



## 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.

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

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## **I. INTRODUCTION**

The KEYS faculty and staff are committed to fostering an atmosphere of learning that is grace-filled, promotes self-control and responsibility, and is respectful of the background and practices of others, within the bounds of the Christian scriptures (the Bible). 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 Team. The Policies of KEYS (also called Policies or KEYS Policies) have been prayerfully adopted and are not meant to be burdensome. Rather, these Policies have been put into place to help ensure the spiritual, emotional, physical, and academic well-being of everyone associated with KEYS, which is an educational, religious, and charitable organization. In addition, these Policies help everyone represent KEYS well to the surrounding community. We greatly desire for everyone associated with KEYS in any way to present a clear Christian witness in both words and actions. In developing and applying these Policies, KEYS has relied and will rely, on the Bible as its source of authority for matters of faith and conduct, as determined by the KEYS Leadership Team under the oversight of the KEYS board of directors, which has the ultimate authority to interpret and apply the Bible's teachings and state KEYS' position on any disputed issue.

### **General Responsibilities**

KEYS is a partnership among teachers, staff, parents, and students. **This partnership is intended to offer academically and artistically rich courses that are grounded in and taught from a biblical worldview.** This worldview is reflected in the KEYS Purpose, Mission, and Statement of Faith (which can be found on our website, [keysofva.org](http://keysofva.org), under "Forms and Documents"), and these documents form the operational framework of the KEYS program.

KEYS employees and teachers will uphold and operate from this framework. Recognizing that each course is an independent study program, teachers will facilitate courses by directing each course's content and pace and by setting clear academic expectations and deadlines. Teachers will provide instruction to cover the selected material and provide meaningful feedback and evaluation to the parents regarding their students' performance. The KEYS Leadership Team supervises this partnership to ensure that it remains God-honoring, service-oriented, and effective.

**PARENTS enrolling their students at KEYS must be in alignment with this framework and agree to support it in every aspect of their family's involvement with KEYS. Parents should remember that KEYS is a homeschool enrichment program and that each KEYS course/class is offered as an independent study program.** As such, parents agree to supervise their students' education and stay in communication with each of their students' teachers. Parents are responsible for their students' integrity, behavior, productivity, timeliness, and academic progress.

By enrolling their students at KEYS, parents also acknowledge that they alone are responsible to comply with all applicable homeschool laws of the Commonwealth of Virginia and the locality in which they reside. Also, while teachers at KEYS do provide quarterly report cards as a courtesy to parents to keep them informed of their students' progress, please note that KEYS does NOT maintain or provide student transcripts or official documentation of any kind. We encourage parents to print course descriptions, teacher biographies, and course schedules from the KEYS website ([keysofva.org](http://keysofva.org)) and keep them, along with report cards and other homeschool records you may have. Help with reporting requirements, high school transcripts, standardized testing, or many other homeschool issues is available from the Home Educators Association of Virginia ([heav.org](http://heav.org)) and/or Home School Legal Defense Association ([hslida.org](http://hslida.org)).

**STUDENTS must have a desire to be mentored in a biblical worldview.** Students are expected to bring their best to KEYS every day, obey all KEYS Policies, and sign and adhere to the Student Covenant. Students should faithfully attend class on time and be fully prepared, complete assignments on time, demonstrate a good attitude, and practice *self-government*. At KEYS, self-government means that every student consistently practices self-control and personal responsibility. For individuals to self-govern, they must first understand the

policies/rules/laws in place, apply biblical principles, and use common sense. At KEYS, students must choose to obey the policies, apply biblical principles, use common sense, and come under KEYS authority (KEYS leadership, staff, teachers, and KEYS parents on campus). By signing the KEYS Student Covenant, a student commits to all areas of self-government and authority at KEYS. The student chooses to self-govern out of a genuine desire, not just to avoid "getting in trouble." Through self-governing students do the right thing, even when no one but God is looking. The students will 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, graciously holding one another accountable, and speaking in a way that is honoring to the Lord. This policy is based upon the following scriptures: Colossians 3:12-17, Hebrews 10:24, Luke 6:45, Psalm 19:14, Psalm 101:3, Ephesians 4:29, and 2 Timothy 2:16.

We try to give a reasonable amount of latitude for students to be able to "be themselves" while at KEYS. We embrace neither legalism nor license with regard to styles of music, hair, clothing, etc. To the extent that a student's personal or creative expression reflects the diversity and glory of the Body of Christ in a modest, respectful, and appropriate manner, we will allow it. However, to the extent that a student's personal or creative expression causes distraction, confusion, or harm, or violates any portion of the Policies of KEYS, we will not allow it. This determination will be made at the sole discretion of the KEYS Leadership Team, regardless of whether KEYS Policies explicitly address a particular student's situation or not.

**Please remember that attending KEYS is a *privilege*. Admission is at the sole discretion of the KEYS Leadership Team and may be denied or revoked at any time. Students and families must remain in good standing behaviorally, academically, and financially, in the sole judgment of the KEYS Leadership Team, in order to continue attending KEYS.**

## **II. PARENTAL SUPERVISION AND KEYS AUTHORITY**

Students under **ten** years old are to be under the direct supervision of their parents at all times. Parents are responsible for the conduct of their students at all times, regardless of age. KEYS is not responsible for monitoring when your student is on or off campus.

All students must be either in class or in KEYS-approved areas at all times. The amount of time students spend in the classroom must be greater than their amount of free time on campus. All students are subject to the authority and direction of designated KEYS faculty or staff. Again, students who are enrolled at KEYS have agreed to "willingly submit" to this authority while at KEYS or at any KEYS event. Students themselves will sign the Student Covenant at Registration. (The Student Covenant is available on the KEYS website under "Forms and Documents.")

## **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 **four** 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, and other forms of academic dishonesty, including artificial intelligence. Please know that allowing another student to copy your work or share answers with another student is cheating. Every instance of academic dishonesty of any type will result in consequences from the teacher and possibly also from the KEYS Leadership Team. Students who want to understand how to avoid plagiarism in their written assignments may ask any KEYS English teacher for assistance, but if a student is still unsure, he should follow the guideline, "When in doubt, cite your source."

**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. MINISTRY 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 promotes fellowship. 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 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, academic-only students will have a larger time commitment than Fine Arts students. 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, 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. Students must be in good standing financially, behaviorally, and academically to attend the MOST.

#### **V. FINANCIAL RESPONSIBILITY AT KEYS**

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

**Tuition:** payments are due on the first of the month, with a 7-day grace period. If payment is not received by 5:00 PM on the 7th, a late fee of \$5.00 *per class* will be assessed. All other payments are due on receipt. If tuition is more than one month in arrears, the student will not be permitted to attend class until payment is received. A 3% 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 qualify him/her for completion of the term.

**Adding a class:** During the summer, parents may add classes by signing in to 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 (cash, check, or credit card).

**Dropping a class:** You cannot drop a class yourself on the KEYS website. **All drops result in forfeiture of the Good Faith Payment.** Please note the following deadlines:

- **Summer:** *email* your drop request to [administration@keysofva.org](mailto:administration@keysofva.org). You will be invoiced a drop fee beginning on the 2<sup>nd</sup> Tuesday in June.
- **2<sup>nd</sup> Tuesday of August:** The deadline to drop a class without incurring a bill for September tuition. Families are responsible for paying September tuition if this form is received after the deadline.
- **September-April:** 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, the 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:** KEYS will invoice supply fees at the time of registration and class selection. This fee covers materials, lab supplies, and other expenses incurred by the teacher. It is a one-time fee, transferable until August, but non-refundable.

**Textbooks/supplies:** Parents are responsible for obtaining textbooks and supplies needed for each class.

## **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, tablets, Kindles, iPods, MP3s, cameras, smartwatches, 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. If a computer or tablet is required for class, students should bring them to the KEYS office for storage before and after the class.

**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 be good stewards of the church facilities. Everyone is to clean up after himself. Parents are responsible for any damage incurred by their students and must make necessary replacements/repairs. When outside, students may enjoy the grassy areas on both sides of the building, study or socialize on the pavilion, or 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 fellowship, worship, and teaching. Convocation is the second Thursday of each

month at 11:50 AM and we 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 campus 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:** At KEYS, we recognize that students and their families have a wide range of standards when it comes to acceptable standards for attire. Issues of modesty, gender, and occasion affect our wardrobe choices, and any given outfit will generate a variety of opinions, even among Bible-believing Christians. Certainly, Scripture gives us the freedom to exercise our faith in all matters of conscience, and we respect the right of every family to exercise that freedom.

However, Scripture also instructs us to voluntarily and graciously restrict our freedom when it would grieve a believer's conscience or cause him to stumble. According to Romans 14, anything at all (v. 21) that would cause a fellow believer to sin is off-limits to us. This then becomes an issue of the heart, not clothing, and the bottom line is love, not rights (see 1 Corinthians:8-10 for further discussion on freedom, rights, conscience, and love).

We should not boast of either our freedom or our restraint, nor should we judge either the freedom or the restraint of another believer. Rather, we should be generous of heart toward each other. At the same time, modesty and propriety *are* scriptural standards (2 Timothy 2:9-10; 1 Peter 3:3-4), and we should all dress in such a way that our fellow believers are not distracted or tempted, but rather protected and edified. To that end, we have instituted a dress code that seeks to balance freedom and restraint, grounded in the love of Christ:

**STYLES:** Most everyday styles of clothing are acceptable, including jeans, shorts & skirts, and T-shirts, sweatshirts & hoodies, with the following exceptions:

- Jeans must NOT have *any kind* of holes or rips above the knee. (*This includes "fake" ones.*)
- NO yoga pants or leggings unless worn under KEYS-approved skirts or shorts
- NO pajamas

**MODESTY:** In general, while at KEYS, both boys and girls must remain covered from just above the knee to at least above the chest (NO visible cleavage for girls). Specifically, ALL clothing should:

- Cover the shoulders: NO tank, sleeveless, cold-shoulder, or spaghetti-strap tops
- Cover the chest: NO low-cut tops (in front or back), NO visible bra straps, NO visible cleavage
- Cover the belly: NO crop tops or side-slits
- Cover the bottom: NO sagging pants or shorts (NO visible underwear)
- Cover the thigh: Shorts & skirts must be NO HIGHER than 3" above the knee
- Cover the feet: Shoes must be worn at all times

Students must be in dress code for all KEYS-related activities and events. Wearing inappropriate clothing will either be given alternative clothing to wear (if available) or sent home to change.

**GENDER:** All clothing must be gender appropriate at all times: boys must dress like boys, and girls must dress like girls, based on the student's biological sex at birth. This does not mean that girls have to wear dresses or anything like that. Rather, this means that a student's biological gender should be clearly and obviously reflected by the clothing he or she wears, according to traditional styles of dress. Dressing in a way that disguises a student's true biological sex or that could confuse other students is strictly not allowed. When in question, determination of a student's compliance with these requirements will be made by the KEYS Leadership Team at its sole discretion.

Again, we give a good deal of grace regarding student expression, as explained in the Introduction, but we will not allow expressions that are contrary to Scripture. See the topic "Sexuality" in Section VI for further explanation.

**Drug use:** Engaging in the selling, using, possessing, or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, inhalants, 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:** Water is permitted throughout the building. Food and drinks other than water are only allowed in designated areas, not in the classrooms or Worship Center. While there may be snacks and water available for purchase, lunch is the responsibility of each student. Students may not order food for delivery at the church. Label your lunch boxes/bags and drink bottles. Lunches and drinks must be placed on the floor, not on the worship center chairs.

**Graduation requirement:** Students wishing to participate in the KEYS graduation ceremony must be registered at KEYS and take at least one class during their senior year. KEYS exists to mentor students in a biblical 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 in their junior or senior year.

**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 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 1<sup>st</sup> 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 donated. Please label all personal property if you would like to be notified when/if found.

**Medication:** KEYS is not responsible for dispensing prescription or over-the-counter medications. Families whose students have been prescribed medication(s) for a life-threatening situation may arrange with the KEYS office to store the medicine, as needed, with proper written instruction. Students, and their families, are responsible for their medications while at KEYS. Students who come to the office to ask for an over-the-



counter pain reliever (Acetaminophen or Ibuprofen) must first call their parents for consent and dosage. Parents, or emergency contacts, will be called to come and care for or pick up their student for any medical or emotional need as deemed necessary.

**Monday Memo:** KEYS communicates all information pertaining to events, deadlines, announcements, etc. via a weekly email. Parents must read this memo and pass the information on to their children. Please check spam>promotions if you don't receive the memo, then contact the office if you continue to have trouble receiving it.

**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.** Parents and students: 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 black dress shoes

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

**Pornography/Sexting:** KEYS has a zero-tolerance policy on pornography and sexting. Any student possessing or sharing pornography or participating in sexting will be, at minimum, suspended. If a student has been sent a pornographic image and did not consent to receive it, it must be reported to the KEYS Leadership Team immediately; otherwise the student may be considered a participant and therefore subject to suspension. Students should also remember the warning, "Once on the internet, always on the internet."

**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.

**Sexuality:** KEYS is distinctly and exclusively a Christian program. As such, the Bible, God's Word, is our final and supreme authority for all matters pertaining to faith and everyday life. Indeed our faith and everyday life are one--we do not subscribe to the false dichotomy of a religious life separate from a secular life. Sexuality, in every aspect, is therefore governed the Bible. Accordingly, we believe the following:

- **Sex/Gender:** There are only two biological sexes/genders: male and female. (Gender is not distinct from biological sex but is the same as one's inborn biological sex, which is immutable.)
- **Marriage:** Marriage exists only between one natural-born/biological man and one natural-born/biological woman as long as both remain alive.
- **Sexual Behavior:** The sexual act is restricted to one natural-born man and one natural-born woman, in the context of marriage as defined above, which includes the gift of procreation.

Therefore, KEYS does not allow what are sometimes referred to as "alternative lifestyles." By "alternative lifestyles" we mean orientations/identities commonly recognized as LGBTQ+, including, but not limited to, homosexuality, bisexuality, transgenderism, transvestitism, etc. These lifestyles are inconsistent with both Scripture and our mission. We recognize that *all* sexual sin is offensive to God. That includes not only the above-named practices, but also lust, fornication, adultery, and too many more. However, it is particularly those practices affiliated with the LGBTQ+ movement that have, in today's world, been allowed to develop into lifestyles and identities. As Christians, however, we must be clear that our identity is in Christ and Christ alone. We must never be identified with any lifestyle grounded in sin, and we must also never "affirm" a student who has chosen to do so. A student exhibiting a LGBTQ+ lifestyle, in speech (including social media), appearance, and/or behavior, will result in suspension or dismissal.

KEYS also recognizes that temptations to sin are common to man and are not the same as practicing or affirming sinful activity. In establishing and enforcing standards of godliness regarding sexuality, we do not intend to judge the thoughts and desires of our students. Each student is an individual and will be approached, in consultation with his or her parents, with compassion, discretion, and respect. However, we are committed to promoting godliness for all students and to protecting the community of students from behavior and activity that introduces or tempts others to sin or that confuses or undermines the biblical standards of godliness to which we hold. The KEYS Leadership Team is sensitive to those students who are confused about their sexuality, however, The KEYS Leadership Team will make disciplinary decisions that are deemed to be in the best interests of the student body as a whole, as determined in the sole discretion of the KEYS Leadership Team. See Genesis 1:26-28; Genesis 2:18-25; Matthew 19:3-9; Mark 10:2-12; Romans 1:18-32; 13:13; 1 Corinthians 5-7; Ephesians 5:3-12.

**Social Media:** Students should *never* post anything that may be seen as threatening or bullying. Posting pictures from hunting trips, the firing range, etc., is fine, but students should use discretion with their captions, and also not make "jokes" about harming people or their property. Threats or bullying on social media (or otherwise) will cause a student to be subject to discipline, up to and including suspension and expulsion. In addition, while KEYS does not "police" students' social media accounts, if there is concern that a student may be in violation of KEYS Policies, social media posts may be taken into account for disciplinary action.

**Special needs/disability:** Please contact the KEYS office before considering enrolling any student diagnosed with any type of physical, emotional, or learning disability. KEYS is not a school. Academically rigorous classes are held only two days a week. Students are expected to be self-governing. Therefore, KEYS is not the appropriate environment for all students.

**Speech:** KEYS does not allow profanity, vulgarity, obscenity, name-calling, or coarse joking. This type of speech is demeaning to both the speaker and the listener, and it dishonors God. Students should strive for conversation that is pleasant and edifying for everyone involved, in accordance with Ephesians 4:29 & 5:4 (see also Colossians 3:8 and James 3:1-12). This rule also applies to printed words and images on clothing, accessories, bumper stickers, car magnets, etc. Students should use respectful, clean speech at all times.

**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. Only currently enrolled students *in good standing* and their family members are allowed on 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. Guests are always welcome to attend ministry performances such as Samplers and Drama productions.

**Weapons at KEYS:** Students may not bring weapons of any kind, including guns or knives or anything that looks like a weapon (water or paintball guns, etc.) to KEYS. A violation 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.