

Hackettstown High School



Student Guide

Course Expectations:

1. **Keep up with course work.** If you have problems completing the work, contact the instructor immediately.
2. **Ask questions do not be shy.** The teacher cannot guess that you do not understand, you have to let him/her know.
3. **Manage your time wisely.** It is very easy to fall behind in an online course.
4. **Sign In.** Underclassmen enrolled in VHS course are required to sign in to the library on a daily basis. Attendance for underclassmen is mandatory on a daily basis.
5. **Attendance is crucial.** Students who do not login/and or participate for three consecutive weeks will be held accountable to the VHS guidelines for attendance. Consult the VHS Policy Handbook. Lack of attendance and participation can and will result in the revocation of open blocks, late arrival, or early dismissal for seniors enrolled in VHS courses.

Online Student Guide:

1. **Plan on logging on daily!** A minimum of 45 minutes should be spent working on VHS courses. You should spend as much time on your online course as you do in a traditional classroom course.
2. **Read, Read, Read.** You do not have someone standing in front of you giving you instruction or a lecture - you have to read all materials and instruction.
3. **Grade Book:** Check the grade books regularly, if an assignment has not been graded, check with your instructor, make sure the assignment was received.
4. **Create a folder to save copies of all your work.** If the instructor does not grade and return an assignment, contact them via your personal thread located on the discussion board and find out why. Those Cyber space gremlins do strange things occasionally! Follow up with the instructor when you think something is amiss.
5. If there is a **technology problem** at the school, have the site coordinator contact VHS and your VHS instructor as soon as possible.
6. Report all problems you are experiencing to your VHS site coordinator.
7. Keep your **email address** current at all times, as this is how you will be able to communicate most effectively with your VHS site coordinator.

Course Policies and Procedures:

We want your online experience to be a rewarding learning experience. Teachers post course policies and procedures. Read them carefully. Below I have highlighted some of the policies that are universal for all Hackettstown High School VHs students.

1. Cheating will not be tolerated. If you are caught cheating, your school administrator will be notified immediately. You may lose your online privileges and be removed from the course.
2. Do not use inappropriate language when chatting, on discussion boards or when corresponding with the instructor or classmates.
3. Plagiarism: If you are using an article, read the article and then translate it into your own words, do not copy and paste an article. Instructor will be able to tell the difference in your writing and something that is copied.
4. Do not criticize, ridicule, or offend others.
5. Be careful when using sarcasm and humor, in writing it may not be taken the way a person would in face-to-face communication.

See your site coordinator's web site for VHS Policies and Procedures and other valuable information.

A Day In The Life of An Online Student

Online courses are very challenging! You can expect to spend 5-8 hours a week on one online class, depending upon the level of instruction. For honors and Advanced Placement courses, you can expect to spend between 8-12 hours a week on one online class. Think it sounds like a great deal of time; remember you do not actually have to sit through a class waiting for the teacher to finish explaining something repeatedly. You log in and go right to work.

These are some things you should do every day to make sure you have a great experience in your class.

1. Log in to the website.
2. Check for new announcements.
3. Check the assignments checklist and make note of the due dates.
4. Check your private discussion thread.
5. Save all of your homework in a recognizable file.
6. Spend time working through your assignments.
7. Get your work done and submitted to the right areas.
8. Read all instructions and make notes of questions for your instructor.

Once a week, you should do the following:

1. Look at your schedule for the upcoming week.
2. Fill out a study plan for completing all of your work.
3. Check the online grade book. Does your grade look right?
4. Make sure you have submitted all your work for that week.
5. Do you have projects or exams due?

Steady does it! Take time to work on your class daily, keep in touch with the instructor if you are ill, out for a day, or so...let them know when you will be caught up with your work. **Do not fall behind!** You will not have daily reminders of missing work...that is your responsibility. Check the grade book often!

Above all else communicate with your site coordinator they are here to help you as a resource as you journey through the world of online learning!