

The King's Academy Family Handbook

2023-2024



A Ministry of Trinity Presbyterian Church

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HANDBOOK FOR STUDENTS AND PARENTS

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I. Governance

Core Values

**Christ-centeredness * Discipleship * Excellence *Integrity *Love * Servanthood*

Mission

TKA exists to glorify God in a covenant relationship with Christian families to provide a Christ-centered, comprehensive education.

Vision

Producing academic, social, and physical excellence through a program where minds and hearts are coming fully alive in Christ.

Accreditation

- The King's Academy is accredited by Cognia (Department of Education Regional Accreditation), the Association of Christian Schools International (www.acsi.org).
- TKA has been accredited with ACSI/Cognia since June of 2016.

Membership

- The King's Academy is a member of the South Carolina Independent School Association (SCISA) since 1992. 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).

Staff/Faculty

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

A current listing of the Board of Trustees, Administration, Leadership Team, Faculty and Staff are available on our website: www.TKAflorence.com.

Philosophy of Education

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

Proverbs 1:7

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

Purpose and Objectives

- TKA will promote each child's spiritual, academic, social, moral, and physical development through an educational experience in which the Lordship of Jesus Christ and the authority of the Bible are applied to all areas of curriculum.
- TKA will teach students that God loves them and wants them to be saved, desiring that they experience a personal relationship with Jesus Christ and leading by the Holy Spirit.
- TKA will teach the Bible as God's inspired Word.
- TKA will provide opportunities for children to accept Jesus Christ personally, to know the power of the Holy Spirit, and to prepare them to share Jesus with others.

- TKA will provide a Christian school where Jesus Christ is pre-eminent in all our relationships; and where His Word is the standard for our curriculum and teaching methods.
- TKA will provide an environment which stresses that all believers are part of the Body of Christ and should treat each other as such.
- TKA will enlighten the minds of students to the absolute truth of the Word of God in all areas of learning.
- TKA will provide an academic environment that embraces the student's total development, individual needs, and particular learning style.
- TKA will equip students with the knowledge necessary to develop Christian character.
- TKA will provide an environment that equips children to take personal responsibility for individual learning and cooperative endeavors.
- TKA will help students, who are created in God's image, develop their fullest capabilities as contributing and responsible members of society, treating others with love and respect regardless of the circumstances.
- TKA will equip students with the knowledge necessary to defend and apply Christian principles in a secular society.

Statement of Faith

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

Statement on Marriage, Gender Identity, and Sexuality

- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)
- We believe that in order to preserve the function and integrity of The King's Academy (TKA) and to provide a biblical role model to the members of the TKA community, it is imperative that all persons employed by TKA in any capacity, or who serve as volunteers, agree to abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22.)
- We further believe that in order to preserve the function and integrity of The King's Academy, that all families admitted to the school must agree to support and promote our position on marriage, gender identity, and sexuality. Students of accepted families must also support these standards.
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)
- We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of The King's Academy.

Nondiscrimination Statement

The King's Academy is accredited by Cognia and The Association of Christian Schools International (ACSI). TKA is a member of The South Carolina Independent School Association (SCISA). The King's Academy admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. TKA does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, financial aid programs, and athletic and other school-administered programs. TKA reserves the right to deny admission or continuation in the school to any child whose needs the school cannot meet. Academic Standards Curriculum Guides and Textbooks.

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

Homework

- The majority of instruction and work will take place in the classroom under the teacher's direction. Homework will consist of assignments which extend instruction, preparing for tests and quizzes, and special projects and reports.
- Students are expected to do their own homework and class work.
- All MS/HS assignments will be posted on Renweb for parents and students to view.
- TKA encourages families to attend Wednesday night church services. Elementary school teachers take this into consideration, and parents/guardians will notice lighter homework on Wednesday nights.

Testing

- All applicants to kindergarten take a Kindergarten Readiness Test to determine acceptance into the TKA program.
- Students in 1st – 8th grades are evaluated each spring through standardized achievement/ability assessments.
- Scores for rising 7th, 8th and 9th graders are used to confirm class placements. Students in 8th - 11th grades will take standardized tests (PSAT) in preparation for the SAT/ACT tests.
- Results of testing are issued to parents/guardians.

Appearance Standards

- The appearance standards are the result of a collaborative effort of students, parents/guardians, faculty, and the Head of School. Our goal is to provide a dress code that honors Christ with modesty, neatness, and dress that is suitable for each 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. It is the student/parent's responsibility to follow the TKA dress code while on the TKA campus during school hours and for all after-school related

events, which include field trips, athletic events, practices, 5th quarter, after-school or weekend school events, Attendance Recovery, ceremonies, etc. Every effort will be made to enforce the appearance code with consistency; however, the appearance standard remains constant whether or not previous infractions have been addressed.

Dress Code

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, weapons, magic, occult, profanity, obscenity, slander, cruelty, racial issues, disrespect, immodesty, sexual inferences, "put downs" (to others or self), or inappropriate double meaning.
- No clothing that opposes Christian principles.
- (3rd-12th) No clothing with references to video games, movies, or TV programs.
- (3rd-12th) No clothing with references to musical groups.
- Undergarments should be worn but not visible at any time. Sport undergarments may not be worn as tops.
- Clothing should not have holes where skin shows through.

Regular School Day Dress - Girls

Blouses – All Girls

No halter, strapless, off the shoulder, one shoulder strap, or cut out athletic tops unless a shirt/jacket which meets dress code is also worn.

Straps must be at least 1 inch in width.

Midriff must be covered at all times - standing, sitting, bending, or raising of hand

Blouses – Middle and High School Girls

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

Skirts/Dresses - Elementary School Girls 3K-3rd Grades

Length no shorter than 4 inches above the knee, shorts worn under skirts and dresses is highly recommended for elementary.

Skirts/Dresses – 4th-12th Grade Girls

Length no higher than 5 inches above the knee (including slit).

Shorts – Elementary School Girls 3K-3rd Grades

Length no higher than mid-thigh or 5-inch inseam

Shorts – 4th-12th Grade Girls

Length no higher than mid-thigh or 5-inch inseam

Pants – All Girls

No holes or rips that show through to the skin.

Shoes– All Girls

Footwear must be worn at all times.

Shoes– Elementary School Girls 3K-2nd Grades

Footwear that is safe for the playground.

Shoes– 3rd-12th Grade Girls

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

Pants – All Girls

Leggings/jeggings should be modestly covered.

Hair – All Girls

No loose or hanging hair covering the eyes.

Hats, caps, or other head coverings – All Girls

Hats/hoods/caps/head coverings are only allowed in buildings or classrooms at teacher's discretion and when not a distraction.

Jewelry – All Girls

Any piercing other than the ears must be preapproved by the administration.

Regular School Day Dress - Boys

Shirts – All Boys

Shirts that are meant to be undershirts should not be worn by themselves.

Pants – All Boys

Must not have holes where skin shows through.

Shorts – Elementary School Boys

Length no higher than mid-thigh or 5-inch inseam

Shorts – Middle and High School Boys

Length no higher than mid-thigh or 5-inch inseam

Shoes – All Boys

Footwear must always be worn.

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

Shoes – Elementary School Boys 3K-2nd Grades

Footwear must always be worn. Footwear that is safe for the playground.

Hair – All Boys

No loose or hanging hair covering the eyes.

Hats, caps, or other head coverings:

Not to be worn during chapel.

Hats/hoods/caps/head coverings are only allowed in buildings or classrooms at teacher's discretion and when not a distraction.

Jewelry

No visible piercings

Extracurricular Events-All Students

Dress for students at TKA field trips and games and other TKA extracurricular events is the same as Regular Day.

Swimsuits for girls should be modest one-piece or a modest two-piece worn with a dark tee shirt, which covers the bottom of the bathing suit.

Extracurricular Events - High School Girls

Dresses for Junior Marshals should Ceremony Dress guidelines and be white in color-shoe color choices: white, nude, or muted in color

Dress for TKA Belles & Bow Ties, Junior/Senior Prom, or formal event is as follows:

No cleavage showing

No 2-piece gowns

No back revealed below natural waistline (which will be measured by the naval)

No mesh or see-through material in unapproved areas-such as: sides of bodice or front of bodice

No undergarments or outline of undergarments showing

Strapless dresses may have a dip/sweetheart neckline with no cleavage showing and only with administrative approval.

Length of cocktail dresses and dresses with slits must be no higher than five inches above the knee

All female students as well as guests of male students must have dresses approved before event.

Extracurricular Events - High School Boys

Dress for TKA Prom:

Tuxedos or suit and tie Regular School Day Dress – Girls

Extracurricular Events-All Students

Dress for students at TKA field trips and games and other TKA extracurricular events is the same as Regular Day.

Swimsuits for girls should be a modest one-piece or a modest two-piece worn with a dark tee shirt, which covers the bottom of the bathing suit.

Athletic Practices for All Students

Clothing appropriate for athletic activity.

SCISA Meet and School Ceremony Dress–Elementary 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–Elementary 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 or coat

SCISA Meet, School Ceremony Dress, Athlete's Game Day Dress–Middle and High School Girls

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

SCISA Meet, School Ceremony Dress, Athlete's Game Day Dress–Middle and High boys

- Dress pants
- No jeans, cargo pants, or athletic pants
- Collared shirt
- Tie worn with collared shirt to all ceremonies/coat optional, tie worn on game days/SCISA meets at discretion of coach/sponsor (a student may wear a sports jacket in lieu of a tie).
- Shirts tucked in with a belt

Philosophy of Discipline

In Matthew 22, Jesus clearly summarized the expectations for how we are to live and treat others. He reduced the Law to, “Love God with all your heart, soul, and mind; and love your neighbor as yourself.” This can only be accomplished by the transformational work of the Holy Spirit in the lives of our students. The process of discipline is to lead our students in recognizing their sin, seeking forgiveness, and experiencing the joy of being restored as they discover their need for God’s transforming grace in their lives.

We recognize that the sinful heart is exposed by outward behavior. The process of discipline reveals the heart to point our students to Jesus and the grace He offers through forgiveness and victory over sin. The goal of discipline is not to be punitive, but restorative. Ultimately, we desire for each of our students to have a personal relationship with God through the atoning work of Jesus Christ and to learn how to grow and mature in His grace.

The policies and procedures of TKA are intended to build and instill responsibility enabling students to make wise decisions based on a Christian World and Life view. Additionally, these policies and procedures are intended to support the foundational principle that all teachers and students have the right to a safe environment that is conducive to learning. Students have the right to learn, and teachers have the right to teach.

Student Commitment to TKA Expectations

Students at TKA are expected to show a respect for God, the Christian teachings at TKA, others, and the property of others. Students are expected to refrain from drinking alcoholic beverages, using illegal drugs, smoking/vaping/JUULing, profanity, disrespect for authority or property, improper sexual behavior, and abuse of others. Disregard for these expectations will result in disciplinary action according to school policy, including possible suspension and expulsion. These expectations apply while on campus or off campus in school related activities. Student behavior outside of school hours and apart from school related activities (including posts on social media) that negatively impacts the school or members in the school community, may result in disciplinary action as well. All students enrolled at TKA have signed and committed to the above statement of expectations each year.

Communication in Discipline

It is important that parents, teachers, and staff members communicate and work together in the process of student discipline. Students involved in a disciplinary process will greatly benefit when the adults in their lives join hands to accomplish the goals set forth in this discipline policy and procedure. Communication is the key to that end.

Student Expectations/Students are expected to

- Show respect for faculty, staff, and fellow students.
- Cooperate with faculty and staff members placed in charge of their classroom, activity, or event on and off campus.
- Abide by classroom and school-wide rules.
- Respect the teachings of Scripture.
- Follow established procedures as communicated to them by the faculty and staff.
- Be prepared for class.
- Refrain from cheating and dishonest behavior.
- Refrain from illegal behavior.
- Act in accordance with TKA’s Statement on Marriage and Human Sexuality.

Disciplinary Consequences

The classroom teacher has the right to provide consequences for most disciplinary situations but will refer students to an administrator for more severe violations of student conduct. Lesser infractions will be addressed with less severe consequences. Students and parents may be required to attend expulsion hearings for persistent misconduct after attempts to correct behavior by faculty and staff, issues compromising the emotional and physical safety of

others, bringing weapons to school, bringing illegal drugs to school, ongoing defiance, and other more severe situations and actions. The following actions and consequences may be administered to students who violate the behavior expectations for TKA students.

1. Conference with student
2. Conference with student and parent
3. In School Detention
4. After School Detention (\$10 fine)
5. *In-School Suspension
6. Out-of-School Suspension
7. Expulsion Hearing (This could lead, but not in all cases, to the expulsion of a student.)

*NOTE: A fee equivalent to the cost to hire a substitute teacher will be charged to parents for these consequences.

Attending TKA is a privilege and the relationship between students and staff is based on trust. When that trust is broken, students will be confronted through an appropriate disciplinary process. Sin has its own built-in consequences, but at times, it is important for other consequences to be administered to attain the goals of the discipline process. The consequences listed above may be administered based on the severity, context, and motivation of the infraction. Students who persist in violating behavioral expectations or who make decisions jeopardizing the safety and welfare others, may lose their privilege of attending TKA through the expulsion process.

Bullying

TKA views all of the following as forms of bullying if it is one sided and engaged in over a period of time. Repeated instances may be considered bullying. Isolated and infrequent instances of the following will be noted, and students and parents will be notified of the student's inappropriate behavior. However, more serious, and egregious incidences of any of the examples shown below, but not limited to these examples, will result in more serious consequences, including but not limited to suspension (2-5 days) or expulsion. In addition, loss of privileges such as athletics, NHS, Beta Club, class office, field trips, retreats, etc. may accompany the previously mentioned consequence(s). Each case will be dealt with on an individual basis.

- Pushing, shoving, punching, kicking, poking, hitting, tripping
- Intentional damage to another student's personal property or property on loan to the student from TKA
- Writing derogatory remarks about another student
- 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 inappropriately toward authority
- Invasion of another student's privacy
- Encouraging another student to be uncooperative toward school staff
- Forcing another student to do or share their own schoolwork
- Mocking or imitating another student
- Drawing derogatory attention to another student's physical characteristics, their ability, or their lack of ability
- Making derogatory remarks regarding a student's parents, family, or home
- Using sexual orientation as a put down
- Ostracizing or attempting to ostracize another student(s)
- Blackmail
- Cyber bullying (on or off campus)

(Guidelines provided through The Department of Education)

Sexual Harassment

TKA desires to provide an environment where all students are free from sexual harassment from their peer group. "Sexual harassment" means unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. Sexual harassment includes conduct directed by a person at another person of the same or opposite gender. Unwelcome verbal or physical conduct of a sexual nature includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments of a sexual nature; the deliberate, repeated display of offensive sexually graphic materials which is not necessary for business purposes; or deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an employee's work performance or to create an intimidating, hostile

or offensive work environment. TKA reserves the right to operate according to its sincerely held religious beliefs about biblical marriage and sexuality and therefore does not define “harassment” as including any enforcement of, or adherence to, its biblical principles and expectations in the areas of marriage, sexuality, dress, and discipline. Students are always expected to treat their fellow students with dignity and respect while on school property and during school programs and activities. Failure to meet expectations regarding standards for dignity and respect, bullying, and sexual harassment may result in more severe consequences dependent on the nature of the offense and at the discretion of the administrator dealing with each individual case.

Academic Integrity

Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, or falsification of information. Plagiarism is defined as the appropriation of any other person’s work and the unacknowledged incorporation of that work in one’s own work offered for credit. Cheating is defined as 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. Some examples are:

Copying another person’s work (tests, quizzes, homework, workbooks, etc.) or allowing someone to copy your work.

Asking for or giving questions and/or answers to tests or quizzes.

Getting unauthorized information (i.e. books, notes, and electronic devices) during a test or quiz.

Turning in another’s work as your own.

Taking a test, including an AR test, on a book that has not been read. Taking a test, including AR test, based only the movie.

Copying answers, telling another student an answer, receiving answers from another student and/or having another student take the test is considered cheating.

Students are expected to...

Complete all assignments and turn them in when due.

Complete their own work without assistance or help from others unless otherwise directed by a teacher. (i.e. group assignments, projects, etc.)

All papers will be examined on “Google Classroom” software to check for plagiarism. Students who plagiarize will be charged \$25 for one-on-one tutoring, during which time students will be instructed on using outside sources without plagiarizing. Whenever cheating occurs, the student will receive a zero. The student will be given the opportunity to re-type the paper or re-take the test and both grades will be averaged together so that the maximum points the student can earn is 50 points.

Social Media

As with off campus behavior expectations, the intent of The King’s Academy is not to intentionally monitor student social media accounts. However, social media, at times, can interrupt the educational process. Because of this, TKA has chosen to adopt the following policies regarding social media:

Social media should not be accessed during school hours.

Social media that contains language or behavior of an inappropriate or a profane nature, that violates TKA dignity standards, or speaks disrespectfully or disparagingly of TKA faculty, staff, administration, standards or decisions may result in a more severe consequence and may even result in the expulsion of a student.

Social media that promotes the use of drugs or alcohol or that contains pornographic material or that makes a specific threat against TKA property, faculty, staff, administration, or students may result in parent contact, a more severe consequence, and may even result in the expulsion of a student.

Off Campus Student Behavior

The intent of The King’s Academy is not to monitor the behavior of students outside school hours and activities. This is the role of parents. However, students should be aware that they are always representatives of Jesus Christ and The King’s Academy. As covenant partners with parents, TKA faculty and staff members should feel free to inform parents of concerns about their students participating in unsafe, illegal, or immoral activities outside of school. If the ripple effect of any of these activities impact the classroom or school environment, TKA will take disciplinary action.

Some examples of these behaviors would include:

Consuming alcoholic beverages

Using tobacco products including vaping products

Using illegal drugs or improperly using prescription drugs

Viewing pornography

Engaging in inappropriate sexual relationships such as pre-marital sex and homosexuality

Being involved in any illegal activity that leads to arrest or involvement of law enforcement officials.

Promotion of any of the above behaviors on any social media platform.

The TKA behavior expectations listed in this handbook are not intended to be all inclusive. The administration reserves the right to address and respond to student misbehavior not specifically stated in the policy handbook. Attendance at The King's Academy should be viewed as a privilege and not a right. Parent and student support for the school's expectations and the decisions of the faculty and administration is expected. Any dispute or disagreement should be settled by following the Matthew 18 policy as adopted by the school and agreed upon by TKA families.

Detentions and School Suspensions

In-School Suspension (ISS)

- A suspension is counted as one event even though it can be for more than one day.
- Students will forfeit in-person and virtual classroom instruction with the teacher.
- Students may not attend or participate in any school activity or event on the day of suspension.
- Students (grades 9-12) will take full responsibility to turn in all assigned work on time.
- The student (and at least one parent or guardian) will meet with an administrator following suspension before the student may return to classes.
- A student may be placed on Out of School Suspension (OSS) for future violations of school policy and student expectations.
- Three ISS and OSS suspensions combined during a student's tenure in ES will result in an expulsion hearing.
- Three ISS and OSS suspensions combined during a student's tenure in MS/HS at TKA will result in an expulsion hearing.
- TKA Discovery students serving ISS suspension(s) will still attend therapy sessions.

Out-of-School Suspension (OSS)

- A suspension is counted as one event even though it can be for more than one day.
- Students will forfeit in-person and virtual classroom instruction with the teacher.
- Students may not attend or participate in any school activity or event on the day of suspension.
- Students will take full responsibility to turn in all assigned work on time.
- Student(s) will take full responsibility to schedule a time to make up quizzes and tests.
- The student (and at least one parent or guardian) will meet with an administrator following suspension before the student may return to classes.
- Three ISS and OSS suspensions combined during a student's tenure in ES will result in an expulsion hearing.
- Three ISS and OSS suspensions combined during a student's tenure in MS/HS at TKA will result in an expulsion hearing.
- Students may be asked to report a suspension on college applications.
- TKA Discovery students serving OSS suspension(s) may attend therapy sessions.

Expulsion Hearing

The student and one or more of their parents will meet with a panel comprised of TKA teachers and staff to review the discipline track record of the student. The hearing may include the following:

1. Prayer
2. A reminder of previous policy violations and an opportunity to respond to their past behavior and express their repentance and support of school policy going forward
3. An opportunity for parents to ask questions, share their thoughts, and pledge their support for both the student and the school.
4. An opportunity for panel members to ask questions and share concerns.

Following the hearing, the student will be placed on administrative leave for the remainder of the day or additional days (not to exceed three days) until the panel renders a decision. The parents will be notified of the decision by a phone call.

1. The student may be expelled from TKA for the remainder of the school year.

2. The student may be granted the privilege to return to TKA but will be placed on a behavior probation status. This probation will be placed in writing with clear expectations and consequences and will be signed by the student, parent, and school administrator. Violation of the probation agreement may lead to expulsion without a future hearing.

Communication

- Special meetings for parent/guardian communication are scheduled throughout the year, and parents/guardians are asked to attend these meetings to stay abreast of school information.
- Parents should check emails daily. Email is the primary form of communication. Parents should check emails and text alerts daily. Email and text alerts are the primary forms of communication.
- Regular forms of communication include *The Lion's Share*, the TKA website, and Renweb, the on-line grade reporting program. Regular forms of communication include *The Lion's Share*, the TKA website, text alerts and Renweb/FACTS, the on-line grade reporting program.
- The Elementary School Weekly Sheet, which is unique to each grade, includes learning goals for the week, weekly spelling and vocabulary words, upcoming classroom events, and dates of tests, reports, and special projects.
- Parents/Guardians are encouraged to contact the teacher if necessary; however, during school hours, teachers need to give their full attention to the students. If a parent/guardian desires a conference with a teacher, s/he may contact the school office or may contact the teacher through email to schedule the conference.
- One or more days are set aside on the school calendar especially for Parent/Teacher Conferences, and parents are encouraged to attend.
- A student's academic progress is communicated through Progress Reports and Report Cards, which are emailed to parents throughout each term (every two weeks for grades 7 – 12 and mid quarter for grades 1 – 6).
- Specific lines of communications have been established which follow Scripture (Matthew 18). If parents/guardians have a concern or problem, they should first communicate directly to the staff person involved before involving other parties. If the matter is not resolved, then the parent/guardian is asked to contact the Head of School as soon as possible. If the matter remains unresolved, the parent/guardian may appeal to the TKA Board of Trustees in writing. When members of the TKA family resolve to discuss issues/concerns only with those directly involved, Satan is thwarted in his attempt to create division, gossip, and miscommunication, and an atmosphere of peace and unity can prevail.

Student Messages

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

Conflict of Interest

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

the school and the advancement of its purposes.

Campus Safety

Door Reader Cards for Students

- All TKA students in grades 7-12 grade will be issued a card to access campus buildings with card readers.
- Students will be assigned and given a card through the front office, during registration, or through a designated teacher or staff member.
- Student cards will be programmed for use from 7:45 am – 3:15 pm on school days.
- Students who lose or fail to return their card at that of the year will be charged 115% of the replacement cost of the card. This fee will be added to the parent's account.
- Students returning to TKA the following year will keep their cards. If they lose their card, a fee of 115% of the replacement cost will be charged to their account for a new card.
- Students NOT returning the following year will return their card or be charged 115% of the replacement cost of the card on their account.
- Students are not permitted to assist someone outside the TKA community in entering a building. All guests and vendors must report to the school office before entering other campus buildings.
- Students may not exchange their card with another student.
- In an effort to further promote campus security, students should visibly display their card while on campus.

Enrollment Standards

The Covenant Relationship Between the TKA Faculty and Staff and TKA Parents

TKA exists to glorify God in a covenant relationship with Christian families to provide a Christ-centered, comprehensive education. The idea of a covenant relationship is that teachers and staff partner with parents and families as we move in the same direction. The authority of the parents/guardians, in conjunction with the teaching of the church, enables TKA to come alongside and support the spiritual training of the child.

The King's Academy believes God has given responsibility for training children to their parents as part of His rightly designed family structure. Families wishing to enroll their children at TKA must desire an educational program governed by the truths and principles of God's Word. This desire should be evidenced by a testimony in word and lifestyle (from at least one parent/guardian) that they have accepted Christ as personal Savior. Additionally, at least one parent/guardian must commit to regularly participating in a local church with their child.

In other words, the mission of TKA cannot be fully accomplished without a robust partnership between family, church, and school. Evidence of this partnership begins with at least one parent/guardian's articulation of allegiance to Christ and active engagement in a local church community.

**If you are not currently a part of a local church or are new to the area, members of the TKA community are excited to assist you in finding a church home. As a ministry in partnership with Trinity Evangelical Presbyterian Church, we would be enthusiastic about connecting you there. If another church would be a better fit, we are happy to assist as we are able. Please note that TKA is a non-denominational school.*

Admission Criteria

Parents and Guardians under an official custody court order will provide the admissions office with a copy of the document to provide guidance to school personnel in understanding their legal relationship with the student and the rights of the parents and guardians. The school will operate under the most recent court order provided by the parent or guardian who is responsible to inform the school of any subsequent changes in the status of the student with their parent or guardian.

TKA will place the court order in the student's file and inform members of the faculty and staff with pertinent information as necessary to fulfill the expectations of the court order.

Admission Criteria – Student

- The King's Academy is a ministry to Christian families and therefore requires that one parent/guardian give a credible profession of faith in Jesus Christ as his/her Savior. Credible is understood to mean the parent/guardian has a clear understanding of what it means to be saved by grace through faith and has accepted Jesus Christ as his/her personal Savior. (Romans 3:23, Romans 5:8, Romans 6:23, Romans 10:9-10)
- The parent/guardian agrees to make timely payment of the financial obligation to TKA.
- If a parent/guardian or immediate family member is listed on the state sex offender registry, the student's application will be referred to the TKA Board of Trustees for final approval before admission to TKA is granted. An additional written explanation may be required before the TKA Board of Trustees renders a decision.

Admission Criteria-Parent/Guardian Criteria

The King's Academy is a ministry to Christian families and therefore requires that one parent/guardian gives a credible profession of faith in Jesus Christ as his/her Savior. Credible means the parent/guardian has a clear understanding of what it means to be saved by grace through faith and has accepted Jesus Christ as his/her personal Savior. (Romans 3:23, Romans 5:8, Romans 6:23, Romans 10:9-10)

- The parent/guardian desires a Christian education for the child and agrees to train the child at home in the Word of God.
- The parent/guardian regularly attends a local church.
- The parent/guardian agrees to abide by, and support requirements and policies contained in the TKA Family Handbook.
- The parent/guardian agrees to abide by and support decisions of the TKA faculty/staff, Head of School, and Board of Trustees and cooperate fully in the implementation of those decisions. *TKA reserves the unconditional right to take disciplinary action, suspend, and/or dismiss any student whose progress, conduct and/or whose parent's/guardian's conduct is considered by TKA, in its sole and absolute discretion, to be unsatisfactory and/or in violation of the mission of TKA.*
- *The parent/ guardian agrees to promote the Matthew 18 principle in addressing concerns with members of the school faculty and staff. TKA reserves the unconditional right to dismiss a family for posting negative comments about the school or its employees on social media.*
- The parent/guardian agrees to make timely payment of their financial obligation to TKA.
- The King's Academy believes God has given responsibility for training children to their parents as part of the family structure. The covenant relationship regarding the education of a child is an agreement between TKA and the family, based on the following:
 - All training is governed by the truths and principles of God's Word.
 - At least one parent gives testimony in word and lifestyle that they have accepted Christ as their personal Savior and desires to train their child according to a biblical worldview.
 - A biblical worldview includes God's design that sexual intimacy is to occur only within marriage.
 - God ordained marriage and defined it as the covenant relationship between one biological man and one biological woman.
 - The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within the home or the activities of the student are counter to or are in opposition to a Biblical lifestyle and the expectations of the school.
- The parent/guardian agrees with and promises to support and promote TKA's Statement on Marriage and Human Sexuality.

Application Procedure

- All applications will be considered on a first-come basis as received online through FACTS SIS.

Acceptance Process

- After open registration begins, applications are accepted online on a first-come, first-served basis through Facts SIS.
- An interview with the new parent/guardian and the Head of School will be scheduled. The purpose of the interview is to assess the student's admission criteria and explain TKA's mission and policies. New students in 7th -12th grades are interviewed along with their parents.
- The parent/guardian will be notified by email upon approval or denial of admission. The decision will be based on the total evaluation of the student as well as TKA's ability to benefit the student.
- Applicants will affirm the TKA Statement of Faith and Statement on Marriage and Human Sexuality.

New Student Application Process

- 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 must include a copy of the student's report card, standardized test scores, and any special testing.
- New 4K/ES students are required to submit the following references: Pastoral and School Administrator.
- New MS/HS students are required to submit the following references: Pastoral, school administrator, English teacher, and math teacher.
- Admission of a student with special testing, must go through the TKA Discovery Program, before being accepted to TKA.
- Enrollment of a student with special testing, go to the TKA Discovery Program Manual for further clarification.
- Students entering 1st grade will be given the Search scan by a TKA Discovery therapist either prior to or after acceptance.
- Placement testing may be required of new students. Testing will be scheduled after application has been made

and a parent interview has taken place.

Student Acceptance Process

- All students applying for kindergarten and 1st grade will be given a readiness test.
- Students will be permitted to enter kindergarten or 1st grade based on Readiness Test results.

Financial Aid

Financial aid is dependent on the availability of scholarship funds and will be distributed to families in need per the Biblical principles from James 1:27. Consideration will be given to families with unusual medical expenses, loss of job, to single parent households and other situations causing extraordinary financial burdens. Families with four or more children will also be given consideration. When considering the distribution of scholarship funds, The King's Academy will adhere to the following guidelines:

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

Re-Enrollment Acceptance Process

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

Financial Standards

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

Fundraising

All fundraisers need prior approval by the Director of Institutional Advancement. Please send any inquiries concerning fundraisers to JHoover@TKAFlorence.com.

Health Room-School Nurse Information

- Please keep sick children home from school. Students may return to school when they have been free of fever, vomiting, and/or diarrhea for 24 hours without medication. Good handwashing is the very best way to keep your child well.

- Send a refillable water bottle with your child every day. Dehydration causes school day headaches and stomachaches.
- If your child visits the health room for a minor problem parents will receive an email from the school nurse including notes from their visit.
- If your child visits the health room for something requiring parent immediate attention the school nurse will notify the parent.
- If your child needs medication during the school day, please let the school nurse know. All medication should come through the nurse/health room.
- Prescription medication should be brought into the health room by an adult in the originally labeled container. The nurse will help you complete the necessary paperwork for the medication to be given at school. The TKA Health Room is stocked with Tylenol (Adult and Children's), Ibuprofen (Adult and Children's), Tums, Antibiotic ointment, Benadryl cream/spray, Afterbite Ointment, Vaseline, and Calamine Lotion/Spray. If your child needs a different type of over-the-counter medication it should be brought into the health room by an adult and the parent form will need to be signed.
- TKA participates in an Epi-Pens 4 schools' program to provide Epi-pens for undiagnosed allergic emergencies. The school nurse also keeps Benadryl tablets and liquid in the health room for emergencies.
- The school nurse will make classroom visits to students in grades 3K-3rd grade. Students in grades 4-12 will be sent to the health room as necessary.
- The school nurse is here to serve you. Please communicate any needs you have. Also, it is very important to inform the school nurse when your child is sick with contagious illnesses such as Covid/flu/ strep throat/ stomach virus. Contact information: Email: cparnell@tkaflorence.com, Phone: 843-661-7464 ext. 120.

Home School Standards

- All home school applications will be processed on a first-come basis.
- Students must be registered with a home school organization and provide their registration number.
- Up to 5 full courses each year may be taken at TKA as a home school student.
- Information regarding extracurricular opportunities for home school students is available through the Office of Admissions.
- The student will pay an Application Fee, which can be applied if student enrolls full-time at a later date.
- The cost per class for home school students is determined by the Board each year.
- Home school students pay a prorated Enrollment Fee based on the number of classes taken.
- TKA grades will be reported to the home school association upon request.
- Home school courses are accepted from an accredited home school association transcript at the assigned level upon initial enrollment.
- All home school students are invited to participate in homecoming activities (such as float construction, Friday Pep Rally, Powder Puff game, etc.) and weekly chapel services.
- Home school students enrolled in Bible classes *are expected to participate* in Chapel, Missions Week, Team Ministry, and the High School Retreat.
- *Home school students will not earn academic awards from TKA.*
- Home school students who take 4 or 5 classes are invited to participate in school sports programs (if SCISA's requirement of 4 core classes is met), transportation for school-related activities, sports banquets, recognition at Senior Night, clubs, overnight educational trips, drama productions, choral productions (if enrolled in chorus class), Eighth Grade Recognition Ceremony, and prom.
- The SCISA requirement of four core classes must be met to participate in SCISA athletic events.
- SCISA core classes include mathematics, English, science, social science, computer science (1), fine arts (1), and foreign language and Bible.
- If a home school student decides to participate in extra activities, s/he is held to the same expectations, rules, and guidelines as other students.
- Home school students are not pictured with their classes in the yearbook.
- Home school juniors who are qualifying members of Beta Club and NHS will serve as graduation marshals because this is a requirement of members of these clubs.
- Home school seniors will not walk in baccalaureate or graduation ceremonies because they do not receive a diploma from TKA.
- Home school seniors are not included in Senior Homecoming Court.
- Home school seniors may not participate on the Senior Trip.

- TKA Discovery Department partners with home school families' grades 5K-12. TKA Discovery Only students will follow TKA Home School Student policies.

Leadership Standards

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

- Christian witness
- Leadership gifts
- Academic standing
- Faculty/staff recommendations

Spiritual Standards

Bible Training

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

Chapels

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

Church Attendance

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

Ministry Training

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

Prayer/Quiet Time

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

Scripture Memorization

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

Technology Standards

The purpose of technology at TKA is to enhance the Christ-centered learning environment by providing age-appropriate tools and opportunities that will help students explore, create, collaborate, and share. Beyond the classroom, we want to teach students to be wise and faithful as they engage with technology throughout their lives. The resources available through the TKA system are to be used for educational purposes only. All users will be held accountable for maintaining the integrity of the equipment and systems, the safety of individual users, and the good reputation of the school. Information Technology (IT) use at TKA is a privilege—not a right.

Copyright and Plagiarism

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

Students are expected to:

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

Privacy

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

Social Media

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

1. No social media accounts should directly link to the TKA website.
2. All media accounts should be post only and should not follow any individual student. This rule is to keep the student safe as well as the account manager. If any account is currently following a student, please unfollow.
3. All account creators/managers should alert Jennifer Hoover, Director of Institutional Advancement, of any media account created associated with TKA. We need to have access to the account manager should a conflict arise.

Unacceptable Use

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

Users will not:

- Access, review, upload, download, store, print, post, distribute, transmit, or receive abusive profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language, images or other media that are inappropriate to the educational setting or disruptive to the educational process or that could cause damage or danger of disruption or that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment.
- Post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including bullying, prejudicial or discriminatory attacks
- Engage in any illegal act to violate any local, state, or federal statute or law
- Access chat rooms, games, messaging, blogs, and personal email except for classroom activities under the direct supervision of school personnel

- Use the school system or digital devices for unauthorized commercial purposes or for financial gain, or to purchase goods and services without permission of TKA personnel

TKA expects all persons utilizing the technology and systems on campus to exercise the highest level of respect for themselves, others, equipment/systems, and copyright laws. Failure to comply with the written policy and to use the systems of technologies at the school in a respectful manner will result in the loss of use of the system and/or additional consequences as stated in the TKA Policy Manual and/or Family Handbook. As in the areas of academics, fine arts, athletics, and extra curricula, TKA seeks to honor God in its technology usage. System users are expected to use the technology provided appropriately, wisely, educationally, ethically, and honorably. (“Thanks to Rosslyn Academy, Kenya, TechnoKids Inc., and FSD1 for sharing their technology guidelines and policies for our reference in the formation of TKA’s technology standards.”)

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

SECTION II PROGRAMS

Accelerated Reader

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

Athletics

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

Athletic Booster Club

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

College Counseling

- The TKA Office of College Counseling seeks to minister to High School students and to prepare graduates for the life and destiny that is theirs in Christ.

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

TKA Discovery Program

- The TKA Discovery Program follows the guidelines of our accrediting bodies, by providing reasonable services to students with learning differences.
- The TKA Discovery Program, affiliated with the National Institute for Learning Development (NILD), is provided to meet the needs of students with learning differences.
- Some students may be formally diagnosed with special learning needs. The TKA Discovery Program Director will notify the classroom teacher if special accommodations in instruction and/or testing are needed for these students. Variation in instruction and/or testing will be communicated to the parent/guardian and noted on the student's permanent record.
- Teachers with TKA Discovery students must provide accommodations/modifications for a student as outlined by the TKA Discovery Program.
- No program or level changes should be made without the Director of TKA Discovery's approval.
- Changes will not be implemented until a conference with the parents/guardians has been held.
- If a teacher suspects there is a learning problem, the teacher should notify the TKA Discovery Program Director before notifying the parent/guardian. No diagnosis or label can legally be suggested before psychological testing results are received. The TKA Discovery Program Director will contact the parents/guardians and arrange testing.
- If a student is formally diagnosed, apart from oversight by the TKA Discovery Program, that impacts the student's academic learning needs, the TKA Discovery Director shall be notified.
- Testing reports of all TKA students, whether enrolled in the TKA Discovery Program or not, shall be kept in the TKA Discovery Department.
- The TKA Discovery goal is that the student will work towards and become a successful independent learner.
- TKA Discovery tuition and fees are separate from regular tuition.
- The TKA Discovery Program is available to those students enrolled in TKA.

TKA Discovery Search and Teach

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

SEARCH

- All 5K and new first grade students receive the SEARCH scan.
- SEARCH measures perceptual skills essential for reading and identifies students who may not be developmentally ready to take on that task.
- If a significant number of weaknesses are identified, parents will be offered a place for their child in the TEACH Program.
- Limited space is available. Students will be placed on a waiting list for the Teach Program according to the date on the completed application.
- The TKA Discovery Program is available to those students enrolled in TKA.
- The TKA Discovery Director, in consultation with the appropriate administration, will determine if TKA Discovery services are required.

TEACH

- Teach is a series of learning tasks which specifically target and strengthen any weak skills that the SEARCH scan reveals.
- The student works with an educational therapist for three 30-minute sessions per week until his/her program is completed.
- The remainder of the school day is spent in regular classes.
- A full psycho-educational evaluation will be recommended at the completion of the Teach Program.
- The results of the testing will determine if Educational Therapy will be recommended.

- Students in 5K, 1st and 2nd grade may be afforded the opportunity to be a part of the Search and Teach Program.
- Tuition for TEACH is in addition to regular school tuition.

TKA Discovery Tutorial Study Hall

- Tutorial study hall is an additional class offered at the end of the school day for 5/6 grade, Middle, and High School students.
- Tutorial Study Hall will only be offered to 6th grade if space is available.
- The purpose of Tutorial Study Hall is to provide a structured learning environment which helps students attain academic success by providing support and accountability for completion of homework.
- The instructor works closely with classroom teachers, students, and parents.
- The class is graded, and High School students receive elective credit per semester for the class.
- Tuition for Tutorial Study Hall is in addition to regular school tuition.
- Attendance and tardy records will be maintained for Tutorial Study Hall according to the same standards which apply to other classes.
- The TKA Discovery Director, in consultation with the appropriate administration, will determine if TKA Discovery services are required.

Extended Care

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

Fine Arts

- TKA has an outstanding Fine Arts Department that includes drama, chorus, and art. The program seeks to provide opportunities for every student who desires to participate.
- The goal of TKA's Fine Arts Department is to acknowledge that the Lord is the giver of every good and perfect gift. Recognizing this abundance of His grace in our lives, our response is to worship Him through every creative venue.
- TKA's Fine Arts goal is to advance the Kingdom of God by demonstrating excellence in the development and expression of all art forms, whether traditional or innovative, thereby faithfully representing His character before Heaven, the Church and the world.
- TKA's Fine Arts Program encourages and strengthens students' gifts and talents, acknowledging that their talents are from the Lord and that they should use these talents to God's glory.
- Students in 4K - 6th grade take a music class, and 5th/6th grade students may take choir or general music.
- Middle and High School elective classes may include drama, chorus, music appreciation, and art.
- Performances, plays, art shows, concerts and participation in SCISA competitions serve to highlight the students' musical, artistic, and dramatic gifts.

Lunch Program

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

Parent Advisory Committee (PAC)

- PAC was initiated by the TKA Board of Trustees to enhance the lines of communication between parents of TKA, the Board of Trustees, and the Administration.

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

Parent/Teacher Fellowship (PTF)

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

SECTION III SCHOOL POLICIES AND PROCEDURES

School Calendar and School closings

Calendar

- The TKA yearly calendar is available on the TKA website – www.tkaflorence.com and RenWeb. The TKA calendar is the most up-to-date means of communicating information at TKA. Therefore, any changes in school activities should be immediately communicated to Office Manager.

School Closing

- Decisions regarding school closing, early dismissals, etc. due to weather will be announced by email, text message, and school automated phone message. This call will be made by 5:30 AM.
- Typically, TKA will close when the public schools are closed unless those closings are due to shelter needs.
- If a closing is deemed necessary after school is already in session, an e-mail and text message will be sent from the school. Additionally, families will be notified through the automatic calling program.
- Parents should refrain from calling the school to ascertain school closing information.

Field Trips

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

- TKA's policy is generally that only movies with a G or PG rating can be shown to Elementary School students and a PG rating to Middle and High School students.
- If the TKA activity bus is used, all students should ride the bus unless otherwise approved by TKA Staff. The TKA activity bus does not have seatbelts.

Holidays/Birthday Parties

- 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.
- If parents/guardians desire to bring a birthday snack to school to celebrate a student's birthday, this should be pre-arranged with the teacher.
- Parents/Guardians may purchase a library book in honor of their child's birthday and donate it to the library.
- Students are asked not to bring birthday invitations to school to distribute **unless the student is inviting the entire class or grade**, and then they may hand out invitations at the end of the school day.

Legal Requirements

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

Lost and Found

- 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.

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, including phone numbers, addresses, church affiliation, or a change in a family situation.
- Cumulative files will be maintained in the office for each student. The files will be stored in a fire-safe cabinet that will be locked when not in use.
- TKA Discovery Records/Files are kept in the TKA Discovery Department.
- Originals are not released to parents/guardians, but copies of the files will be made on request. Information in the files will be shared with parents/guardians in the presence of the Director of College Counseling after the parent/guardian has made an appointment to have the records reviewed.
- Original files will be released to schools requesting records if the student has transferred and is enrolled. Parents/Guardians should expect a five work-day period before copies of records are released by TKA.
- The King's Academy will be responsible for keeping ALL student permanent records for seven years following the student's graduation/withdrawal from the school. For TKA graduates, transcripts will be kept as a hard copy indefinitely. After the seventh year, transcripts, and ACT/SAT scores for TKA graduates will be electronically stored in two different locations. If a student withdraws from The King's Academy prior to graduation, their grades, attendance, and standardized testing scores will be electronically stored in two different locations after the seventh year.
- The student's account must be paid in full before grades, transcripts or copies of permanent records are released.

Transcripts

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

Search Policies

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

by staff.

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

Sign-out Policies

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

Supplies and Textbooks

- Students are responsible for supplies listed on the supplies list given out before the start of school. Students should bring their supplies the first day of class.
- Students are responsible for the textbooks issued to them.
- Writing in non-consumable textbooks is not permitted.
- Students return all non-consumable books at the end of the school year.
- Books will be evaluated at the end of the school year and charges for damages will be assessed if necessary.
- The student's account will be charged for any lost or damaged book.
- Year-end report cards, transcripts, and diplomas will not be released until the student account is cleared.

Visitors and Guests

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

Withdrawing a Student (Please call the Office of Admissions.)

SECTION IV-ELEMENTARY

Elementary Academics

Assignments-Elementary

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

Grading Reports

Interim Reports

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

Report Cards

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

Grading Scale

Kindergarten

M=Mastered/Demonstrates Skill Consistently

G=Good Progress Being Made

E=Emerging Skill Still Developing

□ = Not yet covered

1st and 2nd Grade

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

3rd-12th Grade

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

K – 6th Grade Spanish, Art, Music and PE

E — Skills Mastered

S — Progressing

N — Needs Improvement

Homework

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

Excused and Unexcused Homework

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

General Homework Guidelines for Elementary Students

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

Honor Roll

- Students in grades 1 – 6 will qualify for all A’s honor roll if all numerical grades are 90 and above, all letter grades are A’s, and no N’s are earned
- Students in grades 1 – 6 will qualify for all A’s & B’s honor roll if all numerical grades are 80 and above, all letter grades are A’s & B’s, and no N’s are earned.
- Grade calculations for honor roll include all grades earned, including grades received for Discovery, tutorial study hall, Accelerated Reader, and Bible. An “N” will disqualify a student from honor roll.
- TKA Discovery students with an AMP who meet the qualifications will be awarded honor roll.
- Since conduct grades are not academic, these grades are not considered to figure honor roll.

Skipping a Grade *(Please see the Office of Admissions.)*

Elementary Attendance

- If a TKA student is being recognized during the school day as part of a TKA ceremony, their parent/guardian may request that the student’s TKA siblings be excused from class so that they may also attend the ceremony.
- The parent/guardian should present the request to the office. Advanced notice, although not required, is appreciated so that classroom teachers can make appropriate plans. Parents should come to the office to sign-out any siblings attending the ceremony.
- If a student has more than eighteen (18) absences, they may not be promoted to the next grade. Administration reserves the right to require recovery education instruction or retention.
- Elementary School attendance will be counted in half-day increments. If a student misses between 1.5 and 3.25 hours of school, his/her absence will be counted as a half-day absence. Any absence which exceeds 3.25 hours in each day will count as a full day’s absence.

Elementary Classroom Parent/Guardian Volunteers

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

Elementary Drop Off and Pick Up

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

Elementary Library

- Students visit the library once a week.
- Students enjoy hearing stories and checking out books for a set period.
- Grades 4-6th are taught how to find books by genres.
- Any overdue books not returned by end of year will be charged to the student’s account.
- Reference books may not be checked out overnight.

Elementary School Promotion

4K & 5K

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

1st - 6th Grades

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

Elementary Safety Patrol

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

Elementary School Snacks

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

Elementary School Student Awards

King's Kids

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

Awards Ceremony

Students in grades 1st-6th may receive the following awards at the Elementary School Awards Ceremony: This list is not all-inclusive, and changes will be made at the discretion of Administration.

Students who exceed 20 tardies for the year will not be eligible to receive a perfect attendance award.

- Perfect Attendance – 1st-6th Grade
- Accelerated Reader Awards – 1st-6th Grade
- SCISA Art Show, Literary Meet, Music Festival, Spelling Bee – 3rd-6th Grade
- Academic Awards – All A's, All A's and B's – 1st -6th Grade.
- Presidential Academic Award – 4th-6th Grade
- Praise and Worship – 6th Grade
- Safety Patrol – 4th - 6th Grades
- Sports

Elementary Tardiness

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

Consequences

- Each student will be allowed 5 tardies without a financial penalty. Beginning with the 6th tardy, a student will be billed \$10 per tardy.
- The tardy count will begin anew each grading period.

Elementary Teacher Appreciation

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

Elementary Worship Team

Students in 6th grades may participate in a praise and worship team that participates in the weekly chapel services. Students are expected to:

- Regularly do their homework
- Have passing grades
- Display a desire to participate and to learn more about Christ
- Abide by the TKA discipline standards
- Have the recommendation of their teacher
- Display kindness to others
- Be punctual
- Show respect for leaders

SECTION V- ATHLETICS ALL STUDENTS

Athletic Practices for All Students

- Loose fitting clothes (shorts and pants) that meet TKA dress code standards and which mirror the school uniform in length and modesty.

Extracurricular Event Dress (Please dress code standards.)

PE Classes (Please see dress code standards.)

Lockers, Book Bags and School Supplies

- 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
- 4th-12th- No references to video games, movies or TV programs or characters).
- 4th-12th- No references to musical groups
- musical references need to represent Christian groups that have a witness of performing Christian music

Offenses

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

Elementary athletics

For questions concerning potential offerings please see or email the Athletic Director. (Keith Rogers-krogers@TKAFlorence.com)

SECTION VI-MIDDLE/HIGH ACADEMICS

Class Placement

7th Grade

- Students have the opportunity to take math and language arts classes on different levels, based on aptitude and ability; the choices include academic math or enriched math and academic language arts or enriched language arts.
- Academic classes are conducted on grade level or above and proceed at a pace which is comfortable for most 7th graders.
- Enriched classes progress at a faster pace with increased classroom requirements. Criteria considered when placing students in 7th grade enriched or academic classes is as follows:
 - Teacher recommendation
 - Sem 1 and Q3 grade for current school year & testing.
 - Standardized test score of at least 85th percentile for enriched placement

8th Grade

- Students have the opportunity to take math and language arts on grade level in an academic or enriched format.
- Academic classes are conducted on grade level or above and proceed at a pace which is comfortable for most 8th graders.
- Enriched classes progress at a faster pace with increased classroom requirements.
- Students may also have the opportunity to skip 8th grade classes and take Algebra I Honors (9th grade math) and English I Honors (9th grade English) for high school credit.
- For all honors and enriched students, the first 4 weeks of school are probationary. If a teacher feels a student has been inappropriately placed, they will notify the Secondary Director of Academics, who will recommend a course of action after evaluating the situation.
- Following are the criteria considered when placing students in 9th grade classes:
 - Teacher recommendation
 - Sem 1 and Q3 grade for current school year & testing.
 - Standardized test score of 85th percentile or above

Appeals of Placement

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

Athletic Eligibility (*Please see athletic handbook.*)

Academic Probation

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

Academic Suspension

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

SCISA Academic Eligibility (*Please see Athletic Handbook.*)

Grades

Grading Formula & Scale

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

7th – 8th Grading Scale

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

Grading Reports

Progress Reports

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

Interim Reports

- Interim reports will be emailed four times a year midway through each grading period.

Report Cards

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

Homework

- The purpose of homework is to provide reinforcement or enrichment.
- Homework also gives the student the opportunity to work independently on skills learned in class and to apply organizational study skills independently.
- Homework is graded per each teacher's class plan and discretion.
- Homework grades will be reduced *ten (10) points per day* when an assignment is late. No late homework will be accepted after three (3) days and the resulting grade will be a zero.

Honor Roll

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

Make-Up/Late Work

- Ten points will be taken off the final grade of the assignment for each day it is late.
- It is the student's responsibility to obtain missed assignments and test review from the teacher or from a fellow student.
- For one-day, school-related excused absences, homework due and tests taken the day a student was absent will be due/made up the day a student returns to that class. For absences of two days or more, due dates will be adjusted to allow the student adequate time to make up their work.
- Work assigned prior to an absence will be due the day a student returns to school unless other arrangements have been made with the teacher.

Retaking Classes

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

Middle and High School Attendance

- If a Middle School or High School student is absent from a 45-minute, one semester class more than (9) nine days, the student will not receive credit for the class unless missed days are "recovered" through Attendance Recovery.
- If a Middle School or High School student is absent from a 45-minute, year-long class more than (9) nine days per semester, the student will not receive credit for the class unless missed days are "recovered" through Attendance Recovery.
- If a Middle School or High School student is absent from a one-hour, one-year class that meets twice per week, more than (4) four days, the student will not receive credit for the class unless missed days are "recovered" through Attendance Recovery.
- If a Middle School or High School student is absent from a one-hour, one-year class that meets four days per week, more than (8) eight days, the student will not receive credit for the course unless missed days are "recovered" through Attendance Recovery.
- Dual Enrollment Absence Policy is determined by the college instructor. Expectations will be reflected in the class syllabus.
- Parents will be notified via RenWeb email when a student is absent or has been tardy during the day.
- Chapel/Team Ministry/Mission Discipleship will be considered its own class and attendance will be taken. Students who are absent more than (2) days of chapel during one semester will be required to attend "Attendance Recovery."
Team Ministry and Mission Discipleship
- A student leaving and/or returning to school within a school day must sign in through the office when the student returns to school (i.e.: leaving for a dentist appointment and returning to school the same day).

- Appeals can be made to the Head of School regarding students who exceed the allowed absences during the semester.
- If the student is absent because of a contagious illness or disease, parents/guardians are asked to notify the school Nurse as soon as possible.
- Absences for school-related events approved by administration will not count as absences. This would include, but not limited to, SCISA competitions, ACSI competitions, Palmetto Boys and Girls State, and Junior Leadership of Florence County.
 - Students that represent TKA as a delegate to an extracurricular event will be marked SE (School Event) for attendance and the absence will not be counted against them.
 - Students applying to become a school delegate for an event such as Palmetto Boys State, Palmetto Girls State or Junior Leadership of Florence County that occur in the next academic year or summer following the current school year, must be fully enrolled for the next academic year to be considered for the program.
 - If TKA has paid for a student delegate to attend an event and the student does not attend, the student will reimburse the school for the amount paid by the school and any penalty fees assessed by the organization. This amount will be charged to the student's account.
 - Students will meet with teachers beforehand to arrange the make-up of classwork or assessments that may be missed while participating as a delegate.
 - An absence occurring due to the attendance of a funeral for an immediate family member, on the day of, will not count as an absence.
- Report cards will communicate attendance details to parents.

Attendance Recovery

- The fee for Attendance Recovery is \$20 per class.
- Parents/Guardians will receive an email notifying them that the student has gone over the allotted absences and has lost credit for the class.
- Failure to schedule/attend Attendance Recovery may affect promotion to next grade, loss of credit for the class, and/or failing grade for the class, which will be reflected on the transcript.
- Students may not “drop” class in lieu of Attendance Recovery.

Middle and High School Tardy Policies

- Students entering the classroom/chapel after the bell rings are counted tardy within the first ten (10) minutes of a 45-minute class and the first fifteen (15) minutes of a 60-minute class. A student who arrives more than 10 minutes late for a 45-minute class or more than fifteen (15) minutes for a 60-minute class will be considered absent.
- If a student is tardy, they may either go to the office to receive a tardy slip, or the classroom teacher will record the tardy on-line. To get credit for an excused tardy, the student MUST go to the office.

Excused Tardiness

Tardiness are excused for the following reasons: An excused tardy will be granted only when a student presents a note from their parent/guardian.

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

Unexcused Tardiness

Examples of an unexcused tardy are:

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

Middle and High School Consequences for Tardiness

- Each student will be allowed 5 total tardies without a financial penalty. Beginning with the 6th tardy, a student will be billed \$10 per tardy.
- The tardy count will begin anew each grading period.

Middle/High Dismissal

Students are dismissed at 2:50 pm unless enrolled in tutorial study hall or a Dual Enrollment course (Dismiss at 3:05 pm.). Students must leave campus no later than 3:05 pm, unless participating in a school sanctioned practice or event.

Middle/High drop off/and pick up

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

Safety

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

Early Drop Off

Students may not be dropped off earlier than 7:45 am.

Middle school electives

Students in middle school will be placed in an elective class based upon a rotation basis.

Middle/High Fine Arts

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

Middle School Lockers/9th & 10th Graders

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

Middle/High Mission Week

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

Middle/High-Non-TKA Sponsored Mission Trips

- Students are encouraged to take mission trips with their families and churches.
- Trips during school time should occur only after consultation with Administration. Unless the non-TKA trip is during TKA Missions Week, students are required to participate in Missions Week activities.
- If the trip takes place during Missions Week, it must have standards and hours equal to those of a TKA trip and the schedule must be approved by the Spiritual Life Director.

Middle School Promotion

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

Middle School Student Recognition

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

SCISA Literary Meet	Fine Arts Performances	SCISA Musical Festival
Genesis Scholarship	SCISA Art Show	SCISA Math Meet
SCISA Spelling Bee	SCISA Science Fair	SCISA Quiz Bowl Team
SCISA Grice Award	President’s Award for Educational Excellence	
Band & Choir	All A’s	All A’s & B’s

- The President's Award is given to students in 8th grade who have earned all A's during their MS years at TKA through the 3rd grading period of 8th grade.
- Middle School athletes are recognized at the Fall, Winter, and Spring Athletic Banquets.
- This list is not all-inclusive, and changes will be made at the discretion of Administration.

Middle School Teacher Appreciation

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

SECTION VII – HIGH SCHOOL POLICIES

High School Academics

Assignments

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

Research Papers and Projects

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

Beta Club

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

National Honor Society

Students in the 10th – 12th grades who achieve a 3.5 or higher cumulative grade point average may be considered for induction.

Additional qualifications for induction include meeting the standards of service, character, and leadership as determined by the faculty and administration.

Once inducted, all qualifications must be maintained in order to retain membership in NHS.

Class Placement

9th - 12th Grades

- Students in 9th – 12th grades may take classes on three levels: college preparatory (CP), honors (H), and advanced placement (AP) or dual enrollment (DE) (depending upon course pre-requisites).
- CP classes are conducted on grade level or above and progress at a pace which is comfortable for most US students.
- Honors classes progress at a faster pace and require more work from the students.
- AP and DE classes are conducted at the college level and progress at a faster pace and require more rigorous work from the students. Students enrolled in an AP course are required to take the AP exam (at student's expense) and may receive college credit based on score).
- For all honors students, the first 4 weeks of school are probationary.
- Criteria considered when placing students in honors classes includes:
 - Teacher recommendation
 - Sem 1 and Q3 grade for current school year & testing. (Any student previously placed in an honors class who earns a final grade of C or below will be placed in a CP class the following year. A student and their parents may appeal the placement; see appeals process).
 - Standardized test score (rising 9th graders only) of 75th percentile or above

Appeals Process

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

Class Rank

- The King's Academy ranks its students in accordance with the SC Uniform Grading Scale policy as designed and approved by the Commission on Higher Education.
- All final transcripts report the student's class rank.

- All students in grades 9 – 12 will be ranked, and all ranking will be computed according to the SC Uniform Grading Scale.
- All courses taken for credit will be included in each student’s ranking.
- Class rankings will be reported to the family of each student in grades 9 – 12 at the end of each academic year.
- Parents may access the rank of their student from the Office of College Counseling at any time following the completion of their student’s ninth grade year.
- All courses carrying Carnegie units will use the numerical grades and assigned weighting for course levels.
- The conversion scale will be used on transcripts received from in-state and out-of-state schools.

Valedictorian and Salutatorian

- The King’s Academy will determine a Valedictorian and Salutatorian of the senior class by GPA.
- Student grade point averages will be figured according to the SC Uniform Grading Scale. (See section on” grade point average” for directions for figuring cumulative GPA.)
- Senior course grades will be figured on the 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.
- Students must attend TKA their junior and senior years to qualify for Valedictorian or Salutatorian honors.

Credit Courses

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

Drop / Add Policy

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

Dual Enrollment

DE Courses

With parent permission, through a signed TKA waiver by a student's legal parent or guardian, an enrolled student at The King's Academy may take an on-line or off-campus dual enrollment course from an outside institution that will be included into the student's transcript at The King’s Academy. The course must be pre-approved by the TKA Administration. The student must be a full-time enrolled student with junior or senior status at The King’s Academy. Students should register for the TKA section (on-campus) of the course unless an exception is warranted. If a student desires a course not offered on the TKA campus, students may register for the dual enrollment course with pre-approval from the TKA administration. The signed waiver will mean that the course must be included into the student’s TKA transcript.

- The cost of the course(s) is the responsibility of the parent.
- The cost of the textbook(s) for the course is the responsibility of the parent.
- Students must provide their own laptop computers.

Extracurricular Eligibility

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

Academic Probation

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

Academic Suspension

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

SCISA Academic Eligibility

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

Grades

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

Grade Formulas

Grades for High School students are averaged as follows:

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

Grade Point Average

- Courses will use numerical grades and weighting to calculate grade point averages.
- The S.C. Conversion Scale will be used on transcripts received from in-state and out-of-state schools.
- According to the S.C. Uniform Grading Scale, the formula for computing grade point averages is as follows:
- Multiply the units of each class times the quality points earned. (Do not round until the last step).
- Add all resulting values from first step.
- Divide sum by the sum of all units of all classes taken
- Round final answer to 4 decimal places

Grading Scale

9th-12th Grade

100-90 = A

89-80 = B

79-70 = C

69-60 = D

59-0 = F

Grading Reports

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

Interim Reports

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

Progress Reports

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

Report Cards

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

Graduation Requirements

College Prep Diploma - SCISA

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

General Diploma - SCISA

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

Certificate of Graduation

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

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

Speech (counts as the required fine arts elective) 1 unit
*Electives 4 units

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

- Students who have 4.0 or higher cumulative grade point average for High School (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.

Home School Classes

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

Honor Roll

- Students in grades 9 - 12 will qualify for all A's honor roll if all numerical grades are 90 and above and all letter grades are A's.
- Students in grades 9 – 12 will qualify for all A's & B's honor roll if all numerical grades are 80 and above and all letter grades are A's & B's.
- Grades calculated for honor roll include all grades earned, including grades received from TKA Discovery, tutorial study hall, Accelerated Reader, and Bible. An "N" will disqualify a student from honor roll.
- TKA Discovery students with an AMP who meet the qualifications will be awarded honor roll.
- Honor roll awards given at MS/US Awards Day will be based on grades received during the first 3 grading periods only.

Junior Marshals

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

Make-Up Work/Tests

- It is recommended that class assignments and homework be turned in prior to the absence if possible.
- It is the student's responsibility to obtain missed assignments and test review from the teacher or a fellow student.
- School-related absences are excused.
- For one-day, school-related excused absences, homework due and tests taken the day a student was absent will be due/made up the day a student returns to that class. For absences of two days or more, due dates will be adjusted to allow the student adequate time to make up their work.
- Work assigned prior to an absence will be due the day a student returns to school unless other arrangements have been made with the teacher.
- Homework grades will be reduced *ten (10) points per day* when an assignment is late. No late homework will be accepted after three (3) days and the resulting grade will be a zero.

Retaking Courses

- Students may retake a class at the same difficulty level only under the following conditions.
- Only courses in which a D or F was earned may be retaken.
- The course in which a D or F was earned may be retaken only during the current academic year or no later than the next academic school year.
- The student's record will reflect all courses taken and the grade earned with the following exception: students taking courses for a Carnegie unit prior to their 9th grade year may retake any such course during their 9th grade year. In this case, only the 9th grade retake grade will be used in figuring the student's GPR and only the 9th grade attempt will show on the transcript. This rule will apply whether the grade earned is higher or lower than the pre-ninth grade attempt.
- If a student fails a class, the class must be retaken and passed prior to the beginning of the school year or the student may be required to complete a remedial program established by the administration for the student to be promoted the following year. Exceptions are Algebra I or English I, which if taken in 8th grade may be re-taken in 9th grade.
- No more than two (2) classes may be taken or retaken during the summer. No more than two (2) classes may be taken or retaken during the school year.
- Students will be allowed to take courses at regionally accredited public or private summer schools.
- A grade of 70 or above is required to receive credit for the repeated course.

- A student will be allowed to make up a course in summer school only once. Subsequent failures must be repeated during the following academic year.
- Summer school courses are accepted as College Prep level only.
- The King's Academy does not accept summer school credit for academic work taken in advance unless the Secondary Director of Academics has given prior approval.

Skipping a Grade

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

Syllabi

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

Testing

MS/HS Mid-terms/Finals

Middle School:

7th grade: teacher may give an optional exam or final ending test/project.

8th grade: teacher may give an optional midterm exam or final ending test for first semester/project.

8th graders are required to take a final exam/project for the second semester.

8th graders taking 9th grade level courses follow HS exam standards.

Mid-term/Final Tests will be given to 9th -12th graders.

- Mid-term Test = Material covered during 1st and 2nd nine-week period only
- Final Exam = Material may be pulled from entire school year

Exempting Mid-terms

- Students in 9-12th grades with a first and second quarter grade of 90 or greater, may exempt mid-terms.
- Seniors must take at least one TKA mid-term in a core subject. Senior students may choose which final they will take.
- A final taken for a dual credit class will not be counted as the one required mid-term.

Exemptions to Final Exams

- Students in 9-12th grades earning a 90 or greater in each quarter and a 90 or greater on each mid-term exam, are eligible to exempt a final exam in that subject.
- Limits are as follows: freshmen: 1 exemption (this includes 8th graders taking HS level courses); sophomores: 2 exemptions; juniors: 3 exemptions; seniors: all.
- Seniors with all quarter and exam grades of a 90 or greater may exempt all exams.
- Students taking courses with 0.5 credit will be eligible to exempt at the end of the semester if they have a 90 or greater quarter grade and 90 or greater mid-term exam grade.

Extracurricular Events – (Please see dress code.)

High School Athletics

(See TKA Athletic Handbook for athletic policies.)

High School Electives

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

High School Fine Arts

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

Jr and Sr. Lunch Privileges

- Seniors are allowed to leave for lunch with a parent/guardian Sign-out Permission Form.
- Juniors are allowed to leave for lunch on Fridays during the second semester with a parent/guardian Sign-out Permission Form.

High School Office of College Counseling

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

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

College Visitation Policies

- Juniors and seniors are allowed three single day visits to college campuses which will not count as an absence if the correct procedures are followed.
- If the College Visitation policy is followed, the college visit does not count against student absences.
- Student must fill out and turn in a college visitation form prior to being absent.
- Forms are available in the office.
- Documentation provided by the college (on their letterhead) must be signed by the representative of the college. This documentation must be turned in the day the student returns to school.
- If the student has already been accepted to a college, then any further requests for absences for college visits must be made to the Director of Academic Affairs by the parent/guardian.

Transcripts

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

High School Promotion

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

High School Student Drivers

- Student drivers must have a Driver Registration Form on file in the office before driving to school.
- Students must park in designated student parking.
- Students are not allowed to sit in their vehicles during lunch.

- Students may not move their cars from one parking lot to another during the school day unless they are leaving campus.
- Generally, TKA students are not allowed to drive on school-sponsored events. Exceptions to this policy may be granted by a member of the Administration with written permission of parent/guardian of the student driver as well as the parent/guardian of any student passengers.
- TKA assumes no responsibility for students riding in a vehicle operated by another TKA student. In cases where parental permission has been granted for students to ride together, the parents assume all responsibility for the travel arrangements.
- A student who is driving in an unsafe manner on school property will receive a Driver’s Warning. If a second warning is given, the Administration 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 Administrator.
- Driving another student’s vehicle is prohibited.
- Consequences of unauthorized or inappropriate use of vehicles may include revocation of driving privileges, off-campus lunch privileges, and/or student sign-out privileges.

High School Student Recognition

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

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

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

Appendix A

Matthew 18 Principle for Solving School Problems

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

The “me generation” philosophy of “I’ll do it my way” sometimes spills over into the Christian community. For example, when differences develop between individuals, some Christians take matters into their “own hands” and bypass the biblical procedure of solving problems. A Christian

school is made up of people—parents, administrators, teachers, and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God’s will that we live and work together in harmony. Jesus said, “A new commandment I give unto you, that ye love one another; as I have loved you, that ye also love one another. By this shall all men know that ye are my disciples, if ye have love one to another” (John 13:34-35, KJV).

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

Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone; if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church; but if he neglect to hear the church, let him be unto thee as an heathen man and a tax collector.

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

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

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

Three: Be straightforward. “Tell him his fault.” Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But

restoration and improvement can only come when the issues are lovingly, yet clearly, presented. The Scripture says “Faithful are the wounds of an friend” (Proverbs 27:6, KJV).

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

As I mentioned earlier, most school problems are resolved at the two-people level. Forgiveness and restoration is the normal happy conclusion. But what is the Matthew 18 principle if the individual will not “hear” you, or openly disagrees with your version of the problem? Let’s say you are a parent of a student in a Christian school. You are unhappy with a teacher because you believe your child is being treated unfairly in the classroom. The two of you have met and talked together and you are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 principle?

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

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

Six: The school principal should explain the problem to the chairman of the school board. The chairman will decide how the matter should be presented to the board. Depending on the complexity

of the problem, it may be appropriate for the board chairman to request that all persons involved be present at a school board meeting. The goal of such a high-level meeting is 1) a clear understanding of the problem; 2) solving the problem; 3) reproof and correction if necessary; and 4) forgiveness and wholehearted restoration of those who have made amends.

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

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

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

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