



April 2017
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KeyNews-Keeping up with Keystone

Erica Rhone, Head of School



In the month of April the Keystone team is focused on *Career Planning* activities and information to share. You'll notice in this month's newsletter that our Guidance team is offering a webinar focused on career readiness and our Academics and Guidance teams are working closely to make sure the AP students are well prepared to take the upcoming exams. Regardless of resources available to you, having active conversations with your students, even during their elementary and middle school years, is important in helping to guide them to the correct course choices as they transition into any high school program. At Keystone, during the middle school years, students have the ability to select the elective courses which they are most interested in and this is a really good chance to help students build skills that may apply to their future career. If they are unsure, don't worry, we also offer a career exploration course for our 8th grade students to help them explore their interests. While career course enrollment can be a huge help, our Guidance team has developed resources for students in both the middle and high school Guidance Services course. (This course is available in their Blackboard classroom). Within each of these courses, student are able to access an entire unit dedicated to Career Exploration and gain access to a free online resource through Choices 360. This will allow your student to complete assessments which can help them determine their interests, skills work values, and use them to find career options that align to them. We encourage all students to take a look!

Special Note:

As we move into Spring 2017 here at The Keystone School we are preparing to distribute out our annual **parent satisfaction survey** the week of **APRIL 24th**. It is essential and beneficial to both you and your students to take 10-15 minutes and provide us with feedback about your experience. We utilize the results of our surveys each year to help us plan for the upcoming school year as it relates to programmatic and staffing changes. Your input is extremely valuable, so please participate.

"Life is what happens when you are busy making other plans."

-John Lennon

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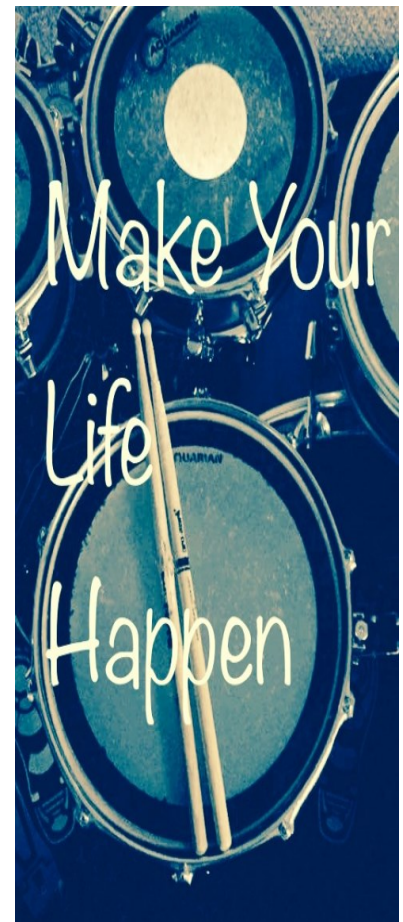
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Keystone Career Month

Everything from course selection to choosing extracurricular activities can be used to help your student think about their career. Many of us have seen the basic career assessments that can show a student what careers may match their interests. But there are also tools in the Guidance Resource Center that can help students discover their work values, transferrable skills, and even an ability profiler. These tools can be taken by the student and only last anywhere from 10-90 minutes. Trained professional counselors are available to help students understand the results of these assessments and how they can be used in accordance with a student's post graduate plans!

The Keystone Guidance team is available to help students answer questions about college, financial aid, trending careers, and everything in between. We are available via email, phone conferencing and even Skype. As school counselors we are not here to give your student an envelope with the name of the job they should have by the time they graduate. We are here to help your student put whatever job they would like to have into that envelope!

No matter where your student is in their Keystone career they can always tap into the resources that are around them every day. Have your student interview a family friend that works in an area they are interested in. Have your student ask that person how much schooling it took them to reach that position. Have your student find out what classes that person took when they were in high school. The greatest thing about career exploration is that the possibilities are endless. Think of all the hot jobs that exist today that weren't even a thing when we were in high school! Send us your questions on career exploration to guidance@keystonehighschool.com . Send us feedback on topics you would like to hear us talk about during our webinar series.



"A life with purpose-It's one of the most powerful and defining things you will ever realize and pursue in your life time.

It's uplifting and it's also up to you to find it."

~Ryan Van Poederooyen

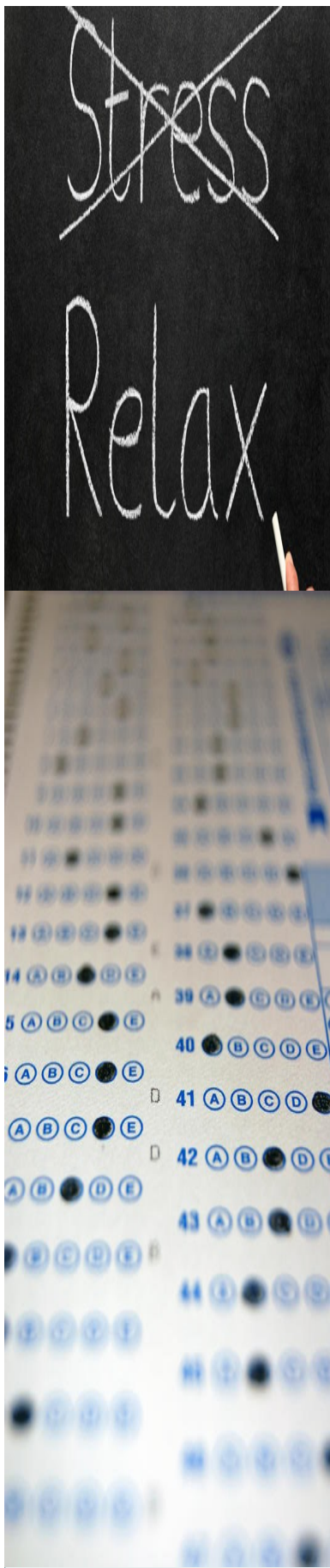
Keystone facebook Live Events

Our Facebook live events are held on the 3rd Thursday of every month at 4:00 pm ET! Our next one is on 4/20/2017. This session is hosted by our Guidance Team and they will discuss Career Planning!

***Join us live on Facebook on
April 20th at 4:00 pm ET.***



CLICK HERE



SAT/ACT PREPARATION

Guidance frequently gets asked by students and parents about ACT and SAT Test Prep programs. While Keystone offers access to some independent study materials through the Guidance Services Resource Center, many students want a more formal study program.

K12 has two new offerings to meet the need:

1. A 6-week teacher-led test prep program, with 6 hours of live instruction offered per week, online study program, practice tests, and live teacher help desk sessions.
2. A 6-week study program, supported by teachers, with access to online lessons, recorded teacher instruction, live help desk sessions, and practice tests.

To get the most out of either option,

- Determine when you are planning to take the ACT or SAT test, and sign up for the test you want at a location near you.
 - o <https://collegereadiness.collegeboard.org/sat/register/online-registration-help>
 - o <https://www.act.org/content/act/en/products-and-services/the-act/registration-information.html>
- Visit <http://www.k12courses.com> for more information about the two options above. You will find the programs listed under the “Subject” tab.
 - Select a testing for either ACT or SAT test prep that matches up with the test you have signed up to take.
 - You have the option to purchase the program from that website, or call the toll-free number listed for more information.

ACT Test Date	ACT Prep Session
Apr 8, 2017	Apr 24-Jun 2
Jun 10, 2017	Apr 24-Jun 2

TAKING THE A.P. EXAMS?

In preparation for the AP exams that will be administered in the May, all AP teachers will be hosting a live lesson once a week starting the week of March 27th and ending the week of April 17th. The lessons will be scheduled for 1 hour each.

The topics for each lesson are listed below by week: (this outline is the same for all teachers)

Week of March 27th: Exam Discussion and Online Study Materials and Sites (What is on the exam? What types of test questions? How long for each section? How to approach the test questions?) (discussion of several credible website and resources that students and use to help prepare for the test, and a walk through of them to clearly show what is on the websites, and how the material can be used and relates to the test)

Week of April 3rd: Specific Skills and Content Tested 1 (content/skills that will be tested on. Example: writing thesis statements, or how to complete document based-questions)

Week of April 10th: Specific Skills and Content Tested 2 (content/skills that will be tested on. Example: writing thesis statements, or how to complete document based-questions) (This can also be a review of the several skills or topics that were covered in previous lessons)

Week of April 17th: Q & A and Test Taking Tips (last minute questions that students have about the test or preparation. Also, presented are test taking tips with a review of what is on the test with examples.)

Signup sheets are created and can be found in the class announcements to reserve your seat for these sessions. You will also find the link to use to enter the study session.

The week of April 24th will be open for students to ask questions and setup individualized sessions with their instructors to review any items of interest. Please contact your teacher to setup times or ask questions.



*“The struggle
you’re in today is
developing the
strength you need
for tomorrow”*

~Robert Tew



“The truth, of course,
is that there is no
journey. We are ar-
riving and departing
all at the same time.

~David Bowie

2017 COLLEGE ADMISSION EXAM DATES

Attention Juniors and Seniors: if you are planning to apply to a U.S. four-year university this year, you will need a score on a college entrance exam (either the SAT or the ACT). Test dates and registration links can be found below.

Sophomores and Juniors: the PSAT is only offered in October. Now is the time to find a testing location.

Remember to cite **Keystone’s CEEB Code** when you sit to take the tests! The code is **390363**.

2016-2017 SAT/ACT Test Dates <i>Keystone’s CEEB code is 390363</i>		Registration Deadlines	
Test	Test Date	Regular	Late (fees apply)
ACT	April 8 th , 2017	March 3 rd , 2017	March 4-17, 2017
SAT	May 6 th , 2017	April 7 th , 2017	April 18-25, 2017
SAT	June 3 rd , 2017	May 9 th , 2017	May 16-24 th , 2017
ACT	June 10 th , 2017	May 5 th , 2017	May 6-19, 2017

SAT Registration Link: <http://sat.collegeboard.org/register>

ACT Registration Link: <http://www.actstudent.org/regist/>

PSAT Registration: Contact your local public high school

KEYSTONE CREDIT RECOVERY

Did you know that Keystone offers a Credit Recovery program? If your student has previously failed a course and needs to earn that credit, Keystone Credit Recovery may be the right fit for your family. We offer both print (through the mail) and fully online courses at the middle and high school levels and we accept enrollments year round. For more information and to review our course catalog, click here: <http://www.keystoneschoolonline.com/credit-recovery.html>.





*“I don’t work at
being ordinary.”*

~Paul McCartney

Career Webinars

Hello Keystone parents and others who support their students. April is Career month here at Keystone! When I went to school (I won’t mention when) we took a diagnostic test that told us what career we should pursue upon graduation. Keystone’s Guidance team would like to help your son or daughter start exploring what career THEY would like to have!

The Keystone Guidance Team will be hosting two webinars this month to support your student’s path to the career they hope to pursue. The first webinar will go over the major career clusters that are used by experts to cluster major career areas. We will also explore current job trends in the United States, how high school courses can relate to careers, and how much post-graduation education can be needed. The first webinar will take place Thursday April 20th 6:30-7:30 PM EST.

The second webinar will be a walkthrough of the free career service that Keystone students have access to called Choices 360. Choices 360 is a fun, innovative and easy to use platform that collects student’s interests, transferable skills, values, and abilities and links them to careers they might be interested in! Student’s results are then connected to ONET the Employment and Training Administration for the United States Department of Labor. This second webinar will take place Thursday April 27th 6:30-7:30 PM EST.

Below is the sign-up link for the Career Webinars taking place Thursday April 20th 6:30-7:30 PM EST and Thursday April 27th 6:30-7:30 PM EST.

<http://www.signupgenius.com/go/5080c45abad22aafe3-career>

APRIL EMAIL FORECAST

Here at Keystone we value organization. An organized student is a successful student. It is much easier for organized students to stay on track and stay updated on changing policies and new events. That is why we want to take this opportunity to inform you about some emails coming your way. Keep an eye out for these messages in your inbox this month!

What	When
Progress Reports <i>*Sent every other Monday evening to the parent</i>	Monday, April 3rd Monday, April 17th
Monday Morning Message <i>*only sent to full-time online STUDENTS</i>	Every Monday morning this month! (4/3, 4/10, 4/17, 4/24) Can also be found on Keystone's Facebook page: https://www.facebook.com/keystoneschool/
New Parent Orientation and Getting Started Webinar	<i>*Please refer to the Webinar Schedule found on page 8</i>

Congratulations to our twenty-six March graduates from fourteen states and three coun-



Connect with other families through Facebook and Twitter!

Keystone has create Facebook and Twitter accounts for our students to connect. These are YOUR groups! Keystone staff will be available to answer questions, but this is something we have developed at the request of our families.

We hope you enjoy this opportunity!

Facebook

Twitter

[Midwest Region:](#)



The Keystone School [@Keystone_School](#)



[Northeast Region:](#)



Student Success Advisors [@Keystone_SSA](#)



[Western Region:](#)



Guidance Dept. [@Keystone_Gdnce](#)



[International:](#)



Check out the April Webinar Schedule

Getting Started webinars are designed for new students and parents, but any Keystone student or parent is welcome to sign up and attend! You can click on the event to sign up or use the links provided below.

Event	Date	Time	Presenter	Audience
Getting Started The Right Way With Keystone	April 5th	7 pm ET	Dan Puentes	New Students and Parents
Getting Started The Right Way With Keystone	April 11th	12 pm ET	Dan Puentes	New Students and Parents
New Parent Orientation	April 18th	7 pm ET	Ryan Lombardo	New Parent Orientation
Getting Started The Right Way With Keystone	April 19th	7 pm ET	Dan Puentes	New Students and Parents
Career Webinar-Career Basics	April 20th	6:30 pm ET	Keystone Guidance Team	Student and Parents
Getting Started The Right Way With Keystone	April 25th	3 pm ET	Dan Puentes	New Students and Parents
Career Webinar—Choices 360	April 27th	6:30 pm ET	Keystone Guidance Team	Student and Parents

Getting Started Webinars: <http://www.signupgenius.com/go/30e0f4bafaf29a6fc1-getting>

New Parent Orientation : <http://www.signupgenius.com/go/30e0f4bafaf29a6fc1-newparent>

New Keystone Parent Information

New Parent Orientation Webinar

Join us on **Tuesday, April 18th at 7:00 PM ET** for a New Parent Orientation webinar designed to help answer all of your “getting started” questions. We’ll go more in-depth on the role of the Keystone Parent, the Strong Start program, and how to support your student. There will also be time for you to ask questions. Our goal is to give you the tools needed to help your student succeed!

Click here to sign up to attend the webinar:

<http://www.signupgenius.com/go/30e0f4bafaf29a6fc1-newparent>

New Parent Tool Kit

We have prepared several documents to help you as a new Keystone parent get oriented to Keystone and start to embrace your role as the parent of a successful independent learner! We suggest you review all the documents carefully and keep them for reference. You can download them to your computer, print them, or come back to this site again and again to view them as needed.

Click here to access the Parent Tool Kit:

<https://fw.unitymg.com/rdr/D:2797>



Keystone: Monthly Tip of the Trade

Transferring a course:

Students may need or want to transfer a course for a variety of different reasons. A course they are enrolled in may be too hard or too time consuming, or your student may not be interested in the elective chosen during the enrollment process.

Regardless of the reason for transferring a course; there are a few things to keep in mind:

The due date remains the same.

The original due date will remain the same for the transferred course. However, all extension options are available if they are needed.

There are fees involved.

Shipping Fees: You will be required to mail back any materials that came with the original course at your expense. In addition, if there are materials for the new course, there will be a shipping fee which will be included in the total cost for transfer.

Transfer Fees: There is a \$35 transfer fee per course.

Exception: If your student is new and it is within the first 30 days of enrollment, there will not be a transfer fee. If your student is returning, there will not be a fee as long as the course is transferred within five (5) days of enrollment. All other fees will be applied.

Work Done Fees: If the course the student is transferring is over 10% completed, a work done fee of \$100/course is applied. For any print/correspondence courses, if any work is sent in and graded, the work done fee will be applied.

Discounts: If you received any discounts during the enrollment, those will need to be adjusted accordingly.

Cost Difference: If your student is transferring from a print/correspondence course to an online course, there will be cost difference involved which will need to be paid along with any other fees. If your student is transferring from an online course to a print/correspondence course, the cost difference may be put towards your payment plan, or refunded back to the card used at time of enrollment.

Processing time:

If you need to send materials back, we will not process the course transfer until the materials have been received by our warehouse. Once the materials have been received, please allow one to two (1-2) business days for the course transfer to occur. If your student is transferring to an online course, the new course will appear in the homeroom a few hours after the course has been transferred. If your student is transferring to a print/correspondence course, your student will need to wait for the materials to arrive before they can begin the new course.

Withdrawals on the transcript:

If your student transfers a course, the original course will remain on their Keystone transcript as "withdrawn". These courses can only be removed if the course is transferred within the first 30 days of enrollment. You must contact Guidance to remove the withdrawn course.

Restrictions for course transfers include:

We cannot transfer a course if it is over a year old. The student would need to purchase the course as brand new. Please keep this in mind if your student wants to transfer a course and the due date is approaching. They would be starting a brand new course with only a few months to complete it.

Exception: If your student is transferring the course into the first or second semester of the same course. Your student will earn partial credit, and will be able to repurchase the other part of the course to finish out.

If your student is considering transferring a course, do not hesitate to contact Student Services by phone or email to discuss your options. We can be reached at: 1-800-255-4937 or info@keystonehighschool.com

Representatives are available Monday through Friday 8am-8pm EST.