

KEYSTONE NATIONAL HIGH SCHOOL

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(CEEB Code: 102045)



STUDENT MANUAL
PARENT MANUAL
POLICIES & PROCEDURES
MANUAL

Message from the Director:

Dear New Student,

Welcome to Keystone National High School! You have made a very important step toward self-improvement and personal success! And we here at Keystone are anxiously ready to make sure that your education fulfills all of your expectations and more! As Director/Counselor of Keystone National High School, I want to be the first to commend you for your commitment to personal excellence. I have a deep personal admiration for men and women like yourself who are willing to do what it takes to achieve their goals, and I am glad that you choose Keystone as your path to success. You can depend on my word, that all of us here at Keystone are dedicated in assisting you in accomplishing your goal.

Please also read the Student Handbook and Planning Guide. This guide is design to provide useful information as you plan your high school course of study. The next few years are extremely important in charting a course for future academic successes and career choices. With assistance from our high school counselors and advisers, the planning guide is a great tool to be used by your parents and/or guardians to assist you in developing your plan of action. The acquisition of a quality education is the gateway to a successful future. I hope you will use the information in this guide to make informed decisions about your high school experience.

Best wishes to you,

Sincerely,

Clarence Watson

Clarence Watson, Ph.D. (Director/Counselor).

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GETTING STARTED

Believe it or not, you have already taken the biggest step on your path to a better education. Just by enrolling, you have achieved more than thousands of other men and women, because you have gone from dreaming about a better life to doing something about it! Now, all you have to do is begin studying. To assist you in getting the most out of your lessons, and for you to study more productively, we have developed this comprehensive handbook and planning guide to guide you through your studies. They are just guidelines, but if you put the information contain in this guide, into practice, you will find that your confidence will be greatly enhanced and you will therefore get the most out of your time and effort.



STUDENT-PARENT HANDBOOK

The student handbook was designed to give you general information and procedures in pursuing your Goal at Keystone National High School. You do not need to read every page consistently. However, this handbook serves as a reference manual to assist you in answering questions you may have about your program. We are looking forward to a great educational partnership with you. Good luck with your studies!

PLANNING GUIDE

The planning guide was designed to provide useful information as you plan your high school course of study. The next few years are extremely important in charting a course for future academic successes and career choices. With assistance from our high school counselors and advisers, the planning guide is a great tool to be used by your parents and/or guardians to assist you in developing your plan of action. The acquisition of a quality education is the gateway to a successful future. I hope you will use the information in this guide to make informed decisions about your high school experience.



Keystone's Educational Philosophy and Faith:

The educational philosophy and faith of Keystone National High School is dependent upon the Bible for providing the viewpoint for interpreting any subject or any school activity. The entire process of education is seen as a means used by God to bring students to Himself through personal faith in Christ and to develop a Christian mind in them so that they can fulfill God's will for their lives personally and vocationally. The mandate for Christian education comes from God's command that children are to be taught to love God and to give Him first place in their lives and from the biblical teaching that parents are responsible for the total education of their children. Christian parents are commissioned by God to bring up a child in the way he should go, and are promised that when he is old he will not turn from it (Proverbs 22:6). God says this of His commandments: Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up (Deuteronomy 6:7). The Christian school augments and continues the training begun in the Christian home.

We believe that students should be provided with an educational program that stresses basic academic skills and an appreciation of the arts to develop all the abilities God has given to each person as a uniquely created individual. We believe that students learn best by active participation in the educational process. The teacher should endeavor to teach the students according to their abilities and achievement level. All subjects are taught from the viewpoint of God's revealed truth, with the goal of developing in students a love for learning that fully challenges their God-given abilities.

Students:

God has entrusted the children who attend Keystone National High School to their parents for love, nurture and training. The School serves parents by offering to these students a focused educational program to expand their horizons, improve their unique abilities, and encourage their life-long learning to the glory of God. Child development through education is a diversified process, involving spiritual, physical, emotional, mental, and social dimensions. These should not be treated as disconnected compartments. Students should be treated as whole persons of infinite worth and accountable before God. Even the youngest Christians are Disciples of Christ who need to learn to serve Him with all that they are and have.



Teachers:

Teachers at the Keystone National High School should exemplify biblical wisdom and the love of Christ both inside and outside the classroom. They are professionals who have special instructional gifts and who work constantly to strengthen the art of teaching. They work to avoid the misleading polarity between subject oriented and pupil oriented teaching as well as the false dichotomy between sacred and secular realism. The teachers at Keystone are called to be sensitive to the different levels of curricular difficulty, the diversity of gifts among students, and the various stages of maturation in young people. Teachers know they are dealing with whole persons made in the image of God. By fostering a climate of Christian love, understanding and respect, they assist their students in understanding their infinite value to God. Functioning as a team of colleagues, they seek to lead students into a wide ranging excitement about living in God's world.

Families:

Keystone National High School is a World of families as well as a World of students and teachers. Students at this School are first of all children in homes. Because the School exists to aid Christian Parents in the God given responsibility of training their children in the way of the Lord, it is not require that at least one parent/guardian be a confessing Christian. However, Christian philosophy is very important for attending this school. Exceptions are granted for those Upper School students who are believers and desire a Christian education even if their parents are not believers. The School solicits wide-scale involvement of parents in the school program, beginning with regular prayer support and including participation in the online chat room and extracurricular activities, financial support and service.

The World:

Keystone National High School is committed to being in the world in the biblical sense of believing that everything God created is good. Christ's redeeming work lifts the curse of sin from the creation, restoring believers to a life of service in God's world the life of science and art, government and the marketplace, industry and human services, family life and recreation. The School wants its students to marvel at the wonder of God's revelation in all aspects of the creation. It wants them to discern and to act upon the will of the Lord in every sector of life. At the same time, the School aims to be not of the world. This does not mean that it ignores the truths and goodness God has graciously allowed to emerge outside the community of believers, nor does it mean ignoring the sin and distortion of truth that occurs within the Christian community. The School defines its philosophy, hires its teachers, develops its curriculum and welcomes its students on a thoroughly biblical basis. The School will evaluate continually all activities and human achievement from a biblical viewpoint in order to help students discern the effects of sin, the difference between good and evil, and the meaning of God's restoring work in various aspects of life. This can only be done if the School seeks faithfully to remain of Christ's kingdom and not of the fallen World. The School stands in the Virtual World as a testimony to God's grace, helping students to grow up as Disciples of Christ, preparing them to serve Him throughout His vast creation, and encouraging them to live by faith, hope and love until He returns to fulfill all things in His Kingdom. Praise the Lord!

Getting started is Easy:

Mission Statement

The mission of Keystone National High School is to provide a positive, supportive, and meaningful learning experience for students who need to complete their high school education in a non-traditional setting. Keystone National High School is committed to providing an academically comprehensive curriculum which is supportive of the diverse individual needs, goals, and learning styles of adult learners and all students. The school relies on a learning environment of independent study, which allows students to take ownership in the process of achieving their educational goals and functioning productively in the working world, in further academic settings, and in their personal lives. Keystone National High School strives to fulfill its mission by providing a solid core curriculum in traditional high school disciplines, complemented by academic and vocational electives. The curriculum is supported by applicable technology, a qualified faculty, and a wide array of student services aimed at the needs of the virtual learner. The school assesses fulfillment of its mission and achievement of institutional effectiveness through ongoing studies of student learning, this mission is supported by an admissions policy that allows students with a minimum eighth grade education to enroll in the program without regard to race, religion, gender, color or creed.

On the Road to Success:

You have started a journey toward a better future a future that brings more money, security, and greater career satisfaction. All of us at Keystone National High School will do everything we can to make that journey a rewarding one. But, there may be times when you find it hard going... maybe your job or family is demanding more of your time, or completing your program seems too far out of reach. If you start to feel that way, just remember these important facts:

- ✚ A good way to stay motivated is to remember why you enrolled. You have a dream of building a better life for yourself, and you have already shown you have the dedication. Do not let anything stop you from achieving your goals.
- ✚ Anytime you have a problem with something in your lessons or a question about your Keystone National High School experience, contact the school. Every student is important to us and we want to see you achieve success. You can always turn to your instructor or our helpful Student Service staff for help.
- ✚ Stick to your study schedule as much as you can but it is okay to give yourself a day off now and then, too. Holidays, special occasions, or just a day to “recharge your batteries”... but do not take too many, because you want to keep moving toward graduation.
- ✚ Most of all, take pride in what you are accomplishing. So many people never try to make their dreams come true just by enrolling, you have shown you are someone who sets goals and works to achieve them. You have much to be proud of.

✚ You have already taken the most important step toward success making the decision to enroll. Now you are ready to begin your Keystone National High School program. Getting started takes only a few minutes. First, let's look at what is on your student homepage:

✚ ***Your Student Handbook :***

Important - valuable information on Keystone National High School experience.

✚ ***Program Outline :***

The information you will learn in your program and the order in which you will learn it.

✚ ***Accessing your Lesson Materials:***

All you need to get started.

✚ ***Taking your Tests Online:***

Detail on submitting your exams.

Information on contacting **Keystone** - Website: <https://www.myknhs.com>

Phone: (305) 688-5599 Registrar: (305) 757-3217 Fax: (305) 454-2394

Otherwise, it is time to move on please read the next page and you are ready to begin.

Here is all you have to do, just follow these few simple steps below and you will be on your way:

1. Your Student ID and Password:

Will be e-mail to you as soon as you are accepted at Keystone National High School

2. Find your Program Outline:

Your Program Outline lists all of your courses and the order in which you should study them.

3. Follow the Program Instructions for the first subject:

As you study the first study unit, make sure to use the self-test in your lessons to help you prepare for your first exam. If you have any questions about your

lessons, please e-mail your instructors, or visit <https://www.myknhs.com> your resource for answers to any questions you might have.

4. *You will find an exams at the end of each Study Unit:*

When you feel you are prepared, please **Click** on the exam number to submit your answers to the school for grading.

That's all there is to it. The rest of this manual contains useful information on contacting Keystone, taking exams and answers to other questions you might have. You already know everything you need to begin your first subject, but feel free to read on and learn more about your school.

Course Descriptions:

In this section you will find descriptions of the core and elective subjects offered in this high school program. Each entry features the name of the course, the number of credits you will earn, the number of examinations and the name of any prerequisite subject. The high school subjects and curriculum are frequently updated. Although we try to keep this listing current, it may not include the most recent changes. We reserve the right to revise the program of study and all instructional materials, and to withdraw or substitute for subjects offered.

Algebra I (1 credit)

A study of basic operations with signed numbers, monomials, and polynomials. Also Include formulas, equations, inequalities, graphing, exponents, roots, quadratic equations, and algebraic fractions. **Six exams**

Algebra II (*prerequisite Algebra I*) (1 credit)

A study of algebraic functions, ratios, proportions, logarithms, variations, progressions, theorems, matrices, determinants, inequalities, permutations, and probability. **Four-exams**

American History (1 credit)

Discussion of people, events, and sociopolitical forces that have shaped America, from its discovery to the present. Shows how American history affects today's events and global conditions. **Four exams**

American Literature (1 credit)

Includes a study of literary terms, structural elements of genres and interpreting selected works to read more effectively for both knowledge and enjoyment. Discusses what it has meant and now means to be an American as shown through each major period of American Literature. Discuss each major period of American literature. **Seven exams**

Appliance Repair (1 credit)

Get a head start toward a business of your own repairing home appliances. Includes detail on using tools, testing electric appliances, relays, and motors. **Seven exams**

Artist (1 credit)

Study two-dimensional designs, color theory, animal art, and basic drawing. Easy-to-follow lessons make it simple for even beginners to learn. Include videos, pencils, drawing paper, and charcoal drawing kit. **Four exams**

Auto Repair Technician (1 credit)

Learn about the automobile repair field, engine parts and operation, and engine types. Include a practical exercise. **Four exams**

Basic Electronics (1 credit)

Learn the fundamentals of electricity. You will study conductors, insulators, batteries, circuit analysis, Ohm's law, and multi-meter usage. Include practical exercises, practice kits, and learning aids. **Seven exams**

Basic English (1 credit)

Fundamentals of English for effective communication, capitalization, punctuation, grammar, and spelling are covered, with an aim toward writing clearer sentences. **Four-exams**

Biology (1 credit)

Study of the characteristics of life, chemistry of cells, and the link between life and energy. Discuss evolution, ecosystems, biological kingdoms, and adaptation. Also covers human body systems and activities. **Five exams**

Bookkeeping (1 credit)

Experts show you the basics you need to get into this moneymaking field. Learn about the accounting equation, assets, liabilities, owner's equity, and much more. Includes pocket electronic calculator. **Five exams**

Business Math (1 credit)

A review of basic math skills and principles along with a study of various business maths topics such as income, maintaining a checking account, interest, installment buying, discounts and markups. **Three exams**

Calculus (*prerequisite Trigonometry and Analytical Geometry*) (1 credit)

Explains the derivative of a function and the applications of derivatives, the integral and how to use it, and methods of integration. **Four exams**

Catering/Gourmet cooking (1 credit)

Learn how to make money in your own food catering business. Topics include an introduction to catering, the dynamics of the catering business, food styles in catering, and alcoholic beverages. **Four exams**

Chemistry (*prerequisite Algebra I*) (1 credit)

Study of the structure and reactions of matter. Discuss elemental symbols, chemical reactions, and the role of energy in those reactions. Also covers organic and nuclear chemistry. **Five exams**

Child Day Care Management (1 credit)

Experts explain everything step-by-step: the benefits of child day care, licensing requirements, managing staff, and details on child growth and development. Features Ages and Stages Chart and Student Observation Guide. **Seven exams**

Civics (1 credit)

Cover the rights, freedoms, and responsibilities of American citizens. Reviews the roots of American government and studies the modern U.S. government its branches; the Constitution and Bill of Rights; the roles of federal, state and local governments; political parties and elections. **Four exams**

Small Business Management (1 credit)

Provides an introduction on how to prepare to start your own business and learn the basics of a business plan. Discuss market research and business connections. **Six- exams**

Consumer Math (1 credit)

Study simple ways to apply mathematics to the everyday areas of life, most of them

involving money, employment, purchases, home, car, insurance, savings, and investments. **Three exams**

Dental Assistant (1 credit)

Demand is on the rise around the U.S. for skilled Dental Assistants. Your Career Key elective includes information on dentistry and dental assisting, terms and anatomy, dentists and the law, and basic dental examinations. Learning aids and special supplements included with your program. **Three exams**

Desktop Publishing & Design (1 credit)

This exciting program will introduce you to one of the fastest growing computer career fields! Master the electronic publishing process, the elements of design, and the kinds of graphics and illustrations desktop publishers can create. E-scale/pica ruler, font guide, proportion scale, and special supplements included at no extra cost. **Four exams**

Drafting (1 credit)

You do not need art experience or drawing skills to enjoy security, prestige, and income from this rewarding career field. Learn to use the drafters' world language, understand size and shape description, and project orthographic views. **Five exams**

Dressmaking and Design (1 credit)

Get an introduction to sewing and start toward a money-making career in dressmaking. You will learn basic sewing, how to select fabrics, proper care of garments and more. Include practical exercises and learning aids. **Six exams**

Earth Science (1 credit)

A study of the scientific method, the formation of the solar system, the moons phases the movement of the earth, plate tectonics, the formation of the oceans and erosion. Also looks at chemical principles, rock and mineral analysis, soil formation, and weather patterns. **Six exams**

Economics (1 credit)

Compares and contrasts the economic systems that people use in various parts of the world. Discuss the function of money, the law of supply and demand, and the role of banks and government within capitalist economies. **Three exams**

Electrician (1 credit)

Learn how to get started as an electrician, work with electrician's tools, and the basics of wiring in this fascinating program. Electricians make great money and demand is high in the construction and maintenance fields. **Six exams**

English Communication (1 credit)

Explains how to avoid grammatical errors when writing sentences and paragraphs; how to make words work for you; and how to improve your image by using the right word in the right place. **Three exams**

Fitness and Nutrition (1 credit)

Covers the forms and functions of the muscular, cardio-respiratory and skeletal systems. Discuss the role of energy and mechanisms for transferring it to exercise. Shows you how to adapt exercise programs for those with special needs, and how to prevent and treat injuries. Describe the details of proper nutrition. **Six exams**

Floral Design (1 credit)

Turn your love of flowers into a money-making business. You will learn the basics here-care and handling of flowers, classifying flowers and plants, and the principles of design. Your elective program includes a bow tying video, learning aids, and a floral designer's pronunciation guide through our Virtual settings. **Six exams**

General Math I (1 credit)

A study of the fundamental operations with whole numbers, fractions, and decimals, preceding the more advanced topics of weights, measures, ratios, proportions and percents. **Six exams**

General Math II (1 credit)

A review of basic mathematical skills provides the foundation for more advanced topics such as order of operations, factors, multiples, powers, roots, equations, and inequalities. Introduce geometry by covering the study of points, lines, surfaces and solids. **Four-exams**

General Science (1 credit)

A look at the basic principles of the entire spectrum of the sciences, including physics, chemistry, and biology. Explores atoms and molecules, light and sound, electricity and magnetism, astronomy, the rise of life on earth, human anatomy and genetics. **Three-exams**

Geometry (*recommended prerequisite Algebra I*) (1 credit)

Study of the properties of points, lines, planes, and angles, polygons and triangles; circles; and solids. **Four exams**

Home Inspector (1 credit)

Learn some of the most important parts of the Home Inspector's job. Discover the opportunities in this great field and how you can work part-time hours and earn full-time income. Audio-logics, learning aids, and special supplements included. **Four exams**

Human Relations (1 credit)

Methods of analyzing and improving relations with other people in personal life and working environments. Accents individual productivity, teamwork, working relationships, dealing with frustration, organizing, repairing relationships, and maintaining one's attitude. **Three exams**

Interior Decorator (1 credit)

Be the one friends and neighbors rely on to make their homes look great. Lessons include how to meet a client's needs, design with furniture, and more. Client/Needs Analyzer and furniture template included. **Four exams**

Literature (1 credit)

Cover the reading of short stories, nonfiction, poetry, and drama. Intended to give a deeper appreciation of the relationship between literature and life, and of the pleasures and benefits of reading. **Seven exams**

Medical Office Assistant (1 credit)

Get a look at what it is like to work side by side with doctors in the rewarding health care field. Topics include learning strategies, time and stress management, interpersonal communication, and law and medical ethics. Includes audio-logics and a supplement on speaking and communication skills. **Five exams**

Music (1 credit)

Note: The music text contains references to various aspects of the personal lives of composers; this material may be offensive to some readers. Covers the forms of music through history, from medieval times to the present, and discusses music theory and instrumentation. Enable the student to evaluate the quality of music by active listening.

Include music video. **Seven exams**

Special-Orientation (0.5 credit)

An overview of the high school program, including such topics as your program study materials, using Keystone website, establishing study schedules, building your vocabulary, and preparing for and taking an examination. Also covers an introduction to the personal computer; Windows® programs; word processing, spreadsheet, and database software; the Internet; and electronic mail. **Two Exams**

Personal Computer Specialist (1 credit)

Get a closer look at this booming field. Topics include using and understanding Windows, ® understanding software, and adding software to your computer. **Five exams**

Pharmacy Technician (1 credit)

Skilled Pharmacy Technicians are in demand all around the U.S. Learn what it takes to be a professional in the field and get details on drug information sources, drug development, and drug manufacturers. Virtual learning aids included. **Four exams**

Physical Science (1 credit)

A study of matter and energy: their nature and the relationships between them. Explain the role of atomic structure in chemical and nuclear reactions. Emphasizes problem solving skills and discusses the relationship between science, technology and the

environment. Cover topics such as water, the chemistry of building materials, fuels, natural and synthetic rubbers and plastics, energy in relation to motion and force, machines, sound, light, electricity, and magnetism. **Six exams**

Practical English (1 credit)

Develop writing skills by emphasizing sentence structure, paragraphs, letters, and compositions. Opens with a study of grammar, including the parts of speech, punctuation, spelling, and word usage. Explains the writing process and emphasizes an individual approach. **Five exams**

Psychology (1 credit)

Provide an introduction to the roots and the development of modern psychology. Discuss states of consciousness, and theories of intelligence, development and personality. Also, looks at gender roles, stress, psychological disorders, and social factors that affect people in groups. **Five exams**

Reading Skills (1 credit)

Study of techniques applicable to any type of reading. Includes reviewing, predicting, scanning, finding the main idea, and drawing conclusions. Discuss how to determine word meanings by examining context clues, and differentiating fact from opinion to identify bias. Also covers poetry and fiction. **Three exams**

Small Engine Repair (1 credit)

Learn the basics of engine repair, including tool usage, small engine parts, operation, lubrication, cooling and ignition systems. **Six exams**

Spanish I (1 credit) - Spanish II (1 credit upper level)

Include articulate speaking, active reading, and comprehensive listening. Covers the details of Spanish vocabulary and grammar, and improves fluency through listening to and creating stories. Enables you to learn and use the language for business situations and other purposes. **Twelve exams**

Teacher Aide (1 credit)

Start learning the skills you need to be a valuable member of the classroom team as a teacher aide. Topics include skills for the effective teacher aide, child development and human behavior, how children learn, and enhancing children's self-esteem. **Five exams**

Trigonometry and Analytical Geometry (*prerequisite Algebra I*) (1 credit)

The study of basic principles of trigonometry (including proving identities, solving trigonometric equations, using inverse functions, and plotting trigonometric functions). Analytical geometry in which geometry by means of arithmetic and algebra is studied in relationship to coordinates. **Seven exams**

Veterinary Assistant (1 credit)

Start learning the skills you need to become a Veterinary Assistant. Topics include introduction to animal care, animal behavior, handling and restraint, and veterinary terminology. Include a video, veterinary dictionary, pronunciation guides, and flash cards. **Four exams**

World Geography (1 credit)

Shows the physical environment of human beings and the means they use to supply their political and economic needs. Include maps, charts, graphs, and pictures of the main areas of the world. **Two exams**

World History (1 credit)

A study of global history with attention focused on important facts and significant concepts. Includes considerable discussion of recent world affairs, and the past is viewed in terms of current forces and problems. **Four exams**

Written Communication (1 credit)

Step-by-step instructions for handling sentence structure, paragraphing, punctuation, grammar, and pronunciation. Emphasizes practical writing techniques and library research. Shows you ways to increase vocabulary understand others better and express yourself with confidence. **Eight exams**

Academic Requirements:

Keystone National High School Program requires completion of 25 units of credit for graduation. Each credit is equivalent to approximately 120 hours of course work. The credit requirements include 16.5 core subjects and 8.5 elective credits. The 16.5 core subjects are in specified disciplines:

 **English** (4 credits)

Basic English

Practical English

Written Communication

Literature

 **Mathematics** (4 credits)

Algebra I

General Math I

Geometry

Algebra II

Business Math

Consumer Math

 **Science** (3 credits)

Earth Science

Biology

Physical Science

Science with Laboratory (2)

 **Social Studies** (3 credits)

American History

American Government

Economics - with Financial Literacy

Civics

World History

 **Arts and Humanities** (1 credit)

Fine Art

Practical Art

Orientation

Human Relations

Reading Skills

 **Health & Physical Education** (1 credit)

Fitness & Nutrition

Exercise and how it affects the Body

 Foreign Language (2 credits)

Spanish I

Spanish II

Career Key

Students may select Career Key-vocational electives, academic/college prep, or general electives. A complete elective selection list will be available to you on your student Webpage when you are nearing completion of the core subjects. Features specialized training will also be available, to assist you in preparing for the career of your choice. If you choose to continue your career training after graduation, you would have earned credits toward a Career Diploma.

Elective selections include

CAREER KEY - VOCATIONAL ELECTIVES

Appliance Repair

Artist

Auto Repair Technician

Basic Electronics

Bookkeeping

Catering/Gourmet Cooking

Child Day Care Management

Small Business Management

Dental Assistant

Desktop Publishing & Design

Drafting

Dressmaking and Design

Electrician

Floral Design

Home Inspector

Interior Decorator

Medical Office Assistant

Personal Computer Specialist

Pharmacy Technician

Small Engine Repair

Teacher Aide

Veterinary Assistant

ACADEMIC - COLLEGE PREPARATION

Algebra I

Algebra II

(prerequisite Algebra I)

American Literature

Calculus

(prerequisite Trigonometry and Analytical Geometry)

Chemistry

(prerequisite Algebra I)

Geometry

(recommended prerequisite Algebra I)

Music

Psychology

Spanish

Trigonometry and Analytical Geometry

(prerequisite Algebra I)

GENERAL ELECTIVES

Business Math

Economics

English Communication

General Science

Keyboarding and Word Processing

World Geography

Keystone Website:

Keystone Website features information on the school and details on the high school program we offer, as well as links to other educational resources. On Keystone Website, you can view your student record, take exams, communicate with your instructor, and more...

Get your educations conveniently through the ease of Online Learning?

- **Ease** and convenience at <https://www.myknhs.com> your home for 365 days per year student services. With a few **Clicks** of your mouse, you are in control of your education!

Be sure to visit the enhanced Frequently Asked Question (FAQ) section for helpful information.

- **Access** program material, grades and account information, all Online. Download study guides and still get hard copies by mail (if requested) to keep as references. Make payments the easy way or quickly access tuition information.

- **Support** from your instructors, and from student services, all available at your student Webpage and via e-mail at your convenience.
- **Exams** will be taken and submitted Online, with instant test results and feedback.

Online Behavior:

Keystone National High School expects students to behave properly and use good judgment when communicating Online with the school. Illegal or improper use of the Web within the Keystone National High School environment will **NOT** be permitted and may be cause for disciplinary action.

Expectation:

All Keystone students are expected to conduct themselves with the highest academic and ethical standards. Failure to do so will result in disciplinary action.

Answers to Questions You May Have:

Q. Where can I find my student number?

A. The number will be e-mailed to you as soon as you are accepted by Keystone.

Q. How often do I get my lesson?

A. Your lessons are always available to you on your Student Webpage. Just **Click** on the Handouts **Link**. However, access to more lessons before previous lessons are completed will be denied. That is why it is important to submit your exams for grading as soon as possible, so there is no delay in accessing your materials.

Q. How do I submit exams?

A. The only method is via the student Webpage.

Q. What if I change my address?

A. The easiest way to change your address is to logon to <http://www.myknhs.com>

Click “Update My Profile” (at the bottom of your “Student Homepage”), make all necessary changes and submit.

Q. How do I make payments?

A. Please **click** on the PayPal button on the Keystone National High School home page. Fill out the payment acceptance form, choose your payment type. We accept **VISA**, **MASTERCARD**, **DISCOVER**, **AMEX**, **E-CHECK** and **DEBIT-CARD**. Please submit payment when the form is completed.

Q. Are all students required to submit transcripts?

A. No. You should submit a transcript only if you are seeking credit for high school course work already completed. There is a **\$15.00** transcript processing/evaluation fee.

Q. When should I send in my transcript?

A. If you did not e-mail your transcript immediately after submitting your Enrollment Form, you should contact your former high school and request an official transcript be sent to Keystone National High School immediately. All transcripts are reviewed and evaluated and you will be notified by e-mail if you have been awarded transfer credits. Please allow up to four (4) weeks from the time you e-mailed your transcript to receive your Transfer Credit Evaluation. If you have not received an evaluation in that time, please contact Keystone National High School.

Q. Will I receive credit for all of the high school course work on my former transcript?

A. Not necessarily. Transfer credits are awarded for comparable high school subjects, where you have earned a full credit and achieved a course grade of C (75%) or higher. The maximum number of transfer credits allowed is 16.

Q. As I progress through my studies, how do I know how many credits I have?

A. With the exception of the Orientation, which is worth 0.31 credit, for every lesson that you successfully completed with an overall lesson average of 75%, or above, you earn 0.3 credit.

Q. What happens if I do not pass a subject?

A. Once you have completed all of your scheduled assignments, including your electives, your record will be reviewed by our staff. If you have not passed certain subjects, you will receive notification of new subjects or alternate exams you can take for make-up credits. There is a fee for make-up subject/subjects and alternate examinations. The amount depends on the number of subjects you need to make up. Your notification e-mail will include the amount of the fee.

Q. Can a student's enrollment be academically canceled by the school?

A. Yes, if a student earns a significant number of failing grades, the student record is subject to an evaluation by the Director/Counselor. Since failing grades are an indication that the program is not serving as a productive learning experience, the Director/Counselor may rule in favor of termination of the enrollment. Students are notified by e-mail, followed by letter when an enrollment is canceled by the Director/Counselor. Standard cancellation terms apply.

Q. What is your refund policy?

A. The refund policy is to refund 100% of funds collected, once the cancellation is done within thirty (30) days of the date of enrollment.

Q. How long will it take me to complete my program and receive my high school diploma?

A. You are free to proceed through the program at your own pace. You have up-to four years to complete your lessons. (If it seems you will need to take longer than four years to complete your program, you may contact Keystone National High School and request an extension. Your request will be given careful consideration.) Your Diploma will be mailed to you as soon as you have successfully completed all of your subjects and your account is paid in full. You will NOT receive a copy of your official transcript. However, your academic records will be on file permanently at this school.

Q. Can I purchase a class ring?

A. Information about purchasing a class ring will be e-mailed to you within two weeks after your diploma is mailed. You must successfully complete the program and your account must be paid in full to receive the ring information.

Q. Will my diploma qualify me for entrance into the armed services?

A. Please check with the Armed Services about acceptance of Keystone diploma.

Q. Will all colleges and employers accept my diploma?

A. Keystone graduates have been quite successful in going on to institutions of higher learning or receiving job promotions as a result of earning their diplomas from Keystone National High School. (However, please check with the receiving institution about acceptance of Keystone diploma).

Q. Are there any additional fees?

A. The following fees are charged, if applicable: Change of Elective **\$10.00**, Alternate Exam for Failed Subject **\$25.00**, Replacement Subject for Failed Subject **\$50.00**, Additional 6 month Extension **\$75.00** and Transcript Evaluation **\$15.00**.

Q. Do I have to take ACT and SAT examinations?

A. Only if you plan on going to college. Be sure to check with the college you plan to attend to see if any special admission tests are required.

Q. What is the school code?

A. Keystone National High School code number is **102045**. You will need this number to complete forms for ACT or SAT college entrance examinations.

Q. Is the school accredited?

A. Yes. Keystone National High School is **Fully Accredited** by the Florida Coalition of Christian Private Schools Accreditation, Inc. (FCCPSA). **Keystone is also regionally accredited by the Southern Association of Colleges & Schools. (SACS/CASI)**

Contact: Florida Coalition of Christian Private Schools Association Inc. (FCCPSA)

P.O. Box 5100 Deltona, Florida 32728-5100 Phone: (386) 218-5310

Website: www.fccpsa.org

Please note: Each of your study units features an exam, which you complete and submit to Keystone for grading. Study units also feature helpful self-tests you can use to determine how well you understand the new concepts you have learned. Remember that future lessons are accessible only when you submit current exams, so avoid delays in your studies by submitting exams promptly.

Suggestions for More Effective Studying

📌 Set up a special place in your home to do your studying and keep all your materials there, within easy reach.

📌 Schedule your study time. Make sure it does not conflict with other important activities.

📌 Frequent, brief study sessions are more effective than long, “cramming”

marathons.

- ✚ Make sure to do all the self-test exercises in each study unit.

Tips on Completing Your Exams:

✚ When it comes time to take your exam, make sure you follow directions carefully. If you do not understand what you are supposed to do, do not hesitate to contact Keystone National High School and ask for assistance.

- ✚ Be sure you understand all questions.
- ✚ Answer every question and complete every item on the exam. Select the best answer for each question.
- ✚ Review your answers thoroughly before submitting them to the school.

Submitting Your Exams:

Students will submit exams Online, at the school’s website, by logging in at the “Test and Examination Area”. This is the only option to take your exams. Plus, you will get your result instantly. Special instructions are available for any essay exams that must be submitted. When you have successfully completed your program and your account is paid in full, you will achieve your goal — a High School Diploma. To be awarded your Diploma, you must have:

- ✚ Passed all subject requirements.
- ✚ Achieved an overall average of (C) 75%, or above.
- ✚ Met all your financial obligations.

Keystone can also provide you with a laminated or plaque Diploma, at your request. Just complete the order form available at your student Webpage, and submit it to Keystone with the required payment before you complete your final lesson.

Transcripts:

Transcript will **NOT** be mailed with your High School Diploma. Your academic records/transcript will remain on file here at Keystone permanently. If you desire a copy, please contact our Student Service Department to process your request; you may also submit your request via your student Webpage. If you want the transcript sent to someone else (i.e., an employer or school), please submit the contact name and address from your student Webpage. Please note, you must be current with your payments to receive this service. Please Note: FERPA laws are strictly enforced.

Letter of Recommendation Info:

Keystone National High School will be proud to send a letter of recommendation on your behalf to other schools or potential employers. Please contact our Student Service Department for more information or, you may submit this request from your student Webpage. You must be current with your payments to receive this service.

Exam Results:

You can view your exam results immediately after submitting your exams. The evaluation will tell you which answers (if any) were incorrect and, in most cases, provide you with the page numbers on which to refresh your thoughts. If you have a question or problem with your exam evaluation, please contact the school immediately. You are given two chances to pass each exam. If your score on your first attempt is below passing, review the material again and use your exam evaluation to help find the correct answer(s) you missed. Then, simply submit the **ENTIRE** exam again, via your student Webpage.

Please note: Make-up exams are graded on a pass/fail basis, and the highest grade you can attain is a (C) 75%. You must wait at least five days to **re-take** a failed exam.

Keystone Grading System:

Exams and projects will be graded on the following scale

Lesson Grade (Percentage)	Letter Equivalent	Rating
95-100	A	Excellent
87-94	B	Good
75-86	C	Passing
70-74	D	Need Improvement
Below 70	F	Failing

An overall program average of 86%, or above is required to graduate and earn your diploma.

PLAGIARISM, DETECTION AND CHEATING PREVENTION TECHNOLOGY

For the past several years, technology approaches to plagiarism and cheating prevention have focused on detection, meaning the ability for institutions to utilize software to analyze student papers/work, and to detect whether or not content was plagiarized or assisted by others, other than the designated student. Keystone National High School utilizes detection software products that use various methods to accomplish its analysis including, but not limited to text matching indexed sources, style analysis of content, and tests requiring students to fill in blanks in their course work. This detection technology is based on matching text from previous course work, first time signed in, attitude, and most importantly, the sensation of mood swings.

If a student attempts cheating three (3) times in a course the system will display a warning sign, and if continued, that student will be automatically logged out and will be barred from proceeding any further without the assistance of the administrator. The administrator will then be notified via e-mail of the issue with the student, upon the discretion of the administrator the student may be allowed to continue, be dropped from that course, or even be dismissed from the entire program. Plagiarism and cheating are very serious issues, especially in Virtual settings. We believe that our automation software and detection technology will prevent plagiarism and cheating in our Virtual learning environment.

Cheating is NOT permitted at Keystone National High School



Keystone National High School

12840 NW 1 Ct

Miami Florida 33168

Phone (305) 688-5599 or (305) 757-3217 Fax (305) 454-2394

Website: <https://www.myknhs.com>

Enrollment Application

Please fill in your name as you would like it to appear on your high school diploma:

Name: First: _____ Middle: _____ Last: _____

Check one: Male _____ Female _____ SS# (optional) _____

Date of Birth: _____ Age: _____ Birth place: _____

Mailing address: _____ Apt. #: _____

City: _____ State: _____ Zipcode: _____

Home #: _____ Cell #: _____

Student email address: _____

As a graduate of Keystone, are you planning to join the Armed Forces? Yes: _ No: _

Attend College: _____ Career school: _____ Seek employment: _____

Program cost \$1,020.00 minimum deposit \$34.00 balance due \$986.00. This balance will be divided into twenty-nine (29) installments @ \$34.00 each on an occurring basis, from your account set-up with Keystone Online.

We accept all major credit cards, debit cards and e-checks.

Please note: Our school is a distance learning institution so there is no need to attend classes.

Refund policy: 100 % refundable to each student within thirty (30) days after the date of enrollment.

Student signature: _____ Date: _____

Parent signature #1: _____ Date: _____

Parent signature #2: _____ Date: _____

Parent #1 Name: First _____ **Last:** _____

Address: _____ **Apt. #:** _____

City: _____ **State:** _____

Home #: _____ **Cell #:** _____ **Work #:** _____

Email: _____

Parent #2 Name: First _____ **Last:** _____

Address: _____ **Apt. #:** _____

City: _____ **State:** _____

Home #: _____ **Cell #:** _____ **Work #:** _____

Email: _____

.....
FOR OFFICE USE ONLY:

Approved by: _____ **Date:** _____

Keystone Graduation Requirements

All students graduating from Keystone must have a minimum un-weighted GPA of 2.0 credits.

Courses	General Requirements for High School Graduation (4 yrs)	Standard College Preparatory Program (3 yrs)	Career Preparatory Program (3 yrs)
English	4 credits (major concentration in composition and literature)	4 credits (major concentration in composition and literature)	4 credits (major concentration in composition and literature)
Mathematics	4 credits (one of which must be Algebra II or its equivalent)	4 credits at the Algebra II level or above from the list of courses that qualify for state university admission	4 credits (one of which must be Algebra II)
Science	3 credits (two must have a laboratory component)	3 credits in natural science (two must have a laboratory component)	3 credits in natural science (two must have a laboratory component)
Social Science	1 credit world history 1 credit American history 0.5 credit American government 0.5 credit economics	3 credits	3 credits
Foreign Language	2 cr. Not required for high school graduation; required for admission into state universities	2 credits or demonstrated proficiency in same second language	2 credits or demonstrated proficiency in same second language
Practical Art/Performing fine Arts	1 credit practical arts career education <u>or</u> 1 credit performing fine arts <u>or</u> 0.5 credit in practical arts and 0.5 credit in performing fine arts		

Life Management Skills	0.5 credit		
Physical Education or Community Service	1 credit (including 0.5 credit of Personal Fitness and 0.5 credit physical education elective)		
Bible	2 credits	2 credits	2 credits
Electives	8.5 credits	3 credits	3 credits
Total	24 credits	18 credits	18 credits
Grade Point Average Requirement (GPA)	earn a cumulative GPA of 2.0 on a 4.0 scale	Earn a cumulative GPA of 2.0 on 4.0 scale	earn a cumulative GPA of 2.0 on a 4.0 scale

FAMILY LIST OF CHECK INTERVIEW:

Parental Commitment:

1. We appreciate the standards of the school and do not tolerate profanity, obscenity in word or action, dishonor to the Trinity and the Word of God, or disrespect to the personnel of the school. We hereby agree to support all regulations of the school on the applicant's behalf and authorize this school to employ such discipline as it deems wise and expedient for the training of our child.
2. We understand that our failure to report psychiatric counseling, any prescribed program of medication, or involvement with juvenile authorities during the past three years may be cause for immediate dismissal.
3. We give permission for our child to go on virtual field trips arranged by the teacher and approved by the administration. These educational trips will be properly supervised, and our child does not need insurance coverage due to the nature of the school virtual

environment. It will not be necessary hold the school, administration or faculty responsible in case of accident due to the school virtual environment nature.

4. We pledge our fullest cooperation to keep doctrinal controversy and denominationalism out of the school at all times.
5. We agree that if our child should become involved in any trouble with other children in the school, we will, in the love of Christ and with prayer, register necessary complaints with the teachers or principals.
6. We understand that assessments will NOT be made to cover damages to the school, including breakage of windows and abuse of other personal property due to the school Virtual nature.
7. We understand that the school reserves the right to dismiss any student who does not:
1) respect and observe spiritual and/or behavioral standards and/or 2) cooperate in our educational goals.
8. We understand that payments are due on the first of each month and become delinquent if not received by the 15th. If a quarter end while an account is delinquent, the student will not be accepted for the next quarter until payment has been made or an arrangement for payment has been made.
9. In the event that our child becomes ill or sustains an injury in the process of instruction at Keystone National School, we give our permission to those in charge to take whatever steps are necessary. If it is not possible to reach the child's doctor or to receive instructions for his/her care, consent is given to any licensed physician to administer drugs or medicines and perform such surgical procedures as he shall think the existing emergency requires for the relief of pain and to preserve his/her life or health.

10. We understand that the school personnel hold a commitment to each family to be of any help possible in cooperating with the family in the academic, social and spiritual nurture of each child.

11. We agree to uphold and support the high academic standards of the school by giving our child encouragement in the completion of any homework or assignments.

12. We agree to sign a Financial Payment Agreement, understand the terms stated in this application and agree thereto.

13. We agree to abide by the terms of the Service Hour Pledge Form, which we completed and signed at the time of re-enrollment for the new school year.

I/We understand and agree that continued enrollment and re-enrollment of my children in Keystone National High School is dependent on my parental support of the school, its staff, and its policies.

Parent Signatures (1) _____ Date _____
(2) _____ Date _____

TRANSCRIPT AUTHORIZING POLICY

In accordance with the [Federal Family Educational Rights & Privacy Act \(FERPA\)](#) of 1974 and subsequent amendments, student academic records cannot be released without your written consent. All outstanding obligations (financial, academic or administrative) due to the school must be cleared before your transcript request can be processed.

Official Keystone National High School transcripts are produced on green security paper and are sent through regular US Mail in a Keystone National High School envelope. If the transcript is asked to be "Sealed" there will be a stamp on the back seal of the envelope containing the School Registrar's signature.

Methods for ordering Keystone transcripts:

The fastest and easiest way to order transcripts is Online through the school [Webpage](#). Your request will be taken over the Internet and you will be able to track the status of your request at all times.

The second method for requesting transcripts is by mail. To request by mail, download the [Transcript Request Form](#) from the student Webpage and mail the request to:

Keystone National High School

Attention: Registrar's Office

12840 NW 1st Ct

Miami, Florida 33168

TRANSCRIPT ORDERS WILL NOT BE ACCEPTED BY PHONE, FAX OR BY E-MAIL.

Transcript requests with incomplete information may require longer processing time or may be returned to the sender for completion.

Standard Processing Time

Orders placed via the Internet can expect a processing time of 2-3 business days from the day your authorization form is received.

Orders submitted by mail can expect 3-4 business days processing time from the date your order is received.

All processing times are an estimate of the time needed to complete your request, they are NOT a guarantee. Delivery times are not included in processing time and vary according to local postal services for the destination address and delivery schedules for overnight mailing carriers.

Christianity!

Keystone Strongly Believes That Science and History Courses “MUST” Be Taught From a Christian Perspective.

What are Major Christian Beliefs?

Christianity is at least three things:

- A set of beliefs
- A way of life
- A community of people

Different Christian groups place different weights on these three aspects, but they always involve all three. All three aspects are based on the life and teachings of Jesus of Nazareth, who is also known as the Christ. ("Christ" was originally a title. It is the Greek form of the Hebrew "Messiah", meaning "anointed".)

This page is an introduction to the beliefs. To get a reasonable picture of Christian beliefs, you should read at least this page and the next one, on [the Gospel](#). In case you are interested in more details, there are also several pages dealing with specific beliefs: [the Incarnation](#), [the Trinity](#), and a set of issues involving free will and God's overall responsibility. The latter page is called [predestination](#).

For the role of the Christian community, see the page on [the Church](#). For the way of life, see the pages on [the Christian life](#), [worship](#), [the law](#), and [expressing love](#).

Christianity shares a number of beliefs and practices with other religions, particularly Judaism and Islam. With Judaism and Islam, Christians believe in one God, who created the universe and all that is in it. All believe that this God is active in history, guiding and teaching his people. All three religions, including Christianity, have been called "ethical monotheism". This term emphasizes the belief in one God, and the fact that following this God commits us to a number of specific ethical rules or principles.

Christianity originally developed as a part of Judaism. Jesus was a Jew. He lived from about 3 BC to 30 AD. He lived and taught in Palestine, primarily (although not exclusively) among fellow Jews. Christianity separated from the main body of Judaism for two major reasons:

1. Christianity came to regard Jesus as in some sense God's presence in human form. This was unacceptable to most Jews.
2. Judaism is defined by a covenant made between God and the Jewish people. Part of this covenant is the Law, a set of religious and ethical rules and principles. Most Christians came to regard both this covenant and Law as in some sense

superseded by Jesus' teaching and the community that he established. On the night he died, Jesus talked about establishing a "new covenant" based on his death and resurrection.

These two issues continue to be among the most distinctive and controversial aspects of Christianity. They are controversial even among Christians. All Christians assign Jesus a role that would seem inappropriate to Jews. However his exact relationship with God was the source of major disagreements among Christians as late as the 5th Century. While most modern Christians accept the standards developed in the 4th and 5th Centuries, there are small groups that do not. This aspect of Christianity is also often attacked or reinterpreted by "liberal" elements within Christianity.

The role of the Law also continues to cause controversy within Christianity. In a narrow sense this is reflected in small groups of Christians that worship on Saturday rather than Sunday, in obedience to one of the provisions of the Law. In a broader sense, the current conflict about the role of women and homosexuals in the Church involves the Christian approach to ethical and cultic standards.

The Role of Christian Beliefs:

Before talking about specific beliefs, it's probably worth saying something about the role of beliefs in Christianity. Christianity tends to put more importance on proper belief than many other religions. The term "orthodox" (from roots meaning "right belief") is used to describe beliefs that are in agreement with the standards set up by the Christian community.

When you say that someone is a Christian, you normally mean that he accepts the major Christian beliefs. That's not the whole story, since Christianity is also a way of life and a community. But most Christians do not think it is appropriate to apply the term Christian based simply on the fact that someone has Christian parents and grew up as a Christian, or even based on the fact that they admire many of Jesus' teachings. To be classified as a Christian, one is normally expected to accept the major Christian beliefs, to be following the way of life that Jesus taught, and to be a part of the Christian community.

Most Christian groups have standards of belief. Members are expected to accept the standards of their community. This is not to say that Christians have no questions or doubts. Most groups (even fairly rigid ones) permit members to express uncertainty and to question beliefs. However, most groups expect leaders and teachers to advocate orthodox positions. Groups differ both in the way their standards are codified, and in the degree of conformity that they expect. Some have detailed formal standards of belief. Others use only the Bible, and allow a good deal of variation in interpretation.

This document will tend to emphasize beliefs. It's worth noting that this emphasis may be misleading, both about what Jesus originally taught and about what it is like to be a

Christian. The most controversial aspects of Christianity -- and those that are emphasized in presentations of Christianity -- tend to be beliefs, particularly beliefs about Jesus. However Jesus' teachings were primarily about how his followers should live. It is these teachings that form the heart of Christian life for most Christians. Unfortunately they are hard to summarize. They are also less commonly talked about in Christian discussion groups, largely because they are less controversial. That's why I have advised people who are interested in Christianity to read at least one of the Gospels in addition to (indeed before) this document. The Gospels are made up primarily of Jesus' teachings, as well as narratives about his life.

God as Father and Creator:

There are several branches of Christianity, whose beliefs vary in detail. However one standard that is accepted by most of them is the "Apostles' Creed". I will base my discussion here on it. I will go through it section by section.

I believe in God, the Father Almighty, creator of Heaven and Earth.

Christians believe in one God, who created the universe and all that is in it. God is a person, but of a somewhat different type than human beings. While humans have both physical and spiritual elements, God is entirely spiritual. That is, he exists in a sphere outside the normal physical universe. (Since he created the universe, and existed before it, this should be fairly obvious.)

Human beings are created in the image of God. Obviously there are differences, since we are physical and God is not. What we share with God is the fact that we are rational beings, capable of making responsible decisions, and capable of relationships with each other and with him.

Religions have had very different ideas of how God interacts with the world. On one extreme, some groups found it hard to explain how God could have any dealings with the world at all. These thinkers see God as a pure One, who is not in any way dependent upon anything else.

At the other extreme we have pantheism, in which there is no real distinction between God and the world.

The Christian concept of God as creator holds a middle ground. Christianity conceives of God as One. But it is not an isolated One. Rather, God is a person, who is capable of affecting and being affected by others. This is implicit in the concept of God as Father, which is one of the most characteristic teachings of Jesus. The concept of God as personal ultimately led to the Trinity, which is surely one of the most distinctive (and controversial) ideas in Christianity. (There is a separate page discussing [the Trinity](#).)

In contrast to pantheist and related concepts, the creation is genuinely distinct from God. The world has a genuine existence of its own. God cares about and interacts with the

creation. Human beings are responsible to God. As the creator, God is responsible for the world and its history. While I have said that the world is distinct from God, it is not completely independent. God is thought of as continuously sustaining the world.

Christ:

And in Jesus Christ, His only son

The Creed has an overall form based on the Trinity. Thus it deals first with the Father, then the Son, and finally the Holy Spirit. I'm not going to deal with the Trinity and Incarnation in detail here because there are separate pages for each. However some minimal explanation is necessary.

While the Gospels show Jesus as having a role beyond a normal teacher, most of Jesus' actions and teachings were appropriate for a First Century Jewish teacher. One of the major developments in scholarship about Jesus during the last few decades has been a reassessment of his relationship to Judaism. It is now clear that Jesus was an observant Jew, as such was defined at the time. His teachings generally fit into First Century Judaism. The main exception is His own personal role. That went beyond anything that Judaism as a whole was willing to accept. Some scholars maintain that this role was not intended by Jesus himself, but developed after his death and was read back into the accounts of his life. I personally believe this is false, as I will indicate below. That is, I believe that Jesus did actually intend something like the role that Christians attribute to him.

Christians see Jesus as in some sense embodying God. This is based on his teachings and actions, as well as on further discussions within the Christian community. Every account we have of Jesus sees him as playing a role beyond that of a normal teacher. Different sources express it differently. In some of the Gospels it is implicit in the way Jesus acts: he forgives people's sins, something that only God can do. In the Gospel According to John, he says "I and the Father are one" and "he who has seen me has seen the Father". However he clearly is a normal human being, who sees God as distinct from himself.

Based on this sort of evidence, Christians developed two separate but related concepts: the Trinity and the Incarnation. The Incarnation looks at Jesus' relationship to God. There is a separate page about the incarnation. At this point, I'm simply going to quote two texts from the New Testament. These represent two ways that Jesus was understood within several decades of his death:

Long ago God spoke to our ancestors in many and various ways by the prophets, but in these last days he has spoken to us by a Son, whom he appointed heir of all things, through whom he also created the worlds. He is the reflection of God's glory and the exact imprint of God's very being, and he sustains all things by his powerful word. (Heb 1:1-3a)

...His beloved Son, in whom we have redemption, the forgiveness of sins. He is the image of the invisible God, the firstborn of all creation; for in him all things in heaven and on earth were created, things visible and invisible, whether thrones or dominions or rulers or powers--all things have been created through him and for him.... For in him all the fullness of God was pleased to dwell, (Col 1:14-16, 19)

There are two things to note in these passages. The first is that Jesus is seen as a human vehicle for God to be present. Note that in these passages there is both a distinction between Jesus and God, and an identification of Jesus with God. Jesus is a human being. But he is God's way of being present as a human being. He embodies God completely.

The other thing to note is that Christ is seen as "pre-existent". That is, creation was done through him. While he was born sometime around 3 BC, there was also a sense in which that human being embodies something that was around before the world was created. The best-known treatment of this is the beginning of John's Gospel:

In the beginning was the Word, and the Word was with God, and the Word was God. He was in the beginning with God. All things came into being through him, and without him not one thing came into being. ... And the Word became flesh and lived among us, and we have seen his glory, the glory as of a father's only son, full of grace and truth. (John 1:1-3a, 14)

Thus Christ is seen in two ways. In pre-existent form he is God's creative power, who was always with God and in fact part of him. As such, he is one of the Trinity. However he was born as a human being in history.

Jesus' life, death and resurrection:

Our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead, and buried. He descended to hell. On the third day he rose again from the dead, ascended to heaven, and sits at the right hand of God, the Father almighty, from whence he shall come to judge the living and the dead.

In this section the Creed talks about Jesus' birth, life, death, and resurrection. Christianity is based on historical events. The Creed is only a summary, so it doesn't give the entire history of God's dealings with Israel. But that is part of the basis for Christian belief.

One clarification is probably needed: non-Christians sometimes think that Jesus is like some of the pagan demigods, the result of a god having a child with a human mother. The Creed could be read that way. But that's not what it means. God is spiritual. He does not have sexual organs, and thus could not have a child in the physical sense. The Bible says that the birth was miraculous. Jesus' mother was still a virgin. Thus God was responsible for the birth. But, not physically.

Jesus was executed by the Roman government, in a particularly gruesome way. However, more than just the Romans were involved: he was betrayed by one of his own followers, and handed over by the Jewish authorities to the Romans.

Jesus had warned his disciples that he was going to be killed. He seems to have seen himself as carrying out a role described by the prophet Isaiah in a set of passages often calling the "Suffering Servant" passages. These passages described a person who would suffer on behalf of all of us, bearing the punishments that we deserved because of our sins. As a result, we would be reconciled to God. Jesus quoted Isaiah in discussions with his disciples. He was particularly explicit in the evening right before he was arrested, referring to his blood being shed to establish a new covenant, for the forgiveness of sins.

For a more complete discussion of this issue, please see the next page: [the Gospel](#). It describes the reasons Christians see everyone as needing to be reconciled with God and the way Jesus is seen as having done that. For the moment I will simply note that Jesus' death and resurrection is the key.

Jesus died, almost certainly on a Friday afternoon (although there are some oddities about the chronology as recorded in the Gospels). He was buried hastily, because the Sabbath (a holy day for the Jews) was about to start. On Sunday morning, a group of women came to the tomb, expecting to finish preparing his body. They found that it was no longer in the tomb. Jesus then began appearing to several of his followers, helping them understand the significance of his death and resurrection.

The term "resurrection" means coming to life again. Note that after the resurrection, Jesus seems to have had a somewhat transformed existence. It does not appear that his body simply came back to life. He was now able to pass through walls. However it was more than a ghost, or a vision. He ate a fish, and let someone touch him.

The Holy Spirit and the Christian life:

I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting.

The Holy Spirit is the bond that unites us with God. This is not "the Force." God is personal, so the Holy Spirit is a personal presence.

Christians live in community. Jesus described himself as a vine, with us as the branches. It is not possible to be united with him without also being united with other Christians. The motivating force behind the Christian life is love. Since love is a personal relationship, there's no way to grow in love other than to be with others. This Christian community is called the "Church".

The Creed speaks of the Church as holy and catholic. The term "catholic" means "universal". Because the Church is Christ's body, there is ultimately only one Church. While the ideal is that the Church is holy and one, the reality is that it is human. That

means that it is often less than holy, and it is all too often far from one. This does not mean that we can live without it. Christian love isn't real unless it's willing to come to grips with real human relationships and the problems that arise with them.

The term "communion of saints" refers to the unity of all of Christ's followers, living and dead.

Forgiveness of sins is one of the key marks of Christianity. Christ died to seal our forgiveness by God. We are expected to respond by forgiving each other, and acting as a force for reconciliation in the world.

The term "resurrection of the body" is worth a note: It's fairly common for religions to believe that there is some existence after death. However this is often seen in ways that would be better described as "immortality of the soul". That is, many religions believe that there is something in human beings beyond the body. This survives death, and is in some way united with God.

Christians generally believe in the immortality of the soul (though a few do not). However the characteristic Christian belief is something else: the resurrection of the body. Christianity, like Judaism, sees the body as an intrinsic part of a human being. They do not believe that the soul will exist in the long run independent of something like a body. (Some Christians do believe in an "intermediate state" between death and the final judgment. During this period, souls may temporarily exist without a body.)

What about Heaven and Hell?

Heaven: Our Intended Destination

Based on Jesus' teachings and other sources of revelation, Christians believe that God created human beings to live eternally in fellowship with him. The future as described in the Bible includes the resurrection of all people, a judgment, and eternal life in either heaven or hell.

Christians are not agreed on the exact details of how this will happen. However the differences tend to involve details of timing, and other issues that don't seem worth dealing with here.

The fact that human beings are created with an eternal destiny should have a significant impact on our priorities. It often seems that governments, nations, and other institutions is the enduring feature of human history, and people are transient elements. Christianity says that this is radically wrong. One cannot treat people as disposable adjuncts to the nation or other institution: ultimately it is the people who matter.

Note that there is a subtle difference between resurrection and the existence of an eternal soul. Many religions have held that human beings have an immaterial soul, which does not die when the body does. Christians generally agree with this (although a small

number do not). However the distinctive Christian doctrine is not the eternal nature of the soul, but the resurrection of the body. Humans are unified beings. The body is an essential part of the person. In heaven there will be some analog of the body.

Judgment:

Christians believe that there will be a judgment. In this, everyone's life will be evaluated. Those who depend upon Christ for salvation can be assured that they will pass this judgment. However the quality of their lives will still become known and everything in their lives that was not built on Christ will be purged. The Bible talks of their work being tested with fire.

The Bible says that there are two different outcomes for eternal life: heaven and hell. There is not a precise description of either heaven or hell, nor are we told how many people will end up in each. They are described using terms that seem metaphorical: a city built of gold in heaven, a lake of fire for hell.

Accountability:

All major Christian traditions say that in the end everyone will end up in either heaven or hell. At first glance, it sounds like we won't be held accountable for what we did, as long as we manage to meet the minimal criteria for ending up in heaven. In fact there are several ways of maintaining some kind of accountability.

Catholics believe in something called "purgatory". This is a "place" (not necessarily an actual physical place, of course) where those who will end up in heaven are purified. Traditional Catholic theology says that when God forgives sins, he removes the guilt. However there may still be consequences. One of those consequences is that "temporal punishment" is still owed. The goal of this punishment is to be cleansed, and made fit for heaven.

Note that purgatory only applies to people who will be admitted into heaven. It is not part of hell, nor is it some kind of intermediate state between heaven and hell. It is in a sense the entranceway into heaven.

Traditionally, Catholics believe it is appropriate to pray for those that are in purgatory. These prayers, as well as masses said for them, etc, may in some way ease their process of purgation. This is one aspect of the general Catholic concept that those on earth and those in heaven retain a spiritual connection with each other. (This is called the "communion of saints".) Those on earth may ask for intercession from the saints, and may intercede for those in purgatory.

Protestants do not normally accept the concept of purgatory. There are several objections. Among the most important are

- It implies that Christ's death for us isn't enough.
- The Bible says in several places that any interaction with the dead is forbidden.

The concept was also discredited by various abuses with which it was surrounded in the 16th Cent. These made it look like the Church was selling salvation, or at least release from Purgatory.

Thus Protestants normally object to anything that looks like Purgatory, as well as prayers for the dead. It is often said that prayers for the dead suggest a lack of trust in God, since God will judge them justly.

You can see the difference clearly if you attend both Protestant and Catholic worship services. When someone in the congregation has died, Catholics will ask for prayers for them and their family, while Protestants will ask only for prayers for their family.

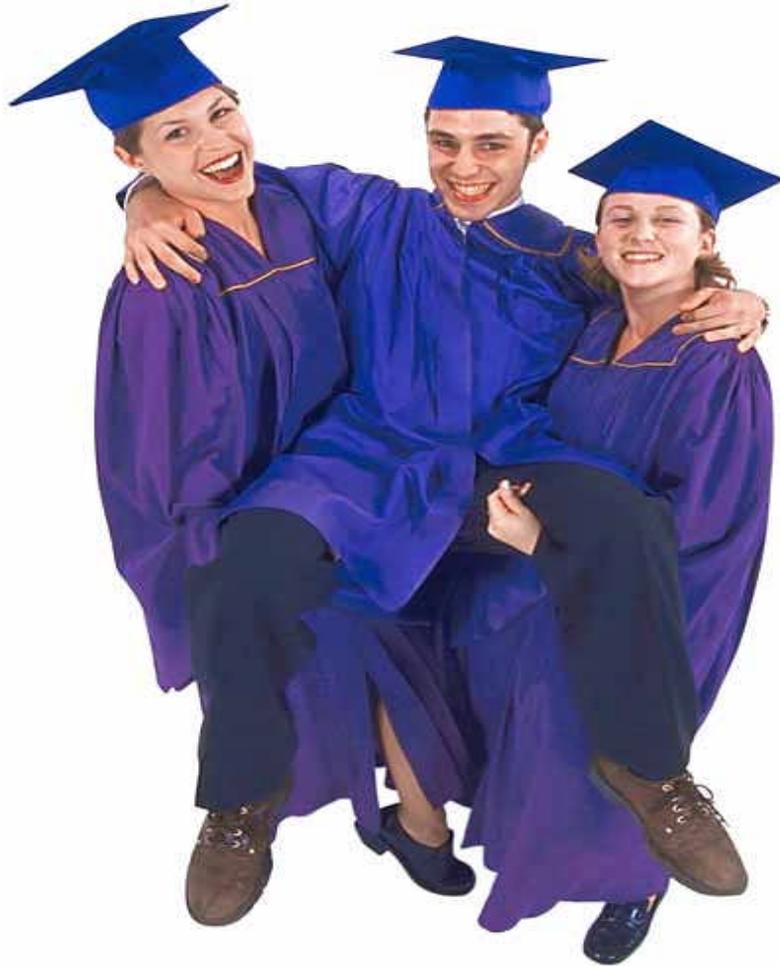
Despite the rejection of Purgatory, many Protestant groups are still concerned to maintain accountability for what has been done during life. Many Protestants believe that there will be different levels of honor in heaven. Many Protestants also believe that even saved people will go through a process where their entire lives are reviewed and judged, even though their final destination is not in doubt. This is sometimes described as the "bema seat judgment". As a result of it, Christ's followers will be rewarded according to the quality of their work. This is contrasted to the "great white throne" judgment, which determines whether someone will spend eternity in heaven or hell.

(I should note that the terms "bema seat judgment" and "great white throne judgment" are not standard among all Protestants. They are based on one specific eschatological system.)

Note that Protestants do believe that those who are in heaven have been freed from sin. However the way in which this happens is thought of somewhat differently. For Protestants, our righteousness comes from Christ, because we are united to him in faith. When our nature is perfected in heaven, this happens because our union with Christ is perfected, and his righteousness fills us fully.

The same difference occurs here as in the doctrine of justification: Catholic theology tends to envision the Christian life as due to the growth of grace in us, while Protestant theology tends to envision the Christian life as due to an increasing transparency to the presence of Christ. The doctrine of Purgatory seems oriented towards the Catholic description.

CONGRATULATIONS!
GRADUATION



KEYSTONE NATIONAL HIGH SCHOOL

12840 NW 1st Ct

Miami, Florida 33168

Phone: (305) 688-5599 or (305) 757-3217 Fax: (305) 454-2394

Website: <https://www.myknhs.com>

Director/Counselor: Clarence Watson, Ph.D.

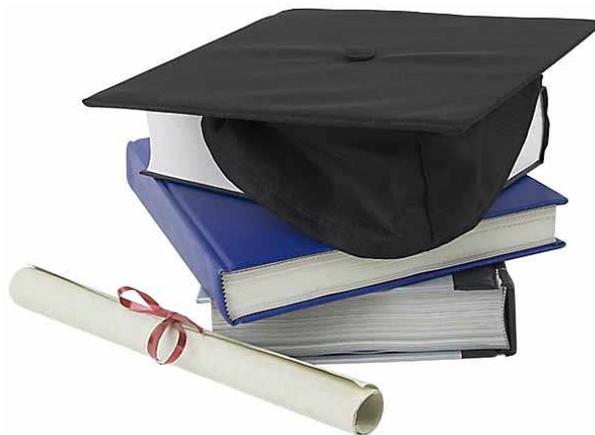
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STUDENT 3-5 YEAR GRADUATION PLAN

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Message from the Director:

Dear New Student,

Welcome to Keystone National High School! You have made a very important step toward self-improvement and personal success! And we here at Keystone are anxiously ready to make sure that your education fulfills all of your expectations and more! As Director/Counselor of Keystone National High School, I want to be the first to commend you for your commitment to personal excellence. I have a deep personal admiration for men and women like yourself who are willing to do what it takes to achieve their goals, and I am glad that you choose Keystone as your path to success. You can depend on my word, that all of us here at Keystone are dedicated in assisting you in accomplishing your goal. Please also read the Student Three to Five Year Plan Section in this Guide. This guide is design to provide useful information as you plan your high school course of study. The next few years are extremely important in charting a course for future academic successes and career choices. With assistance from our high school counselors and advisers, the planning guide is a great tool to be used by your parents and/or guardians to assist you in developing your Three to Five Year Graduation Plan. The acquisition of a quality education is the gateway to a successful future. I hope you will use the information in this guide to make informed decisions about your high school experience.

Best wishes to you,

Sincerely,

Clarence Watson

Clarence Watson, Ph.D. (Director/Counselor).

Introduction

Keystone's high school graduates have demonstrated the high quality academic standards a virtual education can offer. Our graduates usually surpass public school students in academic ability, social skills, study habits, followed directions seamlessly as self-starters. Preparing for college begins in the ninth grade, as SAT/ACT scores are not the only criteria colleges look at. Most college admissions officers look for the student who is self-starter, self-motivated and self-directed. These officers are very selective, as they should, look for a student that is unique in appearance as if hungry for higher education. Times have changed especially in the educational sector, for example: financial Aids required much more to be-qualify in these tough economic times. Higher education institutions are under much more pressure, and are scrutinized by the Federal Government.

Keystone work with each student individually to develop a five (5) year career oriented or college bound academic goals and dreams. This is an academically-oriented plan, with an emphasis on looking forward and preparing for life after high school. This five (5) year plan is designed for students entering the ninth grade to use for academic and career planning. This plan also assist students to focus on the connection between course work, civil and social responsibilities, and personal goals, dreams and values during and after high school. As students understand themselves, explore the world around them and establish goals for their futures, they begin to see why an online education is very important. Students no longer attend school simply to receive a diploma or avoid truancy. Instead, students understand the connection between success in school today and success in their lives and careers tomorrow. Students take responsibility for their own future. Students with their parents are motivated to be involved earlier in post-secondary planning. Student apprehension about school and future goals is drastically reduced.

Course requirements:

All courses are broken down into 15 lessons for a half credit course, and 30 lessons for a full credit course. Individual lessons are designed to be completed in 2-4 hours per lesson. This is equivalent to 48 minutes a day, times 5 days a week, similar to traditional high school class's requirements. **One credit, or two semesters is equivalent to 160 hours of study. 0.5 credits, or one semester is equivalent to 80 hours of study.**

Students may work at their own pace 365 days a year. Time spent on each lesson is monitored carefully by the administrator. While we encourage students to take as many classes as they can successfully complete within a 365 day time frame, please remember that there are no short-cuts to the academic process at Keystone. All lessons must be completed in their entirety, and final exams must be taken at the end of each lesson. All courses are graded by your instructor. The system will automatically generate the score for each lesson immediately after submission. However, this generated score is

NOT your overall grade for that lesson. Please note: Your instructor will be posting your grades to your student Webpage as soon as they are graded.

Keystone Graduation Requirements

Courses	General Requirements for High School Graduation (4 yrs)	Standard College Preparatory Program (3 yrs)	Career Preparatory Program (3 yrs)
English	4 credits (major concentration in composition and literature)	4 credits (major concentration in composition and literature)	4 credits (major concentration in composition and literature)
Mathematics	4 credits (one of which must be Algebra II or its equivalent)	4 credits at the Algebra II level or above from the list of courses that qualify for state university admission	3 credits (one of which must be Algebra II)
Science	3 credits (two must have a laboratory component)	3 credits in natural science (two must have a laboratory component)	3 credits in natural science (two must have a laboratory component)
Social Science	1 credit world history 1 credit American history 0.5 credit American government 0.5 credit economics	3 credits	3 credits
Foreign Language	Not required for high school graduation; required for admission into state universities	2 credits or demonstrated proficiency in same second language	2 credits or demonstrated proficiency in same second language
Practical Art/Performing fine Arts	1 credit practical arts career education <u>or</u> 1 credit performing fine arts <u>or</u> 0.5 credit in practical arts and 0.5 credit in performing fine arts		
Bible	2.0 credits	2.0 credits	2.0 credits
Physical Education or Community Service	1 credit (including 0.5 credit of Personal Fitness and		

	0.5 credit physical education elective)		
Electives	8.5 credits	3 credits	3 credits
Total	24 credits	18 credits	18 credits
Grade Point Average Requirement (GPA)	earn a cumulative GPA of 2.0 on a 4.0 scale	earn a cumulative GPA of 2.0 on 4.0 scale	earn a cumulative GPA of 2.0 on a 4.0 scale

Grading Policy and Final Grades:

Exams and projects will be graded on the following scale

Lesson Grade (Percentage)	Letter Equivalent	Rating
95-100	A	Excellent
87-94	B	Good
75-86	C	Average
70-74	D	Passing
Below 70	F	Failing

An overall program average of 86%, or above is required to graduate and earn your diploma.

Although we transfer in passing grades from other private and public schools, **we do not accept any grade lower than a 75% from students taking classes at Keystone.** We also require end of year evaluations, including achievement tests and other examinations.

Final progress reports, transcripts and diplomas will not be accessible until all records are up-to-date, and all other requirements have been reviewed by the Director/Counselor. All courses are graded by an instructor. The computer generates the score for each lesson automatically as soon as that lesson is submitted. However, final grade for that submitted lesson will be post to your student Webpage as soon as it is graded by your instructor.

Keystone curriculum:

All Keystone courses were developed by certified teachers skilled in their field of study. Keystone is a Christian school as such; our courses are Christian Centered, however, we maintain a college preparatory standard of learning. If you or your child finds any material offensive or otherwise controversial, please do not hesitate to contact us via: Phone (305) 688-5599, email admin@myknhs.com or at the student Webpage at the message tab. We allow students to substitute any lesson for an essay to incorporate individual beliefs. Parents are encouraged to contact the school for alternative lessons for

sensitive topics. As a Christian school, **we fully believe in Creationism even though the theories of the world may see things differently. However, we strongly support our beliefs and faith. We will never dilute our Christianity for any reason.**

COURSE RECOMMENDATION 25 CREDITS:

9th grade Course recommendations: minimum of Credits: 6.0

- English I
- Biology
- Health
- Physical Education
- Computer Applications
- Spanish I
- Geography (0.5 credit)
- Algebra I, or Geometry
- Bible I for a Firm Foundation

10th grade Course recommendations: minimum of 6.0

- English II
- Physical Science
- Art History A and B
- Computer Science A
- Physical Education
- Geometry or Algebra II
- World History (includes a major research paper)
- Spanish I
- Bible II – Study in the Book of James

11th grade Course recommendations: minimum of 6.5

- English III
- Shorty Stories, Greek or Roman Mythology
- Physics
- Marine Biology or Forensic Science
- Physical Education
- SAT or ACT prep course
- American History (includes the reading of the Worst Hard Time, and essay requirements)
- Algebra II or Advanced math (Pre-Calculus)
- Spanish II
- Bible- Overcoming Life
- Spanish II

12th grade Course recommendations: 6.5 or more credits

- English IV

- Economics
- American Government
- Environmental Science or Chemistry
- Advanced math (Pre-Calculus), Calculus or Business Math
- Physical Education
- Student Leadership – with community service
- Computer Science B
- Sociology
- Bible- Study in Philippians
- PowerPoint 2010 or Excel

Some courses are not offered at Keystone. However, AP and some Honors Courses can be taken from other sources. Florida Virtual School is also an Online school, that offers free courses for students in the Sunshine State.

Website: www.fvls.net

English I – IV
Biology
Physics
Chemistry
Calculus
College Transition Math
Algebra I
Algebra II
Geometry
World Cultures and Geography
American Government
Economics
American History
World History
AP English Language
AP English Literature
AP Calculus AB and BC
AP Statistics
AP Economics
AP Government and politics
AP World History
AP American History
AP Art History

Please note: Students taking an AP course in any subject, through FLVS or another private school, **must** take the College Board AP exam to receive AP credit. If a student does not pass the AP exam, it is considered an Honors credit.

Dual enrollment opportunities:

Keystone encourages and highly recommends dual enrollment for high school students. This allows a student to take a course that simultaneously provides credit for both high school and college. We recommend Dual Enrollment instead of taking an AP course for credit. **To receive AP credit, a student must take an AP course and take the college board AP Exam.** If a student fails the exam, an AP credit cannot be awarded. Acceptance of AP credits as a college credit is not a guarantee, whereas, a dual enrollment credit provides both the high school credit and college credit. The student also

has a college transcript for all courses completed. Dual Enrollment courses are available through local community colleges and some online colleges. Students with dual enrollment credits have an advantage when applying to universities. Students have already proven their maturity level and their academic ability—*before* entering college. Students are required to be working toward College Preparatory Diploma, with a minimum of 5 honors courses, maintaining a 3.0 average before enrolling in a Dual Enrollment Program. All courses must be approved by the Director/Counselor. Once a course has been completed, final grades must be submitted to Keystone.

CLEP exams:

Every student has the right to take subject-proficiency tests (CLEP exams) to earn high school and college credit. These exams are administered at locations around the country, and are operated by the College Board. Motivated high school students who have a good grasp of a subject should not miss this opportunity to earn high school and college credit. This is very important for high school students! CLEP exams are available for Algebra, American Government, Biology, Calculus, Chemistry, English Composition, Trigonometry, Western Civilization, and many foreign languages. All CLEP test results must be submitted to Keystone Director/Counselor to receive credit. For more information, please visit www.collegeboard.com/CLEP

How progress is monitored:

Parents and students have their own portals into our On-line system which allow them to monitor the student's progress; all student work can be viewed from these portals. Each lesson is color coded to show different stages of student progress. The visual clues provide instant feedback when a student has viewed, completed or submitted an assignment. When a student submits a completed assignment, it immediately appears in the instructor "exam window". When reviewing and grading a student's completed assignment, the instructor will see those answers that are correct in bold **green** and those that are incorrect in bold **red**. If the student did not earn a passing grade of at least 75%, then the option will be available to re-take that exam. However, the highest passing grade for each re-take exam will be 75%. The student will have to wait for at least three (3) days to re-take a failed exam. This process allows the student to further research an assignment and provide corrected work, by re-doing that failed assignment.

Online Assistance:

Instructors will be available to review and grade all lessons within a 24 hour time period 7 days a week.

Students can always communicate with their instructor via email, the message board at their class, or by phone (305) 688-5599 during regular business hours, which is Monday through Friday 9:00 AM - 5:00 PM. Instructors also have the option to schedule a teleconference with students for more intensive instruction; this includes the ability to have a PC-to-PC whiteboard session where student and instructor can review lessons and examples together in real-time. Instructors always work with students to build caring relationships (Virtually).

Tuition and Payment Procedure:

We are aware that funds can be limited at times. It is for this reason that we allow students to pay small scheduled installments for the entire program.

Most payments are directed through PayPal, which is the worlds most encrypted and secure online payment system.

The cost of the program is **\$1,020.00** U.S., which will be **30** scheduled installments @ **\$34.00** for each month.

We accept all major credit cards:

- VISA
- MASTERCARD
- AMERICAN EXPRESS
- DISCOVER
- DEBIT CARD with a Visa or Mastercard logo
- E-CHECKS
- PAYPAL

Please note: All transactions are administered via the Internet in our real-time e-commerce office.

Upon receiving your initial down payment of your first installment of \$34.00 U.S. you will be contacted via e-mail with a confirmation receipt, and a letter of admission later.

Student ID and Password

All registered students are assigned a unique login ID and password which enable our system to identify you as an active student at our Virtual school.

Parents are also assigned separate usernames and passwords.

Expectation: All Keystone National High School students are expected to

conduct themselves with the highest academic and ethical standards. Failure to do so will result in disciplinary action.

Answers to Questions You May Have

Q. Where can I find my student number?

A. The number will be e-mailed to you as soon as you are accepted by Keystone.

Q. How often do I get my lesson(s)?

A. Your lessons are always available to you on your Student Webpage. Just **Click** on the Handouts **Link**. However, access to more lessons before previous lessons are completed will be denied. That is why it is important to submit your exams for grading as soon as possible, so there is no delay in accessing your materials.

Q. How do I submit exams?

A. The only method is via the student Webpage.

Q. What if want I change my address?

A. The easiest way to change your address is to log to <https://www.myknhs.com>

Click “Update My Profile” (at the bottom of your “Student Homepage”), make all necessary changes and submit.

Q. How do I make payments?

A. Please **Click** on the PayPal button on the Keystone National High School home page.

Fill out the payment acceptance form, choose your payment type. We accept **VISA**, **MASTERCARD**, **DISCOVER**, **AMEX**, **E-CHECK** and **DEBIT-CARD**.

Please submit payment when the form is completed.

Q. Are all students required to submit transcripts?

A. No. You should submit a transcript only if you are seeking credit for high school course work already completed. There is a **\$15.00** transcript processing/evaluation fee.

Q. When should I send in my transcript?

A. If you did not e-mail your transcript immediately after submitting your Enrollment Form, you should contact your former high school and request an official transcript be sent to Keystone National High School immediately. All transcripts are reviewed and evaluated and you will be notified by e-mail if you have been awarded transfer credits.

Please allow up to two (2) weeks from the time you e-mailed your transcript to receive your Transfer Credit Evaluation. If you have not received an evaluation in that time, please contact Keystone National High School.

Q. Will I receive credit for all of the high school course work on my former transcript?

A. Not necessarily. Transfer credits are awarded for comparable high school subjects, where you have earned a full credit and achieved a course grade of C (75%) or higher. The maximum number of transfer credits allowed is 16.

Q. As I progress through my studies, how do I know how many credits I have?

A. With the exception of the Orientation, which is worth 0.31 credit, for every lesson that you successfully completed with an overall lesson average of 75%, or above, you earn 0.3 credit.

Q. What happens if I do not pass a subject?

A. Once you have completed all of your scheduled assignments, including your electives, your record will be reviewed by our staff. If you have not passed certain subject(s), you will receive notification of new subjects or alternate exams you can take for make-up credit(s). There is a fee for make-up subject/subjects and alternate examinations. The amount depends on the number of subjects you need to make up. Your notification e-mail will include the amount of the fee.

Q. Can a student's enrollment be academically canceled by the school?

A. Yes, if a student earns a significant number of failing grades, the student record is subject to an evaluation by the Director/Counselor. Since failing grades are an indication that the program is not serving as a productive learning experience, the

Director/Counselor may rule in favor of termination of the enrollment. Students are notified by e-mail, followed by letter when an enrollment is canceled by the Director/Counselor. Standard cancellation terms apply.

Q. What is your refund policy?

A. The refund policy is to refund 100% of funds collected, once the cancellation is done within thirty (30) days of the date of enrollment.

Q. How long will it take me to complete my program and receive my high school diploma?

A. You are free to proceed through the program at your own pace. You have up-to four years to complete your high school program. (If it seems you will need to take longer than four years to complete your program, you may contact Keystone National High School and request an extension. Your request will be given careful consideration. Your diploma will be mailed to you as soon as you have successfully completed all of your subjects and your account is paid in full. You will NOT receive a copy of your official transcript with your diploma. However, your academic records will be on file permanently at this school.

Q. Can I purchase a class ring?

A. Information about purchasing a class ring will be e-mailed to you within two (2) weeks after your diploma is mailed. You must successfully complete the program and your account must be paid in full to receive the ring information.

Q. Will my diploma qualify me for entrance into the armed services?

A. Please check with the Armed Services about acceptance of Keystone diploma.

Q. Will all colleges and employers accept my diploma?

A. Keystone graduates have been quite successful in going on to institutions of higher learning, or receiving job promotions as a result of earning their diplomas from Keystone National High School. However, please check with the receiving institution(s) about acceptance of Keystone diploma.

Q. Are there any additional fees?

A. The following fees are charged, if applicable: Change of Elective **\$10.00**, Alternate exam for failed subject **\$25.00**, replacement subject for failed subject **\$50.00**, Additional six (6) months extension **\$75.00** and transcript evaluation **\$15.00**.

Q. Do I have to take ACT and SAT examinations?

A. Only if you plan on going to college. Be sure to check with the college you plan to attend to see if any special admission tests are required.

Q. What is the school code?

A. Keystone National High School code number is **102045**. You will need this number to complete forms for ACT or SAT college entrance examinations.

Q. Is the school accredited?

A. Yes. Keystone National High School is **regionally accredited by Cognia/SACS/CASI - NCPSA-FCCPSA.**

FCCPSA address and Website:

P.O. Box 5100 Deltona, Florida 32728-5100

Phone: (386) 218-5310

Website: <http://www.fccpsa.org>

Please note: Each of your study units features an exam, which you complete and submit to Keystone for grading. Study units also feature helpful self-tests you can use to determine how well you understand the new concepts you have learned. Remember that future lessons are accessible only when you submit current exams, so avoid delays in your studies by submitting exam(s) promptly.

Keystone College Board Code: 102045

College Bound Resources:

THE PSAT, SAT and ACT

PSAT's are important because they can qualify a student to receive scholarships that may provide full tuition, room & board, financing for graduate school, stipends to study abroad and more. They may also identify a student as a National Merit Scholar placing him or her in the top 1% of all students, making him or her attractive to the top colleges and qualifying him or her for additional scholarships. We advise students to register and take this exam in their sophomore year. SAT's are the most widely recognized and accepted assessment tool, required by virtually all colleges and universities. Students generally take the SAT in their Junior and Senior years. The SAT assesses a student's reasoning, based on knowledge and skills developed by the student's school coursework. One third of the new SAT includes composition, or writing skills. Students can take this test more than once. Register online for the PSAT or SAT tests at: www.collegeboard.org

The **SAT II** test is subject-area specific. These tests are one-hour, consisting of mostly multiple-choice tests that measure how much students know about a particular academic subject and how well they can apply that knowledge. The subject tests include Literature, US History, World History, Math Level 1 and 2, Biology, Chemistry, Physics, and many World Language tests.

The **ACT** Test is a widely accepted college entrance exam – especially in the south, mid-west and western states. This test assesses students' general educational development, and their ability to complete college-level work. This test is a multiple-choice test which covers four basic skill areas: English, mathematics, reading and science. The writing test is optional. It measures skills in planning and essay writing. Students usually take this test only once. Register for the ACT test at: <http://www.act.org>

Florida Bright Futures Scholarship Awards:

In 1997, Florida legislature created the Bright Futures Scholarship program for all in-state graduates. This lottery-funded scholarship rewards students for their academic achievements during high school, by providing funding for postsecondary educational and career goals in Florida. Students receiving a Florida diploma out-of-state are also eligible to apply for this scholarship program. Students must earn a standard Florida high school diploma or its equivalent as described in [Bright Futures law](#).

Students must complete the standard academic status, as well as participate in credits of college preparatory or honors academic courses.

Financial aid is available to students who earn a standard or college preparatory diploma, described in Bright Futures Law.

www.Floridastudentfinancialaid.org/ssfad/bf/

Qualifications:

- Be a Florida resident and a U.S. citizen or eligible non-citizen
- Be accepted by and enroll in an eligible Florida public or independent postsecondary education institution, within three (3) years of high school graduation.
- Be enrolled for at least 6 semester credit hours (12 semester credit hours for early admission students) or the equivalent in quarter hours or clock hours.
- Not have been found guilty of, or plead no to contender, a felony charge.
- Apply for a scholarship from the program by high school graduation

Students must complete the standard academic status, as well as participate in 15 credits of college preparatory or honors academic courses:

- 4 English (including Classical, American and British Literature & composition)
- 4 Mathematics (Algebra I, Geometry, Algebra II, Pre-Calculus or Advanced math)
- 3 Natural Science (2 with labs, including Physical, Biology, Chemistry or Physics)
- 3.5-History (Geography, American and World History, Government/ Economics)
- 2 Foreign Language (in the same language)
- SAT or ACT test scores required (480 in both the Math and English sections)

Please note: Many of the standards and conditions for Bright Futures have been changed or change often. We recommend parents check qualifications and specifics Online. www.Floridastudentfinancialaid.org/ssfad/bf/

Student financial aid information:

College could be a huge financial investment for students and their families. Financial aid may be available to any student, regardless of the parent's financial status. It is important to investigate and understand the different types and sources of aid available, as early as the fall of the student's junior year. One of the most valuable web sites for information about scholarships and federal student aid opportunities is: www.studentaid.ed.gov. The department of Education publishes a yearly Student Guide.

This guide describes all the federal financial aid programs. It also details when, where and how to apply. You can download a free Student guide book and the FAFSA application @ <http://www.ed.gov>.

Honors Courses and Credits:

Keystone offers several types of honors level courses through Florida Virtual. These Online courses must be taken at Florida Virtual School for an additional cost. These courses receive a weighted quality point in grade point average (GPA) calculation for honor roll and class rank. The honors course types are as follows:

- ✚ Honors courses in core academic areas (English, Mathematics, History and Science)
- ✚ Advanced Placement (AP) Courses - Dual Enrollment Courses

Honors Course Placement Students must meet the following criteria:

- ✚ Norm Referenced Test – Stanine of 7,8 or 9 on a recognized achievement test on Math and Science

Honors class placement on Reading and/or Language for English, Social Science, and World Languages Honors class placement

- ✚ Grades - A “B” or better in the previous honors class or an “A” in the previous standard class.

Keystone Student Resources:

Keystone National High School

Website: <https://www.myknhs.com>

<http://www.biblestudylessons.com>

Free Online Bible study lessons: Home Bible studies and courses about Jesus, salvation, etc... All Bible study lessons and courses have quizzes and free studies on critical topics such as forgiveness, the Holy Spirit, World Religions verses Christianity and much more.

<http://www.ucc.vt.edu/stdysk/stdyhlp.html>

Contains study guides for time management, test taking, study skills, note taking, and other skills to help you with your education career.

<http://www.ucc.vt.edu>

Cook Counseling Center's Online Screening Module. Cook Counseling Center and Screening for Mental Health, Inc. offer free and anonymous online screening for depression, alcohol use, eating disorders, and anxiety. The online screenings are informational, not diagnostic, and treatment recommendations are not provided.

<http://www.wvdhhr.org/hotlinenumbers.asp>

The Federal and WV State governments operate a number of toll-free resource hotlines to provide information about many services.

<http://www.libraryspot.com>

Find the best library and reference resources at LibrarySpot.com, including top dictionaries.

<http://www.worldbookonline.com/training/advanced/html/wba>

Comprehensive up-to-date Online encyclopedia.

<http://www.driversed.com/>

DMV Approved Courses online. Easy, Interactive Online course.

<http://www.volunteermatch.org/>

Volunteer Match strengthens communities by making it easier for good people and good causes to connect. The organization offers a variety of online services to support a community of nonprofit, volunteer and business leaders committed to civic engagement.

<http://www.flvs.net>

Free AP and Honors online courses for Florida residents. Non-resident students may also take courses at an additional cost.

<http://www.apologiaonline.com/>

Apologia Academy gives you the choice of live classes delivered to your computer, or recorded sessions, which can be listened to at your convenience. We accept all credits taken for Apologia Science.

<Http://www.worldbookonline.com>

World Book Advanced is a powerful reference tool that includes encyclopedia, multimedia, e-book, and primary source databases, fully integrated in a single search.

<http://www.teachersandfamilies.com/open/parent/scores2.cfm>

Percentiles are derived from raw scores using the norms obtained from **testing** a large population when the **test** was first developed.

STUDENT 3-5 YEAR GRADUATION PLAN

The road map to College is extremely important to each and every student here at Keystone National High School. However, not every student is college material. As it becomes apparently clear to us as administrator and counselor, that such is the case. We have developed a 3-5 year graduation plan for individual student. This plan covers ninth through twelfth grades.

Grade 9

Recommendations:

- ✚ Take demanding courses, 3 or more honors courses.
- ✚ Keep your grades 3.5 or above
- ✚ Prepare to take AP or Dual Enrollment courses later.
- ✚ Take a foreign language now; prepare to complete two (2) or more credits in the same language.
- ✚ If you have difficulties mastering a subject, request assistance from your instructor. Your instructor is readily available to assist you!
- ✚ You should visit colleges close to your location, and check out others that are at a distance from the comfort of your class Webpage. Remember, it's never too early to invest time and effort in your academic future.
- ✚ Assess your strengths and weaknesses as necessary.
- ✚ Set your career goal with a timeline.
- ✚ Enter any writing contest whenever possible. (available at your class Webpage)
- ✚ Take the PSAT/SAT prep course recommended. At the end of the year, take a PSAT practice test for your evaluation experience.
- ✚ Should take at least two (2) college preparatory classes online.
- ✚ Volunteering to do work in your community is an asset towards your education.

Review:

Type a personal essay with at least 2,500 words double spaced answering the following questions:

- ✚ Did you keep your grades at a 3.5 GPA or above?
- ✚ What subjects did you find most interesting and why?
- ✚ What subjects were most the most difficult for you and why?
- ✚ Do you have any idea of possible career goals? Explain in detail.
- ✚ Did you visit some colleges? If so, what did you like, or dislike about them?
- ✚ What did you feel your strengths and weakness are?
- ✚ Did you take the PSAT/ACT Prep course and practice exam? How did you do?
- ✚ What extracurricular activities were you involved in this year?
- ✚ Did you do any volunteer work or community service work this year? Describe your personal experience in detail.
- ✚ Describe your goals for next year.

Grade 10

Retain your long term goals this year. Try to keep your grades higher than 3.5 if possible. Continue taking challenging courses and gaining depth in your extracurricular activities. Remember to continue your community services whenever possible.

Recommendations:

- ✚ Take courses that reflect your academic ability.
- ✚ Grades are very important. Don't be nervous if you earn a "B" or even "C". Speak with the director about re-taking a semester, or completing extra work to enhance your grades.
- ✚ Start taking leadership roles in your extracurricular activities.
- ✚ Continue studying the same the same foreign language (Spanish I).
- ✚ Enter any writing contests that are available. (Check at your student Webpage for writing practice exercises)
- ✚ Consider taking online preparatory courses.
- ✚ If you are interested in athletics, you should continue with NCAA scholarship program requirements.

Review:

Type a personal essay at least 2,300 words double spaced answering the following questions.

- ✚ Did you keep your grades at least a 3.5 or above?
- ✚ What subjects did you find most difficult for you, and why?
- ✚ What leadership role did you take on?
- ✚ What volunteer activities in the community did you contribute to (working)?
- ✚ Did you develop any new ideas of possible career goal? Explain in detail.
- ✚ Did you review any college applications? Describe at least four colleges, and if possible, list the pros & cons of each.
- ✚ What plan if any do you have for athletics?
- ✚ Did you inquire about NCAA scholarship requirements?



Grade 11

The college preparation process tends to accelerate from this point forward. Please pay special attention to deadlines. It is important to have a plan set-up for achieving your future educational goals. Go to the College Board Website accessible from Keystone home page, and register there. Please Note: Registering is free.

Recommendations:

- ✚ Register to take the PSAT at collegeboard.org in October. Your score will determine your eligibility for scholarship funds, and how much.
- ✚ It's very important to have a healthy breakfast on the day of your exam, and get plenty of rest the night before your exam.
- ✚ Take the SAT/PSAT preparation courses for credits this year.
- ✚ Take AP and Honor courses, but you should do so with subjects that you are comfortable with. This is important, because this is an academic experiment.
- ✚ Take a third year foreign language in the language of your choice.
- ✚ Take college preparatory online classes, it demonstrate self discipline and also natural ability to follow directions (virtually).
- ✚ Take leadership's role whenever possible, in extra-curricular activities. This is the first stage of leadership anyway.
- ✚ Enter writing contest whenever possible. This is available at your student Webpage free.
- ✚ Practice public speaking engagements. A good place to start is at your church.
- ✚ Write a college essay of at least 2,700 words double spaced.
- ✚ Start practicing the APA style formatting. American Psychological Association (APA). This is available at your student Webpage library free.
- ✚ Take the SAT II in the core subjects e.g.: Math, Science and History. You should do so only with those subjects that you are most comfortable.
- ✚ Take dual enrollment courses at your local junior college.
- ✚ Look into virtual college options, they are more popular now, and are appropriate accredited.

Review:

Type a personal essay answering the following questions:

- ✚ Did you take any honors or AP courses or dual enrollment course?
- ✚ Did you maintain your grades at least 3.5 or above?
- ✚ Did you take the PSAT in October? How well you did?
- ✚ What new leadership role did you challenged?
- ✚ Did you continue taking the same foreign language? Did you feel confident? If you didn't feel confident, what can you do to improve your confidence?
- ✚ What volunteer activities in the community did you work at?
- ✚ Did you register and take the SAT? Do you plan to take it again in October of your senior year? If so, what can you do to be more successful at your next try?
- ✚ What colleges interest you most, and why? How will you get into those colleges you mostly desire?
- ✚ As a virtual learner, do wish to continue your college education in a virtual setting?

Grade 12

This is your senior year! Well, this is going to be a very bust and also extremely year for your college plan. This is your final opportunity to prove yourself by obtaining good scores on the SAT or ACT tests. This is good time to make a decision on your college choices, and start working on the financial portion of your plan.

July-August-Before Senior Year

- ✚ Register for the September ACT or October SAT.
- ✚ Write of the preliminary list of colleges that you are interested in.
- ✚ Explore college Websites and understand their admissions process.
- ✚ Practice filling out applications virtually. This option available at your student Webpage, but don't submit them.
- ✚ Set-up your community service works. Please ask your supervisor for assistance to fill out the form.
- ✚ Visit 4 four of those colleges that interest you. You may also do so virtually if you are considering virtual learning.

September

- ✚ Consider registering and taking one of the SAT II exams.
- ✚ Meet and review your plans with your counselor.
- ✚ Request letters of recommendations from supervisors, instructors, Pastors, and other stakeholders in your community and virtual community.
- ✚ Create a consortium of deadlines. You can use available tools at your student Webpage free.
- ✚ Work on your college essays at least 2,800 words double spaced. Write 3 drafts. Have instructors/friends/family review them.
- ✚ Seek a leadership position in an extracurricular activity.
- ✚ Maintain a high grade, 3.5 or above.

October

- ✚ Take advantage of college fairs, online discussion forums and virtual tours.
- ✚ Research financial aid and scholarship opportunities. Available from your student Webpage free.
- ✚ Get feedback on your college essay from your instructor.
- ✚ Review your high school transcript online for accuracy. Available at your student Webpage with permission from your counselor. "Secure login required".
- ✚ Tweak your Academic Resume.

November

- ✚ Register for the December SAT if you need to elevate your present score.
- ✚ Keep your grades elevated. Stay on track to complete all courses before May 25th.
- ✚ Submit all components of your college applications.
- ✚ Fine-tune you're your application essays. Tool available at your student Webpage.
- ✚ Continue researching scholarship and financial aid funding possibilities.
- ✚ Go to the library at your student Webpage and read different literatures.

December- January

- ✚ Complete all applications for admissions.
- ✚ Turn in your SAT/ACT scores.
- ✚ Confirm that letters of recommendations have been received.
- ✚ Submit the FAFSA application for financial aid.
- ✚ Concentrate on your grades,
- ✚ Have your mid-year grades and your anticipated GPA's sent to the college of your choice.
- ✚ Register for AP exams early.
- ✚ Take a dual enrollment course 2nd semester.
- ✚ Research funds opportunities. Available from your student Webpage.
- ✚ The Sunshine State students should apply for Bright Future. Links available from your student Webpage.

February-March

- ✚ Check that you have received your SAR (Student Aid Report from FAFSA). Verify that it is accurate.
- ✚ Contact colleges to confirm applications, SAT scores and transcript have received.
- ✚ Continue maintaining your high grades. Try to finish courses as early as possible.
- ✚ Compare financial aid offers. You should visit campus, speak with professors, students and alumni before making your final decisions.
- ✚ Do a comprehensive virtual analysis of the institution, since most have a website.
- ✚ If you plan to attend a trade school, and you have not taken the PSAT, SAT or ACT, you should speak with your counselor for the option for exit exam requirements.
- ✚ Verify that you are on track to complete the 76 hours of community service.

April

- ✚ Keep track of all acceptances, rejections and waitlists.
- ✚ If waitlisted, have your alternative plan ready for action.
- ✚ Keep your elevated.
- ✚ If you have decided not to attend some colleges, contact them in writing or via e-mail as a courtesy to other applicants.
- ✚ Attend any open house offered.
- ✚ Stay on track to finish courses early.
- ✚ Inform your counselor of any acceptance letters.
- ✚ Make sure that you complete your community service graduation requirement- including supervisor evaluation.

Before Graduating

- ✚ Send in all portfolio requirements, final exams, essays and community service reports.
- ✚ Send in PSAT, SAT or ACT tests or Exit exam essay.
- ✚ This is the time to register with Bright Futures Scholarships (The Sunshine State Students only)

- ✚ Send in the Community Service completed forms.
- ✚ Review your transcript for accuracy. This is accessible at your student Webpage, upon request from your counselor. (Secure login required)
- ✚ Submit your academic resume to your counselor.
- ✚ Submit copies of awards, recommendations, work experience, and extracurricular activities.
- ✚ If you are not planning on going to college, it would be a good idea to take a career assessment test.
- ✚ Keep in touch with your school. Your login ID and password are NEVER expired.

May-June, once you have graduated

- ✚ Once accepted, register with for your classes as soon as possible.
- ✚ Make sure that your final transcript has been received by the college.
- ✚ Make sure your final grades have been submitted by your counselor for Bright Futures Scholarship.
- ✚ Make sure you received your diploma. You will NOT be receiving a copy of your transcript. Transcripts remain at this school as permanent records.

Diplomas and Transcripts

Please review your transcript with your parents and your counselor. Your transcript will include grades from ninth (9th) through twelfth (12th). Your transcript will indicate your graduation date, GPA and credits earned.

GOOD LUCK IN YOUR ACADEMIC FUTURE!



CONGRATULATIONS! GRADUATION



KEYSTONE NATIONAL HIGH SCHOOL

THE POWER OF THE KEYBOARD



THE WAVE OF THE

FUTURE IS NOW!

