

# The King's Academy Clewiston

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www.TKAClewiston.net



## Welcome to The King's Academy

### 2016-2017

*Dear Parents:*

*It is a pleasure to welcome your children to The King's Academy. We are thankful for the confidence you have shown in us by allowing us to teach and train them.*

*I trust that this Handbook will help to interpret the policies and standards of the school, in which students, as well as parents are responsible for reading.*

*Let me assure you that our teachers and staff are dedicated to having students do their best both academically and spiritually. We will consistently pray for the spiritual welfare of your children.*

*We look forward to working with you and pray the Lord will continue to bless The King's Academy and our families as He has done in the past.*

*Sincerely in Christ,*

*Randal L. Martin  
President*

*"And all thy children shall be taught of the Lord; and great shall be the peace of thy children."  
Isaiah 54:13*

*The Parent-Student Handbook can be accessed via the Internet at [www.TKAClewiston.net](http://www.TKAClewiston.net)*

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# **The Foundation of The King's Academy**

## **The King's Academy is fully accredited**

By

ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL  
Colorado Springs, Colorado

By

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS  
Decatur, Georgia

And By

FLORIDA ASSOCIATION OF CHRISTIAN COLLEGES AND SCHOOLS  
Tallahassee, Florida

## **The King's Academy is a member**

Of

CHRISTIAN SCHOOLS OF PALM BEACH COUNTY  
West Palm Beach, Florida

## **Non-Discrimination Statement**

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. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship programs, and athletic and other school-administered programs.

## Mission Statement

The King's Academy exists to assist the home and church in their endeavor to "train up a child in the way he should go" (Proverbs 22:6). Its mission is to graduate Christian leaders who seek to impact their world for the King of kings through academic excellence and spiritual vitality.

**2016 - 2017**

### Board of Governors

Dr. Clyde S. Meckstroth, '77 – *Chairman of the Board*  
Steven T. Rasmussen – *Vice Chairman*  
Jerry Y. Bell, '73 – *Secretary*  
Edward J. Aiello  
Eric Engstrom  
Sheryl L. Masi, '83  
Randal L. Martin – *President*

### Administration

Randal L. Martin – *President*  
Douglas Raines – *Headmaster*  
Jeffrey M. Loveland, '75 – *Chief Operating Officer*  
Tina Cromey – *Business Manager*  
Glenn Martin, '88 – *Director of Development*  
Sonya Jones, '87 – *Secondary Principal*  
Jim Kolar – *Secondary Assistant Principal*  
Terry Toulson – *Secondary Assistant Principal*  
Adam Miller – *Elementary Principal*  
Melissa Allen – *Elementary Assistant Principal*  
Jon Otto – *Elementary Chaplain / Dean of Students*  
Michael L. Moore, '90 – *TKAC Administrator*

*Cooperation from the home is vital in a child's education.*

*Parents and teachers must work hand-in-hand if the student is to benefit to the fullest.*

*The school assumes that you, as parents, have taken the first step in building such a bond by reading this Parent-Student Handbook and discussing it with your child.*

# Statement of Faith

We believe:

1. That the entire Bible, all 66 books of the combined Old and New Testaments, is verbally inspired by God and is inerrant in the original writings. Through the providence of God, the Word of God has been protected and preserved and is the only infallible and authoritative rule of faith and practice (2 Timothy 3:16-17; 2 Peter 1:20-21).
2. That there is only one true, living, sovereign, holy, and eternally existent God. He exists in three co-equal persons – Father, Son, and Holy Spirit – each being a distinct person and with a distinct function, but all of one essence and all possessing the same nature, perfection, and attributes. The triune God is the creator and sustainer of all things, the source of all truth, and is worthy of worship and obedience (Deuteronomy 6:4-5; Genesis 1:31; Matthew 28:19; John 14:9-17; 1 John 5:7-8).
3. That Jesus Christ is both God and Man. He was conceived by the Holy Spirit, born of a virgin, lived a sinless life, performed many miracles, shed His blood on the cross as our substitute, died, was buried, bodily resurrected, ascended to the right hand of the Father, and will return literally, visibly, and personally in glory and power (John 1:1-3; Matthew 1:18-25; Isaiah 7:14; Philippians 2:5-9; Colossians 1:15; 1 Corinthians 15:1-8; Acts 1:11; 1 Thessalonians 4:14-17).
4. That the Holy Spirit is God, co-equal and co-existent with the Father and the Son. He is the chief convicter of sin and the chief agent of regeneration and sanctification. The Holy Spirit indwells every believer and empowers every believer to live a Godly life, separated unto the purposes of God (2 Corinthians 6:14-20; John 14:16-19; 16:7-15; 1 Corinthians 6:19-20; Romans 8:9, 11; Titus 3:5).
5. That in the beginning God created all things, and His creation is the result of His intelligent design. He created humanity in His own likeness and image, and humanity was originally created with the ability to live perfectly for God's glory. (Genesis 1:27, 31).
6. That Adam and Eve, the first man and woman, sinned by acting in disobedience toward God. This act resulted in the fall of all humanity into and under the curse of sin, therefore all people have sinned and lost their ability to live for the glory of God. Humanity's fall has resulted in both physical and spiritual death (Hell, a place of eternal torment) on all until there is forgiveness and salvation by the grace of God (Genesis 3:1-24; Romans 3:10-23; 5:12-21, 6:23, 10:9-13; 2 Peter 2:4-9; Matthew 10:28).
7. That salvation of the lost and sinful humanity is an eternally secure free gift of God's grace apart from human works (good deeds, baptism, giving money, sacraments, etc.), based solely upon Christ's vicarious and atoning death, effected by the regenerating work of the Holy Spirit, and received only through faith in the person and finished work of Jesus Christ on the cross (Ephesians 2:8-10; 2 Corinthians 5:21; Romans 3:19-31; 1 John 5:13; John 3:16-36, 5:24, 10:24-31; Romans 6:23).
8. That the church is the body of Christ and the family of God. It is made up of saved believers who regularly join together for worship, giving of tithes and offerings, fellowship, ministry to others, the Lord's Supper (sacrament of Communion), and witnessing others follow Christ in baptism (Matthew 16:18; 2 Corinthians 12:12-14; Hebrews 10:25; Matthew 3:13-17; Acts 8:35-39; Luke 22:14-22; 1 Corinthians 11:23-32).
9. That those who have been redeemed by Christ are "dearly loved children" of God, and are to be "imitators of God and live a life of love, just as Christ loved us and gave himself up for us." (Ephesians 5:1-2) That we should live holy lives filled with the Spirit of God, submissive to the Word of God, and motivated by the love of God. That it is the responsibility and privilege of every Christian to proclaim the good news of Jesus Christ and to seek to bring others to a saving knowledge of Christ and make growing disciples (John 1:40-42; Matthew 28:16-20; Acts 1:8).
10. That marriage is the first institution God created and ordained in human society. It is God's plan for marriage to be a holy union of one man and one woman in an exclusive life-long covenant love relationship. Marriage reflects the relationship between Jesus Christ and His Church. (Genesis 2:18-25; 1 Corinthians 6:9-20, 7:2-5; Hebrews 13:4; Ephesians 5:21-6:4).
11. That all human life is sacred and created by God in his image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139; Jeremiah 1:5; Ephesians 2:10; Job 31:15; Matthew 25:31-46).

## Final Authority for Matters of Belief and Conduct

*The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of humanity, is the sole and final source of all that we believe. For purposes of The King's Academy's faith, doctrine, practice, policy, and discipline, our Board of Governors is The King's Academy's final authority on the Bible's meaning and application*



# The King's Academy's Philosophy of Christian Education

1. God's Word is inerrant, providing an absolute standard (II Timothy 3:16).
2. Humanity is innately sinful and in need of salvation (Psalms 51:5, 58:3; Romans 3:10-12, 23; James 1:13-15; Jeremiah 17:9).
3. The Lord Jesus Christ is the Son of God who came to earth to die for our sins (John 3:16).
4. Salvation comes through faith in Christ's payment for sin on the cross (Ephesians 2:8-9).
5. Since God's Word is applicable to every area of mankind's life, all subjects must be taught from a Biblical perspective (Colossians 1:17, 3:17; Romans 11:36; Hebrews 4:12).
6. Since students often emulate their teacher, the teacher must be born-again and a model pleasing to God (Matthew 18:6; Ezra 7:10; James 3:1; John 17:19).
7. The teacher must be dedicated to the task to which he or she is called (Romans 12:1).
8. The classroom should be student-focused and teacher-led (Romans 13:1).
9. Students need direction, challenge, and supervision (Proverbs 29:15, Hebrews 13:17).
10. Students need both positive and negative feedback (Proverbs 3:27; 23:13).
11. The teacher stands in place of the parent (Hebrews 13:17).
12. Each student is valuable in God's sight (Matthew 10:31).
13. God expects each student to work at his fullest God-given potential (Matthew 25:14-30; Ecclesiastes 9:10; Colossians 3:23-24).
14. The home, school, and church should complement each other (Amos 3:3).
15. The Christian school should supplement, not supplant, the local church (Hebrews 10:25).
16. Students need a well-rounded education - spiritual, mental, social, and physical (I Corinthians 10:31; Luke 2:52).

# The King's Academy's Objectives

1. To lead students to a saving knowledge of Christ (Matthew 16:26).
2. To train students to love and respect the Word of God (Psalms 34:11; 119:47, 70, 77, 92, 174; 147:11; Deuteronomy 4:10).
3. To engender a desire in students to know and do the will of God (Psalms 16:8; Matthew 26:39).
4. To teach students to develop the mind of Christ toward Godliness and sin and to teach students how to overcome sin (Psalms 119:9,11).
5. To teach students to judge everything in the light of God's Word (I Corinthians 2:15).
6. To train students who will not merely adjust to society but will change society, by the Holy Spirit, for God's glory (Acts 17:6).
7. To train students to stand firm for Biblical convictions (Psalms 119:46; 71:17; Proverbs 1:10).
8. To teach students to relate with non-Christians and with Christians who hold differing views (Acts 2:47; Romans 14:19-20; I Peter 3:15).
9. To train leaders who will be faithful servants of God (I Corinthians 4:2).
10. To teach students dependency upon God (John 15:5).
11. To teach students to exhibit the "fruit of the Spirit" in their lives (Galatians 5:22-23).
12. To help students accept themselves as unique individuals created in the image of God (Psalms 139:14).
13. To reveal the Lord to students through Christ-centered curricula and the lives of Christ-honoring teachers (Philippians 3:17).
14. To provide an atmosphere and the opportunity for each student to develop spiritually, mentally, physically, and socially to the highest degree of his God-given capability (Luke 2:52).
15. To teach students self-discipline through submission to God and all other authority (Romans 13:1; Hebrews 13:17; Psalms 40:8).
16. To encourage students and their parents to become rightly related to the ministry of a Bible-believing church (Hebrews 10:25; Psalms 122:1).
17. To equip graduates in such a way that they will be able to enter a reputable college, if they so choose (Philippians 1:10).
18. To teach students patriotism and civic responsibility (Romans 13:1-7; Hebrews 13:17).
19. To become the best school in the country for God's glory, and to glorify God in every aspect of the school (Ecclesiastes 9:10, Colossians 1:18).



## The King's Academy Parent Pledge

- ❖ I, who have the responsibility to “train up a child in the way he should go” (Proverbs 22:6), recognize that the standards for this training are set forth in God’s Word, the Holy Bible. Knowing also that this training comes by what children learn both at home and school, I pledge to avoid any obvious contradictions in our home by upholding, and never teaching against, the lessons in Godly morality taught at The King’s Academy.
- ❖ I have made enough investigation to be satisfied with the philosophies and policies of the school and do pledge to make them my glad-hearted choice for my child. I have read, agree and will comply with the current Parent-Student Handbook. I understand that one of the school’s objectives is to lead students to a saving knowledge of Christ (Matthew 16:26).
- ❖ I pledge that if, for any reason, I or my child become dissatisfied with the school, I will withdraw him quietly and without delay. I understand that all students are accepted on a trial basis.
- ❖ I hereby invest authority in the school to discipline my child as necessary. I further agree that I will cooperate and discipline my child in the home, as needed.
- ❖ I pledge my fullest cooperation to keep doctrinal controversy and denominationalism out of the school at all times.
- ❖ I pledge to assume the responsibility for my child’s education by supervising assigned homework, being an encourager, and initiating regular contact with my child’s teacher.
- ❖ I give permission for my child to participate in field trips considered part of the normal educational process.
- ❖ I understand that assessments will be made to cover damage to school property (including breakage of windows, abuse of books, etc.).
- ❖ I, as a parent of the student, do sincerely give my pledge to all items stated above. I understand that if my child breaks the *TKA Student Honor Code* my child may be suspended or expelled from school or asked not to return the following year if my child is out of harmony with the Student Honor Code, the spirit, or the policies of the school whether on or off property as determined at the sole discretion of the Administration. Readmission considerations following dismissal will be determined on a case by case basis.
- ❖ I understand that the Parent Student Handbook does not contractually bind The King’s Academy and is subject to change without notice by a decision of The King’s Academy administration.



**NOTE:** The TKA Parent Pledge is signed annually by all parents.



## The King's Academy Student Honor Code

The King's Academy student honor code is supported by the Statement of Faith as written on Page 3, and the Word of God, the Holy Bible

Because I want to be a person of integrity and honorable character, and I want to be a member of The King's Academy community, I will choose to model my life, both on and off campus, after the example of Jesus Christ.

I make a personal commitment to:

- ❖ Cooperate respectfully with those in authority (Hebrews 13:17).
- ❖ Strive for excellence as a student (I Corinthians 10:31, 32, Colossians 3:23-24).
- ❖ Seek to build relationships with people of high moral character (I Corinthians 15:33, Proverbs 13:20).
- ❖ Care for and respect others and their property (Philippians 2:3-4).
- ❖ Be truthful, trustworthy, and appropriate in my words and actions (Proverbs 4:24-27, Philippians 4:8).
- ❖ Be pure and upright in my relationships, not involving myself in sexual misconduct (I Corinthians 6:18, Romans 13:12-14, Romans 1:24-28, Leviticus 18:21-22, Genesis 2:24, I Corinthians 6:9, I Thessalonians 4:1-8, Hebrews 13:4).  
Choose modes of entertainment that are Christ honoring, avoiding the appearance of evil (Philippians 1:27, Ephesians 5:3-4).
- ❖ Refrain from any form of cheating (Proverbs 11:1).
- ❖ Totally abstain from the use or possession of tobacco, drugs, or alcohol (I Corinthians 6:19-20, Romans 13:1-2).

I hereby affirm that I have read the Parent Student Handbook, I certify that I consent to and will submit to all governing policies of the school, including all applicable policies of the Parent Student Handbook.

I realize that I may be suspended or expelled from school or asked not to return the following year if I am out of harmony with the Student Honor Code, the spirit, or the policies of the school whether on or off property as determined at the sole discretion of the Administration. Readmission considerations following dismissal will be determined on a case by case basis.

I understand that the Parent Student Handbook does not contractually bind The King's Academy and is subject to change without notice by a decision of The King's Academy administration.



**NOTE:** The TKA Student Honor Code is signed by students (and their parents) in grades 2 - 12 upon admission to The King's Academy and at the beginning of each year.

# School Governance and History

The King's Academy (TKA) is a private, nonprofit, college-preparatory, interdenominational Christian school. TKA is a school community consisting of grades Preschool, and JK (Junior-Kindergarten) through Twelve-West Palm Beach campus, TKA Clewiston and TKA Online campuses. The school is controlled by a Board of Governors and operated by the President and Administrative Team.

Our program is designed to challenge motivated students of good moral character who are in the middle to upper range of academic ability.

Named to honor Jesus Christ, the King of kings, The King's Academy offers high academic and spiritual standards as an aid to each student in his spiritual, intellectual, social, and physical development. Emphasis is placed on patriotism, self-discipline, and Godly morality from a Christ-centered philosophy of education. Denominational issues are avoided.

Established in 1970, under the leadership of the original Board of Governors, The King's Academy began with 196 students in a rented church building. From 1971 to 2005, the Academy enjoyed growth on a twenty-acre campus located on Cherry Road. In 2005, the Lord blessed King's with a new campus on Sansbury's Way and Belvedere Road. The school also has a satellite campus in Clewiston, FL located at 601 Caribbean Avenue. The School is dedicated to the King of kings and Lord of lords. TKA has an interdenominational faculty of born-again, certified teachers. The school's Chief Executive Officer is in compliance with Florida Statute 1002.42, with records available for public review,

## Accreditation

TKA is fully accredited by Association of Christian Schools International (ACSI), Southern Association of Colleges and Schools (SACS), and Florida Association of Christian Colleges and Schools (FACCS). The state of Florida does not accredit any schools, public or private. All school accreditation is accomplished by licensed accrediting agencies.

## School Verse

"And all thy children shall be taught of the Lord; and great shall be the peace of thy children." - Isaiah 54:13  
KJV

## 2016-2017 Verse

"Let us also lay aside every weight, and sin which clings so closely, and let us run with endurance the race that is set before us, looking to Jesus, the founder and perfecter of our faith, who for the joy that was set before him endured the cross, despising the shame, and is seated at the right hand of the throne of God." Hebrews 12:1b-2

## School Motto

TKA's motto, *fiat lux (let there be light)*, acknowledges Jesus as the light of the world and that all illumination must come from Him. For this reason, all subject matter at TKA must harmonize with Christ and the Bible.

## School Colors and Mascot

Colors: Red, white, and royal blue

Mascot: Lions

# Academics

## Achievement Tests

Each spring, standardized achievement tests are given to all students in grades K to 9. In order for students to be prepared for these tests, students are requested to get plenty of rest, be at school on-time, and bring two sharpened #2 pencils. Please do not schedule any medical appointments during the testing time. Students who miss the achievement test and/or subsections of the test are unable to retake them.

## Assignment Sheets

Weekly Assignment Sheets are distributed or made available online to students in grades JK-12. They are designed to give students and parents an outline of what material will be covered during the week. The sheets are especially useful if a student must miss school. .

## College Entrance Test

The Preliminary Scholastic Assessment Tests (PSAT) is administered at TKA each year. The results give students an indication of what to expect on the Scholastic Assessment Tests (SAT) and the American College Test (ACT). Students are required to take either the SAT or the ACT sometime between their sophomore and senior years. Scores will be reported to the College Counselor. Information on how to register and prepare for these tests is available from the College Counselor, or on the website.

## Community Service Program

The purposes of the community service programs at TKA are (1) to reinforce the value of students helping others and to provide a program so that every TKA student can receive recognition for his efforts, and (2) to provide opportunities for students interested in meeting the required amount of hours for the Florida Bright Futures Academic Scholar award.

### Definition of Community Service

1. Service may be volunteered to the school and/or the community.
2. Students must perform volunteer services on their own time, which can include the participant's lunch break. Study Hall time may be included for peer counseling activities or service to the school, e.g., office aide. Participation in performances, festivals, or competitions during the school day may count if this meets the criteria under #4 and participating students are given permission by the Principal to be absent from class.
3. Participation in performances, festivals or competitions counts if the following apply:
  - a. Volunteer service meets an identified community service need
  - b. There is no admission charge accepted for the performance
  - c. Student participation is of voluntary nature
  - d. The performance does not promote the sponsoring organization
  - e. Neither the student organization nor the sponsoring organization receives payment for the performance. If participation meets the above criteria, then partial rehearsal time may be counted.

Performing hours may be matched with the same number of rehearsal hours. For example, a chorus member performs 1 hour at a nursing home and is given 2 hours of credit (1 hour for the performance and 1 hour for rehearsal).

4. Students may not be paid for service rendered.

5. Volunteer service involving academic requirements for a class will count.
6. Service rendered as a prerequisite for employment will not count.
7. Attendance at self-improvement workshops or conferences will not count as service.
8. Fundraising for non-profit organizations or charities will count.
9. Service may not be performed for a student's family or for a profit-making organization, except for institutions like hospitals or the human society.
10. Service performed as a result of disciplinary action taken by the school or courts cannot count.
11. Volunteer work for the purpose of promoting a particular religious or political point of view or person cannot count as volunteer hours in this program. For example, if your church youth group helps with the Special Olympics, those hours would count, but not time spent distributing flyers advertising a church revival.
12. Participation in Varsity or Junior Varsity Athletics and regularly scheduled Band and Chorus performances does not constitute volunteer service under this program.
13. The above criteria will not cover all circumstances. If a question exists regarding the acceptance of an activity for volunteer service, the student's counselor should approve the service prior to the student's participation. A good guideline would be to ask how the activity addresses the social problem that the student has identified to work on as a part of his/her community service plan.

## **Awards**

During the Secondary Awards Ceremony, all participants will receive a bronze certificate (10-49 hours earned), a silver certificate (50-99 hours earned), or a gold certificate (more 100 hours earned). All seniors who earn 250 hours (during their high school years) will wear a white honor cord at graduation. The student with the highest total hours will receive a trophy.

## **Deadline**

To qualify for the year-end awards, all projects must be completed by May 1. Hours turned in after May 1, will go into the total for the next school year. Community service hours will begin to count in the summer between grades 8 and 9.

## **Curriculum**

Each spring, course selections are made available via handout for all junior and senior high students.

## **Dual Enrollment**

Juniors and seniors with at least a 3.0 GPA may dual enroll at approved colleges or universities. Arrangements are made through the College Counseling Office. Additional fees determined by the college or university may apply.

## **Advanced Placement Courses**

Advanced placement classes are courses for which, if successfully passed, credit is given at TKA. Many colleges will also give college credit and/or advanced placement if the AP test is passed with a score of 3 or higher. The AP test is given at TKA in May. There is an additional fee charged for the testing.

One (1.0) honor point is given to the student who takes an AP course and takes the AP test. AP students are not required to take semester exams in their AP courses. There is a fee associated with the exam.

## Advanced Placement and Dual Enrollment Courses

All AP courses that are also Dual Enrollment Courses will be documented as AP on the student's TKA transcript. Students who are also Dual Enrolled must request their official transcripts from the approved college or university.

All grades submitted to Palm Beach Atlantic University (PBAU) for inclusion on the student's university transcript will reflect the grade on The King's Academy transcript. In the event a student earns an A+ in the high school course, the PBAU transcript will reflect the grade of A.

Dual Enrollment Courses that are not AP will be documented on the student's TKA transcript as Dual Enrollment. AP courses will receive a 1.0 weighting in the GPA. Dual Enrollment courses will receive a .5 weighting in the GPA.

If a student is considering taking a Dual Enrollment course from Palm Beach Atlantic University (PBAU), he/she will pre-register with PBAU through the high school office. Both the student and the parent will complete and sign the Pre-Registration Dual Enrollment Form and return that form to TKA prior to the deadline. Registration will be finalized during the first week of the new school year. Once a student makes the commitment to the Dual Enrollment Course, he or she will complete the Dual Enrollment Commitment Form.

Students will be able to add/drop Dual Enrollment courses throughout TKA's drop/add period. Students will not be able to enroll in a Dual Enrollment course after the drop/add period. If a student withdraws from a Dual Enrollment course after the drop/add period, the record of that student's performance will be at the discretion of the college or university.

**NOTE:** The King's Academy offers Advanced Placement (AP) and Dual Enrollment courses on our campus to assist students in their transition to college. Dual Enrollment courses have the rigor of college level courses and students should approach them as such. While Dual Enrollment courses offer the benefit of gaining college credit during high school, the consequence of poor grades on both a TKA and a college transcript should be weighed carefully. Dual Enrollment grades *do* become a part of the student's college GPA and transcript.

## Summer School

For students needing Summer School, as determined by the conditions below, any of the following arrangements are acceptable, after receiving approval from the Administration. Written permission is granted on forms that are available from the Registrar's Office. A syllabus from the institution may be required for approval.

1. Attend The King's Academy Online Summer School program.
2. Attend a public school Summer School program.
3. Attend a TKA-approved private school Summer School program.
4. Take an equivalent course from a TKA-approved institution. Adult education courses taken by a TKA student are not accepted as regular school year or Summer School credit.
5. Take an equivalent course from a TKA private tutor. This option may not be used to satisfy the FHSAA academic eligibility requirements.

A student may take a maximum of two full years (four semesters) of the same course or four individual semesters of four different courses to receive credit for a failed class or to improve a grade in a class. A high school class may be repeated at TKA as an option to Summer School for full grade replacement. Students may not take a subject in Summer School, unless they have previously taken it during their high school years.

Please be aware that students must fulfill all TKA graduation course requirements at The King's Academy. Students may take courses / dual enrollment classes that are not offered at TKA during the summer after receiving approval from the Principal.



## Senior High Only

In 9<sup>th</sup>-11<sup>th</sup> grades any semester of any subject needed to graduate that is failed must be passed in Summer School or successfully retaken sometime prior to graduation (usually next school year). In 12<sup>th</sup> grade, any semester of any subject needed to graduate that is failed must be passed in Summer School. The student may miss the senior trip and will not receive a diploma at the commencement exercises. The diploma will be given to the student after completion of the Summer School course.

## TKA Online

Students in grades 7-12 are afforded the opportunity to take classes online. TKA Online is an accredited program. When students express interest, he or she should contact the Online Coordinator for more information.

## Remediated Grades

Students in grades 7-12 may repeat a course for grade replacement by repeating the course during the regular school year or, with the permission of the Administration, through **TKA Online** during the school year. A student may also repeat a course for grade replacement through **TKA Online** in Summer School. Grades awarded for courses repeated during the regular school year or from **TKA Online**, will be documented on the student's transcript. However, only the highest grade will calculate into the student's Grade Point Average (GPA).

Courses taken for remediation from sources other than **The King's Academy** or **TKA Online** must be approved by the Administration. The original grade and the remediated grade will be calculated into the student's GPA.

No more than 4 semesters may be remediated in one summer, regardless of the source.

A student may only remediate courses taken in the current or just completed school year, or in the previous school year. Grades earned before the previous school year may not be remediated. For instance, seniors may only remediate courses taken in senior and junior year; juniors may only remediate courses taken in junior and sophomore year, and so on.

All attempted coursework will be recorded on the transcript.

Courses taken from other schools or from alternative sources, will be designated as such on the transcript.

## Transfer Credits

Grades earned in transfer credits from other schools are accepted by TKA at face value. A student transferring to TKA high school is not responsible to satisfy the Bible courses missed. However, all 24-credit requirements must still be satisfied. When a TKA student transfers to another school, their credits are usually accepted without question. However, that decision is left to the receiving school. TKA may exercise discretion in identifying courses required for graduation.

## TKA Graduation Requirements For 2016 and Following

Subject Area	For Students Entering Grade 9 starting in 2015-2016
<b>Bible</b>	4 credits
<b>English</b>	4 credits, 1 per year
<b>Mathematics</b>	4 credits taken in grades 9 -12, 1 per year; 1 credit must be Algebra I; 1 credit must be Geometry; 1 credit must be Algebra II

<b>Science</b>	4 credits; 1 credit must be Physics; 1 credit must be Chemistry; 1 credit must be Biology 1
<b>Social Studies</b>	4 credits; 1 per year in grades 9-12, 1 credit must be World History, 1 credit must be US history; .5 credit must be American Government; .5 credit must be Economics
<b>Foreign Language</b>	2 credits; must be different levels of the same language
<b>Fine / Performing Arts</b>	1 credit
<b>Physical Education</b>	1 credit; .5 credit must be Personal Health and Fitness
<b>Total Credits</b>	<b>24 Credits</b>
<b>Grade Point Average (GPA) Requirements</b>	Cumulative GPA of 2.0 on a 4.0 scale

\*\*\* Junior High students should be aware that grades earned in courses taken for high school credit immediately impact a student's current overall GPA and their high school GPA.

## Grading Scale and Conduct Grades

### Grades 7 – 12

100-99 = A+	4.25	
98 - 92 = A	4.00	Excellent
91 - 90 = A-	3.75	
89 - 88 = B+	3.25	
87 - 82 = B	3.00	Good
81 - 80 = B-	2.75	
79 - 78 = C+	2.25	
77 - 72 = C	2.00	Average
71 - 70 = C-	1.75	
69 - 68 = D+	1.25	
67 - 62 = D	1.00	Poor
61 - 60 = D-	.75	
59 - 0 = F	.00	Failing

## Conduct Rating

The conduct grade will be based on a score of:

1. Very conducive to learning
2. Generally conducive to learning
3. Detrimental to own learning (i.e., Detrimental to own learning and /or demonstrates poor behavioral choices.)
4. Detrimental to own learning and learning of others (i.e., Detrimental to own learning and the learning of others and / or demonstrates a pattern of poor behavioral choices.)

## Report Card

Report cards are available on RenWeb each nine-week term. The last report card of the school year and yearly achievement test results are mailed home during the summer.

## Secondary Academic Classification

Each quarter, students who do well or poorly academically are categorized:

1. **Principal's List** - All A's.
2. **Honor Roll** - All A's and B's
3. **Academic Probation** - a GPA below 2.0 for the previous nine weeks, and/or an F in the nine weeks and/or semester of a course. Academic Probation is in effect the Monday following the report card distribution.

The student is taken off academic probation when the following occurs:

- a. Students will stay on Academic Probation until the following nine-week term, at which point the student's academic status will be reevaluated. The student will be removed from Academic Probation if his/her GPA has gone up to a 2.0 and/or there are no F's in a course.
- b. Students will not be allowed to perform in extra-curricular activities and/or sports unless required for a course. This allowance must be approved by the Administration. Students are not permitted to participate in practices while on Academic Probation.
- c. If a secondary student is placed on Academic Probation after the fourth term, the fourth nine weeks grades and/or the second semester grades will determine the probation. Unless remediated during the summer, the probationary time is the first nine weeks of the following school year.

If a student in leadership is placed on academic probation two times during any school year (not necessarily consecutive), he is removed from office. Any student dismissed for academic reasons is eligible to reapply for admission after 12 months' absence, unless otherwise specified by the administration. The Principal consults with other Administrators before readmitting the student

## Final Examinations

### Junior High Classes (7-8)

1. Nine-week exams - These are mandatory, all four terms. They are to be given during the teacher's regular test day during a regular class period. They should be announced a few days in advance.
2. Teachers are required to provide adequate review for exams. The amount of time for review is at the discretion of the teacher. Review sheets must be provided and correct answers given prior to the exam.

Semester exams - No semester exams are given in junior high classes. Semester exams are given in high school courses taken in grades 7-8.

### High School Courses (9-12)

1. Semester exams: These ninety minute exams are given at the end of the second and fourth terms, covering material from both previous terms. They are to be given during the teacher's assigned testing period. Teachers are required to provide adequate review for exams. The amount of time for review is at the discretion of the teacher. Review sheets must be provided and correct answers given prior to the exam.

2. All exams must be submitted to the Secondary Office for approval.

## Senior Courses (12)

1. Semester courses: Students with a 92 percent or above are exempt from taking the semester exam.
2. Year-long courses: Students with a 92 percent or above for the second semester are exempt from taking the second semester exam.

\*\*\*Any student who has 11 or more unexcused absences for a course for the semester MUST take and pass the semester exam and at least one nine-week marking period in order to earn credit in the course.

## Grade Point Average

All high school students grades nine through twelve must have a cumulative GPA of at least 2.0 to meet the minimum standard for graduation.

A Secondary student with a cumulative GPA below a 2.0 after two semesters at The King's Academy must have a semester GPA of at least 2.0 for the next semester or the Secondary Administration may recommend dismissal from TKA. If a student reaches this critical academic position, the Secondary Administration will inform the parents by letter and will request a conference.

## Valedictorian and Salutatorian

The senior Valedictorian (the senior with the highest grade 9-12 yearly grade point average) and Salutatorian (the senior with the second highest 9-12 yearly grade point average) gives a brief address. The addresses must be approved, prior, by the Secondary Principal.

An International Student will also be honored with a special distinction during graduation. The student with the highest grade point average (TKA grades only), with a minimum of two years at The King's Academy will be honored during the exercises.

## Selection of Valedictorian and Salutatorian

For a student to be eligible for either Valedictorian or Salutatorian, they must be either a domestic student who has completed their entire junior and senior years at The King's Academy or an International Student who has completed all four years at The King's Academy.

## Ranking

The King's Academy offers a balanced experience for every student. Our goal is to reach every child academically, spiritually, and socially. The King's Academy program is comprehensive and rigorous. Our students have a long history of excellence in their academic pursuits and we rank for purposes of selection of Valedictorian and Salutatorian. However, we do not feel the exceptional work of our students can best be demonstrated by a single statistical ranking. We do not believe that ranking students provides a valid measure of student achievement and therefore we do not publish class rank as part of the college admission process.

## Florida High School Athletic Association

The Florida High School Athletic Association has certain guidelines governing the eligibility of athletes. In order to participate in athletics in grades 9-12, an athlete must maintain a cumulative 2.0 GPA at the end of

each semester for the semester proceeding the sports season. The student must be in regular attendance. All student athletes must adhere to the FHSAA guidelines, as well as the TKA Academic Probation guidelines in order to be eligible to participate.

## **Student Organizations**

Membership in any Leadership Organization at TKA is subject to its by-laws. Members must be in good-standing, including, but not limited to, adherence to the school's Honor Code. Continuation and reinstatement of membership is at the discretion of the Administration.

### **National Junior Honor Society**

The National Junior Honor Society is a prestigious honor society for students in grades 7 - 9. The society focuses on service, leadership, and character. To be considered for this honor, a student must have a cumulative GPA of 3.75 and must maintain this requirement. The members chosen also display exemplary conduct. NJHS provides students with opportunities to serve and lead their fellow class mates here at TKA and in the community.

Certain disciplinary sanctions will require a student to relinquish membership in all branches of the National Honor Society.

### **National Honor Society**

The National Honor Society is an organization which focuses on Service, Leadership, and Character. To be considered for this prestigious honor, beginning in the sophomore year, a student must maintain a 3.75 GPA and display exemplary conduct. Becoming a member of the NHS provides students with many opportunities to serve and lead, not only at The King's Academy but also in local communities.

Certain disciplinary sanctions will require a student to relinquish membership in all branches of the National Honor Society.

### **Student Council**

Student Council Class Officers are elected yearly by the student body for 7<sup>th</sup> through 12<sup>th</sup> grades. The Council has regularly scheduled meetings. This student organization plans Homecoming events with his/her Faculty Advisor. If a Student Council Officer is placed on academic probation or disciplinary probation two times during any school year (not necessarily consecutive), the student is removed from office. Members must have a 2.0 GPA each term. In addition, they must be approved by the Administration on the basis of spiritual concern, academic achievement, and self-discipline.

## **Schedule (Secondary)**

The school day starts at 8:15 A.M. and ends at 3:05 P.M. The Secondary School operates on a rotating schedule as detailed below. Individual class schedules are posted on the outside of each teacher's classroom door.

Advisory will be held on the last Thursday of the month with an adjusted schedule.

## Secondary Schedule with Chapel

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
7:45-8:10 Duty	7:45-8:10 Duty	7:45-8:10 Duty	7:45-8:10 Duty	7:45-8:10 Duty
8:15 – 9:10 1 <sup>st</sup>	8:15 – 9:10 1 <sup>st</sup>	8:15 – 9:10 1 <sup>st</sup>	8:15-9:02 1 <sup>st</sup>	8:15 – 9:10 1 <sup>st</sup>
9:15-10:05 2 <sup>nd</sup>	9:15-10:05 2 <sup>nd</sup>	9:15-10:05 2 <sup>nd</sup>	9:07 – 9:49 2 <sup>nd</sup>	9:15-10:05 2 <sup>nd</sup>
10:10-11:00 3 <sup>rd</sup>	10:10-11:00 3 <sup>rd</sup>	10:10-11:00 3 <sup>rd</sup>	9:54 – 10:36 3 <sup>rd</sup>	10:10-11:00 3 <sup>rd</sup>
11:05-11:55 4 <sup>th</sup>	11:05-11:55 4 <sup>th</sup>	11:05-11:55 4 <sup>th</sup>	10:41 – 11:32 Chapel	11:05-11:55 4 <sup>th</sup>
12:00-12:50 5 <sup>th</sup>	12:00-12:50 5 <sup>th</sup>	12:00-12:50 5 <sup>th</sup>	11:37 – 12:19 4 <sup>th</sup>	12:00-12:50 5 <sup>th</sup>
12:50-1:15 Lunch	12:50-1:15 Lunch	12:50-1:15 Lunch	12:24 – 1:06 5 <sup>th</sup>	12:50-1:15 Lunch
1:20-2:10 6 <sup>th</sup>	1:20-2:10 6 <sup>th</sup>	1:20-2:10 6 <sup>th</sup>	1:06 – 1:31 Lunch	1:20-2:10 6 <sup>th</sup>
2:15-3:05 7 <sup>th</sup>	2:15-3:05 7 <sup>th</sup>	2:15-3:05 7 <sup>th</sup>	1:36 – 2:18 6 <sup>th</sup> <hr/> 2:23-3:05 7 <sup>th</sup>	2:15-3:05 7 <sup>th</sup>

## Summer Reading

### Secondary

Each summer, all returning TKA students entering grades 7 - 12 are required to read a classic novel. The list is available on the Internet at [www.TKA.net](http://www.TKA.net). Students are assessed on their knowledge of the books through tests and assignments.

Students in Honors or Advanced Placement courses may be required to do additional summer work.

## **Tutoring**

### **Secondary**

We provide two after-school tutoring programs in Secondary:

#### **Free Tutoring (Secondary)**

The purpose of this program is to assist students who are in need of a little extra help. Secondary teachers make themselves available a couple days each week, from 3:10-3:40 P.M. Students are to provide their own transportation. No appointment is necessary.

A student may be denied free tutoring if the student has made little effort to learn, as evidenced by lack of homework, not paying attention in class, or being disruptive in class. Students will be dismissed from tutoring if they become disruptive during the tutoring session.

#### **Paid Tutoring**

The purpose of this program is to assist students who are in need of extra help beyond the free tutoring. Teachers are not allowed to tutor any of their current students.

Although all teachers are required to offer free tutoring, the more demanding paid tutoring is optional. If the teacher does not want to offer paid tutoring, the parent may want to find tutoring elsewhere. Students are to provide their own transportation.

Teachers must be compensated for tutoring necessitated by at least the following situations:

1. Non-school sponsored trips, (family, church, college visits, etc.)
2. Long illnesses or excessive absenteeism, or
3. The student feels lost in class and needs a great deal of help because of lacking of basic skills.

Paid tutoring begins at 3:45 P.M., after the students who attend free tutoring leave. Students are to make an appointment with the teacher. The parent makes payments directly to the teacher, not the school.

## **Unprepared for Class**

**For every third time a student is unprepared for class in a 9-week period, a detention is given.**

# Attendance

## Secondary

### Absence

A student is allowed only ten absences per course per semester, not including school-related absences. Please check attendance on RenWeb regularly. When a student reaches eleven absences for a course, he/she will not receive credit for the course for which he/she is absent more than ten days. Special circumstances will be considered by the Administration to determine the status of his/her course. Doctor's notes may be requested by the Administration for special consideration. Please be prepared to submit them when requested.

Parents must call by 12:00 P.M. requesting the assignments/textbooks for an absent child. The Administrative Assistant will get the child's textbooks from his/her locker. Parents are not allowed access to lockers during school hours.

In order for a student to participate in extra-curricular activities such as musical events, games, or practices, the student must be in attendance at school by 9:00 A.M. on the day of the performance, game, or practice. Special situations will be considered by the Principal.

Any student who misses one or more classes for a school-related, extra-curricular (i.e. sports, music concert, field trip, etc.), will have one day for every day absent to make up any missing work. He/she should be prepared to take his/her tests within that given time frame, unless other arrangements have been made with the teacher.

### Arriving Late/Tardy

Students arriving late to school must check in at the Front Desk before going to class. Students must sign the Sign-in/Sign-out Sheet and give their note to the Administrative Assistant. Students will receive a tardy for each time they are late to school. For every third tardy in a 9-week term, an after school detention will be assigned. If a student continues to be late to school in a 9-week term, he/she will be subject to additional consequences, such as Saturday School or suspension, as outlined in the Discipline and Conduct Policy Section. The administration may also suspend driving privileges or restrict a student to bus transportation.

### Appointments/Leaving Early

If a student will be leaving early or arriving late, the student must bring in a signed note stating what kind of appointment he or she will be attending to the Administrative Assistant. Advanced notice is preferred in order to put the appointments on the daily attendance sheet, but at the latest should be turned in the morning of the appointment. Notes may be sent through RenWeb, if submitted at least 24 hours in advance. Any time a student leaves school for any reason other than legal or medical reasons, the note must be approved by a Secondary Administrator before the student leaves campus.

**Note:** In order for a student to be counted present, he or she may not miss more than 20 minutes of class.

Students leaving early must check out through the Front Office. Students must sign the Sign-in/Sign-out Sheet. It is the student's responsibility to come to the office. Students with medical appointments must bring a note from the doctor/dentist to the Administrative Assistant when they return to school.

### Trips and Planned Absence Policy

1. All planned absences will count toward the limit of 10 absences per semester.



2. Prior to the trip, an email with the student's name and the date(s) to be absent should be sent to all of the student's teachers and a carbon copy to Mr. Moore (m.moore@tka.net). If proper notification is not given, the TKAC Administrator will determine if credit will be given for work missed.
3. It is the student's responsibility to obtain all assignments before leaving. All daily assignments or homework must be turned in the day the student returns or a grade of zero will be given for each assignment.
4. A teacher may require major projects or research papers to be turned in prior to the trip.
5. Students are given one day per day of absence to make up missed tests. Students will receive a zero on tests not made up within the time limit. It is the responsibility of the student to find out if test is to be missed in a class.
6. It is impossible for a teacher to recreate the teaching experience that was missed. Because a student has missed class time, their grade is likely to suffer.
7. Parents are encouraged to exercise common courtesy toward the teachers and not habitually schedule planned absences.

## Illness

1. For a simple illness of a day or two, the student needs to contact the teacher for missed work and make arrangements to make it up (the number of days missed).
2. For extended illness of several days, the teachers will work with the student and parent on the time that work should be made up (the number of days missed).

College visits, school-related absences, deaths in immediate family, and approved mission trips will be excused. College visits, school-related absences, and approved mission trips will not count against perfect attendance or exam points.

## College Visits

Students in 11th and 12th grades are granted three days for college visits per school year. Other days may be granted if a college requests additional visits (i.e. athletic recruitment, auditions, etc.). These absences will count as trip absences and missed work must be made up on time. Students are required to bring documentation from the college as proof of visit. These days will not count towards the ten day per course limit.

# Discipline and Conduct

## Philosophy of Discipline

We believe that parents are given the responsibility to teach and discipline their children (Deut. 4:9-10, Pr. 19:18, Pr. 22:6, Pr. 29:17, Col. 3:21). In keeping with the mission of The King's Academy, we seek to assist the home in training up a child both academically and spiritually.

Academically, discipline is important and necessary when operating a classroom so that students receive the maximum impact from the teaching. We are instructed in God's word, The Holy Bible, that we show love by administering correct discipline (Pr. 13:24). We discipline in order to help students learn to choose desirable behaviors instead of unacceptable ones. When students make wrong choices we seek to help redirect, guide, heal, and restore.

The Disciplinary Process is designed to develop Christian character and instill self-discipline. As such there is the assumption that students are expected to enter The King's Academy with a serious purpose and intent that his/her own conscience and Biblical principles should provide a guide to his/her behavior. The goal is to cultivate a deep sense of personal responsibility for each student's own conduct and achievement and for the well-being of the larger community of which he/she is a part. Each student is encouraged to abide by the Honor Code and the clearly communicated rules and responsibilities.

Because we are engaged in the spiritual growth and character development of our students, how they behave, both on and off campus, is important to The King's Academy. A Christian has only one standard for living, The Holy Bible. Those standards apply on or off campus. The Bible declares that while God does forgive, there are consequences to sin, and He disciplines us because He loves us (Heb. 12: 5-11, Pr. 3:11-12, Phil. 1:27).

We differentiate between forgiveness (both God's and others) and consequences. We believe it is important that students learn that their choices do bring consequences. There are disciplinary consequences that will be initiated if a student fails to uphold his/her pledge to honor the standards of The King's Academy. Consequences can or may include expulsion from school. While not used often, expulsion is a necessary choice when dealing with infractions of a more serious nature (Pr. 23:13-14). We believe in setting high standards for our students and in some cases the protection of our school community requires the expulsion of a student.

"Now no chastening seems to be joyful for the present, but painful; nevertheless, afterward it yields the peaceable fruit of righteousness to those who have been trained by it." *Hebrews 12:11*

"Discipline is charting a course for our children, guiding them along the course, and firmly and lovingly bringing them back to the course when they stray." *Dr. Howard Hendricks*

## Secondary Disciplinary Process

### Disciplinary Procedures

The behavior listed in this Handbook is not intended as an all-inclusive list of prohibited behavior and activities, but rather to serve as an illustration of the types of behaviors and activities which are unacceptable. If at any time the administration, in its sole discretion, determine that a student's influence is harmful, or if his/her presence in the school is regarded by the administration as undesirable, the school may request the student to withdraw, or may expel the student.

## Levels of Discipline

### In-Class Discipline

Many offences will be handled by the teacher within the framework of each class. Teachers will implement appropriate class consequences for behavior violations. Reoccurring or disruptive behavior will not be tolerated. If a student has difficulty abiding by his/her commitment to the Honor Code and to the expectations of the TKA community, the process is as follows:

1. The undesired behavior is brought to the student's attention, documented, and the first chance is given for improvement.
2. If the behavior continues, the faculty/staff member will give a secondary measure of reinforcement (discipline assignment, lunch detention) and will notify the parent of the behavioral issue. **(Note: At any time, a teacher may send a student to the Administration if the behavior continues to inhibit the learning atmosphere of the classroom.)**
3. If the undesired behavior continues after the parent is notified, the faculty/staff member will send an office referral to the Administration for the student. Based upon the student's behavioral progression, the student may receive sanctions of detention, Saturday School or suspension.
4. If a particular behavior persists in a class or is noted in several classes, the Administration may request a parent meeting to outline more serious consequences. These consequences may include but are not limited to one to ten day suspensions, discipline contract and/or expulsion depending on the behavior.

### Minor Infractions

Those infractions which may result in detentions, Saturday school, loss of privileges, fines, device confiscation, or other consequences deemed appropriate by the administration are:

- Dress/Hair code violation
- Displays of romantic affection
- Violation of the Acceptable Use Policy
- Inappropriate language
- Leaving class without permission
- Cutting a class period
- Disrespect toward a teacher/student/staff worker
- Excessive tardiness
- In-class disruptions
- Chewing gum (Consequences as follow):
  - First offense / year                      \$10 fine
  - Second offense / year                      \$20 fine
  - Third offense / year                         \$30 fine
  - Fourth offense / year                        \$40 fine / After school detention
  - Fifth offense / year                         \$50 fine / After school detention
  - Sixth offense / year                         \$50 fine / Saturday School

### Major Infractions

Those infractions which may result in suspensions, disciplinary contract or expulsion, in addition to the consequences of minor infractions are:

- The use, possession, or sale of tobacco products
- The use, possession or sale of mood or mind altering chemicals.
- The use, possession or sale of alcoholic beverages.
- The use or possession of laser pointers, fireworks, or explosives.
- Pulling a fire alarm or tampering with fire safety equipment.
- Stealing from school personnel, school building, parked cars, or students.
- Vandalizing or misusing school property.
- Planning or committing arson.

- Bullying, fighting, or disruptive behavior.
- Repeated classroom disruption.
- Defiance or lying to staff authority.
- Profanity, vulgarity or profane gestures.
- Involvement in sexual misconduct - defined as: bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.
- Cheating or plagiarism on any assignment are subject to the following consequences:

<b><i>Incident</i></b>	<b><i>Consequence</i></b>
1 <sup>st</sup>	Zero on the assignment given and two-hour detention
2 <sup>nd</sup>	Zero on the assignment given and a one-day suspension
3 <sup>rd</sup>	Zero on the assignment given and a three-day suspension
4 <sup>th</sup>	Zero on the assignment given and a five-day suspension
5 <sup>th</sup>	Zero on the assignment given and expulsion from school

## **Consequences**

Consequences for inappropriate behavior will generally follow the progression as outlined below. At the discretion of the administrators some of these steps may be skipped.

### **Detention**

Teachers may assign after school or lunch detention monitored by the teacher. Administrators may assign after school detentions that will be served on Monday or the first day of school week.

- After a student receives three detentions, he/she will be issued a Saturday School for the next disciplinary infractions.

### **Saturday School**

Saturday School will be scheduled once a month (or as needed). Each student that receives a Saturday School will be required to pay a monitoring fee.

- After a student receives two Saturday Schools, he/she will be issued a suspension for the next disciplinary infraction. This progression starts over at the semester.
- If the student fails to attend Saturday School, a suspension will be issued.

### **Suspension**

The King's Academy is committed to keeping students in the classroom learning environment as much as possible. However, if the administration determines that a student has engaged in behavior or activities which constitute a violation of the Honor Code or other school standards which warrant removal from the classroom, a suspension may result.

- A suspension may be for a period of up to 10 school days. Students are required to complete all required course work during a suspension.
- The student is not allowed on campus for any after school activities including games and performances.
- Suspensions usually go into effect immediately. During suspensions, students are marked absent. The Assistant Principal notifies the home by letter outlining the situation and decision. (A copy of the letter is placed in student's permanent file).
- The student will be expected to complete all of the assigned class work and to make up tests according to the planned absence make-up policy. Full credit will be given for academic work during the suspension.

- All suspensions will count towards the limit of 10 absences per semester. One point is deducted (up to 5 points per quarter) from each subject's final nine weeks average for each class period missed for suspension.

## Disciplinary Contract

In order to ensure that students who have made mistakes seek to change behavior on a long-term basis they may be placed on a disciplinary contract. A student found to have a pattern of inappropriate behavior will be given guidelines of expected behavior in the form of a contract. A meeting with administration, student, and parents will review the terms of the contract. Parents, student, and Principal must sign the contract.

- Contract periods typically range from one academic semester to twelve months.
- While under contract a student may be ineligible for participation in athletics or other performing groups at the discretion of the administration.
- Consequences for behavioral infractions may be escalated for a student on probation.
- If the student does not abide by the contract guidelines they may be asked to withdraw or may be expelled.

## Expulsion

Expulsion is the most severe form of punishment to be exercised at The King's Academy. It is recommended only after either all previous forms of discipline have been exercised and the problem(s) persist(s), or, when the offense is by its very nature one which even in a single act permits a situation which the school finds untenable or presents a threat to the safety of its staff or students.

Examples of offenses that will almost always result in a recommendation for expulsion are:

- The threat to use or possession of firearms, knives, incendiary, or other such harmful devices, weapons, replicas, imitations, or look-a-likes on school grounds or at any school-related activity.
- Verbal, written, or electronic threats, harassment, or intimidation of any kind to any student or staff member in or out of school.
- Any action in the school or community which would fit into the broad category of "felony". Such acts may be under investigation by authorities, in which case a suspension may be levied. When verified, a recommendation for expulsion may be levied.
- Theft.
- Possession or distribution of an illegal substance on The King's Academy property.
- Repeated cheating (see consequences above).
- A repeat offense of alcohol use, drug use, or sexual involvement.

## Student Use of Technology - Secondary (Use of Personal Electronic Devices)

### Purpose

The King's Academy provides its network access to students for the purpose of enriching educational experiences, both in and out of the classroom. In recognition of this, students will be required to follow the Acceptable Use Policy (AUP) when using the TKA network whether on personal electronic devices or on school owned devices. Any use of the TKA network is considered a privilege and not a right.

### Acceptable Use Policy of Approved Devices Other Than Cell Phones – Students

#### General Guidelines

1. Students will properly register all personal devices other than cell phones that will log onto the school's network according to the specified procedures of the Technology Department of TKA.
2. Students must bring their tablet/laptop and working charger to each class period. The student will be noted as unprepared if the proper items are not in class.

3. The owner of the device is solely responsible for ensuring that the device is in good working order.
4. The student is responsible for any accessories necessary for the operation and usefulness of the device including cables, charged batteries, cases and other peripheral devices.
5. Personally-owned laptops or other devices are the responsibility of the student and his/her parents/guardians. The King's Academy is not responsible for any damage, loss or theft of the personal owned laptop or other device.
6. Students are responsible for their own files and should back them up as needed.
7. Students should maintain the updates necessary to keep their device running properly.
8. Students will keep devices to be used in class on top of the desk, visible to the teacher, and in "Silent" Mode with no vibration.
9. Students will respect the educational atmosphere of the classroom and other meetings by not engaging in personal communication (text or e-mail). Students may not access social media or messaging apps while in class, or study hall.
10. Students will not use technology to cheat or assist others in cheating on assignments or tests.
11. Students will refrain from watching downloaded movies, movie clips, or television programming during class or study hall periods.
12. Headphones/Earbuds are not to be worn or used during school hours except for specific educational activities as requested by the classroom teacher.
13. Students will refrain from gaming activities on their devices during class and study hall time.
14. Students understand that cyberbullying is against the law and will do their part to report it.
15. Students will practice safe and appropriate internet conduct to protect themselves, their personal reputation and the testimony of TKA. This would include but not be limited to the following tips:
  - Avoid publishing personal information of yourself or others (names, addresses, e-mail addresses, phone numbers, etc.).
  - Never post anything you would not like your parents, teachers, or future employers to see.
  - Don't open messages or attachments from individuals you do not know.
  - Students will not access information that is dangerous or potentially damaging.
  - Never agree to meet someone you only know online without your parents' consent.
  - If something seems inappropriate or makes you feel uncomfortable, notify your parents or a trusted adult immediately.
  - Use search engines rather than typing addresses directly into the address bar. (One small difference in the lettering of an address may access a site you never intended to visit).
16. Due to the "open" nature of the internet, no liability will be assumed by The King's Academy for the use or misuse of this system.
17. It is the responsibility of each student to make good decisions as to what information is retrieved from the internet and what is done with that information.
18. Students will adhere to copyright laws.
19. Students will cooperate with the technology office that is present to monitor use of e-mail and electronic on-line resources.
20. Students will report abuse of the technology procedures outlined in the Secondary Student Acceptable Use Policy to the technology office.
21. The King's Academy technology office is not responsible for repairing and/or maintaining privately owned devices.

## Major Guidelines

1. Students will not use or be in possession of another student's electronic devices without the owner's permission.
2. Students will conduct audio or video recording only when prior permission has been received from all parties being recorded.
3. Students will exhibit Biblical traits of kindness (Ephesians 4:32) and respect for others (Philippians 2:3) by not publishing or posting material that would bully, degrade, harass, or otherwise cause harm to another person. Additionally, students will not post or download profanity, vulgarity, or any other inappropriate language or images.

4. Students will avoid masquerading, spoofing, or pretending to be someone else. This would include, but is not limited to, sending messages or other digital content in someone else's name.
5. Students will show respect for TKA and the members of the TKA family by not accessing or modifying another member's account, files or password.
6. Students will refrain from any deliberate action to disrupt network service or damage equipment. Furthermore, students will not in any way disrupt the use of classroom technology including teacher tablets and projectors.
7. Network:
  - Students are responsible for protecting network accounts and for all actions taken while accessing and using information resources.
  - Students will be responsible for adhering to the policies of other networks accessed. Students will respect the integrity of the network accessed and agree to not alter it in any way.
  - Students understand that their devices are being filtered and monitored on the network.
  - Students will not use anonymous proxies or VPN's
8. Students agree to abide by state, national and international laws regarding technology.

## Violations of Acceptable Use Policy

The teacher will enter electronically an office referral for every violation (other than unprepared) of the Acceptable Use Policy.

### For General Violations of the Acceptable Use Policy (AUP)

- First Offense: A lunch detention will be assigned.
- Second Offense: An afterschool detention will be assigned.
- Third Offense: A Saturday school will be assigned.
- Fourth Offense: A one-day suspension will be assigned.

### For Violations of AUP Major Guidelines

Violations of the Major Guidelines in the Acceptable Use Policy may result in a disciplinary sanction of Saturday School, suspension, disciplinary contract or expulsion. If deemed appropriate by the School Administration, certain violations may be reported to law enforcement authorities.

## Acceptable Use Policy of Cell Phones

Cell phones may be used anytime throughout the day except in the classrooms and/or general assemblies or chapels. If the cell phone is seen or heard, it is in violation of the cell phone policy,

### For General Violations of the Cell Phone Policy

The device will be confiscated and turned in to the appropriate school office. The device will be held according to the following:

- First Offense: The cell phone is confiscated until 3:05 P.M. of the following school day.
- Second Offense: The cell phone is confiscated and the parent may retrieve the device after 3:05 P.M. the fifth day after confiscation.
- Third Offense: The cell phone is confiscated and the parent may retrieve the device after 3:05 P.M. the fifth day after confiscation. Additionally, an after-school detention will be assigned.
- Fourth Offense: The cell phone is confiscated and the parent may retrieve the device after 3:05 P.M. the fifth day after confiscation. Additionally, a three-day suspension will be assigned.

In cases which violate the Student Honor Code (i.e. cheating, bullying, theft, etc.), the administration has the right and responsibility to give consequences relative to the violation. The Palm Beach Sheriff's Office will be consulted if an administrator suspects that a criminal act has occurred.

***In cases of violations of the AUP, TKA reserves the right, and parents and students agree and consent to the School's searching of any of the content of the device, including, but not limited to, call or search history, photos, text messages, emails, instant messages and other data or information.***

***The School also reserves the right, and parents and students agree that the School may, at its sole discretion, search and review the contents of a student's device in other circumstances, where the School has a reasonable basis to believe the device demonstrates a violation of student conduct standards. Failure of a student or parent to comply with a request to search a phone under this paragraph will result in the School assuming that the student has engaged in the conduct alleged and take appropriate discipline, which may include, but is not necessarily limited to, suspension and expulsion.***

## **Bullying, Cyber-Bullying, Harassment, and Threats**

Bullying and harassment are repeated negative behaviors that may provoke an emotional or violent response or inflict distress. Bullying and harassment can come in many forms whether it is gossiping, teasing, rude gestures, name calling, using threats, or verbal or physical intimidation. Bullying or harassment that occurs on or off school premises or at a school-sponsored activity will result in disciplinary action that may include suspension or expulsion.

Cyber-bullying is considered harassment and is a punishable offense. Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, intimidating or threatening another student by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs and social networking sites).

Any incident of bullying or harassment is to be reported to the Secondary Administration. Reports will be investigated and violations of this policy will be treated as serious disciplinary infractions. Normal disciplinary procedures will be followed in determining the appropriate consequences. To the extent possible, all reports of bullying and/or harassment will be kept confidential. The school reserves the right to pursue claims or suspicions of bullying/harassment on campus or at school-related activities without prior or continued consent or approval from those involved.

Threats or implied threats, either verbal or written, are taken very seriously and will result in disciplinary action, including suspension and expulsion. In addition, incidents of this nature may be reported to law enforcement authorities if deemed appropriate by the school administration.

## **Search and Drug Policy**

### **Search of Student Lockers**

On certain occasions, such as suspicion of possession of drugs, alcoholic beverages, pornographic materials, etc., it may be deemed necessary to search a student's locker. The King's Academy reserves the right to search a student's locker. The searching of the locker by an Administrator, with another school employee, is school policy. The locker will be searched with or without the presence of the student.

### **Search of Students**

1. If a School Administrator, with another school employee, asks a student to empty his/her pockets and take off his/her shoes and socks, the student should immediately do so. If the student is unwilling to do so, the Administrator contacts the parent/guardian(s).
2. If the student is still unwilling to do so after having spoken with his parent/guardian(s), he/she will be expelled from the school.



## **Search of Student's Book Bag**

1. A School Administrator, with another school employee, asks the student to empty his/her book bag, he/she should do so immediately. If the student is unwilling to do so, the Administrator contacts the parent/guardian(s).
2. If the student is still unwilling to do so after he has spoken with his parent/guardian(s), he/she will be expelled from school.

## **Search Public Websites**

Any public websites (i.e., Facebook, Twitter, Instagram, etc.) is subject to Administrative review and any infraction of the TKA Honor Code will result in appropriate disciplinary action.

## **Student Drug Policy - Secondary**

Students of TKA are expected to adhere to our conduct standards and provide a positive example of TKA standards to the greater community. Students who use drugs or illegal controlled substances or are in possession of such substances reflect poorly on religious beliefs and values of the school. A student who at any time (on or off campus) is under the influence of alcohol, drugs, or mood-altering substances, or who possesses, uses, distributes, dispenses, sells, or aids in the procurement of alcohol, narcotics, restricted drugs, mood-altering substances, or any substance purported to be a restricted substance or abuses over-the-counter drugs, shall be subjected to discipline, including, but not limited to suspension and expulsion.

## **Drug and Alcohol Testing**

If, in the sole discretion of the TKA Administration, it is determined that a reasonable basis exists that a student has used drugs, or improperly used other controlled substances, that student must submit to a hair sample drug test.

## **How Does The Drug And Alcohol Testing Work?**

Students will be tested by hair analysis which will involve a simple small snip of hair from the student. This method was chosen because it has consistently proven to be the most effective method in correctly identifying drug use and is the most cost effective and least invasive technique. The test will screen for marijuana, cocaine, opiates, amphetamines (both ecstasy and methamphetamines), phencyclidine (PCP) and alcohol. Additionally, the test will identify a range of use (light, moderate, or heavy) and it can also provide the window of time of the use.

## **Reasonable Suspicion**

In addition to the above, if in the sole discretion of the TKA Administration, it determines that a reasonable basis exists that a student has used drugs, or improperly used other controlled substances, that student must submit to a hair sample drug test as outlined above.

# The TKA Dress Code

## Uniform Fittings

Students must have an appointment for all uniform fittings at The Pride School Store during the summer. Fittings start in July. If your child does not need a fitting, you may stop by The Pride, School Store and make your purchases. Uniforms may also be ordered on the TKA website: [www.TKA.net](http://www.TKA.net).

## Secondary Uniform

### Secondary Girls' Uniform

Khaki Skort  
Navy Skort  
Khaki or Navy Pants  
Navy or Red Short-Sleeve Polo  
Brown Leather Belt  
TKA Letter Jacket  
TKA Monogrammed Sweatshirt (Navy or Gray)  
TKA Long-Sleeve Navy Polo  
TKA Fitted/Sports Bomber Jacket  
Navy, White or Black Socks (white knee high may also be worn)  
Socks may have minimal trim or logo may be in color  
TKA "Friday" shirt to be worn on Friday's only

### Secondary Boys' Uniform

Khaki Shorts  
Navy Pants  
Khaki Pants  
Navy or Red Short-Sleeve Polo  
Brown Leather Belt  
TKA Letter Jacket  
TKA Monogrammed Sweatshirt (Navy or Gray)  
TKA Long-Sleeve Navy Polo  
TKA Sports Bomber Jacket  
Navy, White or Black Socks  
TKA "Friday" shirt to be worn on Friday's only

## Shoes - Grades 7<sup>th</sup> – 12<sup>th</sup> Grade

Students must wear clean, neat, and snug-fitting athletic, leather, or canvas shoes. All shoes must be fully enclosed with a full back and complete sole; however, boots, high heels, and/or house slippers are not acceptable. The athletic shoe cannot contain roller skates or any other devices. If the shoes become dingy or tattered during the school year, the student will be asked to wear another pair of shoes to school. Socks, if worn, may only be white, black, or navy colored.

**Note:** The Secondary Administration reserves the right to make the ultimate decision regarding a student's shoe. The student may be asked to change shoes before going to class. Absences will be given for classes missed.

## Secondary P.E. Uniform

Boys and girls are required to supply their own towel, socks, and sneakers from home. The rest of the uniform, which must be purchased at the TKA Uniform Room, is:

### Boys

TKA Gray P.E. Shirt  
TKA Red P.E. Shorts

### Girls

TKA Gray P.E. Shirt  
TKA Red P.E. Shorts

On extremely cold days, warm-up pants and/or sweatshirts may be worn for P. E. only, as directed by the P.E. teacher.

## Secondary Outerwear

The only outerwear permitted is the TKA sweatshirt, TKA letter jacket, TKA navy or red fleece jacket. and TKA Fitted or Sports Bomber Jacket. Only TKA outerwear is permitted.

## Hats

Hats are permitted in P. E. class only or on rainy days and must be removed in the classroom and the halls once at school.

## Wearing the School Uniform

The following regulations apply to the regular school uniform:

1. All students must wear the uniform the entire year.
2. Girl's skort length must be no shorter than 5" from the middle of the knee. If a student does not adhere to this guideline, she will receive a detention. Additional consequences may be assigned for repeat offenses.
3. If the boy's shirt is untucked, a detention will be issued.
4. Uniforms must be kept neat and clean with no ripped shirts, skorts, or pants.
5. All but the top two buttons on the boys' polo shirt must be buttoned.
6. All undershirts must be white, short-sleeve. No long sleeve undershirts or turtlenecks are permitted. (All t-shirts must be tucked in and not showing at the hem).
7. Shirts must be neatly tucked in at the waist at all times. Secondary girls may wear the red or navy polo style shirt un-tucked if they are wearing the skort (all t-shirts must be tucked in and not showing at the hem of the polo shirt).
8. Pants and shorts must be worn properly, with a belt at the natural waist.
9. Girls in grades 7-12 have the option of wearing neutral-colored hose or white knee highs.
10. Students are to put their name (small and neat) on all uniform items (including their P.E. uniform).
11. Non-complying students will be kept out of class until the infraction is corrected.
12. All uniforms must be purchased from The Pride School Store only (except HS belt and socks).

**NOTE:** Items (pins, buttons, etc.) may be attached to the uniform as long as they are conservative. Students may wear a reasonable amount of conservative jewelry (no Satanic, or anti-Christian symbols). Boys may wear a single necklace under the collar of their shirts, moderate in size, as determined by the administration. Boys may not wear earrings. Girls may wear two pairs of earrings.

## The Following Uniform Standards Apply at Other Times

1. Students must never be barefoot on campus – inside or outside of any school building.
2. All students must identify with, dress in accordance with, and use the facilities associated with their biological gender.
3. Whenever TKA students are not required to wear the school uniform but are on campus anytime, or attending or participating in a TKA function off campus, they are to dress neatly, modestly, and non-offensively. TKA school standards apply. Skorts should be uniform length, and shorts must have at least a 6" inseam. No tank tops, crop tops, sleeveless, or bare midriff tops may be worn. Non-complying students will be sent home, if deemed necessary.

## Uniform Excuses

Any uniform excuses must be sent with the student to the Elementary Administration or Secondary Assistant Principal. Verbal excuses are not accepted. Replacement uniform items should match our uniform as much as possible (no flip-flops, beach shoes, or jeans). Non-complying students will be kept out of class until the infraction is corrected.

Flip flops, beach shoes, and sandals are not to be worn on campus at any time during school hours. If a student has a blister or a medical condition that prevents them from wearing a loose-fitting sneaker the student may wear a medical shoe. Students wearing flip flops for any reason will not be permitted in class. The parent/guardian will be called to pick up the student or provide appropriate shoes or sneakers.

## Special Attire for Teams and Groups

Each Friday is Jean and Spirit Shirt Day. TKA t-shirts, sports teams, school groups, and school clubs will be permitted to wear school approved T-shirts or be out of uniform at the direction of the Principal. The T-shirts, shirts or sweatshirts permitted must first be approved by the Principal. T-shirts, shirts and sweatshirts are approved on an annual basis for the school year. Sweatshirts with hoods are prohibited. Students may wear TKA approved jeans on Friday by purchasing a "Jean Pass" for \$30.

1. Seniors are permitted to dress up on the fourth Thursday of each month. Students are to follow the dress code guidelines for dress up days.

## Hair Code

### Boys' Hair

1. Must not touch the eyebrows.
2. Be neatly trimmed around the ears, not overlapping the ears.
3. Be properly thinned all over and neat.
4. Be neatly trimmed on the back of the neck off the collar.
5. Coloring of the hair is allowed but not a color that differs greatly from a natural color.

### Girls' Hair

1. Bangs must not cover eyebrows or eyes.
2. Must be of consistent length.
3. Must be neatly combed at all times.
4. Coloring of the hair is allowed but not a color that differs greatly from a natural color.

All hair styles must be in keeping with conservative standards as determined by the School Administration (i.e., no asymmetrical cuts, spikes, Mohawks, shaved portions). Boys must be clean shaven at all times. It is the student's responsibility always to be well groomed.

## Uniform Price List:

All uniforms are required and must be purchased at TKA Uniform / School Store. Prices are subject to change.

SECONDARY BOYS		
Price Ea.	Item—Color	Sizes
22.99	Shorts—Khaki	3-16
23.99/25.99	Shorts—Khaki	Prep, Husky, Men
26.99	Pants—Navy	3-16
27.99 / 28.99	Pants—Navy, Khaki	Prep, Husky,
28.99	Pants – Navy, Khaki	Men
12.99	P.E. T-Shirt—Ash - TKA	Youth-Adult
16.99	P.E. Shorts—Red - TKA	Youth-Adult
23.99	Sweatshirt—Navy - TKA	Youth-Adult
49.99 – 54.99	TKA Sports Bomber Jacket	Youth-Adult
42.99	Gray Sweatshirt - TKA	Adult
14.99	Leather Belt—Brown - TKA	20-40
20.99/21.99	Polo Shirt—Red, Navy	Youth-Adult
22.99/23.99	Long Sleeve Polo - Navy	Youth-Adult
14.99	P.E. Bag - Blue	

SECONDARY GIRLS		
Price Ea.	Item—Color	Sizes
\$34.99	Skorts—Khaki, Navy	Girl, Jr., Missy
28.99	Pants—Khaki, Navy	Girls/Juniors
12.99	P.E. T-Shirt—Gray - TKA	Youth-Adult
16.99	P.E. Shorts—Red - TKA	Youth-Adult
45.99-49.99	TKA Fitted Jacket	Youth-Adult
23.99	Sweatshirt – Navy - TKA	Youth-Adult
49.99 – 54.99	TKA Sports Bomber Jacket	Youth-Adult
14.99	Leather Belt—Brown - TKA	20-40
20.99/21.99	Polo Shirt—Red, Navy	Youth-Adult
22.99/23.99	Long Sleeve Polo—Navy	Youth-Adult
42.99	Gray Sweatshirt - TKA	Adult
14.99	P.E. Bag - Blue	

## Return Policy

Please be sure to try on each item before removing tags. Original manufacturer tags must still be attached for an exchange or return. Returns without a receipt will receive a store credit for the current selling price of the item. Items or styles that are being phased out or are no longer available will not be eligible for return or exchange.

If items are not in new condition (strong odor, stains, etc.), they are not eligible for return or exchange. Returns totaling more than \$75.00 will be reimbursed minus a 10% restocking fee. These checks will be mailed from the Business Office. Due to health regulations the TKA School Store cannot accept any returns or exchanges on uniforms that have been washed, worn, or altered.

## Secondary Guidelines for Dress at School Activities

The spirit of the following guidelines is for the attendees to dress modestly, conservatively, and to reflect Christ in their attire. Students in violation will be asked to wear a cover-up or they will be sent home from the activity.

### Formal and Semi-Formal Dress (Junior-Senior Formal, Homecoming Court and Senior Girls' Luncheon)

#### Boys

Tuxedo or suit.

Boys must wear dress clothes, which include shoes, socks, pants, shirt, tie, and jacket

#### Girls

Long or short dresses

Dress length and slits must not be higher than 2" above knee when kneeling

Dresses must not fit too tightly

Dresses should not be low in the front as to show any cleavage

Backless opening must be no lower than the natural waist line

### Guidelines for Dress-Up Days

#### Boys

Dress pants

No shorts or jeans

Collared knit or dress shirt (no T-shirts, muscle shirts, tank tops, or sweat shirts)

No tennis shoes, flip flops, thong-backless sandals, or sneakers

#### Girls

Pant Suits or Slacks

Pants must not be white, tight fitting, sheer, or of thin material.

Blouses that are not low-cut or sleeveless. If sleeveless a cover up must be worn at all times.

Tennis shoes, sneakers, or flip flops are not permissible

\* Non-complying students may be sent home for that day, and their absence will be considered an unexcused absence with one point deducted from each class.

## Guidelines for Dress-Down Days

### Long pants

Boys-Slacks, jeans, or shorts are permitted (neat, no holes or frayed bottoms, loose fit). Pants must be worn properly, not pushed down on hips. No low cut or white pants or shorts are permitted.

Girls-Slacks, jeans, or capris below the knees are permitted (neat, no holes or frayed bottoms, loose fit). They may not be white, sheer, or of thin material. Pants must be worn properly, not pushed down on hips. No low cut pants or tight jeans.

### Shirts

No shirts with writing that fails to meet Christian or TKA standards (no rock singers, questionable slogans, etc.). All shirts must be long enough to be tucked into pants or jeans. Shirts should be loose fitting and not low cut. No tank tops are allowed.

### Shoes

Closed-toe shoes are required — **no thong-backless sandals, no slide on backless shoes or flip-flops.** Students who wear flip flops or beach shoes will be sent home. Safety is our primary concern in relationship to this rule. Also, high heels are prohibited. Sneakers and athletic shoes are acceptable, however they must follow the shoe guidelines.

### Hats

None allowed.

**NOTE:** The Secondary Administration reserves the right to make the ultimate decision regarding a student's apparel and shoes. Students in violation of Dress Guidelines will be asked to change to appropriate attire before going to class or may be sent home. (This may result in an unexcused absence for classes that are missed.)

# Finances

## Tuition

Tuition covers most textbooks, student accident insurance, and transportation. If transportation is not desired, there is no tuition deduction. The tuition schedule for the current year is available upon request.

TKA families with any outstanding balance on their account for tuition, lost and/or damaged books, Cafeteria charges, etc. will not be issued or have access to their report cards, transcripts, RenWeb, commencement exercises or diploma, nor will they be allowed on any grade-level trip (this includes the senior trip).

An additional fee is charged for students enrolled in our Discovery Center or Academic Support Program. Fees are pro-rated for delayed entrance or early withdrawal.

Payments are due the 1<sup>st</sup> of each month. A late charge of \$25 is automatically added to accounts whose payments are received after the 10<sup>th</sup> of each month. In order to maintain class privileges, your account cannot be more than 55 days past due.

A \$25 fee will be charged to your account for any returned checks or EFT's. After two returned checks or EFTs, all monies paid to the school must be in cash, certified check, or money order.

Personal checks will not be accepted as payment for any activities, fees, or fines after May 1 of each school year.

Enrollment will not be accepted for students with an outstanding balance at another school. Tuition for students who enter mid-year is prorated. Please see entry schedule below:<sup>62</sup>

<u><b>% of Total Annual Tuition Due</b></u>	<u><b>Date of Entry</b></u>
100%.....	Aug - Sep
90%.....	Oct 1 - 15
85%.....	Oct 16 - 31
80%.....	Nov 1 - 15
75%.....	Nov 16 - 30
70%.....	Dec 1 - 15
65%.....	Dec 1 - 31
60%.....	Jan 1 - 15
55%.....	Jan 16 - 31
50%.....	Feb 1 - 15
45%.....	Feb 16 - 28
40%.....	Mar 1 - 15
35%.....	Mar 16 - 31
30%.....	Apr 1 - 15
25%.....	Apr 16 - 30
20%.....	May 1 - 15
15%.....	May 16 - 31
10%.....	Jun 1 - 15

## Enrollment Fee

Each family is charged a non-refundable Enrollment Fee.

## Lost Textbooks

All textbooks that are lost or damaged must be paid for in the Business Office. A receipt will be issued to present to the teacher and receive a replacement textbook. If the textbook is found the student can return the textbook to the teacher and the teacher will notify the Business Office. The student may present his/her receipt to the Business Office for a refund. The refund of the replacement cost will be issued less a 25% restocking fee. Refunds may only be issued within the school year that the textbook was lost.

## Miscellaneous Expenses

Families may be responsible for other costs, such as uniforms, school-supply fee, course fees, early-morning weight lifting class, music lessons, student activities, miscellaneous equipment, etc. Some of these services/fees are optional. Costs that are common to any school (i.e., lunches, supplies, etc.) have not been listed but should not be assumed to be covered in tuition.

## Student Insurance Coverage

Student injury insurance is included in the tuition; please see below for coverage details. It covers the student for the school year. Coverage starts when the student is picked up by the bus and ends when he is delivered in the afternoon. The insurance is also in effect during school hours, and during school-sponsored trips.

It is necessary to report all school-related injuries to the Clinic promptly (within 24 hours) or possibly forfeit the insurance claim. The school insurance covers only the portion of the medical bill not covered by the student's primary policy and only partially covers uninsured students' medical bills. The student accident insurance policy is a secondary policy, designed to cover deductibles, co-pays and co-insurance from the student's primary insurance. Full benefits may be received by staying within your healthcare network. The School Nurse completes the school's portion of the claim form and returns it to the parent or guardian to complete and send to the insurance company for reimbursement. All student accident claims must be submitted to the insurance company directly from the parent/guardian(s) within 90 days from the date of the student's accident.

Students playing inter-scholastic athletics are covered within the limits of the TKA student policy. Please see above for coverage details. However, TKA requires that the athlete have primary insurance.

Students in grades 6<sup>th</sup> -12<sup>th</sup> participating in Secondary Athletics must have primary insurance or supplemental athletic participation insurance in order to play a sport.

## Financial Assistance

TKA provides Financial Assistance for families who show a demonstrated financial need. An Assistance Fund has been established for this purpose. Financial Assistance is awarded on a yearly basis and is available to all grades based on availability of funds.

Applications may be completed only after a student has successfully completed all steps required for admission to TKA. Application for Financial Assistance may be completed online after January 1<sup>st</sup> for the upcoming school year. There is a link on [www.TKA.net](http://www.TKA.net) to complete the application.

Donations to the Assistance Fund are generally tax-deductible. Donors should always consult with their tax advisor(s) as to their particular tax situations and the deductibility of any gifts.



## Withdrawals

When a student withdraws from TKA, whether at the request of the parent or TKA, the parent/guardian’s financial responsibility is shown on the chart below. Attendance for any part of a month (even one day) is considered the same as the entire month. When withdrawing a student, please obtain a Withdrawal Form from either the Secondary Office or the Elementary Office, depending upon the grade in which the student is currently enrolled. A completed Withdrawal Form must be submitted and all outstanding fees and/or fines must be paid before records will be sent to the student’s receiving school.

<u><b>% of Total Annual Tuition</b></u>	<u><b>Date of Withdrawal Notification</b></u>
5%.....	July 1 - Day before School
15%.....	1st Day of School - Aug 31
25%.....	Sept 1 - Sept 30
35%.....	Oct 1 - Oct 31
45%.....	Nov 1 - Nov 30
55%.....	Dec 1 - Dec 31
65%.....	Jan 1 - Jan 31
75%.....	Feb 1 - Feb 28
85%.....	Mar 1 - Mar 31
95%.....	Apr 1 - Apr 30
100%.....	May 1 - End of School

When a student withdraws, TKA sends his/her records to the receiving school only. The receiving school must request the student’s records, not the Parent.

# General School Information

## School Hours

School hours for are 8:15 A.M. to 3:05 P.M. unless otherwise noted. The King's Academy is not responsible for students on campus at other times, unless the students are participants in school functions. School is in session 176 days per year.

## School Office Hours

Monday through Friday – 7:30 A.M. to 4:00 P.M.

## Emergency Communication

In the event of a school emergency or unexpected school closing, TKA utilizes all available means of communication to keep parents informed. One of the primary means of communicating information to parents quickly is through the AlertNow Message System. This calling system sends a recorded message to all parents' home phones and cell phones within 10 minutes of a call launch. In addition, the school utilizes local media as well as its website ([www.TKA.net](http://www.TKA.net)) and TKA-E News emails when appropriate.

## Emergency Procedures

If our local police, state government, federal government, or Department of Homeland Security issues a red alert status, the following measures and precautions will take place:

### Red Alert – Non-specific to Hendry County Measures and Practices

The school will remain open and all services will be provided with caution in mind. The school may be on restricted access status with only TKA families or assigned designees allowed to enter campus.

### Red Alert – Specific to Hendry County Measures and Practices

There may be a possible cancellation of school and all services. If all school is in session the school may be on a lockdown status.

## School-Wide Campus Emergency Evacuation

If The King's Academy is required to evacuate the school site due to an imminent threat, the school will evacuate to Evangel Assembly of God, 350 S. Berner Road and/or Clewiston Inn, 108 Royal Palm Avenue. These locations may change if the emergency necessitates a change.

The school has a lockdown procedure and an evacuation procedure in place. The lockdown procedure is practiced during the school year.

## Fire Drills

Fire Drills are held once a month. During a fire drill, students are not to talk until the all-clear signal is heard. Each class exits the classroom quickly, without running, and proceeds in single file to its designated area.

If any student is not in their classroom when the fire drill signal sounds, he/she should proceed as quickly as possible to meet their class if he/she is in the same general area as their class. If a student is far from their class (e.g., on the other side of the campus), he/she should report to the teacher of the nearest class. That teacher should then report their presence to the area supervisor so that the student can be accounted for.

## Animals

Animals are not allowed on campus.

## Athletics - Secondary

TKA is a member of the FHSAA (Florida High School Athletic Association). The school offers opportunities for students in grades 7<sup>th</sup> – 12<sup>th</sup> in partnership with Clewiston Middle School and Clewiston High School.

**NOTE:** Student Athletes must have completed FHSAA paperwork turned in to the Athletic Department prior to conditioning/open gyms/try outs/athletic participation/team membership. The FHSAA mandatory forms are found online at [www.tkalions.net](http://www.tkalions.net) and click on the tab “forms”. All athletes must have primary insurance or supplemental athletic participation insurance in order to play. Please be advised, only FHSAA forms will be accepted. The FHSAA EL2 is valid 365 calendar days from the date of evaluation and the FHSAA EL3 and FHSAA EL3CH are valid for 365 calendar days from the date of the most recent signature.

### FHSAA Forms Listed:

1. **FHSAA GA7** – This form is the informational top sheet.
2. **FHSAA EL2** – Pre-participation Physical Evaluation. This form is required for all Secondary athletes that plan on participating in TKA athletics and weight training. It is not required for students in P.E. classes.
3. **FHSAA EL3** – Consent and Release from Liability Certificate. This form is where you list your insurance policy name and number.
4. **FHSAA EL3CH** – Consent and Release from Liability Certificate for Concussion and Heat-Related Illness.
5. Additional Form: **FHSAA GA4** – Affidavit of Compliance with Policy on Athletic Recruiting. This form is required for all new transfer 9<sup>th</sup> – 12<sup>th</sup> grade students.
6. Additional Form for Home Education Student: **FHSAA EL7** – Registration Form for Home Education Student. This form is to be filled out, notarized, and sent to the Athletic Office prior to the first official FHSAA start date of the sport they are interested in playing.
7. Additional Form for Home Education Student: **FHSAA EL7V** – Verification of Student Registration with Public School District Home Education Office.
8. Additional Form for Home Education Student: **FHSAA EL9** – Home Education Student Academic Progress Report.

Students and adults are invited to attend games and are encouraged to display courtesy and Christian conduct. Commendable play by either team deserves applause. Spectators should refrain from showing disrespect in any way to anyone, including referees. Disrespectful behaviors include: abusive cheering, booing, excessive use of noisemakers, or throwing items. Violators may be asked to leave.

## Branding

The King's Academy seeks to unify the corporate brand of the school with its TKA Brand Identity Guide. The guide provides all of the approved brand identity marks for school materials. In addition to proper colors, fonts, word-

marks, and logos for printing, the guide provides direction for all members of the school community (including school offices and divisions, booster groups, teams, organizations, and clubs) regarding the “look” of TKA. The guide also includes the official TKA crest, lion and paw print. For further information about the TKA brand, contact the Development Office.

## Change of Address, Phone or Email

In order to maintain accurate communications between home and school, it is vitally important that parents notify The King’s Academy Receptionist immediately of any changes in address, phone, marital status, custody, email address, etc. Student progress reports are released only to the persons having legal custody.

## Chaplains

The Chaplains/Guidance Counselors minister to the spiritual needs of Secondary students. His/her primary mission is to lead students to Christ, follow up on new converts, and counsel students concerning their personal problems.

So that students will feel free to confide in the Chaplain/Guidance Counselor, the Chaplain/Guidance Counselor is immune from having to report any offenses, except abuse (required by law), to the Administration. However, in the cases of drinking, illegal drug use, or sexual intercourse and/or homosexual activity, he/she will inform the parents. Students being counseled in these four areas must evidence sufficient progress, within an allotted period of time, in order to remain at TKA.

If any employee discovers, on his/her own, that a student is involved in any of these four areas, he/she must report it to the Principal. The Principal will ascertain if the student is being counseled by the Chaplain in that area. If the student is, the student will not be dismissed.

## Food

If a parent needs to drop off food items to a student, please deliver it to the Front Desk.

## Fundraising

Many parents are involved in booster groups and activities that financially support The King’s Academy. Prior to implementation of any fundraising effort, approval must be received by the Development Office so that a complete calendar of Development activities can be maintained.

**All fundraising activities**, whether internal or external (i.e., car washes, letters, product sales) and regardless of how insignificant, **must be first approved by the Principal and Development Office, even if used in prior years**. Use the **Fundraising Request Form** to request any fundraising activity. This approval must be received annually for recurring events so that a complete calendar of Development activities can be formatted.

Students are not permitted to do any door-to-door fundraising.

## Junior-Senior Formal

The Junior-Senior Formal is sponsored by the junior class to honor the graduating seniors. TKA juniors and seniors may bring a High School (9-12) age guest of his/her choice. If a non-TKA guest is brought, that person must also be in grades 9-12 or older and must comply with the TKA Dress Code. Students should follow the dress code for Formal/Semi-Formal Dress.

## Lockers

Students (grades 7 -9) are issued two lockers. Students in grades 10 – 12 are issued one locker. Parents do not have access to student lockers during school hours.

At the end of the year, each student will clean out his/her locker and turn in his/her lock. Items left in lockers after the last day of school are boxed up and donated to charity. Absentees during the last few days should make arrangements to get his/her belongings from his/her locker or risk losing them.

## Lost and Found

Lost and found is managed by the Front Desk. Unclaimed items are periodically discarded or donated. No item is kept over 30 days. Items not claimed by the last day of the school year will be discarded or donated. If equipment, including textbooks, cannot be located or is damaged, the student is charged for the damage, even if not intentionally lost or damaged. Students are to put their name on all of his/her own articles, including uniform items.

## Parent Conferences

Parent Conferences are scheduled by appointment. Conferences should be scheduled through the teacher. However, if it is not possible to schedule a conference through the teacher, then a conference can be scheduled with the TKAC Administrator.

## Parent Teacher Fellowship

The King's Academy Parent Teacher Fellowship (PTF) was established to help fulfill the mission "to graduate Christian leaders who seek to impact their world for the King of kings through academic excellence and spiritual vitality."

Every parent of The King's Academy is a member of the Parent Teacher Fellowship and is invited to meetings, events, and to the many other opportunities to get involved. Being involved with PTF is a wonderful way to build relationships with other parents and teachers. PTF By-Laws, Executive Committee Members, and PTF announcements may be found on the TKA website ([www.TKA.net](http://www.TKA.net)) or by contacting the Development Office.

## Parties

During major events, an information table is set up in front of the Main Office for parents to sign-in. When parents bring food for parties which they will not be attending, they should leave it with the Receptionist. A note indicating the recipient of the food should be attached to the food container.

Any Elementary parents who wish to send home **letter requesting money for a teacher gift** must first submit the letter for approval to the Elementary Administration. The letter should state that participation is voluntary and that it is not a TKA-sponsored request.

If an Elementary student wants to distribute **home party invitations in class**, it should be done at the close of the day. Primary teacher assistants can put them into the children's backpacks. To distribute invitations in class, all students of the same gender are to be invited.

## Passes

No Secondary student may be outside of class during class time without a pass. Students issued a pass must return it to the issuer before the end of the period.

## Philanthropy and Gift Support

Gift support is crucial to the future of The King's Academy. Tuition supports the budgeted yearly needs of educational and extra-curricular programming. However, the philanthropy of Friends, Alumni, Grandparents, and Parents provides for the growth, expansion, and improvement of programs. Please direct all questions regarding your support to the Development Office.

All gifts to The King's Academy, a 501(c)(3) organization, are tax-deductible to the fullest extent of the law. Donors should always consult with their tax advisor(s) as to their particular tax situations and the deductibility of any gifts.

### Planned Giving

Planned giving offers individuals and families a way of making a charitable donation to the school through outright gifts, bequests, annuities, insurance policies, and the establishment of endowed funds. The Development Office of The King's Academy is prepared to assist families interested in creating a legacy as part of their overall financial and estate planning.

### The Annual Fund

The Annual Fund is a yearly opportunity for individuals and families to support the growth of TKA in all areas. The Annual Fund campaign runs during our fiscal year, July 1st through June 30th. Tuition and fees cover the basic costs of education at The King's Academy, but in order to grow as an institution, the school relies on gifts and support. Annual Giving is an opportunity for individuals to invest in the students and the future of The King's Academy.

Parents, Alumni, Board Members, Administrators, Faculty, Staff, Grandparents, and Friends of the school participate in Annual Giving. Gifts have a direct impact in every classroom and program on campus and each family is asked to give prayerful consideration to the needs of our students and the benefits they will receive through your generosity. It is important that each member of the TKA family participate.

### The Mane Event - Annual Dinner and Auction

Each year, the Development Office, under the leadership of the Development Coordinator and with the assistance of a large group of volunteers, organizes The Mane Event as a major fundraising and friend-raising event. Lead-up events include the Boutique and Trunk Show, Underwriting Party, Gift- Gathering Party and the Annual Luncheon and Fashion Show. Faculty and staff are encouraged to be involved with the event in whatever way they are most comfortable, whether as a guest, a volunteer, or committee member.

### Endowments

The King's Academy has a growing endowment program. An endowment is an investment structure in which investment earnings are used to fund a specified need. The endowment's principal balance is untouched so that growth can continue and needs can be met for years to come. The King's Academy currently has those designated endowments:

- **Student Scholarship Endowments** - The Student Scholarship Endowments are an investment in the future of tuition assistance at The King's Academy. Proceeds from the following Endowments bolster the ability of The King's Academy to provide tuition assistance for deserving students.
  - **M. Nelson and Jane Loveland Scholarship Endowment**
  - **James and Annie Erneston Scholarship Endowment**

- **Faculty Development Endowment** - The Faculty Development Endowment is an investment in the future of the faculty of The King's Academy. Proceeds from the fund allow faculty members to pursue advanced degrees, attend enrichment conferences, visit other schools, and take advantage of a wide range of opportunities for growth and continued education.
- **Building Maintenance Endowment** - The Building Maintenance Endowment is an investment in the future maintenance of The King's Academy's campuses.

Endowment gifts have a significant impact on identified funding priorities and support the long-term financial stability of The King's Academy.

## Phones, Cell Phones and Personal Devices

### Secondary (Grades 7 to 12)

Please see policies regarding cell phones and personal devices under Discipline and Conduct Policies – Page 36.

## Posters, Flyers, Announcements

Students, who wish to display a poster anywhere or distribute any literature announcing non-TKA events or information, or sell any non-TKA items, must first have it approved by the Principal and the Development Office. Posters are not to be placed on any painted surface unless using sticky tack.

## School Closings

If area public schools close because of a hurricane or other inclement weather, TKA will also close. In the event of a weather-related school closing, local television stations will broadcast school closing notices. TKA's reopening date may differ from the public school. Please be advised TKA will contact you through the AlertNow emergency phone calling system regarding reopening dates.

## School Store – *The Pride*

Hours, during the school year, are 8:00 A.M. - 3:45 P.M. at the West Palm Beach, main campus. During the summer months, most parents purchase their student's uniforms for the coming school year. This is by appointment only at both school locations. (During the school year, no appointment is necessary.) School supplies (paper, pens, pencils, certain books, notebooks, etc.), as well as other items, are sold.

Online orders are possible through TKA website: [www.TKA.net](http://www.TKA.net) – under the School Life / School Store link. Credit cards are accepted.

## School Supplies

Students in grades 7-12 must store all books, book bags, and school supplies in his/her locker when not in use. Some school supplies may also be purchased from The Pride School Store.

When a student uses up a supply item during the year, the parents of the student must re-supply the item. The school does not provide re-supplies to the students in grades 1-12. Items that are lost or missing need to be re-supplied immediately. It is the student and the parents' direct responsibility to monitor the student's use of consumable school supplies. Student supply lists can be found online at: [www.TKA.net](http://www.TKA.net) and in the back of this handbook.

Bibles and replacement consumable books can be purchased at the TKA School Store. Any consumable school supplies for grades JK-12 will need to be replenished by the parent as the child uses them.

## **Senior Class**

The senior class will take two special trips: a retreat during the first semester of school and a trip to Europe at the end of the school year. These trips are considered an integral part of the senior year experience. Seniors and their parents will be given information regarding these trips and a payment schedule. They will also complete 8 school-related service projects as monitored by their advisors.

## **Smoke Free Campus**

The King's Academy is a smoke free campus. Smoking will not be permitted within the perimeter of the red gates.

## **Student Advisory Program**

Each student in grades 7 – 12 will meet with a faculty or staff member who will lead a 30-minute advisory group periodically. During this time, students and adult leaders will work to develop a mutual caring relationship. During Advisory time, students and advisors will engage in a variety of activities included but not limited to: Biblical devotional thoughts, prayer, discussion of concerns and possible solutions, accountability, and fellowship.

## **Student Council**

The Student Council suggests, promotes, and carries out school-wide activities which serve to build up school morale and honor the name of the Lord Jesus Christ. Members aid in school-wide discipline by being examples of Christ and praying for and applying peer pressure to those students who do not seem to be adjusting to TKA.

## **Tornado Drills**

If any student is not in his/her classroom when the tornado drill sounds (blasts of buzzer or bell), he/she should proceed quickly to the nearest classroom building, cover head, and kneel by the most solid inside wall, away from windows. If no building is near, he/she should go to the nearest ditch. Tornado drills occur twice a year. Students in the classroom go to an inside wall away from windows, crouch down, and cover their head with hands.

## **Visitors**

### **All Visitors**

Any person coming onto campus during office hours (8:00 A.M. - 4:00 P.M.) to visit, or students/teachers coming to observe in class must first sign in through the Lobby Guard kiosk to receive a visitor's badge to wear at all times while on campus.

### **Adult Visitors**

Adult visitors are expected to follow the Dress Code, dressing modestly and conservatively. We allow adults (applying or already enrolled) to observe classes, by appointment. These appointments must be approved by an Administrator.



## Student Visitors

Prospective students may visit the school (shadow) and attend classes for a day or part of a day. These students are to dress neatly, modestly and non-offensively. Boys and girls are not permitted to wear shorts. Reservations for visits are made through the Director of Admissions.

1. Former students attending other local schools are not permitted to visit the campus during the school day.
2. Student visitors, alumni, and out of town student visitors who are in good standing with TKA are allowed to visit the TKA campus. They can only visit during Secondary lunch at the discretion of the Principal. Permission should be requested in advance if possible. Modest and conservative dress is required. Local church Youth Pastors are welcome to visit with students at lunch time after first checking in with the Receptionist.

## Volunteers

The Volunteer Dress Code is as Follows:

- In keeping with the dignity of the teaching profession
- Conservative hair style
- **Men**
  - Shirt with collar
  - Dress pants (no shorts)
- **Women**
  - Modest-length (no-higher than 2" above knee) dress or skirt
  - Dressy slacks (not too tight; no shorts)

Interested in joining the volunteer family at TKA! You will be part of a growing group of dedicated parents and grandparents who serve as classroom, office assistants, library helpers, and other roles on campus.

- Daily volunteers and visitors simply need to check in and out through Lobby Guard, our electronic screening device, each time you visit campus.

The following groups of volunteers will need to complete and submit volunteer packets. It is advisable to submit completed volunteer information for processing as soon as possible to avoid delay, as it may take up to three weeks to fully process paperwork.

- **Overnight Chaperones for Class Trips**
  - 7th through 12th grades – Volunteer packets, which include fingerprinting, will be available through your classroom teacher or the Development Office.
- **JK Volunteers** - Volunteer packets will be available through your child's teacher.
- **Volunteer Coaches and Assistants** – Volunteer packets, which include fingerprinting, will be available from the Executive Administrative Assistant or the Athletic Director. The days and hours you volunteer should be agreed upon with the teacher/faculty/staff/coach with whom you are volunteering.

# Health Information

## Medical Release Information

So that a student may be medically treated in an emergency situation when away from the West Palm Beach area, or when the parent/guardian is not present, all students must have the permission to treat approval on the online enrollment form completed.

## Florida High School Athletic Association

Please refer to the General School Information/ Athletics – Secondary section – Pages 52-53.

## Birth Certificate

A copy of the original of each athlete's birth certificate must be on file and available to the Athletic Director the first time he/she plays sports in Secondary at TKA. A copy will be kept on file with the in the student permanent file.

## Student Health Examination Form (DH 3040) Florida Certificate of Immunization Form (DH 680)

The State of Florida Department of Health requires the following medical exams and immunizations to be completed before entrance to school on the first day of school for students entering the following grades.

### Grade 7

1. School Entry Health Exam DH 3040- a physical exam completed within one year before the first day of school.
2. Immunizations documented on a Florida Certificate of Immunization Form (DH 680). The required immunizations include a tetanus-diphtheria-pertussis booster(Tdap), and one (1) Varicella vaccine.

### Grades 7- 12

Students are required to have 1 Varicella vaccine.

Students are required to have hepatitis B series.

If your child needs health insurance you can apply online at [www.floridakidcare.org](http://www.floridakidcare.org) or call 1-888-540-5437.

DH 3040 and DH 680 forms are available only from your physician. Copies printed on blue or white paper are accepted.

**Students are not allowed to begin school until forms are complete. This is state law.** Religious Exemption From Immunization Form DH 681 must be an original blue form, obtained from the Palm Beach County Health Department. No copies of this form will be accepted at The King's Academy. Only licensed medical physicians may issue exemptions on DH 680 form Part C.

Students participating in sports must have completed both the DH 3040 - Student Health Examination Form, if required for their grade, and the DH 680 - FHSAA Sports Health Examination Form. One form is no longer interchangeable for the other.

## Clinic

### All Students

Parents should not send their child to school if he/she has been vomiting during the night before or morning of school, has a fever during the past 24 hours, if has or is suspected to have a contagious condition (undiagnosed rash, impetigo, ringworm, pink-eye, lice, flu, etc.), or if he/she has not sufficiently recovered from an illness.

After students are sent to the Clinic, students are retained in the Clinic no longer than 30 minutes. After that they are either sent back to class or sent home. A student is never allowed to phone home ill on his/her cell phone. The School Nurse will contact the home, if needed.

For the safety of the student, he/she may not drive himself/herself if being sent home ill from the clinic. A parent/guardian must pick the student up from the clinic.

## Student Health Information

### Instructions for Submitting/Changing Student Health Information

Each year parents/guardians **are required** to provide the school nurse with important health information for their student(s). Student health information is provided by parents/guardians during the annual enrollment process.

Student health information may also be electronically changed or submitted to the School Nurse by following the directions below:

1. Visit [www.TKA.net](http://www.TKA.net) and click on the RenWeb link in the middle of the Home Page. Login to RenWeb.
2. If you are new, or have never logged in to RenWeb, then click on the "First Time Users" tab and enter a valid email address. The email address must be the one you used during "Registration" time. It must be an email address that TKA has on file. After you enter the email address, check your email. A "password" will be emailed to you automatically. You then can login to RenWeb.
3. On the left side under "School Information", click on the "Web Forms" link.
4. On the right side, click on the link "Edit Student Information".
5. There are two buttons. Click on the one that is labeled "Health Information".
6. Please fill out the form as accurately and as completely as possible.
7. When you finish, click on the "Save" button.

Parents may update this information as often as they like. The School Nurse will be notified whenever a change occurs. Questions may be directed to the Mrs. Dana Marschall, School Nurse at (561) 686-4244, extension 345.

## Medication

### TKA Medication Policy

Parents/guardians may supply over-the-counter medications or prescription medications for a student to take during school hours. The School Nurse (RN) will administer all student medications.

The following regulations must be observed when sending in prescription/non-prescription medications for a student.

### Over-the-Counter Medications

Parent/guardian must send in to the School Nurse – a completed **Permission to Administer Medication Form**, along with the medication to be administered. The medication must be in the original-labeled container and properly labeled with the student's first and last name.

### Prescription Medications

A completed **Physician Authorization for Student Medication Form** is required for each prescribed medication. This form may be obtained from the student's health-care provider. A completed TKA **Permission to Administer Medication Form** must also accompany any prescription medication, filled out by the Parent/Guardian. The prescription medication must be sent in the original-labeled container along with the two completed forms mentioned above. Ask your Pharmacist to prepare two (2) labeled containers: one for school and one for home. The very first dose of any medication **may not be given** by the School Nurse.

### Permission to Administer Medication Form

(Please Print Clearly)

Name of Student \_\_\_\_\_ Grade/Teacher \_\_\_\_\_  
 Name of Medication \_\_\_\_\_ Dosage: (amount) \_\_\_\_\_  
 Time to be given at school? \_\_\_\_\_ First dose of this medication was given at: \_\_\_\_\_  
 Medication is to be given from: \_\_\_\_\_ to \_\_\_\_\_ (Dates)  
 Parent/guardian Name (Print) \_\_\_\_\_ Phone \_\_\_\_\_  
 Parent/guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

All medication will be dispensed in strict accordance to the **Permission to Administer Medication Form**. This authorization is given with the understanding that no further permission or authorization will be necessary for the 2014-2015 school year per medication. It is the parent/guardian's responsibility to inform the School Nurse of any change in the student's medications or medical condition.

**Important information for Parents/Guardians to share with their students:** The School Nurse will administer all student-brought medication except asthma inhalers and cough drops. These items must be checked by the School Nurse before use. A student must never carry medication on his/her person or take medication at school, except in the Clinic. Students may not share any medication. In Elementary, the student will bring the **Permission to Administer Medication Form**, and **medication** to his/her teacher, who will then send it onto the School Nurse in the Clinic.

### Head Lice

Head lice is an extremely contagious condition of the hair. Parents of students found to have lice eggs or lice will be contacted to pick up their child immediately. The Nurse will supply the parent/guardian with lice information. The student will not be allowed to ride the bus home or back to school until cleared by the Clinic. In order to be readmitted to school the child must:

1. Be checked at the Clinic before going to class. Teachers must have note from Nurse before student may remain in class.
2. Present a signed note from the parent/guardian stating type of shampoo treatment used and that all eggs have been removed.
3. Comply with our no-nit policy. No student will be allowed to return to class with any eggs in the hair.

For hard-to-control, recurring cases of head lice, parents/guardians are told to contact a physician. If two or more students are positive for lice in a class, the other students will be sent two by two to the Clinic for a head check. A school or class-wide letter will be sent home.

### **Clinic Discharges**

All students must go home who:

1. Have vomited at school
2. Have a temperature above 100.0 F.
3. Have a rash or lesion which appears infected and purulent (must have a note from the doctor to return to school).
4. Have or are suspected of having conjunctivitis – pink eye (must have a note from the doctor to return to school).
5. Have Head Lice (the student cannot ride the bus home or to school the following day and must be checked and cleared in the Clinic before returning to class).
6. Persistent cough.
7. Not sufficiently recuperated from an illness.

### **Skin Infection Protocol**

A student will be sent home with any suspicious skin lesion that is not healing and shows signs of infection or spreading. A doctor's note will be required in order to return to school. When the student returns to school they must do the following:

1. Have all lesions covered with a band aid covered on all 4 sides.
2. Come to the Clinic daily for a wound check.
3. Wear long pants if the infection is on his/her leg or wear a long sleeve shirt if the infection is on his/her arm.

## **Major Communicable Diseases**

The King's Academy desires to maintain a healthy school environment by instituting controls designed to prevent the spread of major communicable diseases. The term "communicable disease" means an illness that arises as a result of a specific infectious agent, which may be transmitted either directly or indirectly by a susceptible host, infected person, or animal to other persons.

We depend on the parent's assessment of their child's health before sending him/her to school. Germs are spread quickly in school environments. Parents are requested to contact the school nurse if their child acquires a contagious condition so we can notify staff and other families who are directly affected. Parents are asked to keep their child home if there has been a fever, vomiting or diarrhea within 24 hours (this is a very contagious time for these conditions).

If a child has a fever of 100 degrees or higher, the child will need to stay home until fever free for 24 hours without the use of fever reducing medications. If a child has head lice, scabies, impetigo, ring worm, pink eye, etc., the child may not return to school until 24 hours after treatment has begun. If a child gets chicken pox, the child must stay at home for one week after onset (when lesions are crusted over). If a child has strep throat, the child must stay home for 24 hours after the initial start of antibiotics.

Health and safety issues are extremely important at The King's Academy. We want to provide a safe and healthy environment for all children and staff.

A teacher or Administration official that reasonably suspects that a student or employee has a major communicable disease shall immediately notify the school Principal. Examples of reportable diseases include acquired immune deficiency syndrome (AIDS), anthrax, botulism, encephalitis, enteric diseases due to E-coli, haemophilus influenza, gonorrhoea, hepatitis (all types), H1N1 Flu (Swine Flu), human immunodeficiency virus (HIV), lead poisoning, Lyme disease, malaria, measles, meningitis, meningococcal disease, mercury poisoning, mumps, pertussis, pesticide related illness and injury, plague, Rabies, Rocky Mountain spotted fever, rubella (including congenital), salmonellosis, Severe Acute Respiratory Syndrome (SARS), shigellosis, smallpox, staphylococcus aureus (vancomycin resistant), streptococcus pneumonia, Group A streptococcal disease, syphilis, tetanus, toxoplasmosis, tuberculosis, typhoid fever, viral hemorrhagic fevers, varicella (chicken pox), West Nile virus, Western equine encephalitis virus disease, yellow fever.

Any student or employee with a major communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill and during recognized periods of communicability. If the nature of the disease and circumstances warrant, our school may require an independent physician's examination of the student or employee to verify the diagnosis of major communicable disease. TKA reserves the right to make all final decisions necessary to enforce its major communicable disease policy and to take all necessary action to control the spread of such diseases within the school.

## **Meningococcal Disease and Vaccination**

Meningococcal disease is a rare, but potentially deadly bacterial infection. It can take the form of inflammation of the membranes surrounding the brain and spinal cord which is called meningitis, or a blood infection which is called meningococemia. The bacteria can be transmitted through close contact with an infected person through the air, or by direct contact with secretions from an infected person. Teenagers are more at risk compared to the general population. They have an unusually high death rate from the disease. Nearly one of every four cases may result in death. The symptoms include fever, headache and stiff neck (flu-like symptoms).

The Centers for Disease Control and other leading medical organizations recommend that all teenagers be given an immunization to prevent the disease of meningitis. This immunization can be obtained from your student's pediatrician, physician or from the Palm Beach County Health Department (County Immunization Services 561-840-4568). For more information about meningococcal disease and immunization, please visit the Centers for Disease Control website at [www.cdc.gov](http://www.cdc.gov).

# Transportation

## Parent-Provided and Student-Provided Transportation

The main driveway for TKAC and CCS is a one-way road during drop off and pick up. Parents dropping off/picking up students at CCS should stay in the left lane. Once dropping off/picking up their students, parents should merge right and exit through the north gate onto Saginaw Road.

Parents and students going to TKAC should remain in the right lane until past the CCS drop off/pick up point. After which, parents should merge left in order to drop off/pick up their students on the east side of TKAC before exiting the north gate onto Saginaw Road. TKAC student drivers should remain in the right lane until reaching the student parking area on the east side of the campus bordering the canal. Non-employee cars will no longer be permitted in front of (south side) TKAC. Nor are any cars permitted on the dirt road to the west of CCS/TKAC traveling between the pavilion and the basketball court.

After school, students riding with parents/guardians are to remain in front of (south side) of TKAC until their ride arrives

## Student-Provided Transportation

Bicycles must be parked in their designated area. Locks are highly recommended. Students riding bicycles must enter via the Saginaw Road gate.

Students are to park their cars in the student parking lot between 8:00 A.M. and 3:30 P.M. on school days. Upon entering, they are to follow the rules of drop off and pick up explained above.

Vehicles must be kept in designated areas and must not be ridden or driven on or off campus except in traveling to and from school or with special permission. Parking areas are off-limits to students except when vehicles are allowed to be used.

Vehicles may not be backed into parking spaces, for safety reasons. Students are not to ride or drive recklessly on campus. Loud music and riding on cars are not permitted. Speed limit is 10 m.p.h. No driving on grass or other unpaved areas.

Students who violate above rules may lose parking privileges.



## THE KING'S ACADEMY CLEWISTON 2016 - 2017 SCHOOL CALENDAR

(Revised: May 16, 2016)

<p><b>AUGUST</b></p> <p>5 New Teacher/Staff – Welcome Orientation (WPB)</p> <p>8-15 Teacher Orientation</p> <p>11-15 Mini College Application Camp (Seniors Required To Attend One Session – WPB)</p> <p>12 Get Acquainted Day (8:00 - 12:00)</p> <p>16 Students Return</p> <p>19 JH Bash</p> <p>23 Picture Day (Must Wear Uniform)</p> <p><b>SEPTEMBER</b></p> <p>2 Professional Development Day – <b>NO SCHOOL</b></p> <p>5 Labor Day - <b>NO SCHOOL</b></p> <p>6 Picture Re-Takes (must be in uniform)</p> <p>10 ACT at TKA</p> <p>10 Rock the Universe</p> <p>13 Christian College Fair</p> <p>16 Mid-Term Progress Reports</p> <p>22 Auction Planning Meeting - WPB</p> <p>28 “See You at the Pole”</p> <p><b>OCTOBER</b></p> <p>10-13 Nine Week Exams</p> <p>12 Trunk and Boutique Show</p> <p>14 End of First Term – <b>HALF DAY</b></p> <p>19 PSAT Administered at School</p> <p>20 Honor Society Induction</p> <p>20 College Financial Aid Seminar</p> <p>21 Report Cards Emailed Home</p> <p>21 CCS Fall Festival – <b>HALF DAY</b></p> <p>22 TKA Invitational College fair Seminar</p> <p>22 ACT at TKA</p> <p>24 <b>NO SCHOOL</b></p> <p>28 PINK DAY</p> <p>30-11/2 8<sup>th</sup> Grade Class Trip</p> <p><b>NOVEMBER</b></p> <p>11 Mid-Term Progress Reports</p> <p>11 Veterans’ Day Assembly in WPB – <b>HALF DAY</b></p> <p>13-15 Senior Retreat</p> <p>14 Sophomore Class College Tour</p> <p>21-25 Thanksgiving Holidays – <b>NO SCHOOL</b></p>	<p><b>DECEMBER</b></p> <p>9 CCS/TKAC Christmas Party</p> <p>10 ACT at TKA</p> <p>12 CCS Christmas Program</p> <p>19-22 Semester Exams</p> <p>22 End of Second Term – <b>HALF DAY</b></p> <p>23-1/9 Christmas Holidays – <b>NO SCHOOL</b></p> <p><b>JANUARY</b></p> <p>9 Teacher Work Day - <b>NO SCHOOL</b></p> <p>10 School Resumes</p> <p>13 Report Cards Emailed Home</p> <p>16 Martin Luther King Holiday - <b>NO SCHOOL</b></p> <p>19 Open House (5:00 p.m. – 7:00 p.m.)</p> <p>27 Triple Play (Tentative) - <b>HALF DAY</b></p> <p>27 – 28 Junior Class College Tour</p> <p><b>FEBRUARY</b></p> <p>1-28 <b>Re-registration</b></p> <p>7 Junior College Planning Meeting</p> <p>10 Mid-Term Progress Reports</p> <p>9-10 “RUSH” Spiritual Emphasis</p> <p>11 ACT at TKA</p> <p>17 Professional Development Day - <b>NO SCHOOL</b></p> <p>20 Presidents’ Day - <b>NO SCHOOL</b></p> <p>22 Senior Luncheon</p> <p>22 Juniors’ “Job Shadowing” Day</p> <p>25 Dinner and Auction – WPB</p> <p><b>MARCH</b></p> <p>1 New Student Registration Begins</p> <p>7 Spring Pictures/Sunday Best</p> <p>7-9 Nine Week Exams</p> <p>10 End of Third Term - <b>HALF DAY</b></p> <p>17 GREEN DAY</p> <p>17 Report Cards Emailed Home</p> <p>20-26 Spring Break – <b>NO SCHOOL</b></p>	<p><b>APRIL</b></p> <p>8 ACT at TKA</p> <p>10-13 Terra Nova Testing – 7-9 Grades</p> <p>13 Professional Development Day <b>HALF DAY</b></p> <p>14-17 Easter Holiday – <b>NO SCHOOL</b></p> <p>21 Mid-Term Progress Reports Emailed Home</p> <p>22 CCS / TKAC Dinner and Auction</p> <p>24-28 Student Council Campaigning</p> <p>25 Sophomore College Planning Meeting</p> <p><b>MAY</b></p> <p>1-5 Teacher Appreciation Week</p> <p>4 National Day of Prayer</p> <p>4 Senior Chapel</p> <p>5 Seniors Last day</p> <p>6 Junior-Senior Formal (Prom)</p> <p>8-11 Senior Exams</p> <p>11 Awards Ceremony 7-12 Grades</p> <p>12 End of Year Trip</p> <p>17-26 Senior Class Trip (Tentative)</p> <p>23-26 Semester Exams</p> <p>26 Last Day of School for Grades 7-11 - <b>HALF DAY</b></p> <p>29 Memorial Day-<b>NO SCHOOL</b></p> <p>30-6/1 Post Planning</p> <p><b>JUNE</b></p> <p>1 High School Commencement @ WPB</p> <p>2 High School Commencement @ TKAC - 6:30 p.m.</p> <p>2 Report Cards Mailed Home</p> <p>TKAC</p> <p>10 ACT at TKA</p> <p><b>****Emergency Make-Up Days****</b></p> <p style="text-align: center;">October 24 November 21 November 22 December 23</p> <p><b>***Note: Dates may be subject to change***</b></p>
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## Supply List Information for Grades 7 - 12

### Secondary Students

Secondary Students should come to school with typical school supplies (pens, pencils, paper, etc.).

**NOTE:** If you purchase supplies at Office Depot, be sure to also give them our school ID#41536472 and King's will receive credit of 5% of your purchase toward free supplies for the school. Target also has a school donation program based on purchases. This is done through their Target charge card. See store or website for details.