



2022-2023

Parent Student Handbook





The King's Online Academy, a virtual school provided by The King's Academy, is designed to provide students with an opportunity to learn flexibly while studying distinctly Christian coursework that is both engaging and challenging. The King's Online Academy has dedicated faculty who are focused on student success and growth who enjoy teaching from a Christian perspective. The King's Online Academy best suits students who are independently motivated as online learning allows for studying at a time that is most convenient for the student.

Accreditation

The King's Online Academy is accredited through ACSI. TKOA coursework is NCAA approved.

Non-Discrimination Statement

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

Mission Statement

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

Statement of Faith

We believe:

1. That the entire Bible, all 66 books of the combined Old and New Testaments, is verbally inspired by God and is inerrant in the original writings. Through the providence of God, the Word of God has been protected and preserved and is the only infallible and authoritative rule of faith and practice (2 Timothy 3:16-17; 2 Peter 1:20-21).
2. That there is only one true, living, sovereign, holy, and eternally existent God. He exists in three co-equal persons – Father, Son, and Holy Spirit – each being a distinct person and with a distinct function, but all of one essence and all possessing the same nature, perfection, and attributes. The triune God is the creator and sustainer of all things, the source of all truth, and is worthy of worship and obedience (Deuteronomy 6:4-5; Genesis 1:31; Matthew 28:19; John 14:9-17; 1 John 5:7-8).

3. That Jesus Christ is both God and Man. He was conceived by the Holy Spirit, born of a virgin, lived a sinless life, performed many miracles, shed His blood on the cross as our substitute, died, was buried, bodily resurrected, ascended to the right hand of the Father, and will return literally, visibly, and personally in glory and power (John 1:1-3; Matthew 1:18-25; Isaiah 7:14; Philippians 2:5-9; Colossians 1:15; 1 Corinthians 15:1-8; Acts 1:11; 1 Thessalonians 4:14-17).

4. That the Holy Spirit is God, co-equal and co-existent with the Father and the Son. He is the chief convictor of sin and the chief agent of regeneration and sanctification. The Holy Spirit indwells every believer and empowers every believer to live a Godly life, separated unto the purposes of God (2 Corinthians 6:14-20; John 14:16-19; 16:7-15; 1 Corinthians 6:19-20; Romans 8:9, 11; Titus 3:5).

5. That in the beginning God created all things, and His creation is the result of His intelligent design. He created humanity in His own likeness and image, and humanity was originally created with the ability to live perfectly for God's glory. (Genesis 1:27, 31).

6. That Adam and Eve, the first man and woman, sinned by acting in disobedience toward God. This act resulted in the fall of all humanity into and under the curse of sin, therefore all people have sinned and lost their ability to live for the glory of God. Humanity's fall has resulted in both physical and spiritual death (Hell, a place of eternal torment) on all until there is forgiveness and salvation by the grace of God (Genesis 3:1-24; Romans 3:10-23; 5:12-21, 6:23, 10:9-13; 2 Peter 2:4-9; Matthew 10:28).

7. That salvation of the lost and sinful humanity is an eternally secure free gift of God's grace apart from human works (good deeds, baptism, giving money, sacraments, etc.), based solely upon Christ's vicarious and atoning death, effected by the regenerating work of the Holy Spirit, and received only through faith in the person and finished work of Jesus Christ on the cross (Ephesians 2:8-10; 2 Corinthians 5:21; Romans 3:19-31; 1 John 5:13; John 3:16-36, 5:24, 10:24-31; Romans 6:23).

8. That the church is the body of Christ and the family of God. It is made up of saved believers who regularly join together for worship, giving of tithes and offerings, fellowship, ministry to others, the Lord's Supper (sacrament of Communion), and witnessing others follow Christ in baptism (Matthew 16:18; 2 Corinthians 12:12-14; Hebrews 10:25; Matthew 3:13-17; Acts 8:35-39; Luke 22:14-22; 1 Corinthians 11:23-32).

9. That those who have been redeemed by Christ are "dearly loved children" of God and are to be "imitators of God and live a life of love, just as Christ loved us and gave himself up for us." (Ephesians 5:1-2) That we should live holy lives filled with the Spirit of God, submissive to the Word of God, and motivated by the love of God. That it is the responsibility and privilege of every Christian to proclaim the good news of Jesus Christ and to seek to bring others to a saving knowledge of Christ and make growing disciples (John 1:40-42; Matthew 28:16-20; Acts 1:8).

10. That marriage is the first institution God created and ordained in human society. It is God's plan for marriage to be a holy union of one man and one woman in an exclusive life-long covenant love relationship. Marriage reflects the relationship between Jesus Christ and His Church. (Genesis 2:18-25; 1 Corinthians 6:9-20, 7:2-5; Hebrews 13:4; Ephesians 5:21-6:4).

11. That all human life is sacred and created by God in his image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139; Jeremiah 1:5; Ephesians 2:10; Job 31:15; Matthew 25:31-46).

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

1. God's Word is inerrant, providing an absolute standard (II Timothy 3:16).
2. Humanity is innately sinful and in need of salvation (Psalms 51:5, 58:3; Romans 3:10-12, 23; James 1:13-15; Jeremiah 17:9).
3. The Lord Jesus Christ is the Son of God who came to earth to die for our sins (John 3:16).
4. Salvation comes through faith in Christ's payment for sin on the cross (Ephesians 2:8-9).
5. Since God's Word is applicable to every area of mankind's life, all subjects must be taught from a Biblical perspective (Colossians 1:17, 3:17; Romans 11:36; Hebrews 4:12).
6. Since students often emulate their teacher, the teacher must be born-again and a model pleasing to God (Matthew 18:6; Ezra 7:10; James 3:1; John 17:19).
7. The teacher must be dedicated to the task to which he or she is called (Romans 12:1).
8. The classroom should be student-focused and teacher-led (Romans 13:1).
9. Students need direction, challenge, and supervision (Proverbs 29:15, Hebrews 13:17).
10. Students need both positive and negative feedback (Proverbs 3:27; 23:13).
11. The teacher stands in place of the parent (Hebrews 13:17).
12. Each student is valuable in God's sight (Matthew 10:31).
13. God expects each student to work at his fullest God-given potential (Matthew 25:14-30; Ecclesiastes 9:10; Colossians 3:23-24).
14. The home, school, and church should complement each other (Amos 3:3).
15. The Christian school should supplement, not supplant, the local church (Hebrews 10:25).
16. Students need a well-rounded education - spiritual, mental, social, and physical (I Corinthians 10:31; Luke 2:52).

Final Authority for Matters of Belief and Conduct

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

Student Honor Code

As a member of The King's Online Academy community, students must commit to being a person of integrity and honorable character, choosing to model their life on the example of Jesus Christ.

TKOA students 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, refraining from any form of harassment or mistreatment of others (Proverbs 4:24-27, Philippians 4:8).
- Be pure and Biblical in my relationships, not involving myself in sexual misconduct nor lifestyles contrary to God's design. (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 (including vaping devices), drugs, or alcohol (I Corinthians 6:19-20, Romans 13:1-2).

Enrollment to The King's Online Academy affirms agreement to submit to all governing policies of the school, including all applicable policies of the Parent Student Handbook. Students may be expelled from school or asked not to return the following year if I not in alignment 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.

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

Enrollment and Registration

Students must complete an application for admission for enrollment to TKOA. Applicants can choose to complete the TKOA admissions testing process or may provide their academic records and standardized testing results; verifying their academic ability is on par with the standard required to be successful within the entire TKOA program. All TKOA coursework is fully accredited and available to students in a full-time, part-time or hybrid basis. Available courses are high school level and are open to students in grades 9-12. Students in eighth grade may be eligible to take some high school coursework if pre-requisites have been met.

Part-Time - The King's Online Academy serves homeschool students or students enrolled in another school full-time who wish to take a minimum of one or a maximum of three classes to supplement or enrich their academic studies.

Full-Time - The King's Online Academy serves students wishing to enroll in a full-time program seeking to earn a high school diploma from The King's Online Academy.

Hybrid - The King's Online Academy serves students who desire to take a blended schedule of both on-campus courses at The King's Academy and TKOA online coursework. Students may take up to 4 courses on campus each year at The King's Academy and the remainder of their 7 courses are taken through The King's Online Academy. Hybrid students are full-time students seeking to earn a high school diploma from The King's Academy. Hybrid students fall under The King's Academy Parent and Student Handbook policies and graduation requirements.

TKOA students may enroll and begin coursework with TKOA in alignment to the academic school year calendar. Each student will review the Course Overview orientation prior to beginning coursework.

Faculty & Accessibility

The King's Online Academy faculty are professional, certified, Christian educators. Throughout each course, teachers will interact with their students by phone and email through the initial welcome communication and call, discussion calls, and instructional office hours to provide help and coursework support. Students may log in any day or time to complete their coursework; however, instructors are not required to respond to email communications, grade assignments, or conduct office hours on weekends, major holidays or published school breaks. All assignments submitted by students will receive grading within 72 hours of submission, if not earlier. If the assignment requires a greater length of time for valuable feedback, the teacher will notify the student. Teachers are available for parent conferences on a scheduled bi-monthly basis. Conferences may be scheduled via email request.

Course Credit

Student success in the coursework is of paramount importance. In order for a student to successfully learn material, it is necessary that all work in the course is completed, including when applicable, final semester exams. Courses are carefully crafted to meet standards through valuable assessments and assignments. In each course, a student must achieve a 60% final grade, or higher, to earn credit for each semester course. All grades will be assigned a numerical value and will be converted to the corresponding letter grade on the student's permanent cumulative transcript. Students may repeat a course for grade replacement by repeating the course through The King's Online Academy. Grades awarded for courses repeated will be documented on the student's transcript. However, only the highest grade will calculate into the student's Grade Point Average (GPA). All attempted coursework will be recorded on the transcript.

Dual Enrollment Credit

Dual Enrollment credit is available for some TKOA coursework through our partnership with Palm Beach Atlantic University. Students are subject to requirements, policies, and deadlines outlined by PBAU. Additional fees apply.

Graduation Requirements

Subject Area	Credits
Bible	2 credits
English	4 credits
Mathematics	4 credits: 1 credit must be Algebra I 1 credit must be Geometry 1 credit must be Algebra II
Science	4 credits: 1 credit must be in Chemistry 1 credit must be Biology
Social Studies	3.5 credits: 1 credit must be World History 1 credit must be US History .5 credit must be American Government .5 credit must be Economics
World Languages	2 credits: must be different levels of the same language
Fine/Performing Arts	1 credit
Physical Education	1 credit: .5 credit must be Personal Health and Fitness .5 credit must be PE
Electives	2.5 credits
Total Credits	24 Credits
GPA Requirements	Cumulative GPA (Grade Point Average) of 2.0 minimum on a 4.0 scale

	Grading Scale	
A+	4.25	100-99
A	4.00	98-92
A-	3.75	91-90
B+	3.25	89-88
B	3.00	87-82
B-	2.75	81-80
C+	2.25	79-78
C	2.00	77-72
C-	1.75	71-70
D+	1.25	69-68
D	1.00	67-62
D-	0.75	61-60

Attendance & Pacing

TKOA coursework is most beneficial when a student is committed to working on a regular schedule. To ensure there is adequate time for comprehension and mastery, students should work consistently each day, as outlined in the weekly course schedule. Students are expected to participate fully in the course by completing reading and learning activities that correspond with each assignment prior to submitting work. Late work is accepted if submitted within 7 calendar days of the posted due date but will be graded with a 50% late penalty. Work received more than 7 days after the original due date will receive a zero. If assignments are submitted late due an emergency or extreme situation, communication should be made to the teacher.

Student Email

All full-time enrolled students will be issued a TKOA email address. For full-time students, all communication must be made using TKOA issued email addresses. This assigned student email also provides access and registration to all Microsoft Office 365 programs. Student accounts remain active as long as the student is enrolled in a full-time status.

Academic Integrity

The King's Online Academy students must commit to being a person of integrity and honorable character, choosing to model their life on the example of Jesus Christ while maintaining ethical behavior. All students will fulfill the expectation of being academically honest in all their assignments. This means that students will do their own work as they read, write, research, and prepare projects. Cheating, plagiarizing, copying work from another student, failing to properly cite, using materials during an exam or submitting work that is not the student's original work are considered academic violations. Suspected academic integrity violations will be reported to The King's Online Academy Administration where it will be evaluated, and appropriate penalties will be applied. When a violation is determined by TKOA Administration, the student will receive a zero grade for the assignment and may receive additional disciplinary consequences. A second offense within the same course may result in a removal from the course or further disciplinary action.

Turnitin

Turnitin solutions promotes academic integrity and provides grading and feedback for students. All formal writing assignments must be formatted using MLA guidelines and submitted through Turnitin when indicated in the assignment. Work is expected to be original and yield no greater than a 20% similarity percentage. The instructor will provide credential information for submission through your course.

Harassment

TKOA is committed to providing a positive and safe learning environment for every student, free of intimidation or negativity in the online learning environment. Any such behavior is not in alignment with The King's Online Academy Student Honor Code.

Online Etiquette and Discussion Board Decorum

It is expected that students conduct themselves with integrity and positive behavior in the online classroom. The use of casual language, poor grammar or electronic messaging style communication, such as abbreviations and acronyms, is not an acceptable form of communication for an online academic learning environment. High School level writing is expected in emails, discussion board postings, and in all communications. Participation in discussion boards is necessary for optimal learning. In each course, students may be required to generate a discussion response back to the teacher or be a part of an online community of learners who interact through discussions with one another. Students should take time to write or communicate a thoughtful, originally written response. In any discussion communication, the student is expected to make an observation about a fact or share an example that adds insight or understanding. Students may politely disagree with an observation or opinion of another student, but must never direct disagreement toward another student. It is not appropriate to make posts that are racially insensitive or politically charged.

Withdrawal Policy

Circumstances may necessitate a withdrawal from one or all of a student's online courses, however, students should consider the impact on their academic transcript before withdrawing. If withdrawal happens within the first 28 calendar days of the course start date, the course(s) will not be listed on the transcript. If a student withdraws after 28 calendar days or fails to complete the course within the set time frame will result in a WF or WP notation on the high school transcript. No credit is awarded for a withdrawal. Withdrawal from Dual Enrollment coursework will be subject to the withdrawal policies of the credit issuing college or university. All online course fees are required up front and are non-refundable after registration

A student may be administratively dropped from a course and receive a WP or WF grade on the transcript if a period of 30 days of inactivity passes without the student or family having communicated with The King's Online Academy faculty or staff. All attempted coursework will be recorded on the student's transcript.

Academic and Campus Life

All full-time TKOA students are provided with academic and college advising. Full-time TKOA students who live in the Palm Beach County area are eligible to participate in standardized academic testing, athletic and fine arts at The King's Academy for an additional campus activity fee.

Hybrid students will receive academic and college advising. In addition, Hybrid students are eligible to participate in The King's Academy clubs, on-campus organizations, honor societies, school trips, standardized academic testing, athletics and fine arts.

Academic Advising

Full-time students are required to enroll in a minimum of 6 credits per semester and may not take more than 7 credits per semester, unless administrative approval is granted and additional fees are paid. Hybrid students may take up to 4 courses at The King's Academy with the remaining classes taken online through The King's Online Academy.

The King's Online Academy academic counselors work with families to ensure full-time students have all courses needed for graduation. A student must complete all TKOA graduation requirements in order to be awarded a TKOA diploma and participate in commencement. TKOA students are not ranked nor are Valedictorian or Salutatorians named.

Academic Support

Every TKOA student's success is important. Regular reports of student progress is communicated weekly to parents. Should additional help be needed, students should reach out to their teacher and schedule a conference for support. If further assistance is needed, students may contact their Academic Counselor.

Transcript Revisions

Grades submitted by teachers at the end of the term are final and are not subject to change on the basis of revision of judgment such as a new exam or additional work completed after the original grade has been submitted. Grades may only be changed due to the following: correction of error in grading, or entering a grade incorrectly. The Teacher of Record is responsible for requesting a grade change for Administration approval. If there is a concern that a student's work has been graded unsatisfactorily, all concerns should be first communicated to the teacher prior to administrator review.

Copyright

Course materials available through Canvas are to be used only by the student and in accordance with the United States Copyright Act, Title 17 of the U.S. Code. Protected materials course materials may not be retained on the user's computer or other electronic storage device for longer than the duration of the specific class for which they are assigned, nor further disseminated by the user to any other persons.

Refunds

Enrollment and course fees are non-refundable.

Technical Support

Technical Support is available to students by submitting a help desk ticket via email to techinfo@tka.net

Technical Requirements

Lightweight devices such as Apple iPads, Google Chromebooks, and tablets have limited support for Java or Flash which could appear in some courses. It is recommend that students have a Windows or Mac based computer available to complete coursework for optimal success.

Some courses may have different or additional requirements to the one listed on this page. For specific System Requirements for your course, go to the Material List page in the Course Information tab within the course.

Supported Operating Systems

- Windows 7
- Windows 8.1
- Windows 10
- Mac OS X 10.8 (Mountain Lion)
- Mac OS X 10.9 (Mavericks)
- Mac OS X 10.10 (Yosemite)
- Mac OS X 10.11 (El Capitan)
- macOS Sierra (10.12)
- macOS High Sierra (10.13)
- macOS Mojave (10.14)
- macOS Catalina (10.15)

Supported Browsers

You may use recent versions of the following browsers on a technology capable device that supports Java, Flash, and improvements to HTML including HTML5.

- Microsoft Edge
- Mozilla Firefox
- Google Chrome
- Apple Safari

Supported Browser Plugins and Settings

The following plugins and settings may be required to use our courses.

- JavaScript enabled
- Cookies enabled
- Java installed

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