

K.E.Y.S.
KINGDOM
EDUCATION
for **YOUNG SCHOLARS**

POLICIES
AT KEYS

(Partnering Together to Instruct and Encourage)

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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 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.

II. PARENTAL SUPERVISION AND KEYS AUTHORITY

All students under 10 are to be under the direct supervision, (inside and outside the building) 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, "willingly submit" to this authority. With the endorsement of his/her parent(s), we will ask students to make a public proclamation and sign for themselves a Student Covenant (see forms and documents) during KEYED UP in September. 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.

KEYS students are expected and encouraged to do their work to the best of their ability. Students should maintain acceptable academic progress in each class. Acceptable academic progress is defined by a grade of A or B as determined by the KEYS course instructor. A grade of C is acceptable for those who are working to ability level. Students not maintaining acceptable academic progress will be placed on Academic Probation. A student on Academic Probation will experience a graduated series of consequences, depending on how many quarters the student has been on probation. **If progress is not demonstrated after several quarters on Academic Probation, the student may be dropped from the course with forfeiture of their Good Faith Payment and current month's tuition.**

If your student struggles in any class, please do not hesitate to contact the teacher. Currently, we are limiting the number of academic classes a student can take to (4). This is to ensure that students will not become overwhelmed and can handle their class load. Exceptions will be dealt with on an individual basis.

Learning Disabilities: Unfortunately, our teachers cannot make special accommodations for students with learning disabilities.

IV. VOLUNTEER SERVICE AT KEYS

Family Service: As a cooperative learning organization, KEYS cannot function without the involvement of our students' families. This involvement is not only important to the day-to-day operation of our organization, but it is also essential for the building and strengthening of the KEYS "family." Families will be given the opportunity to sign up for areas of ministry or pay an "opt-out" fee for those who cannot meet the volunteer requirement. Areas of ministry will include either weekly commitments (study hall sponsors, office help, info table...) for those who have an hour to spare while waiting for their children OR one-time big events (fundraisers, ministry samplers, graduation...) for those who can't commit to be at KEYS weekly. There will also be opportunities to assist teachers or directors in specific areas for the school year. Sign-ups will take place online before classes begin.

Student 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. 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. With that in mind, **academic only students who are grade 6 or above are**

required to be a part of the KEYS Student Ministry Service Team. Those students not enrolled in a fine arts program will be expected to sign up for a service ministry online before classes begin or upon enrollment after classes have begun.

V. FINANCIAL RESPONSIBILITY AT KEYS

REGISTRATION FEE is an annual, non-refundable, non-transferable fee for each student. We offer a discount each month from May-August to encourage early registration and selection of classes.

TUITION IS 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 10th 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.

5% PROCESSING FEE is added to each monthly payment, beginning with the Good Faith Payment

GOOD FAITH PAYMENT is equal to one month's tuition and 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 in "good standing" and the student's academic progress and behavior qualifies him/her for completion of the term.

ADDING A CLASS before classes begin will all be done on line. Adding a class after classes have already begun may only be done at the discretion of the teacher. Please contact the teacher to secure admission to the class. Signature of the teacher is mandatory on the Add/Drop Form (see forms and documents) and must be returned to the KEYS office before the student will be added to the class.

DROPPING A CLASS will forfeit the Good Faith Payment for each class dropped. If the class is dropped during a month, that month's entire tuition is still due. All drops are handled through the KEYS office, before and after classes have begun.

SUPPLY FEES for the year or for each semester, as applicable, are established by and paid directly to the teacher, NOT KEYS.

TEXTBOOKS: Parents are responsible for obtaining all curriculum needed for each class. Textbooks for KEYS Math classes (other than Consumer Math) may be rented from KEYS for a nominal fee. Math books will be distributed and may be paid for 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 and all other electronic devices at home. All these items can lead to disruptions and distract from the learning environment at KEYS. 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. 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.

COMMUNITY CHURCH OF CHESAPEAKE 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.

CONVOCATION: One of the distinctions 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 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 for each year is put out each October. We desire to protect the privacy of 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.**

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.

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). **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.

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.

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, **any student who desires to participate in the KEYS graduation ceremony must successfully complete the KEYS High School Worldview Analysis course or a KEYS Leadership-approved alternative.** Parents planning to provide an alternative to the KEYS Worldview Analysis course must submit their plan for approval to the KEYS Leadership **in writing by August 15th** of the student’s senior year.

Substitutes for the KEYS High School Worldview Analysis class must thoroughly cover the same six worldviews in each of the ten disciplines presented in the Understanding the Times curriculum.

Curriculums that do not substitute would be those that mainly cover fewer worldviews or disciplines such as The Truth Project that explains the Christian worldview in great depth but does not address all of the other worldviews in the various disciplines.

INCLEMENT WEATHER: In the event of inclement weather, KEYS will follow Virginia Beach Public **or** Chesapeake Public Schools delays and closures.

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

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 is our required **September family meeting** scheduled for the 1st Tuesday evening at 7:00 p.m. after Labor Day and before classes begin.

LEAVING CAMPUS: **Students are never allowed to walk on or off campus without an adult. Doing so will result in an immediate one week suspension from KEYS.**

LOST AND 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.

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 is in need of any medication due to a life-threatening reaction, you are welcome to make arrangements 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 be willing to read this memo and pass information on to their children. If you are unable to receive emails you may pick up a copy in the KEYS office.

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

PRIVATE LESSONS: Any student desiring to take private music or art lessons at KEYS must also be enrolled in at least one class. No one-on-one academic tutoring is permitted at KEYS.

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.

STUDY HALLS: **There is no class fee for 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.

VISITOR POLICY: Those with expressed interest in finding out more about KEYS must contact the KEYS office. Information will be provided and guided tours will be available. Visiting individual classes will need to be cleared through the office. Those who are not KEYS students and want to come and visit with friends are not allowed. If you have a special circumstance where someone other than a KEYS family member or student must be at KEYS, please make this known to the KEYS office for approval.

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 immediate suspension from KEYS.