

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

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August 30, 2018

Welcome to a new year of high school, the first for many Smart Transfer students! High School is a time for exploration, learning and establishing and maintaining healthy habits. The Smart Transfer 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 your transition into the 2018-19 school year and your first full year as an Early College High School Student, we have put together the following expectations and requirements for both students and parents/guardians.

School Year Expectations: Students **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 Transfer Requirements

- ❖ Install Remind 101, Infinite Campus and SUNY Schenectady email apps and check them regularly.
- ❖ Attend all scheduled Smart Transfer meetings and events.

- ❖ Check-in once a week at the Early College High School office (minimum).
- ❖ Stay after school for study sessions once a week (minimum).
- ❖ Ask for help when you need it. Communicate with teachers and Smart Transfer-Early College High School (ST-ECHS) 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.
- ❖ Sophomores will meet with ST Staff for increased career and college, working towards selecting a SUNY Schenectady degree pathway (Business Administration, Criminal Justice, Liberal Arts or Mathematics & Science).
- ❖ Work with Smart Transfer 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.

School Year Expectations: 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 81010 @smtransfer**
- ❖ Contact ST 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: @SCCCSMTRANSFERS**
- ❖ **Follow us on Twitter: @SCCCSMTransfers**

Parent 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**