



The King's Academy at Village View

8585 SE 147th Place, Summerfield, FL 34491

STUDENT/PARENT HANDBOOK

- **Revised 08/01/2023**

Welcome to The King's Academy at Village View family!

Preface

We have designed this Family Handbook to acquaint you with The King's Academy at Village View (TKAVV) and provide you with information about our school's, dress codes, attendance, medical information, classroom behavior and many of the other policies affecting your student(s). *Please keep this handbook readily available for future references. This handbook will be updated as needed and without prior notice.*

You should read, understand, and comply with all provisions of this handbook. We hope you will see by the policies contained in this Family Handbook that TKAVV is committed to providing an environment that is pleasing to the Lord as well as conducive to spiritual, personal, and educational growth.

Please know that we love serving the Lord, you, and your children. Here, at The King's Academy, we believe that the best way to do that is by reflecting the love of Jesus, and that means every student has the right to study, work, and learn without interference from another student in an uninterrupted classroom atmosphere. This is also true of our teachers, paraprofessionals, and all staff. No one has the right to interfere with them accomplishing their service to your children and ours. We take this noninterference concept very seriously for only by these means can we help each other to reach our full potential.

ALL FORMS OF WEAPONS ARE FORBIDDEN ON CAMPUS, EXCEPT FOR SECURITY PERSONELL !

We are a member of the Association of Christian Teachers and Schools (ACTS) Accreditation System and are seeking accreditation with them.

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ABOUT THE KING'S ACADEMY AT VILLAGE VIEW AND PRESCHOOL

General Information

School Pledges

All students should memorize the pledges.

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.

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.

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.

Admissions

Notice of Nondiscriminatory Policy

The King's Academy, a ministry of Village View Community Church, admits students of any race, birth sex, nationality or ethnic origin, and disabilities to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, national or ethnic origin, and disabilities.

Procedures

The King's Academy at Village View (TKAVV) uses an application process for determining qualified candidates. Application packets are available through the school office or can be downloaded from our website: www.tkavv.com.

Our admissions process entails the following steps:

1. Parents should complete and return the application form. Test scores or other pertinent information should be included.
2. Both the student and parent will have a personal interview with the principal or their representative.
3. The student will take an entrance exam.

5.

4. The principal will meet with the teacher who administered the entrance exam to discuss the results, and then the principal will meet with the parents to discuss the best grade level option for the student.
5. All fees, due at this time, are to be paid, if not provided by a scholarship letter.

At The King's Academy, all new admissions are probationary and subject to review for the first semester. Under the most stringent of circumstances, a student with unsatisfactory grades may be accepted to repeat their current grade if they have demonstrated satisfactory conduct. TKAVV reserves the right to transfer any student demonstrating poor conduct and/or grades. With these prerequisites met, parents will receive notification of their child's status concerning acceptance in the school.

Students who do not meet the proper grade level ability in a satisfactorily proficiency level will be return/retained to the proper grade level.

We will attempt to promptly resolve all disputes in a respectful manner. We request that parents address disputes in a respectful manner. Hostility, profanity, threats, harassment, or abuse from parents is grounds for dismissal.

The family must agree to work in partnership with the school and support the school in training the child. If full support cannot be given, the parents may be asked to withdraw their child from TKAVV.

NOTE: Registration is not complete until:

- Enrollment/re-enrollment form is completed
- Health forms, birth certificate and tests are given to registrar
- Interview with principal is completed
- Payment of all required fees

Transfer of Records

In the event of withdrawal/expulsion, a one-month tuition fee is due. For students transferring to another school, the school office requests to be notified two school days in advance of the date of transfer. No school records may be transferred if there is tuition or fees outstanding. Records must be requested in writing and a legitimate school and forwarding address is required. In the event of withdrawal, a two-week notice is required. Students transferring from other schools will not be accepted if they have not paid tuition and fees at their previous school.

Request of Records

Parents or guardians may request a copy of their child's records in the event of loss. Records are not released to parents when prohibited by a court order (the court order must be on file with TKAVV). For matters of confidentiality, TKAVV will not release records to anyone (other than school and judicial entities) without parental approval. Requests must be made in writing, proper ID must be provided, and a one-day processing time may be required. Non-custodial (divorced), biological parents may request a transcript unless prohibited by law. In instances of student withdrawal or transfer, official transcripts are forwarded to the next enrolling school.

Pre-Registration for the Following School Year

The pre-registration for the following school year takes place during the 3rd quarter of the school year. The first two weeks of the pre-registration period are designated for currently enrolled students and their siblings. After the initial two-week period, the registration is then open to the general public and those on the student waiting list. (The school office begins a waiting list immediately upon the return from Christmas Break.) Any current students and siblings who do not register during the initial two-week pre-registration period will not be guaranteed a seat for the up-coming school year.

Financial

Registration Fee

The registration fee must accompany the registration form. Registration fees are nonrefundable unless the student was placed on a waiting list due to full class enrollment.

Payment Agreement

Parents enrolling a child are responsible for payment of all tuition, fees, and related costs.

Self-Pay Students - Tuition is due the 1st of every month. We allow a 10-day grace period to make a payment. Failure to pay within 10 days will result in your student not being allowed back to school on the 11th day.

Scholarship Students - the scholarship check/ACH/vouchers must be signed/approved in a timely manner. Failure to sign the scholarship check or approve the ACH within 10 days of the notification will result in your student not being allowed back to school on the 11th day.

7.

Any financial arrangements made between a parent and a third party concerning the payment of fees, wrap-around fees, and tuition are the private concerns of the parent(s) and do not involve the school. TKAVV is not responsible for collecting any delinquent fees from a non-custodial parent, relative, scholarship funding organization or a benefactor who does not have a written agreement with TKAVV. Unless there is a court order on file with TKAVV holding another party responsible for any unpaid tuition, the enrolling parent will be held responsible for all fees and costs.

Past-Due Tuition

Christian schools, like other organizations, cannot operate without funds. Therefore, it is imperative that tuition and fees be paid promptly. All monthly tuition payments must be paid by the 10th day of each month.

It is the policy of The King's Academy to withhold grades/report cards when accounts become more than 15 days past due. Students are subject to withdrawal when tuition accounts become more than 30 days past due.

Preschool Specific: 6 weeks to 24 Months

Weekly fees are due Monday of each week and are non-refundable. Fees must be paid on time. The weekly fee is due each week the child is enrolled in preschool regardless of the number of days the child actually attends, with the exception of extended illnesses. If fees are not paid by the following Monday, the childcare services will no longer be provided. Your family is allowed one week for sickness and one week for vacation with no tuition charge during our fiscal year, July 1st- June 30th.

Our hours are 6:30 a.m. – 5:30 p.m. for full-time students, 8:00 a.m. – 11:30 p.m. for part-time students and school day hours 8:00 a.m. - 2:00 p.m.(K3 and K4). Late fees will be charged at the rate of \$1.00 per minute for each student.

Returned Checks

A returned check fee of \$30.00 will be charged for checks returned for insufficient funds. This applies to all payments to TKAVV including, but not limited to, tuition, book fees, and activity fees.

Additional Expenses

Field Trips: All field trips will have a basic fee to cover travel costs, food, and admission fees

Middle/High School Social Events: Varies based on event costs.

General Policies

Traffic Pattern

The parking lot is a one-way parking lot during specific times of the day. Please do not park in front of or under any of the awnings. You need to park in the spaces provided. We ask that you watch your speed (**which is 10mph during school hours**) and follow the designated parking and traffic patterns. It is for the safety of your child. If arriving after dropping off time, please park in designated area.

Arrival and Dismissal

Before school care is provided for students through 12th grade during normal school days/ hours. The hours are 7:00 a.m. – 8:00a.m. Children who are here past 2:15 p.m. are placed in *after school care* which extends to 5:30. See our web page for costs. The regular school day is 8:00a.m. to 2:00p.m.

Attendance

The King's Academy & Preschool follows the ACTS guidelines for the required number of school days.

School Students must be in regular attendance to be promoted. **School Students who are absent more than 15 days a semester (30 days in a year) will not be promoted unless a plan for compensating for the absences can be arranged and is approved by Teacher and Administration.**

Parental signature is required for an excused tardy or absence. If a doctor's note or handwritten note from the parent is not presented immediately upon return to school. All make-up tests and quizzes must be completed immediately upon return.

School work will be made up for any absence. To make up work, students are allowed one day for each day's excused absence.

Reasons for an *excused absence* or tardy would be for the following: personal illness or injury or family illness, death in the family, documented appointments with healthcare professionals, court appearances, automobile accidents or breakdown on the day in question.

The student school day is 8:a.m. to 2:00p.m.

Florida Statute 1003.26 requires that an absence must be explained. All other absences are considered unexcused.

Preschool (6 weeks to PreK4) Specific:

Please have your child in class no later than 8:15 a.m. Children who arrive late daily, are missing out on valuable learning time and are at a disadvantage. Children will not be permitted to come in after 10:00 a.m. without a doctor's note. Drop off during nap time 12 pm - 2 pm is not permitted.

Tardiness

School students must attend school a minimum of 4 hours in a school day to receive credit for the school day. The required 180 days is calculated at 15 minute intervals, basis at 6 hours per day.

Parental signature is required for an excused tardy or absence. If a doctor's note or handwritten note from the parent is not presented immediately upon return to school. All make-up tests and quizzes must be completed immediately upon return.

School begins at 8:00 a.m. for every class. Students will be considered tardy at 8:01 a.m. Students are only allowed to miss 30 days in the school year. Students picked up during school hours must be checked out through the school office.

Students will only be released to authorized persons.

Contacting Students in the Classroom

It's in the best interest of the students to be able to focus on their work during the school day. However, in cases of emergency, the legal guardian may call the school office and request to speak with their student. If the timing disrupts classroom proceedings, then the school office will take a message and have the student return the call as soon as possible. If this becomes excessive, then the school administrator will speak to all parties involved to help resolve the issue.

Medical

Parents are required to provide necessary medical history for students attending TKAVV. This includes immunization certification as required by Florida law. Emergency medical information is also required.

If any student requires attention due to a physical or medical problem, full instructions should be given to the school office.

All medicines, prescribed and over the counter medicines with a pharmaceutical label, **MUST** be signed in and kept in the school office in a locked location.

No student will be allowed to have medicine of any kind in his possession. Unless the student has a signed doctor's note on file to carry their inhaler on their person.

If it is necessary for a student to take medicine at school, the parent/guardian MUST sign in the medication on the medical form in the school office. Medications must be in the pharmacy container (bottle, tube, etc.) in which they were issued. Over-the-counter medication MUST have a pharmaceutical label on it

If at school or during a school function a child is injured due to a fall or other accident, the ambulance will be called if the limb appears broken, deformed, or bone is protruding from skin. A student will not be excused from more than three physical education classes, except by a written note from a physician. **If the student has been ill due to a communicable disease, the student MUST have a signed doctor's note release on file with the front office to return to school.**

If a child becomes ill during the day, we will attempt to reach you or the other alternative names on your enrollment form. For the welfare of all the children, your child will be in the office while waiting for someone to pick them up. Please arrive as quickly as possible.

Wellness Policy

Parents will be required to provide necessary medical history. This will include a current immunization record (blue card) and a physical examination form (within the past year.) It is required by law that a copy of the child's birth certificate is on file at the school/preschool.

*The King's Academy at Village View (TKAVV) will continue to work with our local health department to follow current Centers for Disease Control (CDC) guidelines

If a child becomes ill during the day, we will attempt to reach you or the alternate names on your enrollment form. For the welfare of all the children, we will have to ask you to remove the sick child from the school/preschool.

NO CHILD MAY ATTEND OR REMAIN AT TKAVV WITH ANY OF THE FOLLOWING SYMPTOMS:

- Severe coughing, causing a child to become red or blue in the face or to make a whooping sound; difficult or rapid breathing; stiff neck.
- Green runny nose
- A temperature in excess of 99.8 degrees
- Vomiting
- Diarrhea (more than one abnormally loose stool within a 24 hour period)
- Conjunctivitis (pink eye)
- Lesions, sores or spots on hands, feet and mouth
-

- Itching associated with suspicions of lice, scabies, impetigo, or ringworm
- *Symptoms identified by CDC associated with COVID-19 i.e., cough, shortness of breath or difficulty breathing, fever or chills, muscle, or body aches, vomiting or diarrhea, new loss of taste or smell or additional symptoms identified by the CDC. If anyone in the household has tested positive your child cannot attend School or preschool until the illness has cleared the household. Your child may return to school 3 after the last infected person becomes well.
- Any other unusual sign or symptom of illness

The child will be unable to return to the school/preschool until 24-72 hours (depending on the illness at hand, COVID has different protocols, see bullet 9 above) after the last symptom without the aid of any medication.

If it is necessary for a child to have medication during the day, you will need to fill out a medicine form in the office daily. Full instructions for administering the proper dosage MUST BE on the form including a signature from the parent. The director or office personnel will administer the medication and initial and write the time medicine was given. All medicine MUST BE in the original package with the child's name labeled on the package using a pharmaceutical label.

If a child is injured during the day, a full accident report will be written out and presented for you to sign. If necessary, you will be contacted by phone. The accident reports are kept on file in the office; however, you may request a copy. All accident claims should be made through your own insurance company before making claims to the school/preschool insurance..

If a child is severely injured, paramedics will be called first followed by the parent.

A child identified as having head lice and or nits shall not be permitted to return until the following day and only if treatment has occurred and has been verified by office personnel that there are no nits or lice present.

**Wellness Policy subject to change according to current CDC Guidelines*

Immunization Policy

TKAVV will follow the Florida Guidelines for immunizations and immunization records.

Communicable Childhood Diseases

Upon having any of the following diseases, a child must have written consent from either a physician or health specialist to return to school, or be subject to school office approval for re-admittance:

Chicken Pox	Scabies	Coronavirus
Measles	Ringworm	Influenza
Mumps	Impetigo	Whooping Cough
Pneumonia	Pink Eye	MRSA
Lice		

Or any other diseases deemed communicable by a physician.

Student Insurance

Student insurance is covered in the initial start-up fees. In the event of an emergency, insurance claims should be made with your own insurance company. Student insurance is required and is a secondary policy only.

Student Vehicles

Florida's law for students driving

Students with a valid driver's license will be permitted to drive their own vehicles to school. Parents are required to give written consent and register their student's vehicle with the school office and obtain a parking permit that is to be displayed in their windshield during the school day.

Students are not permitted to return to their vehicle during the school day without gaining permission from administration first. Students are not allowed to take other students with them in their vehicles unless there is written consent from the passenger's and driver's parents on the given day. The written consent must be turned in to the school office ahead of time for the principal to approve.

Visitors

It is the policy of The King's Academy at Village View to make reasonable efforts to provide for the security of students, TKAVV, staff members, and authorized visitors. Anyone wanting to come on campus MUST be escorted by security or staff member while on campus or before they will be allowed permission to come on campus, volunteer, help in a classroom, or eat lunch with their student.

Parents are not permitted to disturb classes by talking to the teacher during class times or while teachers are supervising children at the car line. Arrangements should be made to meet with the teacher after school hours. Parents of students should feel free to request conferences with the principal or teacher any time they have concerns or questions. ***All parents, vendors, and anyone else who arrives on campus MUST sign in at the school/daycare office and pick up a visitor's pass. Before leaving campus, the visitor MUST sign-out and return the visitor's pass.***

Please remember to dress modestly when visiting your student during the school day.

Permission for parties and other extra-curricular activities must be scheduled through the principal's office. Handing out invitations for off-campus parties is only permitted when every student in the class is invited.

Meals

Students are required to bring lunch in a lunch box. Also, have a water bottle they can refill throughout the day.

Handbills or Sales

Any special events and campus advertising must be approved by school administration well in advance of the event.

Fundraising

The King's Academy and Preschool works diligently to provide Christian education at an affordable price. Fundraising is conducted to assist with the cost of purchasing "extras" for our students and school. All students/parents are expected to participate. Unless otherwise specified, proceeds from fundraisers will be used for the ongoing development of the school's educational program.

Security

It is the policy of The King's Academy at Village View to make reasonable efforts to provide for the security of The King's Academy property and students.

Students are prohibited from possessing firearms, other weapons, explosives or other dangerous materials on The King's Academy at Village View property or at school functions.

Students may be searched or questioned and are subject to surveillance whenever The King's Academy at Village View believes this is necessary to maintain the health and safety of all students, staff, and persons on this property. All students and staff are subject to search and seizure when on this property *WHITOUT A SEARCH WARRANT*. All personal property brought onto The King's Academy at Village View property, such as vehicles, packages, briefcases, backpacks, purses, bags, wallets and the like are subject to inspection and search. Any student who wishes to avoid inspection of any articles or materials should not bring such items onto The King's Academy at Village View premises.

Desks and other storage areas or devices may be provided for the convenience of students but remain the sole property of The King's Academy at Village View. **Students have no expectation of privacy in any school-provided desk, locker or other storage area or device, computer records, or emails.** Accordingly, they, as well as any articles found within them, may be searched, and inspected by any properly authorized agent or representative of The King's Academy at Village View at any time with or without prior notice. The King's Academy at Village View may remove all school property and other items that are in violation of the school's rules and policies found in these storage areas and devices.

Students are expected to exercise reasonable care for their own personal protection and personal property while on The King's Academy premises. The King's Academy at Village View assumes no responsibility for loss, damages, or theft of personal property.

Daily Dress Code

(reference to FLS 1006.07(2)(d)(2) a,b,c.)

Students are to always maintain a clean and well-groomed appearance.

- No extremely tight or saggy/baggy clothes
- No cut-offs or damaged/torn clothing
- No cleavage or undergarments showing
- No tanks or crop top shirts

- No athletic material (knit, baseball and basketball shorts/pants, sweatpants, leggings, etc.)
- Students may wear jackets, sweaters, and hoodies . For safety reasons, hoods must always remain down. If heads are cold while outside, wear a beanie.
- Hats that do not violate the vulgar picture or verbiage situation may be worn, however, not in chapel or the church sanctuary.

Preschool Early Learning Center

We urge families to send children in suitable “play clothing” as the children will be doing messy projects and playing outside. All children are to wear tennis shoes that fit them to help ensure their safety. For modesty, shorts must be worn underneath dresses and skirts. Two complete changes of clothing should be kept at the center and replaced as needed. **Please make sure that the clothing is appropriate for the season of the year.** Please label all clothing with the child’s first and last name.

Standards of Conduct

- **Focused:** I come to school prepared to learn
- **Accountable:** I take responsibility for my work as well as my actions and words.
- **Cooperative:** I respect my teachers and classmates and work with them to learn.
- **Safe:** I conduct myself with self-control and think before I act.

Courtesy and Classroom Behavior

Matthew 7:12, “So in everything, do unto others what you would have them do unto you, for this sums up the Law and the Prophets.”

Students are to treat everyone (peers, staff, and faculty) with proper respect just as they want to be treated with proper respect themselves. If a student cannot maintain the proper level of respect needed in dealing with others and then becomes a hindrance to a productive classroom atmosphere, the school administrator will get involved to help resolve the issue. Repeated offenses may result in suspension and possible expulsion.

Cheating and Stealing

The King's Academy at Village View does not permit cheating or stealing. Any cheating or stealing will result in disciplinary action up to and including suspension or expulsion for repeat offenses.

Vandalism

The King's Academy at Village View does not permit vandalism. Vandalism and defacing school property or any items that do not belong to the student will result in disciplinary action and repayment for the articles defaced. This will be up to the administration.

Language

The King's Academy at Village View abides by Ephesians 4:29, "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen." Students need to make sure their conversations are appropriate and uplifting to others. Inappropriate language of any kind is not allowed and will result in disciplinary action.

Physical Contact and Harassment

The King's Academy at Village View does not permit unacceptable/detrimental physical contact *(hitting, shoving, kicking, scratching, etc.). Such physical contact will result in disciplinary action dependent upon the severity of the offense. The school administrator will work to help resolve the issue. We will always do our best to serve students through a rigorous, biblical program of instruction, educating them to live in a community of understanding and excellence. To this end, we will teach our students a biblically informed, holistic approach to relationships, in which they show proper respect as well as to cultivate and practice relational and sexual ethics that shows them the beauty of God's design for human sexuality.

The King's Academy at Village View understands students may end up in dating relationships; however, personal displays of affection (hugging, holding hands, kissing, etc.) are not permitted on the school's campus or at school-related functions. Physical contact will result in disciplinary action dependent upon the severity of the offense. The school administrator will work to help resolve the issue.

The Academy's mission is to serve our students through a strong biblically integrated program of Christian values as well as an instructional program which does the same. Harassment has many forms, and we will be very conscious of them. The Academy will not tolerate any kind of misconduct, bullying or harassment by one individual to another.

Harassment, of which bullying is a type, is any unreasonable conduct or behavior that is personally offensive or threatening, impairs moral etiquette, interferes with safe educational environments for students in a physical or psychological state. This includes, but is not limited to offensive/threatening slurs, jokes, comments, teasing, bullying, or offensive conditions which relate to one's race, religion, color, gender, national origin citizenship or disability. This also includes sexual harassment.

Examples of sexual harassment include, but are not limited to:

- Taking, sending, or posting images of a sexual nature
- Demanding sexual favors
- Request for pictures of a sexual nature
- Spread lies or information about another individual
- Coercing sexual activity by threatening punishment or reward
- Obscene or sexually suggestive graffiti
- Displaying or sending pornographic pictures, objects or print information
- Offensive touching, pinching, grabbing, kissing or hugging
- Sexual or lewd, jokes, remarks, leering, whistling, body brushing
- Suggestive or insulting gestures or comments about someone's body
- Intimidating or suggestive remarks about an individual's gender whether actual or implied

Examples of other forms of harassment include, but are not limited to:

(Such as, race, religion, color, national origin, citizenship, disability, physique, etc.)

- Offensive/intimidating comments, postings, writings
- Offensive/intimidating comments relating to clothing, mode of dress, beliefs, disability, legitimate behavior
- Offensive/intimidating emails, text messages, phone calls, etc.
- Constant/continual annoyance of any kind

** This may result in being considered bullying and will be dealt with in a more severe manner, including suspension/expulsion.*

Discipline and Consequences

Philosophy

Hebrews 12:11 “No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been TRAINED by it.”

Proverbs 22:6 “The ultimate responsibility for discipline is always with the parent.”

Disciplinary procedures include, but are not limited to:

- Verbal reprimand
- Additional work assignment
- Extra Duty work assignment
- Parent/Teacher/Student conferences
- Principal conference
- Silent Lunch
- After school detention
- Out-of-School Suspension (1-3 days)
- Academic/Behavioral probation
- Expulsion

Some behaviors may be egregious enough that dismissal is immediate, i.e. bringing a gun or knife to school, violence toward teachers or fellow students, deliberate destruction of property, lewd and/or lascivious behavior, running from staff members, and physical contact of any kind, and any illegal or immoral activities.

Categories of Discipline Offenses:

There are two different Categories: A = grades 1 to 4 and B = grades 5 – 12. The descriptions and actions taken can be modified at the discretion of the Administrator. The categories exist to try and balance the comprehension and understanding levels of doing wrong. *Example: The average 15-year-old knows what the typical profanity word means, but an 8-year-old often does not. To them, it is mimicry without knowledge of meaning nor forethought.* HOWEVER, the final decision lies with Administration. These policies are based on FL Statutes S. 1006.07(2)(d)2; S. 1006.13; & ss.790.162.

Offense Levels are: Level 1; Level 2; and Level 3

Minor Offenses (Level 1, simple offenses): excessive talking; not following directions; disrespect to another student; disruption in class; simple physical contact (pushing or shoving, non-serious); or light profanity (not *vulgar nor directed anyone) and other as the needed arises.

Major Offenses (Level 2 serious offenses): 3 or more level 1 offenses; *vulgar behaviors (discussions, drawings, noises, gestures, etc.); profanity (intentional and directed at another person); insubordination (defiance toward a staff member); continual annoyance of another; disrespecting a staff member or fellow student; bullying (intentional and persistent threatening, annoying or demeaning another student); deliberate disobedience (continual disregard of minor offences); willful defiance (refusal to comply with a request after a reasonable attempt to encourage compliance fails).

*Vulgar - making explicit and offensive reference to sex or bodily functions; coarse, crass and rude.

****Suspension/Expulsion Offenses** (Level 3 egregious offenses): 2 or more level 2 offenses; theft; constant violation of any of the above levels 1 or 2 will result in suspension/expulsion. The following are zero tolerance offenses (FL S 1006.13, F.S.) which may result in criminal action and WILL certainly result in immediate Expulsion from this The King's Academy: possession/use of illegal drugs; possession of any weapons or its use; harassment; threat of violence; smoking/vaping in any form or fighting (physical harm/injury).

**** Students who are suspended will be given zeros for any missed classwork and/or participation grades given during the time they are out. Tests and quizzes are to be made up upon return to school. All test and quizzes must be made-up within 5 days.**

**** ALL FINAL DISCIPLINE DECISIONS WILL BE AT THE DISCRETION OF THE ADMINISTRATION. ****

PROTOCOL FOR MINOR OFFENSES, Category A

1st offense:

- Warning
- Redirection in class

2nd offense:

- Loss of privileges (recess, silent lunch, etc.)
- May have to explain, verbally, or in writing why their action is wrong

3rd offense:

- Document
- Notification of parents
- Discuss the issue
- Disciplinary action

PROTOCOL FOR MINOR OFFENSES, Category B

1st offense:

- Verbal Warning
- Documentation
- Discuss the issue
- Disciplinary action

2nd offense:

- Loss of privileges (all activities, sports or field trips)
- May have to explain, in writing, why their action was wrong
- Parents notified

3rd offense:

- Documentation
- Possible Suspension 1 to 3 days
- Notification of parents

PROTOCOL FOR MAJOR OFFENSES, Categories A & B

First Offense:

- Documentation
- Automatic loss of privileges
- Notification of parents
- Send to office (teacher discretion)
- Suspension. possibly 3 days (determined by administration)

Second Offense:

- Automatic Suspension (3 days)
- Expulsion is very possible
- Notification of parents
- Send to office (teacher discretion)

Third Offense:

- Automatic Suspension (5 day or more)
- Expulsion is very possible
- Notification of parents
- Send to office (teacher discretion)

Discipline is the overall condition of order and control created by training, restraint, and example. Such an environment should be created in the home and at school in order to develop the desirable characteristics of obedience, respect, kindness, understanding, and love. The word itself, comes from a root word meaning learner, “disciple.” Discipline should not be negative. Discipline must be balanced. Firmness minus love becomes harsh. Love without firmness is sentimentality. Both errors produce problems, rather than solve problems.

Classroom Discipline

The King’s Academy tries to put the primary focus on positive reinforcement. Teachers will clearly communicate with the parents regarding any behavioral issues that arise. If it is deemed necessary, the school administrator will become involved.

The success of The King’s Academy depends on the teachers being able to teach your child. If your child refuses to participate or is disruptive so that others cannot learn, you will be asked to withdraw your child. We will work with you in every way that we can to help your child succeed.

Corporal Discipline

The King’s Academy does not use corporal punishment. Corporal punishment, withholding of food, water, or using the restroom is never permitted. Incident Reports will be written but not limited to the following: biting, physical contact, aggressive behavior, inappropriate language, disobeying playground rules, disobedience and/or disrespect to the teachers, etc. Restraining will be used, when necessary, i.e., aggressive behavior, break-up physical contact, kicking biting and the like.

ALL TEACHERS/STAFF MEMBERS DO HAVE THE RIGHT TO DEFEND THEMSELVES AND MAY USE PHYSICAL ACTION TO DO SO.

Grades and Grading

The King's Academy at Village View encourages all students to do all that they do with excellence as God intends. Students should strive to do their very best in all that they do.

It is essential that a student be evaluated in terms of his/her skills and achievements in relation to the achievement of others in his/her class. However, it is recognized that all students are individuals and learn at different rates. The expertise of the teacher enables a careful blending of this subjective and objective information in determining the best evaluation of the child.

At TKAVV, the following grading system is to be used for the purpose of evaluating the student's progress in K - 12th grade.

Kindergarten:

will be based more on deportment and social involvement. Reporting will not be grade oriented.

Third (3) through twelfth (12) grade:

- 90 - 100 A
- 80 - 89 B
- 70 - 79 C
- 60 - 69 D
- 0 - 59 F

Conduct Grade Guidelines

Conduct grades reflect trends over the period of nine weeks. A point system for tabulating conduct grades is used by the teacher.

Tests and Quizzes

All tests and quizzes are to be taken the day they are scheduled. If a test or quiz is missed due to an illness or family emergency, it will be rescheduled within two days upon return (a note concerning illness or family emergency is required).

Prolonged test delays adversely affect the student's performance and hinder their ability to keep up with the class. A test or quiz that is missed due to vacations and/or non-emergency situations will be administered the day the student returns to class. Missed tests or quizzes due to skipping class or being suspended will be given a zero.

Students having missed a review session prior to a test must still take the test when it is scheduled. All classwork and homework should be turned in the day the student returns from vacation or non-emergency absences.

Late Work Policy

Late work that is not turned in by the due date may be accepted late with a deduction of 10 percent per school day that the assignment is late. All work, except tests, and quizzes, must be completed within 10 days of return. Any exceptions must be approved by the teacher and/or administration. *Please Note:* If a student is absent on a test or quiz day, they will be required to make-up the test or quiz by the following day of their return.

Incompletes

An Incomplete issued as a grade at the end of a nine-week grading period must be completed within a week of issuing the Report Card. Averaging existing grades and issuing a final grade no better than a "C" will satisfy Incompletes at the end of the school year.

Academic Intervention Plan

Parents are urged to contact teachers when grades are below 80%. Teachers may be contacted by calling the school office (352-307-7303) or by their email through the schoolworx portal.

We suggest you review your child's progress regularly and give approval and encouragement.

Academic/Conduct Probation

A student may be placed on Academic Probation any time they have dropped below their capability level. Parents are notified and given an explanation.

Students with less than a 70% GPA may not participate in school organized sports activities.

Specialized Programs for Failing Students

Specialized programs (i.e., remedial coursework) are available for grades K - 12. Students may be provided individualized instruction in areas of low performance.

The parent and teacher should make sure struggling students are involved in tutoring. The teacher may initiate a period of reduced or specialized work for a struggling student with an IEP or 504 Plan. The program should be as brief as possible to avoid having to redo/renote the nine - week Report Card, "Working Below Grade Level." However, when over half of a grading period is specialized for a student, the Report Card will have to have such a notation. Reduced workload or tests will be graded on a percent scale to equate the specialized student to the rest of the class. *Please note that the King's Academy is not a qualified IEP or 504 school, thus we may not be able to meet the needs of these plans, or the students involved.* We will attempt to help those with special needs or accommodations, but if we determine they are beyond our, or their scope and sequence ability/plan we will have to suspend their registration and/or attendance.

Promotion Requirements

Students must be in regular attendance to be promoted. Students who are absent in excess of 15 days a semester will not be promoted unless a plan to compensate for the absences can be arranged and approved through administration.

Students must demonstrate proficiency in core subjects in order to be promoted. A below-grade level performance in math, language arts, science, or history indicates the student is not yet ready for the more advanced concepts in the following years.

Therefore, students receiving “D’s” and “F’s” in those courses are considered for repeating the year. Students in 9th through 12th grade must have a “D” or better to receive a credit in a class. Credits are calculated by year, failed classes required for graduation must be made up.

Grade/Credit Requirements

For high school graduation, students must earn a minimum of 24 credits in 9th – 12th grade, with no credit granted for athletic or extracurricular activities. Except in the areas of English and Mathematics, no student may be required to take more than the maximum number of credits; however, students may elect to take additional credits in any area. Credits will be calculated yearly according to their final grade.

In addition, a minimum GPA of 2.0 is required by the State of Florida. One class must be an online class. TKAVV requires students to take Bible courses all four years of high school.

- 4 Credits: English (LA1, LA2, LA3, LA4, or Equivalent)
- 4 Credits: Mathematics (Algebra I, Geometry, Financial Peace University or higher level)
- 3 Credits: Science (Biology is mandatory, Laboratory experiences will be provided in at least 2 of the 3 courses)
- 3 Credits: Social Studies (1 credit World History, 1 credit U.S. History, ½ credit US Government and ½ credit Economics)
- 2 Credits: Bible
- 1 Credit: Physical and Health Education (Athletics or Physical Education class)
- 1 Credit: Fine Art (Art, Drama, Vocal Music etc.)
- 6 Credits: Electives (1 Online Class is mandatory)
- 24 Total Credits Required

Graduation Requirements

- Minimum GPA of 2.0
- Attendance requirements need to be met
- Be on track to graduate by the start of the 2nd semester, or the student may be dismissed.
- Community Service of 20 hours per year that you have attended High School at TKAVV (in effect for 2022-2023 school year and on.)
- Credit requirements must be met.
- Bible credits for all four years of high school.

Bright Futures

The 16 required credits that count toward the Bright Futures Scholarship are 4 English, 4 Mathematics (Algebra and above), 3 Science (2 with labs), 3 Social Studies, and 2 foreign languages (within the same language). Only core courses in the above categories are counted in the GPA (does not include electives). Up to three additional courses in the academic areas listed above may be used to raise GPA.

College Entrance

It should be noted that every college has different entrance requirements that may or may not be met by TKAVV (i.e., advanced placement classes, honor classes, etc.). It is strongly suggested that parents contact all universities and colleges that they are interested in their children attending to determine admission requirements.

TKAVV desires to assist in communicating with college admission counselors regarding the admission process. Parents may contact the office for such assistance.

Report Cards

The following grading system is to be used for purposes of evaluating the student's progress:

- 90 - 100 A
- 80 - 89 B
- 70 - 79 C
- 60 - 69 D
- 00 – 59 F

Grade reports are issued at the end of each nine-week period. Midterm grades will be reported in the middle of the nine-week period. Report cards must be signed on our SchoolWorx portal. Parents will be able to access their children's grades from the parent portal with a password which allows you to view your child's information only.

Grade reports are issued at the end of each nine-week period. Midterm grades will be reported in the middle of the nine-week period. Report cards must be signed on our SchoolWorx portal. Parents will be able to access their child's grades from the parent portal with a password to allow them to view their child's information only.

Honor Roll

Numerical grades will be shown on report cards, grade books, and grade sheets. Letter grades and percentages will be put on permanent records. There are four Honor Rolls:

- 96 - 100 Highest Honor the Principals List
- ALL As - A Honor
- ALL A/Bs - A/B Honor
- Academic Achievement Improvement - Merit

Retention

The goal of school is to minimize the need for retention. Students may be retained in a grade, if grades or other circumstances warrant. The final decision will be made by the principal and home room teacher. Remedial work may be recommended in certain cases rather than retention. Any work done outside the school for credit or to satisfy incomplete work at TKAVV must have the approval of the principal and meet the course work requirements of TKAVV.

CURRICULUM DEVELOPMENT

The Word of God is the foundation of our school. In an effort to, "train a child in the way he should go," we use the Bible (New International Version) as our main curriculum for this subject. It is our desire to build Godly character. We take the opportunity throughout the day to include scripture in each subject where possible. The philosophy of TKAVV will be carried out in the educational program; the choice of textbooks and curriculum should reflect this. A fee will be charged each year to cover the ongoing development and maintenance of textbooks and curriculum. Each year the principal and faculty will evaluate specified areas of the curriculum and make recommendations for the School Board's consideration. Evaluations will be made concerning scope and sequence, alignment with philosophy, and objectives, as well as other criteria. It is expected that teachers will not stray too far from the subject content of their curriculum. For grades kindergarten and through 1 to 12, the BJU Press curriculums are used, as well as other supplemental materials. We have discovered there is no perfect curriculum and supplement where needed with technology and various other materials.

CONFERENCES AND COMMUNICATIONS

Parent/Teacher Conferences are scheduled in the beginning of the school year, and as needed throughout the year by the teacher or parent. You can schedule conferences through the MySchoolWorx portal by messaging the teacher anytime that you may need to do so. ***Please do not try to meet with the teacher while he/she is responsible for the class or carline.***

Parents are not permitted to disturb classes by talking to teachers during class times. Arrange to meet with the teacher after school hours by emailing them through the MySchoolWorx portal. Parents of students should feel free to request conferences with the principal or teacher anytime they have questions or concerns. TKAVV has purchased My SchoolWorx to best communicate with our families. You will have a portal you can access anytime. It shows grades, homework, and all information pertaining to your students.

Permission for parties and other extracurricular activities must be scheduled through the principal.

Information should be obtained through the principal's office. This will be the first place to get facts.

TECHNOLOGY

The school's information technology resources and Internet access are provided for educational purposes. All parents and students must sign a responsibility agreement (code of conduct agreement) before any electronics can be used on campus. Adherence to the following policy is necessary for continued access to the school's technological resources and thus:

Students must:

- **Respect and protect the privacy of others.**
- Use only assigned accounts.
- Not view, use, or copy passwords, data, or networks to which they are not authorized.
- Not distribute private information about others or themselves.
- **Respect and protect the integrity, availability, and security of all electronic resources.**
- Observe all network security practices, as posted.
- Report security risks or violations to a teacher or administrator.
- Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Conserve, protect, and share these resources with other students and Internet users.
- **Respect and protect the intellectual property of others .**
- Not infringe copyrights (no making illegal copies of music, games, or movies).
- Not plagiarize.
- **Respect and practice the principles of community.**
- Communicate only in ways that are kind and respectful.
- Report threatening or discomfoting materials to teacher or administrator
- Not intentionally access, transmit, copy or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).

- Not intentionally access, transmit, copy, or create material that is illegal (such as obscene materials, stolen materials, or illegal copies of copyrighted works).
- Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Students may, if in accord with the policy above:

- Use computers and technology for research applications and online classes with a teacher's or administrator's permission.
- Use the resources for any educational purpose.

Consequences for Violation:

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring:

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

Property Surveillance

Be aware that all Academy, church buildings/rooms and general property are under continual surveillance. We utilize surveillance video cameras in all non-private areas to assist with student, employee and general public safety and security. These cameras are in operation 24-7 year-round.

All persons are prohibited from tampering with, disabling, or interfering with their operation. Violators will be prosecuted. Students will be subject to disciplinary action, up to and including expulsion.

MUSIC AND ART EDUCATION and OTHER ELECTIVES

Students at TKAVV learn that God's gift of music and art is to be used to praise and worship God, as well as to be enjoyed. All grades, K - 8th, have music and art once a week. For grades 9th-12th these are an elective they may choose such as Spanish. Other electives will be offered as they become available.

CHAPEL

Students from K3 - 12th grades will have chapel every Monday. We worship, pray and study the word with our Family Pastor. It is our desire to give God the first part of our school week.

Worship Singing

All TKAVV students will be involved in singing and glorifying God, Jesus, and the Holy Spirit through singing.

Prayer

Students at TKAVV shall be trained in the importance of a consistent daily prayer life.

Bible

The Bible is taught at every grade level. TKAVV uses the NIV/ NLT version for study, quotation, and memorization.

PLEASE NOTE:

If questions arise concerning a policy or rule:

- First, realize that a child's perspective may not contain all of the facts.
- Second, contact the teacher
- Third, if a problem cannot be resolved, contact the school administration.

Each student is responsible for his/her money and items. TKAVV and Village View Community Church will make every effort to protect such items, but we are not responsible for items that are lost or stolen.

All information in this document may be changed at the discretion of the Administration; without notice, as needed.

Dear Parent:

Welcome to The King’s Academy at Village View family.

We are glad you have chosen TKAVV. Our prayer is for a profitable relationship as we work together in the education of your child(ren). TKAVV is highly supportive of parents, but we realize that you have the primary responsibility for your child. In order to help guide your child, The King’s Academy is requiring the following of you:

- To provide a strong spiritual influence in your home. This includes daily Bible reading, prayer, and regular church attendance. (Hebrews 10:23-25)
 - To take responsibility for the academic and spiritual education of your child. TKAVV cannot be a substitute for a breakdown of values or spiritual life in your home.
 - To pray for your child’s teacher that God will give them wisdom. (Ephesians 6:4)
 - To be financially responsible to the school by paying fees and tuition on time. (2 Corinthians 9:7)
 - To express support for the school staff, faculty, and administration, and withdraw from the school rather than spread criticism or divisiveness. (Psalm 133)
 - To go directly to a staff member/teacher with whom you have a problem and try to resolve it according to the principles contained in Matthew 18.
 - To discipline your child in accordance with biblical methods. (Proverbs 22:6)
- I acknowledge that I have read The King’s Academy at Village View Family Handbook and will fully support the expectations and guidelines contained therein.

Parent/Guardian Printed Name:

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Printed Name:_____

Parent/Guardian Signature: _____ Date: _____

The school reserves the right to make additions and changes to the handbook at the discretion of the administration. Parents will be notified!

All information in this document may be changed at the discretion of the Administration; without notice, as needed.

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Dear Student:

Welcome to The King's Academy at Village View. In order to make your educational experience here a pleasant and profitable one, we have prepared this Family Handbook. Please read it with a parent and familiarize yourself with the rules, guidelines, and procedures of the school.

The early years of education are some of the most important years of the developmental process. Skills are learned that will be used throughout life. We want these years to be both enjoyable and productive for you.

Our Lord has indicated to us the importance of proper training and knowing God at an early age. We are committed to the task of helping you grow into a Christ-like young man or woman, prepared to be the best for God. Your major responsibility to the school is to cheerfully cooperate in the educational process, including willing compliance with the school's rules and standards.

We are glad you are a part of the great TKAVV family.

I have read the TKAVV Family Handbook, and I will cheerfully cooperate with the school's guidelines, rules, and standards.

Student's Printed Name _____ Date: _____

Student's Printed Name _____ Date: _____

Student's Printed Name _____ Date: _____

Student's Printed Name _____ Date: _____

Student's Printed Name _____ Date: _____

Student's Printed Name _____ Date: _____

Parent/Guardian's Printed Name _____

Parent/Guardian's Signature _____ Date _____

All information in this document may be changed at the discretion of the Administration, without notice as needed.

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