

KEYSTONE



Established 1986

# PARENT/TEACHER GUIDE

## 2025-26

Junior/Senior High School Supplement

"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 35 years, Keystone Academy has provided a structure of support, training, and accountability for home educating families.

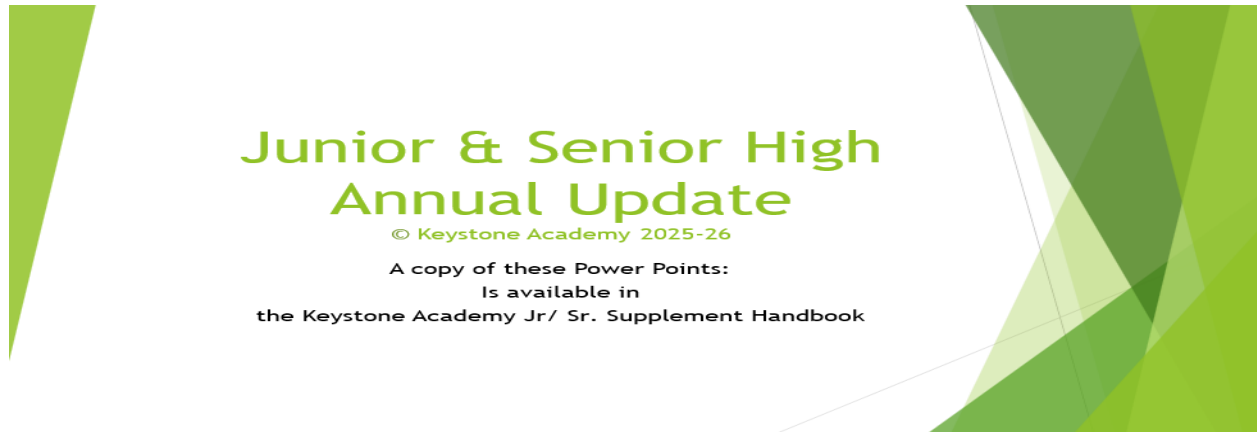
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# Table of Contents

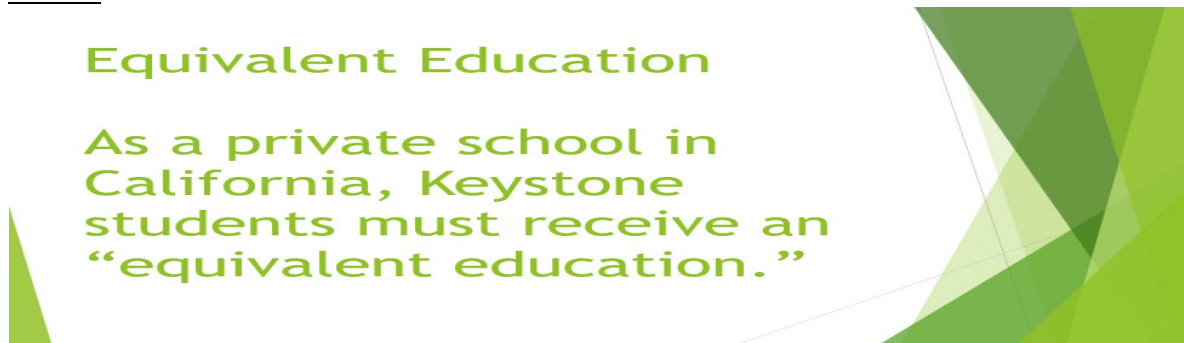
<b>I. Introduction.....</b>	<b>3</b>
Bible .....	3
Keystone Policy .....	4
II. Semester Grading.....	4
Keystone Forms .....	4
III. Junior High .....	6
A Time of Transition .....	6
Unit Study.....	7
Number of Classes.....	7
Credits and Hours .....	8
Eighth Grade Graduation .....	10
Volunteerism and Extra Curricular Activities .....	10
National Beta Club .....	10
U.S. Congressional Award .....	10
IV. High School.....	11
A Time of Transition .....	11
High School Planning Chart .....	12
Course of Study .....	13
V. Courses and Curriculum Recommendations.....	13
Individual Junior/Senior High Subjects .....	13
Summer School.....	16
Extra-Curricular Activities .....	17
Sports .....	17
Class Ring.....	17
Work Permits and Work Experience .....	18
Keystone Academy High School Diploma/Graduation Requirements .....	18
11th grade Appointments.....	20
Letter of Intent to Graduate .....	20
Transcript.....	23
Alumni transcripts .....	23
College Prep Checklist 9th - 12th .....	24
Financial Aid: .....	27
VI. College .....	29
Concurrent Enrollment .....	29
College Admission .....	30
Testing .....	30
Senior Letter of Recommendation.....	34
Proficiency Test - CHSPE .....	35
Appendices .....	37
High School Planning Chart .....	37
Senior Letter of Recommendation .....	37

## I. Introduction



Welcome to Keystone Academy as the parent/teacher of 7th - 12th grade students. This supplement covers information that will help you during these important years.

## Bible



Students who attend Keystone are expected to receive a sound Biblical education. Every student must take the Bible every year that they are enrolled with Keystone. Keystone Academy staff considers this the most important part of the student's education, and believes firmly: "The fear of the Lord is the beginning of knowledge." Proverbs 1: 7

Every student in Keystone Academy must study the Bible - not aids or alternative religious materials - the Bible every day.

**There are no exceptions to this requirement.**

## Keystone Policy

The *High School Handbook* is only a reference, and its suggestions do not supersede the policy established by Keystone Academy. If you are uncertain about a particular issue, it is your responsibility to clarify your question before proceeding with a plan that may result in no credit for your student.

## II. Semester Grading

If you have previously been home schooling, you are probably used to grading once a year in June. Now you will be submitting grades twice each year at the end of each semester in January and again in June. Also, review the section from the Keystone Academy **Parent/Teacher Guide Raising a Standard -Grading Student Progress.**

## Keystone Forms

**Beginning in 7<sup>th</sup> grade, Keystone Academy parent/teachers use the 7-12<sup>th</sup> grade COS/Final Grade Form found on the school website included with the enrollment packet. In addition, Course Descriptions for each course are now submitted.** There is an optional 7-12<sup>th</sup> grade Daily Lesson Log form found under the forms tab on the website as well. These forms are also included with enrollment. **How to complete and utilize these forms are covered at the Junior/Senior High Workshop in June, or email Janene@KeystoneAcademySchool.com.**

KEystone ACADEMY A Private Christian School		Junior and Senior High School Course of Study & Final Grade Form Academic Year _____ Grade _____		
Student's Name (Last, First, Middle) Last: _____ First: _____ Middle: _____ DOB: ____/____/____ Age: _____ Check if appropriate: IEP _____ Learning Disability _____ Special Needs _____		Directions: Please print/type. Fill in a specific Course Title for each class. No required course. Descriptions should be attached on separate sheets.		
Course Title Fill in EACH box. Ex: Math—Algebra I Hon./Adv./IB/IBU	Book's Title, Author, Publisher	Teacher Class Location	Final Grades Semester 1	Final Grades Semester 2
Units study is required for every student, every semester but does not have to be included in the total credits. All students are expected to carry a load of 4 classes per semester totaling 36 credits. A Course of Study consisting of other more or fewer classes than this standard must be approved by the Headmaster in advance. No student will receive more than 36 credits per semester. Indicate credits in the upper right corner Final Grades.				
English (9-12) Honors/IB/IBU			5	5
Math (9-12) Honors/IB/IBU			5	5
Science (9-12), Honors/IB/IBU and check if math lab			5	5
Social Science (9-12) Honors/IB/IBU			5	5
Foreign Language				
Art/Art Elective				
Music				
Physical Education				
Health				
<b>Grading Key</b> A = Outstanding 90 - 100% B = Good 80 - 89% C = Average 70 - 79% D = Needs Improvement 60 - 69%				
		<b>1st Semester Attendance</b> YTD Weeks Present YTD Days Absent		<b>2nd Semester Attendance</b> YTD Weeks Present YTD Days Absent

- The Jr/Sr COS Form
- can be accessed under the enroll or re-enroll forms on the website
- [www.keystoneacademyschool.com](http://www.keystoneacademyschool.com)
- Fill in the attendance boxes
- ONLY six courses,
- Seven with Approval
- NOT 8
- Use specific course titles
- Use letter grades
- for each semester
- Grade Point Average\* (GPA)
- First: due with no grades in September.
- Save a copy of this first form
- Second: due in January.
- Keep a copy with semester grades.
- Third: due in June,
- fill in both semesters,
- keep a copy

### Jr/Sr Course Description

- The Jr/Sr Course Description Form can also be accessed under the enroll or re-enroll forms on the website
- [www.keystoneacademyschool.com](http://www.keystoneacademyschool.com)
- One set of Course Descriptions (COS) per year in September
- One full page per subject
- Yes, you may adjust any COS any time
- List any additional texts (from the COS) here

**KEYSTONE**  
CLASSICAL EDUCATION

**7th-12th Grade**  
**Course Descriptions**

Keystone Academy  
P.O. Box 1888  
Nashville, TN 37203-1888  
Phone: (615) 262-7174  
Email: [info@keystoneacademyschool.com](mailto:info@keystoneacademyschool.com)

Name of Student: John Smith Grade Level: 11  
Parent/Teacher: Mrs. Jane Smith

Title of Course: U.S. History

1 semester (18 weeks) or 2 semesters (36 weeks)  
Start Date: 8/2/17 Stop Date: 6/8/17

List any book titles, authors, and publisher (if applicable) in Course of Study form.

**Curriculum**  
To complete the material in 36 weeks, each quarter's study will consist of completing 2-3 **units** of study. Please list which chapters, pages, or units will be completed each quarter.

1st quarter: Books 1-3  
2nd quarter: Books 4-6  
3rd quarter: Books 6-8  
4th quarter: Books 9-12

**Course Standard**  
Please respond with specific and different answers for these 3 questions:  
Number of material will be determined by: unit discussions, tests, homework assignments

**Final Project/Presentation will be:**  
there will be no final project OR there will be a final paper or a power point presentation or a debate of the Civil War, etc.

The Final Grade will be determined by: 20% unit discussions, 20% quizzes, 20% homework assignments, 10% essay, 20% tests, 10% final project

### Sample of a complete Course Description Form

1. Fill in all blanks
2. Divide text contents into quarters
3. Determine the Course Standard, or how you will grade your student
4. Grade Point Average (GPA)
5. 90-100% = A  
80-89% = B  
70-79% = C  
60-69% = D

## Quarterly Portfolios

### Quarterly Portfolios

Portfolios are the HSLDA WAY to keep records for College entry, Court, or re -entry into a public or private school classroom system. Each year can fit into one ½ or one -inch size notebook.

- Student Portfolio: One sample of work per subject at the beginning of the year.
- One sample of student work per subject at the end of each quarter - to show progress or mastery, not the list of assignments, nor the final grades of an online course, an actual copy of an assignment completed by the student. A photo is acceptable
- Attendance Chart
- Course of Study and Final Grade Form is due at the Semester and the End -of-the-Year.
- Course Descriptions are due in September, and may be adjusted each quarter.
- The student Transcript is created and kept by Keystone staff.
- Optional forms available on the website : Daily Logs for 36 weeks
- Plans vs. Daily Logs - Students may highlight or check off

**\*\*What if I am in Classical Conversations?**

Each KA Parent/Teacher is responsible to turn in a Student Portfolio at each of the four Quarterly meetings. A cover sheet will guide you through what to attach at each quarterly meeting in September, November, January, April and June.

### III. Junior High

III. Junior High

#### A Time of Transition

##### Junior High, (repeat in High School)

###### ► Time of Transition

- Keystone Forms
  - The Course of Study must have specific Semester Course Titles.
  - The Course Description is the same.
  - Student Portfolios are due quarterly. Cover pages with Checklists are on the website.
    - One sample of work in each subject per quarter is a good goal.
- Letter grades and GPA (Grade Point Average)
- Testing will become more important for High School, and College entrance tests.
  - <http://www.collegeboard.org/student> checklists here begin in 8<sup>th</sup> grade.
- Whole Adult life habits
  - Spiritual: Daily QT, Bible memorization "The fear of the Lord is the beginning . . ."
  - Physical: Work out three or more times/week; Hormone Zone Out
  - Soul: Mind, Will & Emotions; New vocabulary to increase knowledge, Reasoning Skills

Junior high school is a time of transition between elementary and high school. Letter grades and testing become more important. Course names move from general, such as Social Science, to the specific, i.e. U.S. History. Classes are now planned on a semester basis. Important habits for high school and later college and adult life include spiritual, physical, and educational/study habits; the habits formed now will serve the young adult for a lifetime.

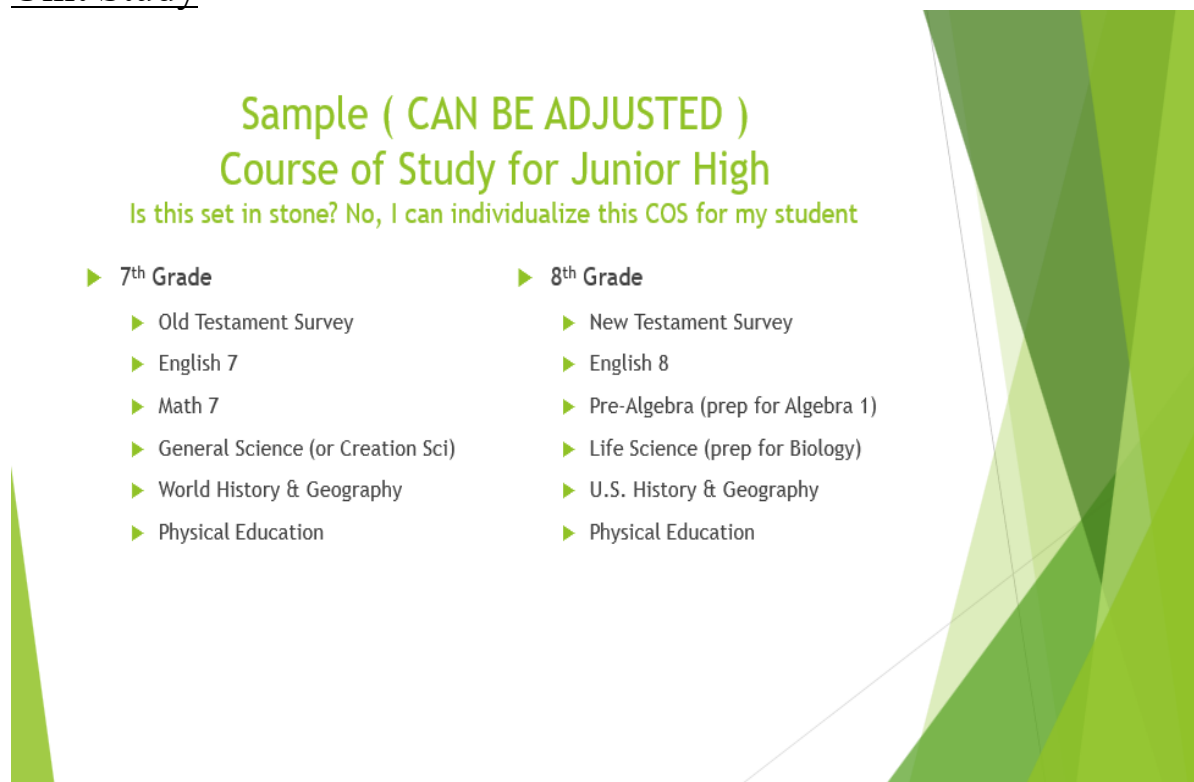
These early teen years are the time to work on the developing of reasoning skills with a lot of research skill practice drills and a lot of answers to the question WHY???

Junior High is a time for:

- Learning the vocabulary necessary for high school
- Establishing the academic study skills necessary for the future
- Establishing the lifetime discipline of daily Quiet Times
- Establishing the lifetime discipline of Exercise and Wellness Routines

A complete Junior High Schedule will be 6 classes per semester

## Unit Study



**Sample ( CAN BE ADJUSTED )  
Course of Study for Junior High**

Is this set in stone? No, I can individualize this COS for my student

▶ <b>7<sup>th</sup> Grade</b>	▶ <b>8<sup>th</sup> Grade</b>
▶ Old Testament Survey	▶ New Testament Survey
▶ English 7	▶ English 8
▶ Math 7	▶ Pre-Algebra (prep for Algebra 1)
▶ General Science (or Creation Sci)	▶ Life Science (prep for Biology)
▶ World History & Geography	▶ U.S. History & Geography
▶ Physical Education	▶ Physical Education

Keystone Academy encourages unit studies even at junior and senior high levels. Classes can be done based on the number of total hours. Teachers using curriculum such as Classical, Konos or Cornerstone Curriculum should work directly with the office to ensure credit will be issued for all courses. Each separate Course of Study and Course Description still needs to always be complete and on file at the office. Daily Lesson Logs are optional but can be useful in showing progress in each subject.

## Number of Classes



A normal public-school load for a 7 - 12th grade student is 6 classes per semester which represents 5 - 6 hours of study. In high school, Keystone will allow 7 classes for students who are planning entry into a college or university which may not allow the Bible units to be counted toward enrollment requirements. By taking 7 classes per semester there are still 6 classes worth of "secular" credit which will be counted by the college of choice. Christian colleges will usually credit all the Bible credits toward entrance.

In the *rare* circumstance that a student needs 7 "secular" subjects and is willing to carry a load of 8 classes he/she may do so. **Bible is required and** will be exchanged to an extracurricular subject with no grade, and no credit. Eight Course Descriptions will be turned in. *The Bible classes will appear as extracurricular* on the transcript, allowing the Bible study requirement to enroll with Keystone to be fulfilled. **Pre-approval is required by the headmaster.**

## Credits and Hours

Keystone's goal is to allow maximum flexibility in accomplishing an individual education. The nature and purpose of a transcript is to reflect in a "universal language" what learning has taken place. The most "universal language" available right now is the public-school standard since most colleges use this model for admission requirements. Each student is aiming toward graduation and maybe going to college. The transcript needs to be precise to indicate that "equivalent" learning has taken place.

For example, a student transfers to a local high school and wants to enroll in Algebra II. The counselor there looks at the transcript to see that the prerequisite, Algebra I, has already been covered. This is done to aid the student in academic success, and to place him/her where he/she belongs. Considering this use for placement, home educating teachers need to reflect accurately on transcripts that the Algebra I class which the student covered, however creatively accomplished, is "equivalent" material, and represents a similar number of hours of instruction and student work to that in a public-school Algebra I classroom.

To be equivalent to a public-school class, there are three ingredients: **Credits, Hours and Mastery of Curriculum.**

- the *method* - or how the learning takes place -is an area of freedom.
- the *curriculum* - the book, workbook, CD, program or video used, secular or Christian - where there also is a choice. An average classroom would make it entirely through a textbook in a year, and
- the *number of hours* the choice will also be there in the sense that if a student learns or reads quickly, he/she need not work at the slower pace which is required in a classroom with students of mixed abilities. Rather add additional materials to complete the number of hours to an equivalent class. An average class of about 45 minutes per day for 90 days per semester = 85 hours of study. Add some additional homework hours to be accomplished off site. The Keystone accepted documentation will be 90 hours of combined class, lecture, study, and homework per subject per semester. These hours need to be documented in writing on the Cover

Sheets or the Extra Curricular activity form for your records.

A student is awarded five credits in California upon satisfactory completion of a semester class with a passing grade of D (usually 60 %) or above.

## 8<sup>th</sup> grade College Prep Checklist

### Junior High College Prep

- ▶ Specific Course titles are good practice for High School
- ▶ Prep for High School: vocabulary and subject intros
  - ▶ Pre-Algebra for 9<sup>th</sup> Algebra, Life Science for Biology in 9<sup>th</sup>
- ▶ Learn to handle money and the value of scholarships, begin a college fund
- ▶ Understand the value of a high GPA (and PSAT tests) to scholarships
- ▶ Financial Aid <http://www.finaid.org> [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- ▶ Test skills: take practice PSAT/SAT/ACTs
- ▶ Start an account at [www.collegeboard.org](http://www.collegeboard.org) and/or [www.act.org](http://www.act.org)
- ▶ Extra Curricular Activities: Beta Club [www.betacub.org](http://www.betacub.org)
- ▶ Congressional Award program [www.congressionalaward.org](http://www.congressionalaward.org)
- ▶ Begin visiting college campuses and consider a study major or job

Begin in 8<sup>th</sup> grade to keep the door open for a Diploma and a transcript that will gain entry.

Decide on 3 colleges, secular, community, and Christian. Send a catalog with entry requirements. Use these requirements to plan your high school courses.

Purchase the *High School Handbook* from CHEA of CA.

Purchase and begin working through SAT & College Prep Course by James Stobaugh, or Princeton Review, or other preparatory workbooks or CDs.

Take Pre-Algebra or Algebra I and a foreign language.

Keep grades up: A's and B's.

Focus on classes and homework - this helps to master the needed study skills.

Visit college campuses and talk to college students about their experiences.

Keep track of hours spent on extracurricular activities such as Junior Beta Club. Sign up for the Congressional Award Program: Use these guidelines for goal setting and to earn an additional award.

Attend the Junior/Senior Workshop at KA in June to prepare and plan out four-year course of study.

## Eighth Grade Graduation

Eighth graders alongside our Kindergarteners, will be honored at a graduation ceremony in June. This event will include caps and gowns purchased by the parents. There will be a Zoom meeting in April to plan this event, and a Rehearsal on the Monday of Graduation week.

## Volunteerism and Extracurricular Activities

### National Beta Club

The Junior Beta and Senior Beta Clubs are nationally recognized service organizations for students in 4<sup>th</sup> through 8<sup>th</sup> grades and 9<sup>th</sup> through 12<sup>th</sup> grades, respectively. The Keystone branch was chartered in 2003. **National BETA has recognized Keystone High School as a School of Merit and a School of Distinction. It has achieved 2025 MVP Service status (awarded to only a select few clubs nationwide), dedicating up to 100 hours of service to our school and community.**

Service projects are chosen and completed by the student members. There are leadership opportunities within the club when club officers are elected. Past projects for the Senior Beta Club include serving at the Rancho Los Amigos National Rehabilitation Center in Downey, as well as participating in the Spring Fair's baked potato dinner and basket auction to benefit the Keystone Parent Association. The Junior Beta Club has participated in Operation Christmas Child, Meals on Wheels, the American Cancer Society's Relay for Life, Shoestring Ranch, and created cards for a nursing home. The clubs meet regularly and have an annual Christmas party and end-of-the-year party. Club membership and service hours will be reflected in the transcript, as logged and submitted by the parent/teacher on the Extra-Curricular form found under the Forms tab on the website, or use the Beta Club Form. These hours are reported to our Junior or Senior Beta Club Parent/Teacher. At the Senior High graduation, Senior Beta students receive a gold seal that is attached to their diploma, as well as a gold sash that is worn during the ceremony.

### U.S. Congressional Award

This U.S. program of awards requires the student aged 14 - 23 to be improving himself or herself in four areas: Volunteer Public Service, Personal Development, Physical Fitness, and Expedition/Exploration. There are 3 certificates and 3 medal levels that may be worked through throughout these years. To enroll in this program, go to: [www.congressionalaward.org](http://www.congressionalaward.org).

### AmeriCorps

The Americorps Medal is new to Keystone Academy with our first Senior to wear a medal in 2025. We will have more information in future years. This is awarded through KPA – Keystone Parent Association. For more information about this program: <https://www.americorps.gov/>

## IV. High School

### IV. High School

#### A Time of Transition

High school is a time of preparation and transitioning into the adult world. Testing, such as the College Board PSAT (11th grade), SAT and ACT, becomes important for college bound students. Courses are planned in semester increments with most classes consisting of a full year, 2 semesters of study with specific course names such as Algebra I. The GPA - grade point average - can only be calculated for students whose parents use the traditional A - F scale. The credits per course, 5 per semester of work, also contribute to the GPA, so that completing the hours per course, an average of 90 per semester, becomes an important factor.

High School is a time for:

- Learning vocabulary is necessary for LIFE.
- Establishing the academic study skills necessary for college.
- Establishing the lifetime discipline of daily Quiet Times for LIFE.
- Establishing the lifetime discipline of Exercise and Wellness Routines for LIFE.

Reasoning: The skill of reasoning continues to mature. The teen years are spent sharpening that reasoning skill, with a LOT of emphasis on WHY?

# High School Planning Chart

## High School Planning Chart

Three columns to compare Credit Requirements:

Keystone Academy, CA Public School, College Prep

Credits awarded will be 5 credits per 90 hours of work over 18 weeks

[www.cde.ca.gov/ci/gs/hs/cefhsggradreq/asp](http://www.cde.ca.gov/ci/gs/hs/cefhsggradreq/asp)

Three years of English

Two years Math: Algebra I

Two years of Science Biology (alive) & Physical (not alive)

Three years Social Science

10<sup>th</sup> World History & Geography

11<sup>th</sup> US History & Geog

12<sup>th</sup> One Sem Amer Govt, One Sem Economics

One year Foreign Language or Fine Arts or Career Tech

\*\*College Entrance requirements


California Community Colleges (CCC) [www.californiacolleges.edu](http://www.californiacolleges.edu)

California State Universities (CSU)  
<https://www.calstate.edu/attend/campuses>

University of California (UC) <https://www.universityofcalifornia.edu/>

\*\* There are 15 Core Subjects UC Entrance Requirements

IGETC <https://admission.universityofcalifornia.edu/counselors/preparing-transfer-students/general-education-and-igetc.html>



### High School Planning Chart

2014 Keystone Academy

Student's Name: \_\_\_\_\_ Date Enrolled: \_\_\_\_\_ Year: \_\_\_\_\_

Subject	9th	10th	11th	12th	Keystone Academy	CA Public School	College Prep (15 core)
Bible					10	10	10*
English					10	10	10*
Mathematics (incl Algebra I)					10	10	10*
Science (incl Physiological Science)					10	10	10*
World History/ Culture/Geography					10	10	10
U.S. History/Geography					10	10	10
American Gov't/Choices					10	10	10
Economics					10	10	10
Visual/Performing Arts					10	10	10**
Foreign Language					10	10	10**
Career Technical Education (900P through 2017)					10	10	10
Health					10	10	10
Physical Ed					10	10	10
Work Experience					10	10	10
Electives (Approved UC a-g list)					10	10	10
<b>Total Credits</b>							

Students Signature \_\_\_\_\_

Keystone Signature \_\_\_\_\_

\* Incl. Alg. I, 2 & Geometry  
 \*\* Lab Required - Choose from Biology, Chemistry, Physics  
 \*\*\* Choose from: Dance, Drama/Theatre, Music, Visual Art  
 \* 11th Grade: American Literature  
 \* 12th Grade: English (British/Literature)  
 \*\* 2-3 years same language (4 for Bilingual)  
 \*\*\* Maximum 30 credits work experience  
100% must submit before the UC Entrance requirements

**Total Credits Required**

240	240	240
220 - 240	240	240
240 - 240	240	240

Use the chart in the appendix of this guide to chart out a four-year plan. This will be covered at the Junior/Senior Workshop in June and reviewed at the student's 11<sup>th</sup> grade appointment.

## Course of Study

### Sample High School Course of Study

Examples of Course Titles for COS form-Repeat after me:  
I can individualize this COS for my student

9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
▶ Life of Jesus	Old Test Survey	New Test Survey	Doctrine
▶ English 9	English Comp	American Lit	British Lit or
▶ Algebra I	Geometry	Trig or Accounting	Calculus or Consumer Math
▶ (or Advanced math track can be 7 <sup>th</sup> Alg 1, 8 <sup>th</sup> Alg 2, 9 <sup>th</sup> Geom, 10 <sup>th</sup> Trig & Pre-Cal, 11 <sup>th</sup> AP Calculus, 12 <sup>th</sup> AP Calculus BC)			
▶ Biology/LAB (Life Science)	Chemistry/LAB (not alive)	Physics/LAB or Creation or Physical Science/LAB	
▶ Elective	World History	American History	Econ/Govt
▶ P.E.	Language or Fine Arts	Language 2	Elective
▶ Optional College Credit: Concurrent Classes at a local or online college, and/or CLEP tests			

An average public school high school COS would consist of 240 credits - Eight semesters each consisting of six classes completing 5 credits each. A Christian school would commonly have 7 classes per semester, ending with 280 credits because Bible classes are required.

**\*\* Remember that your student is special, an individual, not average . . .**

Preferred Electives: Typing, Computer, Performing Arts, to supplement degree chosen

## V. Courses and Curriculum Recommendations

### Individual Junior/Senior High Subjects

**Bible:** Each student is required to study the Bible (book, chapter and verse) every school day of each year enrolled. Studies may center around the Sunday school, or church classes already in progress, or use a text or workbook of some type along with, *but not instead of*, daily Bible study. Use this time to get familiar with Bible aides such as a commentary, Bible atlas, dictionary, and concordance. Chronological and topical studies are allowed. Church history is appropriate only as a *compliment* to daily Bible study. Generally, 7th and 10th grades are an Old Testament Survey class, and 8th and 11th grades are New Testament Survey classes. Patrick Henry and other Bible colleges are pleased to see Old and New Testament Survey on transcripts in 10<sup>th</sup> and 11th grades respectively.

**English:** English 7 is usually a review of elementary English. English 8 prepares for high school. Three years of high school English are required for a diploma. English 9 can be general. For college prep, English 10 is usually Composition, English 11 is usually American Literature, and English 12 is usually English (British) Literature. Abeka and Rod and Staff are good grammar choices. The Institute for Excellence in Writing (IEW) offers a DVD teacher training seminar, *Teaching Writing, Structure and Style*, and is fabulous for teaching writing style. *The Elegant Essay* (also available through IEW) does a great job of teaching the “skeleton” or structure of an essay: developing a thesis, writing introductions and conclusions, creating body paragraphs and transitions between paragraphs. For literary analysis, *Windows to the World* by IEW is terrific using short stories to teach how to identify the theme, conflict, plot structure and other elements of literary analysis. Once the course is completed, you can use it with any college-bound booklist for American Literature or British Literature to round out a literary education. Another option is *Teaching the Classics* by Adam and Missy Andrews. This is a DVD seminar that teaches the teacher how to teach literary analysis. (It is to literary analysis what IEW is to teach writing.) Like *Windows to the World*, it also uses short stories to teach concepts. Excellent. Using the Socratic method in teaching literature so is particularly useful for those using a classical homeschool model.

**Mathematics:** Math 7 is usually a review and Math 8 is usually Pre-Algebra. Two years of high school math including Algebra I are required for a diploma. For adulthood, a year of General Math and a year of Consumer Math are good choices. For college prep, the usual 4 years are in this order: Algebra I, Geometry, Algebra II, and Trigonometry/Pre-Calculus. The Saxon books are favorites for home educators. BJU, ABEKA and Switched on Schoolhouse offer good Geometry courses. For parent/teachers who need tutors in math: Key Board Enterprises offers videos for Algebra I & II. Videotext offers an excellent video Algebra and Geometry course. Teaching Textbooks has had many great reviews and offers lectures and problem solutions on CD. BJU also offers these courses on satellite, and Alpha Omega offers these on a flash drive with their Switched-on Schoolhouse. Math U See also offers DVD courses. Khan Academy has good, free online math tutorials and practice. Go to [www.KhanAcademy.org](http://www.KhanAcademy.org)

**Social Science:** In Junior High, 7th grade is usually some World History and Geography and 8th is usually U.S. History and Geography. Three years of High School Social Studies are required for a diploma. This is the usual sequence: 10th grade World History and Geography, 11th grade US History and Geography (this coincides with 11th grade English - American Lit) and 12th grade one semester of Economics and one semester of American Government. *For Such a Time as This Ministries* offer these history courses from a critical thinking perspective. Inspired by the works of Francis Schaeffer, *Cornerstone Curriculum* offers these 7th - 12th courses woven through *Starting Points* for 7th & 8th and the three years of *Worldviews of the Western World* for high school students. Cornerstone Curriculum is excellent for Patrick Henry College or political science/pre-law majors. Beautiful Feet Books offers a literature approach with lesson plan books for high school World and US History. *A Patriot's History of the United States* by Schweikart and Allen has gotten excellent reviews as has Hakim's *History of US* series. Konos offers high school unit studies. ABEKA, BJU, and Alpha Omega have traditional social studies curriculum. Hillsdale College offers free online courses in government and economics. Geography Matters Trail Guide to World Geography is an excellent resource and can be used with multiple grade levels. [www.geomatters.com](http://www.geomatters.com)

**Science:** Science for 7th & 8th grades is usually general and covers a unit or two in each of the many areas to develop the student's interest. Apologia offers *Exploring Creation with General Science* and *Exploring Creation with Physical Science* in book or CD. Cover career possibilities and important science biographies of individuals. In high school, two years of science are required for a diploma. Each year of Physical Science and Biology will complete the requirements. Astronomy, Zoology, or any other science course can also be appropriate. College prep usually requires 3 years in this order: Biology plus Lab, Chemistry plus Lab, and then Physics plus Lab. When choosing a science curriculum, consider that a course that includes video or computer programs which offer lectures and reading only with no hands-on labs would be incomplete for a college prep class. Apologia offers General Science, Physical Science, Biology, Chemistry, Human Anatomy and Physics plus labs from a Christian apologetics perspective. ABEKA and Bob Jones also have good traditional science texts.

**Fine Arts/ Foreign Language:** For junior high, these would be electives. For a Keystone Academy diploma, the student needs one year of either. *Music & Moments with the Masters* and *Adventures in Art* by Cornerstone Curriculum is a good choice for either Art Appreciation or Music Appreciation. How Great Thou Art offers video drawing courses. Some colleges will accept Sign Language as meeting the foreign language entrance requirement, others will not. The most common foreign languages are Spanish, German or French. Most colleges require 2 consecutive years of the same foreign language, with the trend becoming 3 years preferred in the same language. The Learnables, Rosetta Stone, and Power Glide are good curriculum choices for languages. The Latin Road to English Grammar is excellent for teaching Latin and reviewing English grammar at the same time.

**Health:** Health is not required by the CDE and therefore not required for a Keystone diploma. Many topics are typically covered in Biology. For a Christian health text choose *Total Health* which may be studied for a full semester or stretched to a year. Available from Christianbook.com. Sex education is covered as part of preparation for life and part of the health course. It is not usually listed as a separate subject. Consider Christian curriculum which emphasizes purity and abstinence before marriage and healthy sexual relations within the context of marriage.

**Driver's Education:** is not required. Check the DMV website for local schools. Rainbow Resource catalog does have a Driver's Education curriculum from Starline Press as well as an interactive software *Driving School* CD. [www.rainbowresource.com](http://www.rainbowresource.com) .Driver's Education is extracurricular; no credit is issued.

**PE:** Both 7th and 8th grades still have full years of PE as requirements. A high school diploma requires 2 years of daily PE. Various PE classes are sometimes offered at Academy Days. Swimming has been available through Keystone Academy sponsored classes at the YMCA as interest allows. Participation in a Keystone partnered CIF sports team will meet this requirement. Please use this time to instill a lifelong love of exercise and do it heartily unto the Lord. Do not skimp here.



**Testing:** Testing is not required in California private schools; private schools are not required to take the California High School Exit Exam given to public school students. Taking the ACT and College Board Tests (PSAT and SAT) can lead to scholarships for college applicants. One semester (5 credits) of elective credit in Test Skills may be issued to the student who is working through a computer program or textbook in preparation for tests when 90 or more hours are documented. Stanford Achievement Tests (also called SAT's) are available through BJU for K - 12 and now are taken online. BJU also offers the Iowa Assessment Test which can be ordered and taken at home. James Stobaugh has an excellent *SAT College Preparation Course for the Christian Student*. Also recommended: *Princeton Review*, or *SAT College Prep Course*. The CHSPE, California High School Proficiency Exam, can be taken to exit high school early. [chspe@cde.ca.gov](mailto:chspe@cde.ca.gov) or 916-319 - 0330.

**Electives:** The rest of the required credits for graduation will fall into the elective category. Keystone allows most electives requested. Subjects that prepare for a future career also belong here. Work experience credits are also electives.

**Extra-Curricular:** Piano, other classes, employment, and volunteer activities should be logged by hours and reported on the Extra Curricular form for mention on the transcript.

## What about High School Health?

- ▶ In California, the high school health class is not required by the CDE.
- ▶ Therefore, Keystone students are not required to take a health class after 6<sup>th</sup> grade.
- ▶ Most public high schools require a health class for graduation, therefore if your student plans to transfer into a public school, the family may choose to meet that requirement while in Keystone under parent supervision.
- ▶ The High School health book that we are familiar with, and most often recommended is *Total Health*, available from [Christianbook.com](http://Christianbook.com) or the *Abeka Health Book*. Several curriculum companies offer a course on Health from a Christian perspective
- ▶ Sex Education
- ▶ Gender Identity

## Summer School

Students who are in year-round school do not get additional summer school credit because July and August are part of their regular 36-week academic year. Summer school credit is awarded

when students who have completed their regular 2 semester school year between September and June do additional work during the summer. It is possible to use summer school to repeat failed classes.

Keystone recommends students get a two week break before starting summer school and two weeks after finishing before returning to regular studies for the next year. In the 8 weeks left, a maximum of 10 credits, 2 different one semester classes (5 credits each), or a one-year class (two semesters of the same subject for 10 credits) representing about 180 hours of study is all you may schedule. (8 weeks x 5 days = 40 days). 180 hours divided by 40 days means the student must study an average of 4 hours per day.) Again, the three ingredients for any semester class remain the same.

Keystone Academy will issue no more than 10 units of summer school credit. To receive the credit, **the course must be pre-approved**, the student must be enrolled, and all paperwork must be completed on Re-Enrollment Day. Summer school classes taken in July or August will be posted to the previous year. The family *must be enrolled before classes begin, and Course Descriptions must be on file in the office*. The Summer School Course of Study/Final Grade form is under the Forms tab on the school website. Regular monthly tuition applies.

## Extra-Curricular Activities

Public schools handle karate, piano lessons, jobs, volunteer activities and other such subjects as extra-curricular and usually do not list them on the transcript. These are activities that are done on a personal student basis outside the classroom. Keystone Academy will list extra-curricular activities if the Parent/Teacher *documents the hours and submits an Extra-Curricular form found under the Forms tab on the website*. Extra-curricular activities can be documented through the Junior and Senior Beta Clubs. Turn in a final copy of the Extra-Curricular form indicating hours accomplished with the final grade form at the semester and end-of-the-year.

## Sports

As student interest allows, our high school students have the opportunity to participate in a variety of CIF sports including boys/girls volleyball, boys/girls basketball, and baseball. New sports may be added as interest arises. To be eligible for CIF, students must maintain a 2.0 GPA. ALL paperwork must be current. In addition to semester grades, students must submit progress reports at the 1<sup>st</sup> and 3<sup>rd</sup> quarters. This form is located under the Forms tab on the school website. Each year a separate athletic packet will be emailed to high school students detailing the requirements, sports offered, expectations, fees, etc. for participation. CIF has firm guidelines therefore ALL paperwork MUST be submitted in a timely manner and GPA must be verified or the student WILL NOT be eligible to participate.

## Class Ring

Walmart can produce a class ring with the name Keystone Academy around a stone. Go to Walmart.com to order. Many Keystone families have purchased class rings through Walmart. Jostens will also do custom rings.

## Work Permits and Work Experience

Work Permits may be obtained through Keystone Academy. The permit is requested after the student has a job, for that particular job. The permit will have to be signed by Keystone staff, and the employer. The permit is granted for *that particular job*, so change in job requires new permit. More information on work permits can be found in the *High School Handbook*. Keystone Academy will allow a maximum of 30 units of elective Work Experience credit at 5 per semester to be granted over a 3-year time.

## Senior Year Activities

Each year, seniors and their parent/teachers plan special activities throughout the year and assist in planning the graduation ceremony in June.

## Keystone Academy High School Diploma/Graduation Requirements

### HIGH SCHOOL DIPLOMA /GRADUATION REQUIREMENTS

1. Minimum age: 17 years old
2. Four full years of High School studies, min 230 credits
3. Minimum of 11<sup>th</sup> and 12<sup>th</sup> in Keystone Academy School
4. Maintain a minimum grade level of "C" or GPA of 2.0
5. Private school students are not required to take the HS Exit Exam
6. A diploma will not be awarded based on CHSPE scores
  1. California High School Proficiency Exam (CHSPE)  
Passing this is equivalent to a diploma for ages 16 -18; Ages 18 + GED  
<https://www.chspe.org>

**Keystone Academy required Subjects are similar to  
but not as extensive as the College Entrance requirements  
\*\* Check the entrance requirements of the preferred college  
See the High School Planning Chart**

- 40 credits of Bible, read and study the Bible every day of enrollment
- 30 credits of English or three full years of English
- 20 credits of Math, Algebra I is required
- 20 credits of Science, a life science (Biology) and  
a non-life (Physical Science)
- 30 credits of Social Science: 1 year, World History & Geography, 1 year of U.S. History  
& Geography, one semester of American Government, and one semester of Economics
- ten credits of Fine Arts or Foreign Language ( Yes, Sign Language is a foreign language)
- 20 credits of Physical Education

Minimum Age: 17 years old

Successfully complete four full years of academic study. Minimum of 11th and 12th enrolled in Keystone. 9<sup>th</sup>-11<sup>th</sup> grade please plan for six classes, maximum of seven.

12<sup>th</sup> grade please plan for five classes, maximum of seven.

Complete a minimum of 230 units over the four year study

Maintain at least a C grade point average (GPA).

Proficiency Test: Diplomas are not granted based on passing the CHSPE. Private schools in California also are not required to take the high school exit exam.

### Course Requirements for Graduation

**Bible:** 40 credits, 4 full years, or every year enrolled

**English:** 30 credits 3 full years

**Math:** 20 credits, 2 full years including Algebra I

**Social Science:** 30 credits consisting of 1 year World History & Geography, 1 year of U.S. History and Geography, and 12<sup>th</sup> grade - 1 semester Economics and 1 semester American Government

**Science:** 20 credits, 2 full years including biology and physical science

**Physical Ed:** 20 credits, 2 full years

**Fine Arts /or/**

**Foreign Lang:** 10 credits, 1 year of Fine Arts OR 1 Year of Foreign Language\*

**Electives:** 5 credits per semester as needed to complete the minimum of 230 credits\*\*

\* Sign Language may fulfill the Foreign Language requirement; check with your college of choice.

\*\*Work experience: A maximum of 30 credits at 5 per semester over 3 years.

# 11th grade Appointments

## 11<sup>th</sup> Grade Appointment

To be scheduled in the fall of the 11<sup>th</sup> Grade

This appointment is for the student to secure Graduation. Expect to review the 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup>, and plan 12<sup>th</sup> grades. We will make any revisions or suggestions. This appointment generally takes 90 minutes per student.

Scholarships[www.fastweb.com](http://www.fastweb.com)

Deanna Ludlam - Academic Advisor

[deanna@consulting4college.com](mailto:deanna@consulting4college.com)

NACAC National Assn. for Virtual College fairs,  
practice essays, and admission Counseling  
<https://www.nacacattend.org/fairs/virtualfairs>

### Letter of Intent to Graduate

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

Dear Keystone Academy:

I, \_\_\_\_\_, am enrolled in Keystone as an 11th grade student,  
and plan to graduate in June, \_\_\_\_\_.

Please call me to schedule my 11th grade appointment. I understand this will be with me, and  
my Parent/Teachers, and will take about 2 hours of our time.

Sincerely,

Student Name: \_\_\_\_\_

Class of \_\_\_\_\_

Students who plan to graduate from Keystone **are required** to make an appointment through the office with Mrs. Gerl during the 1st semester of their 11th grade year. This is a personal appointment for the student, which usually takes about 1 1/2 hours. Parent-teachers are encouraged to attend as well. Classes for 9th, 10th, and 11th grade are plotted on the four-year planning chart. Classes for 12th grade are projected, and parents, students and Keystone staff all sign the agreed upon plan for 12th grade. Keystone representative, parent and Student will sign the chart. Keystone Staff will follow through to check the 12th grade Course of Study in the fall and spring of the senior year.

Please print, sign and bring the Letter of Intent to Graduate to the meeting.

## Letter of Intent to Graduate

Date \_\_\_\_\_

Dear Keystone Academy:

I, \_\_\_\_\_ am enrolled in Keystone as an 11th grade student, and plan to graduate in June,

\_\_\_\_\_.

My 11th grade appointment is \_\_\_\_\_ (date) at \_\_\_\_\_ (location)

I understand this will be with me, and my Parent/Teachers, and will take about 2 hours of our time.

Sincerely,

Student Name

Class of \_\_\_\_\_

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# Transcript

## High School Transcript

### College Acceptance

To date all Keystone Grads have been accepted into the college of their choice.

With over 200 Alumni, we have graduates from many community colleges and universities across the U.S.

- ▶ NCAA
- ▶ National Collegiate Athletic Association
- ▶ Keystone has a Graduate that followed this, our transcript was accepted, and she went to USC on a scholarship on the Volleyball team.

A transcript is simply a written record documenting what learning has taken place and when it has taken place. Keystone Academy will post the grades on a transcript and provide copies as needed to future schools or colleges. A junior high transcript covers work done in 7<sup>th</sup> and 8<sup>th</sup> grades. A high school transcript covers 9<sup>th</sup> -12<sup>th</sup> grades. These transcripts list classes by semester and post semester grades.

**A transcript is simply a record of what learning has taken place.**

## Alumni transcripts

All Keystone Alumni receive three free official transcripts upon graduation. Future copies can be ordered online under the Keystone tab. Requesting Keystone Academy transcripts for colleges with less than two- weeks' notice incurs a rush fee of \$25.00. **Please, plan ahead.**



## High School College Prep

- ▶ Learn to handle money, and the value of scholarships, begin a college fund
- ▶ Understand the value of a high GPA to scholarships, PSAT tests
- ▶ For Such a Time as This Ministries [www.forsuchatimeasthis.com](http://www.forsuchatimeasthis.com)
- ▶ Financial Aid <http://www.finaid.org> <https://studentaid.gov/h/apply-for-aid/fafsa>
- ▶ Test skills: take practice PSAT/SAT/ACTs
- ▶ Start an account at [www.collegeboard.org](http://www.collegeboard.org) and/or [www.act.org](http://www.act.org)
- ▶ Extra Curricular Activities: Beta Club is a source of scholarships [www.betacub.org](http://www.betacub.org)
- ▶ Congressional Award program the highest honor for civilian youth awarded by the U.S. Congress [www.congressionalaward.org](http://www.congressionalaward.org)
- ▶ Begin visiting college campuses and consider a study major or job op
- ▶ NACAC National (virtual) College Fairs- <https://www.nacacattend.org/fairs/virtuallfairs>
- ▶ 10<sup>th</sup> sign up Aug, Oct take practice PSAT; Test Skills classes, practice SATs
- ▶ 11<sup>th</sup> sign up Aug, Oct take the PSAT; Common College App <https://www.commonapp.org/>, practice scholarship essays, one application sent to several colleges, tab for Financial aid, more FAFSA help
- ▶ 11<sup>th</sup> appointment - for 12<sup>th</sup> grade, fill in the Senior Letter of Recommendation
- ▶ 12<sup>th</sup> Take the SAT/ACT, early entrance check the website for deadline/s; scholarship searches

## College Prep Checklist 9th - 12th

### 9th Grade

Re-read the *High School Handbook* from CHEA of CA, project the four-year plan.

Research where to take the PSAT in 10<sup>th</sup> or 11<sup>th</sup> grade. Begin three-year prep program from SAT Prep book or Princeton Review.

Take more challenging courses to expand knowledge and stretch the mind. If you are heading to UC or CSU: know the college admission requirements. Plan courses accordingly.

Keep the GPA up to 3.0 or above (A's and B's).

Participate in school activities.

Use the Extra Curricular or Beta Club form to keep track of the hours spent on extracurricular activities such as Beta Club or Yearbook. Continue the Congressional Award program: Use these guidelines for goal setting and to earn an additional award, or AmeriCorps Program.

### 10th Grade

Study to take the PSAT this year and/or in 11<sup>th</sup> grade; use results to plan improvement.

Visit each of the colleges. Make an appointment with a financial aid counselor. Begin looking for scholarships.

Continue through the SAT Prep book.

GPA of 3.0 or above is still important.

Attend college information program/s and visit campuses (Biola is close and usually hosts a Christian college fair in October). The National Association for College Admission Counseling (NACAC) also hosts a college fair with hundreds of colleges in attendance. [www.nacacfairs.org](http://www.nacacfairs.org)

Use the Extra Curricular or Beta Club form to keep track of the hours spent on extracurricular activities such as Beta Club or Yearbook. Continue the Congressional Award program: Use

these guidelines for goal setting and to earn an additional award, or AmeriCorps Program.

## 11th Grade

Register in August for the PSAT; take the PSAT in October. Use results to plan improvement. Good scores here = scholarships.

\_\_\_\_\_ Make sure to attend picture day in September; you will need the student ID for the PSAT.

In September, email the Letter of Intent to graduate. 11th grade appointment with Mrs. Troutt and Mrs. Gerl.

Take the SAT and ACT in the spring; take the CHSPE if you wish.

GPA of 3.0 or above is still important; the second semester of your junior year is very important to colleges

Begin formal applications for scholarships. Parents: Your taxes this year and next year will be used to apply for scholarships so file in January.

Consider taking 1 or 2 courses at a junior college, or CLEP, or online college study.

Apply to college/s. Look for scholarships.

Keep track of hours spent in extracurricular activities such as Beta Club or yearbook. Continue the Congressional Award program: Use these guidelines for goal setting and to earn an additional award.

Assist and attend the June Keystone Academy Graduation; serve at reception for the senior class.

\_\_\_\_\_ Use the Extra Curricular or Beta Club form to keep track of the hours spent on extracurricular activities such as Beta Club or Yearbook. Continue the Congressional Award program: Use these guidelines for goal setting and to earn an additional award, or AmeriCorps Program.

## 12th grade

Register in August for the SAT & ACT; take the test/s in November.

**For homeschoolers, you will need these scores for your GPA verification needed to apply for a Cal Grant (college financial aid) which is due March 2.**

Make sure your senior course matches your 11th grade agreement.

\_\_\_\_\_ October – Apply for FAFSA online. Parents: Your taxes from the “prior, prior year” will be used to apply for aid and scholarships. For example, you are filing a 2017-18 school year FAFSA. Your taxes from 2015 will be used to determine eligibility. You may use the IRS Data Retrieval Tool to automatically import tax information into your FAFSA, which makes the process much easier. **FAFSA is needed for Cal Grant which needs to be mailed before the March 2 deadline.**

Use the Extra Curricular or Beta Club form to keep track of the hours spent on extracurricular activities such as Beta Club or Yearbook. Continue the Congressional Award program: Use these guidelines for goal setting and to earn an additional award, or AmeriCorps Program.

Continue the Congressional Award program: Use these guidelines for goal setting and to earn an additional award.

Talk to friends and school leaders about letters of recommendation. Fill out the Senior Letter of Recommendation located in the appendix of this guide to assist Keystone in drafting a letter of recommendation if required.

Apply to colleges of choice.

Apply for scholarships, using the above letters.

Re-take the SAT or ACT if better scores are needed.

Consider and take SAT II and CLEP tests.

GPA of 3.0 or above is still important.

February: Acceptance letters begin coming; make sure all applications are submitted with GPAs as well as financial applications.

## College Entry: Is my Keystone student in a private school or a homeschooler?

- ▶ Our Keystone Academy transcripts are from a private Christian School in California
- ▶ For UC, CSA, and all private colleges: we proceed with the transcript as a private school.
- ▶ Some colleges will also require a copy of the diploma
- ▶ <https://studentaid.gov/announcements-events/fafsa-support>
- ▶ For purposes of the FAFSA (Free Application for Student Aid), the first step to all Scholarships
- ▶ He/she is a homeschool student
- ▶ Federal Aid
- ▶ **2024-25 College Academic Year**
- ▶ **FAFSA** is open all year long this year. July 1, 2024 – June 30, 2025. You must submit a FAFSA form every year you plan on attending college as an undergraduate, graduate, or professional student. Beyond the federal deadline listed above, there are two other key FAFSA deadlines to consider when filling out your form: college and state, and College App deadlines

## Financial Aid:

### Step One for College Scholarships FAFSA Application - Free Application for Federal Student Aid

[https://studentaid.gov/announcements-  
events/fafsa-support](https://studentaid.gov/announcements-events/fafsa-support)

To verify the GPA for college entrance,  
plan to take an acceptable test before March 2.  
The Tests that will be accepted to verify GPA for the Cal Grant are  
SAT, ACT, GED (age 18 or have an age waiver), and HiSET.

#### Additional Free Application for Federal Student Aid (FAFSA) Information for 24-25:

##### STEP 1: SUBMIT THE FAFSA OR CADAA

The 2024-25 Better FAFSA/Better CA Dream Act application will be open by  
December 31, 2023. The Commission's [Frequently Asked Questions about Better  
FAFSA/Better CADAA](#) are available online.

**Deadline: May 2, 2024**

**Secondary Deadline: September 3, 2024, applicable for Community College  
students.**

<https://www.csac.ca.gov/how-apply>

#### **CCS Financial Aid Profile**

Student toll free number for profile registration: 1-800-239-5888  
or online at [www.collegeboard.com](http://www.collegeboard.com)

#### **National Merit Scholarship Corporation**

1-847-866-5100

**SallieMae CollegeAnswer service**

1-888-888-3460 or <https://ww2.salliemae.com/>

**Next Stop College**

1-800-227-6734, [nextstopcollege@collegeboard.org](mailto:nextstopcollege@collegeboard.org)

**Fund your Future**

[www.edfund.org](http://www.edfund.org) from the California Student Aid commission is for high school counselors.

**FAFSA**

This should be done in October of your senior year. <https://fafsa.ed.gov> *Be very careful.* This stands for the FREE Application for Federal Student Aid. Watch the URL address. It is a government website and there are no fees involved. If you google “FAFSA” there are fraudulent companies with a similar web address that will take your money to fill out this free form for you. Even families who feel they may not qualify for government aid, need to complete this. Most colleges will want this done before determining other grants or scholarships. **A completed FAFSA is needed by the March 2 deadline and is used for determining Cal Grant awards. On the FAFSA form, choose homeschool, do not choose private high school.**

**Cal-Grants**

[www.calgrant.org](http://www.calgrant.org) These are scholarships funded by our tax dollars. A couple of excellent, copyrighted month-by-month lists of what to do to apply for scholarships.

**MARCH 2 DEADLINE. A completed FAFSA as well as GPA verification are needed. For homeschoolers, you will need SAT/ACT scores for GPA verification. PLAN AHEAD!!**

<http://www.certicc.org>

Resources for funding college and offers general information on California colleges.

**Fastweb**

[www.fastweb.com](http://www.fastweb.com) – Database of private sector scholarships and grants

**Other Resources:**

*College Admissions* - a Guide for Homeschoolers by Judy Gelner

*Earn & Learn*, a booklet about Cooperative Education by Octameron Associates

*Financial Aid Officers* What they do to you and for you by Octameron Associates

*The A's and B's of Academic Scholarships* - 100,000 ways to beat the high cost of College by Octameron Associates

*The High School Handbook* by Mary Schofield



**The Cal Grant** is a California-specific financial aid allocation that does not need to be paid back. Cal Grant applicants must apply using the **FAFSA** or **CA Dream Act Application**, by the deadline and meet all eligibility, financial, and minimum GPA requirements of either program.

Grants are for students attending Universities of California, California State Universities or California Community Colleges, or qualifying independent and career colleges or technical schools in California.

There are three kinds of Cal Grants — A, B and C — but you don't have to figure out which one to apply for.

Your eligibility will be based on your FAFSA or CA Dream Act Application responses, your verified Cal Grant GPA, the type of California colleges you list on your application, and whether you're a recent high school graduate. Here is the list of Eligibility Requirements

<https://www.csac.ca.gov/cal-grants>

**The California High School Proficiency Exam (CHSPE)** can be taken age 16-17 to exit High School early, and is covered later in this workshop

**The California High School Exit Exam** is not required for any private high schools in California, thus Keystone Academy students are not required to take it.

## VI. College

### Concurrent Enrollment

High school students are allowed to enroll in concurrently with a local college if permission is granted from the high school. Some colleges have their own forms; some ask you to bring a Keystone Academy form. All must be signed by the principal (Headmaster or Administrator). Keystone Academy will accept college units toward high school graduation. For the transcript the class will be entered with a \* note "see attached transcript" so that any future college will give the student college credit. To be included as part of the student's high school transcript, the parent/teacher is responsible for getting the proper college transcripts forwarded to Keystone from the college in a timely manner.

Community colleges may expect an unofficial transcript as well as their form/s signed by Keystone staff. Please, plan. Contact the office for the unofficial transcript. Rush fee of \$25.00 if less than two-week notice.

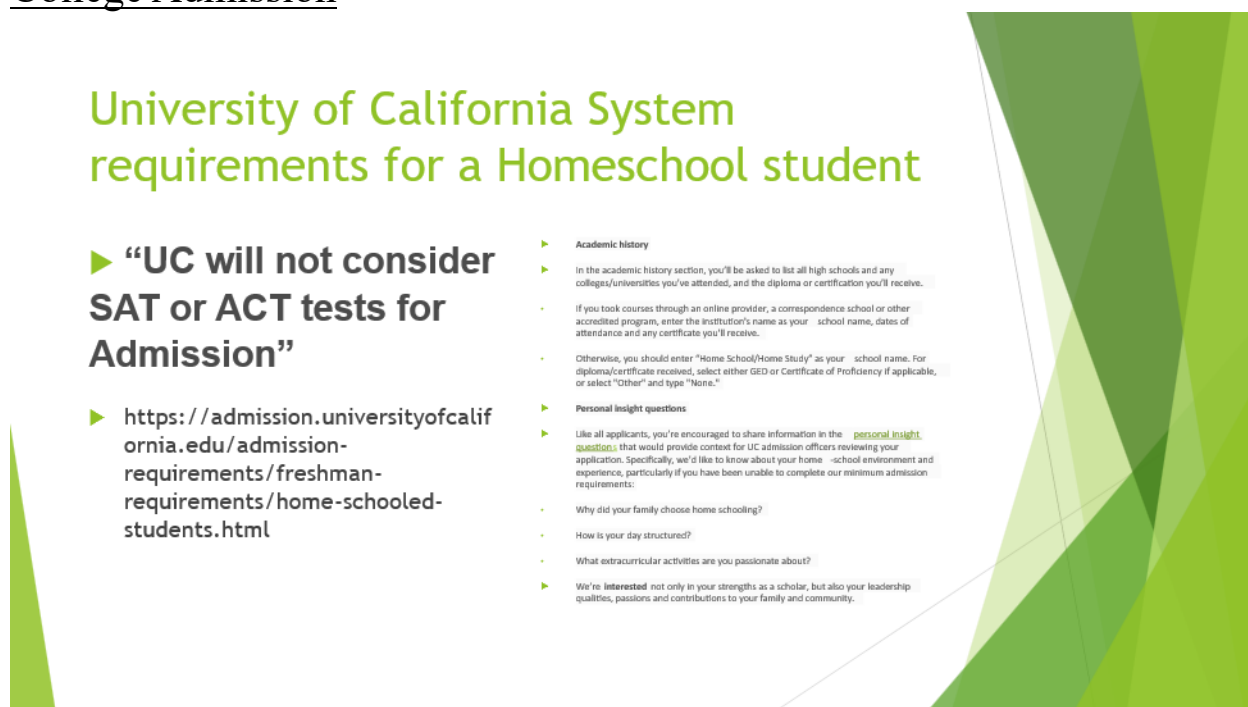
Coastline Community College: <https://www.coastline.edu/admissions-and-records/dual-enrollment>. Keystone students have successfully taken many online courses here while enrolled in high school. Admissions: 11460 Warner Ave, Fountain Valley

Students from Keystone have also successfully been dually enrolled at Long Beach City College, Fullerton College, Cerritos College, GoldenWest College and Rio Hondo College. See their websites and search for high school concurrent or dual enrollment.

In addition to community colleges, private Christian colleges provide for concurrent enrollment.

Keystone students have been dually enrolled with Master's College, Grand Canyon University, Southwestern, Colorado Christian, and Hope International.

## College Admission

An infographic titled "University of California System requirements for a Homeschool student". It features a green geometric background on the right. The text is organized into sections with bullet points. The first section states that UC will not consider SAT or ACT tests for admission and provides a URL. The second section is divided into "Academic history" and "Personal insight questions", each with specific instructions for homeschool students.

**University of California System  
requirements for a Homeschool student**

- ▶ **“UC will not consider SAT or ACT tests for Admission”**
- ▶ <https://admission.universityofcalifornia.edu/admission-requirements/freshman-requirements/home-schooled-students.html>
- ▶ **Academic history**
  - ▶ In the academic history section, you'll be asked to list all high schools and any colleges/universities you've attended, and the diploma or certification you'll receive.
  - ▶ If you took courses through an online provider, a correspondence school or other accredited program, enter the institution's name as your school name, dates of attendance and any certificate you'll receive.
  - ▶ Otherwise, you should enter "Home School/Home Study" as your school name. For diploma/certificate received, select either GED or Certificate of Proficiency if applicable, or select "Other" and type "None."
- ▶ **Personal insight questions**
  - ▶ Like all applicants, you're encouraged to share information in the **personal insight questions** that would provide context for UC admission officers reviewing your application. Specifically, we'd like to know about your home-school environment and experience, particularly if you have been unable to complete our minimum admission requirements:
    - ▶ Why did your family choose home schooling?
    - ▶ How is your day structured?
    - ▶ What extracurricular activities are you passionate about?
  - ▶ We're interested not only in your strengths as a scholar, but also your leadership qualities, passions and contributions to your family and community.

To date, all Keystone Academy alumni who have applied got in to a college of their choice. Applying early and looking for good scholarships are usually a key. Apply during the late junior or early senior year. By applying in the late junior year (for the appropriate fall - 2 years later) a student can be accepted for the fall term 2 years in advance giving the college finance counselors a full year to help with financing. Doing well on the SAT and ACT testing also gives the student an edge here. Taking them in the junior year enables the student to take them again in the senior year if scores need to be improved.

## Testing

### **PSAT/NMSQT/SAT/AP - College Board Testing [www.collegeboard.org](http://www.collegeboard.org)**

These are college entry tests given by The College Board organization. Most colleges no longer require for admission; however, as homeschool student, you will SAT or ACT scores instead of a GPA verification for a Cal Grant. Keystone's SAT/College Board ID # is 052179.

The **PSAT/NMSQT** has a dual purpose; it is a practice test for the SAT, and it is a qualifying exam for the selection of National Merit Scholars. It is suggested that students take the test their sophomore year as a practice run and again their junior year when they are able to qualify for scholarships. [www.collegeboard.org](http://www.collegeboard.org)

The **SAT** (not to be confused with the Stanford Achievement Test with the same initials) is designed to test math and verbal skills. Beginning in 2021, The College Board has eliminated the optional essay component to the test. While the PSAT is a practice test, the SAT is used for college admissions. The student should take it for the first time in the spring of his junior year then again a second time in the fall of his senior year. Waivers for fees are available. Full information is available from [www.collegeboard.org](http://www.collegeboard.org). The parent/teacher and student must plan this in advance to allow for signatures from the office on the applications as needed.

The **SAT Subject Tests** have been discontinued by The College Board as of 2021. Students are encouraged to take Advanced Placement exams in place of the subject tests.

**AP - ADVANCED PLACEMENT COURSES** - The following information comes from HSLDA: Advanced Placement courses are rigorous courses taken in high school but taught on a college level.

In order for homeschoolers to label courses as “Advanced Placement” on their high school transcripts, the course syllabus must now be pre-approved by the College Board AP Central. (AP® is a trademark and to use it without approval is illegal.) Besides studying the course material, students also prepare to take an Advanced Placement test administered through the College Board. If students score well enough on the AP test, students can earn college credit for the course. Individual colleges set their own policies regarding which AP tests they recognize and what score must be attained to receive credit. For more information see Testing. The following individuals/organizations offer AP® courses online to homeschoolers:

Debra Bell’s Resource Center

[AP Calculus AB: online interactive class for homeschool student \(highschoolmathlive.com\)](https://highschoolmathlive.com)

Homeschool-Teachers.com

HSLDA Online Academy

[Courses: Diplomas & Courses: IU High School: Indiana University](#)

Keystone National High School

Northstar Academy

Pennsylvania Homeschoolers

[UNHS Courses | Browse Courses | University of Nebraska High School](#)

[Home - Write From The Heart](#)

### **Supplemental AP Test Prep**

D.I.V.E. AP Physics

### **ACT**

This college entry test is given by ACT Incorporated. This test is useful to college admissions officers in comparing applicants from different schools with widely varying courses and grading standards. It is a three hour multiple choice exam with four sections: English, Math, Reading and Science reasoning. The student should take the ACT for the first time during the spring semester of his junior year and again in the fall of his senior year. Information is available at [www.ACT.org](http://www.ACT.org).

**Which test should my child take?** Consult a current college guide book. Certain types of



students do better on the different tests. The SAT is now using common core math so many advisors recommend homeschoolers take the ACT as an alternative test. Both tests now do not deduct for wrong answers so if a student runs out of time at the end of the test a student should pick one answer choice and bubble it in down the remainder of the test. Again, test prep guidebooks can be a big help in deciding which tests to take and how to study for them, as well as your strategy in taking them. The ACT and the College Board produce an ACT/SAT Concordance Table that allows users to compare scores from ACT and the SAT. [www.act.org/concordance](http://www.act.org/concordance).

### **SAT/ACT Test Prep**

For help in improving test scores [www.kaptest.com](http://www.kaptest.com) offers customized individual areas of weaknesses. Eknowledge - [www.eknowledge.com](http://www.eknowledge.com) offers a free/low cost online course. Khan Academy also has a free test prep course: <https://www.khanacademy.org/test-prep/sat>. The SAT College Board also has a SAT question of the day. Go to [www.collegeboard.org](http://www.collegeboard.org) for more information. ACT offers free ACT Academy which is a free personalized online learning tool and test practice program. [www.act.org/academy](http://www.act.org/academy). ACT also offers a free test preparation booklet [www.act.org/theact/testprep](http://www.act.org/theact/testprep).

**Please, plan ahead.**

### **CLEP Testing**

The College Board who offers the above tests also offers CLEP - College Level Entrance Program. Students who pass these tests often qualify for college units, and can eliminate various classes. For example, a Keystone student taking Algebra I could also study through the CLEP prep book for the Algebra test, and take the CLEP test at the end of his high school year. If he passes the test, he gets college credit, and will not have to repeat the class later in college. [www.collegeboard.org](http://www.collegeboard.org) gives full info including a listing of colleges who accept CLEP units.

**University of California System  
Coursework:  
A - G Requirements**

**Subject Requirements**

To be eligible for admission to UC San Diego, you must complete UC College preparatory courses (A-G courses) in the subjects below and earn a "C" grade or better. Complete at least 11 of the 15 courses before your senior year of high school.

[HTTPS://ADMISSIONS.UCSD.EDU/FIRST](https://admissions.ucsd.edu/first)

"a-g" Courses	Years
a. History/social science	2
b. English	4
c. Mathematics	3 (4 recommended)
d. Laboratory science	2 (3 recommended)
e. Language other than English (or other second language)	2 (3 recommended)
f. Visual and performing arts	1
g. College preparatory elective	1

**IGETC is not an AA**

It does fulfill the first 2 years of college requirements for UC colleges

The Intersegmental General Education Transfer Curriculum (IGETC) is a series of courses that California community college students can complete to satisfy freshman/sophomore level general education requirements before transferring to most colleges and majors at UC campuses. If you choose to follow IGETC, we recommend that you complete all the IGETC courses **before** you transfer. Otherwise you'll need to satisfy the specific freshman/sophomore level general education requirements of your UC college or school.

<https://admission.universityofcalifornia.edu/admission-requirements/transfer-requirements/preparing-to-transfer/general-education-igetc/>

Subject area	Required courses	Units required
1. English Communication One course in English composition and one course in critical thinking/English composition.	2 courses	6 semester units or 8 -10 quarter units
2. Mathematical Concepts and Quantitative Reasoning	1 course	3 semester units or 4 -5 quarter units
3. Arts and Humanities Three courses with at least one from the arts and one from the humanities	3 courses	9 semester units or 12 -15 quarter units
4. Social and Behavioral Sciences Three courses from at least two disciplines, or an interdisciplinary sequence	2 courses	6 semester units or 8 -10 quarter units
5. Physical and Biological Sciences One physical science course and one biological science or course, at least one of which includes a laboratory	2 courses	7-9 semester units or 9 -12 quarter units
6. Language Other than English *	Proficiency	Proficiency
7. Ethnic Studies Proficiency equivalent to two years of high school courses in the same language.	1 Course	3 Semester units or 4 -5 quarter units
<b>Total:</b>	<b>11 courses*</b>	<b>34 semester units</b>



### Extra Curricular Worksheet

Jr. & Sr. High School  
Log Dates and Total Annual Hours

Student Name: \_\_\_\_\_

Directions: PLEASE PRINT ON TYPE. This is the Annual Total. Document daily progress on the Lesson Logs.

\* List specific titles or offices, name of sports, and/or discipline/performing arts.

Grades 6-12 Fill in year/s	Year: _____ Grade: _____	Year: _____ Grade: _____	Year: _____ Grade: _____	Year: _____ Grade: _____	Year: _____ Grade: _____
President's Physical Fitness Award or other sport					
Yearbook					
Beta Clubs & *Office held					
* Volunteer & Service					
Congressional Award or other award scholarship					
* Drama & Performing Arts					
Work Experience /vocational					
Test scores: CINPE, PSAT, SAT, ACT					
OTHER (eg. Educational Travel)					

## Extra Curricular Worksheet

College applications want to see  
"Well rounded students "

Beta Club: [www.betacub.org](http://www.betacub.org)

Congressional Award  
[www.congressionalaward.org](http://www.congressionalaward.org)

Drama, Theater, & Performing Arts

Debate

Musical Instruments

Sports

Volunteer & Service

Work Experience

Yearbook

## Senior Letter of Recommendation

### SENIOR LETTER OF RECOMMENDATION

There is a questionnaire in the Jr./Sr.  
Supplement that the TEACHER of the Senior  
is to fill out and return to Eve or Janene.

We will use this information to prepare the  
Letter of Recommendation

Keystone Staff is often asked to provide a Letter of Recommendation. Please print, fill in, and return the Senior Letter of Recommendation form at the end of this handbook. Once this form is completed and returned, please allow two weeks for delivery.

## Proficiency Test - CHSPE

The California High School Proficiency Examination (CHSPE) may be taken by students who are over 16 years of age as *an alternative* to graduation or *a supplement*. If passed, the student will receive a High School Equivalency Certificate from the State of California. Keystone Academy does not grant a diploma based on passing this test. Keystone Academy grants a diploma on the criteria listed on the next page under Graduation Requirements. Some Keystone Academy alumni have both the CHSPE certificate and a diploma from Keystone earned by completing the full 4 years. In the event that the Keystone Academy student passes this test and goes on to college rather than earning a diploma from Keystone Academy, then Keystone Academy becomes the last school of record - that is - the last school where the student attended high school. A copy of the CHSPE certificate should be sent to the office, and it will be posted on the transcript. The student would refer any requests for high school transcripts to Keystone. Please notify the Keystone Academy office if your student is taking the CHSPE. From the CHSPE website, "If you are planning to continue your studies at a college or university, contact the admissions office to check if the CHSPE will be accepted."

The State Department of Education controls the CHSPE and is solely responsible for its content.

Workbooks and computer curriculum are available from most bookstores to prepare for this test. Use the Keystone teacher ID card for a discount.

The test takes 3 ½ hours and consists of English, language arts and mathematics. Calculators not permitted.

For further info: [www.chspe.net](http://www.chspe.net)

**CHSPE - “What if I elect to get out early?”  
and other Last School of Record students**

***Q.*** *If my student opts to take and pass the CHSPE early, will he/she get to graduate from Keystone Academy?*

***A.*** *No, the CHSPE certificate is equivalent to a diploma in CA.*

***Q.*** *If they want a Keystone diploma, what do they do?*

***A.*** *Pass the CHSPE plus complete all requirements on the High School Diploma Requirement checklist.*

<b>For graduates, Keystone offers:</b>	<b>CHSPE only:</b>
Cap & gown	No Keystone Academy cap and gown
Graduation ceremony in June	No Graduation ceremony
Keystone Academy diploma & cover which is awarded at the ceremony	No Keystone Academy diploma. Parents may purchase a personal one from HSLDA
March down aisle in cap & gown with special recognition	No special recognition at Keystone Academy Graduation
The yearbook: senior page	Listed under current grade, no senior page
Cume File/Transcript	Keystone Academy becomes the “last school of record and keeps the transcript. The student or future schools request transcripts from Keystone Academy. The student should provide a copy of the CHSPE to be listed on the transcript. The parent/teacher must be sure to turn in all final grades.

## Appendices

### High School Planning Chart

### Senior Letter of Recommendation



**8 Great Smarts**

[www.celebratekids.com](http://www.celebratekids.com)

- ▶ Dr. Kathy Koch (pronounced “cook”) is the Founder and President of Celebrate Kids, Inc., based in Fort Worth, TX, and a co-founder of Ignite the Family in Alpharetta, GA. She has influenced thousands of parents, teachers, and children in 30 countries through keynote messages, seminars, chapels, and other events. She is proud to be represented by the Ambassador Speakers Bureau of Nashville, TN. She is a featured speaker for the Great Homeschool Conventions, on the faculty of Summit Ministries, and a frequent presenter for Care Net, Axis, and other organizations. She speaks regularly at schools, churches, and pregnancy resource centers.
- ▶ Dr. Kathy’s practical, relevant, results-oriented concepts and engaging, honoring, and humorous speaking style draw enthusiastic raves from children, teens, parents, and educators. They leave her events armed with new beliefs, attitudes, practical tools, and increased hope to build healthy relationships and increase success in family, life, and school.
- ▶ She is also a popular guest on Focus on the Family radio and other radio talk shows. Because of listeners’ reactions and feedback, her broadcasts about the 8 great smarts made the top ten shows of the year on Focus on the Family in both 2014 and 2016. Kirk Cameron chose her as the technology expert to interview in his 2018 movie, *Connect: Real Help for Parenting Kids in a Social Media World*. She has authored six books, including *Screens and Teens* and *8 Great Smarts*. Her newest book, *Start with the Heart: How to Motivate Your Kids to Be Compassionate, Responsible, and Brave (even when you’re not around)* was published by Moody in March 2022.

### High School Handbook

Keystone recommends that you purchase a copy of the *High School Handbook* by Mary Schofield. Her book will help you in designing a Course of Study and then writing Course Descriptions each year. It is available at [www.cheaofCA.org](http://www.cheaofCA.org). Parents who have worked with Course Descriptions, credits, and hours throughout junior high will have learned these skills and developed confidence for planning a high-school Course of Study.

HOWEVER, the *High School Handbook* is only a reference, and its suggestions do not supersede the policy established by Keystone Academy. If you are uncertain about a particular issue, it is your responsibility to clarify your question before proceeding with a plan that may result in no credit for your student.

## Curriculum Resources

See a more complete listing in the Parent/Teacher Guide.

### **Social Science**

For Such a Time as This Ministries 814/479 - 7710. [www.forsuchatimeasthis.com](http://www.forsuchatimeasthis.com)

Hillsdale College – free online government class, economics class and more.

<https://online.hillsdale.edu/>

Dave Ramsey finance curriculum for junior high and high school.

<http://www.daveramsey.com/school/foundations/>

### **Science**

*Apologia Ed Ministries, Inc.*, 1-666-524-4724 [www.apologia.com](http://www.apologia.com) offers each high school course plus lab sets.

*Home Science Tools* - [www.hometrainingtools.com](http://www.hometrainingtools.com) offers complete lab sets at reduced rates for most science curriculum.

Science lab equipment and kits: Castle Heights Press, Inc., 2578 Alexander Farms DR. SW Marietta, GA, 30064. 1-770-218-7998.

Science lab packages for home including Biology, Chemistry, and Physics. NASCO.

[www.enasco.com](http://www.enasco.com)

Apologia Ed Ministries., Inc, 1-888-524 - 4724 [www.highschoolscience.com](http://www.highschoolscience.com)

### **Mathematics**

Key Board Enterprises Algebra I & II, Geometry. 5200 Heil St., #32, Huntington Beach, CA 92649 714) 840 - 8004

Video Algebra I/II and Geometry course. Recommended by Dr. Wile of Apologia.

<http://videotext.com/>

Teaching Textbooks offers a computer cd math curriculum. <http://www.teachingtextbooks.com/>

### **Electives**

Christian family life - Whole Heart Ministries 1-254-797-2142

### **Foreign Language**

Power Glide cd's: 1-800-597-0910

The Learnables 1-800-237 - 1830 [www.learnables.com](http://www.learnables.com)

Rosetta Stone: <http://www.rosettastone.com>





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To receive a link to this workshop in Dropbox, email

[eve@keystoneacademyschool.com](mailto:eve@keystoneacademyschool.com)

- ▶ To learn more about Keystone Academy, visit
- ▶ [www.Keystoneacademyschool.com](http://www.Keystoneacademyschool.com)
- ▶ To print a copy of the Keystone Academy Jr/Sr Supplement
- ▶ Visit the website/Forms/bottom right
- ▶ Available in either PDF or Word



# High School Planning Chart

2020 Keystone Academy

Credit Requirements

Student's Name: \_\_\_\_\_ Date Enrolled: \_\_\_\_\_ Year: \_\_\_\_\_

Subject	9th	10th	11th	12th	Keystone Academy	CA Public School	College Prep (15 core)
Bible					All Sem	0	
English					30	30	40*
Mathematics (Incl Algebra I)					20	20	30-40+
Science (Incl. Physical & Biological Sciences)					20	20	20-30++
World History/ Culture/Geography					10	10	10
U.S. History/Geography					10	10	10
American Gov't /Civics					5	5	5
Economics					5	5	5
Visual/Performing Arts					10	10	10+++
Foreign Language					OR 10	OR 10	20-40**
Physical Ed					20	20	N/A
Electives					#	#	N/A
Electives (Approved UC a-g list)					N/A	N/A	#
Work Experience					***		
<b>Total Credits</b>							

+ Incl. Alg 1, 2 & Geometry  
 ++ Lab Required - Choose from Biology, Chemistry, Physics  
 +++ Choose from: Dance, Drama/Theatre, Music, Visual Art

\* 11th Grade: American Literature  
 \* 12th Grade: English (British) Literature  
 \*\* 2-3 years same language (4 for Biola)  
 \*\*\* Maximum 30 credits work experience

Students Signature \_\_\_\_\_

Keystone Signature \_\_\_\_\_

Total Credits Required

230	220 - 260	240 - 280
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