



THE KING'S ACADEMY

Dear TKA Parents:

Already, we are busy preparing to welcome your students back to TKA for a new school year. Thank you for partnering with us to attend to the details below in order to ensure a smooth Back-to-School experience for all.

PARENTS: ITEMS TO BE COMPLETED IN PORTAL BY MONDAY, AUGUST 8.

If you have not yet created an account for the Family Portal, please [review these instructions](#).

1. **Update Custodial Parent Contact Information (Emails/Phone Numbers).** It is critical for this information to be up-to-date at all times in case of an emergency. **Click on School-->Web Forms-->Family Demographic Form-->Parent Form & Directory Preferences.** Make updates to emails/phone numbers. **Select the SAVE button when finished.**
2. **Update Emergency Contact Information (Emails/Phone Numbers).** It is critical for this information to be up-to-date at all times in case of an emergency. **Click on School-->Web Forms-->Family Demographic Form-->Emergency Contact.** Make updates to emails/phone numbers. **Select the SAVE button when finished.**
3. **Review Student Medical Information & Update:** **Click on School -->Web Forms --> Family Demographic Form --> Student Medical Form for each student.** **Please DO NOT change your student's First Name, Middle Name, Last Name or Suffix.** If you would like to update your student's name, please email Registrar@tka.org with any changes.
 - **Physician and Insurance**
 - **Permission to Treat:** **Please select "yes" to indicate you understand TKA's Emergency Medical Treatment Policy** which is "If it is deemed necessary by the school authorities, and after all efforts to reach the parent or designated adult have failed, your son/daughter will be taken by ambulance at the parent's expense to the nearest emergency facility."
 - **Medications:** List each Medication with the dosage and time/frequency. In addition, if the student requires an EpiPen, insulin or insulin pump please indicate that here. Also, check "Yes" or "No" for "Able to self-administer."
 - **Medical Conditions:** Important to include life-threatening medical conditions and/or allergies.
 - **Allergies:** List all allergies, state the symptoms or reactions to be alerted to, and whether the allergy is life-threatening, requiring an EpiPen as prescribed.
 - **Select the SAVE button when finished.**
4. **Complete TKA Student Parent Handbook Agreement Form:** A parent must complete this form indicating both parent and student read the handbook linked below. **Click on School-->Web Forms-->Parent/Student Agreements.** There will be a **Handbook Agreement for each student.** Review the statement and click the radio button indicating "My student and I have read and agreed to all of the above terms and conditions." **Select the SAVE button when finished.**
5. **Complete Off-Campus Lunch Agreement Form:** In accordance with the relational ministry vision of The King's Academy, students may occasionally be invited to spend time off-campus with staff members (during lunch, before or after school, or during teacher-approved activities throughout the day). A parent needs to complete this form indicating whether or not their student has permission to spend time off-campus with staff members. **Click on School-->Web Forms-->Parent/Student Agreements.** There will be an **Off-Campus Lunch Agreement for each student.** Review the statement and select either "No Permission" or "Permission Granted" from the drop-down menu. **Select the SAVE button when finished.**
6. **Select a T-Shirt Size for each Student:** Each student will be given one free t-shirt for Spirit Week, which takes place in February. Please provide the adult t-shirt size for each student OR

ask your student to log in to their portal to provide the size. **Click on School--> Web Forms--> Student Information.** There will be a **Student T-Shirt Size for each student.** Select the t-shirt size from the drop-down menu. Note that these are adult shirt sizes. **Select the SAVE button when finished.**

7. **Complete Student Vehicle Registration:** This is necessary if you have one or more students who will drive themselves to school. **Click on School--> Web Forms--> Student Information.** There will be one **Student Vehicle Registration form per family.** Each form can record information for up to 4 vehicles. **Select the SAVE button when finished.** Please note that driving students will also be required to bring their driver's license and current proof of insurance to present to school administration in order to be issued their parking permit(s).

PARENTS: FORMS TO COMPLETE

- **Does Your Student Require Medication at School?**
 - If your student has any medication, including over-the-counter medications (Tylenol, Advil, Benadryl, Tums, etc), that he/she will need to take during school hours, a [Medication at School Authorization Form](#) is required for each medication.
 - In addition, if your student has an Epinephrine Auto-Injector or equivalent, a separate [Epipen at School Authorization Form](#) is required as well.
- **7th Grade Proof of Tdap Booster:** 7th grade students need proof of Tdap booster by August 16. [Details here.](#)
- **Mandatory Volunteer Requirements Form 2022:** This form must be completed by any parent who will volunteer or chaperone a TKA event on or off-campus or drive students (other than your own) for TKA activities. Please **complete the form before Tuesday, August 16** (First Day of School).

STUDENT/PARENT HANDBOOK

Before signing the agreement indicated above, students and parents should review the entire Student/Parent handbook to ensure all expectations are understood and met.

- [PDF version](#)
- [Flipbook version](#)

STUDENT SCHEDULES

- **Student schedules** will be accessible in the **Family Portal by the end of the day on Friday, August 5.**
- **Adjustments due to Grade in Class:** If your student received a failing grade last school year, or a grade below the minimum required to advance in a specific subject area, his or her class schedule for this coming year will have been adjusted over the summer.
- **Student ID:** Your student's ID is located on the top-left of the student schedule. (Returning students: Your ID is on your student ID card from last year.)

STUDENT SCHEDULE CHANGES

To ensure students are accurately issued the appropriate course materials, any critical adjustments to core courses (Bible, English, science, math, and history) must be completed during the week of **August 8-12.**

- **High School Students:** Please [complete this form](#) with your change request.
- **Junior High Students:** Please [complete this form](#) with your change request.

TEXTBOOK PICK-UP & IT ACCOUNT SET-UP: AUGUST 8-12

- **Review this schedule** to see the date/time each grade is assigned to come to campus in order to pick up textbooks and IT account information for new students.
 - **Students must have their schedule adjusted prior to picking up textbooks.**
 - Students must bring his/her finalized schedule to ensure they are issued the correct textbooks.
- **IT Account and Device Information:**
 - All new students must come to campus during textbook pick-up week to get their account information.
 - All returning students who have forgotten their passwords can meet with the IT Department in K-11 Lab during textbook pickup week.
 - Digital Certificate: Every new and returning student will need to install the new certificate on any device that will be used on campus in the 2022-23 school year. The certificate must be installed while off campus. [Details here.](#)

WELCOME AND PHOTO DAY: MONDAY, AUGUST 15 - [DETAILS HERE](#)

- **ALL NEW STUDENTS**, please join us at **Kellogg Stadium (drop off in front of school) at 9:30 a.m. for an orientation, tour, and free lunch.**
- **ALL 7th GRADE STUDENTS** have a special **orientation from 11:00-11:30 a.m. in the Theater.**
- **All RETURNING students**, please go to the Athletic Quad to check in for **photos between 11:00 a.m.-1:30 p.m.** Then, **enjoy a free lunch from 12:00-1:30 p.m.**
- **Photos: ALL students must have their photo taken for a TKA student I.D.** Families will receive information to register students in advance online and to either bring a camera TICKET on cell phone or print out the ticket. No money is collected in advance. Parents will be able to see the school photo before choosing to order.
 - Students, please adhere to [TKA's dress expectations linked here](#); otherwise, you will have to return another day for a makeup photo.

RESOURCES FOUND ON TKA WEBSITE

- **Most Back-to-School resources and forms can be found on TKA's website tka.org-->** Quicklinks --> **[Forms & Handouts](#)**, such as supply lists for all grades, summer reading challenge and summer assignments (some honor & AP classes), the 2022-2023 rotating schedule, a campus map, carpool sign-up form, homework club information, athletic forms, and more! Other helpful information is located on the **[Parent & Student Resources](#)** webpage which you can access under "Resource Documents" in the Family Portal. ***Please bookmark these pages for future reference.***

MEAL PLAN & LOCKERS

- **Meal Plan:** Your student may sign up to participate in the TKA meal plan—simply bring cash or a check payable to **The King's Academy** in any amount (we suggest \$50-\$80), and your student may pre-load his/her account through the Knight's Café. Account credit may also be purchased at MySchoolBucks.com **any time after August 1.** *New families can sign up for a new account by selecting "The King's Academy" under the "Select District" field. Please have your student ID number ready which is found on the top-left of the student schedule.*
- **Lockers:** **Locker assignments are on the student schedules on the top-left.** Students are responsible for **bringing their own combination lock.** (Note: shackle diameter should not exceed 7 mm and the shackle length should not exceed 19 mm such as [Master Lock 1530DCM](#).) A good idea is to keep the combination on file at home. TKA is not liable for property loss or damage. The **only tape authorized for use on or in lockers is blue painter's tape, supplied by the student.** Please report any locker problems to the SAO.

SPECIAL EVENTS

August 16, Tuesday: First Day of School, 8:00 a.m.-2:50 p.m.

Since this day imposes a change of routine for many people, please plan to drop off students on campus

earlier than normal (***we suggest no later than 7:45 a.m.***) to acclimate to new traffic patterns and allow adequate time for students to prepare for their new routine.

August 17, Wednesday: [New Parent Orientation](#), 6:00 p.m. Dinner in Quad; 7:00-8:15 p.m. Program
[New parents, please RSVP for dinner here](#) by Wednesday, August 10.

At New Parent Orientation (*parents only*), our goal is to make your family's transition to a new school, and The King's Academy community, as smooth as possible by helping you meet the staff and other parents, and giving you an idea about what to expect in the weeks ahead.

August 16, 18, 19: [Parent Coffee Socials](#), 8:00-9:00 a.m., W Building
Tuesday – Grade 6; Thursday – Grades 7 and 8; Friday – Grades 9-12

New and returning parents, please join us to get your questions answered about academics, athletics, the arts, spiritual life, parent volunteering, and more.

August 30, Tuesday: [Parent Back-to-School Knight](#), 6:15-8:20 p.m., Main Quad

Meet your student's teachers, connect with other TKA parents, and experience the journey your students follow every day on campus.

May you enjoy your last three weeks of summer!

"This is the day that the Lord has made; let us rejoice and be glad in it." Psalm 118:24

In His Service,

Kriss Hayward
Director of Marketing & Communications

RESOURCES

Please note up-to-date information can always be found on our website at www.tka.org. The Main Office will be open this summer from 9:00 a.m. – 3:00 p.m. Please feel free to call if you have any further questions.

Academics

- [Schedule Adjustments & Textbook Pick-up Timetable](#)
- [Academic Support Letter](#)
- [Jr. High Homework Club](#)
- [Daily Rotating Schedule](#)
- [School Minimum Device Requirements](#)
- [Campus Map](#)

Summer Reading & Assignments

- [Summer Reading Challenge & AP/Honor Assignment](#)

Calendar

- [Year-at-a-Glance 2022-2023](#)

Student Dress Expectations

- [Dress Expectations](#)

Supply Lists

- [6th Grade Supply List](#)
- [7th Grade Supply List](#)
- [8th Grade Supply List](#)
- [High School Supply List](#)

Parent Information

- [Carpool Sign-Up Form](#)
- [Quick Reference: Staff Phone & Email List](#)
- [Parent Volunteer Opportunities 2022-23](#)
- [Shop to Earn for TKA](#)
- [Senior Year-at-a-Glance & Expenses](#)

Athletics

- [Online Sports Sign-Up Dates](#)
- [Online Sports Sign-Up Info & Forms](#)

FALL SEMESTER KEY DATES

- July 1: **First Tuition Payment Due** for 2022-2023
- July 18-30 - **High School Fall Sports Sign Up**
- July 25-Aug. 3 - **Junior High Fall Sports Sign Up**
- August 8: **Back-to-School Forms Due**
- August 8-9 11-12: **Schedule Adjustment Period and Textbook Pick-up**
- August 10 - **TKA OFFICES CLOSED** for All Staff Retreat
- August 15: **New Student Orientation, Welcome & Photo Day**
- August 16: **First Day of School**, 8:00 a.m. – 2:50 p.m.
- August 16, 18, 19: **Parent Coffee Socials** (*6th Grade: Aug. 16; 7th/8th Grade: Aug. 18; 9th-12th Grades: Aug. 19*)
- August 17: **New Parent Orientation**, 7:00 p.m.; Dinner 6:00 p.m.
- August 24-26: **7th & 8th Fall Grade Retreat**
- August 26-28: **12th Grade Fall Retreat**
- August 30: **Parent Back to School Knight**, 6th–12th Grades, 6:15-8:20 p.m. (*parents only*)
- September 5: **SCHOOL CLOSED** - Labor Day
- September 8: **Senior Parent College Night**, 7:00 p.m.
- September 21: **8th Grade East Coast Trip Meeting**, 7:00 p.m.
- September 21-23: **10th & 11th Grade Fall Retreats**
- September 21-24: **9th Grade Fall Retreat**
- September 28: **School Photo Retake Day**
- September 29: **Financial Aid for College Presentation**, 7:00 p.m.
- October 1: **Knights Annual Fundraiser** (*parents only*), 5:00-9:00 p.m.
- October 10: **SCHOOL CLOSED** – Mid-Semester Break
- October 12: **PSAT Testing for Grades 8-11; SAT Testing Grade 12** (*optional*)
- October 13: **10th Grade Parent College Night**, 7:00 p.m.
- October 15: **TKA Open House #1** (*Prospective Families*)
- October 21: **All School Family Carnival**
- November 4: **TKA Homecoming**
- November 17: **11th Grade Parent College Night**
- November 21-25: **SCHOOL CLOSED** – Thanksgiving Break
- December 3: **TKA Open House #2** (*Prospective Families*)
- December 16-January 3: **SCHOOL CLOSED** – Christmas Break
- January 4: **School Resumes**, 2nd Semester

Please note up-to-date information can always be found on our website at www.tka.org. The Main Office will be open this summer from 9:00 a.m. – 3:00 p.m. Please feel free to call if you have any further questions: 408.481.9900.

