



Keystone Adult Learning Student Handbook



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SECTION 1: WELCOME AND SCHOOL OVERVIEW

The Keystone School is an accredited private licensed school serving students worldwide. The school is made up of a variety of programs including: Keystone Elementary School, Keystone Middle School, Keystone High School, Keystone Adult Learning, and Keystone Credit Recovery. Keystone is accredited by the Middle States Association of Schools and Colleges (MSA) and the North Central Association Commission on Accreditation and School Improvement (NCA CASI), the Northwest Accreditation Commission (NWAC) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), the regional accrediting agencies that span the Cognia global network. Accreditation means that our programs and curriculum have been reviewed and meet rigorous standards that are recognized by colleges, universities, and employers. Upon completion of the Keystone Adult Learning Career High School Diploma programs, students will be issued an accredited high school diploma.

Although The Keystone School is accredited by the MSA and Cognia, there is no guarantee credits earned at The Keystone School will be honored by any other high school, college, university, or other post-secondary institution. All such organizations make their own policies and procedures as to the transfer and acceptance of high school credits.

This handbook should be considered a part of the student orientation process, and an ongoing resource.

Welcome, from the entire staff of The Keystone School!

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

Educational Objectives of the Keystone Adult Learning Program

The program intends to develop students from an academic perspective as well as a personal and professional perspective. The goal of this program is to have students graduate that are:

- Academically successful
- Critical and ethical thinkers
- Self-directed
- Collaborative
- Resilient and determined
- Confident and assured
- Prepared to achieve their next goal

The Keystone School Vision Statement

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

The Keystone School Mission Statement

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

The Keystone Adult Learning Purpose Statement

The Keystone Adult Learning Program is a career focused approach for adult learners to earn their high school diploma. Not only will students achieve the goal of graduating from high school, but importance is placed on personal and professional development to allow students to have a smooth transition into post-secondary education or directly into the workforce.

Expected School Wide Learning Results for Adult Learning

Academic Achievement

Students in the Keystone Adult Learning program will achieve their academic goals and be prepared for lifelong learning.

- Students will direct their learning and be responsible for the academic outcomes with the support of Keystone staff.
- Students will build on personal and educational experiences and focus on new course material and information.
- Students will be introduced to the value of lifelong learning and ways they can continue to grow academically after graduation.
- Students will be prepared for post-secondary education or trade school at the time of graduation.

Growth and Personal Development

Students in the Keystone Adult Learning program will be presented with opportunities for growth and personal development.

- Students will have an opportunity to build self-confidence and learn the value of persistence through the educational process.
- Students will develop and demonstrate soft skills such as adaptability, communication, time management, motivation and problem solving that will make them more appealing to future employers.
- Students will have opportunities to create future plans, determine career paths, and practice specific life goals such as budgeting and planning, to prepare them for success beyond graduation.

Responsibility

Students in the Keystone Adult Learning program will learn the importance of personal responsibility and accountability, to become productive members of the global community.

- Students will be responsible to maintain active and timely communication with school staff.
- Students will be accountable for the academic integrity of their work.

- Students will be held accountable and responsible for successfully completing all course requirements in a timely manner as determined by their course plan.
- Students will develop the skills to hold themselves accountable to the responsibilities of future endeavors, including post-secondary education and career.

Professional Skills

Students in the Keystone Adult Learning program will have access to professional learning skills to prepare them for entry into the work force.

- Students will have access to the career development skills within the orientation link sent by their Graduation Advisor following the welcome call.
- Students will have an opportunity to participate in a mock interview to be reviewed by the KACD faculty with feedback provided for improvement.
- Students will be able to practice proper professional interactions through written and verbal communication with school staff.
- Students are offered the opportunity to take general electives covering a variety of topics for use in a professional setting such as ethics, problem solving, and technology use.

The Keystone School and K12 Incorporated

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

State-Specific Requirements

The Keystone School serves students from all 50 states. It's important to understand the requirements and regulations associated with your local and/or state education system before, or shortly after, enrolling with The Keystone School. We are aware that these requirements vary greatly from state to state. As such, it's important to visit your state's Department of Education website to ensure that your family meets the necessary expectations to keep both you and your student compliant with the educational standards in your state.

Currently we are aware of the following state-specific requirements:

- If your family lives in California: the California Department of Education requires an annual Private School Affidavit to comply with state compulsory education laws. As our school does not have a physical presence in California, we are unable to file on your behalf. Information on this process can be found here: <https://www3.cde.ca.gov/psa>.
- If your family lives in New York, North Carolina or Maryland: you must register as homeschool students in order to avoid truancy issues.

- If your family lives in Tennessee: you must contact your local public school district to inform them of your homeschooling status if you haven't already done so. Tennessee's homeschool law requires you to track daily attendance, participate in state standardized testing in grades 5,7 and 9 (administered by your local district), and comply with any additional district-specific requirements.

- If your family lives in Washington state: we recommend only enrolling if you intend to graduate with The Keystone School as courses and credits taken at The Keystone School will not transfer back to a WA school. If you proceed with enrollment and then try to transfer courses back to a WA school, they will likely not be accepted, and we are not able to issue refunds for non-acceptance.

Legal Disclaimer

The information contained herein is intended as a courtesy only and does not constitute legal advice by Stride, Inc. or its affiliates. Any and all questions or requests for additional information or guidance should be emailed directly to your specific Department of Education.

SECTION 2: ADMINISTRATIVE INFORMATION

Contacting the Keystone School

Head of School: Erica Rhone

Deputy Head of School: Elizabeth Jones

Phone: 800-255-4937 Fax: 570-300-2346

Admission Requirements and Procedures

The Keystone Adult Learning program was designed to meet the needs of adults 18 years and older. To enroll, students will contact Keystone at 1-800-255-4937 to speak to a Student Support Representative. Students must provide official transcripts from all schools previously attended before enrollment to ensure proper course placement. See transfer credit policy in the policy section of this handbook.

Students must show proof of age at the time of enrollment, if an official transcript has not been received with a date of birth listed. Appropriate paperwork would include, state issued identification with birthdate listed, military ID, birth certificate, or passport.

Tuition:

Tuition for the Keystone Adult Learning program is \$99 per month for the duration of the student's enrollment.

*Note: All students must complete a minimum of 5 credits to earn a Keystone diploma. For more information on graduation requirement, see page 8.

Contacting Teachers

The Keystone Teacher Link is open Monday through Friday from 9AM eastern through 5PM eastern. State certified teachers are available to answer student questions regarding course content, they can contact the center via phone or email. Courses that are supported through the Keystone Teacher Link will display the Teacher Link contact information within the *Staff Information* and *Teacher's Office* sections of the online classroom. When calling, students can expect to have a teacher either answer their call immediately or to hear back from a teacher within 90 minutes during center hours. If emailing, students can expect to receive an email response from teachers within 30 minutes during live desk hours and within one business day after hours.

Contacting Student Support

Student Support representatives are available from 8 am to 8 pm EST, Monday through Friday for technical support or for financial information. Contact Student Support at 1-800-255-4937 or at info@keystonehighschool.com.

Academic and Holiday Calendar

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

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

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

SECTION 3: Keystone Adult Learning Diploma Program

Keystone Adult Learning Diploma

The Keystone Adult Learning program is specifically geared toward adult students that need their high school diploma to enter a career field or advance within their chosen career. Depending on the number of credits needed, students can earn their high school diploma in as little as five months and as much as 21 months. This program is a self-pace, independent study program and includes the support of certified teachers and a Graduation Advisor, who provides non-academic student monitoring and support.

The curriculum of the Keystone Adult Learning program is mastery based. This means that students can work through the course material until they have mastered the content and they will only need to complete the course material that they are unfamiliar with.

Course Completion, Pacing, Grading and Graduation Requirements

Students will work with a Graduation Advisor after enrollment to create a pacing schedule. The pacing schedule will be based on the idea of students completing two half-credit classes per month with extensions available if needed. Depending on the number of credits needed, students can graduate in as little as five months and as many as twenty-one months. The Graduation Advisor will be in contact with students throughout each month to support their course completion and help them attain their scheduling goals. Students may accelerate in this program, but no more than 4 courses will be opened each calendar month.

The Keystone Adult Learning program is a mastery-based program. Students will be able to return to the course material an unlimited number of times to review the content, until they are able to earn a grade they are comfortable with on the mastery test. To receive credit for a course, students must **complete all assignments and earn an average score of 60% or higher** in the course (see Open Enrollment and Course Completion policy). The Keystone School does not accept blank assignments or requests for assignment exemptions. If a student has a question about a grade they

receive on an assessment in their classes, they are to reach out to their Graduation Advisor for review.

Students are paced to complete two half credit courses each month in this program. Circumstances may make that time frame difficult for students from time to time. Extensions are available for just a few days or for an entire month, but no course will be extended further than 3 months from the start date. Extensions can be requested by speaking to their Graduation Advisor. If a student is unable to complete a course in that time frame, they will need to speak to their Graduation Advisor about their options.

The final transcript will not be sent out if the student has an outstanding tuition balance on their course(s). An outstanding tuition balance would be due to any missed payment during the time of enrollment.

Grading Scale

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

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

Graduation Requirements

To receive a diploma, students need to earn 21 units of credit in grades 9-12. Credits can be transferred into The Keystone School as outlined in the *Transfer Credit Policy* found in this handbook, but students must take at least five credits with Keystone, one credit each in the areas of English, Math, Science, Social Studies, and one additional credit of choice, elective or core. Once a student meets the graduation requirements, he or she is awarded a high school diploma from The Keystone School. **The required graduation credits must be distributed as follows:**

Course Type	Minimum Credits for Graduation
Health/PE (<i>must include at least .5 credit specifically designated as Health coursework</i>)	1
Fine Art/Humanities	1
Mathematics (<i>at least one must be Algebra 1 or higher</i>)	3
Science	3

English Language Arts	4
Social Studies	4
Electives	5
Total	21

Graduation Checklist

Students preparing to graduate from The Keystone School should keep the following checklist of requirements handy to avoid any last-minute issues:

- Must meet The Keystone School's 5-credit minimum as described above.
- Total credits, including transfer credits, must be 21 or higher, and must be distributed as shown in the chart above.
- Transfer credits must be verified by The Keystone School on official transcripts from all previous schools attended or they cannot be counted toward graduation. *
- The Keystone School cannot offer duplicate credit for courses taken both at The Keystone School and as shown on official transcripts and accepted as transfer credits.

*It is critical that The Keystone School receives a student's official transcripts at the time of enrollment or shortly after enrollment to avoid any delay in graduation or the need to take additional courses.

College Application Support

Keystone will gladly assist full-time diploma seeking students in applying to colleges by completing the school portion of college applications, providing recommendation letters, and assisting with college documents. Students who require an official transcript should visit this link <https://www.parchment.com/u/registration/218194/account> to access the Keystone Parchment portal. Students will be able to order an official transcript to be sent to a high school, a college or university, a scholarship organization or other recipient from Parchment. There is a \$5 fee to send an official transcript through Parchment which is paid online at the Parchment portal by the student or other individual requesting the official transcript.

Calculating GPA

Students from time to time will be required to submit a GPA for academic and scholarship reasons. The Keystone School will not calculate a GPA or publish a GPA from previous institutions on the transcript. Students are recommended to contact all previous schools when a "Cumulative High School GPA" is requested. Students are permitted to calculate their GPA for their own use, but only a member of the Guidance

Department and/or School Administration can publish the official GPA on a transcript.

SECTION 4: Roles and Responsibilities

Role of the Teacher

All Keystone School teachers are licensed and certified and are experienced educators. They are specifically trained in how to support students in an online environment. It is the student's responsibility to contact the Keystone Teacher Link with course questions and concerns. We encourage students to reach out as often as they need. Students can count on hearing back from teachers within one business day.

Teacher Link Contact Information:

1-844-494-3577 (select the subject area from the menu)

Math	hsmath@thekeystoneschool.net
Science	hsscience@thekeystoneschool.net
Social Studies	hsmath@thekeystoneschool.net
English	hsenglish@thekeystoneschool.net
Electives	hselectives@thekeystoneschool.net

Role of the Student

1. Have the proper technology including computer and a reliable internet connection.
2. Dedicate the time needed to complete the program. Adult students have many commitments in their lives and to be successful with Keystone, it requires planning.
3. Create a schedule and keep it handy for regular review to evaluate progress and pace.
4. Check email daily to review any communication received from the school or teacher.
5. Review the Progress Reports frequently from the online classroom.
6. Ask for help from Keystone, as needed.

New Students – How to get started

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

Online Students

- ✓ Meet with your Graduation Advisor via phone or Skype after enrollment.

- ✓ Log into the courses after receiving login information.
- ✓ Review links in Welcome Packet that contains videos on course navigation, submitting assignments, and more.
- ✓ Become familiar with the online classroom layout.
- ✓ Create a plan for completing your courses.

Information for all Students

Schedules are a very important component of your education. Take time now to setup a schedule that you can commit to. Take into account all of the commitments that you have in your life (family, work, community) and build your schedule around them. You have access to your classes 24/7, which enables you to work on your classwork at a time that fits for you.

Progress Reports can be accessed from within each course as needed by the student. Progress will also be reviewed by the Graduation Advisor on a regular basis to help support a student's progress through their courses.

Technical Responsibility

Students at The Keystone School are responsible for their own learning. If a student is unable to login to a course, unable to submit an assignment, or is experiencing any other difficulties with technology, it is his/her responsibility to proactively seek help in finding a solution. Contact information for teachers and Keystone student services should be stored offline so that it is accessible at all times.

Missed Tuition Payments

If a payment is missed, the student's account will be placed on hold until the payment agreement is current. The Keystone School provides a grace period of fifteen days to allow you to submit payment information before the account is placed on hold. The student that is listed as the primary account holder for the payment plan will receive email notifications regarding payment status. If the payment was unsuccessful, a second email will be sent with instructions to call into the Student Support Department to make the payment over the phone. If students has not made the missed payment within 4 weeks, they run the risk of being withdrawn from the program.

Developing Independent Study Habits

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

1. Review all orientation material located in each course.
2. Establish a school schedule that takes into account family activities, outside hobbies, individual productivity.
3. Create a schedule that allows for regular work in each course to avoid wasting time re-learning forgotten material.
4. Make sure that family is aware of the study schedule so that the time remains free from distractions.
5. The "school zone" should have adequate lighting and be comfortable.
6. Gather everything needed to work: computer, pens, paper, pencils, erasers, pens, markers, highlighters, and a dictionary.
7. Plan for frequent breaks to stay fresh; stay hydrated.
8. Establish short and long-term goals and some rewards.

SECTION 5: ACADEMIC AND OPERATIONAL POLICIES

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

School Policies

- Academic Integrity
- Code of Conduct
- Disciplinary Removal
- Grade Dispute
- Grade Level Advancement
- Grading and Teacher Communication
- Open Enrollment and Course Completion
- Student Activity
- Information and Privacy
- Time Limit to Re-Purchase Courses
- Transfer Credit
- Transfer, Withdrawal, and Extension
- Verification of Enrollment/Satisfactory Academic Performance
- Student Disability Non-Discrimination Policy

ACADEMIC INTEGRITY POLICY

Policy Name	Academic Integrity
Effective Date	2008
Reviewed/Revised	July 2024
Applies to	All Keystone Students
Purpose	To maintain integrity within all Keystone School programs, it is imperative that student submissions of assignments and assessments be their own original work. This policy defines cheating and plagiarism and the consequences for students who are deemed to have engaged in cheating or plagiarism at The Keystone School. Resources to better understand what constitutes cheating and plagiarism are part of the online Keystone getting started materials.
Definitions	
Artificial Intelligence (AI)	Keystone is aware of the many artificial intelligence (AI) tools available to students. The expectation is that students use AI tools appropriately and within the guidelines of academic integrity as outlined below. Keystone does not limit or prohibit the use of learning tools when used in accordance with this policy.
Cheating	<p>At The Keystone School cheating is defined as: Knowingly submitting the work of another individual and claiming the work as your own to gain an unfair advantage. When a student submits an exam or assignment, this signifies the desire to claim the content as the student's own original work. No other claim is needed. Cheating includes:</p> <ul style="list-style-type: none"> • Copying answers that were shared by other students either in person or online • Use of translation programs or tools in World Language courses • Use of computer/technology assisted online programs that result in work that is not your own • Posting information online that results in other students using that work • Copying course feedback from The Keystone School • Collaboration between two or more students which results in the submitting of identical answers

	<ul style="list-style-type: none"> Any other form of copying answers from any other person or source.
Plagiarism	<p>At The Keystone School plagiarism is defined as: The use of an author's work with a lack of acknowledgement of the source of that work, whether intentional or unintentional. Plagiarism includes:</p> <ul style="list-style-type: none"> Work that was incorrectly cited Paraphrasing by simply changing the order of a few words Any other un-cited, falsified, or incorrectly cited work Including information directly from any book, course resource, periodical, website, atlas, or person without quotations and/or citations

Policy	<p><i>(Academic Integrity – Continued)</i></p> <p>Cheating or plagiarism in any form is unacceptable and will result in consequences up to and including being dismissed from The Keystone School. Students and parents are expected to become familiar with the definitions of cheating and plagiarism.</p> <p>Once the grade has been awarded based on a violation of this policy, a student, a parent/guardian, and/or school official has 30 days to request a review in writing, via e-mail. Any such requests will be handled using the same process as the Grade Dispute policy describes.</p> <p>The Keystone School will maintain records of any case where an Academic Integrity Violation has occurred. Student records will carry a full description of the situation. If a student is deemed a course failure due to a ruling made by the Academic Review Committee because of violations of academic integrity, the course will appear on their transcript as such, with a note describing the circumstances that caused the failing grade. The Keystone School tracks students who have a history of cheating and/or plagiarism to reduce trends in behavior.</p> <p>Students should be aware that Academic Integrity Violations can affect their college acceptance, as many colleges ask Keystone for information about student honesty/integrity. Teachers and Keystone staff will deny requests for letters of recommendation if a student has a history of academic integrity dishonesty.</p> <p>Consequences for Cheating and Plagiarism Cheating or plagiarism in any form is strictly prohibited at The Keystone School and may result in severe consequences, including dismissal from the school. Students and parents are expected to understand and familiarize themselves with the definitions of cheating and plagiarism.</p>
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	<p>Review Process:</p> <p>If a grade is assigned based on a violation of this policy, students, parents/guardians, or school officials have 30 days to request a review in writing via email. Such requests will be processed according to the procedures outlined in the Grade Dispute policy. Record Keeping: The Keystone School maintains detailed records of any Academic Integrity Violations. These records include a full description of the incident and any consequences, as applicable. The school monitors students with a history of cheating or plagiarism to address and prevent recurring issues.</p> <p>Impact on College Acceptance and Recommendations: Academic Integrity Violations may influence college acceptance, as many colleges request information about student integrity from Keystone. Additionally, teachers and staff may deny requests for letters of recommendation if a student has a record of academic dishonesty.</p> <ol style="list-style-type: none"> 1. For the first instance of an Academic Integrity Violation in any course, the assignment will be awarded a zero for the assignment/assessment that was submitted where a student is found to have cheated or plagiarized. The student and support person(s) will receive an emailed lesson and activity on plagiarism. It teaches Keystone School expectations and requirements. If the lesson activity is not returned in 5 days – the course may be placed on hold until communication does take place. An email will be sent to the student and parent or school administrator noting the first instance. Note: Any assignment/assessment submitted before initial contact about a violation is considered part of the first violation. 2. A second instance of an Academic Integrity Violation in any course will be awarded a zero for the assignment/assessment that was submitted. The student and support person(s) will receive an email requesting attendance and participation in a remediation session with our Guidance Department. If a response is not received in 3 days – the course where the offense occurred may be placed on hold until communication does take place. In addition, an e-mail will be sent to the student and support person(s) account or school administrator e-mail account noting the second instance and the referral to the Academic Review Committee for any further instances of academic integrity. Note: Any assignment/assessment submitted before initial contact about a violation is considered part of the second violation. 3. A third instance of an Academic Integrity Violation in any course will be awarded a zero for the assignment/assessment that was submitted. The student and support person(s) will receive an email from a member of the Academic Review Committee requesting a time to speak about the Committee's process at this level. If a response is not received in 3 days – the course may be
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	placed on hold until communication does take place. In addition, an e-mail will be sent to the student and support person(s) account or school administrator e-mail account noting the third instance and the referral to the Academic Review Committee for sanctions including failure of the course, and in extreme cases, potential removal from The Keystone School. Note: Any assignment/assessment submitted before initial contact about a violation is considered part of the third violation. <i>*Note: Referral to the Academic Review Committee may be initiated prior to the third offense based on the number of offenses during steps 1 and 2.</i>
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CODE OF CONDUCT POLICY

Policy Name	Code of Conduct
Effective Date	2008
Reviewed/Revised	July 2024
Applies to	All Keystone Students
Purpose	<p>Students are expected to demonstrate the tolerance, respect, and understanding that prevail in any academic setting. All students are expected to commit to open communication and problem resolution. The Keystone School is a community of learners with the hallmark of respect and appreciation for the rights of others, so that controversial subjects and opposing views may be adequately presented.</p> <p><i>*This policy applies to all communications and submissions.</i></p>
Policy/ Procedures	<p>Students are expected to accept responsibility and accountability for all actions and content submitted.</p> <p>Actions that are in violation of this code (not limited to):</p> <ul style="list-style-type: none"> • Bullying/cyberbullying • Inappropriate language/harassment • Disrespect to students/teachers/staff • Misusing Copyrighted/trademarked material • Intentionally transmitting viruses • Sharing usernames and/or passwords • Computer/cyber hacking • Illegal acts or language that promotes such • Unsolicited advertisements • Falsification of documents • Falsification of identify • Engaging in activities that result in personal profit or gain

	<ul style="list-style-type: none"> • Continued submission of nonacademic/relevant work • Posting personal contact information on any Keystone forum. <i>(Examples but not limited to: phone number, email address, mailing address, social media and/or gaming accounts.)</i> <p>If a student violates this policy, the following disciplinary steps will be taken by the school:</p> <ol style="list-style-type: none"> 1. <u>First Violation</u>: will result in the student being required to setup and attend a meeting with a faculty/staff member to discuss the reasons for the actions, and to ensure that the student understands the severity of their actions and the necessity to conform to the school's conduct requirements. Depending on the severity of the offense, the student's case can be sent directly to the Academic Review Committee for deliberation and appropriate consequence. 2. <u>Second and Subsequent Violation(s)</u>: will result in the student being required to setup and attend a meeting with a faculty/staff member to discuss the reasons for their actions, and to ensure that the student understand the need to conform to the school's conduct requirements as well as understand the severity of their actions. The student's case will be sent to the Academic Review Committee for deliberation and appropriate consequence. <p>Students who are in violation of the Code of Conduct Policy are subject to sanctions which may include up to dismissal from the school.</p> <p><i>Disciplinary actions are at the sole discretion of the administration and of The Keystone School and are guided by the Student Disciplinary Removal Policy.</i></p>
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DISCIPLINARY REMOVAL POLICY

Policy Name	Disciplinary Removal
Effective Date	January 2014
Reviewed/Revised	July 2021
Applies to	All Keystone Students
Purpose	<p>The Keystone School has policies that govern student behaviors that have the potential to harm The Keystone School's academic integrity and reputation or to harm other students emotionally or physically. Although rare at The Keystone School, extreme behaviors or certain repeated behaviors include consequences that may include failure of a course, suspension on future enrollment at The Keystone School, or even removal from The Keystone School (dismissal).</p> <p>Certain behaviors by a student and/or family of a student such as bullying, harassment of other students or Keystone faculty or staff, falsification of documentation, misrepresentation of one's identity through communication with any Keystone faculty or staff, or academic integrity violations identified in Keystone's policies have the potential to cause a student to receive a failing grade for a course. In extreme circumstances, students may be dismissed from The Keystone School. This policy clarifies the financial obligation of the support person or school that enrolled the student.</p>
Policy	<p>The Keystone School has policies that govern student behaviors that have the potential to harm The Keystone School's academic integrity and reputation or to harm other students emotionally or physically. Although rare at The Keystone School, extreme behaviors or certain repeated behaviors include consequences that may include failure of a course, suspension on future enrollment at The Keystone School, or even removal from The Keystone School (dismissal).</p> <p>In cases of a failed course or removal from all courses(dismissal), the financially responsible party is not entitled to a refund of tuition or fees, and obligations to a Keystone Payment Plan are still in effect.</p> <p>If a student's access to a course is suspended for a period due to an investigation related to student behavior or academic integrity, the original course due dates remain in effect.</p> <p>The Keystone School reserves the right to remove students in cases where the student/family behavior and/or performance does not follow the Code of Conduct Policy. Removal is at the discretion of Keystone Administration after review and recommendation of the Keystone Academic Review Committee.</p>

DUAL CREDIT POLICY

Policy Name	Dual Credit
Effective Date	2008
Reviewed/Revised	July 2021
Applies to	Keystone High School Students
Purpose	Often students wish to take a college course and receive both Keystone high school credit, and college credit (concurrent enrollment). This policy describes the requirements of dual credit at The Keystone School.
Policy	<p>Students can enroll in courses for dual credit and are encouraged to do so in their junior and senior years. This means that students are concurrently enrolled with The Keystone School and a college or university.</p> <p>Students are responsible for arranging enrollment and tuition with a college or university that will support dual enrollment. Students must receive authorization from The Keystone School prior to enrolling in a concurrent program to ensure the credits will transfer. Without Keystone authorization, college credits are not guaranteed to be accepted for Keystone transfer credit, or graduation may be delayed. The Keystone School provides a Dual Credit Approval Form to request this approval.</p> <p>After dual enrollment credits have been authorized by the Keystone Guidance Department, they will be applied using the following guidelines:</p> <ul style="list-style-type: none"> • Three (3) college credits equate to one (1) high school credit. • The three college credits must be from the same course. • Courses cannot be combined to equal one (1) high school credit. • College courses equaling more than three (3) credits will be accepted as one (1) high school credit. • College courses equaling two (2) credits will be accepted as one-half (.5) high school credit. • College courses equaling one (1) credit will not be eligible for high school credit at The Keystone School. • The Keystone School reserves the right to accept, review, revoke, and/or hold any transfer credits from previous schools when it is determined necessary to preserve the academic integrity of The Keystone School.

<p style="text-align: center;">Procedures</p>	<p>For students seeking dual enrollment approval</p> <ul style="list-style-type: none"> • Request the Dual Credit Approval Form from guidance@keystonehighschool.com or download the form from The Keystone School website. • Submit the Dual Credit Approval Form and the required course description to the Keystone Guidance Department prior to enrolling in the college course. <u>Failure to get pre-approval using the Dual Credit Form may result in the course not transferring to Keystone.</u> • Students must be active in at least one (1) full credit Keystone course at the time of course completion. Exceptions may be made if the Keystone course is finished in a timely manner before the college semester ended. • Students should be aware that dual course enrollment will not always count as college credit at other post-secondary institutions. Students should check college policies on transfer credits. • If the course is approved for Keystone credit, the Guidance Department will put documentation in the official Keystone records. • Once the college course is completed, the student must request that an official transcript from the college be sent to Keystone in order to have the credit transferred. • Colleges may require approval from The Keystone School to enroll in a college course as a high school student. Students must still complete Keystone's Dual Credit Approval Form if they wish to receive Keystone credit. <p>Additional information about transfer credits may be found in Keystone's <i>Transfer Credit Policy</i>.</p>
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GRADE DISPUTE POLICY

Policy Name	Grade Dispute
Effective Date	2008
Reviewed/Revised	July 2024
Applies to	All Keystone Students
Purpose	<p>Grades measure student performance and serve as a means of determining graduation eligibility and honors. As such, The Keystone School recognizes that a fair and rigorous assessment of student coursework is vital to the mission of the school and wishes to ensure that disagreements that arise over assigned grades are handled promptly, fairly, and professionally.</p> <p>This policy outlines the procedure that a student must follow if they wish to dispute the grade received on an assessment. This process must be initiated by the student within 30 days of the grade being awarded.</p>
Policy	<p>Grades may be disputed at the assignment level, but may only be disputed for one or more of the following reasons:</p> <ol style="list-style-type: none"> 1. The grade was issued in error. This includes situations where there was a miscalculation of grade points that resulted in a lower grade for the student. The student must clearly demonstrate the miscalculation. This reason also includes situations such as missing records, mistaken grade entries, and the like. 2. The final grade issued was arbitrary. This means that the grade lacked a reasonable basis. To prevail in a grade dispute based on arbitrariness, the student must show that the grade was issued due to whim or impulse and/or lacks a convincing rationale. 3. The student has documentation that they received a lower grade than another student for the same academic work in the course, and at the same level of competency. 4. The student has documentation that they previously received a higher grade on a similar assignment in the course, and at the same level of competency.

Procedures

The Grade Dispute Policy has two phases. Grade disputes should be resolved at the lowest possible level. Therefore, all appeals must begin with the informal phase before moving to the formal phase.

Informal Phase

Students who disagree with a grade received on an assignment are required to discuss the matter with the teacher who issued the grade. It is important that students feel confident enough to contact their teacher to discuss the grade. In cases where the student is in Middle School or is unable to speak effectively for themselves, the support person(s) or guardian may participate in the informal phase.

The process is as follows:

1. The initial conversation regarding the dispute must be initiated or take place between the **student and the teacher within 30 days of the grade being awarded**. This can be done via e-mail or phone.
2. The student must be prepared to specify the course, specific assessment and question (if applicable), grade received, and the reason for the dispute.
3. The teacher will give a full explanation of the grade awarded and the basis for determining the grade.
4. The teacher will determine whether the student has a legitimate dispute. This determination may need to be made following the initial conversation.
5. If the teacher and the student come to an agreement that the grade should be changed, the teacher will process the necessary grade change. If the teacher feels the grade should stand, the support person(s) and student need to determine if they wish to proceed to the formal phase of the grade dispute process. This will be communicated to the student by the teacher via email.

Formal Phase

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

1. If the informal phase was completed as outlined, and the dispute was not resolved, a guardian or school official may initiate the formal phase. **The guardian or school official must represent students in the formal phase.**

	<ol style="list-style-type: none"> 2. The guardian or school official must submit an e-mail indicating intent to dispute within five business days of the conclusion of the informal phase. (This can be done through an e-mail addressed to the Instructional Supervisor overseeing the department where the course resides or by mail addressed to Grade Dispute at Keystone’s main address.) 3. After receiving the email, the Instructional Supervisor will e-mail the electronic <i>Grade Dispute Form</i> to the guardian or school official. Student transcripts will be held until all disputes are resolved through this investigative process. (Sample form in Appendix III) 4. The guardian or school official will return the signed Grade Dispute Form, along with all relevant course materials distributed or returned by the teacher to the student. In the case where the guardian or school official cannot produce all such documents, the grade dispute ends with no grade change. 5. Concurrently, the instructor will assemble all relevant course materials that they retained for this student within 10 business days of the date of the written dispute. In case the teacher cannot produce all relevant documents pertinent to the student’s work in the course, the grade dispute will be taken up by the Keystone Academic Review Committee. 6. The department Instructional Supervisor will appoint a committee to evaluate the student’s course materials. 7. Based on the findings, Keystone Administration will determine whether the grade shall be changed. The grade can go up, down, or stay the same from the original grade depending on the decision made by the committee. 8. The Instructional Supervisor will inform the student of the ruling through e-mail within 30 days of the date of the written dispute. No further dispute is possible. 9. The completed Grade Dispute Form, along with any related documents, will be held in the student’s file for reference.
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GRADE LEVEL ADVANCEMENT

Policy Name	Grade Level Advancement
Effective Date	2008
Reviewed/Revised	July 2021
Applies to	Diploma Seeking Students
Purpose	To establish credit levels for each high school grade, 9-12.
Policy	<p>Grade level is determined based upon the total number of high school credits, including credits transferred to The Keystone School and those completed at The Keystone School.</p> <p>The following describes how The Keystone School determines each student's "grade level."</p> <ul style="list-style-type: none"> ○ To be considered a freshman (9th grade), students must present a certificate of completion from an accredited middle school, standardized test scores, or an approved 8th grade home school portfolio. Birth Certificate verifying age of 14 or greater can also be accepted to place a student into 9th grade. ○ To be considered a sophomore (10th grade), students must have successfully completed 5 credits (passing grades), one of which must be English/Language Arts. ○ To be considered a junior (11th grade), students must have successfully completed 10 credits, two of which must be English/Language Arts. ○ To be considered a senior (12th grade), students must have successfully completed 15 credits, three of which must be English/Language Arts. <p>Students who need to know what their current grade level is should contact Student Support.</p>

GRADE/PROGRAM LEVEL AGE MINIMUM AND MAXIMUM ENROLLMENT POLICY

Policy Name	Grade/Program Level Age Minimum and Maximum Enrollment
Effective Date	June 1, 2022
Reviewed/Revised	July 2024
Applies to	All Keystone Students
Purpose	To establish minimum and maximum enrollment age into elementary, middle, high, and adult programs unless documentation can be provided to show reason for academic necessity
Policy	<p>The Keystone School enrolls families from all 50 states and more than 90 countries around the world. To make sure that students are most appropriately aligned to their academic and developmental grade level bands, the following program age minimum and maximums have been established.</p> <p>While The Keystone School's independent study model allows for students to work at their own pace within certain time frame parameters, there are times when students will need to interact with other students. Keystone's age level limits serve to set safe developmental boundaries for all students.</p> <p>As of June 1, 2022, students must meet the following AT THE TIME OF ENROLLMENT:</p> <ul style="list-style-type: none"> • The minimum enrollment age requirement for The Keystone Elementary Program is age 5. • The maximum enrollment age for The Keystone Elementary Program is age 13. • The minimum enrollment age requirement for The Keystone Middle School program is age 10. • The maximum enrollment age for The Keystone Middle School program is age 15. • The minimum enrollment age requirement for The Keystone High School program is age 14. • The minimum enrollment age requirement for The Keystone Adult Learning program is age 18. <p>If there is a situation in which a student of a younger or older age needs to be placed into a different program due to academic</p>

	necessity, a written request along with appropriate supporting documentation should be sent to the Head of School at guidance@keystonehighschool.com . After receiving the required documentation, the Head of School and the Keystone Academic Review Committee will review and determine whether the request will be approved, and enrollment will be permitted.
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GRADING AND TEACHER COMMUNICATION POLICY

Policy Name	Grading and Teacher Communication
Effective Date	2008
Reviewed/Revised	November 2018
Applies to	All Keystone Adult Learning Students
Purpose	To identify the process by which student work is graded and establish the expectations for grading and communication turnaround times.

Policy

The grading method of the courses in the Keystone Adult Learning program will be through mastery-based assessment. The students must achieve a level of mastery in prerequisite knowledge before moving forward to learn subsequent information. If a student does not achieve mastery on the test (80%), they must return and review the content prior to attempting the assessment again. The assessment can be re-taken until mastery is achieved. This cycle will continue until the learner accomplishes mastery and may move on to the next stage.

The Keystone School has established the following expectations related to grading and turnaround times:

1. The Keystone School does not allow students to request zeros for any incomplete work.
2. To receive credit for a course, students must successfully submit and receive grades for all required assignments.
3. Teachers will review all submitted work with intention of awarding a score. If a teacher cannot open a submitted file, if the submitted work is off-topic, or if the submission is blank, the teacher will “reset” the assignment. When a reset occurs, the teacher will alert the student by email and explain the reasoning for this action. For this reason, students must save all their submitted work in files on their computer, so it can be re-submitted until the course is completed.
4. Teacher feedback is given as a written response according to individual student submissions. While working through Keystone courses, students should use teacher feedback to assist in developing better quality submissions for future assignments. This will allow the student to gain an understanding of the reasons for any point loss on the assessment and means for improvement for future works.
***In situations where mass* assignments are submitted in a single course, the purpose of feedback changes. Here, the student has already passed the point of potential improvement on future works. In this, the teacher feedback may reflect point earning/loss only.
**mass submissions will be determined by The Keystone School*
5. The standard turnaround time* for teachers to grade submitted assessments for courses is **3 business days**. **Keystone will communicate any exceptions (such as delays due to holidays) to the grading or communication turnaround times.*
6. Keystone teachers will return email and telephone messages within **one business day**.
7. Keystone cannot meet requests to “rush” any grading. Students with a deadline should submit their work at least 10 business days prior to the deadline to allow for grading, any necessary resubmission, and processing of the final grade.

OPEN ENROLLMENT AND COURSE COMPLETION POLICY

Policy Name	Open Enrollment and Course Completion
Effective Date	2008
Reviewed/Revised	June 2023
Applies to	All Keystone Students

Purpose	Keystone courses are completed by students in a very independent manner, and do not necessarily follow a traditional school year, so it is the purpose of this policy to define the minimum and maximum time allowed for students to complete Keystone courses.
Policy	<p>The Keystone School accepts course enrollments on a continuous basis throughout the calendar year. Students can enroll in one or more courses at a time. As specified in the <i>Enrollment Agreement*</i>, students must be enrolled a minimum of eight weeks to complete a full credit course, and a minimum of four weeks to complete a half credit course. Students have a maximum of one calendar year to complete their courses. Please refer to the <i>Enrollment Agreement</i> for more details.</p> <p>Any Keystone students who complete a college preparatory course such as Algebra I, American Literature, Geometry, Biology, etc cannot also complete the Honors level of the same course and earn credit. Students must either complete the college preparatory level of the course OR the Honors level. Students can complete either the college preparatory level or Honors level of a course and then complete the Advanced Placement level. For instance, a student can complete either Biology or Honors Biology and then complete Advanced Placement (AP) Biology.</p> <p>For a course to be completed, a student must submit all required assignments. See the <i>Grading and Teacher Communication Policy</i> for more information about submitting assignments for grading.</p> <p>Students who have a final average course grade of 60% or higher will earn credit for the course. Students who score below 60% do not have any opportunity to go back and re-do coursework to make up the extra points. Contact the Student Support Department to discuss options.</p> <p>Once the last of all assessments in an online course is graded, the course will no longer display in the student's online classroom. Students who believe they have completed a course that is still displaying in the online classroom must contact the teacher or Student Support Department to understand what additional work is needed to complete the course.</p> <p>Students who need an unofficial transcript can access and print one from the Support Application at any time. Students who require an official transcript should visit this link https://www.parchment.com/u/registration/218194/account to access the Keystone Parchment portal. Students will be able to order an</p>

	<p>official transcript to be sent to a high school, a college or university, a scholarship organization or other recipient from Parchment. There is a \$5 fee to send an official transcript through Parchment which is paid online at the Parchment portal by the student or other individual requesting the official transcript.</p> <p>**Enrollment Agreement is read to families who enroll over the phone and is included on the printed enrollment form.</p>
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INFORMATION AND PRIVACY POLICY

Policy Name	Information and Privacy
Effective Date	2008
Reviewed/Revised	February 2018
Applies to	All Keystone Students
Purpose	To protect and maintain student privacy this policy includes the collection, use, disclosure, security and access to personal student information.
Policy	<p>The Keystone School's Use of Student Information</p> <ul style="list-style-type: none"> • No member of The Keystone School staff will intentionally give out a student's email address. However, students are advised that posting to the Student Discussion Boards may make their email addresses available to others within the online system. • The Keystone School makes no warranties of any kind about their services being error-free and without defect. Loss of data due to interruptions in internet service is not Keystone's responsibility, but that of the student's internet service provider. The Keystone School is not responsible for unexpected downtime of the online system. The Keystone School will inform students in advance of any scheduled downtime. • Files submitted for grading and postings to the Discussion Boards are accessible by persons with system privileges. These are not private; students should not assume they are. • The Keystone School reserves the right to view and share student files, messages, and statements listed above with others, if needed for cooperation with local, state, and federal officials, and as otherwise required by applicable law and/or legal process. • The Keystone School reserves the right to investigate complaints of defamatory, obscene, threatening, or illegal content and/or actions, which may result in the viewing of student materials. • Student activity in The Keystone School's online systems can and will be monitored. • The Keystone School uses cookie technology to authenticate and track users through its website and online program. The Keystone School does not place sensitive information in cookies, and the disclosure of any information gathered in this manner is governed under the terms of this policy and applicable laws and regulations. • The Keystone School will only disclose a student's academic information internally to support faculty and staff when assisting a student, and will disclose such information

	<p>externally only at a student's express direction unless otherwise required by a valid court order granting another individual access to educational records or due to another applicable law and/or legal process.</p> <p>Verification of Student Identification The Keystone School reserves the right to request additional verification information in cases where it may be necessary prior to graduation or awarding of credit. In the event where additional verification has been requested; The Keystone School may place a hold on shipping a diploma and/or official transcript or grade report.</p> <p>Confidentiality All students have the right for a confidential consultation with a Keystone School Counselor. Per the American School Counselor Association Code of Ethics and/or Pennsylvania state law, student confidentiality may be waived under a number of stipulations that include but are not limited to the following:</p> <ul style="list-style-type: none"> • State law requires that mandated reporters make a report whenever there is "reasonable cause to suspect" that a child has been abused, regardless of any previous reports that have been made. This applies to physical injuries within the past two years, imminent risk of serious physical injury, sexual abuse, sexual exploitation, serious physical neglect and emotional abuse. • If a student threatens to harm himself/herself or others. • If a student has witnessed or has taken part in illegal behavior. • If a student indicates that she is pregnant, or if the male student indicates he impregnated a minor. • Any situation where a legal order requests such information. <p>Release of College Guidance Records It is the right of The Keystone School to maintain educational and guidance- related records for all students. Files deemed necessary to maintain as a guidance record include, all Letters of Recommendation, the School Supplemental, Mid-Year Report, Optional Report, and Final Report. These documents are not immediately accessible to students, parents, or families until one year after the Keystone Final Report is sent. At that time, students may petition the Guidance Department in writing to request a copy of this supplemental, if they choose to receive it.</p> <p>Students should know if they attempt to submit a recommendation or school report on behalf of themselves, it will severely impact their ability to be recognized in authority by the college/university they are applying to. Keystone does not release letters of recommendation to students or families unless families</p>
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	<p>specify on the college application that they are not waiving their rights to view the letters.</p> <p>Note: Families should contact the college or university and verify whether or not the college will view their application differently if they do not waive their rights to view letters of recommendation.</p> <p>Students Age 18 and Over</p> <p>Students who are age 18 or over at the time of enrollment will be listed in Keystone's enrollment system based upon their instructions to Keystone at the time of enrollment. Students who turn 18 while enrolled in Keystone must contact Student Support Department to change the Support person(s)/Guardian contact information if they wish to do so.</p>
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PORTFOLIO CREDIT POLICY

Policy Name	Portfolio Credit
Effective Date	2008
Reviewed/Revised	January 2021
Applies to	All Keystone Students
Purpose	In order to preserve the academic integrity of The Keystone School, the Portfolio Credit Policy serves to outline the limitations and stipulations associated with submission of portfolios for Keystone credit. Portfolios can be submitted to show proof of 8th grade completion or to earn high school course credit.
Policy	<p>Portfolios for credit consideration by Keystone must comply with Keystone's portfolio requirements. Parents and school officials submitting portfolios are encouraged to use the template provided on the Keystone website to ensure that all the requirements are met.</p> <p>The following rules also guide the approval of portfolios for credit at Keystone:</p> <ul style="list-style-type: none"> • Portfolio review takes 7-10 business days. Incomplete portfolios will not be reviewed but may be resubmitted when complete. • Portfolio credit will only be awarded for work done within the last three years. • Portfolio credit will be awarded in one-credit (180 hours) and half-credit (90 hours) increments only. (Portfolios with less than 90 hours of instruction will not be accepted for credit.) • Keystone will review portfolios upon initial enrollment and for actively enrolled students. • Keystone will award a maximum of 10 credits for portfolio work. • Students cannot receive more than two credits for the same course. A separate portfolio must be submitted for each course. • Keystone will not grade any portfolio work. All assignments, assessments, projects and papers must be evaluated (graded) by the course teacher. Please note that portfolios that are based upon music lessons or participation in a sport will not be accepted for credit without the necessary assessments and teacher evaluation. Please follow the template carefully.

	<ul style="list-style-type: none"> • Portfolio must document an earned score of 60% or higher in the course to be eligible for Keystone credit. • Work samples and assessments submitted to Keystone need to include marks and/or comments indicating that they were evaluated by the teacher. Work submitted without grades or formal evaluation will not be eligible for Keystone credit. • Portfolios for courses that are based on music lessons or an activity must be able to show at least 2/3 of the hours as instructional time, and no more than 1/3 of the hours as practice time. • All portfolios being submitted for Health/PE must include a health component with sufficient documentation; otherwise the student will receive a half-credit as elective and a half-credit as health/PE. • Portfolio credit will not be awarded for work experience. • Keystone reserves the right to accept, review, revoke and/or hold any credits from portfolios when it is deemed necessary to preserve the academic integrity of The Keystone School. • Students who submit portfolios for World Language credit using Rosetta Stone must submit a full portfolio. The Rosetta Stone grade report is not sufficient. • Communication regarding portfolio outcomes will be made by email. <p>Process for Submitting a Home School Portfolio:</p> <p>1. Request the approved home school portfolio submission forms from the Guidance department(guidance@keystonehighschool.com) or download the form from the Guidance course. Portfolios submitted that do not use Keystone's template will take longer to approve and may require additional documentation.</p> <p>2. Complete, assemble, and submit the portfolio according to instructions included with the forms.</p> <p>Additional information about transfer credits can be found in Keystone's Transfer Credit Policy.</p>
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SOCIAL MEDIA POLICY

Policy Name	Social Media
Effective Date	2020
Reviewed/Revised	July 2021
Applies to	All Keystone Students and Staff
Purpose	<p>Social Media is an opportunity for support person(s) and students to connect with others to share ideas, experiences and to foster communication and build connections. The Keystone School understands the wide variety of students that we support, the various situations that they hail from and the overall desire to come together in conversation.</p> <p>The Social Media policy puts specific emphasis on the various types of mediums that support person(s) and students visit and the proper methods in which to use them as a means to protect their privacy and provides guidelines for interaction.</p>
Policy	<p>Please note, that this policy applies to all social media forums and discussion boards.</p> <p>The following items are prohibited; any interactions containing the following, could result in disciplinary action:</p> <ul style="list-style-type: none"> • Inappropriate content, which includes gifs, images, memes, texts, hyperlinks, and other similar postings. • Any form of intimidation, abusive language, or other malice directed at another person(s) are considered forms of cyber bullying. • All other behaviors that violate standing policies also included in the Keystone Student Handbook including, Code of Conduct and Academic Integrity.

Best Practices	Students are asked to ensure that appropriate measures are taken to protect their own identities when using social media. This includes having various privacy settings set so that personal emails, phone numbers, and physical locations are not shared publicly.

STUDENT DISABILITY NON-DISCRIMINATION POLICY

Policy Name	Student Disability Non-Discrimination Policy
Effective Date	2021
Reviewed/Revised	June 2023
Applies to	All Keystone Students
Purpose	<ol style="list-style-type: none"> 1. The Keystone School("Keystone") is committed to providing a fair and equitable education to all of its students. As part of that commitment, Keystone makes its programs and services available on a non-discriminatory basis, to students with disabilities as defined under Title III of the Americans with Disabilities Act ("ADA"). Enrollment decisions to all students are at the discretion of each students' parent and/or legal guardian, based on their understanding of the students' ability. Keystone faculty or staff may make necessary inquiries into the existence of a disability. 2. In accordance with the ADA, Keystone makes reasonable modifications as necessary to afford Keystone programs and services to students with disabilities. Modifications are not reasonable if they would result in a fundamental alteration or impose undue burdens on the school, its students or its staff. **Definition of terms provided at the end of this policy. 3. Keystone may make reasonable modifications to programs and services at the request of a disabled student's parent/guardian. A request for modification made by a parent/guardian must be made through The Keystone School guidance team. Such request must be first made in writing. Parents are expected to cooperate in the modification process by providing complete information about the child's condition, the condition's duration and severity, the modifications necessary to permit the child to participate in Keystone's programs and services. 4. Nothing in the policy is intended to cause Keystone to violate any provision of any state, local or municipal law.

	<p>Keystone is entitled to refuse to enroll or suggest withdrawal of a student in accordance with the provisions of the ADA, state, local or municipal law and the policy as well as for reasons not related to the child's abilities.</p> <p>5. The Keystone School does not employ academic staff dedicated to special education nor does The Keystone School have a child study team. Keystone academic staff are not able to establish or update Individualized Education Plans or 504 Plans, nor do we request these documents upon student enrollment.</p>
Policy and Practices	<p>If a family feels the need to request a reasonable modification, the associated support person for the student should contact, guidance@keystonehighschool.com. The Keystone Guidance Team will contact the parent/legal guardian to review the information Keystone will need in order to determine whether the student has a disability for which reasonable modifications may be made and to explore what reasonable modifications may be feasible.</p> <p>After receiving the required documentation, the Keystone Academic Review Committee will review and determine whether the request can be completed or if the requested modification is deemed unreasonable.</p> <p>In determining whether a requested modification is reasonable, Keystone personnel shall take into account the following:</p> <p>a) Whether the requested modification if provided would require a fundamental alteration to Keystone programs and services.</p> <p>b) Whether the requested modification would result in an undue burden.</p>

	<p>Decisions about whether to provide reasonable modifications to Keystone’s programs and services for a given student will be summarized in writing, signed by the Head of School and provided to the parent/guardian in the form of a modification plan within a reasonable period following Keystone’s receipt of the information needed to make its decision. A signature of acknowledgement is expected upon receipt by the parent/guardian.</p> <p>The modification plan will describe the student’s disability and any identified limitations caused by the disability, any modifications requested, any modifications agreed to, and next review date (if one is scheduled). Modification plans may be reviewed earlier than the review date at the discretion of Keystone or at the request of a student’s parent/guardian(support person). If Keystone determines that a requested modification is not reasonable, Keystone will communicate the decision and a summary of the reasons to the parent/guardian in writing, signed by the Head of School and the family may choose to withdrawal the student as necessary.</p>
Definitions	<p><i>(Student Disability Non-Discrimination Policy – Continued)</i></p> <p>For the purposes of the Policy:</p> <p>a) “Disability” means a physical or mental impairment that substantially limits one or more major life activities; a record of such impairment; or being regarded as having such an impairment.</p> <p>b) “Reasonable modifications” are modifications to Keystone’s policies, practices, or procedures when such modifications are</p>

	<p>necessary to provide access to Keystone programs and services to students with disabilities, but do not include modifications which would fundamentally alter the nature of such programs and services, impose an undue burden or present a direct threat of harm.</p> <p>c) “Undue burden” means significant difficulty or expense. In determining whether an action would result in an undue burden, factors to be considered include, but are not limited to: the nature and cost of the action needed; the effect on expenses and resources; legitimate safety requirements that are necessary for safe operation, including crime prevention measures; or the impact otherwise of the action upon the operation of the site. The Keystone School is a private school with an individual budget which functions based on tuition payments. Modifications are not considered reasonable if the modification would require a subsidy by other students or by the parent company or would adversely affect the educational opportunities of other students.</p> <p>d) A “fundamental alteration” is a modification that fundamentally alters the nature of the programs or services afforded by The Keystone School.</p>
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TIME LIMIT TO RE-PURCHASE KEYSTONE COURSES

Policy Name	Time Limit to Re-Purchase Keystone Courses
Effective Date	July 2014
Reviewed/Revised	January 2021
Applies to	All Keystone Students
Purpose	Set the appropriate limit on the amount of time between the expiration of a course and the time in which individual assessment scores will be valid if access to the course is re-purchased.
Policy	<p>For a situation in which a student does not finish an enrolled course, Keystone allows for a maximum time of 12 months from the final due date of the course for re-purchase. If a support person or adult student re-purchases a course within the 12-month time limit, and if Keystone is still offering the same version of the course as the student was previously enrolled in, Keystone will transfer the students previously earned grades from the original course section into the re-purchased course section. If, at the time of re-purchase, Keystone has a new version of the course, previously earned grades will not transfer and students must start new in the new course.</p> <p>If a support person or adult student contacts Keystone after 12 months has passed since the original course's final due date, the student may still be allowed to repurchase the course, but none of the previously graded work will be moved into the new section.</p> <p>In any cases of repurchasing, students are not guaranteed the same teacher as in the prior section.</p> <p>All decisions about repurchasing courses and moving grades should be approved by the Student Support Department Supervisor, who will consult with The Keystone School Administration, before they are finalized.</p>

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TRANSFER CREDIT POLICY

Policy Name	Transfer Credit Policy
Effective Date	2008
Reviewed/Revised	February 2018
Applies to	All Keystone Students
Purpose	The purpose of the Transfer Credit Policy is to define the requirements and limitations of the transfer of high school credits into The Keystone School.
Definitions	
Unofficial Transcript	<ul style="list-style-type: none"> • Unofficial transcripts are printed on plain paper and do not have a college seal or registrar's signature. • Any transcript that is opened or tampered with before it is delivered to The Keystone School.
Official Transcript	<ul style="list-style-type: none"> • A transcript is considered official through one of two procedures: <ul style="list-style-type: none"> • The transcript is printed, stamped/sealed and signed by the previous school, placed in an official school envelope and given to The Keystone School unopened. • The transcript is sent directly from the sending school to The Keystone School either by mail, fax or email.
Credit	<ul style="list-style-type: none"> • A metric used by The Keystone School to recognize that a course of study has been successfully completed. The Keystone School awards credit in one-credit (180 hours) or half-credit (90 hour) increments.
Recognized Regionally or Nationally Accredited	<ul style="list-style-type: none"> • Accreditation is a process in which certification of competency, authority, or credibility is presented.
Home School Portfolio	<ul style="list-style-type: none"> • Documentation submitted on behalf of a student to earn credit that cannot otherwise be shown or stated on an official school transcript.
Policy	<p>The Keystone School will transfer credits from another educational institution or experience to the The Keystone School transcript for new students and for active* students under certain conditions. Documentation of the credits is required for an analysis to be done. Acceptable forms of documentation include an official transcript.</p> <p>An initial, unofficial, transcript analysis will be completed based upon unofficial transcripts submitted by students. Transfer credits will be in “pending” status until The Keystone School receives official transcripts from the student’s previous school. The Keystone School Diploma will only be awarded once all transfer credits have been</p>

(Transfer Credit – Continued)

certified with an official transcript or accepted through portfolio submission.

The Keystone School needs to receive official transcripts as early as possible in a student's enrollment to verify pending credits. We recommend a course of study to prepare for graduation based on transcripts received. If official transcripts are not provided early in a student's enrollment, he/she may not be able to graduate on time as planned or may take courses that are not needed. Students must make sure that The Keystone School has official transcripts within the first month of enrollment to properly plan a course of study.

Credits from high schools that are accredited by one of the six regional accrediting agencies will be fully awarded on The Keystone School transcript. Schools accredited or approved by a state department of education will be reviewed on a case by case basis.

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

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

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

- A maximum of ten (10) credits will be awarded based on portfolios and from non-accredited high schools.
 - These credits will be reviewed and awarded at the discretion of The Keystone School.
- Only one (1) credit will be awarded for Health/PE.
- A maximum of two (2) credits will be awarded for Fine Art
- Only one (1) elective credit will be accepted for Religion courses.
- Only one (1) elective credit will be accepted for Vocational courses.

	<ul style="list-style-type: none"> • No credit will be awarded for Driver Education courses. <p>Limitations applied to all transfer credits. ESL and Academic support classes will be applied as elective credits.</p> <p><i>*Active Keystone students are students who are enrolled in one or more Keystone courses, or have completed a Keystone course within the past 4 months. Inactive students who completed courses with Keystone more than 4 months before the request will not be allowed to transfer credits to Keystone unless they become actively enrolled and complete at least one half credit course.</i></p>
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TRANSFER / WITHDRAWAL / EXTENSION POLICY

Policy Name	Transfer / Withdrawal / Extension
Effective Date	2008
Reviewed/Revised	August 2020
Applies to	All Keystone Students
Purpose	To allow students the ability to transfer, withdraw or extend a course.
Policy	Course Transfers Transferring from one course to another is possible; however, for specific details, please contact your Graduation Advisor.
	Course Withdrawals and Refunds <ul style="list-style-type: none"> • If a student withdraws within 30 days of enrollment, students will be refunded all funds. • If a student withdraws and has missed payments, the student will still be responsible for any missed payments. <p>**Note: Due to US Treasury requirements, The Keystone School cannot offer refunds to students with a non-US address. Details regarding refunds can be found on the student enrollment form.</p>
	Course Extensions Extensions are available to students if they are needed. They will continue to pay the monthly rate for the program for the period of time needed to complete the courses.

VERIFICATION OF ENROLLMENT/SATISFACTORY ACADEMIC PERFORMANCE

Policy Name	Verification of Enrollment/Satisfactory Academic Performance
Effective Date	July 2014
Revised	February 2018
Applies to	All Keystone Students
Purpose	The Keystone School receives numerous requests to verify enrollment and/or satisfactory academic performance for driving permits, insurance discounts, benefits (such as Social Security or Survivor benefits), work permits and other purposes. These forms typically do not account for the nature of The Keystone School's independent study model and are frequently cannot be completed accurately. This policy establishes the criteria The Keystone School will use to determine if a form can be signed and what documentation The Keystone School is able to provide to meet the need for verification of enrollment or attendance.
Policy	<p>The Keystone School will provide, upon request, a general letter verifying enrollment in one or more courses at The Keystone School. Forms requiring a school official signature will be reviewed on a case-by-case basis and will be completed per the following process:</p> <p>Forms requiring signature of a Keystone official should be submitted to the Keystone Guidance Department. The Guidance Department will determine if the form can be completed by The Keystone School based on the requirements of the form. Whether or not the form can be signed, Guidance will also attach a letter explaining our flexible model, the most recent student progress report, and a transcript with each form, and return it based upon the instructions provided on the form.</p> <p>Forms that require The Keystone School to verify that a student is making adequate progress, including Social Security forms, can only be signed if the following requirements are met:</p> <ol style="list-style-type: none"> 1. The student has indicated they are "Diploma Seeking", meaning The Keystone School is the student's "school of record", and 2. Student has been enrolled with The Keystone School for <u>at least 30 days</u>, and 3. Student is on pace, based on the student's learning goals and number of assignments submitted to date, to complete the enrolled courses by their due dates, or they have demonstrated full participation and on-time course completion in the previous year in The Keystone School courses. <p>The Keystone School will not complete forms requiring verification of adequate student progress:</p> <ol style="list-style-type: none"> 1. If any of the three conditions above are not met. 2. Based on a "promise" to complete work – only prior work will be used to determine status.

	<p>3. Based on enrollment only, even if the form states “enrollment”.</p> <p>If a student is denied completion of a verification of enrollment form, The Keystone School will consider the request again after 30 days if requested by student. Students who do not qualify for enrollment verification should research how to meet the requirement of the organization as a Homeschool student.</p>
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Handbook and Policy Acknowledgement



The Keystone School Handbook and Policy Acknowledgement

STUDENT NAME(S)	(print)	ID #	Student Signature
_____	_____	_____	_____

I have received The Keystone School Student Handbook, including the Welcome Package. I understand and agree that I will be held accountable for my behavior and consequences as outlined in this document. I have read and understand the policies outlined within. I understand that I am expected to abide by school policies and guidelines and to be respectful of all members of The Keystone School community. I understand that The Keystone School reserves the right to request additional verification information in cases where it may be necessary prior to graduation or awarding of credit.

Failure to sign this form does not remove my responsibility to abide by the stated policies.

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I acknowledge that we received a copy of the Student Handbook, which include the Code of Conduct and Academic Integrity Policy, and that I have read, understood, discussed, and agree to comply with all rules and policies.

STUDENT SIGNATURE(S): _____

DATE: _____

Please return signed form to adultlearning@keystoneschoolonline.com.