

New Families - a guide to starting at Shaker Heights High School

Getting Connected to the SHHS System:

| | Description | Uses |
|---|---|--|
| Student ID Number | Assigned to the student at the completion of Registration. Will be found on the ID card that all students should carry with them throughout the school day. ID cards will be distributed at the start of the year by the High School. | Check out books from School Library and Text Book office. Sometimes needed for parents to sign-in to electronic sites eg Parent/Teacher conferences in October. |
| ProgressBook | All Grades are recorded here, so you and your child(ren) can see how they are doing and if they have missing or late assignments. Absences are also recorded and this is the place to see report cards and schedules. Follow this link to a tutorial for setting up your account: http://www.shaker.org/Downloads/ParentAccess%20Getting%20Started.pdf | Teachers expect students to be checking this regularly. Some teachers will post homework assignments here but mostly those will be found on class website (Google classroom, Moodle). You can sign up to get an alert if your child has missing work or a low grade. It is very useful to have access to ProgressBook on your phone. Once you have the site open you can click the upload symbol and scroll across to “add to homescreen”. Clicking on this will create a quick link icon to your account (orange with 2 white figures holding hands) |
| <i>Parent and Student Key Codes for Progress Book</i> | These are 15-digit combinations of letters and numbers generated in the school office. There are separate codes for student and parent. They can be obtained from Gabrielle Perrin perrin_g@shaker.org | Required for you and your child to access Progress Book. (Just a one-time need.) |
| Student Gmail address | Each student has a school Gmail account. To activate the account the student must log in the first time using a SHHS computer in the building. After this they can access their account on any device. The email address will be the student’s first initial followed by their last name (and possibly a number if another student has the same initial and last name) | Required to use Google Classroom, Google Drive, Google Docs. SHHS also emails students information and updates, such as morning announcements. |

| | | |
|-------------------------|--|---|
| | <p>@stu.shaker.org. Eg: bsmith4@stu.shaker.org or wchang@stu.shaker.org</p> <p>The password for the account will be the last 4 digits of their Student ID repeated twice. Eg: 12341234</p> | |
| Google Classroom | <p>This platform is used by some teachers to post assignments and materials related to classwork. Each teacher has their own page and those who use it will give the students the access code during class.</p> | <p>Some teachers ask for homework to be photographed and uploaded, so it is good to have the app on your phone. Students sign in to Google Classroom using their school gmail address.</p> |
| Moodle | <p>This is another website for teachers to have a page where they post homework or other resources (many now use Google Classroom).</p> <p>The Moodle username will be the same as the Gmail name and the password will be the last four digits of the student ID (not repeated this time)</p> | <p>To sign up for <i>Independent Study</i> you need to do so through the Moodle site. <i>Independent Study</i> is explained on the Glossary page.</p> |
| Naviance Student | <p>This is a site designed to lead students to the right college and career choices, and find summer internship opportunities. Contact Gabrielle Perrin for your student's account password. perrin_g@shaker.org A link to the Naviance site is found under parent and student resources on the home page of Shaker.org http://www.shaker.org/parentresources.aspx http://www.shaker.org/studentresources.aspx</p> | <p>Your counselor helps you create a Naviance account. Most students will interact with Naviance as upperclassmen.</p> <p>It is sometimes used to send opportunities out to families (ie, special programs or scholarship opportunities).</p> |
| PayForIt | <p>This site is used by the District for making payments. To create an account go to PayForIt.net, click on "Sign Up" in the top left corner and follow the instructions.</p> | <p>Recommended way to pay for lunches, supply fees, field trips, and more.</p> |

Communications/ feeling connected to the community:

| | | |
|--|--|---|
| <p>Shaker Heights School District website</p> | <p>www.shaker.org</p> <p>http://www.shaker.org/families.aspx</p> <p>http://www.shaker.org/parentresources.aspx</p> <p>http://www.shaker.org/highschool_home.aspx</p> | <p>A vast amount of information can be found here about all Shaker Heights Schools, including Calendar, Staff Directory and news.</p> <p>This links to a welcome page for families and an interactive check list of things to do before school begins.</p> <p>In particular go to Parent Resources on the left hand side of the home page or use the link.</p> <p>The High School page includes information about Student Clubs and Activities, Teacher Websites, School and Testing Schedules, and more.</p> |
| <p>PTO e-Newsletter</p> | <p>Sign up at bit.ly/shakerptonews or text SHAKERPTO to 22822</p> | <p>The High School Newsletter is called “The Oval”. It is emailed Friday mornings at 6:00 and is filled with helpful High School information.</p> <p>To sign up, go to the middle of the page on the link to choose your child’s graduating class, “HS Class of xx”</p> |
| <p>District e-Newsletter</p> | <p>Sign up at bit.ly/shakernewsletter or text SHAKERNEWSLETTER to 22822</p> | <p>The District newsletter (Shaker Schools Connection) is sent out monthly, usually on/near the 1st of the month.</p> <p>The information in this e-newsletter is for the entire District and is not focused on the High School.</p> |
| <p>Shaker Heights Schools App</p> | <p>Download from the App Store or Google Play</p> <p>http://www.shaker.org/protected/ArticleView.aspx?iid=6G222UY&dasi=2Y0</p> | <p>Keeps mobile calendar up to date, links to the Shaker.org website</p> <p>Has a Quick Links button to key websites used by the school</p> |
| <p>PTO Family Directory</p> | <p>www.schooldirectoryupdate.com</p> | <p>Join as a new family, select Shaker Heights City School District. You will receive an email with instructions on downloading the free “AtoZ Connect” mobile app once you provide your contact information.</p> <p>This is a great way to connect with other SHHS families (email addresses, phone numbers, and home addresses).</p> |

| | | |
|-----------------------|--|--|
| FaceBook pages | Shaker Heights Class Of 2022 - Freshmen Shaker Heights Class Of 2021 - Sophomores Shaker Heights Class Of 2020 - Juniors Shaker Heights Class Of 2019 - Seniors | Each Grade has a Facebook page called “Shaker Heights Class of 20XX, where families can post information or ask questions. |
| Calendar | www.shaker.org/calendar | Use the link to access the online calendar at Shaker.org and then click on “calendar filtering options,” select High School and click on “apply filters” Calendar is also available via the Shaker Heights Schools App |

Glossary of terms:

| | |
|--------------------------------|--|
| Academic Planning Guide | This online resource is essential for understanding how the High School Academic structure works. It should be used by students, and parents/guardians in collaboration with their counselor to plan which courses to take and at what level. The High School section begins at page 50. http://www.shaker.org/AcademicPlanningGuide.aspx |
| Activities Fair | All school event showcasing clubs, organizations, and sports. Ice cream is served by the PTO. This year, takes place Friday August 31 after school from 3-5pm. Highly recommended for all new students to attend and find out information about what’s on offer - student participation in extracurricular activities helps with overall success at school and builds social connections. |
| Advisory | The Advisory schedule generally occurs on the first Thursday of the month. Other classes are shortened in order to create an extra session for meeting in advisory groups. Students are divided within their Grade level and assigned an Advisory Teacher. This time is used differently for each Grade but allows for specific information to be distributed and specific issues to be addressed, such as IB Personal Projects and Senior Projects. |
| Assembly | On an Assembly schedule day, all students go to their second period class. Some classes will be taken to the Auditorium to attend an Assembly during the first half of the period (2A) and other groups will attend the second half (2B). Not all students will necessarily attend the Assembly, so they will just have an extended period 2 class. |
| Assistant Principal | There are 4 assistant principals and they are paired with certain counselors. You will find the name and contact details for the assistant principal connected to your student’s counselor in the back-to-school mailing. |
| Attendance - | The attendance phone number for SHHS is 216-295-4203. |

| | |
|-----------------------------------|---|
| absence and tardy | <p>Every grade level has an attendance contact. When your child is absent, you should phone the attendance number and follow the instructions telling you what information to leave. When students aren't in school, you receive an email and/or phone call to ask you to follow-up.</p> <p>If your student arrives late or needs to leave early, they should go to Room 110, the attendance office.</p> |
| Bell Schedule | <p>You will receive a Bell Schedule printed on blue paper with 4 different sets of times that will be used during the school year. School on Monday finishes early (2:14) to give teachers planning time at the end of the day. The regular schedule applies to Tuesday - Friday each week except for when an Assembly or an Advisory occur. These are described above and are announced in advance. Look online for the Bell Schedule under "For Families" - "Calendars and Bell Schedule".</p> |
| Conferences | <p>Each teacher is available to help their students after school on certain days (until 4:00 pm) and your child should make a note of the days for each of their teachers. This time can be used to get help with homework, go over things which caused difficulty during the class, and for retaking tests or taking missed tests. There will be no conferences on Mondays because the time after school is used for teacher planning. Attending conferences is an important support for students; if students stay after school for conferences, they are expected to be in a classroom.</p> |
| Counselor | <p>Every student is assigned a counselor who will work with your child for 4 years. Your student will meet with them before school starts, and many students find it helpful to connect with their counselor again in October, to check-in on the transition to high school. They will meet in the Spring to make course choices for the following year. Parents can email or call the counselors during the year. The counseling website has helpful information for families and students, and this is where you will find instructions for how your student can make an appointment.</p> <p>http://www.shaker.org/guidancedepartment_hs.aspx</p> |
| Parent/Teacher Conferences | <p>These are scheduled twice a year on official Conference Days marked on the calendar. You will receive a letter asking you to sign up online for specific times to meet with your child's subject teacher. In the fall of 2018, the conference days are October 15 and 16. These are non-attendance days for students. Should you wish to meet with any teacher during the year you can email them to set up a meeting.</p> |
| Drop off and Pick up | <p>There are no school buses for the High School, so your child can walk, cycle, drive or be driven to school each day. There is therefore a lot of traffic around the High School Oval (which is a One-Way system) at the beginning and end of the day, and parking spots are quickly taken in the surrounding area. Students are not allowed to park in the parking lots, only on side streets and the half of the Oval near the front of the school. The other half of the Oval is reserved for faculty and staff and it is clearly signposted. Be sure not to park in restricted areas, and to drop your child with enough time for them to get to their locker and prepare for the day. Parents can drive up the driveway in front of the school to drop off, or they can drop off near the side doors. If students arrive late they must enter by the front door.</p> |

| | |
|---------------------------------------|---|
| IB International Baccalaureate | <p>The Shaker Heights School District offers IB programming at all grade levels http://www.shaker.org/IB.aspx</p> <p>At the High School students complete the Middle Years Program (MYP) with a Personal Project undertaken during 10th Grade. Students can opt to take the Diploma Programme (DP) in 11th and 12th Grades.</p> <p>John Moore: District IB Coordinator and lead teacher for the DP moore_j@shaker.org 216-295-6322</p> |
| Independent Study for Athletes | <p>Many athletes will need to fill out an independent study form to receive a semester's credit for playing a sport (to count toward their PE requirement). Coaches and team managers will share this information, which usually has time-sensitive deadlines. The forms and deadlines are found on Moodle. If your child is taking an out of school sport such as Yoga or Tae Kwan Do they will have agreed this with their counselor, there will be no coach/manager and they must contact Mr Enie and the institution where they will be taking classes.</p> <p>Marc Enie, the Physical Education/Health Department Chair, can also share info: enie_m@shaker.org (216) 295-4241</p> |
| Open House/Curriculum Night | <p>This event is a wonderful opportunity to meet your children's teachers. In 2018, it's on Thursday September 6. At 6:30 pm, there is a Financial Aid Meeting for parents of seniors, and at 6:15, Middle Years Project meeting for parents of sophomores. Open House starts promptly at 7:00 pm. You'll follow your child's schedule, attending each class for about 10 minutes and hearing about the expectations for the year. Many teachers also provide handouts and there is sometimes time for Q&A.</p> |
| Study Center | <p>Study Hall is a period assigned for students to do school work.</p> |
| Writing Center | <p>Staffed by Shaker students trained to provide peer support with the writing process - students can make an appointment to have help with brainstorming, essay outlines, drafting and revision of papers. It is open periods 4-5, 6-7, 9 and during conference times after school, in Room 228.</p> <p>http://www.shakerwritingcenter.com</p> |
| Zero Period | <p>A few classes are scheduled to take place before the regular school day begins, such as Greek and Yoga. This time slot is known as zero period and it begins at 7:10am. No zero period classes are scheduled for the first day of school. Greek 1 is scheduled on Monday, Wednesday and Friday in room 303, and the first class will be on Friday August 24th this year. Greek 2 is scheduled on Tuesday and Wednesday mornings.</p> |