**Tips for success from the HVK12 Counseling Department**

**Students:**

* Immediately print out all 6 pace charts.
* Check pace charts, emails, messages, and **your gradebook** daily.
* Make sure you are aware of what is due each week and you have scheduled time to complete it.
* Spend 6 hours a day on coursework - make a schedule with your parent/guardian and follow it.
* Make a calendar noting when assignments are due. Many assignments are due on Fridays, so when creating a work schedule use a calendar to write which assignments your student plans to complete on which dates (or make weekly charts noting which modules are due).
* **Attendance is mandatory** - this is measured by daily log ins and weekly submissions.
* Have a designated work area and supplies available - set up a work station at home in a quiet place.
* Watch any introduction videos teachers have on their home pages and **all LIVE LESSONS.**
* Communicate with teachers about progress and problems.
* Read directions carefully – when in doubt – ask your teacher.
* Set up a folder for each course on your desktop to keep your saved work.
* Set up a folder or binder per class with dividers for modules. Place your pace charts and any other subject specific information like your notes in your binders.
* **TAKE GOOD NOTES.**
* Develop a system with parents/guardians to check on progress. For example, choose one day a week to sit down together to discuss a plan for the upcoming week and review the previous week.

**Parents:**

* **Create a daily schedule** that works for your family.
* Every Monday morning go over the pace charts with your student for every class and review what is expected that week in regards to quizzes and assignments. Create a schedule for the week where students write out each class and the assignments due and the live lesson schedule**. Having a schedule in front of students is helpful because students will know what needs to be done each day.**
* **Develop a work schedule** for your student (examples below):
  + EX: Plan to work in every course, every day for around 60 minutes per class with Math, Science, and Social studies before lunch and English and electives after lunch
  + EX: Monday and Wednesday = Math and English (2.5 hours per class) and elective A (1 hour) Tuesday and Thursday = Science and Social Studies (2.5 hours per class) and elective B (1 hour) Friday = electives (3 hours per elective) Have extra time? Wrap-up, DBA’s, study, or work ahead
* Assist your student with work submissions – consistency is the key! Students should turn in work consistently.
* Develop a system with your student to check on progress. For example, choose one day a week to sit down together to discuss a plan for the upcoming week and/or to review the previous week.
* Monitor the quality and effort of student work.
* Be an active participant in your student’s educational routine. Create a parent/guardian account to see your student’s gradebook and progress anytime **(This is crucial to success).**