



## Request for Registration for a VHS Course at Newtown High School

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Email: \_\_\_\_\_@newtownps.org Desired Password: \_\_\_\_\_

Current Grade: \_\_\_\_\_ Guidance Counselor: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Email Address: \_\_\_\_\_

Parent/Guardian Phone#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Requested Course: \_\_\_\_\_

Term: Fall  Spring  Full Year  Summer  Level of Course: AP  Honors  Standard   
 \*Summer Date: \_\_\_\_\_

### Registration Process:

1. Please go to <http://thevhscollaborative.org/> and use the course catalogue to **find the description of the course(s)** for which you would like to register. **Print off the description including** the additional course details. *Attach the description to this request for registration.*
2. Sign the attached contract. Please read through it carefully.
3. Do you have an Individualized Education Program (**IEP**)? Yes or No ... Do you have a **504**? Yes or No
  - a. If so, who is your case manager? \_\_\_\_\_
4. Are any of the courses you are requesting offered at NHS? \_\_\_\_\_.
  - a. If yes, please explain why you need to take this course through VHS rather than through a face-to-face NHS course. You will also be required to get approval from Dr. Longobucco for this course. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Be certain that the *prerequisite courses* have been completed successfully (if there are prerequisites).
6. Have your **counselor and a parent or guardian** sign this request.
7. Bring this form to VHS Coordinator, **Mrs. Arnold in Room C079** (lower C wing).
8. Students who decide to withdraw from a program may do so within (5) days of the start of the course without penalty. *You are responsible for the full tuition after the 5 days.*
9. Students taking Lab or AP courses are responsible for the additional fees associated with the course.

*Once approved, you will receive an email confirmation with your username and password.*

Student Signature & Date \_\_\_\_\_

Counselor Signature & Date \_\_\_\_\_

Parent/Guardian Signature & Date \_\_\_\_\_

Dr. Longobucco's Signature \_\_\_\_\_

## VHS at Newtown High School - Student Contract

(to be signed by student and parent) Please read and review this contract carefully.

I, \_\_\_\_\_ (name of student), agree to participate in my VHS Learning (Virtual High School) Online Course and will:

1. Attend and fully participate in my VHS Online Course on a daily basis. I am aware of the guidelines for expected hours of work by level.
2. Inform Mrs. Arnold 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 the VHS portal;
  - Difficulties in understanding my assignments and or posting my assignments.
3. Inform my VHS teacher of any scheduled absences due to school or personal schedules.
4. Inform my VHS teacher and Mrs. Arnold of any absence due to illness or unforeseen circumstances and will Make-up missed work in a timely manner. I also understand it is my responsibility to provide Doctor's Notes for absences.
5. Use respectful language while communicating with my VHS peers and teacher.
6. Use the school network in conformance with the NHS Technology Acceptable Use Policy.
7. Meet with Mrs. Arnold at scheduled times if my grade falls below a 70 to work on my VHS course in school.  
**The day/time I can be available after school is \_\_\_\_\_.**
8. Check school NHS email at least three times a week for emails from Mrs. Arnold.
9. Parent/Guardian will need to register an email address in Power School.
10. Limited seats available only on a first-come first-serve basis.
11. Agree to both VHS and NHS's add drop policies that govern course withdrawals apply to VHS courses; i.e. a WF will be issued if the VHS course is not dropped at the appropriate time and tuition will be forfeited.
12. I understand that if I fail or withdraw without proper notice, I am responsible for the full tuition of the course.

*Only one VHS class may be taken by a student per semester.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Please return this signed document to:**

**Mrs. Arnold:** Newtown Continuing Education, 12 Berkshire Rd., Sandy Hook, CT 06482 – Room C079

***Grades will only be issued only if contract is returned signed.***

## Virtual High School at NHS For Students Frequently Answered Questions!

- VHS is currently open to all students at NHS. VHS offers appropriate courses for grades 9-12 and is an accredited Virtual High School.
- The greatest strength of VHS is the elective courses. *See the course offerings available in the catalogue.*
- Your guidance counselors can help with placement in VHS courses and will typically recommend the courses to you.
- See Mrs. Arnold, the site coordinator, for registration info and enrollment.
- The same NHS policies that determine credits, grades, and withdrawals for face-to-face classes apply for VHS.
- You will not have a scheduled time in your day for VHS. You do the work during free blocks or on your own time at home. *There are deadlines for all VHS coursework and homework.*
- If you are considering taking a VHS course during your senior year to recover credits lost due to failures in classes, please consider very carefully. Historically students in this situation do not fare well in VHS course.
- Only one VHS class may be taken by a student per semester.

### Expectations:

- You need to be self-motivated.
- You will have to log into your class at least 5 times a week.
- Check school email for communication with Mrs. Arnold 3 times a week.
- You can expect to work as much for a VHS course as for a face-to-face class, perhaps a bit more as all work is online.
- You will participate in online discussions, presentations, and research with classmates from around the country and sometimes the world.
- You will submit work through drop boxes, blogs, and the online platform of VHS.
- Before you begin you will sign a contract regarding behavior and academic expectations.
- There **are daily/weekly deadlines** for all VHS work that is submitted.

### Performance

- Mrs. Arnold will monitor your progress through the online grading site created by VHS.
- Mrs. Arnold will communicate with VHS teachers as necessary.
- Mrs. Arnold will support students with technology as necessary.
- Mrs. Arnold will audit your work through the VHS website.
- Your Term 1 and Term 2 grades are averaged for a final grade.

Student Signature

Date

Parent/Guardian Signature

Date

***Please return this signed document to Mrs. Arnold.  
Grades will be issued only if contract is returned signed.***

**For more information visit:** <http://thevhscollaborative.org/> or contact Newtown Continuing Ed at (203) 270-6190

**Link to catalog:** <http://thevhscollaborative.org/catalog>

Registration for 2022-2023 begins May, 2021. Fall classes start in Sept. 2022. Spring courses start Jan. 2023. Having these form filled out and returned to Mrs. Arnold well in advance will increase your chances of getting this opportunity.