

# KEYSTONE NATIONAL HIGH SCHOOL

12840 NW 1<sup>st</sup> 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.

(*CEEB Code: 102045*)



## 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

<b>Courses</b>	<b>General Requirements for High School Graduation (4 yrs)</b>	<b>Standard College Preparatory Program (3 yrs)</b>	<b>Career Preparatory Program (3 yrs)</b>
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 1 level or above from the list of courses that qualify for state university admission	3 credits (one of which must be Algebra 1)
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
<b>Total</b>	<b>24 credits</b>	<b>18 credits</b>	<b>18 credits</b>
<b>Grade Point Average Requirement (GPA)</b>	<b>earn a cumulative GPA of 2.0 on a 4.0 scale</b>	<b>earn a cumulative GPA of 2.0 on 4.0 scale</b>	<b>earn a cumulative GPA of 2.0 on a 4.0 scale</b>

## Grading Policy and Final Grades:

Exams and projects will be graded on the following scale

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

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](mailto: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](http://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](http://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 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](http://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/](http://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/](http://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](http://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 25<sup>th</sup>.
- ✚ 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 2<sup>nd</sup> 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 (9<sup>th</sup>) through twelfth (12<sup>th</sup>). Your transcript will indicate your graduation date, GPA and credits earned.

**GOOD LUCK IN YOUR ACADEMIC FUTURE!**



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