

THE KING'S ACADEMY RESIDENCE LIFE HANDBOOK



THE KING'S ACADEMY VISION STATEMENT

Transformed lives, empowered by Christ-like character, pursuing academic excellence and lifelong service.

THE KING'S ACADEMY MISSION STATEMENT

The King's Academy inspires and equips students of all cultural backgrounds to fulfill their God-given potential in a nurturing, college preparatory community.

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. Experience has 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.

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 Residence Halls on the TKA campus.

Residence Life Aide	Ellen Brooks	ebrooks@thekingsacademy.net	865-924-9004
Boy's Dorm Weekend Assistant	Hunter Brooks	hbrooks@thekingsacademy.net	865-924-8665
Girl's Dorm Director	Hiko Eilertson	heilertson@thekingsacademy.net	214-236-0414
Residence Life Aide	Brent Frazier	bfrazier@thekingsacademy.net	865-360-2649
Boy's Dorm Director	Kevin Layne	klayne@thekingsacademy.net	865-200-3877

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 residence life 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 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 participate in group Bible Studies and required Sunday and Wednesday 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. The Residence Life Staff will strive to speak the truth in love and encourage students to do the same.

RESIDENCE LIFE IMPORTANT DATES

July 28 - 31	Move-in Weekend	Please ensure the staff knows when you will arrive at the airport and/or campus.
October 2 - 6	Fall Break Trip	The residence life students and staff will take a trip. If you are not planning to participate, please let the dorm staff know.
November 18 - 26	Thanksgiving* (Dorms Closed)	Please make arrangements by Friday, November 3. The dorm will close on Saturday, November 18 at noon and will reopen on Sunday, November 26 at 2:00 pm. *
December 16 - January 2	Christmas* (Dorms Closed)	Please make arrangements by Friday, December 1. The dorm will close on Saturday, December 16 at noon and will reopen on Tuesday, January 2 at 2:00 pm. *
March 23 - 31	Spring Break* (Dorms Closed)	Please make arrangements by Friday, February 23. The dorm will close on Saturday, March 23 at noon and will reopen on Sunday, March 31 at 2:00 pm. *
May 10	Graduation	Seniors must move out of the dorm no later than Sunday, May 12, by 5:00 pm. Please let the Director of Residence life know your plans by Friday, May 3.
May 17	Last Day of School	Students must move out of the dorm no later than Sunday, May 19, by 5:00 pm. Please let the Director of Residence life know your plans by Friday, May 3.

RESIDENCE HALL GUIDELINES

1. All students residing in residence halls should be of the same biological sex.
2. Students of employees residing in staff apartments must be students at The King's Academy. If they are in grades 9–12, they must reside in the residence hall of students of the same biological sex unless the residence has an exterior entrance to the apartment.
e.g., If an employee resides in an apartment in the boy's dorm that does not have an exterior entrance, only their boys will be permitted to reside in the residence. If they have any girls in grades 9–12, they must reside in the girl's dormitory.

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.

5-day boarder fees do not cover weekend activities or the fall break trip. If a student wishes to participate in these activities, a fee will be charged to their student account.

A trip will take place during our fall break in October. If students do not plan to attend, they should inform the dorm staff as soon as possible. If a 5-day boarder wants to attend a fee of \$250 will be charged to their student account.

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.

TSSAA Rule: To be eligible to participate in athletic contests during any school year, the student must earn five credits the preceding school year if less than 24 credits are required for graduation or six credits the preceding school year if 24 or more credits are required for graduation. All credits must be earned by the first day of the beginning of the school year. Academic eligibility for a student is based on the requirements of the school the student was attending at the conclusion of the previous school year.

ROOMMATE RELATIONSHIPS

The Residence 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 each 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 adjusts 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. Usually, a resolution can be reached over time and through open communication, and harmony in the relationship is established. Dorm staff and student relationships are crucial and foster the conditions for students to communicate the stress they have in their life so that matters can be adequately addressed.

A request for a roommate change will be considered after nine weeks. The residence life director makes all room change requests from feedback from the dorm director and staff living in the dorm with the students.

GUESTS/VISITORS ON CAMPUS

Guests of residence life students must check in with the residence life staff member on duty and sign-in and out using the QR code. Guests must remain with the person they are visiting. Residents will be responsible for the activities of their guest.

Visitors of 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. If guests desire to participate in residence life activities, permission must be obtained from the dorm director in advance of the activity. Guests would be required to pay for their own way.

OVERNIGHT GUESTS

Guests wishing to stay overnight in the dorm will be charged a fee of \$8.00 per meal. Sleepovers on the weekdays will not be permitted and weekend sleepovers must be planned one week in advance and permission obtained from the Residence Life Director.

STUDENT DRESS

A student's outward appearance makes a statement. Students should keep their appearance neat, attractive, and modest. Guidelines have been established for residential students in different social settings. Students cannot 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. The 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 bare chested. Girls visiting the boys lobby should dress appropriately (dress code) as well.

Students may not color their own or another student's hair. 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.

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 residence life staff will meet with the student individually for further encouragement.

No inappropriate media is allowed in the dorm. These include but are not limited to inappropriate movies, internet sites, literature, and music. Students should check with the residence life staff if unsure concerning the media they will be using. Residence life staff reserves the right to confiscate all inappropriate items.

RESIDENCE HALL ROOMS

Dorm rooms can be single or double occupancy. Select rooms may be used as double occupancy depending on the enrollment and size of the room to accommodate all students living in the dorm. This will be decided on by dorm directors. 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. Individual dorm rooms will be inspected Monday through Thursday mornings. 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 Boarding Management System

The residence life staff needs to be able to find students quickly if needed for any reason. Therefore, students are required to download and use the REACH app to assist the residence life staff in, monitoring their locations on and off campus. The app uses QR codes that will be strategically located around campus and in a binder in the lobby of the dorm. Dorm students must stay in these designated areas where they scan so that their location is accurate.

MEALS

All meals are optional and will be served only during the times listed below. All residence life students should check in by scanning the QR code.

Breakfast Monday–Friday 7:30 am - 7:50 am

Saturday and Sunday Continental Breakfast at the Dorm 8:00 am – 10:00am

Saturday Lunch 11:30 am – 12:30 pm

The serving line will be open from 11:30 am – 12:00 pm. The cafeteria closes at 12:30 pm.

Sunday Lunch 12:30 pm - 1:30 pm

The serving line will be open from 12:30 pm – 1:00 pm. The cafeteria closes at 1:30 pm.

Dinner Sunday – Saturday 5:30 pm - 6:30 pm

The serving line will be open from 5:30 pm – 6:00 pm. The cafeteria closes at 6:30 pm.

STUDY HALL

The goal is to help each dorm student to achieve academic success while here at TKA and create good study habits for life after TKA. All students will attend study hall Mondays through Thursdays. Students with missing assignments and low grades will have a mandatory study hall on Sundays beginning at 7:00 pm.

AFTER SCHOOL

After 3:00 pm students may study with a teacher, attend athletic practice and/or return 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 location by 3:15 pm.

If the conditions of the student's dorm room did not meet the specifications for room checks, the students will have to report back to their room, regardless of any extracurricular commitments.

QUIET TIME/LIGHTS OUT

Students should be in their respective rooms by 10:30 pm Sunday - Thursday and 2:00 am on Fridays and Saturdays. Laundry should be completed by 10:15 pm on weekdays as 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 10:30 pm and students should be in their own dorm room by 10:30 pm. All front doors will be locked and alarmed by 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. NO CELLPHONES DURING CHURCH.

ILLNESS & MEDICATION

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 ANY MEDICINE (OVER THE COUNTER OR PRESCRIPTIONED) 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 and Transportation

Students are to complete leave requests in REACH and are only allowed to ride with individuals over the age of 21 unless it is their relative.

Day Leave Requests

Must be entered by 11:59 pm the day before.

Overnight Leave Requests

Must be entered on Wednesdays by 11:59 pm and can only occur over the weekend. Students cannot request overnight leave during the week unless there is a holiday.

Given the nature of boarding school, TKA staff works very closely with parents to provide for the safety of their students. Students should always ask the dorm staff on duty before leaving campus. Only students that have been approved via the process will be allowed to leave. The dorm director 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. 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 \$8.00 per meal 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 at least one week in advance from the dorm director.

HOLIDAY PERIODS

TKA Dorms close for Thanksgiving (November 18-26), Christmas (December 16 - January 1) and Spring Break (March 23 - March 31). 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 director.
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 given to the dorm director.
 - 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 dorm director.
 - * 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.

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

Room door = \$200

Closets = \$100

Desk Chair = \$100

Window = \$175

Mirror = \$50

PERSONAL PROPERTY

Students should be sure to lock their doors every time they leave their rooms. Students should keep a minimum amount of money in their personal possession. 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.

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 12 for seniors and Sunday, May 19 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 until November 1. After November 1st any unclaimed items will be disposed of or donated to a charity of dorm staff's choosing.**

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
2023-2024

This Residence Life Student Handbook is designed to introduce and inform dorm students to Residential life and the Academy policies. All residence life students are expected to uphold all policies given by the Academy. The Residence Life Student Handbook and other Academy policies are designed to help answer many of the questions that may arise while you are a residence 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 Residence Life Student Handbook and understands that it is his or her responsibility to read and comply with the policies contained.

Boarding Student's Printed Name

Boarding Student's Signature

Date