

KEYSTONE



A C A D E M Y

Established 1985

# PARENT/TEACHER GUIDE

## 2018-19

"The fear of the LORD is the beginning of knowledge,  
But fools despise wisdom and instruction.  
Listen, my son, to your father's instruction  
And do not forsake your mother's teaching.  
They are a garland to grace your head  
And a chain to adorn your neck."  
Proverbs 1:7-9

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Keystone Academy is a private Christian school specializing in independent study. For over 30 years, Keystone Academy has provided a structure of support, training, and accountability for home educating families.

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# Table of Contents

|   |    |
|---|----|
| Affirmation of Faith  | 4  |
| Keystone Staff/Contact Information  | 5  |
| I. Keystone Academy   | 6  |
| <u>Theme Verse</u>  | 6  |
| <u>Statement of Purpose</u>   | 6  |
| <u>What is Independent Study?</u>   | 6  |
| <u>The Keystone Philosophy</u>  | 6  |
| <u>Denial of Service</u>  | 6  |
| <u>Administration</u>   | 7  |
| II. Keystone Academy Membership   | 7  |
| <u>Policies and Procedures Agreement</u>  | 8  |
| <u>Responsibilities of Parent/Teachers</u>  | 10 |
| <u>Communications</u>   | 13 |
| <u>Dress Code</u>   | 14 |
| <u>Approved Distance Enrollment</u>   | 15 |
| <u>Tuition and Late Fees</u>  | 15 |
| <u>Returned Check policy</u>  | 15 |
| <u>Record of Tuition Payments</u>   | 16 |
| <u>Financial Aid</u>  | 17 |
| <u>Free Tuition</u>   | 18 |
| III Current Year – Attendance, COS, Course Descriptions<br>(7 <sup>th</sup> -12 <sup>th</sup> grade), Lesson Logs | 19 |
| IV. Legal, Legislative & Civic Information  | 20 |
| <u>Dealing with School Officials</u>  | 20 |
| <u>Jury Duty</u>  | 20 |
| V. Keystone Parent Association  | 21 |

|   |    |
|---|----|
| VI. Benefits of Keystone Enrollment                     | 23 |
| <u>Full-Service PSP</u>                                 | 23 |
| <u>Keystone Academy Days</u>                            | 26 |
| <u>Orange Coast Musical Arts – Monday Music Classes</u> | 27 |
| <u>National Beta Club</u>                               | 27 |
| <u>Field Trips</u>                                      | 27 |
| <u>Field Trip Guidelines</u>                            | 27 |
| <u>Field Trip Rules</u>                                 | 28 |
| VII. Course of Study                                    | 30 |
| <u>Choosing Curriculum</u>                              | 30 |
| <u>Elementary Curriculum Choices</u>                    | 31 |
| <u>Resources</u>  | 34 |
| VIII. Home Education Support Ministries                 | 37 |
| Appendices  | 38 |
| <u>Legendary Lesson Plans</u>                           | 38 |
| <u>Raising a Standard - Grading Student Progress</u>    | 41 |
| <u>Keystone Academy Grading Systems</u>                 | 43 |
| <u>Withdrawal</u>                                       | 44 |

# Affirmation of Faith

As a “private Christian school,” Keystone Academy holds to the historic doctrines of the Christian faith. As a member of the Support Network of the Christian Home Educators Association of California, Keystone is pledged to ensure that all persons occupying *any* position of influence within the school must personally hold to the Christian faith, consistent with the Statement of Faith printed below.

All Keystone staff members are considered “positions of influence,” including, but not limited to, office personnel, field-trip coordinator, yearbook advisor, Academy Day staff and teachers, special events leaders, and all other activity staff.

## Statement of Faith

- We believe the Bible, consisting of the 66 books of the Old and New Testaments, to be the only inspired Word of God, the final authority for faith and life, without error in its original writing both in doctrine and historical details, and that all true knowledge is consistent with its revelation.
- We believe that there is one self-existent God who has always been and will always be, manifest in three persons, Father, Son and Holy Spirit, and that knowing Him truly is the foundation of all knowledge, wisdom and understanding.
- We believe that Jesus Christ is the only-begotten Son of God manifest in the flesh, born of a virgin, that He is the Savior of mankind through His death on the cross, that He rose bodily from the dead and ascended to God, and that He will return again and will raise those who have believed in Him to reign with Him in power and glory throughout all eternity.
- We believe in the brotherhood of all believers who, through faith, have received the salvation provided by God's grace through the death of Jesus Christ.
- We believe that children belong to God who has given the responsibility and authority for their education to their parents alone and that the interest of the state does not supersede this authority.

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## Keystone Staff/Contact Information

Office: Mailing address: P.O. Box 1888, Norwalk, CA 90651  
 Office Address: 10549 Humbolt St., Los Alamitos, CA 90720  
 Phone: 562.862.7134  
 Email: [admin@keystoneacademyschool.com](mailto:admin@keystoneacademyschool.com)  
 Website: [www.KeystoneAcademySchool.com](http://www.KeystoneAcademySchool.com)  
 Calendar: [www.KeystoneAcademySchool.com](http://www.KeystoneAcademySchool.com)  
 Host Campus: Long Beach Alliance Church  
 3331 Palo Verde Ave., Long Beach 90808  
 Facebook: Keystone Academy School  
 Facebook: Keystone Academy Alumni Page  
<https://www.facebook.com/groups/156982917679863/>

|                      |                  |              |  |
|----------------------|------------------|--------------|--|
| Headmaster:          | Thomas Gerl      | 562.882.4579 | tom@keystoneacademyschool.com                                |
| Administrator:       | Janene Gerl      | 562.773.4578 | janene@keystoneacademyschool.com                             |
| Administrative Asst. | Eve Troutt       | 714.323.3816 | evtroutt@aol.com   |
| Nurse:               | Jim Fiala        | 562.923.7010 | fialajim@gmail.com   |
| Academy Days:        | Julie Dennis     | 714.488.2542 | juliedennis42@gmail.com                                      |
| Sr. Class/HS Events: | Denise Alvarez   | 562.477.7547 | denisealvarez@aol.com  |
| Senior Beta Club:    | Wendy Fiala      | 562.923.7010 | fialajim@gmail.com   |
| Junior Beta Club:    | Beverly Radoumis | 626.862.0006 | beverlyrad@hotmail.com                                       |
| Field Trip Leader:   | Laura Ly         | 562.818.2378 | lauralyly@gmail.com  |
| Yearbook:            | Tom Gerl         | 562.882.4579 | media@keystoneacademyschool.com                              |
| Spring Fair:         | Willene Winters  | 562.863.6826 | winterlandw@dslextreme.com                                   |
| Talent Show:         | Sherie Williams  | 562.429.0334 | travelsherie@outlook.com                                     |
| Meeting Check-In:    | Serena Perez     | 562.810.2828 | <a href="mailto:spsbeauty66@aol.com">spsbeauty66@aol.com</a> |
|                      | Joan Veiga       | 562.417.3015 | joanveiga@mail.com   |

**Keystone Parent Association (KPA):** **keystoneparentassoc@gmail.com**

|                               |                              |              |  |
|-------------------------------|------------------------------|--------------|--|
| President and Fundraisers:    | Clarence & Marlene Alvey     | 714.235.8961 | <a href="mailto:marlenelois@yahoo.com">marlenelois@yahoo.com</a>           |
| Secretary and Reimbursements: | Katie Benefield              | 562.852.3009 | <a href="mailto:katiebenefield@hotmail.com">katiebenefield@hotmail.com</a> |
| Vice President and Treasurer: | Veronica Gomez/<br>Hernandez | 562.357.3646 | <a href="mailto:vgmz.hs@gmail.com">vgmz.hs@gmail.com</a>                   |

# **I. Keystone Academy**

## Theme Verse

“The fear of the LORD is the beginning of knowledge, but fools despise wisdom and instruction. Listen, my son, to your father’s instruction and do not forsake not your mother’s teaching. They are a garland to grace your head and a chain to adorn your neck.” Proverbs 1:7-9

## Statement of Purpose

Keystone Academy was established in 1985 to assist parents who are attempting to fulfill their God given responsibility for all areas of their child’s training by teaching their children at home. Our program provides a full range of support and assistance to home educating families, while allowing the maximum degree of freedom for each family to pursue individual goals. The purpose of Keystone Academy is to assist families in meeting their objectives through a flexible program of services. Keystone is the “wedge or fastening stone” which joins parents who choose independent study with a private Christian school. Like the keystone in a traditional archway, Keystone provides strength and support to our families.

## What is Independent Study?

The California Education Code provides for the option of non-institutional study programs. Although this provision is specifically designated for public schools, many private schools have chosen to offer this option in order to allow home educating families to come under their program. Under a PSP (Private-School Satellite Program), parents can receive the benefits of school enrollment, while maintaining the independence they desire. The HSLDA link below summarizes California law regarding homeschooling/private schools:  
[www.hsllda.org/laws/analysis/California.pdf](http://www.hsllda.org/laws/analysis/California.pdf).

## The Keystone Philosophy

Since 1985, Keystone Academy has been serving the unique needs of parents seeking to provide a quality education for their children in the home environment. Keystone provides a full range of private school services while allowing maximum flexibility for the parent/teacher to develop educational programs tailor made for each student.

## Denial of Service

Keystone is a school, not a church. Keystone is a Christian school, dedicated to the Lord Jesus Christ. Therefore, enrolled students are required to study the BIBLE every day, book, chapter, and verse, and keep written records on their daily lesson plans. Religious or other creed books do not satisfy this requirement. Keystone Academy reserves the right to refuse enrollment, or place on provisional enrollment:

- any student that does not study the Bible daily
- any student or teacher who compromises the integrity of the school
- any student or teacher who fails to comply with any of the mandatory requirements as written in the Parent/Teacher Guide
- any student or parent who misrepresents previous educational accomplishments

As a member of the CHEA Support Network, Keystone Academy will voluntarily comply with leadership requirements as set forth for the CHEA Support Network.

## Administration

Headmaster: Tom Gerl

Tom Gerl is the Headmaster of Keystone Academy. He served 3 years of active duty with the 3<sup>rd</sup>/75<sup>th</sup> Ranger Battalion in Fort Benning, Ga. He is the founder and partner of Alliance Printing Associates, a printing and promotional merchandise company. He is the Awana Truth and Training Director (3<sup>rd</sup>-6<sup>th</sup> grade) at his home church. He and Janene have been married since 1987 and have eight children. As an experienced home educator, he is sensitive to the special concerns of parents who are trying to provide a quality, home-based education for their children. He is aware of the need to present home education as a viable, legal educational option. As time allows, he looks forward to attending Academy Days and field trips and getting to know all the students. He can be reached at the office by appointment.

Administrator: Janene Gerl

Janene Gerl holds a BA from USC in Broadcast Journalism. Before having children, she worked as the health/education reporter for WLTZ 38 in Columbus, GA. She has graduated her 7 oldest children from home education and has been homeschooling for over 25 years. She is the part-time Administrator of the school and junior and senior high counselor. She can be reached at the office by appointment.

## **II. Keystone Academy Membership**

Keystone Academy staff will review the Parent Guide and Junior/Senior Supplement with all its policies and procedures at the Welcome Back Meeting. The Policies and Procedures form is due at the end of the Welcome Back Meeting.

## Parent - Teacher Policies and Procedures Agreement

I/We have read and understood all of the Policies and Procedures as explained in the Keystone Academy Parent/Teacher Guide and agree to abide by them to the best of my/our ability.

I/We understand that the purpose of these Policies and Procedures is to ensure the successful education of our child/ren while enrolled in Keystone Academy.

I/We understand that it is my/our responsibility to know these Policies and Procedures so that failure to follow them will not be excused because of ignorance.

I/We understand that attending the required, quarterly parent/teacher meetings in person is an important part of Keystone enrollment. I/We understand that missing 2 parent/teacher meetings or being late with any paperwork is grounds for probation or termination.

I/We release and hold harmless Keystone Academy, its staff and officers, from any liability for consequences, including financial loss, arising from my/our failure to follow these Policies and Procedures.

\_\_\_\_\_ Check here, parents of 7<sup>th</sup>-12<sup>th</sup> grade students. I/We also agree to abide by all policies and procedures in the Junior/Senior Supplement as reviewed and agree to review the supplement with my student within 2 weeks of the Welcome Back Meeting.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Circle one:

Father      Stepfather      Mother      Stepmother      Guardian

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## Responsibilities of Parent/Teachers

### **Daily Bible Study**

Each student must study the Bible: book, chapter and verse, EVERY school day of each year enrolled. The study may center on Sunday School or church studies already in progress, or use a text or workbook of some type with (but not in place of) daily Bible study. Use this time to get familiar with Bible aids such as a commentary, Bible atlas, dictionary, and concordance. Chronological and topical studies are in order, and for the older students, church history is appropriate as a compliment to daily Bible study.

### **Required Parent/Teacher Meetings**

At least one parent/teacher (preferably both) must attend each of the six required meetings and accompany their students to required picture day. These are parent/teacher training and accountability meetings for adults only; childcare is not provided, so parents should make other arrangements. Nursing babies are welcome. Mailing in or dropping off paperwork does NOT constitute attendance at the meeting. Arriving after the program (15 minutes) has begun or leaving before the program (more than 15 minutes) is concluded will be considered a missed meeting. Parents may check-in and pick up materials for their family only, not for other Keystone Academy members.

At each meeting, the parent/teacher will: turn in one quarter's worth of daily lesson plan pages (which will be reviewed, kept on file for the quarter, and returned at the next meeting); present and have the attendance chart checked and initialed; sign in on any field trip, Academy Day, or other lists *if available*; and take notes on announcements and other material presented at the meeting. The parent/teacher will turn in semester grades for 7 - 12th grades at the semester meeting and turn in final grades for all students K-12 at the June meeting.

As per the Enrollment Agreement, if you must miss the regular meeting, you must call the office 24 hours in advance, schedule a personal make-up meeting within 2 weeks of the regular meeting, and pay the \$25.00 administrative fee. Failure to make-up the meeting will result in a two-week probation and possible expulsion if the meeting is not made up during the probation. Failure to attend two of the parent/teacher meetings can result in termination of enrollment.

The six required meetings are: Welcome Back Meeting in September, Picture Day, First Quarter Meeting in November, Semester Meeting in January, Third Quarter Meeting in April (which includes the Spring Fair/Talent Show), and the final Second Semester Meeting in June, which is also the Used Curriculum Sale and Re-enrollment Day. In addition, there is a New Family Orientation Meeting for new families prior to the Welcome Back Meeting and a Promotion/Graduation evening for K, 8<sup>th</sup>, and 12<sup>th</sup> grade students in June.

### **Daily Attendance Chart**

The parent/teacher must keep a daily record of student attendance, showing days present and all absences of more than one-half day. Keystone Academy provides a Daily Attendance Chart for each student under the forms tab on the school website. This form must be seen and signed at each quarterly meeting. Daily attendance totals in a year-to-date format must appear on the Cover Sheet of the Lesson Log, and the bottom of the Final Grade form. Holidays such as President's Day should be marked as "H". Standard national holidays are recognized. The Keystone calendar online will list start and end dates of school and suggested possible holidays.

At the end of the fourth quarter, the completed Attendance Chart is turned in documenting the entire year. Parent/teachers are welcome to keep a copy of the Attendance Chart for their personal records.

### **Academic Schedule**

Traditional: Keystone Academy follows a standard four-quarter, two-semester academic year, beginning in mid-September and ending in mid-June consisting of thirty-six weeks or 180 days. One week of Thanksgiving vacation, two weeks of Christmas vacation, and one week of Easter vacation in the spring are planned into the schedule. Our goal is to have 170-175 days marked P or A so in addition to the 3 vacation breaks, there are 5 “floating” holidays you may take as desired. So Presidents’ Day, MLK Day, Veterans Day, Memorial Day, etc. are free for you to choose from. Simply note the holidays you are taking on your Daily Lesson Logs and on your Attendance Chart. The online calendar has suggested holidays, but feel free to adjust to fit your family’s individual schedule.

### **Year Round**

This is only available after the 1<sup>st</sup> complete year of enrollment. Year-round families may begin after July 1, and must be completely enrolled by Re-enrollment of any academic year. Quarter dates must be indicated on the Lesson Logs and Attendance forms, which are turned in at the regular quarterly meetings. All school years end in June. Year-round families must attend all required meetings.

### **Summer School**

Summer school is extra credit, in addition to the 36 weeks of a standard academic year. It usually only applies to 7 - 12th grade students, and is covered in the Junior/Senior Supplement. Enrollment must be complete by Re-enrollment Day.

### **Daily Lesson Logs**

The parent/teacher must maintain a daily record of student academic activity on the Lesson Log pages provided by Keystone Academy. The Lesson Log forms, as well as a Cover Sheet for each quarter, are provided under the Forms tab on the school website. PLEASE attach the cover sheet to the logs when submitting. The cover sheet has a place to sign off on as well as room to make comments. Lesson logs are submitted for review each quarter at the required meeting. They are to match the Proposed Course of Study that is on file in the Keystone office (your copy should be inserted in Section III of this guide). Individual sets of lesson logs must be kept for each elementary and junior/senior high student. All families must use the Lesson Log pages provided by Keystone. If a family is using a curriculum that has lesson plans prepared in another format, this must be specifically approved in advance. See Appendix: “Legendary Lesson Plans” of this Guide for more detailed instructions.

Failure to submit records on time will result in suspension of enrollment until records are received at an individual make-up meeting.

### **Final Grades**

The parent/teacher will determine and submit final grades for each student on the Course of Study-Final Grade forms. These are to be turned in once per year for K - 6th students in June. For 7 - 12th students, these grades are assigned at each semester, January and June. These grades are posted on the cume file by the office. At the time of withdrawal of any student, a copy of the Course of Study/Final Grade form needs to accompany the letter of withdrawal. The

office staff will post the grades on the computer, and forward the cumes to the new school when requested.

### **Progress Reports**

Progress Reports for the end of the 1<sup>st</sup> quarter and 3<sup>rd</sup> quarter are required and available online for high school students participating in CIF sports. Details are in the Junior/Senior Supplement.

### **Earthquake Safety Training**

The affidavit which Keystone files with the State of California used to require that earthquake safety instruction was provided to each student. While this is no longer a requirement, it is still a good idea. You can review earthquake safety materials by using the following links:

[www.earthquakcountry.org](http://www.earthquakcountry.org)

[www.espfocus.org](http://www.espfocus.org)

[www.ready.gov](http://www.ready.gov)

[www.redcross.org](http://www.redcross.org)

[www.scsn.org](http://www.scsn.org)

<http://earthquake.usgs.gov/earthquakes>

<http://earthquake.usgs.gov/shakemap/>

<https://www.shakeout.org/california/>

[www.shakemovie.caltech.edu/media](http://www.shakemovie.caltech.edu/media)

### **Probation**

Keystone members who fail to comply with any Academy policies will be placed on probation until the policy violation is corrected. Failure to correct the violation in the specified time will result in termination of enrollment. Reasons for probation include: late tuition payment, missed parent/teacher meetings, failure to submit required records on time, or failure to fulfill any requirement.

### **Guest Policy**

Keystone members may bring guests to field trips and Academy Days with prior permission from the staff. Extended family and other guests are encouraged at the Spring Fair & Talent Show and June Graduation.

### **Preschoolers**

Unless specifically noted, Keystone activities are for enrolled students and parent/teachers only. Keystone will accept students for Kindergarten enrollment at 5 years.

In the state of California, a “school” which organizes activities for “preschoolers, infant – 4 years old,” comes under the jurisdiction of additional regulating agencies. Keystone students attend elementary school not pre-school. Preschoolers are welcome to attend with their family at Academy Days, field trips (where field trip allows), picnic days, etc. Parent/teacher meetings are for adults only unless otherwise noted (nursing infants excepted).

### **Withdrawal Procedure**

Parents may withdraw a student at any time of the year. The end of a quarter or semester is the logical time. New families must pay tuition for a minimum of one full semester of enrollment as

appears in the Enrollment Agreement. Students will be assumed to be enrolled in Keystone and all tuition will be due until the Letter of Withdrawal is received. Cume files will only be forwarded when a written request is received from the new school. See appendix of this guide for form.

### **Refunds**

Keystone Academy does not give refunds.

### **Home School Legal Defense Association**

Membership in HSLDA is required for all families throughout their enrollment. Keystone Academy has neither the resources nor the expertise to handle a court inquiry. HSLDA is an advocacy organization, established to advance home school and family freedoms. Families join the association for an annual membership fee.

Family Member # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

HSLDA Group Discount: Keystone's number is 289005. When applying for membership or renewal, use the link provided on the Keystone website along with our group number 289005 to receive the discount. Provide a copy of membership showing your membership # and expiration date. This can be mailed to the P.O. Box or emailed as an attachment.

## Communications

### **Email Tree and Legislative**

Please check your email daily. This is our primary method of communicating with you. Email messages pertaining to school activities will be accepted as well as prayer requests from school members. Legislative Alerts as passed to Keystone Academy from HSLDA or FPM will be communicated through the email tree.

### **Website**

The online calendar will list all Keystone events and have details such as times, locations, contact person, etc. The website will also have all the forms you will need for the school year. In addition, this handbook is posted online under the forms tab.

### **Newsletter**

*Beginnings* is the official newsletter for Keystone Academy. When published, the newsletter is in print once each school quarter; it provides news, student highlights, and other special events. The newsletter editor welcomes and appreciates your participation in making this your newsletter. All submissions are acceptable.

## Dress Code

### A Matter of Character, not Fashion

*“Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity.” I Timothy 4:12*

The purpose of this dress-code is to ensure that all students and parents are appropriately dressed and groomed when participating in Keystone Academy events. The goal is modesty, not uniformity. These standards apply to all Keystone activities and venues.

Modesty is a positive/affirmative undertaking which includes both appearance and conduct. The essence of modesty is that one dresses and behaves in a manner that does not draw attention to one's person.

It is expected that parents and other adults will set the example in this matter.

Immodest dress concerns all students and parents. Young ladies have a responsibility not to cause their “brothers” to stumble, and young men have a responsibility to conduct themselves in an honorable manner toward their “sisters.”

The following standards apply to all who participate in Keystone Academy events – students and adults. Those who do not abide by these standards will not be able to participate (students who are inappropriately dressed may be sent home).

1. Dress should be appropriate for the venue: formal attire would not be appropriate for a field trip or sporting event just as Levis would not be appropriate for a formal banquet.
2. Young ladies should dress in a manner that does not expose their breasts, midriff, or portions of the thigh above the fingertips.
3. No strapless or spaghetti-strap tops.
4. Clothes should not be so tight that they emphasize any part of the form.
5. Undergarments should be completely covered. No sagging pants.
6. Clothes should be neat and clean.

When in doubt, a Keystone Academy t-shirt is always appropriate (preferred) for field trips and Academy Days.

## Approved Distance Enrollment

In order to accommodate the families who may wish to enroll but for whom attendance at the regular meetings is geographically impractical, we offer a Distance Enrollment Program.

Distance Enrollment (DE) policies:

- DE must be approved *in advance* by the school administration.
- Families must reside outside a 32 mile radius of the regular meeting place.
- Families within a 50 mile radius of the Long Beach meeting location must attend the initial parent/teacher meeting and the student picture day each year.
- DE families must submit all fees and paperwork on time and are responsible for emailing or paying postage for such submissions.
- DE families will receive all paperwork from parent/teacher meetings.
- All school forms will be distributed to DE families online or by email.
- Whenever possible, DE families are encouraged to attend special events, including field trips in their area.
- Participation in graduation events is mandatory unless absence is approved in advance by the school administration.
- Special tuition rates apply (see tuition and fees section of this guide).

## Tuition and Late Fees

Monthly tuition is as follows:

Regular enrollment: \$30 for one student, \$45 for 2 students, \$55 for 3 students, with a maximum of \$65 per family.

Distance Enrollment: To cover extra paperwork and processing: \$35 for one student, \$50 for 2 students, \$60 for 3 students, with a maximum of \$70 per family. DE families pay an annual \$20 postage and handling fee to cover mailings not sent to the general enrollment.

***Tuition is due in the office on the 1st of each month*** from September through June. Payment received after the 10<sup>th</sup> of the month will be assessed a \$10 late fee. Payment may be made online on the school website via Paypal or by check. **Keystone does not send monthly tuition statements but does send an email reminder when tuition is due.**

Write your monthly Tuition amount here: \_\_\_\_\_

## Returned Check policy

Checks that are returned to Keystone for NSF or any reason will be assessed a \$10 administrative fee in addition to the amount of the check and any bank service charges. If two checks are returned during the year for any reason, all subsequent payments must be made by money order or cashier's check.

## Record of Tuition Payments

| <u>Month</u> | <u>PayPal/Check #</u> | <u>Date</u> | <u>Amount</u> |
|--------------|-----------------------|-------------|---------------|
| September    |                       |             |               |
| October      |                       |             |               |
| November     |                       |             |               |
| December     |                       |             |               |
| January      |                       |             |               |
| February     |                       |             |               |
| March        |                       |             |               |
| April        |                       |             |               |
| May          |                       |             |               |
| June         |                       |             |               |



## Financial Aid

Keystone Academy does not have a scholarship program: scholarships depend on a donor contributing to a school to pay another's fees.

However, it is the policy of Keystone Academy that *enrolled* families may receive a tuition waiver (suspension or delay of payments) during times of temporary financial hardship.

Tuition waivers will be granted at the sole discretion of Keystone Academy according to the following guidelines:

- Waiver is for *tuition only*. It will not apply to enrollment or other special fees (t-shirts, pictures, etc.).
- Family must pay tuition before paying field trip, Academy Day or other optional fees.
- Waiver will not apply to NSF checks or past-due payments.
- Family must be in good standing regarding records, etc.
- Family must have been enrolled at least one semester.
- New families may not enroll who anticipate a problem paying tuition.
- Families who receive a waiver may not re-enroll until financial difficulties have been resolved.

Families seeking a waiver must submit a written request to the office prior to date tuition is due. The request must indicate:

- A *brief* description of the financial problem (unemployment, illness, etc.)
- An estimate of how long the problem will last.
- Whether the request is for suspension of tuition or delay of payment. If delay of payment, include a proposed payment schedule (late fees will not apply).

## Free Tuition

Keystone Academy is grateful that God is blessing us with growth. We would like to say “thank you” to each family who brings in friends. For each family who remains in good standing for 2 months, you will receive one month’s tuition.

Simply fill in and mail the form below as your tuition after November. It is gratifying to know that as we serve the Lord together, meeting the needs of each family, God will multiply our efforts. We regularly pray for each of our families. Again, our thanks to you. It is a joy to partner with you in home education.

---

### **FREE TUITION**

This coupon entitles the \_\_\_\_\_ family to the  
month of \_\_\_\_\_ free tuition as a Keystone “thank you”  
for referring the \_\_\_\_\_ family. The  
\_\_\_\_\_ family enrolled in \_\_\_\_\_ (date)  
and has been in good standing for a minimum of 2 months.

### **III Current Year – Attendance, COS, Course Descriptions (7<sup>th</sup> - 12<sup>th</sup> grade), Lesson Logs**

(print online and insert here)

## **IV. Legal, Legislative & Civic Information**

### Dealing with School Officials

#### **Withdrawing a student from another school**

Withdrawing a child from school, whether public or private, is a standard activity and should not cause any problems. Being prepared should ensure an easy transfer. Do not refer to “home schooling” or “home education” when making arrangements to withdraw a child from a previous school. Always refer to your student being enrolled in a “private school” - be sure to direct your child not to use “home school.” It is not necessary for you to provide information about the school, but if you are asked questions, give simple answers.

#### **Responding to contacts by public school representatives**

To ensure that all children are complying with the compulsory attendance requirements, public schools are required to investigate any report of truancy. It is unlikely that you will be contacted, but you should be prepared, in the event that a neighbor or friend might report that your children are not attending school. Your first response to any inquiry should be that your children are enrolled in a private school - give the school name and office phone number, and, if necessary show the Welcome Letter confirming enrollment, and the student I.D. cards. If asked why your students are at home say, “They are enrolled in a private school independent study program,” rather than “We are home-schooling.”

Under no circumstances should you allow them to enter your home. They have no authority to question your students or review school materials. If asked for entrance to your home and you give it, you have waived your right to privacy; anything that is seen or heard can be used as evidence in building a case. One family allowed a school representative in because a police officer was also along. Their entire home was inspected, including opening the refrigerator in search of “nutritious food.” An officer is required to have a search warrant signed by a judge before entering private property, unless permission is given.

Representatives from Child Protective Services do have certain authority to enter your home and talk to your children, but school attendance officers do not have such authority. Act in a natural, confident manner - you have nothing to hide. Do not argue about the public schools or defend your right to teach your children at home. You can offer to let them speak to your attorney, if the hours are such that HSLDA would be open. Simply call them, hand the phone outside your door, and let them speak to your attorney. As soon as the official leaves, contact HSLDA and the Keystone Academy office.

HSLDA: 540/338-5600

Keystone Academy: 562/862-7134

### Jury Duty

What if you are summoned for jury duty? Jury duty is one of the privileges and responsibilities of living in a free country. In 2005, the law changed to reflect that excuses are not available once children are school age. To request an excuse, Keystone Academy will provide our

parent/teachers a letter indicating the hardship due to no substitute teacher/s provided. It is important to remember that most jurors summoned are never called to serve and are excused by lunchtime or at the end of the first day of service. Once service has been performed, keep the receipt; if called again within 12 months, you will be excused.

For more information on responding to jury duty, use the link below to HSLDA's website.

[http://members.hsllda.org/state/JuryDuty/California\\_jd.asp](http://members.hsllda.org/state/JuryDuty/California_jd.asp)

## V. Keystone Parent Association

KPA is a *separate* 501(c)(3) non-profit organization dedicated to help offset the cost of private education for your students. Primarily through fundraisers and SCRIP or E-SCRIP, any family can earn Keystone dollars which can be used for tuition, Academy Days, yearbooks, field trips, curriculum, etc. Church, friends and family can help your family and the parent association by participating in any program. Donations are tax deductible.

### Mission Statement:

Keystone Parent Association (KPA) exists to organize and facilitate programs and fundraisers that give families enrolled in Keystone Academy the opportunity to earn "Keystone Dollars" that can be redeemed through KPA to offset costs for school tuition, curriculum, and other educational related functions and expenses.

### Annual Fundraisers and Programs:

Barbecue Stand at Cypress Festival in July

McDonald's Appreciation Night

Annual garage sale and Saver's Thrift Store fundraiser

Barnes and Noble Christmas gift wrapping

See's Candy Sales

Raffles at parent/teacher meetings

Thankfulgrams at Academy Days in November (benefits Spring Fair)

Scrip at Christmas time

Valentine grams at Academy Days in February (benefits Spring Fair)

Box Tops for Education

Spring Fair dinner and Beta Club basket auction

Amazon

Ralphs Rewards program: register your and your friends'/family's Ralphs, Food 4 Less discount cards to have donations made on behalf of you to KPA.

Benefit App: E-Scrip – purchase gift cards online and instantly print out or show on your phone at the register; many, many stores participate - from Walmart to airlines... These companies donate a percent back to the school on your behalf

Earn Keystone dollars based on your participation.

### General Fund for the Parent Association

Some of the fundraisers simply raise funds for your parent association, which are then used for

operating costs with any extra amount being used to offset costs for Academy Days and other all-school events. Invite your friends to help! Donations such as a car to “Cars to Causes” will also help fund the parent association.

KPA will keep you informed of opportunities to raise money via email and announcements at parent/teacher meetings.

## **VI. Benefits of Keystone Enrollment**

### **Full-Service PSP**

#### **Private School Affidavit**

Keystone files one affidavit with the State Department of Education. Students' names and addresses *do not* appear on the affidavit and the school office in Los Alamitos is listed as the street address where student records are maintained and diplomas are issued. If Keystone is contacted concerning a specific student, no information will be released except to confirm enrollment.

#### **Maintain Cumulative Student File**

Each student will have a cumulative file (grades K - 12) of health, academic, attendance and testing records. Parent/teachers will provide information on grade level, course of study, and final grades to be posted by computer on the file. Records will be requested from previous schools by the office and will be kept in the student cume file. Parents may view cume files at the office. These files belong to the student and follow them from school to school throughout their academic career.

#### **Report Cards**

Report Cards are available from the Keystone Academy office and are not normally sent out. To receive a copy for park sports participation, or any other reason, please call the office number and leave a message. When needed within less than the normal 2 week request period, please add a \$25 rush fee and leave the message with Janene or email the request.

#### **Library**

The Keystone Academy office maintains a library consisting largely of general books on home education. Various audio CD's from CHEA conferences are available. Call the office to see if we might have what you need. When checking out materials, a form is filled out and a check deposit is left to insure return of the books promptly.

#### **Request for Special Services**

Requests for records of any kind must be submitted in writing to the office two weeks prior to the date needed. Requests received later than this will be processed as time is available. A \$25 fee will be charged for services needed within less than 2 weeks.

#### **High School Graduation**

Keystone Academy will only issue a high school diploma to students who have completed a full four-year course of study, have reached the age of 17, and have been enrolled in the Academy for at least the last two years prior to graduation. Further information is in the Junior/Senior High Supplement to this guide.

#### **Transcripts/Last School of Record**

Keystone will provide 3 official sealed transcripts upon graduation at no extra charge. After that, transcripts may be ordered on the school website under the Keystore tab. Keystone will continue to maintain and send out transcripts on request for 20 years. High school students who choose to "test out" or leave before graduation will receive the same transcript service. Keystone

Academy is their last school of record; no diploma will be issued. Requirements for receiving a diploma are covered in the Junior/Senior Supplement of this guide.

#### **Annual All School Events:**

- Welcome Back Picnic
- Harvest Celebration Picnic
- Valentine Party
- Easter Picnic
- End-of-Year Picnic
- End-of-Year Used Curriculum Sale
- Spring Fair and Talent Showcase

Each Keystone Academy student is encouraged to submit a project or showcase a talent at this all school spring evening. All guests are welcome.

#### **Graduation Evening**

This is a family and guest evening for students graduating Kindergarten, 8th grade, and 12<sup>th</sup> grade (12<sup>th</sup> graders graduate separately). This event is funded through the graduation fees collected in January and can be as special as the parent/teacher volunteers who plan it are willing to make it. The final **June required Parent/Teacher meeting**, when final grades, lesson log pages, and attendance charts must be turned in is scheduled the following week with the **Used Curriculum Sale/Re-enroll Day**.

#### **T-Shirts & Accessories**

Orders for t-shirts may be turned in at the first parent/teacher meeting. Other accessories (sports-bottles, caps) will be taken year round (available at parent meetings) on the school website, see the Accessories Order Form under the Enrollment Tab; the Keystore Tab also has pictures and payment information.

#### **Yearbook**

Keystone offers an annual yearbook. Please submit pictures to the [media@KeystoneAcademySchool.com](mailto:media@KeystoneAcademySchool.com) address listed on the Contacts Page of this guide. Photos of field trips, sports, co-ops, Academy Days, Spring Fair, Beta Club outings, KPA events, family pictures, etc. are all needed. It is extremely helpful if you title the photos and send them in batches. For example, send all LA County Fair field trip photos in one email and Beta Club photos in a separate email. Memory sticks or cd's are also okay. Students in 9<sup>th</sup> – 12<sup>th</sup> grades can participate on the Yearbook Staff by enrolling in the Academy Day class. Orders will be taken from September-January.

#### **Academic Testing**

Testing is not required by Keystone. Keystone does not provide academic testing but cooperates by scheduling dates and facilitating administration of the Stanford (SAT10) test in the spring.

#### **Picture Day**

Student IDs and Faculty IDs - The first Wednesday after the Welcome Back meeting. Details given out at the Welcome Back meeting and online under the calendar tab.

Three pictures are **required** for each student: - Cumulative file, - Student ID card, - Yearbook. Also available are: student pictures for purchase, class pictures, faculty ID's, family group photos, and graduation photo packages.



One make-up day is provided, or you may make personal arrangements with the photographer. *Students who miss the required Picture Day are subject to probation, a \$25 per student fee, and must provide three color portrait photos size 1 ¼" wide, x 2 " tall for school use.*

**Student ID cards are useful for:** theaters that provide a senior/student rate; high school students taking the SAT, ACT or other College Board or CHSPE test; parks (such as Bellflower) that check out sports equipment; any city with a curfew law; any city with truancy laws; family field trips during school hours.

**Faculty ID cards are useful at many places for teacher discounts:**

Alin Party, Barnes and Noble, JoAnn Fabrics, Kinkos, Michaels

Please let us know of any businesses that offer teacher discounts and we will pass that information along

## Keystone Academy Days

Academy Days are enrichment classes for K – 12<sup>th</sup> grade students of Keystone Academy. Nursery and pre-school care is available, but not sponsored by Keystone Academy. While not a substitute for core classes taught at home, these elective classes can enrich and broaden a student's home curriculum. The classes offered may cover a wide range, anything from playtime and crafts to academic and thought provoking. The goal is to provide classes that will aid parents in their quest to instill a lifetime love of learning in their students. Academy Days is a parent powered cooperative effort, which requires one parent of each participating family to serve as a teacher or assistant for each session. The courses offered are based on parent's willingness to share their areas of interest and expertise. The availability of parent/teachers who are willing to teach determines which classes will be offered. This cooperative effort has minimal enrollment and material fees.

A session consists of six consecutive Friday mornings. There are three sessions of Academy Days during the academic year: fall, winter, and spring. Students may take two classes per session, one per hour. Registration is announced prior to each session.

Each session costs \$15.00 per student for the first student and \$12.00 for each additional student per family. Teachers will pay \$5 per student not to exceed \$20 (maximum). This cost is subject to change. Most classes also charge a small materials fee.

Requirements for registration and attendance:

1. Keystone Academy monthly tuition must be current
2. Payment must be received no later than the due date set by the Academy Day staff.
3. Alternate payment arrangements can be made with the staff.
4. A parent of each participating family is required to be a teacher or helper in one class each session.
5. A parent of each participating student is required to be at the facility at all times. This is not a "drop-off" program.

Academy Days Facts, Rules and Procedures:

1. Be prompt. Opening Exercises begin at 9:00 am.
2. No food or drink is allowed in the facility. Snacks are served outdoors.
3. During snack time, all students are outdoors or in the restrooms. No visiting on the stairs or in the stairwells.
4. For safety reasons, running is not allowed. Families are encouraged to bring their lunches, and after classes go to a park where children can run freely.
5. Sign up carefully, and do not ask to switch classes. Teachers have purchased supplies based on your registration.
6. No students may enter a classroom unless the teacher or helper is present.

### **Nursery/Pre-school**

Parents with nursery/pre-school students will be helping in childcare for one hour each Friday. Please pick up these children promptly. Keystone Academy does not sponsor the nursery or

preschool classes.

### **Discipline Procedure**

The student will be escorted to an Academy Days staff member. Before returning to class, he/she will be required to sign a contract agreeing to abide by Academy Days rules. Should another incident arise, he/she will be dismissed for the remainder of the session.

## Orange Coast Musical Arts – Monday Music Classes

OCMA, Orange Coast Musical Arts, is a non-profit organization that exists to provide a quality and budget-friendly instrumental program for homeschooled students that honors their faith. They have group classes all over Orange, LA and Riverside Counties. Keystone is proud to host and sponsor some of their classes right here in Long Beach on Mondays. Our Long Beach campus currently offers beginning guitar, beginning and intermediate violin, keyboarding, beginning and intermediate band, and elementary and junior/senior high choir. OCMA also offers a drumline, color guard and The Sound Waves Marching Band, dubbed the only homeschool marching band in the west. They perform in several parades and field tournaments throughout the year. Check out their website for more details. Fees and registration are all handled through OCMA. [www.orangecoastmusicalarts.org](http://www.orangecoastmusicalarts.org).

## National Beta Club

Starting in 4<sup>th</sup> grade, Keystone students may participate in Junior Beta Club. This is a nationally recognized service organization. Some of the Junior Beta Club's past service projects include: Operation Christmas Child, Meals on Wheels, and making cards at a nursing home. The club meets regularly and also has an annual Christmas party and end-of-year party.

## Field Trips

Field Trips will be scheduled for a variety of locations throughout Los Angeles, Riverside, and Orange Counties about twice per month September - May. All families are encouraged to participate. All field trip notifications and sign-ups are handled by "Evite." One of the advantages of homeschooling is that it offers students the opportunity to experience the world first hand, rather than merely reading about it in books. The parent/teachers can provide many outside the home, hands-on experiences that coincide with what students are studying at home. It has been proven that when children are able to experience something first hand, they remember better. One of the services we provide you, as a member of Keystone Academy, is the arranging of field trips that you might not be able to attend if you weren't part of an organized group. There are many more great places you can visit on your own as a family that may be relevant to your studies, and we encourage you to do that. But some places just aren't open to individuals or they give a discount to groups, and these are the kinds of trips we arrange.

## Field Trip Guidelines

As a group, Keystone families not only represent themselves but also Christ and, to some extent,

all home schoolers. We are witnesses to the world by our actions, and students should be on their best behavior. Students who have never been exposed to the discipline and regimentation of a classroom may need to be taught proper behavior for group activities and will need help to learn what will be expected of them.

The following rules have been established to insure that both a quality educational experience and a good impression are the result of Keystone Academy field trips. It is the responsibility of each parent/teacher to review these rules and ensure that their student/s comply.

## Field Trip Rules

### **Be on time.**

The times indicated on the calendar are the times that the actual event begins. Everyone should arrive at least 15 - 30 minutes early to get an accurate count of who is there. Most guided tours will not wait for latecomers. Since many field trips are booked only with a guaranteed attendance, Keystone cannot give refunds when those who sign-up fail to attend. If a family signs up for a field trip and learns in advance they will not be able to attend, they should notify the field trip leader so someone on the waiting list can attend.

### **Dress Code**

All students should wear a Keystone T-shirt if possible. All other dress should be neat and modest. On occasion, a particular place will have specific dress requirements for insurance or other reasons and students must comply or they may not be allowed in.

### **Permission Slips**

At least one parent must attend the field trip with their student/s unless they arranged for another parent to supervise and be responsible for their student/s. If a parent will not be accompanying their student/s, they must sign a release/permission slip and give it to the person who will be responsible for their student/s. Keystone Academy cannot be responsible for individual students and is not liable for accidents that may occur on field trips.

### **Discipline**

Each parent/teacher is expected to supervise and control their student/s. If it becomes necessary for a field trip leader to speak to a parent/teacher about a student's misconduct, they will be given one opportunity to correct the problem. If the misconduct continues, the family will be asked to leave and their future attendance at Keystone Academy field trips may be revoked.

### **Rules of Conduct**

Students need to be on their best behavior when on excursions with the school. Everyone attending is expected to be respectful and courteous to others in the group and personnel at the field trip site. Proper conduct means no running or horseplay, not talking when the tour guide is speaking and no touching exhibits unless it is specifically permitted. This is not the time or place to socialize or play with friends. We are there to learn and it is unfair to distract others who came for that purpose. Teachers are attending with their students, not other teachers.

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## Field Trip Permission Slip

My child/ren \_\_\_\_\_

Has/have permission to attend the \_\_\_\_\_

Field Trip with \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

## VII. Course of Study

We legally homeschool in California under the private school exemption. As such, the California Department of Education (code 48222 and 51210) requires that students are taught “by persons capable of teaching... in the English language... in the several branches of study required to be taught in the public schools of the state.” Every elementary student in Keystone Academy will be studying these eight subjects: Bible, English, Math, Science, Social Science, Fine Arts, Health and P.E. We are offering an “equivalent” education.

Every Junior/Senior High Keystone Academy student will be studying Bible plus 5, 6, or 7 other subjects per semester as approved by the acceptance of the submitted Course of Study (code 51220). Further information is covered in the Junior/Senior Supplement to this guide.

### Unit Study Method - K - 12 grade

The “Unit” or “Project” method of study can be one of the best and provides a refreshing break from the regular textbook or workbook curricula. By choosing a theme, and planning all subject areas around it, learning increases, and multiplies in a unique way not found in the subject-by-subject system. If you are interested in Unit Studies but feel you need help, try Konos which is based on character traits, Five-in-a-Row based on children’s literature, Cornerstone Curriculum products, or thematic study packs from Beautiful Feet Books. Unit Studies are a bit harder to document on Daily Lesson Logs, Course of Study forms, and Course Descriptions. For students 7 - 12th grade, please work directly with the Administrator to ensure you are on the right track.

### Choosing Curriculum

You may choose from any quality material that will meet your student’s needs. **For help in choosing curriculum, please see the online Links tab for an article on educational philosophy and methods. If you find some worthwhile new materials, please share them with us so we may include them in next year’s recommendations.**

The *Typical Course of Study* booklet by World Book Encyclopedia, is available online and can be a great help in determining the Course of Study for any student.

<http://www.worldbook.com/typical-course-of-study>.

Most major publishers offer a Scope and Sequence outlining their course of study by the grade level. These can be used two ways, to assist you in planning YOUR course of study, OR to decide whether their curriculum fulfills your needs.

Abeka scope and sequence:

<https://www.abeka.com/resources/pdfs/scopeandsequence.pdf>

Bob Jones scope and sequence:

<http://www.bjupress.com/pdfs/catalogs/2014-scope-and-sequence.pdf>

One of the most valuable sources of information on a wide range of curriculum and resources is

Cathy Duffy's *101 Top Picks for Homeschool Curriculum*. Cathy has spent years researching and reviewing material and has many worthwhile suggestions. Copy in the Keystone Library. Also check out her website: [www.cathyduffyreviews.com](http://www.cathyduffyreviews.com)

*The Well Trained Mind* by Susan Wise Bauer explores classical education and also offers curriculum suggestions. Copy in the Keystone Library. [www.welltrainedmind.com](http://www.welltrainedmind.com)

Classical Conversations is a K-12 Christian based curriculum that offers communities that meet once a week following the classical model. Local groups are in the greater Long Beach area. [www.classicalconversations.com](http://www.classicalconversations.com).

Ruth Beechick's *The Three R's* offers tips on teaching reading, language and arithmetic for grades K-3. *You CAN Teach Your Child Successfully* has tips for grades 4-8.

For information on Charlotte Mason's method of teaching using "living books" and nature studies see [www.amblesideonline.org](http://www.amblesideonline.org). This site offers free online curriculum.

For free online Christian curriculum like Easy Peasy, a free Christian Curriculum Library, etc. please check out our Links tab on the school website.

### **Preschool**

Keystone Academy does not enroll pre-school students. If you have pre-school students at home, check into Potter's Press or other material available from the Christian Life Workshops Catalog. *Slow and Steady, Get Me Ready* is an activity book with activities for each week from birth to 5 years. Rod and Staff also has preschool workbooks.

## Elementary Curriculum Choices

### **Bible**

Each student is required to study the **Bible - book, chapter and verse**, every school day of each year enrolled. You may center on your Sunday School, Awana, or church studies already in progress, or use a text or workbook of some type along with (but not in place of) daily Bible study. Use this time to get familiar with Bible aids such as a commentary, Bible atlas, dictionary, and concordance. Chronological and topical studies are in order, and, for the older students, church history is appropriate *as a compliment* to daily Bible study. Awana is a kids Bible study program offered through local churches. For details on Awana go to [www.Awana.org](http://www.Awana.org). There is a local club that meets at our host campus, Long Beach Alliance Church. For details go to [www.lbac.org](http://www.lbac.org). Community Bible Study (CBS) also is a group that meets at various churches to study the Bible book-by-book. They offer studies for children and youth that correspond to the adult study for that year. There is a Thursday morning group that many Keystone moms attend in Bellflower. Go to [www.communitybiblestudy.org](http://www.communitybiblestudy.org).

### **English**

For phonics, or remedial, *The Writing Road to Reading* by Romalda Spalding covers penmanship, spelling, syllabification, and phonics. *Phonics for Reading and Spelling* by Bonnie Dettmer is based on this. *Bob Books* are great alongside a phonics program for teaching reading.

After the simple *Bob books*, *Pathway Readers* are fabulous and teach many moral and spiritual values. These graded readers have stories that follow children on a farm, in school and with their friends, giving insight into the life and values of Amish people. In your English study, concentrate on listening, reading, writing, and speaking well. Literature can double as English and History. Beautiful Feet Books has several literature packages that are carefully chosen to provide a comprehensive History/Literature Courses for Elementary students. Veritas Press and Sonlight curriculum offer literature suggestions by grade. *Honey for a Child's Heart* and *Books Children Love* also offer literature suggestions. Institute for Excellence in Writing is a great writing program with DVD's that teach the teacher how to teach writing. Rod and Staff offers systematic old fashioned grammar books that teach diagramming sentences. Shurley Grammar uses jingles and oral chants to teach grammar concepts. Daily Grams are short, 5-minute "warm-ups" that drill grammar. For reading comprehension, try McCall-Crabbs Standard Test Lessons in Reading. They are short reading passages followed by multiple choice questions. They are set up like standardized test to get students used to that format. *SRA – Hooked on Phonics Reading Power* is a vintage program that offers 100 reading comprehension cards that increase in difficulty. Available used on Ebay.

### **Arithmetic**

Younger grades will appreciate the hands-on methods in *Making Math Meaningful* from Cornerstone Curriculum, or Math U See, by Steve Demme. The older grades will benefit from the Saxon series of books grades 5 - 12. Switched On Schoolhouse CDs are now available from Alpha Omega from 2<sup>nd</sup> grade up. BJUPress offers satellite classes.

### **Social Science**

Story of the World offers elementary history from the Ancients to the present. It has an activity book as well. *The Mystery of History* is written from a Christian perspective teaching children to see God's hand throughout history. It is written in a conversational style and includes hands-on activities. The BJU Heritage series is recommended by many in our school. Beautiful Feet, Greenleaf Press, and Veritas Press offer history programs based on literature. During the year you can include some around-the-world type studies through books, texts, or missionaries. Once a week include current events from local sources or *It's God World* weekly newspapers. Audio Memory offers a World Geography CD as well as a States and Capitols CD that makes learning them all fun and easy. Another good program is Geography Matters. [www.geomatters.com](http://www.geomatters.com)

### **California History**

Keystone is a private Christian School. As such, there are no exact requirements for studying California History. The important word here is "equivalent study". In a public school classroom, California History is taught in the fourth grade, usually a semester 18 weeks of study. This topic falls under the Social Science subject area. There is also some California history in the U.S. History studies, since the west, and the gold rush to California are such important parts of U.S. history. I recommend at least a semester study sometime during 4<sup>th</sup> – 6<sup>th</sup> grades. Multi-level studies are great for this subject. It can be a very rich experience if done with field trips and crafts.

Recommended Curriculum:



If you are looking to incorporate a Christian Worldview, consider *California, His Story* by Lesha Myers and *My Golden California*, available from CHEA of CA. *California History Timeline and Teacher Guide* from Beautiful Feet Books is also good. California weekly Explorer comes highly recommended.

### **Science**

For younger students, The Backyard Scientist series of books makes learning science easy *and fun*. Cornerstone Curriculum offers *Science, the Search. Good Science* by Dr. Richard Bliss comes in two levels, K - 3 or 4 - 6. BJU and ABEKA both have good science texts. Apologia has a series *Exploring Creation Through...* for elementary grades. Usborne books is secular but offers great hands-on experiments.

### **Fine Arts**

A fine arts program will enrich all of your studies. Include appreciation, history, and participation. *Music Masters* offers a CD study of the greatest names in musical history interweaving a narrative about the composer's life with a selection of his most important works. *Classical Kids* uses a CD to combine music, history and dramatic storytelling to introduce children to composers and their music. Stories are based on historical fact. Choose *Music & Moments with the Masters* and *Adventures in Art* by Cornerstone Curriculum for history/appreciation. *How Shall We Then Live* by Francis Schaeffer will provide the basis for a fine arts time line showing that as the Gospel moves westward marvelous works follow in every subject area. *Stonebridge Art Guide* is the best choice for Principle Approach teachers. *Kid's Art* Catalog quarterly newsletter is another excellent choice. *Discovering Great Artists*, *Getting to Know Great Artists* series, *How Great Thou Art* by Barry Stebbing, and *Meet the Masters* are all good choices.

### **Health**

ABEKA or Rod & Staff offer a health text or two at every grade. You may also use your Typical Course of Study booklet to guide you in wise library choices. One quarter per year or once per week throughout the year will satisfy this requirement.

### **Physical Education**

A minimum of 20 minutes daily per week. Several good aerobic workouts to Christian music are available from Christian bookstores. Local parks like Long Beach offer free kids sports programs (see the Links tab on the school website). Consider joining the YMCA or a team sport. Another resource is *A Fun Physical Fitness Program* for the Home School by Sono Harris, ages 2-10. Keystone Academy students may participate in PE classes offered at Academy Days. Keystone also sponsors swimming classes at the YMCA. EMH Sports offers affordable homeschool sports classes at local parks. (See the Link tab on the school website.)

## Resources

### **Christian Curriculum Library**

This is an extensive library of Christian curriculum where you can check out materials for free. Located in Santa Ana. <http://www.christiancurriculumlibrary.org/> We have a link on the school website.

### **Used Curriculum Sales**

Keystone Academy has one in June, and CHEA has an entire room at their Annual Convention. Many books can be purchased used online as well through Amazon or Ebay.

### **General Catalogs**

The Keystone Academy office has many catalogs you may view:

Cathy Duffy 101 top picks for homeschool curriculum. The manual is available from CHEA of California, P.O. Box 2009, Norwalk, CA 90651-2009 or Cathy Duffy Reviews, Cathy Duffy/Grove Publishing, [www.cathyduffyreviews.com](http://www.cathyduffyreviews.com) 714/841-1220.

Christian Book Distributers – Homeschool discount catalog: [www.christianbook.com](http://www.christianbook.com)

Rainbow Resource Center – extensive catalog with good pricing – [www.rainbowresource.com](http://www.rainbowresource.com)

*Cornerstone Curriculum*, 2006 Flat Creek, Richardson, TX 75080, 972/235-5149. David ; [www.CornerstoneCurriculum.com](http://www.CornerstoneCurriculum.com)

*Rod & Staff* - P.O. Box 3, Rt. 172, Crockett, KY 41413. 606-522-4348 [www.anabaptists.org](http://www.anabaptists.org)

*ABEKA* P.O. Box 18000, Pensacola, FL 32523-9160 Videos of classes as well as texts; 877/223-5226, [www.abeka.com](http://www.abeka.com)

*Shekinah Curriculum Cellar Catalog*, 1815 Whittington Rd., Kilgore, TX 75662, 903/643-2760, [www.shekinahhomeschool.com](http://www.shekinahhomeschool.com)

Christian Liberty Press – [www.homeschools.org](http://www.homeschools.org)

*Alpha Omega* 804 N. 2<sup>nd</sup> Ave, East Rock Rapids, IA 51246. 800/622-6070; [www.aop.com/home](http://www.aop.com/home).  
Workbooks or Switched on schoolhouse CDs.

*Beautiful Feet Books* - 800/889-1978; [www.bfbooks.com](http://www.bfbooks.com)

*Bob Jones University Press* Greenville, SC 29614; 800/845-5731 or 864/242-5100 ext 3300; [www.bjupress.com](http://www.bjupress.com); Satellite classes available.

Audio Memory Cassettes grammar, geography, history, math facts and Bible, 800/365 – SING; [www.audiomemory.com](http://www.audiomemory.com)

Critical Thinking Company – [www.criticalthinking.com](http://www.criticalthinking.com) 800.458.4849

Lamplighter Catalog – literature that builds Christ-like character:

<https://lamplighter.net/c/resources/catalog/>

### **Preschool**

BoiAlpha, Inc., 703/323 – 6142. [www.home-school.com/Mall/Bioalpha/Bioalpha.html](http://www.home-school.com/Mall/Bioalpha/Bioalpha.html)

### **English**

*Spalding*: Shekinah catalog, Bonnie Dettmer, or Spalding Education International, 2814 W. Bell Rd Suite 1405, Phoenix, AZ 85053; 602/866-7801; [www.spalding.org](http://www.spalding.org) .

### **Mathematics**

*Saxon*: Shekinah or Saxon, 800/284-7019, [www.saxonpublishers.harcourtachieve.com/en-US/saxonpublishers.htm](http://www.saxonpublishers.harcourtachieve.com/en-US/saxonpublishers.htm)

### **Social Science/History**

*Intrepid Books*, P.O. Box 66, Mount Vernon, WA 98273; [www.intrepidbooks.com](http://www.intrepidbooks.com) ; fax orders 360/424-0499

### **Storytelling (oral-Speech) and History resource**

Jim Weiss at Greathall Productions, Inc. 800/477 – 6234, [www.greathall.com](http://www.greathall.com)

### **Science**

*Backyard Scientist*: Jane Hoffman, P.O. Box 16966, Irvine, CA 92713; Video available

*Good Science*: Master Books, P.O. Box 1606, El Cajon, CA 92022.

*NASCO* catalogs have great Science equipment and specimens. 4825 Stoddard Rd., Modesto, CA 95356-9318, [www.nascofa.com](http://www.nascofa.com)

Home Science Tools – Science equipment and supplies [www.hometrainingtools.com](http://www.hometrainingtools.com)

*Creation Magazine* [www.AnswersInGenesis.org](http://www.AnswersInGenesis.org)

*Ring of Fire* science kits 1-888-785 – 5439, [www.sciencekitsforkids.com](http://www.sciencekitsforkids.com)

### **Unit Studies**

*Konos*: P.O. Box 250 Anna, TX. 75409, 972/924-2712, [www.konos.com](http://www.konos.com) . Written by home-schoolers for home-schoolers. Excellent new 9 week packaging. Christian materials with Lesson Plan pages done for you, including all materials you need for the quarter. This material covers most subjects. Arithmetic and P.E. need to be supplemented. Building godly character qualities is the theme for Elementary Studies. Now available through High School.

*The Weaver*: The Weaver, Becky Avery is available from Alpha Omega.

## **Current Events**

*God's World* - weekly reader, various grade levels. P.O. Box 20001, Asheville, NC 28802, 800/951-KIDS, [www.gwnews.com](http://www.gwnews.com) . Group subscriptions are available. Christian Worldview.

## **Fine Arts**

*Kids Art*: P.O. Box 274, Mt. Shasta, CA 96067, 916/926-5076, [www.kidsart.com](http://www.kidsart.com)

*Davidson Music* Piano for beginners 913) 262 – 4982; [www.davidsonmusic.com](http://www.davidsonmusic.com)

[MeetTheMasters.com](http://MeetTheMasters.com) CD-ROM Multimedia observing and producing great art. 866/686-4378, [www.meetthemasters.com](http://www.meetthemasters.com)

*How Great Thou Art* 800/982-DRAW, [www.howgreatthouart.com](http://www.howgreatthouart.com)

## **California Curriculum:**

*California Weekly Explorer*: 15052 Red Hill Ave Suite G, Tustin, CA 92780, 714/247-2250, [www.californiaweekly.com](http://www.californiaweekly.com) .

*His California Story*: CHEA - [www.chaofca.org](http://www.chaofca.org)

## *Practical Homeschooling Magazine*

\$17.95 per year for 5 issues; mail to Home Life, P.O. Box 1190, Fenton, MO, 63026 or call 800/346-6322. [www.home-school.com](http://www.home-school.com)

## **Local Stores**

Excellence in Education, 2640 S. Myrtle Ave. Unit A7, Monrovia, CA, 626/821-0025, [www.excellenceineducation.com](http://www.excellenceineducation.com)

CM School Supply, 5440 E. Del Amo Blvd., Long Beach, 90808, 562/429 – 2425, [www.cmschoolsupply.com](http://www.cmschoolsupply.com)

AMICO Scientific – Science supplies. [www.amicosci.com](http://www.amicosci.com) 7231 Garden Grove Blvd., Garden Grove 92841. 714-894-6633

Tools for the Home Educator – Used Curriculum and bookstore. 25202 Crenshaw Blvd #219, Torrance, CA. 310-590-0846 [www.toolsforthehomeeducator.com](http://www.toolsforthehomeeducator.com)

## **VIII. Home Education Support Ministries**

### **Christian Home Educators Association of California (CHEA)**

The Christian Home Educators Association of California hosts an annual convention in early summer. Contact them to register: 562/864-2432, 800/564-CHEA, [www.cheaofca.org](http://www.cheaofca.org) .

### **National Home Education Research Institute**

The National Education Research Institute is another name to be familiar with. Dr. Brian Ray does research on a national level, and testifies regularly at court cases throughout the nation. This research is essential to making a case for home education. He and his wife, Betsy, and 7 home educated children live in Oregon. He works regularly with HSLDA. To support The Ray family, contact P.O. Box 13939. Salem, OR, 97309. 503-364-1490, [www.nheri.org](http://www.nheri.org)

As a school, we will be praying for and collecting an offering for NHERI during the 3<sup>rd</sup> quarter.

### **Family Protection Ministries (FPM)**

This organization monitors and advocates in all legislative and administrative actions which directly affect California private home educators. Roy Hanson. We will also pray for and collect and offering for this ministry during the 3<sup>rd</sup> quarter. <http://www.pheofca.org/>  
FPM also works closely with HSLDA.

# Appendices

## Legendary Lesson Plans

By Evella Troutt

“Every home schooler in the U.S. should keep some sort of daily lesson record,” says J. Michael Smith, attorney and President of HSLDA.

Keystone Policy: Unless previously authorized, you must use the Lesson Log forms provided by Keystone. Other forms or formats are not authorized, and do not meet this requirement. The Logs will be turned in at each quarter for review. They will be kept on file, and then returned at the next quarterly meeting. Up to 3 elementary students may be recorded per set of logs as described below. The student, if penmanship is clear, may fill in the Keystone forms after the lessons are accomplished. Logs need to be neat and specific. The goal is to document what work is represented by the “P” marked Present on the Daily Attendance chart. At the end of each year, the Parent Teacher will have a complete, ½ notebook size record of an entire year of Academic Progress, which could be used by HSLDA for defense if the need arises. Review by KA staff provides a level of accountability.

Each teacher must labor to be “ready always to give an answer to every man that asketh you, yet with meekness and fear: having a good conscience that, wherein ye are spoken against, they may be put to shame who revile your good manner of life in Christ.” I Peter 3:15,16.

In the following sample Lesson Logs, Mrs. LP is Mrs. Lesson Plans, who writes her plans out ahead of time. Mrs. J. is Mrs. Journal, who writes her plans down in journal format at the end of EACH day. Each has been keeping daily records for two years, perfecting their style and skill by trial and error, study of educational vocabulary and daily practice. Should one be called to account by a pastor, educator, or local judge, the daily records are thorough and very professional looking. Every subject was carefully chosen to meet the educational goals for the child, and matches the Course of Study on file in the office. The notes are written with her best penmanship or typed on the computer, which shows careful thought and planning.

Recording the daily educational accomplishments of our students should be approached as a skill, which can and will be mastered with time and practice. Learning the vocabulary, the “education-eze” is the first step, and then practice, practice; practice will be the second step which gives confidence to the Parent Teacher who is keeping educational record.

There are two basic ways to record daily educational accomplishments: Lesson Plans, which are made up ahead of time then checked off or highlighted when completed; or the after-the-fact Journal/Diary form. The Journal format is easier and more popular for parents of younger students, while the Lesson Plan form is usually handiest once textbooks are being used. Some curricula such as Konos come complete with Lesson Plans to follow. In this case, the teacher still needs to highlight or check off exactly which of the printed plans has been completed, to indicate what was accomplished.

The subjects listed on the lesson plan logs must match those listed on the Course of Study that is on file with Keystone, and filed here in this manual. The eight subjects studied for Keystone Elementary students are Bible, English, Math, Science, Social Science, Fine Arts, Health, and P.E. Each Junior/Senior student begins with the required Bible, and then has blank spaces for the Parent/Teacher to fill in the five or six other course titles that match their Course of Study on file. Every subject does not have to be covered every day. These logs are intended to be flexible to keep the records needed by any Home Educator, and HSLDA.

Mrs. LP likes to plan ahead, therefore she writes lesson plans in pencil once a week before the start of school Monday morning. As items are accomplished, they are “inked in”, checked off, or highlighted. When an activity is not completed, it is erased and moved to the next day. She generally plans for four days a week to allow for maximum flexibility - for example, lessons which take longer than she thought, interruptions, and field trips.

Mrs. LP has two elementary students. She prefers to teach using the Unit method, so both study the same lessons in Bible, History, Health, and Fine Arts which currently center around the time of 1200 - 1400 BC. In Arithmetic, each student has an individual textbook, so there are two listings each day with a student initial by each. Mrs. LP lists textbooks completely with author and publisher only once in the logs, when use is begun, thereafter simply noting the pages to be covered.

Thematic or Unit Studies: A separate textbook or series of studies is not required in order to have something to write down in more than one subject area. The unit or project method of study, where several subjects are covered while studying one theme, simply proves a bit more challenging to record. With a little experience, the unit study teacher will automatically begin to easily see the various subjects which are covered in one lesson.

Following the unit method of “living”, Mrs. LP noted on Wednesday that a household chore (planning the garden) could be done as the Science class, and the English lesson could provide the opportunity to complete and mail the order. Three things accomplished at once.

Mrs. J. has a toddler, Kindergartner, and second grader. She prefers the informal, hands-on approach. Most of the academic activities can be accomplished while holding the attention of the toddler, AND keeping the students up to date. She was delighted with the suggestion of Sono Harris in *A Family Physical Fitness Program* to do physical exercise while reciting drills such as addition facts or phonograms.

She prefers informal to text work in Arithmetic, so she *planned* and purchased flash cards. She needs help in Science, but found texts and teacher’s guides confusing so she decided to use *The Backyard Scientist* series which gives her hands-on experiments with complete instructions and conclusions. For Fine Arts/Music Appreciation, she found *Moments with the Masters*, a set of cassettes and a background books from Cornerstone Curriculum to suit her needs.

She also makes use of the unit method whenever possible, so this week Health and Bible center on an annual household task- the Dental check-up.

This is organized yet flexible. Mrs. J. sits down at the end of *each* day and reviews in her mind what educational activities have taken place in schoolwork as well as everyday tasks. She *never* puts this task off until tomorrow!

Each teacher has labored to “be ready always to give an answer to every man that asketh you, yet with meekness and fear: having a good conscience that, wherein ye are spoken against, they may be put to shame who revile your good manner of life in Christ.” I Peter 3:15, 16.

This is a labor of love that every home school mom willingly embraces because it provides safety, security, and accountability for the home education of her children. It is not extra busy work. It is necessary just like planning meals and clothing, and when done cheerfully with God’s help, it will not become burdensome.

If you are still having difficulty with this skill, contact your Administrator who will be delighted to help you.



# Raising a Standard - Grading Student Progress

By Evella Troutt

One of the most intimidating tasks for many Parent/Teachers is that of evaluating and grading their student's work. However, with proper understanding and practice, any Parent/Teacher can learn to issue grades that are fair and a true reflection of the student's progress. The main ingredient is constant observation, followed by practice.

The Biblical method of evaluation is individual, that is, comparing a person with his/her potential not comparing him/her with others in or out of the same age group.

“And behold, I come quickly; and my reward is with me, to give to every man according as his work shall be.” Rev. 22:12.

The Parable of the Talents in Matt. 25:14 is another excellent example of this principle.

## Goals and Accomplishments

The most difficult part of grading is setting realistic goals on the Course of Study. Trying to achieve too much will produce frustration and unrealistically low grades. Setting goals that are too low will result in student boredom and grades that may be high but reflect little real learning. Feel free to adjust your Course of Study during the year if you notice either of these two extremes.

## Issuing Final Grades

In order to issue a grade on progress made, one must know: where the student began; what his strengths are in a particular subject; how well he is working at assimilating the information; and whether the student has attained the original goal to his greatest capacity.

To know this, the Parent/Teacher must be observing the student throughout the learning process. The Parent/Teacher has a real advantage in this area. Rather than getting to know new students each year in a classroom, and trying to assess their strengths, weaknesses, study habits, and ability to learn, the Parent/Teachers can observe and get to know their student/s over an extended period of time.

Once goals are set in each subject area, and recorded on the Course of Study, and Course Description (7 - 12th grades) there are three factors that can assist the Parent/Teacher in arriving at a final grade. Each should reflect about 1/3 of the grade.

These factors are

- 1) Attendance
- 2) Participation
- 3) Testing, Final Project or Presentation.

Once again, the Parent/Teacher has the advantage here, as he/she does not have to rely exclusively on testing, and homework completion.

**Attendance:** Regular attendance is absolutely necessary to get the most understanding out of a lesson. In the home setting, the student may be absent some days; however that does not mean missing material. The lesson is postponed until the next session. Each student gets the benefit of never missing material.

**Participation:** Active participation by each student is also necessary, and easier to monitor in a home setting. In measuring participation, consider the following:

Completing the work- was all the reading done?  
Were instructions followed?  
Was it done in a timely manner without dawdling (Punctuality)?  
If written, was it neat, and was the penmanship good?  
How about grammar and writing skills?

**Attitude:** The character qualities developed and habits begun during learning sessions will serve this student for a lifetime.

**Development:** There is much to learn about the “Ages & Stages” of development that will assist the parent in grading the student properly against his/her individual progress rather than against the average of other peers.

**Testing:** This is the last factor that will allow the Parent/Teacher to confidently assess the student’s progress. Testing can be either oral, written, or a final project/presentation. The goal is to measure mastery, comprehension and retention of material presented. The methods used to determine these elements should vary with age, maturity, and personality. Once again the Parent/Teacher has the best opportunity to make an accurate judgment of the student’s progress.

*Making the Grade: A Practical Guide for Grading and Evaluating Homeschooled Children*, by Lesha Myers, an excellent resource.

# Keystone Academy Grading Systems

Keystone Academy recognizes only three grading systems.

Points to remember: **Be consistent.**

- Decide how many weeks per year in the 35 – 37 range, and use it **consistently**.
- Decide on a grading system and use it **consistently** throughout the years.
- Do not mix the systems.

## System #1. Kindergarten and/or First Grade only

E = Excellent

S = Satisfactory

N = Needs Improvement

## System #2. Elementary (K - 6) and Junior/Senior High (7 - 12).

This system is most widely used in public and private school settings. Letter grades are particularly useful for Junior and Senior High students who are planning to go to college, as they are the **ONLY** way to calculate the grade point average (GPA). These grades may be arrived at through the words which they represent, or by the percentage of correct work. The percentages recognized by KA are consistent with public schools in California.

A = Outstanding = 90 - 100%

B = Very Good = 80 - 89%

C = Average = 70 - 79%

D = Needs Improvement = 60 - 69%

The lowest grade reflects that no credits should be issued, and material should be covered again because mastery of material is the goal of education.

F = Failure = 1 - 59%

## System #3. Elementary (K - 6) and Junior/Senior High (7 - 12)

CM = All material completed

IC = Incomplete, will be repeated next term

Point to remember: -at the 7<sup>th</sup> – 12<sup>th</sup> grade levels, no credits will be issued for IC, which impacts the total number of credits needed for graduation. No Grade Point Average can be calculated without letter grades and credits. GPAs are important to college entrance and scholarships.

# Withdrawal



**KEYSTONE**  
**A C A D E M Y**  
A Private Christian School

Keystone Academy School  
P.O. Box 1888  
Norwalk, CA 90651-1888  
Phone: (562) 862-7134  
E-mail: [admin@keystoneacademyschool.com](mailto:admin@keystoneacademyschool.com)

## **Withdrawal**

Date: \_\_\_\_\_

Please withdraw students:

| Name (first,middle,last) | Date of Birth | Date Entered Keystone |
|--------------------------|---------------|-----------------------|
| _____                    | _____         | _____                 |
| _____                    | _____         | _____                 |
| _____                    | _____         | _____                 |
| _____                    | _____         | _____                 |

Please forward Student Records to:

Name of School \_\_\_\_\_

Address \_\_\_\_\_

City/Sate/Zip \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Circle One    Mother/Guardian    Father/Guardian