

# THE KING'S ACADEMY RESIDENCE LIFE HANDBOOK



## THE KING'S ACADEMY MISSION STATEMENT

The King's Academy is a Christ-centered day and boarding school reaching local, national, and international students of all socioeconomic backgrounds, educating and preparing them academically, emotionally, physically, socially, and spiritually for the 21<sup>st</sup> century.

## THE KING'S ACADEMY CORE VALUES

**\*Faith \* Vision \* Character \* Excellence \* Community**

"You will only live to the level of significance that you see for yourself."

"If you believe you're significant, then you'll live with vision, planning, purpose, and action because you see the value you have in the Kingdom and the damage and lack if you don't."

"Don't slack, don't coast. Live with vision. Take action, move forward with God's will for your life. It matters to the rest of us."

## RESIDENT LIFE

### EXPECTATIONS

The King's Academy maintains high expectations for the daily lives of residential students. Through experience, it has been determined that the rules and regulations developed and disseminated through this booklet are necessary for living harmoniously in a unique residential environment.

The Resident Life handbook is coordinated with the current Student Handbook and The Kings Way – Student Expectations and Dress Code. If there is a discrepancy between these handbooks, the Director of Residence Life and school officials will consult and make the appropriate adjustments.

### RESIDENT LIFE ORGANIZATION

The Director of Residence Life provides administrative leadership for the resident life staff and students. Dorm Directors and dorm assistants reside in Stewart and Schubert dormitories located on the TKA campus.

<b>Director of Residence Life</b>	Kendedrick Jones
<b>Boy's Dorm Director</b>	Brent Frazier
<b>Girl's Dorm Director</b>	Hiko Eilertson
<b>Boy's Dorm Parent</b>	Hunter Brooks
<b>Boy's Dorm Assistant</b>	Jo Frazier
<b>Boy's Dorm Assistant</b>	Johnathan Atchley

### SPIRITUAL DEVELOPMENT

Residential students will be exposed to a Christian lifestyle while living on campus at TKA and receive a Bible curriculum as part of their education. The dorm staff will model a Christian lifestyle each day to demonstrate to the students how to deal with situations in life by depending on and trusting in Jesus Christ. A personal relationship with Jesus Christ will be emphasized in dorm devotions, Bible class, at church, and in all aspects of TKA adult-to-student interaction in the classrooms, dorm, on the courts, on the field during athletics, and on/off-campus activities. Students will be able to participate in group Bible Studies and required Sunday activities. The Resident Life Staff will operate under the principles of God's Word and use it as a guide to direct the resident life students in their daily lives.

## ACTIVITIES

The King's Academy will offer its residents a wide range of outdoor and indoor activities. Activities include but are not limited to hiking, bowling, ice skating, baseball, hockey, and basketball games, theater, shopping, dinner off campus, family dinner and game night, movies, roller skating, etc.

Students may also be required to participate in home athletic events, concerts, and drama shows with free admission. The dorm director can mandate that all dorm students attend and support a given event in which the dorms will be closed. Students participating in our drama, concert, and athletic programs at TKA are responsible for upholding their academics. Poor academic performance may result in losing the right to participate in extracurricular activities. We require students to be accountable for their schoolwork to participate in extracurricular activities.

The fall break trip will take place October 10 - 14 in Lake Lure, NC. If students do not plan to attend, please let the dorm staff know as soon as possible.

The Resident Life Staff understands the demands of high academic performance and seeks to plan weekend activities that leave time for studies.

## ROOMMATE RELATIONSHIPS

The Resident Life Staff considers the age, background, interest, and mutual roommate requests in determining roommate assignments. Rooms can be single or double, depending on the enrollment of the boarding program in a given year. Seniors would have first right to have a single room, and a senior's years attended at the school would determine who has the first option.

One of the most significant influences on a residential student's attitude is the relationship quality with their roommate. A person's close friendship with a roommate can last a lifetime. The changes can seem overwhelming at the beginning of the school year when a residential student is adjusting to a new school, community, church, friends, daily schedule, and roommate. The adjustment stresses are often the root cause of roommate incompatibility and possible misbehavior. Often, a resolution can be reached over time and through open communication, and harmony in the relationship is established. Dorm staff and student relationships are very important and foster the conditions for students to communicate the stress they have in their life so that matters can be addressed properly.

A request for a roommate change will be considered after a three-week trial period. All room change requests are made by the dorm director from feedback from the dorm staff living in the dorm with the students.

### **GUESTS/VISITORS ON CAMPUS**

Resident students who desire to have a friend or guest visit the campus must inform the dorm staff of any visitor that they will bring into the dorm. Visitors from the opposite sex will not be allowed on the resident halls. (Exceptions would be family members helping the student move into the dorm and setting up their room) this rule applies as well to TKA day students, who are required to visit during designated social times but must inform dorm staff of their intent prior to being allowed to visit on the halls. Day students are required to check in prior to visiting a dorm students' room. Permission for guests to participate in a school activity must be obtained from the dorm director in advance of the activity. Guest would be required to pay for their own way on the given activity because the dorm activity budget does not include guests.

### **STUDENT DRESS**

A student's outward appearance makes a statement about him/herself. Students should keep their appearance neat, attractive, and modest. Guidelines have been established for residential students in different social settings. At no time can students wear clothing that advertises or promotes any product, person, or image considered offensive by the academy standards.

When dressing for church on Sunday morning, students of both genders should dress appropriately on Sunday morning. The girl's resident life staff will advise their students if there are questionable outfits.

In the afternoons and evenings, appropriate casual attire is allowed in dorm lobbies and elsewhere on campus. Guys should respect girls and wear a shirt in the dorm and not be bear chested. Girls visiting the boys lobby should dress appropriately (dress code) as well.

Students may not color either their own or another student's hair without a permission from dorm parent. Boys may not wear earrings or other piercings during school hours or at school activities (on campus or off). Hair color must be near student's original hair color. The academy staff has the authority to interpret and enforce these guidelines.

### **DORM LOBBY**

Stewart and Schubert Dorm Lobby and Game Rooms are for the boy's dorm residents only unless a staff member is present. All guests should check-in with the appropriate boy's dorm staff.

## MEDIA

Life is full of choices, and we wish to teach dorm students to make good and wise decisions while living away from home. Habits good and bad can be formed and will be while a student is living in our dorms. We want students to understand that we cannot legislate morality, it is a choice, and it comes from a student's heart. We encourage all students to listen to wholesome music and at an appropriate level. We feel that music with cursing included demonstrates a poor selection by the student and the student will be asked to turn it off. If the student continues to demonstrate noncompliance in this area then the dorm staff will recommend a meeting with the director of residence life for further encouragement. Of course, as dorm staff we realize when you shut your door you can make those poor decisions with headphones and earbuds but here at TKA we want you to learn what it means to live a life that is pleasing not to us as dorm staff but to God. No inappropriate media is allowed in the dorm and the same sermon applies. These include but are not limited to things such as inappropriate movies, internet sites, literature, music. Students should check with the dorm staff if unsure concerning the media they will be using. Dorm staff reserves the right to confiscate all inappropriate items.

## RESIDENCE HALL ROOMS

Boys' dorm rooms can be single or double occupancy. Select boys dorm rooms maybe used as double occupancy depending on the enrollment of the dorms and the space needed to accompany all living in the dorm and this will be done by the Dorm Director with recommendations from dorm staff. Rooms in the girl's dorm will be treated the same unless the room is too small to warrant a double occupancy. Seniors in both dorms could have their own room depending on enrollment.

### Acceptable Items/Appliances

Bed Linens (Twin Size) and Pillow(s)	Towels	Bedspread Extra Blanket	Laundry Bag/Basket
Hair Dryer, Straightener, Curling Iron	Personal Toiletry Items	Laundry Detergent	Hot Pot/ Hot Plate
Small Refrigerator	Computer	Clock	Trash Can

## Restricted Items/Appliances

Weapons	Pets	Space Heaters
Matches, Lighters, Candles, Incense	Items related to Witchcraft	Items related to alcohol, tobacco, or drugs

## ROOM INSPECTION

Students are expected to maintain a clean environment in which to live. This includes not only their personal rooms, but also the community living areas. The way in which residential students view themselves and their environment will be reflected in the way they maintain their rooms. Rooms will be inspected randomly each week. Notification will not be provided it is an expectation for living in the dorm that the dorm staff will be looking at the rooms from time to time to make sure floors are kept clean, laundry is being done and kept in one place, clean laundry is being put away, and that food is not out in the open to attract bugs. We want students to learn to use hangers to store their clothes and to organize their closets in an orderly fashion. Beds should be made every weekday at a minimum. If students do not meet living center standards for cleanliness it could impact their punctual attendance to sports practice or interrupt their plans for an afternoon post room inspection. If the room is left untidy the student will be mandated to report to their room immediately after school to clean it properly and if the student is leaving campus early that day for a game, then cleaning the next day will be the result but a discipline chore (trash duty, sweeping halls, cleaning the lobby, cleaning the laundry room etc.) will be added to the requirement. As the student leaves for school, they are required to learn to conserve utilities so they will turn off all lights, fans, and electronic equipment and lock the door. A clean room includes the following:

- A neat bed
- Swept floor, including corners and mopping up spills
- Clothes should be organized and put away
- Straightened tops of the desk and dresser
- Cleaned mirror

- Empty garbage can(s)
- Properly stored food. (Opened food and soft drink cans attract bugs. Keep all opened food in airtight containers.)

### **REACH Residence Life Management System**

The students will be required to download the app that will assist the dorm staff in always monitoring their locations on campus and off campus. The app will operate on QR code labels that will be strategically located around campus such as dorm lobby, cafeteria, Tibbets, Stokely, Anderson, Woody and staff homes to know where students are.

### **MEAL ATTENDANCE**

#### **Monday – Friday Breakfast**

7:00 am Wake Up. 7:30 am - 7:50 am Breakfast No Later Than 7:50 am Leave for School

#### **Monday – Friday Dinners and Weekend Meals**

All Dorm students will come to the cafeteria and check in with dorm staff Monday - Friday and they will scan the QR code whether staff is present or not.

Exceptions: student absence from school, sick, student at an athletic or academic practice/game. The dorm staff will box up a meal for the student.

### **STUDY HALL**

All students will be mandated to attend study hall until the first midterm grades are posted, at which point any student with even 1 "C" will be required to stay in the monitored study hall until the 9 weeks grades are posted. If the grade has been raised to a "B" and there are no grades lower than a "B" then that student will be allowed to study in their room. However, the grades will be monitored weekly by the Director or Residence Life and he will inform dorm staff of any student behind on assignments or having a grade lower than a "B" in any subject which will result in their return to the monitored study hall. This study hall policy is an effort to keep all students on track with their studies and stay eligible for athletics, but also just to be responsible in your main job as a student and that is schoolwork. The dorm staff will assist in any way they can to help students in the study hall times which will be 7:00 pm-8:00 pm Monday - Thursday. The dorm director will monitor grades weekly on

all dorm students. Dorm directors will determine the best studying model for each dorm student, which may include but not limited to a traditional study hall with other dorm students or at the table with the dorm staff as an individual study program. The goal of the dorm director and dorm staff is to help each dorm student to achieve academic success while here at TKA and help the student create good study habits for life after TKA.

### **AFTER SCHOOL**

After 3:00 pm dorm students may go to student store, study with a teacher, go to an athletic practice and/or come back to the dorm. Depending on the choice of the student the REACH system will be utilized by scanning their location on their phone to let the dorm staff know their whereabouts by 3:15 pm. If the conditions of your dorm room do not meet the specifications outlined in the room inspection section above, the students will have the report back to their room, regardless of any extracurricular commitments, to clean their room.

Dorm students should Check-In/Out with appropriate dorm staff every time they leave/return to the dorm by using the REACH monitoring system. **Dorm staff is responsible for knowing where all dorm students are at all times.**

Dorm students can spend time in the "Quad or Pavilion" area of campus. This is the area in front of the cafeteria. The basketball court behind the cafeteria would also be noted as this location. The QR codes will be strategically placed all over campus to assist in monitoring students goings and comings. For example, if a student was working out in the Stokley gym after school then they need to scan the QR code located in that building and when they leave there to go to the school building they would need to rescan the QR code there as well so that the location change is noted and dorm staff could find that student quickly if needed for any reason. Dorm students must stay in these designated areas where they scan so that their location is accurate.

### **QUIET TIME/LIGHTS OUT**

Students should be in their respective rooms by 10:30 pm. Showers, and laundry should be completed by 10:00 pm. The laundry room will be locked at this time so access will not be possible to avoid poor planning on student's part. At 10:30 pm the dorm should be quiet enough for students to go to bed if they wish. The

floor noise in the rooms will be important as well because dorm staff will be residing directly below and thus thumping on the floor for any reason will be addressed. Noise should be kept at a minimum after 10:00 pm and students should be in their own dorm room by 10:30 pm. Students should respect each other's space and only enter another student's room if invited or agreed upon entry. Students should not assume that everyone's room is such. All dorms are locked and monitored by the ADT system at 10:30 pm.

### **ROOM SEARCHES**

TKA reserves the right to search a student's room, locker, vehicle, and/or person at any time there is a reasonable cause to suspect that an academy regulation has been violated, and that a search will provide evidence to that effect. The search of a student's room, locker or vehicle may occur without notice to the student, without his/her presence and may take any form deemed appropriate by the administrations. The search should be conducted with a minimum of two staff members. The search of a student's room/ person must be conducted by at least one staff member of the same sex as the student.

### **TELEPHONE USE**

A cell phone is a tool needed to accomplish the REACH monitoring system and the app will be expected to be downloaded by each student. This will be required if a student desires to be a part of the residence life program. We will also expect all students to download WhatsApp which is an app that dorm staff will be communicating with the entire dorm, and it will not be an app for students to be using between themselves it will be for the dorm use. Cell phones are a device that require responsible use and so we will expect all students to use good decision-making skills while using the phones and other devices.

### **ILLNESS**

The academy also supports residential students in areas related to their physical health. Student(s) should report to a staff member by 7:30 AM on school days if they are not feeling well. The staff member will determine if the student needs to see a physician. All medications will be administered by dorm staff, and should be stored in the appropriate dorm office. **STUDENTS SHOULD NOT HAVE PRESCRIPTION MEDICINE STORED IN THEIR ROOMS!**

## DISCIPLINE

All discipline is addressed between dorm staff and the director of residence life who will inform the school administration if necessary. Discipline should be monitored on each student to be able to determine if there is a pattern of misconduct and have proper documentation for the director to have with a parent/guardian meeting if it should come to that. However, this form will be digital and can be sent via email to keep parents and guardians informed. Disciplinary actions include but are not limited to:

- Loss of free-time
- Confiscation of personal items or electronic devices
- Loss of right to participate in athletics or other extracurricular activities
- Temporary loss of dorm room privileges such as private room, etc.
- Dorm staff reserves the right to use other discipline for suitable offense but never corporal punishment.
- Suspension or expulsion would be a decision made by the Director of Residence Life and TKA Administration.

## STUDENTS AND OFF CAMPUS EVENTS

Off Campus Request Form and Transportation Form - will be handled by dorm staff on to the Director of Residence Life.

- 1) Students are to talk to their dorm staff about their desires and fill out the appropriate paperwork to be able to be off campus with a day student. This request will be taken to the Director of Residence Life for a meeting and final approval. The director will have to confirm with both sets of parents and the host family must agree to assume full supervision responsibility of dorm student before leaving the campus. The host family will then be required to sign a disclosure to not hold the school liable for anything while student is in their care or their child's care.

Off Campus Requests must be completed 3 days prior to the leave date.

2) Students seeking to ride with someone other than a TKA Dorm Staff/Staff will need to seek approval via the Transportation Form. (This form needs to be approved, filled out and returned before the event takes place.)

**Dorm staff is responsible for knowing where all dorm students are at all times.**

TKA has an obligation to monitor when and how students leave campus. Some guidelines have been established to regulate this process and to uphold the standards of the academy. The transportation permission form(s) need to be filled out and approved for the dorm student to be transported by anyone other than academy personnel. All acceptable drivers will be noted on the dorm student's Trello Card. Permission granted or denied will be noted on the dorm student's Trello Card. All dorm staff will act accordingly to the information on the Trello Card provided by the Residence Life Director.

Given the nature of boarding school, TKA staff works very closely with parents to provide for the safety of their students. Since the dorm student's parents have entrusted their child's safety to the boarding program, the dorm student should ask permission from the dorm staff and follow the policy of the Director of Residence Life in order to leave campus. While parents retain the rights and liabilities for their children, TKA acts within its perception of what is best for the student and also supportive of academy standards. The dorm student should always ask a dorm staff on duty before leaving campus. Only students that have been approved via the process requiring the Director of Residence Life's approval may be granted such request. Again, this process requires sufficient time (2-3 days to allow the Director of Residence Life to work with the parents of the day student inviting the dorm student to join them. This request will include proper off campus adult supervision will be provided. The Director of Residence Life has the ultimate authority to deny any request that the dorm students' parents have approved with or without explanation.

**AUTOMOBILES**

7-day students are not allowed to have an automobile on campus and are not allowed to drive any automobile while attending The King's Academy. 5-day boarding dorm students who have been approved by the Director of Residence Life and the President of the school to drive their automobile to/from TKA. To ensure

that these automobiles will not be used at any other time only one set of keys should be provided to the student from their parents to operate the vehicle and this set of keys must be given to the appropriate dorm staff upon arriving on campus. These keys will be locked up in the dorm office key box until the 5-day dorm students approved departure time at which time the dorm student will receive the keys to their automobile to leave TKA campus to return home. The dorm student should call parents in front of staff with the phone call being on speaker so that the student can tell parent when they are departing campus and the staff will be a witness to this fact. Students on a 5-day dorm stay program may not leave campus without a face to face verbal sign out with a dorm staff so that there is no confusion between the school and their home on when they departed the campus and left the supervision role of the dorm staff.

**DORM STUDENTS HAVE ABSOLUTELY NO REASON TO SIT IN OR RIDE IN A DAY STUDENT'S VEHICLE. THERE ARE NO EXCEPTIONS!**

### **OVERNIGHT GUESTS**

TKA day students that stay overnight in the dorm will be charged a fee of (Get this from Michael) for their meals but not for their room stay with their dorm student friend. However, sleep overs on the weekdays will not be permitted and weekend sleepovers must be planned in advance. The day and dorm student should obtain permission one week in advance from the Residence Life Director.

### **HOLIDAY PERIODS**

TKA Dorms close for Thanksgiving (November), Christmas (December/January) and Spring Break Holidays. Each student needs to make plans to do one of the following:

1. **Travel home** -give a picture or email of the original flight plans to your Dorm staff.

2. **Travel to a relative's house**

\* An email or message from your parents stating they know where you are going to stay for the break.

\*Name, phone number, and address of the place you will be staying. Give this information to your Dorm staff. Flight Plans -give a picture or email of the original flight plans to your Dorm Director.

3. TKA **Home-stay** – this must be approved by your Director of Residence Life.

\* Dorm staff will then coordinate this home stay with a TKA host family for said holiday.

\*The Residence Life Director will contact the TKA Home Stay family to make arrangements for the students stay for each holiday. discuss it with the student.

4. **Placement with a TKA staff member**- i.e. coach or athletic friend's home this must be approved by the Director of Residence Life.

\* Each student who desires to stay with a TKA staff member or friends' home rather than their TKA home stay family would be conditional.

\*A TKA staff member can volunteer to keep a student during a holiday break.

### DAMAGE AND MISUSE OF SCHOOL PROPERTY

Students are responsible for damages that are made to their rooms beyond normal wear and tear. If the room is double occupancy and the responsible person(s) for such damages cannot be determined, the damages will be charged to both occupants of the room.

The same principle applies to damage to the residence hall outside the rooms. That is, after a reasonable effort to place the responsibility for damages on the responsible offender(s), the cost will be shared by all

the students residing in that residence hall unless we can get a confession of the damages by the guilty party responsible.

Students who are found to be responsible for vandalism will face disciplinary action in addition to financial consequences. Labor expenses required to repair damages may be charged to the student(s) responsible for the damages at the rate of \$20 / hour.

Estimated charges for damaged items include but are not limited to:

Door Vent = \$50	Door lock = \$100	Sink = \$100
Closets = \$100	Desk Chair = \$100	Window = \$175

Mirror = \$50                      Room door = \$200

### **PERSONAL PROPERTY**

Students should be sure to lock their doors every time they leave their rooms. It is recommended that students use the student bank safe for depositing money and keep a minimum amount of money in their personal possession. However, we realize that cell phones with appropriate financial applications are where most financial transactions will be how matters are accomplished, but any loose cash should be managed appropriately so as not to tempt visiting students to their rooms to make poor choices. We encourage cash be maintained on the student's person or locked up.

Students may use the school ATM machine on campus for obtaining cash from their debit accounts. Student bank accounts need to be established by parents when they bring their students to move into the dorm. However, if the Director of Residence Life has to co-sign for a student to have a debit account then then there must be a overdraft protection deposit of \$300 to cover any online over drafts between school semesters.

### **EMERGENCY ACTION DRILLS**

Dorm students will participate once a semester in a Fire drill. Instruction will be given to each dorm student for exiting purposes. Dorm students will also receive instruction for a Tornado drill. During inclement weather the Residence Life Director will monitor severe weather with the national weather service and weather radios. All dorm staff are contacted with inclement weather instructions in case of an actual Tornado drill must take place. Today it is paramount that we plan adequately for all possible scenarios so the boarding program will train students in lock down procedures in case of intruders on our campus.

### **SUMMER BREAK**

Students returning to TKA must re-enroll before they leave for summer break. Re-enrollment is required for the student to sign up for their classes for fall semester. All dorm students need to leave campus for the summer break by Sunday, May 21 for seniors and Sunday, May 28 for all other dorm students. Dorms will not be an option for students during major holidays to include the summer holiday.

## STORAGE

Limited storage is provided in the residence halls for luggage and personal belongings of returning dorms students. All returning residential students may store items without charge over the summer in the storage area of the dorm. Items stored are to be packed in containers or boxes tied or taped and labeled with the student's name and home address clearly marked. Items that do not comply with the requirements will not be accepted or can be donated to a charity. All students will be charged a moving fee if at the end of the school year the student does not move all their personal items out of their room to the designated area by dorm staff. All students will be charged a cleaning fee if their rooms are not clean at the time of their departure. **Students who are not returning will be expected to take all personal items with them when they leave or store them for a limited time, November 1st will be an action time for any unclaimed items and will be disposed of after these 90 days of overstayed storage and could be donated to a charity of dorm staff's discretion.**

## ASBESTOS COMPLIANCE STATEMENT

After the implementation of the Asbestos Hazard Emergency Response Act (AHERA), TKA brought its school buildings into complete compliance with the rule. An outside agency, fully accredited by the EPA, regularly inspects the academy's buildings and implements the asbestos management plan. The management plan is available to all students, parents, faculty and staff associated with the academy.

## The King's Academy

2022-2023

This Residential Life handbook is designed to introduce and inform dorm students to Residential life and the Academy policies. All Residential Life students are expected to uphold all policies given by the Academy. The Residential Life handbook and other Academy policies are designed to help answer many of the questions that may arise while you are a Residential Life student at the Academy. The Academy reserves the right to change, withdraw, apply or amend any of the policies given to dorm students at any time.

By signing below, the dorm student acknowledges receipt of a copy of the Residential Life Handbook and understands that it is his or her responsibility to read and comply with the policies contained.

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Boarding Student's Printed Name

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Boarding Student's Signature

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Date