

REAL/First Children Services
Virtual Summer Program

Student Handbook & Online Learning Guide



1256 Marlkress Rd

Cherry Hill NJ 08003

Virtual Summer Program Coordinator: Carolyn Halsted

Virtual Summer Cell Phone: 856-281-0572

Welcome to Virtual Summer School! This handbook is provided to help answer some of the most frequently asked questions that parents and student may have about taking online summer school classes. If you have questions that are not answered, please contact the Virtual Summer Cell Phone at 856-281-0572

Assignments within your course

Be sure to read all directions and follow them closely when completing or submitting assignments. Be sure to SAVE your work as you go! There are assignments and tests throughout your course that must be completed. Be sure that you complete these assignments AND submit them as instructed.

Attendance

Virtual Summer School is self-paced. You have approximately 30 days to complete the course and take the final. To maintain adequate progress, you MUST complete 25% of the course each week and maintain a passing grade.

You may work on the course at any time during the week that you choose. You can also work from any location. The most important thing is that you work and complete 25% of the course EVERY week.

Introduction to Online Learning

All students will automatically be enrolled in the Introduction to Online Learning Class. This class will prepare you to be successful by providing an overview of what to expect and how to navigate the course.

Code of Conduct

Please remember that 'chat rooms' associated with your courses are considered classrooms. The same rules apply in chat rooms as do in classrooms. Be polite, respectful and stay on the topic of the course. Chat rooms are monitored 24 hours/7 days a week. All conversations in the chat room are recorded and archived.

For your own safety, you should never exchange personal information with another student.

Contact and Communication with Online Course Teachers

Each course will have a teacher that is available via chat, email or telephone. The teacher's contact information will be available to you once you log into your course. When you contact your teacher, please be sure to provide them with the following information: first and last name, name of the course you are taking, chapter and lesson name, and the reason you are contacting them.

Course Structure

Each course will provide a Syllabus and Assignment Chart. It is important for you to review these materials as they will tell you what must be completed prior to the final exam.

Grading Procedure

Some assignments will be automatically graded and you will be able to see your grade immediately. Others will need to be reviewed by the course teacher and you should receive your grade within one week.

Tests and Exams

You are only allowed to open a test ONCE. Be sure that you have completed all work required for the unit and are ready to take the test before you begin. Allow yourself plenty of time to finish and click SUBMIT located at the bottom of the screen when ready to submit.

If you do not continue to work actively in your test, you may be timed out. If you open a test and then close your computer screen, if you open another browser or hit SUBMIT before you completed the test, you will be locked out of the test. If you feel you have been unfairly locked out of a test due to computer problems, please contact your course teacher immediately via the chat function.

Final Exam

The final exam can be taken virtually or at our office. Your school district will make the determination of where it is to be taken. If you are required to take the final in our offices, our teacher will schedule a time with you during the final dates listed on your registration letter.

Course Progress

Parents and students will receive a weekly (Monday) email or text from REAL/FCS Virtual Summer Program Coordinator. The message will tell you if you/your child is making adequate progress in the course (25% progress weekly and if their grade is at least 70%).

If you/your child is not making adequate progress (not completing 25% of course and/or their grade is below a 70%), our coordinator will advise you/your child of their current standing. Our coordinator will check again on Wednesday to see if enough progress has been made and notify you/your child again. And if needed, will do so again on Friday.

The REAL Center/First Children Services cannot guarantee specific student outcomes or grades. You/your child's progress in the course is ultimately their responsibility. We will ensure that you are notified at least once a week about progress towards completion.

Student and Parent Acknowledgement

I have read the student handbook and online learning guide for the REAL/FCS Virtual Summer School Program.

Student Name Printed

Student Signature

Parent Name Printed

Parent Signature

Plagiarism Statement

Plagiarism is the use of another person's words or ideas without giving them credit. Sometimes you might plagiarize unintentionally if you don't know how to properly give credit to other people's words or ideas in your project. You might have difficulty understanding the difference between common knowledge and information that requires a citation. Plagiarism also includes instances when students copy and pass another person's words directly from a website or other online text and try to pass the words and ideas off as their own. Whether intentional or not, plagiarism is not acceptable.

I have read and understand the plagiarism policy for REAL/First Children Services Virtual Summer Program. I verify that the work that I will submit for all assignments will be my own work and that I will properly credited any outside sources that I use.

Student Signature

Date

Please send back to the REAL Center/FCS prior to starting your course.

Email: mlangford@firstchildrenservices.com

Or mail to: Melissa Langford
 Director, Transitional Education Services
 1256 Markkress Rd
 Cherry Hill NJ 08003