



HIGH SCHOOL **Student Handbook**



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SECTION 1: WELCOME AND SCHOOL OVERVIEW

WELCOME TO THE KEYSTONE SCHOOL

The Keystone School is an accredited private licensed school serving students worldwide. The school includes three distinct, yet integrated programs: Keystone Middle School, Keystone High School and Keystone Credit Recovery. Keystone is licensed by the Pennsylvania State Board of Private Licensed Schools, and is accredited by the Middle States Association of Schools and Colleges (MSA) and the Northwest Accreditation Commission (NWAC), a division of AdvancED. Accreditation means that our programs and curriculum have been reviewed and meet rigorous standards that are recognized by colleges, universities, and employers.

A true pioneer in the field of home education, The Keystone School has led the way in distance learning for nearly 40 years. The Keystone School was founded in 1974 as the Learning and Evaluation Center, a pioneering organization that provided a credit recovery home education program for students who had failed a high school course of study. By 1994, the founders had expanded the program, fulfilling the requests of educators and parents who wanted a complete, flexible, full-credit high school curriculum to meet the needs of home education students. Today we are happy to offer print and online courses to our students. Students have the option of completing courses by mail with our print-based materials. Our online program offers more interaction between students and their teachers as well as a variety of interactive activities that help students review the course content, pinpoint concepts that may need to be reviewed, and stay motivated and focused.

All of this means that The Keystone School meets the academic and administrative standards required for admission to colleges and universities and for transfer of credits to public and private high schools. This allows Keystone to grant diplomas that are recognized by colleges, universities, military academies, and employers.

This handbook should be considered a part of the student and parent orientation process, and an ongoing resource. Other orientation components include the online Resource and Orientation Center (ROCK) in the online classroom system, orientation webinars, and course-specific orientation materials that are included in each course. Welcome, from the entire staff of The Keystone School!

The policies found in this handbook are subject to change at the discretion of The Keystone School administration. Should a change need to occur, parents and students will be notified.

The Keystone School Vision Statement

The Keystone School is a global leader in providing a safe and flexible learning environment, an innovative, academically and developmentally appropriate integrated curriculum and personalized educational experiences. The Keystone School utilizes state of the art delivery methods and technologies to empower students to become culturally-competent critical thinkers possessing the necessary technical, academic, and leadership skills to successfully navigate an ever-changing world.

The Keystone School Mission Statement

The Keystone School provides high quality, individualized educational experiences in a safe, technology enabled learning environment to empower students to achieve their academic and personal goals.

Expected School Wide Learning Results

The following Expected School-Wide Learning Results describe how The Keystone School will meet the above vision and mission.

School Culture

All Keystone students, parents, student advocates, faculty and staff participate in learning as a life-long process and actively support the learning of others.

- Students are actively engaged in their academic coursework.
- Parents and student advocates utilize The Keystone School tools and resources to monitor and motivate student learning.
- Faculty and staff work to design and implement programs and services that improve student achievement.
- Faculty members engage in ongoing individual professional improvement.

Engagement

Success is achieved by collective and individual engagement.

- Students show activity within their courses in an appropriate amount of time.
- Students complete their courses within their specified amount of time.
- Students have the opportunity to be involved in clubs and organizations.
- Parents, guardians, and school officials are engaged with their students' education.
- Students have the opportunity to actively communicate with teachers and school community.

Instruction

All Keystone students, parents and student advocates are supported by faculty and staff who provide meaningful learning experiences and opportunities for individual academic success.

- Students are supported by faculty and staff who are proficient in their content area and use a variety of instructional strategies.
- Students utilize instructional tools designed to promote academic honesty and achievement.
- Faculty members create connections with students through meaningful content, personalized feedback, and individual support.
- The Keystone School ensures student success by providing continued supervision and support of faculty and analysis of instructional strategies.

Achievement

All Keystone students, parents, student advocates, faculty and staff view their role as critical to attaining a common mission: empowering students to achieve their academic and personal goals.

- Students, parents, faculty, and staff are provided appropriate resources and services to meet the needs of students.
- The Keystone School conducts regular programmatic evaluations of student performance to inform school improvement.
- Appropriate student information is shared with necessary members of the Keystone community as needed to improve achievement.
- The Keystone School works with the parent organization to enhance organizational collaboration in support of student achievement. Keystone staff leverages opportunities for sharing, communication, and collaboration to develop a broader sense of the Keystone community.

The Keystone School and K¹² Incorporated

The Keystone School is a part of K¹², the leading provider of online education for grades K-12 in the U.S. and around the world. Both organizations share a commitment to deliver world-class, individualized education with the singular goal to help each student reach his or her true, personal potential. As such, The Keystone School can offer its students and families the proven strength of K¹² school design. For more information, please visit www.k12.com.

SECTION 2: ADMINISTRATIVE INFORMATION

Contacting The Keystone School

Head of School: Lisa McClure
Senior Director of Operations: Jennifer Unger
The Keystone School
920 Central Road
Bloomsburg, PA 17815
Phone: 800-255-4937 Fax: 570-784-2129

Contacting Teachers

Keystone teachers can be contacted by phone, email, or postal mail for questions about course content, getting help with difficult material, journals projects, or Keystone policies.

Teacher contact information is included in each online course in the *Staff Information* section. Students should call 1-866-MYTEACHER (1-866-698-3224) and follow the automated prompts to enter the specific teacher's phone extension. Teacher e-mail addresses are available to online students within the *Staff Information* section of each course, and for print students on a contact list mailed at the time of course enrollment.

Contacting Student Services

Student Services representatives are available from 8 am to 8 pm EST, Monday through Friday to answer questions about grades, transcripts, course extensions, deadlines, refunds, letters of recommendation, course materials, course enrollment dates, course expiration dates, login and password assistance, and technical support. Contact Student Services at 1-800-255-4937 or at info@keystonehighschool.com.

Academic and Holiday Calendar

The Keystone School follows a continuous enrollment model, allowing students to enroll in courses at any time of the year, and continue to work on their courses at any time, 24/7/365.

While students may continue to do school work on holidays or school closures, the following school holidays are observed annually. Teachers and other student services will not be available on these days:

New Year's Day
Martin Luther King Jr. Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Thanksgiving and the day after Thanksgiving
Christmas Day
Winter Break (tbd annually)

Weather or other unforeseen events may close the Keystone office periodically, but teachers are typically available to grade student work and respond to questions except for the days listed above.

SECTION 3: GETTING STARTED WITH THE KEYSTONE SCHOOL

PROGRAM INFORMATION

Keystone offers a variety of options for earning high school credit. Some students take one course to supplement a home high school experience, others may take a full four years of a world language that is not offered at their high school, and others enroll full time and seek a Keystone High School Diploma.

Each Keystone course is designed for multiple skill levels and where appropriate, courses are sequenced to allow students to advance in a particular course of study. Core and elective courses are designed to include 180 hours of instruction for a full credit, and 90 hours of instruction for a half credit.

Advanced Placement® courses are college level and are designed to prepare students to take the AP tests in the spring. Keystone does not administer any AP Examinations or schedule students to take them. Students must go to the website for the College Board to find out where tests are being administered near them and get signed up according to the requirements on that website. Keystone's AP school code

Many colleges and universities will grant college level credit for students that earn a 3 or above on these exams (out of 5 points possible). AP courses typically require at least 220 hours to complete and require students to be prepared for college level learning expectations.

AP®, Advanced Placement®, and Pre-AP® are registered trademarks of the College Entrance Examination Board, which was not involved in the production of, and does not endorse, these products.

Online High School Program

The Keystone online high school program is a self-directed, independent study program that uses award winning online curriculum to guide students through their learning. Keystone offers two high school options in the online format.

Keystone standard courses offer the most flexible learning option. Following orientation, students work independently through the online courses. Teachers support students in these classes by grading and commenting on student assignments and by responding to student questions via email and phone. Standard courses are the best choice for students who are self-motivated or have a strong parental support for their learning, or for specific courses in which a student is academically strong.

Keystone Plus courses use the same content as Keystone's standard courses, but with the "Plus" of regularly scheduled pro-active communication and pacing support from teachers and learning coaches* to provide the structure and academic support that many students need to be the most successful. Students still work independently, but parents and students have the extra support of knowing that a scheduled call or academic support session is just around the corner.

Both Keystone Plus and standard courses include Progress Reports that are emailed to parents on a bi-weekly basis. It is important that parents keep Keystone updated with their correct e-mail address in order to receive Progress Reports. Parents of online students are also assigned an Observer login to view student grades in the online learning system at any time.

**Learning coaches are Keystone staff members specially trained to assist with orientation,*

motivation, and pacing support.

Print High School Program

Keystone print courses are self-directed, independent study courses that are textbook and workbook based. Materials are mailed to students and the completed assignments and exams are mailed back to Keystone. Keystone teachers grade exams and assignments, provide students with appropriate feedback and they will respond to student questions if needed. Teachers and staff do not initiate contact with students enrolled in print courses, but Progress Reports are emailed to parents on a regular basis as long as students are enrolled in their courses (parent email addresses must be kept current). Print courses are not available as Keystone Plus courses.

Because Keystone does not follow a traditional school year calendar, students enroll in and complete courses throughout the calendar year. Current Keystone students can enroll in additional courses by contacting Student Services at 1-800-255-4937. Student Services representatives are available 8am-8pm Monday-Friday EST.

Course Completion, Grading and Graduation Requirements

In order to receive credit for a course, students must complete all assignments (see Open Enrollment and Course Completion policy). Keystone does not accept blank assignments or requests for assignment exemptions.

Students will receive a transcript upon the completion of each enrollment. If student is attached to a school other than Keystone, a copy of the transcript will be sent to the school as well. The final transcript will not be sent out if the student has an outstanding tuition balance on their course(s). If the student goes through the payment plan, but finishes the course before they pay off the balance, the final transcript will not be released until the account is paid in full. Keystone will also not issue any transcript until the minimum enrollment time in the course is met (8 weeks for standard courses, 12 weeks for Keystone Plus courses. (See Open Enrollment and Course Completion policy)

Students are not permitted to repeat courses that are taken at Keystone. If a student fails a Keystone course and wishes to earn credit, he/she must sign up for the Credit Recovery version of the course. If the student receives a score of 60 or higher on the Credit Recovery course, the failed course will be assigned a score of 60, which gives the student credit for the course.

Grading Scale

To receive credit for a course, students must complete all lessons, examinations, and assignments as required. After all course requirements have been reviewed by Keystone, students will receive a final grade, based on the following grading system:

Percentage Grade	Letter Grade
90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

Graduation Requirements

To receive a Keystone High School diploma, students need to earn 21 units of credit in grades 9-12. Credits can be transferred in to Keystone as outlined in the *Transfer Credit Policy* found in this handbook, but students must take at least five credits with Keystone, one credit each in the areas of English, Math, Science, Social Studies, and one elective credit.

Once a student meets the graduation requirements, he or she is awarded a high school diploma from Keystone. **The required graduation credits must be distributed as follows:**

Course Type	Minimum Credits for Graduation	Recommended for College Bound
Health/PE (must include one planned course in Health)	1	1
Art and/or Humanities	1	1
Mathematics (at least one must be Algebra 1 or higher)	3	4
Science	3	3 -4
English	4	4
Social Studies	4	4
Electives	5	4-5
Total	21	21 - 23

Though the minimum diploma requirement is twenty one (21) credits, we encourage students to develop a four year learning plan and take courses that will provide them the best foundation for college or career, even if that means earning more than 21 credits. College Bound students are encouraged to take at least two credits of the same world language as part of their electives.

Calculating GPA

Students from time to time will be required to submit a GPA for academic and scholarship reasons. The Keystone School will only calculate GPA based on three (3) or more completed full credit Keystone high school courses. Keystone will not calculate a GPA or publish a GPA from previous institutions on the Keystone transcript. Students are recommended to contact all previous schools when a "Cumulative High School GPA" is requested. Students are permitted to calculate their GPA for their own use, but only a member of the Guidance Department and/or School Administration can publish the official Keystone GPA on a transcript.

ROLES AND RESPONSIBILITIES

Role of the Learning Coach

The role of the Keystone Learning Coach is to provide support to full-time students in getting started at Keystone, developing a learning plan, and staying on track. Learning Coaches will answer questions, assist with goal setting, and provide suggestions to improve student motivation. Keystone

Learning Coaches also host regular student orientation and various webinars throughout the year for students and parents.

Role of the Teacher

All Keystone teachers are licensed and certified, and are experienced educators. They are specifically trained in how to teach in an online environment. We encourage students to reach out to their teachers as often as they need. Students can count on hearing back from teachers within one business day and will receive feedback on assignments within three business days for online courses and seven to ten business days for print courses.

Role of the Parent

The role of a Keystone parent is very important. Because students are learning at a distance, it is important that parents are involved and up to date on student progress. Here are a few ways that parents can be involved:

1. Participate in orientation webinars and complete the Keystone Resource and Orientation Center to learn more about tools available to parents.
2. Create a schedule together and keep it handy for regular meetings to evaluate progress and pace.
3. Review the Progress Reports when they are emailed every other week. Parents who are not receiving Progress Reports or have questions about them should contact Keystone.
4. Log into the Parent Observer Account (online students only) on a regular basis to be aware of the work that has been submitted and to check progress at any time.
5. Provide encouragement for self-advocacy. Students sometimes need encouragement to ask questions or get clarification from teachers.

THE GUIDANCE DEPARTMENT

Guidance and Counseling services are available for all Keystone students. All online high school students have access to the Guidance Services Course in their online classroom. Students will find many helpful resources including: course selection, college guidance, SAT/ACT assistance, career planning, and recorded webinars. The guidance department can also be contacted at guidance@keystonehighschool.com.

College Application Support

Keystone will gladly assist you in applying to colleges by filling out the school portion of college applications, providing recommendation letters, mailing to colleges/universities, etc. The first two college application requests will be fulfilled free of charge. Subsequent requests are subject to a \$20 charge per application. The College Application Request Form is available in the Guidance Services Course and by e-mailing guidance@keystonehighschool.com. Print students who do not have internet access can contact Student Services at 1-800-255-4937 and request a form be mailed to you.

College Guidance Information

It is the responsibility of the students to routinely check the Guidance resources that are available in the Guidance Services online resource center in Blackboard. The counselor is available for individualized student support, but requires the student to reach out for services. It is recommended that students reach out at least once a year to speak with a counselor especially if they are considering college. Numerous webinars are offered throughout the year by the Guidance staff on important topics such as planning for college, accessing financial aid and scholarships, and the college application process.

NEW STUDENTS – HOW TO GET STARTED

To facilitate a successful education experience for your student, The Keystone School has developed a checklist for parents and students to explore immediately after enrollment:

Online Students – enrolled in Keystone Standard and Keystone Plus

- Log into the courses after receiving login information.
- Become familiar with the online classroom layout.
- Review the Resource and Orientation Center.
- Use the Dynamic Course schedule to create a schedule for each course.
- Create a daily schedule.

Print Students

- Review textbooks and Learning Guides for each course to become familiar with the layout.
- Locate the list of teacher contact information for future reference.
- Create a daily schedule.

Parents

- Review the Resource and Orientation Center
- Participate in the creation of the Dynamic Course Schedule for each course and the daily schedule
- Determine goals for course completion
- Expect an e-mail from Keystone with the login information for the Parent Observer Account.
- Use Progress Reports that are e-mailed every other week to determine progress
- Update e-mail address and other contact information with Keystone as changes occur.

Information for Parents

Schedules are a very important component of your student's education. Most students are used to having structure within their courses and having a teacher telling them when to do their school work. Now that they are a Keystone student, they may be having some difficulty transitioning to the freedom of Keystone's schedule. A flexible yet consistent approach to coursework is recommended for students in order to be successful in our program. On average, students spend about one hour per day per course or five hours per course every week.

Progress Reports are delivered via email bi-weekly. The progress report includes information including current grade, percentage complete and number of logins during the reporting period for each course. Progress Reports are sent from the email address reports@onlineschoolsolutions.com. Review your email spam filters to make sure you are receiving the Progress Reports.

Parent Observer Accounts allows parents of online students to access student's course information, including the grade book, with a separate login and password. The Parent Observer Account login information is emailed to parents of online students within 48 hours of enrollment.

Webinars are held frequently for both parents and students. The webinars provide information relevant to student success and parent support. Among Keystone's webinar offerings there are monthly Parent Meetings, Getting Started Webinars and Guidance Webinars. Information regarding webinars will be conveyed through emails, online classroom postings, newsletters, and through social media

Tips for Success at Keystone

Here are some suggestions for organizing your study habits. Follow these nine tips to improve your Keystone experience.

Start	Start by reading your introductory materials.
Preview	Skim the Learning Guide (Print), Course Documents (online), and textbook to get a feel for what your course covers.
Question	Turn every heading into a question. This will help you discover what you will be learning. Take notes in a notebook or journal after you have answered each question.
Read	Read the assignments in the order suggested in your materials. Use the special features of your textbook to help you understand more about what you have read.
Study	Review the introductory materials and any chapter summaries in the textbook. If you do not understand words or definitions, use the references in the back of the textbook. Then review the exercise. They often help clear up confusion about the readings.
Practice Activities	Do practice activities that are suggested. If you feel it is necessary, use your textbook to help find the answer.
Practice Activities Answers	When you complete the practice activities, compare your answers with those supplied. Review the questions you missed. This will strengthen your learning skills.
Examination	After you have completed the readings and review activities you are ready to take the lesson examination and submit it.
Review	When you receive your corrected examination, take the time to review any questions you have missed. Your teacher will provide you with valuable information and assistance.

Developing Independent Study Habits

Keystone’s flexibility means that students have the freedom to move through their courses at their own pace, but for some students this results in procrastination. Keystone recommends the following tips to make the most of the online learning opportunity.

1. Take advantage of all orientation opportunities. Keystone has the online Resource and Orientation Center (ROCK), “Getting Started” webinars, and orientation information posted in each online course. Print students receive orientation materials by mail.
2. Establish a school schedule that takes into account family activities, outside hobbies, individual productivity, and the need to spend approximately five hours per week per enrolled course
3. Create a schedule that allows for regular work in each course to avoid wasting time re-learning forgotten material.
4. Make sure that parents and siblings are aware of the study schedule so that the time remains free from distractions.
5. The “school zone” should have adequate lighting and be comfortable. (...but not too comfortable!)
6. Gather everything needed to work: computer, pens, paper, pencils, erasers, pens, markers, highlighters, and a dictionary.
7. Plan for frequent breaks to stay fresh; stay hydrated.
8. Hang some motivational materials in the study area. Establish short and long term goals and some rewards.
9. Know that the independent study habits developed now will carry through into college and into employment.

Essay Guidelines

Keep the following points in mind when writing essays for exams:

1. A question labeled as short answer usually means at least one complete sentence. Frequently, several sentences to a full paragraph are necessary. Make sure you answer the question in full.
2. A paragraph develops a single point or idea. A paragraph is almost always at least three sentences. We usually look for four to six sentences for a well-developed idea.
3. A question labeled as a short essay is usually at least two paragraphs.
4. Transition sentences help bridge the gap from one thought or idea to another, especially between paragraphs. Try to mention the main topic or thought from both of the paragraphs you are trying to connect. A transition sentence is frequently either the last sentence in a paragraph or the first sentence in a paragraph. Often your topic sentence is also a transition sentence.
5. These essay guidelines are just that—guidelines. They are not written in stone and do not need to be followed exactly. However, following the guidelines will help to ensure that you get as good a grade as possible, especially if you are unsure of when to deviate from them.
6. If you have any of our English textbooks, refer to the Resource Center in the back of the book for literary terms, communication guidelines, the use of language, and other helpful tips. If you do not have one of our English textbooks, all students should have a good grammar skills book at their disposal. Many college level dictionaries provide quite a range of information about writing. Look through the table of contents to see what helpful information yours contains.

7. Proofreading is a must! Check the essay structure, the inclusion of concrete examples from works, grammar, punctuation, and spelling. You do not want to lose points because of minor errors. We recommend that you write your essay as best as you are able in a single day, and then put it away for a while. After a day or two, reread your essay. You will usually be able to make several improvements with a fresh outlook.

Writing Guide

The development of writing skills is one of the most important functions of a high school education. Our courses at Keystone require a lot of writing—from essay questions in exams to journal activities and research papers. Good writing skills help to present ideas, express opinions, and communicate understanding of course material. With this in mind, the Writing Guide should be used to aid in improving those skills. All enrolled Print students, will be receiving the Writing Guide if one or more enrolled courses have assignments that require a fair amount of writing. For online students, the Writing Guide is posted in the Blackboard Homeroom. The Writing Guide will assist with any assignments that include long essays, journals, research papers, or other activities that are expected to be longer than one paragraph.

INFORMATION FOR ONLINE STUDENTS

Resource and Orientation Center

Keystone High School provides resources to new and returning online students through the Resource and Orientation Center (ROCK). Keystone recommends that parents and students review the ROCK together before starting course work. This course provides an introduction to Keystone High School and will help build the necessary skills needed for online learning.

Goals of the Resource and Orientation Center:

- Explain course navigation and how to submit various types of assignments.
- Assist with the creation of a schedule.
- Refine time management skills.
- Answer frequently asked questions regarding technology and Keystone processes.
- Provide parents with an overview of tools available.
-

Exams and Quizzes

When opening an item, be sure the entire item has loaded on the screen, then begin to answer the questions. It is recommended to save answer choices as you go. Feel free to answer some questions, and then scroll to the bottom of the exam or quiz and click on the "**Save**" button. This allows the exam or quiz to be saved and entered later for completion. Remember, the item will be completely graded only after you click on the "**Submit**" button. Some exams or quizzes will not be completely graded until the instructor has graded the essay questions.

Teacher Feedback and Grading

The feedback received will explain where and why points have been deducted. Performance and feedback on the objective items are processed immediately, but subjective items like essays or writing assignments will be graded by the teacher within 72 hours of submission. When the teacher grades subjective items, he or she will provide additional feedback. Then the final grade will be calculated and placed in the grade book. Please be sure to read this feedback. It is very important to why points were lost so performance can be improved on future exams. Feel free to contact the teacher with questions regarding feedback or scores on assignments.

Technical Support

The Keystone Resource and Orientation Center (ROCK) includes an entire section devoted to technical support issues and FAQs. Keystone's Technical Support Representatives are available by dialing 1-800-255-4937 between 8:00 AM and 4:30 PM EST, Monday through Friday.

INFORMATION FOR PRINT STUDENTS

Examinations

Exams and assignments should be completed in the order the information is presented within the Learning Guide. Each exam and/or assignment should be completed and mailed in separately. To ensure students receive the best possible score, we recommend following the steps below:

1. Review journal entries, vocabulary lists, assignments, and practice activities.
2. Follow the directions carefully. If unsure of what an assignment requires, contact the teacher of the course through phone or email.
3. All exams and assignments are open book. Take time to go back to the textbook or Learning Guide and look up any answers to problems or questions. Open book exams really help reinforce learning, but also to remember the material presented. Be sure to read the Academic Integrity Policy in the Policies section of this Handbook.
4. For essay and short answer tests, use lined paper and a pen or a dark pencil. Answers may be typed if you wish. If the instructor cannot read the answers given, the exam will be returned for rewriting.
5. All essays are subject to correct grammar and English usage, regardless of the course. Poorly written essays will be graded as such, regardless of the accuracy of the information contained.
6. In Math classes, sometimes there will be more than one way to complete a problem. You should include all work so the teacher can see how each answer was calculated.
7. Make a copy of each exam prior to mailing. Although it is unlikely, an assignment can be misplaced or lost in the mail. Keystone cannot be responsible for exams lost in the mail. Making a copy of each exam is also a good way to compare incorrect answers with the correct answers that will be sent on your evaluation letter.
8. Assessments can be mailed, faxed, or emailed to the Keystone office. No exams or assignments should be sent directly to the instructor.
9. Since it takes about **7 to 10 business days** for Keystone to receive each submission and to return a grade, start working on the next lesson immediately. However, do not submit the next assignment until feedback from the last submission is received. Take time to review the evaluation and benefit from the teacher feedback.

Assessment Submissions

Before mailing, make sure that each Examination Answer Sheet has:

1. All answers to the examination.
2. Student name, student ID number, address, and the lesson number. The best way to do this is to use the bar code label for the assessment. With the course materials a bar code label for each lesson or assignment of the course is included. Each code is a unique representation of the course components identifying the student, the specific course enrolled in, and the specific lesson assignment being submitted. Attach the bar code label to the upper right hand corner of the assessment item.

3. Make a copy of the answer sheet to keep for your records.

To Mail: Use the return envelopes located in the large envelope at the end of your course and follow these simple steps:

1. It is very important to provide the complete the return address information on each envelope. This includes: student name, address, *student ID number, **course code number, and lesson number.
2. Mail each exam as soon as it is completed, using first-class postage.
3. Make sure that the return answer sheet and return envelopes are completed and have matching course code numbers on them before mailing to Keystone High School.

* Student ID number is found in the welcome letter

** The course code number and the lesson number are found at the bottom, inside area of each page in your Learning Guide.

Keystone is not responsible for items lost in the mail. Students should always retain a copy of their work.

Returned Teacher Feedback

Assessment feedback can be one of the most valuable learning tools in your class. Once each exam has been graded, feedback will be mailed to the address on file to allow for review of the questions which were answered incorrectly. (Feedback cannot be sent via e-mail). The feedback will include full explanations of the correct answers. Read this feedback thoroughly. It will aid in locating your errors and in knowing how to improve for future exams. Please contact the teacher of the course if there are any questions about his or her feedback.

SECTION 4: ACADEMIC AND OPERATIONAL POLICIES

Keystone has established a number of policies designed to safeguard the quality of the Keystone program and the success of all students. Students and parents must become familiar with Keystone's policies and should refer to them frequently as they guide the operations and academic programs of The Keystone School.

School Policies

- Academic Integrity
- Student Disciplinary Removals
- Dual Credit
- Grade Dispute
- Grade Level Advancement
- Grading and Teacher Communication
- Open Book
- Open Enrollment and Course Completion
- Portfolio Credit
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ACADEMIC INTEGRITY POLICY

Policy Name	Academic Integrity
Effective Date	2008
Reviewed/Revised	January 2014
Applies to	All Keystone Students
Purpose	In order to maintain value within all Keystone School programs, it is imperative that student submissions of assignments and assessments be their own original work. This policy defines Cheating and Plagiarism and the consequences for students who are deemed to have engaged in Cheating or Plagiarism at The Keystone School. Resources to better understand what constitutes Cheating and Plagiarism are part of the online Keystone Resource and Orientation Center.
Definitions	
Cheating	<p>Knowingly submitting the work of another individual and claiming the work as your own in an attempt to gain an unfair advantage. When a student submits an exam or assignment, this signifies the desire to claim the contents as the student's own original work. No other claim is needed. Cheating includes:</p> <ul style="list-style-type: none"> • Copying answers that were shared by other students either in person or online • Use of translation programs or tools in world language courses • Copying course feedback from Keystone • Collaboration between two students which results in the submitting of identical answers • Any other form of copying answers from any other person our source.
Plagiarism	<p>The use of an author's work with a lack of acknowledgement of the source of that work, whether intentional or unintentional. Plagiarism includes:</p> <ul style="list-style-type: none"> • Work that was incorrectly cited • Paraphrasing by simply changing the order of a few words • Copying information directly from any book (including a course resource), periodical, website, or atlas • Any other un-cited or incorrectly cited work
Policy	<p>Cheating or Plagiarism in any form is unacceptable and will result in consequences up to and including receiving a score of zero for the entire course. Students and parents are expected to become familiar with the definitions of cheating and plagiarism.</p> <p>Once the grade has been awarded based on a violation of this policy, a student, a parent/guardian, and/or school official has 30 days to request a review in writing, via e-mail or postal mail. Any such requests will be handled using the same process as found in the Grade Dispute policy.</p> <p>The Keystone School will maintain records of any case where Cheating or Plagiarism has occurred. Student records will carry a full description of the situation. If a student is awarded a zero or other</p>

	<p><i>(Academic Integrity Policy continued)</i></p> <p>appropriate failing grade for a course due to an incident of Cheating or Plagiarism, the course will appear on their transcript. The Keystone School tracks students who have a history of Cheating and/or Plagiarism in an effort to eliminate trends in behavior.</p> <p>Students should be aware that Cheating/Plagiarism can affect their college acceptance, as many colleges ask Keystone for information about student honesty/integrity.</p>
<p>Procedures</p>	<p>Cheating</p> <ol style="list-style-type: none"> 1. In the first* case of cheating in a course, zero points will be awarded for any items where a student is found to have cheated. The student will be referred to the Cheating and Plagiarism resources in the online Resource and Orientation Center in order to avoid any future instances. <p>*Note: Any assignment/assessment submitted before initial contact about cheating or plagiarism is considered part of the first instance.</p> <ol style="list-style-type: none"> 2. A second instance of cheating in any course will be awarded a zero for the assignment/assessment that was submitted. In addition, an e-mail will be sent to the parent account or school administrator e-mail account noting the second instance and the referral to the Academic Review Committee for any further instances of cheating. 3. Any further instances of cheating in the same course or across multiple courses will be referred to the Academic Review Committee for sanctions including failure of the course, and in extreme cases, potential removal from Keystone. The student's course may be placed on hold until the decision from the Academic Review Committee is finalized. <p>Plagiarism</p> <ol style="list-style-type: none"> 1. In the first* case of plagiarism within a course, a student will be instructed on what the student did wrong and given a chance to correct his/her mistake. If a student has questions about the plagiarism, the student must ask the teacher prior to submitting work. <p>*Note: Any assignment/assessment submitted before initial contact about plagiarism or cheating is considered part of the first instance.</p> <ol style="list-style-type: none"> 2. A second instance of plagiarism in any Keystone course, after the initial contact, will be awarded a zero for the assignment/assessment that was submitted. 3. Any further instances of plagiarism in the same course or across multiple courses will be referred to the Academic Review Committee for sanctions including possible failure of the course, and in extreme cases, potential removal from Keystone. <p>Combined instances of Cheating or Plagiarism</p> <ol style="list-style-type: none"> 1. Any student showing a pattern of combined cheating and plagiarism may be referred to the Academic Review Committee even before reaching the third step in either category.

STUDENT DISCIPLINARY REMOVAL POLICY

Policy Name	Student Disciplinary Removal
Effective Date	January 2014
Reviewed/Revised	
Applies to	All Keystone Students
Purpose	Certain behaviors such as bullying or cheating/plagiarism identified in Keystone's policies have the potential to cause a student to receive a failing grade for a course, or in extreme circumstances, to be expelled from Keystone. This policy clarifies the financial obligation of the parent or school that enrolled the student.
Policy	<p>Keystone has policies that govern student behaviors that have the potential to harm Keystone's academic integrity and reputation or to harm other students emotionally or physically. Although rare at Keystone, extreme behaviors or certain repeated behaviors include consequences that may include failure of a course or even removal from The Keystone School (expulsion).</p> <p>In cases of a failed course or removal from all Keystone courses, the financially responsible party is not entitled to a refund of tuition or fees, and obligations to a Keystone Payment Plan are still in effect.</p> <p>If a student's access to a course is suspended for a period of time due to an investigation related to student behavior, the original course due dates remain in effect.</p>

DUAL CREDIT POLICY

Policy Name	Dual Credit
Effective Date	2008
Reviewed/Revised	January 2014
Applies to	Keystone High School Students
Purpose	Often students wish to take a college course and receive both Keystone high school credit, and college credit (concurrent enrollment). This policy describes the requirements of dual credit at Keystone.
Policy	<p>Students can enroll in courses for dual credit and are encouraged to do so in their junior and senior years. This means that students are concurrently enrolled with Keystone and a college or university.</p> <p>Students are responsible for making a connection with a college or university that will support dual enrollment. Students must receive authorization from Keystone prior to enrolling in a concurrent program to ensure the credits will transfer. Without Keystone authorization, college credits are not guaranteed to be accepted for Keystone transfer credit. Keystone provides a Dual Credit Approval Form to request this approval.</p> <p>After dual enrollment credits have been authorized by the Keystone Guidance Department, they will be applied using the following guidelines:</p> <ul style="list-style-type: none"> • Three (3) college credits equate to one (1) high school credit. • The three college credits must be from the same course • Courses cannot be combined to equal one (1) high school credit. • College courses equaling more than three (3) will be accepted as one (1) high school credit. • College courses equaling two (2) credits will be accepted as one-half (.5) high school credit. • College courses equaling one (1) credit will not be eligible for high school credit at Keystone. • Only credits that count toward the Keystone diploma will be awarded on the official Keystone transcript. • Keystone reserves the right to accept, review, revoke, and/or hold any transfer credits from previous schools when it is determined necessary to preserve the academic integrity of The Keystone School.
Procedures	<p>For students seeking dual enrollment approval</p> <ul style="list-style-type: none"> • Request the Dual Credit Approval Form from guidance@keystonehighschool.com or download the form from the Keystone website. • Submit the Dual Credit Approval Form and the required course description to the Keystone Guidance Department prior to enrolling in the college course. Failure to get pre-approval using the Dual Credit Form MAY result in the course not transferring to Keystone. • Students must be active in at least one (1) full credit Keystone course at the time of course completion. Exceptions may be made if the Keystone course

(Dual Credit Policy- Continued)

- is finished in a timely manner before the college semester ended.
- Students should be aware that dual course enrollment will not always count as college credit at other post-secondary institutions. Students should check college policies on transfer credits.
- If the course is approved for Keystone credit, the Guidance Department will put documentation in the official Keystone records.
- Once the college course is completed, the student must request that an official transcript from the college be sent to Keystone in order to have the credit transferred.
- Colleges may require approval from Keystone to enroll in a college course as a high school student. Students must still complete Keystone's Dual Credit Approval Form if they wish to receive Keystone credit.

Additional information about transfer credits may be found in Keystone's *Transfer Credit Policy*.

GRADE DISPUTE POLICY

Policy Name	Grade Dispute
Effective Date	2008
Reviewed/Revised	1/2014
Applies to	All Keystone Students
Purpose	<p>Grades measure student performance and serve as a means of determining graduation eligibility and honors. As such, The Keystone School recognizes that a fair and rigorous assessment of student coursework is vital to the mission of the school and wishes to ensure that disagreements that arise over assigned grades are handled promptly, fairly, and professionally.</p> <p>This policy outlines the procedure that a student must follow in the event that he/she wishes to dispute the grade received on an assessment or in a course at Keystone. This process must be initiated by the student within 30 days of the grade being awarded.</p>
Policy	<p>Grades may be disputed at the assignment level or at the course level, but may only be disputed for one or more of the following reasons:</p> <ol style="list-style-type: none"> 1. The grade was issued in error. This includes situations where there was a miscalculation of grade points that resulted in a lower grade for the student. The student must clearly demonstrate the miscalculation. This reason also includes situations such as missing records, mistaken grade entries, and the like. 2. The final grade issued was arbitrary. This means that the grade lacked a reasonable basis. To prevail in a grade dispute based on arbitrariness, the student must show that the grade was issued due to whim or impulse and/or lacks a convincing rationale. 3. The student has documentation that he/she received a lower grade than another student for the same academic work in the course, and at the same level of competency. 4. The student has documentation that he/she previously received a higher grade on a similar assignment in the course, and at the same level of competency.
Procedures	<p>The Grade Dispute Policy has two phases. Grade disputes should be resolved at the lowest possible level. Therefore, all appeals must begin with the informal phase before moving to the formal phase.</p> <p>Informal Phase</p> <p>Students who disagree with a grade received on an assessment or in a course are required to discuss the matter with the teacher who issued the grade. It is important that students feel confident enough to contact their teacher to discuss the grade. In cases where the student is in Middle School or is unable to speak effectively for him/herself, the parent or guardian may participate in the informal phase.</p>

(Grade Dispute Policy – Continued)

The process is as follows:

1. The initial conversation regarding the dispute must take place between the **student and the teacher within 30 days of the grade being awarded**. This can be done via e-mail or phone. (note: Print Assessments are only kept on file for 30 days from the day they are graded.)
2. The student must be prepared to specify the course, specific assessment and question (if applicable), grade received, and the reason for the dispute.
3. The teacher will give a full explanation of the grade awarded and the basis for determining the grade.
4. The teacher will determine whether the student has a legitimate dispute. This determination may need to be made following the initial conversation.
5. If the teacher and the student come to a mutual agreement that the grade should be changed, the teacher will process the necessary paperwork for the grade change. If the teacher feels the grade should stand, the parent and student need to determine if they wish to proceed to the formal phase of the Grade Dispute process.

Formal Phase

Informal efforts to resolve the dispute must be completed before the formal phase may be invoked.

1. If the informal phase was completed as outlined, and the dispute was not resolved, a guardian or school official may initiate the formal phase. **The guardian or school official must represent students in the formal phase.**
2. The guardian or school official must submit a written letter indicating intent to dispute **within two weeks of the conclusion of the informal phase**. (This can be done through e-mail addressed to info@keystonehighschool.com or by mail addressed to **Grade Dispute** at Keystone's main address.
3. After receiving the letter, Keystone will forward the *Grade Dispute Form* to the guardian or school official. Student transcripts will be held until all disputes are resolved through this investigative process. **(Sample form in Appendix III)**
4. The guardian or school official will return the signed Grade Dispute Form, along with all relevant course materials distributed or returned by the teacher to the student. These materials need to be put together **within two weeks of the date of the written dispute**. In the case where the guardian or school official cannot produce all such documents, the grade dispute ends with no grade change.
5. Concurrently, the instructor will assemble all relevant course materials that he/she retained for this student within two weeks of the date of the written dispute. In case the teacher cannot produce all relevant documents pertinent to the student's work in the course, the grade dispute will be taken up by the Keystone Academic Review Committee.

	<p><i>(Grade Dispute Policy – Continued)</i></p> <ol style="list-style-type: none">6. The department Instructional Supervisor will appoint a committee to evaluate the student’s course materials.7. Based on the findings, the Instructional Supervisor will determine whether the grade shall be changed.8. The Instructional Supervisor will complete the Grade Dispute Form9. and will inform the guardian or school official of the resolution in writing. No further dispute is possible.10. The completed Grade Dispute Form, along with any related documents, will be held in the student’s file for reference.
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GRADE LEVEL ADVANCEMENT POLICY

Policy Name	Grade Level Advancement
Effective Date	2008
Reviewed/Revised	January 2014
Applies to	Diploma Seeking Students
Purpose	To establish credit levels for each high school grade, 9-12.
Policy	<p>Grade level is determined based upon the total number of high school credits, including credits transferred to Keystone and those completed at Keystone.</p> <p>The following describes how Keystone determines each student's "grade level".</p> <ul style="list-style-type: none"> ○ To be considered a freshman (9th grade), students must present a certificate of completion from an accredited middle school, standard test scores, or an approved 8th grade home school portfolio. Birth Certificate verifying age of 14 or greater can also be accepted to place a student into 9th grade. ○ To be considered a sophomore (10th grade), students must have successfully completed 5 credits (passing grades), one of which must be English. ○ To be considered a junior (11th grade), students must have successfully completed 10 credits, two of which must be English. ○ To be considered a senior (12th grade), students must have successfully completed 15 credits, three of which must be English. <p>Students who need to know what their current grade level is should contact Student Services.</p>

GRADING AND TEACHER COMMUNICATION POLICY

Policy Name	Grading and Teacher Communication
Effective Date	2008
Reviewed/Revised	January 2014
Applies to	All Keystone Students
Purpose	To identify the process by which student work is graded and the expectations around grading and communication turnaround times.
Policy	<p>Keystone has established the following expectations related to grading and turnaround times:</p> <ol style="list-style-type: none"> 1. Only teachers who are employees of The Keystone School evaluate the submitted assessments of Keystone students and assign grades. 2. Keystone does not allow students to opt to take “zeros” for work that is not submitted. In order to receive credit for a course, students must successfully submit all assignments that count toward the final grade. 3. Teachers will attempt to grade all work that is submitted. If a teacher cannot open a submitted file or if the submitted work is off-topic or blank, the teacher will “clear” the assignment. If this is done, the teacher will e-mail the student letting him/her know that the assignment was cleared and why it was cleared, so the student knows to re-submit the work. For this reason, students are strongly encouraged to save all their submitted work in files on their computer so it can be re-submitted if needed. 4. The standard turnaround time* for teachers to grade assessments that are submitted for an online course is three business days. The standard turnaround time for teachers to grade assessments that are submitted for a print course is seven to ten business days. 5. Keystone teachers will return email and telephone messages to students or parents within one business day. 6. Keystone cannot meet requests to “rush” any grading. Students with a deadline should submit their work at least two weeks prior to the deadline to allow for grading, any necessary resubmission, and processing of the final grade. <p>*Keystone will communicate any exceptions (such as delays due to holidays) to the grading or communication turnaround times with students through course announcements.</p>

OPEN BOOK POLICY

Policy Name	Open Book
Effective Date	2008
Reviewed/Revised	January 2014
Applies to	All Keystone Students
Purpose	In order to uphold the highest academic standards, it is important that Keystone students understand the appropriate use of textbooks and online course materials in the completion of their courses.
Policy	<p>Keystone students are encouraged to use course materials while completing assessments/assignments. Many questions on quizzes and exams require students to synthesize the content from within the online course and supplementary materials, and so the answers are not found directly in the course content.</p> <p>Despite the approved use of these materials, it is expected that all student responses on all assessments/assignments be original and written in the words of each student. No exam question should be answered by directly copying from course content, a textbook, a website or any other resource. Submitted work that is copied directly from another source may be defined as Cheating, Plagiarism, or both, and is addressed in Keystone's Academic Integrity Policy.</p> <p>Teachers use online tools to help identify plagiarized work.</p>

OPEN ENROLLMENT AND COURSE COMPLETION POLICY

Policy Name	Open Enrollment and Course Completion
Effective Date	2008
Reviewed/Revised	January 2014
Applies to	All Keystone Students
Purpose	Keystone courses are completed by students in a very independent manner, and do not necessarily follow a traditional school year, so it is the purpose of this policy to define the minimum and maximum time allowed for students to complete Keystone courses.
Policy	<p>The Keystone School accepts course enrollments on a continuous basis throughout the calendar year. Students can enroll in one or more courses at a time. As specified in the <i>Enrollment Agreement*</i>, students must spend a minimum of eight weeks to complete a standard Keystone course, and a minimum of twelve weeks to complete a Keystone Plus course, and students have a maximum of one calendar year to complete their courses. Please refer to the <i>Enrollment Agreement</i> for more details.</p> <p>For a course to be completed, a student must submit all required assignments. See the <i>Grading and Teacher Communication Policy</i> for more information about submitting assignments for grading.</p> <p>Once the final assessment in an online course is graded, the course will no longer display in the student's online classroom. Students who believe they have completed a course that is still displaying in the online classroom must contact the teacher or Student Services.</p> <p>Keystone will mail a transcript to the parent/guardian of enrolled students when all of their concurrently enrolled courses are completed.</p> <p>*Enrollment Agreement is read to families who enroll over the phone, and is included on the printed enrollment form. A copy of the agreement is in the Appendix of this handbook.</p>

PORTFOLIO CREDIT POLICY

Policy Name	Portfolio Credit
Effective Date	2008
Reviewed/Revised	January 2014
Applies to	All Keystone Students
Purpose	In order to preserve the academic integrity of The Keystone School, the Portfolio Credit Policy serves to outline the limitations and stipulations associated with submission of portfolios for Keystone credit. Portfolios can be submitted to show proof of 8 th grade completion or to earn high school course credit.
Policy	<p>Portfolios for credit consideration by Keystone must comply with Keystone’s portfolio requirements. Parents and school officials submitting portfolios are encouraged to use the template provided on the Keystone website to insure that all the requirements are met.</p> <p>The following rules also guide the approval of portfolios for credit at Keystone:</p> <ul style="list-style-type: none"> • Portfolio review takes 7-10 business days. Incomplete portfolios will not be reviewed, but may be resubmitted when complete. • Portfolio credit will only be awarded for work done within the last three years. • Portfolio credit will be awarded in one-credit (180 hours) and half-credit (90 hours) increments only. (Portfolios with less than 90 hours of instruction will not be accepted for credit.) • Keystone will review portfolios upon initial enrollment and for actively enrolled students. • Keystone will award a maximum of 10 credits for portfolio work. • Student cannot receive more than two credits for the same course. A separate portfolio must be submitted for each course. • Keystone will not grade any portfolio work. All assignments, assessments, projects and papers must be evaluated (graded) by the course teacher. Please note that portfolios that are based upon music lessons or participation in a sport will not be accepted for credit without the necessary assessments and teacher evaluation. Please follow the template carefully. • Portfolio must document an earned a score of 60% or higher in the course to be eligible for Keystone credit. • Work samples and assessments submitted to Keystone need to include marks and or comments indicated that they were evaluated by the teacher. Work submitted without grades or formal evaluation will not be eligible for Keystone credit. • Portfolios for courses that are based on music lessons or an activity must be able to show at least 2/3 of the hours as instructional time, and no more than 1/3 of the hours as practice time. • All portfolios being submitted for Health/PE must include a health component with sufficient documentation; otherwise the student will receive a half-credit as elective and a half-credit as health/PE. <p><i>(Portfolio Credit Policy – Continued)</i></p>

(Portfolio Credit Policy – Continued)

- Portfolio credit will not be awarded for work experience.
- Communication regarding portfolio outcomes will be primarily made through email.
- Keystone reserves the right to accept, review, revoke and/or hold any credits from portfolios when it is deemed necessary to preserve the academic integrity of The Keystone School.
- Students who submit portfolios for World Language credit using Rosetta Stone must submit a full portfolio. The Rosetta Stone grade report is not sufficient.

Process for Submitting a Home School Portfolio:

1. Request the approved home school portfolio submission forms from the Guidance department or download the form from the website. **(Sample forms in Appendix IV)** Portfolios submitted that do not use Keystone’s template will take longer to approve, and may require additional documentation.
2. Complete, assemble and submit the portfolio according to instructions included with the forms. (Portfolios will not be returned, so please make copies for your own records.)
Additional information about transfer credits can be found in Keystone’s *Transfer Credit Policy*.

STUDENT ACTIVITY POLICY

Policy Name	Student Activity
Effective Date	11/1/2008
Reviewed	January 2014
Applies to	All Keystone HS Students
Purpose	To establish a threshold of student activity for requesting credit or a refund for a course, Keystone has implemented a Student Activity Policy.
Policy	<p>To be considered active, students must begin their coursework and submit at least one weighted assignment in at least one course within the first 30 days of enrollment. Thereafter, students must continue to submit at least one assignment every 30 days.</p> <p><u>Students who plan to be inactive for 30 days or more must contact Keystone Student Services to place their course(s) on hold.</u> When a course is placed “on hold” in this way, Keystone will make a note in the student record about the extended absence. Placing a course on hold does not extend the due date.</p> <p>If 30 days pass without activity in a course, and the course has not been placed on hold, the course no longer qualifies for a refund, but the student retains the right to complete and receive credit for the course through the assigned due date.</p> <p>Note: Due to US Treasury requirements, Keystone cannot offer refunds to students with a non-US address.</p>

STUDENT CONDUCT POLICY

Policy Name	Student Conduct
Effective Date	2008
Reviewed/Revised	January 2014
Applies to	All Keystone Students
Purpose	The Keystone School is committed to ensuring the free pursuit of inquiry for its students who are enrolled in its academic program. Students are given the freedom to exchange ideas, debate issues, and conduct research in authentic academic areas of knowledge without fear of retribution. The Keystone School maintains its ethical and academic integrity by assuring all inquiry is done objectively according to established methods of scientific investigation and that learning takes place in a climate of mutual respect and tolerance so that controversial subjects and opposing views may be adequately presented and so that each person may read, learn, and make his or her own conclusions.
Definitions	
Bullying and Cyber Bullying	Intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting or online school setting that is severe, persistent (repeatedly and over time) or pervasive and has the effect of doing the following: <ol style="list-style-type: none"> 1. Substantial interference with a student's education 2. Creation of a threatening environment 3. Substantial disruption of the orderly operation of the school.
Policy	<p>Students are expected to demonstrate the same tolerance, respect, and understanding that would prevail in any academic setting. All students are expected to commit to problem resolution and maintain open communication. The Keystone School is a community of learners, and the hallmarks of this community are respect and appreciation of the rights of others.</p> <p>The following are general rules for how students should treat one another, teachers and staff, and how that respect is translated daily into our program:</p> <ol style="list-style-type: none"> 1. Students are expected to accept responsibility and accountability for all actions and content submitted, noting that: <ul style="list-style-type: none"> • Submission of inappropriate language or content (language or content that is obscene, profane, lewd, vulgar, rude, inflammatory, defamatory, threatening, harassing, or disrespectful) is unacceptable. • Submission of information that could cause, if acted upon, damage, danger or disruption; i.e., information that incites, encourages, or supports violent, disruptive, or unlawful activities is unacceptable. • Students will demonstrate respect for all teachers, students, and

(Student Conduct Policy – Continued)

staff regardless of age, race, gender, religion, national origin, veteran status, disability, or sexual orientation.

- Bullying or Cyber-bullying in any form will not be tolerated.
- Students will not post or submit harmful, threatening, defamatory, or abusive content in essays, journals, portfolios or in any communications with teachers, staff, or other students.
- Student homepages are within the Keystone system and must follow the same guidelines as for all posts and submissions.

2. The following are NOT ACCEPTABLE on student homepages, in Discussion Board postings, in the Message Center, or in class session statements:

- Posting of copyrighted/trademarked materials; however, students do retain copyright on their own content.
- Posting of inappropriate language; e.g., language that is obscene, profane, lewd, vulgar, rude, inflammatory, defamatory, threatening, harassing, or disrespectful.
- Posting of information that could cause, if acted upon, damage, danger or disruption; i.e., information that incites, encourages, or supports violent, disruptive or unlawful activities.
- Anonymous postings to Discussion Boards or Class Sessions.
- Students should not post links in any Keystone system unless specifically directed to in a course assignment.

3. Students must support the security of student personal information and the security of the Keystone systems through good security practices and by notifying Keystone immediately of any potential information security issues.

- Posting of personal contact information is not recommended.
- Students have complete responsibility for protecting the privacy of the student's password. Keystone recommends that students do not share their password with anyone.
- Students are prohibited from accessing the information on the Keystone online system beyond the authorization designated to the student through his or her password or to disrupt the performance of the Keystone system.
- Students will not use the Keystone online system to engage in any illegal acts or to encourage such acts.
- Students will notify Keystone of any security issues or problems that they encounter.
- Students will maintain the same ethical standards expected in any academic environment.

4. The following actions are not permitted in any Keystone system or activity:

- Misrepresenting one's identity
- Posting unsolicited advertisements to the Class Sessions,

(Student Conduct Policy – Continued)

Message Center, or private email inboxes (spamming).

- Transferring computer viruses, intentionally or unintentionally, or other code that disrupts or interferes with other users' use of the online environment or personal computers, systems, or networks.

5. Students who are in violation of the items in the Student Conduct Policy are subject to sanctions which may include:

- The grade of zero points for the specific question, activity, or entry in the exam/ journal/portfolio which violates the Student Conduct Policy
- Temporary termination of student account pending investigation
- The grade of zero points for the entire exam/journal/portfolio
- Removal from extracurricular activities and non-academic discussion forums
- Failure of the course
- Expulsion from The Keystone School

Disciplinary actions are at the sole discretion of the administration of The Keystone School.

STUDENT INFORMATION AND PRIVACY POLICY

Policy Name	Student Information and Privacy
Effective Date	2008
Reviewed/Revised	1/2014
Applies to	All Keystone Students
Purpose	In order to protect and maintain student privacy this policy deals with the collection, use, disclosure, security and access to personal student information.
	<p>Keystone's Use of Student Information</p> <ul style="list-style-type: none"> • No member of The Keystone School staff will intentionally give out a student's email address. However, students are advised that posting to the Student Discussion Boards does make their email addresses available to others within the online system. • Keystone makes no warranties of any kind about their services being error-free and without defect. Loss of data due to interruptions in Internet service is not Keystone's responsibility, but that of the student's Internet Service Provider. The Keystone School is not responsible for unexpected downtime of the online system. Keystone will inform students in advance of any scheduled downtime. • Files submitted for grading and postings to the Discussion Boards are accessible by persons with system privileges. These are not private; students should not assume they are. • Keystone reserves the right to view and share student files, messages, and statements listed above with others, if needed for cooperation with local, state, and federal officials, and as otherwise required by applicable law and/or legal process. Keystone reserves the right to investigate complaints of defamatory, obscene, threatening, or illegal content and/or actions, which may result in the viewing of student materials. • Student activity in Keystone's online systems can and will be monitored. • Keystone uses cookie technology to authenticate and track users through its website and online program. Keystone does not place sensitive information in cookies, and the disclosure of any information gathered in this manner is governed under the terms of this policy. • Keystone will only disclose a student's academic information internally to support Keystone faculty and staff in assisting a student, and will disclose such information externally only at a student's or parent's/guardian's express direction unless otherwise required by applicable law and/or legal process. <p>Confidentiality All students have the right for a confidential consultation with the Keystone Guidance Counselor. Per the American School Counselor Association Code of Ethics and/or Pennsylvania state law, student</p>

(Student Information and Privacy Policy – Continued)

confidentiality may be breached under a number of stipulations that include but are not limited to the following:

- State law requires that mandated reporters make a report whenever there is "reasonable cause to suspect" that a child has been abused, regardless of any previous reports that have been made. This applies to physical injuries within the past two years, imminent risk of serious physical injury, sexual abuse, sexual exploitation, serious physical neglect and emotional abuse
- If a student threatens to harm himself/herself or others.
- If a student has witnessed or has taken part in illegal behavior.
- If a student indicates that she is pregnant, or if the male student indicates he impregnated a minor.
- Any situation where a legal document requests such information.

Release of College Guidance Records

It is the right of The Keystone School to maintain educational and guidance- related records on all students. The files deemed necessary to maintain as a guidance record includes all Letters of Recommendation, the School Supplemental, Mid-Year Report, Optional Report, and Final Report. These documents are not immediately accessible to students, parents, or families until one year after the Keystone Final Report is sent. At that time, students may petition the Guidance Department in writing to request a copy of this supplemental if they choose to receive it.

Students should know if they attempt to submit a recommendation or school report on behalf of themselves, it will severely impact their ability to be recognized in authority by the college/university they are applying to. Keystone does not release letters of recommendation to students or families unless families specify on the college application that they are not waiving their rights to view the letters. Note: Families should contact the college or university and verify whether or not the college will view their application differently if they do not waive their rights to view letters of recommendation.

Students Age 18 and Over

Students who are age 18 or over at the time of enrollment will be listed in Keystone's enrollment system based upon their instructions to Keystone at the time of enrollment. Students who turn 18 while enrolled in Keystone must contact Student Services to change the Parent/Guardian contact information if they wish to do so.

TIME LIMIT TO RE-PURCHASE KEYSTONE COURSES

Policy Name	Time Limit to Re-Purchase Keystone Courses
Effective Date	7/2014
Reviewed/Revised	
Applies to	All Keystone Students
Purpose	Set the appropriate limit on the amount of time between the expiration of a course and the time in which individual assessment scores will be valid if access to the course is re-purchased.
Policy	<p>For a situation in which a student does not finish an enrolled course, Keystone allows for a maximum time of 12 months from the final due date of the course for re-purchase. If a parent or adult student re-purchases a course within the 12-month time limit, and if Keystone is still offering the same version of the course as the student was previously enrolled in, Keystone will move the student's previously earned grades from the original course section into the re-purchased course section. If, at the time of re-purchase, Keystone has a new version of the course, previously earned grades will not transfer and student must start new in the new course.</p> <p>If a parent or adult student contacts Keystone after 12 months has passed since the original course's final due date, the student may still be allowed to repurchase the course, but none of the previously graded work will be moved into the new section.</p> <p>All decisions about repurchasing courses and moving grades should be approved by the Student Services Supervisor before they are finalized.</p>

TRANSFER CREDIT POLICY

Policy Name	Transfer Credit Policy	
Effective Date		Effective Date
Revised	August 2014	Revised
Applies to	All Keystone Students	
Purpose	The purpose of the Transfer Credit Policy is to define the requirements and limitations of the transfer of high school credits into the Keystone School.	
Definitions		
Unofficial Transcript	<ul style="list-style-type: none"> • Unofficial transcripts are printed on plain paper and do not have a college seal or registrar's signature. • Any transcript that is opened or tampered with before it is delivered to Keystone 	
Official Transcript	<ul style="list-style-type: none"> • A transcript is considered official through one of two procedures <ul style="list-style-type: none"> • The transcript is printed, stamped/sealed and signed by the previous school, placed in an official school envelope and given to Keystone unopened. • The transcript is sent directly from the sending school to The Keystone School either by mail, fax or email. 	
Credit	<ul style="list-style-type: none"> • A metric used by The Keystone School to recognize that a course of study has been successfully completed. The Keystone School awards credit in one-credit (180 hours) or half-credit (90 hour) increments. 	
Recognized Regionally or Nationally Accredited	<ul style="list-style-type: none"> • Accreditation is a process in which certification of competency, authority, or credibility is presented. There are six recognized regional accreditation agencies. 	
Home School Portfolio	<ul style="list-style-type: none"> • Documentation submitted on behalf of a student to earn credit that cannot otherwise be shown or stated on an official school transcript. 	
Policy		
	<p>The Keystone School will transfer credits from another educational institution or experience to the Keystone transcript for new students and for active* Keystone students under certain conditions. Documentation of the credits is required for an analysis to be done. Acceptable forms of documentation include an official transcript and/or a portfolio. (For detailed portfolio requirements, refer to the <i>Portfolio Credit Policy</i>.)</p> <p>An initial, unofficial, transcript analysis will be completed based upon unofficial transcripts submitted by students/parents. Transfer credits will be in "pending" status until The Keystone School receives official transcripts from the student's previous school. The Keystone School Diploma will only be awarded once all transfer credits have been certified with an official transcript or accepted through portfolio submission.</p> <p>Keystone needs to receive official transcripts as early as possible in a student's enrollment to verify pending credits. We recommend a course of study to prepare for graduation based on transcripts received. If official transcripts are not provided early in a student's enrollment, he/she may not</p>	

(Transfer Credit Policy – Continued)

be able to graduate on time as planned, or may take courses that are not needed. Students and parents must make sure that Keystone has official transcripts within the first month of enrollment to properly plan a course of study.

Credits from high schools that are accredited by one of the six regional accrediting agencies will be fully awarded on The Keystone School transcript

International Transcripts will be sent out for independent review by an established 3rd party evaluation service to determine the U.S credit equivalents and transferability to Keystone. The fee for this service will be charged to the enrolling student. The decision of the independent review establishes how Keystone will accept the international credits, and the decision is final.

Keystone can only give credit once for a course with the same name. The Guidance Department may request a syllabus or detailed course description to determine if a course with the same or similar title is significantly different than the Keystone course of the same name before determine whether credit can be granted.

Credits for portfolio-documented courses will be evaluated on an individual basis and awarded at the discretion of the Keystone administration, and may be charged a fee. Specific portfolio requirements are found in the *Portfolio Credit Policy* found in the Keystone Handbook.

The following limitations apply to portfolio credit and credits from non-regionally accredited high schools:

- A maximum of ten (10) credits will be awarded based on portfolios and from non-accredited high schools.
- Only one (1) credit will be awarded for Health/PE.
- A maximum of two (2) credits will be awarded for Fine Arts or Humanities.
- Only one (1) elective credit will be accepted for Religion courses.
- Only one (1) elective credit will be accepted for Vocational courses.
- No credit will be awarded for Driver Education courses.

Credits awarded as transfer credit must be earned after completion of 8th grade, with the following exceptions:

- Up to 3 high school credits completed with a grade of C or better, taken prior to completing 8th grade may be awarded upon receipt of an official transcript/school record from a regionally accredited school.
- Requests to transfer in more than 3 high school credits taken prior to completing 8th grade will be reviewed on a case by case basis.

**Active Keystone students are students who are enrolled in one or more Keystone courses, or have completed a Keystone course within the past 4 months. Inactive students who completed courses with Keystone more than 4 months before the request will not be allowed to transfer credits to Keystone unless they become actively enrolled and complete at least one half credit course.*

TRANSFER / WITHDRAWAL / EXTENSION POLICY

Policy Name	Transfer / Withdrawal / Extension
Effective Date	2008
Reviewed/Revised	January 2014
Applies to	All Keystone Students
Purpose	To allow students the ability to transfer, withdraw or extend a course.
Policy	<p>This policy applies on a course by course basis. Within 12 month from the date of enrollment, students may request a course cancellation, course transfer or extension in a course. For course withdrawals please refer to the <i>Student Activity Policy</i> for more details.</p> <p>Course Transfers Transferring from one Keystone course to another is possible; however for specific details, please contact Student Services regarding qualification and any potential fees.</p> <p>Course Withdrawals</p> <ul style="list-style-type: none"> • If a student withdraws from one or more courses, tuition refunds will be based on the date of the cancellation and the number of course assessments completed as follows: • If a course is cancelled within five days after midnight of the date the Enrollment Agreement is accepted (the Cancellation Period), all tuition monies paid to Keystone will be refunded. • If a course is cancelled after the Cancellation Period but before any course assignments are submitted to Keystone for grading, a registration fee of \$75 per course will be charged. All other tuition monies will be refunded. • If a course is cancelled after the Cancellation Period and after course assignments have been submitted to Keystone for correction, the \$75 registration fee will be charged per course plus a percentage of the remaining tuition as follows: <ul style="list-style-type: none"> ○ 10% or less completed — 10% of tuition after subtracting the registration fee ○ Between 11% and 25% completed — 25% of tuition after subtracting the registration fee ○ Between 26% and 50% completed — 50% of tuition after subtracting the registration fee ○ Over 50% completed — obligation for full tuition (no refund) ○ Shipping/handling fees are non-refundable <p>Details regarding refunds can be found on the student enrollment form.</p> <p>Course Extensions Students have one calendar year from their original due date or enrollment in order to complete their course(s). If students cannot complete their course work within 12 months, they must contact Keystone before the course expires. Students or parents may request a one month</p>

	<p>free extension before the due date is up. If additional time is needed, <i>(Transfer/Withdrawal/Extension Policy – Continued)</i></p> <p>students are required to pay an extension fee of \$50 per course to extend for an additional 3 months (student must have original materials). Courses may be extended twice, for a total of 6 months of additional time. If all extensions have been exhausted and more time is needed, students must re-enroll in the most current version of the course at full price.</p> <p>Note: Students enrolled through a high school must have counselor approval for any extensions.</p>
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VERIFICATION OF ENROLLMENT/SATISFACTORY ACADEMIC PERFORMANCE

Policy Name	Verification of Enrollment/Satisfactory Academic Performance
Effective Date	July 2014
Revised	December 2014
Applies to	All Keystone Students
Purpose	Keystone receives numerous requests to verify enrollment and/or satisfactory academic performance for driving permits, insurance discounts, benefits (such as Social Security or Survivor benefits), work permits and other purposes. These forms typically do not account for the nature of Keystone's independent study model, and are frequently cannot be completed accurately. This policy establishes the criteria Keystone will use to determine if a form can be signed and what documentation Keystone is able to provide to meet the need for verification of enrollment or attendance.
Policy	<p>Keystone will provide, upon request, a general letter verifying enrollment in one or more courses at The Keystone School. Forms requiring a school official signature will be reviewed on a case-by-case basis and will be completed according to the following process:</p> <p>Forms requiring signature of a Keystone official should be submitted to the Keystone Guidance Department. The Guidance Department will determine if the form can be completed by Keystone based on the requirements of the form. Whether or not the form can be signed, Guidance will also attach a letter explaining our flexible model, the most recent student progress report, and a transcript with each form, and return it based upon the instructions provided on the form.</p> <p>Forms that require Keystone to verify that a student is making adequate progress, including Social Security forms, can only be signed if the following requirements are met:</p> <ol style="list-style-type: none"> 1. Parent has identified the student as "Diploma Seeking", meaning Keystone is the student's "school of record", and 2. Student has been enrolled with Keystone for <u>at least 30 days</u>, and 3. Student is on pace, based on the student's learning goals and number of assignments submitted to date, to complete the enrolled courses by their due dates, or they have demonstrated full participation and on-time course completion in the previous year in Keystone courses. <p>Keystone will not complete forms requiring verification of adequate student progress:</p> <ol style="list-style-type: none"> 1. If any of the three conditions above are not met. 2. Based on a "promise" to complete work – only prior work will be used to determine status. 3. Based on enrollment only, even if the form states "enrollment". <p>If a student is denied completion of a verification of enrollment form, Keystone will consider the request again after 30 days if requested by parent/guardian. Parents/Guardians of students who do not qualify for Keystone enrollment verification should research how to meet the requirement of the organization as a Homeschool student.</p>

SECTION 5: APPENDICES

The following documents are sample documents for reference. Current versions of these sample documents are available from The Keystone School as referenced in the individual policies, or by contacting Student Services at 1-800-255-4937.

Enrollment Agreement

Students who enroll in Keystone National High School must have a working knowledge of the English language and have successfully completed the eighth grade. For students who do not have any other documentation for academic admissions to the ninth grade, the following guidelines will apply: 1) If a student is 14 years or older, he or she is considered “age appropriate” for ninth grade and may enroll using a birth certificate or other official documentation as proof, 2) If a student is under 14 years of age, he or she must show proof of eighth-grade completion through a middle school grade report or transcript, a certificate of eighth-grade completion, standardized test scores showing eighth-grade achievement or higher, or a homeschool portfolio.

Compulsory school age students must have written or electronic permission from parent or guardian and must also comply with homeschool requirements dictated by their school district/state. You need to check the requirement of your district/state to ensure the Keystone National High School program meets their homeschool requirements. For students enrolling in courses for any purpose, the listed fee for each course requested must accompany their completed and physically or electronically signed Enrollment. Keystone National High School will ship applicable course materials upon acceptance of student’s enrollment. Keystone National High School will provide examination services, student services, transcript verification services, and present all graduates with a Keystone National High School diploma in a prompt and professional manner. Standard Half-Credit Courses include approximately 90 hours of coursework; Standard Full-Credit Courses include approximately 180 hours of coursework. The starting date is the date this enrollment is processed by Keystone and students have a minimum of eight weeks (Keystone Plus Courses have a minimum of 12 weeks) and a maximum of one calendar year from the starting date to complete their courses. If student intends to participate in NCAA collegiate athletics after high school, Keystone courses ordered after 10/25/11 will not be recognized by NCAA.

No refunds will be issued due to non-acceptance. Due to US Treasury requirements, Keystone cannot offer refunds to students with a non-US address. The student or school has the right to terminate enrollment at any time. All students are protected by our liberal Tuition Refund Policy (see form); Keystone Payment Plans are non-interest bearing loans from the school and obligations must be paid even after withdrawal when falling outside of the referenced Refund Policy. If students violate Keystone policies that govern student behaviors and are determined to cause potential harm to Keystone’s academic integrity or physical/emotional harm to others, consequences may include course failure or expulsion; in either case, the financially responsible party is not entitled to a refund of fees, and payment plan obligations are still in effect. Additional information requests, questions, and concerns that are not satisfactorily resolved by the person designated above or by other school officials may be directed to the State Board of Private Licensed Schools, Commonwealth of Pennsylvania, Department of Education, 333 Market Street, 12th floor, Harrisburg, PA 17126-0333, 717.783.8229; or AdvancED, 9115 Westside Parkway, Alpharetta, GA 30009, 888.413.3669.

Dual Credit Approval Form

This form is referenced in Keystone's *Dual Credit Policy*, and is intended for Keystone students seeking college credit to fulfill Keystone requirements. Student must attach a course description with this form, and submit to Keystone at the address or fax below or at guidance@keystonehighschool.com

Student Name	
Student ID Number	
Student Email	
Student Phone	
Anticipated Graduation Date	

College/University Name	
College/University Address	

College Level Course	Credit Value	Keystone Requirement Filled	Credit Value

Student Signature _____
 Date _____
 Parent Name _____
 Parent Signature _____
 Date _____
 Guidance Counselor Name _____
 Guidance Counselor Signature _____
 Date _____

Grade Dispute Form

Tips for properly completing the form:

1. Refer to the Grade Dispute Policy in the Keystone Handbook prior to making a grade dispute. It is imperative that the Informal Phase is complete before submitting this form.
2. When making your dispute, use evidence to support your case. Avoid using hearsay, subjective impressions, and derogatory remarks of a personal nature, or arguments that do not relate to the student work in this course.
3. Write directly on this form.
4. Make sure to complete all areas of the form or it cannot be processed.
5. Attach additional sheets if necessary.
6. Keep a copy of the completed form for your records.
7. Attach copies of assignments or exams if pertinent.

Mail or fax the completed form to:

The Keystone School
Grade Dispute Form
920 Central Road
Bloomsburg, Pa 17815
Fax: 570-784-2129

Required Student Information: (Please Print)

Student Name: _____
Student ID Number: _____ Date: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone: _____ Cell Phone: _____
E-Mail Address: _____
Course Name: _____ Course Code: _____
Teacher Name: _____
Exam name or assignment name for disputed grade: _____
Request to change grade from _____ to _____

Dispute

Reason(s) for the dispute:

Please provide the following information in this section:

1. State the outcome of the Informal Phase of the grade dispute.
2. Explain clearly and concisely the basis for your grade dispute.
3. Provide evidence in support of your dispute with factual information.
4. Attach documentation to support your dispute (examples: feedback form, assignments, personal records, etc.)

Sample

Guardian/School Official (printed name) _____

Guardian/School Official signature: _____

Date: _____ Guardian/School Official Phone Number: _____

Guardian/School Official E-Mail Address: _____

Portfolio Submission Forms

Cover Sheet Checklist and Portfolio Section Cover Sheet

INSTRUCTIONS: Please make sure all information on this form is complete. A Portfolio Evaluation Cover Sheet Checklist and all Corresponding Portfolio Section Cover sheets must be included for each course. Sign the enclosed Portfolio Credit Policy. PLEASE MAKE COPIES OF ALL WORK; ORIGINALS WILL NOT BE RETURNED. Keystone requires 7 to 10 business days to complete each evaluation.

Student Information		
Student Name (Last, First Middle):		Student ID Number:
Address:		Phone:
City	State:	Zip:
Course Information:		
Course Title:		Subject Area (Check One) <input type="checkbox"/> Math <input type="checkbox"/> Language Arts/English <input type="checkbox"/> Fine Arts <input type="checkbox"/> Social Studies <input type="checkbox"/> Science <input type="checkbox"/> PE/Health <input type="checkbox"/> Elective
Grade Level:	Final Grade:	
Teacher Name:	# Credits Desired 1 or .5?	
Required Portfolio Sections		
Please check that each cover sheet is attached and placed in order. Use each cover sheet will mark the beginning of each portfolio section. Failure to submit the portfolio in order or without all required materials will result in portfolio rejection.		
<input type="checkbox"/> Read and Sign Home School Credit Policy <input type="checkbox"/> Section 1: Instructor's Qualifications/Resources Used <input type="checkbox"/> Section 2: Course Overview <input type="checkbox"/> Section 3: Course Outline/Syllabus <input type="checkbox"/> Section 4: Assessment Description <input type="checkbox"/> Section 5: Graded Exams/Projects <input type="checkbox"/> Section 6: Graded Writing Component <input type="checkbox"/> Section 7: Log of Hours		

Please submit the completed home school portfolio to:

The Keystone School
Attn: Portfolio Committee
920 Central Road
Bloomsburg, PA 17815

Policy Name	Portfolio Credit
Effective Date	2008
Reviewed/Revised	January 2014
Applies to	All Keystone Students
Purpose	In order to preserve the academic integrity of The Keystone School, the Portfolio Credit Policy serves to outline the limitations and stipulations associated with submission of portfolios for Keystone credit. Portfolios can be submitted to show proof of 8 th grade completion or to earn high school course credit.
Policy	<p>Portfolios for credit consideration by Keystone must comply with Keystone’s portfolio requirements. Parents and school officials submitting portfolios are encouraged to use the template provided on the Keystone website to insure that all the requirements are met.</p> <p>The following rules also guide the approval of portfolios for credit at Keystone:</p> <ul style="list-style-type: none"> • Portfolio review takes 7-10 business days. Incomplete portfolios will not be reviewed, but may be resubmitted when complete. • Portfolio credit will only be awarded for work done within the last three years. • Portfolio credit will be awarded in one-credit (180 hours) and half-credit (90 hours) increments only. (Portfolios with less than 90 hours of instruction will not be accepted for credit.) • Keystone will review portfolios upon initial enrollment and for actively enrolled students. • Keystone will award a maximum of 10 credits for portfolio work. • Student cannot receive more than two credits for the same course. A separate portfolio must be submitted for each course. • Keystone will not grade any portfolio work. All assignments, assessments, projects and papers must be evaluated (graded) by the course teacher. Please note that portfolios that are based upon music lessons or participation in a sport will not be accepted for credit without the necessary assessments and teacher evaluation. Please follow the template carefully. • Portfolio must document an earned a score of 60% or higher in the course to be eligible for Keystone credit. • Work samples and assessments submitted to Keystone need to include marks and or comments indicated that they were evaluated by the teacher. Work submitted without grades or formal evaluation will not be eligible for Keystone credit. • Portfolios for courses that are based on music lessons or an activity must be able to show at least 2/3 of the hours as instructional time, and no more than 1/3 of the hours as practice time. • All portfolios being submitted for Health/PE must include a health component with sufficient documentation; otherwise the student will receive a half-credit as elective and a half-credit as health/PE. • Portfolio credit will not be awarded for work experience. • Communication regarding portfolio outcomes will be primarily

	<p>made through email</p> <ul style="list-style-type: none"> • Keystone reserves the right to accept, review, revoke and/or hold any credits from portfolios when it is deemed necessary to preserve the academic integrity of The Keystone School. • Students who submit portfolios for World Language credit using Rosetta Stone must submit a full portfolio. The Rosetta Stone grade report is not sufficient. <p>Process for Submitting a Home School Portfolio:</p> <ol style="list-style-type: none"> 3. Request the approved home school portfolio submission forms from the Guidance department or download the form from the website. Portfolios submitted that do not use Keystone's template will take longer to approve, and may require additional documentation. 4. Complete, assemble and submit the portfolio according to instructions included with the forms. (Portfolios will not be returned, so please make copies for your own records.) Additional information about transfer credits can be found in Keystone's <i>Transfer Credit Policy</i>.
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I have read and understand the Portfolio Credit Policy:

Sign _____ **Date** _____

Section 1 Cover Sheet: Instructor's Qualifications and Resources Used

To be attached to this cover sheet (please check):

Instructor's Qualification

- **Resume or Narrative description**
- **Include education of instructor**
- **If parent, include state's home school requirements for teachers**

Resources Used:

- **Include names of textbooks and any other relevant supplemental items/events**

Section 2 Cover Sheet: Course Overview

To be attached to this cover sheet (please check):

Course Overview:

- **One to two paragraph overview of what the student learned.**
- **Brief overview on how the course is aligned with local, regional, state or national educational standards. Please refer to the following website for standards:
<http://www.educationworld.com/standards/>**

Sample

Section 3 Cover Sheet: Course Outline/Syllabus

To be attached to this cover sheet (please check):

Course Outline/Syllabus

- **The outline should include the required components of the course. Each topic covered in the course will be featured here. If a textbook was used as a guide for teacher, please include a table of contents from the text book.**

Section 4 Cover Sheet: Assessment Description

To be attached to this cover sheet (please check):

Assessment Description

- An overview of how the student was assessed.
- What testing tools were used? Tests, quizzes, graded assignments, critiques, recitals?
- How was feedback provided to the student?
- How was student growth measured?
- At what frequency was the student assessed? Weekly, Monthly?

Section 5 Cover Sheet: Graded Exams and Projects

To be attached to this cover sheet (please check):

Graded Exams and Projects

- **For a full-credit course (180 hours): Two exams/projects/work samples from the beginning, two from the middle and two from the end.**
- **For a half-credit course (90 hours): One exam/project/work sample from the beginning, one from the middle and one from the end.**
- **Performing and Visual Art related courses also require work samples.**
- **You can submit CDs/DVDs of pictures of paintings, dance recitals, recordings of musical pieces, etc. to fulfill this section.**
 - **Please include a written description for each item submitted pertaining to the visual/performing arts related work samples.**
- **Copies of certificates, awards, brochures, honors, ticket stubs, and competition schedules may be submitted in this section to strengthen the portfolio**

Section 6 Cover Sheet: Graded Writing Component

To be attached to this cover sheet (please check):

Graded Writing Component

- **For credit in Social Sciences, English/Language Arts, Science, Physical Education/Health, or Fine Arts**
 - **One Credit (180 Hours) a 6-8 paged GRADED written assignment which reflects an appropriate depth of understanding and analysis for the grade level of each subject.**
 - **Half-Credit (90 Hours) a 3-4 paged GRADED written assignment which reflects an appropriate depth of understanding an analysis for the grade level of each subject.**
 - **Papers must be typed and double-spaced; actual graded work, if handwritten, can be scanned and attached to the typed version.**
- **For credit in Math**
 - **A one page narrative outlining what was learned in the course and an understanding of how to apply those concepts in real world situations.**

Section 7 Cover Sheet: Log of Hours

To be attached to this cover sheet (please check):

- Log of hours of instruction, research, practice, reflection**
 - **Each entry must be dated and signed by the instructor**
 - **180 required hours for a one-credit course**
 - **90 required hours for a half-credit course**
 - **Practice can account for no more than 1/3 of the submitted hours.**
 - **Keystone does not award quarter-credits**