



Members of the Board,

I am pleased to submit this executive summary, which outlines the services and learning pathways that Citizens High School, or CHS, will provide to the students of Nepal. Much like your commitment to providing a quality education to students throughout Nepal, CHS has been redefining the meaning of excellence in education by innovating the way students graduate since 1981.

We commend you for your thoughtful approach to working with us by having your students study for their U.S. high school diploma during your school hours. We were pleased to learn that the students will be studying in the school's computer labs and will have access to some of your teachers for support during their time of study.

For almost 40 years, CHS has been providing motivated students a world-class education. As a result, thousands of students have achieved a better life. We are confident that we will provide your students with the same commitment and value-added educational experience.

Please do not hesitate to contact us with any questions you may have regarding our partnership. We look forward to working with you.

Here's to our bright future!

Sincerely,

Dr. James Etter

citizenshighschool.com



1590 Island Lane, Suite 44,
Fleming Island, FL 32003



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Company

Citizens High School (www.citizenshighschool.com) is a private online high school and one of the oldest actively accredited distance education high schools in the United States. Since its creation in 1981, Citizens High School has provided thousands of students with learning and career pathways, leading them to social and economic stability.

Accreditation:

- Nation: Citizens High School is nationally accredited by the Distance Education Accrediting Commission. The United States Department of Education lists the Distance Education Accrediting Commission as a recognized accrediting agency.
- Region: Citizens High School is regionally accredited by the Middle States Association of Colleges. The Middle States Association of Colleges and Schools (Middle States Association or M.S.A) is a voluntary, peer-based, non-profit association that performs peer evaluation and regional accreditation of public and private secondary and elementary schools in the Mid-Atlantic United States.
- State: Citizens High School is recognized by the Florida Department of Education.

Opportunity

Purpose

The Online Pilot Program is part of the due diligence efforts to analyze the feasibility of establishing a CHS/Nepal partnership to operate a nation-wide online high school in the country of Nepal. The pilot program provides a platform for CHS to test logistics, prove value, and familiarize stakeholders with our virtual learning models. CHS will be utilizing a side by side language model to educate the 50 students involved in the program. If deemed successful, the pilot program will be replicated and scaled to nationwide level, putting CHS at the forefront of becoming the online education provider for the country of Nepal.

Time Frame

- Due to the uncertainty caused by the COVID-19 pandemic, the launch date of the pilot program will be delayed approximately 6 weeks. Therefore, the new time frame for the program will be August 2020-December 2020. These 4 months will give students and community members in Nepal the time to familiarize themselves with CHS and its curriculum.

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Nepal

- 50 Nepalese students from two high schools were selected by Dr. James Etter (CEO of CHS) and Dr. Nabin Khanal (Microsoft), following their trip to Nepal. Each student selected for the program is proficient in English and computer literate.
- Each school involved in the program has a computer lab with 20 computers, internet access, and one technology teacher.

CHS

- CHS has designated a staff member from each department (Academics and Student Services) to act as a liaison and point of contact for our Nepalese students and staff. Each Nepalese school should also designate a liaison/representative and provide their contact information as well.
- Each course included in the pilot program will be administered and graded by a CHS faculty member. All CHS instructors are state certified and have experience in teaching high school students.

Implementation

1. A “Nepal Pilot Program” group has been created in Microsoft One Drive. This One Drive is where all information regarding the program will be stored and is organized into different sections according to who the user is, for example: Student, Teacher, Education Minister, Program Director, Board of Directors, or Community Member. Each folder will house important data such as course demo videos, onboarding checklists, tutorials, contact information, and frequently asked questions (FAQs). Students, Administrators, and Board Members will be granted access to the One Drive.
2. CHS’s Student Information System (Genius) has been set-up so that CHS can monitor the students enrolled in the program as a group. Dr. Khanal has been granted the role of Learning Coach, which will also allow him to monitor students and track their progress.
3. The Academic and IT departments at CHS have set-up accounts for each of the roles mentioned (student, teacher, director, etc.) in our Student Information System (Genius) and Learning

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Management System (Canvas). This will allow anyone interested in the pilot program to have access to CHS materials and courses.

4. An enrollment form has been created to standardize the student registration process. The Excel document will be available in the One Drive and will allow the Program Directors to register students with CHS. Program Directors from each school will fill in the requested student information (name, date of birth, residence, etc.) and submit the form to CHS's Admissions Department by emailing studentservices@citizenshighschool.com.
5. CHS has partnered with a video producer and are in the process of creating a series of 30-90 second demo and tutorial videos that will outline processes like registering for classes, navigating courses, and reaching out for assistance. Upon completion, all of these videos will be available in One Drive. Dr. Khanal is working with the video producer to provide accurate Nepali translations for each video.
6. The Academics Department is in the process of reviewing the 3 non-credit and 3 for-credit courses that will be offered to the students enrolled in the pilot program. Students will view their courses in English and Nepali simultaneously. This parallel format will help students navigate through our courses in their own language while allowing them to practice their English language skills as well. It is important to note, however, that all graded assessments must be completed in English per our accreditation guidelines. To give students a well-rounded view of CHS curriculum, the 3 for-credit classes that will be made available are: Life Skills, World History, and Earth Space Science. The 3 non-credit courses are: English as a Second Language, Computer Literacy, and Microsoft Applications. Each student will be enrolled in one for-credit course at a time and may access as many of the non-credit courses as they please.
7. CHS will provide a full scholarship to each of the 50 students enrolled in the pilot program. Costs are expected to run \$25 per student, with the total cost being approximately \$1,250 per month for three months.

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Conclusion

CHS will utilize various key performance indicators to determine the success of the project such as: student surveys, completion percentage, and student engagement among others. If the Pilot Program is deemed a success, there will be an opportunity to expand the program in the Fall of 2020. If you have any questions, comments, or concerns, please feel free to reach out and let me know.

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