

FLEXIBLE. ACCREDITED. ONLINE.  
WELCOME TO KEYSTONE.





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## Flexible learning starts at Keystone.

The Keystone School offers flexible education programs for high school and middle school students that help each student achieve their unique dreams and goals. Whether your student wants to study full time or just needs individual classes, we offer more than 170 courses from credit recovery to world languages and AP. Students can enroll at any time.

Flexibility is the foundation of our approach. For forty years, we've been known as a leader in flexible education models—and we've learned our methods support students to build the discipline they need to succeed, whether that's in college, a job, trade school, the military, performing arts, or wherever they dream to go.

The Keystone School. The foundation to your student's successful future.

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# Welcome to The Keystone School!

Every day, students come to Keystone with different education backgrounds, unique learning styles, and individual hopes. Is it possible for one school to serve such a diverse student body?

With Keystone, it is. For 40 years, we've worked with hundreds of thousands of students to offer a flexible, accredited education that lets every student create his or her own learning experience. Keystone allows students to blend family, life, and school on their own terms.

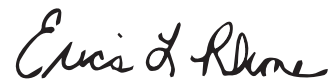
Our students dream big dreams. They aspire to become doctors, game designers, diplomats, teachers, authors, astronauts, and athletes. Some will go into professions that don't even exist today.

What does your child want to be? What contributions does your child want to make to the world? Whatever his or her goals may be, Keystone can put your child on a path to success. Whether your child needs a solid middle school education, help earning a high school diploma, tools to prepare for college or a career, or a few courses to round out his or her local school experience, Keystone can help.

By choosing Keystone, students can take charge of their future. Not only will they gain knowledge from coursework, they'll gain discipline from managing their own learning—skills that will serve them well through college, a career, and life.

We look forward to helping your child reach his or her goals.

Sincerely,



**Erica Rhone**

Head of School, The Keystone School



## Opening the Doors to Life

The Keystone School offers a rich educational experience that can be tailored to individual student needs—and dreams.

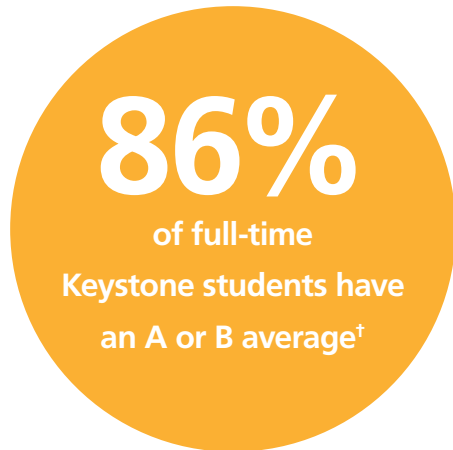
Our approach combines flexibility with academic rigor and individualized attention. We understand different learning styles, and we recognize that today's student fits no mold. Whether your child is looking for a different school environment or is an actor, musician, athlete, or adventurer, Keystone offers answers that traditional schools do not.

Since 1974, hundreds of thousands of students have walked through our virtual campus. From Georgia to Alaska and from Belize to Korea, we've taught middle and high schoolers in all 50 states and in more than 90 countries.

**Is your child a Keystone student? We invite you to explore our school through this brochure to find out.**

“MY PASSIONS ARE  
SNOWBOARDING AND  
COMPUTER PROGRAMMING.  
KEYSTONE ALLOWS ME  
TO COMPETE IN MY SPORT  
AND STILL FOCUS ON MY  
TECHNOLOGY STUDIES.”





### **Flexible Solutions**

The hallmark of our school is flexibility. Through our online offerings, your child can study anytime, anywhere. The academic experience is in your hands, and you decide what interaction and structure your child needs to be successful.

### **Parent Involvement**

We help parents help their children succeed. With progress reports sent every other week and real-time observer accounts, we keep parents actively engaged in their children’s academic progress.

### **Extensive Curriculum**

From Spanish to Game Design to AP\* Economics, Keystone offers a broad range of courses to help each student reach his or her full potential. We provide a complete core curriculum at each grade level, plus many electives and advanced courses for expanded learning opportunities.

### **Core Curriculum**

The Keystone curriculum covers all core subjects, including math, science, social studies, and language arts. With more than 50 courses in the core subject areas, Keystone offers a solid foundation for your child’s education.

### **Electives**

Keystone students have the opportunity to choose from more than 45 engaging elective courses, including computer programming, business courses, six world languages, and many more.

### **Advanced Courses\*\***

Keystone offers 19 advanced courses for grades 8–12. High school students looking for more challenge can get the extra edge they need by taking Advanced Placement (AP®) courses for college credit.

### **Credit Recovery**

With year-round enrollment, Keystone Credit Recovery is proven to help students earn middle- or high-school credits in courses they did not pass the first time around.

\* Advanced Placement and AP are registered trademarks of the College Board, which was not involved in the production of and does not specifically endorse these products.

\*\* Students who demonstrate reading and comprehension skills above the eighth-grade level may enroll in advanced middle school courses.

### **Nationally Recognized Award-Winning Programs**

Keystone programs have been recognized by the United States Distance Learning Association (USDLA) for excellence in curriculum design, online instruction, and 21st-century best practices. These prestigious awards honor distance learning instructors, programs, and professionals who have achieved extraordinary results through the use of online teaching technologies.

<sup>†</sup>July 2013–May 2014 Keystone Blackboard Gradebook Results

# Teaching and Administrative Support

Despite being virtual, our teaching and administrative environment is remarkably hands-on, providing an unusually high level of one-to-one attention. Specifically trained in online teaching methods, our teachers help bring out the best in every student through the virtual classroom experience. Working with students and parents every step of the way, we make sure you never feel alone.

## Certified Teachers

Keystone teachers are certified and have an average of 12 years of teaching experience, and more than 60% have earned master's or doctoral degrees.

## Student Services

Our student services team is just a toll-free call or e-mail away and ready to help students and parents with anything from enrolling in new courses to requesting a transcript.

### **Keystone: The Route to 21st-Century Success**

Keystone is committed to teaching the 21st-century skills that can have a real impact on students' ability to succeed in the real world. Our curriculum and instructors adhere to and are evaluated against the standards of the International Association for K–12 Online Learning (iNACOL).

Skills your child will learn include:

- Effective time management and personal responsibility
- Global awareness
- Self-directed learning
- Information and Communication Technology (ICT) literacy
- Critical thinking and problem solving

## Industry-Leading Technology

Keystone's learning management system enables students to meet education expectations in the online environment, supports an innovative curriculum, and fosters student–teacher interaction.

## Technical Support

The Keystone learning environment is incredibly intuitive, but if you ever encounter a technical issue, we're always available to help solve problems.

## Discussion Boards

Teaching students to express themselves, particularly in writing, is an important part of the Keystone education. We encourage our students to interact with other Keystone students from around the world through our secure discussion boards. Using this forum, students are able to share thoughts and ideas about coursework, interests, and hobbies.

## Guidance Services

As part of our ongoing dedication to supporting parents and nurturing a child's education, Keystone students and parents have access to a learning coach and to a certified guidance counselor if enrolled in four or more courses. The learning coach works directly with parents and students to craft a customized strategy that leads to a successful Keystone education. The guidance counselor supports the college admissions process by offering monthly online meetings for both parents and students, covering topics such as course selection, the college application process, and how students can stay motivated and on track.

## Additional Keystone support features include:

- An orientation course to help students learn the best ways to use the Keystone online learning environment
- Real-time phone support from our knowledgeable Student Services staff
- On-demand support from Keystone's certified teachers. Teachers will respond to student questions within one business day and grade assignments within three business days (print coursework takes up to 10 days for grading)
- Online and/or printed correspondence courses
- Textbooks with most Keystone courses
- Access to an online library through Ebsco Host

### **Our Accreditation Is Your Assurance of Quality**

Accreditation assures that Keystone credits and the Keystone diploma are widely accepted by schools and colleges across the United States and abroad. The Keystone School is accredited by AdvancEd and the Middle States Association of Colleges and Schools Commission on Secondary Schools. We are licensed by the Pennsylvania Department of Education's State Board of Private Licensed Schools. The accrediting bodies regularly complete comprehensive onsite evaluations of our programs.



“THANKS TO KEYSTONE, I CAN STILL STUDY VIOLIN WHILE PURSUING ACADEMIC EXCELLENCE. KEYSTONE'S OPEN ENROLLMENT ENABLES ME TO ORGANIZE MY TIME, ALLOWING ME TO CONTINUE MY PRIVATE VIOLIN LESSONS.”

# Your Complete Online Middle School. Your Foundation for Success.

The Keystone middle school program for grades 6–8 inspires and motivates students to acquire the skills they need to succeed in high school and beyond. We offer curriculum for a complete middle school education or individual courses to supplement a student’s traditional or homeschool education.

**We help students meet their full potential and prepare for high school.**

Students enrolled in a complete grade level take a total of five courses: four core courses—one in each core subject area—plus one elective per school year. With more than 30 courses available, the curriculum includes language arts, mathematics, science, and social studies for each grade level, and an array of elective and advanced courses. Students can enroll anytime in our online middle school and have up to a year to complete their coursework.

**For a full list and description of Keystone courses, please visit [keystoneschoolonline.com](http://keystoneschoolonline.com) or call 800.255.4937.**

“AT KEYSTONE, IT’S NOT ALL ABOUT MARKS; IT’S ABOUT EDUCATION AND FUN MIXED TOGETHER. KEYSTONE HAS MADE ME SELF-DISCIPLINED.”





# Your Unique Goals. Your Online High School.

Access more than 150 high school courses, including core subjects, Advanced Placement®, electives and six world languages. Whether you're enrolled full time or simply taking a few courses, you can work at your own pace with easy access to teacher support. It's the flexibility you need with the top-quality education you deserve. No matter where your dreams are taking you, build the discipline that will help you succeed, today and tomorrow, with Keystone.

**Greater Flexibility. Greater Results.** Our students learn in the format that fits their unique needs and learning styles through interactive, multimedia-rich Keystone Standard and Keystone Plus online courses, which come with an increased level of support, or through our paper-based Correspondence Courses. **And Keystone gets results:** Our students consistently score higher than the national average on SAT and AP® exams.

## Supplemental Courses—Catching Up or Getting Ahead

Keystone is an ideal option for students who want to—or need to—earn extra credits. Our accreditation ensures that other high schools and colleges accept the credits earned at Keystone, and our extensive curriculum offers many choices for students who want to challenge themselves with advanced courses or pursue special interests.

## Earning a Keystone Diploma

To receive a Keystone high school diploma, students are required to earn a total of 21 credits between grades 9–12. New students can transfer previously earned credits from elsewhere. However, a minimum of five credits (one in each core subject area plus one elective) must be earned at Keystone. The credits must be distributed as follows:

Four in Language Arts, three in Science, one in Health, five Electives, three in Math (a minimum of Algebra 1 and above), four in Social Studies, and one in Fine Art.

If your child has already completed part of his or her high school education, please call us for a free transcript evaluation or request our homeschool portfolio policy.

## On a Path to College

Keystone graduates have been accepted at hundreds of prestigious colleges and universities, including Dartmouth, Yale, Notre Dame, Stanford, and Oxford.

As soon as your child enters the Keystone high school program, a certified Guidance Counselor steps in to help your child through the college admissions process. The counselor will not only help your child prepare for SAT and ACT exams, he or she will also work with your family to build a personalized higher-education and career plan.

## On a Path to a Career

Keystone graduates are prepared for college—and for a career. Students will graduate with project- and time-management skills, in addition to effective writing and communication skills, making them ideal candidates for the working world. Some students even take advantage of Keystone's flexibility to apprentice and begin their careers while earning their diploma.

**For a full list and description of Keystone courses, please visit [keystoneschoolonline.com](http://keystoneschoolonline.com) or call 800.255.4937.**

# Advanced Placement Courses

Keystone offers Advanced Placement (AP) courses in many subjects, including language arts, history, economics, mathematics, science, and world languages.

## What Are AP Courses?

AP courses are college-level courses taken as part of a high school program. Students who complete AP courses are eligible to take the AP exams administered each May by the College Board. These exams are scored on a scale of 1–5, and students scoring between a 3 and 5 may qualify for college credit at most colleges and universities.

## Why Take AP Courses?

There are many reasons to take AP courses, including the ability to:

- Demonstrate to college admissions officers your ability to excel in college-level coursework
- Emphasize your commitment to academic pursuits
- Prepare for the AP exams and the possibility of receiving college credit at colleges and universities nationwide

## Are AP Courses Right for My Child?

If your child is a college-bound junior or senior in high school and has successfully completed prerequisite courses, he or she may be eligible for our AP courses.

# Credit Recovery Courses

With year-round enrollment, Keystone Credit Recovery is proven to help students earn middle- or high-school credits in courses they did not pass the first time around.

Our credit recovery courses are self-contained, independent study units designed to supplement a student's existing school's curriculum, giving students a chance to earn credit in subjects they previously did not pass. If approved by a school counselor, principal, or other authorized school official, students complete the courses independently and submit their work to Keystone for evaluation. The student's grade is submitted to the guidance counselor, who will assign a grade and credit.

## A Year-Round Summer School Alternative

More than 40 courses are available in grades 6–12, so students can master English, math, social studies, science and Spanish; earn passing grades; and graduate on time with their classmates. Credit recovery course materials are available in online and printed correspondence formats. Enrollments are accepted any time of the year.

## A Success Rate That's Second to None

Accredited and evaluated by third-party education study experts, our programs consistently earn high marks for quality and completion percentages. In fact, more than 90% of the students who enter the Keystone program complete the work needed to receive credit from their school.

**For a full list and description of Keystone courses, please visit [keystoneschoolonline.com](http://keystoneschoolonline.com) or call 800.255.4937.**



“KEYSTONE MADE MY OLYMPIC DREAM A POSSIBILITY. THEY MADE IT POSSIBLE FOR ME TO STAY ON TRACK IN MY ATHLETICS AND ACADEMICS WITH CONSTANT SUPPORT ON THE WHITEWATER AND WHATEVER ROOM HAPPENED TO BE THAT DAY’S CLASSROOM!”

## Keystone Admissions Requirements

All students seeking to enroll in Keystone must be able to demonstrate a working knowledge of the English language. Additionally, students enrolling in Keystone's high school program must be able to provide proof of completing the eighth grade. For students who do not have any other documentation for academic admissions to the ninth grade (e.g., prior homeschool students), the following guidelines will apply:

1. If a student is 14 years or older, he or she is considered "age appropriate" for ninth grade and may enroll in Keystone's high school program, using a birth certificate or other official documentation as proof.
2. If a student is under 14 years of age, he or she must show proof of eighth-grade completion through one of these options:
  - A middle school grade report or transcript
  - A certificate of eighth-grade completion
  - Standardized test scores showing eighth-grade achievement or higher (IOWA, ACT Explore, state testing, etc.)
  - A homeschool portfolio
3. Students and their families can speak with a counselor to address other circumstances.

## Grading Scale

Keystone calculates student grades using a standard percentage model. Final course grades are translated according to the following scale:

**90–100% Excellent (A); 80–89% Above Average (B); 70–79% Average (C); 60–69% Below Average (D); 0–59% Fail (F).**

A student's GPA is calculated for credits earned at Keystone only; transfer credits count toward diploma requirements but are not included in the GPA calculation. Class rank is not available as Keystone offers open enrollment and cannot classify high school students in specific grade levels for class ranking purposes.

*†Spring 2014 Customer Satisfaction Survey*



# 91%

of Keystone families are  
satisfied with their  
Keystone experience<sup>†</sup>.

## Keystone Course Activity Policy

*(Applies to The Keystone School students in grades 9–12 only)* To maintain a consistent pace throughout a course, Keystone has established the following Course Activity Policy:

- To be considered active, students must begin their coursework and submit at least one weighted assignment in one course within 30 days of enrollment. Thereafter, students must continue to submit at least one weighted assignment every 30 days.
- Students who plan to be inactive for 30 days or more must contact Keystone Student Services to place their account on hold. Placing an account on hold will not extend the course due dates.
- If there are 30 days without activity in a course, and the course has not been placed on hold, the course no longer qualifies for a refund, but the student retains the right to complete and receive credit for the course through the assigned due date.

## Tuition and Enrollment

Tuition fees and other charges related to enrollment for Keystone's high school and middle school programs can be found online at [keystoneschoolonline.com](http://keystoneschoolonline.com) and on the printed enrollment forms. To make Keystone more accessible, we provide a variety of payment plans and discounts, including family and military discounts. And, to ensure that Keystone is exactly the academic experience you were looking for, we also offer a money-back guarantee for all new students.

Students have a minimum of eight weeks and a maximum of one calendar year from the date of enrollment to complete each course. If students are unable to complete a course within one calendar year, course extensions are available for a fee by contacting Student Services at **800.255.4937**. Each full-credit course is built for 180 hours of instructional time. Advanced Placement courses generally require 25 to 50 percent more time to complete, respectively, as they require more focus on gaining, testing, and applying higher-order thinking skills.

## THREE EASY WAYS TO ENROLL AT KEYSTONE

Payment plans are available, and we offer discounts for families who enroll more than one student in Keystone programs or who are active-duty military.

### Phone

Call a trained and knowledgeable Student Services Representative at **800.255.4937** to assist you in the enrollment process.

### Online

Go to [keystoneschoolonline.com](http://keystoneschoolonline.com) and click on Enroll Now. When enrolling online, please carefully review course descriptions to make sure your child has met course prerequisites prior to enrolling.

### Fax or Mail\*

Complete the enclosed enrollment form and fax it to **570.784.2129** or mail it to:

**The Keystone School  
920 Central Road  
Bloomsburg, PA 17815**

\*We highly recommend that students intending to transfer Keystone credits back to their resident districts have their school official pre-approve the desired course prior to enrolling.

# Keystone Money-Back Guarantee Program Details

We are so confident you will benefit from your Keystone experience that we back it up with our 30-day money-back guarantee. Now, new students can try our program risk free.

## Middle School Tuition Refund Policy\*

Grades 6–8: Program is for new Keystone students who have not previously enrolled in The Keystone School. Student or parent must notify Keystone of their intent to withdraw and request the money-back guarantee within 30 days from the date of their enrollment to qualify. Money-back guarantee does not include shipping and handling. Money paid will be refunded upon receipt of returned course materials. If the student elects not to return the course materials, the money paid will be refunded less a \$35 per course materials fee and applicable shipping, handling, and processing fees. This offer cannot be combined with any other promotion.

To request cancellation, call Student Services at 800.255.4937. No refunds are given after 30 days of enrollment. If a refund is requested within 30 days of enrollment and the workbook(s) is returned in as-new condition, all tuition monies will be refunded. A fee of \$35 will be withheld for each unreturned, used, or damaged workbook. Shipping charges are not refundable.

Due to U.S. Treasury requirements, Keystone cannot offer refunds to students with a non-U.S. address.

## High School Tuition Refund Policy\*

This policy applies on a course-by-course basis. To withdraw from a Keystone course, call Keystone Student Services at 800.255.4937. Tuition refunds will be based on the date of withdrawal and the amount of course assignments completed as follows:

- If a student withdraws within five days after midnight of the date the Enrollment Agreement is accepted (the Cancellation Period), all tuition monies paid to Keystone will be refunded.

- If a student withdraws between 6 and 30 days after enrollment and no assignments are submitted to Keystone, a registration fee of \$75 per course will be charged. All other tuition monies will be refunded.
- If a student withdraws after the Cancellation Period and after course assignments have been submitted to Keystone for correction, the \$75 registration fee will be charged per course plus a percentage of the remaining tuition as follows:

PERCENTAGE OF ASSIGNMENTS COMPLETED:	AMOUNT OF TUITION OBLIGATION:
10% or less completed	10% of tuition after subtracting the registration fee
Between 11% and 25% completed	25% of tuition after subtracting the registration fee
Between 26% and 50% completed	50% of tuition after subtracting the registration fee
More than 50% completed	Obligation for full tuition

### Shipping and handling charges are not refundable.

\*To qualify for a refund, a student must be in active standing according to Keystone’s Activity Policy. Due to U.S. Treasury requirements, Keystone cannot offer refunds to students with non-U.S. addresses.

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Thank you!

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The Keystone School  
920 Central Road, Bloomsburg, PA 17815  
**800.255.4937**  
**[keystoneschoolonline.com](http://keystoneschoolonline.com)**