



POLICIES AT KEYS

KEYS exists to partner with homeschooling families to impact the world for eternity with the biblical worldview through excellence in arts and academics.

As we continually seek to improve our ministry and communication with families, these policies may be updated and revised at any time.

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I. INTRODUCTION

KEYS is an educational, religious, and charitable organization that serves homeschool families. KEYS is not a child day program. Parents or guardians are responsible for the supervision, protection, and well-being of a child under the age of 13. The faculty and staff at KEYS are committed to cultivating a learning environment that reflects biblical principles through grace, self-governance, fosters responsibility, and respects the backgrounds and practices of others within the bounds of Scripture. All participants in the KEYS program must adhere to policies established by the KEYS Leadership Team.

The KEYS Policies have been prayerfully developed not to burden but to ensure the spiritual, emotional, physical, and academic well-being of everyone involved. These Policies help the KEYS community maintain a strong Christian witness in words and actions. The Bible serves as KEYS' sole authority for faith and conduct. The KEYS Leadership Team, under the Board of Directors' oversight, interprets and applies Scripture to all matters of faith, practice, and disputes.

General Responsibilities

Faculty and Staff: Teachers, staff, and administrators at KEYS uphold the Purpose, Mission, and Statement of Faith, which are publicly available at keysofva.org. Teachers lead courses as independent studies, set academic expectations and deadlines, and provide instruction, feedback, and evaluations. The KEYS Leadership Team oversees this partnership to ensure it remains God-honoring and effective.

Parents: Parents agree to this framework upon enrolling their students. In addition to supervising their child(ren) under the age of 13, they oversee their students' education, communicate with teachers, and uphold KEYS policies. Parents also assume responsibility for their child's behavior, productivity, timeliness, and academic progress. They must comply with all applicable homeschooling laws in Virginia and their local jurisdiction. KEYS does not maintain or provide transcripts; parents are encouraged to retain course descriptions, teacher biographies, and progress reports.

Students: Students must willingly seek biblical mentorship, comply with KEYS Policies, and sign the Student Covenant. They are expected to attend classes faithfully, complete assignments on time, maintain a positive attitude, and practice self-governance—choosing obedience to policies, applying biblical principles, exercising common sense, and submitting to KEYS authority. Students should strive to reflect Christ in all actions and speech, following Colossians 3:12-17, Hebrews 10:24, Luke 6:45, Psalm 19:14, Psalm 101:3, Ephesians 4:29, and 2 Timothy 2:16.

KEYS respects individual creative expression when it aligns with modesty, respect, and biblical standards. However, the Leadership Team reserves sole discretion to address any student expression that causes distraction, confusion, or harm, even if specific Policies do not cover the situation.

Note: Enrollment at KEYS is a privilege. Admission may be denied or revoked at the sole discretion of the Leadership Team. Families must remain in good behavioral, academic, and financial standing to continue participation.

II. PARENTAL SUPERVISION AND KEYS AUTHORITY

Students under 13 years old must remain under the supervision of a parent or guardian on campus. All parents are responsible for their children's conduct, regardless of age. While KEYS staff are available to assist all students, they are not responsible for supervising them, and KEYS does not track student arrivals or departures.

All students must either attend class or remain in KEYS-approved areas. They must spend more time in class than in free time on campus and willingly submit to the authority of KEYS faculty and staff. All students must sign the Student Covenant at registration.

III. ACADEMIC EXCELLENCE

Students must arrive prepared, punctual, and ready to participate in all scheduled classes unless alternative arrangements have been made with the teacher.

Students must maintain acceptable academic progress, defined as earning an A or B, or a C if working to their ability as assessed by the course teacher. Failure to maintain this standard results in Academic Probation. Students have one grading period to improve. Continued probation may lead to removal from a class or the KEYS program, with forfeiture of the Good Faith payment and the current month's tuition.

We recommend that students not enroll in more than four academic classes to prevent overload. Students experiencing difficulty should contact their teacher promptly.

Academic Honesty: KEYS maintains a zero-tolerance policy for cheating, plagiarism, and academic dishonesty, including the unauthorized use of artificial intelligence. Students must cite all sources when in doubt.

Students with Disabilities: Families must consult with the KEYS Leadership Team before enrolling students with physical, emotional, or learning disabilities. KEYS operates as a homeschool hybrid program, not a school, and teachers do not have specialized training to meet all special needs. Accommodations will be considered on a case-by-case basis.

IV. MINISTRY SERVICE

Parent Ministry: At least one parent per family must commit time to ministry service each year. Parents unable to serve must pay an opt-out fee (see the Financial Summary under Forms and Documents). If a family withdraws before fulfilling their ministry requirement, they must pay the opt-out fee.

Student Ministry: Encouraging students to serve others is a foundational part of the KEYS vision. Students in fine arts classes must participate in outreach and performances. All students (grades six and above) not enrolled in the Ministry Outreach Spring Trip (MOST) ensembles must fulfill additional ministry service requirements. Ministry service is mandatory.

MOST (Ministry Outreach Spring Trip): Students in designated ensembles (A cappella choir, Concert Choir, Chamber Strings, Concert Band with instructor approval, Advanced Percussion, Praise Team, ASL IV, and Tech Team) must participate in the MOST unless they are not yet in the 8th grade or younger than 13 at the time of the trip. The MOST alternates between a day-long trip in odd years and a three-day weekend trip in even years. Students must be in good standing financially and behaviorally and not on academic probation to participate.

V. FINANCIAL RESPONSIBILITY

Registration Fee: An annual, non-refundable, and non-transferable registration fee applies to each student.

Tuition: Tuition payments are due on the first of each month, with a seven-day grace period. Payments received after 5:00 PM on the 7th incur a \$5 late fee per class. If tuition falls more than one month behind, the student will not be allowed to attend class. A 3% processing fee applies to each payment, starting with the Good Faith Payment (GFP).

Good Faith Payment (GFP): Families must pay one month's tuition as the GFP upon selecting a new class. This payment applies to May tuition if the account remains current and the student qualifies academically and behaviorally.

Adding a Class: Parents may add classes online during the summer. After classes begin, additions require teacher approval and completion of an Add Form, with payment submitted to the KEYS office.

Dropping a class: Parents cannot drop classes online. All drops forfeit the GFP. Deadlines apply:

- **Summer:** Email drop requests to administration@keysofva.org. Drop fees begin on the second Tuesday in June.
- **August:** Drops before the second Tuesday avoid September tuition charges.
- **September-April:** The drop date is the day the KEYS office receives the completed form, including the teacher's signature and drop fee. Full tuition is still due for that month.

Withdrawing from KEYS: Families must complete a Withdrawal Form. Withdrawals result in forfeiture of the GFP, payment of the current month's tuition, and a \$20 withdrawal fee per student. Parents who have not completed their Ministry Service must also pay the opt-out fee.

Supply Fees and Textbooks: The supply fee covers classroom expenses for instruction and labs. Families must pay this one-time fee at registration, which is transferable until August, but it remains nonrefundable. Additionally, parents are responsible for purchasing the required textbooks and individual supplies for each class their student is enrolled in.

VI. INFORMATION AND EXPECTATIONS

Absences: Parents must inform both the KEYS Office and teachers. Students must turn in missed assignments promptly.

Canvas: Canvas is KEYS's primary platform for classroom communication between teachers, students, and parents. For the protection of students and teachers, teachers and students must include parents in all Canvas communications. Parents must check Canvas regularly to monitor assignment completion and academic progress.

KEYS is not a school and does not retain student records in Canvas after students withdraw or graduate. Separately, KEYS has a limited number of Canvas accounts and therefore removes students who withdraw for any reason or graduate. Parents are responsible for saving any Canvas work, including grades, they want to retain before the course ends or access is removed.

Cell Phones and Electronic Devices: Students may NOT use their cell phones while on the KEYS premises (building, parking lot, and grounds) from 8:00 – 5:30 on KEYS class days and other times as directed. Students may not carry cell phones on their persons. Cell phones must be powered off and out of sight. Parents may reach students at any time through the KEYS office. Students may reach parents by reporting to the office either using the KEYS office phone or their personal cell phone with permission from the office.

Other electronic devices, such as smartwatches and tablets, are prohibited unless approved for academic purposes. Cameras are prohibited unless the student is on the yearbook team. A student may only use a computer under the direct supervision of a parent.

Centerpoint Community Church Property: Students and families may only use designated KEYS areas. Students must be good stewards of the facilities by respecting property and cleaning up after themselves. Damage caused by students must be repaired or replaced by parents. Students may enjoy approved outdoor areas, but are not allowed behind the building or in the wooded area behind the playground equipment. Loitering in the parking lot is not permitted.

Child Abuse and Reporting: Child abuse in any form—sexual, physical, emotional, or neglect—by employees, volunteers, parents, students, or any other member of the KEYS community will not be tolerated. Under current law, all KEYS employees are mandatory reporters. A single act of sexual abuse by an employee or adult volunteer will result in permanent termination of employment or volunteer service with KEYS. A single act of physical abuse, emotional abuse, or neglect by an employee or adult volunteer will result in appropriate administrative action, up to and including termination of employment or volunteer service with KEYS. A single act of abuse (sexual, physical, emotional, or neglect) by a KEYS student will result in appropriate administrative action at KEYS' discretion. This action could include suspension, required counseling or other professional care for the student and/or family, or expulsion of a student and /or the family from KEYS.

Convocation: Convocation occurs monthly on the second Thursday from 11:50 AM to 12:25 PM to share in fellowship, worship, and teaching. Attendance is required for students on campus during this time.

Dress Code: Students must be in dress code and wear shoes at all times on KEYS property and at any KEYS-sponsored event. Students out of dress code will be given an alternative, if available, or sent home to change. Everyday styles such as jeans, shorts, skirts, T-shirts, sweatshirts, and hoodies are acceptable with these exceptions:

- No holes or rips above the knee.
- No yoga pants or leggings unless worn under KEYS-approved skirts or shorts.
- No pajamas.

Modesty: Clothing must cover from just above the knee to above the chest.

- No tank tops, sleeveless tops, or spaghetti straps.

- No political statements on clothing.
- No words, pictures, or drawings on clothing that are mean-spirited or vulgar
- No low-cut tops, visible bra straps, or cleavage.
- No crop tops.
- No side slits exceeding three inches above the knee.
- No sagging pants or shorts.
- Shorts and skirts must not be more than three inches above the knee.

Biological Sex Standards: Students must dress according to their biological sex at birth. Clothing should clearly reflect the student's biological sex based on traditional styles. Dressing to disguise or confuse biological sex is prohibited. The KEYS Leadership Team will make final determinations on compliance.

Drug Use: Possession, use, or distribution of drugs, alcohol, tobacco, inhalants, or related paraphernalia is strictly forbidden and will result in severe disciplinary action.

Food and Beverages: Only water is allowed throughout the building. Food and drinks must stay in designated areas. Students may not order food for delivery.

Graduation Ceremony: To participate, students must be enrolled at KEYS and take at least one class during their senior year. They must successfully complete the KEYS High School Worldviews Analysis course in their junior or senior year.

Inclement Weather: KEYS follows delays and closures of Virginia Beach or Chesapeake Public Schools, whichever is more conservative. KEYS will operate on the Delayed Class Schedule when necessary.

Illness: Students must stay home if they have a fever over 100°F, a persistent cough, severe cold symptoms, vomiting, or diarrhea until symptoms have ceased for at least 24 hours without the aid of fever-reducing medication. See Absences.

Insurance: KEYS maintains supplemental liability insurance covering registered participants during KEYS activities.

KEYED UP (Orientation): All families must attend the family orientation held on the first Tuesday after Labor Day.

Leaving Campus: Students may not walk on or off campus without an adult. Violations result in a one-week suspension. KEYS does not monitor student drivers or departures from the parking lot.

Lost and Found: Lost items will be held temporarily and then donated if unclaimed. Parents should label all personal property.

Medication: KEYS does not dispense medications. Parents must arrange storage of essential medications for life-threatening conditions. Students who request over-the-counter medications must obtain parental consent before KEYS staff will provide them to the student. Parents or emergency contacts will be called for any medical or emotional need deemed necessary.

Monday Memo: KEYS distributes important information and updates weekly via email and Canvas. Parents are responsible for staying informed of events and deadlines through the memo.

Parking Lot and Playground Safety: Parents must supervise children under age 13 outdoors. Students may not gather around or in vehicles, or use bikes, skateboards, or similar equipment on KEYS property. Drivers must exercise caution and drive slowly on campus. Pets must remain in vehicles.

Performance Attire: Students must wear the specified black attire for performances as follows, or otherwise according to the director:

- Young Ladies: black blouse, tea-length or longer black skirt, or black dress pants with black dress shoes
- Young Men: black dress shirt, black bow tie, black dress pants, black socks, and black dress shoes

Pornography/Sexting: Possession, distribution, or sharing of pornography or sexting materials results in immediate suspension or dismissal. Unsolicited receipt of inappropriate materials must be reported promptly.

Public Displays of Affection: Students of the opposite sex must avoid physical contact. Handshakes are acceptable. Members of the opposite sex must remain in groups of three or more.

Sexuality: KEYS affirms the biblical teaching that God created two biological sexes: male and female (Genesis 1:26-28). Biological sex is immutable. Marriage is a covenant between one biological man and one biological woman (Genesis 2:18-25; Matthew 19:3-9). Sexual activity belongs solely within this union.

KEYS does not permit lifestyles inconsistent with biblical teaching, including but not limited to LGBTQ+ identities and practices. All sexual sin, including lust, fornication, and adultery, is offensive to God. Students embracing LGBTQ+ lifestyles through their social media, speech, appearance, or behavior face suspension or dismissal.

While KEYS recognizes that temptation itself is not sin, students must not affirm or practice sinful behavior. The Leadership Team will address any concerns with compassion and discretion while prioritizing biblical standards and the well-being of the student body (Romans 1:18-32; 1 Corinthians 5-7; Ephesians 5:3-12).

Social Media: Students must avoid posting threats, bullying, or inappropriate content. KEYS reserves the right to review social media posts related to potential policy violations.

Special Needs or Disabilities: Parents should contact KEYS before enrolling students with disabilities. KEYS' academic structure may not suit all students requiring special accommodations.

Speech: Students must use language that honors God. Profanity, vulgarity, obscenity, and coarse joking are prohibited, as are inappropriate printed images or messages (Ephesians 4:29; 5:4; Colossians 3:8; James 3:1-12).

Study Hall: A quiet study hall is available to students to use throughout the day.

Visitor Policy: KEYS is a closed campus. Only enrolled students in good standing and their family members may access KEYS property. Sibling family members must be accompanied by their parents or a responsible adult while on campus. Visitors must have prior approval. Guests are welcome at fine arts performances and productions.

Weapons: Students may not possess weapons of any kind, including realistic facsimiles. Violations result in at least a one-week suspension. Per the Centerpoint Community Church agreement 6.2.26: *No person is authorized or permitted to carry a firearm, whether concealed or openly carried, on the premises (all church-owned buildings and grounds).*

VII. RELEASE OF LIABILITY

By enrolling at KEYS, families release KEYS, Centerpoint Community Church, and all associated personnel from liability for injuries or property damage occurring during KEYS activities. Families assume full responsibility for their children's conduct and any resulting damages.