

TKA

**HANDBOOK FOR STUDENTS AND PARENTS  
2024-2025**

## **VISION**

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

## **MISSION**

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

## **CORE VALUES**

- Faith in God
- Christ-centered Vision
- Christ-like Character
- Christian Community
- Excellence in Christ

The King's Academy is accredited by ACSI (Association of Christian Schools International) and maintains active membership in the Association of Christian Schools International and the National Alliance of Christian Schools.

The King's Academy is a program of Harrison-Chilhowee Baptist Academy, a not-for-profit corporation affiliated with the 3,000 churches of the Tennessee Baptist Convention.

Subject to the Constitution of the United States and all applicable state and federal laws, The King's Academy does not discriminate against applicants or students on the basis of race, color, and national or ethnic origin in its admissions or in the administration of its education policies, programs, or activities. In addition, subject to the Constitution of the United States and all applicable state and federal laws, The Academy does not discriminate in its employment practices.

The King's Academy does not discriminate in any of its policies or programs on the basis of race, biological sex, physical handicap, or national or ethnic origin.

The King's Academy reserves the right to change any provisions in this handbook and other printed materials when it deems such changes necessary.

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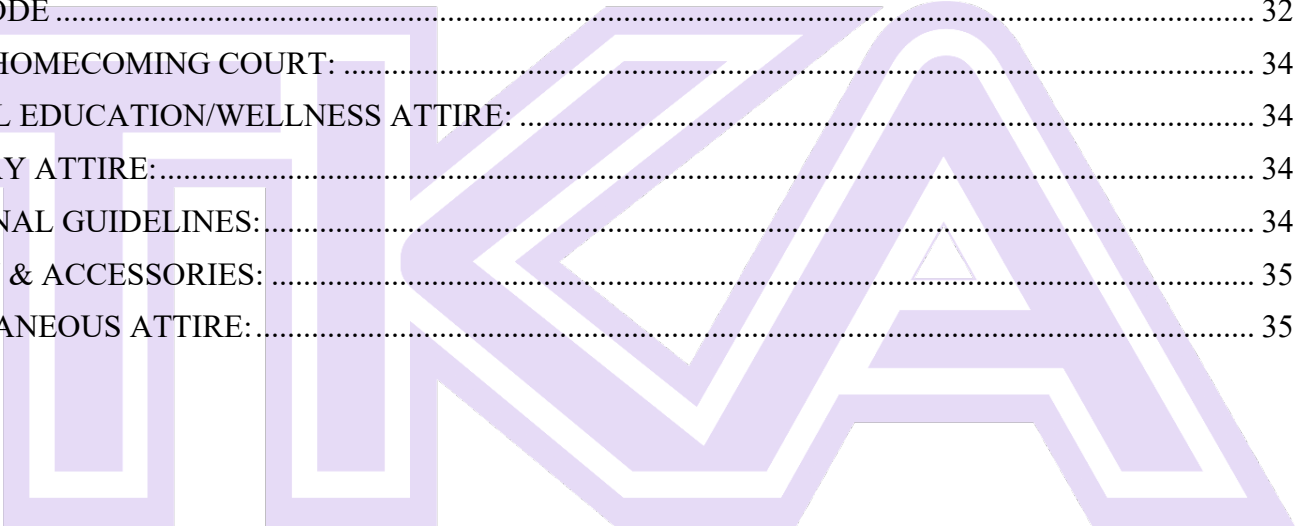
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## STATEMENT OF FAITH:

The Academy affirms and teaches:

- The Holy Bible as the inspired, infallible, authoritative word of God.
- There is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- The deity of the Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father and His personal return in power and glory.
- For the salvation of a lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- The present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- The resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- The spiritual unity of believers in the Lord Jesus Christ
- In the event a conflict relating to theological interpretation or a doctrinal issue should arise, *The Baptist Faith and Message* (adopted July 14, 2000), shall be the standard by which such disputes shall be resolved. Bible curriculum and instruction shall represent doctrinal positions consistent with the *Baptist Faith and Message*.

## PHILOSOPHY:

The Academy is dedicated to preparing students for a life of maximum contribution to the cause of Christ. This preparation focuses on the mental, physical, social and spiritual development of each student.

Education equips the student with the training and values necessary for happy and successful living in a pluralistic and democratic society, both now and in the future. The Academy's curriculum provides for not only the common and general needs of school youth, but also for individual interests and needs.

The Academy provides opportunities for students to develop healthy bodies and habits, which they may carry with them into adulthood.

The individual's spiritual development coincides with his or her intellectual, social, and physical training. Providing opportunities for personal and individual response to the claims of Jesus Christ is a premise on which The Academy is firmly based. The Academy provides an educational atmosphere in which Christian beliefs and values are freely examined and expressed.

## ACADEMY GOALS AND GENERAL INFORMATION

The Academy strives to:

- Attract and provide programs for students of diverse learning abilities that are motivated to learn and that have demonstrated behavioral and emotional stability sufficient to enable them to function well in a small environment;
- Give each student general & specific knowledge, skills, & understanding needed to succeed in college, other post-secondary training, or in the more immediate work world;
- Provide educational and advisory programs that recognize individual student needs;
- Assist each student in the discovery and development of his or her potential for creative self-expression in the arts, sciences, and physical education activities;
- Help students from varied cultural and ethnic backgrounds to understand each other better and to live together harmoniously;
- Provide programs and services that will eventually enable limited English proficiency students to be integrated successfully into The Academy's regular academic track;
- Provide through the faculty and staff, both by work and example, a high standard of academic, spiritual, and moral instruction;
- Provide opportunities for each student to develop personal responsibility, critical thinking and leadership ability;
- Equip students to apply biblical precepts in their personal lives and in their response to civic duty; and
- Maintain a school climate which enables The Academy to accomplish these goals.

## ACADEMY FACTS

The Academy is a private, co-educational, residential (Grades 6-12) and day (Grades Pre-K3–12), college preparatory school. The Academy was founded in 1880 and has operated as a Tennessee non-profit corporation on the same site since that time. The Academy receives financial support from Tennessee Baptist Mission Board's Cooperative Program, and The Academy's Board of Trustees is elected by the Tennessee Baptist Mission Board.

The campus covers 65 acres of Smoky Mountain foothills country in the Seymour community, 13 miles from downtown Knoxville and 24 miles from Gatlinburg in scenic East Tennessee. The student body generally represents between twelve and eighteen foreign nations each year.

Historically, over 95% of the graduating seniors continue their education at a college or university.

## FINANCIAL POLICIES

### ENROLLMENT POLICY

New Students -- Application to The Academy is completed online. Instructions and the online link for application may be found on The Academy website ([www.thekingsacademy.net](http://www.thekingsacademy.net)). Enrollment for day students is completed online through RenWeb. Instructions and the online link for enrollment will be provided upon the applicant's acceptance. Internationals and other boarding students complete the enrollment process through the Admission and Enrollment Office. Payment of the Application Fee is due upon receipt of the online Application for Enrollment. Payment of the Enrollment Fee to finalize each student's enrollment is due when enrolling online through RenWeb. These fees are non-refundable. Enrollment of a student in The Academy is considered to be a commitment for a full academic year, or that portion of the academic year that remains for a student

who enrolls after the opening day of classes. Parents and students are responsible for all applicable rules and regulations, which The Academy from time to time deems necessary for the efficient operation and well-being of The Academy.

Returning Students -- Returning students should access ParentsWeb at <https://tk-tn.client.renweb.com/pw/> and complete the online re-enrollment process using their existing login. A link is provided for forgotten usernames or passwords.

After logging in:

- Click on the **Family Information** button in the left menu.
- Click on the **Enrollment/Reenrollment** button.
- Complete and submit the student enrollment packet.

The online process should take approximately 30 minutes to complete. Information may be saved and completed later if more time is needed. It is recommended that the online process be completed and the enrollment packet be submitted as early as possible to reserve a seat in the class.

The Instructions and Enrollment Checklist page of the enrollment packet contains supplemental enrollment forms that must also be submitted. Please print, complete and mail these forms to complete the enrollment process. Further instructions on these forms are provided online.

## TUITION NOTIFICATION

Upon approval by The Academy's Board of Trustees, The Academy will publish changes in tuition and other school fees.



## TUITION PAYMENT

### AMERICAN STUDENTS:

Payment of tuition, room, board and other fees may be made in one of two methods:

1. Payment in full at the time of approval for admission (new students) or enrollment (returning students).
2. Installment Plans processed through FACTS Tuition Management, utilizing a direct debit payment method.
  - a. Two equal installments due July 1 and January 1.
  - b. Twelve equal monthly payments; beginning in May and concluding in April.
  - c. Eleven equal monthly payments; beginning in June and concluding in April.
  - d. Ten equal monthly payments; beginning in July and concluding in April.
  - e. Nine equal monthly payments; beginning in August and concluding in April.

Fees are prorated for students enrolling after the beginning of the school year. Equal monthly payments are due beginning on the date of enrollment, continue each successive month, and conclude in April.

#### % Annual Fees

<u>After</u>	<u>On or Before</u>	<u>Due</u>	<u># Payments</u>
August 1	September 1	100	9
September 1	October 1	90	8
October 1	November 1	80	7
November 1	December 1	70	6
December 1	January 1	60	5
January 1	February 1	50	4
February 1	March 1	40	3
March 1	April 1	30	2
April 1	May 1	20	1

1. The cost of supplies, athletic equipment, miscellaneous fees and other similar charges may be billed through the FACTS incidental billing system.
2. A \$15 late fee will be assessed monthly on accounts that are not current. In addition, a \$30 fee will be assessed on any payment that fails to clear the parent's financial institution.
3. Unless parents request changes be made in the original FACTS payment plans and clearly communicate those requests to The Academy Finance Office, the original FACTS tuition payment plans will automatically renew for the following school year, and subsequent school years. It is recommended that parents review dates and months for upcoming payments.

## INTERNATIONAL BOARDING STUDENTS:

Payment of tuition, room, board and other fees may be made two ways:

1. Payment in full at the time of approval for admission or re-enrollment.
2. One US \$15,000 payment by July 10 and the remaining balance paid by December 10.

First-year international students must submit a \$5,000 deposit before receiving the United States Immigration and Naturalization Service Form I-20 necessary to receive an F-1 Student Visa as partial payment of the annual tuition and fees. An additional \$10,000 deposit is due July 10th with the remaining balance due by December 10th. Payments may be made via credit card or wire transfer through Flywire/Peer Transfer.

## **DELINQUENT ACCOUNTS**

It is the policy of The Academy to place restrictions on the release of student academic records to parents or other schools if the student's account is past due. Restrictions may be in the form of educational participation, classroom attendance, semester exams, participation in co-curricular activities, etc. Students whose accounts are more than 60 days past due are subject to dismissal. Unpaid tuition balances remaining at the conclusion of the school year, or those resulting from student withdrawal or expulsion are subject to collection by a debt collection agency.

## **WITHDRAWALS AND REFUNDS**

A parent who wishes to withdraw a child from The Academy should inform the principal in the respective academic office. An exit interview may be scheduled with the student and/or parent. A withdrawal form will be completed by office and academic personnel. The parent and student are responsible for clearing obligations with teachers, the library, the respective academic office and the Finance Office. Eligible refunds will not be issued nor records released until all obligations are settled. Application Fees, Enrollment Fees and International Student Processing Fees are non-refundable. Questions concerning any aspect of the financial responsibilities or arrangements should be discussed with the Finance Office.

## **DISMISSALS**

The Academy reserves the unconditional right to suspend or terminate the enrollment of any student whose effort, progress, conduct or influence on or off campus, is not in line with The Academy's standards and beliefs. This right also applies to any parent's/guardian's conduct considered by The Academy, in its sole and absolute discretion, to be unsatisfactory and/or detrimental to the purpose and mission of The Academy. Those standards are clearly expressed in the annually signed Enrollment Agreement, Vision Statement, Mission Statement, Core Values, Code of Conduct, Statement of Faith, and Sexual Conduct Policy outlined in this *Handbook for Students and Parents*. All outstanding balances due to the King's Academy must be paid in full prior to records release. No tuition, room & board or any fee refunds are issued for Dismissals.

## **FEES**

All fees are used to make commitments to vendors and venues. Therefore, these fees are considered non-refundable.

## **LOSS DISCLAIMER**

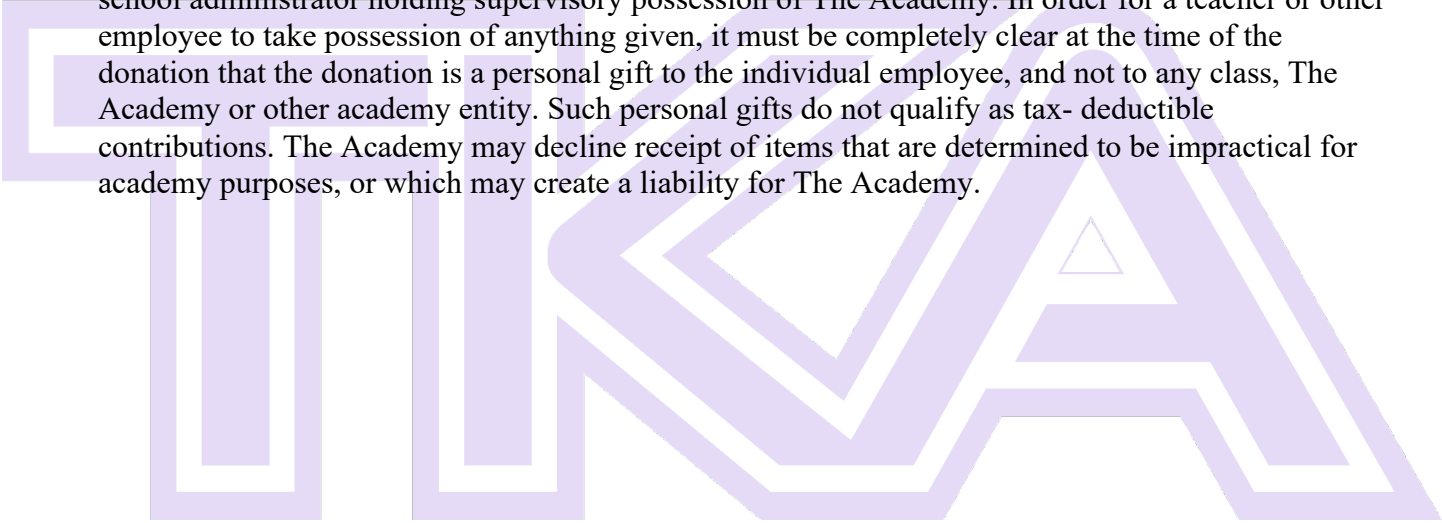
The Academy cannot and does not assume responsibility for the loss or damage of a student's personal property. Parents are advised to verify that personal or homeowner's insurance includes such loss coverage.

## **CLUBS, TEAMS OR OTHER CAMPUS ORGANIZATIONS**

Funds generated by an academy club, team or other organization from fundraising activities shall be deposited with The Academy Business Office in the respective account for that group. Funds from the account may be spent with the approval of the proper faculty/staff sponsor and the approval of the principal with supervisory responsibility over that club, team or organization.

## **POLICY REGARDING DONATIONS TO CLASSES**

Donations of materials and equipment (books, games, computers, software, televisions, cameras, etc.) to classes or classrooms at The Academy qualify as tax-deductible contributions to the extent allowed by law. All donations become the property of The Academy and under the control of the school administrator holding supervisory possession of The Academy. In order for a teacher or other employee to take possession of anything given, it must be completely clear at the time of the donation that the donation is a personal gift to the individual employee, and not to any class, The Academy or other academy entity. Such personal gifts do not qualify as tax-deductible contributions. The Academy may decline receipt of items that are determined to be impractical for academy purposes, or which may create a liability for The Academy.



## ACADEMIC LIFE

### ATTENDANCE

Attendance at school is vital to the success of a student. The State of Tennessee has established school attendance laws that must be followed. Parents are responsible for the compliance of their children with these laws. Attendance at all classes is, therefore, expected. Students should be present and on time.

Parents are asked as a courtesy to notify the school between 7:45 and 8:15 a.m. if their child will be absent or tardy.

Students not in their designated classrooms and in the assigned areas as defined by their teachers when the tardy bell rings are tardy. A tardy that exceeds half the class period will be recorded as an absence. When a student accumulates three tardies, each set of three tardies will be treated as an absence.

Students who are returning to school following an absence or who are arriving late shall provide a written excuse from a parent, guardian, or health care provider stating the dates and reason for the absence/late arrival. This note should be given to the administrative assistant in the academic office so the absence can be properly documented.

Parents should consult the TKA Academic Calendar to note the beginning and ending dates of all vacation periods so they can make travel arrangements that will not interfere with class attendance. Absences due to travel must be approved by the TKA administration in advance. Students are responsible for communicating with teachers to get the work they miss, and for completing work in conjunction with established due dates.

### ABSENCES

There are no excused or unexcused absences. Any class missed counts as an absence which is accumulated over the semester. This includes dentist or doctor appointments, illnesses, church functions, and absences requested by a parent/ guardian with prior notification to the administration. Upon returning to school after an absence, the student must provide a written note, signed by the parent/guardian or e-mail. It should state the dates and reason for the absence.

### EXCESSIVE ABSENCES

Students who miss more than seventeen (17) days (excused and unexcused) in a school year may be retained in the current grade or be dismissed from school. As a reminder, when a student accumulates three tardies, each set of three tardies will be treated as an absence.

## STUDENTS MAKE-UP WORK POLICY

It is the responsibility of the student, on the first day back after an absence, to ask each teacher for information about work missed. Unless special arrangements have been made with the teacher, the deadline for completing make-up work for excused absences or tardies will be the number of days equal to the number of days absent. Class work missed because of an unexcused absence or tardy will be due at the discretion of the teacher.

Students may receive a grade of zero for late work. Students with pre-approved and school related absences are responsible for preparing for assessments and for submitting projects and assignments in conjunction with the initial due dates.

Parents may contact the school and request to pick up their child's make-up work.

## GRADING POLICY

Grades are considered to be very important in the lives of The Academy students. Effort is made to encourage students and motivate them to academic excellence. Students are expected to complete assessments and assignments during the allotted class time.

Grade updates and other course information will be communicated through RenWeb and email, therefore each family is responsible for routinely checking their account for current information.

The Academy emphasizes academic integrity. Students may earn a grade of zero for any of the following during an assessment: plagiarism, cheating, or any unauthorized communication (such as talking, accessing an electronic device, looking at someone else's paper, etc.)

The academic year is divided into two halves, or semesters. Each semester is divided into two grading periods of approximately nine weeks each.

A student's performance on homework, class work, quizzes, special reports, projects, classroom participation and examinations may be included in the determination of the student's grade in each class. Most course work completed at The Academy will be graded by the teacher using a scale of 0 to 100. These numbers correspond to the following letter grades:

### GRADING SCALE

A=90-100

B=80-89

C=70-79

D=60-69

F=0-59

Grades for each class are divided into three categories: Tests (50%), Quizzes (30%), and Homework/Daily (20%). The exception to this could be AP and Dual Enrollment courses.

Teachers may develop and exercise classroom policies not explicitly stated in the student handbook as long as such policies are consistent with The Academy policies and core values.

## STANDARDIZED TESTING

Standardized tests are administered at The Academy for the following reasons:

- To provide feedback about students' academic progress and how it aligns with grade-level expectations
- To give parents and faculty a big-picture perspective about how a student is progressing compared to peers including a student's strengths and growth opportunities
- To provide feedback about students' readiness for postsecondary options- college/university
- To assist our faculty in strengthening instruction and reflecting on their teaching practices

## ACADEMIC HONORS

Honor rolls are established at the end of each grading period. Students in Grades 9-12 who earn all A's receive 'A' Honor Roll. Students who earn all A's and B's receive "A/B" Honor Roll. Elementary and middle school students (Grades 1-8) may qualify for "A" or "A/B" Honor Roll. "A" Honor Roll is awarded to students who earn a grade of "A" in all core subjects and a grade of "E" or "S" in all other classes. Students receive "A/B" Honor Roll status by earning all "A's" & "B's" in core subjects and by having no grade below "S" in any other class.

## ACADEMIC PROBATION (High School and Middle School)

A high school student whose academic record prior to enrollment at The Academy reflects academic progress below a 2.0 grade point average (or the equivalent), or who is determined to be "at risk" academically may be placed on academic probation. Similarly, a currently enrolled student at The Academy whose cumulative or semester grade point average falls below 2.0 is considered to be on academic probation.

The student's status will be evaluated each semester. If the student is making adequate academic progress, as evidenced by a minimum 2.5 grade point average in core academic courses (language, math, science, social studies, Bible), the student will be elevated to clear academic status and may be removed from academic supervision. A student who is not achieving significant academic progress will be subject to academic dismissal. The grade point average is simply used as a guide and progress will be determined by feedback from teachers and administrators that are evaluating the growth of the student in competency, knowledge, effort and attitude.

## ACADEMIC CONSULTATION

### ELEMENTARY ACADEMIC SUPPORT

Elementary School teachers will be available in their classrooms after school until 3:45 p.m. for additional academic support. Teachers will schedule afterschool academic support for students with grades below 75 (C), students needing extra help, or students needing to make up assignments.

### MIDDLE AND HIGH SCHOOL STUDENT POWER HOUR

Academy teachers are available in their classrooms during Power Hour Lunch for additional Academic Support. Students who need extra help may choose to go to a teacher's room for assistance during that time. Similarly, a teacher may require a student to report to the classroom during Power Hour for extra help, or to make up missing assignments. Students with grades below 75 (C) must attend.

## **HOMEWORK**

Academic courses taken at The Academy generally require homework. This is a form of independent practice that is considered to be an important part of the learning process. Homework is intended to reinforce learning rather than introduce brand new concepts. All assignments are expected to be turned in at the time designated by the teacher. Assignments not completed on time may receive a grade deduction. A student may be required to report to a teacher during Power Hour to complete assignments not turned in.

Students may receive a grade of zero on assignments for violations of academic integrity such as copying answers from another student or an online source. It is possible to fail a class by getting behind in homework assignments early in the semester. Homework should not be excessive in any class in order to support the overall development of the child, to create a healthy balanced lifestyle and to value a student's family time.

## **TEXTBOOKS**

Textbooks for most classes are owned by The Academy and loaned to students. Textbooks are not to be left outside or lying on the floor. Students will be held financially responsible for lost or damaged books and may be charged a fine for not properly caring for school materials. Some classes may offer consumable workbooks for students to purchase. Parents/students may be asked to purchase some instructional materials for some classes.

## **STUDENT RECORDS**

The records of each student are confidential and open to review only by The Academy administration, the student's parents or legal guardians, and other staff members as authorized by the administration.

## **LOCKER USE**

Lockers are provided for high school and middle school students. Students should demonstrate proper care of their locker space. Students are only permitted to use the locker assigned to them. "Sticky tack" only (no tape) may be used to attach pictures to the inside (nothing on the outside) of the lockers. No inappropriate materials should ever be attached. Lockers can be searched at the discretion of school administration.

## **INCLEMENT WEATHER DAYS**

Should it become necessary to close or delay school due to snow, ice or other inclement weather condition, an announcement will be issued through the RenWeb Parent Alert system. Members of The Academy family may expect a text message to that effect. If no public announcements are made specifically about The Academy, then classes will be held as usual. Parents and guardians should always determine what is safest for their child in the case of inclement weather. Students will be given the opportunity to make up any missed assignments if the parent/guardian communicates with the administration any absence related to safety concerns that can be confirmed within a reasonable time period.



## **GUESTS/VISITORS ON CAMPUS**

All visitors on campus must register in an appropriate administrative office and obtain a visitor's badge. Students who desire to have a friend or guest visit the campus must obtain permission from the academic office in advance of the visit. Students visiting The Academy should be considered to be prospective students of The Academy.

## **ELEMENTARY & MIDDLE SCHOOL ACADEMIC POLICY**

### **GRADE REPORTS**

Elementary school students (grades K-5) and their parents receive weekly reports of class work. Parents may be expected to examine, sign and return the report folders on Monday. Additionally, parents are expected to check RenWeb reports and the email account they provided in RenWeb.

Middle school students (grades 6-8) and their parents receive academic progress reports weekly on RenWeb. These progress reports indicate the academic status of the student.

### **PROMOTION TO A SUBSEQUENT GRADE LEVEL**

At the conclusion of the school year, a student in Grades K-8 will be promoted to the next grade level if the student has earned passing grades for the year in four of the following five subjects: Bible, English, Math, Science, and Social Studies. The principal must approve exceptions to this policy.

Elementary students will be promoted according to their classroom teacher's evaluation and principal's approval.

### **MIDDLE SCHOOL COURSE OF STUDY**

The middle school course of study is built around the following core courses:

- Bible
- Language Arts
- Math
- Science
- Social Studies

Additionally, the students are engaged each week in study in some or all of the following areas:

- Art
- Band
- Choir
- Computer Skills
- Physical Education



# HIGH SCHOOL ACADEMIC POLICIES, COURSE OF STUDY, AND GRADUATION REQUIREMENTS

Students who attend The Academy are expected to follow a rigorous academic track that meets or exceeds the requirements for admission to most major universities. The minimum high school (grades 9-12) course requirements for graduation are:

Math (Alg. I, Alg. II, Geometry, & an additional math)	4
English	4
Science (Biology, Chemistry or Physics, & 1 Science)	3
US History & Geography	1
World History & Geography	1
American Government	½
Economics	½
Wellness	1
P.E.*	½
Personal Finance	½
Foreign Language**	2
Fine Arts Elective	1
Bible (every year of The Academy attendance)	4
Computer	1
<hr/>	
Minimum credits to graduate =	24

\* This requirement may be met by the student’s completion of two seasons of a school sport.  
 Note: Students using this method to meet the P.E. requirement will earn a “P” (pass) on their transcript.

\*\* For international students who are proficient in their native language, the Foreign Language requirement may be met by demonstrating competency on an academy approved recognized proficiency test.

All students must take the ACT or SAT by October of senior year and submit their scores to The Academy prior to receiving a diploma. Students that have transferred to The Academy may be given special exceptions on graduation requirements, approved by the administration, if they meet the requirements set forth by the State of Tennessee.

## HOMESCHOOL AND NON-ACCREDITED SCHOOL CREDITS

Homeschool or non-accredited program credits transferred into The King's Academy and placed on a transcript must be validated. Documentation received through the Admissions Office will be validated through the Counseling office prior to admission into The King's Academy.

Sources of validation may include but are not limited to elements such as:

- a mastery or placement knowledge/skills test
- a descriptive syllabus of the course content
- and/or an interview with the student that assesses the level of mastery

All students must document a minimum of 8 community service hours per semester of attendance at The Academy prior to receiving a diploma. This is in alignment with the standards set forth by the Tennessee Student Assistance Corporation (TSAC). Community service is time contributed to a nonprofit or public service organization. The community should be benefitting from the work being done.

Students can also volunteer in their field of interest to gain experience. This means that job shadowing may count toward your community service requirement.

Students must make sure they are volunteering with an actual organization (not an individual), not being paid, and are being supervised by someone who is not a family member.

Deadline dates per semester for submission of service hours:

- Fall Semester - Deadline December 10
- Spring Semester - Deadline April 30

## DUAL ENROLLMENT PROGRAM

The Academy partners with Carson-Newman University, Johnson University, and Walters State Community College to offer dual enrollment courses. Dual enrollment means that a student is enrolled in a course that receives both high school and college credit. Students must apply and be accepted to the college or university to receive college credit. These institutions of higher education award college credit and students will have a transcript from the respective institution. All dual enrollment classes for Carson-Newman and Johnson University are taken at The Academy with a The Academy faculty member during the regular school day.

Taking dual enrollment courses requires a score of 19 or higher on all subsections of the ACT and a minimum 3.0 GPA. Students must be a rising 11<sup>th</sup> or 12<sup>th</sup> grader. (*Dual Enrollment English is for 11<sup>th</sup> graders only.*)

A grant is available to help pay for dual enrollment classes. It is part of the Tennessee Lottery Scholarship program. Students must be a US citizen and a TN resident to receive the grant. Students must maintain a 3.0 GPA (B) in the dual enrollment classes to continue receiving the grant for the next semester. There are no financial need requirements for the grant. The dual enrollment grant application must be completed each fall semester to receive the grant. The Academy is not responsible for the obtainment of the grants. Dual enrollment course offerings and guidelines are subject to the discretion of the university in which The Academy is partnering. Changes in dual enrollment courses may be made that are beyond The Academy's control.

## DUAL ENROLLMENT/OFF-SITE COURSE POLICY

In the event that a student takes a course (dual enrollment/credit recovery) that is offered by a non-Christian educational provider, the following must take place:

- An Academy mentor will work with the student while they are taking the course to ensure that a Biblical worldview for the subject matter is shared. A capstone project will be assigned for the student to complete, showing how they can incorporate their faith with what they have learned in the outside course at the direction of the mentor before the student is issued credit for the course.

## HONORS COURSES

The Academy Honors course enrollment requires:

- Course-specific prerequisites
- Specific scores on standardized testing
- Teacher recommendation
- Specific score on the placement exam

Homeschool credits are not counted as honors courses unless students take specifically designated honors or AP courses through approved accredited online programs.

For international students whose primary language is not English, three of the four years of English may be taken in English as a Second Language (ESL) course. English courses taken in approved schools where the primary language of instruction is not English may be counted toward the three years of ESL instruction but will not apply toward the remaining required year of regular English instruction. Internationals must complete at least one year of study in regular English that takes them through the equivalent of English 12. For the purpose of encouraging the development of English skills for our international students, only English should be spoken in public settings. Students whose primary language is not English must score a proficient score on the WIDA before enrolling in English II, which is required to enroll in Grade 11.

Students are encouraged to plan their academic programs according to college preparatory standards. These standards are designed to meet or exceed the entrance requirements at the University of Tennessee. Since college and university admission requirements vary greatly, individual college and university catalogs should be consulted.

In addition to the above course requirements, a student must have an approved attendance and conduct record. The Academy reserves the right to refuse a diploma to a student whose conduct record is unsatisfactory and who, in the opinion of The Academy, as a graduate, would poorly represent The Academy.

## HONORS DIPLOMAS

The purpose of an Honors Diploma is to encourage and recognize outstanding achievement and service to the student body. Any exceptions to the criteria below must be approved by the Board of Trustees.

### Criteria for Cum Laude

- Must earn 3.75 weighted grade point average (GPA)
- Must complete 25 hours of community service per year of attendance
- 27 Total Credits
- 4 AP/Honors/DE Classes
- 26 ACT/ 1260 SAT Score (83rd Percentile)

### Criteria for Summa Cum Laude

- Must earn 3.9 weighted GPA
- Must complete 25 hours of community service per year of attendance
- 27 Total Credits
- 6 AP/Honors/DE Classes
- 29 ACT/ 1350 SAT Score (92nd Percentile)

## RESIDENCY REQUIREMENT FOR GRADUATION

Credits that a student earns at The King's Academy must account for at least 25% of their high school credits. These must be accomplished during the last three semesters of the student's educational work at the school to fulfill the residency requirements of the accrediting body (ACSI).

\*Due to the nature of The King's Academy, some exceptions may be made. Exceptions must be approved in writing (submitted by an administrator) by the ACSI Regional Office (accrediting body) and communicated during the admissions process.

## CLASSIFICATION OF HIGH SCHOOL STUDENTS

The classification of a high school student is determined by the number of high school credits the student has earned at the close of the previous school semester. The following are the credit requirements for each classification:

- Freshman < 6 credits
- Sophomore 6-11 credits
- Junior 12-17 credits
- Senior 18+ credits

## LATE ENROLLMENT

When a student enters The Academy during the school year and is transferring from another school, the student may enroll in classes determined to be essentially the same as those being taken at the former school and receive full credit provided the student receives "withdrawal passing" grades from the former school. If the student is entering The Academy during the school year without prior attendance at another school, the student may enroll in classes during the semester and receive credit for the classes, provided the student demonstrates proficiency in key skills or standards for the course. Students who transfer may not be eligible for year-long academic awards when academic awards are determined by full year enrollment at The Academy. Students who transfer will be

responsible for preparing for The Academy's comprehensive exams for each of their courses.

## **SCHEDULE CHANGES**

Students will have two weeks from the first day of school to change or drop a course on their schedule for valid reasons. If a student needs to change their schedule, they need to come to the Counseling Office and get a schedule change request slip. The student will fill out the form with their new request, and this slip will need to be signed by the student's parent and brought back to their assigned counselor. If a student drops a course after the two-week mark period, they are at risk of receiving a "withdrawal fail" on their transcript. Factors to be considered in this decision include the student's progress in relation to the class work, the ability of the student to succeed in the class, and the appropriateness of the student's placement in the class.

Before the decision is made to change a student's schedule, several options may be considered. These include tutorial assistance for the student, a student-teacher conference, a parent-teacher conference and a conference that includes the school counselor or another administrator. Students are not allowed to change classes after the first two weeks of classes. Any changes after this should be only if the administration deems necessary when all other avenues to ensure success have been exhausted. Students will receive a "WF" (withdrawal fail) and the drop date on transcripts when they withdraw from a class after the deadline to change schedules that has not been approved.

## **GRADING PERIOD**

Quarterly grades are comprised of daily grades (consisting of homework and/or class work grades) and assessment grades (consisting of quizzes, unit tests and more extensive or significant reports or projects). Any variation of the above will be communicated to students.

## **SEMESTER GRADES**

When calculating semester grades for high school students, three numeric grades (the two quarterly grades, 45% each, and a cumulative semester examination/assessment grade, 10%) are averaged. Any variation of this format will be approved by the principal and communicated to students. Student financial and library obligations must be current before semester grades will be reported.

## **CREDIT FOR FULL-YEAR COURSE AFTER FAILING FIRST SEMESTER**

A student who fails the first semester of a year-long course may receive full credit for the year-long course if (1) the student earns a passing grade in the second semester of the course and (2) the average of the two semester grades is a passing grade.

## **EXEMPTION FROM SPRING SEMESTER EXAMS FOR SENIORS**

Seniors may be exempt from taking spring semester final exams in a particular class if:

1. The average of the student's quarterly grades is 90 or higher in that class.
2. The student has no more than 10 absences for the year—excused or unexcused. Seniors who are exempt from a semester exam in a particular class may opt to take the semester exam in order to improve their grade with no risk of lowering it. (NOTE: Students taking dual enrollment courses for college credit must take the final exam in that course.)

## GRADE POINT AVERAGES (GPAs)

Grades are assigned quality points on a scale of 0 to 4 (A=4.0, B=3.0, C=2.0, D=1.0 and F=0). Honors courses are given an additional 0.5 point. Dual Enrollment courses are given an additional 1.0 point towards GPA calculation. AP Courses will earn an additional 1.0 point towards GPA calculation IF the student takes the corresponding AP Exam. Pass/Fail courses are not included in GPA calculations.

When a student repeats a course, the highest grade will be used to calculate their GPA. All classes attempted for high school credit will be included in determination of class rank. Transcripts will show all courses taken at The Academy with the original grades recorded.

## VALEDICTORIAN/SALUTATORIAN

The highest academic honor that can be awarded to a high school student is to be named valedictorian of his or her graduating class. The valedictorian is the graduating senior with the highest-grade point average (GPA) in the class. The salutatorian has the second highest GPA in the class. To be named valedictorian or salutatorian, a student must have attended The Academy his or her complete sophomore, junior and senior years and have an acceptable behavioral record as determined by The Academy administration. All grades in the student's high school record, through the third quarter of the senior year, are included when the GPA is calculated. Taking required courses, such as Bible, at The Academy may create an unfair situation when compared to a student who transfers from a school that offers more advanced courses than The Academy or does not require Bible. In these situations, adjustments will be made to create a more equitable comparison. The valedictorian and salutatorian will be named shortly after the beginning of the spring semester on a provisional basis pending academic performance through the third quarter. In the event of a tie to the thousandths place, co placements will be awarded.

## COLLEGE VISITATION DAYS FOR JUNIORS AND SENIORS

Juniors may take two days of excused absences and seniors may take three days of excused absences during the school year to visit colleges, provided the conditions below are met.

- The student must not be on academic or social supervision status.
- The student must have a good attendance record.
- The student must make prior arrangements with teachers for making up assignments.
- The student must work through the guidance office to make necessary arrangements for two weeks before the scheduled visit.
- The student must have taken the ACT, SAT, or TOEFL.

## JOB SHADOWING PROGRAM

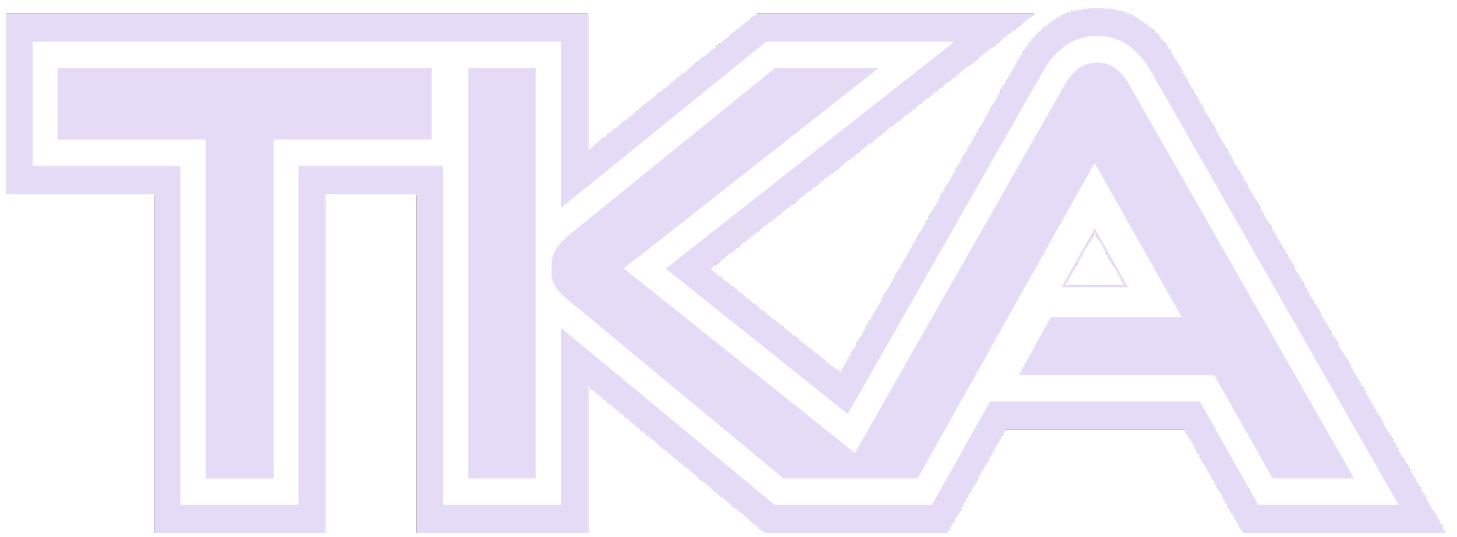
Sophomores, juniors, and seniors may take an excused absence during the school year to spend a day with someone in a career field/profession in which they are interested.

- The student must not be on academic or social supervision status.
- The student must have a good attendance record.
- The student must make prior arrangements with teachers for making up assignments.
- The student must have at least a "C" average in all current classes.
- The student must work through the counseling office to make necessary arrangements two weeks prior to the anticipated job-shadowing day.
- The student may choose someone in the community they are familiar with or the counseling

office can help match the student with an appropriate professional in their field of interest.

## **ACADEMIC AWARDS/SPECIAL HONORS**

The Academy believes in recognizing student achievement. Many opportunities throughout the year are taken to recognize individuals and groups for their accomplishments. The highlight of this effort is the annual Honors and Awards Day program at the end of the school year. Parents are invited to join the The Academy family in celebrating student effort and accomplishment.





## STUDENT LIFE

### SPIRITUAL LIFE

The spiritual growth of academy students is vital to the development of a sense of Christian community within The Academy family.

Intertwined with The Academy's activities program is a series of planned experiences designed to heighten the spiritual awareness of students and foster their spiritual growth.

Devotions are scheduled each school day. This provides a time for inspiration and offers an opportunity to share concerns and good news with others. Prayer is a vital part of this daily discipline.

Chapel programs are planned each week. They feature academy personnel and students as well as local personalities and special guests.

Special emphasis programs may be scheduled periodically to address topics of interest or take advantage of special speakers or programs that may be available.

### STUDENT LIFE PHILOSOPHY

The Academy is a Christian boarding and day school. Academy expectations and standards of behavior are set forth in the teachings of the Bible, in the character of Jesus Christ, and includes the code of conduct. The Academy strongly encourages all students to accept the promises of God and believe in Jesus Christ as God's only Son and, because of Jesus' sacrificial death and miraculous resurrection, the only means of salvation for humanity and the only path to eternal life.

God has created within each individual a unique personality with special talent. The Academy provides a properly balanced environment of support and challenge where individual students, through a process of discovery of God and self, develop their talents as they grow toward becoming responsible Christian adults.

### STUDENT LIFE GOALS

The Academy strives to:

- Establish and maintain programs consistent with Christian standards
- Help students achieve competence intellectually, physically, socially, and spiritually
- Provide a climate that is free from excessive anxiety and conducive to growth
- Provide opportunities for students to be reflective and introspective
- Provide experiences which help students to clarify their interests and integrate Christian values
- Provide experiences for students that aid them in making commitments



## COUNSELING

The Academy believes in ministering to all of the needs of the students. Based upon Christian beliefs, academic, career and mental/emotional counseling are provided by the counseling office that will be consistent with The Academy's religious beliefs. Other available services are ACT and SAT preparation, testing, tutorial services, college planning, college financial aid assistance, scholarship search assistance, and career inventories. "College Fair" in the fall is a special activity sponsored by the guidance office. When students have severe mental, social and emotional challenges The Academy encourages families to consult an outside licensed Christian professional.

## ACTIVITIES

### PARTICIPATION POLICY

The Academy reserves the right to disallow students to participate in activities, trips, and extracurricular events if standards for grades, behavior, student financial accounts, or any other factors do not meet guidelines set forth by The Academy. Based on behavior, students may become ineligible to participate in activities, trips, and extracurricular activities sponsored by the school. Parents will be notified of ineligibility status prior to final plans for the trip.

### CLUBS AND ORGANIZATIONS

A club may be organized and officially recognized when a group of students who share a common interest establish the organizational structure for a club and obtain a faculty/staff sponsor. Some of the clubs and organizations that have been formed in recent years are:

- Fellowship of Christian Athletes
- International Club
- National Honor Society
- Photography Club
- Lighthouse Team
- Chess Team
- Junior Beta Club
- Science Olympiad
- Scholars' Bowl

### STUDENT GOVERNMENT ASSOCIATION

The central student organization on campus is the Student Government Association (SGA). All The Academy students are members of the SGA. The student body elects the SGA officers (President, Vice-President, & Secretary Treasurer).

The purpose of the SGA is to develop leadership within the student body.

The goals of the SGA are:

- to build community among the students, faculty and staff
- to encourage the involvement of students in the total academy program

## **ATHLETICS**

Depending on sufficient student interest, sports may include:

### **BOYS**

Baseball, Basketball, Bowling, Cross-country, Football, Golf, Soccer, Swimming, Tennis, Track and Field, Wrestling

### **GIRLS**

Basketball, Bowling, Cheerleading, Cross-Country, Golf, Soccer, Softball, Swimming, Tennis, Track and Field, Volleyball

### **CO-ED**

Middle School Soccer

All students are encouraged to be involved actively in the athletic program throughout the year. The small size of the school provides an excellent opportunity for student-athletes who otherwise may not be able to participate in larger schools. There are also positions for statisticians, student-managers, and student trainers.

It should be noted that athletic involvement is contingent upon successful academic progress. Students should consult the eligibility standards if they plan to participate in any of the athletic activities mentioned above and will play on the team associated with their own biological sex.

## **ELIGIBILITY FOR PARTICIPATION IN CO-CURRICULAR ACTIVITIES**

The Academy recognizes the role that participation in co-curricular activities plays in fostering growth and development, and encourages all students to be involved. While activities are important at The Academy, they are secondary to the academic program.

The Academy high school students participating in school sports must meet the eligibility standards of the Tennessee Secondary School Athletic Association. In addition to TSSAA standards, The Academy has its own distinct standards for student athletes. To participate in interscholastic athletics, students must be making satisfactory progress toward graduation. Additional information about graduation requirements may be found in this handbook or by consulting the athletic director or guidance office.

## **ATTENDANCE**

A middle or high school student who misses more than half a school day due to illness or physical complaint will not be eligible to participate in an athletic practice or contest that day. An exception may be granted at the discretion of The Academy administration.

## **DOCUMENTS**

Students participating in athletics must present proof of medical insurance, a current physical examination by a qualified health provider using a TSSAA physical form, and signed Concussion and Sudden Cardiac Arrest Forms.

## ACADEMIC STANDING

Students who are participating in co-curricular activities must maintain a passing average. A student who has an F or two or more Ds for a week or more, will meet with administration, parents, teachers, or coaches to develop a plan to assist the student. The student will be put on academic watch. If progress is not made within the determined time, then the student may be put on academic probation and/or removed from competitions until the grade is raised.

## BEHAVIORAL STANDING

Students who participate in co-curricular activities may be declared ineligible due to disciplinary reasons at the discretion of their coach, athletic director, principal, or President/Headmaster. A student serving In School Suspension or Out of School Suspension may be ineligible on the day of suspension at discretion by the principal.

## CARRY OVER

If a student enters a probation period or a period of ineligibility due to academic or behavioral issues at the end of the fourth grading period, and if the student does not improve their standing during the summer, that period of probation/ineligibility may carry over into the start of the following school year.

For the purpose of participation in interscholastic athletics, The Academy is a member of the Tennessee Secondary School Athletic Association, TSSAA (high school), and the Knoxville Independent School League, KISL (middle school).

## ASHE CAFETERIA

All students are expected to eat lunch on campus, unless they qualify for off campus lunch privileges.

Off Campus privileges:

- Eligible Seniors (all year)
- After 1st Semester, eligible Juniors
- Students must sign out in the HS office before leaving campus.
- Permission form must be completed and turned in
- No Major Disciplinary Actions

Privilege can be lost at the discretion of administration.

Students should take only what they will eat. Seconds are available as supplies last.

Payment for guest meals should be made to the office upon signing in.

## CLARK LIBRARY

The Academy library is located on the main floor of the Hasson Building. The library offers students a comfortable study atmosphere as well as a supply of research materials, magazines, books and computers.

## **LOST AND FOUND**

A lost and found department is located in both the elementary and high school buildings. Students are to report all "found" items to the appropriate office as soon as it is practical to do so. To fail to report such items and to keep a "found" item is equivalent to theft.

## **STUDENT INSURANCE**

All students must have some form of medical insurance that will cover expenses in case of an accident. Resident students must have a policy that will cover illness and injury. If a student is not covered by any other medical plan, The Academy business office will supply a policy and the cost of the policy will be charged to the student's account.

## **REQUIRED MEDICAL EXAMINATIONS AND IMMUNIZATIONS**

1. Physical examinations by qualified medical personnel are required annually of students participating in any sport. This examination must take place after April 15 preceding the school year in which the participation occurs, and must be completed before any athletic participation (practice or games) occurs.
2. Given The Academy's extensive physical education program that involves students in all grade levels in rigorous physical activity, all new students are required to have a physical examination prior to enrollment. The Academy also highly recommends returning students have periodic follow-up physical examinations prior to entering grades 3, 6, 9 and 11.
3. New students living in the dormitories are required to have a physical examination by qualified medical personnel prior to enrollment. It is highly recommended that boarding students have a physical examination each year.
4. Immunizations are a requirement of Tennessee state law. All students must comply with state regulations regarding immunizations.

## **HEALTH ISSUES AND MEDICATION**

A student who is taking a doctor-prescribed medication during school hours is to bring the medication in a labeled container, along with written directions, to the appropriate academic office. The student will be required to report to the academic office to take the medication at the prescribed time.

Students will not be given any aspirin, acetaminophen, ibuprofen, or other medicines by academy personnel unless it is provided by parents or guardians with specific written authorization.

If a student becomes ill or injured during the school day, the student is to report the illness or injury to the academic office immediately. Students are not to leave campus or remain in restrooms without notifying the academic office.

If a student's illness or injury necessitates that he or she misses more than one class period, then parents or guardians will be notified to pick up the student. Resident students will be returned to their residence hall rooms.

## MOTOR VEHICLES

Students who drive to school must complete registration information for their vehicle on the 3-In-One Contract and turn it in to the high school academic office. Day students who drive to school must park in the designated spaces besides the Tibbett's Building at Smothers Road or across Smothers Road at Stokely Gym. Students are not permitted to park in the area between the Tibbetts Building and Atchley Dormitory. Vehicles should be parked and exited on arrival to campus. Vehicles are considered "off limits" until school is dismissed. Day students may not transport resident students without staff permission. Failure to drive at a safe speed in any location on campus will result in the loss of the privilege to drive to school. Students are not to transport any resident or day student in any manner without permission of the appropriate Resident Life staff member and/or student's parents.

## PLACE OF RESIDENCE

Academy students are required to live at home with parents or legal guardians or to live in on-campus housing. Appeals to this policy will be considered on an individual basis by The Academy administration in light of extenuating circumstances.

## DUE PROCESS

Students and parents have the right to appeal a decision of a teacher or other employee if that decision has a direct impact on the student or parent.

1. Students or parents may request a hearing before the respective Principal. The request for a hearing must be received in writing by the principal within seven calendar days of the decision. If the individual does not request in writing a hearing within this time frame, it is deemed they have waived and relinquished all rights to such a hearing.
2. After timely receipt of a request for a hearing, the principal will notify the individual of the date, time and place of the hearing.
3. In similar fashion, an appeal may be made to the President/Headmaster regarding a decision of a principal, and an appeal may be made through the Chair of the Board of Trustees regarding the decision of the President/Headmaster.
4. A decision by the Board of Trustees shall be deemed final.

## STUDENT CONDUCT

A young Christ follower's journey is sometimes difficult. It takes confidence and guidance from infallible truth, which we call *Scripture*, to make the journey smoother and straighter. We have endeavored to make student conduct procedures parallel Scripture as closely as possible so that each student will be on a smoother and straighter path to becoming a "Servant, Citizen, and Scholar." The Academy students should adhere to The Academy conduct expectations at all times, and in all places, on or off campus, and with the use of email, texting and social media, failure to do so can result in discipline up to removal. The Academy administrators and faculty have identified five fundamental areas of behavior they desire to see in students. These five areas are: prepared, respectful, integrity, disciplined, excellence with technology. We believe students who comply in these areas will graduate from The Academy with much more than academic preparation for life.

### PREPARED

- Be Prepared for each class.
- Consequences for unpreparedness: Varies by teacher. Check with your teachers to know their policies.
- Redeem your time. (Eph. 5:16)
- Students should be in their assigned area by the time the tardy bell rings. Three tardies result in an unexcused absence.

### RESPECTFUL

- Respect and be a good steward of The Academy property as your own. (Col. 1:25)
- Bullying – Students are not to engage in the bullying of another person in any form. Bullying includes intimidation or harassment of another individual verbally or physically, in person, electronically, online or otherwise, or taking anything from another person without proper authority. Bullying has no place in a Christian community and will not be tolerated. Infractions resulting from bullying may result in immediate In School Suspension (ISS), Out of School Suspension (OSS), or immediate dismissal. See: [The Academy Bullying and Harassment Policy](#)
- Male/Female Relationship Policy – Developing healthy relationships with members of the opposite biological sex is an important part of becoming adults.
- Public Display of Affection – Holding hands and appropriate hugs are permissible for couples; kissing is not permissible on school campus.
- Self- Treat Yourself as a valued child of God who loves you and gave up His Son for you.

### INTEGRITY

**Academic Integrity** - Students may earn grades of zero for violating the academic integrity policy.

- Students may not talk, access electronic devices, or look at other students' papers during assessments. Plagiarism may result in a grade of zero on an assignment, report, test, or any other type of assessment. Plagiarism includes, but is not limited to, the following:
  - Intentional or unintentional failure to give credit to sources used in a work in an attempt to present the work as one's own.
  - Submitting for credit, in whole or in part, the work of others.
  - Submission of assignments, papers, projects, or test answers obtained from any source, such as copying another student's answers or internet sources as one's own.



**Personal Integrity** - Our inward standard of integrity sparks the outward conduct described in Philippians 1:27: “Only conduct yourselves in a manner worthy of the gospel of Christ.”

- **Substance Abuse** – Substance abuse is the use (possession and/or consumption) of controlled substances (including tobacco/vaping, alcohol, marijuana, narcotics, inhalants, hallucinogens, look-alike or bogus drugs, drug associated paraphernalia, and the inappropriate use of prescribed or non- prescribed medication) on The Academy campus, at academy-related events or activities, and at any location and at any time off campus.
- **Alcohol and Other Controlled Substances:** The Academy maintains a strong position regarding alcohol and other substances as defined above. Violations may result in immediate dismissal.
- **Tobacco/Vaping:** Violations include any form of tobacco/vaping on campus or in a personal motor vehicle.
- **Sexual Integrity** at The Academy begins with *mental purity* (Philippians 4:8) and continues with standards that will lead couples to live lives of faithfulness to each other and to God. From 1 Thessalonians 4, we learn that God’s will is our *sanctification*. For more information regarding sexual integrity, please see our sexual conduct policy listed below.

## POLICY ON SEXUAL CONDUCT

All students and parents are expected to acknowledge, understand, and abide by policy on sexual conduct which can be located in its entirety [[here](#)].

### DISCIPLINED

The Academy desires to be *redemptive* as opposed to punitive in its approach to discipline. A change in attitude and/or behavior is the desired goal when expectations for students’ conduct are not met. The Academy’s position is that self-discipline is of greater value than mere compliance with the rules. As an incentive for young people to take full responsibility for their attitudes and behaviors, The Academy encourages its students to acknowledge problematic areas, which may exist in their lives (substance abuse, psychological issues, etc.) and to share this information with academy personnel, seeking their assistance in correcting the problem.

When students initiate the approach to academy personnel to share this information and ask for help, the standard disciplinary procedures are set aside and appropriate help is sought for the student. This process will not apply to a student who is trying to avoid consequences for his or her behavior. Parents hold legal rights of confidentiality for students and will be informed of any relevant concerns. The Academy may establish criteria as conditions for continued enrollment (professional treatment for substance abuse, counseling, etc.) and may ask the student to leave the school for a period of time. The intent of these criteria is to assure that the student receives whatever help is needed. In such cases, The Academy will strive to help a student avoid a disruption of his or her academic program.

Incidents of inappropriate behavior will be evaluated individually. The Academy's staff will determine the most appropriate and logical consequences for the student involved. Severe offenses involving drugs/alcohol (use, any type of possession, theft, or sexual activity may result in immediate dismissal. Less serious offenses may accumulate to the point that dismissal would be warranted. The Academy staff will determine the degree of seriousness of any violation and the corresponding consequences. The Academy personnel strive to consider all information to make the best decision. When teachers' firsthand accounts differ from students' accounts, we recognize the teacher as an authority figure.

- Serving detention or similar consequences takes precedence over any co-curricular activities, like athletics practice, etc.
- Students may not interfere in the discipline of other students, or they will risk appropriate consequences of their own.

**Leaving Campus-** Students are not to leave campus during the school day (8:00 a.m.-3:00 p.m.) without parental/guardian permission provided to the office personnel. In addition, students must always check out with the proper personnel in the appropriate academic office.

**SEARCH AND SEIZURE POLICY** – The Academy reserves the right to search a student's dorm room, locker, vehicle, and/or person at any time there is reasonable cause to suspect an academy regulation has been violated and that a search will provide evidence to that effect. The search of a student's dorm room, locker, or vehicle may occur without notice to the student, without his or her presence and may take the form deemed appropriate by the administration. The search is to be conducted with two or more staff members present. The search of a student's dorm room or person must be conducted by two or more staff members (at least one administrator or SRO), and one being the same sex as the student. Prohibited items that are confiscated from a student will not be returned directly to the student, and may be, in some cases, turned over to law enforcement authorities, released to parents or destroyed.

## **GENERAL BEHAVIOR**

- Sleeping in class, non-participation, not dressing in appropriate clothing for Wellness/PE class and not having appropriate class materials (as specified by the teacher) are unacceptable.
- No food or drinks are allowed during chapel.
- Students should not use audio or visual devices at school during the school day or on day field trips without permission from the supervising teacher.
- Students are expected to comply promptly and in a respectful manner with the instructions and directives of The Academy faculty and staff.
- Students are expected to be in the classroom, chapel, or other assigned area ready to begin work at the designated time or when the teacher or leader starts class, chapel, etc.



## APPROPRIATE AREAS

- From 7:30 a.m. to 7:50 a.m. high school students should wait in the front hallway of the Anderson Building, and middle school students should wait in the hallway by Clark Library.
- Elementary students remain in Taylor Gym until they are dismissed to classrooms.
- Students are not to be in any other area of the main buildings before 7:45 a.m. unless a faculty member is supervising.
- Students are not to enter the auditorium, stage area, or classroom unless a teacher is present.
- High school day students who need to remain on campus after 3:00 p.m. (including school van riders) must either be with a teacher, in the front hallway, in the library, or outside on the lawn in front of the Anderson Building.
- Middle school students who need to remain on campus after 3:00 p.m. must either be with a teacher or remain in After Care in the Ogle Building until picked up by their parent/guardian.
- Elementary students not picked up at 3:00 p.m. should report to After Care in the Ogle building until picked up by parent/guardian.
- Students should be in uniform dress code in the academic buildings and on the front lawns from 3:05 p.m. - 4:00 p.m. unless granted permission by administration.
- High school day students should be off campus by 4:00 p.m. unless they are participating in a supervised school-sponsored activity.

## ADMINISTRATIVE DISCIPLINE PLAN

The Academy will utilize the following measures for discipline procedures as determined by each division Administrator's progressive discipline plan.

### In-School Suspension:

- Determined by communication between the Class Room Teacher and administration.
- Depending upon review of the situation and determination of severity, the student may be required to report to another specified area during a particular Class Period. The teacher is not *required* to schedule an additional time but will offer assistance during already scheduled office hours (i.e., Power Hour) if they are unable to do so.
- If a student earns In School Suspension (ISS) for more than one class period or on more than one occurrence for a particular class, they face stricter penalty &/or additional expectations communicated by administration.

### After School Detention:

### Out of School Suspension (OSS):

### Dismissal

### Work Detail

- The student may be offered a constructive manual labor work project in leu of alternative discipline.

## DRESS CODE

### PURPOSE:

- To create a sense of unity, belonging and pride among students
- To reduce competition in appearance which proves a common distraction for today's students
- To promote a safe educational environment by making students readily identifiable
- To reduce distractions from the teaching/learning process
- To make selection of clothes less of a burden for students and their families

- To reduce inappropriate behavior associated with clothing and appearance
- To promote the awareness and understanding of appropriate dress attire dependent on the standards and expectations of the circumstance, the environment and the community of interaction, and to glorify God.

#### EXPECTATIONS:

- At all times and in all places, students are expected to dress modestly and to represent The Academy and its beliefs in a positive manner. At all times on campus, and whenever a student's presence off campus is related to the student's identity as an academy student, the student is expected to be in compliance with these standards.

#### TOPS:

- Collared Polos/ Oxfords
- Solid Colors - Black, Gray, Purple & White (The Academy Logo Required)

#### BOTTOMS:

- Pants/Shorts, Capris/Skirts/Skort (Girls K-12<sup>th</sup>), Jumpers/Dresses (Girls K-5<sup>th</sup>)
- Approved Solid Colors: Khaki/Black/Gray.
  - *\*Girls' Plaid is available in some styles from Lands' End Only\**
- Modest Fit (*Golf Pants/Shorts w/Belt Loops are permitted if all criteria met*)
- Hemline (including slits) for all Shorts must not extend above the knee more than 6"
- Girls Skirts/Skort/Dresses/Jumpers must be fingertip length\*.
  - *\*Fingertip length: standing straight, arms by their side, and not have their fingertips reach past the bottom of the skirt, skort, dress, or jumper.*
- No Denim, Jeggings, Athletic Shorts/Pants, sweatpants, frayed hems, holes, rips or added embellishments

#### SHOES:

- Athletic Shoes, Casual Dress Shoes, & Boots are Permitted
- Rain/Snow Boots are permitted during inclement weather
- No Open Toes, Open Heels or High Heels.
- No Rubber, Canvas/'Sport' Sandals, Clogs, Crocs, Slides or Flip-Flops
- No metal Trim, Rollers, Light-Up Styles or High Heels

#### OUTERWEAR:

- ALL outerwear attire (sweaters, jackets, hoodies, and coats) must be approved solid colors (black, gray, purple, and white).
- All sweaters and hoodies must also have a TKA logo.
- Outerwear must be worn over an approved top (collared polos/oxfords).

#### SPIRIT WEAR FRIDAYS:

- Each Friday is designated "Spirit Day" at The Academy
- T-Shirts, Sweaters, etc. w/ The Academy logos, etc.
- Jeans (no rips or holes)

#### SPECIAL EVENT (FORMAL) DRESS:

- Girls - Dresses, or skirts and blouses, or formal suits that meet the following guidelines are acceptable. Length should be must be fingertip length\*. The midriff should always remain covered. Backs should not be cut below the bottom of the shoulder blades. Necklines should be modest (no

more than three inches below the collarbone). Outfits should be of opaque fabric and not inappropriately tight. Dress shoes are to be worn. Open-toe, open-heel styles are acceptable; flip-flops, athletic or other casual shoes are not acceptable.

- \*Fingertip length: standing straight, arms by their side, and not have their fingertips reach past the bottom of the skirt, skort, dress, or jumper.
- Boys - Dress pants, dress shirts, dress shoes, dress socks, dress belts and ties are to be worn. Flip-flops, athletic or other casual shoes are not acceptable.

## PROM & HOMECOMING COURT:

- Girls - Prom and homecoming dresses *must be viewed* on the individual in advance for suitable fitting - *no exceptions*. Skirts of the dresses may not be sheer (see through) material. Length should be must be fingertip length\*. Neckline and backline must be modest (backline must be above the natural waistline). Spaghetti straps and strapless styles are acceptable, if modest. The midriff should always remain covered. No open sides or sheer panels. No immodest tight dresses are allowed. Viewing dates will be provided for both homecoming and prom.
  - \*Fingertip length: standing straight, arms by their side, and not have their fingertips reach past the bottom of the skirt, skort, dress, or jumper.
- Boys - Suit & Tie or Tuxedo, Dress Shoes (For Homecoming Court, football players may remain in uniform.)

## PHYSICAL EDUCATION/WELLNESS ATTIRE:

- Students in grades K3- 5 will wear regular school apparel to P.E. An additional set of athletic shoes should be kept at school for P.E.
- Students in grades 6-12 are required to change clothes for P.E. The following items are required:
- Deodorant, T-Shirt/Sweatshirt *\*School Colors\**, Sweatpants/Gym Shorts *\*School Colors\** (Shorts follow Dress Code Standards for Fit/Length), Non- Skid Athletic Shoes & Athletic Socks

## GAME DAY ATTIRE:

- Prearranged team attire is permitted for student athletes on Predetermined Game Days as agreed upon by each team's head coach and approved by The Academy administration. Entire Team participation is required. Each Team may request one Game Day Attire per week, but must do so at least one school day in advance. Particular specifications will be determined and agreed upon by The Academy Administration and The Coach of each particular sport. Hats/Caps or headgear are not permitted during the school day. All other aspects of The Academy Uniform Dress code apply.

## ADDITIONAL GUIDELINES:

### HAIR:

- Girls - Hair should be neatly trimmed, brushed and combed, without unnatural dyes of extreme variation or unusual cuts. Administration reserves the ability to make the final determination on these matters. Hair (bangs) should not cover the eyes or interfere with vision. Accessories such as feathers are not permitted.
- Boys- Hair should be neatly trimmed, brushed and combed, without unnatural dyes of extreme variations or unusual cuts. Administration reserves the ability to make the final determination on these matters. Hair should not cover the eyes or interfere with vision. Hair should

be no more than shoulder length. Boys may grow neatly trimmed facial hair.

## **JEWELRY & ACCESSORIES:**

- All- Visible piercing of any body part other than the ear is not acceptable. No ear spacers or gauges are allowed.
- Boys- may only wear small stud earrings.

## **MISCELLANEOUS ATTIRE:**

- All- The Academy recognizes its responsibility in providing a campus environment consistent with the Christian values expressed in The Academy's philosophy and purpose. Students are to refrain from wearing any attire (jewelry, t-shirts, hats, etc.) that advertises displays or promotes a symbol, motto, belief, product, person, image, or philosophy which is associated with non-Christian ideologies, promotes non-Christian values or promotes any religion other than Christianity. Additionally, students should not draw or otherwise mark on their bodies. Visible tattoos are not permitted during the school day or when officially representing the The Academy Community (may be visible during competition as long as not deemed profane or inappropriate by The Academy Administration). Make-up and nail polish should be modest. Boys are not allowed to wear make-up or nail polish.

## **EXCELLENCE WITH TECHNOLOGY**

- **Electronic Device Policy for elementary and middle school students** - Carrying and use of cell phones is a privilege, not a right. All 6th - 8th grade students must keep their phone in their backpack or purse. They should not be accessed during the school day unless for emergency purposes approved by a faculty member. Any cell phones carried on campus must be registered via the Parent/Student Cell Phone contract. Smart watches may be treated as cell phones and are not allowed to be worn by ES and MS students.
- **Electronic Device Policy for high school students** - Carrying and use of cell phones is a privilege, not a right. Cell phone contracts are required to be signed by parents and students. Cell phone use by students during the school day may represent a significant distraction and disruption to the educational process. Because of personal safety issues, however, many parents want their children – particularly those who drive – to carry a cell phone. Therefore, any cell phones carried on campus must be registered via the Parent/Student Cell Phone Contract. **All High school students** are allowed to use cell phones between classes (going from one class to the next in the hallways or outside), break/lunch or any designated “free” time. Students are not allowed to use cell phones, or other electronic devices, during a class without the approval of that classroom teacher for educational purposes or other activities during the specific class period. Cell phones are not to be used during Chapel service or any other assembly. If a student is wearing earbuds or headphones during the school day, it may be assumed that the student is using a phone or electronic device at that time. Smart watches may be treated as cell phones. Additionally, in the event that parents need to contact students during the school day they may call the school phone at 865-573-8321.
- If a student breaches the contract, disciplinary action will be taken as stated in the contract. All phones taken up are subject to screening for inappropriate message communication. Furthermore, the deceptiveness of a student using multiple cell phones for the purpose of avoiding consequences, will result in stronger penalties than those who comply with one phone.

The following steps may be taken if the student uses an electronic device during class without the teacher's permission.

- **1st time** - The teacher warns and reminds the student of the electronics policy.

- **2nd time** - The teacher takes the electronic device from the student for the remainder of the class period.
- **3rd time** - The teacher takes the electronic device from the student and sends it to the principal. The principal will then follow the progressive discipline plan as needed.

**Use of Texting and Social Media** - With regard to text messages and social media such as Snapchat, Instagram, Twitter, Facebook, blogs, etc., students must understand that they are accountable for their postings and other electronic communications at all times and in all places or settings. They should also recognize that texting and social media activities are visible to others. Thus, students must exercise appropriate discretion as those communications can reflect on the student's identity and role as a Christ follower and as an Academy student. If appropriate discretion is not used, students can be subject to discipline.

- Academy personnel are discouraged from social media requests from current students of any age or former students under the age of 18. Employees are discouraged from "friending" parents of current or prospective students, due to the inherent conflicts of interest that may arise (e.g., perceptions of favoritism, influencing grading or student treatment, etc.)
- Students should be mindful that their text messages and social media profiles may be accessed by others and are thus asked to monitor their posts accordingly. Students are cautioned to exercise care with personal profile data and posted content to ensure that this *information does not reflect poorly on their role as a Christ follower and as an academy student*. Content should be placed thoughtfully and periodically reviewed.
- Students are not permitted to use The Academy's logo, trademarks, official photographs, or any other intellectual property or proprietary materials in any postings or on any clothing without the written consent of the President/Headmaster.
- Students are prohibited from engaging in illegal activities or accessing sites with illegal or otherwise prohibited content. The Academy reserves the right to monitor student electronic communications and activities that are transmitted through academy networks and/or using academy-provided equipment.
- Students are prohibited from possessing the electronic app named "After School", and similar anonymous school related apps.

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## COMMUNICATIONS RESOURCES AND ELECTRONIC MEDIA – ACADEMY COMMUNICATION RESOURCES

(telephones, computers, internet services, etc.) are intended to facilitate teaching and learning, and to conduct academy business. All academy-owned or academy issued communication equipment, unless otherwise designated, and all messages created, sent or received using any part of The Academy’s communication system are the property of The Academy. The Academy reserves the right to access and disclose the contents of all such messages. This covers internal and external network systems and services to which The Academy subscribes.

Network, internet access, and email logins and passwords are strictly confidential. Students must maintain network, desktop and account security in such a manner as to deter unauthorized access to academy systems. This security process necessitates guidelines for establishing usernames and passwords, keeping written passwords in a secure location and out of public view, and regularly changing passwords.

The internet is accessible throughout the campus. The Academy supports access to information resources available from global networks, and believes such access can be valuable. However, the internet may also make The Academy vulnerable to textual and graphic information that has not been personally screened by academy personnel. In an effort to restrict inappropriate content, The Academy has provided filtering software on the network to prevent accidental and intentional access to inappropriate sites. Further, a log is maintained on each computer, providing a record of sites accessed, the date and time of each access and the length of the access at each site. Computers are periodically checked by academy personnel to review this data.

- Email, text or other messages may not contain content that may be considered offensive or disruptive, including, but is not limited to, obscene or harassing language or images; racial, ethnic or sexual comments or images; or other comments or images that would offend someone on the basis of their religious or political beliefs, national origin or age. Such content derived from outside sources and necessary for research or other legitimate academy work is acceptable when identified as such.
- Students may not retrieve or read messages that were not sent to them.
- The Academy assumes no responsibility for the accuracy or quality of any content or any advice or information received by a user from a source outside The Academy.
- The Academy makes no warranties of any kind, whether expressed or implied, for the technology service it is providing. The Academy is not responsible for any damages suffered, including, but not limited to, data loss as a result of non-deliveries, misdirected deliveries, or other service interruptions caused by negligence, user errors or omissions.
- Students are responsible for maintaining appropriate behavior when using academy equipment. All media communications are considered to be public in nature and therefore related behavior is expected to represent The Academy at the highest moral and ethical level.
- Security on a technology system is a high priority, especially when the system involves many users. Users agree not to reveal known or suspected security concerns to other users. Users agree not

to disclose personal telephone numbers or addresses over the internet. The Academy administration must be notified as soon as possible if a security concern is known or suspected. A user identified as a security risk may be denied network access.

- Inappropriate use of academy telecommunications and technology system includes, but is not limited to the following:
  - Using of the system for an illegal activity, including copyright law violations;
  - Attempting maliciously to harm or destroy data of another user, including uploading or creation of a computer virus relating to the network or the internet;
  - Gaining unauthorized access to any file or resources, or using another person's password to gain access to any file or resource;
  - Posting anonymous messages or posting messages in the name of another person;
  - Misusing equipment;
  - Using inappropriate language, including profanity and vulgarities;
  - Harassing another person;
  - Attempting to log on to the network or the internet as a network administrator, or successfully doing so, under false pretenses;
  - Downloading any file, using any disk in the network system, accessing any chat room or participating in any chat room discussion without permission of The Academy administration or network administrator;
  - Posting chain letters;
  - Accessing pornography and or sexually explicit material; and
  - Using the network in such a way that it disrupts the use of the network by others.

Violations of this policy will result in disciplinary action up to and including termination and/or legal action as warranted. Students should report any misuse of The Academy's communications or messaging system or violations of this policy to an administrator. The use of The Academy's telecommunication system and computer network, and access to the internet are privileges. The Academy is aware of the potential for abuse of these privileges and reserves the right to restrict computer access whenever it is called upon to do so.

**Guidelines for Chromebooks:** Students in grades 7-12 will be provided a Chromebook for the year to responsibly care for as their own. Chromebooks are not to be defaced in any way. No stickers or markings should be added to the Chromebook or cases. No programs or apps may be added to or deleted from Chromebook without permission from the IT department. Students will need to make sure they arrive daily to school with their Chromebook charged for classes.

### **ASBESTOS COMPLIANCE STATEMENT**

Subsequent to the implementation of the Asbestos Hazard Emergency Response Act (AHERA), The Academy 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.

In the event any potential health hazard is identified in the school buildings, students, parents, faculty and staff will be notified in a timely fashion. Inquiries concerning Asbestos-Containing materials and The Academy's compliance with AHERA may be made by calling The Academy.