

New Parent Reference Guide

Where is the Master Calendar and why do I need to access it?

- The Master Calendar can be accessed by going to <http://www.chaminade.org/middleschool> and then clicking on it via the Quick Links listed on the left. The Master Calendar will inform you about:
 - Holidays
 - Half days
 - Day 1 and Day 2
 - Special schedules
 - Special dress days
 - Upcoming events
 - If you put your cursor on an event there will be a drop-down window with more information.
 - Links to the “Practices” calendar and “Try outs” for athletics (click on the green link)
 - Final exams schedules
- You can change from the current month to a future month’s calendar (if, for instance you wanted to know when Christmas break is) by clicking the “Date” box below “MS Event Calendar” in the upper left of the calendar.

Accessing the Homework Calendars or e-mail addresses of the faculty: Go to <http://www.chaminade.org> and then along the white banner at the top of the page go to Faculty. A drop down menu will appear with the option to choose either High School or Middle School. Click on Middle School and it will take you to a list of all middle school faculty with each teacher’s e-mail address and homework calendar. If you choose a teacher’s “Web Site” it will take you to the log-in for Blackboard. If a teacher’s Blackboard does not link to their Homework Calendar, then go directly to the Homework Calendar through this Faculty option. (Note: the e-mail address for most adults on campus is their first initial of their first name and their entire last name @chaminade.org – ex. clovejoy@chaminade.org)

What is the CTW?

- The CTW (Chaminade This Week) is a weekly bulletin that provides upcoming events and current information for the week. Please read it every week. It will also provide a link to the After School Lab schedule.
 - The CTW can also be accessed from the Chaminade Middle School Home Page (<http://www.chaminade.org/middleschool>) under “Quick Links.”

What is NetClassroom?

- NetClassroom is for parents and students to access information regarding grades and schedules. The following things can be viewed on NetClassroom:
 - Student schedules
 - Grades
 - Percentages or points on assignments
 - Report Cards
 - Unofficial transcripts
- Instructions for using NetClassroom:
 - Grades are available to parents as soon as they are entered by teachers. (Be sure to choose the correct semester, especially once your student enters the second semester in January.)
 - **Enter user id and password.** If you need your user id and password information please contact the school office at 818-363-8127 and ask to speak to Joana Eleid.

- To view grades:
 - In the Green bar across the top, click on your student's name "grades" (i.e.: John's grades).
 - Use the drop down menu to choose "graded student work."
 - On the left side of the screen choose the following:
 - Academic year – (ex. 2017-2018)
 - Session – "Regular"
 - Marking column – "Semester 1" (Important Note: this must be changed to Semester 2 when the new semester begins)
 - Under "Class to display" click on each class separately to see progress. If you would like to see all assignments, click on "expand."

What is Blackboard?

- Blackboard is the site for students to access information regarding each of their individual classes. Students are given a username and password when they receive their tablet. This will be the same username (or user id) and password as NetClassroom. The following websites will be set to match your student's Blackboard log in information: Stemscores, Naviance, TCI, IXL, and Study Sync. (**Important Note:** If a parent changes the password for NetClassroom it will automatically change their student's Blackboard password as well but will **not** automatically change their student's Stemscores, Naviance, TCI, IXL, or Study Sync password. If you want all passwords to be the same or you need assistance with log in information for any of these sites please contact Mr. Anthony Ploesch – aploesch@chaminade.org for help.
- Your child must log in, in order to see each of his/her teacher's Blackboard pages. The teachers will have common tabs (in bold below) and each tab will contain such things as the examples below:
 - **Announcements:**
 - Available assignments
 - Upcoming tests
 - Change to the After School Lab
 - Special instructions, reminders, or announcements
 - **Syllabus and Teacher Info:**
 - Links to ALEKS (for Math), or IXL (for Language Skills or English), or Stemscores (for Science), or TCI (for History), or Avancemos (for Spanish), etc.
 - Syllabus
 - Teacher information
 - Links to outside websites for research or extra instruction
 - **Learning Activities:**
 - Subfolders for easy flow to units, topics, and chapters.
 - Worksheets to be completed
 - Detailed information about project or homework assignments
 - Study Guides
 - Lecture notes or PowerPoints
 - Interactive Blogs
 - Videos
 - **Agenda & Homework:**
 - Daily agenda for class
 - Daily activities

- Link to the Homework Calendar (If a link to the Homework Calendar doesn't work you can access it via the Middle School webpage under Faculty)
- **Tests and Quizzes:**
 - Home to all tests and quizzes
 - Online tests/quizzes are taken here
 - May be linked to "Learning Activities"

Accessing Blackboard or NetClassroom:

- Go to <http://www.chaminade.org> and at the very top right in a blue banner are the options for NetClassroom and Blackboard. Click on the site you want and it will take you to the log in page. In the case of NetClassroom, it will also give you directions for using it.

What is ALEKS?

- ALEKS is an online Math program that supplements all math classes. Students' will take quizzes, do homework, and remediate or practice various math skills/topics. Students can access ALEKS through a link on their Blackboard or directly at www.ALEKS.com .
 - Each semester the teacher will assign the students a certain number of topics that must be completed by the end of that semester. This is referred to as the "pie" goal. Students are assessed at the beginning of each school year ("knowledge check") and based on that assessment, assigned the specific topics to be completed in their "pie." This "pie" goal is a portion of their math grade.
 - Each student is expected to complete 10 topics every two weeks and these topics move the student **towards** the goal of finishing the "pie."
 - Each student is given a grade for how many topics successfully completed in that two week period (Example: 8/10 means the student completed 8 of 10 topics).
 - Students can choose to do any 10 topics that are open to them.
 - The topics open to a student are based on having completed the fundamental foundation for those topics.
 - Students can redo problems as many times as needed to "master" the topic.
 - Please note: The "10 topics every two weeks" may not be enough to complete the "pie." Students may need to work on their own and beyond specific assignments in order to complete the "pie" by the end of each semester.
 - Daily homework is also done in ALEKS but is NOT part of the "pie" goal.
 - **Students are expected to turn in the paper where they "show" their work even though they input the answers into the computer. Full credit will not be given if this is not done.**
 - Students can redo the problems for homework until they get a score of 10/10, but can only do so while the assignment is "open." The assignment is open until the due date and closed afterwards.
 - Homework is a separate grade than either the "10 topics every two weeks" or the "pie."
 - **Students are given a username by ALEKS when they take their initial assessment ("knowledge check") in the first week or so of school. The password will be given to the student by their teacher.** The username and password will be good for their entire time at the Middle School.

- **How many topics must my child complete to meet the “pie” goal?**
 - Generally, first semester will have more topics than second semester because review of previous years’ math skills are included in the first semester “pie.”
 - The following is **approximately** the number of topics per grade/per semester to meet the “pie” goal, however these numbers may vary from year to year so check with your child’s Math teacher for specifics.
 - 6th Grade Math is expected to complete approximately 200 topics first semester and another 100 second semester.
 - Pre-Algebra is expected to complete approximately 250 topics first semester and another 100 second semester.
 - Algebra is expected to complete approximately 200 topics first semester and another 150 second semester.
 - Honors and Geometry may vary.

- **How can I see how much of the pie my child has completed? Can I see specifics?**
 - The picture seen below is a sample of the Home Page once your student is signed in.
 - Click on “Timeline” to see what is due this week.



- Toggle the center of the pie to see how many topics or what percentage of topics your student has completed of their pie.
 - Follow the Navigation panel on the left to get to current and specific “Assignments,” view details, etc.
- **The Navigation Panel Menu**
 - Learn
 - This lists ALEKS topics your student is ready to learn.
 - Review
 - This list ALEKS topics your child has tried but not yet mastered.
 - Assignments – see next item below
 - Worksheet
 - A student can create a worksheet to practice and it will send his/her answers to the teacher so that your student can go to the teacher to see how he/she did. This is a great way to practice.

- Calendar
 - This gives an overview of what is coming up or due.
 - Learn
 - This will show which topics your child is ready for in fulfilling the pie.
 - There is a blue down arrow at the top (left side) – click that for a drop down panel that scrolls horizontally to display topics open to your student.
 - Reports
 - This will give you options to see how much time your student has spent working on either daily/weekly assignments or you can click to see the overall time spent on the ALEKS pie goal.
- **How can I monitor how my child is doing?**
 - Click on the Navigation panel in the upper left corner of the Home Page. When you select “Assignments” from the options listed you will see a screen like the picture below.

Assignment page

Name	Type	Start	Due	Score	Details
Current & Past					
Semester 2 Pie Goal <i>In Progress</i>	Progress Goal	-	05/12/2017 11:59 PM	78%	
Semester 1 Pie Goal	Progress Goal	-	12/16/2016 11:59 PM	100%	
Topic Goal 1 - 6 <i>In Progress</i>	Topic Goal	11/06/2016 11:59 PM	11/20/2016 11:59 PM	0%	
2-5 Part 2	Homework	11/07/2016 8:12 AM	11/09/2016 8:12 AM	33% Best	1 of Unlimited Attempts Quick Retake available
Lesson 2-5 Distribute Challenge	Quiz	11/07/2016 7:15 AM	11/07/2016 11:59 PM	80% Best	0 of 1 Remaining


- Any item listed in blue is still open and your child can keep working on those problems until he/she achieves 100% (i.e. retakes) or the due date expires. Any item listed in grey/black is a closed assignment and cannot be worked on anymore. Note the “Start” and “Due” dates.
 - On open assignments your child will have the option to either do a “Quick Retake” or a “Retake” of missed problems, depending on how the teacher has set up the assignment. A “Quick Retake” will allow your child to redo just the missed problem to raise the score. A “Retake” will require your child to redo all of the problems in the assignment in order to raise the score.
- Click on the percentage (under “Score”) and you will be taken to a page that will show you what your child has attempted and gotten right or wrong. Across the top of that page will be the number of problems in that assignment and each will be circled in a color to indicate which were right and which were wrong; any number circled in green means that problem is correct, any number circled in yellow is partially correct, and any number circled in red is incorrect. You can click on any of those circled numbers and then choose “Explanation” at the bottom of the page to see a review on how to do that particular problem.

What are Stemscores, TCI, and Avancemos?

- **Stemscores** is the online Science textbook and resource that students will utilize throughout their time at Chaminade Middle School.
 - <https://login.acceleratelearning.com/>
 - **Stemscores** username and password is set to match your student's original Blackboard username and password.
- **TCI** is the online History textbook and resource.
 - https://student.teachtci.com/student/sign_in
 - Students will need to provide the teacher with their purchase code before they can log in. **TCI** username and password is set to match your student's original Blackboard username and password.
- **Avancemos** is the online Spanish textbook and resource. The login information will be given to your student by the teacher once the student provides the teacher with their purchase code.
 - <https://my.hrw.com>

What are Study Sync and IXL?

- **Study Sync** is the online literature curriculum "textbook."
 - <https://connected.mcgraw-hill.com/connected/login.do>
 - **Study Sync** username and password will be the same as your student's original Blackboard username and password.
- **IXL** is the online English and Grammar site for the 6th grade Language Skills classes and the 7th and 8th grade English classes.
 - www.ixl.com/signin/chaminade
 - The **IXL** username and password will also be the same as your student's original Blackboard username and password. If you have a new 6th grader your student will be given this information in the Language Skills class and if you have a new 7th or 8th grader your student will be given this information in the English class. Again, if at any time your student is having trouble with his or her password(s) please contact Mr. Anthony Ploesch at APloesch@chaminade.org and he will help you.
 - If your student is struggling with any IXL topic he/she should attend one of the After School Labs for English. See After School Lab info on the next page.
 - Some IXL is done in class and some is done as homework.
 - Students must earn at least one Ribbon (which represents 70% "proficient") on any topic assigned in order to receive credit for completion of that topic.

Proficient  C 3.5-3.9 pts	Good  B 4-4.49 pts	Excellent  A 4.5-4.9 pts	Mastery  100% A+ 5 pts
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- If you want to track your student's progress, the score is shown when the student logs in.
- 7th and 8th Graders have weekly requirements on IXL.
- For further information on IXL have your student log into Blackboard and go to their specific class/teacher.

Naviance, X2vol, and Campus Ministry:

- Campus Ministry oversees all of the Apostolic Work program. To get information regarding hours, types of apostolic work projects that are acceptable, how to use X2vol to log hours, etc. please go to: <http://www.chaminade.org/ms/campusministry>
 - On the left under Quick Links click on “Apostolic Work Center.” This will take you to the page where you will find a couple of useful “cheat sheets.”
 - “Frequently Asked Questions”
 - “X2vol Instructions.”
- Naviance (X2vol) is a site students use throughout their time at Chaminade for a variety of things. Within the Naviance site is the tab for X2vol, where students log their Apostolic Work hours. (See tutorial noted above, “X2vol Instruction,” on how to log the hours.)
 - www.naviance.com
 - Your student’s username and password are initially set to match Blackboard however, if Blackboard has been changed your child may need Naviance reset. Please contact Campus Minister Kate Beskid at kbeskid@chaminade.org or Anthony Ploesch at aploesch@chaminade.org.

What is Homework Lunch Lab and how is it different than After School Lab?

- Because Chaminade believes that homework is an integral part of the learning and reinforcing process, our homework policy requires any student who does not have their completed homework in class when it is due, to report to the **Homework Lunch Lab** the following day at the beginning of lunch to make up the work and receive up to half credit. The student completes the outstanding assignment and turns it in to the proctor, who then gives it to the teacher who assigned the lab.
 - The counselors send out regular e-mails to parents reporting when their child has been assigned a number of lunch labs. This report will also include details as to whether or not their child attended the lab.
 - **When a student is given a Homework Lab Slip, attendance the next day is mandatory.**
 - Any student who fails to report to lab when assigned is marked as a “no show.” After two “no shows” the student’s name is sent to the deans for possible consequences.
 - The reasoning behind holding students accountable for attending the lab is twofold:
 - We want students to understand the importance of doing the work. Teachers assign homework because they feel it is of value to the students, either in reinforcing a concept or practicing a skill.
 - It is very difficult for a student to come back from zeros in the grade book.
 - If a student is assigned a lab and gives the late assignment directly to the teacher, the student is still expected to go to the lab and at least check in with the proctor, or the proctor will not know that detail and will mark the student as a “no show.”
 - If a student is absent the day he or she is to report to the Homework Lunch Lab, that student is expected to attend the lab the first day back at school or it will be considered a “no show.”
- **After School Labs** are offered Mondays through Thursdays from 3:10 – 4:00 in the afternoon so that students who have questions or need extra help in a particular subject can get it.
 - After School Labs are offered in every subject.

- Students do not have to attend lab with their own teacher to get help. They may receive help from any teacher in that subject.
- It is FREE!
- The schedule will be available about three weeks into the school year and can be found in the CTW.

Things to help your student with the first week or two:

- Although your student will have been walked through the process of setting up **digital folders** for each subject at the “Computer Bootcamp” the first day of Chaminade, it would be helpful if you can check to be sure your student was able to complete that task and has a digital folder for each subject. If any subject is missing please help your student create a folder for each missing subject. Additionally, your student might need you to demonstrate and practice with him/her how to save a document to the necessary folder or save a document to “Documents” and then drag into the correct folder. If students begin the school year knowing how to easily organize their documents they are less likely to have problems down the line.
 - Check your student’s computer periodically to see that things are being put into the folders so he/she does not end up with a home screen that is so chaotic and cluttered that nothing can be found.
- Encourage your student to **“name” documents** when saving them so that they are easily identifiable and distinctive from others. Students often finish a new assignment and quickly hit “Save” instead of using the “Save As” function which will ask them where to save it and what to name it. When students can’t find an assignment they know was done and get frustrated or panicked it is usually because of this issue. It is helpful to teach students that the first time they work on an assignment if they press the “Save” function instead of the “Save As” function that assignment will often go missing; saved someplace they do not know under some obscure unrecognizable name. However, once a student has saved an assignment with “Save As” he/she can work on it as many times as needed and simply use the “Save” function each time because the document has already been named and placed.
 - Students should name documents in ways that describe what he/she might be looking for when wanting to go back to it later - whether that is to study from it, print it, e-mail it, or rewrite it. Additionally, it is helpful to add their username as well in case they are e-mailing something directly to a teacher.
 - For example: Science worksheet 2.2 Lovejoy (means Science, Chapter 2, Unit 2 from Lovejoy); or Science notes 2.2 Lovejoy; or L.S. personal narrative Lovejoy (Language Skills personal narrative from Lovejoy)
- Reinforce doing the **homework the day it is assigned**. It is much easier to retain and understand information if it is reinforced immediately after presentation. In addition, when a student does the homework the night it is assigned there is time the next day to ask the teacher a question or get extra help before the due date - not to mention, it allows some breathing room when unexpected things come up in life. Make sure your student has Monday’s and Tuesday’s homework done by the end of the weekend.
- Have your student take his/her laptop and your home **printer information** (make and model) to the Laptop Hospital and ask them to download the appropriate driver so he/she can print at home.
 - **In an emergency** a student can send homework as an attachment in an e-mail to the counselor the night before, come by the counselor’s office **before 8:00AM**, and pick up the printed copy.
- Show your student how to **save documents onto a flash drive**. This will come in handy if your student ever needs to print from a different computer or has a loaner and needs to print from your home computer because the loaner does not have the driver installed.
 - Students are encouraged to back up weekly to the Cloud. This was shown to them during Bootcamp.
- If you have questions about how to do any of this yourself, please contact Anthony Ploesch at Aploesch@chaminade.org. He is here to help with all website and computer questions.

Additional FYI's:

- **Parent/Student Handbook:**
 - <http://www.chaminade.org/middleschool> - Under Quick Links on the left is the Parent/Student Handbook option.
 - Below is a PARTIAL list of important information found in the handbook:
 - Bell Schedules for different types of school days (Ex. Half Day) pg. 2
 - Dress code policies
 - Attendance policies and procedures including information related to early pick-ups and tardiness
 - Learning Disability and Accommodation Policy
 - Grading policies
 - Discipline policies
 - Bullying policies
 - Computer appropriate use policies
 - Cell phone policies
 - Eligibility for extra-curricular activities
- **If your child misses school for more than 2-3 days**, please contact **your child's counselor**. The counselors can help your child organize the making up of all missed work which can feel overwhelming when current work also needs to be done.
 - **Mrs. Cheryl Lovejoy** is the counselor to **students with last names beginning with A – E**.
 - clovejoy@chaminade.org 818.363.8127 ext. 556
 - **Mr. Jason Kertz** is the counselor to **students with last names beginning with F – J**.
 - jkertz@chaminade.org 818.363.8127 ext. 247
 - **Mrs. Sara Shenouda** is the counselor to **students with last names beginning with K – P**.
 - [sshennouda@chaminade.org](mailto:sshenouda@chaminade.org) 818.363.8127 ext. 533
 - **Mrs. Heather Eaton** is the counselor to **students with last names beginning with Q – Z**.
 - heaton@chaminade.org 818.363.8127 ext. 573
- Anytime you have a concern or question and don't know who to talk to, call your student's counselor. If the counselor is not the appropriate person, he or she will guide you in the right direction. **We are here to help!**