

Hackettstown High School

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Spring 2019

Dear Parent/Guardian,

Congratulations on being the parent of a Virtual High School (VHS) student! As the Hackettstown High School VHS Site Coordinator I want to share an overview of the VHS program. This overview contains tips that will help your child make the most of his or her experience. Welcome aboard!

Student Attendance

A VHS class is conducted entirely over the Internet. In many ways it offers more flexibility than traditional face-to-face classes. However, just as in a face-to-face class, attendance in a VHS class is very important. Students can access their class in the evening and on weekends, as well as during the school day. With great flexibility comes great responsibility. Your child's VHS teacher and classmates will be posting assignments, commenting to discussions, and providing feedback in class throughout any given week. To actively participate in class your child needs to log in to his or her VHS class at least three times per week and be actively participating during these logins.

Self-Discipline

It is up to each student to check assignment due dates, set his or her own pace, and submit work on time. Assignments in VHS classes vary from course to course and may include quizzes and tests, reading and writing assignments, term papers, special projects, lab exercises, class discussion, and group activities. One of the biggest mistakes new VHS students make is not giving themselves enough time to complete their work. Help your student avoid problems by encouraging him or her to complete work early. It is important not to procrastinate so all due dates are met.

VHS Calendar

The VHS calendar is different than our school calendar. Students are expected to follow the VHS calendar while participating in their VHS course. There are no official school breaks in VHS, but most teachers will be flexible if given advance notice of a student's absence.

Communicating with the VHS Teacher

Your child is responsible for his or her own success. Students must remember to post messages for their VHS teacher as soon as they have a question or are having trouble understanding a concept. VHS requires that teachers respond to student inquiries within 24 hours, Monday-Friday. Because student inquiries are not answered immediately due to varying school schedules and time zones, students should ask questions as soon as possible so they will have time to get the answers they need to complete their work.

Students with an IEP or 504

Hackettstown High School will provide VHS with a copy of a student's IEP/504. How IEP/504s are implemented is at the discretion of VHS.

VHS Policies on Grade Reporting

- The VHS academic calendar is divided into two distinct grading terms per semester.
- VHS teachers will post a term grade for each student at the end of the term.
 - Term 1 ends in week 8.
 - Term 2 ends at the end of week 15.

- VHS teachers will post a final grade for each student at the end of the course.
- VHS teachers are required to provide a current grade average for each student at least once every 14 days.
- Site coordinators check current grade averages and update them in RealTime every 2 weeks.
- The VHS teacher communicates how grades will be calculated at the start of the VHS class.
- Please note that you can review your student's grade report within their course at any time. Simply ask your child to login to their course and their current grades will be listed under the grade tab.

Benefits of Taking a VHS Course

There are many benefits to taking a VHS course:

1. VHS classes offer more time to be reflective about discussions. Students are not bound to just the class period to discuss a topic.
2. Students have the opportunity to work with other students (and teachers) from other states, countries, and cultures. It is a tremendous enhancement to a student's educational experience.
3. VHS classes also help students better prepare for college and the work-force. VHS students tell us that they feel better prepared for college because in VHS they learned to work independently, and were responsible for managing their time and learning.
4. VHS offers a terrific way for students to broaden their educational horizons and take classes that would otherwise be unavailable to them, in an environment that is safe, challenging, and fun.

Students Taking an AP Course

Students taking an Advanced Placement (AP) course are required to take the correlating AP exam. Students will be responsible for registering and paying for the exam. VHS may implement adverse consequences for not taking the AP exam.

I hope you and your child are pleased with the Virtual High School experience. Please do not hesitate to contact me with questions or concerns.

Respectfully,

Sarah C. Domick

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Home of the Tigers

