



Policies at KEYS

Partnering together to instruct and encourage

KEYS is a partnership among teachers, staff, parents and students. Each course is an independent study program, in which parents supervise the students' education, guided and facilitated by the teacher. **Parents are responsible for their students' integrity, behavior, industry, and timeliness.** The teacher directs the content and pace of the course and sets the academic standards and deadlines. The teacher also delivers instruction/tutoring to cover selected material and provides meaningful feedback and evaluation to the parents regarding the students' performance. The KEYS Leadership Team supervises this partnership to ensure it remains God honoring, service oriented and effective.

The faculty and staff uphold the purpose, mission and statement of faith and will operate from this basis. Again, while we do not *require* the students to agree with this standard, we do expect them to operate within this framework while a part of KEYS.

The KEYS faculty and staff are committed to fostering an atmosphere of learning that is grace-filled, promotes self-control and responsibility, and is sensitive to the background and practices of others. In order to achieve this, those participating in the KEYS program are expected to adhere to the policies put into place by the KEYS leadership. The policies at KEYS have been prayerfully adopted and are not meant to be burdensome. These have been put into place to help ensure the safety and success of those associated with KEYS.

Attendance at KEYS is a privilege. Families who are not willing to meet with the KEYS leadership when asked to do so or to follow KEYS policies can be dropped from the program at any time.

1. ~ The KEYS MAILING LIST is for personal use only. We desire to protect the privacy of the KEYS families. Therefore, **no person shall use any KEYS mailing list (e-mail, home addresses, or phone numbers) for any activity or announcements not authorized by the KEYS Leadership Team or Board.**

2. ~ Knowledge is Power ~ Get the NEWS ~ Parents must be willing to **read the weekly memo** either on e-mail or by picking up a hard copy at the welcome table in foyer.

3. ~ KEYS EMERGENCY CLOSINGS ~ In the event of inclement weather, KEYS will follow Virginia Beach Public **or** Chesapeake Public Schools delays and closures.

4. ~ Illness ~ While it is important that students attend every class, for the protection of others and their own personal wellness, children should only be in class when they can fully participate in their educational program. Therefore, if a child:

A) has a **fever** over 100 degrees, parents must keep the child home until the temperature has returned to normal (98.6) for **24 hours** without the aid of medication.

B) has a persistent cough, excessive discharge from the nose or eyes, a sore throat, an earache, a severe headache and/or general malaise or fever, the child should stay home until the condition subsides.

C) is vomiting or has diarrhea, parents must keep the child home for **24 hours** after the condition ends.

D) exhibits signs of any infectious disease, the child must be kept at home until he or she is no longer contagious.

Parents please advise your students as to the proper amount of **sleep** (10+ hours) they should be getting to function well throughout the day. Make sure that students take and/or have any needed medications with them to insure adequate academic performance and continued healing for their physical and/or mental conditions.

Parents must be responsible to update the KEYS office as new medical conditions arise.

5. ~ CCC Property ~ KEYS has been assigned specific space within the church building. KEYS families and students are to use only the areas designated for our use at Community Church of Chesapeake.

~ It is expected that all students and families will respect each others' belongings and the church facilities. Everyone is to clean-up after himself. Parents are responsible for any damage incurred by their student and must make necessary replacement/repair.

6. ~ Insurance ~ KEYS holds a policy with SAVAGE & MCPHERSON INSURANCE AGENCY, which is **ONLY** a supplemental liability insurance that covers each registered participant for September – September of academic year while he or she is: a) supervising or participating in homeschool activities:

1) sponsored by the Policyholder; and 2) on the premises designated and supervised by the Policyholder; or 3) traveling directly to or from ministry events as a group.

7. ~ Food ~ Lunch ~ Snacks ~ Food is only allowed in designated areas and not in the halls or classrooms. No glass containers please. While there may be a snack cart, with healthy snacks and water available for purchase, lunch is the responsibility of each student. (Pack a lunch!) Students may not order pizza for delivery at the church. We will auction all valuable items left at the end of the month. All small items such as food containers may be discarded. Label your Tupperware and “stay cold” lunch boxes/bags and drink bottles.

8. ~ Outside parking lot & playground safety ~ For the security and safety of our children, young children are not allowed outside without a parent or assigned adult guardian. The wooded area behind the church is out of bounds due to diverse reptilian wildlife, poisonous plants, and ticks. Please drive slowly in the parking lot. **Students are not to “hang-out” in the parking area - gathering in or around vehicles.**

9. ~ Self-governance Under Parental Authority ~ If a student is not under the direct supervision of his/her parents he/she will be subject to the authority and direction of designated KEYS personnel. Being enrolled at KEYS means students, while at KEYS, “willingly submit” to the principles enabling us to discipline their actions with the Word of God. We will hold them accountable for ungodly behavior to the end that they would change that behavior and bear good fruit. The students are to be in class or approved areas at all times. Parents, NOT KEYS STAFF OR FACULTY, are responsible for their children’s whereabouts at all times.

~ **SUBMISSION TO AUTHORITY** ~ A spirit of unity, cooperation and love prevails when a student accepts personal responsibility for his/her actions, respects and willingly submits to the authority at KEYS, and commits to pray for and with those in leadership. With the endorsement of his/her parent(s), we will ask students to make a public proclamation, having a good name with intentions of keeping faith by word and deed while enrolled with KEYS.

10. ~ Public Displays of Affection ~ While we are a close Christian Community and desire to express our love in Christ to one another we feel it is inappropriate, in this setting, for young men and women to be touching. More formal and respectful welcomes and good-byes are acceptable (handshakes) but no hugging, etc.

11. ~ Modesty in Clothing ~ Apparel ~ All clothing should be **modest and spiritually edifying**. Students are expected to wear clothing that

- ~ **covers the shoulders** (no spaghetti strap shirts),
- ~ **covers the chest area** (no low cut blouses), that
- ~ **covers the belly** (no crop top shirts), that
- ~ **covers the bottom** (no “sagging” pants so that underwear is visible)
- ~ **covers the thigh** (shorts and skirts must be knee-length or no more than three inches above the knee)
- ~ **cover the feet** (footwear needs to be worn at all times)

If students come inappropriately dressed they will be given alternate clothing or be sent home to change.

Clarification: We acknowledge the right for every individual and family to have their own rules and standards within the freedoms and limits of the Bible. However, one of the primary principles of the Bible is that we honor one another above ourselves. We are also to look out for “weaker” brothers (and we are weaker in some area or another!) These principles require us to voluntarily limit our freedoms at certain times, for the sake of building group unity and cohesiveness, to keep a team focused on its mission purpose rather than getting distracted by internal problems. Therefore, while we respect your personal and family freedoms and rules, and we don’t intend to regulate your personal morality, there are certain standards you agreed to when you signed up to be apart of KEYS.

MODESTY: Modesty standards vary, even among conservative Christians. To honor one another in diversity, we apply a conservative group standard, to reduce the likelihood of anyone being tempted or feeling awkward. Our general approach will be for guys and girls to remain covered from shortly above the knee to at least above the chest (by which we mean no visible cleavage).

Stay in the Light: We expect all students to have the integrity and courage to live “in the light” not hide things or be deceptive. The idea that something is acceptable “as long as the leadership doesn’t find out” is unacceptable.

12. ~Performance attire ~ Our performance attire, unless otherwise designated, will be:

Young Ladies: **black** blouse, tea length or longer black skirt with dress shoes

Young Men: **black** dress shirt, black bow tie, black dress pants and shoes

13. ~Lost & Found ~ Due to limited storage space, lost and found items will not be kept indefinitely. We will auction found items on the last Thursday of each month at lunch time. Please **label** all personal property if you would like to be notified when/if found.

14. ~ Toys and Weapons ~ No weapons of any kind or anything that looks like a weapon (water or paintball guns, e.g.) are allowed at KEYS. Toys such as footballs or soccer balls should be labeled with owner’s name and played with outside during appropriate times when not in class.

15. ~ CELL PHONE & electronic device policy ~ Students may **NOT** carry **cell phones** with them while at KEYS. They must be taken to the office for the time that the student is on the premises. Students may call parents from the office when needed. If students are caught with a cell phone while on campus, **their phone will be immediately confiscated only retrievable by the student’s parent.** If calls come in during class, the teacher will confiscate the phone. If a student is expecting an urgent call, he/she may have the office staff hold their phone for them and/or take messages. As cell phone conversations tend to be rude in the interruption of social skills, timeliness, KEYS is a ¹⁰⁰ cell phone area designated for learning, studying and face to face fellowship and discourse.

Personal computers for academic use are permitted in the Learning Loft and for classroom use only. Please leave computer games all other electronic devices (MP3 players, I-pods, etc.) at home. First violation will result in confiscation of the device until the end of the day. Subsequent violations will result in confiscation and parental notification to retrieve the device.

16. ~ Study Halls ~ A quiet study hall will be offered in which there is to be no talking. A fellowship area will also be set up, offering a “not so quiet” study area. Parents are encouraged to sit in either room and help supervise while waiting for their students to complete their classes.

17. ~ Visitors’ policy ~ Those with expressed interest in finding out more about KEYS are to sign in at the office where they will be issued a visitor’s pass and sign a statement declaring the following:

I understand that I am to conduct myself in adherence to the policies and guidelines of KEYS. I am accountable to KEYS administration and faculty. I will wear the Visitor’s Pass visible at all times. If asked to leave I will do so in a congenial manner. I understand and accept that I am not covered by the KEYS insurance during this visit.

ALL VISITORS MUST ABIDE BY THE KEYS DRESS CODES!

Out of town guests may obtain a pass for a longer stay if approved by the host parent, appropriate teachers and a Leadership Team representative.

18. ~ Student Drivers ~ KEYS requires that all student drivers submit a list of those approved to ride with them and a copy of their driver’s license and automobile tag information. All non-related passengers must have written permission from their parents. Student Driver Form may be found on the website under Forms and Documents.

19 ~Leaving Campus ~ Students are never allowed to walk off campus without an adult. Doing so will result in an immediate one week suspension from KEYS. Administrative approval is necessary before returning to class. Our goal is to keep everyone safe.

20. ~ Convocation ~ One of the distinctives of KEYS is our **Convocation**. Here we gather at least once a month as an extended family to share in education, fellowship and worship. We will meet for lunch on the **second Thursday** of each month and strongly desire every member of the KEYS family to join us. We are blessed when we are together; this solidifies and perpetuates our ministry ties to one another and builds us up. Students who are on the premises at the time of Convocation are required to attend.

21. ~ Graduation Requirement ~ KEYS exists to mentor students in Christian worldview through fine arts and academics. Because of this commitment, the following requirement has been directed by the KEYS board to take effect beginning September 2009:

Any student who desires to participate in the KEYS graduation ceremony or receive a KEYS diploma beginning with class of 2010, must successfully

complete the Christian Worldview course offered at KEYS or a KEYS Board approved alternative.

Please notice that the Worldview Analysis course is offered during two different time blocks to make scheduling easier. If you have any questions or would like to discuss acceptable alternatives, please contact Kathy Totheroh.