



# SchoolsPLP

Personalized Learning At Its Best



**Trusted, Accredited & Approved eLearning Solutions**

## STUDENT HANDBOOK 2024



visit us at **SchoolsPLP.com**



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**SchoolsPLP** is committed to the principle of equal opportunity in education. No person, on the basis of race, color, creed, sex, religion, handicap, or national origin, will be subjected to discrimination or denied the benefits of, or excluded from, any educational program or activity. Acts of discrimination, retaliation, or harassment based on race, creed, sex, sexual orientation, color, ethnicity, national origin, age, and physical or mental disability are strictly forbidden.

**SchoolsPLP** reserves the right to change, amend or repeal this Student Handbook and its policies at any time.

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### **SchoolsPLP**

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**Virtual Instructor and Student Support:**  
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# Welcome



## Welcome to SchoolsPLP!

Our mission is to make a positive difference in the lives of our students by providing a high quality educational experience in a virtual school environment that blends technology and instruction into a teacher managed education experience that provides each student superior opportunities for success. Our online educational experience is driven by proven curriculum and individualized support.

**NCAA approved online courses.** Student athletes find confidence with **SchoolsPLP** curriculum approved by the **National Collegiate Athletic Association (NCAA)** in the following subject areas: English Language Arts, Mathematics, Social Studies and Social Science, Science, and World Languages.

**SchoolsPLP** has carefully recruited the best teachers and staff to support our students. We have a team of highly qualified certified teachers with numerous years of online and traditional classroom teaching experience. Teachers use real-time data to help students move through their classes and are able to pinpoint where and when additional assistance is needed through the use of our technology-driven curriculum. We are a service provider to other schools and their staff will often be the teacher of record. We also have a team of knowledgeable and supportive mentors working along with the teachers to provide additional communication and support to students when their services are added.

## Looking for Help on How to use SchoolsPLP?

Have questions about using the SchoolsPLP dashboard, Student Pulse Reports or anything else? Please visit our [resources page at www.schoolsplp.com/resources](http://www.schoolsplp.com/resources). Also reach out anytime at [support@schoolsplp.com](mailto:support@schoolsplp.com).

# Student Success



## We Set Students up for Success!

### Requirements For Successful Online Learning & Student Expectations

Our main objective is for students to find success with online learning in the **SchoolsPLP** virtual classroom. There are many strategies for success and the information below outlines different guidelines, skills, and tips to help you along the way.

To prepare for a successful online learning experience, you should:

- **Dedicate time** daily to working on your courses. We see success from students who dedicate 1 hour per course per day, which is the same amount of time dedicated in brick / mortar schools.
  - **Attendance is logged upon logging into the system and upon entering a course and working on activities.**
  - You can always increase or decrease that time once you determine your pace and mastery of the content within each course.
  - **Pace yourself.** Give yourself more time for content that is challenging.
- **Communicate** several times a week with your Virtual Instructors or Mentors when you need help progressing through your course.
- **Ask your instructors** for help when you need it. Mentors are also available to clarify subject matter.
- **Dedicate** a specific study space in your home or your room that is quiet and free from distractions.
- **Set daily goals** of what you will accomplish and strive to meet those.
- **Discuss** these goals with your instructor to get support for your success.
- **Stay focused and productive**, this will help ensure that you complete your course on time.

## Set High Expectations for Yourself and Have Fun!



# Three Indicators for Success



## SchoolsPLP's Three Indicators for Success

**Pacing:** Pacing dates are set to ensure work is completed in a reasonable amount of time. These dates are used as a guide to foster good time management for academic success. There are also pacing bars displayed on the dashboard that reflect the student's daily progress and where they are in relation to the due date of each activity.

**Mastery:** The level of achievement of the content, based on a particular standard and/or how well the student needs to know something to apply that skill. The opportunities to demonstrate mastery within the course through projects, assessments, and assignments are set by the instructor.

**Engagement:** Logging in to **SchoolsPLP** and working on course content daily is a key to academic success. However, if a student has stopped working in one or more assigned courses, they can become partially disengaged (PD), which means that the student has not completed work in one or more assigned course for at least 3 consecutive days. Or a student can become fully disengaged (FD), which means that the student has not completed work in ALL assigned courses for at least 3 days. When disengagement occurs, it may require intervention on the part of the instructor, mentor, parent, and student to help reengage the student.

The use of discussion forums requires student interaction to promote student to student collaboration and further understanding of the content. Weekly discussion forums initiated by the teacher based on the curriculum, whether in an asynchronous or synchronous instructional model, could be either class wide or sub-grouped throughout the class. Teachers might create a discussion forum specific to a project or assignment grouping students in small groups to work together.

Another form of engagement to help student success is the use of live Zoom meetings. These meetings could be scheduled specific to an RTI response on a topic for one student or multiple students.

# Behavior and Discipline



## Behavior and Discipline

**SchoolsPLP** strives to provide all students the opportunity to learn in a safe and nurturing online environment. Students are expected to always conduct themselves with honor and academic integrity.

## Bullying/Cyber-Bullying/Harassment

Students will adhere to a **No Tolerance Policy** so that all can continue to have a free and safe learning opportunity. Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Students who are found to be involved in such behavior will be warned with their first infraction through notification to the parent/guardian and could be expelled from the school if the issue is repeated. Any infraction that is considered bullying, cyber-bullying, and/or harassment must occur within the confines of the **SchoolsPLP** System.

## Academic Integrity/Plagiarism

As members of the **SchoolsPLP** community, all students are expected to conduct themselves with honor and academic integrity. All students will follow appropriate citation guidelines to ensure that proper credit is given to the authors or creators of any work used.

**SchoolsPLP Plagiarism Policy** defines plagiarism as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course. Sources may include, but are not limited to, the Internet, books, articles, media presentations and recordings.

**Requirements for citing material are as follows:**

A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures or photos without citing the exact source in the body of the assignment. This includes the following examples:

- Directly quoting another person's actual words, whether oral or written
- Using another person's ideas, opinions, or theories
- Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written
- Borrowing facts, statistics, or illustrative material
- Offering materials assembled or collected by others in the form of projects or collections



## Lack of Academic Integrity

Cheating involves submitting work for an assignment or exam that is not your own. It can include the following:

- Copying someone else's work
- Allowing someone else to copy your work
- Having someone else complete your work for you
- Using unauthorized materials to help you complete your work
- Accessing social media sites on the internet to help you complete your work

If an instructor detects plagiarism or cheating, the instructor may recommend (depending on the severity) one of the following:

- Reduced grade for the assignment or exam
- No credit for the assignment or exam
- Reduced grade for the course
- Failure of the course

Under no circumstances will a student be permitted to cheat or plagiarize, and disciplinary measures will be taken in the event of this type of student misbehavior.

## Inappropriate Discussions/Posts/Messages/Comments

A student's written comments are considered inappropriate if they contain vulgar, profane, or obscene language, sexual innuendo or descriptions, or use discriminatory language as it applies to race, color, religion, national origin, age, sex, or disability.

**(See Bullying/Cyber-Bullying/Harassment on page 6)**

## Appeal Process

Students and Stakeholders have multiple means to communicate with mentors, teachers, and **SchoolsPLP** administration staff.

Students are welcome to address any concern through the SchoolsPLP messaging center. Parents and Stakeholder's dedicated secure login provides the ability to submit concerns.

If the response is not considered sufficient, the student/parent/stakeholder is welcome to email [appeals@schoolsplp.com](mailto:appeals@schoolsplp.com). This dedicated, secure, and confidential email mailbox is only accessed by SchoolsPLP administration staff who will respond and provide an unbiased and thorough investigation.



# Attendance and Communication



## Attendance

Attendance is recorded two ways, by logging into **SchoolsPLP** and by working on course work.

- Login sessions (when you use your username and password to log in to SchoolsPLP) are the total time logged into the program.
- Minutes worked (when you click on “work on this course”) is time spent in a course. If the student is on the overview or report card tabs, it counts towards login time, but not minutes worked.

For continued academic success it is considered a best practice for students to login daily to check for any messages from their instructors and mentors as well as spending one hour per course per day working on course work.

## Student and Instructor/Mentor Communication

Students can message their instructors and mentors via the **SchoolsPLP messaging link**, located on the top right side of their dashboard. Students can message instructors and mentors 24 hours a day 7 days a week.

*Instructors and mentors are expected to respond to student messages within 24 hours.*

## Grade Scales

Grading scales and grade weights vary per course. For example, a course might include the following activities and associated grade weights:

- Lessons: 10%
- Activities: 5%
- Projects and Labs: 5%
- Quizzes: 20%
- Unit Tests: 45%
- Final Exam: 15%

The students' cumulative grade is based on the total points earned, divided by the total points attempted within each assignment type. A cumulative grade is calculated for each assignment type, which are then averaged together based on each type's weights.

The grade scale for the assigned course will be included in the Welcome message to both the student login and the parent/stakeholder login.

## Student Enrollment

**SchoolsPLP** emulates a semester calendar with 9 week quarters. Students have the ability to enroll up to the 9 week mark. For example, if the student enrolls right at the 9 week mark, the student could be assigned up to 3 courses, instead of 6, in order for the student to have enough time to complete the entire semester of work for each of those 3 courses by the end of the semester. Students will not be able to be enrolled after the 9 week mark into a semester. Students welcomed to enroll for the following semester.

## Parent/Stakeholder Communication

The **SchoolsPLP Parent Communication Center** provides dedicated credentials to parents and stakeholders in order to communicate directly to the Mentors, Teachers, and SchoolsPLP administration staff. The Parent Communication Center allows all stakeholders to message, create to-do lists, meeting scheduling, real time chat functionality, and upload files. SchoolsPLP also delivers “check-ins” to all stakeholders for feedback and insight into their experience.

## Netiquette

***“The correct or acceptable way of communicating  
on the Internet”***

–Definitions of Oxford LANGUAGES.

### 1. Proof before you post

Your writing is the first impression you give when online. Be sure it reflects your intelligence. Check for grammar and tone before posting or sending.

**A. AVOID WRITING IN ALL CAPS!!!** It is perceived as yelling.

**B. Reread threw you're messages to check 4 korrekt punktuashun and grammer!** Use spell check and grammar check to catch most of the mistakes.

**C. Keep your audience in mind.** An informal writing style (full of abbreviations and slang) works well with your friends, but it's not appropriate when writing to teachers, acquaintances, or others. When in doubt, use a more formal writing style. You can switch to a more casual style once you get to know someone.

**D. Remember to use *please* and *thank you*.**

### 2. Treat Others as You Want to Be Treated

Sometimes it's difficult to remember that another human, just like you, is behind the words on your screen. Therefore, before you post anything in a public space, or send an e-mail, ask yourself: “How would I feel if I received this message? Is this how I would like to be treated?” Remember the human behind every message.

### 3. Would I Want This Comment Shared with the Cyberworld?

**A. Once it's out there...** before you post ANYTHING (comments, opinions, images, videos, etc.) ask yourself if you want that post read out loud or shared without your permission.

### 4. Attempt to Find Your Own Answers:

**A. Online school requires a lot of discipline and self-direction.** If you can't figure something out on your own, consider reaching out to a classmate, your mentor, reading through the syllabus, or using a search engine before immediately asking your instructor.

### 5. Be Kind and Professional:

**A. Following the four suggestions above** and being courteous and kind when sending an email, message, or posting a comment (even if you disagree) will go a long way in creating a positive and productive schooling environment.

***“Good netiquette means conducting yourself in an online class with the same respect, politeness and professionalism that you would exhibit in a real-life classroom.”***

—Erin Lynch

# Accommodations and Modifications



## Accommodations and Modifications (ESSA)

**SchoolsPLP** supports the goals of *Every Student Succeeds Act (ESSA)*: *Raising Student Achievement and Closing Achievement Gaps*. ESSA emphasizes Accountability, Parent Involvement, Highly Qualified Teachers, and Research-Based Teaching Methods. **For More Information on The Laws and Regulations, please visit <http://www.ed.gov/esea>**

**SchoolsPLP** encourages an environment and culture that embraces diversity, fairness, and concern for the success of all students and faculty members. SchoolsPLP offers accommodations in courses, course content, assignments, testing, grading, and academic support for students with an IEP or 504 plan.

In addition to individualized accommodations, the **SchoolsPLP** team utilizes the SchoolsPLP courses that are designed to support the student by providing many interventions that are commonly required in a Response to Intervention plan (RTI).

### Common interventions and accommodations include:

- Monitoring of individual student progress by teacher, mentor, and parent
- Personalized, descriptive, and immediate feedback for student work
- Opportunities for differentiated instruction based on a variety of learning styles
- One-on-one access to the teacher/mentor
- Additional time for completion of course activities and assessments
- Lecture notes provided in advance
- Allowing notes on exams, assignments, or both
- Frequent breaks, save, and exit options
- Adjustment of lesson proficiency level thresholds/mastery demonstration
- Creation of a detailed Student Learning Plan
- Individualized academic support procedures

# Privacy Policy



## Privacy Policy (FERPA)

**SchoolsPLP** maintains a commitment to protect students' personal information and complies with the ***Family Educational Rights and Privacy Act (FERPA)*** regulations. SchoolsPLP personnel undergo training on student privacy rights and associated regulations. SchoolsPLP advocates for responsible data stewardship by establishing policies, procedures, and training to ensure that student information is collected, maintained, used, and disseminated in a way that respects privacy, and ensures confidentiality and security. **SchoolsPLP's Privacy Policy** can be viewed at [www.schoolsplp.com/privacy-policy\\_](http://www.schoolsplp.com/privacy-policy_).

**SchoolsPLP** does not produce or disclose a public student directory and therefore does not contact parents and eligible students regarding such a directory.

## Annual Notification of Confidentiality Rights Regarding Education Records of Students and their Parents

**FERPA** gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.



- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for, or on behalf of, the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and...
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

# Technology Requirements



## Technology Requirements

### Supported Devices:

- Tablet
- iPad
- Laptop
- Desktop

### Operating systems:

- MS-Windows
- MAC OS
- Chrome OS

### System Requirements:

- Internet + Email
  - *1.5 MB minimum bandwidth DSL or cable preferred*
    - *Minimum download speed of 25 mbps and a minimum upload speed of 3 mbps*
  - School or personal email address

### Recommended browsers:

- Chrome
- Safari
- Edge
- Firefox

## Technology Support

Students have the ability to receive technology support. Through the **SchoolsPLP** messaging center, the Mentor will identify the technology support request, and if standard technology processes do not resolve the issue, the Mentor will create a “to-do” in the Parent Portal for all stakeholders to be notified that a technician will be reaching out to the student or stakeholder by phone in order to address and resolve the technology support claim. In most cases, the Mentor is able to resolve technology issues the student is facing quickly.

# Technology Policies & Procedures



## Acceptable Use of Technology Policies and Procedures

This policy provides the procedures, rules, guidelines, and codes of conduct for the acceptable use of the technology at **SchoolsPLP**. Use of such technology is a necessary, innate element of the SchoolsPLP educational mission, but technology is provided to staff and students as a privilege, not a right. SchoolsPLP seeks to protect, encourage and enhance the legitimate uses of technology by placing fair limitations on such use and sanctions for those who abuse the privilege. The reduction of technology abuse provides adequate resources for users with legitimate needs.

### Summary of Acceptable Use

**The use of these technologies is a privilege, not a right.**

**Students are expected to observe the following:**

- All users of the system must be in support of education and research and consistent with the mission of **SchoolsPLP** Instructional Services. SchoolsPLP reserves the right to prioritize use and access to the system. Any use of the system must be in conformity to state and federal law, network provider policies and licenses, and SchoolsPLP.
- All users are required to be good technology citizens by refraining from activities that annoy others, disrupt the educational experiences of their peers, or can be considered as illegal, immoral and/or unprofessional conduct.
- All users are expected to conduct themselves with honor, integrity, and professionalism.

The student is ultimately responsible for his/her actions in accessing technology at SchoolsPLP. Failure to comply with the acceptable use policy for technology may result in the loss of access privileges and/or appropriate disciplinary action. Severe violations may result in civil or criminal action under the Arizona Revised Statutes or Federal Law.

## Acceptable Use Policy

The success of students using **SchoolsPLP** technology system relies upon the appropriate conduct of all students who must adhere to the acceptable use policy.

1. The **SchoolsPLP** system will be used solely for the purpose of research, education, and school-related business and operations.
2. Any system which requires password access or for which SchoolsPLP requires an account, such as the Internet, shall only be used by the authorized user. Account owners are ultimately responsible for all activity under their account and shall abide by this Policy.
3. All communications and information accessible and accessed via the SchoolsPLP system is and shall remain the property SchoolsPLP.
4. Any defects or knowledge of suspected abuse in SchoolsPLP systems, networks, security, or software shall be reported to the system operators.



## Non-negotiable Use of Technology Policy

**SchoolsPLP** has the right to take disciplinary action, take legal action or report to proper authorities, any activity characterized as unethical, unacceptable, or unlawful.

**Non-negotiable Use of Technology** activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
2. Uses or knowingly allows another to use any computer, computer network, computer system, program, or software to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
3. Invades the privacy of individuals or entities.
4. Uses the system to compromise its integrity (hacking software) or accesses, modifies, obtains copies of, or alters restricted or confidential records or files.
5. Submits, publishes, or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.
6. Uses the systems for illegal, harassing, vandalizing, inappropriate, or obscene purposes, or in support of such activities is prohibited. Illegal activities are defined as a violation of local, state, and/or federal laws. Cyber-bullying and harassment are slurs, comments, jokes, innuendos, unwelcome comments, cartoons, pranks, and/or other verbal conduct relating to an individual which: (a) has the purpose or effect of unreasonably interfering with an individual's work or school performance; (b) interferes with school operations; (c) has the purpose or effect to cause undue emotional stress or fear in an individual.
7. Vandalism is defined as any attempt to harm or destroy equipment, the operating system, application software, or data. Inappropriate use shall be defined as a violation of the purpose and goal of the network. Obscene activities shall be defined as a violation of generally accepted social standards in the community for use of a publicly owned and operated communication device.
8. Violates the [\*\*Acceptable Use Policy \(page 17\)\*\*](#)

# Rights and Responsibilities



## SchoolsPLP Rights and Responsibilities

1. Monitor activity on the system.
2. Take prudent steps to develop, implement, and maintain security procedures to ensure the integrity of individual and **SchoolsPLP** files. However, information any computer system cannot be guaranteed to be inaccessible by other users.
3. Attempt to provide error-free and dependable access to technology resources associated with the system. However, **SchoolsPLP** cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
4. Ensure that all student users abide by the acceptable use policy and administrative regulation.

### **Non-Negotiable Use of SchoolsPLP's Technology Includes, but is not Limited to the Following:**

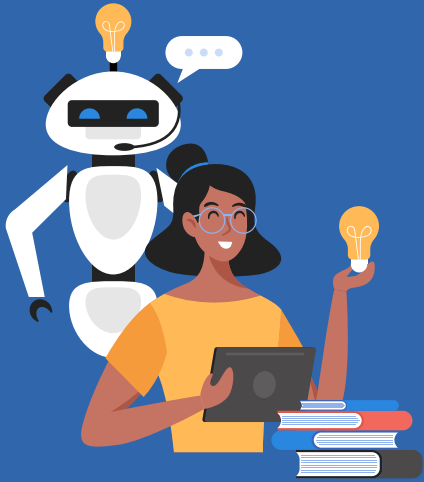
1. Violating the rights to privacy of students and employees of the district
2. Reposting personal communications without the author's prior consent
3. Plagiarism
4. Giving out personal information such as address and phone numbers over the Internet without staff permission
5. Accessing or transmitting material which promotes violence or advocates the destruction of property including information concerning the manufacture of destructive devices (explosives, bombs, fireworks, incendiary devices, etc.)
6. Accessing or transmitting material which advocates or promotes violence or hatred against particular individuals or groups of individuals



7. Accessing or transmitting material which advocates or promotes violence or hatred against particular individuals or groups of individuals
8. Conducting or participating in any illegal activity
9. Any act that is determined as Cyber-bullying, harassment, or a violation of good Digital Citizenship
10. Any inappropriate use as determined by **SchoolsPLP**



# Responsible Use of AI



## Do's and Dont's of AI Use

The use of Artificial Intelligence has grown tremendously, and while there are advantages of students using it to assist in their education, there are also ways it can negatively impact their learning.

**Please see below for our Do's and Dont's of AI.**

### **DO:**

- Use AI programs as smart search engines that present information in ways that are easy to read and understand.
- Ask AI programs for clarification or explanations when you need help.
- Generate ideas, topics, and writing prompts using AI programs.
- Be transparent; attribute AI text and images properly when you use them in your own work.

### **DON'T:**

- Use AI programs to complete work that is assigned to you.
- Copy text or images from AI programs without proper attribution.
- Use AI text or images without fact-checking and exploring potential plagiarism issues.
- Use AI when your teacher expressly forbids it.

