



Volume

50

THE KING'S ACADEMY
2019 - 2020 SCHOOL YEAR

EMPLOYEE HANDBOOK

THE KING'S ACADEMY

2019-2020 Employee Handbook

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© The King's Academy
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TKA.net

The King's Academy exists to assist the home and church in their endeavor to "train up a child in the way he should go" (Proverbs 22:6). Its mission is to share salvation through Jesus Christ and to graduate Christian leaders who seek to impact their world for the King of kings through academic excellence and spiritual vitality.

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Chapter 1 : Introduction

The King's Academy is Fully Accredited ¹

By

AdvanceEd
Tempe, Arizona

By

ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL
Colorado Springs, Colorado

By

FLORIDA ASSOCIATION OF CHRISTIAN COLLEGES AND SCHOOLS
Tallahassee, Florida

And By

NATIONAL COUNCIL FOR PRIVATE SCHOOLS ACCREDITATION
Seattle, Washington

The King's Academy is a Member ¹

Of

CHRISTIAN SCHOOLS OF PALM BEACH COUNTY
West Palm Beach, Florida

Non-Discrimination Statement¹

The King's Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship programs, and athletic and other school-administered programs.

Mission Statement ¹

The King's Academy exists to assist the home and church in their endeavor to "train up a child in the way he should go" (Proverbs 22:6). Its mission is to share salvation through Jesus Christ and to graduate Christian leaders who seek to impact their world for the King of kings through academic excellence and spiritual vitality.

The Board of Governors ¹

2019 - 2020

Dr. Clyde S. Meckstroth, '77 – *Board Chair*

Steven T. Rasmussen – *Vice Chair*

Jerry Y. Bell, '73 – *Secretary*

Eric Engstrom - *Treasurer*

Edward J. Aiello

Dr. Albrey Arrington

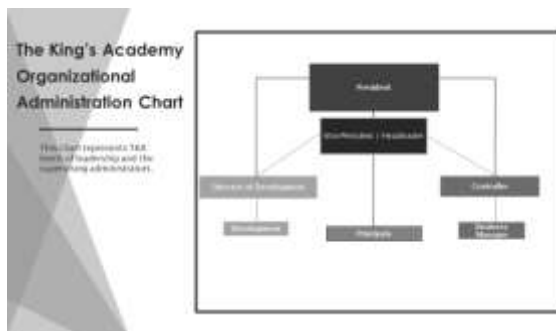
Sheryl L. Masi, '83

Meg Percy

Randal L. Martin – *President*

Administration ²

Randal L. Martin – President
Dr. Douglas Raines – Vice President and *Headmaster*
Jennifer A. Ceppo– *Middle/High School Principal*
Jim Kolar – *Middle/High School Assistant Principal*
Terry Toulson – *Middle/High School Assistant Principal*
Adam Miller – *Elementary Principal*
Dr. Deborah Rantin - *Elementary Assistant Principal*
Jean Albert – *Elementary Dean*
Jeffrey M. Loveland, '75 – *Chief Operating Officer*
Rosario Larson – *Director of Development*
Jonathan Lockmiller, '09 - *Controller*
Tina Cromey – *Business Manager*



Statement of Faith²

We believe:

1. That the entire Bible, all 66 books of the combined Old and New Testaments, is verbally inspired by God and is inerrant in the original writings. Through the providence of God, the Word of God has been protected and preserved and is the only infallible and authoritative rule of faith and practice (2 Timothy 3:16-17; 2 Peter 1:20-21).
2. That there is only one true, living, sovereign, holy, and eternally existent God. He exists in three co-equal persons – Father, Son, and Holy Spirit – each being a distinct person and with a distinct function, but all of one essence and all possessing the same nature, perfection, and attributes. The triune God is the creator and sustainer of all things, the source of all truth, and is worthy of worship and obedience (Deuteronomy 6:4-5; Genesis 1:31; Matthew 28:19; John 14:9-17; 1 John 5:7-8).
3. That Jesus Christ is both God and Man. He was conceived by the Holy Spirit, born of a virgin, lived a sinless life, performed many miracles, shed His blood on the cross as our substitute, died, was buried, bodily resurrected, ascended to the right hand of the Father, and will return literally, visibly, and personally in glory and power (John 1:1-3; Matthew 1:18-25; Isaiah 7:14; Philippians 2:5-9; Colossians 1:15; 1 Corinthians 15:1-8; Acts 1:11; 1 Thessalonians 4:14-17).
4. That the Holy Spirit is God, co-equal and co-existent with the Father and the Son. He is the chief convicter of sin and the chief agent of regeneration and sanctification. The Holy Spirit indwells every believer and empowers every believer to live a Godly life, separated unto the purposes of God (2 Corinthians 6:14-20; John 14:16-19; 16:7-15; 1 Corinthians 6:19-20; Romans 8:9, 11; Titus 3:5).

5. That in the beginning God created all things, and His creation is the result of His intelligent design. He created humanity in His own likeness and image, and humanity was originally created with the ability to live perfectly for God's glory. (Genesis 1:27, 31).
6. That Adam and Eve, the first man and woman, sinned by acting in disobedience toward God. This act resulted in the fall of all humanity into and under the curse of sin, therefore all people have sinned and lost their ability to live for the glory of God. Humanity's fall has resulted in both physical and spiritual death (Hell, a place of eternal torment) on all until there is forgiveness and salvation by the grace of God (Genesis 3:1-24; Romans 3:10-23; 5:12-21, 6:23, 10:9-13; 2 Peter 2:4-9; Matthew 10:28).
7. That salvation of the lost and sinful humanity is an eternally secure free gift of God's grace apart from human works (good deeds, baptism, giving money, sacraments, etc.), based solely upon Christ's vicarious and atoning death, effected by the regenerating work of the Holy Spirit, and received only through faith in the person and finished work of Jesus Christ on the cross (Ephesians 2:8-10; 2 Corinthians 5:21; Romans 3:19-31; 1 John 5:13; John 3:16-36, 5:24, 10:24-31; Romans 6:23).
8. That the church is the body of Christ and the family of God. It is made up of saved believers who regularly join together for worship, giving of tithes and offerings, fellowship, ministry to others, the Lord's Supper (sacrament of Communion), and witnessing others follow Christ in baptism (Matthew 16:18; 2 Corinthians 12:12-14; Hebrews 10:25; Matthew 3:13-17; Acts 8:35-39; Luke 22:14-22; 1 Corinthians 11:23-32).
9. That those who have been redeemed by Christ are "dearly loved children" of God, and are to be "imitators of God and live a life of love, just as Christ loved us and gave himself up for us." (Ephesians 5:1-2) That we should live holy lives filled with the Spirit of God, submissive to the Word of God, and motivated by the love of God. That it is the responsibility and privilege of every Christian to proclaim the good news of Jesus Christ and to seek to bring others to a saving knowledge of Christ and make growing disciples (John 1:40-42; Matthew 28:16-20; Acts 1:8).
10. That marriage is the first institution God created and ordained in human society. It is God's plan for marriage to be a holy union of one man and one woman in an exclusive life-long covenant love relationship. Marriage reflects the relationship between Jesus Christ and His Church. (Genesis 2:18-25; 1 Corinthians 6:9-20, 7:2-5; Hebrews 13:4; Ephesians 5:21-6:4).
11. That all human life is sacred and created by God in his image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139; Jeremiah 1:5; Ephesians 2:10; Job 31:15; Matthew 25:31-46).

Final Authority for Matters of Belief and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of humanity, is the sole and final source of all that we believe. For purposes of The King's Academy's faith, doctrine, practice, policy, and discipline, our Board of Governors is The King's Academy's final authority on the Bible's meaning and application

The King's Academy's Philosophy of Christian Education ³

1. God's Word is inerrant, providing an absolute standard (II Timothy 3:16).
2. Humanity is innately sinful and in need of salvation (Psalms 51:5, 58:3; Romans 3:10-12, 23; James 1:13-15; Jeremiah 17:9).
3. The Lord Jesus Christ is the Son of God who came to earth to die for our sins (John 3:16).
4. Salvation comes through faith in Christ's payment for sin on the cross (Ephesians 2:8-9).
5. Since God's Word is applicable to every area of mankind's life, all subjects must be taught from a Biblical perspective (Colossians 1:17, 3:17; Romans 11:36; Hebrews 4:12).

6. Since students often emulate their teacher, the teacher must be born-again and a model pleasing to God (Matthew 18:6; Ezra 7:10; James 3:1; John 17:19).
7. The teacher must be dedicated to the task to which he or she is called (Romans 12:1).
8. The classroom should be student-focused and teacher-led (Romans 13:1).
9. Students need direction, challenge, and supervision (Proverbs 29:15; Hebrews 13:17).
10. Students need both positive and negative feedback (Proverbs 3:27; 23:13).
11. The teacher stands in place of the parent (Hebrews 13:17).
12. Each student is valuable in God's sight (Matthew 10:31).
13. God expects each student to work at his fullest God-given potential (Matthew 25:14-30; Ecclesiastes 9:10; Colossians 3:23-24).
14. The home, school, and church should complement each other (Amos 3:3).
15. The Christian school should supplement, not supplant, the local church (Hebrews 10:25).
16. Students need a well-rounded education - spiritual, mental, social, and physical (I Corinthians 10:31; Luke 2:52).

Vision Statement

The King's Academy will faithfully provide its students with a distinctively Christian, world class education. Diligently following sound financial practices, it will employ highly qualified, Christian teachers and administrators who are life-long learners, and who will faithfully set a godly example as they build Christian character, scholarship, patriotism, and a strong work ethic in our student body. The King's Academy will instill academic and spiritual vitality in its students, and equip them to become local, national and global leaders, as they achieve their God-given potential, impacting their world with the truth of Christ.

The King's Academy's Objectives ³

1. To lead students to a saving knowledge of Christ (Matthew 16:26).
2. To train students to love and respect the Word of God (Psalms 34:11; 119:47, 70, 77, 92, 174; 147:11; Deuteronomy 4:10).
3. To engender a desire in students to know and do the will of God (Psalms 16:8; Matthew 26:39).
4. To teach students to develop the mind of Christ toward Godliness and sin and to teach students how to overcome sin (Psalms 119:9,11).
5. To teach students to judge everything in the light of God's Word (I Corinthians 2:15).
6. To train students who will not merely adjust to society but will change society, by the Holy Spirit, for God's glory (Acts 17:6).
7. To train students to stand firm for Biblical convictions (Psalms 119:46; 71:17; Proverbs 1:10).
8. To teach students to relate with non-Christians and with Christians who hold differing views (Acts 2:47; Romans 14:19-20; I Peter 3:15).
9. To train leaders who will be faithful servants of God (I Corinthians 4:2).
10. To teach students dependency upon God (John 15:5).
11. To teach students to exhibit the "fruit of the Spirit" in their lives (Galatians 5:22-23).
12. To help students accept themselves as unique individuals created in the image of God (Psalms 139:14).
13. To reveal the Lord to students through Christ-centered curricula and the lives of Christ-honoring teachers (Philippians 3:17).
14. To provide an atmosphere and the opportunity for each student to develop spiritually, mentally, physically, and socially to the highest degree of his God-given capability (Luke 2:52).
15. To teach students self-discipline through submission to God and all other authority (Romans 13:1; Hebrews 13:17; Psalms 40:8).
16. To encourage students and their parents to become rightly related to the ministry of a Bible-believing church (Hebrews 10:25; Psalms 122:1).
17. To equip graduates in such a way that they will be able to enter a reputable college, if they so choose (Philippians 1:10).

18. To teach students patriotism and civic responsibility (Romans 13:1-7; Hebrews 13:17). To become the best school in the country for God's glory, and to glorify God in every aspect of the school (Ecclesiastes 9:10, Colossians 1:18).

The King's Academy Parent Pledge ⁴

- ❖ I, who have the responsibility to "train up a child in the way he should go" (Proverbs 22:6), recognize that the standards for this training are set forth in God's Word, the Holy Bible. Knowing also that this training comes by what children learn both at home and school, I pledge to avoid any obvious contradictions in our home by upholding, and never teaching against, the lessons in Godly morality taught at The King's Academy.
- ❖ I have made enough investigation to be satisfied with the philosophies and policies of the school and do pledge to make them my glad-hearted choice for my child. I have read, agree and will comply with the current *Parent-Student Handbook*. I understand that one of the school's objectives is to lead students to a saving knowledge of Christ (Matthew 16:26).
- ❖ I pledge that if, for any reason, I or my child become dissatisfied with the school, I will withdraw him/her quietly and without delay. I understand that all students are accepted on a trial basis.
- ❖ I hereby invest authority in the school to discipline my child as necessary. I further agree that I will cooperate and discipline my child in the home, as needed.
- ❖ I pledge my fullest cooperation to keep doctrinal controversy and denominationalism out of the school at all times.
- ❖ I pledge to assume the responsibility for my child's education by supervising assigned homework, being an encourager, and initiating regular contact with my child's teacher.
- ❖ I give permission for my child to participate in field trips considered part of the normal educational process.
- ❖ I understand that assessments will be made to cover damage to school property (including breakage of windows, abuse of books, etc.).
- ❖ I, as a parent of the student, do sincerely give my pledge to all items stated above. I understand that if my child breaks the *TKA Student Honor Code* my child may be suspended or expelled from school or asked not to return the following year if my child is out of harmony with the Student Honor Code, the spirit, or the policies of the school whether on or off property as determined at the sole discretion of the Administration. Readmission considerations following dismissal will be determined on a case by case basis.
- ❖ I understand that the Parent Student Handbook does not contractually bind The King's Academy and is subject to change without notice by a decision of The King's Academy administration.

NOTE: The TKA Parent Pledge is signed annually by all parents.

The King's Academy Student Honor Code ⁵

The King's Academy student honor code is supported by the Statement of Faith as written on Page 3, and the Word of God, the Holy Bible

Because I want to be a person of integrity and honorable character, and I want to be a member of The King's Academy community, I will choose to model my life, both on and off campus, after the example of Jesus Christ.

I make a personal commitment to:

- ❖ Cooperate respectfully with those in authority (Hebrews 13:17).
- ❖ Strive for excellence as a student (I Corinthians 10:31, 32, Colossians 3:23-24).
- ❖ Seek to build relationships with people of high moral character (I Corinthians 15:33, Proverbs 13:20).
- ❖ Care for and respect others and their property (Philippians 2:3-4).

- ❖ Be truthful, trustworthy, and appropriate in my words and actions (Proverbs 4:24-27, Philippians 4:8).
- ❖ Be pure and upright in my relationships, not involving myself in sexual misconduct (I Corinthians 6:18, Romans 13:12-14, Romans 1:24-28, Leviticus 18:21-22, Genesis 2:24, I Corinthians 6:9, I Thessalonians 4:1-8, Hebrews 13:4). Choose modes of entertainment that are Christ honoring, avoiding the appearance of evil (Philippians 1:27, Ephesians 5:3-4).
- ❖ Refrain from any form of cheating (Proverbs 11:1).
- ❖ Totally abstain from the use, possession and/or distribution of, drugs, alcohol, tobacco or tobacco-containing products, e-cigarettes or nicotine-containing products, and the corresponding paraphernalia related to any of the above (I Corinthians 6:19-20, Romans 13:1-2).

I hereby affirm that I have read the Parent Student Handbook, I certify that I consent to and will submit to all governing policies of the school, including all applicable policies of the Parent Student Handbook.

I realize that I may be suspended or expelled from school or asked not to return the following year if I am out of harmony with the Student Honor Code, the spirit, or the policies of the school whether on or off property as determined at the sole discretion of the Administration. Readmission considerations following dismissal will be determined on a case by case basis.

I understand that the Parent Student Handbook does not contractually bind The King's Academy and is subject to change without notice by a decision of The King's Academy administration.

NOTE: The TKA Student Honor Code is signed by students (and their parents) in grades 2 - 12 upon admission to The King's Academy and at the beginning of each year.

School Governance and History ⁶

The King's Academy (TKA) is a private, nonprofit, college-preparatory, Christian school. TKA is a school community consisting of Preschool and grades JK-12, West Palm Beach campus, TKA Online, and TKA Preschool campuses. The school is governed by a Board of Governors and operated by the President and Administrative Team.

Our program is designed to challenge motivated students of good moral character who are in the middle to upper range of academic ability.

Named to honor Jesus Christ, the King of kings, The King's Academy offers high academic and spiritual standards as an aid to each student in his spiritual, intellectual, social, and physical development. Emphasis is placed on patriotism, self-discipline, and Godly morality from a Christ-centered philosophy of education. Denominational issues are avoided.

Established in 1970, under the leadership of the original Board of Governors, The King's Academy began with 196 students in a rented church building. From 1971 to 2005, TKA enjoyed growth on a twenty-acre campus located on Cherry Road. In 2005, the Lord blessed King's with a new campus on Sansbury's Way and Belvedere Road. TKA has an interdenominational faculty of born-again, certified teachers. The school's Chief Executive Officer is in compliance with Florida Statute 1002.42, with records available for public review.

School Verse ⁶

"And all thy children shall be taught of the Lord; and great shall be the peace of thy children." - Isaiah 54:13

2019-2020 Verse ⁶

"We will ... tell to the coming generation the glorious deeds of the Lord, and His might, and the wonders that He has done." *Psalms 78:4*

School Motto ⁷

TKA's motto, *Fiat Lux (Let There be Light)*, acknowledges Jesus as the light of the world and that all illumination must come from Him. For this reason, all subject matter at TKA must harmonize with Christ and the Bible.

School Colors and Mascot

Colors: Red, White, and Royal Blue / Mascot: Lions

Discipline and Conduct ²⁴

We believe that parents are given the responsibility to teach and discipline their children (Deuteronomy 4:9-10, Proverbs 19:18, Proverbs 22:6, Proverbs 29:17, Colossians 3:21). In keeping with the mission of The King's Academy, we seek to assist the home in training up a child both academically and spiritually.

Academically, discipline is important and necessary when operating a classroom so that students receive the maximum impact from the teaching. We are instructed in God's word, The Holy Bible, that we show love by administering correct discipline (Proverbs 13:24). We discipline in order to help students learn to choose desirable behaviors instead of unacceptable ones. When students make wrong choices, we seek to help redirect, guide, heal, and restore.

The Disciplinary Process is designed to develop Christian character and instill self-discipline. As such there is the assumption that students are expected to enter The King's Academy with a serious purpose and intent that his/her own conscience and Biblical principles should provide a guide to his/her behavior. The goal is to cultivate a deep sense of personal responsibility for each student's own conduct and achievement and for the well-being of the larger community of which he/she is a part. Each student is encouraged to abide by the Honor Code and the clearly communicated rules and responsibilities.

Because we are engaged in the spiritual growth and character development of our students, how they behave, both on and off campus, is important to The King's Academy. The Bible declares that while God does forgive, there are consequences to sin, and He disciplines us because He loves us (Hebrews 12: 5-11, Proverbs 3:11-12, Philippians 1:27).

We differentiate between forgiveness (both God's and others) and consequences. We believe it is important that students learn that their choices do bring consequences. There are disciplinary consequences that will be initiated if a student fails to uphold his/her pledge to honor the standards of The King's Academy. Consequences can or may include expulsion from school. While not used often, expulsion is a necessary choice when dealing with infractions of a more serious nature (Proverbs 23:13-14). We believe in setting high standards for our students and in some cases the protection of our school community requires the expulsion of a student.

"Discipline is charting a course for our children, guiding them along the course, and firmly and lovingly bringing them back to the course when they stray." *Dr. Howard Hendricks*

Chapter 2 : Employee Standards and Benefits

General Information

Americans with Disabilities Act

The King's Academy provides reasonable accommodations to protect the rights of individuals with disabilities in all aspects of their employment.

Family and Medical Leave

The Family Medical Leave Act (FMLA) gives eligible employees of covered employers the right to take up to 12 weeks of unpaid leave, or paid leave, if it has been earned, in any 12-month period, for the following reasons:

- The birth of a child or the placement of a child with the employee for adoption or foster care;
- If the employee is needed to care for a family member with a serious health condition; or
- If the employee's own serious health condition renders the employee unable to do their job.

Upon return from leave, the FMLA entitles employees to be restored to the same or an equivalent position with equivalent pay, benefits, and working conditions.

An eligible employee has worked for at least 12 total (but not necessarily consecutive) months for a covered employer, and put in at least 1,250 hours of service with that employer during the previous 12 months.

A covered employer under the FMLA employs 50 or more employees, at one or more sites within a 75-mile radius, for each working day during each of 20 or more calendar workweeks in the current or preceding calendar year.

Covered family members include a parent, spouse, son, or daughter.

- A parent is a biological parent or someone who stood in place to an employee when the employee was a child. It does not include "in-laws."
- A son or daughter is defined as a biological, adopted, foster, or stepchild, or a legal ward that is under 18 years old, or is 18 or older and incapable of self-care because of a mental or physical disability.

Notary Public

TKA has several employees that are a Notary Public. These are the Executive Assistant, Headmaster Administrative Assistant, Elementary Administrative Assistant, MS/HS School Administrative Assistant, Athletic Director's Administrative Assistant, Business Office, Development Office, Receptionist, and Attendance Administrative Assistant. All employees may utilize their services; however, we ask that you use the Receptionist as a last resort. Non-employees, parents and students, may use these services when directly related to school business only.

Employee Relations Policy

This policy was adopted by the Board of Governors on 01/28/03.

It is our policy to practice equal opportunity without regard to an individual's race, color, national origin, sex, or age in application of any policy, practice, rule, or regulation. Functioning as a non-profit religious entity, we can and do discriminate on the basis of religion as permitted under Title VII of the Federal Civil Rights Act of 1964.

Employee Harassment Policy

This school is committed to maintaining a work environment in which all individuals treat each other with dignity and respect, which is free from all forms of intimidation, exploitation and harassment, including sexual

harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination.

It is each employee's responsibility to eliminate all forms of prohibited harassment. It is particularly the responsibility of each supervisor to prevent such behavior from occurring within his or her work area, and to provide a work environment free from all harassment.

Definition of Harassment

"Harassment," which includes "sexual harassment," means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a nature that denigrates or shows hostility or aversion toward an individual because of his/her race, color, national origin, gender, disability or age, and is made by someone from or in the work setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work performance, or of creating an intimidating, hostile, or offensive work environment.
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

Examples of Harassment

Unwelcome conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual or otherwise harassing nature. Among the types of conduct that would violate this policy are the following:

- Unwanted sexual advances or proposition
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, or other gestures which denigrate a person's race, color, national origin, gender, disability or age;
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, gender, national origin, age or disability and that is placed on walls, bulletin boards, or elsewhere on the school premises, or circulated in the workplace;
- Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that relate to race, color, gender, national origin, age or disability, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitation; and
- Physical conduct such as touching, assaulting, impeding or blocking movements.

What to Do If You Experience or Observe Harassment

Employees who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below. Employees who observe conduct of a harassing nature, are also encouraged to promptly report the matter to one of the school officials designated below. All complaints will be promptly investigated. Employees are required to cooperate in all TKA investigations.

Where to Report Harassment

The following individuals are specifically authorized to receive complaints and to respond to questions regarding harassment:

1. Mr. Randal Martin, President
2. Mr. Doug Raines, Vice President and Headmaster
3. Mrs. Krys Carter, HR Manager

Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school will fully investigate every complaint and notify appropriate government officials as the circumstances warrant. The privacy of the person issuing the complaint, of the person accused, and the steps taken in the investigation will be protected to the extent possible, except that we will report findings to the person making the complaint and to the person or persons who are claimed to be involved.

Protection Against Retaliation

Employees have a duty to report any harassment they either experience or observe, regardless of whether the alleged harassment is being perpetrated by a King's Academy employee or any other third party. Under no circumstances will a person be retaliated against because of a bona fide report of harassing conduct.

Procedure for Investigation of the Complaint and for Taking Corrective Action

When one of the school officials designated in this policy receives a complaint, he/she shall immediately inform the President. The President will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken.

Employee-Student Sexual Harassment

Employee-student sexual harassment is prohibited.

Employee Benefits

Advanced Degree Financial Assistance

This program is designed to assist those committed to seeking an advanced degree.

Occasionally, the administration may approach a TKA employee and offer the opportunity for advanced degree financial assistance. This usually takes the form of a loan with a payback-forgiveness clause based upon longevity at TKA. Please note that such assistance must be approved by the Board.

Attendance – Employees

Full-time staff must be working on campus each day at 8:00 A.M. and may stop working at 4:00 P.M. and leave. Full-time faculty must be on campus each day at 7:40 A.M. and may leave at 3:30 P.M. (except on Tuesdays for parent conferences and Professional Development Days). Elementary classroom assistants must be on campus by 7:40 A.M. and may leave at 3:30 P.M.

At the end of their contract period, all salaried administrators and teachers are paid for unused sick/personal leave at the degreed substitute pay scale. This only applies to employees who finish out their contracts, unless a switch from a 12 to a 10-month contract is granted because their services are not needed during the summer.

Personal Days

All 10-month salaried employees receive a pro-rated amount of personal days per year, if they do not work every day or all year, whether part-time or full-time. (See Business Office for an explanation.) All 12-month salaried employees (including salaried staff) receive an extra personal day. Personal Days are not cumulative from year to year. They are to be used for one's own personal business or illness.

TKA strongly discourages the use of personal days immediately prior to, or after a holiday. It is not permitted unless special permission is granted by department Principal. Approval must be given before travel arrangements are made. Please make plans accordingly.

<u>Personal Days</u>	<u>10-month</u>	<u>12-month</u>
Less than 5 full years	7	8
After 5 full years	9	10
After 10 full years	11	12
After 15 full years	13	14
After 20 full years	15	16
After 25 full years	17	18
After 30 full years	19	20

Bereavement Leave

TKA provides 3 days of paid Bereavement Leave for all employees. These days will be granted after the passing of a spouse, child, sibling, parent, in-law parent, grandparent or in-law grandparent.

Jury Duty Absence

Employees are required to submit a copy of their jury summons or subpoena to the Business Office as soon as a summons is received. Employees who serve on Jury Duty are paid as usual. Employees who are subpoenaed to appear in court will be paid as usual, if the required appearance is related to school business. Employees who are subpoenaed to appear in court must use Personal Leave, if the required appearance is not related to school business. Employees are to sign over any payments received for Jury Duty or court appearances and turn them in to the Business Office.

Sign-in / Sign-out Procedure

All faculty and staff who must leave during the day must check out through their Administrator, and please advise the Receptionist when checking in/out. If returning the same day, please sign back in. This procedure applies through the summer and for those on 12-month contract. Teachers should arrange for doctor and dental appointments during after school hours and not on parent conference days.

Substitutes

Any person subbing for an hourly staff employee is paid in accordance with the daily sub rate. If it is necessary for any salaried employee to be absent from school, the person designated to receive such calls should be notified between 6:00 and 6:30 A.M. It is better to notify the night before the absence if possible. The Principal will designate the person to be called for substitutes. Where an absence is foreseen, advanced notice should be given. Coaches, sponsors, and teachers going on field trips should notify their designated school office.

Be sure to leave proper instructions for the person who is covering the class. Have a class roll available and enough work to cover the time you will be away from class. On occasion, a MS/HS teacher will be asked to cover a class or two when a substitute cannot be secured. This teacher will be given a stipend when this happens.

For pre-arranged, teacher absences, it is the teacher's responsibility to inform the Elementary or MS/HS Administrative Assistant after the absence has been cleared with the Principal. Please clear these absences as far ahead of time as possible.

For Classes with Teacher Assistants

When the teacher is absent, the substitute replaces the assistant while the assistant replaces the teacher. When the assistant is absent, the substitute replaces the assistant.

Hourly Employees

Employees are compensated for all time worked. All hourly employees keep track of their own hours and enter them daily into the ADP timecard. This time will be approved by their supervisor. Hourly employees must accurately record all hours worked and initial all changes or corrections to their timecards.

Each employee is responsible for correctly recording and properly submitting his hours of work. Employees are not permitted to record another employee's time or let another employee record their time.

Hourly employees must accurately record all time worked, both during work hours and before or after work hours, e.g., speaking to students or parents, communicating with other teachers on work-related matters, checking e-mails or using electronic devices to work remotely.

Working off the clock is strictly prohibited. Should an hourly employee receive a request to work off the clock, he should immediately report it to the Business Office.

The supervisor should be contacted if an employee will be absent from work or must leave during the day. Assistants may not work more than 38-3/4 hrs. /week, unless they have received prior approval from their supervisors and the Controller. Hourly employees must be pre-approved to work outside their normal hours.

Holidays

Below are nine paid holidays per year for hourly and salaried staff. These are already figured into the salaries of salaried staff. Staff is paid for a holiday only if they are contracted to work during the period the holiday takes place, 10 month or 12 month.

Labor Day	Thanksgiving	Christmas Eve
Christmas Day	New Year's Eve	New Year's Day
Good Friday	Memorial Day	July 4 th – Independence Day

Maintenance staff will work during all other holidays, even though students do not attend school.

The Elementary, High School, Admissions, Attendance, Athletic, Development, Fine Arts and Executive Administrative Assistants, Receptionist, Registrar and Workroom Manager are not scheduled to work (and will not be paid) during holidays.

Work Schedule – Hourly Employees

The Elementary, High School, Admissions, Attendance, Athletic, Fine Arts and Executive Administrative Assistants, Receptionist, Registrar, School Store Staff and Workroom Manager are all required to work on certain Teacher Work Days. They must work during school closing and resume one week (except Receptionist) before

pre-school Orientation. There will be a need for summer coverage for the school offices and some administrative assistants might be needed during that time.

The Business Office staff and Development staff does not have to work (and will not be paid) during other holidays, except for one staff member, on a rotating schedule, during Christmas and Spring Break. They will be paid for these days worked. If there is work to be done, the Business Office staff may work (and be paid) at other holiday times.

The Cafeteria staff will have their own work schedules that are established by the Cafeteria Manager.

College Course Financial Assistance

This program is designed to assist those seeking college courses (only) and is available to all full-time TKA teachers and administrators. Eligible courses include distance-learning college courses and Bible classes. The recipient may or may not be working toward a degree. This assistance is granted on the fiscal year. Beginning July 1 and ending June 30th.

TKA will provide tuition assistance for any college course(s) within the field of education or area of expertise, and from any accredited college or university that is approved by the Headmaster. A grade of "B" or better must be attained to qualify for reimbursement. Teachers who have non-education degrees, for example, would especially profit from this offer. Applications are available from the Headmaster. First-year teachers at TKA may not apply for assistance.

TKA will pay up to \$750 per year. Recipients do not have to repay the money if they complete the entire school year at TKA following the completion of the course(s). If a course is paid for during the 2019-2020 school year the recipient of the money must complete the 2020-2021 school year.

In the event that the recipient does not continue at TKA, he/she must agree to repay the full assistance by having it deducted from his/her remaining paycheck(s) or by repaying it directly to The King's Academy.

Upon completion of each course, a transcript of grades must be submitted to the Headmaster's Office for the employee's file. The Headmaster will also see that the teacher is given credit for the course through the Master In-Service Program.

Contracts/Vacations

Contracts for regular full-time faculty members for the upcoming year are usually issued in February/March, following a Notice of Intent sent out in mid-January. Contracts are for one year, with no obligation on the part of either party to renew. We usually do not precisely indicate positions on contracts, since positions may have to later be altered due to changes in enrollment, staff, etc.

Employees are paid every other Friday for 26 pay-periods throughout the year.

Teachers who are given 12-month contracts will likely be working in Maintenance or in the Office during the summer. Some employees are assigned to our Summer Camp. Working hours are normally 8:00 A.M. to 4:00 P.M., with a half-hour for lunch, unless cleared otherwise with the supervisor. There is no morning faculty meeting during the summer.

Those on 12-month contracts are expected to work right up to the beginning of Orientation. All 12-month, regular full-time (at least 30 hours/week) employees, even if hourly, are given two weeks of paid, summer vacation (three weeks starting with eleventh year contract). To qualify for vacation, all employees must have worked the entire school year (there are no pro-rated vacations for employees who start mid-year).

Administrator and faculty vacations may be taken anytime during the summer. The Business Office Manager coordinates vacations on a central calendar. All Administrators, whether on 10 or 12-month contracts, must

remain one week after closing and return one week before faculty Orientation. Staff vacations are arranged for the most convenient times in the summer.

Vacations are not cumulative from school year to school year and unused vacation leave is not payable at separation. Some faculty, regardless of their 10 or 12-month contract, are allowed to attend various summer Clinics (sports, yearbook, AP, etc.). TKA may cover some of the expenses. The Headmaster and President must first approve these requests.

Employee Children – Expectation

All children of all full-time are required to enroll and stay enrolled at The King's Academy, if they are able to pass our admissions standards. This expectation remains effective throughout the duration of employment.

Child Care - Morning/Extended Care (Employee Benefit)

Morning care (on school days only) is a before-school service available free to employee children (excluding bus drivers) in JK-6th grade. JK-6th grade employee children on campus during those times must attend. Children in morning care will stay in the designated classroom and do not go outside **or roam the campus**.

Faculty children (only) in grades 5-12 are allowed to stay in their own parent's classroom while the parent is in morning faculty meeting, if desired, but the door must be locked. No other students should be in the room with your child(ren).

Extended care is offered to JK– 6th grade employee children Monday-Friday from 3:15 to 4:10 p.m. On Tuesday, it is available until 5:00 p.m. only for teachers who are involved in a parent conference. Employee children are to be picked up by 4:10 p.m. After school, JK-6th grade employee children must be under the direct supervision of their parent or some other responsible person.

If it is outside the hours of TKA provided childcare, employee children in grades JK-6 must be under the employee's direct supervision. Employee children must remain in his/her classroom/office and are not allowed in the common areas of the campus unless personally supervised by the employee.

The Elementary Principal will see that morning and extended care is staffed. Elementary assistants help to staff morning and extended care.

After School Care (ASC) (Paid Service)

This paid service is available by contacting the Director of After School Care. Discounts are not available for this service. Participation in the occasional care offered by ASC for faculty will be on a first-come, first-served basis, providing that space is available in the appropriate age group. The ASC program will be operated from 3:05 - 6:00 p.m., Monday through Friday during regular school days.

Care will not be provided on weekends, teacher planning days, in-service days, school holidays, or the summer. Children not in attendance during the regular school day may not attend ASC. Late fees will be assessed when a child is picked up late.

Procedures

After School Care after 4:00 p.m. must be pre-arranged with the ASC Director via email or phone. Please contact the Program Director by 1:00 P.M. to check availability if you desire ASC for your child(ren). You must receive confirmation from the Director before notifying your child(ren) of their attendance that day.

Faculty and staff children in grades 4 – 6 attending ASC for the day, should report directly to ASC staff in the ASC area. ASC students in grades Pre-K – 3 will be escorted to the ASC area and checked in by their classroom teacher. Please make sure to notify your child(ren) if they are to attend ASC. Extended care

supervisors will not be responsible for transferring children to or from the ASC area if your child(ren) happens to go there in error or did not arrive as pre-arranged. ASC staff cannot leave their area of supervision to locate faculty and staff children.

Fees

Occasional ASC for faculty and staff will be contracted with a daily fee of \$10 per child. You will not be required to give a deposit. This fee must be paid in cash when your child(ren) is picked up. There will be no exceptions. Please arrange to have the exact cash fee on hand before you arrange for the service.

Dismissal

For safety reasons we require a parent to sign their child(ren) out from the ASC program. Child(ren) must be released by an ASC staff member before leaving. If someone else is picking up your child(ren), prior written permission will be required.

Policies of the ASC Program

All policies in The TKA Parent-Student Handbook extend to the ASC program. ASC handbooks will be available to employees upon request.

Insurance

The TKA Board of Governors has established the following insurance programs to provide financial resources for employees and their families at the time of sickness, disability, retirement, or death. The Business Office has forms for each of these programs.

The following summary descriptions of The King's Academy's employee benefits are included for illustration purposes only and are not meant to give the specific details of the benefit plans. In each case, specific provisions are set forth in the official policy or plan description. If there is any conflict between the descriptions contained in this or any other King's Academy publication and the official policy or plan documents, the language of the official policy or plan documents controls in every case. Employees are directed to read their policy and plan documents for detailed information.

The King's Academy may modify or terminate any of its current insurance policies and contribution requirements at any time.

Employees should refer questions regarding The King's Academy's benefit plans to the Human Resources Department or refer to the School's plan documents or summary plan descriptions.

I. Plans Provided at No Cost to Our Employees

A. The King's Academy Retirement Plan

The plan is a defined contribution annuity plan. This type of plan is sometimes called a 403(b) plan or a TSA plan. You can voluntarily defer part of your current compensation and invest the deferrals in your account. Employees become eligible for benefits at commencement of employment, and must work at least 30 hours per week at TKA. Enrollment meetings are held quarterly.

B. Pre-Retirement Death Benefit

All regular full-time employees are provided with group life insurance in the amount of \$80,000. This insurance is in addition to the group life insurance included in the health/dental programs listed below. Employees must work an average of at least 30 hours per week at TKA to qualify.

C. Long-Term Disability Income Insurance

In the event of a disability lasting more than 90 consecutive days, our Group Long-term Disability Income Insurance program will pay a benefit equal to 60% of your normal earnings during your disability to a maximum of age 65. Report all injuries immediately. Disabilities are subject to approval by our insurance company. Employees must work an average of at least 30 hours per week at TKA to qualify.

D. The Worker's Compensation (on-the-job) Insurance

Provides the benefits that are mandated by the Worker's Compensation Law of The State of Florida. These benefits are available to all employees (not volunteers). There is no waiting period for eligibility.

The benefits include all medical expenses for injuries that arise out of and in the course of the injured person's job. Injuries incurred while traveling to or from the place of employment are not included.

All work-related injuries (regardless of how minor injury may seem) must be reported to the Human Resource Department immediately. Report of Injury will be filed with our workers compensation carrier. Failure to report your injury in a timely manner could jeopardize your benefits according to the Worker's Compensation Law of The State of Florida.

Benefits also include compensation for wages lost due to injuries that prevent returning to the job, which will be paid in keeping with applicable state law.

II. Plans Involving Cost Sharing with Participants

A. Health Insurance - Please see the HR Office for specifics regarding the current insurance plan.

Our Group Health Insurance program is available to all regular full-time employees who qualify and work an average of at least 30 hours per week at TKA. For all new employees not starting at the beginning of the school year, there is a waiting period for coverage to be effective. This program provides a full range of benefits in case of accident or illness. Participation in this program is voluntary, with a portion of the premium paid by TKA for both employees and dependents. TKA will remit premium payments over the summer for 10-month employees who are returning. Employees who leave TKA are provided, by federal law, the opportunity to continue their group coverage at group rates. Continuation is at the employee's expense.

B. Dental Insurance - Please see the Business Office for specifics regarding the current insurance plan.

Our Dental Insurance program is available to all full-time employees who work an average of at least 30 hours per week at TKA. For all new employees not starting at the beginning of the school year, there is a waiting period for coverage to be effective.

Participation in this program is voluntary, with a portion of the premium paid by TKA for the employee's portion of the premium. TKA's contribution to this program varies according to the total years of service the employee has vested. TKA's contribution toward the employee's portion of the premium is as follows:

Years of Service	TKA's Contribution
0 to 3	0%
3 to 5	50%
Over 5	100%

In order to change the contribution percentage, it is the employee's responsibility to notify the Business Office that a new benefit level has been attained. Premiums paid by the employee due to a lack of this

notification being made, will not be reimbursed. TKA's contribution is effective in September, at the beginning of the new contract year. Employees who leave TKA are provided, by federal law, the opportunity to continue their group coverage at group rates. Continuation is at the employee's expense.

C. **Vision** – Please see the HR Office for specifics regarding the current insurance plan.

Our Vision Insurance program is available to all regular full-time employees who work an average of at least 30 hours per week at TKA. For all new employees not starting at the beginning of the school year, there is a waiting period for coverage to be effective.

Participation in this program is voluntary and premiums are paid by the employee. Employees who leave TKA are provided, by federal law, the opportunity to continue their group coverage at group rates. Continuation is at the employee's expense.

D. **Life Insurance** – Group Life insurance is provided as part of the Health and/or Dental Insurance coverage detailed above. This coverage is provided by TKA and ranges from \$30,000- \$80,000. Employees must work an average of at least 30 hours per week at TKA to qualify.

Dress Code for All Employees

All employees are expected to conform to the following dress code. The dress code applies year-round, unless otherwise specified. Cafeteria, Housekeeping, and Facilities staff have separate dress code guidelines. Employees must never be barefoot on campus – inside or outside of any school building. All employees must identify with, dress in accordance with, and use the facilities associated with their biological gender.

All – School Year

- Clothes should be neat, stylish, not tight fitting, and in keeping with the dignity of the profession.
- No tennis/athletic shoes (except P.E. teachers) or beach shoes (including flip flops) worn during school hours.
- Same jewelry standards as students.
- When dress code exceptions are made for special events or field trips please dress in a modest professional manner.
- Employees are not allowed to have visible body piercing(s) or tattoos.

Men – School Year

- Pressed dress slacks.
- Neckties when no jacket is worn (except P.E. teachers, IT & Athletic Director) during school hours. When jacket is worn all day, no necktie is required. No ties required on Friday.
- Modest shorts are acceptable for P.E. teachers and Athletic Director.
- No jeans or cargo pants during school hours.
- Dress shoes.

Hair

- Hair must not touch the eyebrows and must be neatly combed.
- Hair must be neatly trimmed around and not overlapping the ears as well as trimmed on the back of the neck and off the collar.
- Neatly trimmed facial hair is acceptable however all facial hair should be kept close to the face. Facial hair should not extend more than a half inch off the chin or jawline and it must be equally trimmed.

- Hair dye must be a natural color.

Men – Summer/Business Casual/Conference Attire

- Office or classroom: dress pants, collared shirt, no tie, no athletic shoes.
- TKA hair standard.

Women – School Year

- Office or classroom: dress clothes, dress pants and blouses, skirts and blouses, dresses, and suits are all acceptable attire. Sleeveless attire is not permitted

Specific Dress Guidelines

- TKA ladies should dress to create a sharp image, reflecting the excellence and relevance of our Christian school community.
- Ankle length or longer dress pants are permitted. Pants should not be tight or formfitting and should hang well. A blazer/jacket, sweater, or modest blouse should complement pants for the appropriate professional look.
- Cotton T-shirts are not permitted unless under a jumper, jacket, sweater, or blazer.
- All tops must have a modest neckline.
- Jeans, cotton pants (except the School Nurse), stretch pants, or leggings are not permitted.
- No shorts (except P.E. staff or a special field trip) during school hours, unless designated by the Principal or supervisor. When permitted they must be modest and loose fitting.
- Dress length or dress slits must be always no higher than 2" from the floor when kneeling in an upright position.
- Special attention should be given to avoid thin or low-cut blouses.
- Tank-tops, sleeveless dresses without a jacket or sweater, sleeveless blouses without a jacket or a sweater during school or at school functions are not permitted. This includes summer visits of 10-month employees.
- Dress shoes should project a professional image. On specific days when guests are on campus, such as open houses, special assemblies, orientations, etc., you must wear a shoe with a heel or a dressier style shoe. No tennis/athletic shoes (except P.E. teachers) or beach shoes should be worn on any day during the school year.

Women – Summer/Business Casual/Conference Attire

Regular Dress Code standards.

Preschool (TKAP) Dress Code – School Year

- Black, brown, navy, tan pants or capris. No cargo-style capris permitted. Navy, red, royal blue (or pink with TKAP logo) polo short-sleeved shirts. All clothing must be clean and in good repair, free from major stains. Closed toe shoes, sneakers and sandals with a back strap must be worn. On Fridays, dark dress jeans may be worn with a TKA/TKAP Spirit Shirt. Sleeveless attire is not permitted.
- Employees are not allowed to have visible body piercing(s) or tattoos. Earrings should be worn in moderation.

Summer Additions

- Black, brown, navy or tan shorts are permitted, but must have a hem no higher than 6" from the floor, measured from a kneeling position. Polo shirts may be any color except white or cream.

Teacher Work Day

(Including Pre-School Work Days and Post-School Work Days) – All Employees

- Jeans and sneakers/athletic shoes are permitted.
- Flip-flops are not permitted.
- Women – capri pants, gauchos, crops, and flood pants are permitted.
- Sleeveless attire is not permitted.

Women –Summer Camp Attire

- Shorts must be modest and loose fitting. Shorts must have a hem no higher than 6" from the floor, measured from a kneeling position.
- Khaki's or cotton pants are permitted, jeans are not permitted.
- Camp T-shirts should be worn at all times.

Employee Role Model Standards On and Off Campus

Failure to abide by The King's Academy Role Model Standards may result in employment termination.

We believe the example set by all of our employees should be one that is commensurate with representing Christ and His redeeming work in our life. The qualities of a leader in the body of Christ are clearly outlined in I Timothy, Chapter 3 and represents the heart of serving Christ and being a role model to the student lives which we seek to reach in their growth or relationship with Christ. We believe these standards are a basis for the life of anyone who serves at The King's Academy. These standards are summarized as follows:

An employee should be a person:

- Worthy of respect
- The husband of one wife / wife of one husband
- Sincere
- Hospitable
- Gentle
- Not quarrelsome
- Not indulging in wine
- Not pursuing dishonest gain
- Who keeps hold of the deep truths of the faith with a clear conscience (see Statement of Faith, pg. 1-3)
- Dignified
- Not a malicious gossip
- Temperate
- Trustworthy
- Good managers of the household and their children

We believe that it is important at all times to follow Paul's admonition to not be a stumbling block, an impediment or a negative influence on either someone desiring to come to know Christ or a weaker believer (Titus 2:7-8, Romans 14:20-21, 2 Corinthians 6:3). In Matthew 18:6 Christ also warns against causing a child that knows Christ to stumble. In all manners of conduct, the employee should seek to honor Christ through their example. We believe Galatians 5:22-23 should be the conduct guidelines that all employees of TKA should strive to exemplify in their lives on a daily basis. Conversely, Galatians 5:19-21 provide adequate guidelines for conduct that would be unacceptable as an employee of TKA. Due to the wide range of views that are prevalent today across society and among believers, we feel it is important to touch on a few doctrinal guidelines by which The King's Academy bases its views. They are as follows:

1. We expect you, as adults and servants of Christ, to be an active part of an evangelical church where teaching and preaching are based on the authority of scripture. (Hebrews 10:24-25)
2. Alcohol – Though scripture does not forbid the consumption of alcoholic beverages, it does admonish leaders not to drink wine or any intoxicating drink, lest they drink and forget what the law decrees and pervert justice (Proverbs 31:4-5). Therefore, the Board of Governors of The King's Academy believes there is wisdom in complete abstinence for our employees. The problems in our society caused by alcohol as well as the impression we make on our students that are clearly at an impressionable age, are a few more of our concerns (Romans 14:19-21). We therefore expect you to refrain from the consumption of alcoholic beverages as an employee of The King's Academy.
3. The Scripture dictates standards of sexual behavior, **whether in your personal relationships with others, activities or media to which you allow yourself to be exposed**. Any promiscuity, homosexuality, or other deviant sexual behavior violates the requirement of being a Christian role model. (Romans 12:1-2; I Cor. 6:9-20; Ephesians 4:1-11, 5:3-5; I Thess. 4:3-8; I Tim. 4:12; II Tim. 2:19-22; I Peter 1:15-16; I John 3:1-3)
4. Divorce – the scriptural basis for divorce is found in Matthew 19:1-9 and I Corinthians 7:10-15. These verses specify the conditions where divorce is permissible as (a) marital unfaithfulness on the part of the spouse, and (b) an unbelieving spouse seeking the divorce (to include abandonment by the spouse).

The Ministry of Teaching

Teachers and school administrators are called by God to help raise up the young in the ways of faith. Jesus, the Savior, was also a teacher. He gathered his disciples and others around him and taught with such conviction and truth that the “many who heard him were astonished, saying, ‘Where did this man get all this? What is the wisdom given to him? What mighty works are wrought by his hand!’” (Mark 6:2). His apostles, likewise, were teachers and gave witness “with great power,” through their words and their deeds, and “gave their testimony to the resurrection of the Lord Jesus, and great grace was upon them all” (Acts 4:33).

The ministry of teaching obligates the teacher to assist his or her students in understanding not only mathematics or physics, but how the order and discipline of mathematics or physics reveals the mind of God. It obligates one not only to instruct in geography and history, but to inculcate the faith by helping the students know that God created the mountains, the sea, the rivers, the deserts, the forests, the plains, and all the creatures that inhabit them, and to learn that human discoveries, empires, conflicts, and social movements are measured by the divinely ordained order. The ministry of teaching requires one not only to help students acquire skill in spelling, reading, grammar, and writing, but to understand that human language is a primary means by which students might explore the wonders of poetry and narrative and sacred Scripture itself—all of which indirectly or directly disclose salvation history. Regardless of the subject, true teachers minister to their students by helping them follow Paul's admonition:

“Finally, brethren, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, think about these things. What you have learned and received and heard and seen in me, do; and the God of peace will be with you.” (Phil. 4:8–9)

Teachers in a Christian school must be ever mindful that they instruct not only through rational explanation of formal subject material but even more powerfully through word, deed, example, and shared experience. Simply put, they teach the faith by modeling the faith and by modeling faithfulness. This is why all teachers, even before their first meeting with students, must subscribe to the school's Statement of Faith. This is why teachers are required to give a godly example, both at school and away. Teachers must teach truth and avoid falsehood.

“Therefore, putting away falsehood, let everyone speak the truth with his neighbor, for we are members one of another. . . Let no evil talk come out of your mouths, but only such as is good for edifying, as fits the occasion, that it may impart grace to those who hear.” (Ephesians 4: 25, 29)

Teachers minister to their students by providing them with faith experiences. They lead the youth in prayer, praise, and mercy. Paul urged Christians to “Let all bitterness and wrath and anger and clamor and slander to be put away from you, with all malice, and be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you” (Ephesians 4:31–32). Teachers also model the Christian life by being active in their own church community and by serving as an intermediary assisting their students in becoming active in their respective church communities so that those students might be further nurtured in faith with their friends and family around them.

We encourage teachers at the King’s Academy to find every opportunity to engage in extra-curricular campus events in order to forge strong relationships with their students.

Using Common Sense and Professional Judgment (To Avoid Legal Complications in Teaching)

“As you know how we exhorted, and comforted, and charged every one of you, as a father does his own children, that you would walk worthy of God who calls you into His own kingdom and glory.” (1 Thess.2:11-12)

Maintaining a professional but loving and caring relationship with your students is crucial to your effectiveness as an employee. We want to influence students’ lives for Christ as we integrate a Biblical worldview in all subject matter. The following are a few safeguards and helps for promoting the student- teacher relationship we desire.

- Use frequent verbal praise and positive reinforcement.
- When disciplining a student, do not touch the student.
- Employees should exercise caution at all times when touching students.
- Windows should always be uncovered. This includes offices.
- Students must not be left unsupervised.
- Do not transport students in your car for school business or transport students in a one-on-one situation.
- Use discretion when discussing personal problems with students.
- Treat each person with respect and dignity.
- Do not be alone with a student(s) on or off campus.
- You may not have “private digital conversations” with TKA students.
- Communications must always be kept appropriate and professional within the guidelines of the Employee Role Model Standards in our Employee Handbook.

Interaction with Other Employees and Parents

- If an employee has a personal complaint against another TKA employee, see that person first to settle the matter (Mathew 18:15). If you are uncomfortable meeting with the person, seek the help of an Administrator. If the matter involves sexual harassment, follow the procedures outlined in this handbook on page 2-1 through 2-4.
- Avoid engaging in negative conversations with parents, students, and fellow employees.
- Support administrative decisions.
- Communicate effectively and consistently.
- Be a team player.
- Treat your own children as you would other students. No special privileges.
- Be sure that all notes and other materials sent home reflect correct spelling and grammar.
- Maintain a friendly, approachable, and professional attitude with students and parents.
- Avoid financial solicitation from parents, students, and teachers.

Interaction with the School and the Community

- Know the policies and school rules and follow them.
- Pay attention to all policies regarding accounting for money.
- Give students and parents a written explanation of grading and other policies for your class.
- Keep your supervisors informed before problems occur.
- When communicating with parents document your communication.
- Ask yourself how others will perceive your actions and comments before making them.
- Avoid putting yourself in a position where you have to defend, explain, or justify your behavior or actions.
- Avoid situations where it is your word against another's word.
- Maintain a professional reputation in the community.

Off Campus Employment

We would prefer that employees not hold outside jobs while working at TKA. However, this is left to the discretion of the employee. Please notify the President if you do take an outside job. We ask that the following stipulations be observed.

1. Employees should not work unless it is an absolute necessity.
2. The type of job undertaken should not involve contact with masses of people (e.g., cashier in a large store, Uber or Lyft driver, etc.).
3. No sales job that involves intentionally soliciting TKA parents or students or using any of TKA's confidential information.
4. No job that could "stumble" another Christian or unbeliever like a Sunday job. (1 Cor. 6:12)
5. The job must not interfere or take priority in any way over the job at TKA. School hours, resources, facilities or equipment may not be used for the job.
6. The job should not be in a K-12 educational setting.

No teacher may conduct private tutoring during school hours for which payment is given by the parents.

Teacher Development

Continuing Education Units (CEUs)

The following applies to all TKA employees listed under "Administration" and "Faculty" on the employee Master Employee List.

All teachers are to be certified by ACSI. CEUs, college courses, and Bible Credits are required for ACSI certification. Some of these requirement standards are offered during our in-service times while others will be accomplished through individual coursework.

It is important not to allow your ACSI Certification to lapse, by not fulfilling the CEUs, we will allow a teacher to finish out a contract, but will not renew it. Please note that it is each teacher's responsibility to keep up with his/her certification. In addition, TKA will not pay for any CEUs other than those that can be fulfilled through some convention, seminar, or assistance program to which we have already committed. Please check with the Headmaster prior to attending a course, convention, or a seminar, that is not advertised through TKA. Otherwise, you may be responsible for any course costs and the class may not count for CEUs.

A Tuition Assistance Program is available and may take care of some of the cost. The general rule-of-thumb is one CEU for every 6-clock hours of a course. All courses must cover something that applies to your field or that will make you a stronger teacher and Christian.

TKA is a member of the Master-In-Service Program where State Certification requirements can be satisfied through the many available in-service programs. The Headmaster is responsible for keeping TKA records and supplying the information needed to the Master In-Service Director. Once 120 points have accumulated, a Florida Teaching Certificate can be renewed.

Please note that for ACSI Certification, if ACSI requires a course or courses for certification, the points earned (or CEUs earned) will not take the place of the course. However, the teacher will get credit through the Master In-Service Program (State Certification) for classes taken and points will be assigned to the course. All teachers must have an ACSI approved Philosophy of Christian Education course. This is available either through a class or a video series. If the video series is the chosen method for meeting this requirement, the teacher will view the video write an eight-page paper, and read 4 books. These books are available for check-out in the school Media-Center. The Headmaster's office has a form that must be submitted after all work is completed.

Teachers' Convention

Dress is business casual for all teachers' conventions.

Each winter, teachers and JK (only) teacher assistants are required to attend Christian Schools of Palm Beach County In-Service Training Day. JK assistants may be exempted if they fulfill their 12 hour HRS annual training another way. The school covers the cost. Childcare is not provided. The following employees are not required to attend or work that day, unless directed by the Administration: Administrative Assistants, Receptionist, Business Office staff, Workroom Manager, School Store, Cafeteria and Clinic staff.

In-Service Training and Staff Development

For In-service days, hours are 8:00 A.M. till 4:00 P.M. In-service dates will be published and given to the faculty during Orientation week. Dress for conferences and Professional Development Days is business casual. (See ***Dress Code for All Employees*** – Pages 2-10 & 12) Childcare will not be provided for the Development Day in February. Other opportunities for mini-classes in the area of Bible and Professional Development will be announced throughout the school year via: email.

Personnel Records

Employees must keep their personnel records up to date. King's Academy employees should notify Human Resources Director immediately if there is a change in status, including but not limited to the following:

- Name or social security number
- Home address or telephone number
- Cellular or mobile telephone number
- E-mail address
- Marital status
- Number of dependents
- Beneficiary(ies)
- Emergency contact information
- Driver's license status
- Additional education and training

Employees are required to report any situation or incident that may affect their employment with King's Academy, including but not limited to any criminal charges, whether occurring on or off duty, to the Human Resources Director as soon as possible, and in any case no more than 3 days from the event.

All personnel records are the property of King's Academy.

Smoking Policy

No Smoking

The King's Academy is a smoke-free workplace. In compliance with Florida law, no person may smoke in any indoor area of King's Academy. Smoking is also prohibited within the perimeter of the red gates, in the parking lot and grounds area and out of the view of students. For purposes of this policy, smoking includes but is not limited to, lighting, smoking or carrying a lighted cigarette, cigar or pipe, and the use of any electronic smoking device.

Chapter 3 : General Information and Expectations

Announcements/Calendar

Any teacher who has an announcement to be included on the school office's Weekly Announcement/Calendar Sheet must submit it to the Principal's Administrative Assistant. Be sure to identify your announcement properly and give all the necessary information (who, what, where, etc.).

Weekly announcements are emailed to all employees. Announcement sheets should not be left where students can see or read them on your desk or computer.

The appropriate Principals maintain Outlook calendars for each division with monthly meetings posted.

Animals on Campus 54

Animals, other than service animals, are not allowed on campus at any time.

JK classes may not have any contact with animals on campus without prior notification to the Health Department; through the Elementary Principal's office. Additionally, animals (with the exception of hermit crabs and fish) may not be housed on campus.

Television

Please observe the following guidelines for student viewing:

1. No watching live TV without a teacher present.
2. No watching live TV in any class, including Study Hall, unless an approved situation (Ex: important political announcement, special space launch, etc.). Virtually everything should be recorded instead.
3. All visual media must have educational value reflected in teacher's lesson plan.
4. Only "G" or "PG" rated movies may be viewed, unless prior approval has been obtained from Principal or Headmaster.

Christmas Program

Every year Elementary and MS/HS participate in a Christmas program in December. The Elementary and MS/HS Music Departments develop and coordinate the programs. All Administrators and teachers, including part-time, must attend the program for their grade level. Dress is regular school attire or nicer.

Class Outside

For location and safety, if a teacher wants to hold class outside the respective school office should be informed.

Closing Procedures

All teachers (including part-time) remain after the school year ends to complete records and close classrooms. Assistants are not needed during closing (or any day after the students finish the year). Closing workday hours for faculty is 8:00 A.M. to 3:30 P.M., with one hour for lunch (anytime, on or off campus). Before the students leave for the summer, a checklist will be prepared for the teacher to follow. Teachers will check to make sure everything is finished properly and completely before the end of closing.

During closing, the President's Luncheon will be given to honor all faculty and full-time staff. All employees are expected to attend, unless excused prior to the event by Principal or Headmaster.

During closing, arrangements are made for children (JK-6) of employees for an activity time. There is no charge for this childcare. Send a lunch and snack with your child. Older children may be on campus, but must be under direct supervision of their parents. Only employee children are allowed to come to closing, and they are expected to dress modestly, in accordance with dress down day guidelines. The Elementary Principal arranges the service. Off campus activities may require additional money for that day.

Copyright Law

Print Copyright Law

A major revision of the copyright law went into effect in 1978. It placed strict limitations on what may be copied by teachers for their own or classroom use. In general, educators are given more latitude than most other users; however, they must act in accordance with applicable law. "Spontaneous" copying is more permissible than "systematic" copying.

Students have greater latitude than teachers in copying materials.

A Teacher May

1. Make a SINGLE copy for his/her own research or class preparation of a chapter from a book; an article from a periodical or newspaper; a short story, poem or essay; a chart, graph, diagram, cartoon, picture from a book, periodical or newspaper.
2. Make MULTIPLE copies for classroom use only (not to exceed one copy per student) of a complete poem, if it is fewer than 250 words and printed on not more than two pages; an excerpt from a longer poem, if it is fewer than 250 words; a complete article, story or essay, if it is fewer than 2,500 words; excerpt from a prose work, if it is fewer than 1,000 words or 10% of the work, whichever is less; one chart, graph, diagram, drawing, cartoon or picture per book or periodical.

A Teacher May Not

1. Make multiple copies of work for classroom use if another teacher has already copied the work for use in another class in the same school department.
2. Make copies of a short poem, article, story or essay from the same author more than once in the same term.
3. Make multiple copies from the same collective work or periodical issue more than three times a term. (The limitations in items 1-3 do not apply to current news periodicals or newspapers.)
4. Make a copy of works to take the place of anthologies.
5. Make copies of "consumable" materials such as workbooks, exercises, answer sheets, or standardized tests and the like if no longer in print.
6. Make copies of copyrighted sheet music.

Computer Software Copyright Law

Check the license agreement that comes with the software. General software cannot be transferred to other computers (home or school) without proper licensing. Copies cannot be made of purchased software.

Curriculum

Teachers must adhere to the following procedure when requesting curriculum of interest. Fully complete a Purchase Order Request Form and submit to the Principal for review. A teacher should not send for or sign for textbook samples on his/her own. The TKA curriculum will be evaluated on a rotating basis with each subject area evaluated every five years.

Teachers, parents, and students may be a part of a curriculum committee to evaluate a particular sub-section of the TKA curriculum and how curriculum is impacting the entire school community.

Day of Prayer

This annual May event is planned by the Chaplain's Office

Academic Support Services⁹

The Academic Support team carefully develops and implements strategies to address individual students' academic needs based on professional evaluation. Parents who are concerned about their child's academic progress may contact the Academic Support Supervisor.

Academic Support Admittance Policy

The King's Academy welcomes applications to the Academic Support Programs from students who have mild to moderate learning differences which have been identified and documented through either an educational psychologist's evaluation, a physician's medical diagnosis, or through a current educational plan from a public school. Each application for admission will be reviewed by The King's Academy to determine if a student's documented needs can be adequately serviced by our Academic Support Program. Parents of students in the Academic Support Program sign a contract annually upon enrolling their child in the program and pay an additional fee per semester for Academic Support services. The SEARCH & TEACH (early intervention) and Rx for Discovery Reading (reading remediation) accepts students based on teacher observation and school data. These two programs do not require a professional evaluation.

Academic Support Programs¹⁰⁻¹²

The following programs require additional fees.

Elementary: SEARCH & TEACH (Early Intervention)

SEARCH & TEACH is an early intervention program for Kindergarten and first grade students. SEARCH is a test used to identify individual strengths and weaknesses in the readiness skills necessary for reading success. TEACH is a program of learning activities carefully designed to address the needs revealed by SEARCH. Students receive three 30-minute individualized sessions per week which consist of remedial tasks ordered from simple to complex and organized into visual, visual-motor, auditory, body-image, and intermodal skill clusters.

Rx for Discovery Reading (Reading Remediation)

Rx for Discovery Reading is a small group reading program designed to assist students who are struggling to develop strong reading skills. This program is currently offered to small groups of students and meets two times per week for 45-minute sessions. The five core areas necessary for the development of strong readers identified by the National Reading Panel are addressed in this program: Phonological Awareness, Phonics, Fluency, Vocabulary, and Comprehension.

Success for All Students (Classroom Accommodations)

SFAS works to build success at school for students with a diagnosed disorder. It encourages a partnership between parents, teachers, and the Academic Support Team – working together to promote the best learning

opportunities for eligible students. Classroom accommodations and small group support are just two components of the Success for All Students (SFAS) program.

Discovery Program (Educational Therapy)

The Discovery Program is an individualized educational therapy program which uses interactive language and dynamic intervention to develop core academic skills and higher order processing. Two 80-minute individualized sessions are given weekly to stimulate deficit areas identified from a complete psycho-educational battery of tests. The stimulation of deficit areas equips students in life skills, building competence and confidence as students experience success.

Rx 4 Discovery Math

RX 4 Discovery Math is a mathematics program designed to build and strengthen number sense, math fluency, math vocabulary, and problem solving strategies within three 30-minute or two 45-minute weekly small group sessions. Students' foundational math concepts will be strengthened while their thinking and problem solving skills will be challenged, within an atmosphere where math anxiety is reduced and thinking is maximized. Available for students in Kindergarten – sixth grade.

Occupational Therapy

Occupational therapy services are available to eligible students. A licensed occupational therapist works with students of all ages to support successful learning, appropriate behavior and participation in daily school routines and activities. Occupational therapy focuses on improving the child's fine motor skills, play skills, social skills and self-care skills. Therapists collaborate with teachers, parents and educational personnel on ways to support student learning throughout the school environment. The King's Academy offers free screenings for new JK, K and first grade students, as well as students identified in other grades.

Speech and Language Pathology

Speech therapy and language therapy are available to identified students. A licensed speech and language pathologist addresses speech disorders with articulation, phonology, fluency and voice. Students with language weaknesses in receptive language, expressive language and pragmatic skills may also benefit from therapy. The King's Academy offers free screenings for JK, K and first grade students, as well as students identified in other grades.

Explore Program (Gifted Program)

The Explore Program operates as a send-out model providing the student with 90 minutes of academic enrichment per week in the gifted classroom. Students experience project-based learning, technology-centered activities, computer coding, and critical and creative thinking activities. The Explore program is designed for students in grades two through six who have educational testing that indicates giftedness, a history of high achievement on standardized tests, and gifted characteristics on a standard identification scale, completed by a student's teacher.

Middle School/High School Academic Support

The MS/HS Academic Support Program is designed to assist students in managing and mastering the academic objectives of the MS/HS school curriculum. Partnering with parents, teachers, and students, the Academic Support Team works to encourage academic, social and spiritual achievement. Classroom and testing accommodations are designed to meet each eligible student's individual needs. Options for participation in Academic Support include:

Learning Strategies Class – student receives daily contact, instruction, and support as part of student's class schedule.

Consultation Option – student is assigned to a Learning Strategist who oversees implementation of accommodations and student progress. To be considered, enrollees must demonstrate an ability to succeed independently.

Email Protocol for Sensitive/Personal Issues

Within The King's Academy's community, many sensitive situations, serious personal matters, and sometimes tragic circumstances, such as a death in a family, illness, injury, etc., affect people we know personally.

The school's protocol for disseminating sensitive, personal and confidential information to our school community via the in-house email system and RenWeb follows:

- The Chaplain/Director of Student Ministries Office will serve as the "clearinghouse" for email notifications of a sensitive nature.
- **Do not email the school community yourself**, but pass this information along to the Chaplain/Director of Student Ministries Office.
- The Chaplain/Director of Student Ministries will assess the situation, investigate further if necessary, and notify the school community of the need or circumstance in an appropriate and timely manner.

Faculty Orientation

The hours of Faculty Orientation are 8:30 A.M. – 4:00 P.M., with 1 hour allotted for lunch. All teachers and Administrators (part-time and full-time) must attend all day. Elementary classroom assistants and the School Nurse attend Orientation. Refer to the dress code section of the Employee Handbook and note proper dress.

The Elementary Principal secures personnel to provide activities for the children of employees during orientation. This service is available for children in grades JK - 6. Older children may be on campus, but must be under the direct supervision of a parent. Children are to dress modestly (in accordance with student dress down guidelines), bring a lunch, and on occasion, charges will be incurred for an off-campus activity.

First Day of School

Elementary parents will be permitted to walk students to class and the Elementary Principal will inform the parents via intercom around 8:30 A.M. that it is time to leave the classroom. JK – 1st grade students should wear name tags for the first two weeks. Elementary parents are informed of the procedures for our first day of school during the Get Acquainted Day.

Grading Scale and Conduct Grades ¹⁴

JK

M – Meeting Expectations

P – Progressing toward expectations

B – Below expectations

K

E - Excellent

S - Satisfactory

N - Needs Improvement

U - Unsatisfactory

Grades 1 – 12

100-99 = A+	4.25	
98 - 92 = A	4.00	Excellent
91 - 90 = A-	3.75	

89 - 88 = B+	3.25	
87 - 82 = B	3.00	Good
81 - 80 = B-	2.75	

79 - 78 = C+	2.25	
77 - 72 = C	2.00	Average
71 - 70 = C-	1.75	

69 - 68 = D+	1.25	
67 - 62 = D	1.00	Poor
61 - 60 = D-	.75	

59 - 0 = F	.00	Failing
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Elementary Special Subjects¹⁵

Elementary students receive an effort grade in Art, Computer Lab, Spanish, Music, STEM, and Physical Education classes using the following scale:

- S - Satisfactory
- N - Needs improvement
- U – Unsatisfactory

Conduct Rating¹⁵

The conduct grade will be based on the following scale:

1. Exceeding expectations
2. Conducive to learning
3. Detrimental to own learning (i.e., Detrimental to own learning and /or demonstrates poor behavioral choices.)
4. Detrimental to own learning and learning of others (i.e., Detrimental to own learning and the learning of others and / or demonstrates a pattern of poor behavioral choices.)

Report Cards¹⁵

Report cards are emailed home via RenWeb each nine-week term. The last report card of the school year and yearly achievement test results are mailed home during the summer.

Writing Experiences

Teachers in all content areas need to provide writing opportunities for students. It is important that students receive timely feedback on all writing assignments and assessments. Some suggestions are as follows: reaction-type paragraphs, essay questions, reports, research papers, position papers, journal entries, evaluations, etc.

Guest Speakers

All guest speakers must be cleared by the Principal prior to being invited by a teacher.

Notify the Receptionist and Administrative Assistant of the approved speaker, so that they are greeted when arriving.

All Bible and Chapel speakers should be given the “Subjects to Avoid” handout. These handouts are available in the Workroom.

M. Nelson Loveland Athletic Center

Gym Floor:

- Do not use tape on floor, it removes the finish.
- No food or drink allowed inside.
- Be careful not to damage the floor. With objects that could scratch, use some sort of cushion underneath.
- Must wear sneakers to play or walk on floor.
- Use floor mats (stored in east storage room) whenever walking on floor with non-tennis shoes.

Page Family Center for Performing Arts

- No food or drink inside the theatre.
- Any event being held in the theatre needs to be approved and scheduled through the Executive Administrative Assistant.

Holiday Themes to Avoid

Teachers should not emphasize such themes as Easter bunny, Easter eggs, Santa Claus, etc. Halloween themes are not permitted.

Stress the Christian aspect of any holiday. Be sure to avoid anything to do with the occult and witches.

Prior to sending communications home to families be sure to receive approval from Principal.

Summer Assignments²⁰

Kindergarten-6th grade students are required to read one all-grade selected book and one book of choice. On the second day of school, the students will complete a teacher-initiated project, which counts as a daily grade.

Summer reading for students in grades 7-12 is based on their grade or course.

Students will be assessed on their knowledge of the required reading(s) through tests and assignments.

Students in Honors or Advanced Placement courses may be required to do additional summer work.

These required books should be discussed with the students in the classroom. Test/assessment should probably be given to the entire class at the same time. The test does not need to be lengthy. If a student has already read a book, he does not have to reread it, as long as he is ready for the test. Teachers should read the book that the students are required to read.

Curriculum Guides, Lesson Plans, and Biblical Integration

Because TKA uses a largely secular curriculum, it is imperative that teachers:

- Kindly but pointedly, refute anti-scriptural falsehood, even if implied.
- Integrate God's truth into all teaching, regardless of the subject.
- Show evidence of Biblical integration in the lesson plans.

Biblical integration is more than a Bible verse to the beginning or end of a lesson. A teacher will demonstrate effective Biblical integration in their lessons when the spiritual content is a natural outflow of their Christian life and not a stilted exercise to meet an expectation. Teachers should consult the Biblical Philosophy of Education posted on the TKA website.

Teachers are expected to develop clear outlines of course standards and instructional goals for each course taught. Teachers should follow the ACSI Curriculum Guide format and update their course guides annually.

Lost and Found 56

Lost and found is located in the transportation office. Unclaimed items are periodically discarded or donated. No item is kept over 30 days. Items not claimed by the last day of the school year will be discarded or donated. If equipment, including textbooks, cannot be located or is damaged, the student is charged for the damage, even if not intentionally lost or damaged. Students are to put their name on their possessions, including uniform items.

TKA Master Calendar of Events

Any new events or changes that arise during the year, whether on or off campus, must be cleared by an Administrator and added to the Parents' RenWeb Calendar maintained by the Executive Administrative Assistant. Before scheduling an event, check the RenWeb Calendar.

A separate scheduling calendar for the M. Nelson Loveland Athletic Center is kept by the MS/HS Assistant Principal. The Page Family Center for The Performing Arts Calendar is managed by the Executive Administrative Assistant.

Master Employee List

The HR Department maintains a master employee list. During Orientation, all employees, including bus drivers, coaches and substitutes are given forms to complete and return for compilation of the master list, and updates to RenWeb. All employees are to complete the form promptly, even if the information has not changed from the previous year. The list is made available to all employees and is "confidential" information.

If you have a change in your address, phone, marital status or other information during the school year, please fill out a Change of Information form, available in the Workroom and return to the Business Manager, and/or the HR Department. You may also change this info through the ADP Employee Self-Service Website.

"Off-Campus" Coaches/Sponsors

We require that these individuals have a clear Christian testimony.

If a TKA employee is approached by a person interested in coaching, thank them for their interest and direct them to complete and submit an Off-Campus Coach Application (available from the 'Job Opportunity' section of our website (TKA.net) or from our Human Resources department). The application and subsequent clearance process must be completed prior to a person working with TKA students.

The above stipulations do not apply to team doctors or trainers.

Parent-Teacher Relationships

General Guidelines

Keep parents informed of the good as well as the bad. If a student is having problems, and the school is forced to take stringent action, this should not come as a shock to parents. Teachers should take the initiative in informing parents either through a phone call or RenWeb.

When corresponding with parents via email be sure to be concise in your response, maintaining proper professionalism, using good grammar and spelling. If the communication is of a sensitive nature or has the chance for contention, a phone call or conference is preferred. When communication is through phone, be sure to follow up with a succinct email of items discussed. Keep a copy of all communication. Everything should be given with the assumption that the parent knows little about our practices, policies, places, etc. Put yourself in their position. Tell them who, what, where, why and when. On notices sent home, put the name, address, and telephone number of the school, as well as the date and your name.

Answer parent notes/emails promptly (within 24 hours) - the same day, if possible. Save all notes that you receive from parents, regardless of how insignificant. This includes Elementary absence excuses. Written absence notifications are required and should be kept all year.

If a strained relationship exists between the parent and the teacher, the teacher must not take it out on the student.

Conferences ⁵⁶

Conferences are two Tuesdays per month (from 3:15-5:00 P.M.). Conferences may be requested by either parents or teachers. All conferences are scheduled through the appropriate School Administrative Assistant. Tuesday conferences are to be scheduled by Monday at 12:00 P.M. of the week the conference is desired.

Parents are to check-in with the Receptionist before reporting to the classroom for a conference with the teacher. Children in JK-6 grade who are not with his/her parents in conference must go to conference care. Conference care is a free service provided to our parents.

The Administrative Assistant will email the teachers notification of the conference. Coaches and other teachers who may miss a conference are required to phone the parent instead. Conferences last 15 minutes, unless the Administrative Assistant is asked or notified otherwise. On occasion, a parent or teacher may request a 30-minute conference. If more than one conference is scheduled, be sure to finish each on time.

The Receptionist will make announcements, at 15-minute intervals, for next conferences to begin. In unusual cases, teachers are permitted to arrange a meeting with parents on days other than Tuesday. It is primarily the teacher's responsibility to keep a parent informed when a student is having a problem with academics or discipline.

By working with the home, serious problems in both areas may be avoided. It is good to meet with both parents when possible, and sometimes it's wise to include the student. You may solicit the parents' help in working with their child, of course, but be careful not to overload them. Teachers are responsible for documenting conferences in RenWeb - this applies even to a telephone conference.

Non-conference Tuesdays will often be utilized for professional development trainings.

Either parents or teachers may call conferences. Before a teacher calls or changes a conference, notify the department Administrative Assistant. If a parent calls the Administrative Assistant to arrange or change a conference, the teacher will be notified. We try to keep telephone conferences to a minimum.

TKA employees wishing to meet with their child's teacher, or vice versa, should make appointments through the Elementary or MS/HS Administrative Assistant just as others are required to do. Employees are not permitted to enter teacher's classroom without a scheduled appointment.

Check In With Receptionist

If at any time (during office hours 8:00 A.M. - 4:00 P.M. every day except Tuesday) a parent comes to the school and enters a building, the parent must be directed to the Receptionist. The parent will sign-in through our LobbyGuard kiosk and will receive a visitor's pass to be worn at all times while they are on campus. (The only exceptions are for big activities where many parents will be on campus for that activity.) The parent is not to go directly to the classroom. Parents are not to take their children to the classrooms in the mornings. Children are to walk from the drop off zone. Parents may collect them in the parent pick-up zone in the afternoons. Any person without a visitor's pass should be politely reminded to visit the Receptionist to sign-in.

Parties 56

If a party is planned and food is to be delivered to the school office, let the Receptionist know what is expected. Have the money ready to pay for the food when it arrives. Teachers should arrange to get the food to the classroom or area of the activity. Food may not be stored at the front Reception area.

When parents bring food for parties that they will not be attending, they should leave it with the Receptionist. A note indicating the recipient of the food should be attached to the food container. Due to food allergies, items must be store bought and in original packaging with ingredients included.

If an Elementary student wants to distribute **home party invitations in class**, they are placed in the take home or Friday folder. To distribute invitations in class, all students of the same gender are to be invited.

Permanent Files

The permanent files contain all the important information on each student. The Elementary cumulative records are kept in the Elementary Office. The MS/HS cumulative records (records of TKA grades, etc.) are kept in the MS/HS Records Room. Both are off limits to students. Teachers may take the permanent files and cumulative record cards out of the office (Elementary files must be signed out) but must return them to the file before 4:00 P.M. It is very important that these records are not misplaced or lost. Please return them exactly as you found them (neatly, by class, in alphabetical order). Anything entered on the cumulative record card must be printed, neat, and in blue or black ballpoint (not felt tip).

Report cards, transcripts, honor codes, and pledges are kept in folders in front of the permanent records. When the final report cards are issued the report card, honor code, and pledges are placed in the permanent folder. The other files are thrown away.

When a student leaves or graduates from TKA, the MS/HS Registrar purges the permanent files. Leave court orders, transcripts, honor code, discipline letters, enrollment form, and psychological evaluation records in the files.

Change in Address, Phone or Email Status ⁵⁸

In order to maintain accurate communications between home and school, it is vitally important that parents update RenWeb and notify The King's Academy Receptionist immediately of any changes in address, phone, marital status, custody, email address, etc. Student progress reports are released only to the persons having legal custody.

If, during the course of the year, a teacher finds out any new important information that should be in the permanent record, the Principal or Principal's Assistant should be informed. Any notice received by an employee, regarding a parent's change of status (telephone, address, email, etc.) must be directed immediately to the Receptionist who will notify the appropriate departments (Business Office, Director of Transportation and Technology).

Do not allow a student to use a last name different from that on official school records, unless the Principal has so notified you. Do not change a student's last name, at their or their parent's request, until we receive legal documentation to do so. Family address updates should be made by the individual family through RenWeb as soon as is practical.

If a student withdraws from TKA, their records are sent to the receiving school when requested by them. We are not able to accept requests from the parent. Records are released once clearance is given from the Business Office. We send copies of their TKA records and the originals (make a copy to keep in the file) of records we have inherited from their other school(s). Make sure there is a copy of all records sent left in the file.

Releasing Information on Students

In any request for information from the permanent file, TKA selects what is to be released -- it is best to consult the Principal first. Parents do not have the right of access to their child's permanent files. Since we take no federal funds, the Family Education Rights and Privacy Act of 1974 (a.k.a. the Buckley Amendment) does not apply to us.

Release (1) information from a student's permanent file, or (2) the student himself, only to the persons having legal custody. These persons will be the ones so indicated on the student's enrollment form. The only release exceptions to this would be in response to a legal document (not merely a lawyer or counselor's request) or in response to all legal custodians' written permission. (This written permission is to be filed in the permanent file.)

Do not give parents or outsiders the addresses or telephone numbers of other parents, teachers, or any TKA employees.

Pledges ⁶

Pledge to the American Flag

"I pledge allegiance to the flag of the United States of America and to the republic for which it stands; one nation under God, indivisible, with liberty and justice for all."

Pledge to the Christian Flag

"I pledge allegiance to the Christian flag and to the Savior for Whose kingdom it stands; one Savior, crucified, risen, and coming again, with life and liberty for all who believe."

Pledge to the Bible

"I pledge allegiance to the Bible, God's holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God."

*****Note: Students are expected to stand for the pledges**

Posters, Flyers, Announcements ⁵⁸

Students, Parents, Faculty, or Staff who wish to display a poster anywhere or distribute any literature announcing non-TKA events or information, or sell any non-TKA items, must first have it approved by the Principal and the Development Office. Posters should be displayed in the appropriate display cases or bulletin boards and are not to be placed on any painted surface, window, or door.

Whether to announce certain activities in chapel or over the intercom is left to the Principal's discretion, as long as they agree with our spiritual philosophy.

Progress Reports:

Mid-Term

At the mid-point of each term, a Mid-term Progress Report MS/HS is sent through RenWeb for each subject in which the student is enrolled. If a student has a 71% (C-) average or below at that point in the term, the teacher must make contact with the parent via email or phone call.

The Elementary teachers notify parents and elementary administration with a Mid-term Progress Report Notification Form through RenWeb. A hard copy notification is sent home for the parents to sign to ensure that they are notified. After the Mid-term is given, if a student is in danger of failing the course for the nine weeks, the teacher must notify the parent via email or phone call.

Public Relations and Dealing With the Media

Effective recruitment and fundraising are built upon the foundation of good public relations. How our constituents and the general public view our campus, classrooms, teachers, and staff determines the level of confidence they have in TKA.

No interviews concerning TKA should be given by employees (except coaches when talking about their team) to reporters representing any media, without first receiving clearance from an Administrator, with some items referred to the Development Office. Reporters must be escorted around campus, and we select any students to be interviewed.

The same clearance must be granted for anyone seeking to do any other type of publicity or research. A decision in this area will also involve the Principals and President.

All newsworthy information for press releases must be submitted to the Development Office. The MS/HS Athletic Director or designee is responsible to have inter-scholastic sports scores telephoned in to the local TV stations after each game.

All major school publications (newspapers, newsletter, yearbook, etc.) and programs (music, banquets, etc.) must first be approved by an Administrator.

Publications

Lion Ledger

The Lion Ledger is TKA's student magazine. It is produced by the MS/HS Journalism class. All students, teachers, and Administrators are given free subscriptions.

The Lion Ledger is not a "student voice" magazine. Its content is edited for controversial or offensive material. It must be proofed by the Administration. All Elementary and MS/HS classes are encouraged to contribute news.

THE CHRONICLE

This publication highlights the accomplishments of TKA students, alumni, and faculty and is mailed to all constituents. Submit news to the Director of Communications.

SCEPTRE

The *Sceptre* is TKA's Elementary and MS/HS yearbook; each is produced by the MS/HS yearbook class(es). Each yearbook dedication must be approved by the Headmaster and/or President.

All yearbook pages must be proofed by the Elementary and MS/HS Principals. The yearbook teacher is responsible to see that no individual or organization is left out.

Individual student and teacher photos are taken in September. All TKA employees are required to have their picture taken at this time. Employees who do not have their pictures taken on the designated days will be required to have their picture taken at the school photographer's office.

THE HUB Literary Magazine

The Hub, TKA's literary magazine publishes student and faculty writings, art and photography. It is published periodically.

Room Decor

At least one bulletin board is to have a spiritual theme. Teachers are expected to keep their room neat and attractive. Bulletin boards, other than permanent ones (Elementary tally chart, etc.), must be changed at least once per term.

If a classroom is shared by more than one teacher, the teachers are to get together and decide who is responsible for what bulletin boards, shelves, filing cabinet drawers, etc.

Students should keep their desks neat. The Elementary classrooms have cubbies. Students should store as many of their books and supplies in these before using their desk space.

Inside the classrooms, decorations are allowed on the bulletin boards only, not on the walls - unless Sticky-tak is used. Classroom windows may be simply decorated, if desired. No decorations may be affixed to the teacher's desk, except if Sticky-tak is used. Student desks may have neat, uniform nametags. The window in the classroom door entering from the hallway must not be covered.

Outside the classrooms, no signs, posters, or decorations may be taped or stapled to exterior painted walls. Tape may be used on glass surfaces. (Use painter's tape only.)

Keep the classroom door window clear unless changing for P.E.

TKA does not assume any responsibility for damages to personal equipment brought to school for your classroom. This includes but is not limited to chairs, bookcases, computers, etc.

Keep chairs and desks from touching walls. They leave marks.

Do not store anything, in any room, within 18" of the ceiling (fire code).

Each classroom is to have a Christian and an American flag affixed above the whiteboard. As you face the whiteboard, the Christian flag should be on the right and the American flag on the left.

Do not burn candles or diffuse essentials oils in the classroom.

School Closings 58

If area public schools close because of a hurricane or other inclement weather, TKA may also close. In the event of a weather-related school closing, local television stations will broadcast school closing notices. TKA's reopening date may differ from the public school. Please be advised TKA will contact you through the emergency phone calling system regarding reopening dates.

School Supplies 59

Elementary students should have all their supplies on the first day of school. The school supply lists for Elementary students are available during the summer on the school website. Some school supplies may also be purchased from The Pride School Store.

Supply lists for MS/HS are posted on TKA.net. All MS/HS students are required to have a Bible for Bible class and chapels. Online Bibles will not meet this requirement. Bibles and some school supplies may also be purchased from The Pride School Store.

When a student uses up a supply item during the year, the parents of the student must re-supply the item. The school does not provide supplies to the students in grades 1-12. Items that are lost or missing need to be replaced immediately. It is the student and the parents' direct responsibility to monitor the student's use of consumable school supplies. **Bibles and replacement consumable books can be purchased at The Pride School Store.** Student supply lists can be found online at TKA.net.

Seating Assignments

Teachers in all Elementary classes are to assign desks to students and are to keep an updated seating chart in their Sub folder. In Elementary, a seating chart is not required if name tags are fixed to the top of the desks.

Teachers may change the seating assignments occasionally, provided a revised seating chart is made.

If desks are rearranged, check first with any other teachers using the room to see if the new arrangement is mutually acceptable.

Spiritual Ministry with Students

Prayer

Please start all MS/HS classes with prayer. The teacher should consider prayer requests, student-led prayer, silent prayer, and other approaches to bring the praises/petitions of the class before the Lord.

Ministry

Please be alert to the individual needs of your students so that we may truly minister in the name of the Lord. Pray with individual students as they share needs.

Teachers are to share their testimony, briefly with their class(es) sometime during the first nine-weeks.

Soul-Winning

Because of TKA's open Admissions policy, a portion of our student body comes to us unsaved. One of our objectives is to lead them into a personal relationship with the Lord. It is one of our ministries. Sometimes whole families will find the Savior because of contact with TKA.

Teachers should pray consistently for the salvation of their students. Every teacher is expected to be able to lead a student to Christ, if the opportunity arises.

If a student gets saved at school:

- The teacher or staff notifies Director of Student Ministries or the Director of Student Life, and/or Administration so they can follow up (meet with student to confirm, encourage, answer any questions, and give literature).

Spiritual Emphasis Weeks

Each year, speakers are brought to TKA to talk to the Elementary and MS/HS students. Although the regular schedule is disrupted somewhat, the spiritual benefits are well worth any inconveniences. Please be in prayer for a rich harvest of souls and Christian growth.

Search Policy - Elementary/Middle/High School 37

Search of Student Lockers

1. On certain occasions, such as suspicion of possession of drugs, alcoholic beverages, pornographic materials, etc., it may be deemed necessary to search a student's locker. The King's Academy reserves the right to search a student's locker. The searching of the locker by an Administrator, with another school employee, is school policy. The locker will be searched with or without the presence of the student.
2. If the student is still unwilling to allow the search after having spoken to his parent/guardian(s), he/she will be expelled from the school.

Search of Students

1. If a School Administrator, with another school employee, asks a student to empty his/her pockets and take off his/her shoes and socks, the student should immediately do so. If the student is unwilling to do so, the Administrator contacts the parent/guardian(s).
2. If the student is still unwilling to do so after having spoken with his parent/guardian(s), he/she will be expelled from the school.

Search Public Websites

Any public websites (i.e., Facebook, Twitter, Instagram, etc.) are subject to Administrative review and any infraction of the TKA Honor Code will result in appropriate disciplinary action.

Search of Student's Book Bag

1. If a School Administrator, with another school employee, asks the student to empty his/her book bag, he/she should do so immediately. If the student is unwilling to do so, the Administrator contacts the parent/guardian(s).
2. If the student is still unwilling to do so after he has spoken with his parent/guardian(s), he/she will be expelled from school.

Search of Vehicles

On certain occasions, such as suspicion of possession of drugs, it may be deemed necessary to search a student's vehicle. The King's Academy reserves the right to search a student's vehicle. The searching of the vehicle by an administrator, with another school employee, is school policy. The vehicle will be searched with or without the presence of the student.

If the student is still unwilling to do so after having spoken to the parent/guardian(s), he/she will be expelled from the school.

Student Drug Policy – Middle School/High School³⁷

Students of TKA are expected to adhere to our conduct standards and provide a positive example of TKA standards to the greater community. Students who use drugs or illegal controlled substances or are in possession of such substances reflect poorly on religious beliefs and values of the school. A student who at any time (on or off campus) is under the influence of alcohol, drugs, or mood-altering substances, or who possesses, uses, distributes, dispenses, sells, or aids in the procurement of alcohol, narcotics, restricted drugs, mood-altering substances, or any substance purported to be a restricted substance or abuses over-the-counter drugs, shall be subjected to discipline, including, but not limited to suspension and expulsion.

Drug Testing³⁸

While we believe that our students fall statistically well below the national averages for high school drug use, we want to do all that we can to help secure the safety and well-being of the young men and women in our care. Research shows that drug and alcohol testing is a powerful deterrent to drug and alcohol use.

The primary purpose for this policy is to give students another reason to say "no" to drugs and alcohol and aid them in remaining drug and alcohol-free.

As a private school we have an advantage in our ability to offer this program. We feel this is a proactive step toward preventing a potential problem. If we were to encounter any positive test results it would give our school the chance to intervene and assist parents in finding help for their children.

If a student does not submit to a drug test, he or she will be asked to withdraw from school.

How Does The Drug Testing Work?

Students will be tested by hair analysis which will involve a simple small snip of hair from the student. This method was chosen because it has consistently proven to be the most effective method in correctly identifying drug use and is the most cost effective and least invasive technique. The test will screen for marijuana, cocaine, opiates, amphetamines (both ecstasy and methamphetamines), and phencyclidine (PCP). The test will identify a range of use (light, moderate, or heavy) and it can also provide the window of time of the use.

We will randomly drug test students in 10th – 12th grades. Once a student is tested, his/her name is returned to the collective pool for further selections.

If a student tests positive, the family is contacted by the High School Dean to schedule a confidential conference that addresses the following:

1. Explanation of test results.
2. Counseling options to assess the level of intervention, if counseling is appropriate.
3. Disciplinary actions.

4. Retesting will be required every 90-100 days after a positive test result.

If a student tests positive a second time the student will be expelled.

Reasonable Suspicion

In addition to the above, if in the sole discretion of the TKA Administration, it is determined that a reasonable suspicion exists that a student has used drugs, or improperly used other controlled substances, that student must submit to a hair sample drug test as outlined above.

Subjects to Avoid

The King's Academy was established for educating students in a Christian atmosphere with Christ-centered instruction. TKA is interdenominational. The following subjects, therefore, are left entirely up to the home and church. We neither condemn nor condone the following subjects. All employees, students, and visitors are to avoid talking about them while at school. (The only exception is the regular junior and senior Bible class, in which they may be discussed but all sides are presented without labeling any one view as "right".) If questioned by students at school, employees should direct students to their parents or pastor. Employees must not "push" their own church or denomination. Nor must employees discredit any evangelical church or denomination. "Therefore let us pursue the things which make for peace and the things by which one may edify another. Do not destroy the work of God for the sake of food. All things indeed are pure, but it is evil for the man who eats with offense." (Rom. 14:19-20). If you have any questions regarding the intent or interpretation of the subjects listed below, please see the Principal for clarification.

1. Mode of water baptism
2. The time of Christ's return
3. Baptism of the Holy Spirit
4. Free will/predestination
5. Sinless perfection
6. The gifts of prophecy and healing or tongues
7. Types of church government

TKA and its curriculum materials take a pre-tribulation, pre-millennial position. The intent of this item is that although teachers are to teach about Christ's return, they are not to be dogmatic as to the time. Tell students that there are other positions held by true believers.

Supervision of Students

It is the responsibility of the coach or trip sponsor to inform parents as to their return time to campus.

After a field trip, game, etc., the sponsoring teacher, coach, or teacher on game supervision duty must stay with students waiting for a ride home. MS/HS faculty is assigned to patrol home football, soccer, and basketball games. The Athletic Director gives information regarding this.

Evaluation of Teachers

Observations and evaluations are a crucial part of the supervision of all teachers. The administration will utilize walkthroughs and formal visits to ascertain the instructional focus of each class. At The King's Academy we encourage both new and experienced teachers to engage in peer observations and to continually engage in self-reflection and personal professional growth. The administration will annually review growth plans with teachers and provide opportunities to receive additional training to build added competency and mastery of strategies.

Each teacher will receive a formative review in the fall and a summative review in the spring. Teachers will meet with a member of the administrative team to discuss strengths, areas of growth, and collaborate on expectations for the future. New teachers can expect to be observed more frequently.

Teachers will receive a copy of their annual reviews from their Principal and a copy will be placed in the teacher's employee's personnel file.

Suspected Child Abuse

An Employee's Responsibility as it Relates to Child Abuse

Chapter 39 of the Florida Statutes mandates that any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare shall report immediately such knowledge or suspicion to the central abuse hotline of the Department of Children and Families. When available, notify an administrator, so that he or she may be present to provide support. If an administrator is not available, please inform an administrator immediately after the call has been made to the Department of Children and Families for documentation.

Hotline 1-800-962-2873

IF YOU ARE ONE OF THE FOLLOWING PERSONS:

- Physician
- Osteopath
- Medical Examiner
- Chiropractor
- Nurse
- Hospital Personnel Engaged in the Admission, Examination, Care or Treatment of Children
- Health Professional
- Mental Health Professional
- Practitioner Who Relies Solely on Spiritual Means for Healing
- School Teacher
- School Official or Personnel
- Social Worker
- Day Care Center Worker
- Professional Child Care Worker
- Foster Care Worker
- Residential Care Worker
- Institutional Worker
- Law Enforcement
- Judge

THE FLORIDA ABUSE HOTLINE WILL ACCEPT A REPORT WHEN:

- There is reasonable cause to suspect that a child (an unmarried person under the age of 18 who has not been emancipated by order of the court), who can be located in Florida, or is temporarily out of the state but expected to return, has been harmed or is believed to be threatened with harm, by a parent, legal custodian, caregiver, or other person responsible for the child's welfare.

BE PREPARED TO DESCRIBE:

- Victim name, address or location, approximate age, race, and sex;
- Signs or indications of harm or injury, including a physical description if possible;
- Relationship of the alleged perpetrator to the victim, if possible. If the relationship is unknown, a report will still be taken if other reporting criteria are met.

FOUR WAYS TO MAKE A REPORT:

TELEPHONE: 1-800-96ABUSE (1-800-962-2873)

TDD (Telephone Device for the Deaf): 1-800-453-5145

FAX*: A written report with your name and contact telephone or FAX and all information requested above, to **1-800-914-0004**.

ONLINE*: <http://www.dcf.state.fl.us/programs/abuse/report.shtml>

- Fax and Online reporting methods are provided for your convenience to report non-emergency concerns of abuse and/or neglect. An emergency situation occurs when a child appears to face immediate risk of abuse/neglect that is likely to result in death or serious harm (without intervention). If your concerns meet the definition of an emergency situation: **FIRST**, call 911, **SECOND** contact the Florida Abuse Hotline at 1-800-962-2873. **DO NOT** fax or submit a web report.

Child Sexual and Molestation Abuse Policy

The following disciplinary rules shall constitute The King's Academy's sexual abuse and molestation policy for all employees. Violation of any of these standards shall subject the individual to discipline and/or dismissal.

Policy and Procedures

TKA Employee Recruitment

1. Every prospective employee working with TKA students must complete the school's written application.
2. Every prospective TKA employee is required to disclose any previous charges or convictions of sexual or other misconduct.

Screening and Background Checks

1. The King's Academy, Inc. adheres to the above-referenced Florida Statute, which indicates that school operators, employees, and overnight trip chaperones are subject to a level 2 background screening (including fingerprinting). This process is updated every 5 years.

Classroom Policies

1. Each classroom door has a window. This window is to remain unblocked at all times except in the event of the commencement of a coded emergency or an Elementary P.E. clothing change.
2. Teachers must be aware of what students are doing at all times. A teacher may not leave students unattended or in the care of a volunteer. The teacher is responsible for the well-being of the students at all times.
3. Volunteers may not be left alone with students. A teacher must be with the students at all times.

Prohibited Behavior

1. Use of degrading language or behavior is prohibited. Teachers and staff are also responsible for halting disrespectful behavior between students, including sexual harassment. In a

- situation involving students, the Dean of Students or appropriate Administrator (Elementary or MS/HS) will be immediately notified.
2. Threatening or intentionally inflicting physical injury upon anyone, particularly a minor, is prohibited. Teachers and staff are also responsible for halting threatening behavior by students. Please notify the Dean of Students or appropriate Administrator immediately.
 3. Committing any sexual offense against a minor, or engaging in any sexual act with a minor, is strictly prohibited.
 4. Making any sexual advance or engaging in verbal or physical conduct of a sexual nature with a minor is strictly prohibited (This includes communication through electronic social media of any form).
 5. One-adult/one-child interaction (other than with family members) is prohibited except in an emergency where following this policy would be dangerous to the child. When this occurs, the Dean of Students or appropriate Administrator must be notified and the reason for the breach stated.

Textbook Distribution

Before distributing new school-supplied, non-consumable texts (hardbound or paperback) to students at the beginning of the year, please do the following:

1. Stamp them with the TKA stamp (Workroom).
2. Number them on the inside front cover using a permanent marker.
3. Securely paste (with rubber cement) a TKA name slip (Workroom) on the inside front cover, if there is not one already. Fill in the condition of the text when distributed. (Have students enter name and year when texts are distributed, then immediately check to see that they have done it.) Note: If the text has a preprinted name/condition box that is similar to the TKA name slip, you may use that instead. Tell students they may not write in non-consumable texts.
4. MS/HS teachers are to complete the applicable section in RenWeb. Give a copy to the MS/HS Administrative Assistant and retain the original (it is needed again at the end of the year). For "costs new," contact the Business Office. This amount may change each year.

Have students put their name on all student-supplied texts.

Teachers are to check students' books periodically throughout the year to ensure that students are using their own books, whether school-supplied or student-supplied.

Throughout the year, students are allowed to take home all texts and workbooks. Any classroom reference books, however, must remain at school.

Elementary teachers are to store all extra school-supplied texts in their classroom. If the classroom space does not allow for the storage of materials in a secure location contact the Principal for additional direction.

Texts in use during the school year are stored in the classrooms over the summer. During the summer, all JK-12 school-supplied items are delivered to the classrooms.

Textbook and School Damage Inspection

In order to apprehend students who deface school equipment, all teachers are to make a quick but careful inspection of their classroom(s) and its contents. This is to be done daily. The teacher must keep any graffiti wiped off desks.

Damage is to be reported immediately to the Principal or Administrator.

For textbooks lost or damaged throughout the year, teachers are to use the procedures outlined below. Students are held responsible, even if the item is not intentionally lost or damaged.

Lost Student-Supplied Textbooks (Consumable)

The teacher is to first have the student check Lost and Found. If still missing, the teacher sends the student to the School Store to purchase a replacement.

Lost School-Supplied Textbooks

The teacher is to first have the student check Lost and Found. If still missing, the student must pay the full price of a new textbook. For the price, the teacher emails the Business Office with the student name, grade, textbook name, publisher, and ISBN. The Business Office staff will calculate the replacement cost and email the teacher. The teacher will then inform the student of the replacement cost. The student must bring payment to the Business Office to receive a receipt for payment. The student will show the teacher the receipt to receive a replacement book. If the student locates the lost book, they should bring the book and receipt to the Business Office for a refund. Report cards may be held for any unpaid fee.

If, at the time the textbook is lost, we know that the textbook will be dropped from the curriculum next year, the teacher is to charge the student only 25% of the cost of a new textbook.

Damaged School-Supplied Textbooks (Consumable)

If the student cannot live with the damaged textbook and wants a new one, he must pay the full price of a new textbook. For the price, the teacher consults the Textbook Distribution/Collection Sheet (MS/HS teachers only). The teacher then gives the student another textbook from their secure book storage after they see a receipt from the Business Office.

Damaged School-Supplied Textbooks (Non-Consumable)

For the cost of new textbooks, the teacher emails the Business Office with the student name, grade, textbook name, publisher, and ISBN. The Business Office staff will calculate the replacement cost and email the teacher. The teacher will calculate the damage percentage and inform the student of the cost. The student must bring payment to the Business Office to receive a receipt for payment. The student must show the teacher the receipt in order to receive a new textbook if necessary. Report cards may be held for any unpaid fine or fee.

Teachers are to have the student repair what damage they can (erase graffiti, get bookbinding tape from Library, etc.), but the student is still charged. Teachers are to charge students according to the following formula after verifying with the student that he was indeed responsible:

Charge 100% of the cost of a new textbook if 3 or more pages are partially or completely missing or illegible. If, at the time the textbook is damaged, we know that the textbook will be dropped from the curriculum next year, the teacher is to charge the student only 25% of the cost of a new textbook.

Charge 50% of the cost of a new textbook if there is major graffiti, severely soiled, or broken binding. If, at the time the textbook is damaged, we know that the textbook will be dropped from the curriculum next year, the teacher is to charge the student only 10% of the cost of a new textbook.

For the cost of new textbooks, the teacher consults either their Textbook Distribution/Collection Sheet (MS/HS teachers only). The teacher then tells the student, makes sure the student pays the Business Office, and gives the student another textbook from their secure book storage.

For equipment, other than textbooks, lost or damaged throughout the year, the teacher sees the Assistant Principal, who then makes sure the student pays. Students are held responsible, even if the damage was unintentional.

Trips

Field Trips and Outings

Field trips include all class or group outings sponsored by TKA, regardless of their nature. The sponsoring teacher(s) should check with the Principal if there is any question about an outing being considered a field trip.

A field trip (except an outing used as a reward) must be grade-level, curriculum related and provide learning experiences for the students. Tourist attractions are generally not allowed except for outings used as rewards. No class may take field trips to the South Florida Fair.

Below are the numbers of field trips allowed per year, unless otherwise approved by administration. The Principals keep track.

JK-1: **4**

2-4: **4**

5-6: **3**

Exceptions

- A trip that represents TKA (Music, Sports, etc.) does not count as a field trip.
- A reward outing does not count as a field trip.
- A last day, off-campus Elementary party does not count as a field trip.
- If it takes two visits to get all the students in one course or class to the same field trip destination, that only counts as one field trip.

Normally, field trips must start after 9:00 A.M. and return to campus by 2:30 P.M.

Students wear their uniforms on field trips, unless cleared by the Principal.

Preliminary Arrangements

1. Do not announce a trip to students until it has been approved.
2. Check on all the particulars of the trip you would like to take (where it is, who to meet, times, prices, rest rooms, etc.). A sponsoring teacher, chaperone, or bus driver must have visited the destination, if it is within a 25-mile radius of the school.
3. With the exception of last-day Elementary parties, the school pays the gasoline expense, unless beyond a 25-mile radius (in that case, the students pay). Students are expected to pay all else. The amount the students pay must cover admission, etc. for sponsoring teachers, chaperones, and drivers. The sponsoring teachers are responsible to figure the per-student cost of the trip.
4. Generally, no trips may be granted beyond a 25-mile radius of TKA. For those that are granted, it may be necessary to include an Administrator (determined by the Principal). Over-night field trips are rarely granted. Last-day Elementary parties must stay within the 25-mile radius.
5. Arrange for an adequate number of chaperones (Have them approved by the Principal before asking them). If a bus driver stays with the group, he/she will count as a chaperone. (A bus driver is not to be considered "in charge" of a field trip, however.) For overnight field trips, how much (if any) of the chaperone's expenses will be paid by TKA is decided on a case-by-case basis. Chaperones/bus drivers may not bring their own pre-school children on field trips. Elementary teachers are to send home the Chaperone Information) to all chaperones.

Any deviation from student or teacher dress code must be approved by the Principals. In some cases, Elementary teachers will be permitted to wear jeans or shorts that align with the employee dress code.

Permissions and Notifications

1. Submit the field trip request form to the Principal, at least ten school days prior to the date of the trip. Otherwise, the trip may not be approved.
2. Once a trip is approved, any changes require you to re-submit your copy of the approved Field Trip Request Form immediately to the Principal, stating those changes. The Principal will inform the Transportation Office.
3. The teachers must notify the Administrative Assistant if a substitute is needed.
4. Once a field trip has been granted, MS/HS teachers are to give a tentative list of attending students to the Attendance Office one week before the trip to ensure their names can be included on the dismissal calendar. The day before the field trip a final updated list must be given if changes were made. This will allow other teachers to know who will be missing from their classes.
5. Notify the Cafeteria Manager at least a week in advance if your class/group will miss lunch in the school Cafeteria. No eating on the bus unless permitted by the teacher/sponsor.
6. In order to avoid any miscommunication, it is best to check with the Transportation Office one day prior to an approved trip to confirm departure and arrival times, use of drivers, etc.
7. Any deviation to the school uniform must be approved by the administration.

On the Field Trip and Afterward

1. The teachers must take a first-aid kit on the field trip.
2. Sponsoring teachers are expected to maintain good student decorum on the trip. Remember that the students are a testimony for the school and the Lord. It is suggested you take names of individual offenders and give them tallies back at school. This spares you confrontations in public. Warn students before the trip that the trip may be terminated early for everyone if you feel that the general behavior is unacceptable. In order to avoid boy-girl situations, sponsors should make seating changes on buses.
3. Clean out the bus when the trip is over.

The TKA Dress Code ³⁸

1. Students must never be barefoot on campus – inside or outside of any school building.
2. All students must identify with, dress in accordance with, and use the facilities associated with their biological gender.

Uniform Fittings ³⁹

Students must have an appointment for all uniform fittings at The Pride School Store during the summer. Fittings begin late June and continue until school begins. Appointments can be made with the school receptionist beginning May 1st. If your child does not need a fitting, you may stop by The Pride and make your purchases. Uniforms may also be ordered on the TKA website TKA.net/store and picked up in the school store no sooner than 48 hours after the order has been placed.

Elementary Uniform ³⁹

All Uniforms must be purchased from The Pride School Store. All shirts are to be tucked in.

Elementary Girls' JK-6 Uniform

Tops –

Navy or Red Polo Shirt (short or long sleeve) with TKA embroidery

Navy or Red Puff Sleeve Polo (short sleeve) with TKA embroidery
"Friday" shirt to be worn on Fridays only (with uniform bottoms) – this includes any TKA shirt purchased in the school store, through PTF, or by a TKA team or group.

Dresses –

Navy or Red Polo Dress Set (worn with undershorts of same color)

Bottoms –

Navy skort

Plaid skort

Khaki girls' shorts (must be worn with the required belt)

Khaki girls' pants (must be worn with the required belt)

Navy leggings with TKA logo (must worn under skorts or dresses, not alone.)

Brown or black leather belt (appropriate style must be purchased at school store)

*****Skort/dress length must be no more than 2" above the knee.**

Elementary Boys' JK-6 Uniform

Tops –

Navy or Red Polo Shirt (short or long sleeve) with TKA embroidery

"Friday" shirt to be worn on Fridays only (with uniform bottoms) – this includes any TKA shirt purchased in the school store, through the PTF, or by a TKA team or group.

Bottoms –

Khaki Shorts (pleated or flat front)

Navy Pants

Brown or black leather belt (appropriate style can be purchased at The Pride School Store)

Shoes and Socks

Any socks are permitted. TKA-branded socks in a variety of styles are available for purchase in the school store. Students may wear clean, neat, and snug-fitting, closed-in, athletic, leather or canvas shoes. The shoes may be any color. The athletic shoe cannot contain wheels, lights, or any other devices. It must be a full back shoe with a completely closed front. If the shoes become dingy or tattered during the school year, the student will be asked to wear another pair shoes to school. No ballet-type shoes, boots, or sandals are permitted.

The Elementary Administration reserves the right to make the ultimate decision regarding a student's socks or shoes.

Elementary Outerwear:

Navy Blue Crew Sweatshirt with TKA embroidery

Royal Blue Fleece Jacket with TKA embroidery

Navy Blue Performance Knit Jacket with TKA embroidery

Red Cardigan Sweater with TKA embroidery (girls only)

If an additional piece of outerwear is necessary due to extremely cold temperatures, it must be conservative and worn with the required TKA outerwear underneath as stated in the uniform requirements above. No non-uniform outerwear garment, other than a raincoat, is to be worn unless directed by the Principal. Elementary girls are permitted to wear Navy TKA leggings underneath their skort or dress (purchased in the school store) on cold days.

Appropriate Dress for Important and Formal Events

Students' dress code for important events such as superlative luncheon, graduation photos and awards ceremonies should reflect modesty, neatness and honor Christ in the chosen attire. Appropriate dress for such events includes the following:

Boys

Dress pants
Collared knit or dress shirt
Dark Dress Shoes

Girls

Dresses with sleeves and a hem that are no more than 2 inches above the knee
Pants or slacks (no white, tight fitting and/or thin material slacks)
Blouses that are not low-cut or sleeveless (a cover-up or sweater must be worn at all times if the shirt or blouse is sleeveless)
Dress shoes, heels or sandals are appropriate.

Sports Attire

Students' sports jackets and/or team shirts may be worn on Fridays during their season. Letter jackets are permitted Monday – Friday. Team jackets and letter jackets for 6th grade students that earned a varsity letter in a sport, are permitted to be worn Monday – Friday over the uniform polo.

Elementary Hats⁴⁶

Hats are permitted in P.E. class or on rainy days and may not be worn in the classroom. They must be conservative.

Elementary P.E. Uniform (Boys and Girls, grades 3-6 only)

Red P.E. Shorts with TKA logo – Loose fit, min. 4" inseam required
Grey P.E. T-shirt with TKA logo
Gray drawstring bag with TKA logo
Navy sweatpants (optional) with TKA logo for cold days – can be worn only to P.E.
TKA-approved outerwear (noted above) for cold days

Middle School/ High School Uniform ⁴¹

All Uniforms must be purchased from The Pride School Store

MS/HS Girls' Uniform

Tops –

Navy or Red Polo Shirt (short sleeve) with TKA embroidery
Navy Polo Shirt (long sleeve) with TKA embroidery
"Friday" shirt to be worn on Fridays only (with uniform bottoms) – this includes any TKA shirt purchased in the school store, through PTF, or from a TKA team or group.

Bottoms –

Khaki, Navy, or Plaid Pleated Skort
Khaki or Navy Pants

*****Skort length must be no shorter than 5" above the knee**

MS/HS Boys' Uniform

Tops –

Navy or Red Polo Shirt (short sleeve) with TKA embroidery

Navy Polo Shirt (long sleeve) with TKA embroidery

“Friday” shirt to be worn on Fridays only (with uniform bottoms) – this includes any TKA shirt purchased in the school store, through PTF, or from a TKA team or group.

Bottoms –

Khaki Shorts (pleated or flat front – School Apparel brand only)

Khaki or Navy Pants (special order if size not in stock)

Black or Brown leather belt (purchased from The Pride School Store or elsewhere)

Vineyard Vines TKA Custom belt (can be purchased at The Pride School Store)

Shoes and Socks - Grades 7th – 12th Grade

Any socks are permitted. TKA-branded socks in a variety of styles are available for purchase in the school store. Students may wear clean, neat, and snug-fitting, closed-in, athletic, leather or canvas shoes. The shoes may be any color. The athletic shoe cannot contain wheels, lights, or any other devices. It must be a full back shoe with a completely closed front. If the shoes become dingy or tattered during the school year, the student will be asked to wear another pair shoes to school. No ballet-type of shoe or sandals are permitted.

The MS/HS Administration reserves the right to make the ultimate decision regarding a student's socks or shoes. The student may be asked to change shoes before going to class. Absences will be given for classes missed.

MS/HS P.E. Uniform

Boys and girls are required to supply their own towel, socks, and sneakers from home. The uniform for all P.E. and performance training classes must be purchased at *The Pride School Store*.

Boys

Royal Blue Drifit Shorts with TKA logo

Royal Blue Digital Camo Drifit Shirt with TKA logo

Red P.E. Shorts with TKA logo

Grey P.E. cotton T-shirt with TKA logo

Performance Training Shirt (required only for students enrolled in that class)

Navy sweatpants (optional) with TKA logo for cold days – can be worn only to P.E. class

TKA-approved outerwear (noted below) for cold days

Royal Blue Mesh P.E. Bag (optional)

Girls

Royal Blue Drifit Shorts with TKA logo

Royal Blue Drifit Shirt with TKA logo

Red P.E. Shorts with TKA logo

Grey P.E. cotton T-shirt with TKA logo

Navy sweatpants (optional) with TKA logo for cold days – can be worn only to P.E. class

TKA-approved outerwear (noted below) for cold days

Royal Blue Mesh P.E. Bag (optional)

MS/HS Outerwear

Any outerwear that is sold from The Pride School Store, including but not limited to: fleece jackets, athletic pullovers, sweatshirts or sweatshirt jackets, bomber or fitted-style jackets, TKA letter jackets, or any outerwear purchased or given to represent a TKA sport, TKA club or group, TKA Conservatory of the Arts or other fine arts group are permitted to be worn on campus, Monday through Friday.

Uniform polo shirts must be worn underneath outerwear.

Hats

Hats are permitted in P. E. class only or on rainy days and must be removed in the classroom and the halls once at school.

MS/HS - Wearing the School Uniform ⁴²

The following regulations apply to the regular school uniform:

1. All students must wear the uniform the entire year.
2. Girl's skort length must be no shorter than 5" above the knee. If a student does not adhere to this guideline, she will receive a detention and/or asked to purchase a properly fitting skort from the school store before returning to class. Additional consequences may be assigned for repeat offenses.
3. Boys' shirts must be tucked in. If a student does not adhere to this guideline, a detention will be issued.
4. Boys must wear a black or brown leather belt or the Vineyard Vines TKA belt at all times.
5. Uniforms must be kept neat and clean with no ripped shirts, skorts, or pants. Students should have properly fitting uniforms, according to the guidelines.
6. All undershirts must be white, short-sleeve. No long sleeve undershirts or turtlenecks are permitted. (All t-shirts must be tucked in and not showing at the hem).
7. Shirts must be neatly tucked in at the waist at all times. MS/HS girls may wear the red or navy polo style uniform shirt un-tucked if they are wearing the skort (all t-shirts must be tucked in and not showing at the hem of the polo shirt).
8. Pants and shorts must be worn properly, with a belt at the natural waist.
9. Girls in grades 7-12 have the option of wearing neutral-colored hose or white knee highs.
10. All uniforms must be purchased from The Pride School Store only (except HS belt and socks).
11. Any alteration to the uniform must receive prior approval from administration.

Jewelry: Items (pins, buttons, etc.) may be attached to the uniform as long as they are conservative. Students may wear a reasonable amount of conservative jewelry. Boys may not wear earrings, but girls may wear earrings in moderation. Boys may wear a single necklace under the collar of their shirts, moderate in size, as determined by the administration. Body piercing jewelry, other than the conservative earrings previously mentioned, is not allowed to be worn visibly at school or on any school trip. Tattoos must be kept covered at all times by approved uniform items. No Satanic or other anti-Christian symbols will be allowed at any time.

Make Up: Girls may wear conservative make up that looks natural. Boys may not wear make up at any time ,

The Middle School/High School Administration reserves the right to make the ultimate decision regarding student uniform compliance. **Students in violation of Dress Guidelines will be asked to comply with guidelines before going to class or returning to class.** This may result in an unexcused tardy or absence for class time missed.

The Following Uniform Standards Apply at Other Times ⁴³

1. Students must never be barefoot on campus – inside or outside of any school building.
2. All students must identify with, dress in accordance with, and use the facilities associated with their biological gender.

Whenever TKA students are not required to wear the school uniform but are on campus anytime, or attending or participating in a TKA function off campus, they are to dress neatly, modestly, and non-offensively. TKA school standards apply. Skorts should be uniform length, no shorter than 5" above the knee, and shorts must have at least a 6" inseam. No tank tops, crop tops, sleeveless, or bare midriff tops may be worn. No hooded ("hoodie") sweatshirts may be worn on campus during school hours.

Non-complying students will be sent home, if deemed necessary.

Uniform Excuses ⁴³

Any uniform excuse request must be sent to the Elementary Administration or MS/HS Assistant Principal. Verbal excuses are not accepted. Replacement uniform items should match our uniform as much as possible (no flip-flops, beach shoes, or jeans). Non-complying students will be kept out of class until the infraction is corrected. Elementary students are tallied and a written notification is sent to parents.

For medical conditions that prevent the wearing of approved shoes, a uniform excuse may be requested for an alternative (medical shoe, slide, or sandal) for the affected foot only. A physician's note should accompany the written request. If the foot is kept off the ground by the use of crutches, scooter or wheelchair, a shoe is not required.

Each Friday is Spirit Shirt Day. TKA shirts sold in the bookstore or approved and bought through TKA teams or groups may be worn. Items with hoods are prohibited.

1. Seniors are permitted to dress down on scheduled days (usually the last Friday of the month). Students are to follow the dress code guidelines for dress down days.

Hair Code ⁴³

Boys' Hair

1. Must not touch the eyebrows.
2. Be neatly trimmed around the ears, not overlapping the ears.
3. Be properly thinned all over and neat.
4. Be neatly trimmed on the back of the neck off the collar.
5. Coloring of the hair is allowed but not a color that differs greatly from a natural color.
6. Boys may not wear braids, ponytails or hair accessories at any time. specifically French Braids.

Girls' Hair

1. Bangs must not cover eyebrows or eyes.
2. Must be of consistent length.
3. Must be neatly combed at all times.
4. Coloring of the hair is allowed but not a color that differs greatly from a natural color.

All hair styles must be in keeping with conservative standards as determined by the School Administration (i.e., no asymmetrical cuts, spikes, dreadlocks, Mohawks, shaved portions). Boys must be clean-shaven at all times. It is the student's responsibility always to be well groomed.

Uniform Price List ⁴⁴

All uniforms are required and must be purchased at TKA Uniform / School Store. Prices are subject to change and are available on our website.

Return Policy ⁴⁴

Parents are asked to:

Please be sure your child tries on each item prior to removing tags. Original manufacturer tags must still be attached for an exchange or return. Returns without a receipt will receive a store credit for the current selling price of the item. Items or styles that are being phased out or no longer available, will not be eligible for return or exchange.

If items are not in new condition (present odor, stains, etc.) or without original tags, they are not eligible for return or exchange. Returns totaling more than \$75.00 will be reimbursed less a 10% restocking fee. These checks will be mailed from the Business Office. Due to health regulations, the TKA School Store cannot accept any returns or exchanges on uniforms that have been washed, worn, or altered.

Practices (Athletics, Cheerleading, Music, Etc.)

P. E. uniform or designated practice uniform approved by administration must be worn for tryouts and practices.

MS/HS Guidelines for Dress-Up Days and Award Ceremonies ⁴⁴

The spirit of the following guidelines is for the attendees to dress modestly, conservatively, and to reflect Christ in their attire. Students in violation will be asked to wear a cover-up or they will be sent home from the activity.

The Middle School/High School Administration reserves the right to make the ultimate decision regarding student uniform compliance. Students in violation of Dress Guidelines will be asked to comply with guidelines before going to class. This may result in an unexcused tardy or absence for class time missed.

Formal and Semi-Formal Dress ⁴⁴

(Homecoming Court, Junior-Senior Formal, Senior Girls' Luncheon, and Elementary Daddy Daughter Dance)

Boys

Tuxedo or suit.

Boys must wear dress clothes, which include shoes, socks, pants, shirt, tie, and jacket

Girls

Long or short dresses

Dress length and slits must not be higher than 2" above knee when kneeling
Dresses must not fit too tightly
Dresses should not be low in the front as to show any cleavage
Backless opening must be no lower than the natural waistline
Dresses should not have cut outs, unless part of the backless opening

Guidelines for Dress-Up Day ⁴⁵

Boys

Dress pants
No shorts or jeans
Collared knit or dress shirt (no T-shirts, muscle shirts, tank tops, or sweat shirts)
No tennis shoes, flip-flops, thong-backless sandals, or sneakers

Girls

Pant Suits or Slacks
Pants must not be white, tight fitting, sheer, or of thin material.
Blouses that are not low-cut or sleeveless. If sleeveless, a cover up must be worn at all times.
Tennis shoes, sneakers, or flip-flops are not permissible

* Non-complying students may be sent home for that day, and their absence will be considered an unexcused absence with one point deducted from each class.

Guidelines for Dress-Down Days ⁴⁵

Long pants

Boys-Slacks, jeans, or shorts are permitted (neat, no holes or frayed bottoms, loose fit). Pants must be worn properly, not pushed down on hips. No low cut or white pants or shorts are permitted.

Girls-Slacks, jeans, or capris below the knees are permitted (neat, no holes or frayed bottoms, loose fit). They may not be white, sheer, or of thin material. Pants must be worn properly, not pushed down on hips. No low cut pants, tight jeans, or leggings.

Shirts

No shirts with writing that fails to meet Christian or TKA standards (no rock singers, questionable slogans, etc.). All shirts must be long enough to be tucked into pants or jeans. Shirts should be loose fitting and not low cut. No tank tops are allowed.

Shoes

Closed-toe shoes are required — **no thong-backless sandals, no slide on backless shoes or flip-flops.** Students who wear flip-flops or beach shoes will be sent home. Safety is our primary concern in relationship to this rule. In addition, high heels are prohibited. Sneakers and athletic shoes are acceptable; however, they must follow the shoe guidelines.

Hats

None allowed.

NOTE: The MS/HS Administration reserves the right to make the ultimate decision regarding a student's apparel and shoes. Students in violation of Dress Guidelines will be asked to change to appropriate attire before going to class or may be sent home. (This may result in an unexcused absence for classes that are missed.)

Visitors

All Visitors ⁶⁰

Any person coming onto campus during office hours (8:00 A.M. - 4:00 P.M.) to visit, or students/teachers coming to observe in class must first sign in through the LobbyGuard kiosk to receive a visitor's badge to wear at all times while on campus. The King's Academy is a smoke free campus. Smoking will not be permitted within the perimeter of the red gates or in the parking lot and grounds area.

Adult Visitors

Adult visitors are expected to follow the Dress Code, dressing modestly and conservatively. We allow adults (applying or already enrolled) to observe classes, by appointment. These appointments must be approved by an Administrator.

Student Visitors

Prospective students may visit the school (shadow) and attend classes for a day or part of a day. These students are to dress neatly, modestly and non-offensively. Reservations for visits are made through the Director of Admissions.

1. Former students attending other local schools are not permitted to visit the campus during the school day.
2. Approved Admissions' Prospects and alumni, are allowed to visit the TKA campus. They can only visit during MS/HS lunch at the discretion of the Principal. Permission should be requested in advance if possible. Modest and conservative dress is required. Local church Youth Pastors are welcome to visit with students at lunch time after first checking in with the Receptionist.
3. TKA permits classroom observations from alumni pursuing an education degree and from students from Palm Beach Atlantic University. These student visitors should be cleared through the appropriate Principal and be advised of appropriate professional dress.

Volunteers ⁶⁰

We are always looking for volunteers to help in classrooms, office assistants, Library aides, and other valued positions. All daily volunteers must check in through LobbyGuard. Overnight chaperone volunteers have specific paperwork that must be processed yearly before volunteering can begin. It is advisable to submit completed applications for processing as soon as possible to avoid delay, as it may take up to three weeks to fully process paperwork. Paperwork includes: Volunteer Application and Information, Bloodborne Pathogen Training acknowledgement, Local and FDLE background checks and fingerprinting processing.

Volunteers in JK and the Clinic must meet some special PBC Health Department requirements. Also, law does not allow JK volunteers, to ever be alone with JK students (taking to rest room, etc.).

The Volunteer Dress Code is as Follows:

- In keeping with the dignity of the teaching profession
- Conservative hair style

- **Men**

- Shirt with collar
- Dress pants (no shorts)

- **Women**

- Modest-length (no-higher than 2" above knee) dress or skirt
- Dressy slacks (not too tight; no shorts)
- Blouses that are not low-cut or sleeveless. If sleeveless, something must be worn to cover shoulders.

Daily volunteers and visitors need to check in and out through LobbyGuard, our electronic screening kiosk, each time you visit campus.

The following groups of volunteers will need to complete and submit volunteer packets. It is advisable to submit completed volunteer information for processing as soon as possible to avoid delay, as it may take up to three weeks to fully process paperwork.

- **Overnight Chaperones for Class Trips**

- 4th through 6th grades – Volunteer packets, which include fingerprinting, will be available through your classroom teacher or the Elementary Office.

- **Volunteer Coaches and Assistants** – Volunteer packets, which include fingerprinting and drug testing will be available from the Athletic Director. The days and hours you volunteer should be agreed upon with the teacher/faculty/staff/coach with whom you are volunteering.

Chapter

4

Chapter 4 : Middle School / High School

Attendance

Absence - MS/HS Students ²¹

Attendance is taken in each class of the school day. If not present in class, the student will be marked absent. If the student is approved to participate in a school-related event, the status will be changed in the Attendance Office to show absent-school-related (ASR). A student is allowed only ten absences per course per semester, not including school-related absences. Any student who has 11 or more absences for a course for the semester must take and pass the semester exam and at least one nine-week marking period in order to earn credit. If the ten-absence limit is exceeded, the student may not receive credit for that course and the report card and transcript grade will reflect an F for the semester. All documentation for absences should be submitted to the Attendance Office upon return to school.

Parents must call by 12:00 noon requesting the assignments/textbooks for an absent child. The Administrative Assistant will get the child's textbooks from his/her locker. Parents are not allowed access to lockers during school hours.

In order for a student to participate in extra-curricular activities such as musical events, games, or practices, the student must be in attendance at school by 9:00 A.M. on the day of the performance, game, or practice. Special situations will be considered by the Principal.

Students are given one day per day of absence to make up missed classwork/homework and/or tests. Students will receive a zero on classwork/homework/tests not made up within the time limit. It is the responsibility of the student to find out what is missed in a class.

NOTE: In order for a student to be counted present, he or she may not miss more than 20 minutes of class.

Arriving Late ²³

Students arriving late to school must check in through the Attendance Office. Depending on the time missed in the class, they may be given an absence or tardy (see Tardy to Class). Documentation of scheduled appointment (i.e., doctor's note) will be required to excuse a tardy arrival. If late arrival becomes a persistent problem, additional sanctions, such as Saturday School, suspension, or restriction to bus transportation may be given.

All homeschool students will be expected to sign in and out in the MS/HS office when arriving and leaving during the school day.

Tardy to Class ²³

All students who arrive late to class will be recorded as tardy. Students who are tardy to the first period of the day or more than 5 minutes late to any class must get a pass from the Attendance Office for admittance. Students entering or leaving a class during the class period are expected to sign in or out on the classroom Sign-in/Sign-out sheet. For every third tardy per class in a 9-week term, an after-school detention will be assigned.

Appointments / Leaving Early ²³

If a student will be leaving early or arriving late, the student must bring in a signed note stating what kind of appointment he or she will be attending to the Attendance Office. Advanced notice is preferred in order to put the appointments on the dismissal calendar, but at the latest should be turned in the morning of the appointment. Notes may be sent through RenWeb, if submitted at least 24 hours in advance. Any time a student leaves school for any reason other than legal or medical reasons, the note must be approved by an Administrator before the student leaves campus.

NOTE: In order for a student to be counted present, he or she may not miss more than 20 minutes of class.

Students leaving early must check out through the Attendance Office. Students must sign the Sign-in/Sign-out Sheet. It is the student's responsibility to come to the office. Students with medical appointments must bring a note from the doctor/dentist to the Attendance office when they return to school.

Non School Trips and Planned Absence Policy ²⁴

1. All planned absences will count toward the limit of 10 absences per semester.
2. Prior to the trip, an email with the student's name and the date(s) to be absent should be sent to all of the student's teachers and a carbon copy to the Attendance Office. If proper notification is not given, the Principal will determine if credit will be given for work missed.
3. It is the student's responsibility to obtain all assignments before leaving. All daily assignments or homework must be turned in the day the student returns or a grade of zero will be given for each assignment.
4. A teacher may require major projects or research papers to be turned in prior to the trip.
5. Students are given one day per day of absence to make up missed tests. Students will receive a zero on tests not made up within the time limit. It is the responsibility of the student to find out if test are to be missed in a class.
6. It is impossible for a teacher to recreate the teaching experience that was missed. Because a student has missed class time, their grade is likely to suffer.
7. Parents are encouraged to exercise common courtesy toward the teachers and not habitually schedule planned absences.
8. School-related absences are not subjected to the planned absences policy.

College Visits ²⁴

Students in 11th and 12th grades are granted three days for college visits per school year. Other days may be granted if a college requests additional visits (i.e. athletic recruitment, auditions, etc.). These absences will be treated as planned absences. Students are required to bring documentation from the college as proof of visit. These days will not count towards the ten day per course limit.

Daily Teacher Attendance Procedures

The teacher (not the student) takes attendance during each period of the day and enters it into RenWeb. Enter in RenWeb even when all students are present.

The teacher will take roll each period, entering present/absences/tardies in the record book. Keep track of three categories in your record book:

- A- Absent
- P- Present
- TU- Tardy Unexcused
- EX- Tardy Excused

Teachers are responsible to keep a student sign in/sign out sheet that is to be submitted weekly to the attendance office.

Make-up Work ²⁴

Students are given one day per day of unplanned absences to make up missed classwork/homework. If a test was scheduled prior to the absence and no additional material is given and/or the student is absent the day of the test, the student is expected to take the test upon return. Students will receive a zero on classwork/homework/tests not made up within the time limit. It is the responsibility of the student to find out what is missed in a class.

Guidance Counseling

Scheduling Procedures

Each spring, the Registrar sends notification that RenWeb is open for students to register for the upcoming year's classes. A period of two weeks is given for this process.

The following guidelines apply to all MS/HS scheduling:

Dropping/Adding Courses

The Drop/ Add period is 7 school days after the first day of each semester. The forms may be obtained in the office and must have a parent signature. All forms need to be turned into the registrar. Final decisions for schedule changes are approved by the high school administration.

Advanced Placement Courses ¹⁰

Advanced placement classes are courses for which, if successfully passed, credit is given at TKA. Many colleges will also give college credit and/or advanced placement if the AP test is passed with a score of 3 or higher. The AP test is given at TKA in May. There is an additional fee charged for the testing.

One (1.0) honor point is given to the student who takes an AP course as directed by the teacher. AP students are not required to take 2nd semester exams in their AP courses.

Students selecting AP courses should carefully consider the rigors and time commitment it takes to be successful in the course. Students should consult with his or her current teacher regarding suitability for advanced level work. There are summer assignments for most AP courses and assessments over this work at the start of the school year. Students who do not complete this coursework will be asked to withdraw from the course. Students should be aware that AP courses will be taught at a college level and grades will reflect preparedness for the AP examination.

Dual Enrollment Courses ¹¹

Juniors and seniors with at least a 3.0 unweighted GPA may dual enroll at approved colleges or universities. Arrangements are made through the Academic Counselor. Additional fees determined by the college or university may apply. If the Dual Enrollment is taken at a college/university other than Palm Beach Atlantic University, the course taken will show on the transcript, but will not factor in the GPA.

All AP courses that are also Dual Enrollment Courses will be documented as AP on the student's TKA transcript. Students who are also Dual Enrolled must request their official transcripts from the approved college or university.

As a result of TKA's partnering with Palm Beach Atlantic University, several classes have been designated "dual-enrollment" as indicated by (Dual) before the course name or "DE" after the course name. The student will receive both high school and college credit for these classes if he or she meets the criteria. **A student must be a junior or senior and have a cumulative un-weighted high school GPA of at least 3.0 to enroll**

in a PBA at TKA DE course. It is the responsibility of the student and parent to insure the GPA requirement is met before enrolling in these courses. Students that select dual-enrollment classes below are indicating they meet the criteria and giving consent to be automatically registered as a PBA student by a TKA representative. These are college level classes and are taught as such; please give serious consideration to the academic strength of the student when choosing a DE class. There is a fee for each DE course taken. The fee will be billed to the student's account after the drop/add period at the beginning of each semester.

All grades submitted to Palm Beach Atlantic University (PBAU) for inclusion on the student's university transcript will reflect the grade on The King's Academy transcript. In the event a student earns an A+ in the high school course, the PBAU transcript will reflect the grade of A.

Dual Enrollment Courses that are not AP will be documented on the student's TKA transcript as Dual Enrollment. AP courses and Dual Enrollment courses will receive a 1.0 weighting in the GPA. If a student is considering taking a Dual Enrollment course from Palm Beach Atlantic University (PBAU), he/she will pre-register with PBAU through the high school office. Both the student and the parent will complete and sign the Pre-Registration Dual Enrollment Form and return that form to TKA prior to the deadline. Registration will be finalized during the first week of the new school year. Once a student makes the commitment to the Dual Enrollment Course, he or she will complete the Dual Enrollment Commitment Form.

Students will be able to add/drop Dual Enrollment courses throughout TKA's drop/add period. Students will not be able to enroll in a Dual Enrollment course after the drop/add period. If a student withdraws from a Dual Enrollment course after the drop/add period, the record of that student's performance will be at the discretion of the college or university

NOTE: The King's Academy offers Advanced Placement (AP) and Dual Enrollment courses on our campus to assist students in their transition to college. Dual Enrollment courses have the rigor of college level courses and students should approach them as such. While Dual Enrollment courses offer the benefit of gaining college credit during high school, the consequence of poor grades on both a TKA and a college transcript should be weighed carefully. Dual Enrollment grades *do* become a part of the student's college GPA and transcript.

Summer School ¹²

For students needing Summer School, as determined by the conditions below, any of the following arrangements are acceptable, after receiving approval from the Administration. Written permission is granted on forms that are available from the Registrar's Office. A syllabus from the institution may be required for approval.

1. Attend The King's Academy Online Summer School program.
2. Attend a public school Summer School program.
3. Attend a TKA-approved accredited private school Summer School program.
4. Take an equivalent course from a TKA-approved accredited institution. Adult education courses taken by a TKA student are not accepted as regular school year or Summer School credit.
5. Take an equivalent course from a TKA private tutor. This option may not be used to satisfy the FHSAA academic eligibility requirements.

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. A high school class may be repeated at TKA as an option to Summer School for full grade replacement. Students may not take a subject in Summer School, unless they have previously taken it during their high school years. Students desiring this option are encouraged to consider TKA Online.

Please be aware that students must fulfill all TKA graduation course requirements at The King's Academy or through TKA Online. Students may take courses / dual enrollment classes that are not offered at TKA during the summer after receiving approval from the Principal; however, these courses will not be calculated in the student's GPA.

In high school any semester of any subject needed to graduate that is failed must be passed in Summer School or successfully retaken within the next two school years. In 12th grade, any semester of any subject needed to graduate that is failed must be passed in Summer School. The student may miss the senior trip and will not receive a diploma at the commencement exercises. The diploma will be given to the student after completion of the Summer School course.

TKA Online ¹²

Students in grades 7-12 are afforded the opportunity to take classes online. TKA Online is an accredited program. When students express interest, he or she should contact the Director of Online Learning for more information.

Remediated Grades ¹³

Students in grades 7-12 may repeat a course for grade replacement by repeating the course during the regular school year (must be done within two years of the failure) or, with the permission of the Administration, through **TKA Online Summer School** during the school year. A student may also repeat a course for grade replacement through **TKA Online Summer School**. Grades awarded for courses repeated during the regular school year or from **TKA Online Summer School**, will be documented on the student's transcript. However, only the highest grade will calculate into the student's Grade Point Average (GPA).

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.

No more than 4 semester courses may be remediated in one summer.

A student may only remediate courses taken in the current school year or in the previous school year. Grades earned before the previous school year may not be remediated. 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.

All attempted coursework will be recorded on the transcript.

Courses taken from other schools or from alternative sources, will be designated as such on the transcript.

Transfer Credits ¹³

Upon admission to The King's Academy, grades earned in transfer credits from other schools are accepted by TKA at face value. A student transferring to TKA high school is not responsible to satisfy the Bible courses missed. However, all 24-credit requirements must still be satisfied. When a TKA student transfers to another school, their credits are usually accepted without question. However, that decision is left to the receiving school. TKA may exercise discretion in identifying courses required for graduation. Students pursuing additional coursework approved by administration during the summer will not be able to have such courses reflected on their TKA transcript without approval, and it will not be factored into the cumulative GPA.

Entrance Requirements

Some courses have entrance requirements. Teachers may not add their own entrance requirements for their classes (e.g., auditions), unless first approved by the Principal.

Sponsors/teachers of activities/courses that involve extra-curricular performances (sports, music, drama, etc.) should see the Assistant Principal or Principal about disallowing certain students to enroll in their activity/course who have a poor record academically and/or behaviorally.

Honors Classes

A weight of (.5) is given for honors classes taken in high school.

Graduation Grade-Point Average Requirements¹³

All seniors must have a cumulative (grades 9-12) grade point average of at least 2.0 to graduate from TKA.

Subject Area	For Students Entering 9 th Grade starting in 2016-2017	For Students Entering 10 th Grade starting in 2016-2017
Bible	2 credits, 1 semester per year in grades 9-12	1 ½ credits, 1 semester per year in grades 10-12
English	4 credits, 1 per year	4 credits, 1 per year
Mathematics	4 credits, 1 per year in grades 9-12; 1 credit must be Algebra I; 1 credit must be Geometry; 1 credit must be Algebra II	4 credits, 1 per year in grades 9-12; 1 credit must be Algebra I; 1 credit must be Geometry; 1 credit must be Algebra II
Science	4 credits, 1 per year in grades 9-12; 1 credit must be in Physics; 1 credit must be in Chemistry; 1 credit must be Biology	4 credits, 1 per year in grades 9-12; 1 credit must be in Physics; 1 credit must be in Chemistry; 1 credit must be Biology I
Social Science	3 ½ credits; 1 semester in grade 9. 1 per year in grades 10-12, 1 credit must be World History, 1 credit must be US history; .5 credit must be American Government; .5 credit must be Economics	4 credits; 1 per year in grades 9-12, 1 credit must be World History, 1 credit must be US History; .5 credit must be American Government; .5 credit must be Economics
Foreign Language	2 credits; must be different levels of the same language	2 credits; must be different levels of the same language
Fine/Performing Arts	1 credit	1 credit
Physical Education	1 credit; .5 credit must be Personal Health and Fitness (Dance Techniques counts as a Physical Education elective)	1 credit; .5 credit must be Personal Health and Fitness (Dance Techniques counts as a Physical Education elective)
Electives	2 1/2 credits	2 1/2 credits
Total Credits	24 Credits	24 Credits
GPA Requirements	Cumulative GPA of 2.0 on a 4.0 scale	Cumulative GPA of 2.0 on a 4.0 scale

*** Middle School students should be aware that grades earned in courses taken for high school credit immediately impact a student's current overall GPA and their high school GPA.

*** For purposes of classification students must have earned 18 cumulative credit hours to be considered a senior. In order to be eligible to participate in senior activities, organizations, or to receive senior distinctions, students must begin the school year with the aforementioned credits.

Grading Guidelines

Teachers are encouraged to give all students a fair sampling of opportunities to demonstrate knowledge of material learned in their classes. It is best to give at least **two** daily assignment grades per week, unless you are teaching an elective or Advanced Placement course that is structured differently. Except in some elective courses, a minimum of **three** tests should be administered during the quarter, unless prior approval is given. Be sure to consult the grading guidelines handout given during teacher orientation.

When setting up a course description and/or syllabus, please use the following MS/HS grading format:

Grades 7-8:	Daily grades	2/5
	Test grades	3/5
Grades 9-12:	Daily grades	1/3
	Test grades	2/3

Tests / Major Assignments Calendar (Assignments That Take Place over a Week's Time)

Each teacher is required to submit their testing date and/or major assignments to the calendar in Microsoft Outlook. Please mark the date that you place it on the calendar and include your name, subject, and grade level(s) that you are testing.

- **Example Entry:** Span1 (8th & 9th) Kolar 8/21 (make sure you enter tests on all the proper grade level test calendars).
- **Note:** 7th Grade students should only have two tests on any given day. 8th-12th grade students should only have three tests on any given day. If you notice that there are more tests than that scheduled, please notify an administrator.

Lesson Plans, Assignments Sheets and Grade Updates

Please submit your lesson plans, assignments sheets, and grades before **Sunday, 7:00 P.M.**, before the progress report is emailed to all of the parents.

Exam Review

Teachers are required to provide adequate review for exams. The amount of time for review should **at least give the students one weekend to review**. Review sheets must be provided and **correct answers** given prior to the exam.

Curriculum

Course Catalog and Requirements

The junior and senior high course offerings for each school year are posted on www.TKA.net. Please refer to such document.

Curriculum

Teachers are given consumable curriculum during Orientation. Check to make sure that you have all items listed in your Curriculum Guide. Please report missing materials to the Assistant Principal.

Teachers are asked to complete an inventory of textbooks and consumables during Orientation week. This inventory should be given to the Assistant Principal during this time.

The Book Storage Room contains extras of our current MS/HS curriculum. Please clear any items that you want to store into book storage with the Assistant Principal.

Philosophy of Discipline ²⁴

We believe that parents are given the responsibility to teach and discipline their children (Deut. 4:9-10, Pr. 19:18, Pr. 22:6, Pr. 29:17, Col. 3:21). In keeping with the mission of The King's Academy, we seek to assist the home in training up a child both academically and spiritually.

Academically, discipline is important and necessary when operating a classroom so that students receive the maximum impact from the teaching. We are instructed in God's word, The Holy Bible, that we show love by administering correct discipline (Pr. 13:24). We discipline in order to help students learn to choose desirable behaviors instead of unacceptable ones. When students make wrong choices we seek to help redirect, guide, heal, and restore.

The Disciplinary Process is designed to develop Christian character and instill self-discipline. As such there is the assumption that students are expected to enter The King's Academy with a serious purpose and intent that his/her own conscience and Biblical principles should provide a guide to his/her behavior. The goal is to cultivate a deep sense of personal responsibility for each student's own conduct and achievement and for the well-being of the larger community of which he/she is a part. Each student is encouraged to abide by the Honor Code and the clearly communicated rules and responsibilities.

Because we are engaged in the spiritual growth and character development of our students, how they behave, both on and off campus, is important to The King's Academy. A Christian has only one standard for living, The Holy Bible. Those standards apply on or off campus. The Bible declares that while God does forgive, there are consequences to sin, and He disciplines us because He loves us (Heb. 12: 5-11, Pr. 3:11-12, Phil. 1:27).

We differentiate between forgiveness (both God's and others) and consequences. We believe it is important that students learn that their choices do bring consequences. There are disciplinary consequences that will be initiated if a student fails to uphold his/her pledge to honor the standards of The King's Academy. Consequences can or may include expulsion from school. While not used often, expulsion is a necessary choice when dealing with infractions of a more serious nature (Pr. 23:13-14). We believe in setting high standards for our students and in some cases the protection of our school community requires the expulsion of a student.

"Now no chastening seems to be joyful for the present, but painful; nevertheless, afterward it yields the peaceable fruit of righteousness to those who have been trained by it." *Hebrews 12:11*

"Discipline is charting a course for our children, guiding them along the course, and firmly and lovingly bringing them back to the course when they stray." *Dr. Howard Hendricks*

Disciplinary Procedures ³⁰

The behavior listed in this Handbook is not intended as an all-inclusive list of prohibited behavior and activities, but rather to serve as an illustration of the types of behaviors and activities which are unacceptable. If at any time the administration, in its sole discretion, determine that a student's influence is harmful, or if his/her presence in the school is regarded by the administration as undesirable, the school may request the student to withdraw, or may expel the student.

Levels of Discipline

In-Class Discipline

Many offences will be handled by the teacher within the framework of each class. Teachers will implement appropriate class consequences for behavior violations. Reoccurring or disruptive behavior will not be tolerated. If a student has difficulty abiding by his/her commitment to the Honor Code and to the expectations of the TKA community, the process is as follows:

1. The undesired behavior is brought to the student's attention, documented, and the first chance is given for improvement.
2. If the behavior continues, the faculty/staff member will give a secondary measure of reinforcement (discipline assignment, lunch detention) and will notify the parent of the behavioral issue. **(Note: At any time a teacher may send a student to the Administration if the behavior continues to inhibit the learning atmosphere of the classroom.)**
3. If the undesired behavior continues after the parent is notified, the faculty/staff member will send an office referral to the Administration for the student. Based upon the student's behavioral progression, the student may receive sanctions of detention, Saturday School or suspension.
4. If a particular behavior persists in a class or is noted in several classes, the Administration may request a parent meeting to outline more serious consequences. These consequences may include but are not limited to one to ten day suspensions, discipline contract and/or expulsion depending on the behavior.

All teachers are expected to record student discipline matters under the behavior tab in RenWeb.

Minor Infractions

Those infractions which may result in detentions, Saturday school, loss of privileges, fines, device confiscation, or other consequences deemed appropriate by the administration are:

- Dress/Hair code violation
- Displays of romantic affection
- Violation of the Acceptable Use Policy
- Inappropriate language
- Leaving class without permission
- Use or possession of laser pointers
- Cutting a class period
- Disrespect toward a teacher/student/staff worker
- Excessive tardiness
- In-class disruptions
- Chewing gum (Consequences as follow):
 - First offense / year \$10 fine
 - Second offense / year \$20 fine
 - Third offense / year \$30 fine
 - Fourth offense / year \$40 fine / After school detention
 - Fifth offense / year \$50 fine / After school detention
 - Sixth offense / year \$50 fine / Saturday School

Major Infractions

Those infractions which may result in suspensions, disciplinary contract or expulsion, in addition to the consequences of minor infractions are:

- The use, possession, or sale of tobacco products (including electronic cigarettes and/or vaping devices)
- The use, possession or sale of mood or mind altering chemicals.
- The use, possession or sale of alcoholic beverages.
- The use or possession of fireworks, or explosives.
- The dangerous use of laser pointers.
- Pulling a fire alarm or tampering with fire safety equipment.
- Stealing from school personnel, school building, parked cars, or students.
- Vandalizing or misusing school property (financial restitution may be imposed).
- Planning or committing arson.
- Bullying, fighting, or disruptive behavior.
- Repeated classroom disruption.
- Defiance or lying to staff authority.
- Profanity, vulgarity or profane gestures.
- Involvement in sexual misconduct - defined as: bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.
- Leaving campus or school trip/activity without permission.
- Cheating or plagiarism on any assignment are subject to the following consequences:

<i>Incident</i>	<i>Consequence</i>
1 st	Zero on the assignment given and a Saturday School
2 nd	Zero on the assignment given and a one-day suspension
3 rd	Zero on the assignment given and a three-day suspension
4 th	Zero on the assignment given and a five-day suspension
5 th	Zero on the assignment given and expulsion from school

***Students who commit major infractions should expect to forfeit leadership positions and/or honor society memberships.

***All major infractions are cumulative from the time a student enrolls after 6th grade until graduation.

Consequences ³²

Consequences for inappropriate behavior will generally follow the progression as outlined below. At the discretion of the administrators some of these steps may be skipped.

Detention

Teachers may assign after school or lunch detention monitored by the teacher. Administrators may assign after school detentions.

- Normal after school detentions will be held on Wednesdays from 3:15 PM to 4:30 PM.
- After a student receives three detentions, he/she will be issued a Saturday School for the next disciplinary infractions.
- Detentions are to be served on the dates assigned. For conflicts with scheduled TKA performances or athletic contests, the detention will be rescheduled.

Saturday School

Saturday School will be scheduled once a month (or as needed). Each student that receives a Saturday School will be required to pay a monitoring fee.

- After a student receives two Saturday Schools, in the normal disciplinary progression, he/she will be issued a suspension for the next disciplinary infraction. This progression starts over at the semester.
- If the student fails to attend Saturday School, a suspension will be issued.
- Saturday Schools are to be served on the dates assigned. For conflicts with scheduled TKA performances, or athletic contests, or ACT/SAT, the Saturday School will be rescheduled.

Suspension

The King's Academy is committed to keeping students in the classroom learning environment as much as possible. However, if the administration determines that a student has engaged in behavior or activities which constitute a violation of the Honor Code or other school standards which warrant removal from the classroom, a suspension may result.

- A suspension may be for a period of up to 10 school days. Students are required to complete all required course work during a suspension.
- The student is not allowed on campus for any after school activities including games and performances.
- Suspensions usually go into effect immediately. During suspensions, students are marked absent. The Assistant Principal notifies the home by letter outlining the situation and decision. (A copy of the letter is placed in student's permanent file).
- The student will be expected to submit all of the assigned class work upon return and to make up tests according to the planned absence make-up policy. Full credit will be given for academic work during the suspension.
- All suspensions will count towards the limit of 10 absences per semester. One point is deducted (up to 5 points per quarter) from each subject's final nine weeks average for each class period missed for suspension.

Disciplinary Contract

In order to ensure that students who have made mistakes seek to change behavior on a long-term basis they may be placed on a disciplinary contract. A student found to have a pattern of inappropriate behavior will be given guidelines of expected behavior in the form of a contract. A meeting with administration, student, and parents will review the terms of the contract. Parents, student, and Principal must sign the contract.

- Contract periods typically range from one academic semester to twelve months.
- While under contract a student may be ineligible for participation in athletics or other performing groups at the discretion of the administration.
- Consequences for behavioral infractions may be escalated for a student on probation.
- If the student does not abide by the contract guidelines they may be asked to withdraw or may be expelled.

Expulsion

Expulsion is the most severe form of punishment to be exercised at The King's Academy. It is recommended only after either all previous forms of discipline have been exercised and the problem(s) persist(s), or, when the offense is by its very nature one which even in a single act permits a situation which the school finds untenable or presents a threat to the safety of its staff or students.

Examples of offenses that may result in a recommendation for expulsion are:

- The threat to use or possession of firearms, knives, incendiary, or other such harmful devices, weapons, replicas, imitations, or look-a-likes on school grounds or at any school-related activity.

- Verbal, written, or electronic threats, harassment, or intimidation of any kind to any student or staff member in or out of school.
- Any action in the school or community which would fit into the broad category of “felony”. Such acts may be under investigation by authorities, in which case a suspension may be levied. When verified, a recommendation for expulsion may be levied.
- Theft.
- Possession or distribution of an illegal substance on The King’s Academy property.
- Repeated cheating (see consequences above).
- A repeat offense of alcohol use, drug use, or sexual involvement.

Re-Admission ³³

If a student is expelled, he/she may apply for possible readmission after 12 months absence, unless otherwise specified by the administration.

Student Use of Technology – MS/HS (Use of Personal Electronic Devices) ³³

Purpose

The King’s Academy provides its network access to students for enriching educational experiences, both in and out of the classroom. In recognition of this, students will be required to follow the Acceptable Use Policy (AUP) when using the TKA network whether on personal electronic devices or on school owned devices. Any use of the TKA network is considered a privilege and not a right.

Acceptable Use Policy for Personal Electronic Devices Other Than Cell Phones – Students ³³

General Guidelines

1. Cell phones are not approved devices.
2. iPads are not approved devices.
3. Students will properly register all approved personal devices that will log onto the school’s network according to the specified procedures of the Technology Department of TKA.
4. Students must bring their tablet/laptop to each class period. The student is responsible for any accessories necessary for the operation and usefulness of the device including cables, charged batteries, cases and other peripheral devices. The student will be noted as unprepared if the proper items are not in class.
5. The owner of the device is solely responsible for ensuring that the device is in good working order.
6. Personally-owned laptops or other devices are the responsibility of the student and his/her parents/guardians. The King’s Academy is not responsible for any damage, loss or theft of the personal owned laptop or other device.
7. Students are responsible for their own files and should back them up as needed.
8. Students should maintain the updates necessary to keep their device running properly.
9. Students will keep devices to be used in class on top of the desk, visible to the teacher, and in “Silent” Mode with no vibration.
10. Students will respect the educational atmosphere of the classroom and other meetings by not engaging in personal communication (text or e-mail). Students may not access social media or messaging apps while in class, or study hall.
11. Students will not use technology to cheat or assist others in cheating on assignments or tests.

12. Students will refrain from watching downloaded movies, movie clips, or television programming during class or study hall periods.
13. Headphones/Earbuds are not to be worn or used during school hours except for specific educational activities as requested by the classroom teacher.
14. Students will refrain from gaming activities on their devices during class and study hall time.
15. Students understand that cyberbullying is against the law and will do their part to report it.
16. Students will practice safe and appropriate internet conduct to protect themselves, their personal reputation and the testimony of TKA. This would include but not be limited to the following tips:
 - Avoid publishing personal information of yourself or others (names, addresses, e-mail addresses, phone numbers, etc.).
 - Never post anything you would not like your parents, teachers, or future employers to see.
 - Don't open messages or attachments from individuals you do not know.
 - Students will not access information that is dangerous or potentially damaging.
 - Never agree to meet someone you only know online without your parents' consent.
 - If something seems inappropriate or makes you feel uncomfortable, notify your parents or a trusted adult immediately.
 - Use search engines rather than typing addresses directly into the address bar. (One small difference in the lettering of an address may access a site you never intended to visit).
17. Due to the "open" nature of the internet, no liability will be assumed by The King's Academy for the use or misuse of this system.
18. It is the responsibility of each student to make good decisions as to what information is retrieved from the internet and what is done with that information.
19. Students will adhere to copyright laws.
20. Students will cooperate with the technology office that is present to monitor use of e-mail and electronic on-line resources.
21. Students will report abuse of the technology procedures outlined in the MS/HS Student Acceptable Use Policy to the technology office.
22. The King's Academy technology office is not responsible for repairing and/or maintaining privately owned devices.

Major Guidelines

1. Students will not use or be in possession of another student's electronic devices without the owner's permission.
2. Students will conduct audio or video recording only when prior permission has been received from all parties being recorded.
3. Students will exhibit Biblical traits of kindness (Ephesians 4:32) and respect for others (Philippians 2:3) by not publishing or posting material that would bully, degrade, harass, or otherwise cause harm to another person. Additionally, students will not post or download profanity, vulgarity, or any other inappropriate language or images.
4. Students will avoid masquerading, spoofing, or pretending to be someone else. This would include, but is not limited to, sending messages or other digital content in someone else's name.
5. Students will show respect for TKA and the members of the TKA family by not accessing or modifying another member's account, files or password.
6. Students will refrain from any deliberate action to disrupt network service or damage equipment. Furthermore, students will not in any way disrupt the use of classroom technology including teacher tablets and projectors.
7. Network:
 - Students are responsible for protecting network accounts and for all actions taken while accessing and using information resources.

- Students will be responsible for adhering to the policies of other networks accessed. Students will respect the integrity of the network accessed and agree to not alter it in any way.
 - Students understand that their devices are being filtered and monitored on the network.
 - Students will not use anonymous proxies or vpns.
8. Students agree to abide by state, national and international laws regarding technology.

Violations of Acceptable Use Policy for Approved Educational Devices ³⁵

The teacher will enter electronically an office referral for every violation (other than unprepared) of the Acceptable Use Policy.

For Violations of AUP General Guidelines

- First Offense: A lunch detention will be assigned.
- Second Offense: An afterschool detention will be assigned.
- Third Offense: A Saturday school will be assigned.
- Fourth Offense: A one-day suspension will be assigned.

For Violations of AUP Major Guidelines

Violations of the Major Guidelines in the Acceptable Use Policy may result in a disciplinary sanction of Saturday School, suspension, disciplinary contract or expulsion. If deemed appropriate by the School Administration, certain violations may be reported to law enforcement authorities.

Acceptable Use Policy of Cell Phones and Other Devices Not Approved for Educational Use ³⁵

During school hours from 8:10 AM and 3:05 PM, students' non-educational devices (including, but not limited to cell phones, smart watches, or ipods) may only be seen or heard during class changes. Class change is defined as the time after exiting and before entering the next class/lunch/chapel/assembly or other event. Lunch is further defined as being present in the cafeteria, on the patio or in any other venue where a supervised lunch meeting may be held.

For General Violations of the Acceptable Use Policy for Devices Other Than Approved Educational Devices ³⁶

The device will be confiscated and turned in to the appropriate school office. The device will be held according to the following:

- First Offense: The device is confiscated until dismissal of the following school day.
- Second Offense: The device is confiscated and the parent may retrieve the device after dismissal the second day after confiscation.
- Third Offense: The device is confiscated and the parent may retrieve the device after dismissal the third day after confiscation. Additionally, an after-school detention will be assigned.
- Fourth Offense: The device is confiscated and the parent may retrieve the device after dismissal the fifth day after confiscation. Additionally, a Saturday School will be assigned.

In cases of Major Violations, or those which violate the Student Honor Code (i.e. cheating, bullying, theft, etc.), the administration has the right and responsibility to give consequences relative to the violation. The Palm Beach Sheriff's Office will be consulted if an administrator suspects that a criminal act has occurred.

In cases of violations of the AUP, TKA reserves the right, and parents and students agree and consent to the School's searching of any of the content of the device, including, but not limited to, call or search history, photos, text messages, emails, instant messages and other data or information.

The School also reserves the right, and parents and students agree that the School may, at its sole discretion, search and review the contents of a student's device in other circumstances, where the School has a reasonable basis to believe the device demonstrates a violation of student conduct standards. Failure of a student or parent to comply with a request to search a device under this paragraph will result in the School assuming that the student has engaged in the conduct alleged and take appropriate discipline, which may include, but is not necessarily limited to, suspension and expulsion.

Bullying, Cyber-Bullying, Harassment, and Threats ³⁶

Bullying and harassment are repeated negative behaviors that may provoke an emotional or violent response or inflict distress. Bullying and harassment can come in many forms whether it is gossiping, teasing, rude gestures, name calling, using threats, or verbal or physical intimidation. Bullying or harassment that occurs on or off school premises or at a school-sponsored activity will result in disciplinary action that may include suspension or expulsion.

Cyber-bullying is considered harassment and is a punishable offense. Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, intimidating or threatening another student by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs and social networking sites).

Any incident of bullying or harassment is to be immediately reported to the MS/HS Administration. Reports will be investigated and violations of this policy will be treated as serious disciplinary infractions. Normal disciplinary procedures will be followed in determining the appropriate consequences. To the extent possible, all reports of bullying and/or harassment will be kept confidential. The school reserves the right to pursue claims or suspicions of bullying/harassment on campus or at school-related activities without prior or continued consent or approval from those involved.

Threats or implied threats, either verbal or written, are taken very seriously and will result in disciplinary action, including suspension and expulsion. In addition, incidents of this nature may be reported to law enforcement authorities if deemed appropriate by the school administration.

Extra-Curricular Activities

Athletics (Grades 6 – 12) ⁵⁴

TKA is a member of the FHSAA (Florida High School Athletic Association). The school offers opportunities for students in grades 6th – 12th for the following sports:

- Fall: Bowling, Sideline (football) Cheerleading (MS/JV/V), Cross Country, Football (MS/JV/V), Golf (Girls V/Boys JV/ Boys V), Swimming, Girls Volleyball (MS A/MS B/JV/V)
- Winter: Boys Basketball (MS A/MS B/JV/V), Girls Basketball (MS/JV/V), Competition Cheerleading, Boys Soccer (JV/V), Girls Soccer (JV/V), Sideline (Basketball) Cheerleading (TBD)
- Spring: Baseball (MS/JV/V), Softball (JV/V), Tennis (JV/V), Track & Field (MS/V), Boys Lacrosse (MS/V), Girls Lacrosse (MS/V),

Please refer to our athletic department website to view all information pertaining to schedules and forms by visiting TKALions.net

NOTE: Student Athletes must have completed FHSAA paperwork turned in to the Athletic Department prior to conditioning/open gyms/try outs/athletic participation/team membership. The FHSAA mandatory forms are found online at TKALions.net. All athletes must have primary insurance or supplemental athletic participation insurance in order to play. Please be advised, only FHSAA forms will be accepted and valid for 365 days from the date of their signing.

Interscholastic athletics are a key component of the student experience at The King's Academy. Additional information on athletic department policies and procedures can be obtained by visiting TKALions.net and viewing the athletic department handbook.

The latest time that any athletic or other extra-curricular activity may practice or rehearse on Wednesday evenings is 5:30 P.M.

Student Organizations ¹⁸

Membership in any Leadership Organization at TKA is subject to its by-laws. Members must be in good standing, including, but not limited to, adherence to the school's Honor Code. Continuation and reinstatement of membership is at the discretion of the Administration.

Future Business Leaders of America (FBLA)

Future Business Leaders of America Club provides opportunities for MS/HS students to develop vocational competencies for business and office occupations. FBLA is an integral part of the instructional program and, in addition, promotes a sense of civic and personal responsibility. Its specific goals are the following: to develop competent, aggressive business leadership, strengthen the confidence of students in themselves and their work, create more interest in and understanding of American business enterprise, encourage members in the development of individual projects which contribute to the improvement of home, business, and community, develop character, prepare for useful citizenship, and foster patriotism, encourage and practice efficient money management, encourage scholarship and promote school loyalty, assist students in the establishment of occupational goals and facilitate the transition from school to work.

Key Club

Key Club is an international student-led organization which provides its members with opportunities to provide service, build character and develop leadership. Key Club's vision is to develop competent, capable, and caring leaders through the vehicle of service. The core values of Key Club International are leadership, character building, caring, and inclusiveness.

The organization offers a wide range of opportunities to its members:

1. Leadership development
2. Vocational guidance
3. College scholarships
4. Service-learning
5. Personal enrichment

Model UN

C.I.A.A. is *Model UN*TM driven, focusing on planning, training, and research in anticipation of attending a Fall one-day local event and the late winter international event in New York City. Throughout the year the club will also provide opportunities for all MS/HS students to gain awareness of and take action in our global community. The

purpose of the Council on International Awareness and Action is to motivate, equip, and prepare students to take responsibility and apply Christianity in the international political arena.

One80

One80 is an extra-curricular organization for Christian students in grades 9-12. Its dual purpose is fellowship and Bible study.

Honor Societies: (Chinese, Dance, English, Florida Law, Mathematics, Science, Social Studies, Spanish, and Tri- Music)

Subject-area Honor Societies are organizations for the student who excels in one or more of the above-named fields. Each society has specific membership criteria suggested by the national organization in which it is a member. In alignment with our continued pursuit of excellence, The King's Academy has put in place membership guidelines that often exceed these national minimums.

National Junior Honor Society (Grades 7-9)

The National Junior Honor Society is a prestigious honor society for students in grades 7 - 9. The society focuses on scholarship service, leadership, and character. To be considered for this honor, a student must have a cumulative weighted GPA of 3.75 and must maintain this requirement. The members chosen also display exemplary conduct. NJHS provides students with opportunities to serve and lead their fellow class mates here at TKA and in the community.

National Honor Society (Grades 10-12)

The National Honor Society is an organization which focuses on scholarship service, leadership, and character. To be considered for this prestigious honor, beginning in the sophomore year, a student must maintain a weighted 3.75 cumulative GPA and display exemplary conduct. Becoming a member of the NHS provides students with many opportunities to serve and lead, not only at The King's Academy but also in local communities.

Prefect Council

The Prefect Council is the umbrella of student leadership that coordinates student leadership opportunities throughout school life including Student Council and other organizations and clubs. Prefects are senior leaders who possess a high degree of commitment to the school's values and ideals. Each Prefect is capable of overseeing the work in his/her particular area(s) and managing the underclassmen involved. The Prefects' emphasis is on service not privilege. Expectations are and will remain high for the Prefects that apply for and are selected through a stringent interview process. Academic and/or disciplinary probation will restrict or eliminate completely a Prefect from being a part of the Prefect Council.

Political Science Club

The Political Science Club is open to all MS/HS students. Monthly meetings focus on speakers who are involved local, state, and national politics. Discussions are held on important politically related issues. As opportunities are presented, club members attend area events with higher profile politicians. The Political Science Club is a full participant in local and international Model UN™. The purpose of the Political Science Club is to motivate, equip, and prepare students to take responsibility and apply Christianity in the local, state, national, and international political arena.

Student Council

Student Council Class Officers are elected yearly by the student body for 7th through 12th grades. The Council has regularly scheduled meetings. This student organization plans Homecoming events with his/her Faculty Advisor. If a Student Council Officer is placed on academic probation or disciplinary probation two times during any school year (not necessarily consecutive), the student is removed from office. Members must have a 2.0 GPA each term. In addition, they must be approved by the Administration on the basis of spiritual concern, academic achievement, and self-discipline.

The Student Council suggests, promotes, and carries out school-wide activities which serve to build up school morale and honor the name of the Lord Jesus Christ. Members aid in school-wide discipline by being examples of Christ and praying for and applying peer pressure to those students who do not seem to be adjusting to TKA.

General Information

Academic Letters

A student is awarded an academic letter for being on the Principal's List all four terms.

Assignment/ Lesson Plans ⁷

All teachers are required to post weekly assignments on RenWeb. The High School administration verifies the postings of lesson plans on RenWeb.

Awards Day ¹⁸

In May, grades 7-11 will have an Awards Ceremony highlighting the accomplishments of the year.

Senior Awards Day

The annual Senior Awards Ceremony is held in May.

Chapels

All teachers and full time students are required to attend all scheduled chapels

College Entrance Test ⁷

The Preliminary Scholastic Assessment Tests (PSAT) is administered at TKA each year. The results give students an indication of what to expect on the Scholastic Assessment Tests (SAT) and the American College Test (ACT). Students are required to take either the SAT or the ACT sometime between their sophomore and senior years. Scores will be reported to the College Counselor. Information on how to register and prepare for these tests is available from the College Counselor, or on the website.

Community Service Program ⁷

The purposes of the community service programs at TKA are (1) to reinforce the value of students helping others and to provide a program so that every TKA student can receive recognition for his efforts, and (2) to provide opportunities for students interested in meeting the required amount of hours for the Florida Bright Futures Academic Scholar award.

Definition of Community Service

1. Service may be volunteered to the school and/or the community.
2. Students must perform volunteer services on their own time, which can include the participant's lunch break. Study Hall time may be included for peer counseling activities or service to the school, e.g., office aide. Participation in performances, festivals, or competitions during the school day may count if this meets the criteria under #4 and participating students are given permission by the Principal to be absent from class.
3. Participation in performances, festivals or competitions counts if the following apply:
 - a. Volunteer service meets an identified community service need
 - b. There is no admission charge accepted for the performance
 - c. Student participation is of voluntary nature
 - d. The performance does not promote the sponsoring organization
 - e. Neither the student organization nor the sponsoring organization receives payment for the performance. If participation meets the above criteria, then partial rehearsal time may be counted. Performing hours may be matched with the same number of rehearsal hours. For example, a chorus member performs 1 hour at a nursing home and is given 2 hours of credit (1 hour for the performance and 1 hour for rehearsal).
4. Students may not be paid for service rendered.
5. Volunteer service involving academic requirements for a class will count.
6. Service rendered as a prerequisite for employment will not count.
7. Attendance at self-improvement workshops or conferences will not count as service.
8. Fundraising for non-profit organizations or charities will count.
9. Service may not be performed for a student's family or for a profit-making organization, except for institutions like hospitals or the human society.
10. Service performed as a result of disciplinary action taken by the school or courts cannot count.
11. Volunteer work for the purpose of promoting a particular religious or political point of view or person cannot count as volunteer hours in this program. For example, if your church youth group helps with the Special Olympics, those hours would count, but not time spent distributing flyers advertising a church revival.
12. Participation in Varsity or Junior Varsity Athletics and regularly scheduled Band and Chorus performances does not constitute volunteer service under this program.
13. The above criteria will not cover all circumstances. If a question exists regarding the acceptance of an activity for volunteer service, the student's counselor should approve the service prior to the student's participation. A good guideline would be to ask how the activity addresses the social problem that the student has identified to work on as a part of his/her community service plan.

Community Service Awards

All participants will receive a bronze certificate (10-49 hours earned), a silver certificate (50-99 hours earned), or a gold certificate (more 100 hours earned).

All seniors who earn 250 hours (during their high school years) will wear a white honor cord at graduation. The student with the highest total hours will receive a trophy.

Deadline

To qualify for the year-end awards, all projects must be completed by a set date in April. Hours turned in after that April set date, will go into the total for the next school year. Community service hours will begin to count in the summer between grades 8 and 9.

Department Chairs

One of the MS/HS teachers in each Department is the chair of that department. A list will be provided during Orientation week.

The Chair is the overall spokesperson for the department. The Chairperson keeps abreast of the latest developments in the field, challenges, encourages, and supervises the teachers, and presents ideas and needs to the Principal regarding texts, audio-visuals, methods, etc. The Chairperson also chairs department meetings.

Each department chair has additional responsibilities as outlined in the Department Chair Job Description provided by your Principal.

Student Dismissal Time

1. The final period ends at 3:05 P.M. when students are released. Buses leave promptly at 3:15 P.M.
2. Any notices to go home with the students will usually be given to the last period teachers to distribute.
3. Teachers should stand in their doorways at 3:05 P.M. to help maintain order in the halls.
4. If retaining a student after school, the teacher must be assured that the student has a ride home.

Extra Credit

The purpose of extra credit is to provide a challenge to students who want further advancement of their grade in the class and for students who want to learn more. Teachers who desire their students to have extra credit should adhere to the following:

1. Make a list of acceptable assignments and inform the students or other methods of earning extra credit that are available to all students.
2. Establish a deadline for the submission of assignments that is before the term ends. Students are not allowed to turn in extra credit after the term is over.
3. The suggested assignments should correlate with the curriculum and not be mere busywork.
4. Establish an objective policy for grading the assignment that all students know and understand (i.e., extra test grade, x-number of points added to daily grade, or dropping the lowest test grade).
5. Do not allow students to dictate allowance of extra credit or change grades to accommodate students' requests.
6. Extra credit points on a test should not result in a test grade exceeding 104%.

Middle/High School Faculty Meetings

It is important that you are on time to all meetings. Absences and tardies are noted. If you miss any announcements, you are responsible to get them from someone else.

Regular Faculty Meetings

- 7:40 - 8:00 A.M.

Department Meetings

- 7:40 – 8:00 A.M.
- Meet in the Chairperson's classroom.
- The Administrators will visit various meetings.
- If a teacher is unsure which department to meet with, he should consult the Principal.
- Submit a "Grade/Department Meeting Report" to the Assistant Principal.

Devotions / Bible Study

- 7:40 – 8:00 A.M. – Wednesday

Academic Council Meeting

- 7:40 – 8:00 A.M.
- MS/HS Department Chairs

Vertical Team Meetings

- 7:40 – 8:00 A.M.

Food ⁵⁰

Food and drink, other than water, is not allowed to be consumed in the classroom. Administratively scheduled or approved events will be exceptions to this guideline (i.e., Advisory, snack break, etc.).

Graduation Exercises

High School graduation exercises are planned by the High School Administration. A local or outside Christian speaker, approved by the President, is featured. All MS/HS Administrators and teachers are required to attend.

Valedictorian and Salutatorian ¹⁷

The senior Valedictorian (the senior with the overall highest cumulative GPA) and Salutatorian (the senior with the overall second highest cumulative GPA) gives a brief address. The addresses must be approved, prior, by the MS/HS Principal.

An International Student will also be honored with a special distinction during graduation. The student with the highest grade point average (TKA grades only), with a minimum of two years at The King's Academy will be honored during the exercises.

Selection of Valedictorian and Salutatorian

For a student to be eligible for either Valedictorian or Salutatorian, they must be either a domestic student who has completed the entire junior and senior years at The King's Academy or an International Student who has completed all four years at The King's Academy.

Hall Duty

During class changes, teachers are to stand at the doorway, so they can monitor behavior in the room and in the hallway. If you are not there and an injury occurs, you can be liable because of being negligent. A duty schedule will be distributed.

Homecoming

This is an annual event, comprised of Spirit Week and football game. A Homecoming queen and king from the senior class are crowned. Homecoming is planned by the Student Council under the direction of their advisor and the approval of the Principal.

Homework

In Middle/High School, when a teacher gives a homework assignment, it is encouraged that students be given time in class to at least start it. (Projects or studying for tests do not fall under this stipulation and are not

considered homework) Although there are no homework time limits in Middle/High School, teachers are to keep in mind that students have homework from several classes, and that they should not be overloaded.

Since we encourage students to attend their church's mid-week youth meetings, no homework assignments may be given on Wednesdays. Please do not circumvent this policy by assigning work to be due on Friday and then having a Thursday assignment as well. Also, do not give homework on the night of the Christmas program or schedule tests the next day.

Teachers may not give an outside assignment requiring a student to attend a movie in a theater.

Ice Cream Slips

Ice Cream Slips are available in the Workroom and are redeemable at lunch in the Cafeteria. No more than 10 per week may be given out by each teacher (non-cumulative from week to week).

Junior-Senior Formal ⁵⁵

The Junior-Senior Formal is sponsored by the junior class to honor the graduating seniors. TKA juniors and seniors may bring an approved guest of the opposite gender. If a non-TKA guest is brought, that person must also be in grades 9-12 or older and must comply with the TKA Dress Code. Students should follow the dress code for Formal/Semi-Formal Dress. All couples must be one male and one female.

Lockers ⁵⁵

Students (grades 6-12) must have a locker with a lock. The lock will be provided by the school. Students will be required to return the lock at the end of the school year. Students are not to give his/her lock combination to anyone else. Nor are students to change locks or lockers without prior permission from the Middle/High School Office. Students should report damaged lockers or missing or broken locks immediately to the Middle/High School Office. Parents do not have access to student lockers during school hours.

At the end of the year, each student will clean out his/her locker and turn in his/her lock. Items left in lockers after the last day of school are boxed up and donated to charity. Absentees during the last few days should make arrangements to get his/her belongings from his/her locker or risk losing them.

Locker Rooms ⁵⁶

All MS/HS P.E. students are required to have a locker with a lock from the school. Students are to store their valuables in their lockers. Anything left in the locker rooms overnight that are not in the gym lockers maybe put in the Lost and Found.

1. Students are to mark their name on all P.E. items.
2. Students are to wash their P.E. outfits at least once per week.
3. Students are not to be in the locker rooms other than at their scheduled times.

Grading Assignments

MS/HS assignments should be graded and returned to students in a timely manner.

Spelling

In high school, spelling counts in every subject, not just “Spelling.” Teachers may deduct up to 2 points per assignment, at their discretion. They may deduct more, of course, if the assignment is specifically a “Spelling” assignment. On grade 9-12 research papers, teachers may deduct 1 point for each new (non-repeated) misspelled word, to a maximum of 10 points per assignment. Neatness also counts in all grades, all subjects. Teachers may deduct up to 2 points per assignment, at their discretion. In lieu of this, a teacher may simply return the paper for the student to redo. The teacher may deduct more, of course, if the assignment is specifically a “neatness” assignment, such as Penmanship.

Parent Orientation Night⁵⁶

Elementary and MS/HS Parent Orientation Nights are held each fall. Parent attendance is required. Parents meet the teachers and visit the classrooms. Check the current School-Year Calendar for the date.

Students should not attend. At least one parent from each family is required to attend. Teachers, including part-time and staff members with teaching responsibilities, are required to attend.

Parking Supervision

Teachers are assigned A.M. and P.M. parking supervision duty of the student parking lot. The Principals distribute the schedule. Those assigned morning duty should catch as much of the faculty meeting as they can before going on duty. Watch students as they cross the lot, watch for unsafe driving, loud music, and provide a general safe environment. Report offenders to the Assistant Principal.

Passes⁵⁷

No MS/HS student may be outside of class during class time without a pass. Students issued a pass must return it to the issuer before the end of the period.

The student completely fills it out and the teacher initials it. Students issued a pass are to sign out/in on a sign in/out sheet. This record is to be given to the attendance secretary by Mondays of the following week.

Ranking¹⁷

The King’s Academy offers a balanced experience for every student. Our goal is to reach every child academically, spiritually, and socially. The King’s Academy program is comprehensive and rigorous. Our students have a long history of excellence in their academic pursuits and we rank for purposes of selection of Valedictorian and Salutatorian. However, we do not feel the exceptional work of our students can best be demonstrated by a single statistical ranking. We do not believe that ranking students provides a valid measure of student achievement and therefore we do not publish class rank as part of the college admission process.

Report Cards¹⁵

Report cards are emailed to parents at the end of each nine-week term. The last report card of the school year and yearly achievement test results are mailed home during the summer.

Use This Breakdown to Figure Grade 7-8 Report Card Grades

A. Nine-week grades [see also “Test Schedules (Sec.)”]

Daily grades	2/5
Test grades	3/5

B. Semester grades [See also “Test Schedules (Sec.)”]

Nine week grade..... 1/2
Nine-week grade1/2

Use this Breakdown to Figure Grade 9-12 Report Card Grades

A. Nine-week grades [see also “Test Schedules”]

Daily grades.....1/3
Test grades2/3

B. Semester grades [see also “Test Schedules”]

Nine-week grade2/5
Nine-week grade2/5
Semester exam1/5

For Criteria to Determine Pass/Fail for the Year see “Summer Programs”

If a student enters TKA after a new term has begun, this is how to figure their grade at the end of the term:

- MS/HS – figure their grade by averaging their grade from the school he left (you can find this in their permanent file) with their grade at TKA.
- W - Withdrawal
- I - Incomplete: Use this for the student who is still making up work missed (when report card grades are entered) within the allowable limits of an excused or unexcused absence. When the grade has been completed, the teacher is to give the grade to the Registrar, who will enter it.

MS/HS teachers are to give each student the conduct/attitude grade according to how he behaved in their class, regardless of how he behaved in other classes.

Report card time is a good time to briefly counsel with each student regarding his/her progress. Teachers must request a conference with the parents of any student receiving a failing term-grade on a report card.

No teacher, however, may drop a student from their course/class, for any reason, without first receiving the Principal's permission.

When figuring report card grades, accuracy is of paramount importance. A copy of final grades for each nine weeks is given to the Registrar. Each teacher is required to sign it indicating the accuracy of the grades submitted.

NOTE: Report cards may be held due to non-payment of fines or fees. The Business Office will email a list of report cards to be held prior to distribution. These report cards will be held in the Business Office until the account has been cleared.

Seniors

Seniors finish all their work and take final exams before leaving on the senior trip. Teachers who have seniors should plan their lessons accordingly. The seniors do not attend school after the trip, although they are required to attend the awards day assembly and graduation rehearsals. Seniors not wishing to go on the senior trip are exempt from classes while the seniors are gone.

Senior sponsors must have all their work done in advance before going on the trip, including entering all senior grades on report cards. They must leave quality lesson plans for their substitute. They must check out through the Principal before leaving. The sponsors must also be prepared to meet deadlines for turning in grades when they return.

Student Advisory Program ⁵⁹

Student in grades 11 – 12 will meet with a faculty or staff member who will lead an advisory group periodically. During this time, students and adult leaders will work to develop a mutual caring relationship. During Advisory time, students and advisors will engage in a variety of activities included but not limited to: Biblical devotional thoughts, prayer, discussion of concerns and possible solutions, accountability, and fellowship.

Student Review Committee

The Student Review Committee is a MS/HS discipline and academic review board, composed of the MS/HS Assistant Principals, MS/HS Principal, Headmaster, and President. At times, designated teachers may be asked to assist by testifying on behalf of a student under question for academic or behavior difficulties.

The committee meets occasionally during the year and at the end of each year to discuss with parents and students any disciplinary or academic problems.

The committee cannot meet with a parent unless there has been a prior conference with a parent over the issue. In other words, the Student Review Committee should not be the parent's first introduction to the problem.

Study Hall Guidelines

Consistency with the following rules is imperative. The success of Study Hall depends on your implementation.

- Provide a quiet and an academically conducive environment for all students. This is **NOT** a time for socializing, or playing games, etc. Cell phones are **NOT** permitted. All other personal devices need to meet acceptable use policy.
- Enforce the school tardy policy (third tardy = detention). This supports the perception that Study Hall is an academic class, and not a free period.
- Require students to sign out/in on sign-out sheets at all times. Please be attentive to students' comings and goings, and make sure they are back within the allotted times. Report chronic abuse to MS/HS Principal.
- Require students to fill out passes **ANY** time they leave the room.
- Permit three students at a time to go to the Library for a maximum of fifteen minutes, only if they have an email from one of their teachers indicating permission to go to the library for academic reasons. If a student does not return, send his/her name to Assistant Principal for appropriate disciplinary actions.
- Permit students to go to Guidance, MS/HS Administration, Director of Student Ministries Office, or other teachers' classrooms, only if they have an email from the appropriate source before class starts. Do not send students to get permission after class has begun.
- Permit students to go to the School Store, one at a time, for a maximum of ten minutes and not on a regular basis.
- With your discretion, allow students to go to the Director of Student Ministries or Director of Student Life. Do not "advertise" this policy or it will become a "Get out of Study Hall Free Pass".
- Optional: Permit students the first couple of minutes of class to ask for help or get assignments from their peers. After the time allotted, silence should be enforced.
- Administer tests that are given to you by other teachers and remember to return the tests to the teachers' mailboxes by the end of the day.
- Remind students that they must have something to do during Study Hall. Require them to bring a book to read, if they do not have any work. Sleeping is not an academic activity.
- Send students to MS/HS Assistant Principal, or any other MS/HS Administrator if a student cannot comply with these rules. Do not tolerate disrespect.

Teacher Schedule

During Orientation, the MS/HS Principal distributes the teachers' class schedule. There are seven 50-minute periods per day in MS/HS. The Administration diligently seeks to balance teacher loads, considering such factors as number of preps, class sizes, difficulty of courses, age of students, and extra duties or responsibilities. MS/HS teachers should expect to teach six periods and have one planning period. The only time teachers are paid extra for a heavier load is in the case of a mid-year emergency. Such emergency arrangements, however, cease at the end of that school year. Teachers who sign their teaching contract do so understanding and accepting this policy.

Each MS/HS teacher is to post, on the outside of the classroom door, a neat schedule of daily subjects taught in that room. It is to be no larger than 8 ½" X 11". Teachers must use the MS/HS forms available on Sharepoint.

Middle School /High School Academic Classification ¹⁶

Each quarter, students who do well or poorly academically are categorized:

1. **Principal's List** - All A's
2. **Honor Roll** - All A's and B's
3. **Academic Probation** - a GPA below 2.0 for the previous nine weeks, failing the semester exam due to accumulated absences, and/or an F in the nine weeks and/or semester of a course. Academic Probation is in effect the Monday following the report card distribution.

The student is taken off academic probation when the following occurs:

- a. Students will stay on Academic Probation until the following nine-week term, at which point the student's academic status will be reevaluated. The student will be removed from Academic Probation if his/her GPA has gone up to a 2.0 and/or there are no F's in a course.
- b. Students will not be allowed to perform in extra-curricular activities and/or sports unless required for a course. This allowance must be approved by the Administration. Students are not permitted to participate in practices while on Academic Probation.
- c. If a MS/HS student is placed on Academic Probation after the fourth term, the fourth nine weeks grades and/or the second semester grades will determine the probation. Unless remediated during the summer, the probationary time is the first nine weeks of the following school year.

If a student in leadership is placed on academic probation two times during any school year (not necessarily consecutive), he is removed from office. Any student dismissed for academic reasons is eligible to reapply for admission after 12 months' absence, unless otherwise specified by the administration. The Principal consults with other Administrators before readmitting the student.

Florida High School Athletic Association ¹⁸

The Florida High School Athletic Association provides guidelines governing the eligibility of student athletes. In order to participate in athletics in grades 9-12, a student athlete must maintain a cumulative 2.0 GPA at the end of each semester for the semester proceeding the sports season. The student athlete must be in regular attendance. All student athletes must adhere to the FHSA guidelines, as well as the TKA Academic Probation guidelines in order to be eligible to participate.

Grade Point Average ¹⁷

All high school students grades nine through twelve must have a cumulative GPA of at least 2.0 to meet the minimum standard for graduation.

A MS/HS student with a cumulative GPA below a 2.0 after two semesters at The King's Academy must have a semester GPA of at least 2.0 for the next semester or the Administration may recommend dismissal from TKA. If a student reaches this critical academic position, the Administration will inform the parents by letter and will request a conference.

Graduation Requirements ¹⁷

All graduation requirements are updated and posted on TKA.net.

All seniors must apply to a college/university by the end of the first semester of the senior year and be accepted by May 1st.

All Second English Language Speakers must take by the end of their junior year the TOEFL test. TOEFL test results must be submitted to their college counselor.

Daily Grades

These are given at the teacher's discretion and they are defined as any evaluation that is minor in nature and for which a student does not have to study (e.g. pop quiz homework, class participation, class work).

Test Schedules

Chapter tests, unit tests, announced quizzes, or large projects and papers must be placed on the test calendar. Tests and projects must be announced a few days in advance. There should not be any more than three tests on any given day for high school class and two tests on any given day for junior high class.

If you decide to change a due date or a test date, be sure to re-check within your grade level to make sure that no more than two major projects or tests are scheduled for a given day.

Final Examinations ¹⁶

High School Courses (9-12)

1. Semester exams: These ninety-minute exams are given at the end of the second and fourth terms, covering material from both previous terms. They are to be given during the teacher's assigned testing period. Teachers are required to provide adequate review for exams. The amount of time for review is at the discretion of the teacher. Review sheets must be provided and correct answers given prior to the exam.
 - All exams must be submitted to the Department Head, who will then submit them to the Principal for approval.
 - All exams should incorporate some short answer/writing questions.

Senior Courses (12)

2. Semester courses: Students with a 92 percent or above are exempt from taking the semester exam.
3. Yearlong courses: Students with a 92 percent or above for the second semester are exempt from taking the second semester exam.

***Any student who has 11 or more absences for a course for the semester MUST take and pass the semester exam and at least one nine-week marking period in order to earn credit in the course.

***For purposes of classification, students must have earned 18 cumulative credit hours to be considered a senior. In order to be eligible to participate in senior activities, organizations, or to receive senior distinctions, students must begin the school year with the aforementioned credits.

Trips

Procedures for Overnight Trips (Grades 7-12)

The following procedures should be strictly followed on overnight student trips:

1. No adults are to stay in rooms with students.
2. Students will be assigned rooms and a roster given to each Chaperone.
3. A reasonable curfew must be communicated to students and adhered too.
4. The door to student's rooms will be taped each night. Chaperones must check tape in the morning and remove.
5. Activities that would disturb others in hotels are prohibited.
6. Chaperones will visually check that students are in their rooms before "taping" the doors.
7. Female chaperones will check the rooms of the female students and male chaperones will check the rooms of the male students.
8. Students will be given the room number of the chaperones in case of an emergency. Chaperones may want a complete list of student cell numbers. Advise students that you will not knock on their door without first calling ahead.
9. No boys in girls' rooms/no girls in boys' rooms.
10. Make sure students understand that failure to comply with the following guidelines will result in serious disciplinary actions, which may include being sent home at the expense of the parent(s) and/or guardian(s), suspension, loss of privileges including but not limited to allowance to attend other trips, and/or walking in graduation, etc.

Tutoring ²¹

MS/HS

We provide two after school tutoring programs in MS/HS:

Free Tutoring

The purpose of this program is to assist students who are in need of a little extra help. Teachers make themselves available a couple days each week, from 3:10-3:40 P.M. Students are to provide their own transportation. No appointment is necessary.

A student may be denied free tutoring if the student has made little effort to learn, as evidenced by lack of homework, not paying attention in class, or being disruptive in class. Students will be dismissed from tutoring if they become disruptive during the tutoring session.

Paid Tutoring

The purpose of this program is to assist students who are in need of extra help beyond the free tutoring. Teachers are not allowed to tutor any of their current students.

Although all teachers are required to offer free tutoring, the more demanding paid tutoring is optional. If the teacher does not want to offer paid tutoring, the parent may want to find tutoring elsewhere. Students are to provide their own transportation.

Unprepared for Class ²¹

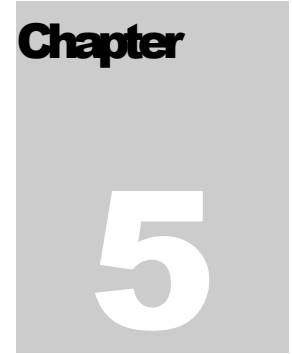
For every third time a student is unprepared for class in a 9-week period, a detention is given.

Veteran's Day Assembly (If School is in Session)

This is held near Veteran's Day. It is our day to stress patriotism. A patriotic assembly is held. Teachers are to emphasize patriotism in the classroom. The public is invited to the assembly.

Middle School/High School Schedule ²⁰

The school day starts at 8:10A.M. and ends at 3:05 P.M.



Chapter 5 : Elementary School

Attendance ²¹

Schedule (Elementary)

The school day starts at 8:10 A.M. and ends at 3:00 P.M. Individual class schedules are posted on the outside of each teacher's classroom door. JK students may leave at 1:00 P.M. from the Front Office area as part of TKA's "Early Bird Program".

Absence

When a student is absent, a parent must communicate the reason to the teacher. If no communication is given, progressive tallies are given in grades 4-6. A child will also receive tallies if the note fails to provide a specific reason. If a student knows he/she will be absent for an extended period of time, the student's parents must make arrangements with the teacher to have work sent home. The parent must inform the classroom teacher in writing, at least one week in advance, if the student will be absent due to a trip that will exceed more than one day. Trips are considered unexcused and students are expected to follow the unexcused absence procedures listed. Notes should be kept all year in a file and discarded during closing.

In order for a student to participate in extra-curricular activities (event or practice), the student must be in attendance the entire day on which the activity is scheduled. Exceptions are made for scheduled appointments.

For *excused* absences, students are given one school day make-up day per school day missed. For *unexcused* absences, all make-up work (including tests) must be completed on the day the student returns to school. The only absences unexcused are suspensions and family trips. Teachers in doubt should check with the Elementary Administration. The amount of make-up work required is left to the discretion of each teacher. Once make-up deadlines for excused or unexcused absences have passed, zeros are automatically given for work not completed.

Parents must call the Receptionist by 12:00 noon to request homework/class work for an absent student. Any work requested prior to 12:00 noon, may be picked up from the Front Office between the hours of 3:00- 4:00 P.M. on that same day. Any request made after 12:00 noon will not be ready until the following school day. Parents are not allowed access to classrooms during or after school hours. Parents, including employees, may access school lockers after hours if accompanied by TKA Security or Administration.

When a student is absent for three consecutive days, it is the teacher's responsibility to notify the Elementary Administration.

Arriving Late/Tardy

Students arriving late to school must check in through the Receptionist before going to class. The parent must accompany the student to the Front Office and complete the provided tardy note. Students must be signed in by the parent at the Receptionist's desk. If a student arrives after 11:00 A.M., the student will be marked absent for the entire day (whether excused or unexcused).

Students with Late Bus Passes may go directly to class. Bus excused tardies do not count toward student tardies.

If a student arrives in the office without a note, the Receptionist will send the student to his/her room with the provided tardy note.

Most tardy notes are excused in Elementary. The Elementary Principal, however, may consider certain situations unexcused. If a teacher is in doubt, he/she should refer it to the Principal.

Leaving Early

Students leaving early must check out through the Receptionist. The Receptionist will call the student out of class when the parent arrives. If the parent knows *ahead* of time that the student will be leaving early, the student is to bring a note to his teacher at least one-day prior. The parent must sign the Sign-in/Sign-out Sheet upon picking up the student, even if a note was sent. If a student leaves for the day prior to 11:00 a.m., they are to be marked absent.

The Elementary Principal may consider certain early dismissal situations unexcused. If a teacher is in doubt, he should refer it to the Principal.

Excessive Absenteeism/Tardiness

The Elementary school administration reserves the right to deal with chronic offenders who take advantage of and fail to comply with the attendance and tardy policy. Attendance in school is expected and is a vital piece to a child's academic success. Students are allowed no more than 20 total absences throughout one complete academic year. Exceeding this limit will be dealt with on an individual basis and may cause the student to be retained in his/her present grade.

Disciplinary measures for absence and tardy offenders include:

- Teacher inquiry after third day
- Quarterly warning letter from the administration
- Conference with the teacher or administrator
- After-school detention
- Suspension
- Retention or Dismissal

Daily Attendance

The teacher submits attendance by 9:30 A.M. daily using computer software.

Attendance Register

Keeping an accurate and detailed record of all absences and tardies is necessary for the protection of students, teachers, and the school. The attendance register (on RenWeb) is to be marked daily.

Only teachers or assistants should fill out the attendance register.

Tardies will be shown separate from attendance on the report card.

Curriculum ⁸

The course of study for an Elementary student includes: Bible, English, Language Arts, Phonics, Spelling, Penmanship, Math, Science, Social Studies, Physical Education, Music, Art, STEM, Classroom/Technology Integration and Spanish. There are extra-curricular activities provided after school for the Elementary students. The Elementary Administration is responsible for handling the details of the activities that are offered each year. Each year of study in Elementary school at The King's Academy builds upon previous years in all aspects of study.

Textbooks and resources used in the classroom should be listed and updated in the curriculum guides and course descriptions for each class taught. Teachers should notify Administration of any changes made to curriculum guides on the shared curriculum drive.

Student purchased workbooks should be used during the school year. If less than 80% of the workbook is being used, the grade level Chairperson should notify the Elementary Administration.

Books should not be placed in Book Storage without the permission of your Assistant Principal.

Elementary Subjects

JK	K	Grades 1-6
Bible	Bible	Bible
Literacy	Phonics	Phonics (Grade 1)
Math	Reading	Reading
Fine / Gross Motor Skills	Penmanship	Penmanship (Grades 1-4)
Art	Math	Writing(Grades 2-6)
Music	Science	Spelling (Grades 1-4)
Developmental Physical Education	Social Studies	Math
STEM	Art	Science
	Music	Social Studies
	Physical Education	Conservatory (Grades 4-6)
	Spanish	Art (Grades 1-3)
	STEM	Spanish
		Computers
		Physical Education
		STEM

Curriculum Orders

Curriculum is revised by a committee of teachers and Administrators under the direction of the Principal. Changes are made as warranted. In most cases, we do not order curriculum early due to storage difficulties and the desire to get the complete budget picture for the upcoming school year.

Subjects, Specials and Activities

Reading

Reading and Phonics are separate report card grades in grades K -1. Reading includes comprehension and vocabulary (1-6).

Writing

Grades 2-6 receive a grade in Writing (includes composition and grammar).

Spelling

Spelling is a separate grade for grades 1-3. In grades 1-3, spelling counts in every subject, not just "Spelling." Teachers may deduct up to 2 points per assignment, at their discretion, for misspelled words. They may deduct more if the assignment is specifically a "spelling" assignment.

Penmanship

Report card grades (E, S, N, U) are given each nine weeks in K-4th grades. Grades are not given in K until second semester.

Math

A math grade is given each term for grades 1-6. K is given a letter grade (E, S, N, U).

- Math drill-Grade 2 (Accuracy) Grades 3 -4 (Accuracy and Speed).
- IXL is an online math curriculum utilized for improving math skills in grades 1-6.

Science

Experiments are an integral part of the curriculum and should be conducted throughout the year. An experiment or "hands-on" science activity should be conducted on a regular basis. A report card grade is given in grades 2-6. Science will be taught throughout the year.

Bible

Each class is expected to memorize the designated school verse for the year. Each teacher teaches Bible in JK-3rd. Grades 4-6 have a designated Bible teacher.

The NIV is used in JK and Kindergarten. Grades 1-6 students may use NKJV, ESV, or NIV for classroom use. Teachers should be consistent in translation used for memorization.

Grades 1-6 should include content questions from the curriculum in addition to the memory verse on the weekly assessment.

If the teacher feels the need to divert from the curriculum, he/she should do so with approval from the Elementary Administration.

Social Studies

No report card grade is given in Social Studies in grades K and 1. Grades 2-6 receive a report card grade.

Kindergarten Social Studies Study Units

The purpose of our curriculum is to expose each child to a Christian worldview of the environment in which a child lives. We want the children to have hands-on experiences throughout the year as various topics are discussed. By using a variety of visual aids, experiments, and field trips, the teachers will present the units listed below:

August	Space
September	Five Senses, Our Community, Apples
October	Fall, Pumpkins, Columbus Day
November	Native Americans, Thanksgiving
December	Christmas
January	Winter, Transportation
February	Manners, Our Country
March	Spring, Plants, Animals
April	Nutrition, Dinosaurs
May	Seashore, Summer

Specials

Physical Education

Teachers are responsible for walking their class to and from the designated drop off/pick up areas and must be on time. If it rains, the P.E. teachers will hold class inside. The P.E. schedule is distributed with the specials schedule.

If a student has a note from their parent or doctor excusing him from P.E. class, the classroom teacher should send the student to P.E. with their note. No verbal messages are accepted. The student should not dress out and will sit on the sidelines. If he must stay indoors, he must come to the Elementary Office.

Teachers may only keep students in from P.E. for academic reasons (make-up, tutoring, etc.). If a student is delayed in leaving the classroom for a P.E. class, the classroom teacher or assistant must walk the child to the designated P.E. area.

- Report-card grades are given in Physical Education (S, N, U).
- Each Elementary P.E. class starts with calisthenics.
- For health and modesty, boys' P.E. classes are not allowed to play without their shirts.
- Any potentially dangerous jewelry, such as necklaces or hoop earrings, should be removed prior to P.E.
- The classroom teacher is responsible to tally students with the improper P.E. uniform.

STEM (JK-6)

STEM is a hands-on project based program for the purpose of teaching students in the areas of science, technology, engineering, and mathematics. Students will work on projects based on these for subject areas throughout the year. This program will include training in computers as well as providing grade appropriate laboratory experiences. **K-1 assistants are to remain the entire time with the students unless approved by Elementary Administration.**

Art

Classroom teachers may do additional art projects as desired.
A report-card grade is given for art in grades K-3. (S, N, U)

JK-1 assistants are to remain the entire time with the students unless approved by Elementary Administration.

Music

Music is taught in JK-3. Students in grades K-3 receive a Music grade on their report card. (S, N, U)

JK-1 assistants are to remain the entire time with the students unless approved by Elementary Administration.

Spanish

Spanish is provided in K-6th grade. A report-card grade is given for Spanish (S, N, U) in grades K-6.

K-1 assistants are to remain the entire time with the students unless Elementary Administration.

Library

Teachers should plan their own Library time with the librarian.

JK-1 assistants are to remain the entire time with the students unless approved by Elementary Administration.

Sixth-Grade Lunch Bunch Groups

The purpose for sixth-grade the lunch bunch groups is to provide the relational *foundations of respect and trust through peer group interaction with an assigned TKA faculty and staff member throughout the school year*. These gender-assigned groups will meet with their lunch bunch leaders during **one** lunch period each month. The groups will discuss a variety of topics that are age-appropriate and meaningful from a Biblical worldview perspective. There will be a designated two day/one night spiritual retreat for the sixth grade. Parents are not permitted to go on this overnight trip. It is usually held in September or October.

Junior Conservatory

TKA elementary students engage in fine arts by selecting courses from the list below.

- Select 1 major and receive training all 5 days in the focused areas.
- Select a major that will allow up to 3 days of specialized training AND select a minor which will allow for 2 days of training in their chosen elective (band is **excluded** as a minor).
- If you are in a special program such as Explore, SFAS, NILD, Speech Therapy or OT, you can only sign up for a major. You will attend your program during some of the conservatory times.
- There is a cost for participating.

Course Options

- 4th Beginning Band (major only)
- 5th Intermediate Band (major only)
- 6th Grade Band
- 6th Grade Piano
- Dance
- Performing Arts: Choir & Acting
**This selection includes a significant time commitment to the fall musical.
- Strings
Art (no cost; only supplies)

All performances and music must first be approved by the Elementary Administration.

Because TKA places special emphasis on Music, all programs presented to the public using Christian music should be presented in such a way as to focus one's attention more on the Lord than on the musicians or the music itself. Worldly music, such as some movie themes, should be avoided. If possible, any TKA Music groups performing off campus should stay for the rest of the service or program, although they are finished performing. Our school groups may perform any place where the testimony of the school will not be compromised.

Learning Centers and Cooperative Learning Experiences

JK-2 grades will incorporate daily hands-on, interactive learning centers.
Grades 3-6 are expected to incorporate cooperative learning experiences each week.

Specials Attendance Cards

Please utilize your laminated class lists provided by the Elementary Office when dropping your class off with the specials teachers.

Snack Break ⁵⁹

JK-3rd grade students have a short snack break. Snack break is optional for grades 4-6. Only a nutritious snack may be eaten during this time. Teachers will provide a list of suggested snacks.

Recess

Grades JK-3 have a scheduled recess time on the playground. See playground/recess guidelines in the teacher orientation packet.

JK – 6th grade teachers or assistants must supervise recess and ensure the safety of the students by circulating and monitoring student behavior in different areas of play. Teachers or assistants are to be located in different areas which allow them to visually supervise all students.

Naps

- The napping mats, used in JK-K, are a part of the Book Fee. They are stored in the students' cubbyholes and are sanitized weekly. **Store all bleach and solution under lock and key; Housekeeping stocks bleach.**
- JK students nap on the floor for 75 minutes each afternoon.
- Kindergarten students take a 45 minute nap.
- Students are to be kept 18" apart, and are not to block the door. Position students head to toe.
- No movies are to be shown during nap.

Elementary Extra-Curricular Activities⁵⁵

The Elementary school provides extra-curricular activities for students. The Elementary Office will distribute the information to parents at the beginning of school. There will be a *non-refundable fee* per activity or session. The fee does not include the use of The King's Academy Aftercare Program.

Assignment Planners

Assignment planners are used in grades 1-6. The teacher should explain and enforce the use of them. Assignment planners are to be used daily, initialed by parents, and checked by the teacher on the following school day.

Social Awareness Programs

Special community speakers will be chosen to address drugs, peer pressure, internet safety, etc. with our upper Elementary students.

Speakers will be scheduled with prior approval by the Elementary Administration.

Subject Time Allotments

- Each Elementary classroom teacher must give a copy of their weekly schedule to your designated Elementary Assistant Principal for approval.
- Each day begins with pledges, prayer, and announcements from the elementary office via P.A. system.

A suggested time allotment schedule is provided below. Teachers should try to meet weekly minute totals. If there is a question as related to the time and the course of the curriculum discuss it in grade level meetings and with your Assistant Principal. The outcome should be a well-rounded, complete education.

JK-K	
Bible	5 x 20 = 100
Reading/Phonics	Follow A Beka Curr. Guide
Math	5 x 30 = 150
Science	During centers/ theme weeks
Penmanship	5 x 30 = 150
Composition	During centers
Social Studies	During centers/theme weeks

Grades 1-3	
Bible	5 x 20 = 100
Language Arts	5 x 115 = 575
Math	5 x 60 = 300
Science	5 x 15 = 75
Penmanship	5 x 10 = 50
Social Studies	5 x 15 = 75

Grades 4-6
All subjects scheduled per block schedule

Elementary Disciplinary Process ²⁴

Philosophy of Discipline ²⁸

We believe that parents are given the responsibility to teach and discipline their children (Deuteronomy 4:9-10, Proverbs 19:18, Proverbs 22:6, Proverbs 29:17, Colossians 3:21). In keeping with the mission of The King's Academy, we seek to assist the home in training up a child both academically and spiritually.

Academically, discipline is important and necessary when operating a classroom so that students receive the maximum impact from the teaching. We are instructed in God's word, The Holy Bible, that we show love by administering correct discipline (Proverbs 13:24). We discipline in order to help students learn to choose desirable behaviors instead of unacceptable ones. When students make wrong choices we seek to help redirect, guide, heal, and restore.

The Disciplinary Process is designed to develop Christian character and instill self-discipline. As such there is the assumption that students are expected to enter The King's Academy with a serious purpose and intent that his/her own conscience and Biblical principles should provide a guide to his/her behavior. The goal is to cultivate a deep sense of personal responsibility for each students own conduct and achievement and for the well-being of the larger community of which he/she is a part. Each student is encouraged to abide by the Honor Code and the clearly communicated rules and responsibilities.

Because we are engaged in the spiritual growth and character development of our students, how they behave, both on and off campus, is important to The King's Academy. The Bible declares that while God does forgive, there are consequences to sin, and He disciplines us because He loves us (Hebrews 12: 5-11, Proverbs 3:11-12, Philipians 1:27).

We differentiate between forgiveness (both God's and others) and consequences. We believe it is important that students learn that their choices do bring consequences. There are disciplinary consequences that will be initiated if a student fails to uphold his/her pledge to honor the standards of The King's Academy. While not used often, expulsion is a necessary choice when dealing with infractions of a more serious nature (Pr. 23:13-14). We believe in setting high standards for our students and in some cases the protection of our school community requires the expulsion of a student

"Discipline is charting a course for our children, guiding them along the course, and firmly and lovingly bringing them back to the course when they stray." *Dr. Howard Hendricks*

Positive Reinforcement

Praise and positive reinforcement are effective methods for the behavior management of students. Each elementary classroom is equipped with a positive reinforcement behavioral policy. Classroom teachers have developed various age appropriate methods that reinforce behaviors. By doing so, students can develop good self-concepts, problem solving abilities, and self-discipline in a positive manner. In the case that a student does not change his/her behavior using the classroom positive reinforcement incentives, he/she will be given a consequence in the form of a tally.

The Tally System

The purpose of using the tally system is to assist children in developing self-control, allow them to take personal responsibility in regards to their actions and maintain open lines of communication between home and school. Our goal is to see inappropriate behavior changed and appropriate behavior acknowledged and rewarded while maintaining a united relationship between home and school so that each child can achieve success.

The Elementary discipline and tally system is as follows:

1. The tally is given as a reminder to encourage improved behavior or accept the responsibility.
2. Any act of misbehavior or irresponsibility is identified and documented on the tally card.
3. The teacher/staff member and student will work together to achieve a positive and pro-active resolution.
4. Each week parents will receive an overview of the behavior on the bottom portion of the weekly assignment sheet.
5. Parents may receive a phone call, handwritten note, or email message from an Administrator or faculty member indicating concern for the student's behavior and inviting further parental involvement.
6. A teacher, parent or elementary administrator may request a parent conference to discuss behavior issues.
7. A lunch detention or after school detention may be assigned as a consequence for specific infractions for grades 1-6 as determined by the Elementary Administration.
 - Excessive lunch detentions lead to after school detentions.
 - Excessive after school detentions lead to suspension (see #8).
 - Suspension may result in disciplinary probation (see # 9).
8. A student may be suspended or expelled for specific violations of the school rules and/or the Student Honor Code. The types of violations and quantity of tallies will be taken into consideration. A suspension may be 1 to 5 days as directed by Elementary Administration and will be served at home. Suspension absences from class are considered unexcused. If a student is asked to leave the school, he/she may apply for possible readmission the following school year, unless otherwise specified by the Administration.
9. A student may be placed on disciplinary probation by the Elementary Administrators when a student has not responded satisfactorily to the disciplinary process. During a conference with the student and parents, specific time duration for the probationary period and detailed goals for change will be clearly set. During the period of probation, a student will be restricted from participating in and attending all school related extra-curricular activities and events. The purpose of probation is to clearly focus the seriousness of the need for a whole-hearted commitment by the student towards change. If the student has demonstrated improvement by the end of the probationary period, privileges will be restored and a plan for ongoing accountability will be initiated. If the student has not demonstrated improvement, the student's parents may be asked to withdraw the student. A probationary period is re-evaluated after 4 weeks.
10. Two consecutive probationary periods will be brought to the Student Review Committee for consideration of continued enrollment.
11. Any 6th grade student in a disciplinary probation status will be evaluated by the Elementary Student Review Committee prior to promotion.

In grades JK-3, where the tallies are color-coded students put their tallies in the classroom tally chart. In grades 4-6, students are given tally cards. The student completes all but the teacher's signature and returns it to the teacher. Some tallies follow a 1-3-5 progression when an offense is repeated.

In grades 4-6 a tally is a 3" X 5" blue card on which categories of behavior are outlined. Any TKA employee may give a tally to a student. Upon infraction of a rule and as part of the adult/student interaction, the student will be given a tally. The student is required to write the infraction and return it to the person who gave it for initials. The Elementary Administrators receive all disciplinary information and coordinates the disciplinary process.

Tally cards are used for one week (M-F) and are to be stapled to the weekly assignment sheet for parent signature and returned if the student has received an improvement needed report or unsatisfactory report.

Grades 5-6 follow a 1-3-5 tally progression for any act of academic irresponsibility. If a student fails to submit the incomplete assignment or project by the third day, the student may receive a zero. Such cases are dealt with on an individual basis by the Elementary Administration. 4th grade implements all 1-3-5 progressions after the first term.

Grades 1-3 will implement the following for any act of irresponsibility (incomplete work or project):

- 1st Day – 1 Homework Tally + **10 points taken off assignment.**
- 2nd Day – Homework Tally + **Additional** 10 points taken off assignment (Parents notified by teacher).
- 3rd Day – Homework Tally + **Additional** 10 points taken off assignment (Student sent to Dean of Students and miss special to complete assignment).
- 4th Day – Zero (Assignment must be completed even with grade of zero.)

Grades 4-6 will implement the following for any act of irresponsibility (incomplete work or project):
4th grade implements all 1-3-5 progressions after the first term.

- 1st Day – 1 Homework Tally + **10 points taken off assignment.**
- 2nd Day – 3 Homework Tallies + **Additional** 10 points taken off assignment (Parents notified by teacher).
- 3rd Day – 5 Homework Tallies + Zero (Assignment must be completed even with grade of zero).

How I Act

All school rules fall within seven categories, which form the acrostic . . . **How I Act**.

H omework:	Homework not completed.
O ut of order:	Any rules not covered in the other categories.
W ritten communication not returned:	Notes, etc. not returned by the stated time.

I ntentional disobedience:	Open defiance, serious insults, verbal and/or physical acts of inappropriate, aggressive behavior, towards another student or absolute refusal to obey the direct command of a person in authority. This category also applies to other offenses of a serious nature listed in the rules. An Intentional is worth 5 tallies. In some cases, violators are subject to suspension or expulsion.
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A ttitude or courtesy lacking:	Any expression which shows an uncooperative attitude or discourtesy.
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C ommotion:	Noise which is distracting to the class.
T alking:	Talking without permission.

Tally cards should be turned in each day. Lost tally cards receive consequences.

Since some school standards apply to off-campus conduct, parents should be mindful that if their child is invited to an off-campus function (party, e.g.), it may not be a school-sponsored function chaperoned by TKA personnel. Although we are not necessarily opposed to such functions, the school assumes no responsibility. Students, however, will be held accountable for inappropriate behavior in violation of the school Honor Code. A student will be dismissed from school if he/she no longer is living with the parents or legal guardians.

Visual Tally Chart for JK-3

Visual, positive bulletin boards are required in grades JK-3. In any Elementary grade, however, the visual, positive board used should not be smaller than the tally board used.

Make sure the tallies are color-coded according to the chart below:

JK and K:

- Out of order – Orange
- Intentional disobedience – Red
- Attitude or courtesy lacking – Light Blue
- Talking – Pink

Grades 1-3:

- Homework – Yellow
- Out of order – Orange
- Written communication not returned – Green
- Intentional disobedience – Red
- Attitude or courtesy lacking – Light Blue
- Commotion – Dark Blue
- Talking – Pink

*Third grade uses tally cards the last to ease the transition to the 4th through 6th grade tally system.

Communication with the School and Home ²⁷

All consequences **require school documentation** and **parent communication** via phone call, written note or email. A form of communication must be sent home on the day a child receives 4 or more tallies.

- RenWeb Documentation: Teacher document specific information concerning infractions under student's name using the **"Behavior" menu tab**. Information needed: (Date of infraction(s) / Child's actions / Consequences implemented). On the day received, teacher will e-mail a RenWeb behavior notification by checking "Custody" in the e-mail send options box AND copy themselves by checking "Advisor" and highlighting their name.

Severe Infractions

The following behaviors are violations of the TKA Student Honor Code and as such are of a more serious nature: (Refer to Student Honor Code)

- Fighting / Mutual Combat/ Physical aggression
- Gross Disrespect (Profanity or inappropriate gesture towards an adult and/or student)
- Theft/Stealing
- Non-stop of Harassment /Bullying/Intimidation/ Threat (including inappropriate use of social media/technology)
- Use of pornographic media
- Possession of weapon on campus

- Deliberate, on-going disrespect for spiritual teaching/actions that is impacting the learning environment or influencing other students to participate. Demonstrates attitude and actions of a mocker or scorner.
- Deliberate use of on campus electronic equipment for inappropriate content or verbal aggression toward another student
- Act of immorality
- Failure to demonstrate any form of compliance to TKA Honor Code

Elementary School Expectations ²⁹

Each Elementary student is expected to demonstrate respect, self-control, and to learn the importance of personal responsibility throughout his/her Elementary years at TKA. Each student will be held accountable to, but not limited to, the expectations listed below:

1. We expect our students to seek to honor the Lord Jesus Christ in all they learn, say and do. (Character counts)
2. We expect our students to display a respectful attitude toward God, His Word, the Bible, and any spiritual-related activities.
3. We expect our students to act in accordance with The King's Academy Student Honor Code.
4. We expect our students to show respect and seek to maintain a positive relationship with all adults within the school community.
5. We expect our students to obey to the best of his/her ability the rules and procedures of the school.
6. We expect our students to demonstrate self-control in his/her behavior and to maintain a cooperative attitude.
7. We expect our students to achieve his/her optimal effort concerning the preparation of any assigned class work, projects, or tests.
8. We expect our students to treat his/her peers in a caring, kind manner with dignity and respect.
9. We expect our students to be responsible concerning his/her own supplies or school-owned property.
10. We expect our students to demonstrate proper manners and to show courtesy at all times.
11. We expect our students to encourage his/her peers in the process of learning responsibility and showing respect.

This list of rules is not intended to be all-inclusive. Enrollment at The King's Academy constitutes a social contract to uphold and comply with the expectations of the school at all times. A student whose behavior is considered to be injurious to the life of the school may be dismissed at any time. For behavior that violates school rules and/or reflects in any negative way on the school, the school reserves the right to discipline and hold accountable any student. All school rules fall under two categories: respect and responsibility.

Discipline Reminders

A student should receive only one tally for circumstances that could result in multiple tallies. For example: forgetting a backpack or a binder

In addition to the tally system, assertive discipline techniques should be used. State your expectations to the class.

No form of corporal punishment is permitted by any employee of The King's Academy.

Please take all students complaints regarding classroom treatment by other students seriously.

Tallies should be given the first week of school but should not be recorded. Any intentional tallies given the first week should be recorded.

Teachers are responsible to check regularly for uniform and hair infractions and should notify the parents when students are not in compliance.

Teachers should seek to acknowledge and award appropriate behavior by devising and implementing a positive reward system (e.g., a rank chart, ice cream slips, point system, play money, happy grams, etc.) for their classrooms. **Hard candy is not to be used as a reward at any time.**

Tallies given in specials at the end of the day must be taken to the teacher by the specials teacher. This allows the regular classroom teacher to count the tally on the day it was received instead of carrying it over to another day when the student might have made improvement. Special subject teachers should not hesitate to tally students in their classes.

Teachers are expected to **keep a record of daily tally totals** for JK-6 students **in your grade book**. JK-K should enter tally totals by category.

General Information

Activity Fee (Refer to Chapter 6)

An annual activity fee is required for each student. The fee is due with the parents' first tuition payment; this includes, field trips, class parties, class photo, classroom activities, any art gifts made for parents. The fee does not include optional items, such as the school yearbook, or service projects.

The Elementary Administration will keep records of all class spending. If a proposed project exceeds the fee cap, it will not be granted.

- Teachers must be aware that anything purchased under the Activity Fee is not subject to sales tax. Sales tax will not be reimbursed if paid on activity fee items.

The Activity Fee is not pro-rated for parents who enroll during the school year, nor is it refunded for students withdrawn.

Assignment Sheet/Weekly Report

The form is given to the students each Friday by their classroom teacher in grades JK-5. Sixth grade students receive their assignment sheet on RenWeb.

Teachers submit assignment sheets to the Assistant Principal for approval by Thursday morning each week. Once approved, assignment sheets are given to the Workroom for copying.

The **top portion** is a weekly lesson plan in outline form, broken down by days and subjects. Its purpose is to give the students and parents an idea of what will be covered in the upcoming week. It must be clear enough for parents to understand and detailed enough for a substitute to use. Include textbook/workbook page numbers.

The **bottom portion** is the "weekly report". See below.

The **back** part of the sheet can be an excellent means of keeping parents informed of progress, special honors, and future events. You are encouraged to communicate a spiritual thought or a learning tip for parents.

Students should be able to keep up with daily assignments if absent. We realize that a teacher may have to make a few small adjustments in their lessons as the week progresses. If there are consistently too many changes, however, parents will become frustrated and the assignment sheet will be meaningless. Stick to your schedule as much as possible

Watch for spelling and typographical errors. If you have a spelling weakness, let another teacher proofread it first.

Weekly Report Portion

	5-Day Week	4-Day Week	3-Day Week
"Satisfactory"	0-10 tallies	0-8 tallies	0-6 tallies
"Needs improvement"	11-14 tallies	9-11 tallies	7-8 tallies
"Unsatisfactory"	15+ tallies	12+ tallies	9+ tallies

Add a brief comment for students with "needs improvement" or "unsatisfactory" checked.

The parent signs and returns this portion on the next school day. Tally students (1-3-5) who return them late. Check parent signatures for forgeries. If lost, tally the child, then send home another Weekly Report or require a note from the parent.

Chapels

All Elementary faculty are required to attend scheduled Wednesday chapels unless teaching a class. JK-K chapels are held in the Elementary Music room. Chapels for 1st – 6th grades are held in the M. Nelson Loveland Athletic Center.

Grades 3-6 students are to bring their Bibles to chapel. Teachers are not to leave during a chapel program, unless there is an emergency. Teachers should model chapel behavior to their students.

Spiritual Emphasis chapel times are scheduled for 3 day periods once in the fall and once in the spring.

- Students should be seated 5 minutes prior to chapel/assembly starting times.
- Teachers should not use this time to do school related tasks (grading) and should sit with their class.

Chapels are arranged by the Elementary Director of Student Ministries. Any suggestions for chapel speakers/programs are welcomed. All outside chapel speakers are given the "Subjects to Avoid" handout (or at least briefed orally) if they are not familiar with our standards.

Chapel Guidelines

1. Do not allow students to use the rest room, unless a real emergency.
2. Students should enter in a calm, orderly and respectful manner.
3. Have a designated student hold the door when entering/exiting gym.
4. Remind students to watch their step when entering/exiting bleachers.
5. Quickly seat your class in their assigned place. Seating assignments are distributed. A late class is rude to a speaker.

Chapel replaces Bible class on chapel days for grades JK – 3.

Day of Jubilee

The Bible tells us in Lev. 25 about a "Year of Jubilee" - a time of rejoicing that was free from work. Our Day of Jubilee is a day of fun and activity for all K-6 Elementary students. Games are scheduled for the morning. Students are free to leave after all organized activities are through.

Teachers may wear modest, loose fitting slacks or shorts. Shorts must have a hem no higher than 2 inches from the knee. Men are not required to wear ties. Students dress in their P.E. uniforms or athletic wear for the day.

Locations for Day of Jubilee:

- Kindergarten Tennis Courts / LAC for bad weather only
- Grades 1-6 Football Field

Parents are invited. The Day of Jubilee is planned by the Elementary P.E. Department, with the approval of the Elementary Administration.

Dismissal

In order to alleviate congestion, dismiss your class according to the following schedule: (PPU /parent pick up)

JK-6	2:55 Dismiss from class 3:00 Teacher/students at parent pick up
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- Please arrive at dismissal on time.
- Follow your specified route and maintain orderly lines.
- Teachers will be assigned dismissal duties. If a teacher is unable to be at dismissal, they must find a replacement for their duty and let administration know. Each family will be assigned a specific number by the elementary office. Each teacher will be given the list of numbers.
- Bus students are walked to the red gate by the grade level teacher. Teacher remains until students enter the bus area.
- Lines of older students should yield to lines of younger students.
- If you do not recognize the person picking up the child, send him/her to the Elementary Office for identification purposes.
- JK-6 teachers must take any students who are not picked up by 3:15 P.M. to the Front Office.
- Teachers must not leave their students unsupervised in the PPU zone.
- JK-3 teachers must walk After School Care students to the designated After School Care area.

Before Dismissing Students

- Classrooms should be neat and in order. (Students should be responsible for their areas.)
- Distribute any notices for parents.
- No candy prizes are to be given as students leave for the buses.
- Soda and food vending machines in the cafeteria are off-limits to any elementary bus student. Water only is permitted on buses.
- If, by retaining a student after school, a teacher causes that student to miss the bus, the teacher is responsible to call the parent.
- JK- 4 students should use restrooms in classrooms before dismissal.

Parents complete an annual Restricted Pick-up Information Form each year, so that we will know who has permission to remove their children from campus.

Elementary Grouping (Kindergarten)

We use a modified form of developmental grouping only in Kindergarten.

Emergency Button

If a teacher should need to contact the elementary office for an emergency, they should push the red button on the classroom wall. White buttons are for non-emergencies. Someone will respond over the intercom. This procedure is used for extreme cases only.

Extra Credit

No extra-credit assignments in any form are allowed, unless a special exception is granted by the Elementary Administration.

If approved, no more than 4 bonus points are allowed on any test or assignment.

Faculty Meetings

- It is important that you are on time to all meetings.
- Absences or tardies are noted.
- If you miss any announcements, you are responsible to get them from someone else.
- Notify the Principal if you miss a meeting.

Elementary

Regular Faculty Meetings

Elementary faculty meetings are held monthly and will take place as announced by administration.

Grade Chair Meeting with Elementary Administration

- One meeting per month as determined by the Elementary Principal

Devotions

- 7:40 -8:00 A.M.
- Combined Prayer and Praise

Grade/Department Chairs

One teacher in each Elementary grade or department is the assigned chairperson.

The Chair is the overall spokesman for the grade level. The Chair keeps abreast of the latest developments in the grade/department; challenges, encourages and oversees the teachers; and presents ideas and needs to the Assistant Principal regarding texts, audio-visuals, methods, etc. He/she also chairs grade department meetings. Send report of items discussed and attendance via email to Elementary Principal and Assistant Principal.

The Elementary grade chairs are to meet individually with the teachers in their department at least once a month. The chairs may observe their teachers as directed by the Principal. Observations are pre-arranged with the Elementary Administration in order to arrange for a substitute.

Administration attempts to include the grade chair and/or teachers when interviewing prospective teachers.

Grading

Mid-Term Report

When a student receives a D, F or U, at mid-term, the teacher must notify the parent via e-mail and hard copy as specified by Elementary Administration. The teacher must also notify the Principal and Assistant Principal by email and include the child's name, subject and letter grade.

Interim Report

This report is sent if a student receives a D, F, or U after the mid-term date. The teacher must notify the parent via e-mail and notify the Principal and Assistant Principal.

Grades 1-3

Teachers are required to have at least 1 test grade or daily grade per subject each week. A minimum of 2 test grades are required per each nine weeks. Only five grades are needed in penmanship per nine weeks.

Grades 4-6

Teachers are required to have 5 daily grades (classwork, homework, quizzes, minor projects, class participation, etc.) and a minimum of 3 test grades (may include major projects, book reports, etc.) for each nine week session.

*Note: A minimum of 2-3 test grades is required for Science and Social Studies in grades 4 and 5 since the time is split between subjects.

Electronic Grade Book

Input all graded assignments in RenWeb weekly. Graded assignments should not go home with students until grades are recorded in RenWeb. Use M for missing assignments and P for missing assignments.

Report Cards

JK utilizes a developmental skills based report card.

K assigns E, S, N, and U on the report cards each quarter. U is equivalent to a failing grade. The teacher must contact the parent prior to an N or U is given. A developmental skills section is included.

Grades 1-6 use the numerical grading scale. Letter grades are indicated.

Report cards are computerized and are emailed home each quarter. The final report card is mailed home.

Divide grade percentages as follows for grades 1-6: See above requirements for daily/test grades.

- A. **Nine-week** grades [see also "Test Schedules"]
 - Daily grades.....1/3
 - Test grades.....2/3
- B. **Semester grades** [see also "Test Schedules"]
 - 1st nine-week.....1/2
 - 2nd nine-week.....1/2
- C. **Final grades**
 - 1st semester grade.....1/2
 - 2nd semester grade....1/2

For criteria to determine pass/fail for the year, see "Summer Programs/Summer Tutoring" in this chapter. If a student enters TKA after a new term has begun, figure their grade only on work done at TKA.

I - Incomplete

Use this for the student who is still making up missed work at the end of the quarter within the allowable limits of an excused or unexcused absence. When the grade has been completed, the teacher is to give the grade to the Elementary Administrative Assistant, who will contact the Technology Department to make the appropriate change. No new report card will be issued. Completed grades will be shown on the next report card.

Watch grade inflation (high report card grades vs. low achievement test scores).

Teachers must request a conference with the parents of any student receiving a failing term grade on a report card.

**** Report cards may be held due to non-payment of fines or fees. The Business Office will email a list of report cards to be held prior to distribution. An email will be sent to parents informing them of the hold.**

Retention / JK-K-Placement

A teacher must verbally inform Elementary Administration concerning a student with academic /developmental concerns. Parents must be notified if a child is struggling. **If retention is a possibility, the teacher, Academic Support Coordinator, and Elementary Administration should meet to discuss an academic plan before meeting with parents. An Elementary Administrator should be present in the conference when parents are informed of possible retention.** The Elementary Administrative Team may recommend additional outside testing determining the need for retention.

Elementary Academic Classification¹⁴

1. **Principal's List** - All A's.
2. **Honor Roll** – All A's and B's.
3. **Academic Restriction** - One failing grade, regardless of the subject. Elementary students may be required to attend Tutoring, which may supersede other activities, if they fail Math, English, or Reading. Elementary students are dropped from any extra-curricular groups with which they are involved if they fail the same subject two consecutive terms. Students are not excused from any class, including study hall.
4. **Academic Probation** - Two or more failing grades, regardless of the subject. Students may be taken off academic probation at mid-term if sufficient progress has been made:
 - a. Students will not be excused from any class, including study halls.
 - b. Students are required to attend a tutoring program if they fail Math, English, or Reading.
 - c. Students are dropped from any extra-curricular groups/organizations if they fail the same subject two consecutive terms.
 - d. At the mid-point of each nine-week term, a Mid-Term Progress Report or S.O.S. is sent home to parents of students having one or more subjects with a D+ average or below at that point.

Graduation Celebrations/ Ceremonies & Awards

K and grade 6 ceremonies are planned by the Elementary Administration. Parents are invited. K Celebration features students in a program. End-of-year awards and diplomas are given to students at the 6th-Grade Graduation ceremony.

Half-Day JK

If parents desire, they may enroll their JK child for only a half-day, picking up the child(ren) in the front office at 1:00 P.M. Parents are required to sign out their JK student. This arrangement applies only to JK. The tuition is adjusted for a half day JK students.

Homework

Homework in Elementary includes any and all work students do at home-projects, studying for tests, assignments not completed in class, new assignments given just for homework, etc. Taking all this into consideration, it should take the typical child in each class no more than the following time to finish their homework each school night:

JK	None
K	Not to exceed 15 minutes. Reading only, preparing for tests.
1-2	20 minutes (Only reading and test prep for first grade.)
3	30 minutes
4	40 minutes
5	50 minutes

Do not exceed the above amounts.

NO homework is given on Wednesdays (no exceptions) in order to encourage students' attendance of mid-week church activities. **Please do not circumvent the Wednesday rule by assigning homework Wednesday night but making it due Friday.**

NO homework should be given on Fridays. Exceptions are studying for the next week's tests or ongoing long-range projects. No required assignments are allowed.

NO HOMEWORK OR TESTS ON THESE SPECIAL NIGHTS. Do not give homework or schedule tests for the next day on the night of the **Christmas program, or achievement test days.** Please do not schedule homework on the evening following a special activity day.

No teacher may give an outside assignment requiring a student to attend a movie in a theater. Outside assignments of TV programs may be given only if the program is non-offensive and students are not graded on the assignment (since some homes do not have a TV).

Projects

The majority of an assigned project should be done in class, not at home.

Ice Cream Slips

These may be used by teachers and bus drivers as rewards. A specific amount will be distributed at the beginning of the year. This allotment of tickets will be for the entire year. The ice cream slips may not be copied.

Ice Cream Slips are available in the Workroom and are redeemable at lunch in the Cafeteria. No more than 10 per week may be given out by each teacher (non-cumulative from week to week).

JK Teacher/Assistant Requirements

The PBC Health Department and FACCS accreditation regulations require the following of JK teachers and JK teacher assistants, even if they are part-time. JK teachers and assistants are responsible to the Assistant Principal to see that they comply - they are to take the initiative.

➤ **40-Clock-Hour Introductory Child-Care Training Orientation Course.**

This course is taken only once, not annually. JK teachers/assistants are required to take it on their own, and give a copy of the course completion certificate to the Elementary Assistant Principal. **TKA will cover any course costs--give receipts for reimbursement to the Business Office.** This course is offered at various locales and times throughout the year but must be started within 90 days after employment begins.

➤ **Child Abuse and Neglect in Florida form**

This is required annually. See the Assistant Principal for the form.

➤ **Annual 12-Clock-hour In-service Training**

This is an annual requirement for JK teachers/assistants. Although this requirement can be met by attending any workshops, seminars, etc. dealing with early childhood, it is probably easiest for our employees to attend (1) ACSI Early Childhood Conference, (2) the CSPBC Staff Development Day, and (3) the ACSI Teacher Convention. Between the three, the JK teachers/assistants should be able to meet the total of 12 hours without much difficulty. If these do not provide enough hours, the JK teachers/assistants are to pursue other means of fulfilling the requirement (such as ACSI Early Childhood Conference). Please note that the 12 hours of in-service may cover virtually any topic as long as it deals with early childhood. Following each workshop, seminar, etc., the JK teachers/assistants are to give the Headmaster a note with the following information, so it can be logged. Some of these may qualify for an ACSI CEU, so inform the Director of Certifications accordingly.

- Date
- Subject
- Length of workshop or seminar
- Site

If any certificate is issued to participants following such a workshop or seminar, a copy must be given to the Headmaster. Any workshop attended that is not listed above must be cleared in advanced with the Headmaster and Assistant Principal.

Give the Business Office the receipts for reimbursement of any class costs incurred. Also, the JK assistants are paid their regular hourly wage, during class time (not traveling time), up to 8 hours, even if the classes are held on a non-school day (e.g., Saturday).

Health/Safety in the JK Classrooms

- Keep electrical outlets plugged when not in use. Use safety caps.
- No live animals.
- Keep all chemicals, sprays, cleaners, etc. locked under the sink when not in use. Even if out of children's reach, they can't be stored elsewhere.
- Sanitize toys at least monthly.

Morning Arrivals

Unless your classroom door is open and the students are permitted to enter, all Elementary students should be sitting on the floor in their designated hallway waiting for teachers. Please help us enforce the "sitting in the hallway" procedure.

Elementary children may enter their classroom at 8:05 A.M. each day. The buses unload the Elementary children at 8:08 A.M. unless we are conducting rain dismissal. Rain dismissals in the morning start at 8:00 A.M. Students entering after 8:15 A.M. are tardy and must have a pink slip form from the front office. Please keep this form for your records or scan and save in RenWeb.

Special subject teachers, classroom assistants, and Elementary Administrative team have morning supervision duties.

Opening Exercises

Teachers are to be in their rooms by 7:50 A.M. Doors should be opened no later than 8:05 A.M. Students are to enter the room orderly, take their assigned seats, and be ready for pledges and attendance at 8:20 A.M. Remember to greet your students at the door to help build a positive caring relationship with them.

*****Note: Students are expected to stand for the pledges**

Parent Orientation Night

This is held each fall for parents of JK-6 grade students. Classrooms are to be neat and attractive. Students are not invited. At least one parent from each family is required to attend. Elementary classroom and support teachers, including part-time and teaching staff, are required to attend.

Parents attend an orientation in their children's classrooms, where the teachers provide information concerning the curriculum, field trips, discipline and other school-related matters. Teachers may want to ask parents to volunteer as Room Mothers, to help with field trips, parties, etc. Sixth grade will conduct a separate orientation for their families in the Page Family Center for Performing Arts. Parents who do not attend should be sent all materials.

Parties⁵⁶

All Christmas, Easter, or fall parties should have a Christian focus. Avoid using commercialized symbols at your parties. Emphasize this to the parents who often help with and organize the party. The Receptionist should be informed in advance regarding all parties. When parents bring food to parties that they will not be attending, they should leave it with the Receptionist. All food must be store bought with the ingredients clearly labeled. No homemade items are permitted.

There will be a sign posted outside of the classroom door, if a child in your room has a peanut allergy. Alert any parent who brings in food for parties.

Teachers need permission from the Principal for all parties except the following:

1. Birthdays - light refreshments--this is handled between the parents and the teacher.
2. Thanksgiving
3. Christmas
4. Missions Day
5. Easter
6. Day of Jubilee
7. End of the Year Party
8. Valentine's Day
9. Fall/Harvest Day (no Halloween parties allowed)
10. 100th Day

Birthday refreshments may be served in the classroom or on the Café patio. TKA does not provide any food or equipment for parties. Solicit parent contributions instead.

The Cafeteria Manager should be notified if you class will not be at lunch.

At the Christmas party, if your class participates in a Christmas gift exchange, the cost of gifts should be limited to \$10.00 or less.

For end of the year parties, classes may have an off-campus party if desired. Charge students \$1.00 each for the bus.

Swimming parties can only be held at a facility with certified lifeguards.

Any Elementary parents who wish to send home a letter requesting money for a teacher gift must first submit the letter for approval to the Elementary Administration. The letter should state that participation is voluntary and that it is not a TKA-sponsored request.

Passes

Lanyard passes are required in Elementary. A teacher should use them when sending any student to the Clinic, Office, bathroom, Library, or Music building. Teacher may also send an additional student with the child.

Any student in grades JK-K must travel with an adult when walking around campus. Students in grades 1-4 are permitted to travel with another student from the same class.

Students sent to other classrooms or re-entering a classroom should enter them quietly after knocking to gain entrance.

Phones, Cell Phones and Personal Devices – Elementary²⁸

Elementary (Grades JK to 6)

Upon arrival and departure from campus, students' non-educational devices (including, but not limited to cell phones, smart watches, or iPods) must be kept in backpacks and turned off. If a student arrives early to school, cell phones and/or personal devices must be put away.

Cell phones or personal devices will be given to the Elementary Administration if taken out of the backpack and/or locker without permission between arrival and departure. Parents will be required to pick up any phone or personal device from the Elementary Administration as posted below.

First Occurrence

Parent Ren Web notification. Phone is given to elementary faculty member or elementary administrator, and parents may pick up the phone the same day or student may pick up the phone at dismissal the next day. Phones will be left in a designated area for security to retrieve if a parent arrives after hours. Security number will be given in the email notification.

Bus students: phone is given to the bus driver by the faculty member. Parent is notified that the student must bring the phone to the office the next morning and parents may pick up the phone the same day or student may pick up the phone at dismissal the next day.

6th grade student-athletes: phone is given to the coach by the faculty member. Parent is notified that the student must bring the phone to the office the next morning and parents may pick up the phone the same day or student may pick up the phone at dismissal the next day.

Second Occurrence

Same as first offense with a lunch detention

Third Occurrence

Same as first offense with an Afterschool Detention

Fourth Occurrence

Same as first offense with phone not allowed for the remainder of the term.

Students may use school office phones at any time during the day in the presence of a school employee.

Cell phones or personal devices *are not permitted* on elementary field trips. Teachers and bus drivers carry cell phones during school hour field trips in case of an emergency.

Cell phones are permitted on overnight trips in grades 4-6. If the use of a cell phone or personal device is deemed to be a distraction from the trip and/or used inappropriately it will be confiscated by the Elementary Administrator and will be given to the parent upon return to the school.

Student Use of Technology / Sixth Grade (Personal Laptops and Tablets)²⁸

Purpose

The King's Academy provides its network access to students for the purpose of enriching educational experiences both in and out of the classroom. In recognition of this, students will be required to follow the Acceptable Use Policy (AUP) when using the TKA network whether on personal electronic devices or on school owned devices. Any use of the TKA network is considered a privilege and not a right.

Acceptable Use Policy – Students

1. Students will utilize devices when approved by teachers and must use the devices in class on top of the desk, visible to the teacher, and in “Silent” mode with no vibration.
2. Students will practice safe and appropriate Internet conduct to protect themselves, their personal reputation and the testimony of TKA. This would include but not be limited to the following tips:
 - Avoid publishing personal information of yourself or others (names, addresses, email addresses, phone numbers, etc.).
 - Never post anything you would not like your parents, teachers, or future employers to see.
 - Don't open messages or attachments from individuals you do not know.
 - Never agree to meet someone you only know online without your parents' consent.
 - If something seems inappropriate or makes you feel uncomfortable, notify your parents or a trusted adult immediately.
 - Use search engines rather than typing addresses directly into the address bar. (One small difference in the lettering of an address may be a site you never intended to visit).
3. Students will show integrity by not plagiarizing another person's work and by not sharing or inappropriately using copyrighted materials.
4. Students will exhibit biblical traits of kindness and respect to others by not publishing or posting material that would bully, degrade, harass or otherwise cause harm to another person. Additionally, students will not download or post vulgarity, profanity or any other inappropriate language as determined by school administrators.
5. Students will not be in the possession of another student's electronic device.
6. Personal communication via texting, emailing, social media, direct messaging and all other methods are prohibited on campus.
7. Students are not permitted to conduct audio and video recordings on campus (including the recording of classes and classroom activities) without teacher approval. Furthermore, students may not use their device to listen to music while on campus.
8. Students may utilize games, apps or other educational resources only when approved by the teacher.
9. Students will refrain from viewing downloaded or DVD videos on their personal device.
10. Students are expected to utilize technology in a manner consistent with the behavioral expectations of TKA. Any actions not reflecting positively on the school and student should be avoided.

For General Violations of the Acceptable Use Policy (AUP) the device will be confiscated and turned in to the appropriate school office. The device will be held according to the following:

1. First Offense – Device is confiscated until 3:05 P.M. of the following school day.
2. Second Offense – Device is confiscated and the parent may retrieve the device after 3:05 P.M. the second day after confiscation.
3. Third Offense – Device is confiscated and the parent may retrieve the device after 3:05 P.M. Additionally, the student will lose his/her rights to utilize personal technology devices on campus for the remainder of the year.

The King's Academy reserves the right to search, at the administration's sole discretion, any electronic device brought on campus by a student.

Primary Teacher Breaks

JK-K teachers and assistants may take a break during naptime as long as another teacher or assistant is covering. The teachers rotate duty.

Rest Room/ Water Fountain Breaks

If the fourth-sixth grade teachers send a large group to the bathrooms, a teacher must be present. A camera will be monitoring the outside doors of the students' restrooms in bldg. 102. This procedure eliminates groups or individuals going unsupervised. Teachers should station themselves near the rest room doors. You may want to appoint rest room monitors to help you. Fourth, fifth and sixth grade teachers must monitor the hallways between blocks. The students must be instructed to keep the noise level down so other classes are not disturbed. (We have Elementary and MS/HS classes in the building.)

If a student has a physical problem requiring him/her to use the restroom more frequently, a doctor's note should be brought from home.

Students must not take any school supplies or backpacks to the restrooms (ex. Pens or pencils).

Search of Students ³⁵

Search of Student Lockers

On certain occasions, such as suspicion of possession of drugs, alcoholic beverages, pornographic materials, etc., it may be deemed necessary to search a student's locker. The King's Academy reserves the right to search a student's locker. The searching of the locker by an Administrator, with another school employee, is school policy. The locker will be searched with or without the presence of the student.

Search of Students

1. If a School Administrator, with another school employee, asks a student to empty his/her pockets and take off his/her shoes and socks, the student should do so immediately. If the student is unwilling to do so, the Administrator contacts the parent/guardian(s).
2. If the student is still unwilling to do so after having spoken with his parent/guardian(s), he/she will be expelled from the school.

Search of Student's Book Bag

1. A School Administrator, with another school employee, asks the student to empty his/her book bag, he/she should do so immediately. If the student is unwilling to do so, the Administrator contacts the parent/guardian(s).
2. If the student is still unwilling to do so after he has spoken with his parent/guardian(s), he/she will be expelled from school.

Search Public Websites

Any public websites (i.e., Facebook, Twitter, Instagram, etc.) are subject to Administrative review and any infraction of the TKA Honor Code will result in appropriate disciplinary action.

Student Extra-Curricular Activities

As time allows, we involve ourselves with various academic teams that compete against other schools. The Principals assign sponsors. Students are chosen based upon the criteria of the competition.

Student Placement (End of the Year)

At the end of the school year, the classroom teachers will make suggestions for the class lists utilizing the academic recommendations card. The Assistant Principal will finalize lists during the summer.

Substitute Procedure - Administrative Assistant

The Administrative Assistant should notify the Elementary Administrators first thing in the morning when a teacher is absent.

Substitute File - Teacher

To aid subs, each elementary classroom teacher is to keep a substitute file, clearly labeled as such. Each classroom teacher is to put the following items in it and keep it current weekly.

- List of students who have medical problems (Clinic distributes this at the beginning of the year).
- The name and room number of the grade chairman and the name of a reliable student who could answer a substitute's questions about procedures, places, names, etc.
- JK-3: List of students' bus routes.
- Daily schedule.
- Weekly lesson plan
- Seating chart
- Extra work
- The substitute file is to be given to the elementary administrative assistant once completed.

Summer Programs

Summer Camp

TKA offers a **Day Sports Camp** program for those entering 5th thru 9th grade for Sports Camp.

TKA offers a **Day Camp** program for ages 5-12. Students who are currently enrolled in our JK program may also attend summer camp if they are 5 years of age.

Summer Reading ²⁰

All new and returning TKA students, entering Kindergarten through 6th grade, are expected to complete summer reading requirements which can be found on TKA.net. Students are to read a common, required book in Grades K-6th and a second book of his or her choice. Students who enroll after July 15th will exempt from the summer reading assignment.

Summer School ¹²

If one major subject is failed for the school year, in grades 1-6 students are required to take that subject in an approved summer program. Those who do not will be required to repeat the whole grade next year. If more than one major subject is failed for the school year, the Principal may either dismiss the student or require that the same grade be repeated next year. If the student fails Summer School, the Principal may either dismiss the student or require that the whole grade be repeated next year.

Elementary grades earned in Summer School or Summer Tutoring does not *replace* the final grade earned during the school year. Instead, they are *averaged* (unless the Summer School grade is lower). Students may not take a subject in Summer School for credit unless they have previously taken the same subject at TKA.

In grades JK and K, whether or not a student will fail for the year is a decision arrived at by mid-April by the teacher, Principal and Assistant Principal. Parents are soon notified by a written letter, along with any necessary summer arrangements.

Supervision of Students

The King's Academy does not allow children to sit in the hallways without direct, visual supervision of an adult. Students are not to move to other locations without supervision. Students are not left in a classroom without supervision.

Technology

Elementary teachers must integrate the use of technology within their curriculum areas on a daily basis. JK-1st are exempt.

Test Schedules

Daily grades

These are given at the teacher's discretion and are defined as any evaluation that is minor in nature and for which the student does not have to study (e.g., pop quiz, homework, class participation, class work, minor projects).

Test Grades

Weekly, chapter, or unit tests, or announced quizzes, must be given according to the following schedule and should be announced a few days in advance:

Monday	Must be approved
Tuesday	All subjects permitted
Wednesday	All subjects permitted
Thursday	Only Math permitted
Friday	All subjects permitted

- Limit tests or quizzes to a maximum of 3 per day.
- Any exceptions for testing other subjects on Thursdays or on Mondays must be pre-approved by administrator.
- **Limit major tests (chapter tests, unit tests) to no more than 2 per day.**

No nine-week or semester exams are given in Elementary.

Trips

Fourth Grade Trip

- Each year, the fourth grade takes an overnight trip to St. Augustine. It is planned by the Elementary Principal in conjunction with the Grade Level Chair.
- In order for any fourth-grader to participate on the trip, the family's tuition obligation must be current with the Business Office no later than one week before the trip.
- Parents must be approved through the volunteer process in order to participate as chaperones.
- Those students who do not go on the trip do not attend school. Parents must make other arrangements for the supervision of non-participating students.

Fifth Grade Trip

- Each year, the fifth grade takes an overnight trip. It is planned by the Elementary Principal in conjunction with the Grade Level Chair.
- In order for any fifth-grade student to participate on the trip, the family's tuition obligation must be current with the Business Office no later than one week before the trip.
- Parents must be approved through the volunteer process in order to participate as overnight chaperones.

- Those students who do not go on the trip do not attend school. Parents must make other arrangements for the supervision of non-participating students

Sixth Grade Trip

- Each year, the sixth grade takes a trip to Washington, D. C. It is planned by the Elementary Principal In conjunction with the Grade Level Chair.
- Those students who do not go on the trip do not attend school. Parents must make other arrangements for the supervision of non-participating students.
- In order for any sixth-grade student to participate on the trip, the family's tuition obligation must be completely paid with the Business Office no later than one week before the trip
- Parents must be approved through the volunteer process in order to participate as overnight chaperones.

Sixth Grade Retreat

Each fall, the sixth grade will take an overnight trip as a spiritual retreat. Teachers and Elementary administrators will attend.

Tutoring ²¹

Elementary

Due to poor class performance, remediation needs, or absenteeism, certain students may be required to hire a tutor. Teachers are not allowed to provide paid tutoring to students currently enrolled in their class, unless approved by administration. Parents should arrange their own after school tutoring, at their own expense. Faculty and staff members are not permitted to transport students in his or her vehicle for tutoring purposes and/or to take a student home after tutoring. Parents must arrange transportation for their student.

Chapter 6 : Business Office, Facilities, and Security

General Information

Office Hours

The Business Office is open from 8:00 A.M. to 4:00 P.M. All business needs to be conducted during these times.

Club Accounts

Any student club or class activity collecting or raising money must keep records of all deposits and withdrawals. The Business Office will keep an account for each such organization. It is recommended that the organizers of each organization reconcile their books with the Business Office on a regular basis as the balance that is recorded by the Business Office will be considered to be correct. Any discrepancies must be addressed with the Business Office before the end of the school year. **Fees under \$20.00 should be paid in cash to limit the number of checks processed. Personal checks will not be accepted after May 1.**

Collecting of Monies

Any money a teacher or club officer receives should be recorded and sent immediately to the Business Office. Money should not be left in classrooms overnight. Any teacher holding such funds will be responsible for any losses incurred. These losses include but are not limited to paying any stop payment charges if a check is lost or misplaced. The school will not accept responsibility or make restitution for any such losses. Money being turned in should be counted and submitted with a batch total in order for the Business Office to reconcile the amount. The Business Office will notify the organization if any discrepancies are found. **Fees under \$20.00 should be paid in cash to limit the number of checks processed. No personal checks will be accepted as payment for any activities, fees, or fines after May 1.**

Finances

Tuition ⁴⁶

Tuition covers, student accident insurance, lunches, and transportation. If transportation or lunches are not desired, there is no tuition deduction. The tuition schedule for the current year is available upon request.

TKA families with any outstanding balance on their account for tuition, lost and/or damaged books, Cafeteria charges, etc. will not be issued or have access to their report cards, transcripts, RenWeb, commencement exercises or diploma, nor will they be allowed on any grade-level trip (this includes the senior trip).

An additional fee is charged for students enrolled in our Discovery Center or Academic Support Program. Fees are pro-rated for delayed entrance or early withdrawal.

Payments are due the 1st of each month. A late charge of \$25 is automatically added to accounts whose payments are received after the 10th of each month. In order to maintain class privileges, your account cannot be more than 55 days past due.

A \$25 fee will be charged to your account for any returned checks or EFT's. After two returned checks or EFTs, all monies paid to the school must be in cash, certified check, or money order.

Enrollment will not be accepted for students with an outstanding balance at another school. Tuition for students who enter mid-year is prorated. Please see entry schedule below: ⁶²

<u>% of Total Annual Tuition Due</u>	<u>Date of Entry</u>
100%.....	Aug - Sep
90%.....	Oct 1 - 15
85%.....	Oct 16 - 31
80%.....	Nov 1 - 15
75%.....	Nov 16 - 30
70%.....	Dec 1 - 15
65%.....	Dec 1 - 31
60%.....	Jan 1 - 15
55%.....	Jan 16 - 31
50%.....	Feb 1 - 15
45%.....	Feb 16 - 28
40%.....	Mar 1 - 15
35%.....	Mar 16 - 31
30%.....	Apr 1 - 15
25%.....	Apr 16 - 30
20%.....	May 1 - 15
15%.....	May 16 - 31
10%.....	Jun 1 - 15

Activity Fee ⁴⁶

The Elementary Activity Fee includes field trips, class photo, any art gifts made for parents, and part of the Christmas costume fee. The Activity Fee does not include any optional items, such as Yearbook. The Activity Fee is due with Elementary parents' first tuition payment for families choosing Payment Plan #1 or #2. For families opting for Payment Plan #3 or #4, the Activity Fee will be included in their monthly payment. The Activity Fee is not prorated for parents who enroll students during the school year, nor is it refunded for students who are withdrawn during the school year. Any Activity Fee paid past the due date will be charged a late fee of \$25.00 each month it is late.

Activity Fees are used exclusively for the current year. No funds are carried over.

Book Fee ⁴⁷

The Book Fee includes consumable textbooks for Elementary and MS/HS students. The Book Fee is due with parents' first tuition payment for families choosing Payment Plan #1 or #2. For families opting for Payment Plan #3 or #4, the Book Fee will be included in their monthly payment. The Book Fee is not prorated for parents who enroll students during the school year, nor is it refunded for students who are withdrawn during the school year. Any Book Fee paid past the due date will be charged a late fee of \$25.00 each month it is late.

Lost Textbooks ⁴⁷

All textbooks that are lost or damaged must be paid for in the Business Office. A receipt will be issued to present to the teacher and receive a replacement textbook. If the textbook is found the student can return the textbook to the teacher and the teacher will notify the Business Office. The student may present his/her receipt to the Business Office for a refund. The refund of the replacement cost will be issued less a 10% restocking fee. Refunds may only be issued within the school year that the textbook was lost.

Miscellaneous Expenses ⁴⁷

Families may be responsible for other costs, such as uniforms, school-supply fee, course fees, early-morning weight lifting class, music lessons, student activities, miscellaneous equipment, etc. Some of these services/fees are optional.

Costs that are common to any school (i.e., supplies, etc.) have not been listed but should not be assumed to be covered in tuition.

Student Insurance Coverage ⁴⁷

Student injury insurance is included in the tuition; please see below for coverage details. It covers the student for the school year. Coverage starts when the student is picked up by the bus and ends when he is delivered in the afternoon. The insurance is also in effect during school hours, and during school-sponsored trips.

It is necessary to report all school-related injuries to the Clinic promptly (within 24 hours) or possibly forfeit the insurance claim. The school insurance covers only the portion of the medical bill not covered by the student's primary policy and only partially covers uninsured students' medical bills. The student accident insurance policy is a secondary policy, designed to cover deductibles, co-pays and co-insurance from the student's primary insurance. Full benefits may be received by staying within your healthcare network. The School Nurse completes the school's portion of the claim form and returns it to the parent or guardian to complete and send to the insurance company for reimbursement. All student accident claims must be submitted to the insurance company directly from the parent/guardian(s) within 90 days from the date of the student's accident.

Students playing inter-scholastic athletics are covered within the limits of the TKA student policy. Please see above for coverage details. However, TKA requires that the athlete have primary insurance.

Students in grades 6th -12th participating in Athletics must have primary insurance or supplemental athletic participation insurance in order to play a sport.

Financial Assistance ⁴⁸

TKA provides Financial Assistance for families who show a demonstrated financial need. An Assistance Fund has been established for this purpose. Financial Assistance is awarded on a yearly basis and is available to all grades based on availability of funds.

Applications may be completed only after a student has successfully completed all steps required for admission to TKA. Application for Financial Assistance may be completed online after January 1st for the upcoming school year. There is a link on TKA.net to complete the application.

Donations to the Assistance Fund are generally tax-deductible. Donors should always consult with their tax advisor(s) as to their particular tax situations and the deductibility of any gifts.

Withdrawals ⁴⁸

When a student withdraws from TKA, whether at the request of the parent or TKA, the parent/guardian's financial responsibility is shown on the chart below. Attendance for any part of a month (even one day) is considered the same as the entire month. When withdrawing a student, please obtain a Withdrawal Form from either the MS/HS Office or the Elementary Office, depending upon the grade in which the student is currently enrolled. A completed Withdrawal Form must be submitted and all outstanding fees and/or fines must be paid before records will be sent to the student's receiving school.

<u>% of Total Annual Tuition</u>	<u>Date of Withdrawal Notification</u>
5%.....	July 1 - Day before School
15%.....	1st Day of School - Aug 31
25%.....	Sept 1 - Sept 30
35%.....	Oct 1 - Oct 31
45%.....	Nov 1 - Nov 30

55%.....	Dec	1 - Dec	31
65%.....	Jan	1 - Jan	31
75%.....	Feb	1 - Feb	28
85%.....	Mar	1 - Mar	31
95%.....	Apr	1 - Apr	30
100%.....	May	1 - End of School	

When a student withdraws, TKA sends his/her records to the receiving school only. The receiving school must request the student's records, not the Parent.

NILD 48

The tuition for the NILD program is an additional fee. This tuition covers all sessions outlined by the NILD Director. It also covers the cost of any books or supplies that may be required. This tuition is in addition to normal school tuition. Payments will be made in accordance to the payment options selected on the enrollment form. This tuition is subject to prorating based on early withdrawal or late entry. It is not subject to any discounts.

The costs of other TKA learning strategies programs are available in the Business Office. These fees are in addition to normal school tuition and are subject to prorating based on early withdrawal or late entry. They are not subject to any discounts.

Tuition Discounts

Administration & Teachers

Full-time:

All children of all regular full-time employees are required to enroll and stay enrolled at The King's Academy if they are able to pass our admissions standards.

Tuition for JK-12, application fee, and enrollment fee are not charged for this employee classification. These individuals are responsible for book fees, activity fees, uniforms, and any other fees required by grade level, elective or club affiliation. This discount is not applicable to any supplemental programs such as Academic Support, AP classes, Fine Arts fees, course fees, etc.

Part-time:

Regular part-time employment is at least three classes in a day and/or less than 30 hours a week. These individuals may receive a discount on JK-12 tuition. They are responsible for book fees, activity fees, uniforms, and any other fees required by grade level, elective or club affiliation. This discount is not applicable to any supplemental programs such as Academic Support, AP classes, Fine Arts fees, course fees, etc.

Staff & Teacher Assistants

10-Month Employee

This classification of employees receives free JK-12 tuition for two children and application and enrollment fees are waived. Employees are responsible for book fees, activity fees, uniforms, and any other fees required by grade level, elective or club affiliation. This discount is not applicable to any supplemental programs such as Academic Support, AP classes, Fine Arts fees, course fees, etc.

12-Month Employee

This classification of employees receives free JK-12 tuition for three children and application and enrollment fees are waived. Employees are responsible for book fees, activity fees, uniforms, and any other fees required by grade

level, elective or club affiliation. This discount is not applicable to any supplemental programs such as Academic Support, AP classes, Fine Arts fees, course fees, etc.

Bus Drivers

Bus drivers receive a 75% discount on JK-12 tuition. This discount is based on their completion of a set number of bus runs during the school year. For each run missed in excess of ten, the driver's tuition account will be billed. Bus drivers are responsible for application fees, enrollment fees, book fees, activity fees, uniforms, and any other fees required by grade level, elective or club affiliation. This discount is not applicable to any supplemental programs such as Academic Support, AP classes, Fine Arts fees, course fees, etc. Bus drivers will receive ½ of the enrollment fee that was paid credited back to their tuition account on April 1. Drivers must drive for the entire school year to receive this benefit.

Pastoral

TKA offers a 40% discount for senior pastoral staff of a Christian church. To qualify for this discount, one must be the head of household, be employed as a full-time (40+ hours per week) member of the church's senior pastoral staff and receive at least 50% of their income from this position. A letter from the church's elders or deacons must be filed with the Business Office each year. The Business Office has final approval for this discount.

Financial Assistance

TKA offers a limited amount of funding for financial assistance. Financial assistance is based on financial need only. In order to qualify for assistance, an application must be filled out with Financial Aid for School Tuition (FAST). These applications are available online at www.TKA.net.

FAST is an independent financial aid assessment company that reviews all applications. From this application, FAST makes financial aid award recommendations to TKA's Business Office. Applications should be submitted to FAST right away beginning January 1st each year. The Business Office makes awards starting on March 15th and continues on the fifteenth of each subsequent month until all funds are distributed. We ask that all applications for assistance be submitted to FAST no later than June 1.

All parents and employees not receiving a full tuition discount are eligible to apply for this assistance.

Other Fees

Enrollment Fee

Amount

\$880.00 – New Families

\$380.00 – TKA Alumni and Returning Families if paid in February

\$100.00 is added for each additional month until fee reaches \$880.00

Purpose

The Enrollment Fee is designed to cover the administrative costs of enrolling TKA students. These costs include but are not limited to entering family and student information in the school's computer system, interviews with Principals, and meetings with other TKA staff. This fee is non-refundable and is not pro-rated for early withdrawal or late entry. The fee is charged per family regardless of the number of enrolled students.

Record Keeping: This fee will be recorded via Ren-Web.

Collected By: This fee will be collected by the Admissions office via Ren-Web.

Discounts

Regular full-time employees – 100% discount

Regular part-time employees –100% discount (Bus Drivers receive a refund of 50% of the Enrollment Fee paid after the completion of a full year of service.)

No enrollment will be accepted if a family owes a balance to a prior school or for a prior TKA school year.

Application Fee

Amount

\$125.00 per applicant

Purpose

The application fee is designed to cover the costs of the Admissions process. It pays for items such as testing material, testing supervision, and other administrative costs associated with testing the applicant.

Record Keeping: This fee will be recorded via Ren-Web.

Collected By: This fee will be collected by the Admissions Office via Ren-Web.

Discounts

TKA Full-time employees – 100% discount

TKA Part-time employees – 100% discount

Supply Fee

Purpose

This fee covers the start-up school supplies for JK and K. These supplies include but are not limited to crayons, pencils, glue, paper, etc. If the student should lose any of the supplies or use them up, they can be replaced by purchasing a new item from the School Store. This fee is not pro-rated for early withdrawal or late entry.

Record Keeping: The Business Office will keep record of each student's payment.

Collected By: This fee will be collected by the Business Office. It is paid with the tuition in accordance to the payment plan chosen on the Enrollment Form.

Discounts: None

Purchasing

TKA is a tax-exempt organization with respect to Florida Sales and Use Tax. TKA's tax-exempt number is 60-22-114059-57C. This exemption allows the school to avoid sales and use tax on the goods and services that it purchases. In order for employees to take advantage of the school's exemption, purchases must be made with cash or TKA Check with a copy of the school's exemption form. Copies of this form are available in the Business Office. Employees not using TKA's exemption number or form will not be reimbursed for any sales tax paid.

Check Requests

Check requests serve two purposes. They are used to gain reimbursement or pay for expenditures over \$20.00 and/or to accompany a purchase order request. All blanks must be filled out completely and correctly. In addition,

proper documentation supporting the reimbursement or expenditure must be attached. If the Check Request is not filled out properly, it will be returned and not processed.

The following is what is expected in each area of the Check Request:

- **Check made out to/Payable To** - In this area, we need a complete name and address, including state and zip (please write legibly).
- **Description** - This will advise the Business Office the reason for the check, reimbursement, or give the class it is associated.
- **Amount** - Give the total dollar figure you are requesting.
- **Organization/GL Accounts** - We need the grade, department, or student club this purchase will benefit.
- **Authorization** - Your direct supervisor will need to sign here. As well as an Administrator.
- **Give (Check) to** - annotate the person you want the Business Office to deliver the check. If you wish it mailed, leave this space blank and fill out the "Send To" area.
- **Send to** - annotate the place you want the Business Office to give the check. If you wish to receive it, leave this space blank and fill out the "Give To" area.
- **Need By** - Place the date when you absolutely need the check.

Checks will be processed weekly, each Monday. In order to have your request included in the run, your request must be in Sherri Dumont's mailbox, fully authorized, no later than 4:00 P.M. on Wednesday of the previous week. Once processed, checks will be placed in your box or mailed as soon as possible.

Any payments for subcontractors must be accompanied by a W-9. In addition, we must have proof of Liability insurance that includes coverage for Workman's Compensation. If the subcontractor does not have Workman's Compensation Insurance, they can apply with the State of Florida for a certificate of exemption. This form must be provided to the Business Office prior to starting any work.

Please note that any check request that is submitted for reimbursement may be turned down. It is advisable to get a Purchase Order Approval Prior to any purchase if you want any assurance that you will be reimbursed.

Purchase Order Requests

Purchase Request forms are used to gain approval for items to be acquired. They are also used to request conference or seminar attendance. Everything you need and/or want must be placed on a purchase request for approval. The purchase request needs to be filled out completely and correctly to assure prompt processing. Please attach all back up documentation that will help explain the expenditure or clarify what may need to be ordered.

The following is what is expected in each area of the Purchase Order Request:

New Item box – This area will indicate if the purchase is a restocking of inventory or a new purchase. It also contains a space to indicate if the purchase will be used for curriculum, supplies, activity fee, or other. Do not mix orders.

- **Name & Address or Vendor/Payable To** - In this area, we must have the complete name and address of the company you want the order to be purchased through. Include a fax and telephone number; if known, the web address is requested.
- **Reason** – This area helps answer any possible questions that may arise through the purchase approval process.
- **Booster Club** – Yes or No will indicate if a club is going to pay for the purchase out of their funding. If a club is going to pay, the President or Treasurer must initial the request in the authorization area. Boosters also have their own Purchase Order/Check Request Form on Sharepoint
- **Check Accompany** – Yes or No will indicate if a payment is needed with the order. If a check must accompany, a check request must be filled out and attached. If you are using the new form, check the box at the top of the form for a check to be issued.

- **Main Area** – This area is your actual order. Complete all aspects of this area. Be sure to give both the product/ISBN number as well as a description of the product. Some companies change these numbers with each catalog. This acts as a double check. Complete the “cost of item” (unit cost) and carry over to the “total cost” (line total). Subtotal the order, add in shipping, and total the entire order. In some cases, the catalogs will give you an estimate of the cost of shipping. If no estimate is indicated use 15% of your subtotal.
- **Authorization Area** – A purchase request needs all four (or two on new form) signatures for approval.

Purchase Order Requests will be processed weekly. Please place your requests in Sherri DuMont’s mailbox.

Any Purchase Order Request for individuals acting as subcontractors must be accompanied by a W-9. In addition, we must have proof of insurance that includes coverage for Workman’s Compensation. If the subcontractor does not have Workman’s Compensation Insurance, they can apply with the State of Florida for a certificate of exemption. This form must be provided to the Business Office prior to starting any work. For any request for a company that will work as a subcontractor, a certificate of insurance must be on file prior to work starting.

Please note that any Purchase Order Requests that are submitted for reimbursement may be turned down. It is advisable to get a Purchase Order Approval prior to any purchase if you want assurance that you will be reimbursed

Purchasing Process

When material or equipment is needed by an employee, he/she must complete a Purchase Order Request Form. If the P. O. is denied, he/she will be informed. Those who order items without going through the proper channels may be responsible to pay for the items themselves. Even repairs or items sent free or “on approval” should not be ordered without a P. O. All business contracts (such as a yearbook photography company) first require a P.O. Plan ahead: few large P.O.’s for the upcoming school year are approved after May 1.

If you need a check issued to an individual (vendor, honorarium, gift to a missionary, etc.), you must furnish the Business Office with a completed W-9 form. (This is for tax purposes.)

When merchandise arrives at school, it is very important that no one other than an employee of the Business Office sign for any packages at any time, before, after, or during office hours. Many times, TKA employees will sign for UPS, freight or U.S. mail without knowing all the wherefores. Please send any driver of any delivery truck into the Front Office. If the office is closed, please tell the driver to return the following working day. This is of the utmost importance, as many errors have been made in the past and have cost the school time and money.

Petty Cash

Petty Cash will be available in the Elementary and High School Offices. Each office will have petty cash receipts and will issue the funds. All receipts and change must be returned to the proper office immediately. School funds should not be solicited by teachers for small prizes, treats, tissues, etc.

Petty Cash is still subject to prior approval and all purchases are subject to being denied.

TKA’s Tax Exemption form must be used for all petty cash purchases. Sales tax cannot be reimbursed.

Personnel

Application for Employment

All individuals interested in applying for a job or interested in volunteering need to apply online via TKA.net. Different positions require different applications. The following is a list of positions and required applications.

- Substitute teachers receive a Faculty and Administration Application.
- “Off-Campus” coach or sponsor receives an “Off-Campus” Coach/Sponsor Application.

- Volunteers receive a Volunteer Application.
- Teachers or Administrators receive a Faculty and Administration Application.
- Transportation, Maintenance, Housekeeping, Cafeteria, and Security receive a Transportation, Maintenance, Housekeeping, Cafeteria, and Security Application (TMHCS) Staff Application.
- Other support staff receives a Staff Application.
- Once the application is received, the HR Department sends an acknowledgement letter within three working days. We will review each application for open and available positions that are posted and verify references, diplomas, certificates, and transcripts for those applicants. After these have been received and verified, the application will be forwarded to the following to review and schedule interviews:

President / Headmaster

- Administrators

Principals

- Teachers
- Substitutes
- “Off-Campus” Coaches/Sponsors

Development Staff

- Volunteers

COO, Controller, and/or Business Manager

- Maintenance
- Housekeeping
- Transportation
- Security
- Cafeteria
- School Store
- Support Staff
- TKAP

If an applicant cannot fill an existing position, the Administrator will return the application to the HR Department for a rejection letter to the applicant.

TKA admits employees of any race, color, national or ethnic origin, or disability to all rights, privileges, programs, and activities generally accorded or made available at the school.

Title VII of the Civil Rights Act of 1964 (42 USC 2000e-1) permits job-related religious discrimination by a religious employer.

Facilities General Information

OSHA Written Hazard Communication Program (HAZCOM)

This program addresses chemical hazards in the workplace and employees' right to know.

TKA is firmly committed to providing each of its employees a safe and healthy work environment. Thus, we have implemented this hazard communication program as outlined herein. The Director of Facilities has overall responsibility for coordinating the program.

What constitutes a chemical hazard? Hazard determination is coordinated by the Transportation staff and the Director of Facilities. Any substance known to be hazardous is included in the program.

Every hazardous substance known to be present in the workplace is on a hazardous chemical inventory, listed by work area (laboratory, bus garage, etc.). Designated individuals are responsible for securing an inventory of all existing and added hazardous chemicals in their work area. The inventory serves as the index to the Safety Data Sheets (SDS) file. The inventory is kept on file outside the office of the Director of Facilities, in the garage area of Building 112.

SDSs contain information on chemical products with which TKA employees work. An SDS for every hazardous chemical on the hazardous chemical inventory is kept on file in the office of the Director of Facilities.

As an employee, you have the right to view these during any work shift. SDSs provide the following types of information:

Chemical analysis	Toxicity
Chemical reactivity	Symptoms of overexposure
Safe handling procedures	First aid
Personal safety equipment needed	Pictograph

Designated individuals are responsible for obtaining an SDS from the supplier for every chemical on their hazardous chemical inventory.

Labels are the single best available source of employee information on a chemical's properties and requirements for safe handling. Always read and comply with the label before using it. If you don't understand something, get help. And never remove or deface a label.

The Director of Facilities, Administrators, and department chairpersons specified below are responsible for assuring compliance with labeling requirements.

All employees working with, or potentially exposed to, hazardous chemicals in their work area will be appropriately informed and trained.

Training is done in an annual session. This is handled during Faculty Orientation each August. The minimum acceptable training standards shall establish employee awareness of the HAZCOM program and their rights and responsibilities under it.

Designated individuals are responsible for employee training in their respective work areas. The Director of Facilities contacts them during Faculty Orientation regarding their responsibilities. Although the Director of Facilities is responsible for the oversight of HAZCOM, each department is accountable to an intermediate supervisor.

Business Manager

- Cafeteria Manager
- Workroom Manager
- Security

Middle School/High School Principal

- MS/HS Science Department Chairman
- Athletic Director

Director of Facilities

- Maintenance
- Grounds Keeping
- Outside Contractors
- Housekeeping

Transportation Staff

Garage

Safety Checklists

We have developed safety checklists for a variety of sports and classes. The Principal distributes these at the beginning of each year to certain coaches/teachers. They are to be reviewed by the coach/teacher with players/students at the beginning of each season/year. If an employee is ever involved in a lawsuit, he will be thankful that he covered himself in this way.

We should take nothing for granted when it comes to safety. Don't assume players/students already are aware of a danger, even if it is obvious.

These lists are revised at the end of each year.

At the beginning of each year, the Elementary Principal distributes a playground equipment safety list to all Elementary staff, which they sign.

The Elementary playground is formally inspected for safety by the Principal each month. Each inspection will be documented. Anyone on staff, however, should immediately report any hazards they may notice at any time.

Health and Safety Inspections

Whenever any health, safety, or PBC Health Department inspectors arrive on campus to inspect, contact the Director of Facilities immediately, so that he can escort them around campus.

Display Tables

If anyone needs to use tables, they are to be requisitioned from the Maintenance Department at least two days prior to the need. Email your request to the Director of Facilities at Facilities@tka.net. The email must contain the date and time needed as well as the date and time they can be returned.

M. Nelson Loveland Athletic Center Usage

Except for regularly scheduled games, game practices, and chapels, anyone using the gymnasium/stage portion of the MNLAC must submit the form "Request for Use of M. Nelson Loveland Athletic Center" at least one week ahead to the MS/HS Assistant Principal. He keeps a master calendar on the MNLAC building's use.

If there are any changes in regularly scheduled games, game practices, or chapels, this form must be completed.

Fire Extinguishers

Read the instructions on the fire extinguisher and know how to use them.

Personal Use of School Property

A. Facilities, Supplies, Equipment

1. No TKA employee or outsider may use the School for personal reasons without approval from the President. Some requests also need Board approval.

2. Employees may use TKA facilities for their own private tutoring only if the student is a TKA student, but this must still be cleared annually through the President. Normally, facilities for tutoring may be used only during the school year, not during the summer.

B. Books

1. During the school year, we do not sell any current curriculum to anyone. We will, however, provide the address and phone number of the publisher. Under special circumstances, as determined by the Principal/President and according to availability, we may temporarily loan current curriculum.
2. During the summer, we do not sell any current curriculum to anyone. We may loan current curriculum that is cleared through the Principals. This also applies to teachers.

Faculty Lounge

The Faculty Lounge is located in Building 109 beside the Cafeteria. The lounge is intended for employees only. Students, including employee children, may not use the Faculty Lounge. The lounge has a refrigerator, for the storage of employee lunches, a beverage dispenser, and a coffee maker. If a problem arises with the beverage dispenser, please see the Cafeteria workers for assistance.

No supplies are to be removed from the lounge for student groups. Each group is responsible for providing their own supplies. This includes Advisory.

Each employee is responsible for cleaning up after themselves. This includes but is not limited to washing their own dishes and cleaning out the refrigerator of their items. Dishes left unwashed will be discarded.

The Executive Administrative Assistant manages the calendar for the teachers' lounge.

Emergency Drills and Procedures

Fire Drills ⁵³

Fire Drills are held once a month. During a fire drill, students are not to talk until the all-clear signal is heard. Each class exits the classroom quickly, without running, and proceeds in single file to its designated area.

The Administration will decide when drills are held, log the date, and the Principals and teachers note how long students take to evacuate. Drills will be signaled by a continuous buzzer or bell. (Do not confuse this with the tornado drill signal, which is 10 short blasts of the buzzer.)

Follow this order

- Fire alarm will sound and continue for approximately thirty seconds. Stop work immediately.
- Once alarm is silenced listen for announcement stating "evacuate" or "remain in class".
- No student talking until all-clear signal.
- Upon evacuation, teachers will take roll books and check roll. Notify the Administrator in charge of your area immediately if someone is missing.
- If evacuation is required, students should exit quickly, without running, in single file to their designated areas (see diagram in room). Go to the area farthest away from the school building. Make sure that students are not standing in a roadway where emergency vehicles will come.
- Close door and bring up the rear.

- Students stand by separate classes in a single line.
- Proceed quickly back to class when you hear the all-clear signal (announcement over intercom). Students may talk after all-clear signal.

Teachers should be sure their students know the fire drill procedure before the first fire drill. MS/HS students will need to know how to exit from every different room.

If any student is not in their classroom when the fire drill signal sounds, he/she should proceed as quickly as possible to meet their class if he/she is in the same general area as their class. If a student is far from their class (e.g., on the other side of the campus), he/she should report to the teacher of the nearest class. That teacher should then report their presence to the area supervisor so that the student can be accounted for.

Tornado Drills ⁶⁰

Once or twice a year, the President will have a school-wide tornado drill. Drills will be signaled by ten blasts of the buzzer or bell. (Do not confuse these with the fire drill signal.)

If any student is not in his/her classroom when the tornado drill sounds (blasts of buzzer or bell), he/she should proceed quickly to the nearest classroom building, cover head, and kneel by the most solid inside wall, away from windows. If no building is near, he/she should go to the nearest ditch. Tornado drills occur twice a year. Students in the classroom go to an inside wall away from windows, crouch down, and cover their head with hands.

Follow this order

- Stop work immediately. No student talking until class resumes.
- Students move quickly to the most solid wall in the classroom, away from windows.
- Kneel and cover head.
- When the warning signal stops, all students should be in position. Do not move until the all-clear signal.

High School Protocol for Drill and Actual Warning

102 Classes – Stay in classroom and move to walls away from windows and doors

202 Classes - Use North Stair and move quickly to first floor hallway away from glass doors.

103 Classes – Stay in classroom and move to walls away from windows and doors

108 Classes – Stay in classroom and move to walls away from windows and doors

208 Classes – Use nearest stairway and move to first floor hallway. Secure exterior doors.

West Patio – Move quickly to 103 East hallway

South Patio – Move quickly to Teacher's Lounge to walls away from windows and exterior doors

Cafeteria – Move as directed by Lunch Duty Personnel to Food Service Area (not cooking area) and Teacher's Lounge and 103 East hallway

Science Classrooms – Stay in classrooms and move to walls away from windows and doors

Aquatics Center – Move inside to separate locker rooms

CPA – Move to classroom/storage under stadium seating with overflow in hallway

STEM Building - Use nearest stairway and move to first floor hallway. Secure exterior doors.

MNLAC Classrooms – Stay in classrooms and move to walls away from windows and doors

Locker rooms – Stay in locker rooms away from doors

MNLAC Lobby and Arena – Move to the West Hallway by the stage

MNLAC Stage – Move to East Hallway by the stage

Dance Room – Stay in Dance Room and move away from windows and doors

Events Center – Move quickly to Dance Room in MNLAC

Field House – Move to locker rooms away from doors

Track Field, Tennis Courts & Softball Field – Move to Aquatics facility and separate into lockers rooms.

Baseball Field, Stadium Field and East Field (Behind Events Center) – Move to Field House locker rooms

During tornado drills, the administrative staff checks all buildings and rest rooms, except for the Loveland Athletic Center, which is checked by the Athletic Director.

Any student or class outside should proceed quickly to the nearest ditch (unless, of course, there is a building nearby). When a severe weather warning is issued by the National Weather Service, The Director of Facilities, MS/HS Principal, and Elementary Principal will notify each other to be on the lookout. Any teacher, however, who spots a tornado, should notify these people immediately.

If a bus driver spots a tornado while in route, he should have the students leave the bus and go to a substantial structure. If no structure is available, students should go to the nearest ditch.

Emergency Procedures for Situations outside the Classroom

It is imperative to note that we cannot plan for every possible emergency scenario. We can follow basic guidelines and then make extemporaneous decisions using good judgement.

Lockdown

Class Change / Before School / After School (Including Bus area) – Gather as many students in your vicinity into a secured room (i.e. classroom, locker room, etc.). Try to make a list of students in your care. If during regular employee hours you can email or text the list to Mrs. Dalie or Mrs. Prusila. **If a Code White do not send any electronic messages.**

Cafeteria – On-duty teachers and administrators will direct students in the cafeteria into restrooms, kitchen area and dishwashing room. At least one teacher must remain with students in each secure area. Cafeteria personnel will lower blinds and gates and will lock doors. Students on the patio should be directed into the teacher's lounge where teachers or cafeteria personnel will lower the blinds. Administrator will make sure the teacher's lounge door is locked.

Page Center – Students will be instructed to get down as low as possible between the seats, remaining quiet and keeping phones concealed. The person at the sound & light board will then black out the entire seating area and stage. Persons on stage can seek cover on either side of stage.

Loveland Center – Lobby Security will secure lobby and lower blinds. Students will be instructed to remain in their seats and quiet. The Fire doors should be closed and locked and the arena will be blacked out. Coaches and administrators with light keys should shut down the main lights. All other doors should already be locked. Further instruction may be given later to move to other secure rooms.

Fire Drill

Class Change / Before School / After School - Gather as many students in your vicinity into a secured room (i.e. classroom, locker room, etc.) and wait for evacuation order. When evacuating, you may need to lead the students to the evacuation location.

Cafeteria – On order to evacuate, lunch duty teachers and administrators will direct students through the Cafeteria gate to the bus lot. Teachers from the teachers' lounge should evacuate the same way and assist keeping order.

Page Center - Upon order to evacuate, Administrators and Teachers will direct students on the left out the North exit, through the Cafeteria gate and to the Bus lot. Students on the right side will be directed out the South side exit and back to the East field.

Loveland Center – Upon order to evacuate, students on the left side will exit through the lobby to the South Parking lot. The students on the right side will be instructed to exit out the East doors to the East field. Teachers should stay with the students in their seating section.

Present Shooter

Class Change / Before School / After School (including Bus Area) – Gather as many students in your vicinity into a secured room (i.e. classroom, locker room, etc.). If prudent to do so, you may use an outdoor exit from your room (if available) to run from the threat. Phys. Ed classes or sport teams that are outdoors may seek concealment (i.e. dugouts, etc.) or if prudent exit the campus.

Cafeteria – Lunch duty teachers and administrators will direct or lead students to an appropriate secure space (i.e. restrooms, kitchen, dishwashing room, etc.) or to an exit away from the threat.

Page Center – Students will be instructed to get down as low as possible between the seats, remaining quiet and keeping phones concealed. Persons on stage can exit to dressing rooms or other secure rooms backstage. The person at the sound & light board will then black out the entire seating area and stage. When and if appropriate to do so the students will be directed toward secure areas or to exits away from the threat.

Loveland Center – Students will be instructed to take cover between seat rows. Exposed rows may be directed to an exit or other secure room (i.e. weight room, dance room, locker rooms, lobby restrooms, etc.)

Emergency Communication ⁵³

In the event of a school emergency or unexpected school closing, TKA utilizes all available means of communication to keep parents informed. One of the primary means of communicating information to parents quickly is through the Message System. This calling system sends a recorded message to all parents' home phones and cell phones within 10 minutes of a call launch. In addition, the school utilizes local media as well as its website (TKA.net) and TKA-E News emails when appropriate.

School-Wide Campus Emergency Evacuation ⁵³

If The King's Academy is required to evacuate the school site due to an imminent threat, the school will evacuate to First Baptist Church located at: 10701 Okeechobee Boulevard and/or Royal Palm Beach - Christ Fellowship Church located at: 9905 Southern Boulevard, Royal Palm Beach, FL. These locations may change if the emergency necessitates a change.

The school has a lockdown procedure and an evacuation procedure in place. The lockdown procedure is practiced during the school year. During an early release due to an emergency, acceptable pick-ups must be provided to us and updated in writing. Furthermore, any variance from school transportation or typical pick-up must be accompanied by a written note from a legal guardian.

Be certain to account for all students and show the green sign to the Administrator in charge of your area. If a student is missing from your class, show the red sign to the Administrator responsible for your area.

Elementary teachers, whose classes are out for an elective, will need to move to the area where they may find their students. They are to assist the elective teachers in determining if all students are present. Be sure to exercise caution in reaching the evacuation area.

Code White: Bomb Threat
Emergency Code Responsibilities
CIT Crisis Intervention Team, Teachers, and Other Staff

Central Safety Principle: Any change in electrical signals may trigger certain explosives.

Upon hearing the “Code White” announcement:

OUTDOOR TEACHERS:

- ❖ **Leave all electronics as they are. DO NOT turn OFF or ON lights, computers, walkie-talkie radios, cellular phones, and pagers. Make sure students understand to leave their electronic devices alone.**
- ❖ **Calmly firmly emphasize to students to follow directions that this is a crucial time.**
- ❖ If you are a Crisis Intervention Team (CIT) member, be prepared to respond if authorized personnel call you to CIT duty.
- ❖ Meanwhile, gather your class roster and other records. Have students take book-bags, purses, etc. Unless directed otherwise, evacuate quietly and orderly to the campus pre-determined location. This may vary based upon the emergency location.
- ❖ Upon arrival at evacuation site, check roster.
- ❖ Prepare a list of missing students to be given later to the Student Site Coordinator.

INDOOR TEACHERS:

- ❖ **Leave all electronics as they are. DO NOT turn OFF or ON lights, computers, walkie-talkie radios, cellular phones, and pagers. Make sure students understand to leave their electronic devices alone.**
- ❖ If you are a CIT member, be prepared to respond if authorized personnel call you to CIT duty.
- ❖ Leave doors unlocked if evacuating, or locked if shelter in place.
- ❖ **Stay in your classroom. Allow no one to leave.**
- ❖ Admit only Administrator/Police/Fire officials after requesting ID (slide under door). Any students in hallway or grounds may come immediately to the closest classroom.
- ❖ Instruct students to get away from windows and doors.
- ❖ Do not call or radio the office or anyone else until you are told that radio contact is permitted. Avoid using intercom call button. When communication is permitted, contact the office *only for true emergencies*. Otherwise, keep all communication channels clear.
- ❖ All staff who do not have supervisory responsibilities for students must be prepared to assist Administration when instructed to do so.
- ❖ Keep students calm and quiet while you await further instructions, which could include locking down or evacuation.
- ❖ No noise should emanate from the room.

ALL OTHER PERSONNEL:

- ❖ **Leave all electronics as they are. DO NOT turn OFF or ON lights, computers, walkie-talkie radios, cellular phones, and pagers.**
- ❖ If you are a CIT member, be prepared to respond if authorized personnel call you to CIT duty.
- ❖ If you are in a hallway or other public area, enter the nearest classroom or office immediately. Follow the instructions for Indoor Teachers.
- ❖ If you are outside, follow the instructions for Outdoor Teachers.

Code Red: Full Lockdown

Emergency Code Responsibilities

Teachers & Other Staff

Irate/dangerous individual possible with weapon no movement inside the building other than by police and fire department and those under their supervision

Upon hearing the "Code Red" announcement:

OUTDOOR TEACHERS:

- ❖ If you are a CIT member, be prepared to respond if authorized personnel call you to CIT duty.
- ❖ Meanwhile, gather class roster and other records. Have students take book bags, purses, etc. Unless directed otherwise, evacuate to the nearest building or classroom or other pre-determined location.
- ❖ Upon arrival at evacuation site, check roster.
- ❖ Prepare a list of missing students or additional students to be given later to the Student Site Coordinator.

INDOOR TEACHERS:

- ❖ If you are a CIT member, be prepared to respond if authorized personnel call you to CIT duty.
- ❖ Meanwhile, lock all interior doors.
- ❖ Stay in your classroom. Allow no one to leave.
- ❖ No noise. No talking . . . silence is a must!
- ❖ Admit only Police/Fire officials with ID (can be slid under door or check window). Refuse entry to all other persons. A campus sweep will collect all students from the halls and grounds.
- ❖ Close blinds and cover windows.
- ❖ Turn off lights and all TV's, radios, computer, etc.
- ❖ Instruct students to get away from windows and doors, and sit or crouch on floor.
- ❖ Move students to wall near front of room – on the floor near the chalk/white board.
- ❖ Contact the office *only for true emergencies*. Otherwise, keep all communication channels clear; do not call or radio the office or anyone else until you are told that doing so is permitted.
- ❖ All staff who do not have supervisory responsibilities for students must be prepared to assist Administration when instructed to do so.
- ❖ Keep students calm and quiet while you await further instructions.
- ❖ Community bathrooms-closest teachers should pull students into classroom. No noise.

PANIC BUTTON:

- ❖ In the event that a Code Red is called, teachers should follow the steps outlined in the handbook.
- ❖ If there is a problem in your classroom, and you are able, press the emergency intercom button.
- ❖ All other instructions remain the same.

ALL OTHER PERSONNEL:

- ❖ If you are a CIT member, be prepared to respond if authorized personnel call you to CIT duty.
- ❖ If you are in a hallway or other public area, enter the nearest classroom or office immediately. Follow the instructions for Indoor Teachers. If all doors are locked, find the nearest safe area. Remain calm and quiet while you await further instructions.
- ❖ If you are outside, follow the instructions for Outdoor Teachers.

Code Yellow: Full Lockdown

Emergency Code Responsibilities

Teachers & Other Staff

Limited movement inside the building by police, fire department, and CIT members

Upon hearing the “Code Yellow” announcement:

ALL CIT MEMBERS:

- ❖ If you have students, gather your class roster and other records for the person who will provide coverage. Give students to the nearest teacher for coverage.
- ❖ Report to the Incident Command Post or other site as instructed.

OTHER OUTDOOR TEACHERS:

- ❖ Teachers gather class roster and other records. Have students take book bags, purses, etc. Unless directed otherwise, evacuate to the nearest building or other predetermined location.
- ❖ Upon arrival at evacuation site, check roster.
- ❖ Prepare a list of missing students or additional student to be given later to the Student Site Coordinator.

OTHER INDOOR TEACHERS:

- ❖ Lock all doors.
- ❖ Stay in your classroom. Allow no one to leave.
- ❖ Admit only Administrator/Police/Fire officials with ID. Refuse entry to all other persons. A campus sweep will collect all students from the halls and grounds.
- ❖ No TV time.
- ❖ Instruct students to get away from covered windows and doors.
- ❖ Contact the office *only for true emergencies*. Otherwise, keep all communication channels clear; do not call or radio the office or anyone else until you are told that doing so is permitted.
- ❖ All staff who do not have supervisory responsibilities for students must be prepared to assist Administration when instructed to do so.
- ❖ Keep students calm and quiet while you await further instructions.
- ❖ Quiet teaching may still take place.

PANIC BUTTON:

- ❖ In the event that a Code Yellow is called, teachers should follow the steps outlined in the handbook.
- ❖ If there is a problem in your classroom, and you are able, press the emergency intercom button.
- ❖ All other instructions remain the same.

ALL OTHER PERSONNEL:

- ❖ If you are in a hallway or other public area, enter the nearest classroom or office immediately. Follow the instructions for indoor teachers. If all doors are locked, find the nearest safe area. Remain calm and quiet while you await further instructions.
- ❖ If you are outside, follow the instructions for Outdoor Teachers.

Code Blue: Evacuation Emergency Code Responsibilities Teachers & Other Staff

On or Off Campus Evacuation No Bomb Threat

Upon hearing the “Code Blue” announcement:

ALL CIT MEMBERS:

- ❖ If you have students, gather your class roster and other records and bring your students to the nearest teacher who will provide coverage.
- ❖ Report to the Incident Command Post or other site as instructed.

OTHER OUTDOOR TEACHERS:

- ❖ Gather your class roster and other records. Have students take book bags, purses, etc. Evacuate to pre-determined location, unless directed otherwise.
- ❖ Upon arrival at evacuation site, check roster.
- ❖ Prepare a list of missing students or extra students from hallways etc. to be given later to the Student Site Coordinator.

OTHER INDOOR TEACHERS:

- ❖ Instruct the first student in line to hold the exit door(s) open until all persons in the classroom have evacuated. A campus sweep will collect any students who are out of your room.
- ❖ Turn off lights and fans as you leave.
- ❖ Close all classroom doors, **leaving them unlocked**, before following students out of the building.
- ❖ **If you see any unusual or suspicious object in or around the classroom, report this to the nearest Administrator.**
- ❖ Ensure that all students in your care leave the building. Teachers in classrooms near a restroom should be assigned to check threat particular restroom.
- ❖ Contact the office *only for true emergencies*. Otherwise, keep all communication channels clear; do not call or radio the office or anyone else until you are told that doing so is permitted.
- ❖ Teachers not assigned to an area should check the immediate vicinity for students and then proceed to the nearest evacuation site.
- ❖ Proceed with your class to the evacuation site.
- ❖ Post a note with an X on the door as you leave.
- ❖ Upon arrival: maintain order, take roll, and account for all assigned students. **Admit students who arrive late and other students who may have joined you or your class in evacuating.**
- ❖ Prepare a list for the Student Site Coordinator of any students not present, your students who arrived late at the evacuation site and those who joined you in evacuating.
- ❖ All staff who do not have supervisory responsibilities for students must be prepared to assist Administration when instructed to do so.
- ❖ Keep students calm and quiet while you await further instructions.

ALL OTHER PERSONNEL:

- ❖ Follow the evacuation route to the nearest exit. Assist teachers as requested, subject to established procedures.

Emergency Evacuation Code Blue Plan A

Buses to First Baptist Church of Royal Palm Beach (561-793-2475) 10701 Okeechobee Boulevard, Royal Palm

Turn right off Campus, Go to Okeechobee. Turn left to First Baptist Church. Unload on paved perimeter around church making a huge circle on road around to back of church sanctuary, and return to school for MS/HS Students. All designated drivers report to drive any bus.

Elementary students/teachers report to buses in the bus loop as follows:

- 1) JK-2nd Grade Bus Lane/Sidewalk One in buses 1-7 with JK filling buses closest to their classroom (see diagram on back);
- 2) 3rd and 4th in second lane/sidewalk of buses 8-14;
- 3) 5th and 6th grade in third lane/sidewalk of buses 15-21. (Buses will not be numbered)

MS/HS Students board any bus by class and grades on 2nd Trip:

- 1) 7th and 8th grades will be waiting on lane 1 sidewalk;
- 2) 9th and 10th Grades will be waiting on Sidewalk/Lane 2;
- 3) 11th and 12th Grades will be waiting on Sidewalk/Lane 3.

Listen to instructions by Transportation Coordinators and Administration.

Emergency Evacuation Code Blue Plan B

Buses to Christ Fellowship, (561-799-7600) 9905 Southern Boulevard, Royal Palm Beach

Turn left off campus out the main gate onto Sansbury's Way. Take Sansbury's Way to Southern Blvd. and turn right. Turn right into the church at the corner of Southern Blvd. and 95th Ave. Turn onto church campus and pull buses up to sidewalks all the front of the building. After unloading Elementary students, return to school for MS/HS students who will be waiting on the south side of campus.

All designated drivers to drive any bus at the front of the campus (West side at Main Entrance) for Elementary students. MS/HS students will be picked up on the south side of campus.

Elementary Students/teachers/classes report to the front of the campus as follows:

- 1) JK-2nd grade will board the first seven buses pulled up to sidewalk at brick paved road. (West Side-Main Entrance)
- 2) 3rd and 4th grade will board the next seven buses pulled up to sidewalk in the front of the school on brick paved road.
- 3) 5th and 6th grade will board the next seven buses pulled up to sidewalk on the west side of the school by upper Elementary wing and MS/HS Administration building.

MS/HS Students board any bus that will line up along the south side of the school at Administrative Building and M. Nelson Loveland Athletic Center.

- 1) 7th and 8th grades will be waiting on lane 1 sidewalk;
- 2) 9th and 10th Grades will be waiting on Sidewalk/Lane 2;
- 3) 11th and 12th Grades will be waiting on Sidewalk/Lane 3.

Listen to instructions by Transportation Coordinators and Administration.

Maintenance

Keys

Keys are signed out to each teacher. Duplicate keys are not to be made by employees. Faculty members must not loan keys to students for any reason, even if “just for a minute.” If a student desires entry to any area of the campus, a TKA employee must accompany the student. The Elementary and MS/HS Offices have master keys should a teacher need to borrow one for a short time.

Repair Requisitions

All requests for repair should be emailed to the Director of Facilities via Facilities@tka.net. When emailing a request, please specify the type of repair to be done, location of the repair, and a time that is best to take care of the repair. All requests will be done as soon as possible. However, based on the volume of requests, the Facilities Office may be unable to accommodate the suggested time for the repair.

If an emergency repair is needed, contact the Elementary or MS/HS Office. The office will contact the proper person for the repair.

No alterations or construction are permitted in classroom or offices without prior approval by the Principal and President.

Housekeeping

If there is any janitorial emergency, contact the Facilities Office. In the event a student vomits, sprinkle some of the compound provided in each Elementary classroom and the Workroom on the contaminated area and contact the Facilities Office. Do not attempt to wipe the vomit up.

Elementary classroom teachers should bring a sponge and container from home for wiping desks, walls, etc. when needed. Teachers may borrow cleanser from the Housekeeping staff but cleanser may not be stored in classrooms per Health Department regulations.

If classroom floors become excessively dirty between professional cleanings, teachers may be requested to sweep floors using a broom and dustpan provided by the Facilities Office. Professional cleaning is scheduled three times per week.

Security

I. School Security Hours (6:00 A.M. – 4:00 P.M.)

- A. Classrooms, and other doors, should remain locked during school hours.
- B. In the MNLAC, keep all interior hall, stage, and classroom doors locked and pinned all the time.
- C. The Athletic Director is responsible to lock the Field House at 3:15 P.M. on M - F. Anyone using thereafter is responsible to lock after he/she leaves.
- D. Threatening strangers outside perimeter fence. Teachers should remove their students from the area. Report to Receptionist immediately. The Receptionist will get security. Security will contact 911 if the situation warrants.
- E. Any suspicious activity or object should be reported to Security at (561) 307-2445.

II. Late Afternoons (3:15 - 6:00 P.M.)

- A. We do not allow skateboarding, rollerblading, or bike riding.
- B. If you observe someone on campus who should not be on campus, politely request their business. Do not be confrontational. Report to an Administrator or the Security Guard. If they are unavailable, find a male coach. Call 911 for immediate emergencies.
- C. Lock all doors any time unattended.

III. Nights, Weekends, Holidays

- A. The campus is not available to employees or the public for personal use unless approved by the President.
- B. Security hours: Security is present 24 hours a day, 7 days a week.
- C. Lock all doors any time the room will be unattended.
- D. Students on campus without specific school activities should be told to leave.
- E. Gates:
 - 1. Red gates. The red gates are open in the morning and afternoon in which students are arriving and departing the school. All other times the gates will remain closed and locked so no one can enter the school without a key or going through the Front Office.
 - 2. Bus gate. Locked and closed at all times.

School personnel with gate keys should leave the gate the way they found it. When locking the gate, lock the chains loosely. If anyone needs to get onto campus at other times, he/she should plan and get the gate key. If someone needs to get onto campus when the night watchman is on duty, but the gate is locked, they should call security at (561) 307-2445.

The night watchman makes the Front Office their headquarters. We have an answering machine that operates after hours and on weekends. To bypass that and reach the night watchman, call (561) 307-2445.

School Hours 53

School hours for Elementary students are 8:10 A.M. to 3:00 P.M. School hours for MS/HS students are 8:10 A.M. to 3:05 P.M. unless otherwise noted. The King's Academy is not responsible for students on campus at other times, unless the students are participants in school functions.

JK students may leave at 1:00 P.M. from the Front Office area as part of TKA's "Early Bird Program".

School Office Hours 53

Monday through Friday - 8:00 A.M. - 4:00 P.M.

Chapter

7

Chapter 7 : TKA Cafe

General Information⁴⁸

Use of the Cafe

Anyone needing to use the Kitchen or Cafe in any way for any school function must first clear it at least one week ahead with the Cafe Manager. In some cases, the Cafe Manager will give that person a checklist to follow and instruct him on the use of equipment, etc. The Director of Facilities must also be notified so he can coordinate cleaning crews.

When planning class projects, be sure to take into consideration that the Cafe may not have room to store projects in the freezer or refrigerator.

The Cafe is closed, for both students and employees, from 12:30-1:00 P.M. during regular days and 12:00-12:20 P.M. during special days.

The Cafe menu is posted on TKA.net and the Sage Dining App.

Class or Advisory Groups

When planning parties or food activities, please keep in mind that the Cafe cannot supply your paper goods, silverware, plates, napkins, etc. Do not send students to collect these items from the Cafe or Teacher's Lounge.

Students may purchase food for Advisory Classes.

Lunch (Elementary)

- Give thanks for the food in class, before leaving for the Cafe.
- All students must eat in the Cafe, **together** by class. Teachers are expected to supervise.
- Teachers may not eat lunch off campus, unless given permission by the Principal.
- Make sure students return all trays and clean off all trash from tables (and under tables) when they leave. This applies to both inside the Cafe and the patio.
- Students may bring or buy their lunch. Students who buy hot food must use trays, whether they eat in the Cafe or on the Patio.
- All students must be finished with their lunch before the class may leave the Cafe.
- Students may eat lunch outside only on the Patio. Teachers should feel free to phone a parent if a student consistently buys a lot of sweets at lunch.

Elementary students may not purchase soft drinks. Students in grades 4-6, however, may purchase juice drinks during lunch (only).

The Cafe is closed, for both students and employees, from 12:30 - 1:00 P.M. during regular days and 12:00 - 12:20 P.M. during special days.

Parents are allowed to join their children for lunch on the patio, after receiving a visitor's pass from LobbyGuard. It is the teacher's responsibility to communicate the number of friends a child may take with him/her to the patio.

Lunch (MS/HS)

Students may bring their lunch. Students who get hot food must use trays, whether they eat in the Cafe or on the patio.

MS/HS students may purchase soft or juice drinks, but only during lunch. Soft or juice drinks may not leave the Cafe, except to patio.

Students may not purchase food outside of their designated lunch period unless they have a pass from the Dean or Clinic.

Senior high students may eat on the Patio, if they wish.

The Principal assigns MS/HS teachers to lunch duty - some inside the Cafe and some outside. Below are the guidelines for those on duty:

1. Lunch tables need to be checked before students leave. Make sure all trash picked up and all trays returned. This applies to both inside the Cafe and the Patio.
2. MS/HS students may not leave their table until the entire lunch period is over, unless they ask your permission to run an errand (Library, Lost and Found, etc.).
3. Communication should be established through MS/HS Assistant Principal so that all leaders are aware of problems from one day to the next.
4. There are two lines; both have hot and cold food. The flow should be regulated by the length of line at the cash registers. The teacher on duty regulates the line.

Teachers not on duty may eat in the classroom or elsewhere on campus (except the Front Office). No teacher may eat lunch off campus, unless given permission by the Principal.

After school hours include 3:15 to 4:00 P.M.

Food

If a parent needs to drop off food items to a student, please deliver it to the Receptionist at Sansbury's Way entrance.

Food Delivery

Commercial food deliveries for students are not allowed during the school hours of 8:15-3:05. Any other delivery of student items must be made to the receptionist during those same school hours.

Chapter

8

Chapter 8 : Transportation

General Information

Transportation, Field Trips, Music, Athletics, Etc.

Students participating in field trips, Music, Athletics, etc., who are traveling to a TKA-sponsored event, must use only school-provided transportation (for insurance reasons), except in the following cases.

1. Students may ride with their own parents.
2. Students with a driver's license may drive their own vehicle, providing written permission from their parent is initialed by the Principal for each occasion.
3. Students may ride with another parent or student if written permission from *both* parents is initialed by the Principal for each occasion.

Discipline – Buses

All school rules apply on the buses. However, there are specific rules that are added. An important aspect of bus safety is a well-disciplined bus. Each driver is not only required to be in control of their vehicle but also to be in control of their passengers. The bus driver may stop the bus at a safe location to gain control of the passengers when necessary. Many bus-related accidents are due to the driver's attention being diverted from the road to an incident of misbehavior on the bus. The following rules and procedures are designed to help the driver avoid such an accident:

Bus Rules ⁶⁹

1. The driver is in charge of the students on the bus. Students must obey the driver promptly with a compliant and courteous attitude. The bus driver may stop the bus at a safe location to gain control of the passengers when necessary.
2. Students must be out of their vehicles and waiting outside at the designated bus stop for the bus. The bus is not to wait.
3. Students must comply with all aspects of school dress code while on the bus.
4. When loading, students are not allowed to get back off the bus except in an emergency.
5. Students must sit in their assigned seats and remain seated during the entire bus route.
6. Students must sit with students of same gender.
7. In the interest of safety, only low conversation is permitted. Loud noises and vulgar language are not tolerated. Students must not talk as bus approaches and crosses railroad tracks.
8. Students must keep their hands, heads, and all other items inside the bus at all times.
9. Students are to assist in keeping the bus safe and clean at all times. Damage to the seats, etc. must be paid for by the offender.
10. Students must never tamper with the controls or equipment on the bus.

11. Doorways and aisles must be kept clear of all objects. Students must be able to hold any carry-on items in their lap. Items that could dislodge and impede safety must be stored in the front or back sections of the bus.
12. Large musical instruments, sporting equipment (i.e. golf bag with clubs), or science projects may not be transported on the bus.
13. Students may have water to drink on the bus. All other beverages are prohibited. Eating and chewing gum is prohibited. Parties on the bus are prohibited.
14. Electronic devices (including cell phones) **with no sound** are permitted. An ear plug can be used in **one ear** (student needs to be able to hear driver in an emergency). The school bus driver is not responsible for any electronic equipment that is lost, broken or stolen on bus. Any electronic device may be confiscated by the bus driver and given to the Administration if inappropriate content is being viewed.
15. Students must not bring toys, balloons, animals, plants, glass, weapons, or anything that might cause disorder, confusion, or injury on the bus.
16. Students must not use or touch the emergency door or emergency window levers unless an emergency exists.
17. Students must not throw any items at any time inside the bus or outside the bus. Items thrown outside the bus will cause the student to be suspended from the bus.
18. Students must refrain from all public displays of affection. In Elementary and MS/HS, inappropriate touching (holding hands, rubbing shoulders, etc.) is not allowed.

Bus Disciplinary Procedures

In the event that a student does not adhere to any of the regulations listed, the bus drivers, Transportation staff, and Elementary or MS/HS Administration will enact the following discipline system.

Discipline System Order of Incidents

- A. **First Incident:** Bus Discipline Notice sent home by bus driver to be signed by parents or parents are called by the bus driver.
- B. **Second Incident:** Bus driver immediately completes Bus Misconduct Report and turns it in to the Transportation staff, who will report behavior to Assistant Principal for MS/HS, or Principal for Elementary and send a Bus Discipline Notice to MS/HS parents or a DOT Discipline Notice to Elementary students. If any student receive two or more DOT Discipline Notices, they could be suspended from the bus. These notices are to be signed by the parents and returned to the bus driver or Transportation Office the next day.

Severe Misbehavior

Students are sent to the Principal or Dean, and can be suspended from riding the bus if they receive two or more DOT Discipline Notices/Bus Discipline Notices or expelled from riding the bus in severe cases.

Transportation - Parent Provided ⁶⁷

The south circle drive to the front of the MS/HS Administration Building is open for morning student drop-off in all weather for MS/HS students. Elementary students are dropped off on the west side of the campus in front of their designated building. Please do not park at drop-off areas as this inhibits the flow of traffic. If you need to walk with your student, please park in the designated parent/visitor parking areas.

After school, Elementary students are picked up on the West side of the campus in front of their designated building. Parents are to deliver or collect children at the student drop-off zone, not the classrooms. Parents may collect sick children directly from the Clinic through the Front Office.

Parents should arrange for student pick-up by 2:15 P.M., as parents/persons picking up students are not allowed in the bus area.

The bus gate is closed to all traffic (vehicle and pedestrian) from 2:55-3:25 P.M. and is only open at other times for buses and delivery vehicles.

Transportation – Student Provided ⁶⁷

Bicycles must be parked in their designated area. Locks are highly recommended. Students riding bicycles may leave via the west exit.

All student motor vehicles must be registered at the MS/HS Office. Students must bring their vehicle license tag number(s) with them. Students will receive a parking permit that must be displayed at all times while on school property. Students may not park without a permit. Those who do may lose parking privileges. Those who lose or forget their permit are to see the MS/HS office. Permits are to be placed on the inside, lower rear windshield, driver's side.

Students are to park their cars in the student parking lot between 8:00 A.M. and 3:30 P.M. on school days. Upon entering, they are to use the Sansbury's Road gate and park only in student parking south of the M. Nelson Loveland Athletic Center. After 3:30 P.M., on any day, students may park in any parking space in the student parking lot that is not numbered.

Vehicles must be kept in designated areas and must not be ridden or driven on or off campus except in traveling to and from school or with special permission. Parking areas are off-limits to students except when vehicles are allowed to be used.

Students are not to ride or drive recklessly on campus. Loud music and riding on cars are not permitted. Speed limit is 15 m.p.h. No driving on grass or other unpaved areas.

Students who violate above rules may lose parking privileges.

Transportation – School Provided ⁶⁷

1. Students in grades K to 1st should wear name tags with their name, grade, teacher's name, and bus route number for the first week of school.
2. For reliable service, students should be at their stop five minutes before the designated pick-up time. Students should be outside their vehicle at their designated stop. Drivers cannot wait for students who are late.

3. Parents/guardians should not try to talk to or otherwise detain the bus driver while in the process of picking up or dropping off students. The drivers have a schedule to keep, but they are happy to speak with parents at another time. Please feel free to call the driver after route to discuss any concerns.
4. The buses pick up students from Delray Beach to Tequesta. Door-to-door service is not intended. Please keep in mind that we do not enter condominiums, mobile home parks, day cares, or other parking lots. Nor do we enter gated communities, areas with speed bumps, dirt roads, cul-de-sacs, or dead-ends.
5. Group Bus Stops are designed and set-up by the Transportation Department each year. Your student and other students in your neighborhood or community will be assigned a group stop at the entrance of your development or in an area where several students will meet together for bus pick-up. The bus driver will contact the parents in August of each year with the location of the bus stop and times for pick-up and drop-off. Bus stops are subject to change each year based on those who ride and school enrollment.
6. Dual busing is optional. An additional fee is charged for a student using two different buses. Please contact the Transportation Department for more information.
7. If a student is not to ride the bus home, the parent is to send a note (preferred) or call the Receptionist and Transportation Office by 2:15 P.M. We cannot accept an Elementary student's verbal message. If the office is not notified, the student will be sent home on the bus.
8. If a student becomes sick overnight, or does not ride for any reason, the student or parent is to notify the driver that he/she will not be riding the bus. To resume pick-up, he/she or the parent should again notify the driver or the Transportation Office to resume pickup. If not notified, the driver will assume the child is still not riding and will not resume pick-up until notified by the parents to resume pick-up.
9. Students will not be permitted to ride the bus if exhibiting symptoms of illness such as fever, vomiting, diarrhea, etc. If illness presents while at school, student will need to be picked up by the parent. Student cannot be released to Transportation.
10. Routes may not be temporarily changed due to business trips, vacations, etc. It may be necessary for parents to meet the bus if they move off the established route during the school year. This may also apply to new students entering late (after September 1) or mid-year.
11. Buses leave campus promptly at 3:17 P.M. each day. After the "all clear" is given, no one – parent or student – is allowed in the bus area because the buses are moving.
12. If a student needs to ride home with another student on the bus, the following steps must be followed to accommodate your wishes:
 - a. Notes from both parent/guardian(s) must accompany the request.
 - b. Requests will be approved by the Transportation Office in advance based on space on bus.
13. No parent/guardian is to board the bus at any time while on route. No parent/guardian should speak to another student concerning discipline but should call the Transportation Office.
14. Students whose deportment on the bus is not acceptable may be suspended or even expelled from riding.
15. Large projects, suitcases, and other large items are not to be transported on the bus.
16. When roads are closed due to construction or other reasons, the school cannot assume responsibility for regular pick-up. Parents/guardians must call the office and pre-arrange an alternative pick-up and drop-off point on the established route until the road is reopened.

17. If a parent/guardian or other responsible person is not at the bus stop to pick up an Elementary aged child requested by parents not to be dropped off alone, the Transportation Staff will try to contact the parents. If the parent cannot be contacted to arrange for an alternate drop-off, the child will be returned to school. There will be a fee of \$45.00 charged to your account for Aftercare service.

18. TKA Students may only utilize TKA Transportation if they are attending school on that particular day.

Emergency Bus Procedures

1. A roster of the student's daily attendance is on a clipboard in the bus. Also, the previous week's roster is available in the Transportation Office in the event of an emergency.
2. If an accident occurs on a school bus that involves serious injury, three school officials should go to the accident scene: the Transportation staff, an Elementary Administrator, and a MS/HS Administrator. An Administrator should act as Administrative Assistant to the emergency triage officer, who will be evaluating the condition of the victims and sending them to hospitals. Parents will be contacted by phone and a memo is sent home the next day explaining what happened.

Parking – Employees

All regular full-time employees will be assigned a numbered parking space by the Director of Security.

Do not move your vehicle while buses are moving if it is near the bus zone.

The bus gate is closed to all traffic except buses and deliveries.

Overnight Parking – Please use the parking lot in front of the MS/HS Administration Building, closest to Belvedere Road, and inform Security at (561) 307-2445, of any vehicles being left overnight.

Drivers

All sponsors of school teams, groups, and organizations that even occasionally travel off campus are to obtain a Commercial Driver's License (CDL) with a passenger endorsement and school bus endorsement, an annual physical, pre-employment drug testing, and random drug testing. TKA covers any expenses involved. Only school buses, not vans, are used to transport students.

A list of all coaches/sponsors should be given to the Transportation Office at the beginning of the school year by the Principals and/or Athletic Director. Coaches/sponsors need to be trained and tested before their season begins. The Transportation Department cannot provide drivers for teams/groups. Any driver must go through an application process, which includes pre-employment drug testing.

General Information

Requirements

1. **CDL Testing**
 - General Knowledge
 - Passenger Endorsement
 - Air Brakes
 - School Bus Endorsement
2. **CDL Skills Test and Road Test**

Additional Requirements

1. Fingerprinting and Background Screening
2. Workman's Compensation Questionnaire
3. Employment Eligibility Verification
4. Company Safety Policy
5. Bloodborne Pathogens Training Program
6. Age Limits 25 years to 65 years
7. Pre-employment Drug Testing
8. Random Drug and Alcohol Testing
9. Physical (Driver's Certificate) Annually
10. MVR Driving Record Check for Pre-Employment and Annually
11. Ministry Safe Sexual Abuse Awareness Training

Responsibilities

- **Driver's Handbook** – Each driver will be given a copy of this handbook. It is their responsibility to become familiar with and adhere to its contents. Please do not throw this book away.
- **TKA EMPLOYEE HANDBOOK** – Read entire Employee Handbook annually.
- **Assertive Discipline and New Bus Driver Orientation Each August** – All new full-time drivers must attend the class, and take quiz.
- **Smart Start** – Video/DVD training from our insurance provider.

Bulletins – In addition to handbook, special orders or instructions may be either issued verbally, in a bulletin, or posted on the bulletin board. Some may replace or enhance information given in this booklet. All drivers should be in compliance with all orders and instructions.

Chapter

9

Chapter 9 : *The Pride School Store*

The Pride - School Store 58

Uniform / School Store

The King's Academy on-campus store, *The Pride*, provides families with attentive service to outfit students, JK through 12th grade, with quality school uniforms for the academic year. The Pride also offers a wide selection of TKA-branded apparel, school supplies, and school spirit items.

Store hours, during the school year, are 8:00 A.M. - 3:45 P.M. at the West Palm Beach, main campus. *The Pride* School Store closes on the last day of school and reopens mid-summer for uniform fittings.

During the summer months, most families purchase student's uniforms for the coming school year. Summer uniform fittings are by appointment only which can be scheduled with the receptionist beginning May 1st. Each student must have his/her own appointment if trying on uniforms. You may visit *The Pride* School Store during the summer to make purchases without an appointment if you are not in need of a fitting room: However, families with an appointment will be given priority.

Online orders are possible through [TKA.net](https://www.tka.net) under the Parents tab or by visiting [TKA.net/store](https://www.tka.net/store). Credit cards are accepted for online purchases. Online purchases will be made available for store pick-up within 48 hours of order placement. Notification will be sent via email if any items are out-of-stock or require special order.

The Pride School Store accepts cash, check, debit/credit cards, and Apple Pay. You may also prepay your student's school store account via RenWeb in the event they need to make a purchase in your absence. The school store is not able to extend any credit and payment must be made at the time of the purchase.

Return Policy

Parents are asked to:

Please be sure your child tries on each item prior to removing tags. Original manufacturer tags must still be attached for an exchange or return. Returns without a receipt will receive a store credit for the current selling price of the item. Items or styles that are being phased out or are no longer available will not be eligible for return or exchange.

If items are not in new condition (present odor, stains, etc.), or without original tags, they are not eligible for return or exchange. Returns totaling more than \$75.00 will be reimbursed less a 10% restocking fee. These checks will be mailed from the Business Office. Due to health regulations, the TKA School Store cannot accept any returns or exchanges on uniforms that have been washed, worn, or altered.

Chapter

10

Chapter 10 : Technology

Welcome to Technology!

The King's Academy maintains and operates a comprehensive technology program in order to meet its responsibilities and needs for faculty, staff and students. The Technology Office has a special obligation to provide the latest technology and highest quality of service to all faculty, staff and students. In addition to these responsibilities, we provide extended communications to our TKA families through the TKA website, RenWeb and email. We strive to train the faculty and staff in the proper operation and utilization of all equipment.

Responsibilities

- Providing technological advice and assistance to all faculty, staff and students.
- The Technology Office researches and purchases computer equipment and licenses to ensure compliance with Federal, State, and TKA policies. This includes proper licensing of all software and computers on campus.
- Preparing and distributing computers, and other computer related equipment to faculty and staff.
- Maintaining the TKA information systems, such as the website, mail servers, file servers, Internet filtering, and computers on campus.
- Networking engineering solutions are prepared and maintained by our Technology Office.
- Our technology staff does repair solutions for computers. Most parts are kept in inventory to keep repair times to a minimum.
- Maintaining a complete listing of computers, hardware and software.

Staff Directory

Director of Information Technology

Helpdesk

Technology Assistant

Technology Office Hours: 7:30 A.M – 5:00 P.M.

Electronic Communications Policy

Section I: Introduction

The King's Academy encourages the use of electronic communications to share information and knowledge in support of the school's mission and to conduct the school's business. TKA supports and provides interactive electronic communications services and facilities for telecommunications, mail, publishing, and broadcasting.

Recognizing the convergence of technologies based on voice, video, and data networks, this document establishes an overall policy framework for electronic communications. This document establishes new policy and procedures where existing policies do not specifically address issues particular to the use of electronic communications.

Section II: General Provisions

A. Purpose

The purposes of this document are to:

- Establish policy on privacy, confidentiality, and security in electronic communications;
- Ensure that TKA electronic communications resources are used for purposes appropriate to TKA's mission;
- Inform the school community about the applicability of laws and TKA policies to electronic communications;
- Ensure that electronic communications resources are used in compliance with those laws and TKA policies; and
- Prevent disruptions to and misuse of TKA electronic communications resources, services, and activities.

B. Scope

This document applies to:

- All electronic communications resources owned or managed by TKA;
- All electronic communications resources provided by TKA through contracts and other agreements with TKA;
- All users and uses of TKA electronic communications resources; and
- All TKA electronic communications records in the possession of TKA employees or of other users of electronic communications resources provided by TKA.

This Policy applies to the contents of electronic communications and to the electronic attachments and transactional information associated with such communications.

C. Responsibilities

1. Policy: The School Administration is responsible for maintenance of this Policy.
2. Implementation: The Director of Information Technology shall develop, maintain, and publish specific procedures and practices that implement this Policy, including information on accessibility of student information, authorized users, procedures for restricting or denying access, adjudication of complaints, and other matters that pertain to the electronic communications.

D. Policy

1. Devices: The King's Academy may provide equipment, computers, printers and other electronic and mobile devices (hereinafter collectively referred to as "devices") to its employees to perform their job functions. These devices and all related materials, including King's Academy's network and software, are King's Academy property and are intended for King's Academy business.
2. Software and Personal Devices: Only software that is authorized by King's Academy may be used, copied or installed on School devices. Employees may not connect, hook up or link personal electronic devices, e.g., laptops, tablets, smartphones and electronic music players, to King's Academy devices. Employees may also not insert and/or attach personal electronic storage media, e.g., external hard drives, flash drives and memory cards, to any drive on a King's Academy device.

3. **Data:** All data contained on King's Academy's electronic devices belongs to the School and may not be altered without specific written authorization from [WHOM]. No data stored on King's Academy's devices may be released to any person or outside Organization.
4. **Remote Access:** Employees who access King's Academy's network or electronic files from remote locations are governed by the terms of this Policy and may not download King's Academy's electronic files to their own personal devices or other remote locations. Employees who are authorized to work on King's Academy business either from home or remote locations must virus check any CD's, external drives or other media storage devices before using them on King's Academy's devices and/or network.
5. **Passwords:** All computer-related passwords must be disclosed to [WHOM] or they may not be used. Computer-related passwords and security codes assigned to employees may not be communicated to any other employee or third party unless specifically authorized by [WHOM]. Employees may not retrieve or read any electronic messages that are not sent to them. Any exception to this Policy must receive prior approval from [WHOM].

E. Violations of Law and Policy

1. **Sanctions of Law:** Both federal and state law prohibit the theft or abuse of computers and other electronic resources such as electronic communications resources, systems, and services. Abuses include (but are not limited to) unauthorized entry, use, transfer, tampering with the communications of others, and interference with the work of others and with the operation of electronic communications resources, systems, and services. The law classifies certain types of offenses as felonies.
2. **TKA Disciplinary Actions:** TKA policy prohibits the use of TKA property for illegal purposes and for purposes not in support of the mission of TKA. In addition to any possible legal sanctions, violators of this Policy may be subject to disciplinary action up to and including dismissal.

Section III: Allowable Use

A. Introduction

TKA encourages the use of electronic communications resources and makes them widely available to the school community. Nonetheless, the use of electronic communications resources is limited by restrictions that apply to all school property and by constraints necessary for the reliable operation of electronic communications systems and services. TKA may deny access to its electronic communications resources when necessary to satisfy these restrictions and constraints.

In general, TKA cannot and does not wish to be the arbiter of the contents of electronic communications. Neither can TKA always protect users from receiving electronic communications they might find offensive.

B. Allowable Users

TKA faculty, staff, and others affiliated with the school may, as authorized by the Administration, be eligible to use school electronic communications resources and services for purposes in accordance with Section IIIA - Allowable Use.

C. Allowable Uses

During working hours, outside computer services such as the Internet, e-mail, instant messaging, blogging, or use of social media or social networking, may be accessed and used for The King's Academy business only. The King's Academy's devices and/or services may not be used to solicit or create any threats of

violence or messages that are obscene, false and malicious, or bullying. King's Academy devices and/or services shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, non-public proprietary information, financial data or similar confidential materials or information. All messages composed, sent or received on the School's devices are and remain the property of King's Academy; they are not the private property of any employee. King's Academy may review, audit, intercept, access and disclose all messages created, received or sent using the School's e-mail domain or network for any purpose without the permission of the employee; the confidentiality of any electronic message should not be assumed.

In addition, use of TKA electronic communications resources is allowable subject to the following conditions.

1. **Purpose:** Electronic communications resources and devices may be provided in support of the teaching and the mission of TKA and of the administrative functions that support this mission.
2. **Restrictions:** TKA electronic communications resources and devices may not be used for:
 - a. Unlawful activities; commercial purposes not under the auspices of TKA;
 - b. Personal financial gain;
 - c. Personal use inconsistent with this Policy; or,
 - d. Uses that violate other policies or guidelines. The latter include, but are not limited to, policies and guidelines regarding intellectual property and sexual or other forms of harassment.
3. **Representation:** Users of electronic communications resources and devices shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of TKA unless appropriately authorized to do so.
4. **False Identity and Anonymity:** Users of TKA electronic communications resources and devices shall not, either directly or by implication, employ a *false identity* (the name or electronic identification of another). However, a supervisor may direct an employee to use the supervisor's identity or device to transact TKA business for which the supervisor is responsible. In such cases, an employee's use of the supervisor's electronic identity or device does not constitute a false identity.
5. **Interference:** TKA electronic communications resources and devices shall not be used for purposes that could reasonably be expected to directly or indirectly cause excessive strain on any electronic communications resources, or unwarranted or unsolicited interference with others' use of electronic communications resources or devices.

Users of electronic communications services and devices shall not: (i) send or forward electronic mail chain letters or their equivalents in other services; (ii) "spam," that is, exploit electronic communications systems for purposes beyond their intended scope to amplify the widespread distribution of unsolicited electronic communications; (iii) "letter-bomb," that is, send an extremely large message or send multiple electronic communications to one or more recipients to interfere with the recipients' use of electronic communications systems and services; or, (iv) intentionally engage in other practices such as "denial of service attacks" that impede the availability of electronic communications services.

6. **Personal Use:** TKA users of a TKA device or electronic communications facility or service may use that device, facility or service for incidental personal purposes so long as, in addition to the foregoing constraints and conditions, such use does not: (i) directly or indirectly interfere with the school's operation of electronic communications resources; (ii) interfere with the user's employment or other obligations to TKA, or (iii) burden the school with noticeable incremental costs. When noticeable incremental costs for personal use are incurred, users shall follow procedures for reimbursement to the school.

TKA is not responsible for any loss or damage incurred by an individual as a result of personal use of TKA electronic communications resources.

7. **Accessibility:** All electronic communications intended to accomplish the academic and administrative tasks of the school shall be accessible to allowable users with disabilities in compliance with law and school policies. Alternate accommodations shall conform to law and school policies and guidelines.
8. **Intellectual Property:** The contents of all electronic communications shall conform to laws and School policies regarding protection of intellectual property, including laws and policies regarding copyright, patents, and trademarks. When the content and distribution of an electronic communication would exceed fair use as defined by the federal Copyright Act of 1976, users of TKA electronic communications resources shall secure appropriate permission to distribute protected material in any form, including text, photographic images, audio, video, graphic illustrations, and computer software.

D. Access Restriction

Access to and use of TKA electronic communications services or electronic communications resources, when provided, is a privilege accorded at the discretion of the school. This privilege is subject to the normal conditions of use, including procedures for initiation and termination of access, established by the manager of the individual electronic communications resource.

In addition, access to and use of school devices, electronic communications services or electronic communications resources may be wholly or partially restricted or rescinded by TKA without prior notice and without the consent of the electronic communications user when required by and consistent with applicable law, when there is substantiated reason to believe that violations of law or school policies have taken place, when there are compelling circumstances, or under time-dependent, critical operational circumstances (see Appendix A, Definitions). Restriction of access and use under such conditions is subject to the approval of the President. Electronic communications resource providers may, nonetheless, restrict access to TKA electronic communications systems and services on a temporary basis as needed in Emergency Circumstances and Compelling Circumstances (see Appendix A, Definitions) in order to control an emergency or prevent damage or loss.

TKA may suspend or terminate access to TKA devices, electronic communications systems or services by any user who repeatedly violates copyright law.

Section IV: Privacy and Confidentiality

A. Introduction

TKA recognizes that principles of academic freedom and shared governance, freedom of speech, and privacy hold important implications for the use of electronic communications. This Policy reflects these firmly-held principles within the context of TKA's legal and other obligations. TKA respects the privacy of electronic communications in the same way that it respects the privacy of paper correspondence and telephone conversations, while seeking to ensure that TKA administrative records are accessible for the conducting of TKA's business.

TKA may deny access to its electronic communications services and may inspect, monitor, or disclose electronic communications in keeping with applicable law or as described in Sections III E Access Restriction, and IV B Access Without Consent.

TKA prohibits employees and others from "seeking out, using, or disclosing" personal information without authorization, and requires employees to take necessary precautions to protect the confidentiality of personal information encountered in the performance of their duties or otherwise. This prohibition applies to electronic communications.

B. Privacy Protections and Limits

1. Privacy Protections

- a. **Personal Information:** Both federal and Florida law provide privacy protections for some information that personally identifies an individual. These laws apply to information collected and disseminated by electronic means just as they do to records stored on paper and other media.
- b. **Student Information:** Users of electronic communications systems and services shall not disclose information about students in violation of the federal Family Educational Rights and Privacy Act of 1974 (FERPA).
- c. **Electronically Gathered Data:** Except when otherwise provided by law, users of TKA electronic communications systems and services shall be informed whenever personally identifiable information other than transactional information (see Appendix A, Definitions) will be collected and stored automatically by the system or service.

In no case shall electronic communications that contain personally identifiable information about individuals, including data collected by the use of "cookies" or otherwise automatically gathered, be sold or distributed to third parties without the explicit permission of the individual.

2. Privacy Limits

- a. **Disclosure of Records:** Records of electronic communications pertaining to the business of TKA, whether or not created or recorded on TKA equipment, are TKA records (see Appendix A, Definitions) subject to disclosure under applicable law, or as a result of litigation.
- b. **Possession of TKA Records:** TKA employees are expected to comply with TKA requests for copies of records in their possession that pertain to the business of TKA, or whose disclosure is required to comply with applicable laws, regardless of whether such records reside on TKA electronic communications resources.

Such unavoidable inspection of electronic communications is limited to the least invasive degree of inspection required to perform such duties. This exception does not exempt systems personnel from the prohibition (see Section IV A, Introduction) against disclosure of personal and confidential information, except insofar as such disclosure equates with good faith attempts to route an otherwise undeliverable electronic communication to its intended recipients.

Section V: Security

A. Introduction

TKA strives to provide secure and reliable electronic communications services. Operators of TKA devices and electronic communications resources are expected to follow sound professional practices in providing for the security of electronic communications records, data, application programs, and systems under their jurisdiction.

B. Security Mechanisms

Unless otherwise authorized by other provisions of this Policy, no person shall breach or attempt to breach any security mechanisms used by TKA to protect devices, electronic communications services or facilities, or

any records or messages associated with these services or facilities.

C. Authentication

Electronic communications service providers (see Appendix A, Definitions) shall maintain currency with technologies supported by TKA and implement them in accordance with standard business practices.

D. Authorization

Service providers shall implement and employ authorization technologies commensurate with the security requirements of the service, application, or system.

E. Encryption

Transit: Electronic communications records may be *encrypted* during transit across communications networks.

Storage: Records subject to disclosure under applicable law, in the course of litigation or required to be accessible for defined periods of time in compliance with TKA policies shall be stored in an *unencrypted* format.

F. Recovery

Providers of TKA-wide devices and electronic communications services shall implement recovery practices adequate to ensure rapid recovery from security intrusions and service interruptions.

G. Audit

Providers of electronic communications services shall implement and employ cost-effective audit technologies and practices to help identify security violators and speed up recovery from security violations. The use of such audit technologies and practices shall not conflict with other provisions of this Policy, in particular Section IV, Privacy and Confidentiality.

Electronic Communications Policy - Highlights

Cautions

- TKA may access or disclose your electronic communication under specified circumstances described in the policy.
- The security and confidentiality of electronic communication cannot be guaranteed.
- It is possible for senders of electronic communication to mask their identity.
- Recipients are able to forward your electronic communication without your knowledge or consent.
- The contents of forwarded messages can be changed from the original content.
- Policy violations may result in restrictions of access to the information technology resources.
- Florida and Federal Law makes certain computer crimes felony offenses.
- Your TKA devices, network and electronic communication address is owned by The King's Academy.

Do

- Think twice before you click on the "send" button.
- Comply with TKA policies and state and federal laws that apply to electronic communication.
- Make administrative electronic communications available to your supervisor or School Administration if requested.
- Protect the confidentiality of information you encounter inadvertently in electronic communications of other records.

- Follow campus procedures for authorization and notification if you must access another person's electronic communication.
- Respect the privacy of other people's electronic communication.
- Use personal and professional courtesy and considerations in electronic communications.
- Employ protections such as passwords to deter potential intruders.
- Check with the sender if there is any doubt about the authenticity of the message.
- Ask for advice if you are not sure what the Policy allows.

Do Not

- Violate law and TKA policy by theft or abuse of facilities or resources.
- Seek out, use, or disclose personal or confidential information unless authorized.
- Access or disclose other people's electronic communication without prior consent.
- Knowingly interfere with other people's use of electronic communication.
- Send "spam" or chain letters.
- Knowingly disrupt TKA electronic mail and other services.
- Use TKA devices or electronic communication for unlawful activities, commercial purposes, or personal financial gain (except where permitted by academic policy).
- Use TKA devices and electronic communication in violation of other policies (such as harassment, copyright violations, and employee standards).
- Use TKA devices and electronic communication to give the impression that you represent TKA (unless authorized to do so).
- Let personal use of TKA devices or electronic communication interfere with your employment or other obligations to TKA (such as online shopping).
- Increase costs to TKA by excessive personal use of electronic communication.
- Rely exclusively on electronic mail for purposes of archiving and record retention.

Network Information

Procedures and Policies

A network is compiled of several computers that are connected through fiber optic and network cables. The King's Academy network consists of many devices that make up the infrastructure allowing the user to connect to the Internet and share information.

Network Security

Intro

Each user has a network username and password. Unless otherwise notified, the username will consist of the first initial of the first name followed by the user's last name. For example, if the name is Bill Gates, then the username would be BGGates. Usernames are not case sensitive.

Note: *If you are a **new employee**, the first thing you will have to do is visit the Technology Office to receive the username and password. It is imperative that the password be changed immediately. (See section on Changing Passwords).*

Logging on to the Network

When powering up the computer, the initial screen you see will be a picture. Hit any key to access the login screen. Type your username (see information in the preceding 2 paragraphs). Type in your username and password where prompted.



NOTE: You are allowed **three** attempts to logon to the network with your username and password. After the third incorrect attempt, you are locked out of the system. Wait 15 minutes for your password to reset. If this does not resolve the issue, contact the Technology Office to regain access.

Changing Passwords

Once you have successfully logged onto the network, press CTRL+ALT+DELETE on the keyboard. A window opens up like the one below. Click on the button that says Change Password.

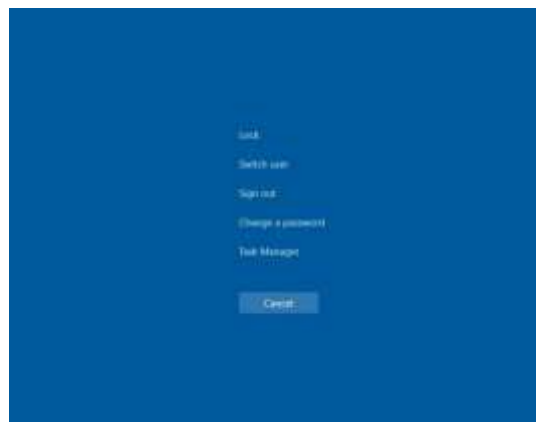


Figure 1 **Windows 7** Step 1

Figure 2 **Windows 10** Step 1

A new window opens up (see below). You are prompted to type in your old password, and then create a new password, followed by typing the new password a second time to confirm the password is correct that was entered the first time. Passwords must be a minimum of seven characters and cannot repeat two times in a row. Click on OK when you are finished. If the password was successfully changed, a message pops up that reads; "Your password has been changed" Click OK. You will be taken back to the screen above. Click Cancel. After the password has been changed, log off and log back on into the network to ensure the new password is working correctly.



NOTE: Remember to keep network passwords confidential. Never give out your password to a student or TKA employee unless you have notified the Technology Department. You are responsible for what is done under your own username and password!

Network Policies

TKA employees should keep their network logon credentials confidential.

Web Addresses

Listed below are the most common web addresses used while employed by The King's Academy.

TKA.net	Public website – main TKA campus
TKALions.net	Public website – Athletics
TKAFineArts.net	Public website – Fine Arts
TKAP.net	Public website – TKA Preschools
TKAVault.net	Public website - Archiving

<http://TKA-FI.Moodle.RenWeb.com/> Private website – Moodle

<https://login.Microsoftonline.com/> Private website - Office 365

outlook.office365.com	Checking TKA Email through web (on/off campus)
librarycatalog.TKA.net	TKA Library (card catalog)

Internet Based Meetings

All internet based meeting events where a third party shares and takes control of a computer are *prohibited*. If such a meeting needs to occur, it must be cleared by the Technology Department. This does not include meetings where you are viewing someone else's computer screen.

File Storage

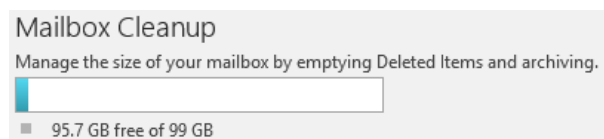
Data is to be housed on TKA servers and on OneDrive. Do not store data locally on the user's computer. If the computer stops working (crashes or loses a hard drive), data will be lost if stored locally.

Every user is given storage on the server and on OneDrive. When logging on to the computer, you will have an M drive that maps to your data folder (secured for only your viewing). Please use file storage space wisely. *Do not store personal pictures, music or data files on TKA servers.*

Various departments have departmental folders that are shared and viewed by all in that specific department. Please keep an eye on these folders and work together to *keep them organized (free from personal items)*.

Email

The purpose of TKA email is to facilitate TKA business both on and off campus. Please limit *personal* use of the system. All Administrators/faculty, and staff, have campus email. Please check your campus email throughout the day. Scheduling changes and other important information often arrives at your desk via email. Remember to clean your mailbox out often. If your mailbox becomes full you will not be able to send or receive email. Each user's mailbox account is allotted a specific amount of storage. Once your storage space is full, you are required to clean up your mailbox in order to continue to send and receive emails.



You can check your email from any computer with internet access by typing outlook.office365.com into your web browser. You will be prompted to enter your username and password. Make sure to use the Office 365 login format. Example: BGates@tka.net and your password.

Helpdesk

When a computer problem arises, start an email and address it to [Helpdesk](#). If your email is not working properly, have a co-worker send a *descriptive* email on your behalf. This is a collective email account that the Technology Department uses to schedule and track all computer related problems. Helpdesk emails are prioritized based on importance and repair. The Technology staff performs 98% of the computer repairs and ships out the other 2% to a third party company. Most in-house computer repairs are fixed within 24 hours provided the part(s) is in stock. Repair time may vary for a computer that is shipped out to a third party company.

WiFi

TKA has a wireless network. It is available in most areas of the campus. Each user is allowed 1 device. When connecting, look for tkawireless as the wireless network. After you select it, open a web browser and open up any webpage. For example, type in yahoo.com after a few seconds it will re-direct you to TKA's Network Access Control page. When the options appear, select employee. Enter in your TKA credentials. Follow the instructions on the following pages and you should be good. Remember that your device will expire out in 6 months so you will have to re-register your device each time. If your device does not connect to TKA's wireless network for more than 7 days it will also expire.

Internet Usage

The Internet is accessible from any computer on campus. Faculty and staff are encouraged to incorporate the internet into their lessons. With over 500 computers on campus, every employee and student must be mindful of how they use the internet. The King's Academy uses a firewall to protect students from harmful internet websites. *Faculty and staff need to monitor students when they are using the internet.*

Below are some basic guidelines that should be followed when using TKA's internet connection.

- Do not use any kind of streaming Internet radio or movie sites unless it is used for your curriculum. Multimedia uses a lot of bandwidth and will slow things down for everyone else on campus.
- Use of any kind of Peer-to-Peer software is *strictly prohibited*. The examples below facilitate illegal download of music. They pose a security threat to TKA's computer network.
 - Examples of Peer-to-Peer software include but is not limited to: Kazaa, Bearshare, Bit-Torrent, WinMX, Limewire, Gnutella and Morpheus.

- Do not download or install any programs from the internet. All programs are installed by the Technology Department. (including messaging services, such as, but not limited to AOL-aim).
 - If a program is found that should not be on the computer, it will be uninstalled and an Administrator will be notified.

Campus Computers

Procedures and Policies

Computers on campus have a standard set up. The operating system is Microsoft Windows. Microsoft Office is also installed on the computer. Microsoft Office includes Outlook (email), Word (documents), PowerPoint (presentations), Excel (spreadsheets), Access (database), One Note and Publisher (newsletters, banners, cards, etc). The King's Academy uses a web based card catalog called E-Library. Other programs related to the user's position may be installed on the computer. Examples: PC Study Bible, Adobe Photoshop, etc.

- No software or hardware of any kind may be installed by staff or faculty on any campus computer. All software and hardware is to be installed solely by the Information Technology Department.
 - This includes but is not limited to personal software, curriculum software or internet downloads.
 - This includes but is not limited to personal hardware of any kind.
- Do not move, remove or relocate computer equipment on campus.
- No computer equipment or computer software may be brought on campus without the approval from the Information Technology Department. Approved items become the property of TKA.
- Computer inquiries/problems shall be submitted via email to the Technology Department helpdesk.
 - Problems will be prioritized.
- No TKA computer shall be used for any illegal purposes, such as, but not limited to music sharing.
- Internet activity is monitored and logged through the Information Technology Department.
- Do not share your passwords with other TKA employees or students.
 - You may share your password with the Technology Department.
 - Passwords can be changed by the Technology Department, if the need arises.
- Students are prohibited from using any faculty/staff workstation. Students may use the designated computers located in the Media-Center or Computer Labs.

If further assistance is needed pertaining to the software or policies mentioned above, contact the Technology Office. Additional computer training may be obtained by emailing the helpdesk. Faculty/Staff computer classes may be offered throughout the school year.

Downloading/Installing Software

Downloading and installing software is strictly prohibited. The Technology Office handles downloading or installing any software/programs (this includes but is not limited to personal software, internet downloads and curriculum software).

Printer Policies


Printers are to be used to print out **single** copies only. Multiple copies may be made through the Workroom. Be selective in what you print (for example, you would not print out every email you receive) this will conserve ink and allow you to print more.

E-Library

The King's Academy's Library card catalog is available via the internet by typing <http://librarycatalog.TKA.net> into a web browser. Books may be reserved by logging into E-Library with a username and password. To obtain the username and password contact the Librarian.

Kingsnet

Login to Office 365 <https://login.Microsoftonline.com/>.

Click on the grid. 

Click on SharePoint  SharePoint

Then type Kingsnet in the Search Box. Once there, click follow on the right-hand side of the page. Kingsnet will become one of your Sites.

Note: A network username and password is required to login to Office 365.

Anti-Virus

Computers on campus contain windows Defender. USB thumb drives (jump drive) are automatically scanned when inserted into the computer.

Computer Equipment Maintenance (Throughout the School Year)

We ask that basic maintenance procedures be followed for the upkeep of your computer. On a periodic basis, you will need to dust off your computer. This includes your monitor, keyboard, mouse, and computer tower. You can come by the Technology Office to borrow a can of compressed air. Flat screen monitors should be cleaned with a damp (*not dripping wet*) *SOFT* towel and water (*NO soap*), being sure not to press too hard on the screen during the cleaning process. When finished, dry with a soft cloth.

Note: All equipment must be powered down before cleaning.

Computer Training

The Technology Department may conduct computer training for faculty and staff throughout the school year. These courses will be geared toward the efficient and effective use of the equipment and software programs. Mini-courses, classes or conferences may be available throughout the year. Instruction booklets may be provided.

******For additional one on one training or help with a program, email the Helpdesk at Helpdesk@tka.net.

Emergency, Severe Weather and Hurricanes

Procedures and Policies

In the case of an emergency or severe weather alert the following policies must be adhered to in order to protect the computers and electronic equipment that relates to the computer.

Emergency (Fire or Sparks)

Computers have been known to short out thus creating sparks or a fire hazard. In this event, remain calm, immediately unplug all power to the computer or electronic equipment from the wall and contact the Technology Department, if the Technology Department is not available, contact your Administrator.

Severe Storm, Power Outages

In the event of severe storms or power outages, immediately power down the computer and unplug the computer and any computer related equipment from the electrical outlet. Unplug the network line (looks like a telephone line) from the network jack on the wall. In some cases the servers in the Technology Department will be powered down until the storm or power outage has cleared. Listen for announcements relaying when the computers may come back online.

Hurricanes

If a hurricane is approaching our area, the Technology Department will power down all network and server equipment in advance to secure all data and information on the servers. You will need to follow the above storm procedures. In addition, all computer equipment will need to be covered and secured with plastic bags (Maintenance/Housekeeping will provide the plastic bags). Computer equipment (including surge protector) should be off the floor, on your desk, and near an inside wall away from any windows. Additional announcements may be made from the Technology Department to guide you further.

End of the Year Closing

Procedures and Policies

There are several steps that need to be taken for the end of year closing here at The King's Academy. Please follow the below instructions.

Computer Equipment

Power down all computer equipment and all cords and make sure they are organized. Place all remotes to the computer equipment inside an envelope in the top desk drawer. During the summer the Technology Department performs maintenance on the computers. Your network password may be reset, please call the Technology Department. *Passwords are not given out via electronic communications.*

Software

If you have TKA owned computer software that you need to make sure is on your computer, please bring the software to the Technology Office in an envelope, folder or box with your name clearly written on the outside of either packaging you chose. If you fail to provide the software to the Technology Department, you may not have the software that you need installed on your machine when you start the new school year and may be placed on a waiting a list to get the software installed.

Note: *Remember the Technology staff upgrades computers during the summer and the computer in your room may be upgraded and/or you may be changed to another room.*

Reporting Problems

If you have experienced any chronic problems during the school year that you have not reported, email the [Helpdesk](#) and list out the problem in detail.

Chapter

11

Chapter 11 : Workroom

General Workroom Information

The Workroom is provided to assist the faculty and staff in their daily duties. Students are permitted to use the Workroom with the intent of assisting the faculty or staff in their duties. Students must be under the direct supervision of a staff member or have a pass (or ITE identification) from a staff member. The Workroom should be left neat and clean. Any student continuing to leave the Workroom a mess will not be permitted to use the Workroom.

The supplies in the Workroom are for faculty and staff use only. They are not intended to be used by the students for projects assigned as a class project. The Workroom does not sell any of the supplies. If teachers or students need a specific supply, they can purchase it from the School Store.

The Workroom Manager is to train one or two substitutes who can take their place when they are absent. Once approved by the Business Manager, the substitute will be added to the sub list and trained.

The Development department and Elementary Administrative Assistant will fill in for the Workroom Manager on a rotating basis when a sub is not available.

The Workroom manager is available from 8:00 A.M. to 4:00 P.M. to assist as needed with employee requests.

Ellison Lettering Machines

These are used to cut letters and shapes for bulletin boards, visual aids, games, booklets etc. Students using for teachers must first check with the Workroom Manager before each use.

FAX

Sending

Long distance faxes require a code. If you were not issued one, see your Business Manager. All faxes should have a completed coversheet and be written in clear black ink. For personal long distance faxes, there is a service charge of \$1.00 per page.

Receiving

Our fax number is 561-686-8017. Personal faxes for faculty, staff, and students that are received are .10 per page. The Workroom Manager will put all faxes in your mailbox.

Folding Machine

There is an automatic folding machine. See the Workroom Manager before operating it for the first time. Students may not use the machine, but may assist faculty or staff.

Scantron

There is a rapid-scoring test grading machine available for teacher use. The only students allowed to use it are ITE students for teachers, after training has been completed on the machine. There is an additional machine located in the MS/HS Office.

Laminating

There is a laminator located in the Workroom. This is operated by the Workroom Manager. No students, including ITE, will be allowed to operate this machine. When the laminating is complete, the laminating slip is placed in the teacher's mailbox. Make sure the teacher's name is on all laminating requests and on the back of all material to be laminated. The completed lamination will be on the shelf under the laminating counter. Personal laminating is \$1.00 per foot, available for faculty and staff only.

Forms

The Workroom is where most school forms are located. If you see a particular form is running low, please notify the Workroom Manager. Forms may also be found on SharePoint.

Supplies

When picking up supplies from the workroom, please write on the clipboard, located on the workroom counter, the supplies you took. You may also email the Workroom Manager with your supply request, using "REQUEST" in the subject line. Your supplies will be put into your mailbox.

These supplies are for employee use only. They are not to supplement the supply list of the students. If a student needs supplies, a note should be sent home to the parent. Please do not send students to the workroom to get supplies for their school projects. The supply fee for JK and K are for start-up only.

Photocopying

Classroom Duplicating

All faculty duplicating must be done by the Workroom Manager or an Administrative Assistant. Teachers must allow twenty-four hours for work to be completed, after Principal approval. Elementary and MS/HS hard copy requests are to be placed in the trays in the appropriate office, a Copy Request Slip (available from the Workroom) must be attached. The Principals, or someone designated by them, will check the copies and then initial the request. If your requests are part of your curriculum and do not need approval, you can continue to drop-off your requests in the Workroom.

Teachers may also email their copy requests to copyHS@tka.net or copyEL@tka.net. We are requesting the DUE DATE and the DUE TIME in the subject line of your emails.

To help expedite all requests in a timely manner please include the following in the body of your email:

- # of copies needed
- One-sided vs. back-to-back
- Stapled vs. unstapled
- Hole punched vs. non-hole punched
- Also include any special instructions for the Workroom Manager

Color copy requests are to be sent to the respective principals for approval.

Finished copies will be placed in the teacher's mailbox, unless there are too many, in which case you will find a yellow notice in your box instructing you to pick up your copies on the counter.

We do understand that emergencies happen, however, we request that they remain an exception and not the rule. **All emergency requests should be submitted in person and *not* through email.** Please fill

out a RED RUSH FORM, located on the large copier, and paper clip it to your copy request. Please leave the RUSH request on the corner of the large copier for the Workroom Manager to complete.

If your request requires special paper other than white copy paper or white construction paper, please be sure to supply it with your request.

Personal Employee Duplicating

This activity must be performed by the Workroom Manager or Administrative Assistant.

Personal Student Duplicating

This will be done by the Workroom Manager or Administrative Assistant. There will be a charge of .15 per copy. MS/HS Office must approve. Students must also have a pass from teacher approving copying.

Mailing

Please place any school related mail in the outgoing mail box located inside the workroom at bottom right mailbox labeled OUTGOING MAIL. Please make sure the mail contains the school's return address. Ask the Workroom Manager for the return address stamp, if needed. The Workroom Manager collects and postmarks all outgoing mail before 10am.

Personal pre-stamped mail may also be placed in this outgoing mailbox. The workroom may postmark personal mail at the expense of the employee, reimbursable to TKA at the time of postmarking.

Each department is responsible for their own bulk mail.

Chapter

12

Chapter 12 : Clinic

Clinic ⁶³

The Clinic opens at 8:00 A.M. and closes at 3:30 P.M. each day (Monday through Friday). The School Nurse is accountable to the Business Manager/Controller.

When an emergency occurs on campus during school hours, the following procedure must be followed.

- **PRESS THE EMERGENCY RED BUTTON ON YOUR WALL.**
- **The Nurse will be contacted for you.**
- **You may also call the TKA Security Guard at 307-2445.** This will prevent confusion and chaos on campus. Program the TKA security phone # into your cell phone.

Never withhold water from students, allow them to drink water as needed (especially during P.E.). Do not use water as a punishment or reward.

Parents should not send their child to school if he/she has been vomiting during the night before or morning of school, has a fever during the past 24 hours, if has or is suspected to have a contagious condition (undiagnosed rash, impetigo, ringworm, pink-eye, lice, flu, etc.), or if he/she has not sufficiently recovered from an illness.

After students are sent to the Clinic, students are retained in the Clinic no longer than 30 minutes. After that they are either sent back to class or sent home. A student is never allowed to phone home ill on his/her cell phone. The School Nurse will contact the home, if needed.

For the safety of the student, he/she may not drive himself/herself if being sent home ill from the clinic. A parent/guardian must pick the student up from the clinic.

Head Lice

Head lice is an extremely contagious condition of the hair. Parents of students found to have lice eggs or lice will be contacted to pick up their child immediately. The Nurse will supply the parent/guardian with lice information. The student will not be allowed to ride the bus home or back to school until cleared by the Clinic. In order to be readmitted to school the child must:

1. Be checked at the Clinic before going to class. Teachers must have note from the Nurse before the student may return to class.
2. Comply with our no-nit policy. No student will be allowed to return to class with any eggs in the hair.

For hard-to-control, recurring cases of head lice, parents/guardians are told to contact a physician.

A class email will be sent home.

Clinic Discharges

All students must go home who:

1. Have vomited at school
2. Have a temperature above 100.0 F.
3. Have a rash or lesion which appears infected and purulent (must have a note from the doctor to return to school).
4. Have or are suspected of having conjunctivitis – pink eye (must have a note from the doctor to return to school).

5. Have Head Lice (the student cannot ride the bus home or to school the following day and must be checked and cleared in the Clinic before returning to class).
6. Persistent cough.
7. Not sufficiently recuperated from an illness.

Skin Infection Protocol

A student will be sent home with any suspicious skin lesion that is not healing and shows signs of infection or spreading. A doctor's note will be required in order to return to school. When the student returns to school they must do the following:

1. Have all lesions covered with a band aid covered on all 4 sides.
2. Come to the Clinic daily for a wound check.
3. Wear long pants if the infection is on his/her leg or wear a long sleeve shirt if the infection is on his/her arm.

When a child has returned to school after being home with any kind of illness, the teacher should send him/her to the Clinic if it is suspected that recovery has not been adequate.

If a student soils his or her pants, there are extra pairs of underwear in the Clinic. Teacher assistants are to accompany the child with soiled pants.

Send a student to the Clinic, with a note, whenever you suspect an illness. Do not dismiss it as "nothing", rather, let the Clinic staff decide this (The Nurse notifies the parents of the students who come to the Clinic too often for minor reasons). If the illness is not serious, the child may lie down for up to 30 minutes, and then be sent back to class. If the child again complains later, a teacher is to send him/her back to the Clinic accompanied with a note from the teacher. The Clinic staff will then contact the child's parents. A student is never allowed to telephone home ill and leave school. The Clinic staff must speak to the parent before any ill student leaves the school.

If a serious head, neck, or back injury occurs, **do not move the child**. If the student is unresponsive, or the nurse is unavailable, call 911 immediately. The Clinic will immediately inform the business office whenever there is an injury to a student at school for which the student must be sent home or to a doctor.

If any child is injured badly in any way - **do not move the child**. If the child has a severe wound –press the red button on your wall or call TKA Security at 307-2445. **It is better to call the Nurse to the scene, rather than risk having the student walk to the Clinic or moved.**

For any student injury, the adult present at the time of the injury is to complete a "Student Injury Report Form" (available in clinic). Return this form to the School Nurse immediately.

When an emergency arises that requires the Nurse to either leave the Clinic or be occupied for quite some time the Nurse will call the Business Manager for help in the Clinic.

The Business Manager must approve anyone who is to be trained as a Nurse substitute. Then, the Nurse is to train substitutes who can take her place when she is absent. Once the Nurse substitutes are trained, The Business Manager will add their name to the sub list. When the Nurse needs a sub, she should secure an RN for the Clinic and then contact the Administrative Assistant at the Front Desk and the Business Manager with the information. The Nurse leaves sub instructions posted.

Any temporary paid Clinic helpers (apart from substitutes) must first be approved by the President and Business Manager.

Student Health Information

Instructions for Submitting or Changing Health Information

Each year parents/guardians **are required** to provide the school nurse with important health information for their student(s). Student health information is provided by parents/guardians during the annual enrollment process.

Student health information may also be electronically changed or submitted to the School Nurse by following the directions below:

1. Visit TKA.net and click on the RenWeb link in the middle of the Home Page. Login to RenWeb.
2. If you are new, or have never logged in to RenWeb, then click on the "First Time Users" tab and enter a valid email address. The email address must be the one you used during "Registration" time. It must be an email address that TKA has on file. After you enter the email address, check your email. A "password" will be emailed to you automatically. You then can login to RenWeb.
3. On the left side under "School Information", click on the "Web Forms" link.
4. On the right side, click on the link "Edit Student Information".
5. There are two buttons. Click on the one that is labeled "Health Information".
6. Please fill out the form as accurately and as completely as possible.
7. When you finish, click on the "Save" button.

Parents may update this information as often as they like. The School Nurse will be notified whenever a change occurs. Questions may be directed to the School Nurse, at (561) 686-4244, extension 345.

Bloodborne Pathogens

Bloodborne Pathogens are disease-carrying microorganisms that may be present in human blood. Because **all** bodily fluids (runny noses, vomit, urine, feces, etc.) may contain blood, **all** body fluids must be treated as potentially infectious.

The purpose of this policy is to reduce the possibility of an employee contracting any disease, particularly Hepatitis B Virus (HBV) or Human Immunodeficiency Virus (HIV). TKA offers to pay for Hepatitis B vaccinations only for those employees who may be at greater risk of exposure (Nurse, P.E. teachers, coaches, primary teachers, etc.) - check with the School Nurse if there is a question. After submitting receipts to the Business Office, TKA will reimburse the employee for any vaccination expenses not covered by either their or our insurance plan.

When handling students' body fluids, all employees (including bus drivers) are to use the Communicable Disease Kits (CDK), available from the Clinic. Use universal precautions to treat every body fluid as though it is infected. Put on gloves before treating the student. All Administrators, teachers, staff, and bus drivers are to keep a CDK handy.

Each CDK contains

- Band-Aids
- Disposable rubber gloves
- Gauze pads for fluid absorption
- Disposable Antimicrobial Wipes
- A list of the guidelines below

When the kit is used, put contaminated items back into the Zip-Loc bag for disposal. Then replace with a new kit.

When handling bodily fluids, employees are to follow these guidelines.

- Always wear disposable gloves.
- Do not touch your eyes, mouth, or nose.
- Disinfect any contaminated surface (floor, desk, etc.) with wipes.
- Thoroughly wash hands after, even though you wore gloves.

In addition to the above guidelines, coaches need to comply with all applicable FHSA guidelines.

TKA employees are required to have annual training on Bloodborne Pathogens. This training occurs during Faculty Orientation, for all Administrators, teachers, staff, bus drivers, substitutes and coaches. Bus drivers have their training separately, during their Orientation Drivers' Meeting.

All Administrators, teachers, staff, bus drivers, substitutes and coaches are to complete a Bloodborne Pathogens Training Program form and give it to the Executive Assistant for their files. The form is available from the Executive Assistant.

CPR/AED and First Aid Training

All full-time Clinic staff, P.E. teachers, coaches, JK, Preschool, Extended Care and Summer Camp staff must be trained in CPR/AED and First Aid. Proof of training must be submitted to the Executive Assistant at the beginning of the school year. This is your responsibility and you must maintain a current certification for your employee files. CPR/AED and First Aid training courses are taught at TKA on an annual basis.

Major Communicable Diseases

The King's Academy desires to maintain a healthy school environment by instituting controls designed to prevent the spread of major communicable diseases. The term "communicable disease" means an illness that arises as a result of a specific infectious agent, which may be transmitted either directly or indirectly by a susceptible host, infected person, or animal to other persons.

We depend on the parent's assessment of their child's health before sending him/her to school. Germs are spread quickly in school environments. Parents are requested to contact the school nurse if their child acquires a contagious condition so we can notify staff and other families who are directly affected. Parents are asked to keep their child home if there has been a fever, vomiting or diarrhea within 24 hours (this is a very contagious time for these conditions).

If a child has a fever of 100 degrees or higher, the child will need to stay home until fever free for 24 hours without the use of fever reducing medications. If a child has head lice, scabies, impetigo, ring worm, pink eye, etc., the child may not return to school until 24 hours after treatment has begun. If a child gets chicken pox, the child must stay at home for one week after onset (when lesions are crusted over). If a child has strep throat, the child must stay home for 24 hours after the initial start of antibiotics.

Health and safety issues are extremely important at The King's Academy. We want to provide a safe and healthy environment for all children and staff.

A teacher or Administration official that reasonably suspects that a student or employee has a major communicable disease shall immediately notify the school Principal. Examples of reportable diseases include acquired immune deficiency syndrome (AIDS), anthrax, botulism, encephalitis, enteric diseases due to E-coli, haemophilus influenza, gonorrhea, hepatitis (all types), H1N1 Flu (Swine Flu), human immunodeficiency virus (HIV), lead poisoning, Lyme disease, malaria, measles, meningitis, meningococcal disease, mercury poisoning, mumps, pertussis, pesticide related illness and injury, plague, Rabies, Rocky Mountain spotted fever, rubella

(including congenital), salmonellosis, Severe Acute Respiratory Syndrome (SARS), shigellosis, smallpox, staphylococcus aureus (vancomycin resistant), streptococcus pneumonia, Group A streptococcal disease, syphilis, tetanus, toxoplasmosis, tuberculosis, typhoid fever, viral hemorrhagic fevers, varicella (chicken pox), West Nile virus, Western equine encephalitis virus disease, yellow fever.

Any student or employee with a major communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill and during recognized periods of communicability. If the nature of the disease and circumstances warrant, our school may require an independent physician's examination of the student or employee to verify the diagnosis of major communicable disease. TKA reserves the right to make all final decisions necessary to enforce its major communicable disease policy and to take all necessary action to control the spread of such diseases within the school.

Meningococcal Disease and Vaccination

Meningococcal disease is a rare, but potentially deadly bacterial infection. It can take the form of inflammation of the membranes surrounding the brain and spinal cord which is called meningitis, or a blood infection which is called meningococcemia. The bacteria can be transmitted through close contact with an infected person through the air, or by direct contact with secretions from an infected person. Teenagers are more at risk compared to the general population. They have an unusually high death rate from the disease. Nearly one of every four cases may result in death. The symptoms include fever, headache and stiff neck (flu-like symptoms).

The Centers for Disease Control and other leading medical organizations recommend that all teenagers be given an immunization to prevent the disease of meningitis. This immunization can be obtained from your student's pediatrician, physician or from the Palm Beach County Health Department (County Immunization Services 561-840-4568). For more information about meningococcal disease and immunization, please visit the Centers for Disease Control website at www.cdc.gov.

Insurance – Students ⁶⁶

This information is very important for coaches. Coaches must fill out an injury report as soon as the accident occurs. Contact the Business Office or the Clinic to let us know about a student's injury the day after it happens and to fill out your injury report. Parents of the injured student **must** obtain an accident claim form from TKA promptly after the injury. Print your name and make your handwriting on the forms legible. The injury must be due to a legitimate accident. The injury will not be covered by the student accident insurance if it is a spontaneous pain that happened while playing a sport and not an accident. The Nurse handles all student accident insurance forms and injury reports. All accident forms must be given to the School Nurse.

Student accident insurance is included in the tuition. It covers the school year. Coverage starts when the student is picked up by the bus and ends when he/she is delivered in the afternoon. The insurance is also in effect during school, including the senior trip. It is necessary to report all school related student injuries to the Clinic promptly (with 24 hours) or possibly forfeit the insurance claim. The school insurance covers only the portion of the medical bill not covered by the students' primary policy and only partially covers uninsured students' medical bills. The student accident insurance policy is a secondary policy, designed to cover deductibles, co-pays and coinsurance from the student's primary insurance. Full benefits may be received by staying within your healthcare network. The Nurse completes the school's portion of the claim form and returns it to the parent or guardian to complete and send to the insurance company for reimbursement. **All student accident claims must be submitted to the insurance company directly from the parents within 90 days from the date of the student's accident.** Students playing interscholastic athletics are covered within the limits of the TKA policy.

Athletic related injuries may be handled by the athletic trainer. The trainer or the Athletic Director may fill out insurance forms for the parents of injured athletes. The Athletic Director and the trainer must make sure that an injury report is completed and keep a copy of the insurance form.

Medical Release Information ⁶¹

So that a student may be medically treated in an emergency when away from the West Palm Beach area, or when the parent/guardian is not present, all students must have the permission to treat approval on the online enrollment form completed.

Medical Forms

The School Nurse reminds JK and 6th-grade parents in April to anticipate the completion of the HRS 3040 and 680 forms. These forms must be turned in by the first day of school.

Sports Health Forms ⁶²

Florida High School Athletic Association

Please refer to the General School Information/ Athletics –MS/HS section.

Students participating in sports must have completed both the DH 3040 - Student Health Examination Form, if required for their grade, and the DH 680 - FHSAA Sports Health Examination Form. One form is no longer interchangeable for the other.

Birth Certificate ⁶¹

A copy of the original of each athlete's birth certificate must be on file and available to the Athletic Director the first time he/she plays sports at TKA. A copy will be kept on file with the in the student permanent file.

Student Health Examination Form (DH 3040) ⁶²

Florida Certificate of Immunization Form (DH 680)

The State of Florida Department of Health requires the following medical exams and immunizations to be completed before entrance to school on the first day of school for students entering the following grades.

Grade JK

1. School Entry Health Exam (DH 3040) - a physical exam completed within one year before the first day of school.
2. Florida Certificate of Immunization Form (DH 680) listing: HIB, done at 2, 4, 6 months of age and one dose over 12 months of age or just one dose done over 12 months of age; 4 DPT, 3 OPV, 1 MMR and the hepatitis B vaccination series (set of 3 injections). Expiration date completed on part B. Varicella vaccine is required unless documentation of history of disease is provided (chicken pox).

Grade K

1. School Entry Health Exam DH 3040- a physical exam completed within one year before the first day of school.

2. Immunizations documented on a Florida Certificate of Immunization Form (DH 680). The required immunizations include 5 DPT, 4 OPV (a fifth dose is required if the fourth dose was administered prior to the fourth birthday), Hib, 2 MMR and the hepatitis B vaccination series (set of 3 injections).
Varicella – Please see below.

Grade 7

1. School Entry Health Exam DH 3040- a physical exam completed within one year before the first day of school.
2. Immunizations documented on a Florida Certificate of Immunization Form (DH 680). The required immunizations include a tetanus-diphtheria-pertussis booster (Tdap), and two (2) Varicella vaccine.

Grades K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 and 11

Students are required to have 2 Varicella vaccines unless documentation of history of the disease is provided (chicken pox).

Grades 12

Students are required to have 1 Varicella vaccine.

Grades JK through 12

Students are required to have hepatitis B series.

If your child needs health insurance you can apply online at www.floridakidcare.org or call 1-888-540-5437.

DH 3040 and DH 680 forms are available only from your physician. Copies printed on blue or white paper are accepted.

Students are not allowed to begin school until forms are complete. This is state law. Religious Exemption from Immunization Form DH 681 must be an original blue form, obtained from the Palm Beach County Health Department. No copies of this form will be accepted at The King's Academy. Only licensed medical physicians may issue exemptions on DH 680 form Part C.

TKA Clinic Medication Policy ⁶³

Parents/guardians may supply over-the-counter medications or prescription medications for a student to take during school hours. The School Nurse (RN) will administer all student medications.

The following regulations must be observed when sending in prescription/non-prescription medications for a student.

Over-the-Counter Medications

Parent/guardian must send in to the School Nurse – a completed **Permission to Administer Medication Form**, along with the medication to be administered. The medication must be in the original-labeled container and properly labeled with the student's first and last name.

Prescription Medications

A completed **Physician Authorization for Student Medication Form** is required for each prescribed medication. This form may be obtained from the student's health-care provider. A completed TKA **Permission to Administer Medication Form** must also accompany any prescription medication, filled out by the

Parent/Guardian. The prescription medication must be sent in the original-labeled container along with the two completed forms mentioned above. Ask your Pharmacist to prepare two (2) labeled containers: one for school and one for home. The very first dose of any medication **may not be given** by the School Nurse.

Permission to Administer Medication Form

All medication will be dispensed in strict accordance to the ***Permission to Administer Medication Form***. This authorization is given with the understanding that no further permission or authorization will be necessary as long as the student remains enrolled at The King's Academy. It is the parent/guardian's responsibility to inform the School Nurse of any change in the student's medications or medical condition.

Important information for Parents/Guardians to share with their students: The School Nurse will administer all student-brought medication except asthma inhalers and cough drops. These items must be checked by the School Nurse before use. A student must never carry medication on his/her person or take medication at school, except in the Clinic. Students may not share any medication. In Elementary, the student will bring the *Permission to Administer Medication Form*, and medication to his/her teacher, who will then send it onto the School Nurse in the Clinic.

The teacher is not to administer any medication.

According to Florida State law, students must be allowed to carry respiratory inhalers for the treatment of asthma. Students must have a "Physician Authorization for Asthma Medication" obtained from their doctor's office. Then the student may carry their inhaler, the authorization form will be kept in the Clinic. .

Students may not share medicine, even non-prescription medicine, with each other.

If the teacher forgets to send an Elementary student to the Clinic for their medicine, the Clinic will call him out of class. MS/HS students must remember without prompting.

If a student brings any medication to school, but forgets a note, send him to the Clinic anyway. The Clinic will telephone home to get permission to give medication.

Nurse Health Department Regulations

DH and accreditation regulations require the School Nurse to comply with the following. The Nurse is responsible to keep these two certificates current.

- First Aid Certificate: This course is offered through American Heart Association.
- CPR/AED for Healthcare Workers certificate: This course is offered through American Heart Association.

TKA will cover any course costs – give the Business Office receipts for reimbursement. Questions regarding either of the above requirements should be directed to the PBC Health Department division regulating day care.

Scoliosis

Scoliosis screening will include the 6th grade students. The Nurse will send letters home and a time is arranged to check all students.

Students with Medical Problems

The teachers and Administrators of students with medical problems will be notified at the beginning of the year. Teachers and Administrators should notify the Clinic if they become aware of any new information throughout the year.

TB Testing

JK teachers and assistants, and those teachers who are in direct contact with JK students are required to have TB testing done every 2 years. These records are kept in the Elementary Assistant Principal Office and are available for the Health Department.

Injuries

After School Injuries

First-aid kits are located in the Clinic and in the “After School Care” room.

Athletic Injuries

Coaches of injured athletes are to follow the procedures in the Athletic Handbook (distributed each year by the Athletic Director). All coaches are to be certified in CPR/First Aid. Coaches must complete an “Injury Report” as soon as a student is injured and submit that to the School Nurse. Contact the Clinic or the Business Office or the Clinic to let us know about the accident the day after it happens. Parents must obtain an Accident Claim Form from The King’s Academy promptly after the injury. Please print your name and make your handwriting on these forms legible. The injury must be due to a legitimate accident. The injury will not be covered by student accident insurance if it is a spontaneous pain that happened while playing a sport and not an accident. A coach may obtain a first-aid kit from the athletic trainer.

All Other Injuries

If the injury occurs **after school hours**: (Music, drama, academics, detentions, fans, students waiting for rides, etc.)

- Minor injuries: Call the parent.
- Major injuries: Call 911. If serious head, neck, or back injury, do not move them.

In either case: Complete an “Injury Report” form and submit it to the Nurse. These forms are in the Clinic. Have some on hand for your needs.

Ambulance

If a student is injured (before, during, or after school) and must be taken to the hospital, he must be transported in an ambulance if the parent is not available to take him. A TKA employee may not transport him.

If allowed to ride in the ambulance, a TKA employee must accompany the injured student to the hospital if the parent/guardian is not available and if during school hours. After school, a TKA employee must accompany if possible.

Injury Reports

The Clinic handles student injury reports. The staff person who witnessed the accident is to fill out the Injury Report Form accurately and completely. They are available from the Clinic. Your Principal should be notified immediately of an accident.

Staff Injury Reports

The Business Office handles all staff injuries and insurance claims. It is important to report all injuries even if they appear minor. For Workman's Compensation issues, report the injury to your supervisor and then to the Business Office staff.

The Nurse will supply first aid treatment, but the Business Office handles all the insurance forms and claims from staff injuries which are work related. The Nurse must report all staff injuries to the Business Office as soon as possible.

Chapter

13

Chapter 13 : Rosemary Beaumont Library

General Information ¹⁸

The Rosemary Beaumont Library is the central holding location for all school purchased media. The library staff is responsible for informing all of the school constituents as to the Library holdings. The Library opens at 7:30 A.M. Monday through Friday, and closes at 4:30 P.M. each day except Friday (4:00 p.m.). MS/HS students may use the Library before/after school without a teacher or parent. All elementary students who wish to use the library before/after school must be accompanied by a parent or teacher.

The school Library operates on a flexible schedule. The classroom teacher(s) and the Library staff determine the Library schedule as part of their collaborative planning. The collaborative planning will include instructional time in addition to check out time.

A fine of 10 cents per book per school day will be charged for late returns. Students with an unpaid fine or an overdue book are not allowed to check out additional books. Fines and overdue charges are reported to the Business Office at the end of each marking period.

Damaged or lost books must be paid for by the student, at replacement cost. If a Library book is lost, paid for, and later found, the student is reimbursed, less late fines not to exceed the replacement cost of the book.

As many as 3 students from a class or Study Hall may be sent to the library together, unaccompanied by the teacher. If the teacher desires to send more than 3 students, the entire class must come, accompanied by the teacher. Please be sure to schedule this time in advance with the Library staff. All MS/HS students must have a pass from the teacher to be in the Library during class time. MS/HS students may use the Library during their lunch period, but cannot bring food into the Library.

The Librarian works collaboratively with the teachers. Classroom teachers may schedule instructional time in addition to check out time. All requests for scheduling must be sent to the Librarian. All classes scheduled will be posted on the Library Calendar located in Outlook/Public Folders.

If you are in the Library and notice that someone is in violation of effectively using the space or resources, please bring this matter to the attention of the Librarian.

The Librarian and the Library are accountable to the Headmaster.

Elementary

Elementary students (grades 1-6) may check out 2 books for 2 weeks. Books may be renewed for 1 more week, unless reserved. Students may renew books from home using the library website or by asking the librarian.

Library books are to be returned in the morning before 9:30 A.M., prior to class checkout time. Overdue notices are run at 12:00 P.M. each Wednesday and given to the teacher.

Students may check out/return/renew books outside their normal library time before 8:30 a.m. and 9:30 a.m. and after 2:00 p.m. each afternoon. Please do not send students to the Library before this time without speaking with the Librarian.

Notify the library in advance if a teacher assigns a particular type of book for a report or required reading. Teachers may checkout books for classroom use. Please contact the Librarian to arrange this.

Middle School/High School

Students may use the Library between classes, before and after school, during lunch, and during their Study Hall period (with a pass from the Study Hall teacher).

In order for students to go to the Library during class time, they must have a signed pass from their subject teacher. All passes must be obtained to use the Library for academic reasons. When issuing a pass, remind the students that they will not be allowed to play computer games and/or loiter. Students using the Library must show their pass to the Librarian/Library Assistant. Students must leave the library with their pass signed and report back to the designated teacher. It is the student's responsibility to be back to class on time. The library staff will not issue late passes.

MS/HS students may check out 3 books for 3 weeks. Books may be renewed for 1 more week, unless reserved. Students may renew books from home using the library website.

Faculty

Faculty/staff may check out library books, for themselves or for the class. All items must be properly checked out and not simply taken. All faculty / staff have patron numbers and are able to renew their books online.

Teachers may use videos from outside the library's collection as long as they (1) have been approved for use by an administrator. No DVD/video that has received a rating beyond "G" may be shown without the permission of an administrator.

Teachers who wish to use resources to enrich the learning experience must email the request regarding the topic, need or type or resource desired to the Librarian. In order to gather resources, time is needed to fill your request.

Cube

The central area of the Library has been transformed into a tech-forward space known as the Conference and Collaboration Center, affectionately nick-named "The Cube." The Cube can be scheduled for use by students, classes, faculty and volunteers before, during, and after school with the Librarian. Email or speak with the Librarian to reserve the space. The space may not be used unless it has been reserved with the Librarian. If the furniture is moved by the user, it must be put back before leaving.

Library Instruction

The Library offers a variety of classes and workshops, from research to citations. Teachers can schedule class instruction in the library with any specific focus they need. The librarian gears each library instruction session to meet student and teacher needs. Here are some of the LI sessions currently offered:

- Finding Books in the Library
- Research Resources at The King's Academy
- How to Get the Best Search Results
- Choosing the Best Sources
- How to Determine if a Source is Scholarly
- Research Guides by Class
- Individual Resource Workshops (i.e. JSTOR)
- The Writing Process:
 - Information Writing
 - Letter Writing
 - Poetry Writing
 - Expository Essay
 - Biography Research and Writing
- Proofreading
- Citing Sources:
 - MLA Citation Guide
 - APA Citation Guide
 - Chicago Citation Guide

- Business Resources
- Dewey Scavenger Hunt
- Digital Citizenship
- Writing a Resume

Collection

The Library is always happy to accept donated books from parents and friends of the school. The Librarian screens all new or donated books according to the established collection development policy. If the Library is unable to use the donated books, they have the right to distribute them amongst the faculty for classroom use or donate them to other 501(c) (3) charities

The Library schedules book fairs, author visits, and other events each school year to raise funds for purchasing new resources.

The Library collection consists of books, periodicals, DVD's, CD's, and electronic resources for teachers and students. Unless a movie, or portion of a movie, has a rating of "G", it will need the approval of an Administrator before it can be shown to students as per the President.

These items are to be checked in/out through the Librarian. Teachers should take a look at the collection periodically; to see which ones they may want to incorporate into their lessons. The library staff sends notification via email of new books related to curriculum.

Chapter

14

Chapter 14 : Development

General Information

The Development Office is responsible for the coordination of public relations, fundraising, representation, marketing, branding, donations, and alumni relations. All questions and information regarding these areas should be directed to this office.

Alumni Relations

The Development Office oversees Alumni Relations through the Director of Communications. The goal of alumni relations is to encourage continued support for the school by keeping alumni involved in and informed about the life of the school. Alumni events, publications, and communications are the primary ways of encouraging this involvement.

Annual Fund ⁵⁷

The Annual Fund is a yearly opportunity for individuals and families to support the growth of TKA in all areas. The Annual Fund campaign runs during our fiscal year, July 1st through June 30th. Tuition and fees cover the basic costs of education at The King's Academy, but in order to grow as an institution, the school relies on gifts and support. Annual Giving is an opportunity for individuals to invest in the students and the future of The King's Academy.

Parents, Alumni, Board Members, Administrators, Faculty, Staff, Grandparents, and Friends of the school participate in Annual Giving. Gifts have a direct impact in every classroom and program on campus and each family is asked to give prayerful consideration to the needs of our students and the benefits they will receive through your generosity. It is important that each member of the TKA family participate.

Branding ⁵⁴

The King's Academy seeks to unify the corporate brand of the school with its TKA Brand Identity Guide. The guide provides all of the approved brand identity marks for school materials. In addition to proper colors, fonts, word-marks, and logos for printing, the guide provides direction for all members of the school community (including school offices and divisions, booster groups, teams, organizations, and clubs) regarding the "look" of TKA. The guide also includes the official TKA crest, 50th Anniversary Logo, lion and paw print. For further information about the TKA brand, contact the Development Office.

Communications

The Development Office is focused on the importance of communicating with our school community. Communications via Social Media, TKA School App, TKA News, The Chronicle, Press Releases and RenWeb enable the school to efficiently and effectively maintain connectivity. All departments are encouraged to submit news worthy events and stories for marketing and publication purposes.

Contributions

From time to time, employees may be involved in handling funds contributed to the school. In its general interpretation, a donation is any gift of cash, stock, property, product, etc. for which the donor receives no intrinsic remuneration. All contributions must be submitted immediately to the Development Office with the following information:

- Donor's correct name and address
- The school project the gift is designated for (if applicable).

Donations must be submitted separately from other funds collected by employees. The Development Office is responsible for donation accountability and acknowledgement. It is important that all information regarding donors and their donations be held in strict confidence.

A donor may wish to give non-cash donations (such as a vehicle, property, computer, etc.) instead of cash. Such contributions (gifts-in-kind) must be reviewed by the Executive Vice President or President before acceptance.

Endowments ⁵⁷

The King's Academy has a growing endowment program. An endowment is an investment structure in which investment earnings are used to fund a specified need. The endowment's Principal balance is untouched so that growth can continue and needs can be met for years to come. The King's Academy currently has those designated endowments:

- **Student Scholarship Endowments** - The Student Scholarship Endowments are an investment in the future of tuition assistance at The King's Academy. Proceeds from the following Endowments bolster the ability of The King's Academy to provide tuition assistance for deserving students.
 - **M. Nelson and Jane Loveland Scholarship Endowment**
 - **James and Annie Erneston Scholarship Endowment**
 - **O'Keeffe Pre-Law Studies Endowment**
 - **DiMino Engineering Program Endowment**
- **Faculty Development Endowment** - The Faculty Development Endowment is an investment in the future of the faculty of The King's Academy. Proceeds from the fund allow faculty members to pursue advanced degrees, attend enrichment conferences, visit other schools, and take advantage of a wide range of opportunities for growth and continued education.
- **Building Maintenance Endowment** - The Building Maintenance Endowment is an investment in the future maintenance of The King's Academy's campuses.

Endowment gifts have a significant impact on identified funding priorities and support the long-term financial stability of The King's Academy.

Fundraising ⁵⁵

Many parents are involved in booster groups and activities that financially support The King's Academy. Prior to implementation of any fundraising effort, approval must be received by the Development Office so that a complete calendar of Development activities can be maintained.

All fundraising activities, whether internal or external and regardless of how insignificant, **must be first approved by the Principal and Development Office, even if used in prior years.** Use the **Fundraising Request Form** to request any fundraising activity. This approval must be received annually for recurring events so that a complete calendar of Development activities can be formatted.

Students are not permitted to do any door-to-door fundraising.

Parent/Booster Groups

The Parent Teacher Fellowship, Sports Boosters, Band Boosters, and Grace Notes are formal groups through which parents and others can support the school in general and particular programs as well. Each group has its own by-laws and leadership but falls under the umbrella of the Development Office. The Assistant Development Director is the liaison to each group.

Parent-Teacher Fellowship ⁵⁶

The King's Academy Parent Teacher Fellowship (PTF) was established to help fulfill the mission “to graduate Christian leaders who seek to impact their world for the King of kings through academic excellence and spiritual vitality.”

Every parent of The King's Academy is a member of the Parent Teacher Fellowship and is invited to meetings, events, and to the many other opportunities to get involved. Being involved with PTF is a wonderful way to build relationships with other parents and teachers. PTF By-Laws, Executive Committee Members, and PTF announcements may be found on the TKA website (TKA.net) or by contacting the Development Office.

Employee participation in PTF meetings, etc. may occasionally be required. Dress is business casual, unless announced otherwise.

Photographs

The Development Office is always looking for good photographs to use in marketing materials brochures, advertising, etc. All departments are encouraged to share photographs of school events for use in publications and promotional materials.

Philanthropy and Gift Support ⁵⁷

Gift support is crucial to the future of The King's Academy. Tuition supports the budgeted yearly needs of educational and extra-curricular programming. However, the philanthropy of Friends, Alumni, Grandparents, and Parents provides for the growth, expansion, and improvement of programs. Please direct all questions regarding your support to the Development Office.

All gifts to The King's Academy, a 501(c)(3) organization, are tax-deductible to the fullest extent of the law. Donors should always consult with their tax advisor(s) as to their particular tax situations and the deductibility of any gifts.

Planned Giving ⁵⁷

Planned giving offers individuals and families a way of making a charitable donation to the school through outright gifts, bequests, annuities, insurance policies, and the establishment of endowed funds. The Development Office of The King's Academy is prepared to assist families interested in creating a legacy as part of their overall financial and estate planning.

Chapter

15

Chapter 15 : Admissions

Admissions – General Information

The Admissions process is designed to screen applicants in order to identify motivated students of good moral character who are in the middle to upper range of academic ability.

The Admissions Office, overseen by the Director of Admissions, is responsible for compiling all necessary forms, fees, and entrance testing of applicants, so that the Admissions Committee can review applicants and determine acceptance status. The Director of Admissions is accountable to the Headmaster.

TKA Student Admission Guidelines

Part A

The committee will use the following items (subjective and objective) to determine acceptance or rejection:

1. Application form
2. Application fee
3. Reference form(s)-subjective evaluation
4. Student questionnaire-subjective evaluation
5. Written essay – subjective evaluation
6. Report Card(s) - (A child may not be accepted with D's or F's in the last term completed and/or excessive unexplained absences.)
7. Florida Certificate of Immunization (typed)
8. Student Health Exam Form
9. Copy of Birth Certificate- (A passport is accepted in lieu of a birth certificate.)
10. Entrance testing scores (minimum percentile standards noted in the following section.)

Part B

Entrance tests administered and minimum percentile requirements for subtests and/or total test scores:

GRADE	ENTRANCE TEST	CRITEREA FOR ACCEPTANCE
JK	Developmental Observation	Subjective Grading
Kindergarten	Developmental Observation and KRT	Subjective Grading 50 Percentile
First Grade	Reading Inventory	Subjective Grading
First Grade	Kaufman Brief Intelligence Test	Composite quotient of 95
First Grade	Terra Nova 3 Reading and Language, Math	50 Percentile
Second- Third Grades	Terra Nova 3 Reading, Language and Math Subtests	50 Percentile
Fourth – Sixth Grades	Terra Nova 3 Reading and Math Subject Test	50 Percentile
Seventh-Twelfth Grades	Terra Nova 3 Reading and Math Subtests	50 Percentile
Fourth – Twelfth	Writing Sample	

Additional Requirements/Exceptions to Entrance Test

- Birthday cut-off date for JK, Kindergarten and First grade is September 1.
- JK, Kindergarten and First grade applicants will not be accepted after the first semester of the academic year unless the applicant is using a reading/phonetic curriculum.
- Applicants who repeated Kindergarten or first grade may be accepted, at the discretion of the admissions committee, with a lower percentile requirement on the entrance test.
- Applicants to the MS/HS school (7-12) that have recently been administered an acceptable achievement test from a different school may submit the results to the Admissions Office. The Admissions committee will determine if further testing is necessary prior to entrance.
- Applicants applying for the senior class will be accepted at the discretion of the Admissions committee.
- Applicants who have documented learning differences may apply for admission to TKA. Accommodations to the testing procedure may be made as necessary. The Director of Admissions will work with a qualified committee to determine whether or not a student will be accepted and whether or not such student will be required to enroll in TKA's Learning Strategies Program. This committee will be comprised of the Principal and Principal's designees. After academic acceptance is determined, the Director of Admissions will proceed with the respective Academic Support team related to the student's behavior.

Part C

The Director of Admissions has the authority to accept an Elementary student, without committee review.

- If all forms mentioned in Part A are current and complete.
- Testing of all academic areas noted in Part B meet the stated minimum percentile.
- All subjective forms indicate good moral character.

The Director of Admissions has the authority to reject an Elementary or MS/HS student, without committee review.

- If the student's application is not complete.
- The student did not meet the stated minimum percentile requirements on the entrance exam.
- The subjective forms do not indicate good moral character.

All other applicants will be reviewed by the Admissions committee to determine acceptance.

Part D

Applicants may retest at the discretion of the Director of Admissions and/or the Admissions committee.

- Applicants who are sick during testing session may retest at the discretion of the Director of Admissions and/or the Admissions committee.
- Applicants with a family crisis may retest at the discretion of the Director of Admissions and/or the Admissions committee.

Part E

A parent has the right to submit an appeal about the Admissions Committee's decision concerning their child. An appointment can be scheduled through the Admissions Office for a meeting with the Admissions Director, Principal, and one or more members of the Admissions committee.

Academic Support Admissions Procedure¹⁰

The King's Academy (TKA) welcomes applications to the Academic Support Program from students who are new to TKA who have mild to moderate learning differences which have been identified and documented through either an educational psychologist's evaluation, a physician's medical diagnosis, or through a current educational plan from a public school. Each application for admission will be reviewed by The King's Academy to determine if a student's documented needs can be adequately serviced by our Academic Support Program.

- No application will be considered until the Admissions Office determines all appropriate documentation is in and the application is complete. Documentation should include any and all testing, and indication of a student's participation in any academic support program such as a *504 Plan* or a *Response to Intervention* (RTI) program.
- It will be determined by the respective building Administrator whether:
 - a. the applicant's learning disability is significant enough that testing is not necessary to conclude our Academic Support Program cannot adequately provide support for the student, or
 - b. an applicant will be provided accommodations during Admissions testing, or
 - c. the applicant will take the Admissions testing without accommodations.
- Once Admissions testing is completed, the Admissions Director will present the full application and test results to the Academic Support Committee (Elementary and MS/HS Academic Support Staff, and assigned Administrators) for review. Once it receives the application, the committee, within 5 school days, will recommend admission, deny admission, or request additional information. The Principal will make the final decision when consensus cannot be reached. Summer applications will be reviewed by an Administrator with as much input from the Academic Support staff as is available.
- The decision to admit or deny admission will be communicated to the applicant by the Admissions Office.

Chapter

16

Chapter 16 : Appendix

Glossary of Terms

TKA	The King's Academy
TKAP	The King's Academy Preschools
Term	Nine-week grading period (four per school year)
Semester	Two terms; half year
JK	Junior Kindergarten (JK4)
Elementary	Grades JK-6
Primary Grades	JK -1
Middle School/High School (MS/HS)	Grades 7 -12
Middle School	Grades 7 - 8
High School	Grades 9 -12
Middle School (Sports Teams Only)	Grades 6 - 8
Administration	Those listed as such in the TKA Master-Employee Address List
Faculty	Those listed as such in the TKA Master-Employee Address List
Staff	Those listed as such in the TKA Master-Employee Address List
MNLAC	M. Nelson Loveland Athletic Center
CPA	Page Family Center for the Performing Arts

Standardized Testing Program

Admissions

JK	Developmental Observation
K	Developmental Observation
1 st	Kaufman Brief Intelligence Test
	TerraNova 3
2 nd – 12 th	TerraNova 3

The Director of Admissions coordinates this program.

College Entrance Test ⁷

9 th , 10 th and 11 th	Preliminary Scholastic Assessment Tests/National Merit Scholarship Qualifying Test (PSAT/NMSQT). Given at TKA in the fall.
11 th or 12 th	Scholastic Assessment Tests (SAT) are administered off campus six Saturdays each year.
11 th or 12 th	The American College Testing Program (ACT) is administered off campus five Saturdays each year. This test is administered on campus in October, December and June.

We require our students to take the PSAT/NMSQT. Preparation books are available from the College Counseling Office.

The Preliminary Scholastic Assessment Tests (PSAT) is administered at TKA each year. The results give students an indication of what to expect on the Scholastic Assessment Tests (SAT) and the American College Test (ACT). Students are required to take either the SAT or the ACT sometime between their sophomore and senior years. Scores will be reported to the College Counselor. Information on how to register and prepare for these tests is available from the College Counselor, or on the website.

The MS/HS Administration receives copies of the test results. The College Counseling Administrative Assistant puts the test labels on the individual cumulative record cards. The College Counselors coordinate this program.

Achievement Test ⁷

Teachers are not to give any homework the night before achievement tests, nor are they to give quizzes or tests on the day of the test.

K - 8th

TerraNova 3

These tests are given to students each spring. There are no make-up days for students who are absent during the testing. Elementary teachers administer the tests to their own students. Grades JK and 9th through 12th do not take achievement tests.

Each spring, standardized achievement tests are given to all students in grades K to 8. In order for students to be prepared for these tests, students are requested to get plenty of rest, be at school on-time, and bring two sharpened #2 pencils. Please do not schedule any medical appointments during the testing time. Students who miss the achievement test and/or subsections of the test are unable to retake them.

Advanced Placement

These tests are given on specific days each May to students in Advanced Placement courses desiring to take them. The MS/HS Assistant Principal along with the Registrar coordinates this program and administers the tests. The MS/HS Principal, the Headmaster and the President receive copies of the test results.

Drug-Free Workplace Policy

In order to guarantee the safety of our employees and that of the public and/or to comply with DOT Regulations (49 CFR Part 40) for a drug and alcohol-free workplace, The King's Academy has adopted the following policy which will apply to all individuals hereafter seeking and currently holding positions with this company.

The unlawful use, manufacture, dispensation, possession, distribution, or sale of alcohol or illegal drugs anywhere at work is prohibited and considered a willful violation of company policy which will result in employee discharge.

All employees have the responsibility to report and be at work in a fit condition to perform their jobs without unnecessary risk to themselves or to other individuals.

As a condition of employment, all applicants/employees whether salaried, hourly, or temporary must successfully complete testing for prohibited substances, including applicants/employee who perform safety sensitive functions as regulated by the FHWA.

All applicants/employees in possession of a Commercial Driver's License who are covered by the FHWA Regulations will be subject to drug and alcohol testing under the following circumstances:

1. **Pre-employment:** any applicant must successfully pass a drug test as a condition of employment. The type of test will be at the sole discretion of the administration.

2. **Reasonable Suspicion:** Employees will be required to submit to urine, and/or hair, and breath-alcohol testing where there is reason to believe they are unfit for work as observed by a supervisor. The type of test will be at the sole discretion of the administration.
3. **Post-Accident:** An employee must submit to urine, drug, and breath alcohol testing after involvement in an accident or safety-related incident affecting a person or property while on company business.

Drug and Alcohol Testing Procedure

This document has been prepared to assist in the implementation of the drug and alcohol testing procedure of The King's Academy (hereinafter referred to as TKA).

Drug-Free Workplace Policy

In order to guarantee the safety, integrity, and wellbeing of our CDL holding employees (hereinafter referred to as employees), TKA and the general public, and/or to comply with Federal, State, and Local requirements for a drug and alcohol-free workplace, the following procedures have been adopted and will apply to all individuals hereafter seeking and/or currently holding positions with TKA.

The unlawful use, manufacture, dispensation, possession, distribution or sale of alcohol or illegal drugs anywhere is prohibited and considered a willful violation of TKA policy which will result in employment discharge.

All employees have the responsibility to report and to be at work in a fit condition to perform their jobs without unnecessary risk to themselves or to other individuals.

Definitions

Alcohol is defined as any beverage, over-the-counter, or lawfully prescribed medication containing ethyl alcohol.

Controlled Substance is any substance which is not legally obtained or which can only be legally obtained by prescription from a licensed medical practitioner.

Illegal Drug means any drug which is not legally obtainable or which is legally obtainable but has not been legally obtained.

This includes the following drugs: amphetamines, barbiturates, benzodiazepines, cannabinoids (marijuana), cocaine, methaqualone, methadone, opiates, propoxyphene, and PCP which are used unlawfully or abused.

Unlawful usage refers to the illegal obtaining, possessing, and/or using of a drug as defined by the Controlled Substance Act or state or local regulations.

This term also includes prescribed drugs not legally obtained, prescribed drugs not being used for prescribed purposes and over-the-counter drugs not being used according to the manufacturer's directions.

Legal Drug includes any prescribed drug or over-the-counter drug that has been legally obtained and is being used for the purposes for which it was prescribed or manufactured.

Please note: Employees who lawfully take over-the-counter or prescribed medications are responsible for understanding how their job performance may be affected, and are responsible for reporting to their supervisor any potential impairment in their ability to perform their duties.

Positive Screening Result is a screening result from a urinalysis, blood test, or other controlled substance or alcohol test indicating that controlled substances or alcohol are present in the employee/applicant's system. A DHHS-certified laboratory will perform all screening and conformation procedures.

Under the Influence means that the employee is affected by drugs or alcohol or the combination of drugs and alcohol in a detectable manner. A determination of such influence can be established by professional opinion, a scientifically valid test, or in some cases, by a lay person's opinion.

Impairment this procedure is primarily concerned with the effects of alcohol/drug use in performance, regardless of when the substances were ingested. This concern, therefore, considered impairment as not only being under the influence of a substance, but also the after-effects of usage, e.g., hangover, withdrawal symptoms, fatigue, etc.

Who is Subject to This Policy?

All employees or applicants for employment are subject to this policy. In addition, each employee has the responsibility of reporting any suspected use of an employee, of drugs and/or alcohol, or job performance appearing to be impaired by drug/alcohol use to their immediate supervisor. Failure to report knowledge of such behavior will be considered conduct not in the interest of TKA and subject to disciplinary action including discharge.

Medical Review Officer (MRO) - TKA will appoint a Medical Review Officer (MRO). The Medical Review Officer's single most important function is the review of laboratory positive drug test results in a confidential manner and the determination of alternate medical explanations for the positive results. The MRO is a licensed physician who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate positive drug results.

In carrying out these duties, the MRO may become aware of such sensitive medical information as an individual's medical condition, medications, medical diagnosis, and medical history. This information will be kept in strictest confidence by the MRO and will not be released or used for any purpose not related to the MRO's primary duty, to determine if unauthorized drug use has occurred.

Information on drug test results will be released only to authorized TKA officials through the MRO once the analytical data has been verified.

Use and Possession

Any employee found using or in possession of (e.g., on person, in locker, or desk) illegal drugs or alcohol will be discharged. Any contraband found may be turned over to the appropriate law enforcement agency, and criminal charges may be pressed.

Referring an Individual for Pre-Employment Drug Testing

When an individual is to be sent for a drug test, please select the appropriate site and advise the individual that they must present themselves for testing within 24 hours. Any individual who does not report for a specimen collection within 24 hours will not be considered for employment and may not reapply for a period of one year.

The individual to be tested should be advised that they will need to present a photo ID to the collector. A collection/notification form should be given to each individual along with a chain-of-custody form and must be presented at the collection site. The individual should also be provided with a copy of the donor's check list.

Types of Testing

Drug and alcohol testing will occur in four situations:

- Pre-Employment
- Random
- Reasonable Suspicion
- Post-Accident

Pre-Employment: Drug testing will be a routine component of the pre-employment application process. Potential employees must satisfactorily pass a drug test prior to being considered for employment. Urine samples for drug testing will be collected under the supervision of TKA's healthcare professional.

Random: No fewer than 50% of all employees covered by the FHWA regulations will be selected annually to submit to random drug testing. No fewer than 25% will be selected for random breath alcohol testing.

Reasonable Suspicion: When there is evident of prohibited substance use as perceived by the supervisor and a witness, during work hours (including rest breaks and meal periods), the supervisor may request the employee to report to TKA's healthcare professional and provide a urine and/or hair sample for testing and may suspend the employee without pay until an investigation is completed. Any employee who refuses to be tested will be terminated. Supervisors must complete an Incident Report Form and arrange transportation for the employee to and from the testing facility.

Within seven days after testing, based on reasonable suspicion, an employer shall detail in writing the circumstances which formed the basis of the determination that reasonable suspicion existed to warrant the testing. A copy of this documentation shall be given to the employee upon request and the original documentation shall be kept confidentially by the employer and retained by the employer for at least one year.

Post-Accident: Any employee seeking treatment for a worker's compensation injury must submit to a drug test. If a driver is involved in an accident the employee will be required to submit to post accident drug and alcohol testing.

Drug screens under this section will be done within 32 hours of any accident. Alcohol screening will be attempted within 2 hours of the accident and attempts to perform the test will be discontinued after 8 hours. Failure to comply within this time frame will result in discharge.

Following any motor-vehicle accident, an authorized TKA official should contact FirstLab as soon as possible to arrange emergency testing. FirstLab can be reached by calling 800-732-DRUG (3784) 24 hours a day, seven days a week.

After specifying that the call is for FirstLab, the caller should provide the following information:

1. Company Name
2. Name of caller
3. Phone number of caller
4. Phone number at work
5. Where the accident occurred
6. Type of accident
7. Was anyone injured
8. Amount of property damage

9. Was a citation issued
10. Is employee hospitalized
11. Location of employee

Supervisors must complete the Incident Report Form.

Return to Duty: An employee who has previously failed a drug or alcohol test refused to submit to testing may not reapply for employment for a period of one year, providing there have been no other violations of drug or alcohol abuse.

Follow-Up: There will be no follow-up due to TKA's zero tolerance policy.

Analytical Methods

All drug testing will be carried out at a laboratory approved by (DHHS) Department of Health and Human Services. Urine will be used for the initial test for all drugs. All collections shall be done under the guidelines for split specimen collections.

Alcohol testing will be accomplished by breath testing using an evidentiary device approved for this purpose by the DOT. Screening will be performed by enzyme multiplied immunoassay technique (EMIT), with initial positive to be confirmed by gas chromatography/mass spectrometry (G/MS).

The cut-off level for screening and confirmation of prohibited substances covered by this policy are:

Drug Class	Screening Cut-off	Confirmation Cut-off
	Levels (ng/ml)	Levels (ng/ml)
1. Amphetamines (Dexedrine)	1000	500
2. Cannabinoids (THC, Marijuana)	50	15
3. Cocaine (Crack)	300	150
4. Opiates (Codeine, Morphine)	300	300
5. Phencyclidine (PCP)	25	25

Testing profiles may vary depending on the testing circumstances for drug screening but not screening and confirmation cut-off levels.

Reporting Test Results

No telephone reports will be accepted by the MRO from the laboratory. If, as determined by the MRO, the applicant/employee has tested positive for one of the prohibited substances, that the applicant/employee shall be notified by the MRO or certified staff member as soon as possible.

In order to aid the MRO in contacting employee, TKA shall provide the MRO with a list of employee names, their social security numbers, home addresses, and telephone numbers. After the test result has become known to the MRO, medical, technical, an administrative evaluation will begin to determine if the positive is a violation of this policy or the result of legitimate use of medication or dietary artifacts.

MRO contact with a positive test applicant/employee will be made directly between the applicant/employee and the MRO or certified staff member under the MRO's direction. If the applicant/employee cannot verify a medically acceptable reason for the positive specimen then the MRO will advise the authorized TKA officials of the result of their findings.

When negative results are available, they will be made available to the designated TKA official via the Automated Voice Response system (AVR) and secure fax.

When it is necessary to communicate a positive result, the designated TKA official will be notified by telephone that a priority result is available on the AVR, so that they can secure the fax machine in order to ensure confidentiality.

Alcohol Testing

FHWA regulations require alcohol breath testing to be given by a certified Breath Alcohol Technician (BAT) using an Evidentiary Breath Testing device (EBT).

Any initial test registering above a .02 will be followed by a confirmatory test. If the second test confirms the result of the first, the Regulation requires the following actions to be taken:

Any result over .02 - .039, the driver must be removed from safety sensitive duty for 24 hours. Continued employment will thereafter be contingent upon review by TKA Administration and subject to disciplinary action up to and including discharge.

Results of .04 or above, the driver must be removed from safety sensitive duty and referred to a Substance Abuse Professional. Continued employment will thereafter be contingent upon review by TKA Administration and subject to disciplinary action up to and including discharge.

Disciplinary Action

Criminal Violations

Any employee who, hereafter pleads guilty, or is convicted of a crime involving the possession, use or distribution of any prohibited substance will be terminated. In the event of the reversal of any such conviction, employment may be reinstated upon the discretion of TKA Administration.

On the Job Violations

Employees are to report to work free of the effects of alcohol and drugs. An employee taking medication, which may affect their performance, must notify the supervisor prior to reporting for work. In instances where a supervisor has a reasonable suspicion that an employee may be under the influence of drugs or alcohol, the supervisor should have another supervisor or security guard confirm the suspicion that the employee may be intoxicated.

If an employee is unfit for duty, and the employee denies using drugs or alcohol, a Reasonable Suspicion Drug Test can be ordered. Supervisors are required to document for the personnel file any action taken under this policy.

Any employee found possessing, purchasing, selling, transferring, offering, soliciting, manufacturing, using, or under the influence of any intoxicant (including alcohol beverage, controlled drugs, or narcotics) will be discharged.

Positive Test Results

Any applicant testing positive and verified by the MRO for any prohibited substances will not be considered for employment and may not reapply. Any employee testing positive for drugs and verified by the MRO for any of the prohibited substances or testing positive for alcohol will be discharged.

Right to Contest Positive Findings

Any employee or job applicant who receives a positive, confirmed drug test will be discharged or not hired, but may contest or explain the results to TKA within five working days after being notified in writing by TKA of the positive test result. If an employee or job applicant's explanation or challenge is unsatisfactory to TKA,

the person may challenge the test result in a court of competent jurisdiction at the applicant/employee's expense.

During the 180-day period after written notification of a positive test result, the applicant/employee who has provided the specimen shall be permitted by TKA to have a split specimen portion of the tested, at the applicant/employee's expense. Such retesting shall be done at another DHHS-approved laboratory, as appropriate, chosen by the employee or job applicant. The second laboratory must perform the retest by gas-chromatography mass spectrometry (GC/MS) at the lowest level of detection for the drug in question. The initial testing laboratory shall be responsible for the transfer of the split sample specimen to be retested, and for the integrity of the chain-of-custody during the transfer.

Testing Refusal

In the event that an employee fails to submit to the testing as set forth herein, then on certification by the MRO of such failure or refusal, the employee may immediately be terminated.

Limitation on other Testing

Except as expressly provided for in this procedure, there shall be no other medical testing of the specimen.

Hold Harmless Agreement

All employees agree to the provisions of the policy and agree to release and hold harmless the MRO, FirstLab, The President of TKA, the Administrator, and any other director, employee, representative, independent contractor, or agent of a subsidiary of TKA from any negligent act or omission including, but not limited to collection, testing, reporting, or results, and termination resulting from the procedures set forth in this procedure.

Drug-Free Awareness Program

TKA will establish a drug-free awareness program to inform employees about:

1. The dangers of drug abuse,
2. TKA's policy maintaining a drug-free life,
3. The availability of names of several Substance Abuse Professionals (SAP), and
4. The penalties that may be imposed upon employees for drug abuse violations.

Condition of Employment

Each employee engaged to work at TKA will receive a copy of the Drug-Free Workplace Policy and understand that as a condition of employment the employee will:

1. Abide by the terms of the policy, and
2. Notify the employer of any criminal drug statute conviction no later than five days after such conviction.
3. TKA will discharge any employee who is convicted of any criminal drug statute.
4. TKA and its employees will make a good faith effort to comply with the requirements set forth above in order to comply with the Drug-Free Workplace Act of 1988.

Technology - Glossary

The act of receipt of electronic communications as contrasted with actual viewing of the record by the recipient is excluded from the definition of "use" to the extent that the recipient does not have advance knowledge of the contents of the electronic communications record.

Compelling Circumstances: Circumstances in which failure to act might result in significant bodily harm, significant property loss or damage, loss of significant evidence of one or more violations of law or of TKA policies, or significant liability to TKA or to members of TKA community.

Electronic Communications: Any communication that is broadcast, created, sent, forwarded, replied to, transmitted, stored, held, copied, downloaded, displayed, viewed, read, or printed by one or several electronic communications systems or services. For purposes of this Policy, an electronic file that has not been transmitted is not an electronic communication.

Electronic Communications Records: Electronic transmissions or messages created, sent, forwarded, replied to, transmitted, distributed, broadcast, stored, held, copied, downloaded, displayed, viewed, read, or printed by one or several electronic communication systems or services. This definition of electronic communications records applies equally to the contents of such records, attachments to such records, and transactional information associated with such records.

Electronic Communications Resources: Any combination of telecommunications equipment, transmission devices, electronic video and audio equipment, encoding or decoding equipment, computers and computer time, data processing or storage systems, computer systems, servers, networks, input/output and connecting devices, and related computer records, programs, software, and documentation that supports electronic communications services.

Electronic Communications Service Provider: Any unit, organization, or staff with responsibility for managing the operation of and controlling individual user access to any part of TKA's electronic communications systems and services.

Electronic Communications Systems or Services: Any messaging, collaboration, publishing, broadcast, or distribution system that depends on electronic communications resources to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print electronic records for purposes of communication across electronic communications network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic communications or is implicitly used for such purposes.

Emergency Circumstances: Circumstances in which time is of the essence and there is a high probability that delaying action would almost certainly result in compelling circumstances.

Holder of an Electronic Communications Record or Electronic Communications Holder: An electronic communications user who, at a given point in time, is in possession (see definition below) or receipt of a particular electronic communications record, whether or not that electronic communications user is the original creator or a recipient of the content of the record.

Possession of Electronic Communications Record: An individual is in possession of an electronic communications record, whether the original record or a copy or modification of the original record, when that individual has effective control over the location of its storage or access to its content. Thus, an electronic communications record that resides on an electronic communications server awaiting download to an addressee is deemed, for purposes of this Policy, to be in the possession of that addressee. Systems Administrators and other operators of TKA electronic communications

services are excluded from this definition of possession with regard to electronic communications not specifically created by or addressed to them.

- Electronic communications users are not responsible for electronic communications records in their possession when they have no knowledge of the existence or contents of such records.

Substantiated Reason: Reliable evidence indicating that violation of law or of TKA policy probably has occurred, as distinguished from rumor, gossip, or other unreliable evidence.

Time-dependent, Critical Operational Circumstances: Circumstances in which failure to act could seriously hamper the ability of TKA to function administratively or to meet its teaching obligations, but excluding circumstances pertaining to personal or professional activities, or to faculty research or matters of shared governance.

Transactional Information: Information, including electronically gathered information, needed either to complete or to identify an electronic communication. Examples include but are not limited to: electronic mail headers, summaries, addresses and addressees; records of telephone calls; and IP address logs.

TKA Administrative Record: A TKA Record (see definition below) that is directly related to the conduct of TKA's administrative business.

TKA Electronic Communications Record: A TKA Record in the form of an electronic communications record, whether or not any of the electronic communications resources utilized to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print the electronic communications record are owned by TKA. This implies that the location of the record, or the location of its creation or use, does not change its nature (i) as a TKA electronic communications record for purposes of this or other TKA policy, and (ii) as having potential for disclosure under Florida Law.

- Until determined otherwise or unless it is clear from the context, any electronic communications record residing on TKA-owned or controlled telecommunications, video, audio, and computing facilities will be deemed to be a TKA electronic communications record for purposes of this Policy. This *would* include personal electronic communications. Consistent with the principles of least perusal and least action necessary and of legal compliance, TKA must make a good faith a priority effort to distinguish TKA electronic communications records from personal and other electronic communications in situations relevant to disclosures under Florida law and other laws, or for other applicable provisions of this Policy.

TKA Electronic Communications Systems or Services: Electronic communications systems or services owned or operated by TKA or any of its sub-units or provided through contracts with TKA.

TKA Record: A "public record" is a record include writing or other forms of recording that contain information relating to the conduct of the public's business in materials prepared, owned, used, or retained by TKA regardless of physical form or characteristics.

In general, records held by students, including electronic communications records, are not TKA records unless such records exist pursuant to an employment or agent relationship the student has or has had with TKA. Student electronic communications records are subject to all other provisions of this Policy, whether or not the electronic communications record is a TKA record.

Use of Electronic Communications Services: To create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print electronic communications with the aid of electronic communications services. An Electronic Communications User is an individual who makes use of electronic communications services.