W. Wyman King Academy

2026-27 Student Handbook

3890 Sardis Road · Batesburg, South Carolina 29006

Website: www.kingacademy.org · Facebook: King Academy

Phone: (803) 532-6682 or (864) 445-3232

"Teach a youth about the way he should go and when he is old he will not depart from it."
Proverbs 22:6

Student Handbook

INTRODUCTION

The purpose of this handbook is to inform students and parents of facts, procedures, school rules, and expectations of W. Wyman King Academy. We hope that you will read this book and keep it for reference in the future. Every policy and potential situation cannot be addressed in this booklet, but the general philosophy of the school and the major concerns have been included.

The board of directors with the administration sets policies for King Academy. The Administration is responsible for implementing these policies on a day-to-day basis. Any questions that you may have should be directed to the administration by making an appointment through the school secretary.

MOTTO

Vires acquirit eundo. (Latin)
It gains strength as it goes.

Location

Batesburg – Saluda Highway; Route 178
midway between Batesburg & Saluda

ADDRESS & LOCATION

3890 Sardis Road
Batesburg, SC 29006
Phone: 803-532-6682 or 864-445-3232
FAX: 803-604-0409

Website: www.kingacademy.org

TYPE OF SCHOOL

College Preparatory, Independent,
Co-ed, Day School, Grades K3-12

ACCREDITATION

South Carolina Independent School Association

CALENDAR

Semester System, 90 Days per Semester,
Two Nine Weeks per Semester

DAILY SCHEDULE

Monday through Friday - 8:10 until 2:50
Kindergarten students may come until Noon
or you can choose Full Day Kindergarten

SCHOOL COLORS

Columbia Blue, Navy, & White

MASCOT

Knight

DIPLOMA REQUIREMENTS

King Academy is primarily a college preparatory school, but students do have the option of receiving a general diploma. Tract requirements are as follow.

Both Tracts require 24 units to graduate.

COLLEGE PREPARATORY DIPLOMA

English – 4 units
English I, English II, English III, and English IV
Math – 4 units
Algebra I, Algebra II, Geometry, Trigonometry
Prob/Stats (Calculus is optional)
Science – 4 units
Physical Science, Biology I, Chemistry, and Biology II
Social Studies – 4 units
Geography, World History, U.S. History,
Economics/Government
Foreign Language – 3 units
Spanish I, Spanish II, and Spanish III
(Spanish is the only foreign language offered by King at this time. Other languages may be accepted. All 3 units must be in the same language.)
Physical Education – 1 unit
Bible – 1 unit
Computer – 1 unit
Art – 1 unit
Electives – 1 unit
The other unit may be earned in any area.

GENERAL DIPLOMA

English – 4 units
English I, English II, English III, and English IV
Math – 3 units
Prob/Stats, Consumer Math, Accounting
(College Prep Maths may be substituted)
Science – 3 units
Physical Science, Biology I, Chemistry or Biology II
Social Studies – 3 units
U.S. History and Econ/Government must be taken.
Choose one of the other courses.
Physical Education – 1 unit
Bible – 1 unit
Computer – 1 unit
Art – 1 unit
Electives – 7 units
The other units may be earned in any area.

OTHER COURSES

The following is a list of courses that are offered at King Academy but were not listed in the previous lists:

Yearbook/Journalism 1 unit

* Professional Training
* Office/Clerical
* P.E. Assistant
* Kindergarten Aide

* These courses may be offered on a semester (1/2 unit) or year (1 unit) format.

HIGH SCHOOL PROMOTION

To be classified as a sophomore a student must have earned 5 units, including English I.
To be classified, as a junior a student must have earned 10 units, including English II.
To be classified as a senior a student must have earned 15 units, including English III, and be a candidate for graduation at the end of the school year.

CORRESPONDENCE COURSES & SUMMER SCHOOL

The following guidelines were adopted by the Board to go into effect beginning August, 1997.

1. The total number of correspondence courses that a King Academy student can take for high school credit is two (2)
2. If a student needs more than two (2) courses for high school credit other than regular classes, they must be by an approved summer school or an approved tutoring program.
3. The maximum number of credits that a student may earn during a summer is two (2).

Students taking courses to graduate early must have at least a 3.000 cumulative high school GPA and approval by the administration or recommendation by the headmaster and approval by the Board.

ACADEMIC AWARDS AND HONORS

We believe that it is important to recognize students that work hard and do a good job in their schoolwork. In order to determine the students that are doing work that is worthy of this recognition, we calculate their Grade Point Ratio (GPR). Their GPR is recorded by semester, by year, and cumulatively for high school students.

Calculating GPR's

Grade points are determined by multiplying the credits a course carries by the grade that is received in that course. An "A" is 4 points, a "B" is 3 points, a "C" is 2 points, a "D" is 1 point, and an "F" is 0 points. Semester courses carry one-half credit and yearly courses are one credit. All the grade points are added together and then divided by the total number of credits taken to determine the GPR. Courses such as Physical Education, and Professional Training are not used in calculating GPR's since they are taken on a pass - fail basis.

Semester Awards

Academic Excellence -	4.000
Academic Achievement -	3.500-3.999
Honor Roll -	3.000-3.499

Yearly Awards

A student from each grade is awarded "The Most Improved Student Award" based on the student that improves his or her GPR the most from the first semester to the second semester. All students that do not miss a day of school will receive a "Perfect Attendance Award".

High School GPR

A student's cumulative high school GPR will be calculated based on all courses that the student has taken for high school credit. Courses such as Algebra I or English I or any other high school course that was taken prior to the student entering the ninth grade will be used to calculate this GPR. All high school honors such as Junior Marshals and Graduation Ushers will be determined at the end of the 3rd Nine Weeks each school year. Valedictorian and Salutatorian will be determined at the end of the 2nd Semester of the senior year.

Valedictorian and Salutatorian

The valedictorian is the senior with the highest cumulative high school GPR after the second semester of his/her senior year. The salutatorian is the student with the second highest high school GPR after the second semester of his/her senior year. Students must have attended King Academy their Junior and Senior years to be eligible for these awards.

Junior Marshals

Junior marshals are the four students with the highest cumulative high school GPR's after the 3rd Nine weeks of their junior year. Students must have attended King Academy their Sophomore and Junior years to be eligible for this award.

Graduation Ushers

After the marshals are chosen, six students with the highest cumulative high school GPR's after the 3rd Nine Weeks will be chosen from the remaining juniors to serve as ushers for graduation. Students must have attended King Academy their Sophomore and Junior years to be eligible for this award.

Dealing With Ties

Any ties based on GPR will be broken by use of numerical averages. Any ties that cannot be broken in this way will be considered ties and will have co-recipients.

Rank in Class

Rank in class will be calculated based on the Uniform Grading System of all high school students in a particular grade. During the first semester, the rank will be through the second semester of the previous school year. During the second semester, it will be based on the GPR's through the first semester of that school year.

STUDENT BEHAVIOR, PRIVILEGES, AND RESPONSIBILITIES

King Academy's purpose is to educate students in a safe, Christian environment that is conducive to learning. This learning is not confined just to academic matters but includes physical, social, and spiritual dimensions. In order to do the best job possible certain behavior is expected of all our students. We attempt to outline some general guidelines for our students in the remainder of this booklet. Even though some specific actions are discussed, there is no way that we could cover every possible incident that could happen so the book is written to give general principles and expectations to guide the students throughout the school year.

Parents and students are to read the following, sign the Parent-Student Agreement, and return the signed agreement to the principal by Friday, August 16. Please keep your copy of the Student Handbook for future reference.

Harassment

King Academy does not approve of harassment of any kind. Any person affected by or witness to any type of verbally or physically harassing conduct should contact a member of the faculty or administration immediately. The school will investigate in accordance with procedures and appropriate action (up to and including dismissal) will be taken.

King Academy is a place for teaching and learning. Harassment is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

Harassment, intimidation, or bullying means a gesture, an electronic communication, or a written, verbal, physical, or sexual act that is reasonably perceived to have the effect of:

- Harming a student or employee physically or emotionally or damaging a student's or employee's property,
- placing a student or employee in reasonable fear of personal harm or property damage,
- insulting or demeaning a student or employee or group of students or employees causing substantial disruption in, or substantial interference with, the orderly operation of the school.

School is defined as in a classroom, on school premises, on a school bus or other school-related vehicle, at a school sponsored activity or event whether or not it is held on school premises or at another program or function where the school is responsible for the child.

Classroom Behavior

Talking without permission is unacceptable. (Classroom discussions, which are supervised by the teacher, are encouraged.) Reading other materials, doing any other classwork (anything not pertaining to subject area during that class) will not be permitted. No materials for an individual class are unacceptable. Students must come prepared to do their work. Throwing objects in class is not permitted. Getting up, moving around in class without permission is not permitted.

There will be no food or drink in the classroom. This includes gum, candy, etc. This will be enforced from homeroom through seventh period. Students may have food and drink in the designated area only during their 10-minute break.

Assignments and Projects

Failure to turn in assignments, projects, homework, etc. on time is unacceptable. Daily home work assignments that are not turned in will result in a grade of zero. Any other type of assignments or projects will be dealt with as follows: 1) There will be a drop of one letter grade for each day a student is present and fails to turn in due assignments. 2) There will be a drop of one letter grade for each unexcused absence and the student fails to turn in due assignments.

Other Student Behavior and Privileges

The administration, faculty, and staff of King Academy desire to stress respect toward authority, fellow students, property and rights of others, as well as toward us. Everyone associated with King Academy is expected to be honest in his/her dealings. Honesty takes many forms. Someone that acts in honesty will not take something that belongs to others. **He/she will not cheat on a test, homework, projects, etc. either by taking or giving answers**. If a student is caught cheating he/she will be given Suspension and a grade of "0" on that assignment for the first offense. Second offense will be two (2) days suspension and a grade of "0" on the assignment. Third offense will involve a meeting with the student, parents, Headmaster, and Board representatives to determine the action taken and a "0" will be given on the assignment. This applies to those "giving" answers as well as those "taking" answers.

If each person will remember to treat others, as they would like to be treated, many of our discipline problems would be eliminated.

Lockers - Any abuse or misuse of lockers, either his/hers or another student's, may result in temporary or permanent loss of locker privileges.

Telephone - Office phones are for school business only. **The office secretary will make emergency calls for the student.** Students are allowed to use the office phones for legitimate reasons.

Cellular Phones, Smart Watches, and All Other Mobile Devices – Must be out of sight and turned off. Students may not use them on the school campus during normal operating school hours (8:10-2:50). If parents need to contact their child, they can call the school office.

Any action that is an abuse of privileges may result in a temporary or permanent loss of those privileges.

Any action that is a violation of local, state, or federal law will be referred to the appropriate law enforcement authority. The parents or guardians will be called and the administration will consider recommending expulsion.

If any of these items are seen or heard they will be confiscated on the spot.

1st Offense-Phone will be taken and not returned until a meeting is held with the Parent(s).

2nd Offense-Meeting with parent, one day In-School Suspension and deduction of one point from average in all classes.

3rd Offense-Meeting with parent, the device will be confiscated for the remainder of the year, two days In-School Suspension with deduction of one point from average in all classes.

PARKING & TRANSPORTATION

Students with valid driver's licenses are permitted to drive to school and park in the school parking area. Students that drive to school will not be required to register with the office to park in the school parking lot. They must have a valid driver's license however. If the office finds a student that does not have a driver's license is driving to school, the office will contact the parents of the student. If it happens a second time, the Highway Patrol will be informed.

Students must park in the area in front of the school starting in the spaces closest to the softball field. Students are not to park in the front of the school around the flag pole.

A speed limit of 10 MPH on the school grounds will be enforced. Speed bumps are located near the entrance and exit to help enforce the speed limit. Speed bumps are not to be avoided by driving around them.

Traffic will only travel one way before and after school. Cars will enter at the drive near the softball field and will exit at the drive near the kindergarten building. Athletes who drive to school will not exit the parking lot after school if the practice starts at 3:30 or before.

Once the student arrives on the school grounds he/she will not be allowed to leave until the end of their school day. Students are not allowed to remain in their vehicles once they arrive at school. They must report to the gym or their classroom.

Each student will be asked to complete a form stating how he or she travels to and from school. If there are any special arrangements that the school should be aware of (for example there may be some one that is not permitted to pick up your child) please make it known on this form.

Dress Code

This applies to all school functions.

The basic responsibility for the appearance of the students of King Academy rests with the parents and the students themselves. Clothing and appearance that disrupts the educational process by drawing attention to the wearer will not be allowed. For your information, the following guidelines must be followed:

Students are expected to exhibit neatness, modesty, and good taste in the way they dress.

Athletes will be required to dress appropriately when they are representing King Academy at an athletic contest.

Students must wear shoes. Girls must have their backs and midriffs covered. Blouses, shirts, and tops may not be worn tightly; this will be at the discretion of the Administration. No tank tops, low neck tops, strapless or thin strap tops will be allowed unless there is another shirt over the top.

No shirts with obscene language or advertisement of alcohol, tobacco, or illegal substances may be worn.

Clothing with holes in it will not be allowed at school.

Shorts must be touching the top of the kneecap. This is for boys and girls. Dresses and skirts must be knee length with no slits allowed in the skirts above the knees. When wearing leggings the top garment must be knee length.

If a student changes for P.E. they will change back into their normal clothes once the P.E. class is over.

Hair must be neat. Males are to have neat hairstyles with the length not over collar length. Acceptable length and neatness are at the discretion of the Administration. Students must be clean-shaven at school and all functions.

Males may not wear earrings at King Academy or at any school function in which King Academy is involved.

Body piercing will not be allowed for males or females. If a student has a body piercing, they will not be allowed to wear jewelry in the piercing at school or at any school function. The only exception to this rule is females with pierced ears.

Students should not have tattoos. If a student has a tattoo it should be covered at school and school events in such a way that it is not visible.

Any questions about the dress code need to be brought in ADVANCE to the Administration.

Any student found in violation of the dress code will be asked to change into something different at school. If a student has to leave school or miss a class or classes to change, he or she will receive an unexcused absence for the classes missed.

Outside Visitors

Visits from outside students, other than those on some school business, will not be allowed. The principal must escort any student or outside parent visitors on any pre-arranged school visits.

Any parents or alumni are welcome to visit but are requested to sign in upon arrival.

All visitors need to report to the office upon arriving at the school.

Any unauthorized visitors should be reported to the office and the principal will take appropriate action to remove these visitors from the grounds or other school property.

Cafeteria

Students must eat lunch in the cafeteria. This applies to students that bring their lunch from home as well as those that buy their lunch at school.

Grades K through 5 go to lunch by class and eat together, with their teacher, as a class. They will finish before the middle school comes to lunch.

Grades 6 through 8 will go to the cafeteria at 11:50. At the 12:20 bell they will go to fifth period.

Grades 9 through 12 will go to the cafeteria at the 12:40 bell. At the 1:10 bell all students will report to their sixth period classes.

The noise level in the cafeteria should be at a minimum. Students should deposit all trash in the garbage containers.

Tardy and Absent to Class & School

Policy Statement

A. *Tardy to School*

1. Students that arrive after the 8:15 a.m. bell are considered tardy to school and must come by the office for a pass to be admitted to homeroom or to class. Teachers should not admit these students without a pass.
2. The first two (2) tardies per nine weeks will be a warning. After that, all tardies will be referred to the office. The headmaster or designee shall administer the following consequences:
   a. The third tardy per nine weeks shall result in a $20 fine.
   b. The fine shall increase by $10 for every tardy after the third (4^{th} = $30, 5^{th} = $40, etc).
3. The only exceptions to being tardy to school are doctor or dentist appointments. They must be verified with an excuse.

B. *Tardy to Class*

1. Any student that is not in his/her seat by the tardy bell for each class is considered tardy to class.
2. A student that is detained by a teacher in another class should be given a note from that teacher

and admitted to the class without any penalty.

3. Any student late to class without a pass must come by the office for an Admit to Class pass.
4. The first two tardies per nine weeks will be a warning. Tardies to class after the second tardy will be referred to the office. The headmaster or designee shall administer the following consequences:
   a. The third tardy per nine weeks shall result in a $20 fine.
   b. The fine shall increase by $10 for every tardy after the third (4^{th} = $30, 5^{th} = $40, etc).
5. Any student that is over five (5) minutes late should be sent to the office for a pass and a meeting with the headmaster.
6. Tardy to class is considered a classroom disruption.

Absences

Absences will be classified in one of three ways by the administration.

EXCUSED - These do not count against the state required days of attendance. Students may make up all work that they miss. Absences concerning death or illness do count against perfect attendance, but absences for school activities do not. Absences of two or more consecutive days with a doctor's excuse will be considered excused. Absences due to the death of an immediate family member will be excused. Absences for official school activities are excused.

ACCEPTABLE - This absence counts against the 20 days allowed by the state and the perfect attendance award. Make-up work will be allowed for this absence. A note signed and dated by the student's parents or guardian will be required to determine if the absence is acceptable.

UNEXCUSED - This absence counts against the 20 days allowed by the state and the perfect attendance award.

In-school suspensions and out of school suspensions are considered unexcused absences. Work will be made up for these absences, but there will be a penalty of 1 point deducted from the student's nine weeks average for each of these absences that he/she has.

If a note signed by the parent or guardian stating the reason of absence is not on file in the office, the absence will be considered unexcused. This absence will not allow for any make-up work and any tests missed will be given a grade of "0".

Excuse Procedures

The student must bring a note signed by his parent or guardian stating the date and reason of absence within two days of returning to school. This note will be taken to the office to obtain an Admit to Class pass. This should be done before homeroom.

The student will show the pass to each teacher in whose class he/she was absent and the teacher will initial it.

The student will give this pass to the last teacher that needs to sign it and that teacher will turn it into the office.

Teachers MUST keep accurate records of absences by date and type since course credit may determine make-up work.

King operates as a "closed campus". We realize that there are times when a student will need to leave school and return. When this is necessary, the student needs an excuse with the reason for dismissal stated. Students will not be excused from school to go to get a hamburger or something along those lines.

Any student that has an early release is to leave school at the time he/she finishes his/her classes or go to a study hall. No student is to be at the school without proper supervision.

School is dismissed at 2:50 each day unless otherwise announced. All students should leave the school campus by 3:10 unless they are involved in some extracurricular activity. The faculty and staff cannot be responsible for supervising students that are not involved in some school related activity.

EXTRACURRICULAR ACTIVITIES - Students that are absent from school on the day of an athletic event or other extracurricular event will not be allowed to participate in that event. This applies to participating in practice sessions as well. Missing more than half of the student's classes constitutes an absence from school. Being absent due to official school activities or other reasons with prior approval by the administration will not apply to this rule.

MAKE-UP WORK - For each day a student is absent he/she will have one day to make up a test. This assumes that the student was informed of the assigned test. If a student only misses one day, he/she should take the test on the day he/she returns to school. If he/she misses two days, the test could be taken on either the first or second day that he/she returns to school. Extended illnesses should be considered on an individual basis. Teachers also are asked to use their discretion when dealing with individual students, particularly when an illness may have kept the student from preparing for a test.

STUDENTS TRANSFERRING TO KING - When a student transfers to King from another school during the school year, his/her maximum number of absences will be calculated based on the number of school days left in the school year.

CUT DAYS - In the past some of our students have taken what they call a "cut day" at some time during the school year. These days are days that a number of students agree to stay out of school and are not sanctioned by King Academy. Most of these students bring acceptable notes from their parents but quite often the parents ask about these days later and realize that they are not official school holidays. Any days that the students are to be out of school will be listed on the school calendar or reported in information sent home to the parents. There are no senior cut days.

Passes

A student should not be out of class without a pass. The student should be ready to show his/her pass whenever a teacher or administrator asks for it. The following are reasons for passes: Illness; Guidance office (by prior appointment); Office (discipline related);

Emergency (teacher discretion)

Alcohol, Drugs, and Tobacco

Alcohol or any illegal drugs will not be allowed on the King Academy campus or at any school function. If any local, state, or federal law is involved, the appropriate authorities and a parent or guardian will be called.

Students will not be allowed to use or have in their possession tobacco in any form on campus or at any school related activity. Possession or use of any alcoholic beverage at school or a school function will result in a three (3) day suspension for the first offense. The second offense of this nature will result in expulsion from King Academy.

Possession or use of tobacco or tobacco products including electronic cigarettes or similar devices at school or a school function will result in a one (1) day suspension for the first offense and a three (3) day suspension for the second offense. The third offense of this nature will result in expulsion from King Academy.

Prescription drugs must be brought to school in the container in which they were purchased in order to insure proper use of the drug. Prescription and over the counter drugs must be turned into the school nurse.

School personnel will not dispense medication, including aspirin, without consent from parent or guardian. Possession or use of illegal drugs will result in suspension, pending a Board meeting.

Conferences

Contacting the office at 864-445-3232 or 803-532-6682 can make appointments for conferences with teachers or the principal or the assistant principal.

DISCIPLINARY PROCEDURES

Our philosophy is that King Academy is an institution dedicated to educating and developing the total person academically, emotionally, physically, and spiritually. One way to do that is to teach young people that every choice they make affects them and those around them. We believe that if we teach our students that the consequences of unacceptable behavior are always harmful to them and others, then we have helped them gain a tremendous advantage in life. This is our purpose in setting up the following guidelines.

Minor Classroom Misbehavior

The teachers at King Academy are encouraged to deal with these type problems with appropriate classroom management techniques. The teacher will inform the parents of any potential problems. Teachers will have documentation to substantiate their concerns.

Referral to the Administration

Teachers are encouraged to refer students to administration for the following reasons:

Any problem that occurs on a continual basis.

Any lack of respect shown to a teacher, staff member, other authority, or school property.

Dishonesty - cheating, lying, plagiarism, etc.

Cheating - to deceive by trickery; to mislead; to act dishonestly.

Lying - a false statement deliberately presented as being true.

Plagiarism – a form of cheating that has been defined as “the false assumption of authorship: taking the product of one person’s mind and presenting it as your own.”

Any situation that takes too much classroom time to correct or is considered more than a minor problem.

Teachers will complete a discipline notice to be sent to the office with the student. The form should be filled in completely except for the action taken.

Administrative Discipline Procedures

There are several levels of offenses ranging from minor offenses up to very serious infractions. The consequence will depend upon the level and the number of times the student has been referred to the administration.

The disciplinarian will use the following types of consequences for inappropriate behavior:

STUDENT CONFERENCE - The minimum first step for referrals to the administration is a conference with an administrator.

AFTER SCHOOL WORK DETAIL - Students may be given after school work detail. This will consist of 1 hour per day. Students in K3 through 5th grades may be sent home. The number of days and the length of time will be determined by the administration after looking at the seriousness of the offense.

SUSPENSION - The administration may feel that a student should not attend school for a designated period of time. This will be an unexcused absence. The work may be made up, but one (1) point per day will be deducted from the nine weeks average of each class that is missed. The suspension may be "out of school" or "in school".

PROBATION - Students may be placed on probation. The extent of the probation will vary depending upon the type and seriousness of the problem.

EXPULSION - This is a permanent dismissal from school. The principal and the board of King Academy must agree upon this action.

All referrals to the office will be reported to the student's parents.

A student that regularly gets in trouble may be brought before the Board for disciplinary action and possible expulsion from King Academy.

The head of school has the responsibility of determining the action to be taken in a specific case under the guidelines and direction of the Board.

EXPELLABLE OFFENSES

Students may be expelled from King Academy for the following offenses:

1. Possession, sale, distribution, or consumption of alcohol, any illegal drug, or unauthorized controlled substance at school or at any school-related function on or off the campus
2. Bullying, hazing, harassing, threatening, or intimidating behavior
3. Possession of any type of weapon
4. Willful destruction of property
5. Disrespect to faculty, staff, or administration
6. Use of tobacco products
7. Any violation committed while the student is on disciplinary probation
8. Repeated unexcused absences from school or an individual class
9. Acts against the best interest of King Academy

Together We Learn
Together We Serve

The mission of King Academy is to spiritually, academically, and athletically challenge students in a nurturing family environment.

Our goal is to prepare students for a lifelong commitment to intellectual achievement and Christian servanthood.