smarthorizons
CAREER ONLINE EDUCATION

STUDENT HANDBOOK

The Student Handbook is the governing document for all policy-related information. It is the responsibility of each student to read this Handbook and to comply with its terms. Failure to read this Handbook does not excuse students from the policies or procedures it contains.

Smart Horizons Career Online Education may make any changes to the Handbook at any time. Any revisions will be posted online.

Completing Smart Horizons Career Online Education's diploma and career certificate program is not a guarantee of employment. Smart Horizons Career Online Education has not made any promises, express or implied, in this regard. Each student agrees to release, indemnify, defend and hold harmless Smart Horizons Career Online Education, its officers, directors, employees, and agents.

WELCOME LETTER

Dear Students:

On behalf of the faculty and staff, welcome to Smart Horizons Career Online Education!

At Smart Horizons Career Online Education, our goal is to help our students earn their high school diploma and prepare them for employment or further education. To accomplish this, Smart Horizons Career Online Education offers coursework required to earn a career certificate in areas such as home care, child care, commercial driving, office management, manufacturing, security professional, retail customer service, food services, hospitality, and general career preparation.

We focus on helping students gain the career knowledge and skills needed for future success in the workplace.

We welcome you to the program and look forward to being a part of your educational journey.

Sincerely,

Howard A. Liebman, Ph.D.   Teresa Salafrio
District Superintendent   Principal & Vice President of Academics

SCHOOL OVERVIEW

The Smart Horizons Career Online Education program is an 18-credit, 18-month career-based online high school program. If needed, students may complete the program in less time, based on their current life schedules. However, students are required to complete the program within 18 months.

The program includes the following:

- 18 online high school courses
- High school diploma
- High school transcript
- Certificate in chosen career path
- Career portfolio course

MISSION & GOALS

Mission

To re-engage people in the educational system as a pathway to career advancement and postsecondary education and training.

Goals

- To offer adults and older youth an affordable, flexible opportunity to learn on their own schedule.
- To prepare students for careers and/or postsecondary education.
- To create a positive academic environment that helps students reach their potential.
- To be at the forefront of providing online, career-based education.
- To maintain a dedicated team of faculty and staff committed to assisting students.

ACCREDITATION

Smart Horizons Career Online Education is fully accredited as an online school district by Cognia, the national commission that confers the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), North Central Association Commission on Accreditation and School Improvement (NCA CASI), and the Northwest Accreditation Commission (NWAC) accreditation seals.

The district was recently granted the Cognia mark of distinction, which identifies schools and systems that best exemplify excellence in education and stand out in their service to learners.

What does Cognia accreditation mean?

It means that the Smart Horizons Career Online Education district and all of its schools are accredited, and that Smart Horizons Career Online Education is recognized across the nation as a quality school system, delivering Cognia/SACS/NCA/NWAC accredited online high school diplomas.

Cognia offers accreditation and certification, assessment, professional learning, and improvement services to institutions and other education providers. As a global nonprofit working in over 80 countries, Cognia serves 36,000 institutions, nearly 25 million students, and five million educators every day.

ADMISSIONS REQUIREMENTS

To enroll, students must be at least 16 years of age prior to the first day of class. Students also must have successfully completed the 8th grade at an accredited institution. Minors are required to obtain parental consent for enrollment and acknowledgement of responsibility.

TRANSFER CREDIT

Students may transfer in up to 14 credits. At a minimum, the four career certificate courses must be completed with Smart Horizons Career Online Education.

TRANSCRIPT REQUEST

To receive transfer credit, students must request transcripts from their previous high schools or from the GED® or HiSET®. A transcript is an official copy of a student's academic record.

Once received, transcripts will be analyzed to determine what credits can be transferred in and which courses the student will need to complete with Smart Horizons Career Online Education.

While the Student Services Department is awaiting the student's transcript, students will be enrolled in their career certificate courses as well as the Career Portfolio Course.

Credit from Previous High School Courses

To receive credit for coursework completed at an accredited high school, students must request official transcripts from that school and have them sent to Smart Horizons Career Online Education. Download the transcript request form.

The school must send the transcripts directly to Smart Horizons Career Online Education in one the following ways:

Email: enrollment@shcoe.org

Fax: 954-533-3504

Mail: Smart Horizons Career Online Education

Attn: Student Services

1280 SW 36th Ave, Suite 104

Pompano Beach, FL 33069

Credit from the GED® Exam

Transfer credit may be granted for GED® content areas that students passed at a Performance Level 2 or above (145+). The test must have been completed in 2002 or later. Credit may be granted as follows:

GED® Subject Passed	SHCOE Courses Credits Are Applied to
Mathematical Reasoning	Math 1, 2, and 3
Reasoning Through Language Arts	English 1, 2, 3, and 4
Science	Science 1, 2, and 3
Social Studies	Social Studies 1, 2, and 3

Visit the GED® website to request transcripts.

Credit from the HiSET® Exam

Transfer credit may be granted for HiSET® subtests that students passed with minimum scaled score of 8 (and a score of 2 on the essay). English credit requires that both the Language Arts – Reading and the Language Arts – Writing have passing scores. Credit may be granted as follows:

HiSET® Subtest Passed	SHCOE Courses Credits Are Applied to
Mathematics	Math 1, 2, and 3
Language Arts ● Reading ● Writing	English 1, 2, 3, and 4
Science	Science 1, 2, and 3
Social Studies	Social Studies 1, 2, and 3

Visit the HiSET® website to request transcripts.

TECHNICAL REQUIREMENTS

The list below covers the minimum software and hardware requirements. It is the student's responsibility to ensure that any additional demands on resources made by either third party software or hardware not listed below are considered when assessing a system.

Supported browsers:

Desktop Computers

Internet Explorer 11 and later
Mozilla Firefox 42 and later
Apple Safari 9 and later
Google Chrome 50 and later
Opera 30 and later
Microsoft Edge 12 and later

Tablets

Internet Explorer 11 and later
Mozilla Firefox 10 and later
iOS Safari 8 and later
Google Chrome 51 and later
Opera 37 and later
Microsoft Edge 12 and later

Mobile Devices

Google Chrome 51 or later
Microsoft Edge 13 or later
Opera Mobile 37 or later
Safari on iOS 9.3 or later
Firefox Mobile 47 or later
Samsung Internet 2.0
Amazon Silk

Other Devices

Microsoft Edge 13 or later on the Xbox

Additional Plug-Ins (May Be Required)
Adobe Acrobat Reader (view and print certificates)

To check whether your computer is configured properly, run a system check:
http://www.nexportcampus.com/shcohs/Help/SystemCheck.rails

ORIENTATION

Upon enrolling, students will receive a Welcome Guide along with their login information and details about our weekly Student Orientation. Additionally, the Academic Coach will contact the students to set up a Welcome Call, answer any questions they might have, and go over the online learning environment.

CAREER PATHS

Upon admissions into Smart Horizons Career Online Education, each student will choose a career certificate in one of the following areas:

- Child Care and Education (CDA)
- Commercial Driving
- Food and Hospitality
- General Career Preparation
- Home Care Professional
- Hospitality and Leisure
- Introduction to Manufacturing
- Office Management
- Retail Customer Service
- Security Professional

All career certificate courses will be in the student's chosen career path. Upon completion of all credit requirements, students will receive a career certificate in addition to the high school diploma.

STARTING COURSES

Upon admission to Smart Horizons Career Online Education, students will be provided with a username and password to access their online courses. Career certificate courses are available immediately and students complete these first. Academic/core courses are available as soon as the transcripts have been reviewed and transfer credits applied. Students will take these courses in the order listed below.

Course Sequence

After completing the career certificate courses, students complete core academic courses in the following order (skipping over any for which they have received transfer credit). Each of the following semester courses is worth one half (0.5) credits.

- English 1 – Grammar and Composition, Semester 1
- English 1 – Grammar and Composition, Semester 2
- Math 1 – General Math, Semester 1
- Math 1 – General Math, Semester 2
- Social Studies 1 – World History, Semester 1
- Social Studies 1 – World History, Semester 2
- Science 1 – Earth and Space Science, Semester 1
- Science 1 – Earth and Space Science, Semester 2
- English 2 – Introduction to Literature, Semester 1
- English 2 – Introduction to Literature, Semester 2
- Math 2 – Consumer Math, Semester 1
- Math 2 – Consumer Math, Semester 2
- Social Studies 2 – American History, Semester 1
- Social Studies 2 – American History, Semester 2
- Science 2 – Physical Science, Semester 1
- Science 2 – Physical Science, Semester 2
- English 3 – World Literature, Semester 1
- English 3 – World Literature, Semester 2
- Math 3 – Algebra, Semester 1
- Math 3 – Algebra, Semester 2
- Social Studies 3 – American Government
- Social Studies 3 – Economics
- Science 3 – Biology, Semester 1
- Science 3 – Biology, Semester 2
- English 4 – American Literature, Semester 1
- English 4 – American Literature, Semester 2
- Health
- Personal Fitness

ACADEMIC COACH

Each student is assigned an Academic Coach, whose primary role is to provide academic support and engage students in a manner that supports their completion of the high school diploma program, preparing them for entrance into careers and the workplace.

The Academic Coach will be the student's main point of contact, monitoring student progress, resolving school-based issues, coordinating academic support requests, advising on career pathways, and guiding the student through the Career Portfolio Course.

Just as the student's Academic Coach will be expected to respond to student inquiries within 24 hours (or one business day), students are expected to reply to phone calls, text messages, and emails from the Academic Coach and other school personnel within 24 hours.

ACADEMIC SUPPORT

Students needing further assistance with their course content can contact their Academic Coach. If a student needs additional academic support, the Academic Coach will connect the student to an Academic Support Instructor certified in the subject area in which the student needs assistance.

Students will receive an email, phone call, or text message in response to any inquiries by the next business day.

CAREER SEMINARS & WEBINARS

Smart Horizons Career Online Education offers online seminars and webinars to help students prepare for success in the workplace (see descriptions below). These workshops focus on the practical steps students can take to achieve their professional goals in the real world. Upcoming workshops will be posted on the Events Calendar in the student portal.

Professional Skills Seminars

In order to prepare students for a competitive global economy that demands innovation, Smart Horizons Career Online Education offers biweekly online seminars focused on 21st-century skills, such as critical thinking, problem solving, communication, collaboration, creativity, and innovation.

Career Webinars

Monthly Career Webinars offer an in-depth look at each of the career paths, as well as provide general career preparation information to help students as they plan their careers and conduct job searches.

SCHEDULE, PACING, & ATTENDANCE

Students are responsible for setting their own attendance schedule. Students must complete the program within 18 months; therefore, it is highly recommended that students follow the Pacing Guide provided at the time of enrollment. To be successful in the program, students should spend 8–10 hours per week working online on their courses.

Students can enroll in the program and start their courses at any time. All courses must be completed within 18 months; however, the program may be completed in less time. We recommend that students complete one semester course every two weeks (but students can work at a faster pace to complete courses in less than two weeks).

For students progressing at a much faster pace, the following steps may be taken to help ensure genuine engagement with course materials:

1. Supplemental Assignments
   Students advancing unusually quickly may be given a discussion-based assignment to confirm independent completion and deepen content understanding.

2. Enrollment Pause
   Course enrollment will pause until the assignment is completed and evaluated, allowing for meaningful engagement and assessment.

3. Administrative Withdrawal
   If it is found that the work was not independently completed, Smart Horizons Career Online Education may withdraw the student from the course to uphold academic integrity.

This policy supports students who excel while ensuring quality education for all.

ASSIGNMENTS

All course assignments and exams must be submitted in sequential order, based on the course syllabus. Course exams are computer-graded with instant, individualized feedback. Written assignments are graded and returned in a timely manner.

Resubmitting Assignments

A student may resubmit an assignment if they score lower than 70% on it. The replacement assignment will not be the same as the one the student did not pass; the student will be given different questions and assessment items related to the lesson to ensure they understand the lesson before moving on to the next one.

EXAMS

All online courses have an end-of-course semester exam. Students must pass this exam in order to pass the online course. Students scoring lower than a 70% on the end-of-course semester exam may retake the exam; they will be given a different exam to ensure understanding of the course content.

GRADES

Grades for assignments and exams are available 24 hours a day, 7 days a week in the student's gradebook, which is located on the homepage of each course. (This is not an official transcript.)

Grading System and Scale

Students will be given instant feedback (electronically) about their progress regularly throughout the course. This feedback helps students identify what they have learned well and what they still need to work on.

As soon as an assignment or exam is graded, the score is visible in the gradebook. At the end of each semester course, a final number grade will be assigned based on the overall average in the course.

The student's transcript will show both a number grade and a letter grade for each course. Only grades of "A", "B", and "C" are given (no pluses and minuses).

The Smart Horizons Career Online Education grading system is as follows:

Percentage: *Grade:*
90–100   A
80–89   B
70–79   C
69 or below Incomplete

Final Course Grades

Upon completing a course, the final course grade can be found in the gradebook, which is located on the homepage of each course. In addition, the student's Individual Career Plan will automatically be updated to reflect the grades and credit received for the completed courses.

GRADUATION REQUIREMENTS

Students must satisfactorily complete the following:

- 4 Credits in English
- 3 Credits in Math
- 3 Credits in Science
- 3 Credits in Social Studies
- 1 Credit in Health and Personal Fitness
- 4 Credits in Career Certificate Courses
- Career Portfolio Course

Students must earn at total of 18 credits to graduate from Smart Horizons Career Online Education; at least 4 of these credits must be completed at Smart Horizons Career Online Education.

INCOMPLETE COURSES

The Smart Horizons Career Online Education program expires (meaning the student is no longer eligible to complete their courses) 18 months from the student's original admission date. Incomplete courses do not count against the grade point average (GPA). Students should contact the Admissions Department at admissions@shcoe.org to discuss options for extensions or enrollment. Any courses that were not completed during the previous enrollment may need to be retaken. Students will be able to pick up where they left off after the last fully completed course.

ACADEMIC HONOR SYSTEM

The Academic Honor System at Smart Horizons Career Online Education is an essential part of the program. If evidence exists that a student has plagiarized or submitted someone else's work, the student will be withdrawn from the program.

Students are expected to conduct themselves with honor and academic integrity. Students must understand that plagiarism is an act of intellectual dishonesty and that it is academically unethical to do any of the following:

- Give work to another student
- Submit another student's work
- Allow another individual to impersonate the student
- Plagiarize on assignments or exams by sharing work electronically
- Download an essay from the Internet without acknowledging the original source and placing quotation marks around the quoted text

EXTENSIONS

To request an extension for additional time to complete the program beyond the 18-month period, students should contact their Academic Coach. Approval for extensions will be made on an individual basis. Extensions are subject to an administrative fee. If an extension is not approved, the student can enter into a new student enrollment agreement and transfer all completed courses into the new enrollment.

WITHDRAWAL POLICIES

Student-Elected Withdrawal

To cancel enrollment, students should contact their Academic Coach. Although enrollment may be canceled either orally or in writing, it is recommended that students provide a written notice of their request to cancel. All cancellations are subject to the school's refund policy.

Administrative Withdrawal

Students are subject to administrative withdrawal from the program due to violation of the terms and policies of this Student Handbook. There are no refunds given for administrative withdrawal.

Enrollment Cancellations

Students completing the program through their employer, library, or another third party are subject to the terms of enrollment for that organization. Enrollment will be canceled for students not meeting the specific requirements of that program, including any enrollment qualification phases. The terms of enrollment are at the sole discretion of the issuing party.

LEAVE OF ABSENCE

A leave of absence will be granted due to circumstances beyond a student's control that affect the student's ability to complete all program requirements. A leave of absence is granted at the sole discretion of Smart Horizons Career Online Education. Once a leave of absence has been granted, courses must be completed within a time period designated by Smart Horizons Career Online Education, but not to exceed 6 months from the *original* end of program date. If a student fails to complete the course requirements within the designated time period, the student will be administratively withdrawn from Smart Horizons Career Online Education.

CODE OF CONDUCT AND TERMS OF USE

Students enrolled in Smart Horizons Career Online Education should be aware of the below guidelines and expectations. The guidelines and expectations listed are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not specifically listed herein may still be subject to disciplinary action. Additionally, any act of misconduct that is not listed here that violates local or country laws is considered a violation of the Code of Conduct and Terms of Use.

Failure to follow these guidelines could result in the following:

- Removal of student access to Smart Horizons Career Online Education instructional computing resources, which could result in his/her inability to complete learning activities.
- Administrative withdrawal from Smart Horizons Career Online Education and loss of paid tuition.
- Involvement with law enforcement agencies and possible legal action.

Smart Horizons Career Online Education students must adhere to the following guidelines and expectations.

Respect and protect the privacy of others:

- Use only assigned accounts.
- Not view, use, or copy passwords, data, or networks to which they are not authorized.
- Not distribute private information about others or themselves.

Respect and protect the integrity, availability, and security of all electronic resources:

- Observe all network security practices, as posted.
- Report security risks or violations to a teacher, academic coach, or technical support.
- Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Conserve, protect, and share these resources with other students and Internet users.

Respect and protect the intellectual property of others:

- Not infringe copyrights (no making illegal copies of music, games, or movies).
- Not plagiarize.

Respect and practice the principles of community:

- Report threatening or discomforting materials to Smart Horizons Career Online Education administration.
- Not intentionally access, transmit, copy, or create material that violates the Smart Horizons Career Online Education Code of Conduct and Terms of Use (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not use the resources to further other acts that are criminal or violate the Smart Horizons Career Online Education's Code of Conduct and Terms of Use.

Not engage in inappropriate behavior, including the following:

- Insults or attacks of any kind against another person
- Use of obscene, degrading, or profane language
- Harassment, sending unwelcome messages to another person, or use of threats
- Sending material that is obscene or defamatory or that is intended to annoy, harass or intimidate another person. This includes distributing "spam" mail, chain email, viruses, or other intentionally destructive content.
- Knowingly and intentionally reporting or giving false or misleading information, either oral or written, which may
- Injure another person's character or reputation or disrupt the orderly process of the school
- Exhibiting lewd, indecent, or obscene behavior and/or activity
- Any conduct that disrupts the educational process

RELEASE OF EDUCATIONAL RECORDS & FERPA

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Smart Horizons Career Online Education adheres strictly to FERPA guidelines.

FERPA gives students (or their parents/legal guardians if the student is under 18 years of age) the following rights regarding their educational records:

- The right to access educational records kept by Smart Horizons Career Online Education
- The right to demand educational records be disclosed only with their consent
- The right to amend educational records
- The right to file complaints against Smart Horizons Career Online Education for disclosing educational records in violation of FERPA

Such records may include:

- Written documents (including student advising folders)
- Computer media
- Microfilm and microfiche
- Video or audio tapes or CDs
- Film
- Photographs

Any record that contains personally identifiable information, which is directly related to the student, is an educational record under FERPA. This information can also include records kept by the Smart Horizons Career Online Education in the form of student files, student system databases kept in storage devices such as servers, or recordings or broadcasts.

In order to be in compliance with FERPA, Smart Horizons Career Online Education will need to verify the student's identity (school username and password) before releasing any individual identifiable or educational information.

NONDISCRIMINATION POLICY

Smart Horizons Career Online Education will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to, and treatment in all Smart Horizons Career Online Education programs and activities.

GRIEVANCE POLICY

If a student has a complaint about any aspect of their courses, or how the student is being treated, that student should immediately contact the school Principal. If an equitable resolution is not reached, the student may file a formal complaint.

To submit a formal complaint, the student will submit in writing the cause of concern to the school's Principal. The student's complaint will be submitted to the Board of Directors, which will review the case and make a final decision.

COLLEGE ADMISSIONS

It is the student's responsibility to research the admissions requirements for any post-secondary education or vocational training programs they intend to enter upon graduating from Smart Horizons Career Online Education. Students interested in pursuing post-secondary education within their state should check the state requirements for receiving financial aid to confirm that an online high school diploma is acceptable. We also recommend students check with each post-secondary or vocational institution for any specific restrictions—this is particularly important for residents of New York and New Jersey.