SOL STUDENT HANDBOOK 9-12

Scottsdale Online Learning

Scottsdale Unified School District
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Welcome to Scottsdale Online Learning for the 2020/21 school year! We are committed to helping you navigate the process of being successful with your academic goals and planning for your future. Please see the information below for how to access the documents you need online:

- Please review this together as a team (parent and student) to help you understand the information and expectations for Scottsdale Online Learning. This has all the important information including the school calendar, finals dates, and other necessary information to get started.

- **The Attendance Commitment form** - You will find the attendance Student Contract Form within the handbook that MUST be signed and returned to the SOL office before your courses are activated in Genius/Buzz.

- You will also find a **copy of your schedule** - Your courses have been pre-selected by grade level and transcript by our Counselor with the exceptions of electives, foreign languages, and AP or Honors selections. You can go to the SOL website to choose Elective options if you see “elective transfer” listed on your schedule. If you would like additional information or assistance on how to do this, please email our Registrar at jramsden@susd.org after reviewing your enclosed schedule.

If you need to schedule an appointment with our Counselor, Mr. Gary Griggs, regarding your individual student’s needs, please email our counselor at ggriggs@susd.org

Please take a moment to explore our website at Scottsdale Online Learning for additional information and guidance regarding frequently asked questions, staff directory, how to navigate your course and more!

We look forward to working with you and have a successful school year!

Your SOL online team
### 2021/22 High School 9-12 eLearning Courses

<table>
<thead>
<tr>
<th>ENGLISH</th>
<th>CODES</th>
<th>WORLD LANGUAGES</th>
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<th>FINE ARTS</th>
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<td>AP Calculus BC*</td>
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<td>African American History</td>
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<td>Agriscience (Intro. to)</td>
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<td>Algebra III with Trigonometry*</td>
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<td>American Sign Language 2a** &amp; 2b**</td>
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<td>Archaeology</td>
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<td>Astronomy 1a &amp; 1b</td>
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<td>Careers in Criminal Justice</td>
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<td>Coding 1a &amp; 1b</td>
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<td>Critical Thinking</td>
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<td>Excel (Office Series)</td>
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<td>Fashion Design</td>
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<td>Forensic Science 1** &amp; 2**</td>
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<tr>
<td>Oceanographic &amp; Marine Science</td>
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<td>Medical Terminology</td>
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<td>Physics*</td>
<td>5610/5611</td>
<td>Military Careers 1a</td>
<td>8828</td>
</tr>
</tbody>
</table>

| SOCIAL STUDIES | CODES | *NCAA Legal Disclaimer: The list of NCAA courses, and courses contained within, are maintained as a guide for prospective student-athletes seeking NCAA initial-eligibility. The list of approved courses does not, nor is intended to, signify accreditation, certification, approval or endorsement of any high school or specific courses by the NCAA or NCAA eligibility Center and is subject to change at any time and without notice. Core course information included on this Web site is provided for guidance purposes only and should not be solely relied on as an indication of NCAA initial-eligibility. Certification of a prospective student-athlete is case-specific, and the Eligibility Center has the authority to determine in its sole discretion whether the prospective student-athlete has met all criteria. **NCAA elective: Electives used for eligibility have to be taken both terms for a full 1.0 credit.

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Dear Parent and Student,

The data shows that more than 90% of those who pass their Scottsdale Online Learning classes are students who met or exceeded the minimum time requirements.

It is with the intent to first, allow the student to have the best chance in passing classes and second, to satisfy the education laws of Arizona, that we are requiring you to agree the stipulations outlined below.

I understand that Scottsdale Online Learning is a choice and if there is a failure to uphold the above contract, may be unenrolled from the Scottsdale Unified School District.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student Signature</th>
<th>Date</th>
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SUSD Student Acknowledgement

Every student will be required to read each page of this module before moving onto the first lesson of course. Students are responsible for contacting their teacher. After viewing all the pages, please complete the “Student Acknowledgement” assessment.

Discussion Based Assessments/Oral Components

DBAs/Oral Components are a REQUIRED part of most online courses. Your teacher will post information on making appointments for your phone calls. DBAs/Oral Components should be completed as you reach them. Waiting until the last minute to complete your DBAs/Oral Components may jeopardize your completion of the course due to scheduling difficulties at the close of a term. Check with your teacher on how to schedule a DBA/Oral Component.

Attendance

Just like a regular class at a traditional high school, regular and consistent attendance to your online course is required and expected. Attendance in an online course includes:

- Logging into Genius/Buzz
- Submitting assignments regularly and consistently on time.
- Submitting a log of offline minutes as required for SOL students only.
- Checking email and the messages on your Genius homepage daily.
- If technical circumstances prevent a student from entering the course site for a period of time, it is the student's responsibility to contact the instructor in a timely manner.
- Students are expected to work five to ten hours per week and can be withdrawn for failing to meet attendance guidelines (approximately the same amount of time they would spend in a classroom course).
- Students are responsible for keeping their parents up to date on their online progress.

Due Dates/Late Work

ALL assessments/assignments in your course have a posted due date. To view a list of all due dates for your course, view “Grades” page in Buzz. Late work policy does not apply during summer school sessions. “Students taking an online course are expected to submit coursework by the due date posted. Students are granted a seven day (7) ‘grace period’ after the posted due date to submit assignments without penalty, but once the grace period has passed, the late assignment(s) will be issued a score of zero (0).”

- Setting yourself up for success means submitting quality work within a reasonable timeline.
- Students who know that they are leaving town or have a long-term commitment or challenge that will have an impact on their submitting work in a timely manner should communicate with their teacher beforehand to make appropriate alternative arrangements.
Final Exams

Any form of academic dishonesty during a final exam may result in a failing grade for the final and, therefore, a failing grade for the course.

- Once a final exam is attempted, no other assessments/assignment may be submitted for credit. Any uncompleted assessments/assignment will be marked with a zero (0).
- Students must pass the final exam with a score of at least 60% in order to earn credit for the course.
- A re-take of a final will be allowed only if the first attempt is less than 60% and prior to the end of term.
- Students are not allowed to use cell phones and outside websites on their final exam.
- The final exam is taken in person in a proctored setting; students must present a photo ID to sit for a final exam.
- If a student has another browser window/tab opened when taking a final, their score will automatically result in a zero (0).
- Students can use a hand-written 3X5 note card (front and back) during finals.

Academic Integrity

Academic integrity is a core value and one of the most important areas of focus any learning organization. Students who uphold the values of academic integrity will learn more and represent themselves as productive, honest, ethical citizens.

- Your work on each assignment must be completely your own.
- You will not allow others to copy your work or copy from the Internet.
- You will not misuse content from the Internet.
- During finals you will not use an online translation service (i.e. Google Translate) for translation.
- Use of electronic translators is considered cheating.
- Please be aware that all SUSD instructors utilize a myriad of technologies to check student work for authenticity. If an instructor confirms that a student has plagiarized work in any manner, the student will be subject to consequences determined by the SUSD administration and may be removed from the course with a failing grade.

Technology Use

When you enroll in the Scottsdale Unified School District (SUSD), the Uniform Code of Student Conduct becomes an agreement between you and SUSD whereas the parent(s)/guardian(s) and students agree to abide by the conditions and guidelines established herein. Refer to the SUSD District Code of Conduct Link for terms and conditions.
Getting Started

WHAT IS GENIUS?

Genius is the initial login to the Student Information System. You must ALWAYS login to Genius to access your course.

- Open a web browser
- Type > signon.susd.org
- Login with student ID and 8 digit birthdate as the password (mmddyyyy), unless it was changed.
- Open the Buzz/SOL tile which can be found in Student Apps

Under Academic Snapshot (fig. 2)

- Click > Course(s) (takes you to Buzz, where your actual course(s) are located.)

You can also:

- Add Guardian Account (see how to add an account)
- Add additional student email and cell phone

WHAT IS BUZZ?

BUZZ is the online learning platform.

1. Click > Course(s) to navigate course content and complete assignments and assessments (fig.2)
2. View > Announcements
3. View > To Do
4. View > Performance (Grades)
5. View > Calendar Due Dates
How to View BUZZ Homepage

The Course Home toolbar lets you:

1. Create and review User Notes.
2. Create self-assigned tasks (if enabled by the teacher).
3. Review the student's Self-Assessment for the course.
4. Review course announcements.
5. Get help using Buzz.

The Course Home header includes:

1. At-a-glance progress check, a quick link to the Grades tool, and the ability to hide progress data quickly for privacy.
2. Agenda information front-and-center with easy navigation to other days.
3. Current projects overview, including progress data.
4. Access to the Activities, To-do list, and Course links tabs.

On the Activities tab, students can:

1. See an overview of the course.
2. Open activities and folders, complete activities, and return to the Course Home.
3. Search for activities and folders by title.

When students open an activity, they can:

1. See which folder(s) the activity is in, and navigate to those folders; use the arrows to the left to navigate to the previous and next activity.
2. Jump to any of the cards included in the activity.
3. Complete and submit the activity using the new workspace with autosave and View grade details.
4. Navigate to the previous or next activity in the course.
5. Close the activity to return to the Activity player.
How to Communicate with Your Teacher

**TEXT OR CALL**

Teachers will respond to voicemails and emails within one business day.

- You may reach your teacher by text message, keep message brief (yes/no general questions)
- If a student expects a response longer than a sentence, they should send an email
- When texting or calling, include your name and course

**EMAIL**

- Your susdgapps email is automatically added in Genius (fig. 1)
- Students can add another email and/or cell phone in Genius. (It will not replace your susdgapps email.) (fig. 2)
  - From the Genius Dashboard
  - Click > Edit account
  - Add secondary email/cellphone
  - Click > Save

**CHECK FOR MESSAGES IN GENIUS**

- It is your responsibility to check for messages in Genius every time you login.
  - From the Genius Dashboard
  - Click > Message Inbox (fig. 3)
  - Click > Message to read
  - Click > Compose to send
How to Access Student Gapps Email

**STEP ONE**

SUSD Gmail for students.

- Open a web browser and type > [http://googleapps.susd.org](http://googleapps.susd.org) *(fig. 1)*
- **Username** = first initial, last name, last 2 digits of student ID (ex: jsmith37@susdgapps.org)
- **Password** = use your ACTIVE DIRECTORY/Single Sign On password
- Click > Sign In
- First time users will be prompted to change your password from the temporary default to a unique password; accept access.

*If you are having trouble with your password, please call 480-484-HELP.*

**STEP TWO**

- Once logged in, Click > Mail to access your SUSD Gmail
  
  *Note: SUSD Gmail is an internal email system. You will only be able to correspond with your instructor(s).*

- Click > Apps icon (located on the upper right of your browser) to access your mail, groups, drive, etc.
How to Create a Parent/Guardian Account in Genius

**STEP 1 – Login to Single Signon as your Student**

A separate Parent/Guardian login account is required for each student:

- Open a web browser
- Type > [signon.susd.org](http://signon.susd.org)
- Login with student ID and 8-digit birthdate as the password (mmddyyyy), unless it was changed.
- Click > Add Guardian (fig. 1)
- Fill in all information, Click > Save and Logout.
- Proceed to Step 2.

![Add Guardian Account](fig. 1)

**STEP 2 – Login to Genius as your Parent/Guardian Account**

- Login to Genius > [susd.geniussis.com](http://susd.geniussis.com)
- Click Gradebook (fig. 2)
- Select Course to view gradebook (fig. 3) for individual course.
- Please allow time for Genius to sync with Buzz.

![Gradebook](fig. 2)

![Gradebook](fig. 3)
How to Add Offline Minutes in Genius

ENTERING MINUTES

Scottsdale Online requires that each student complete a minimum of 6800 combined minutes of offline + online work per class. These minutes must be added weekly to have a running total by the end of the class. This is in accordance with the guidelines from the Arizona Department of Education to recognize a student in good standing.

- On the Genius Dashboard
- Click > Offline Minutes (fig. 1)
- Make sure that your combined total minutes are accurate.

BEFORE FINALS

When the above step is completed and you have met the minimum attendance requirement, please raise your hand so that the proctor may enter your password for your final.

- The drop down menu allows for you to rectify offline minutes that may have been overlooked during the block. (fig. 2)
Final Exam Procedures High School Student Only

**PROCEDURES**

1. **Students must show student ID when taking finals.**
2. Please do not bring/use cell phone when taking finals. (Student is responsible for lost or stolen cell phone.)
3. No headphones.
4. **The final is the last assignment. All lessons not completed before then shall be scored as zero**
5. **FINAL EXAM - In order to earn credit for the course, you must have an overall class grade of 60% or higher and pass the FINAL EXAM with a score of 60% or better.** If a student does not pass the final exam (received 59% or lower) on the first attempt, a re-take may be allowed prior to the end of the term. Re-takes are not allowed for grade improvement, those who received 60% or higher are not eligible for final exam retakes.
6. Blank scratch paper may be used and must be submitted upon departure.
7. If a student uses a cell phone or has another browser window/tab opened when taking a final, their score will automatically result in a zero (0).

**ELECTIVES**

- One hand-written notecard (3X5 size) with notes on the front and back

**ENGLISH**

- One hand-written notecard (3X5 size) with notes on the front and back
- English Dictionary and Thesaurus

**MATH**

- One hand-written notecard (3X5 size) with notes on the front and back
- A calculator (student may use a TI-84 graphing calculator or lower)
- The AIMS reference sheet – provided by the proctor
- Math Formula Sheet and Pre-Calculus Formula Sheet – provided by the proctor

**AP COMPUTER SCIENCE (A) ONLY**

- One page of hand-written notes (8.5 by 11), both sides
- A graphing calculator
- BlueJ IDE to write their code

**PHYSICAL EDUCATION**

- One hand-written notecard (3X5 size) with notes on the front and back
- A calculator*

**SCIENCE**

- One hand-written notecard (3X5 size) with notes on the front and back

**PHYSICS ONLY**

- A calculator*
- A protractor – provided by the proctor
- A ruler – provided by the proctor

**CHEMISTRY ONLY**

- A calculator*
- A Periodic Table with List of Polyatomic Ions – provided by the proctor

**SOCIAL STUDIES**

- One hand-written notecard (3X5 size) with notes on the front and back

**WORLD LANGUAGE**

- One hand-written notecard (3X5 size) with notes on the front and back

**SPANISH AND FRENCH**

- “Accent Mark” – provided by the proctor

**LATIN ONLY**

- Latin/English Dictionary