in which the students will receive high school and college credit. Seniors can earn up to 6 hours of English and 6 hours of Math credit to transfer to any public and most private schools in South Carolina.
- TKA students must have a SAT Verbal score of 480 and Math score of 510 or ACT 20 to enroll in these courses.

Home School Classes

TKA has a carefully crafted and structured course of study accredited by SCISA which prepares students for each level of their education. To insure the integrity of TKA's course of study and recognition of that integrity with higher institutions of learning, students must take courses offered by TKA unless there is an irresolvable scheduling conflict as determined by the TKA guidance counselor and Headmaster. If a student receives approval for a home school course then TKA will issue credit for the course. Home School courses that are accepted receive College Prep credit. Only courses taken through the following sources will be approved:

- Florence-Darlington Technical College
- TKA approved computer course
- TKA approved Curriculum and instructor

HONORS AND GRADUATION REQUIREMENTS

BETA Club

Students in the 8th -12th grade who have a 4.0 or higher grade point average at the end of the school year and maintain a 4.0 or higher during the following year will be eligible to be a member of the BETA Club.

Graduating with Honors

Students who have 4.0 or higher cumulative grade point average all four years of Upper School (9th-12th) will be eligible to graduate with honors. Honor graduates will be recognized at graduation by wearing gold cords with the graduates' caps and gown

Class Rank

The King's Academy is not a typical high school in regard to the size of the senior class, level of classes required,

and percentage of seniors attending four-year post secondary institutions. TKA realizes that many colleges determine admittance based on GPA, SAT/ACT and class rank. TKA does not rank students due to the small class because a student with good scores and an average GPA could receive a low rank. A school profile from the TKA Guidance Office will be sent to college acceptance boards explaining TKA's ranking policy and emphasizing a student's GPA and scores for consideration as well as a student's potential in a college setting.

Valedictorian and Salutatorian

The King's Academy will determine a Valedictorian and Salutatorian of the senior class by GPA. The students' four-year cumulative GPA for all credit courses will be averaged together. Senior course grades will be calculated on the 180th 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 100th of a point, co-honors will be named. If co-valedictorians are named there will be no Salutatorian. Students must attend TKA their junior and senior year to qualify for Valedictorian or Salutatorian honors.

Graduation Requirements

College Prep Diploma

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 academic credits, elective credits, and a Bible credit for each year the student attends TKA.

| <u>Courses</u> | <u>Unit Requirements</u> |
|-----------------------------------|--------------------------|
| Bible | 4 units |
| English | 4 units |
| Mathematics | 4 units |
| Science (3 Lab Science Required) | 4 units |
| Social Science | 3 units* |
| Including: 1 unit of U.S. History | |
| .5 units of Government | |
| .5 units of Economics | |
| Foreign Language | 2 units |
| Computer Science | 1 unit |
| Physical Education | 1 unit |
| Speech | 1 unit |
| SAT Prep | .5 units |
| Current Events | .5 units |
| Electives | 1 units (minimum) |

*Beginning with the 2009-2010 freshman class, 4 units of Social Science will be required. This will include Ancient World History and Modern World History

Note: South Carolina College Preparatory Course Prerequisite Requirements include one unit of Fine Arts effective academic year 2011-2012 entering college freshmen (2009-2010 high school juniors).

General Diploma

Student in the Discovery Program are eligible to receive a General Diploma from TKA. The student must earn a total of twenty-four credit 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

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

Graduation requirements can be obtained through the TKA Guidance Office and on the TKA website – www.tkaflorence.com

REPORTS AND RECORDS

Online Grades

- Students' grades and assignments are available online. There is no charge for this service. Each student will receive a password at registration.

- Parents should contact the teacher if there is a concern over their child's grades in any class. During school hours, however, teachers need to give full attention to the students. If a parent/guardian needs a conference with a teacher, it should be made through the office in advance.

Interim Reports

- Interim reports for all students in grades 1st-12th will be given four times a year.
- Interim Reports need to be signed by a parent/guardian and returned.
- The purpose of the report is to serve as a communication means between the teacher and the parent/guardian.

Success Reports

- Success Reports will be issued every nine weeks for grades 1st-12th.
- Kindergarten Success Reports will be issued at the end of every semester.
- In grades 3-6, both an alphabetic and numerical grade will be recorded on the Success Record. Students in grades 7-12 will receive numeric grades.
- Success Reports need to be signed by a parent/guardian and returned.
- Success Reports for the 4th Nine Weeks and year-end grades will be distributed on Success Report Distribution Days. Year-end Success Reports are not mailed.

School Records

Cumulative Files

Parents should contact the school office if there is any change in the information that appears on the student's application. This includes phone numbers, addresses, church affiliation, or a change in a family situation. Cumulative files will be kept on each student in the office. The files will be stored in a fire-safe cabinet that will be locked when not in use. Files are confidential and will not be handled by students. Files are not open to staff other than a student's teacher or designated office staff. Originals are not released to parents/guardians, but copies of the files will be made on request. Original files will be released to schools requesting records if the student has transferred and is enrolled.

Parents/Guardians need to expect a two workday period before copies of records are released by TKA. Information in the files will be shared with parents/guardians in the presence of the Headmaster after the parent/guardian has made an appointment to have the records reviewed. The student's account must be paid in full before grades, transcripts or copies of permanent records are released.

Transcripts

- TKA will send up to three 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. Transcript requests will be kept on file.

SPIRITUAL POLICIES AND PROCEDURES

SPIRITUAL GROWTH

TKA recognizes that the parents/guardians have the responsibility to train their child in the ways of the Lord. In doing so, the parents/guardians have chosen to place their child in Christian education, which teaches a biblical worldview through academic studies. TKA does not intend to take the place of the local church. Regular church attendance, along 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.

Students' Spiritual Growth

- TKA's goal is that students grow in the knowledge that God loves them, that He desires a saving relationship with them, that their lives are empowered and led by the Holy Spirit, and that students understand the purpose for their lives. It is our role as the staff of TKA to literally walk our lives before the students as a 'Living Curriculum', training and encouraging the students as they grow in Christ.
- It is the goal of The King's Academy to provide a school in which having a personal relationship with Christ is encouraged; a place where character can be formed with the support of fellow believers; a place where prayer requests and testimonies can be shared without embarrassment or criticism.
- Each student will take a Bible class each year.

PRAYER

- 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.

DEVOTIONS

- 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 time with the Lord.

SCRIPTURE MEMORIZATION

- In keeping with Scripture that 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 should review the Scripture assigned. Bible teachers will hold the students accountable for memorization of assigned scripture passages.
- The TKA Scripture memory program includes key passages that can become the foundation for a lifetime of Scripture memory. Passages will be reviewed year to year so that that can really become part of the student and used in their lives.

CHAPEL

- TKA uses Scripture as the foundation for all chapels. Chapels are held once a week for all TKA students.
- The purpose of the chapels is for worship and spiritual growth. Parents/Guardians are always welcome at chapels.

MINISTRIES

Ministry Training

- In fulfilling the mission of TKA, students are trained to reach out to others in the name of our Lord Jesus Christ. TKA offers ministry opportunities from kindergarten through twelfth grade. Students begin training in Lower School through classroom ministries designed to recognize the needs of others. Also in Lower School, students have the opportunity to volunteer to participate in a praise and worship ministry group. As students move into Middle School, they have the opportunity to minister to the local community through Team Ministries. Team Ministries are also expanded to Upper School students. Other ministries that give Upper School students outreach opportunities are mission trips, local outreaches, ministry to handicapped children and athletic/class/club ministries. From kindergarten to a student's senior year, ministry is a vital part of a student's training and each year provides opportunity and growth for a student. 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.
- All training outreaches are approved by the Headmaster.

MISSIONS WEEK

Middle and Upper School

All 7th-12th graders participate in Missions Week. Mission opportunities are provided for each student. Students in 7th -12th grade have a choice to stay local, or go national or international. Students who travel nationally or internationally raise their own funding. Scholarships for national and international trips are available through the Spiritual Life Director, and an application needs to be submitted six weeks prior to the 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.

ADMISSIONS AND TUITION POLICIES AND PROCEDURES

NEW STUDENT ENROLLMENT

Admission Criteria

Student Criteria

- 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. TKA 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 only accept students whose academic needs can be met within the regular curriculum of the school.
- Kindergarten applicants must be five years old by September 1st.
- First grade students must be six years old by September 1st.
- All applicants are accepted on probation for a period of six weeks.

Parent/Guardian Criteria

- 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.
- 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 requirements and policies contained in the TKA Family Handbook. The parent/guardian agrees to abide by and support decisions of the TKA Staff, Headmaster, and Board of Trustees and cooperate fully in the implementation of these decisions.
- The parent/guardian agrees to make timely payment of their financial obligation to TKA.

New Student Application Criteria

- Application must be made and must be accompanied by the Application Fee. This fee is non-refundable and non-transferable.
- Along with the application, the parent/guardian needs to include a copy of the student's: birth certificate, report card, standardized test scores, special testing, social security number, record of immunization
- All students applying for Kindergarten will be given a Kindergarten Readiness Test prior to acceptance. Placement testing will be administered for all new students. Testing will be scheduled after application has been made and a parent interview has taken place.

New Student Admission Procedure

- An application form for each child must be submitted by a parent/guardian.
- Application may be either hand-delivered or mailed.
- All applications will be considered on a first-come basis and marked according to date and time application is received in the Admissions Office.
- Hand delivered applications must be delivered by an adult to the Admissions Office during office hours.
- Mailed applications will be considered in the order received, using the postmark date on the envelope.
- Mailed application should be sent to: The King's Academy, 1015 Ebenezer Road, Florence, SC 29501, Attn: Admissions
- The Director of Admissions will mark applications at the Admissions Office as to the date and time received at that office.
- Applications will be held until registration dates are open. Registration dates open in the following order: returning students, TKA families, Trinity Presbyterian Church and Hoffmeyer Road Baptist Church members, open registration.
- Applications will be processed on the corresponding registration date.

New Student Acceptance Process

- After open registration begins, applications will be accepted on a first come, first serve basis.
- An interview with the parent/guardian and the Headmaster of TKA will be scheduled. The purpose of the interview will be to assess the student admission criteria and explain TKA's mission and policies. Students in 7th-12th grade also need to be interviewed. The non-refundable and non-transferable registration fee will be due at this time.
- Acceptance will be determined by the Headmaster following completion of the admission process.
- The parent/guardian will be notified by letter 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.

Home School Student Enrollment

All home school applications will be processed on a first come basis on a date set on the TKA calendar.

RE-ENROLLMENT

Re-Enrollment Acceptance Process

- After consultation with faculty and staff the Headmaster will decide whether or not a student should be approved for reenrollment. If there is a question about the student's academics or behavior, he or she may be placed on probation.
- The parent/guardian will be notified by letter upon approval or denial of admission. The decision will be based on the total evaluation of the student and TKA's ability to benefit the student.
- Applications are sent home in Returning Student Packets in January. An application form for each child must be submitted by a parent/guardian.
- If the student has been accepted and there is an outstanding balance on the fifteenth of May, the parent will be notified in writing and by phone. If there is a balance due by the last day of the school year, the student's name will not be placed on the class list until the account is paid in full.

TUITION AND FEES

- The TKA Board sets the amount of tuition annually.
- Tuition is calculated based on the entire year; therefore no reductions can be made for vacations or school holidays.
- If a student leaves for any reason, charges for tuition are prorated according to the actual number of days enrolled.
- The first two month's tuition is non-refundable and non-transferable.
- If a student enters after the school year has begun, charges for tuition are prorated according to the actual number of days enrolled.
- No deductions will be made from tuition for absence during the school year. All withdrawals during the school year must be made in writing and shall be effective when such notice is delivered to the school.
- 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; and 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.

Registration Day

- All accounts must be paid in full by Registration Day for the student to register.
- If the account is behind two or more months, payment must be made at registration in cash or money order.
- Due to the financial obligations of the school, no payment plans will be made.
- Late fees will not be waived.

Returned Checks

- A fee will be charged on all checks returned.
- If TKA receives two returned checks during the school year, all future payments must be made in cash or money order.

Home School Student's Tuition

Home school students 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 will be the current full-time tuition divided by six. Home school students will pay a Curriculum Activity Fee based on the number of classes taken.

STUDENT WITHDRAWAL

- The parent needs to 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 the withdrawal card. This card lists the details and information needed to complete a withdrawal.
- An exit interview will be scheduled.
- 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 non-returning students during the summer.
- Records and transcripts will be mailed to the transfer school upon receipt of a Record Request Form from the transfer school.
- Tuition will be figured on the number of days the student was enrolled at TKA. Application/ Registration Fees, Curriculum/Activity 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.

STUDENT POLICIES AND PROCEDURES

ATTENDANCE

Lower School Attendance

- Daily attendance will be taken by the teacher and will be reflected on Success Reports.
- Students attend at least one hundred and eighty (180) days during the school year.
- If a student is absent for more than two (2) days without any contact from the parent/guardian, the teacher should contact the parent/guardian.
- Students in 1st-6th grades are considered absent if they leave before 11:30 a.m. and are gone for the remainder of the day.
- If the 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 twenty (20) absences, he/she will not be promoted to the next grade.
- To be eligible for a sporting event or a school related activity sponsored by TKA, students must attend school for at least half of the day of the event.
- All students who have perfect attendance as reported by their teacher will receive a certificate at the end of the year.

Middle and Upper School Attendance

- Students in 7th- 12th grade will be counted absent per class.
- Students are counted tardy the first ten (10) minutes of a class. After ten (10) minutes, the student is counted absent.
- Chapel is considered part of Bible class and attendance will be counted as such.
- When a student is absent, she or he must sign in through the office when he or she returns to school.
- Documentation for excused absences must be given to the TKA school office within two (2) days of the absence. It will be the student's responsibility to bring the excuse to the office. If the excuse is not received after two (2) days, the absence will be counted unexcused. Changes in the unexcused status will be considered by the Headmaster after documentation is received, and if the appeal is made within the nine-week grading period containing the absence. Changes will be made at the Headmaster's discretion.
- More than nine (9) absences with no more than four (4) being unexcused will result in an Upper School student not receiving credit for a one-credit course. More than five (5) absences with no more than two (2) being unexcused will result in an Upper School student not receiving credit for a .5 credit course.
- More than eighteen (18) absences, with no more than eight (8) being unexcused, will result in a Middle School or Upper School student not being promoted to the next grade.
- Students are allowed six unexcused absences from Homeroom per semester. Students will serve an After School Detention for every unexcused Homeroom absence over the allowed amount. At the end of the 1st semester the student will receive a "clean slate".
- To be eligible for a sporting event or school related activity sponsored by TKA students must attend at least one half of their classes the day of the event.
- If the student is absent because of a contagious illness or disease, parents/guardians are asked to notify the office as soon as possible.
- Absences for school-related events approved by the Headmaster would not effect loss of credit.
- 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
 - death in the family
 - school-related event

Saturday School

- If an Upper School student is absent from a one-credit class more than nine (9) times, then the student will have to attend Saturday School to make-up the hours missed and still receive credit for a class.
- If an Upper School student is absent from a .5 credit class more than five (5) times, then the student will have to attend Saturday School to make-up the hours missed and still receive credit for a class.

- If a Middle School student is absent from a class more than eighteen (18) times, then the student will have to attend Saturday School to make up the hours missed.
- Parents/Guardians will receive a letter notifying them that the student has gone over the allotted absences and has lost credit for a class.
- If the parent/guardian desires for the student to attend Saturday School to make-up the loss of credit, she or he should call the school to schedule Saturday School.
- The fee for Saturday School is \$15.00 per hour (\$22.50 per one block 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 nontransferable.
- Failure to schedule/attend Saturday School will result in loss of credit for the class which will be reflected on the transcript

TARDY

Lower School Tardiness

- A student is considered tardy if she or he arrives in the classroom after 8:00 a.m.
- If a student is tardy, she or he must be taken to the office by the parent/guardian before going to the classroom and be signed in. Tardiness will be reflected on Success Reports.
- Four (4) or more tardies in a 9-week period will result in one-day absence.

Middle and Upper School Tardiness

- Middle and Upper School students will be counted tardy up to ten (10) minutes after class/chapel has started.
- After ten (10) minutes, the student is counted absent.
- If a student is tardy she or he will be sent to the office to receive a tardy slip.
- Tardy records are kept on a semester basis.

Excused Tardies

Excused tardy is granted for the following reasons. 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 Tardies

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

Lower School Consequences for Tardiness

Four (4) or more tardies in a 9-week period will result in one-day absence

Middle and Upper School Consequences for Tardiness

Three (3) tardies to any class will equal one (1) unexcused absence.

SIGNOUTS

- All students must be signed out through the office before leaving campus.
- Staff will not release the student unless there is a signed note or a call from the office indicating that the student has been signed out.
- 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.

COLLEGE VISITATION

College Visitation Policy

- Juniors and seniors are allowed three additional days of excused absences to visit college campuses.
- Student must fill out a college visitation form prior to being absent.
- Information about a scheduled appointment, including the name and number of college representative, will be required on the form.
- Forms must be turned in 24 hours prior to the absence to obtain the additional days of absence.
- Forms are available in the office.
- Documentation must be signed by the representative of the college and the parent/guardian of the student in order for the student to receive an excused absence. 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 Headmaster by the parent/guardian. Visits for scholarship interviews will be granted.

CONDUCT AND DISCIPLINE

Behavior and Conduct Standards

The following guidelines are deemed necessary in providing a safe and orderly learning environment and in establishing climate where students make good decisions in line with Biblical principles. Discipline encompasses instruction, prevention, and correction. Effective teaching and discipline requires a consistent approach of clearly established rules and consequences. Students are instructed to take responsibility for their actions. Wrong choices and poor judgment resulting in disobedience will necessitate appropriate discipline. All students have the right to safety and the right to have an environment conducive to learning. No physical punishment will be administered at TKA.

Biblical Approach to Discipline

- The purpose of discipline is to nurture children. It is part of the educational process and seeks to guide students along a path of obedience. The goal is for obedience to come from hearts that are seeking to serve the Lord.
- Classroom and school-wide rules provide a framework to help guide students in obedience.
- Disobedience is first of all an opportunity for teaching. The first step in the discipline process is counseling the student and pointing them to correct responses.
- Correction may be necessary and part of counseling is making clear that sin does have consequences, and that students are responsible for their behavior.

Behavior Standards

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 efforts
- be orderly in conduct
- take responsibility for actions
- on and off campus, avoid any behavior or action that would bring dishonor to Jesus Christ, parents/guardians, or The King's Academy

Listed are some of the standards TKA students are expected to uphold. These standards help 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
- 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

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

violate the above listed standards on and off campus. A student's participation in extracurricular activities will be affected for offenses of behavior standards.

School-Wide Rules

Level I Offenses for Lower, Middle and Upper School

- 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, tape players, electronic games, computer disks, magazines)
- 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 school yard rules or lunchroom rules
- Eating, chewing gum, or drinking in class
- 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 ministries, mission trips)
- Going to vehicles during the day (i.e., between classes, during classes) without staff permission
- Use of cell phone or text messaging during school hours. Cell phone will be kept in school office and returned to either the student or parent/guardian at Headmaster's discretion.

Level I Consequences for Lower School

1st offense of the day - Warning

2nd offense of the day - Warning

3rd offense of the day – Consequence = missing noon recess. Discipline Form signed by parent/guardian.

- If two (2) recesses are missed during the same week, the parent/guardian will be contacted by the Headmaster for a conference and an individual discipline plan will be considered.
- If ten (10) or more consequences are given during the school year, the offenses will be considered persistent behavior and the student will receive a Level II consequence. Further Level I offenses then follow Level II consequence steps.
- The warning/warning/consequence procedure does not require the repetition of the same misbehavior.
- On the 4th, 5th, and 6th Level I write-ups, the student will be sent to the office to meet with the Headmaster. The student and Headmaster will call parent to inform of the offense.
- On the 7th, 8th and 9th Level I write-ups, the student's parent may be asked to attend the student's class from 8:00 am-noon to observe the student's behavior and conference with the teacher as to effective methods of changing behavior.
- A persistent Level I offense of the same nature does not require the warning/warning before a consequence is administered.
- 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 I Consequences for Middle and Upper School

The class or a student will be given a verbal warning. Persistent behavior will not receive repetitive warnings. Posted rule can count as verbal warning. If behavior continues after a warning, the teacher may:

1. Dismiss the student from class to the office if the behavior is disruptive and interferes with classroom learning. A student dismissed from the class may receive an unexcused absence for that class. A student may also receive a discipline form as well.

2. Complete a Discipline Form indicating the offense and send it to the office. An administrator will determine the level of offense and the office will administer the consequences. A copy of the Discipline Form will be sent home to be signed by the parent/guardian.

1st offense = Conference with Administrator

2nd - 4th offenses = After school Detention

5th offense = After School Detention and conference with Administrator

6th offense = Saturday Detention and conference with Administrator

Level II Offenses for Lower, Middle and Upper School

- 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, minor pornographic material, knives (including pocket knives)
- Forgery
- Threat to student or staff
- Failure to attend class
- Academic dishonesty including, but not limited to cheating* plagiarism**, collusion and falsification of information (Work will receive a grade of zero)
- 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

*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 an AR test on a book that has not been read. Taking an AR test based only on the movie. Using Cliff Notes, comic books, videos, abridged versions of the book to pass an AR test. Copying answers, telling another student answers, or receiving answers from another student and/or having another student take the test is considered cheating.

*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

Level II Consequences for Lower School

The Headmaster or designee handles level II consequences.

1st offense - Conference with the student, parent/guardian and Headmaster and consequence set by Headmaster.

Examples of consequences - work detail, missing recess for a set number of days, over-night suspension.

2nd offense - One (1) day suspension.

In-school suspension (ISS) or out-of-school suspension (OSS) will be at the discretion of the Headmaster. All class work assigned by the teacher/s must be completed and a conference with parent/guardian, student, and Headmaster held before a student returns to class.

3rd offense - Three (3) days out-of-school suspension (OSS).

All class work assigned must be completed and a conference with parent/guardian, student, teacher, and Headmaster held before the student returns to school.

4th offense - Persistent Level II behavior may receive a Level III consequence.

Level II Consequences for Middle and Upper School

Level II consequences are handled by the Headmaster.

1st offense = Saturday Detention

2nd offense = Saturday Detention

3rd offense = Three (3) days OSS – Unexcused absences from class

4th offense = Dismissal from TKA

Level III Offenses for Lower, Middle and Upper School

- Persistence of behaviors in Level II. Persistence will be determined by four (4) Level II offenses for students in 9th-12th grade accumulated during the school year.
- 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.
- Violation of bodily propriety.
- Sexual Harassment

Level III Consequences for Lower, Middle and Upper School

1st offense - 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 will not be allowed to attend classes until the hearing with the Board of Trustees is completed.

Dignity Standards

- 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 whether engaged by student, staff or family members.
- TKA prohibits all forms of sexual abuse or molestation. Any suspected cases will be reported to proper authorities.

Anti-Bullying Policy

TKA regards, as forms of bullying, all of the following 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 will 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) will 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

Sexual Harassment Policy

- Peer sexual harassment is strictly forbidden at TKA, on its premises and during its programs and activities. Peer sexual harassment is any unwelcome physical or verbal conduct of a sexual nature, such as touching or grabbing or sexual comments, directed at a person because of his or her sex, which interferes with the ability of a student or students to receive an education.
- Students are expected to treat their fellow students with dignity and respect at all times on school property and in school programs and activities. Disciplinary action may result from violations of this anti-harassment policy. Violations of this policy may be reported to teachers or administrators. The school

strongly encourages students to report sexual harassment immediately. This school will take prompt and fair action to investigate any report to stop the sexual harassment.

Off Campus Behavior

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. Examples of off campus offenses are

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

Consequences

- The first offense will result in a three (3)-day suspension.
- 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.

Detentions and School Suspensions

After School Detention

- After school detention will be scheduled on Wednesday for one (1) hour after school. (3:20 p.m.–4:20 p.m.).
- 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.
- Detention will not be rescheduled for work schedules, appointments, or out of town trips.
- Excessive after school detentions will result in a Saturday Detention.

Saturday Detention

- Saturday Detention will be held Saturday, 6:00 a.m. –10:00 a.m. unless otherwise indicated.
- A \$25.00 fee will be charged to the student's account.
- Detention will not be rescheduled for work schedules, appointments, or out of town trips.
- 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 Headmaster 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 (ISS)

- Students who serve ISS are not permitted to attend class or school events during ISS.
- ISS is counted as an unexcused absence (see policies for unexcused assignments, make-up work, and testing).
- It is the student's responsibility to obtain information and assignments given while serving ISS.

Out of School Suspension (OSS)

- Students who serve OSS are not permitted on campus during the school day or during after school extracurricular events.
- OSS is counted as an unexcused absence (see policies for unexcused assignments, make-up work, and testing).
- It is the student's responsibility to obtain information and assignments given while serving OSS.
- A meeting with the Headmaster, student and parent/guardian will be scheduled prior to the student returning to school.

Changes in the Discipline Policy

The Discipline Policy is not intended to be all-inclusive. Modifications will be made when necessary at the discretion of the Headmaster.

APPEARANCE CODE

Appearance Standards

- The appearance standards are the result of a collaborative effort of students, parents/guardians, faculty, Headmaster, and board. It is based on the standard that as members of the community of The King's Academy, which represents Christ, we are to 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 parent/guardian and in accordance with TKA dress code, in matters relating to individual dress. Students are not to wear any type of clothing, jewelry, or hairstyle that is distracting, unclean, unsafe, immodest, or otherwise disruptive to the educational process in a Christian environment. It is each student's responsibility to follow the TKA dress code while on the TKA campus during school hours and for all after-school related events which includes field trips, athletic events, practices, 5th quarter, after-school or weekend school events, Saturday School, ceremonies, etc. Enforcement of the dress code is not dependent upon the student (or another student) having worn an unacceptable item(s) in the past without detection.

The following criteria are used as the standard for the TKA dress code. This criteria is intended to assist the student in making appropriate dress decisions.

- modesty
- neatness
- suitable for occasion

Regular School Day Dress - All Students

- Students should not wear clothing with 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), or inappropriate double meaning.
- No media promotion for video games, movies or TV programs that do not support Christian principles.
- Musical references need to represent Christian groups that have a witness of performing Christian music.
- Undergarments 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.
- Tight clothing is not permitted.
- Modesty is expected at all times.

Regular School Day Dress - Girls

Blouses – All Girls

- no halter, tank, strapless, off the shoulder, one shoulder strap, cut out athletic, or racer back yoga tops (this also includes under jackets, sweaters, etc.)
- no back cut outs
- straps must be at least 2 finger width
- midriff must be covered at all times - standing, sitting, bending, or raising of hand

Blouses – Middle and Upper School Girls

- neckline no lower than a hand width from base of sternal notch on neck
- lacy, sheer or open weave fabric at the neckline must be above the neckline standard

Skirts/Dresses - Lower School Girls

- length no higher than mid-thigh

Skirts/Dresses – Middle and Upper School Girls

- length no higher than 3 inches above the top of the knee
- top of split no higher than 3 inches above top of knee

Shorts – Lower School Girls

- length no higher than mid-thigh

Shorts - Middle and Upper School Girls

- length no higher than 3 inches above the top of the knee

Pants – All Girls

- must not drag the ground
- worn at or near waist

Shoes– All Girls

- shoes must be worn at all times

Shoes– Lower School Girls

- no backless shoes

Shoes– Middle and Upper School Girls

- no rubber, beach-type flip flops
- enclosed shoes must be worn during Science labs

Hair – All Girls

- not distracting in regard to color or style

Hats, caps, or other head coverings – All Girls

- not to be worn in buildings except in gym during athletic events

Jewelry – All Girls

- no visible piercing except for pierced ears

Regular School Day Dress - Boys

Shirts – All Boys

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

Pants – All Boys

- worn at or near waist
- must not drag the ground

Pants – Middle and Upper School

- belt worn with pants with belt loops

Shorts – All Boys

- worn at or near waist

Shorts – Lower School Boys

- length no higher than mid-thigh

Shorts – Middle and Upper School Boys

- no higher than 3 inches above the top of the knee
- belt worn with shorts with belt loops

Shoes – All Boys

- shoes must be worn at all times
- enclosed shoes must be worn during Science labs

Shoes – Lower School Boys

- no backless shoes

Shoes – Middle and Upper School Boys

- no rubber, beach-type flip flops

Hair – All Boys

- not distracting in regard to color or style.
- no longer than top of eyebrow when combed straight down
- no longer than collar of a tee shirt

Hair – Middle and Upper School Boys

- no facial hair except for senior boys
- senior boys may wear their hair long if it is pulled back in such a way that it meets TKA standards
- Middle and Upper School boys may wear their hair longer than the top of the eyebrow if the hair is kept out of the eyes at all times. The student may be required to cut the hair to meet standards if hair is a distraction or covers the eyes.

Hats, caps, or other head coverings:

- not to be worn in buildings except in gym during athletic events

Jewelry

- no visible piercing

Extracurricular Events - All Students

- Dress for students at TKA field trips and games and other TKA extracurricular events and practices is the same as Regular Day.
- Swimsuits for girls should be modest one-piece or a modest two-piece worn with a tee shirt.

Extracurricular Events - Upper School Girls

- Dresses for Junior Marshals need to follow all TKA Regular Day guidelines – see Beta Club Sponsor
- Dress for TKA Prom is as follows:
 - dresses need to be modest
 - TKA dress code length or longer (including splits)

no strapless dresses

back and front of dress must meet prom dress criteria – see Junior Class Sponsor

Extracurricular Events - Upper School Boys

- Dress for TKA Prom - tuxedos or suit and tie

PE Classes and Athletic Practices for all Students

- All PE clothes must meet TKA Dress Code Standards.

- Shirts:

LS - loose fitting shirt

MS/US - loose fitting crew tee shirt with short sleeves

- Shorts:

-loose fitting athletic shorts or pants, dress code length

-No writing is 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.

- Students in grades 7-12 will normally be required to change for PE classes.

SCISA Meet and School Ceremony Dress – Lower School Girls

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

SCISA Meet and School Ceremony Dress – Lower School Boys

- 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

Chapel*, SCISA Meet, School Ceremony Dress, Athlete's Game Day Dress (for all games) – Middle and Upper School Girls

***Chapel Day Dress is in effect all day**

- skirts no higher than 3 inches above the top of the knee or dress pants
- no jean skirts, jeans, shorts, pants, cargo pants, or athletic pants
- no flip flops or casual sandals including Rainbows
- no hats or sunglasses

Chapel*, SCISA Meet, School Ceremony Dress, Athlete's Game Day Dress (for all games) – Middle and Upper School Boys

***Chapel Day Dress is in effect all day**

- dress pants
- no shorts except dress kaki shorts
- no jeans, cargo pants, or athletic pants
- collared shirt with logo no larger than palm of hand
- tie worn with collared shirt to all ceremonies, tie worn on game days/SCISA meets at discretion of coach/sponsor, tie on chapel day not required
- shirts tucked in with a belt

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, 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
- musical references need to represent Christian groups that have a witness of performing Christian music

Offense

- Student not in dress code may not be allowed to stay in class or chapel.
- The student will be sent to the office, and the office will have the student change into appropriate clothing.
- The office will attempt to contact the parent/guardian to notify them of the dress code offense.
- If the parent/guardian desires to bring a change of clothing, the student will be sent back to class in the

clothing provided by the school until the parent/guardian arrives or remain in the office.

- Middle and Upper School students who remain in the office will be counted absent for class.

Consequences

Lower School Consequence

Three (3) Appearance Code offenses will result in a Level I consequence of missing recess.

Middle and Upper School Consequence

Dress code violations are a Level I offense.

STUDENT LEADERSHIP

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

- Christian witness
- Leadership gifts
- Overall 3.0 GPA
- Adhering to TKA Behavior Standards
- Punctuality
- Adhering to TKA Appearance Code
- Teacher/Sponsor/Coach recommendation

Leadership opportunities at TKA include:

- Student Government Officers
- Upper School Class Officers
- Captains of Athletic and Academic Teams
- Editors of School Publications
- Lead roles in TKA Performances

Teachers, sponsors, and coaches should have students fill out Leaderships Application prior to appointing or electing a student to a leadership position. Leadership Applications are submitted to the Headmaster for final approval.

UPPER SCHOOL INCENTIVES

Grades

Sophomores who have an A/B average at the end of the first semester will receive three (3) off campus lunch privileges during the third grading period. Sophomores who have an A/B average the end of the third grading period will receive three (3) off campus lunch privileges during the fourth grading period. Students receiving the off campus privilege must have a Permission Form for Off Campus Lunch Privileges on file in the office.

SCHOOL POLICIES AND PROCEDURES

Each child has unique God-given abilities that fit into the purpose the Lord has for his/her life. TKA offers a wide variety of programs to help a child develop these abilities. Academic, artistic, athletic, ministry, and leadership activities and opportunities are available and each student is encouraged to participate in his/her areas of gifts and talents.

FINE ARTS PROGRAM

TKA has an outstanding fine arts department that includes drama, band, 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 encourage and strengthen students' gifts and talents, to acknowledge that their talents are from the Lord, and to encourage students to use these talents to God's glory. Students 5K-5th grade take a music appreciation class and 6th grade students choose between chorus and band. Middle and Upper School elective classes include drama, chorus, music appreciation, art and band. Performances, plays, art shows, concerts and participation in SCISA competitions serve to highlight the students' musical, artistic, and dramatic gifts.

ATHLETIC PROGRAM –(also see TKA Athletic Handbook for Policies)

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 not a separate arena that is governed by the world's standards. TKA athletics promote athletic excellence with Christ-like character.

The program seeks to provide opportunities for every student to develop his or her gifts. The goal of having team and individual sport opportunities at TKA is for students to learn different skills, have the opportunities to be on a team, build self-esteem, and to strengthen their abilities to compete against another individual or team. At both practices and games, the coaches seek to instruct the students in the fundamentals of the game, strengthen skills of the sport and develop Christian character in a competitive environment, while helping student gain confidences in their abilities in a sport.

ACCELERATED READER PROGRAM

TKA encourages students to read as much as possible. Lower and Middle School students participate in an 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 zone. All students are encouraged to participate in the program and class goals are set at each grade level. Classes and students receive rewards for their reading throughout the school year. Teachers factor in the set individual goals for their students as part of the Language Arts grade.

AR Guidelines:

- AR Program runs September through April for 2nd-5th graders. First grade teacher/s determine on an AR start date according to class readiness.
- Students are assigned a “reading zone” after taking the STAR assessment. The STAR is administered twice a year to 2nd-5th grades and once to 1st 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.
- Titles that can be tested can be viewed on the TKA website.
- Students in specific Lower School grades may check out and test on Blue Dot books if the books are in the student’s reading zone and there is a release form signed by the parent.

VOLUNTEERS

- All volunteers must be approved by the Headmaster prior to being in the classroom.
- All volunteers must follow TKA policies and procedures.

Classroom Parents

- Each LS class will have a Classroom Parent Coordinator.
- It is the Classroom Coordinator’s responsibility to aid the teacher in planning school parties and functions.
- The Coordinator will contact the parents/guardians according to the teacher’s needs.
- The Coordinator will be responsible for organizing drivers for field trips
- The Coordinator will be asked to involve all parents/guardians who have indicated a desire or interest in participating.

Parent Teacher Fellowship (PTF)

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 spiritually, mentally, and physically the students at TKA. The PTF’s purpose is to act as a means of communication and service for the needs of TKA. PTF meetings are a time of prayer and fellowship as well as a time to address school business and needs. The volunteers organized through the PTF are a blessing to the school; they provide many opportunities for parents/guardians to participate in helping TKA. The Board of Trustees asks that at least one (1) parent/guardian from each family sign up to be on a PTF committee. The Headmaster will serve as the liaison for the school and board. All projects and events involving the church buildings and fund raising 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.

Booster Club

The 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 who has a child that plays sports sign 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 .

DISCOVERY PROGRAM

- The Discovery Program, affiliated with the National Institute for Learning Development (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.

- Potential students are tested in order 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 in 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 he/she discovers and utilizes strategies for learning in the therapy sessions.
- Limited openings are available each year. Students are admitted to the Discovery Program only after completion of initial testing battery. Discovery tuition and fees are separate from regular tuition.

Discovery Accommodation and Modification Policy

- Students who are enrolled in the Discovery Program of educational therapy are afforded the opportunity to receive accommodations and modifications according to their learning needs while their perceptual and cognitive deficits are being addressed. The goal of educational therapy is to develop independence in learning, therefore accommodations and modifications will be reduced as quickly as a student is able to function successfully without them.
- Accommodations are those practices which allow a student to access information in a way different from other students, but do not change the curriculum requirements. Modifications are actual changes to the curriculum requirements.
- Only those students who have a documented learning need and are enrolled in the Discovery Program of educational therapy will be granted classroom accommodations and modifications according to their individual needs. This plan will be formulated by the teacher, parent, and educational therapist in accord with the psychologist's recommendation.
- In the event that a student is dismissed from the Discovery Program due to meeting the requirements for graduation, and has occasional need for limited accommodations in the future, those will be granted for a specific need and specific period of time. This will be at the discretion of the Director of the Discovery Program, and the teacher(s) involved.
- In the event that a student desires to be enrolled in the Discovery Program, but there is no space available, that student will be granted the accommodations and modifications that are needed until a space becomes available and he/she is enrolled.
- In the event that a student has a documented learning disability but is not enrolled in the Discovery Program by choice, that student will not be granted modifications to the curriculum requirements. Limited accommodations may be granted at the discretion of the teacher.

Search and Teach

Students in 5K, 1st and 2nd grade have the opportunity to be a part of the Search and Teach Program.

Search

Parents will be notified of Search evaluations. Students will be evaluated for specific pre-reading skills. It is the goal of the Search evaluation to identify students who might have difficulty with Language Art skills. If a student is identified, Teach instruction will be available to the parent.

Teach

Teach is a remedial program to aid the teacher in giving student individualized instruction in Language Arts, specifically reading. Students will work with a Search and Teach therapist during the school day.

EXTENDED CARE PROGRAM

Extended Care is available for students in 5K-8th grade. This program provides a supervised environment for working parents/guardians who need to drop off their child before or pick up their child after school hours. Payment for Extended Care must be made on a monthly basis. Extended Care is available from 7:00 a.m. to 7:45 a.m. and 2:45 p.m. to 6:00 p.m. Separate fees are charged for the morning and afternoon sessions and additional fees are charged after 4:00 p.m.

GUIDANCE PROGRAM

The Guidance Office of TKA seeks to minister to Upper School students and to prepare graduates for the life and destiny that is theirs in Christ. We believe that 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 in seeking that call. The Guidance Office oversees class placements and scheduling to ensure credits needed for graduation are attained and also oversees standardized testing, both preparation and college-bound tests. A file is maintained on 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 Guidance Office maintains files of college resources and makes them readily available to students. During their senior year, students meet frequently with the Guidance Counselor to complete college applications, scholarship applications, and to address any other special needs they might have in applying to college.

LUNCH PROGRAM

Parent Information

- All students need to bring a lunch from home or order from the hot lunch menu. The TKA lunch program offers hot lunches through different restaurants in the Florence area.
- Orders for lunches and milk cards must be paid in advance rather than charged to student's account.
- Milk/Chip cards are sold which enable students to purchase drinks and chips.
- Parents/Guardians are always welcome to eat lunch with their child. Limited seating is available and it is requested that parents/guardians call the school office at least one day in advance to make a reservation.

Student Information

- Students who do not have a lunch will be allowed to call parent to request that a lunch be provided.
- Students receive a lunch menu on Friday and the menu is filled out and returned on Monday.
- Students who do not desire to purchase a hot lunch should bring a bag lunch.
- 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.

General Information

- Parents/Guardians will be notified of menu and cost.
- No extra hot lunches are ordered.

Payment - Checks

- Checks should be attached to the menu each week. No cash is accepted.

Payment - Credit Line

- Parents may establish a credit line with the TKA Financial Office by sending in a check designated for student's lunch. A separate student account for this credit line will be established in your child's name.
- Weekly lunch orders or milk card orders will be deducted from this credit line.
- Parents will be notified when the credit line gets down to \$20.00.
- Any monies left on the credit line at the end of the year will be refunded or applied to June tuition payment at parent's request.
- Parents must complete a lunch charge form before students will be given credit.

SNACKS

Lower and Middle School students may bring a snack from home to eat during morning recess/break. Nutritional snacks are encouraged.

CALENDAR

- Headmaster shall establish the school calendar and daily schedule. Any school activities not on the calendar should be cleared with the Headmaster prior to the activity.
- The calendar is available on the TKA web site. Any changes in the calendar will be communicated through the Weekly Sheet and on the web site. Any school activities not on the calendar should be cleared with the Headmaster prior to the activity.

SCHOOL CLOSING

Decisions regarding school closing, early dismissals, etc. due to weather will be announced on local TV and radio stations. Typically, TKA will close when the public schools are closed **unless those closings are due to shelter needs**. In the case of public schools starting late, which usually has to do with bus public school bus schedules, **expect TKA to start on time unless noted on local TV or radio**. If TKA has a late start time, information will be posted as to what class period will begin the day.

SCHOOL DAY

| | |
|-----------|--|
| 7:00-7:45 | Extended Care |
| 7:45 | Drop Off/Classrooms Open |
| 7:55 | MS/US Homeroom |
| 8:00 | Classes Begin |
| 10:45 | 5K-3 rd Grade Lunch |
| 11:15 | US Lunch |
| 12:05 | MS Lunch |
| 12:30 | 4 th -6 th Grade Lunch |
| 2:30 | LS Dismissal |
| 2:45-6:00 | Extended Care |
| 3:15 | MS/US Dismissal |

Drop-off and Pick-up

- A detailed diagram is available on 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 need to 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 Upper School student and needs to wait after picking up a Lower School child, they are 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. Lower School students who are not picked up by 2:45 and Middle School students not picked up by 3:30 PM will be sent to afternoon Extended Care and parents/guardians will be charged the Extended Care fee.
- **After School Activities**
Students who stay after school for TKA activities must stay with the supervising staff member until the parent/guardian picks up the student. Students will not be allowed in the building or outside unsupervised.

COMMUNICATION

Lines of Communication

- 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 Headmaster as soon as possible. If the matter remains unresolved, the parent/guardian may contact the TKA Board of Trustees.

Parent/Teacher Conference

Purpose of Conference

- It is the philosophy of TKA that educating each child is an effort on behalf of the parent/guardian and teacher. Conference time is a very important time for communication regarding the child. The conference will serve as an opportunity to discuss different aspects concerning the student that cannot be conveyed adequately on Interim or Success Reports. Conferences allow the teacher and parent/guardian to gain a better understanding of the student. This is also an excellent time to pray together for the student's needs.

Scheduling of Conference

- Two days during the school year have been set aside to give parents/guardians the opportunity to schedule conferences with their child's teacher(s).
- Notices will be sent out notifying parents/guardians of conferences.

Teacher/Parent Communication

- Special meetings for parent/guardian communication are scheduled throughout the year and parents/guardians are asked to attend these meeting to stay abreast of school information.

Weekly Sheets

The Weekly Sheet includes the current Scripture memory passages, a weekly calendar of events and notices of important information for TKA parents and students. Deadline for submitting information for the Weekly sheet is

Wednesday morning by 9:00 a.m. The Weekly Sheet is also posted on the TKA web site. The Weekly Sheet is distributed to the Middle and Upper School students on Friday and it is the student's responsibility to take the sheet home to his or her parents.

Lower School Weekly Sheet

In addition to the school-wide information, the Lower School Weekly Sheet will include the learning goals for the week, a personal note from the teacher, weekly spelling and vocabulary words, upcoming classroom events, and date of tests, reports, and special projects. Both the school-wide and Lower School weekly sheet will be sent home in the Friday folder.

Website

- The TKA website address is tkaflorence.com.
- The website contains information about school's vision, board, faculty, academics, athletics, fine arts, spiritual life, extra curricular programs, and student life.
- The website's home page contains up-to-date information as well as a menu for parents to download needed forms.

HEALTH AND SAFETY

Legal Requirements

- It is the policy of The King's Academy to cooperate fully with law enforcement officials.
- Teachers are required by law to report suspected physical or sexual abuse.
- TKA is required to report truancy violations.
- TKA will also abide by laws concerning seatbelt and van safety for children.
- When a volunteer parent provides transportation, that parent is responsible for abiding by traffic and seatbelt laws.

Medication

- Parent/Guardians indicate on the TKA Consent Form whether their child may be given over-the-counter medication (Tylenol, throat lozenge, topical spray) if the School Nurse deems it necessary. A medication form which can be obtained from the school nurse or on the website must be completed for any other medication (over-the-counter medicine not listed on Consent Form or prescription medication) needed during the school day. *Prescription medications require the prescribing Physician's signature also.
- 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.

Safety Patrol

Students in 5th and 6th grades may be on Safety Patrol. Safety Patrol assists Lower School students getting out of cars during morning car line.

Sign Outs

- All students must be signed out through the office before leaving campus.
- If a Lower School student needs to checkout during the day, the parent/guardian should send a note informing the teacher. In addition, a parent/guardian or adult designee must sign the student out in the office before the student leaves campus.
- Middle and Upper 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.
- Lower, Middle and Upper School students will not be 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.
- Seniors will be allowed to leave for lunch with a parent/guardian permanent sign-out.
- Juniors will be allowed to leave for lunch on Fridays during the second semester with a with a parent/guardian permanent sign-out.
- 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 Drivers

- Student drivers must have a Driver Registration Form on file in the office before driving to school.
- Students are permitted to go to their car between classes to get books and other items needed for class.
- Students should not be in or around cars for any other reason during the school day.
- Students must park in designated student parking.
- TKA students are not allowed to drive on school-sponsored events.
- The King's Academy is not responsible for students riding in vehicles where the driver is a TKA student.
- 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 Headmaster 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 Headmaster.
- Music is for those inside the car to enjoy. It should not be distracting to others.

TEXTBOOKS AND SUPPLIES

Textbooks

- Textbooks are provided for students.
- Students are responsible for the textbooks issued to them.
- Writing in non-consumable textbooks is not permitted.
- Students return all nonconsumable 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 students must replace books if they are lost or damaged.
- The student's account will be charged for any lost or damaged book.
- Year-end Success Reports, transcripts, and diplomas will not be released until the student account is cleared.

Supplies

- Students are responsible for supplies listed on the supplies list given out before the start of school.
- Students will bring their supplies the first day of class.

VISITORS AND GUESTS

Visitors

- Parents/Guardians, visitors, and TKA graduates are welcome on campus anytime.
- All parents/guardians, visitors, and alumni must sign in at the school office upon arrival on campus.
- All visitors will be asked to wear a visitor's badge.
- All visitors are expected to abide by the school's rules and procedures while on campus.
- Teachers must fill out a Visitor's Form when special speakers will be in the classroom.

Student Visitors

- Only prospective students will be allowed to visit classes, chapel, and lunch.
- Prospective student visits must be scheduled through the Admission's Office by a parent/guardian.
- The time allowed to visit classrooms will be determined by Headmaster.
- 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.

SPECIAL ACTIVITIES

Meets

Some of the many benefits of belonging to SCISA and ACSI are that TKA students are able to participate and compete in different meets during the school year. The purpose of involving students in different meets is to give TKA students exposure to other schools and students, be able to use and be recognized for their talents, and to give TKA students opportunity and guidance in handling the different emotions competition and being in front of an audience can bring. Students are also encouraged to recognize their talents as God-given and to use their talents to bring glory to the Lord.

- Students who participate will be chosen by the classroom teacher, the sponsoring teacher, and Headmaster on the basis of ability and willingness to prepare.
- Students participating may have to practice after school hours.
- Student expenses will include lunch. Registration fee and travel expenses are covered by the Curriculum Activity Fee.
- Students on academic suspension may not participate in extracurricular activities. The student will be allowed to continue to attend practices and attend extracurricular events (SCISA meets) that do not take the student out of class. Being on suspension affects a student attending SCISA meets that occur during the school day.

Celebrations

School Parties

- Lower School classes will have three (3) parties a year. These will be Valentine's Day Party, Jesus' Birthday Party, and End of Year Party.
- Dates for these parties are published on the TKA calendar
- Teachers will call on their Classroom Coordinators to help plan these parties.
- All parties must be on campus.
- No additional parties will be approved.

- Middle and Upper School parties will be announced.

Birthdays

- Lower School students' birthdays will be recognized at the beginning of lunchtime.
- Parents/Guardians may purchase a library book in honor of their child's birthday and donate it to the library.
- No other birthday celebration will be scheduled during school hours.
- Students are asked not to bring birthday invitations to school to distribute. Students who are inviting the entire class or grade may hand out invitations prior to or after school.

Holidays

- 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.

Field Trips

- Field trips help enrich a student's learning.
- Parents/Guardians will be notified of destinations, dates, and times at least one week before students are taken on a Field Trip.
- Parents/Guardians do need to sign a permission form for each field trip. Drivers need to provide insurance information.

Field Trip Finances

- The Curriculum/Activity that students pay at the beginning of the school year pays for field trips.
- The Curriculum/Activity fee does not cover meals and overnight field trips.
- All monies will be collected through the Financial Office.

Parent/Guardian's Responsibilities

Parents/Guardians are encouraged to chaperone on field trips and are needed to help supervise the students. TKA ask chaperones follow these guidelines:

- Parents/Guardians who desire to chaperone must provide current insurance information.
- Parents/Guardians who are driving on field trips are held liable.
- 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 seat. The child's parent provides booster or child seats.
- Children under the age of twelve (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 Headmaster.
- Parents/Guardians who smoke are asked not to do so in front of the students.
- Drivers are asked to play only Christian music while students are in vehicle.
- If the vehicle has a VCR/DVD player, please check with the teacher before viewing movies. Generally, only movies with a G rating can be shown to Lower School students and a PG rating to Middle and Upper School students.

TKA MERCHANDISE

- All items with the TKA name must follow the following guidelines:
- The TKA Development Office is responsible for all TKA marketing and PR.
- 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.
- The Development Director must approve all items with the TKA name, logo, and lion mascot.
- Sales of TKA merchandise is limited to TKA organizations and these organizations seek approval from the Development Director prior to ordering merchandise.
- Only TKA approved logos may be used.
- Use of Scripture is encouraged.
- Phrases must promote TKA rather than put others down.

LIBRARY

Library Standards

- The TKA library strives to provide books that support Biblical values; however some books contain language, content or subject matter that does not support these values. TKA realizes that standards of appropriateness of reading material may vary, even among Christian homes; for school purposes, a conservative standard has been set. Not all books (including some Accelerated Reader books) are available for checkout to Lower School students for this reason.
- 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. 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.

Library

- The librarian will schedule a time for classes to come to the library.
- 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.

AWARDS

King's Kids

King's Kids are selected by their teachers and are honored during chapel. A King's Kid is chosen for having a positive quality that reinforces Biblical teachings. Teachers will be given a calendar of chapel dates and the number of King's Kids to honor from their classes. Teachers will be asked to announce their King's Kids and share why they have been selected. Every student will be honored during the school year at least once. The PTF provides certificates that will be given to the students.

Awards for Lower School Students

All students are recognized throughout the year in chapel with a King's Kid Award. King's Kids are selected by their teachers and are chosen for having a positive quality that reinforces Biblical teachings.

Students in grades 1st-6th receive the following awards at the Lower School Awards Ceremony:

Governor's Award for Reading – 1st-2nd Grade

Perfect Attendance – 1st-6th Grade

Accelerated Reader Awards – 1st-6th Grade

SCISA Art Show, Literary Meet, Music Festival, Spelling Bee – 2nd-6th Grade

Academic Awards – All A's, All A's and B's – 4th-6th Grade

Presidential Academic Award – 4th-6th Grade

Chapel Chums – 5th and 6th Grade

Safety Patrol – 5th and 6th Grade

Sports – 5th and 6th Grade

Band – 5th and 6th Grade

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

Awards for Middle School Students

Middle School students are recognized at Academic Awards Ceremony for the following:

SCISA Literary Meet

Fine Arts Performances

SCISA Musical Festival

Band

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

Middle 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 Headmaster.

Awards for Upper School Students

Upper School students are recognized at the Academic Awards Ceremony for the following:

Leaders in Action – Jr. League of Florence VFW Voice of Democracy Optimist Club Speech Competition

SCISA Literary Meet

Fine Arts Performances

SCISA Musical Festival

Band

SCIAS Art Show

SCISA Certificate of Honor

| | | |
|-----------------------------------|-----------------------------|---------------------------|
| Freshman Class–Field Day Ministry | SCISA Math Meet | Energy |
| Challenge | | |
| SCISA Quiz Bowl Team | Student Government | Yearbook |
| Who’s Who | Academic Letter and Pins | Outstanding Bible Student |
| Outstanding Math Student | Outstanding English Student | Outstanding Science |
| Outstanding Social Science | Outstanding Spanish | Most Improved |
| Freshman | | |
| Most Improved Sophomore | Most Improved Junior | Most Improved Senior |
| Palmetto Girl’s State | Palmetto Boy’s State | Governor’s Citizen Award |
| Senior Scholarship Awards | | |

Upper 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 Headmaster.

Students in Upper School receive a TKA letter and pin for maintaining a 4.0 during the year and a bar for each additional year the GPA is maintained.

ADMINISTRATIVE POLICIES AND PROCEDURES

FACILITIES

Classrooms, Gym and Offices

- The Lower, Middle, and Upper Schools of TKA are housed in buildings owned by The King’s Academy or Trinity Evangelical Presbyterian Church.
- Students will be required to keep their materials neat and organized.
- Students should be taught to be responsible for cleaning up after themselves in all situations.
- Students will be required to take care of their school and playground.
- 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 except bottled water should be taken into the classrooms, gym, or hallways.
- Chewing gum is prohibited during the school day.
- Students will be expected to pay for any damages done to school property.

Lockers

- Students in specific grades will be assigned a locker in the classroom. These lockers do not lock.
- Students involved in athletics and taking PE will be issued lockers in the locker room. Students need to use locks provided by the school.
- 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 need to be kept neat and clean.

EQUIPMENT

Phone

- Students may use the office phone with staff’s permission.
- Staff is asked not to receive or make calls during class time unless it is absolutely necessary.
- Staff should not use cell phones during class or while on duty.
- Student cell phones must be turned off during the school day. If a student needs to contact parents, they need to come to the office to make the call.
- Cell phones used by a student for calls or text messaging during school hours should be taken to the office and will be returned to the parent/guardian at the Headmaster’s discretion. Student use of cell phones is a Level I offense.

Copier

- The copier in the office is for school use only.
- Students are not allowed to use the copier without the office staff’s permission.
- Staff and students must pay a set copying fee for personal copies in the office **before** making copies or having a staff member run the copies. This fee, which will be posted in the office and will be used to off set expenses.
- Student copies for school assignments are not covered by tuition or fees.

LOST AND FOUND

- 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.

FUNDRAISING

Fundraising Policies and Procedures

- The King's Academy desires for Jesus Christ to be exalted as Lord in all we do, including any fundraising efforts. We acknowledge that the whole earth is the Lord's (Ps. 50:10) and that every good gift comes from the Father (James 1:17). Therefore, it is unnecessary for us to resort to gimmicks or any sort of manipulation to raise money. At the same time, however, we acknowledge that God has commanded us to work hard to meet our needs (I Thess. 4:11, 12) and that He often uses need to draw His people together (Acts 2:44-47). The following guidelines are intended to help us achieve balance in any fundraising pursuits so that Jesus Christ will be glorified through our efforts.
- The fundraising policy may not be all-inclusive. When necessary, modifications will be made at the discretion of the Headmaster.
- Fundraising must benefit the group as a whole and not an individual. It is in violation of federal law to receive benefits from a fundraiser in proportion to the students' or parents' efforts.

Approval

- A TKA Fundraising Form must be submitted to the Director of Development.
- 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.
- In order 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.
- The Director of Development must approve all fundraising. The following guidelines will be used by the development office 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 first 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 a given year must be closely monitored. In addition, fundraisers may be approved after publication of the TKA Fundraising Brochure only if they are service-oriented in nature or if they are tied to another TKA event. (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.).
 - 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 (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 and Cheerleaders (due to uniform expenses).

Student Participation

- TKA restricts the manner in which children may solicit funds because often, people have a difficult time saying no to a child; TKA does not want to put anyone, children or adults, in that situation. Therefore, TKA asks that LS/MS students NOT raise funds by soliciting donations or selling items outside the TKA family (exceptions will be made for MS students playing JV or varsity sports if the fundraiser is related to athletics). Adults or US students may sell items outside the TKA family.

- TKA will not allow a teacher to tie a student's grade to the number of sales made although grades may reflect effort when sales is an essential part of the class and when approved by the Headmaster (i.e.: yearbook may tie grades to the number of ad contacts made).
- Any fundraiser, which involves ordering merchandise, must be directed to parents only.
- All fundraisers involving students must seek to encourage the feeling of ownership and responsibility among TKA students.
- TKA students may participate in fundraising efforts as long as all projects involving students adhere to the following policies. Participation of young students in a fundraiser, under these guidelines, is acceptable if the fundraiser involves the entire school and does not penalize a child who chooses not to participate.
- Therefore, no competition between classes for the purpose of raising money will be allowed.

Student Participation Safety Guidelines

- Student safety may not be compromised at any time. With this in mind, there is to be no contact between LS/MS students and strangers off campus (i.e.: no door-to-door sales).
- TKA discourages unsupervised contact between US students and strangers off campus.
- When unsupervised contact is necessary (as in yearbook ad sales), the oversight and education of students is imperative and should address the following issues:
 - the supervising adult (yearbook advisor, Booster Club president, etc.) must submit to the Headmaster a plan for overseeing and educating the students throughout the fundraising process.
 - when making contacts off campus, students must travel in pairs.
 - when making contacts off campus, students must submit their contact plans to their advisor and may not deviate from this plan without permission from their advisor.
 - when making contacts in a business setting, students must wear chapel dress.
 - when soliciting businesses, students must select businesses from an approved list (businesses with whom TKA has a prior relationship).
 - any new businesses to be solicited must be approved by an advisor and Director of Development.

Ads

- Ads maybe sold for athletic programs and displays, yearbook or fundraising events. The TKA yearbook staff (US juniors and seniors) sells ads as part of the curriculum of the yearbook class.
- Ads advertise businesses or organizations and may include original text as long as it encourages TKA teams rather than individual students. Businesses or organizations may choose to include photos (of their businesses and/or of TKA students). Individuals may purchase ads for the purpose of sharing Scriptures or quotes of encouragement as long as the encouragement is directed to teams, not individuals.
- The school may recognize businesses according to their various levels of giving but will never identify individuals according to their giving levels.
- 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.
- Ads should not contain words that pertain to chance (i.e.: luck).
- Before soliciting for ads, advisors must check with the Development Office 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.

Communication

- Events may be communicated to the TKA family through the Weekly Sheet, TKA website, Friday Folders, and/or morning announcements.
- Announcements for the weekly sheet and morning announcements should be placed in the designated basket in the staff mailroom. The desired dates for announcing specific information should be indicated. Announcements for the weekly sheet should be turned in by 3:00 p.m. Wednesday. Items for morning announcements should be turned in by 1:30 p.m. the day prior.
- Information for the website must be submitted to the Headmaster for distribution.
- Information for Friday Folders must be ready to print and submitted to the Headmaster or designee prior to copying.
- All notes/forms/flyers sent home to parents must be approved by the Headmaster or designee prior to being distributed.

Use of Facilities

- All projects and events involving the church buildings and land must be approved by the Headmaster. Note that this may add several weeks to the time required for obtaining approval.
- The use of the gym must be scheduled in advance through the main office.

- Only organizations that reflect TKA standards or Trinity members will be approved to use the facilities. Proof of insurance must be provided.

Fundraising Finances

- A supervising adult (advisor, PTF or Booster Club volunteer, etc.) shall oversee any students who handle money (merchandise sales, concessions, gate keepers, etc.) He/she shall attend to the safety of the students and shall devise a plan for accountability for any students involved in handling monies.
- All monies should be turned into the designated treasurer for deposit within one week of receipt. Monies deposited in the TKA General Operating, Curriculum Activity, or Designated accounts must be accompanied by a Student Account Form. This form requires two signatures verifying monies deposited and a signature when monies are received in the finance office.
- No bank accounts or savings accounts can be opened without the approval of the TKA Board of Trustees.
- The Booster Club, PTF and Lunch Program turn in a mid-year and year-end financial report of expenses and revenues to the Headmaster.
- Any organization wishing to buy for the school at item which is valued at \$5000 or more or which may cause the school to incur additional expenses (i.e. insurance, maintenance, etc.) must have the Board of Trustees' approval prior to making the purchase.

TKA Merchandise

- All items with the TKA name, logo, or lion mascot must follow the following guidelines:
- An idea for any new items must be presented to the Director of Development for approval prior to the items being ordered and sold on campus or for the school. If an individual orders new merchandise prior to receiving approval from the development office, he will be held responsible for all associated financial costs if the merchandise is not later approved for sale.
- Only TKA organizations may sell TKA items.
- Only TKA approved logo may be used.
- Use of Scripture is encouraged.
- Phrases must promote TKA rather than put down others.

NEW PROGRAMS AND EVENTS

- Proposals for new programs and events at TKA should be submitted in writing to the Headmaster.
- If the proposal is approved, the staff member will meet with the Headmaster for final approval.
- The Headmaster will then schedule a meeting with the staff member and the volunteer for communication purposes.

CONFLICT OF INTEREST

Reason for Statement

- As a ministry initiated and sustained by God, the school has a mandate to conduct all of 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, officers, management employees 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 there from for their personal benefit. The interests of the school must have first priority, and all purchases of goods and services must be effected on a basis that secures for the school full competitive advantages as to product, service, and price.

Persons Concerned

This statement is directed to trustees and officers, as well as those employees or volunteers who influence the actions of the school or its board or who make commitments on their behalf. For example, this would include all who make purchasing decisions, all other persons who might be described as "management personnel," all who have proprietary information concerning the school, and all who influence decisions regarding the use of any school-related funds, including volunteers in PTF or Booster Club.

Areas of Conflicts

Conflicts of interest may arise in the relations of trustees, officers, management employees and volunteers with any of the following third parties:

- Persons or entities supplying goods and services to the school.
- Persons or entities from whom the school leases property and equipment.
- Persons or entities with whom the school is dealing or planning to deal in connection with the gift, purchase, or sale of real estate, securities, or other property.
- Persons or entities paying honoraria or royalties for products or services delivered by the school for its agents or employees.
- Other ministries or non-profit organizations.
- Donors and others supporting the school.
- Agencies, organizations, and associations that affect the operations of the school.

Nature of Conflicting Interest

A material conflicting interest may be defined as an interest, direct or indirect, that occurs between any person or entity and a trustee, officer, management employee or volunteer, which might affect or might reasonably be thought by others to affect the judgment or conduct of a trustee, officer, management employee or volunteer of the school.

Such an interest might arise through the following:

- Owning stock or holding debt or other proprietary interests in any third party dealing with the school.
- Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) in any third party dealing with the school.
- Receiving remuneration for services with respect to individual transactions involving the school.
- Using the school's personnel, equipment, supplies, or goodwill for other than school-approved activities, programs, and purposes.
- Receiving personal gifts or loans from third parties dealing with the school. (Receipt of any gift is disapproved except gifts of nominal value that could not be refused without discourtesy. No personal gift of money should ever be accepted).
- Obtaining an interest in real estate, securities, or other property that the school might consider buying or leasing for itself.
- Expending staff time during the school's normal business hours for personal affairs or for other schools, civic or otherwise, to the detriment of work performance for the school.

Indirect Interests

As noted above, conflicting interests may be indirect. A trustee, officer, management employee, or volunteer will be considered to have an indirect interest in another entity or transaction if any of the following also have an interest:

- A family member of a trustee, officer, management employee, or volunteer. (Family member is defined for these purposes as all persons related by blood or marriage).
- An estate or trust of which the trustee, officer, management employee, or volunteer or member of his/her family is a beneficiary, personal representative, or trustee.
- A company of which a member of the family of the trustee, officer, director, or employee, or in which he/she has ownership or other proprietary interest.

Handling Conflict of Interest Concerns

- The areas of conflicting interest listed and the relations in those areas that may give rise to conflict are not exhaustive. Conceivably, conflicts might arise in other areas or through other relations. It is assumed that the trustees, officers, management employees, or volunteers will recognize such areas and relation by analogy.
- The fact that one of the interests described exists does not necessarily mean that a conflict exists or that the conflict is material enough to be of practical importance or necessarily adverse to the interests of the school. However, it is the policy of the board that the existence of any of the interests shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of trustees, officers, management employees, and volunteers to scrutinize their transactions with outside business interests and relationships for potential conflicts and to immediately make such disclosures.
- Disclosure should be made to the Headmaster 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 must be the welfare of the school and the advancement of its purposes.

