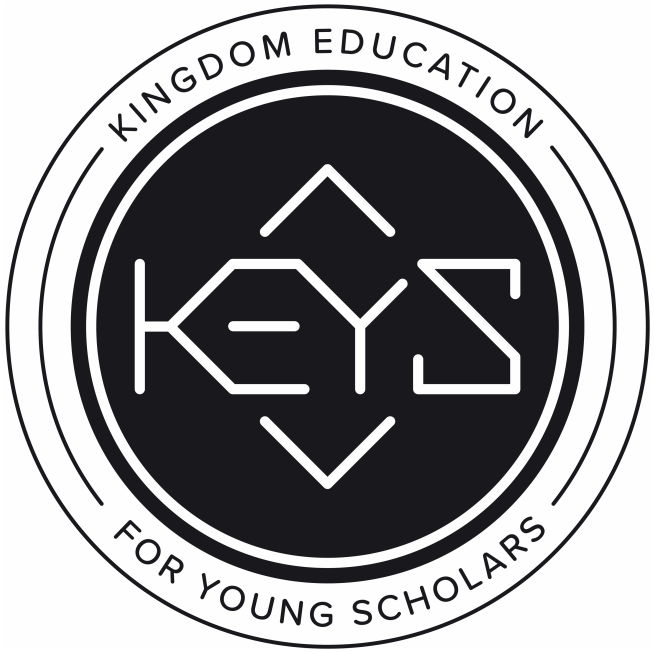

Policies and Procedures

Website: 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 the 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, and students. 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. instructors 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 K.E.Y.S. Leadership Team supervises this partnership to ensure it remains God honoring, service oriented, and effective.

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 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 registration fee per student. **Registration fees are non-refundable.**

To enroll in classes, families must make a **Good Faith Payment** (equivalent to one month's tuition) for each class. This **GFP** is credited to the family's April tuition payment if the family's account is in "good standing" and the student's academic progress and behavior qualifies him/her for completion of the term.

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

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*
- *Student Covenant*
- *Parent Covenant*

Forms are due by K.E.Y.ed Up Night. Students are not allowed to attend K.E.Y.S. events until all forms have been signed and returned.

Tuition

Tuition is due on the 1st of each month. Monthly tuition payments must be made online at www.keysofaz.com.

To receive a 5% discount, families may write a check to K.E.Y.S. for the entire year's tuition.

A late tuition fee of $11.00 per class is charged on the 5th of each month. If tuition is 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.

Drop/Add

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

If classes are dropped after the semester begins, the Good Faith Payments are forfeited, and families are charged the entire semester's tuition.

To avoid being charged for an entire second semester of tuition, *Drop/Add Forms* must be completed and returned to Mrs. Collin in the office or sent to 21103 N. 74th Dr., Glendale, AZ 85308 before the start of the second 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.

Attendance

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, drop, or expel any student at any time for any reason.

To be successful in K.E.Y.S. classes, it is imperative for students to attend classes on a weekly basis. If absences occur, it is the students' responsibility to complete and turn in assignments on time.

Because F.Y.I. is an essential part of K.E.Y.S. purpose, all students who attend classes before or after lunch on Thursdays are required to attend.

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

All high school students are expected to maintain a 70% or better in each one of their classes. If a student's grade falls below 70%, he or she may be asked to drop the class.

All assignments are required to be turned in on the due date.

For high school students, if assignments are not turned in on the due date, 10% is deducted from the final grade if the assignment is turned in up to one week late. 20% is deducted from the final grade if the assignment is turned in between one and two weeks late.

No assignments are accepted more than two weeks late.

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, 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 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 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 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.

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

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

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

Students who attend classes before or after lunch on Thursdays are required to attend F.Y.I. on the first Thursday of the month.

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 is not tolerated at K.E.Y.S. If a student is caught cheating, 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, touching) at K.E.Y.S. or K.E.Y.S. events.

Students must not be in possession of any alcoholic beverages, tobacco products, 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* and *Permission to Ride* form on file before driving to and from K.E.Y.S.

Students must contact the tutor regarding make-up 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

All clothing should be modest.

- No "sagging" pants/shorts so under-clothing is visible
- No jeans with large holes more than 5 inches above the knee
- Leggings may be worn if a shirt significantly covers the derriere
- No skin-tight shirts
- No thin-strapped tank tops (minimum 2 inches wide at the shoulder)
- No shirts or dresses where the back, chest, midriff, or sides are showing
- No short dresses, skirts, or shorts - no more than 5 inches above the knee. The lining of a lace dress should also be 5 inches above the knee. Be aware of the length when sitting!
- No t-shirts, bags, jackets, or shoes with pictures or slogans that oppose Biblical values (i.e. no skulls, profanity, drugs, or slogans/pictures that promote violence.)

Student Drivers

K.E.Y.S. requires that all student drivers turn in a *Driver Information Sheet* with a copy of their driver's license and automobile tag information.

All non-related passengers must have a signed *Permission to Ride Permit* on file with K.E.Y.S.

If students drive, they may leave at lunch; however, only students listed on their signed *K.E.Y.S. Driver Information Sheet* may ride with them.

The *Driver Information Sheet* and *Permission to Ride Permit* 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, or 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 and F.Y.I.

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.

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 disorders:

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

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

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, and their parents must consider them a true high-school freshman, sophomore, junior, or senior. (For example, an 8th grader who is participating in the 8th grade graduation, 8th grade IOWA basics, or taking one or two 9th grade classes should not attend.)

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.

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 July 11, 2019.

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