



Residence Life

The King's Academy
Faith • Family • Future

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 Cognia (AdvancED/Southern Association of Colleges and Schools – Council on Accreditation and School Improvement, the Commission on International and Trans-Regional Accreditation) 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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Revised February 2024

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SECTION I

RESIDENT LIFE

The Residence Life program strives to be a family and foster a family environment centered around God's kingdom principles.

EXPECTATIONS

The King's Academy maintains high expectations for the daily lives of residential students. 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 Staff includes but is not limited to the following:

- Residence Life Director
- Girl's Dorm Director
- Boy's Dorm Director
- Girl's Dorm Assistant
- Boy's Dorm Assistant

RESIDENCE HALL GUIDELINES

- All students residing in residence halls shall be of the same biological sex.
- Students of employees, residing in staff apartments must be students at The King's Academy. If they are 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, only their boys will be permitted to reside in the residence. If they have any girls grades 9-12, they must reside in the girl's dormitory.

SPIRITUAL DEVELOPMENT

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.

Through the TKA residential life program, we strive to develop residents who are:

- Unapologetically Christ-like (Romans 1:16) - servant leaders who think more highly of others than themselves.
- Steadfast (1 Cor 15:58) - persistent and engaging individuals who see all things through to completion... no matter what. Adversity is just an opportunity to put into practice what we are developing here at TKA.
- Effective Communicators (Psalm 19:14) - ones who listen objectively, think critically, and respond intelligently with conviction.
- Equipped (Hebrews 13:21) - competent learners who are independent, resourceful, inquisitive, and creative as well as culturally aware individuals who respond to cultural differences with understanding, knowledge, consideration, and above all love.
- Critical Thinkers (Proverbs 14:15) - ones who are sophisticated and perceptive thinkers who carry solutions to problems they see or encounter

SECTION II
HOLIDAY PERIODS



2024 - 2025

Residence Life Calendar

Calendar

August

Su	Mo	Tu	We	Th	Fr	Sa
		29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
						31

April

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Exam Weeks: No early leaves without approval

December 16-19
May 12-15

Residence Halls Close:

November 23 - 12:00 pm
December 21 - 12:00 pm
March 8 - 12:00 pm
May 18 - 12:00 pm (May 11 for Seniors!)

Residence Halls Open:

July 26 - 2:00 pm *NOT shown on calendar above*
December 1 - 2:00 pm
January 5 - 2:00 pm
March 16 - 2:00 pm

Other Important Dates:

Family Orientation Night- 8/1
First Day of School- 8/5
Fall Break Trip - 10/6- 10/9
High School Graduation- 5/9
Last Day of School- 5/16

In-Service Days:
July 29-Aug 2
Jan 21

Half Days:
Oct. 4
Dec. 20
May 15-16

School Holidays:

Labor Day- 9/2
Fall Break- 10/7-10/11
Thanksgiving- 11/25-11/29
Christmas Break- 12/23-1/3
Martin Luther King Jr Day- 1/20
Presidents' Day- 2/17
Spring Break-3/10-3/14
Easter Holiday- 4/18-4/21

DORM CLOSURES

TKA Dorms close for Thanksgiving, Christmas, and Spring Break. Each student needs to make plans to travel home, travel to a relative's house, or a TKA homestay. Below are the requirements for each option:

- **Travel Home**
 - give a picture or email of the original flight plans to your Dorm Director.
- **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.
- **TKA Homestay**
 - This must be approved by your Dorm Director. There is an additional charge per day for homestays.
 - Dorm staff will coordinate this homestay with a TKA host family for said holiday.
 - The Residence Life Director will contact the TKA Home Stay family to make arrangements for the student's stay for each holiday and discuss it with the student.

FALL BREAK

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.

SUMMER BREAK

Students returning to TKA must re-enroll before they leave for summer break. All dorm students need to leave campus for the summer break in compliance with the following:

- Seniors
 - Sunday after graduation by noon
- All other dorm students
 - Sunday after the last day of classes by noon

STORAGE

Limited storage is provided in the residence halls for luggage and personal belongings of returning dorm students. All returning residential students may store items without charge over the summer in the storage area of the dorm.

Storage Criteria:

- 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 at the end of the school year if 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 September 1. After September 1, any unclaimed items will be disposed of or donated to a charity of dorm staff's choosing.

SECTION III

RESIDENCE HALL GENERAL INFORMATION

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.

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 the first right to have a single room with seniority given to seniors who have attended TKA the longest.

ROOMMATE RELATIONSHIPS

One of the most significant influences on a residential student is their relationship with their roommate. Friendships between roommates and dorm mates have the potential to last a lifetime. However, all the new adjustments all at once can be overwhelming at the beginning of the school year as a residential student acclimates to life on campus. The adjustments are stresses that we intentionally observe closely as they can often cause roommate tension and possible misbehavior. When such situations occur, we will facilitate all conflict resolution through this transition period using open communication and biblical principles. Dorm staff and student relationships are intentionally fostered so students learn to communicate during stressful situations and solutions can be discovered together.

Should roommate incompatibility remain unresolved, 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 Residence Life Director and staff living in the dorm with the students.

ROOM CHECK

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.)

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. 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 administration. The search should be conducted with a minimum of two staff members present. The search of a student's room/ person must be conducted by at least one staff member of the same biological sex as the student.

RESPONSIBILITIES

Shared responsibility is a big part of our Residential Life community. In addition to dorm residents' personal responsibility for individual rooms and belongings, everyone helps in running our dorm community. Alongside our dorm faculty, students are equipped to take the lead on dorm jobs and to help with advising younger students in the same roles.

All dorm residents participate in nightly and weekly responsibilities to help keep the dorm tidy and operating smoothly.

ACCEPTABLE ITEMS/APPLIANCES

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

RESTRICTED ITEMS/APPLIANCES

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

STUDENT DRESS

A student's outward appearance makes a statement. Students will 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.

During school hours, students must adhere to The Academy student dress code.

When dressing for church on Sunday morning, students 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 in dress code as well.

Students may not color their own or another student's hair. Hair color must be near the student's original hair color. The Academy staff has the authority to interpret and enforce these guidelines.

ACADEMICS

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.

Students participating in our drama, concert, and athletic programs at TKA are responsible for upholding their academics. Poor academic performance will 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 Athletic Participation 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.

DISCIPLINE

All discipline is addressed between dorm staff and the Residence Life Director who will inform the school administration if necessary. Discipline will be monitored for each student. Dorm staff will provide digital documentation for the Director as evidence of behavioral patterns observed. Parents will be informed of repetitive habits that are not improving. 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.
- Suspension or expulsion would be a decision made by the Director of Residence Life and TKA Administration.

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	LUNCH	DINNER
MONDAY - FRIDAY	7:30 a.m. – 7:50 a.m.	During School Hours	5:30 p.m. – 6:30 p.m.*
SATURDAY	8:00 a.m. – 10:00 a.m. Continental breakfast in dorm	11:30 a.m. – 12:30 p.m.*	5:30 p.m. – 6:30 p.m.*
SUNDAY	8:00 a.m. – 10:00 a.m. Continental breakfast in dorm	12:30 p.m. – 1:30 p.m.*	5:30 p.m. – 6:30 p.m.*

*Indicate that the serving line will be open the first 30 minutes of the listed time.

PHONE USE

Cell phones are devices that require responsible use and all students are expected to use good decision-making skills while using the phones and other devices. We will also expect all students to download WhatsApp which is an app that dorm staff will be communicating with the entire dorm. Cell phones are not allowed to be used during church.

REACH BOARDING MANAGEMENT SYSTEM

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. Residence Life staff will monitor their locations on and off campus using REACH. 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.

QUIET TIME/LIGHTS OUT

Students should be in their respective rooms and quiet by 10:30 p.m. Sunday – Thursday and midnight on Fridays and Saturdays. Laundry should be completed by 10:15 p.m. on weekdays. All front doors will be locked and alarmed by 10:30 p.m.

PERSONAL PROPERTY

Students should be sure to lock their doors every time they leave their rooms.

SECTION IV ACTIVITIES

GENERAL INFORMATION

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, theater, shopping, dinner off campus, family dinner and game night, movies, roller skating, baseball, hockey, and basketball games, etc.

Students will 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.

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 student will have to report back to their room, regardless of any extracurricular commitments.

OFF-CAMPUS EVENTS

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.

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

SECTION V

GUESTS ON CAMPUS

GUESTS/VISITORS ON CAMPUS

Guests of Residence Life students must check in with the Residence Life staff member on duty, and they must 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 biological sex will not be allowed on the resident halls. 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 must be of the same biological sex and the residence life student. Overnight guests 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.

SECTION VI

MISCELLANEOUS INFORMATION

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 Residence Life staff and should be stored in the appropriate dorm office.
- Students should not have any medicine, over the counter or prescribed, stored in their rooms.

MEDIA

Life is full of choices, and we wish to teach dorm students how to make good and wise decisions while living away from home. Good and bad habits can be formed while a student is living in our dorms. We want students to understand that we cannot legislate morality. Morality 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. Music with offensive lyrics 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.

ATM

Students may use the school ATM machine on campus to obtain cash from their debit accounts. Student bank accounts need to be established by parents when they bring their students to move into the dorm.

Students should keep a minimum amount of money in their possession. We encourage cash be maintained on the student's person or locked up.

AUTOMOBILES

Seven-day boarding students are not allowed to have an automobile on campus. Five-day boarding students who have been approved by the Director of Residence Life and the President/Head of School may 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 by their parents to operate the vehicle. 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 student's 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. Students on a 5-day dorm stay program may not leave campus without a face-to-face verbal sign-out with a Residence Life staff.

Residence Life students are not allowed to sit in or ride in a day student's vehicle. There are no exceptions.

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. If the offender(s) are unable to be determined, the cost will be shared by all the students residing in that residence hall.

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

EMERGENCY DRILLS

The following drills will take place in the Residence Life Hall: inclement weather, fire, and lockdown.

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.

ACKNOWLEDGMENT AND SIGNATURE

The King's Academy 2024-2025

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