



# **VHS Enrollment Packet**

All documents within this packet must be completed  
IN FULL and returned no later than May 3, 2024

Incomplete or late submissions may result in a student  
losing a spot in the VHS program

**ALL FORMS DUE BY  
MAY 3, 2024**

Incomplete forms  
will not be accepted.



## METUCHEN PUBLIC SCHOOLS

School Counseling Department  
400 Grove Avenue, Metuchen, NJ 08840

Metuchen High School  
(732) 321-8700 ext. 5020

# VIRTUAL HIGH SCHOOL (VHS) INTEREST FORM

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

### VHS Course(s) of Interest:

Full Year Course Option: \_\_\_\_\_

OR

Semester Course (1): \_\_\_\_\_

Semester Course (2): \_\_\_\_\_

**Note:** When choosing two semester options, there is no guarantee which semester you will be registered for each course. When choosing one semester option, the course *must* be paired with a MHS semester elective to fill a full year block in the schedule. MHS does not offer study halls.

**AP Courses:** If you register for an AP course, you will be **required to take the AP exam** in the spring.

### An ideal candidate for VHS

- ✓ is independently motivated
- ✓ enjoys the online platform
- ✓ has a pre-existing interest in the subject area or a desire to be challenged beyond the MHS curriculum
- ✓ demonstrates a strong work ethic and commitment to academics

*Successful online learning = regular attendance, active participation, timely completion of assignments, and thorough attention to every task.*

### Teacher Recommendation (Required):

*I believe that the above named student is an ideal candidate for a VHS course. This student has the work ethic and independent work habits necessary to be successful in an online platform.*

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### School Counselor Recommendation:

*I believe that the above named student is an ideal candidate for a VHS course. This student has the work ethic and independent work habits necessary to be successful in an online platform.*

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Email Completed Packet to your counselor and  
Ms. Baird [abaird@metboe.k12.nj.us](mailto:abaird@metboe.k12.nj.us)

**Packets must be returned no later than May 3rd**  
**Incomplete packets will not be considered**



## **METUCHEN HIGH SCHOOL VIRTUAL HIGH SCHOOL PROGRAM**

Welcome to the VHS Program. Former students have successfully met many challenges in their independent studies across diverse and exciting disciplines. Their experiences have been positive, personally meaningful, and encouraging. If you are mindful of the expectations detailed in the contract, you will be successful as well. Take the time to reflect on all of the information in this folder, and be honest—above all *with yourself*—about your willingness to commit to the program.

To help you out, here are some suggestions inspired by the most successful students:

- Once you have your username, log in to the VHS site; you can reach the quick link via my *Google Classroom*: 6ffeem7. Look through the materials and presentations. Do orientations in advance. Be proactive.
- Treat your VHS course as a regularly scheduled class—because it *is*. In my experience, students who logged in “every now and then” have failed or done poorly in their classes. You must be engaged with the course *every* day. If you think of it as a class you have to attend with assignments to complete, you will be fine. I have seen that simple commitment work well for many students.
- Deadlines matter. Communication with your instructor does as well. I will defer to that person, supporting his or her expectations. If you plan to do nothing and then expect “to make up” or “receive extra credit” work, then this is probably not for you. I have seen instructors provide make-up work under extenuating circumstances, but this is rather rare, for they require the appropriate justification. Most of the time, students who do not meet expectations do so for the entirety of the course, and they face the consequences. Remember this: all instructors, regardless of style, philosophy, or school, must abide by VHS grading policies (they are in your folder).
- Be mindful of academic integrity. VHS knows how and when you complete assignments, especially since the entire program relies on their computer platforms, and they are thoroughly monitored. Metuchen High School has a policy as well. Be smart.
- Email me during school hours with any pertinent questions or concerns. Look through your folder carefully first. Read the contract three times. Return it to me as soon as you have it; you may place it in my mailbox.

Sincerely,

Ms Baird  
VHS Site Coordinator

[abaird@metboe.k12.nj.us](mailto:abaird@metboe.k12.nj.us)

*Google Classroom*: 6ffeem7

**NO STUDENT WILL BE ADDED TO VHS WITHOUT A SIGNED CONTRACT.**



## METUCHEN HIGH SCHOOL VIRTUAL HIGH SCHOOL PROGRAM

### STUDENT INFORMATION

In order to be added to the VHS system, I will need certain information. It is crucial that you carefully and legibly complete all items below. You must also provide a valid email address. The VHS system will grant you a username once I input your information (it will most likely look like this: John.Smith). Your email IS NOT YOUR USERNAME. Please provide a password below following the criteria precisely. Write your email, username, and password on the inside of your folder for safe and easy recordkeeping. If you misplace your login data, delays will result, and you will have to make an appointment with me at my convenience to reset your email and/ or password. You will be responsible for any grade penalties you incur due to needless delays. Take the time to avoid such nuisances now. Your attention to detail is appreciated. Thank you.

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Gender: \_\_\_\_\_

Graduation Year: \_\_\_\_\_

Do you have an IEP or 504 Plan? \_\_\_\_\_

Is English the primary language spoken at home?

Do you participate in an ESL/ ELL program?

Email you will use as a VHS Student: \_\_\_\_\_

Confirm email: \_\_\_\_\_

Password: \_\_\_\_\_

The password MUST BE AT LEAST EIGHT (8) characters long, have an UPPER CASE letter, a lower case letter, and a number.

Confirm Password: \_\_\_\_\_



## METUCHEN HIGH SCHOOL VIRTUAL HIGH SCHOOL

### Student/ Parent Contract

I, \_\_\_\_\_,  
(PRINT Student Name)

- agree to attend and fully participate in my Virtual High School online course.
- am aware of the following guidelines for ***expected hours of work*** by level:
  - A ***standard level class*** will require me to be actively engaged in my coursework for approximately ***6—8 hours per week***.
  - An ***honors level class*** will require me to be actively engaged in my coursework for approximately ***8—10 hours per week***.
  - An ***AP level class*** will require me to be actively engaged in my coursework for approximately ***10—12+ hours per week***.
- will abide by all deadlines and review and understand any late work policies.
- will inform my VHS Site Coordinator in a timely manner if I am experiencing difficulties in my online course due to:
  - technical difficulties with the network or computer;
  - navigational difficulties in Desire2Learn; or
  - difficulties in understanding my assignments or posting my assignments.
- will inform my VHS teacher of any scheduled absences due to school or personal schedule.
- am expected to work to the highest level of Academic Honesty. **VHS takes acts of plagiarism very seriously. Additionally, any academic dishonesty in a VHS course will also be in violation of Metuchen High School's Academic Integrity Policy. Please see the *Student Handbook* for details.**
- will inform my VHS teacher and Site Coordinator of any absence due to illness or unforeseen circumstances and will make up missed work in a timely manner.
- will use courteous language while communicating with my VHS classmates and teacher.
- will use the school network in conformance with the Acceptable Use Policy.
- understand that once **the official Virtual High School add/ drop period ends (one week into the course)**, I am/ my child is committed to finishing the class.
- understand that **the grade I will receive for my performance in the Virtual High School course is an official grade reported on my Metuchen High School transcript, and it will be factored into my grade point average.**

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student email: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent email: \_\_\_\_\_

**CONTRACT DUE DATE: MAY 3, 2024**

**Mr. Baird, VHS Site Coordinator: [abaird@metboe.k12.nj.us](mailto:abaird@metboe.k12.nj.us)**

**Google Classroom: 6ffeem7**