



SMART SCHOOLS

2023

STUDENT HANDBOOK

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Welcome

Congratulations on the decision to pursue your education at Smart Schools! We are glad you have chosen us as your partner in achieving your goal of earning your diploma. We look forward to designing a specific program for you based on your remaining graduation requirements, then walking with you on the path to completing your high school education.

Our Instructors, Academic Advisors, and excellent curriculum will help guide and support you throughout your journey. We can provide tutoring, if needed, through our virtual classroom or at one of our labs as well. The barriers of your past don't determine your future. If you are ready to learn and work hard, we are ready to help you.

We want to make sure you are prepared and know all the pertinent information coming into our program. If you're like every other student, you'll have more questions along the way, and that's okay. All of the topics covered in this Student Handbook should help you feel more comfortable as you settle in and get started with us.

Welcome to Smart Schools!



Who We Are

Smart Schools is a private, high-quality, fully-accredited online school. We offer a flexible and affordable high school diploma program that is ideal for students of all ages and any location to complete grades 9-12 and earn their diplomas. With courses that are conveniently self-paced, online, accessible 24/7, and supervised by professional teachers, tutors, & advisors, Smart Schools effectively serves those who are looking to complete their high school education online.

Notice of Nondiscrimination

Smart Schools does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in its educational programs or activities.



Mission

To provide high-quality education regardless of someone's age, financial situation, nationality, ethnicity, or previous school experience.



Vision

Providing hope and opportunity through an excellent educational experience for any student, anywhere.



Values

- Student-Focused
- Respect
- Flexibility
- Integrity
- Collaboration

Locations

Smart Schools has several physical locations located in the Phoenix metropolitan area and throughout the state of Arizona. For a current list of our locations, please visit: smartschoolsusa.org/locations

Smart Schools Administrative Office

1440 S. Clearview Ave., Suite #104
Mesa, AZ 85209





ACADEMIC ESSENTIALS

Accreditation

Accreditation can determine whether or not a student's work will be accepted as transfer credits or as part of a college application. It's also the best indicator of a school's academic credibility. There are six regional accreditation boards (one of which being the Middle States Association) that coordinate the review of educational programs.

Smart Schools is a fully accredited online private school that provides high school curriculum. Smart Schools is accredited by Middle States Association Commissions on Elementary and Secondary Schools (MSA-CESS) and NCPA. We also have international accreditation through Accreditation International (AI) that allows for Smart Schools to educate international students in their national language. Our accreditations ensure that our school delivers quality education that has met the highest quality standards nationally and internationally.



Academic Honor Code

We have an academic integrity policy students and parents must abide by to be enrolled in our program (please read below). Academic misconduct, in any form, is discouraged and not tolerated. Academic misconduct includes, but is not limited to: cheating, plagiarism, copying another student's work, or allowing another student to copy your work. If academic misconduct is found, it is the school's discretion for disciplinary action.

Academic Integrity Policy:

1. I will do my own work.
2. I am aware that all final exams will be proctored.
3. I will not copy another person's work, in whole or in part, and submit it as my own.
4. I will not consult unauthorized material or information during tests unless my teacher gives me permission.
5. I will not plagiarize.
6. I will not copy text, graphics, mathematics solutions, artistic layouts or presentation, or any ideas in any form from another source without proper citation.
7. I will not communicate exam information or answers during or following an exam.
8. I will not provide unwarranted access to materials or information so that credit may be wrongly claimed by others.
9. I will not turn in an original paper or project for more than one different class assignment.
10. I will not, in laboratory situations, falsify or fabricate data or observations, including computer output.

Academic misconduct, in any form, is discouraged and not tolerated. Academic misconduct for plagiarism will result in the following:

1st Offense:

The student will be given a warning. Students are given the opportunity to re-submit the assignment after the teacher and student have discussed why the paper was flagged by the system for Plagiarism.

2nd Offense:

The student will be notified by the teacher that the assignment they submitted was flagged for Plagiarism and that this is their 2nd offense. The student will be given a zero on the assignment. The teacher may choose to assign a video lesson and questions on Plagiarism, and allow the student to re-submit the assignment for partial credit.

3rd Offense:

The student will be notified by the teacher that the assignment they submitted was flagged for plagiarism and this is their 3rd offense. The student and a parent/guardian (if under 18), or the student (over 18) will need to meet with a member of the instructional administration staff. The instructional administration staff will determine the consequences. The options may include the possibility of academic probation, or withdrawal from the program.

Proctor Policy

Smart Schools utilizes a proctoring agency called ProctorKey to allow students to take Prescriptive Exams, Test Outs, and Cumulative Exams at a time and place of their choosing. The proctoring agency is available 24/7 and students do not need to schedule the exams ahead of time. This is a benefit that assures compliance of academic integrity standards while minimally impacting the student or their course progress. Smart Schools incurs all costs associated with this benefit. In some situations, proctoring can be performed by approved designated agents rather than ProctorKey.

Transcripts & Records

After enrollment, we encourage all students to transfer all previously earned high school credits to Smart Schools. This helps our students graduate faster, eliminates the need to repeat courses, and ultimately reduces the cost of their total tuition. Smart Schools accepts full and half credits, meaning students can transfer a partial year or even partial course from your high school.

How to Transfer High School Credits:

To transfer credits, an official transcript from an accredited institution must be submitted to us no later than 60 days after enrollment. Prompt receipt of high school transcripts allows us to evaluate credits so we can determine appropriate grade level and build an educational plan.

To learn more about this process, please call **(844) 467-5278** or visit our [website](#).

Curriculum

Smart Schools utilizes Edgenuity online curriculum to provide the highest quality, standards-based curriculum. Courses combine direct-instruction videos featuring expert, on-screen teachers with rigorous assignments, performance tasks, and assessments to engage students and ensure subject-area mastery. One of the unique features of Smart School's curriculum is that course work is available to students on-demand, 24 hours per day, 7 days a week which allows for significant flexibility as well as learning in all time zones worldwide. All online courses are managed by Smart School's highly qualified teachers in each content area. Smart Schools teachers are available to meet the diverse learning needs of their students, making regular personal contact with their students throughout the course.

Grading Policy

GPA Scale Modifications Weighting of Grades:

In fairness to our students, grades for those enrolled in Honors or AP classes are weighted to reflect the greater requirements and challenge involved.

| Grade | Regular | Honors & AP Courses |
|-------|---------|---------------------|
| A | 4.00 | 5.00 |
| A- | 3.67 | 4.67 |
| B+ | 3.33 | 4.33 |
| B | 3.00 | 4.00 |
| B- | 2.67 | 3.67 |
| C+ | 2.33 | 3.33 |
| C | 2.00 | 3.00 |
| C- | 1.67 | 2.67 |
| D+ | 1.33 | 2.33 |
| D | 1.00 | 2.00 |
| D- | 0.67 | 1.67 |
| F | 0.00 | 0.00 |

Course Load

Typically, students enroll in one or two courses concurrently. Since our program is asynchronous and self-paced, students can progress through their chosen courses as quickly as they'd like. Once complete, they can immediately begin another course. This approach helps students focus and can expedite the process of earning their diploma.

Dropping a Course

Dropping a course is rare since students are involved in the creation of their individual learning plans and help choose which courses they will take. However, if a student feels a specific course is not the right fit at any given time, they can discuss options with their Academic Advisor to drop a course and switch to another.

Graduation Requirements

Graduation requirements for Smart Schools are as follows*:

| Course Types | | Notes |
|-----------------------------------|-----------|---|
| English | 4 credits | (1) Math courses shall consist of Algebra I, Geometry, Algebra II (or its equivalent) and an additional course with significant math content as determined by district governing boards or charter schools. (2) Three credits of science in preparation for proficiency at the high school level on Arizona's current standardized assessment. (3) Social Studies shall consist of one credit of American History, one credit of World History/ Geography, one-half credit of government and on-half credit of economics. |
| Math ⁽¹⁾ | 4 credits | |
| Science ⁽²⁾ | 3 credits | |
| Social Studies ⁽³⁾ | 3 credits | |
| Career Tech Education / Fine Arts | 1 credit | |
| General Electives | 7 credits | |

* If your cohort year (original graduation year) was prior to 2013, ask your advisor about specific requirements. Your life and work experiences may be taken into consideration.



Transfer & Withdrawal

If a student will be transferring to another school or withdrawing from Smart Schools, they should notify their Academic Advisor immediately. The advisor will coordinate the records that are necessary during this process.

Re-Enrollment Policy

Occasionally, a student is withdrawn from Smart Schools due to lack of tuition payment or unresponsiveness. When a student is withdrawn, we encourage them to re-enroll and complete their high school education at a more convenient time.

Course Progress:

- If a student re-enrolls within 3 months, their previous courses will be reopened and their progress is retained.
- If a student re-enrolls beyond 3 months, a prescriptive exam will be offered to get a current assessment of what they've retained before re-starting their course. The course will be modified commiserate to the successful demonstration of material competency based on the test score.

How to Resume Your Studies:

To re-enroll, a student must complete the application process on our [website](#) once again. Prior tuition rates will not be honored; the student must pay tuition at the current price, including the applicable enrollment fee.

A woman with long dark hair is sitting cross-legged on a wooden deck. She is wearing a light-colored long-sleeved shirt and denim jeans with a tear on the right knee. She is looking down at a dark-colored Acer laptop on her lap. The background is a dense field of tall, thin grasses. The entire image has a dark blue overlay.

FINANCES

Tuition Policy

Smart Schools is a private, 501(c)(3) educational organization. It does not receive state or federal funding. Students who attend Smart Schools pay tuition for the services they receive, including:

- educational program access
- teacher assistance, tutoring
- advisor support
- administrative support

Students are expected to submit their tuition payments in a timely fashion on the specified due dates. Failure to do so will result in a course lock out, which will prevent the student from logging in and making progress. If the situation is not rectified by a specified amount of time, the student will be withdrawn.

Payment Options

We believe that getting an education should be flexible and affordable. That's why we work hard to keep our prices as low as possible. It's also why we offer a variety of payment options, so we can give our students tools and features to complete the program, based on their specific needs. With Smart Schools, students have more options, more flexibility, and pay less than they would at most other online high school diploma completion programs.

We offer various ways to pay tuition. To find out more, please visit:

smartschoolsusa.org/tuition

Empowerment Scholarship Account (ESA)

Arizona students may now take advantage of an expansion in ESA eligibility to help fund their education with Smart Schools. This funding is was once restricted to the public school system but can now be accessed for a number of educational opportunities and expenses. In addition to the Department of Education's [H.B. 2853 Frequently Asked Questions](#), below you will find more information to help you make the best decision for your circumstance.

What is an ESA?

An Empowerment Scholarship Account (ESA) is an account administered by the Arizona Department of Education (ADE) and funded by state tax dollars to provide education options for qualified Arizona students.

An ESA consists of 90% of the state funding that would have otherwise been allocated to the school district or charter school for the qualified student (does not include federal or local funding). By accepting an ESA, the student (age 18 and over) or the student's parent/guardian is signing a contract agreeing to provide an education that includes at least the following subjects: reading, grammar, mathematics, social studies, and science. ESA funding can be used to pay private school tuition, for curriculum, home education, tutoring, and more.

This is an annual program that students over age 18 or parents/guardians can apply for on behalf of their school-aged students.

Who's eligible for an ESA?

- All Arizona students are eligible for the ESA from the age of 4 until they are 22 years old.
- There are no income requirements.
- There are no restrictions on the type of private school the student attends.

You will need to provide: student's birth certificate and proof of residency. Visit the [ADE's Eligibility Requirements & Application](#) page for more information.

Is an ESA the best option for my student?

Maybe! It's important to know that ESA funds and STO funds (student tuition organization) cannot be used concurrently. However, you may use both types of funding in the same year, just not at the same time (i.e. use STO funds during Q1 but decided to switch to ESA funds later in the school year).

To learn more about Arizona Empowerment Scholarship Accounts, [please visit our website by clicking here.](#)

Arizona Adult Workforce Diploma Program

Arizona residents age 21+ can now earn an accredited high school diploma through Smart Schools for free through the Arizona Adult Workforce Diploma Program.

Program Highlights:

- Fully online, no in-person classes to attend
- Flexible, set your own schedule
- Opportunity to earn career certificates while finishing school
- Personal Advisor along with access to support and resources to help you succeed
- And yes, it really is free!

How is this free for Arizona students over the age of 21?

Recent legislation ([AZ HB 2866](#)) has established the Arizona Adult Workforce Diploma Program, a program to create a free path for Arizona residents over the age of 21 to complete their high school diploma. Smart Schools is an approved facilitator of this program. There is no cost to the student to participate (no fees, books, or other expenses). This program is available as long as state funds are still available.

Who qualifies for this program?

To qualify for this program, you must be an Arizona resident, age 21 or older, and have completed some high school. Since this program is 100% online, access to a computer and the internet is also required. If you live in the Phoenix metro area, we invite you to utilize one of our [HUB locations](#).

How do I learn more and register for this program?

If you want to learn more or if you believe you're eligible for the Arizona Adult Workforce Diploma Program, [please visit our website by clicking here](#). You will also find an interest form to complete to begin the registration process.

Program Expectations:

- The Arizona Workforce Diploma program requires students to complete 1 class (1/2 a credit) per month.
- Students are required to make progress in their class monthly. If a student does not work in class for 2 months they will be withdrawn from the Arizona Workforce Diploma Program.
- Weekly contact with a student's Academic Advisor is required to remain enrolled in the Arizona Workforce Diploma program.

A woman with glasses and a denim jacket is smiling while looking at a laptop screen. The image is dark and has a blue tint. The text "GETTING STARTED" is overlaid in white, bold, uppercase letters, with a thin orange underline under the word "STARTED".

**GETTING
STARTED**

Program Accessibility

The Smart Schools program is 100% online. There are no books or assignments to print out. Students will need internet access and either a computer, tablet, or have access to a place where a computer/tablet and the internet is accessible. If students don't have technology access at their home, they need to find a place to work on school assignments that will be consistently available.



For students in Arizona, we encourage you to visit one of our HUB locations where technology and internet access is made available for free. Please read the '**Helping Undo Barriers (HUB) Locations and Services**' section under 'Academic Support' to learn more.

Orientation

After submitting an enrollment application, students will be contacted by a Smart Schools Orientation Counselor (OC) to begin the orientation process. Students can expect to receive a phone call and several emails.

The OC will:

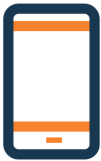
- Welcome the student to Smart Schools
- Send initial information about our program
- Begin gathering the information necessary to build a learning plan
- Get the student started with their first course

Communication Expectations

We have a few expectations for our students that will help them succeed at Smart Schools:



Communication is important! Please respond to communications from your Academic Advisor and check your email daily.



Please reach out to your advisor and instructors via email, text message, or phone call.



If you have any communication changes, such as a new phone number, email address, or physical address, please let us know right away.



Your instructors and advisor will respond to your communication as soon as possible! Please be aware of our typical hours of availability: Monday - Friday, 8am - 5pm MST



Please demonstrate mutual respect as we move through this journey together!

Course Catalog

Our course catalog is updated annually with the most current course offerings. Students will work with their Academic Advisor to select courses that align with the student's interests, work toward future academic or professional goals, and meet their graduation requirements. **You can view the current Smart Schools Course Catalog by clicking here.**

Prescriptive Tests & Test Outs

Prescriptive Tests

This is an optional assessment that can be taken on certain courses before any coursework is completed. When a student demonstrates material competency, the course will then be modified and reduced based on the student's test score. In other words, if a student shows that they already know some material in a course, that material will be removed making courses smaller and quicker to finish.

Example: if a student receives 40% on the prescriptive test, 40% of the course material is already mastered and that 40% of the course will be automatically removed. The prescriptive test can only be taken once at the beginning of the course and it must be assigned by an advisor. Students can start the modified course as soon as the test is complete. Students should contact their advisor with questions or to request a prescriptive test at the beginning of their next course.

Test Outs

Another tool available to Smart Schools students is the test out option. This is intended to give students the opportunity to show proficiency in designated content areas. If a student earns a qualifying score on an assessment for the subject area, Smart Schools will grant a student credit for a course and the student will not be required to actually take the course. Students meeting the minimum proficiency requirements of a test-out option will have a grade of "P" recorded for that course or will earn the grade achieved on the Test Out exam.

Students attempting to Test Out of a course must either take the exam at a designated Smart Schools facility or with our online proctoring agency. The Test Out exam can only be attempted once for each course; a maximum of 16 successful course test outs are allowed. The student is not obligated to accept the test out grade and may elect to complete the course to seek a higher grade. If the student does not accept their test out grade, it will not count against the 16 allowed test outs. Please talk to your Academic Advisor if you are interested in attempting to test out of a course.

This test is much harder than the PT & in order to get the credit students must receive a 60% or higher. If a student scores lower than 60% on the TO, they will be required to take the full class. Students should not attempt this test unless they are highly knowledgeable in the subject. Students should contact their academic advisor with any questions.

Proctoring Directions

Smart School Students are required to use our proctor system when taking Prescriptive Tests and Cumulative Exams for every class. We utilize ProctorKey to make online proctoring easy and convenient for our students.



Follow these steps to begin a proctored exam:

1. [Click here to begin a ProctorKey Chat](#), enter your name, a valid email, phone number, course and test name, and preferred language. Wait for instructions from the proctor who will email a Google Meets invitation.
2. Provide the proctor with photo identification (Ex. Driver's license).
3. The proctor will have you:
 - a. Close all tabs on your computer.
 - b. Share your computer's camera, microphone and screen.
 - c. Scan your room and desk.
 - d. Confirm and review the testing policies.
4. You will then log into SchoolDex and your course. The proctor will unlock your exam and you can begin testing. You **must** stay connected for the entire exam. Once you are finished, notify the proctor that you are ready to disconnect. Your exam will not be valid if you disconnect from the proctor.

Our proctors are professionals. Please be respectful. Good luck with your exams!

[Click here to watch ProctorKey Demonstration](#)

Credits Received for Electives by Working (CREW)

CREW is a program in which Smart Schools students can earn elective credit by working or volunteering on a job site and learning work-based skills. Since so many of our students are working while also finishing high school, we want to help them earn credits for the real-life experiences and education received at work. Most students receive 0.5 elective credit for every 50 hours worked!

How does The CREW work?

1. Do you have a job or work volunteer hours?
2. Do you need elective credits?

If your answer to both of those questions is 'Yes', then you likely qualify to be in The CREW! Your Orientation Counselor or Academic Advisor can confirm your eligibility and help you get started. Even if you aren't sure about your hours (undocumented/under the table/own business), please talk to your advisor!



Credits Received for Electives by Working

[Click here to Apply now!](#)



Life experiences should be considered part of your education.

After Your Application is Submitted:

- Once your application is processed, you will receive an email with directions on how to proceed.
- You can then submit work stub hours that were accrued after your enrollment date. You can also submit your hours for review each pay period.

To learn more about CREW, please visit: smartschoolsusa.org/jointhecrew

Already joined CREW and need to submit hours? [Click here to submit them!](#)

Workforce

Workforce programs allow qualified students (must reside in Arizona and be between the ages of 16-24) to potentially receive assistance with:

- Smart Schools Tuition
- Covering expenses such as utilities or bus passes
- Job training
- Paid internships
- College Tuition
- Employment services
- Support services

Contact your Orientation Counselor or Academic Advisor for more information.

[Here's a Workforce referral link.](#)

A man with glasses is sitting at a desk, looking at a laptop. The scene is dimly lit, suggesting an evening or indoor lighting. The man is wearing a light-colored button-down shirt over a dark t-shirt. The desk has a patterned tablecloth, a smartphone, and the laptop. The background shows a wall with framed pictures.

ONLINE LEARNING ENVIRONMENT

Logging in to Your Course

Once you are fully enrolled and active you will be emailed “Course Access Instructions”. This will contain the following:

- A link to the **SchoolDex website**
 - We recommend that you bookmark this page before logging in
- A school code
- Your user name
- Your password

If you have difficulty getting in, please contact your Orientation Counselor or Academic Advisor. Many courses will begin with proctored prescriptive testing.

Course Map

We want our students to feel comfortable navigating the online learning environment. There are several helpful items to be aware of that will help you be successful at Smart Schools. Over the next couple pages, we will share some of the basic things to know about while working on each of your courses. All of the following will be available after you login using your login credentials.

1.

Clicking on this icon will take you to the course map for each class.

This is the course progress bar. Your goal is to move the green bar to 100%.

Continued on the next page

Course Map (continued)

Progress Overview

Access to eNotes

Downloadable Course Report

2.

Course Map
You can see every assignment, quiz, and unit of study for each class.

Guided Notes
If a course contains Guided Notes, you will see a plus sign to click on.

3.

eNotes
This is an area you can go back to and see all the notes you have taken using the eNotes within your class. You can print these out and use them to study and keep for the final. However, they will also be available online when you take your final.

The notes you take while working on each course will show up here.

Continued on the next page

Course Map (continued)

Downloadable Course Report

At any time you can click the 'Course Report' icon in the top right corner. You will get a customized and up-to-date PDF file of your course map. You can see every section and how long each section will take. As you work through the class, the course report will change to reflect your grades and how much time you spent on each section.

4.

| Activity | Due | First Attempt | Submitted | Attempts | Est Time | Total Time | Category | Score |
|---|------------|---------------|------------|----------|----------|------------|------------|-------|
| Unit: Art Appreciation - Art Defined | | | | | | | | |
| Topic: Introduction to Art | | | | | | | | |
| Lesson: The Nature of Art | | | | | | | | |
| Direct Instruction | 04/21/2021 | 04/23/2021 | 04/23/2021 | 1 | 13m | 11m 48s | | |
| Practice | 04/21/2021 | 04/23/2021 | 04/23/2021 | 1 | 15m | 5m 32s | Assignment | 100% |
| Quiz | 04/21/2021 | 04/23/2021 | 04/23/2021 | 1 | 15m | 2m 9s | Quiz | 80% |
| Lesson: Artistic Inspiration | | | | | | | | |
| Direct Instruction | 04/22/2021 | 04/23/2021 | 04/23/2021 | 1 | 19m | 18m 27s | | |
| Practice | 04/22/2021 | 04/23/2021 | 04/23/2021 | 1 | 15m | 15m 20s | Assignment | 100% |
| Quiz | 04/22/2021 | 04/23/2021 | 04/23/2021 | 1 | 15m | 4m 29s | Quiz | 90% |
| Topic: Cultural Purposes of Art | | | | | | | | |
| Lesson: Commemoration and Decoration | | | | | | | | |
| Direct Instruction | 04/23/2021 | 04/23/2021 | 04/23/2021 | 1 | 11m | 9m 31s | | |
| Practice | 04/23/2021 | 04/23/2021 | 04/23/2021 | 1 | 15m | 12m 40s | Assignment | 100% |
| Quiz | 04/23/2021 | 04/23/2021 | 04/23/2021 | 1 | 15m | 10m 27s | Quiz | 80% |
| Lesson: Political Purposes of Art | | | | | | | | |
| Direct Instruction | 04/23/2021 | 04/23/2021 | 04/23/2021 | 1 | 10m | 9m 18s | | |
| Practice | 04/24/2021 | 04/23/2021 | 04/23/2021 | 1 | 15m | 3m 21s | Assignment | 100% |
| Quiz | 04/24/2021 | 04/23/2021 | 04/23/2021 | 1 | 15m | 2m 14s | Quiz | 70% |
| Lesson: Religious Imagery | | | | | | | | |
| Direct Instruction | 04/24/2021 | 04/23/2021 | 04/23/2021 | 1 | 10m | 9m 2s | | |
| Practice | 04/24/2021 | 04/23/2021 | 04/23/2021 | 1 | 15m | 3m 4s | | |
| Quiz | 04/25/2021 | 04/23/2021 | 04/23/2021 | 2 | 15m | 4m 4s | | |
| Lesson: Topic Test | | | | | | | | |
| Test Review | 04/25/2021 | 04/23/2021 | 04/23/2021 | 1 | 15m | 1m 3s | | |

This is a great tool to use when planning your weekly/monthly calendar.

eNotes

eNotes allow you to take notes within the Edgenuity system. No need for paper and pen. You can copy/paste, type, highlight and print your notes. All eNotes, handwritten notes, and guided notes are allowed on every final. Having a good method of note taking is important and will contribute to the success of your class.

Guided Notes

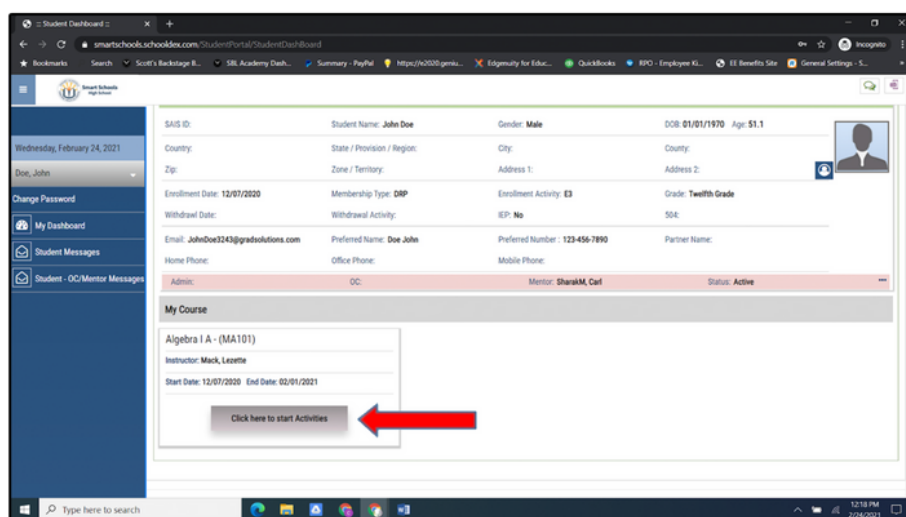
Guided Notes are one of the best resources available to our students! Using them can significantly increase the likelihood of succeeding in class and passing exams. Guide Notes are formatted fill-in-the-blank notes that will focus students on the material they need to know and what they should retain from the course.

Students can use their completed Guided Notes on exams, including the cumulative exam!

Here's how to access them:

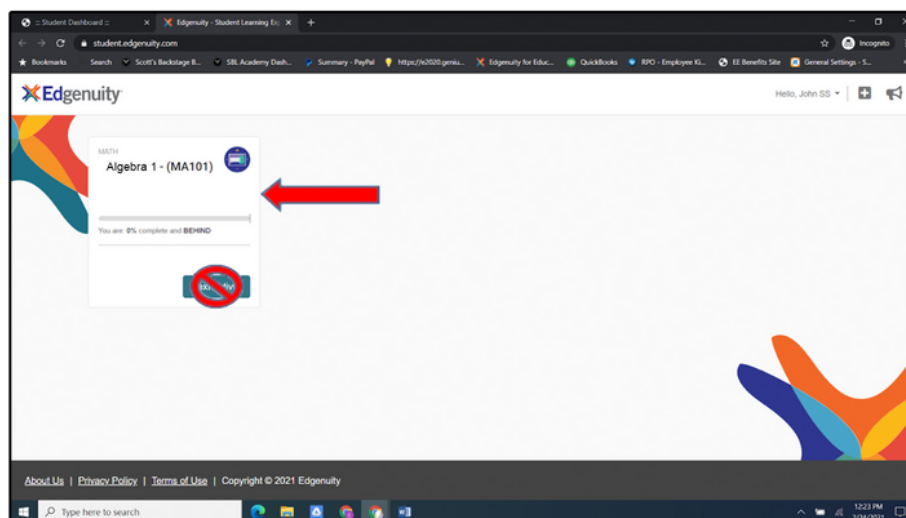
1.

Log into SchoolDex
and Click "Click
Here To Start
Activities"



2.

Click in the tile for
your course. NOT
on the next activity
button!

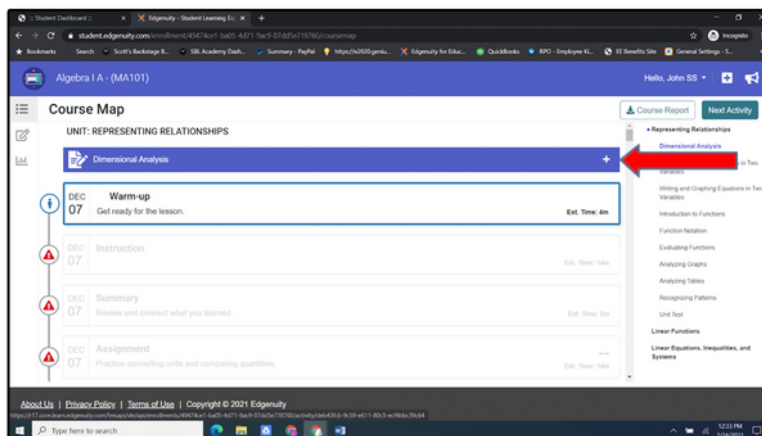


Continued on the next page

Guided Notes (continued)

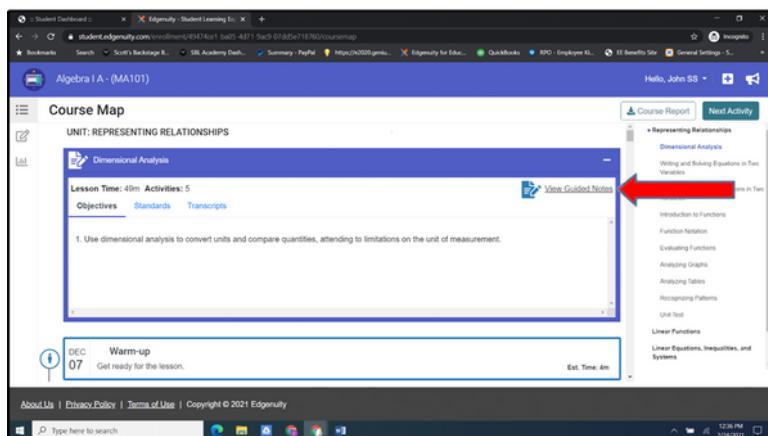
3.

Find the horizontal blue bar that separates the sections of the course and click on the “+” sign on the right



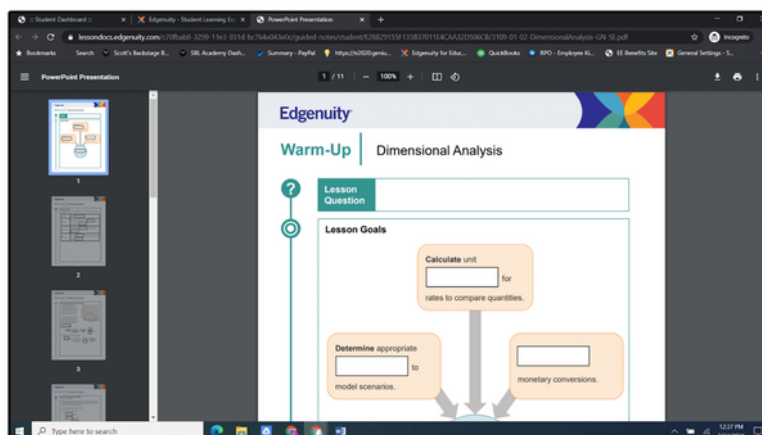
4.

You will see a box open, look for the “Guided Notes” in the upper right side of the box. Not all courses or sections will have them. This box also has the section objectives and transcripts for the videos.



5.

When you open the Guided Notes, this is what they may look like:

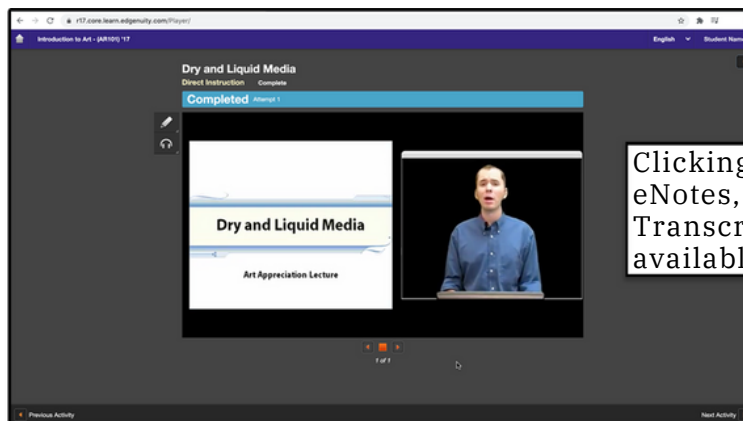


Guided Notes can be accessed directly through Edgenuity (like these pages explain), however these have to be printed to be used. You can also find Guided Notes that can be filled in electronically here: smartschoolsusa.org/guidednotes

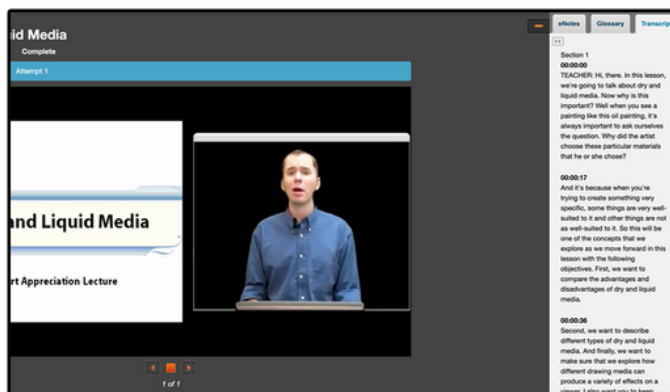
Lesson Transcripts

You have the option to view transcripts of our video lessons and use them to study. These can be helpful when you want to follow along with a video or when you want to review the material without watching the video again. You can even copy and paste some of the transcript to your eNotes for your final.

Here's how to access them:

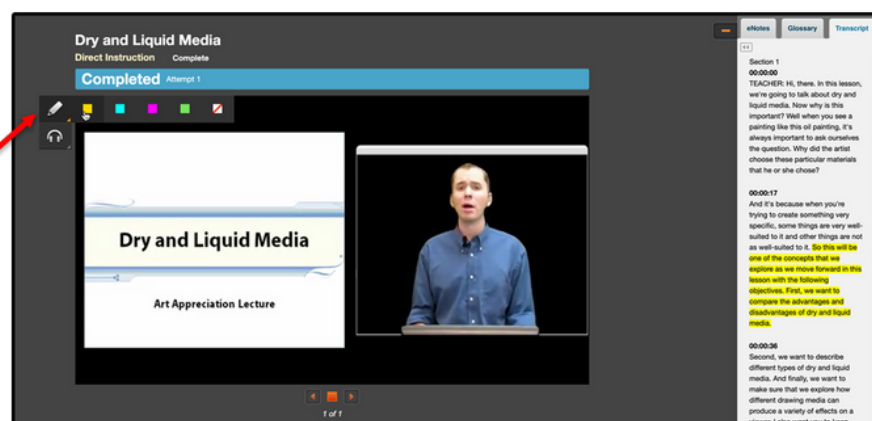


Clicking on the + will open eNotes, Glossary, and Transcripts (when available).



Reading along with the transcript while you listen to the lesson may help you retain more information!

Click here to choose a highlighter. You can highlight important sections of the transcript or parts of your eNotes.

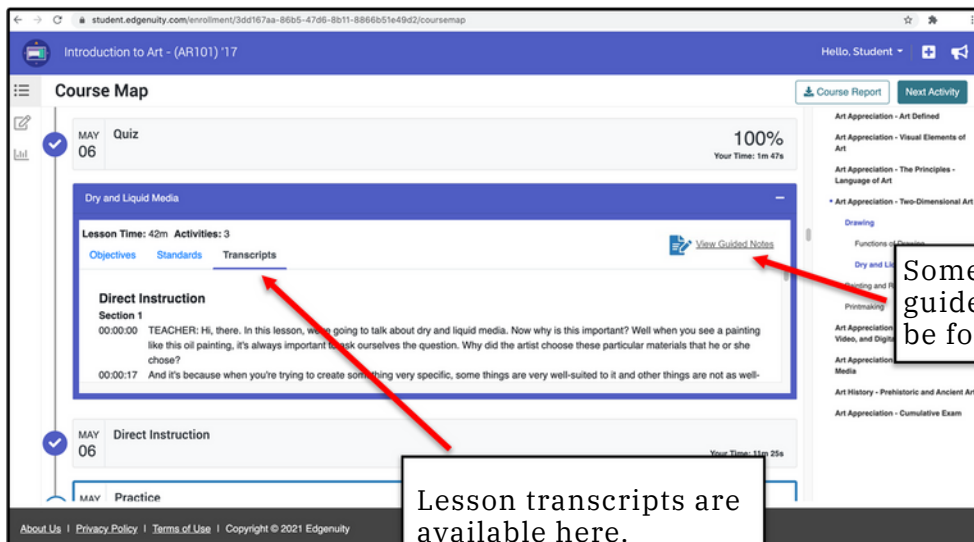
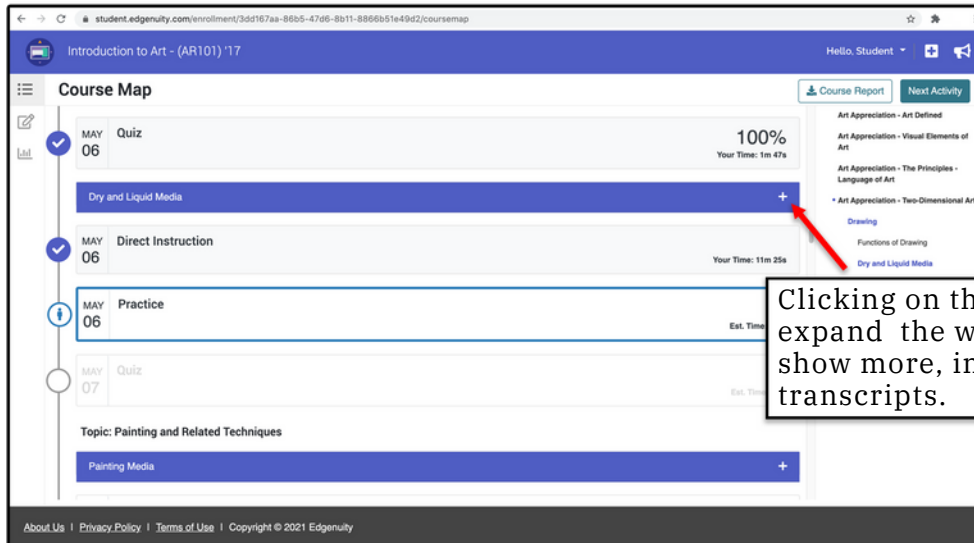


Continued on the next page

Lesson Transcripts (continued)

You can also access lesson transcripts from your Course Map.

Here's how to access them through the Course Map:





ACADEMIC SUPPORT

Orientation Counselor

Orientation Counselors are the first point of contact and will guide the student through the admissions process and the beginning stages of enrollment to ensure document compliance and provide support.

Once the student is enrolled, the goal of the Orientation Counselor is to familiarize the student with the Smart Schools culture, communication, and progression while setting the student up for success by establishing self-direction and independence within our program and systems. After getting set up, the Orientation Counselor will transfer the student to an Academic Advisor.

Academic Advisor

Students are assigned a personal Academic Advisor that will be with them until they graduate. We are serious about supporting our students and our advisors make it their mission to help students succeed and meet their goals.

Communication

The Academic Advisor will be the student's go-to support person. While the student is enrolled with Smart Schools, our Academic Advisors will attempt to make regular contact and keep the line of communication open. They will check-in, answer questions, and help facilitate student success!

Academics

Together, the student and advisor will create an individual learning plan which maps how the student will meet their educational goals and ultimately graduate. Academic Advisors will help students select and schedule classes, get quickly registered, and overall keep them moving toward their diploma!

Support

Our advisors are advocates for their students. They will be there to help their students stay motivated, encouraged, and empowered all the way until they reach the finish line.

Instructors

Instructors are available to help students learn their course material. They will assist with tutoring and missed or failed quizzes/exams to help the student make progress.

Qualification of Our Instructors

The quality of our faculty and instruction team is incredibly important to us and is one of the things that sets Smart Schools apart from other online schools. At Smart Schools, all of our instructors are both certified and highly qualified. They all have bachelor's degrees as a minimum and most have graduate degrees and beyond. On average, members of our instruction team each have 20+ years of teaching experience in traditional public schools.

Communicating with Your Instructor

When a new course is opened, students will receive an email and voice text with course details including their instructor's contact information. For the quickest response, text or call the instructor. Students should give their name, course and details about their situation. Please allow an adequate amount of time for the response.

You can also find your instructor's contact info on your SchoolDex dashboard (please see below):

The screenshot shows the Smart Schools SchoolDex dashboard. The top navigation bar includes the Smart Schools logo and a user profile icon. The main content area is divided into several sections:

- Student Information:** A grid of fields for Country (United States), State / Provision / Region (Tennessee), City, County, Zip, Zone / Territory, Address 1, Address 2, Enrollment Date, Membership Type (DRP), Enrollment Activity (E3), Grade, Withdrawal Date, Withdrawal Activity, IEP (No), 504, Email, Preferred Name, Preferred Number, Partner Name, Home Phone, Office Phone, and Mobile Phone.
- Admin:** Alonzo, Macy. Below this are fields for OC, Email, and Phone.
- Mentor:** Pfaff, Christina. Below this are fields for Email (christinap@iwanmydiploma.com) and Phone ((480) 689-6098).
- Status:** Active
- My Course:** Personal Finance - (CTE207) Archway 20-21'. Below this, the instructor information is circled in red:
 - Instructor: Mack, Lezette
 - Instructor Phone No: 480-616-9840
 - Instructor Email: lezettem@iwanmydiploma.com
 - Start Date: 03/09/2021 End Date: 04/07/2021
- Click here to start Activities** button.

Continued on the next page

Instructors (*continued*)

Some reasons to contact instructor (but not all):

- Introduce yourself.
- You do not understand the content being taught through the online instruction.
- You would like to schedule a tutoring session.
- You have failed a quiz or unit test three times and can't move forward.
- Ask to redo an assignment, unit test or review for a higher grade.
- Ask if they have additional material and study guides you can use for the course/final.
- If you fail the final (below 60%), contact the instructor immediately to know the next step in order to complete your course.

Exceptional Student Services (ESS)

IEP's and 504's

It is the intent of Smart Schools to ensure that students who have exceptional abilities within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services, supports, and interventions. Smart Schools will employ the expertise of the Exceptional Student Services staff to determine specific accommodations in student courses.

We have a robust ESS department that provides a variety of services. IEP's and 504's are required and we will provide assessments when necessary. 504+ medical, IEP- test & accommodate.

Meeting Other Needs

- If a student has unique educational, emotional, or language needs, please inform their Academic Advisor. We may be able to offer some support and services.
- If a student is experiencing medical concerns that limit their engagement in school, please inform their Academic Advisor. We can work with the student on temporary progress modifications, as needed.
- If a student demonstrates sustained difficulties, please inform their Academic Advisor. We may be able to set up a multi-tiered system of support (MTSS) to help the student succeed.

English Language Acquisition

Smart Schools will meet the unique needs of individuals from culturally and linguistically diverse backgrounds with Individualized Language Learning Plans. These plans outline accommodations, modifications, and support services a student will need to both access the curriculum and gain proficiency in the English language.

Students who are identified as being an English Language Learner will meet with a team of experts to include members of general education, special education, and school administration to ensure that an equitable, supportive plan is developed and implemented. This team will review curriculum-based measurement, criterion-referenced assessment, and qualitative data to develop a holistic assessment of student language needs in the general education curriculum.

Tutoring Services

Various forms of tutoring are available to assist students. Students experiencing academic difficulty should speak to their Academic Advisor or class instructor for assistance. Highly qualified teachers are available via phone, email, or virtual classroom. Students are encouraged to contact their teacher with any questions or concerns they are having in a course.



Helping Undo Barriers (HUB) Locations and Services

For our Arizona students who live in the greater Phoenix and East Valley areas, our community resource centers are a safe place to come get additional support. They provide a comfortable and safe working environment, free Wifi, laptops as well as access to instructors, tutoring, and advisors.

Our HUB's are also here to provide access to other local resources, such as food pantries, laundry service, and information on fun social activities. To learn more about our HUB locations and all they have to offer, please visit:

smartschoolsusa.org/hub

We also offer several other physical locations where you can still access some of our amazing resources. [Click here to see if we've got a location near you!](#)



The Phoenix HUB
5336 N 19th Ave.,
Phoenix, AZ 85015



The East Valley HUB
2055 S. Power Rd,
Mesa, AZ 85209
Entry 5

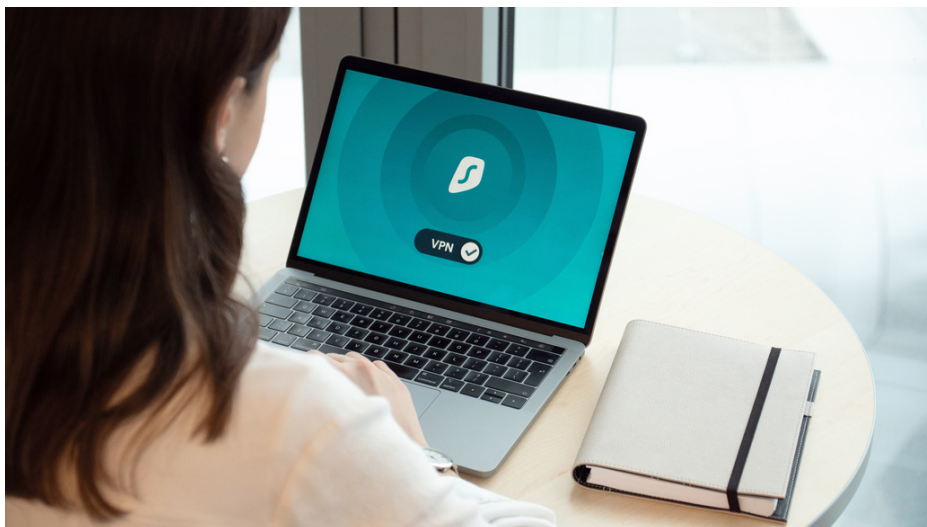
College & Career Readiness

At Smart Schools, we believe that earning your high school diploma is a major stepping stone to meeting your career goals. We want to not only help you get your diploma, but also set you up for whatever is next for you.

Our certified School Counselor can help you in the area of College & Career Readiness in several ways:

- High School Planning
- Career Exploration
- Job & Career Readiness Resources
- College & Continuing Education Resources
- Financial Aid
- Ongoing Workshops
- And much more!

As you approach graduation, you will receive more information on College & Career Readiness. However, at any time you can contact your Academic Advisor about these resources or visit the College & Career Readiness section of our website to get started: smartschoolsusa.org/ccr



**Schedule an appointment
with our Counselor!**



ADDITIONAL SUPPORT

Online Resources & Troubleshooting

We know how important your academic success is to you. Because of that, we've gathered online resources and tools you can access that will help you continue to take steps forward in your academic journey.

- For access to online resources, please visit:

smartschoolsusa.org/current-students

This web page includes links to:

- The basics, such as how to log into your class, access notes, and contact your instructor.
 - Help you navigate the Edgenuity online learning platform
 - Begin a proctored exam
 - Learn more about CREW
 - The Smart Schools Blog
 - Community Resources
 - The school store
 - And more!
- For help with troubleshooting a technical issue, please visit:
smartschoolsusa.org/troubleshooting
 - For assistance with anything else or help navigating these resources, please contact your Academic Advisor.

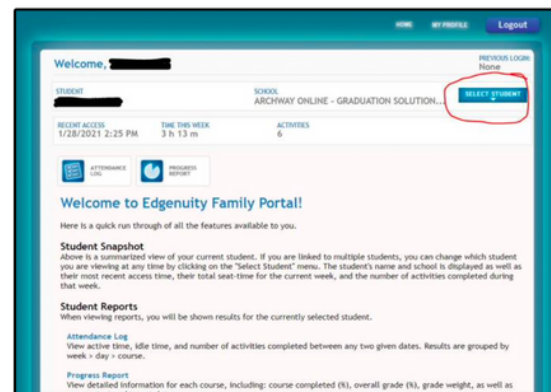
Family Portal - Edgenuity

Do you have someone supporting your academic journey? Would you like to give them access to view your progress and session logins? The Family Portal can be a helpful accountability and encouragement tool. To activate the portal, your support person will need to get login information from your Academic Advisor. The Family Portal can be accessed at: learn.edgenuity.com/Family

Below are screenshots of a family portal and ways to find pertinent information:

Select Student

When you have more than one student in Edgenuity, click on this drop-down button to switch student information. If the student has used Edgenuity with a different school, it may also show up but will be inactive.



| Session | Time (hh:mm:ss) | Activities Completed |
|--------------------------------------|-----------------|----------------------|
| Week 5: 1/17/2021 - 1/23/2021 | | |
| Thursday 1/21/2021 | | |
| 12:40 PM-12:41 PM | 00:00:24 | 3 |
| Idle Time | 00:00:24 | |
| 12:53 PM-12:53 PM | | |
| 5:45 PM-6:27 PM | 00:41:12 | 1 |
| English IV A - (EN401) Archway 20-21 | 00:05:02 | 1 |
| Idle Time | 00:36:10 | |
| 7:41 PM-8:11 PM | 00:30:34 | |

Attendance Log

This is a useful tool to see how long the student is spending on his/her class. If a student appears to be spending many hours logged in, but has a high amount of idle time, this could be an area of concern. The student may not comprehend the content or be distracted for a variety of reasons. Students do not make progress based on the amount of time logged in. They make progress by completing assignments.

Progress Report

Overall grade is the only grade to be concerned with. Course Completed squares should be blue or green. A few red is not a major concern, but too many will need to be addressed.

| Assignment | Score | Weight |
|------------|--------|--------|
| Quiz | 90% | 10% |
| Test | 84% | 10% |
| Exam | | 40% |
| Essay | 84.62% | 20% |
| Assignment | | 20% |

Student Wellness Resources

Community Resource Specialist (CRS)

Our Community Resource Specialist connects students with community resources that can meet their needs (i.e. behavioral/medical/dental healthcare, food banks, etc.). If this service would be helpful for you, **please complete this form**.

Licensed Professional Counselor Services (LPC)

We offer free licensed professional counseling services to students and their families. IEP counseling service minutes are also free for students.

To schedule an appointment:

- Contact Core Connect Counseling. They offer in-person counseling at their Gilbert, AZ office or tele-therapy online. Please call and book under Grad Solutions.
 - Email: Admissions@coreconnectwellness.com
 - Call: 480-542-2525

Common Contacts for Students

General Inquiries

(844) 467-5278
info@smartschoolsusa.com
smartschoolsusa.org

Orientation Counselor

Tedi Gonzalez
(480) 248-4667
tedigiwantmydiploma.com

Academic Advisors

Kerri Branch
(480) 494-6676
kerribiwantmydiploma.com

Tedi Gonzalez
(480) 248-4667
tedig@iwantmydiploma.com

Laura Payne
(480) 910-0675
laurap@iwantmydiploma.com

Denise Vigil
(480) 208-3192
denisev@iwantmydiploma.com

Vern Waters
(602) 394-0789
vernw@iwantmydiploma.com

Director

Renè F. Nasluchacz
(602) 451-7762
rene@iwantmydiploma.com

Finances

Hanna Brighella
(425) 218-6490
hannab@iwantmydiploma.com

Technical Assistance

Thomas Damico
(480) 465-0856
thomasd@iwantmydiploma.com

School Counselor

Angela Chicci
(480) 743-3387
angelac@iwantmydiploma.com
smartschoolsusa.org/ccr



SMART SCHOOLS