

# THE KING'S ACADEMY

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Where Christ is King

## *Non-Traditional Program Policies*

*2020-2021*



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## ***Homeschool Partnership Program***

### Program Description:

- The Homeschool Partnership Program is designed for students wishing to supplement homeschool coursework with The King's Academy on campus coursework.
- Students may take a minimum of two full credits of coursework not exceeding three full credits of on-campus coursework in this program.

### Admission:

- Homeschool Partnership (HP) students complete the traditional application, testing, and registration process, regardless of the number of courses taken or subjects desired.
- HP students can choose to provide their academic records and standardized testing results; verifying their academic ability is on par with what is required to be successful within the entire TKA program.

### Academics:

- HP students may take a minimum of two full credits of coursework not exceeding three full credits of coursework in consecutive class periods on campus.
- All courses offered at TKA are available to Homeschool Partnership (HP) students.
- Requests to take courses not normally associated with the student's appropriate grade level would be subject to administrative approval and may require documentation to verify the successful completion of pre-requisite coursework. Please refer to the TKA Course Catalog for details.
- HP students may participate in standardized testing at TKA (see calendar for dates).
- HP students may not receive/participate in any academic awards or honor societies.
  - HP students are not eligible for valedictorian or salutatorian or any academic honors.
  - HP students are not eligible to participate in the Principal's Luncheon.
  - HP students are not given academic or college counseling services.
  - HP students are not eligible for Program of Distinction diploma designations (business, engineering, conservatory, etc.) as Homeschool Partnership students do not receive a TKA diploma but a certificate of completion.

### Tuition and Fees:

- Parents should contact the Business Office for a list of fees.
- Additional fees may apply to specialized courses including, but not limited to, AP courses, Fine Arts course offerings and Learning Strategies.
- HP students participating in certain after school activities will also have additional fees, which includes fine arts and athletics.

### Extracurricular:

- HP students may participate in extra-curricular activities, including athletics, fine arts' productions, school musicals, etc.
- HP students must take at least two full credits of coursework annually, one of which must be an academic core class, to be eligible to participate in extra-curricular activities

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- In order to obtain and maintain athletic eligibility compliance, Homeschool Partnership students must properly fill out and meet all requirements of the EL7 and may not attend another institution for their remaining coursework (exception: FLVS)
  - All FHSAA paperwork must be submitted to the Athletic Department and receive approval by the FHSAA before participating.
  - Athletic eligibility requires that no more than 50% of a student's total coursework may be taken through The King's Academy.
- HP students may participate in after school clubs.

#### Restrictions:

- The Homeschool Partnership Program is only available to grades 7-12.
- HP students are limited to one study hall per semester.
- HP students are required to attend any scheduled activity that takes place during their scheduled time and are not permitted to leave campus between classes.
- HP students are not assigned a locker.
- Students wishing to change status mid-semester must do so before mid-term in the first or third quarters or with Administrator approval. After mid-term, a change of status will not go into effect until the following semester.
- The Homeschool Partnership Program is not available to employees of The King's Academy unless administrative approval is granted based on the inability to academically serve the student with traditional programs.

#### Field Trips:

- HP students may participate in class specific field trips such as the 8<sup>th</sup> Grade Trip or Mission Trip.
- HP students are not eligible to participate in the following:
  - Senior Retreat
  - Senior Trip
  - TKA College Tours

#### Discipline:

- HP students are only permitted on campus during their scheduled classes.
- HP students on campus outside of their scheduled classes are sent to the Dean's Office and parents may incur a fee.
- HP students are expected to follow the same rules and Student Honor Code as traditional students and are subject to the same disciplinary consequences.

#### Community Service:

- HP students may participate in community service events with TKA.
- HP students' community service hours/forms are not tracked and/or reported by TKA.

#### Commencement:

- Only HP students who earn 6 credits or more from TKA are eligible to participate in commencement and will receive a certificate of participation. Verification of this requirement will be handled through the Registrar's Office. Final approval of participation in the commencement ceremony is at the sole discretion of TKA Administration.

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- HP students who are eligible to participate in the commencement ceremony are permitted to appear in the senior graduation photo.

#### Miscellaneous:

- HP students may have their school photo taken for the yearbook.
- HP students are not eligible to participate in Student Government, Ambassador or Prefect Council Leadership positions.

## ***Hybrid Program***

### Program Description:

- The TKA Hybrid Program serves students in 7<sup>th</sup> to 12<sup>th</sup> grade who require flexibility in their schedule and wish to complete their TKA education. The Hybrid experience is designed to allow students to split their courses on campus and through TKA Online.
- TKA Hybrid students have all the same privileges and billing structures as a traditional student, and track towards their TKA diploma.
- Students will work with their Academic Counselor and the Director of Online Learning to create a schedule best suited for the academic needs of the student.

### Admissions:

- Hybrid students complete the traditional application, testing, and registration process, regardless of the number of courses taken or subjects desired.

### Academics:

- The Hybrid Program is available to students in grades 7-12.
- Students enrolled in the Hybrid Program are considered full time students at TKA.
- Student course load consists of on-campus and TKA Online courses. No more than four on-campus classes may be scheduled during a semester.
- Students must be enrolled in a minimum of 6 credits, maximum of 7 credits, per semester. All Bible requirements must be met on campus at TKA.
- Students are required to meet The King's Academy graduation requirements, and will be eligible to receive a TKA diploma.
- Hybrid students may receive academic and college counseling services
- Hybrid students will not be ranked against full-time traditional TKA students.

### Tuition & Fees:

- Traditional tuition and fee schedules apply.

### Extracurricular:

- Hybrid students may participate in extracurricular activities including fine arts and athletics. Additional fees will apply.
- Hybrid students are eligible to participate in honor societies, clubs and school trips, including Senior Retreat, Senior Trip and TKA College Tours.

### Restrictions:

- The Hybrid Program is not available to employees of The King's Academy.
- Students wishing to change status mid-semester must do so before mid-term in the first or third quarters or with Administrator approval. After mid-term, a change of status will not go into effect until the following semester.
- Please refer to page 13 for additional policies regarding TKA Online coursework.

## ***TKA Online – Full Time***

### Program Description:

- TKA Online - Full Time is a program designed for students wishing to take all coursework through TKA Online.
- TKA Online is available to students in grades 7-12.
- Sixth grade students, with administrative approval, may be permitted to take classes through TKA Online.

### Admission:

- Students will need to complete the traditional application and registration processes, regardless of the number or subject of courses taken. Applicants can choose to complete the TKA admissions testing process, or to provide their academic records and standardized testing results; verifying their academic ability is on par with the standard required to be successful within the entire TKA program.

### Tuition & Fees:

- Parents should contact the Business Office for a list of fees.

### Academics:

- Full time TKA Online students are required to enroll in 6 credits per semester, unless administrative approval is granted.
- Full time TKA Online students may not take more than 7 credits per semester.
- Full time TKA Online students will not be ranked against full-time traditional TKA students.
- Full time TKA Online students are not eligible for end of the year awards.
- Full time TKA Online students must meet TKA's graduation requirements in order to be awarded a TKA diploma and participate in commencement.
- All coursework taken through TKA Online is noted as such on the student's transcript.
- Full time TKA Online students may enroll in summer courses at TKA.
- Full time TKA Online students may receive academic and college counseling services.
- Full time TKA Online students may not receive/participate in any academic awards or honor societies.
- Full time TKA Online students are not eligible for valedictorian or salutatorian or any academic honors.
- Full time TKA Online students are not eligible to participate in the Principal's Luncheon.
- Full time TKA Online students are not eligible for Program of Distinction diploma designations as those programs are only available on campus.
- Each student will complete a Learning Management System orientation prior to beginning coursework as well as completing an assessment proctor form. The parent / guardian will serve as the student's assessment proctor throughout the course(s).

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### Extracurricular:

- Full time TKA Online students in grades 6-12 may not participate in on campus activities including fine arts and athletics.
- Full time TKA Online students are not eligible to participate in the following school related trips:
  - 6<sup>th</sup> grade Washington D.C. trip
  - 8<sup>th</sup> grade Philadelphia trip
  - The Senior Retreat
  - The Senior Trip
  - TKA College Tours.

### Restrictions:

- Full time TKA Online students are not eligible to participate in Student Government.
- Full time TKA Online students are not eligible to apply for Ambassador or Prefect Council Leadership positions.
- Students wishing to change status mid-semester must do so before mid-term in the first or third quarters or with Administrator approval. After mid-term, a change of status will not go into effect until the following semester.
- The TKA Online – Full Time Program is not available to employees of The King's Academy.
- Please refer to page 13 for additional policies regarding TKA Online coursework.



## ***TKA Online Enrichment (Traditional Full-Time Students Only)***

### Program Description:

- Full-time Traditional students wishing to use TKA Online as a supplement to their on-campus course load in a part-time capacity will not experience a change in their extra-curricular eligibility status. These students should be aware of, and adhere to, the following guidelines set forth by the TKA Secondary Administration.

### Academics:

- All attempted coursework will be listed on the student's transcript.
- Each student will complete a Learning Management System orientation prior to beginning coursework as well as completing an assessment proctor form. The parent / guardian will serve as the student's assessment proctor throughout the course(s).

### Admissions:

- To enroll students should contact their Academic Counselor.

### Tuition & Fees:

- Parents should contact the Business Office for a list of fees.

### Restrictions:

- Core Academics: School policy stipulates that all courses required for graduation must be successfully completed at The King's Academy. Students may take courses required for graduation from The King's Academy Online, with the following restrictions:
  - Core Graduation Requirements: Traditional students are permitted to complete one credit within each of the following core subject areas through TKA Online:
    - Mathematics
    - History/Social Studies
    - Science
    - English
- Foreign Languages: A students must successfully complete two credits (levels I and II) of a foreign language to qualify for graduation from The King's Academy.
  - Students may satisfy this requirement by taking two years of a foreign language (levels I and II) from The King's Academy Online.
  - A student may pursue additional levels or languages from The King's Academy Online.
- Bible: Students must successfully complete the following courses, accumulating two credits of Bible to qualify for graduation from The King's Academy.
  - Must take the required Bible courses on campus.
  - May pursue additional Bible courses from The King's Academy Online.

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- Fine Arts, Physical Education & Electives: A student must successfully complete one credit of Fine Arts and one credit of Physical Education to qualify for graduation from The King's Academy.
  - These two requirements may be satisfied through The King's Academy Online courses.
  - Student may pursue additional electives from The King's Academy Online.

## ***TKA Advantage***

### Program Description:

- The King's Academy Advantage program serves students in 7th - 12th who will miss between 4 and 9 weeks of school due to a medical emergency or other compelling need. Students work through their Academic Counselor or the Director of Online Learning in conjunction with onsite teachers to complete work and assessments through a web-based platform during their absence, allowing them to return to campus when able to do so.

### Admissions:

- Parents should contact the Registrar's Office to enroll.

### Academics:

- There may be upper-level courses that are not offered through this program.
- The Assistant Principal, Academic Counselor and Registrar must be informed of students enrolled and consult on calculation of grades.
- Each student will complete a Learning Management System orientation prior to beginning coursework as well as completing an assessment proctor form. The parent / guardian will serve as the student's assessment proctor throughout the course(s).

### Tuition & Fees:

- Traditional tuition and schedule fees apply.

### Extracurricular:

- TKA Advantage students are considered full-time traditional students and are permitted to participate in all school activities, including fine arts and athletics. Advantage students will also be included in the yearbook and senior class picture.

### Restrictions:

- Students who miss more than 9 weeks should be placed in the TKA Online program.

## *TKA Online Summer School*

### Program Description:

- A student may repeat a course for grade replacement through TKA Online Summer School. Grades awarded for courses repeated from TKA Online, will be documented on the student's transcript. However, only the highest grade will calculate into the student's Grade Point Average (GPA).
  - Remediation & Recovery
    - ❖ Two 4-week sessions – 1 semester each
- The TKA Summer School program also provides a summer school platform to allow students the opportunity to supplement on-campus course work with a condensed online summer course.
  - Supplementation & Advancement
    - ❖ 6-week semester/12-week full course minimum time limits (designed to be 18/36)

### Admissions:

- To enroll in an Online Summer Course a student should contact their Academic Counselor.

### Academics:

- A student may take a maximum of two full years (four semesters) of the same course or four individual semesters of four different courses to receive credit for a failed class or to improve a grade in a class.
- TKA students will be given grade replacement for the coursework that is taken. Both the first attempt and the summer school course will be listed on the transcript; however, only the higher of the two grades will be calculated in the GPA.

### Tuition & Fees:

- Parents should contact the Business Office for a list of fees.
- Students may withdraw from a course within one week (7 calendar days) from the beginning date of their selected summer session. A one-hundred-dollar withdrawal fee will be charged for each course. No refunds will be issued after the 7-day grace period.
- Please refer to page 13 for additional policies regarding TKA Online coursework.

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### Restrictions:

- A student may only remediate coursework taken in the current school year or previous school year (up to four semesters). Students are not eligible to improve course grades from classes taken more than two years prior. For instance, seniors may only remediate courses taken in senior and junior year; juniors may only remediate courses taken in junior and sophomore year, and so on.
- Students may not take a subject in the Remediation and Recovery Summer School platform unless they have previously taken it during their high school years.
- No more than 4 semesters may be remediated in one summer, regardless of the source
- Please refer to page 13 for additional policies regarding TKA Online coursework.

### Miscellaneous:

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

## ***TKA Online (Additional Policy Information)***

### Additional Policies:

- Courses taken from TKA Online are added to a student's transcript, and the grade received is calculated into the student's GPA. All courses attempted from TKA Online are noted on a student's transcript. Withdrawing from a TKA Online course before it is complete, results in a WP (Withdrew Passing) or a WF (Withdrew Failing) notation on the student's transcript. Students enrolled in a TKA Online course must complete the course requirements of that course within the dates set by Administration. Failure to complete the course within the set time frame will result in a WF or WP notation on the transcript.
- ***Course Withdrawal Information:*** Circumstances may necessitate a withdrawal from one or all of a student's online courses, however, students should consider the impact on their academic transcript before withdrawing. If a withdrawal happens within the first 28 days of the course start date, the course(s) will not be noted on the transcript. Refunds will apply according to the policy below.

Withdrawing after 28 calendar days, a student receives either a WP or WF on their transcript.

- Refund policy for online courses:

10 calendar days from the course start date: Refund of course tuition paid (per course) minus a \$200 fee\*.

11-28 calendar days from the course start date: Refund of course tuition paid (per course) minus a \$300 fee\*.

29-45 calendar days from the course start date: Refund of course tuition paid (per course) minus a \$350 fee\*.

46-59 calendar days from the course start date: Refund of course tuition paid (per course) minus a \$400 fee\*.

60+ calendar days from the course start date: No credits or refunds.

- ***Course Extension Policy:*** If a student needs to go beyond the original enrollment end date in order to successfully complete a course he/she may apply for an extension.

Students must have successfully completed 50 percent of the course work prior to requesting an extension and may request up to an additional 4 weeks for a one semester course or 8 weeks for a two- semester (full year) course.

Only one extension per course will be considered. Students must be working consistently in the course at the time of the extension request.

The course extension form should be filled out at least 2 weeks prior to the current end date.

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If the student does not complete the course requirements by the end of the extension, he/she will receive a final grade for the course based both on the work completed as well as 0's for uncompleted work.

- Extension Fees:

If the request for a class extension is granted at least two weeks before the student's end date in the course and does not exceed the maximum time period in a course, a \$100 fee is charged. If the request is approved, the dates in the course will automatically adjust to the new end date.

- **Course Pause/Delay:** A course pause/delay request is applicable when a student needs a stoppage of work in a course with plans to re-start the course at a later date. Students are only eligible for a course pause/delay request when they are successfully progressing in the course. Example situations where this option should be considered: Health issues; Family crisis.

Course Pause/Delay Request timing and financial implications:

1+ calendar days after the course start date: \$100 fee (per course).

- **Summer classes:** Students attempting to take a full year course during the summer must register, pay and begin the course no later than May 1<sup>st</sup>. The end date is set one week before the first day of school. Students will not be granted requests for an extension.

## *Change of Program*

### Overview:

- Any student/parent requesting to change their TKA program, will be subject to a full entrance test. All testing and change of status approval is at the discretion of The King's Academy Administration.
- Any student requesting to transition to a full time traditional student at TKA must submit all online and/or homeschool coursework by August 1<sup>st</sup>. If coursework is not completed or submitted by this date, the students' transition approval will be rescinded.
- Students wishing to change status mid-semester must do so before mid-term in the first or third quarters or with Administrator approval. After mid-term, a change of status will not go into effect until the following semester.
- Seniors may not change status mid-year unless approved by an administrator.