



POLICIES AT KEYS

(Partnering Together to Instruct and Encourage)

revised 8/9/19

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

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I. INTRODUCTION

KEYS is a partnership among teachers, staff, parents and students. Each course is an independent study program, in which parents supervise their student's education, guided and facilitated by the teacher. 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. **Ultimately, parents are responsible for their students' integrity, behavior, industry, timeliness, and academic progress.**

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 policies have been put into place to help ensure the safety and success of those associated with KEYS.

Attendance at KEYS is a privilege. Admission is at the sole discretion of KEYS and may be denied or revoked at any time. Students and families must be in good standing academically, behaviorally, and financially in order to continue attending KEYS.

Self-government at KEYS: We expect all KEYS students to be self-governing. Self-governing is doing the right thing and behaving appropriately because of internal motivation, not external compulsion. Self-governing students will willingly obey rules and submit to authority even when no one but God is looking. Students must govern themselves as if they are representing Jesus at all times by loving their friends and enemies, forgiving those who mistreat them, speaking the truth in love, and graciously holding one another accountable. All conversation should be honoring to the Lord. This policy is based on the following scriptures: Col 3:12-17, Heb 10:24, Luke 6:45, Ps 19:14, Ps 101:3, Eph 4:29, and 2 Tim 2:16.

II. PARENTAL SUPERVISION AND KEYS AUTHORITY

All students under 10 are to be under the direct supervision of their parents. Students are to be in class or approved areas at all times. All students will be subject to the authority and direction of designated KEYS personnel. Being enrolled at KEYS means students, while at KEYS or at a KEYS event, “willingly submit” to this authority. Students will sign for themselves a Student Covenant (see “Forms and Documents” on the KEYS website). Our goal is to provide an environment of unity, cooperation, and love.

III. ACADEMIC EXCELLENCE AT KEYS

Students are expected to be prepared for class, to be punctual, and to attend all sessions scheduled unless previous arrangements have been made with the teacher.

Students must maintain acceptable academic progress. Acceptable academic progress is defined as a grade of A or B, or a grade of C if the student is working to ability as determined by the KEYS course instructor. Any student not maintaining acceptable academic progress will be placed on Academic Probation. Students on Academic Probation will have one grading period to show acceptable academic progress (as defined above). If a student is placed on Academic Probation for a second grading period, the parent must submit a written plan detailing what changes will be made to ensure academic success. If a student is placed on Academic Probation for a third grading period, he or she may be dropped from a KEYS class or from the entire KEYS program with forfeiture of the Good Faith payment and current month’s tuition.

If your student struggles in any class, please do not hesitate to contact the teacher. We strongly recommend that students take no more than 4 academic classes. This is to ensure that students will not become overwhelmed and can handle their class load. Exceptions will be considered on an individual basis.

Academic Honesty: We have a zero-tolerance policy for cheating, plagiarism, or other forms of academic dishonesty. Please know that allowing someone to copy your work or sharing answers is also cheating! Every incidence of academic dishonesty will result in consequences from the teacher and possibly also from the KEYS organization.

Special Needs / Disabilities: Please contact the KEYS Leadership Team before enrolling any student diagnosed with any type of physical, emotional, or learning disability. KEYS is not a school. Classes are held only two days a week and students are expected to be self-governing. Therefore, KEYS is not the appropriate environment for all students. Although most KEYS teachers do not have specific training in educating special needs students, we will consider accommodating these students on a case-by-case basis.

IV. VOLUNTEER SERVICE AT KEYS

Parent Ministry Service: KEYS cannot function without the involvement of our students' parents. This involvement is important to the day-to-day operation of our organization and also builds and strengthens the KEYS "family." At least one parent from each family is required to give a small commitment of time in volunteer service to KEYS each year. Parents will be able to sign up for Ministry Service positions online before classes begin. Parents unable to meet this volunteer requirement must pay an "opt-out" fee of \$100. If a family withdraws after the first quarter without fulfilling their ministry requirement, they are also required to pay the opt-out fee.

Student Ministry Service: Encouraging students to use their gifts to minister to and serve others is a foundational part of the KEYS vision. Students in KEYS fine arts will be expected to participate in class outreach projects and performances. While fine arts provide a natural avenue for ministry and service, we realize that not all students have either a gifting or interest in that area. All students who are in grade 6 or above and NOT enrolled in one of the MOST ensemble groups must sign up for a student ministry volunteer position. Because Fine Arts students will be participating in some ministry activities in the community, academics-only students will have a larger time commitment than Fine Arts students. Fine arts students who are enrolled in more than one fine arts class need only choose ONE class to fulfill their volunteer commitment. Students may not "opt-out" of ministry service.

MOST (Ministry Outreach Spring Trip): Students in A cappella Choir, Advanced Percussion, ASL IV, Chamber Strings, Concert Choir, Concert Band, Drama Ensemble, Praise Team, and Tech Team are required to participate in the KEYS MOST. In order to keep costs reasonable for families, we alternate going on a day-long Mini-MOST on odd years and a weekend-long MOST trip on even years. Students should not sign up for these ensembles if they know that they will not be able to fulfill this requirement.

V. FINANCIAL RESPONSIBILITY AT KEYS

Registration Fee: an annual, non-refundable, non-transferable fee for each student.

Tuition: due on the first of each month. Monthly invoices will be sent by email as a reminder. A late tuition fee of \$5 per class will be charged after the 7th of each month. If tuition is more than one month in arrears, the student will not be permitted to attend class until payment is received. A 5% processing fee is added to each monthly payment, beginning with the Good Faith Payment.

Good Faith Payment: one month's tuition which will be collected whenever a new class is selected. This GFP is credited to the family's May tuition payment if the family

account is paid to date and the student's academic progress and behavior qualifies him/her for completion of the term.

Adding a class: During the summer, parents may add classes by logging onto their KEYS account and adding the class online. Once classes begin, classes may only be added with the permission of the teacher. To add a class during the school year, download an Add Form from the KEYS website, fill it out, secure the signature of the teacher, and return the completed form to the KEYS Office with appropriate payment.

Dropping a class: You cannot drop a class yourself on the KEYS website. The only way to drop a class is to submit a Drop Form to the KEYS Office. Drop Forms are found on the KEYS website under Forms and Documents. **All drops result in forfeiture of the Good Faith Payment.** Please note the following deadlines:

June 15: Drops made after June 15 will also incur a \$20 drop fee which must accompany the Drop Form.

August 13, 2:00 PM: The deadline to drop a class without incurring a bill for September tuition. Families are responsible to pay September tuition if this form is received after the deadline.

During the year: The effective date of the drop is the date the completed form is received by the KEYS Office. The entire month's tuition is still due for the month the class is dropped. Classes must be dropped before the 1st of the month.

Withdrawing from KEYS: If personal circumstances require a family to withdraw from KEYS during the year, download a Withdrawal Form from the KEYS website. Return the completed form to the KEYS Office. All Good Faith payments will be forfeited, current month's tuition is still due, and a \$20 withdrawal fee will be imposed per student. If parents have not yet completed their Ministry Service commitment for the year, they must also pay the \$100 opt-out fee.

Supply fees: listed on the KEYS website under the course description. Supply fees are established by and paid directly to the teacher.

Textbooks: Parents are responsible for obtaining textbooks and supplies needed for each class. Textbooks for KEYS Math classes may be rented from KEYS for a nominal fee. Math books may be rented and picked up at KEYED UP in September before classes begin.

Graphing calculators: A few TI-83 or TI-84 graphing calculators are available to rent from the KEYS office for a nominal fee. Contact the office if you are interested in renting a graphing calculator for a KEYS math class (Algebra 2 or higher).

VI. INFORMATION AND EXPECTATIONS AT KEYS

Cell phones and other electronic devices at KEYS: Students may not use their personal cell phones while on the KEYS premises (building, parking lot, and grounds) from 8:00 – 5:30 on KEYS class days. Cell phones must be powered off and out of sight. Students may use the KEYS office phone when needed to communicate with parents. Parents should contact the KEYS office if they need to reach their students while they are at KEYS.

Please leave computers, iPads, Kindles, iPods, MP3's, cameras, and all other electronic devices at home. All these items can lead to disruptions and distract from the learning environment at KEYS. The only exception for the use of cameras at KEYS is if the student is on the yearbook staff. Cameras must be left in the KEYS office when not being used for yearbook pictures. The only exception for the use of computers at KEYS is if a parent is physically with his/her child and is supervising its use.

Centerpoint Community Church property: KEYS has been assigned specific space within the church building. KEYS families and students are to use only the areas designated for KEYS use. It is expected that all students and families will respect each other's 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. When outside, students are allowed to wander on the grassy areas on both sides of the building, study or socialize on the pavilion, or enjoy the area under the trees where the picnic tables are located. Students are not allowed to go behind the building or in the woods past the picnic area. Students are not to linger in the parking lot or sit in their cars alone or with friends during the day.

Convocation: One of the distinctions of KEYS is our Convocation. Here we gather once a month as an extended family to share in education, fellowship, and worship. We will meet after 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.

Directory: The KEYS Directory will be distributed via the weekly KEYS memo after classes begin. We desire to protect the privacy of KEYS families. **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.**

Dress code: All clothing should be **modest and spiritually edifying**. Students are expected to wear clothing that **covers the shoulders** (no sleeveless or 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), that

covers **the thigh** (shorts and skirts must be knee-length or no more than three inches above the knee), and that covers **the feet (footwear needs to be worn at all times)**. Jeans may not have holes or rips above the knee. No yoga pants.

Modesty standards vary, even among conservative Christians. To honor one another in diversity, we apply a conservative group standard. 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). **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. 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. These principles require us to voluntarily limit our freedoms at certain times, for the sake of building group unity and cohesiveness. 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 a part of KEYS.

Drug use: Engaging in the selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of any drug paraphernalia, such as, but not limited to, vaporizers, is prohibited on KEYS/CCC property, and will result in severe disciplinary action.

Food / Lunch / Snacks: Food is only allowed in designated areas and not in the halls, classrooms, or sanctuary. Water is permitted throughout the building. While there may be a snack cart with snacks and water available for purchase, lunch is the responsibility of each student. Students may not order pizza for delivery at the church. Label your lunch boxes/bags and drink bottles. Lunches and drinks may not be placed on the chairs in the Sanctuary.

Graduation requirements: Students wishing to participate in the KEYS graduation ceremony must be registered at KEYS and taking at least one class during their senior year. KEYS exists to mentor students in Christian worldview through fine arts and academics. Because of this commitment, students who desire to participate in the KEYS graduation ceremony must successfully complete the KEYS High School Worldview Analysis course or complete the Summit Ministries *Understanding the Times* curriculum with their parents at home or online. Verification and documentation of the completed work must be turned in to the KEYS office by the Senior Luncheon which is the last Thursday in April.

Inclement Weather: In the event of inclement weather, KEYS will follow Virginia Beach Public or Chesapeake Public Schools delays and closures, whichever is more conservative. If local public schools are operating on a delay, KEYS will also be delayed and will operate on our Delayed Class Schedule (available on the KEYS website under “Forms and Documents”).

Illness: If a child 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. If the child 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. If the child is vomiting or has diarrhea, parents must keep the child home for 24 hours after the condition ends. If the child exhibits signs of any infectious disease, the child must be kept at home until he or she is no longer contagious. If a student is not able to attend class, parents must contact the KEYS Office and notify the child’s teachers.

Insurance: KEYS holds a policy with ALLIANCE MEMBER SERVICES which is ONLY a supplemental liability insurance that covers each registered participant for each academic year while he or she is supervising or participating in homeschool activities sponsored by KEYS, or on the premises designated and supervised by KEYS, or traveling directly to or from KEYS ministry events as a group.

KEYED UP: All families are required to attend our family orientation meeting scheduled for the 1st Tuesday after Labor Day.

Leaving campus: Students are never allowed to walk on or off campus without an adult. Doing so will result in a one-week suspension from KEYS.

Parents are responsible for students driving or riding off campus. KEYS does not monitor departures from the parking lot and does not have the staff to do so.

Lost and found: Due to limited storage space, lost and found items will not be kept indefinitely. Items left for an extended period will be auctioned off or donated. Please label all personal property if you would like to be notified when/if found.

Medication at KEYS: Please be advised that KEYS will not be dispensing medication of any kind, including pain relievers from the KEYS Office. If your student needs any medication due to a life-threatening reaction, you may arrange with the KEYS office to store that medication. However, if a student is not feeling well and requests pain relievers, we will instruct the student to contact his or her parent to either bring medication to them or to take them home.

Memo / weekly email: KEYS communicates all information pertaining to events, deadlines, announcements, etc. via a weekly email. Parents must read this memo and pass information on to their children.

Outside parking lot and playground safety: For the security and safety of our children, please drive slowly in and around the parking lot. Students under the age of 10 must be supervised by a parent while outside. Students are allowed to play outside with the exception of behind the building where they are out of sight and in the wooded areas due to ticks and poison ivy. Students may bring items such as balls or Frisbees to KEYS. Please label all personal items. No skateboards, bikes, roller blades, scooters or family pets are allowed at KEYS. **Students are not to “hang-out” in the parking area, gathering in or around vehicles.** Please drive slowly.

Performance attire: Performance attire, unless otherwise designated is the following:

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

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

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. Additionally, members of the opposite sex are not to pair up, but instead they are to stay in groups of three or more.

Study halls: A quiet study hall is available in which there is to be no talking. A fellowship area is also available, offering a “not so quiet” study area. Parents are encouraged to sit in either area and help supervise while waiting for their students to complete their classes.

Visitor policy: For the safety of our students, KEYS is a closed campus. Students may not bring visitors with them to KEYS. New families interested in KEYS may contact the KEYS Office for information or to schedule a tour of the facility

Weapons at KEYS: No weapons of any kind, including guns or knives or anything that looks like a weapon (water or paintball guns, etc.) are allowed at KEYS. Bringing such items will result in a one-week suspension from KEYS.

VII. RELEASE OF LIABILITY

By registering a student with KEYS, families and students agree to release KEYS, Centerpoint Community Church, their leaders, officers, directors, members, employees, independent contractors, and all volunteers from any and all liability for damage or injury to the students or family or to any person or property during the time of attendance at KEYS, including sponsored events, and from any claims including the cost of expenses arising from injuries or damages sustained by the student or any member of the student's family. Further, the student and the family assume full responsibility for the student's conduct and for any damage or injury caused by the student.