



**King's Academy**  
**Parent Handbook**  
**2021-2022**

# King’s Academy Parent Handbook 2021-2022

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## **NOTE FROM THE HEAD OF SCHOOL**

The purpose of this short handbook is to clarify and describe important school policies and procedures. As parents and guardians, you should be familiar with all of these. Please read this material carefully and review it with your son or daughter.

This handbook is not intended as a substitute for the Student Handbook, which explains in much greater detail important matters like graduation requirements, Tawjihi equivalency, the school's disciplinary process and our fundamental expectations for all students. Rather, it hopes to answer parents' most frequently asked questions and outline how the Academy and parents can best work together to promote the educational mission of the school and support the learning of your children, including those habits and qualities of character we believe are most crucial to their success, including:

- High levels of personal responsibility, including regular and prompt attendance to school
- Honesty and integrity
- Care of and respect for others
- Discipline, hard work and resiliency

We expect parents, as members of the community, to understand and endorse the mission of the school and to work with us in upholding its values.

## PARENT OBLIGATIONS

We expect parents, as members of the community, to understand and endorse the mission of the school and to work with us in upholding its values. We, therefore, ask that you read and agree to the following:

**Mission:** I pledge to familiarize myself with and to support the mission and Guiding Principles of the school, including the Academy's required emphasis on learning beyond the classroom, as embodied in our arts, athletics, leadership and service programs, and I will encourage deep engagement in the life of the school.

1. **Trust and Honesty:** Recognizing that trust and honesty are critical to the well-being of any community, I pledge to read, discuss and reinforce with my son and/or daughter the Academy's "Standard for Integrity" and to promote the habit of honesty in all communications with the school.
2. **Independent Problem-Solving:** In order to cultivate independence, self-reliance and the ability to solve problems, I will encourage my son and/or daughter to speak directly to his/her teacher and/or advisor whenever a problem arises and whenever he/she needs to request permissions.
3. **Attendance:** Recognizing that consistent and robust engagement in class is critical to learning and individual success at King's Academy, I pledge to support the school's attendance policy and to ensure that my son/daughter comes to school whenever it is session, and I will encourage my son/daughter to meet all of his/her school-related obligations, including the timely return from vacations and holidays.
4. **Financial Commitments:** I will honor all financial commitments to the school and do so in a timely way.
5. **Handbooks and Electronic Communications:** I will commit to reading all electronic communications from the school, the Parent Handbook, the Student Handbook, and any relevant sections of KANet.
6. **Parent Involvement and Communication:** I pledge my involvement at the school and, travel permitting, pledge to attend the opening of school and Parents Weekend, and I will actively communicate with members of the school community openly and constructively. I pledge to disclose all medical information necessary to the support of my child, including existing medical conditions, diagnosed learning differences and special needs.

## **MISSION**

King's Academy develops and empowers young leaders from diverse backgrounds who will cherish one another and drive change towards a shared future of peace and opportunity.

## **GUIDING PRINCIPLES**

### **Respect**

Tolerance is a beginning, but it is not sufficient. What we hope to instill in our students is an empathetic understanding of one another and a sense of respect that traverses all student relationships, be it between each other, towards their teachers and families or with regard to the community as a whole.

### **Love of Learning**

We do not want our students to perceive their education as simply utilitarian – one that is a mere instrument for their future success. Instead, we hope to foster in them a genuine love of learning for its own sake and a desire to acquire knowledge in and for itself.

### **Responsibility**

Along with the privileges of being part of King's Academy come responsibilities. Students will learn that they are stewards of what they receive and that it is their responsibility to pass on this stewardship to others, such as younger students and the community as a whole.

By extension, students at King's Academy will have a lifelong responsibility to use their education to help and enhance possibilities for others. A belief in and commitment to social service as well as striving for social justice for others less fortunate will form an essential part of the ethos of the school.

### **Integrated Life**

We do not aim to teach students what to think but rather how to think. Students' belief systems are a personal matter between their families and themselves. Whatever our students' beliefs, King's Academy stresses that balance is critical to human well-being. What we at King's strive to teach our students is how to integrate all aspects of their lives – academic, social, spiritual and physical – in the context of a boarding school environment in which we learn not only about the world but about ourselves.

### **Global Citizenship**

King's Academy is first and foremost a Jordanian school. But it is also a regional school, and ultimately a school of the world. The student body will be diverse geographically, economically, ethnically and religiously and we aim to raise in our students an awareness of different peoples.

We will impart to them universal values, applicable in all cultures and at the same time encourage their unique sense of belonging to the Middle East.

## **HONOR AND INTEGRITY AT KING'S**

We expect all members of the community – faculty, staff and students – to live with integrity and to conduct themselves honorably, and as a residential community we place a great deal of trust in our students. Indeed, all communities are built on the foundation of trust. To educate our students about our community expectations in this area we have written the “King’s Academy Standard of Integrity,” and the Academic Honesty Statement which we ask all students to review at the beginning of the year. We also ask students to sign an honor pledge before each test and exam. These three documents can be found in the handbook’s appendices.

- Appendix I: Standard of Integrity
- Appendix II: Academic Honesty Statement
- Appendix III: Honor Pledge

## COMMUNICATION WITH THE SCHOOL

The faculty and administrative staff of the school are always available to meet with parents and there are many reasons why you might want to contact the school. The headmaster and other administrative leaders at the school are available to meet with you as well. We would suggest, however, that before you contact the headmaster or administrative deans with a concern, you take the following steps:

Step 1: It is important that when an issue arises you first ask your child to speak directly to his/her teachers and encourage him/her to communicate directly with them. The teacher-student relationship is the most important one in the school, and we want to encourage our students to work closely with faculty, to trust them and to develop the necessary skills to solve problems independently of their parents.

Step 2: You should also feel free to contact your child's advisor at the school. Academy advisors act as mentors to students, and are available to support, nurture, coach and advise them. This faculty member works closely with your child and reviews all formal reports and is normally the best person to contact in matters pertaining to your child's academic progress, transition into the school and health and welfare.

Step 3: Each class at the school also has a class dean, who is available to work with you and who will contact you promptly if any aspect of your child's life warrants your immediate attention:

- **Freshman Class Dean Hamzah Abbadi**  
[HAbbadi@kingsacademy.edu.jo](mailto:HAbbadi@kingsacademy.edu.jo); ext. 1080; mobile +962 77 845 4787
- **Sophomore Class Dean Rola Jaber**  
[rjaber@kingsacademy.edu.jo](mailto:rjaber@kingsacademy.edu.jo); ext. 2154; mobile +962 77 673 9867
- **Junior Class Dean Ryuji Yamaguchi**  
[ryamaguchi@kingsacademy.edu.jo](mailto:ryamaguchi@kingsacademy.edu.jo); ext. 1080; mobile +962 77 679 882
- **Senior Class Dean Maram Haddad**  
[mhaddad@kingsacademy.edu.jo](mailto:mhaddad@kingsacademy.edu.jo); ext. 1080; mobile +962 79 522 2888

Other contacts of relevance to parents:

- **Dean of Students Alexander Funnell:** Oversees functions of the Office of Student Life  
[afunnell@kingsacademy.edu.jo](mailto:afunnell@kingsacademy.edu.jo); ext. 1045; mobile +962 77 572 2887
- **Dean of Residential Life Laila Shawwa:** Oversees day-to-day residential matters, as well as boarding trials for day students interested in becoming boarders  
[lshawwa@kingsacademy.edu.jo](mailto:lshawwa@kingsacademy.edu.jo); ext. 1101; mobile +962 77 845 4783

- **Dean of Academic Affairs Mazen Jarrar:** Oversees day-to-day academic matters, including schedule and course changes; coordinates academic support for students and is responsible for monitoring the learning and progress of each student at the school  
[mjarrar@kingsacademy.edu.jo](mailto:mjarrar@kingsacademy.edu.jo); ext. 1126; mobile +962 77 674 0194
- **Dean of the Middle School Zina Nasser:** For questions regarding any aspect of the Middle School (grades 7 and 8):  
[znasser@kingsacademy.edu.jo](mailto:znasser@kingsacademy.edu.jo); ext. 1082; +962 77 674 0757
- **Chief Financial Officer Randa Qunsol:** Handles questions about tuition, financial issues and any unresolved matters with the business office  
[rqunsol@kingsacademy.edu.jo](mailto:rqunsol@kingsacademy.edu.jo); ext. 1018; mobile +962 77 777 4469
- **Chief Advancement Officer Rami Abi Jomaa:** Overseas and leads the development effort of the school with parents, alumni and friends in collaboration with the headmaster and the Board of Trustees  
[abijomaa@kingsacademy.edu.jo](mailto:abijomaa@kingsacademy.edu.jo); ext. 1058; mobile +962 77 844 4848
- **Director of Communications and Publications Vera Azar:** Markets the school through various school publications, the website, the internal portal (KANet), electronic newsletters (e.g. Weekly Update for Parents) and various social media platforms.  
[vazar@kingsacademy.edu.jo](mailto:vazar@kingsacademy.edu.jo); ext. 1005; mobile +962 77 670 1122
- **Director of External Affairs and Institutional Planning Alia Wakileh:** Handles any other queries not mentioned above.  
[awakileh@kingsacademy.edu.jo](mailto:awakileh@kingsacademy.edu.jo); ext. 1016; mobile +962 77 666 6644
- **Senior Officer in Charge or SOC (+962 77 541 1145):**  
The Office of Student Life operates a 24-hour phone number that parents can use to communicate with the school for issues regarding students. The SOC phone will be answered by a member of the OSL staff during school hours and by a class dean during overnight and weekend hours
- **The Board of Trustees:** King’s Academy is non-profit institution governed by an independent Board of Trustees. The Board of Trustees follows the “National Association Principles of Good Practice.” The primary responsibilities of the Board include safeguarding the mission of the Academy, ensuring its financial future and establishing long-range and strategic objectives. It is important for parents to understand that, in keeping the NAIS principles of good practice, “individual trustees do not become involved in specific management, personnel or curricular issues.” When a serious

concern arises and it has not been addressed by the teacher, advisor or relevant dean, parents should contact the Office of the Headmaster. The school welcomes constructive feedback.

### **Parental Use of Email**

Whenever you have a serious concern about your child, we encourage our local parents to make an appointment to meet with the appropriate teacher, advisor or dean. We encourage our international parents to make a phone appointment. We discourage parents from using email to express a grievance or complaint.

### **Emergencies**

In case of an emergency, we ask that you contact the dean of students, or if the dean is not available, the associate dean of students and/or relevant class dean. Alternatively, you can always use the SOC phone number: (+962 77 541 1145).

### **Returning Phone Calls**

We do our very best to return phone calls promptly and as soon as possible, but it is not always possible for deans and teachers to return calls during the academic day. All of our deans are also teachers, and they are often busy meeting with students, conducting class and meeting with other parents. Our policy is to return phone calls within 24 hours, if not sooner. Parents should avoid contacting the school at the last minute and necessary permissions need to be obtained at least 24 hours in advance.

### **Mobile Phones**

We are acutely sensitive to the invasive nature of mobile phones, particularly the many ways they can distract students and interfere with their learning and integration into the community, but we recognize their benefit and know that parents sometimes need to contact their children directly. We do ask, however, that you avoid overusing mobile phones and contacting your children unnecessarily throughout the day. Such calls interfere with the learning of other students at the school. Our mobile phone policy has been written with these goals in mind:

- Mobile phones may be carried on campus, but must be turned off while in the Academy building or the library.
- Mobile phones will be confiscated when used inappropriately and will be held by the Office of Student Life.
- Mobile phones will be collected during study hours in the dorm by the faculty member on duty.

## **ACADEMIC MATTERS**

### **Attendance at School**

Our attendance policy can be found as an appendix at the end of this handbook and also in the student handbook. Nothing is more important than attendance to class and other important school obligations including our afternoon program. Not surprisingly, students with poor attendance tend to underperform and struggle academically, so your support in this matter is crucial. We ask you to keep the following in mind:

- Students should be in school promptly at the beginning of the day. Students arriving after third period will not be allowed to take tests later that day with the appropriate academic consequences.
- Students who fail to attend school will not be allowed to take mock AP exams or attend study sessions.
- Students should never, except for emergencies, miss a test or an exam.
- Days absent from school will be officially reported on the school transcript that colleges and universities receive.
- Students whose attendance falls below a certain level will not be eligible for the Honor Roll.
- Students whose attendance is poor risk sanction by the Ministry of Education and may endanger their promotion to the next grade.
- In the event of sickness, parents or guardians must phone the attendance officer between 8:00-9:00 am on the day of the absence and inform the Academy of the reasons for it.

An overwhelming majority of our students have excellent records of attendance and rarely, if ever, miss important school obligations, and there are number of things that you as parents can do to support this:

- Do not schedule routine medical or dental appointments during classes or co-curriculars. These should be scheduled during the summer months or other times.
- Avoid early departure for vacations and return from vacations promptly.
- Do not schedule college or university visits during school days.
- Communicate early with the Office of Student Life.

Please note that absences from school will be reported on student transcripts and that no distinction will be made between excused and unexcused absences.

### **Academic Honesty**

Our Academic Honesty Statement is available as an appendix to this handbook, in the student handbook, on KANet and in the planners we give all students at the beginning of the year. It is reviewed by classroom teachers, discussed and explained during orientation and frequently

spoken about at school meeting. It is essential that parents understand our expectations in this area and review them with their children.

When students plagiarize work from others or violate our testing and homework protocols, they risk appearing before the Academic Honor Committee. Any student appearing before that committee risks being asked to withdraw from school. When a student is suspended from school, that suspension will be reported to the colleges and universities to which he or she has applied, and it will be reported as well to colleges and universities to which seniors have been accepted. Such violations are considered very serious by colleges and universities and may result in their revoking offers of admission.

King's Academy expects students to be honest when asked by colleges about their disciplinary records at King's, and students and college counselors will work together to address questions about serious disciplinary infractions, such as suspensions, when asked on college applications.

Please see the Academic Honesty Statement in Appendix II.

### **Involvement of Parents and Tutors in Homework**

Because we value independence, we expect students to complete their own homework without the inappropriate involvement of parents and tutors. Support them and help them establish a good routine – do not complete it for them.

### **Parent Meetings**

Parents are always welcome to arrange a meeting with a teacher, especially if they are unable to attend our Parents Weekends in the fall and spring.

### **Outside Tutors**

King's Academy expects students to complete their work and study without the assistance of outside tutors. High school should be a time when students develop a sense of independence and learn to study on their own, and the use of tutors often has the opposite effect: it infantilizes students and encourages dependence. The use of tutors also interferes with the relationship between a student and his teacher — the foundation of a student's experience at this school. If students are struggling, we want them to approach their teachers, to advocate for themselves, to ask questions, to seek assistance and to arrange for help. Outside tutors, in our experience, interfere with the acquisition of these skills. King's also has a Learning Center whose explicit mission is to provide (at the recommendation of teachers) additional student support.

## **STUDENT CONDUCT AND STUDENT LIFE**

### **Fundamental Expectations**

A full outline and description of our fundamental expectations for student conduct can be found in the student handbook. But the essentials are below:

Expectation #1: We expect students to respect others at all times.

Expectation # 2: We expect students to be honest – with themselves and with the faculty – and to live with integrity.

Expectation # 3: We expect students to observe all curfews.

Expectation #4: We expect students to honor all dormitory and location restrictions.

Expectation #5: We expect students to observe our policies on absences and obtain appropriate permissions when leaving campus.

Expectation #6: We expect students to refrain from sexual intimacy.

Expectation #7: We expect students to make appropriate and intelligent choices regarding their health, to develop an approach to wellness that will enable them to flourish and to refrain from the use of alcohol, drugs and other substances that may impair their growth and learning.

Expectation # 8: We expect students to observe all regulations regarding safety and security and to make sound decisions in regards to the well-being of themselves and their peers.

Expectation #9: We expect students to use technology responsibly and in the service of their education.

Expectation # 10: We expect students to meet all school obligations and cultivate the habits of responsible citizenship.

Expectation #11: We expect all students to encourage others to honor, observe and comply with our fundamental expectations. This means that we expect students to actively promote the guiding principles of King's Academy.

When students violate these expectations, they may be asked to appear before the disciplinary committee, and they risk being asked to withdraw from school. You should review these carefully with your son and daughter, and know that we take violations very seriously. In such cases, the Disciplinary Committee will recommend to the headmaster one of four consequences:

1. Letter of reprimand and loss of privileges
2. School separation and probation (1-2 days)
3. Suspension (three days or longer)
4. Withdrawal from school

Students who have been asked to leave school for disciplinary reasons are required to remain off campus for the remainder of the academic year, unless they have the explicit permission of the dean of students. Such students are not permitted to attend prom or commencement.

### **Off-Campus Student Behavior**

We recognize that the school's jurisdiction does not extend beyond campus, but we reserve the right to ask any student at the school to withdraw if their behavior off campus damages the reputation of the school or contradicts the moral and ethical principles reflected in the school's guiding principles and objectives.

### **Alcohol, Drugs and Tobacco**

Our expectations are designed to encourage our students to flourish, to make good decisions, and to live in wellness, particularly in regards to alcohol, drugs and tobacco. And we hope that you will support our own expectations in regards to these substances at home and in your conversations with your children.

- We hope that you will speak frankly to your children about the dangers of alcohol use, particularly in regards to cars, and emphasize that they should never drink and drive or get into a car with a friend who has been drinking.
- We hope that you will have your son or daughter avoid events and parties at which there is no strong, responsible adult presence.
- We hope that you will be vigilant and cautious as parents. Know that when you host parties for students where alcohol is available, you open yourself up to particular risks, dangers and liabilities.

### **End-of-Year Promotion**

Much more than a student's academic standing is considered when promoting a student to the next grade at the end of the year. We also consider individual students' treatment of others, their attitude, their willingness to work with adults and faculty and their ability to meet their obligations when deciding if a student should return to King's Academy. We consider apathy, indifference, laziness and a sense of entitlement to be a violation of the school's ethos. We also consider meanness of spirit a serious violation of our community and its standards. Acceptance of others, sensitivity and concern for the feelings of others, and goodwill are touchstones against which we measure a student's conduct. In the words of our mission, we expect students to cherish one another and to cherish the opportunity and privilege of the King's education.

### **College Notification**

The Academy will report to colleges and universities when students are suspended or asked to withdraw from school. Students suspended from school disadvantage themselves in college and university admissions. Colleges and universities reserve the right to revoke admissions and, increasingly, have been exercising this right.

### **Senior Spring and Participation in Commencement**

Participation in Commencement is a privilege. Seniors who fail to meet their obligations in the weeks leading up to graduation risk losing privileges, including attending prom and the senior camping trip, and may risk losing the privilege of participating in awards night and commencement. Seniors jeopardize these privileges when they:

- Fail to attend class
- Violate our honor expectations
- Violate our fundamental expectations
- Fail to turn in end of the year work or fail to take an exam

Students who appear before the Disciplinary or Honor committees in the month leading up to Commencement risk the loss of these privileges.

## **RESIDENTIAL AND CO-CURRICULAR PROGRAMS**

King’s Academy is a boarding school and the learning we expect of students extends well beyond the classroom. In keeping with our mission and guiding principles, we expect all students, without exception, to be active and engaged participants in the life of the community, and we encourage all students to board.

We believe that our residential program offers our students a unique opportunity for independence, community engagement and leadership. Considerable research shows that students attending boarding school achieve at much higher levels than their peers at other schools. They study more, they're more active in their communities, they develop stronger social skills and they demonstrate higher levels of self-discipline and independence.

### **The Afternoon Program**

King’s Academy does not see the afternoon co-curricular opportunities the school offers as “extras” or as voluntary. Rather, we see them as an essential component of a more integrated education that we offer all students. Therefore, we provide all students, including our day students, with a rich and varied educational experience and we expect their participation in afternoon athletics, arts and service programs. We are proud of the array of programs we offer and we are proud to be an international member of Round Square -- the only full member school in the region.

Our afternoon programs are central to the school's mission and they offer opportunities for leadership and outdoor adventure, as well as for engagement with the broader community. They offer students the opportunity to be part of something greater than themselves: a team, a dramatic performance or dance ensemble, the opportunity to connect with others in the community and the chance to pursue excellence. It is through these programs that our students learn teamwork and cooperation, a willingness to work and sacrifice on behalf of others, empathy and the habits of service.

Participation in our afternoon program – four afternoons a week and in each of the three seasons – is mandatory for all students at the school.

In rare cases – and only in rare cases – will we exempt students from participation in the afternoon program. In such cases students must:

- Design their own program
- Present that program in writing and explain how the activity serves the mission and guiding principles of the school and how it promotes the pursuit of individual excellence
- Describe how they can bring back to the school community what they have learned

We expect students – and not their parents – to initiate and direct this process. Exemptions will be limited to one of the three seasons. Once approved, these activities will be noted on the school transcript as an independent project with a brief explanatory note.

Students with documented medical conditions should work with the associate dean of students, class dean and advisor to identify a suitable program among our existing offerings.

### **Boarding and Sign-Outs**

All students whose parents do not reside in Jordan are required to be registered as full boarders unless one of their parents is a permanent resident of Jordan.

Weekend sign-outs for full boarders are limited to 12 weekends per year.

Students are not permitted to sign out to hotels or apartments.

### **Vacations**

The annual academic calendar, including, holidays, long weekends and vacations, can be found on KANet. The campus, including the dining facility and dorms, is closed to students during winter and spring break. As much as possible students should depart campus the afternoon of the last day of classes before the beginning of those breaks. The Academy cannot provide lodging or board for students during the winter and spring break, except with permission from the dean of students and that permission should be sought at least one week in advance of the holiday.

Only under extraordinary circumstances may students leave for vacation early or return from vacation late. The circumstances should be brought to the attention of the dean of students one month in advance.

### **Changing of Status from Day to Boarding**

We encourage students to board, and requests to change status from day to boarding should be made in writing to the dean of students. Requests will be granted only as space allows and only with the approval of the dean of students, the director of admissions and the headmaster. All billing will be adjusted accordingly to reflect the changed status once it is granted. If a change does occur and the student is on financial aid, he or she is eligible to apply for additional assistance, but there is no guarantee that this aid will be available.

### **Medication Policy**

All medications, both prescription and over-the-counter, must be kept in the Health Center. Only with the Academy physician's permission may any medications be kept in the dormitory. For reasons of safety and security, the Academy insists on this practice and expects students and parents to adhere to the policy. Failure to comply may result in disciplinary action.

In addition, the Academy insists that the following guidelines be observed:

- No student should take medications unless the Health Center has been notified.

- All medications must be brought to the Health Center. Being in possession of medication that has been brought from home and is not passed through the Health Center is a violation of this policy and will be considered a breach of trust.
- Students may only possess that amount of medication that has been dispensed to them by the Health Center with permission from the Academy physician.
- Any unused medication must be returned to the Health Center. Failure to do so is a violation of our safety protocols.
- We may require some students to take medication only under the supervision of our medical staff.
- Violations of the medication policy can result in an appearance before the Disciplinary Committee.

### **Use of Domestic Workers, Maids and Drivers**

Because we expect each student to assume responsibility for themselves when they are students here, we do not allow domestic helpers and /or drivers to accompany students to their dorms or to clean their rooms.

## **UNIVERSITY COUNSELING**

### **College Visits**

Students are not permitted to miss school to visit college and university campuses. When these visits do need to happen, we encourage that they be scheduled during spring break. The University Counseling Office (UCO) will assist students in applying for an extension on the deposit fees if spring break should fall after the May 1 deadline.

### **Meeting Deadlines**

The University Counseling Office (UCO) is here to advise and facilitate the college process for students and their families, but ultimately all deadlines are a student's responsibility and the school cannot be held responsible for student's failure to meet them.

### **Financial Assistance for College**

King's Academy does not offer financial support for the college or university education of its students who are on financial aid at the Academy. The University Counseling Office (UCO) will do its utmost to help students obtain funding from colleges, universities and other publicly available scholarships. It is critically important that families inform the UCO of their financial capabilities. Misrepresenting those capabilities can seriously damage a student's application and prospects for the future.

### **Assignment of Counselors**

The school assigns to each student a university counselor and this assignment will not be changed once it is been made. These assignments are based on individual background, the needs of each student and the caseloads of university counselors. Our university counselors meet twice a week and work closely as a team and the director of university counseling oversees the college application process.

### **Independent Counselors**

Because we believe that students need to take full responsibility for the university application process, King's strongly discourages the hiring of independent university counselors. Colleges and universities also discourage the use of such counselors. In our experience, they tend to needlessly complicate the process, work to the disadvantage of students and create cross-purposes with the advice of our own university counselors. If families do employ paid, outside counselors, we ask that they disclose the names and contact information of those counselors to the UCO. Parents should also check to ensure that counselors are members of reputable organizations such as the Independent Education Consultants Association or the National Association for College Admissions Counseling (NACAC) and are familiar with the ethical practices of independent counselors – such as the ones listed in NACAC's Ethical Guideposts for Independent Educational Consultants.

## **FINANCIAL MATTERS**

### **Finances and Billing**

Tuition includes instruction, meals, accommodation for boarding students, full access to Athletic Center facilities, laboratory equipment and materials, Health Center, text books, required educational school trips within Jordan, bus fees for day students and weekday boarders, one school uniform (blazer, tie and a choice of sweater or sleeveless vest) and student health insurance for full boarders. Learning center fees are not included.

### **Enrollment of New Students**

Admitted students are required to submit a non-refundable fee in the amount of 3,545 JD (US \$5000) to secure enrollment. The enrollment fee is part of annual tuition and as such will be deducted from tuition installments. The deadline for this fee is included in the acceptance material sent by the Office of Admissions.

### **Re-enrollment Fee for Returning Students**

Returning students pay a non-refundable fee at the time of re-enrollment, as per the annual admission letter sent out to families by the end of February, which contains re-enrollment information, conditions and deadline for payment. The re-enrollment fee is part of annual tuition and as such will be deducted from the tuition installments.

### **Tuition Payments**

Tuition is payable upon registration either in full or in three equal installments secured by post-dated checks. All checks must be submitted by May 1 of each preceding school year (for the following year) to secure enrollment.

Post-dated check #1: Dated July 10 (for the next school year starting in September); non-refundable

Post-dated check #2: Dated September 10 of the same school year; non-refundable.

Post-dated check #3: Dated December 10 of the same school year; non-refundable.

For parents submitting checks, please note that if the check is rejected or bounces back for any reason, be it insufficient funds or otherwise, the amount must be settled within **two weeks** from the date of rejection by the bank, which is the approved legal period set by the Central Bank governing rejected checks. These are Jordanian Central Bank directives, not King's Academy's.

The submission of post-dated checks is required for all families residing in Jordan. Families residing abroad are expected to make full payment by July 10 of the preceding year. In case of any inquiries in this regard, please contact Chief Financial Officer [Randa Qunsol](#) at ext. 1001 or email the [Bursar's Office](#).

### **Payment Terms**

Fees are payable in either Jordanian Dinars (cash, check or credit card) or other currencies in cash (as per approved exchange rates provided by the banks that King's Academy works with) or direct bank transfers (net of bank commission). Please note that foreign currency checks are not accepted. Payments can be made directly to the King's Academy bank as per details in the billing invoice.

### **Damage to Rooms and Loss of Keys**

A 150 JD (US \$212) deposit will be paid during Student Orientation to cover the room and its furniture. Students receive a clean room furnished with the basic furniture (bed, commode, safe box, desk, chair and shelves).

Students must maintain the room in the same shape as in which it was given to them with the exception of the normal wear and tear damages. In case of damage, charges will be applicable as per the damage costs listed in the inventory list given during orientation and deducted from the room deposit above.

Students will be charged the amount of 25 JD (US \$35) to replace a lost or stolen room key.

### **Extra Fees**

1. There is a refundable Student Technology Fee of 200 JD (US \$282) that supports the maintenance and acquisition of technology (both hardware and software) to enrich students' academic experience.
2. The school has established individual school accounts for each student to be used for expenses on campus, such as weekend activity charges, weekly allowances (if any), extra uniform sales, SAT/AP exam registration fees, college application fees and Al-Kaziyeh (student union) monthly purchases. Certain personal items may also be charged to this account provided we receive an approval email from parents in advance.
3. Each month, the Bursar's Office will send out a statement of account by email detailing the charges accumulated on your child's account. We expect payments to be made promptly so that student balances do not become a burden on families. Therefore, the Bursar's Office will automatically deactivate any student debit account within two weeks of sending the statements if the outstanding balance is not settled during that period.
4. Any cost that is not mentioned above and is not covered by tuition fees will be charged to the student account.
5. For all students, transcripts will be held with the school and not released to families, schools or colleges until such time that all outstanding payments are made and settled.
6. For all students except for graduating seniors, they will not be able to begin classes the following year if they have not paid their tuition in full or if they have not settled their outstanding bills in full.

7. Students who change their status from boarders to day students are not eligible to get reimbursed for the difference in cost between the two programs, unless they inform the school of this change at least two weeks prior to orientation.
8. The faculty and administrative staff puts careful thought and tremendous effort in the preparation for activities on the first day of school. Arriving after that date requires significant additional staff time and resources to handle registration details. A late registration fee of US \$500 (350 JD) will be charged to any new student arriving after the first day of school.

## **OTHER MATTERS**

### **Cameras on Campus: Privacy and Security**

As a rule, King's Academy prefers to avoid the use of cameras, and we always seek to protect the privacy of community members and to build a climate of mutual trust and cooperation.

Nevertheless, for the safety and security of the community and all persons in it, King's has deployed a number of cameras across the school. These can be found on the perimeter of the campus walls, at the gates to the school and in a number of other areas, both in and outside of public spaces and buildings, including the clock tower, where emergency personnel can access them in the event of a campus crisis.

It is important to note that these cameras only cover those areas of the school (fire alarm pull stations, hallways, and entrances and exits to buildings) where it has been determined they are necessary to protect the safety of students and staff. They are never used for surveillance, and the footage is reviewed by the Director of Security only with the specific permission of the Head of School (or his designee) and only in the context of an investigation of a violation of Jordanian law (for example, vandalism, harassment-assault or tampering with our fire alarms).

The school's Standing Committee on Risk and Safety will periodically review and update the school's approach to this matter.

### **Smoking on Campus**

King's Academy is a smoke-free campus and we ask that all guests refrain from smoking when they are on campus. This includes Parents Weekend, Commencement and other community events.

### **Drivers on Campus**

For safety reasons, we expect all drivers bringing students to and from school to comply with posted campus speed limits and to observe our smoking policy. Drivers who fail to observe our speed limits and/or smoking policy will not be allowed on campus. We also reserve the right to bar individual drivers from campus if they are involved in a disciplinary incident involving a student.

### **Medical Forms**

Parents must provide the school with the appropriate medical forms by the beginning of the academic year including information about existing medical conditions, allergies, medications and any other issues involving the health and welfare of their child(ren). If, during the course of the school year, there is a change in a child's medication or the child is removed from a medication, this information should be reported directly by parents to the Academy physician. Depending on the case, such information may also need to be communicated directly by parents to the head of the Learning Center and/or to the school counselor.

### **Money in Dorm Rooms**

Students are not permitted to have sums larger than 100 JD or its equivalent in their dorm rooms. If students need additional money (for example, when travelling), they may withdraw funds from their accounts through the school's business office.

### **Fundraising at King's Academy**

As a not-for-profit institution, King's Academy depends upon the generosity and support of its parents, alumni and friends to bridge the gap between the actual cost of educating a student and tuition. In addition to paying their children's tuition, parents are urged to consider making monetary gifts to the school. Contributions are tax-deductible to the extent allowed by law in Jordan, the United States and the United Kingdom.

Parents can create a legacy for their families by supporting King's Academy. Among the top funding needs are support for the financial aid program, faculty training and development, and enrichment of student life. Contributions to the Eric Widmer and Headmaster's funds, which are examples of two funds created to enrich student life by providing opportunities for students to participate in athletic competitions, Model United Nations, Habitat for Humanity, Model Congress, among others, are particularly welcome.

King's Academy has established the Parent Council, which is an official body of parent volunteers representing other parents and acting as a sounding board for the headmaster to find ways to increase the financial support for the Academy. The Council is composed of a select group of representative parents from each class with an appointed chair to oversee the overall activity of the Council in collaboration with the chief development officer.

For more information on how to make a contribution, or if interested in exploring the possibility of joining the Parent Council, please contact Chief Development Officer Rima Zaitoon at [rzaitoon@kingsacademy.edu.jo](mailto:rzaitoon@kingsacademy.edu.jo).

### **Student Fundraising**

Students are not permitted to raise money or seek sponsorships for individuals or specific events, unless they have the explicit permission of the chief development officer. Selection of charities will be reviewed by the fundraising committee that includes the dean of students and student representatives.

Fundraising initiatives to charitable and other worthy causes need to reflect the school's mission of service to others. Following approval, such initiatives are overseen by the dean of students, the director of the school's Round Square programs and the fundraising committee. Students are required to present updates to the committee on their fundraising activities. In the past, students have raised money in support of hunger relief, cancer research, clothing and toy drives, outreach to schools and orphanages, and nonprofit institutions supporting refugees and education.

## **Campus Closure and Inclement Weather**

Below is a summary of our communication process in the event of school cancellation due to inclement weather. This process is applicable mainly to day students (and to weekday boarders if the cancellation happens on a Sunday morning). The campus will always be open and fully operating for weekday boarders and full boarders who are on campus.

- Either the night before, or early in the morning of the day of inclement weather, the headmaster will decide to cancel or delay the start of school.
- If school is cancelled, an announcement will be posted by 6:30 am on our internal website, KANet: <http://kanet.kingsacademy.edu.jo>. Updates or changes will also be posted on KANet. Parents are encouraged to check KANet for such updates.
- An SMS message will be sent to all parents, students and staff by 6:30 am. Since SMS messages are not always reliable, we ask that you check KANet and not simply rely on the SMS.
- If school remains open but you do not feel it is safe to send your children to school (depending on the weather in the area in which you live), please notify the school that they will remain home. Absences on that day will be excused.
- If your children are on campus and school is cancelled, you can pick them up if the weather permits (and if the school cannot provide transportation). If not, they are welcome to stay on campus regardless of boarding status.
- In case of an emergency, you can always call the SOC number: +962 77 541 1145

## **Permissions**

If your child needs permission to leave campus during the academic day (approx. 07:45 – 06:00), please obtain that permission from the Office of Student Life at least 24 hours in advance. Our deans, who are also teachers, coaches and advisors, work to return calls promptly the day they receive them, but due to the considerable volume of calls, it is not always possible for them to return them immediately. We recognize that there may be times when last-minute permissions are necessary, in which case you should contact the Office of Student Life SOC number +962 77 541 1145, but whenever possible please contact us as far as possible in advance.

## **KANet**

KANet (<http://kanet.kingsacademy.edu.jo>) offers immediate access to important information about almost everything at King's Academy. Are you curious about what your child is eating for lunch? Do you need to know when important school events are taking place? Visit KANet for answers to these questions and many more and enjoy an in-depth view of daily life at King's. In addition to an extensive resources section, the following are just a few examples of what KANet has to offer:

- School news and events
- Announcements, calendars and schedules
- School contact information
- Daily dining hall menu
- Dates and locations for upcoming college and university visits

All members of the King's Academy community are encouraged to check KANet regularly for new announcements, updates and information by going to <http://kanet.kingsacademy.edu.jo>. If you have questions or suggestions about KANet, please email the [webmaster](#).

Note: **Please remember that in order to access much of the information on KANet, you need to LOG ON to KANet.** Without logging on, you will only have access to limited, public parts of the site. New parents will receive an email from the Department of Communications and Publications with details on how to set their usernames and passwords for full access to KANet. If you have any questions, have not received this email or for whatever reason can no longer log on to the site, please contact the [webmaster](#).

### **Weekly Update for Parents**

In addition to KANet, the school's Department of Communications and Publications produces a weekly electronic newsletter for parents that is sent out every Thursday while school is in session. For any questions related to that newsletter or its content, please contact Director of Communications and Publications Vera Azar.

## **APPENDIX I: KING’S ACADEMY STANDARD OF INTEGRITY**

We expect all members of the community – faculty, staff and students – to live with integrity and to conduct themselves honorably, and for that reason we have written the following standard outlining our hopes and describing areas where students may be tempted to make poor decisions.

**Honesty:** Because trust and honesty are critical to the well-being of any community, we expect King’s Academy students to be truthful at all times. Examples of conduct that could be regarded as violations of this standard include, but are not limited to:

- Lying to or misleading a member of the faculty
- Altering school documents or academic records
- Forging signatures or permissions
- Fabricating medical excuses or feigning sickness to avoid a school obligation or to prepare for an assessment
- Misrepresenting oneself on university applications or financial documents or having others complete or write application materials (including essays)
- Making false emergency reports (including fire alarms)

**Academic Integrity:** We expect students to do their own work, unless they have explicit permission of their instructors to collaborate with others. Examples of conduct that could be regarded as violations of this standard include, but are not limited to:

- Plagiarism (see the “King’s Academy Academic Honesty Statement”)
- Representing as one’s own work the work of another
- The purchasing, selling or unauthorized lending or borrowing of the work of another
- Unauthorized use of study aids or calculators when not given explicit permission to do so
- Copying homework from another student
- Submitting identical or similar papers for more than one course without the prior permission of the teachers
- Taking unfair advantage on a test (including all standardized exams (AP, SAT, A-level): copying from another student’s test or quiz, using outside aids or notes on tests, stealing or gaining access to examination materials, sharing the content of an assessment with another student

**Respect for Privacy and Property:** We expect students to be thoughtful stewards of the school’s resources and to respect the privacy and property of others. Examples of conduct that could be regarded as violations of this standard include, but are not limited to:

- Theft or use of another’s possessions without permission
- Willful destruction or defacement of school property
- Possession and/or use of master keys
- Invasion of another person’s email or digital accounts
- Entering others rooms, book bags or lockers without permission

I pledge to support these standards of integrity and to act if they are compromised.

## APPENDIX II: KING’S ACADEMY ACADEMIC HONESTY STATEMENT

King’s Academy has prepared this statement because we want to emphasize to all of you, our students, the importance of academic honesty. We recognize that King’s Academy students are generally committed to achieving success through honest effort.

Because trust and honesty are critical to the well-being of any community, we expect King’s Academy students to be truthful at all times.

We expect students to do their own work, unless they have explicit permission from their instructors to collaborate with others.

### Violations of our Academic Honesty Statement

1. **Plagiarism:** Plagiarism is the unauthorized use of someone else’s work.

**Possible examples of plagiarism include** using another's work from print, web or other sources without acknowledging the source; quoting from a source without citation; using facts, figures, graphs, charts or information without acknowledgement of the source. If you are unsure of whether something is plagiarism, it is your responsibility to consult your teacher.

2. **Cheating:** Cheating is using or receiving any aid on a test, assessment or assignment that is not specifically allowed by the teacher. (An assessment is any formal or informal assignment that is given by your teacher, including but not limited to a quiz, test, essay, take-home test, open-book test, exam, worksheet, lab report, question set or project.) Cheating also includes looking for, using, giving or receiving unauthorized assistance or information. Possessing such aids or information, even if it is not used, is still considered cheating.

**Possible examples of cheating include** copying from another student's paper or receiving unauthorized assistance during a quiz, test or exam; using books, notes or other devices (such as calculators, cell phones or computers) or formulas, statements or any information written on the body or clothes when it is not authorized; finding and using without authorization a copy of or information about an exam before the scheduled time; unauthorized collaboration on exams.

3. **Unauthorized group work:** Unauthorized group work is collaborating with another person or persons without having the explicit permission of the teacher to do so. This includes working with any other student or students when the assessment is meant for an individual. It also includes receiving aid or assistance from outside your activity group from, but not limited to, honors or AP students, alumni, tutors, parents, siblings or online assistance when the work should be completed only by the members of that group.

**Possible examples of unauthorized group work include** working with another person or persons on any activity that is intended to be individual work, when such collaboration has not been specifically allowed by the teacher.

4. **Fabrication, falsification and misrepresentation of submitted work:** These three terms mean altering or inventing of any information or citation that is used in assessing academic work. This

includes multiple submission of work, i.e. handing in the same assignment for more than one class or using a project, presentation or speech for more than one class.

**Possible examples of fabrication, falsification and misrepresentation of submitted work include** inventing or counterfeiting data or information; falsely citing the source of information; altering the record of or reporting false information about labs; altering grade reports or other academic records; submitting a false excuse for absence or tardiness for a school day, test or exam; lying to a teacher to increase a grade.

5. **Complicity in academic dishonesty:** This means intentionally helping another to commit an act of academic dishonesty, being a knowing or willing accomplice to academic dishonesty or purposely failing to report an incident of academic dishonesty.

**Possible examples of complicity in academic dishonesty include** knowingly allowing another student to copy from one's paper during an exam or test; distributing test questions or substantive information about the material to be tested before a scheduled assessment or exam; deliberately furnishing false information.

6. **Attempting to commit any offense as outlined above:** Trying to cheat or having the intent to cheat is the same as cheating.

### **Responses/consequences to academic dishonesty**

If a student violates the Academic Honesty Statement, he or she will sit for an Academic Honor Committee meeting. The Academic Honor Committee is comprised of faculty and students and can make one of the following for recommendations to the headmaster: 1) a formal letter of reprimand, 2) school separation, 3) school suspension (reported to colleges and universities) and 4) a required withdrawal from King's Academy.

These responses are levied in accordance with the severity of the violation. This means that the responses are not sequential, i.e. the response to your first violation may be a required withdrawal from school.

[Adapted from Florida State University]

### **APPENDIX III: KING'S ACADEMY HONOR PLEDGE**

I pledge on my honor that I have neither given nor received assistance on this exam nor taken unfair advantage of my classmates.

## **APPENDIX IV: KING’S ACADEMY ATTENDANCE POLICY**

The skills that students learn in the King’s Academy classroom – that ability to discuss and debate respectfully, to listen and concentrate, and to collaborate and problem-solve with others – are critical to each student’s success at the school and beyond. Research and our own experience tell us that consistent attendance and careful daily preparation are the hallmarks of the successful student, even more so than test performance. The students who are the most engaged in class are the most successful ones. To help facilitate this class-time learning, the following attendance policy will apply once a student has arrived on campus:

- One absence: individual meeting with advisor and attendance officer
- Two total absences: meeting with relevant teacher(s) and advisor, documented by written communication to the parents, advisor, dean of students and dean of academic affairs
- Three total absences: Dean's “Attendance Review” – meeting with the relevant teachers and appropriate class dean, followed by written communication from the Office of Student Life (OSL)
- Four total absences: automatic two-day in-school detention (a regular check-in at the OSL for students and loss of all free time) followed by written communication from the OSL
- Five total absences: automatic one week in-school detention (a regular check-in at the OSL for students and loss of all free time) followed by a meeting with the dean of students and the appropriate class dean, which in turn is followed by written communication from the OSL
- Six total absences: Parent meeting with deputy headmaster and class dean, followed by a formal letter of reprimand from the deputy headmaster
- If significant, sustained improvement is not seen in all aspects of a student’s attendance, the student will sit before the disciplinary committee

### *Notes:*

- Students who have reached the fifth level (five or more class absences) may not be able to attend off-campus school trips (MUN, athletic, Round Square, etc.) and risk the loss of other on-campus privileges. Such privileges will be restored once a student’s attendance record demonstrates sustained improvement
- Students who have reached the fifth level will not be eligible for the Honor Roll

### **Tardiness**

Once class has started (the teacher has begun class and/or the bell has rung), any person not in attendance (i.e., not physically in the classroom) will be marked tardy. Five tardies are the equivalent of one absence.

### **Late Arrivals**

Day students who arrive after 08:30 must report directly to the OSL. Unless they have a free period or periods, day students must arrive in school by the end of second period (10:05) each

day in order to be counted as present. Students arriving after that time will be marked as absent from school for that day. After the second such late arrival, the class dean will follow up with a phone call to parents, and may ask the parents to meet with the dean of students.

### **Absence from School**

Unnecessary absences from school should be avoided by both boarding and day students. Routine appointments, embassy visits and travel for school vacations must be scheduled outside the academic day and when school is not in session. If this is unavoidable, students and families are required to secure permission from the class dean or dean of students for a student to be absent from school. The Academy assumes that parents will request these absences in good faith, only for legitimate purposes, and only after all other options have been exhausted. Students should not be absent from school to study for tests, midterm/end-of-term exams, or A-level, SAT, or AP examinations. It should be noted that any absence from school, regardless of the reason, will be tallied and indicated on the student's report card as "days out of school."

### **Sickness**

In the event of sickness, parents or guardians must telephone the attendance officer between 08:00-09:00 on the day of the absence and inform the Academy of the reasons for it. If no call is received by 09:00, the attendance officer will contact the parent/guardian by telephone to verify the absence. All absences due to sickness of two or more days may require written statement from a physician within 24 hours of the student's return to school.

## **APPENDIX V: KING’S ACADEMY RESPONSIBLE USAGE POLICY**

### **I. Purpose**

Technology provides unique and powerful ways to enhance the learning experience for everyone. It is one of the goals of King’s Academy (the Academy) to ensure that all interactions with technology contribute positively to the learning environment. Thus, the Academy supports the use of technology to foster learning and is pleased to offer students and other community members access to a range of information technology resources. Access to the Academy’s network and the internet is a privilege that is tied to responsibilities.

The following policy and digital citizenship guidelines are intended to help individual technology users understand responsible use and to ensure these resources are always available. The Academy may restrict, suspend or terminate any user's access to the school's systems and network for not respecting these guidelines.

### **II. Scope**

This policy applies to all users of the Academy’s technology resources and applies to all software and equipment that is owned or leased by the Academy. The Academy also recognizes that students and other members of the community have widespread access to both technology and the internet, therefore, use of all personally-owned equipment, including wireless devices and connectivity such as 4G and 3G connections, is considered to be included in this Responsible Usage Policy.

### **III. Authorized Use**

1. An authorized user is any person who has been granted authority by the Academy to access its computing, network and telephone systems and whose usage complies with this policy. Unauthorized use is strictly prohibited. By accessing the Academy’s network using Academy-owned or personally-owned equipment, the user consents to the Academy’s exercise of authority and rights as set forth in this policy with respect to any such equipment, as well as with respect to any information or communication stored or transmitted over such equipment.
2. When a user ceases being a member of the Academy or if such user is assigned a new position and/or responsibilities, use of technology resources for which he or she is not authorized shall also cease.
3. Incidental personal use must not interfere with the user’s performance or with the Academy’s ability to use the resources for professional and academic purposes, and must be consistent with the Academy’s standards of ethical and polite conduct.
4. Except as authorized by the headmaster, use of the Academy’s technology resources or data for personal business, political campaigning or commercial purposes is prohibited. Faculty members and students are provided with email accounts and internet access. Staff

members may be provided with email accounts, voice mail accounts and internet access upon approval of their department head.

#### **IV. Being a Good Digital Citizen**

The way we use technology has a powerful effect on our learning community. Responsible use will lead to better, more effective learning while irresponsible use will diminish it. A strong respect for the following principles of digital citizenship is essential for us to fulfill our mission at King's Academy.

1. **RESPECT** yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships that I post. I understand that any audio, video or other media that identifies the Academy, makes use of its name, logo(s) or images may not be posted to a public forum (such as YouTube, Facebook, etc.) without the written permission of the director of communications and publications.
2. **RESPECT** social etiquette. I will not use electronic mediums to flame, bully or stalk other people. I will show respect for other people and myself in my choice of websites, tools and online activities. I will not visit sites that are degrading to others, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
3. **RESPECT** property. I will respect the property of others including the Academy's IT property such as networks, hardware, software or other user's files and data. This includes, but is not limited to, the creation, uploading or downloading of computer viruses or other malicious software.
4. **RESPECT** intellectual property. I will request permission to use resources. I will suitably cite any and all use of websites, books and other media. I will only use software and media others produce with their permission. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.
5. **PROTECT** yourself. I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me to the director of educational technology. I will protect passwords, accounts and resources. I understand that faculty and staff of the Academy must not "friend" current students, other than their own children, on Facebook or other social media.
6. **PROTECT** security and integrity of systems. I will protect the security and integrity of the Academy's information resources, which include user accounts, passwords, security codes and other types of authorization assigned to me. I will not share such authorization information with anyone else.

7. PROTECT others. I will protect others by reporting abuse and by not forwarding inappropriate materials or communications.

## **V. Privacy Expectations**

1. The Academy's employees and students should recognize that there is no expectation or guarantee of privacy in anything they store, send or receive on the Academy's information systems, including networked file shares or personally-owned computers that utilize the Academy's network. Users should not expect that email, voice mail or other information created or maintained on the systems are private, confidential or secure.
2. Users should exercise caution when storing and processing personal and sensitive information not directly related to Academy business.
3. The Academy reserves the right to access, view or monitor any information or communication stored on or transmitted over the network, and it may be required by law to allow third parties to do so. Electronic data may become evidence in legal proceedings. Messages or data may also be inadvertently viewed as a result of routine systems maintenance and monitoring. Any individual monitoring, except as required by law or in situations perceived as emergency, must be authorized in advance by the director of educational technology or the director of educational technology's designees.

## **VI. Enforcement/Consequences**

1. Failure to abide by the Academy's Responsible Usage Policy or deliberate attempts to compromise, degrade or disrupt system performance may result in restricted use of technology or other appropriate consequences including, but not limited to, the loss of computer, telephone or network access privileges, disciplinary action and dismissal/termination from the Academy.
2. Some violations may constitute criminal offenses as defined by national laws and the Academy may initiate or assist in the prosecution of any such violations to the full extent of the law.
3. We will periodically inspect personally-owned devices and expect full cooperation from everyone. Email, network usage and all stored files on the devices may be monitored at any time by the network administrator or other school administrators to ensure appropriate use.
4. All members of the community are expected to assist in the enforcement of this policy and digital citizenship agreement, and to report any violations to the director of educational technology.

**I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS FOR USE OF KING'S ACADEMY'S TECHNOLOGICAL RESOURCES:**

**APPENDIX VI: KING'S ACADEMY DRESS CODE**

