

Program Elements

Study Smart Tutors provides flexible services to District schools and programs, based on the following service offerings. Study Smart Tutors refers to all clients, customers, collaborators, etc. as partners due to the fact that each school site can customize program length, course curriculum, and delivery based on its specific schedule, budget, and goals.

Because its services cater specifically to the low-income, traditionally underserved student populations, Study Smart Tutors' core content and curricula focus on college access and through-college success, and incorporate themes of motivation, goal-setting, family engagement, student leadership, student success, and social emotional skill building.

District Goals	Program Elements	Targeted Student Population
Graduation, College and Career Readiness	College entrance exam preparation (PSAT, SAT, ACT), during/after-school tutoring enrichment and intervention, AP readiness programming, career prep programming	EL's, RFEP's, foster youth, low-income students
Attendance	During/after-school tutoring enrichment and intervention, Academic preparation workshops	EL's, RFEP's, foster youth, low-income students
Proficiency for All	Study skills, AP readiness, and other academic preparation workshops, During/after-school tutoring enrichment and intervention,	EL's, RFEP's, foster youth, low-income students
Parent, Community, and Student Engagement	Family University, PSAT, SAT, and ACT Score Review Workshops for Families	EL's, RFEP's, foster youth, low-income students
Expanding Opportunities for Early Childhood Education	N/A	N/A
School Safety and Positive School Climate	N/A	N/A
Focus on Simplicity	N/A	N/A
Whole Child Wellness Services	SEL Assessments and programming	EL's, RFEP's, foster youth, low-income students

Comprehensive Approach:

Each implementation of a Study Smart Tutors program begins with communication between a partner school and a Study Smart Tutors' Program Manager, Project Director, or Founder. In this first stage, partners request a proposal for one or more of the services that Study Smart Tutors offers, based on programmatic goals, student needs, budget, and other administrative or structural factors.

The Study Smart Tutors team then sends a flexible and customizable proposal for services, which includes an outline of service dates, times, and the number of students, staff, and/or families slated to participate. Additionally, each proposal includes a sample outline of service content and a quote for the total cost.

Once a partner program reviews and confirms the proposal details – via email or phone call – the proposal is considered confirmed. Once confirmed, the partner program is connected with Study Smart Tutors' Academic Services Coordinator, who schedules instructors, confirms location details, coordinates and sends all relevant student and program materials, and who serves as primary point-of-contact during the service period.

Study Smart Tutors employs a group of highly qualified, trained instructors who lead its student and family services. Each Study Smart Tutors instructor is carefully vetted and selected based on specific qualifications. Instructors comply with all school and district regulations regarding background checks, Live Scan compliance, and similar requirements.

Once services are completed, students and/or partner program staff complete a survey (provided by Study Smart Tutors), and the results are tabulated and sent back to the partner program where a meeting is scheduled for review and feedback.

Overview of Services:

Services Provided to Students

College Readiness	Proficiency for All	Whole Child Wellness
<ul style="list-style-type: none">• ACT• PSAT• SAT• ELPAC• AP Readiness	<ul style="list-style-type: none">• Academic Tutoring• College Essays and Scholarships• Study Skills	<ul style="list-style-type: none">• Relationships• Transition to High School and College• Managing Stress

Study Smart Tutors provides services for program staff, students, and families. These services were initially rooted in standardized test prep for high school students, and have expanded to include workshop instruction on a number of student success and college access themes. Below are detailed descriptions of the services provided.

Overview & Course Syllabi of Student Workshops

All courses and workshops are taught using Study Smart Tutors' internally created curriculum, lesson plans, and materials, and are led by Study Smart Tutors' instructors. Each of these proposed workshops can be scheduled to occur during school, after-school, on Saturday, or during the summer. Each course length can be customized from a one-hour bootcamp to a 30-hour comprehensive course.

SAT Prep Course

Through our interactive curriculum and engaging lessons developed specifically for first-generation and low-income students, this course is designed to give students the tools they need to succeed on the SAT. Students will learn to set effective goals for SAT success, then learn to read efficiently to answer SAT questions, avoid the "sounds good" trap in SAT grammar, prevent algebra mistakes, use logic to outsmart SAT math, and incorporate effective test-taking strategies on exam day. Students will complete pre and post-course exams to ensure that their scores have improved, and each student will receive a detailed score report with recommendations for further practice. Pre and post exams can be administered by either school staff or Study Smart Tutors.

ACT Prep Course

Through our interactive curriculum and engaging lessons developed specifically for first-generation and low-income students, this course is designed to give students the tools they need to succeed on the ACT. Students will learn to set effective goals for ACT success, read efficiently to answer ACT questions, avoid the “sounds good” trap in ACT grammar, prevent algebra mistakes, outsmart the science section by effectively reading charts and graphs, and incorporate effective test-taking strategies on exam day. Students will complete pre and post-course exams to ensure that their scores have improved, and each student will receive a detailed score report with recommendations for further practice. Pre and post exams can be administered by either school staff or Study Smart Tutors.

PSAT Prep Course

Through our interactive curriculum and engaging lessons developed specifically for first-generation and low-income students, this course is designed to give students the tools they need to succeed on the PSAT. Students will learn about the importance of the PSAT and SAT, and incorporate effective test-taking strategies on exam day. Students will complete an in-class or at-home PSAT practice test at the end of the course to ensure that their scores have improved. This exit test will be administered and graded by Study Smart Tutors. Students will complete pre and post-course exams to ensure that their scores have improved, and each student will receive a detailed score report with recommendations for further practice. Pre and post exams can be administered by either school staff or Study Smart Tutors.

ELPAC Prep Course

Through our interactive curriculum and engaging lessons EL students will prepare for and practice each section of the ELPAC exam. Students will learn about the importance of reclassification, and incorporate effective test-taking strategies on exam day. Students will complete listening and speaking practice with course facilitators in addition to reading and writing. Students will complete pre and post-course exams to ensure that their scores have improved, and each student will receive a detailed score report with recommendations for further practice. Pre and post exams can be administered by either school staff or Study Smart Tutors.

AP Readiness Course

This AP Readiness course will prepare students for Advanced Placement courses and exams. Students will learn to navigate the AP course environment, set effective course goals for AP test success, identify key concepts in each AP subject area, build AP reading and writing skills, and develop study skills for college-level coursework and beyond.

Tutoring Enrichment, Intervention, and Academic Support

Study Smart Tutors provides targeted tutoring and intervention support to high-need populations. Tutors are trained to specifically support EL's, RFEP's, foster youth, and low-income students. All tutors are subject-area experts, and support students in English, math, science, and history classes. Each tutor supports up to 12 students simultaneously. Tutoring can occur during school, after-school, or during lunchtime. Sessions can be scheduled to occur daily, weekly, or at whatever duration meets school schedules and budget criteria. Students will complete pre and post-course exams to ensure that their scores have improved, and each student will receive a detailed score report with recommendations for further practice. Pre and post exams can be administered by either school staff or Study Smart Tutors.

Study Skills and Time Management for College Success Workshop

This workshop will assist students in building the necessary study and time-management skills to ensure a successful transition into their college-level coursework. Students will learn effective study methods, note-taking strategies, and organization methods, as well as helpful tools in dealing with test anxiety. This workshop will be interactive and will include useful online resources that will assist students in keeping track of their homework and exam schedules.

College Admissions Essay Writing Workshop

This writing workshop will provide students with the knowledge and skills to write effective personal statements and complete college applications. Students will gain insight into what college admissions officers look for in personal statements, and will learn practical skills related to brainstorming, structuring, writing, and proofreading essays. This workshop will enable students to craft new or edit existing personal statements using a framework designed for any prompt, across colleges and degree programs.

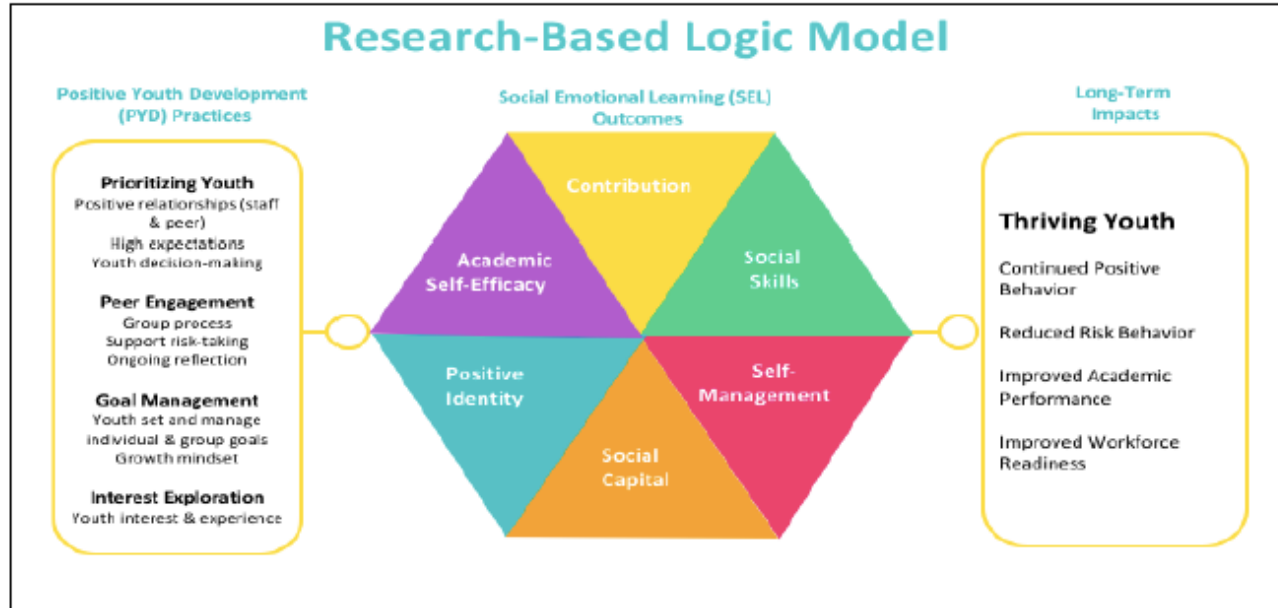
College Admissions Workshop

Students will learn the "ins and outs" of the college admissions process by understanding their personal admissions timeline and creating a plan to ensure a successful transition to post-secondary education. This workshop will provide students with tools to find their "best fit" college, prepare for admissions requirements, collect effective letters of recommendation, write an essay grader will love, reduce nerves around the college interview, and successfully apply for scholarships and financial aid.

Transition to High School Workshops (social and emotional development)

These workshops prepare students for the non-academic challenges of high school. Students will explore specific aspects of socio-emotional skill-building, and provide students with knowledge and skills to develop solid social and emotional foundations. Students will discover how biological and environmental influences shape their social/emotional cognitions through self-reflection, which will in turn enable them to develop perspectives of themselves, their environment, and their relationships.

Student SEL Evaluation Model



1. Self-Management

- A student's ability to make choices, take positive risks and persist through life's challenges;

2. Social Skills

- A student's ability to take others' perspectives into consideration as well as express caring and empathy;

3. Contribution

- A student's capacity to give energy and time to help their family, community, and society;

4. Positive Identity

- A student's internal sense of positive self-worth and self-efficacy as they explore who they are.

5. Academic Self-Efficacy

- A student's motivation and confidence in their academic performance;

6. Social Capital

- A student's positive bonds with people who can provide advice, counsel, and access to what they need to succeed.

Program Elements for Teachers and Staff

Exam Prep PD	Social and Emotional Learning	Materials/Other	Career Readiness PD
<ul style="list-style-type: none">• ACT• PSAT• SAT• ELPAC• AP Readiness	<ul style="list-style-type: none">• SEL Assessment• SEL Training for Staff	<ul style="list-style-type: none">• Test prep materials• Scored SAT, PSAT, ACT exams	<ul style="list-style-type: none">• Youth Business Alliance Career Readiness Training and Curriculum

PSAT, SAT or ACT Prep Professional Development

PSAT, SAT, and ACT trainings provide teachers and staff with an **infrastructure and curriculum** to prepare students for PSAT, SAT, and ACT exams. Trainings include one half-day training for each math and one half-day training for English. Each training comes with materials and resources for students and teachers.

Proposed Objectives for Exam Prep Training for Staff

1. *Prepare staff to answer common student questions relating to PSAT, SAT or ACT preparation*
2. *Provide staff with materials and lesson plans for PSAT, SAT, or ACT bootcamps*
3. *Equip staff with tools to introduce the PSAT, SAT, or ACT to LAUSD students*
4. *Integrate Khan Academy programming into math and English classes to help students prepare for the PSAT and SAT*

Scored PSAT, SAT, or ACT Diagnostic Exams

Study Smart Tutors provides proctoring and scoring of mock college entrance exams such as the PSAT, SAT, ACT. Each exam can be proctored by Study Smart Tutors or school site staff. Exams are scored by Study Smart Tutors and detailed score reports are provided to students within ten business days of exam taking place.

ELPAC Professional Development

ELPAC exam trainings provide teachers and paraprofessional staff with an **infrastructure and curriculum** to prepare EL students for ELPAC exam. Training package includes one half-day training and comes with materials and resources for students and teachers.

Proposed Objectives for Exam Prep Training for Staff

1. *Provide a comprehensive ELPAC training to staff*
2. *Offer resources, curriculum, and articulations for staff to support students' efforts on the ELPAC exam*
3. *Build a positive college-going capacity within students in order to improve future college matriculation rates*

Social and Emotional Learning Professional Development

This training teaches staff to prepare students for non-academic success. The training will provide a detailed explanation of the staffs' roles and responsibilities before moving to explore specific aspects of socio-emotional skill-building.

This training will equip staff with the ability to provide students with knowledge and skills to develop solid social and emotional foundations. Staff will teach students to discover how biological and environmental influences shape their social/emotional cognitions through self-reflection, which will in turn enable them to develop perspectives of themselves, their environment, and their relationships.

Proposed Objectives for Social and Emotional Learning Training for Staff

1. *Understand the role of staff and the numerous ways to support students*
2. *Instill students with socio-emotional toolkits*
3. *Prepare staff with resources*
4. *Equip staff with new skills to better support students*

Parent, Community, and Student Engagement

Score Review Nights	Family University Part I	Family University Part II
<ul style="list-style-type: none">• ACT• PSAT• SAT	<ul style="list-style-type: none">• Financial Aid• Planning for college• Application process• Literacy at home	<ul style="list-style-type: none">• Relationships• Transition to high school and college• Managing stress

PSAT, SAT, or ACT for Families

These family workshops are **offered in English and Spanish** and will help parents and students prepare for college entrance exams and provide families with study skills, time-management tips, and organizational techniques. These workshops will also demonstrate to parents how to help students *study, set goals, and manage assignments*.

Workshop Goals

1. *Help families interpret PSAT, SAT, or ACT score reports*
2. *Provide parents with tips to help students build key skills*
3. *Answer common questions relating to study skills, time management, and organization*
4. *Understand students' standardized test scores to help prepare students for test success*

Family University

These family workshops are **offered in English and Spanish**, and will help families prepare for college by providing information on college search, standardized tests, financial aid, and the college application process. The complete Family University spans 18-hours, but each module can be offered individually as a two-hour workshop in English and/or Spanish. These workshops will demonstrate to families how to help students *prepare for success in high school, college, and career*.

Family University Program Goals

1. Provide families with tips to help students prepare for college
2. Help families understand the importance of standardized tests
3. Answer common questions relating to the college access and success
4. Understand financial aid

Sample Family University Modules

Setting Goals for College Success

1. Setting "SMART" goals
2. Building a roadmap for success
3. College prep timeline by grade level
4. Understanding A-G requirements

College Search 101

1. Finding the right college for your student
2. Exploring college diversity
3. Creating a college list
4. Careers and degrees

College Admissions Primer

1. Meeting with your students' school counselor
2. Collecting important documents
3. Using your college list to apply for college
4. Common Application/UC/CSU/private universities
5. Visiting colleges
6. Create a calendar with deadlines
7. Using SMART goals to meet deadlines
 - a. Reviewing financial aid packages
 - b. Accepting college admission

Building Study Habits and Study Skills

1. Teaching students to study
2. Understanding the difference between studying and reviewing
3. Prioritizing time for better results
 - a. Urgent vs. Important Matrix
4. Common time management mistakes
5. Templates for allocating and budgeting time

Financial Planning for College and Career

1. Understanding college cost
2. Paying for college and types of aid
3. Applying and completing FAFSA
4. Estimate your aid
5. Important deadlines

Success as a College Student

1. Identifying important deadlines and attending college orientation
2. Summer Melt
 - a. What is the summer melt and how do we avoid it?
 - b. Creating a plan of action
 - c. Special circumstances
3. Financial aid
4. Transferring from one university to another
5. Locating important resource programs on campus

Price Schedule

Services to Site Staff	Pricing	Notes
Youth Business Alliance Career Readiness Curriculum	\$3,000/school site	What is Included: · Digital (.pdf) copies of Student and teacher workbooks and lesson plans · Digital (.pdf) copies of full-length practice exams
ELPAC Materials and Professional Development	\$5,000/school site	What is Included: · Digital (.pdf) copies of Student and teacher workbooks and lesson plans · Digital (.pdf) copies of full-length practice exams
PSAT, SAT, or ACT Materials and Professional Development	\$5,000/school site	What is Included: · Digital (.pdf) copies of Student and teacher workbooks and lesson plans · Digital (.pdf) copies of full-length practice exams ·
Social and Emotional Learning Professional Development	\$5,000/school site	What is Included: · Digital (.pdf) copies of Student and teacher workbooks and lesson plans

Services to Families	Pricing	Notes
PSAT, SAT, or ACT Score Review Family Events	\$600 per workshop	Each workshop includes workshop materials for 50 families, and English and Spanish speaking facilitators
Family University (Comprehensive Program)	\$14,400/school-year (18-hour program in English and Spanish)	Includes workshop materials for 50 families per session and 18-hours of programming, and English and Spanish speaking facilitators
Family University (Individual modules)	\$1,600/Workshop (Two-hours in English and Spanish)	Includes workshop materials for 50 families and English and Spanish speaking facilitators

Services to Students	Pricing	Notes
3-Hour PSAT, SAT, or ACT Bootcamp	\$1,050/per classroom of 30 students	Classes can be held in after-school or Saturday formats
SEL Assessments and Score Reports	\$20/student	Diagnostic exams can be proctored by LAUSD school staff for no additional fee
PSAT, SAT, or ACT Diagnostic Exams and Score Reports	\$15/student	Diagnostic exams can be proctored by LAUSD school staff for no additional fee
12-Hour PSAT, SAT or ACT Prep Course	\$4,200/classroom of 30 students	Classes can be held in after-school or Saturday formats
PSAT, SAT, or ACT Workshops	\$350/classroom-hour of instruction	Sessions can be held in advisory or academic course periods for 1-15 sessions
ELPAC Exam Small-Group Support	\$125/hour per tutor	Each tutor supports up to 12 students
Academic Tutoring	\$125/hour per tutor	Each tutor supports up to 12 students
SAT, ACT, or PSAT Diagnostic Exam Proctoring	\$250/proctor	
Youth Business Alliance Work-Based Learning Field Trips	\$1,000/field trip	Can be customized by industry and includes up to 30 students
Youth Business Alliance Work-Based Learning Guest Speaker Program	\$1,000/semester	Includes 10 guest speakers, who each speak for class period to one classroom of 30 students

Vendor Virtual Services Plan

Due to school closures, approved vendors on the Partners for Student Success bench that have a signed contract will need to submit their *Vendor Virtual Services Plan* to D'Sonya Oakley at dsonya.oakley@lausd.net from the Office of Partnerships and Grants. The plans will be vetted and shared with eligible schools to select the services they are interested in and follow up with vendors. Any new approved vendors that are in the process of signing their contract will also need to fill out the below form.

Things to Consider:

- Currently, certificated staff are required to supervise any services rendered to students by a third party.
- Recording and pictures of students is prohibited.
- District's [Code of Conduct](#) is expected when interacting with students

Vendor's Name: Study Smart Tutors Inc		Submittal Date: 8/7/20
Schools Planning to Serve: Brainard Elementary School, others TBD		
List the services in your agreement that can be provided virtually:	All services approved under PFSS including test preparation, tutoring, enrichment, and family workshops can be delivered virtually.	
List the services in your agreement that cannot be provided virtually:	N/A	
List the platforms you plan to use for delivery of virtual services:	Zoom, Google Suite, (UDIPP for LMS system in progress)	
Provide a brief description of how you plan to deliver each of your services virtually (i.e. coordinate with school to schedule 30 minute session once a week, etc.):	Study Smart Tutors will coordinate with school staff to provide virtual college readiness workshops, test preparation, and tutoring services. Sessions will take place over Zoom under the certification of an LAUSD certificated staff member. Sessions will occur in 30 min – 120 min blocks and can occur during school hours or after-school.	