

Community Academy

Navigating the HCPSS



**Howard
County**
Public School System



welcome

The image features the word "welcome" rendered in a playful, 3D font. Each letter is a different color: 'w' is pink, 'e' is light green, 'l' is yellow, 'c' is blue, 'o' is lime green and features a sun with rays behind it, 'm' is purple, and the final 'e' is green. The letters are arranged on a white surface against a white background, which is itself centered on a teal background with yellow and grey decorative arcs.

Save the Date!

The Council of Elders Community Academy



The Council of Elders and the Howard County Public School System have partnered to sponsor the following 2023–24 parent workshop series:

October 14	Navigating the Howard County Public School System
December 16	Social Emotional Well-being and Substance Abuse
January 27	Processes for Parent Empowerment
March 9	Healthy and Unhealthy Relationships

9–10:30 a.m.
Sessions will be held virtually

Additional details regarding each session will be forthcoming.

Sponsored by:



UPCOMING EVENTS

**SOCIAL EMOTIONAL
WELL-BEING**

16
DEC

**PROCESSES FOR
PARENT
EMPOWERMENT**

27
JAN

Navigating HCPSS Planning Team

- Towanda Brown, TCOE Chair
- Ashley Armstead, BSAP Specialist
- Nicole Brown, BSAP Specialist
- Jessie Moore, Atholton HS
- Gregory Toland, Clemens Crossing ES
- Jada Williams,, Lake Elkhorn MS
- Angela Lamas Martin, SAA Technical Assistant
- Shereé Tilley, Coordinator of Student Access & Achievement Office (SAA)
- James LeMon, Executive Director of Community Outreach



Community Academy Norms

1



Mute Your Mic

Unmute when it is your turn to share.

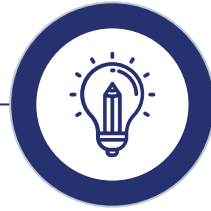
2



Engage

Use the chat feature to share thoughts and ask questions.

3



Reflect

Take notes. Review the presentation to support your navigation.

4



Identify Yourself

State school your child attends or the school level.

COMMUNITY ACADEMY CHECK-IN



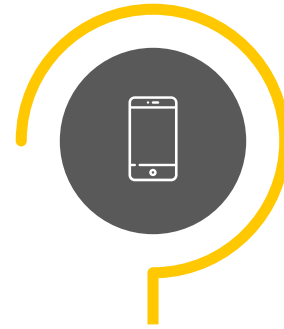
COMFORT LEVEL

How do you feel?



EXPERIENCE

What have you done?



GOAL

What is your goal?

Navigating the HCPSS

Agenda & Outcomes

1.

Student Support Teams (SSTs)

Learn about school-based resources and access to community services

2.

Parent Teacher Conferences

Prepare to check-in with your child's teacher

3.

Navigating Canvas

Understand how to stay connected to your child's academics regularly

HCPSS Website - www.hcpss.org



[LANGUAGES](#) [FOR YOU](#) [ABOUT](#) [SCHOOLS](#) [ACADEMICS](#) [SUPPORTS](#) [NEWS](#) [Q](#)



HCPSS Status

See today's operating status, and related information



School System Calendar

View academic calendar information, school closings and holidays



HCPSS Help

Get answers to questions on the school year, technology/internet access, and other topics



HCPSS Connect

Get help with or connect with your student's courses, get grades and view assignments



Technology

Read about student devices, online safety, and digital tools used in the classroom



Redistricting for New High School #13

Learn about the boundary review process to establish a new attendance area for the 2023-2024 school year



Student Well-Being

Learn how HCPSS promotes mental health and well-being, and find essential resources



Report Bullying

Access HCPSS' bullying reporting tool, which allows students, parents and staff to easily and confidentially report incidents



Forms

Complete or download forms regularly accessed or needed by HCPSS students, parents or staff



School Information

Locate and contact your school, identify bus stop and times, and get attendance area details



Enroll

Enroll your student in the Howard County Public School System



Apply Now

Join our award-winning workforce and make a difference in the lives of our students

The use of technology and social media can present challenges, especially when it comes to students. HCPSS has and will continue to remind students of the importance of appropriate use.

[Learn more about student use of technology and social media →](#)



Blog and Social

NEWS HIGHLIGHTS



School Year 2022-2023

Details and information on the 2022-2023 school year can be found online, including health & safety, athletics and more. That information is being continually updated.

[Learn more about the 2022-2023 school year →](#)



Redistricting for 2023-2024

The Board of Education currently is holding public hearings and work sessions on the Superintendent's redistricting proposal before making a decision in November.

[Learn more about the redistricting process and how to provide feedback →](#)

Have A Question?

Contact Us:

410-313-6600

Human Resources:

410-313-6693

Public Information:

410-313-6682



01

Student Support Teams (SST)

Learn about school-based
resources and access to
community services

Presenter: Jessie Moore

Student Support Team (SST)

SST or Student Support Team is a group of school staff and Administrators who work together to identify students who are facing challenges academically, behaviorally, socially and emotionally. This team is responsible for providing resources and outreach to students and families to ensure student success.

Staff Resources

- School Counselor
- School Psychologist
- Pupil Personnel Worker
- Community Superintendent & Director of Schools

School Counselor

Support all students academically, socially, and emotionally. Provides small group counseling to students in a variety of areas including divorce, making friends, and mental well-being. Help students with developing plans/pathways to completion of high school and post high school graduation including career planning and college applications.

School Psychologist

Provides services according to the individual needs of a student. Provides individual and group counseling for students with an individualized education plan. Help school staff understand learning and behavior problems and their effects on student achievement. Participate on school problem solving teams.

Pupil Personnel Worker

Works collaboratively with school staff, students, parents, and community agencies. Provides intervention and support for students with chronic attendance problems, assist families with enrollment, residency, and placement issues.

Community Superintendent & Director of Schools

Provides supervision and support to elementary, middle, and high school administrators in a variety of ways including school improvement and professional learning. Assists families with unresolved school matters that were addressed by the school principal.

Classroom Teacher





02

Parent Teacher Conferences

Prepare to check-in with your
child's teacher

Presenter: Gregory Toland

What Will Be Covered

- Why are parent teacher conferences important?
- When & Where are parent teacher conferences located?
- How can I sign-up?
- What should I bring or prepare to discuss?



The Importance

- Teachers have the opportunity to...
 - Share academic progress and growth
 - Share testing data/assessments
 - Share classroom observations (strengths of child, learning behaviors, areas to improve upon)
 - Provide an overview of upcoming standards/topics covered and what you can do to support your child at home (resources)
- Parents/Guardians have the opportunity to...
 - Gain valuable information about their child's academic, social and behavioral progress, strengths and improvements needed
 - Ask questions and open communication with teacher
 - Put a name to a face // makes discussions at home more personable

Dates & Location

- Elementary
 - ELA: Nov. 20-22:
 - Week of Thanksgiving
 - In-person at school and virtually
 - Outside of school day
 - Math: Feb. 7-8

- Middle & High School
 - All Conferences: Nov. 20-22:
 - Week of Thanksgiving
 - Outside of school day
 - In-person at school and virtually

November 2023

Calendar is subject to change. Please visit www.hcps.org for the most recent version.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
November holidays and other dates of interest <small>National African American Heritage Month 1 All Saints Day - Christian 15 Education Support Professionals Day 5 Daylight Saving Time ends 27 Guru Nanak Dev's Gurburab - Sikh 11 Veterans Day 12 Diwali (5 days) - Hindu</small> <small>*begins sunset of previous day</small>			A	1 B	2 A	3	4
	5 B	6 A	7 B	8 A	9 B	10	
	PTA Council General Meeting 7:30 pm		Report cards issued BOE meets with student leaders 12:30 pm CAC Meeting 7 pm				
12 A	13 B	14 A	15 B	16 A	17	18	
AMERICAN EDUCATION WEEK							
				BOE Meeting 4 & 7 pm			
19 B	20 A	21	22	23	24	25	
	Schools close 3 hours early. No half-day Pre-K/RECC. ES/MS parent/teacher conferences and countywide HS Professional Learning.	Schools close 3 hours early for parent/teacher conferences. No half-day Pre-K/RECC.	Schools closed for students. Parent/teacher conferences.	THANKSGIVING HOLIDAY			
				Schools and offices closed (State mandated holiday)	Schools and offices closed (State mandated holiday)		
26 B	27 A	28 B	29 A	30			

Conferences are scheduled for 15 minutes.

Scheduling

- The conference sign up window opens at 8am on Monday, November 6
- The sign up window closes at 4pm on Thursday November 16
- Parents sign up through [HCPSS Connect Synergy](#) with own login credentials

Click on the Conference tab in the left navigation panel, and click Parent Conferences. Select the conference time you want for each class listed. Check with your school for the date when you can start scheduling conferences.

The screenshot shows the 'Synergy - Schedule Parent Teacher Conferences' interface. On the left is a navigation menu with the following items: Course History, Fee, Student Info, Canvas (Onebook), Family File (Emergency Form), Attendance, Homework / Transportation / POS, Conference Scheduling (selected), Academic Information, HS Athletic Registration, Summer School Schedule, JumpStart, Schedule Concurrent Conferences, and Innovative Pathways. The main content area is a table with columns for 'Date', 'Conference Time', and 'Location'. The table shows available times for Monday, 11/18/2018 (1:00 PM to 7:30 PM) and Tuesday, 11/20/2018 (8:00 AM to 8:20 AM). The 2:30 PM slot on Monday is highlighted in green and labeled 'Selected conference time'. Slots for 5:40 PM and 6:00 PM on Monday are marked as 'Unavailable' in red. The interface also includes a 'Copy link' button, a 'MORE VIDEOS' button, and a video player at the bottom showing a play button, volume icon, and a progress bar at 0:44 / 1:56. The YouTube logo and 'Edupoint' branding are also visible.

Date	Conference Time	Location
11/18/2018	1:00 PM	Arne Allen Homeroom 3 location: my class
Monday, 11/18/2018	1:20 PM	-
Monday, 11/18/2018	1:40 PM	-
Monday, 11/18/2018	2:00 PM	-
Monday, 11/18/2018	2:30 PM	Selected conference time
Monday, 11/18/2018	2:40 PM	-
Monday, 11/18/2018	3:00 PM	-
Monday, 11/18/2018	3:20 PM	-
Monday, 11/18/2018	3:40 PM	-
Monday, 11/18/2018	4:00 PM	-
Monday, 11/18/2018	4:20 PM	-
Monday, 11/18/2018	5:40 PM	Unavailable
Monday, 11/18/2018	6:00 PM	Unavailable
Monday, 11/18/2018	6:20 PM	-
Monday, 11/18/2018	6:40 PM	-
Monday, 11/18/2018	7:00 PM	-
Monday, 11/18/2018	7:30 PM	-
11/20/2018	Conference Time	Arne Allen Homeroom 3 location: my class
Tuesday, 11/20/2018	8:00 AM	-
Tuesday, 11/20/2018	8:20 AM	-

For resources on scheduling conferences, please visit [HCPSS Connect Guides](#).

What You Should Know:

BEFORE the Conference

1. Talk with your child
 - Communicates value of education and school partnership
 - Helps you to know what to share and what to ask
2. Develop a list of items that you want to share
 - Communicate any challenges or areas of interest
 - The more teachers know about your child, the better they can reach and teach your child in the classroom
3. Develop a list of questions
 - What are ways that I can further support, strengthen, improve my child's learning?

**What You
Should Know:**

**DURING
the
Conference**

1. Take Notes to remember key points
2. Ask most important questions first – time goes by very quickly
3. If anything is unclear, ask clarifying questions
4. Reach agreement on any action steps or student, teacher or parent

What You Should Know:

AFTER the Conference

1. Talk with your child about any key takeaways/outcomes from the conference
2. Follow up on action items developed during the conference
3. Maintain communication with teacher
4. Check in with your child daily, every couple of days to monitor their work completion and work habits

Important Note

Parents have the right to request a teacher conference any other time during the school year within staff work hours with the exception of one week before and after conference week.



Do not wait until you have a list concerns that could affect student performance before you schedule a conference.

RESOURCES:

- <https://www.readingrockets.org/article/tips-successful-parent-teacher-conferences-your-childs-school>
- <https://www.mylearnlab.com/articles/your-guide-to-a-parent-teacher-conference/>







03

Navigating Canvas

Understand how to stay
connected to your child's
academics regularly

Presenter: Jada Williams



Navigating HCPSS

Secondary Breakout Session!

All About Canvas

Agenda

Navigating Canvas Tools:

1. Guided Videos Resource
2. Observer Pairing
3. User Settings
4. Notification Settings
5. Inbox Overview
6. Canvas Overview
7. Assignment Overview
8. Grades Overview
9. Parent App
10. Help Resources
11. Q&A



Still feeling confused during the session and have questions?

No worries!

We will hold a **Q & A** at the end of our session.

Guided Videos

All About Canvas

Did you know that Canvas Offers Guided Video Tutorials?

I want to show you important videos and then demonstrate how to access them on my screen.

If you're all set up, feel free to follow along on a split screen, new tab, or other device.



Still feeling confused during the session and have questions?

No worries!

We will hold a **Q & A** at the end of our session.

Video Guides for your Canvas Role



STUDENT



INSTRUCTOR



ADMIN



OBSERVER /
PARENT

Observer Pairing

All About Canvas

Account Registration and Student Pairing

In this video, you will learn about observer account registration and how to link students to your account using a student pairing code.

Last updated 2023-06-02

[View the script for this video](#)

Tutorial Video Series

- OBSERVER -

Account Registration &
Student Pairing



0:00 / 2:26



Still feeling confused during the session and have questions?

No worries!

We will hold a **Q & A** at the end of our session.

User Settings

All About Canvas



Still feeling confused during the session and have questions?

No worries!

We will hold a Q & A at the end of our session.

User Settings (All Users)

In this video, you will learn how to update your Canvas user settings.

Last updated 2023-06-01

[View the script for this video](#)

Tutorial Video Series

Learn more about Canvas, ask questions, or engage with other Canvas users:

community.canvaslms.com



To view subtitles for this video, click the  button in the toolbar

Notification Settings

All About Canvas



Still feeling confused during the session and have questions?

No worries!

We will hold a Q & A at the end of our session.

Notification Settings (All Users)

In this video you will learn about Notification Settings.
(Last updated 2023-06-01)

[View the script for this video](#)

Tutorial Video Series

- ALL USERS -
Notification Settings



0:00 / 2:56



To view subtitles for this video, click the  button in the toolbar

Inbox Overview



Still feeling confused during the session and have questions?

No worries!

We will hold a Q & A at the end of our session.

All About Canvas

Inbox Overview (All Users)

In this video, you will learn how to view, manage, and send direct messages to individuals or groups of people using the Inbox.

Last updated 2023-06-01

[View the script for this video](#)

Tutorial Video Series

- ALL USERS -

Inbox Overview



0:01 / 4:13



To view subtitles for this video, click the  button in the toolbar.

Canvas Overview



Still feeling confused during the session and have questions?

No worries!

We will hold a Q & A at the end of our session.

All About Canvas

Canvas Overview for Observers

In this video, you will learn about the Canvas Dashboard and Global Navigation links, and about basic course navigation to view assignment details and grades.

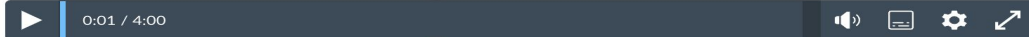
Last Updated 2023-06-02

[View the script for this video](#)

Tutorial Video Series

- OBSERVER -

Canvas Overview



To view subtitles for this video, click the  button in the toolbar and select a language.

Assignment Overview



Still feeling confused during the session and have questions?

No worries!

We will hold a Q & A at the end of our session.

All About Canvas

Assignments Overview (Students)

In this video you will learn about viewing and accessing assignments in Canvas.
201 - Assignments Overview (Students)
Last updated: 2023-06-01

[View the script for this video](#)

Tutorial Video Series

- STUDENT -

Assignments Overview



0:00 / 3:08



Grades Overview



Still feeling confused during the session and have questions?

No worries!

We will hold a Q & A at the end of our session.

All About Canvas

Grades Overview (Students)

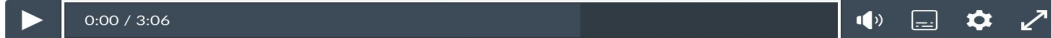
In this video you will learn how to check your grades in Canvas.
Last updated 2023-06-01

[View the script for this video](#)

Tutorial Video Series

- STUDENT -

Grades



Gradebook - 0 Versus “No Submission”

11/10 Severe Wea... Out of 20
20
20
20
4
20
20
20
📄
20
20
0
20
20
20

Student earned zero (missing) Impacts

Grade

Grammar 3: Phras... Out of 10	Comprehension Q... Out of 20
-	-
8	📄
-	-
-	-
8.5	-
9	📄
8.5	📄
10	📄
8	📄
-	-
-	-
📄	-
-	-

Electronic assignment submitted but not graded yet

No submission; Does not impact grade yet

Canvas Parent App



Still feeling confused during the session and have questions?

No worries!

We will hold a Q & A at the end of our session.

All About Canvas

Canvas Parent App

In this video you will learn how to use the Canvas Parent app. The steps in this video are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps. Most of this video was created using an iOS device. Any differences for Android users are noted.

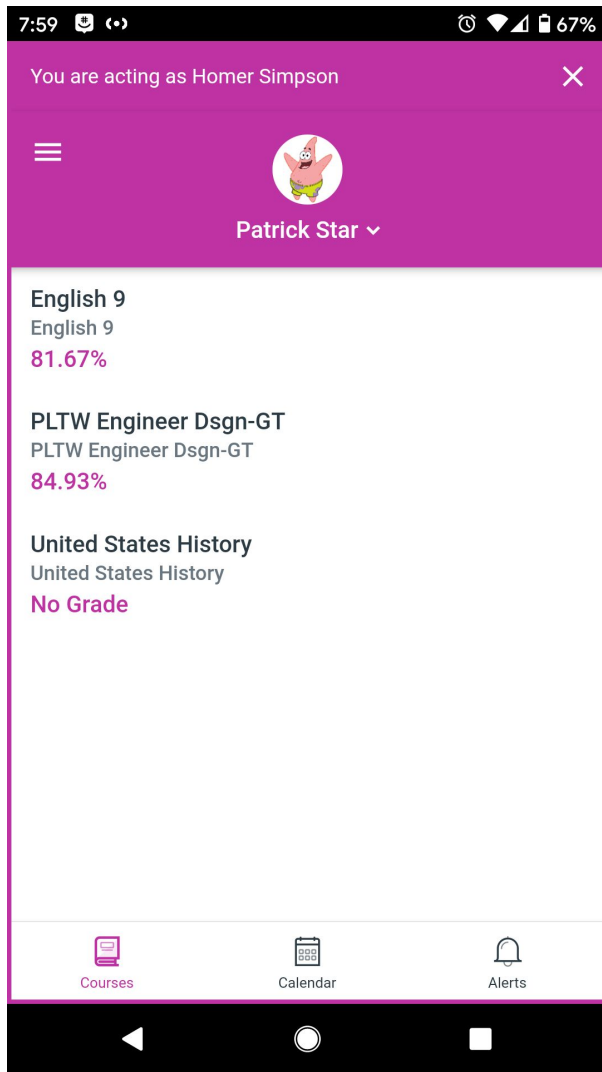
Last updated 2023-06-02

[View the script for this video](#)

Tutorial Video Series

- OBSERVER -

Canvas Parent App



Homescreen

Shows each course and current course average.

Tap a course to view more information or tap the student name at the top to change the view to a different child.

You are acting as Homer Simpson

← English 9

GRADES FRONT PAGE

Quarter 1 Filter

Total Grade 81.67%

Imported Assignments

	Grading Policy/Honor Code Signed Due Aug 31 at 11:59 PM	complete / 0
	Eleven Paragraph Due Sep 13 at 11:59 PM	18 / 20
	Vocabulary HW: pp 17-18 Due Sep 17 at 11:59 PM	4 / 5
	Eleven Poster Due Sep 3 at 11:59 PM	8 / 10
	Unit 1 Vocab Quiz Due Sep 23 at 11:59 PM	1 / 25
	A Midsummer Nights Dream	

Course (Subject) View

Here we see the child's language arts course.

The grades tab displays specific assignments, student's score, and status labels such as missing or late.

Tap on an assignment to see more details (next slide).

You are acting as Homer Simpson



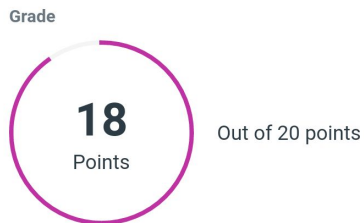
← Assignment Details

English 9

Eleven Paragraph

20 pts Not Submitted

Due
Sep 13 at 11:59 PM



Remind Me

Set a date and time to be notified of this specific assignment.

Description

[View Description](#)



You are acting as Homer Simpson

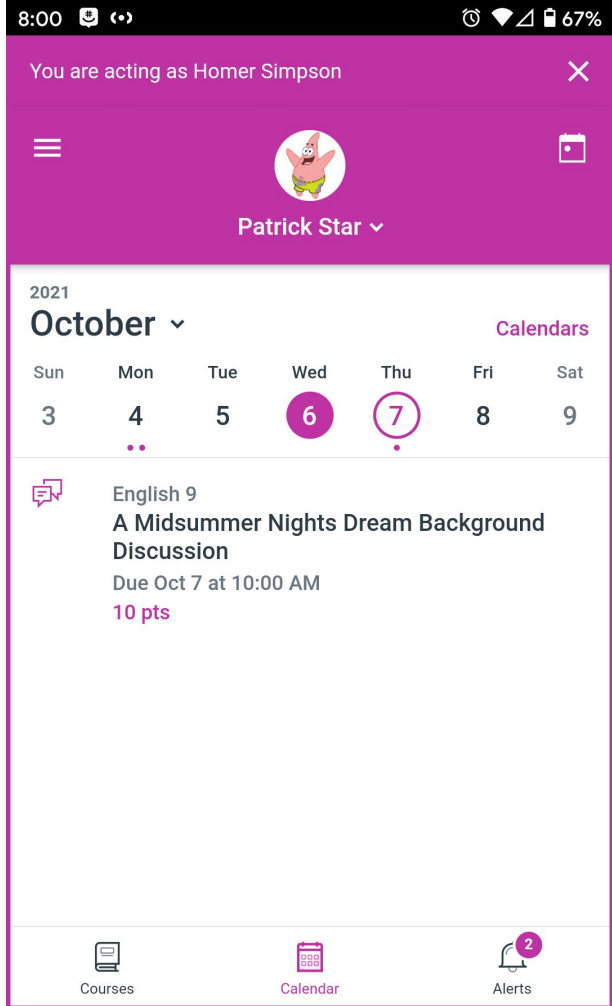


← Description

As discussed in class, you need to compose a paragraph in which you explain what the narrator learns about getting older and maturing. You will need:

- a strong topic sentence
- context, evidence (at least two cited quotes), and explanation/connection
- closing

The paragraph will be handwritten and submitted on loose leaf paper. It is due by the beginning of class, Monday, 9/13.

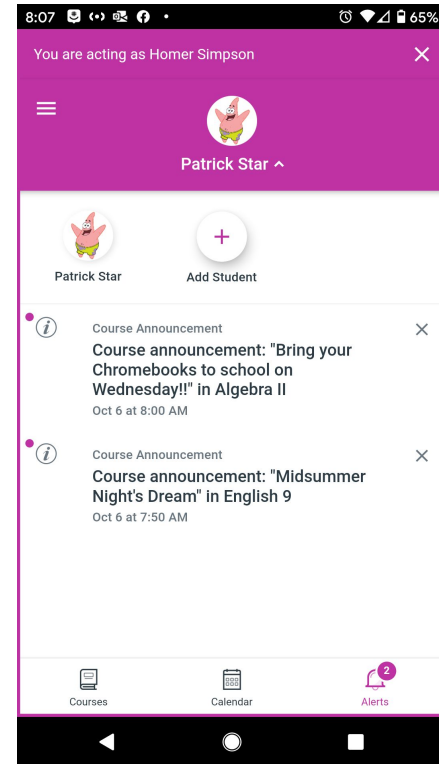
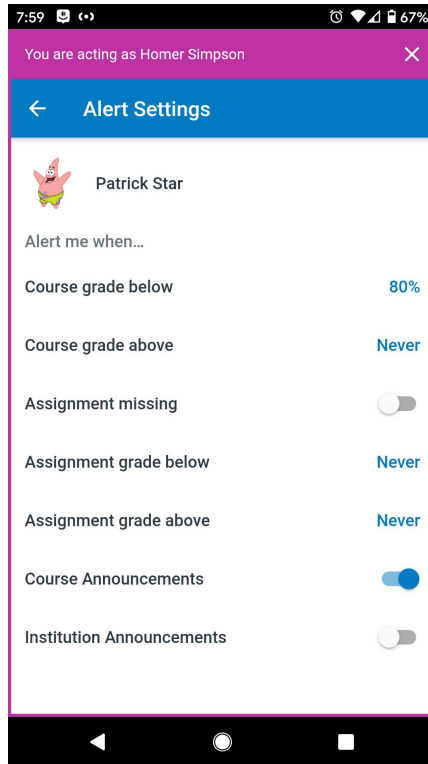
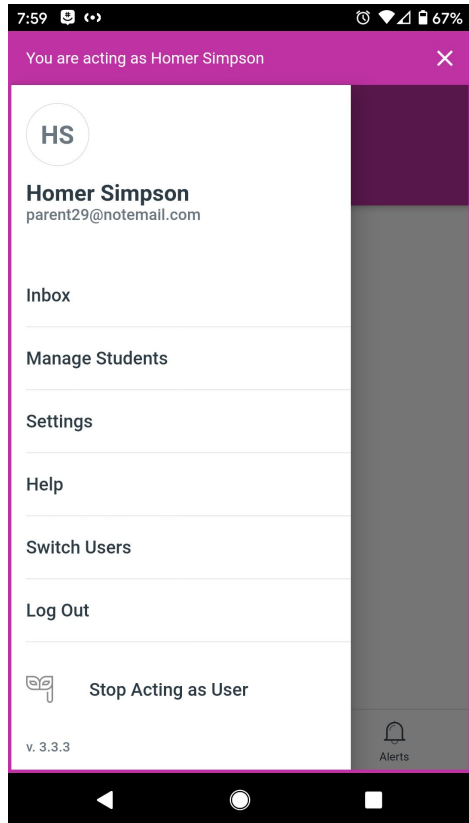


Calendar

Select the calendar icon at the bottom of the app to view events, and assignments for all subjects by day.

Days with events and assignments due will have dots under the date; tap a day to see the items.

In-App Alerts



Help Resources



Still feeling confused during the session and have questions?

No worries!

We will hold a **Q & A** at the end of our session.

All About Canvas

Canvas Help Resources (All Users)

In this video you will learn about the Help resources available in Canvas.

Last updated 2023-05-26

[View the script for this video](#)

Tutorial Video Series

- ALL USERS -

Canvas Help Resources



0:00 / 2:43



Sample Canvas Account

MS Parent:

Username: parent26

Password: password26





“

**What is the most underused
resource in education today?
Parents.**

-LAUREN TRIPP BARLIS

Relationships That Make a Difference

THANK YOU!

WE APPRECIATE YOUR FEEDBACK!

Please take a moment and click on the link below to provide feedback.

[Navigating HCPSS Session Feedback Form](#)



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