

EARLY COLLEGE HIGH SCHOOL  
**SUNY SCCC**  
78 Washington Avenue  
Schenectady, New York 12305  
**Schenectady High School**  
Room A20

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Welcome to a new year of high school, the first for many Smart Scholars students! High School is a time for exploration, learning and establishing and maintaining healthy habits. The Smart Scholars Team at SUNY Schenectady is honored and excited to support and accompany you throughout this process of growth and in your journey towards college. To assist you in participating in your Early College High School experience, we have put together the following suggestions and requirements for both students and parents/guardians.

## **School Year Expectations**

### **Fall Semester and Ongoing:**

- ❖ Practice Self - Regulation, Time Management and Goal Setting.
- ❖ Develop a healthy daily routine where you go to sleep/ wake up at the same time.
- ❖ Get to know adults that can help you be successful, especially current teachers and your High School Counselor. Make good impressions and be respectful and polite.
- ❖ \*\*Sit in the front and away from distractions!
- ❖ Use a locker.
- ❖ Keep track of assignments and tasks in a planner. Check it every morning and at night.
- ❖ Take dated and organized notes for every subject. Regularly reorganize binders/ folders/ backpack. Keep course syllabi in front of class binders.
- ❖ Mark up any text including books, articles, notes, handouts, etc.
- ❖ Join clubs, sports and organizations in order to get involved, gain experiences and build your resume.
- ❖ Practice having a positive mindset about new opportunities, people, and tasks. Focus on solutions, not problems.
- ❖ Work with the Guidance & Counseling Office and utilize services and programs they offer, i.e. Naviance.

### **Smart Scholars:**

- ❖ Install Remind 101, Infinite Campus and SUNY Schenectady websites and apps and check them regularly.
- ❖ Attend all scheduled Smart Scholars meetings and events.
- ❖ Check-in at the Early College High School office in room A20 at SHS.
- ❖ Ask for help when you need it. Communicate with teachers and Smart Scholars Early College High School staff about any academic or social concerns as soon as possible

- ❖ Give back to the community by engaging in at least one volunteer/ service learning event in the Fall Semester and one in the Spring Semester.
- ❖ Work with Smart Scholars staff and the Guidance & Counseling Office to register for any College Entrance and College Preparatory Exams, i.e. PSAT, PLAN, SAT, ACT and any Career Inventories or Assessments.

### **Parents/ Guardians:**

- ❖ Check email and voicemail regularly in order to receive communication from ST Staff.
- ❖ Make sure phone voicemail is set up so messages can be left.
- ❖ Sign up to Receive Remind 101 alerts and announcements: **Text @827ke7 to 81010**
- ❖ Contact SHS staff as soon as there is any academic or social concern.
- ❖ Speak to your student about grades, progress, and school activities regularly, help them stay on top of due dates (ask to see course syllabus or planner if need be).
- ❖ Help proofread student work or essays before they are turned in.
- ❖ Help your student study when possible.
- ❖ Like us on Facebook: @schenectadysmartscholars

### **Resources**

CollegeBoard: This website is for parents, guardians, relatives, and other adults helping a student plan for college. Sign up to receive emails and texts with college info, advice, and reminders. <https://parents.collegeboard.org/>

Parent Toolkit: Tips on Supporting Your High Schooler: Information to help support your student in the following areas: Academics, Social & Emotional Development, Health & Wellness, Financial Literacy and College & Career. <https://www.parenttoolkit.com/grade-levels/high-school/high-school>

National Education Association: A parent's guide to helping your teen get the most out of high school. [http://www.nea.org/assets/docs/HE/44013\\_NEA\\_W\\_L11.pdf](http://www.nea.org/assets/docs/HE/44013_NEA_W_L11.pdf)