

## THE KING'S ACADEMY

International Student Program Handbook  
Supplement – 2015/2016 School Year

### General Expectations -

#### Parent – Student Handbook:

This document is a supplement to the TKA Parent/Student Handbook, which is available at [www.tka.net](http://www.tka.net). Families are expected to read, and be familiar with, both the TKA Parent/Student Handbook, and the guidelines contained in this document.

#### Christian Education:

The King's Academy is a distinctively Christian school, but understands that international students come from a variety of world-views and religions. International students are not required to be Christians in order to attend; however, they must agree to respectfully observe the teachings and practice of Christianity and abide by the Student Honor Code. Parents are also asked to abide by the Parent Pledge. Both the Honor Code and Parent Pledge are based on the teachings of the Bible.

All of the administration, faculty, and staff of The King's Academy are Christians, and classes are taught from a Christian worldview. Students are required to attend Bible classes, weekly chapels, and advisory group meetings. Additional spiritual emphasis events take place throughout the year. Students who cannot respect the Christian faith, and/or refuse to attend mandatory spiritual classes or events as a part of their school life, may have their participation in the program terminated.

#### International Students:

Must make a concerted effort to demonstrate satisfactory academic progress and to get involved in the school and local community by attending and participating in school, church, and/or community events. If, at the sole discretion of the President of TKA or his designee, the student persistently is absent from class, neglects work, fails to meet

academic or disciplinary standards, exercises poor citizenship, or fails to cooperate by seeking to integrate into the school community, the student may be asked to withdraw from TKA.

Are expected to participate in at least one co-curricular activity per semester.

Will obey the disciplinary rules of TKA and will cooperate respectfully with those in authority.

Will make a concerted effort to improve his or her own English proficiency.

Will be placed in their appropriate grade level and may be slightly older than their peers.

Must obey the laws of the United States and the states where they live and visit. A student found guilty of violating the law will be returned home, at his or her family's own expense, as soon as the student is released by authorities.

### Academics -

#### Accommodations:

International students may receive academic accommodations including extended time on assessments. Specific accommodations (other than those described in the Translation Devices section) will be prescribed and carried out in a joint effort between the ESL and Academic Support offices.

#### Cheating:

Students will refrain from all forms of cheating (Proverbs 11:1). Incidents of cheating or plagiarism are considered major discipline infractions and are subject to consequences, which follow the disciplinary progression plan as outlined in the *Parent / Student Handbook*. Violations of the translation device or home language usage policies during assessments are treated as cheating violations.

Student Initials \_\_\_\_\_

Parent Initials \_\_\_\_\_

Course Selection:

Students are assigned an academic advisor to assist them with course selections. New students will have a draft schedule provided prior to arrival and will have an opportunity to review their schedule and make any changes necessary during their new student orientation academic advisement meeting. Students are made aware of graduation and credit requirements when choosing courses. Some courses are restricted by number of total students, prerequisites, scheduling limitations, and/or other parameters.

Home Language Usage:

Students must speak only English during instructional periods (exceptions: foreign language and international student Bible courses). A student may ask his or her instructor for permission to use their home language for a specific instance, which will be at the instructor's discretion. Use of any language other than English during instructional periods will be viewed as a violation of the *Respect* policy. If the violation takes place during an assessment, it will be viewed as a violation of the *Cheating* policy.

Second Language Assistance:

Will be available on campus as a part of international students' normal academic curriculum. First year international students will normally participate in an English as a Second Language class in lieu of the standard English course. Students will take a pre and post-test to determine their ability level and progress.

First year students will also participate in an Intensive Language Arts course designed to assist them in their total curricular experience and with their overall academic integration process. Students will mainstream into traditional English coursework when they are able to demonstrate sufficient mastery of the language through teacher recommendations and testing results. English as a Second Language II will be available to students who continue to require language assistance in their second year at TKA. Students who cannot demonstrate the ability to

successfully integrate into mainstream English during their third year will not have their enrollment in the program renewed after their second year.

Translation Devices:

International students are required to carry a translator as a part of their school uniform and are responsible for the expense of such translation device. International students are only permitted to use translators which do not allow internet access. Smart phones or any devices which allow internet browsing and/or games are not permitted to be used as translators.

The use of translators and word-for-word dictionaries on assessments (tests & quizzes) is prohibited, with the exception of the following:

- A. First year international students may use school-approved translators and / or word-for-word dictionaries when taking assessments during their first academic year (i.e. – 8<sup>th</sup>, 9<sup>th</sup>, or 10<sup>th</sup> grade respectively). Students who are admitted during the spring semester may only use their translator on assessments until the end of the academic year (May) upon which they've arrived.
- B. Second, third, and fourth year international students may use translators and word-for-word dictionaries for normal (non-assessment) course work.
- C. Students who require assistance translating information which is non-essential to measuring learning goals (i.e. help reading the test instructions or understanding the questions) may request permission to keep their translator within the instructor's possession during the exam (for example, at the teacher's desk). With permission, which is at the sole digression of the instructor, and under the specific supervision of the instructor, the student may translate only those items which are unrelated to measuring learning goals.

Student Initials \_\_\_\_\_

Parent Initials \_\_\_\_\_

## **Homestay Boarding -**

### **Living with Host Families:**

While enrolled at TKA, international students (F-1 Visa) will normally live with a Homestay "Host" Family. The host family assignment is for one academic year. Some students may be the only international student in a host home, while others may have an international roommate. The student will become an integral part of the host family, assuming duties and responsibilities considered customary for a child of his or her age in the host family household. This may include cooking, doing dishes, helping with the laundry, and general cleaning. In addition to respectfully complying with these responsibilities, the student must obey the host family's rules and be willing to participate in family activities such as attending church and other family/social events.

The student may wish to purchase items and/or services such as clothing, room decorations and music lessons. He or she may also wish to attend trips or social functions not covered in the international program tuition. These expenses would be paid for by the student's home family. The student is not permitted to borrow money from anyone.

If the student is experiencing any sort of relational stress or difficulty, or experiences abuse or harassment of any kind, he or she will immediately disclose the incident to their Residential Director and/or the Director of International Learning. Students must disclose to their host family any medication they bring from their home country to take on a regular or occasional basis.

Internet will be made accessible within the host family residence. The host family may limit internet and cell phone usage to certain hours of the day if they feel it is interfering with academic progress or with the student's social development. Students are required to bring their own computer. Inappropriate use of the Internet by the student, including the viewing of pornography, excessive gaming or other

activities which are detrimental to the students' academic and social development, or visiting questionable websites, are not acceptable. Such activity can result in program termination.

### **Bank Account / Financial Support:**

Students are required to have sufficient financial support to ensure their well-being during the entire program. Students should arrive with a small amount of cash and a debit/credit card allowing them to draw cash from ATM's within the US. Parents will need to provide funds to the student on occasion and should be able to do so without the assistance of the host family. Students should avoid carrying large amounts of cash and should instead rely on their Debit/Credit cards.

### **Telephones:**

A personal cell phone must be provided to each international student by his or her own parents. Students should arrive with their phone and should have already made arrangements for a local calling plan. Any associated costs are the sole responsibility of the student and their home parent. Maintaining an active phone plan and providing updated contact information to the school and host parent is a requirement of program participation. Failure to comply will result in program termination.

### **Student Life Activities:**

In addition to the many activities available on campus, the international program also plans supplemental student life activities for international students to enjoy. These activities provide enhanced cultural integration and add to the overall experience of the program. Participation is mandatory. A full list of student life activities and dates for the coming year will be available at the international student orientation in August.

### **Activity & Integration Initiative:**

The following activities are included in the international student program tuition structure for 2015/2016:

Student Initials \_\_\_\_\_

Parent Initials \_\_\_\_\_

- All AP, Fine Arts, and other Academic Course Fees
- Senior Trip (Europe)
- Puerto Rico Missions Trip
- Rock the Universe @ Universal Studios
- Annual Dodgeball Tournament
- Junior / Senior Formal (Prom) Tickets
- Senior Portrait (Basic Sitting Fee)
- Cap & Gown and Graduation DVD
- Sophomore Class College Tour
- Junior Class Overnight College Tour

### Meals / School Lunch Plan:

#### **Breakfast**

Some host families prepare breakfast for their student. Breakfast may also be a self-help meal where a student prepares his or her own breakfast. If this is the case, your host family will direct you to the appropriate cooking utensils and breakfast items, and instruct you in the use of any necessary appliances.

#### **Lunch**

Lunch is provided to the student every day, both on school days and non-school days. International students are afforded a \$6 lunch credit to use each school day that lunch is served in the cafeteria. This credit is only able to be applied towards lunch purchased in the TKA cafeteria. Once the limit is reached, school lunch charges are the responsibility of the student and the home family. Any portion of the \$6 credit not used each day will be recovered by the school. It is the host family's responsibility to provide lunch on days when lunch is not provided by the cafeteria (weekends, half days, exam days, etc.).

#### **Dinner**

Dinner is provided by the host family each day and is a time when students should value practicing their English in conversations about the day's activities. Students should expect to have dinner as a family.

### Medical Expenses and Insurance:

The King's Academy has purchased International Student Accident and Sickness Insurance for each

international student participating in the Homestay Boarding program. This insurance coverage runs through the entirety of the academic year, ensuring that each student will be covered the entire time they are a member of the program. Insurance cards and insurance information will be given to each student and host family. Please keep a copy of this insurance information in an accessible location.

### Vehicle Use:

International students are not allowed to possess a driver's license, nor are they allowed to possess or drive a vehicle while in the homestay environment. Transportation of the student should be provided by the homestay family. Homestay students may only ride in vehicles driven by their homestay parent, a student driver from their personal homestay home, or another school-approved driver. International students are not permitted to ride with any other drivers without the express permission of their homestay parents and the Director of International Learning.

## **Travel Policies -**

### Travel Supervision Policy:

No student associated with the International Student Program under the age of 18 will be permitted to travel overnight without the direct supervision of their designated Host Family, a TKA staff member, an immediate adult family member over the age of 25, or a previously approved adult chaperone over the age of 25. Approval of adult chaperones will be at the sole discretion of The King's Academy Secondary Leadership. All overnight visits must be approved by TKA Secondary Leadership using a TKA Student Travel Form.

Travel that does not meet the above criteria may be permitted for extenuating circumstances. Such travel will be permitted on a case-by-case basis and approval for such requests will be at the sole discretion of TKA Secondary Leadership. Violation of this policy may result in the immediate removal of

Student Initials \_\_\_\_\_

Parent Initials \_\_\_\_\_

the student from the International Program and an immediate return to the student's home country at the expense of the student's natural family.

Summer Months & Holidays:

International students return home for the summer months, and are permitted to return home for longer school holidays. Host families are responsible for the care of their student upon the student's arrival in August until the student's departure in May or early June, including during school holidays and breaks. All student travel, including travel during holidays must be approved using the *TKA Student Travel Form*.

Arrival / Departure Dates:

International students are required to arrive on the Saturday or Sunday prior to the first day of school each year, between the hours of 08:00am and 10:00pm Eastern Standard Time. Students may not travel on designated school days and may not leave

early before holiday breaks or at the end of the school year, or arrive late afterwards. Students may not arrange to take semester or final exams early in order to leave early and should not ask teachers or other school personnel for permission to do so.

The school calendar is published for the following year in late March of each current school year. In addition, the appropriate arrival dates are listed on each student's enrollment and re-enrollment contract each year. Students and their parents should verify all dates against the official, published school calendar prior to arranging any travel for the coming year. Failure to do so can result in the need to change travel arrangements at the student and home families' expense.

Home Parent Visits:

While visits by the student's family or friends during their time at TKA are always encouraged, host families will not be expected to house the student's biological family or guests at any time.

Student Initials \_\_\_\_\_

Parent Initials \_\_\_\_\_

## The King's Academy Student Honor Code

**The King's Academy student honor code is supported by the Statement of Faith as written on Page 3** of the Parent-Student Handbook, 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, Col. 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 or possession of tobacco, drugs, or alcohol (I Corinthians 6:19-20, Romans 13:1-2).

*On my word of honor, I will respect the TKA Student Honor Code and I will actively work to uphold its high standards. I shall do my best to be a good citizen of The King's Academy. 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.*

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Initials \_\_\_\_\_

Parent Initials \_\_\_\_\_

## The King's Academy Parent Pledge

*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 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 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.*

Parent 1 Name: \_\_\_\_\_

Parent 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent 2 Name: \_\_\_\_\_

Parent 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Initials \_\_\_\_\_

Parent Initials \_\_\_\_\_