

A message from Guidance

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January 2017

Parents:

Today, your child should have come home with a copy of their Course Request sheet, indicating the academic recommendations they received from their teachers for 10th grade. **If you have questions about the reasons for a particular recommendation, please contact your child's 9th grade teacher in that subject area.** He/she can explain the criteria for placement and the reason for their decision.

On Thursday January 12th, you and your child should plan to attend the Curriculum Fair at C.B. West, beginning at 6:30 PM. At this event you will learn more about the high school program and have the opportunity to speak to representatives from every department, about the course offerings in that curricular area. This will help answer questions about academic course levels and elective selections.

Beginning on Jan 13th, students will have access to the portal, to enter their course requests for 10th grade, using teacher recommendations for the academic classes, and their own choices of electives.

****Please note that students must enter the course levels recommended by their teachers. Any level changes made by a student/parent via the student portal, which has not been first approved by the current course teacher, will be reverted back to the original teacher recommendation.**

The window for you and your child to complete this process at home will be open through the evening of February 5th.

For your reference, your student's log-in information to access the student portal can be found at the top of the Course Request sheet, and a short instructional video, as well as a link to the portal itself, can be found via the **CBSD website**. Here, you will also find a link to **the Program of Studies booklet** (your child has a hard copy with a red cover) which provides details about all courses offered at the high school, including course description, prerequisite requirements and credit value. Click on Student Resources at the top of the CBSD homepage, and it will take you to the access points for these items.

During the month of February, middle and high school counselors will meet with each child to review his/her course requests.

A Course Request Verification Sheet will be sent home on March 8th for your review and approval (indicated by your signature) and will be due back to the Guidance Office no later than March 15th. A reminder will come home as that time nears.

That will be your last opportunity to request changes to any course requests.

It is important that you and your child be thoughtful in your course choices because **once course requests are confirmed on the Course Request Verification Sheet, they cannot be changed unless dictated by academic performance.**

Our hope is that each step in this process will be helpful to you and your child in planning an appropriate program for next year. If you have any questions or need additional information, feel free to contact the Guidance Office.

Timeline:

January 4, 2017	Assembly to introduce Program Planning
January 4-6 2017	Core teachers discuss levels and curriculum of 10 th grade courses
January 10, 2017	Teachers make recommendations in class; students note teacher recommendations on their course sheet
January 12, 2017	High School Curriculum Fair at CB West – 6:30 PM
Jan. 13-Feb 5, 2017	Student Portal open for course entry
Feb. 7 to Mar 1, 2017	Counselors meet with individual students to review course requests
March 8, 2017	Verification sheets distributed to students
March 15, 2017	Deadline for return of signed verification and deadline to change course requests

On the back of this page, you will find a sample block to help you understand the block schedule and a few blank worksheets that can be used to help you and your child select the correct number of courses.

Guide to Block Scheduling:

Each Block = 9 weeks

Each Block = 90 minutes

Each Block = .5 credits

Sample #1-Typical 10th grade schedule

English 10	English 10	World History	World History
Biology	Biology	Algebra 2/Trig	Algebra 2/Trig
French 3	French 3	Wellness/PE	?
?	?	?	?

Sample #2-10th grade schedule with MBIT

MBIT	MBIT	MBIT	MBIT
MBIT	MBIT	MBIT	MBIT
English 10	English 10	World History	World History
Algebra 2/Trig	Algebra 2/Trig	Biology	Biology

Sample #3-10th grade schedule with music

English 10	English 10	World History	World History
Biology	Biology	Algebra 2/Trig	Algebra 2/Trig
French 3	French 3	?	?
Chorus/Wellness	Chorus/Wellness	Chorus/study or A/B elective	Chorus/study or A/B elective

Sample # 4-10th grade schedule with AP History

English 10	English 10	French 3	French 3
Biology	Biology	Algebra 2/Trig	Algebra 2/Trig
AP European Hist.	AP European Hist.	AP European Hist.	Wellness
?	?	?	?

Some blank scheduling blocks for you to work with:

