



## **Policies and Procedures**

**Website:** [www.keysofaz.com](http://www.keysofaz.com)

**Phone:** 623-826-9467

## *Our Mission*

**K.E.Y.S.** exists to partner with homeschooling families to **impact** the **world** for eternity with a Christian worldview through **excellence** in **arts** and **academics**.

## *Our Purpose*

The purpose of K.E.Y.S. is to **partner** with parents of homeschooled students to define life in terms of a **Christian worldview** and take God's love and mercy to others through the fine arts, education, and other ministry opportunities. We desire to **teach** students to be Christians who affect the **world** around them. We want them to be **life-long learners** as well as committed **servant leaders**, equipped to impact their world with God's truth.

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

## *Partnering together to Instruct and Encourage*

**K.E.Y.S.** is a partnership among the tutors, parents, students and staff. Because K.E.Y.S. supports parent-led home education, parents are required to be actively involved in the learning process. Parents remain primary teachers of their home-educated children while K.E.Y.S. tutors simply come along to help set the course. Parents are responsible for their students' integrity, behavior, industry, and timeliness. Tutors direct the content and pace of the courses, deliver instruction, provide meaningful feedback, give professional evaluation, and mentor their students.

### **The Leadership Team**

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 and community 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. They have been put into place to help ensure the safety and success of those associated with K.E.Y.S.

### **Enrollment**

To enroll in K.E.Y.S., each family must pay an annual, non-refundable membership registration fee per student. **Membership registration fees are non-refundable.**

To enroll in group tutoring classes, families must make a **Good Faith Payment** (equivalent to one month's tutoring fee) for each class. This **GFP** is credited to the family's April class payment if the family's account is in "good standing."

Tutors have taken careful consideration when assigning age/grade limits to their classes. If parents enroll a student in a class who does not meet the age/grade requirement or the prerequisite without prior tutor, approval, the student is removed from the class, and the GFP is forfeited.

### **Attendance**

Membership at K.E.Y.S. is a privilege. The K.E.Y.S. Board of Directors or contracted tutors maintain the right to accept or deny any student. The K.E.Y.S. Board of Directors also maintains the right to suspend, drop, or expel any student at any time for any reason.

To be successful in group tutoring classes, it is imperative for parents and students to make attendance a priority.

If a vacation is scheduled when classes are in session, it is the parent's responsibility to teach the concepts (or do the experiments) that their child will miss during class.

### **Enrollment Documents**

To complete enrollment, each family is required to sign and return the following documents:

- *K.E.Y.S. of Arizona Release and Liability Waiver*
- *K.E.Y.S. of Arizona Photo Release*
- *Health Release and Liability Waiver*
- *Parent Covenant*
- *Student Covenant*

The K.E.Y.S. of Arizona Release and Liability Waiver, the Photo Release, the Health Release and Liability Waiver, and Parent Covenant are now included in the registration process on the website.

**The Student Covenant is due by K.E.Y.ed Up Night.** Students are not allowed to attend K.E.Y.S. events/classes until all forms have been signed and returned.

### **Tutoring Fees**

Tutoring Fees are due on the 1<sup>st</sup> of each month. Monthly payments must be made online at [www.keysofaz.com](http://www.keysofaz.com).

A late fee of \$11.00 per class is charged on the 6<sup>th</sup> of each month. If tutoring fees are more than one month in arrears, the student is not permitted to attend class until payment is received unless prior arrangements have been made. If payments are not made as stated in the K.E.Y.S. Terms and Conditions, the account may be sent to a collection agency.

### **ESA Policy**

K.E.Y.S. has been accredited through the State of Arizona to receive ESA funds. We are not a vendor. Therefore, if using ESA, you will need to pay with your ClassWallet Debit Card through the website or submit your payment receipt for reimbursement. There is an Attestation Form on our webpage under "Forms and Documents" to send in with your receipts. This is all that is required at this time.

K.E.Y.S. staff and administration are not qualified to advise you on any ESA policies. We will no longer take Supply Fees with your ESA funds. You will need to pay these fees to your tutors directly.

### Drop/Add

If classes are dropped before the fall semester begins, the Good Faith Payments are forfeited.

If a tutor drops a student from the class or classes are dropped by the parent **after the semester begins**, the Good Faith Payments are forfeited, and *families are* charged the **entire semester's tuition**.

To avoid being charged for the entire **second semester** of tuition, ***Drop/Add Forms* must be completed and returned** to Mrs. Collin in the office **by the last K.E.Y.S. day of the fall semester**.

To add a class to a student's schedule during the academic year, parents must pay the Good Faith Payment to enroll their student in a particular class. *A Drop/Add Form must be filled out and returned to the office.*

### Supply Fees

Supply fees for each semester are established by the individual tutors and are paid directly to the tutor.

### Transcripts

Because K.E.Y.S. of Arizona is not a school, it cannot provide official transcripts for its members. It is the parents' responsibility to keep all records; however, professional grade recommendations are provided on Gradebook Wizard by tutors to assist the parents in record keeping.

### Grading

Tutors expect that all assignments will be turned in on the due date. They will not accept late work. Tutors require work to be turned in on the due date even if a family chooses to go on vacation while classes are in session.

Tutors do not recommend using a class in which a student earns less than 70% on a high school transcript. Therefore, students may be asked to drop a class if his/her grade drops below a 70%.

Certain classes require a passing grade or proof of proficiency for enrollment; therefore, tutors may ask a student to retake the class before moving on to any other class in that subject area.

### 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, please keep children at home if they:

- have a fever over 100 degrees. Parents must keep the children home until the temperature has returned to normal (98.6) for 24 hours without the aid of medication.

- have a persistent cough, excessive discharge from the nose or eyes, a sore throat, an earache, a severe headache and/or general malaise or fever.
- vomit or have diarrhea.

### **Parent Responsibility**

Because the Bible is the standard of truth at K.E.Y.S., all parents and guests are expected to use God-honoring language and 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. tutors, and other parents and students.

Parents must read, sign, and return the *Parent Covenant*.

Parents, not K.E.Y.S. leadership, contractors, or volunteers are responsible for their children's whereabouts at all times.

Parents are responsible for any damage incurred by their student and must make necessary replacement/repair.

Parents should help their child(ren) develop positive, Christ-centered relationships at K.E.Y.S. If a serious or ongoing situation arises between students, parents should work together to help the children appropriately resolve their conflict(s).

Parents should communicate with K.E.Y.S. tutors/staff when their child(ren) will be absent.

Parents should check their emails for updates and announcements and check Gradebook Wizard on a regular basis.

Parents should understand that their child must turn in assignments on the due date even if their family chooses to go on vacation while classes are in session. They must also understand that it's the parent's responsibility to notify the teacher several weeks in advance of their vacation and understand that assignments may not be able to be completed before new concepts are taught. As the primary educator, it is the parent's responsibility to teach the concepts (or do the experiments) that their child will miss in class.

Parents should drop off and pick up their students in a timely manner.

Parents should actively facilitate, participate, and monitor learning at home.

Parents should help students with study techniques and organization.

Parents should communicate with tutors on a regular basis.

Parents should pay tuition on time.

Parents should follow the age/grade requirements and the prerequisites when enrolling their children in classes.

**Concerns** ~ Parents should speak directly to the tutor regarding any classroom issues.

- If a particular issue is not resolved after the first discussion, parents should set up a meeting between themselves, their child, and the tutor.
- 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 tutor.

### **Student Responsibility**

Because the Bible is the standard of truth at K.E.Y.S., all students are expected to use God-honoring language and conduct themselves in an orderly and courteous manner. All students are expected to show proper respect to K.E.Y.S. administration, K.E.Y.S. tutors, and other parents and students.

Students must read, sign, and return the *Student Covenant*.

Students must show respect to K.E.Y.S. administration, K.E.Y.S. instructors, Christ's Community Church staff, and other parents and students in person and online.

Students must submit to the K.E.Y.S. written and verbal policies without complaint.

For safety and security, students must remain in class or supervised areas at all times.

Students must respect the church facilities as well as the personal belongings of others.

Students are expected to use good judgment and be self-governing.

Students must do their work honestly. Cheating and plagiarism is not tolerated at K.E.Y.S. If a student is caught cheating or plagiarizing, the student may receive a zero on the assignment and/or receive immediate suspension.

Students must abide by the K.E.Y.S. Dress Code.

Students must not display inappropriate affection (hand holding, kissing, hugging, sitting on laps, touching) at K.E.Y.S. or K.E.Y.S. events.

Students must not be in possession of or use any alcoholic beverages, tobacco products, vape pens, or illegal drugs/paraphernalia at any K.E.Y.S. events.

Students must not bring weapons (or anything that looks like a weapon such as water, airsoft, or paintball guns), firearms, or any other flammable materials (lighters, matches, etc.) to any K.E.Y.S. events.

Students must agree to use only approved games, movies, software, internet sites, and/or music at K.E.Y.S. events

Students must not WALK on/off campus without an approved adult. Doing so may result in immediate dismissal from K.E.Y.S.

Students must not text, use apps, surf the web, or check email during class unless given permission by the tutor.

Student drivers **must have a *Driver Information Sheet form on file*** before driving to and from K.E.Y.S.

Students must contact the tutor regarding missed work.

### **Student Leadership**

Student Leadership is the K.E.Y.S. student council and mentoring group. Students are selected for this prestigious honor based on their strong example in faith, conduct, and family life.

Student Leaders and their parents must sign a contract before enrolling in the group. Students must be grounded in their faith, have good reputations, and a willingness and availability to organize and participate in K.E.Y.S. events. They must be invited to join and be enrolled in at least one other class on the K.E.Y.S. campus in order to be involved in the group.

### **Dress Code**

Enforcing the dress code is NOT the sole responsibility of K.E.Y.S. staff.

We expect parents to cooperate with the school in monitoring their child's daily attire to assure compliance with the K.E.Y.S. dress code.

- All clothing should be modest and in good taste.
- **Shorts, dresses, skirts** as well as the lining of a lace dress must extend past the fingertips when the student's arms are fully extended at their side. Also, be aware of the length when sitting!
- **No jeans with large holes.** Large holes must not be higher than the fingertips when the student's arms are fully extended at their side.
- **No crop tops of any length** may be worn on campus. They may not be worn under a sweater, jacket, or hoodie.
- No shirts or dresses where the back, chest, midriff, or sides are showing.
- **Leggings** may only be worn IF a shirt significantly covers the derriere at all times.
- No "sagging" pants/shorts where under-clothing is visible
- No skin-tight shirts
- No thin-strapped tank tops (minimum 2 inches/3 fingers wide at the shoulder)
- No t-shirts, bags, jackets, shoes, jewelry, or other paraphernalia with pictures or slogans that oppose Biblical values (i.e. no skulls, profanity, drugs, occult symbols, or slogans/pictures that promote violence.)

If a student arrives to school out of dress code, they will be asked to sit in the office until a parent is able to bring them a new outfit. Students will be fully responsible for any work, tests or quizzes missed while waiting.



### **Student Drivers**

K.E.Y.S. requires that all student drivers **turn in a *Driver Information Sheet***. Before driving to or from K.E.Y.S.

**All drivers and passengers (including siblings) must purchase a Permission to Leave Campus (PLC) card.** This will also function as a K.E.Y.S. student ID card.

Any students wishing to leave campus during lunch or study hall, must have a ***Permission to Leave Campus*** form signed and their PLC card in their possession.

The *Driver Information Sheet* and *Permission to Leave Campus Form* can be downloaded from the K.E.Y.S. website or picked up in the K.E.Y.S. office.

### **Mailing List**

The K.E.Y.S. mailing list is for K.E.Y.S. homeschool 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.

### **Electronic Devices**

Students may carry cell phones with them while at K.E.Y.S.

While in class, cell phones, iPads, or tablets may only be used for assignments with tutor approval.

If a student is texting, using an app, surfing the web, or checking email during class, the tutor will confiscate the electronic device, and a parent must come to retrieve the device from the tutor.

Calculators, personal computers, tablets, and iPads for academic use are permitted in all areas. All electronic devices must be turned off or on silent during class.

With parental and administrative consent, games, videos, and websites with appropriate content may be played/viewed during study hall.

### **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. Please label all personal property and check in the office if something is lost.

## **Disabilities**

**All parents with special needs students must contact administration before enrolling their students in classes.**

K.E.Y.S. is a college-prep membership organization held on a large campus. K.E.Y.S. tutors are NOT equipped to handle the following:

- Intellectual disabilities
- Bi-polar
- Autism
- Schizophrenia
- Multiple personality (clinical, chronic)
- Depression (clinical)/Suicide
- Anxiety disorders
- Tourette's Syndrome (not under control)

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

- ADHD; ADD (case by case)
- Learning disability (case by case)
- Physical disabilities (within reason)
- Students must be able to perform, by self, all activities of daily living
- Epilepsy (parents must remain on campus with their student)

## **High School Graduation**

In order for seniors to participate in the K.E.Y.S. hosted high school graduation, they must:

- Complete an approved Christian Worldview course
- Complete all high school graduation requirements set forth by the Arizona Department of Education
- Ensure that all tuition and fees are paid
- Be a current K.E.Y.S. student, enrolled in at least one K.E.Y.S. class and maintaining a 70% or better

## **Dances**

TICKETS - Students must have tickets to enter and a valid ID. Dances are lock-in events. Once students are in, they are in. Students can leave early, but they are not allowed to re-enter.

SNACKS and DRINKS - All snacks and drinks are provided. Students are not allowed to bring drinks or food with them. Open containers are not permitted.

WHO CAN ATTEND - Without exception students MUST BE 14 or older by the day of the dance.

Returning seniors are welcome. Any high school students (Christian, non-Christian, private school, homeschool, public school) are invited. All guests must maintain an air of decency and modesty.

DANCING - There must be at least 3 inches between couples! Group dancing is encouraged.

MUSIC - Although popular, secular songs are played, they are carefully chosen to be appropriate for a K.E.Y.S. event.

SECURITY and CHAPERONES - K.E.Y.S. instructors provide security and chaperone the dance. Parents should leave the campus after dropping-off their students.

### **Disciplinary Procedures**

At K.E.Y.S. of Arizona, it is our desire to provide a Christ-centered environment for our families. We do realize that children and teenagers sometimes need to be redirected or be corrected. Our goal is to continually build up and point young people toward Jesus. We will never administer discipline in anger or in a vindictive nature, but rather to protect the students and K.E.Y.S. campus at large.

Our parent and student covenants are the basis for any and all discipline at K.E.Y.S. Because we believe K.E.Y.S. thrives on partnership, the covenant we make together must be upheld to maintain a healthy, Christ-centered experience. We think of discipline in two categories as listed below.

#### **Minor Violations**

Occasional minor violations will be handled by the tutors and staff during the K.E.Y.S. day. If these violations are consistent and repetitive, administration will contact parents and other disciplinary measures will be discussed.

#### **Major Violations or Repeated Minor Violations**

For major violations or minor violations that are not resolved, consequences could include: suspension, probation, or recommendation for expulsion from K.E.Y.S.

**Procedures** for dealing with major violations may include the following:

1. Immediate removal to the office
2. Parent will be contacted by administration
3. The K.E.Y.S. Board will determine the consequence
4. Any incident involving potentially illegal behavior will warrant a member of the administration team notifying the local authorities. This includes, but is not limited to any abuse of drugs, consumption of alcohol, or possession/distribution of pornography.

### **K.E.Y.S. has a ZERO-TOLERANCE Policy for the Following:**

1. Possession, use, sale or distribution of cigarettes, vapes, alcohol or drugs, or acting as an accessory
2. Possession or use of explosives, firearms, or any other dangerous weapons on or off campus in an illegal manner
3. Immoral or illicit sexual behavior, including, but not limited to, any sexual activity
4. Requesting, sending, receiving, or distributing inappropriate pictures or texts on or off campus
5. Any activity, as determined by Administration, that might compromise a student's Christian testimony

Participation in any of these activities will result in the immediate dismissal from the K.E.Y.S. campus. Once the board has reviewed all the information, met and prayed together, consequences will be discussed and shared with the parents. During this time, parents should work with the tutors to ensure their student keeps up with their assignments until a final decision is made. If the board determines that a student has indeed participated in a zero-tolerance offense, the student's partnership with K.E.Y.S. will be dissolved.

It is not the desire of K.E.Y.S. or contracted tutors to ever ask a student to leave. However, an effective partnership between the family, contracted tutors, and K.E.Y.S. is essential for a safe, Christ-like community at K.E.Y.S.

### **Failure of Cooperation from Parents**

K.E.Y.S. believes that teamwork with parents is both biblical and essential. If a serious problem arises with a student, K.E.Y.S. administration will work to communicate the concerns to the parents and try to reach a resolution. If the attitude becomes one of blame shifting, denial, or defensiveness on the part of the student and/or parent, the partnership with K.E.Y.S. will be dissolved.

Students must be allowed to accept responsibility for their own inappropriate actions. It is the conviction of K.E.Y.S. that in order to achieve success in the lives of the students, administration, staff, parents, and students must work together within the objectives and purpose of K.E.Y.S.

*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 31, 2023.*