

A Parent Guide:

Tips for Navigating your First Year at Conard



CONARD HIGH SCHOOL

110 Beechwood Rd.

West Hartford, CT 06107

860-231-5000

Please look at the Conard Website <http://conard.whps.org> for complete rules and regulations.

Hints to Help You Navigate Through Your First Year at Conard

ATTENDANCE:

What if my student will be late for school?

Call the attendance office at 860-231-5000, select option 1. Write your student a note and have them bring it to the attendance office upon their arrival to school.

What if my student will be absent from school?

Call the attendance office at 860-231-5000, select option 1. Write your student a note and have them bring it to the attendance office upon their return to school. If your student will be out more than 3 days, you may make arrangements through the main office (860-929-5009) to pick up homework assignments.

What if my student misses the bus?

Before school: you will have to make your own arrangements for transportation to the school. Missing the bus is not considered an excused tardy to school.

After School: there is a 4 p.m. late bus (3:00 p.m. on Wednesday) that picks up students at the front of the school. Students must have a specific reason for staying late. e.g., participating in an afterschool activity, getting extra help, or going to the Library/Media Center. Questions regarding school transportation should be directed to the transportation office at (860) 561-6647.

SCHEDULING:

What is the process for course selection for my student?

Each year in January, counselors/teachers begin the course selection process with students for the following school year. The online Program of Studies is shared with students and in late January/early February, students select their courses. Verification of the courses your student selected will be available on PowerSchool prior to the close of the school year. Students have access to their schedules through the PowerSchool portal a week before the first day of school. Questions regarding course selection should be directed to your student's school counselor.

How many classes is my student expected to take?

There are 8 periods in the school day (typically, 5 or 6 courses plus PE and lunch). Students are strongly encouraged to have a lunch period each day to reduce stress, provide opportunities for socializing, and other health reasons. In order for a student to not have a lunch period and take a class in its place, parents/guardians must sign a waiver. Please refer your student to their school counselor if they need to discuss this issue further.

SOCIAL:

What if I'd like to encourage my student to get involved in school activities, clubs, and/or sports?

A student club & activities fair is held at Freshmen Orientation. Clubs and activities are also listed on the Conard website. <http://conard.whps.org>. For more information, suggest that your student meet with the Career Center/Student Activities Coordinator in the Career Center. Volunteer opportunities and job openings are posted outside of the student activities office. For information about sports, suggest that your student stop by the athletic office.

What if I am concerned that my student is being harassed?

Instruct your student to see their school counselor or assistant principal immediately. If they are not comfortable doing this, please call either staff member yourself.

What if I am concerned that my student may be involved in risky behavior (drugs, alcohol, etc.)?

Share your concerns with the school counselor, assistant principal, school psychologist, or social worker immediately.

ACADEMIC:

Suggestions for Student Success:

Students have found success when they...

- Have a separate folder and notebook/small binder for each class.
- Have one homework folder (with pockets) for daily unfinished and finished assignments
- Routinely work in the same quiet place.
- Complete one assignment at a time (monotask over multitask)
- Refrain from using electronics (phones, television, etc.) while working.
- Complete their least favorite subject first.
- Check PowerSchool regularly. If a grade or assignment is underlined, they can click on it and see a teacher's comment. Many teachers will write brief explanations for a large assignment or make a comment about a specific grade.
- Use the Google Calendar App to check Google Calendar regularly, which lists assignments found on teachers' Google Classrooms.
- List 3 things (big or small) that they are grateful for that occurred during the day at the end of each day. Creating an ongoing list of positives helps address social- emotional needs, which often directly tie to academic success!

What if I want to check on my student's academic progress?

Performance can be monitored by logging on to the PowerSchool Parent Portal. Please call the main office if you cannot access or need to set up your account. The most effective way to communicate with teachers is through email or voice mail. Please note that phones do not ring in the classrooms during the school day. Email addresses for school staff are: first name_last name@whps.org. A voice mail/email listing is available on the Conard website.

PowerSchool:

Powerschool is the student information system. The Parent Portal allows parents to use any computer with internet access to view their student's academic progress on an ongoing basis. <http://powerschool.whps.org> If you have any questions accessing Powerschool please call the main office: 860-231-5000.

Initial Parental/Guardian Sign up:

Step 1: Come to the Main Office to obtain a letter with user ID and password.

Step 2: Go to the Conard Website, Click on tab for Parents, Click on: PowerSchool, Create Account tab at the top. In the upper section enter personal information (user name and password then re-enter password).

Step 3: In the lower section: Enter student name, Access ID (supplied by the main office), Access Password (supplied by the main office), Relationship: Parent, etc., Click Enter.

If parent has an account but forgot password:

Step 1: Request that office staff reset password

Step 2: At PowerSchool portal login site, enter user name & "password" in password box. An orange box will pop up indicating "Your password has been reset by an administrator"

Step 3: Parent re-enters the word "password", enter new desired password, confirm new password

Google Classroom:

Google Classroom is a learning management tool used by teachers at Conard. Students join each of their teachers' classes using a code that the teacher provides them at beginning of the year. Teachers will post assignments and other relevant resources that students can access to support their learning. It is important that students access and review their WHPS email and connect to their Google Classroom account on a daily basis.

What if my student needs extra help from their teachers?

Teachers are very accommodating. Some teachers are available before school, some are available after school, and some are available during the school day. Your student should make arrangements directly with their teacher to receive extra help. Our Library/Media Center is open after school for student use on M, T, and Th: 2:15-4:00 PM; W: 12:48-3:00 PM.

When are progress reports issued and who gets them?

Mid-way through each quarter, parents will be notified that progress reports can be viewed on PowerSchool.

When are report cards issued?

Report cards are issued approximately one week after the close of each quarter. For quarters 1, 2, and 3 report cards are given to the student. At the end of the school year they are mailed home.

What are the homework expectations at the high school level?

Expectations vary from course to course. Homework expectations are included in your student's syllabus for each course. Concerns/questions about homework should be discussed directly with your student's teacher.

Who will guide us through the post-secondary planning process?

Post-secondary planning with your student's counselor begins as soon as you and your student starts high school. Students and parents/guardians are strongly encouraged to attend all the school counseling programs (day and evening). Check the Conard website regularly for important information and school counseling related events.

What are AP classes and should my student take one?

AP (Advanced Placement) classes are college level courses generally offered to juniors and seniors. Students who are interested in earning college credit must score at a certain level on the AP exam to be eligible for college credit. Your student should consult with their counselor about AP classes.

How can I get involved in my student's education and in the life of the school?

- Join the PTO and attend meetings and events.
- Check the Conard website regularly for important information.
- Attend sporting, art, music and theatre events.
- Attend specific grade level counseling meetings.
- Communicate with your student's teacher and counselor when needed.
- Sign up for parent conferences offered in November and February.
- Monitor your student's performance, study skills, and homework habits.
- Monitor your student's attendance, and call in their absences within 24 hours, or write a note and have your student bring it to the attendance office upon their return.
- Be familiar with the rules and regulations of the school and the district found in the parent handbook that can be accessed through the school website. www.whps.org
- Seek assistance from school personnel to help your student be successful, if needed.

• Read the Student Policies Handbook:

<https://drive.google.com/file/d/0B9qL2-maX-Q0VVI3c2dnYm5zYU5PUEhxTlctdExqVU1pNDdj/view>

GRADUATION REQUIREMENTS

To graduate from West Hartford Public Schools, a student must have satisfactorily earned a minimum of 21.75 credits and must have met the credit distribution requirement. Students must also fulfill State Mandated Standardized Testing.

Credit Distribution: The following courses are required to meet graduation requirements:

English 4 credits

Mathematics 3 credits

Science 2 credits

1 credit in physical science

1 credit in life science

Arts, Business, and/or Technical Education 1 credit

Social Studies 3 credits

1 credit in Modern World History

1 credit in U.S. History

.5 credit in American Government

.5 credit social studies elective

Physical Education and Health 1.75 credits

Electives 7 credits

EARNING CREDIT Each course carries a designated amount of credit. A full year course carries 1 credit and a 1 semester course carries .5 credit, except P.E. and Health, which carries .25 credit per semester. Upon recommendation of the high school principal and approval of the superintendent of schools, a requirement for graduation may be met in part, on an equivalency basis, as indicated in the administrative regulations. Students transferring from a school requiring fewer than 21.75 credits for graduation must consult with their counselor to determine what courses are needed to meet our graduation requirements. Credits needed to graduate from Conard High School will be based on the average number of credits required per year from the feeder school plus an average of 5.5 credits per year at Conard High School. Credits earned over and above the required number from the feeder school may be applied toward the elective requirements at Conard High School.

COURSE LOAD In a four-year program, a minimum of 5.5 credits is mandatory, however, we encourage students to take six courses plus physical education and lunch. For all students, care should be taken in the selection of courses to provide broad experiences, as well as special interests. Consult with your teachers and counselor when selecting courses. All students should consider courses in fine arts (art, music, or humanities), business education, family and consumer science, and technology.

TYPICAL COLLEGE REQUIREMENTS

ENGLISH: 4 credits

MATHEMATICS: 3-4 credits

SCIENCE: 3-4 credits

SOCIAL STUDIES: 3-4 credits

WORLD LANGUAGE: 2-4 credits

LEVEL CHANGES All level changes are subject to administrative approval in collaboration with the classroom teacher, department supervisor, school counselor, and parent. Space availability may also be a factor. When students level changes grades will follow to the new class. Students must continue to attend all classes currently on their schedule while any change is being reviewed.

GRADING SYSTEM The following grading system is currently in use. Please note: plus and minus is not computed into GPA. Letter Grade Numerical Equivalent

A+ 97-100 A 93-96 A- 90-92 B+ 87-89 B 83-86 B- 80-82 C+ 77-79 C 73-76 C- 70-72 D+ 67-69 D 63-66 D- 60-62 F 0-59

*Grades for Health are included in the GPA, grades for PE are not included in the GPA

DROP POLICY Students may drop a course without penalty (i.e. receiving a “WF”) during the first 10 school days of each semester as long as they maintain 5 classes plus P.E. in their schedule. The teacher, department supervisor, school counselor, and parent will be involved in the process prior to the final decision being made by an administrator. Students must continue to attend all classes currently on their schedule while the request for a schedule change is being reviewed.

Conard High School Bell Schedule - M, T, R, F - 2:15 closing

Clear Corridor 7:20

Period 1 7:30 – 8:18

Period 2 8:22 – 9:14 (announcements at the beginning of the period)

Period 3 9:18 – 10:06

Period 4 10:10 – 10:55

Period 5 10:59 – 11:44

Period 6 11:48-12:33

Period 7 12:37- 1:22

Period 8 1:26- 2:15

Conard High School Bell Schedule – Advisory Wednesdays – 12:48 closing

Clear Corridor 7:20

Period 1 7:30 – 8:03

Advisory 8:07 – 8:27

Period 2 8:31 – 9:06

Period 3 9:10 – 9:43

Period 4 9:47 – 10:20

Period 5 10:24 – 10:57

Period 6 11:01 – 11:34

Period 7 11:38 – 12:01

Period 8 12:15 – 12:48

Conard High School Bell Schedule – Non-Advisory Wednesdays – 12:48 closing

Clear Corridor 7:20

Period 1 7:30 – 8:06

Period 2 8:10 – 8:48 (announcements at the beginning of the period)

Period 3 8:52 – 9:28

Period 4 9:32 – 10:08

Period 5 10:12 – 10:48

Period 6 10:52 – 11:28

Period 7 11:32 – 12:08

Period 8 12:12 – 12:48

CELL PHONES AND ELECTRONIC MUSIC DEVICES: (See the Student Policies Handbook for additional details.)

- CLASSROOM:** Use of an electronic device in the academic setting will be with the expressed consent of the teacher for instructional purposes. Otherwise, all electronic devices should be off and out of sight during class time.
- HALLWAY/PASSING:** Students may only receive or send text between classes or in the designated spaces (cafeteria, courtyard, library) during non-class time. Students may only use ONE earbud to listen to music in the hallways. When using the earbud, students must be able to hear a person talking to them.
- **OTHER SCHOOL SPACES:** Students are permitted to use electronic devices in the cafeteria, courtyard, or library as long as the device is 1) used with discretion, 2) does not disturb the establishment of a safe and orderly school setting, and 3) follows the WHPS Administrative Guidelines for the Use of Technology.

Conard High School (860) 231-5000

Principal

Mr. Julio Duarte – ext. 5001

Assistant Principals

Mr Tor Fiske (A-F) – ext. 5002

Mr. Jamahl Hines (G-N) – ext. 5004

Mrs. Lindsey Tringali (O-Z) - ext. 5003

Grade 9 - School Counselors

Name	Alphabetical Breakdown	Extension
Ms. Courtney Heuitson	A-L	5028
Ms. Kate Deane (Alison Passafiume, interim)	M-Z	5027

Department Supervisors

Name	Department	Extension
Mr. Tom Paleologopoulos	English	5053
Ms. Michelle Graveline	Math	5051
Mr. Andrew Mayo	Music & Theatre Arts	(860) 561-6629
Mrs. Lisa Daly	Physical Education & Health	(860) 561-6639
Mr. Ted Dillon	Pupil Services	5023
Dr. Timothy Kessler	Science	5049
Ms. Lori Foote-Mitchell	School Counseling	5034
Ms. Jessica Blitzer	Social Studies	5052
Mr. Brian Cohen	Technology Education	6661
Ms. Pamela Murphy	Visual Arts	(860) 561-6628
Mrs. Meghan Zingle	World Language	6633

For additional information, please refer to the Conard website: conard.whps.org

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