

# Policies at K.E.Y.S. of Arizona

## Partnering together to instruct and encourage

**K.E.Y.S.** is a partnership among the teachers, parents and students. Each course is an independent study program. Because K.E.Y.S. supports parent-led home education, parents are encouraged to be actively involved in the learning process. Parents remain primary teachers of their home educated children while K.E.Y.S. instructors simply come along to help set the course. **Parents are responsible for their students' integrity, behavior, industry, and timeliness.** The teacher directs the content and pace of the course and sets the academic standards and deadlines. The teacher also delivers instruction/tutoring to cover selected material and provides meaningful feedback and evaluation to the parents regarding the students' performance. The K.E.Y.S. Leadership Team supervises this partnership to ensure it remains God honoring, service oriented, and effective.

**Release and Liability Waivers** ~ Each family is required to have a photo release and liability waiver on file. Forms are due by October 20<sup>th</sup>. Students are not allowed to attend K.E.Y.S. events until the liability and release waivers have been signed.

**The Leadership Team** upholds the purpose, mission and statement of faith and operates from this basis. **K.E.Y.S. does not require the students to agree with this standard, however, students are expected to operate within this framework while a part of K.E.Y.S.**

The K.E.Y.S. Leadership Team is 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 K.E.Y.S. program are expected to adhere to the policies put into place by the K.E.Y.S. leadership. The policies at K.E.Y.S. have been prayerfully adopted and are not meant to be burdensome. They have been put into place to help ensure the safety and success of those associated with K.E.Y.S.

Attendance at K.E.Y.S. is a privilege. The K.E.Y.S. Board of Directors maintains the right to accept or deny any student. The K.E.Y.S. Board of Directors also maintains the right to suspend or expel any student who chooses not to adhere to K.E.Y.S. policies.

**The K.E.Y.S. MAILING LIST** is for K.E.Y.S. home school announcements only. No person shall use any K.E.Y.S. mailing list (e-mails, home addresses, or phone numbers) for any activity, business, or announcements not authorized by the K.E.Y.S. Leadership Team. Unauthorized use could result in immediate dismissal from K.E.Y.S..

**Knowledge is Power ~ Get the NEWS** Due to the size of our group, the website, email, and Facebook are the best way to make everyone aware of important information regarding our co-op. It is the parent's responsibility to check the website and his/her email on a weekly basis.

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

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

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

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

**Campus Property** ~ K.E.Y.S. has been assigned specific space on the church campus. K.E.Y.S. families and students are to use only the areas designated for K.E.Y.S. use at Pure Heart Christian Fellowship. It is expected that all students and families respect each others' belongings and the church facilities. Each student is expected to clean-up after himself. **Parents are responsible for any damage incurred by their student and must make necessary replacement/repair.** For the security and safety reasons, students must remain in areas of supervision at all times.

**Self-governance under Parental Authority** ~ If a student is not under the direct supervision of his/her parents, he/she is subject to the authority and direction of designated K.E.Y.S. personnel. Students must submit to the principles and policies (whether written or verbal) of the K.E.Y.S. administration.

- Because the Bible is the standard of truth at K.E.Y.S., all students are expected to engage in activities that are God-honoring and that follow Biblical principles.
- Students are to be in class or approved areas at all times. Parents, NOT K.E.Y.S. LEADERSHIP OR PARENT VOLUNTEERS, are responsible for their children's whereabouts at all times.
- Students are expected to maintain a six inch personal space boundary between themselves and other students.
- Public display of affection (hand holding, kissing, touching) is not permitted at K.E.Y.S. events.
- Use of alcoholic beverages, tobacco products or illegal drugs is not permitted at any K.E.Y.S. event.
- Weapons, firearms, or other flammable materials (or anything that looks like a weapon such as water, airsoft, or paintball guns) are not permitted at K.E.Y.S.
- K.E.Y.S. students are expected to use good judgment by not engaging in any activity that endangers another individual.
- All students, staff, and parents are expected to conduct themselves in an orderly and courteous manner. All are expected to show proper respect to K.E.Y.S. administration, K.E.Y.S. instructors, and other parents and students.
- All students are expected to maintain a 70% or better in each class.
- It is the student's responsibility to contact the instructor regarding make-up work.
- While at K.E.Y.S. or a K.E.Y.S. sponsored event, all games, movies, software, internet sites, or music, (electronic or otherwise) must be approved by K.E.Y.S. administration.

- Leaving Campus ~ Students are never allowed to WALK off campus without an approved adult. Doing so results in immediate dismissal from K.E.Y.S.
- **Modesty in Clothing and Apparel:** All clothing should be modest.
  - No “sagging” pants/shorts so under-clothing is visible.
  - No skintight shirts
  - No thin-strapped tank tops (minimum 2 inches wide at the shoulder)
  - No shirts where the back, chest, midriff, or sides are showing
  - No short skirts or shorts (no more than 5 inches above the knee)
  - No t-shirts, bags, jackets, or shoes with pictures or slogans that oppose Biblical values

**Student Drivers** ~ K.E.Y.S. requires that all student drivers turn in a list of who is approved to ride with them and a copy of their driver’s license and automobile tag information. All non-related passengers must have written permission from their parents on file with K.E.Y.S..

**Lost & Found** ~ Due to limited storage space, lost and found items are not kept indefinitely. K.E.Y.S. donates found items after eight weeks to the Pure Heart clothing ministry. Please **label** all personal property and check in the office if something is lost.

**CELL PHONE & electronic device policy** ~ Students may carry cell phones with them while at K.E.Y.S.. While students are in classes cell phones must be turned off. If students are caught text-messaging or using a camera phone in class, their phone will be immediately confiscated only retrievable by the student’s parent. If calls come in during class, the teacher will confiscate the phone and a grievance will be filed by the teacher which will jeopardize the student’s privilege to carry a cell phone on campus. If a student is expecting an urgent call, he/she may have the study hall monitor hold their phone for them and/or take messages.

Students may use phones during lunch and after their classes are finished for the day. **Calculators and personal computers for academic use are permitted in all areas.** All other student electronic devices must be turned off when class is in session. However, with parental and administrative consent, appropriate electronic games and iPods may be used during study hall.

## **Parent Concerns**

**Concerns** ~ Parents should speak directly to the teacher regarding any issue that concerns his/her child alone. Teachers will not hesitate to address parents with any concerns/misbehavior of students. If a particular issue is not resolved after the first discussion, parents should set up a meeting between themselves, their child, and the teacher. If it is still not resolved, the parent should contact a person on the Leadership Team. A meeting will then be scheduled with a leadership member(s), parent, student and teacher. Continued unacceptable behavior or abuse of any of the previously stated rules will result in students being asked to leave the class or campus permanently.

## **Disabilities**

Emotional Disorders: K.E.Y.S. is a college prep co-op, held on a large campus. K.E.Y.S.

is NOT equipped to handle the following emotional disorders:

- Bi-polar
- Autism
- Schizophrenia
- Multiple personality (clinical, chronic)
- Depression (clinical)/Suicide
- Panic disorders

K.E.Y.S. is equipped to handle on a case by case and within reason basis, the following learning disabilities:

- ADHD; ADD
- Learning disability (case by case)
- Physical disabilities (within reason)
- Students must be able to perform, by self, all activities of daily living

The K.E.Y.S. Board of Directors reserves the right to amend these policies with a unanimous vote of all Board members. The aforementioned policies were amended and approved on October 9, 2011.