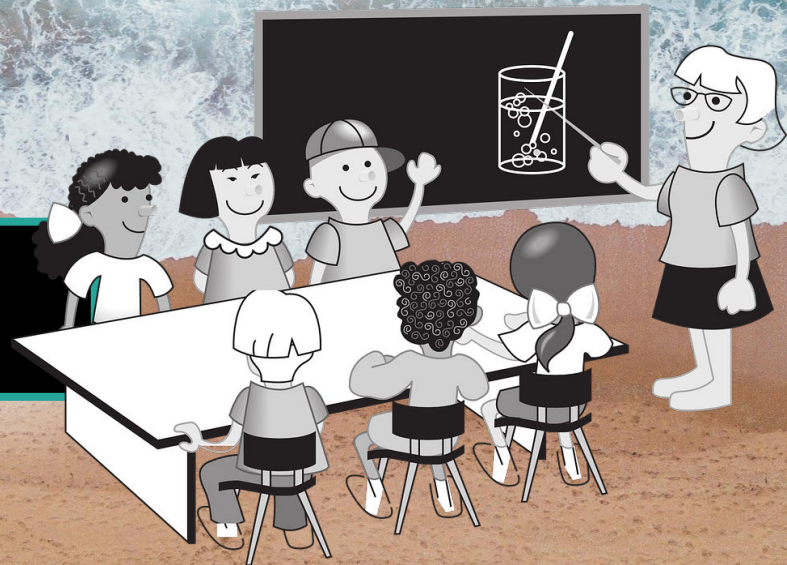




Summer School Handbook

2020



Mandatory Orientation

The mandatory online orientation training must be completed no later than June 5th:

1. Review this Student Handbook
2. View Orientation Tutorial Videos ⇒ (module: CANVAS Student Orientation)

**Do not access any other module.
Link to videos also on next page.**

The videos total ~35 minutes, and you may view them at any time after receiving your account information.

The screenshot shows a mobile web browser interface for Canvas LMS. The address bar at the top displays the URL: <https://mbta.instructure.com/courses/2018/modules>. A dark sidebar on the left contains navigation icons for Home, Account, Dashboard, Courses, Calendar, Inbox (with a notification badge of 3), Arc, Commons, and Help. The main content area has a top navigation bar with 'Home' and 'Modules' (highlighted in green). Below this, there are links for 'Zoom' and 'Google Drive'. The 'Canvas Student Orientation' module is expanded, showing a list of tasks: 'Update your profile', 'Update your Notification Preferences', 'Communicate with your instructor and peers', 'Manage your personal files', 'Keep track of your assignments due', 'Submit your assignments', 'Submit peer reviews', 'Participate in a Group', 'Check your grades', 'Navigate Canvas on your iOS device', and 'Accessibility Statement'. A note at the top of the module states: 'NOTE: Videos can be viewed in any order.'

**LINKS
TO
RESOURCES**



**CANVAS
Course
Website**

**Summer
School
Website**

**Orientation
Tutorial
Videos**

Summer Calendar

Myron B. Thompson Academy 2020 SUMMER SCHOOL CALENDAR

Teachers' Work Year: June 4, 2020 - July 28, 2020

Students' Work Year: June 3 - 5, 2020 (training) and June 8 - July 24, 2020 (33 instructional days)

Observed Holidays	S	M	T	W	T	F	S	Important Dates & Deadlines
May 25 - Memorial Day	24	25	26	27	28	29	30	June 1 - Summer School Withdrawal Deadline (100% refund)
June	31	1	2	3	4	5	6	June 3 - 5: Summer School Training for Students(ONLINE)
Jun 11 - Kamehameha Day	7	8	9	10	11	12	13	June 8 - First day of Summer School - classes begin
	14	15	16	17	18	19	20	June 12 - Summer School LATE Withdrawal Deadline (partial refund)
	21	22	23	24	25	26	27	
July	28	29	30	1	2	3	4	July 2 - Final Withdrawal Deadline (no refund, no grade)
July 3 - Independence Day	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	July 24 - Last Day for Summer School students - classes end
	26	27	28	29	30	31	1	July 28 - Last day for Summer School teachers - grades due*
August	2	3	4	5	6	7	8	Aug 3 - Summer School grades sent to schools
	9	10	11	12	13	14	15	August 10 - Summer School grades sent to Parent/Guardians
Aug 21 - Statehood Day	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	August 28 - Summer School grade appeal deadline
Observed Holidays	S	M	T	W	T	F	S	Important Dates & Deadlines

Withdrawal

Withdrawal Deadlines & Policies

**Last Day for
100% REFUND**

JUNE 1

Complete by Deadline:

**Online Form
Paper Signed
Received by MBTA**

Refund Amount:

**1 Course = \$95.00
2 Courses = \$190.00**

**Last Day for
PARTIAL REFUND**

JUNE 12

Complete by Deadline:

**Online Form
Paper Signed
Received by MBTA**

Refund Amount:

**1 Course = \$75.00
2 Courses = \$160.00**

NO REFUND

**after
June 12**

**Please notify Ms. Hyden of
any special circumstances
that prevent your completion
of the summer session.**

Refund Process:

- 1) completed and signed withdrawal forms must be received @ MBTA's office by the posted deadline
- 2) refund amounts must be verified and approved by the summer school director, in accordance with this policy
- 3) MBTA's accountant will issue a check to the payee in the amount approved by the summer school director

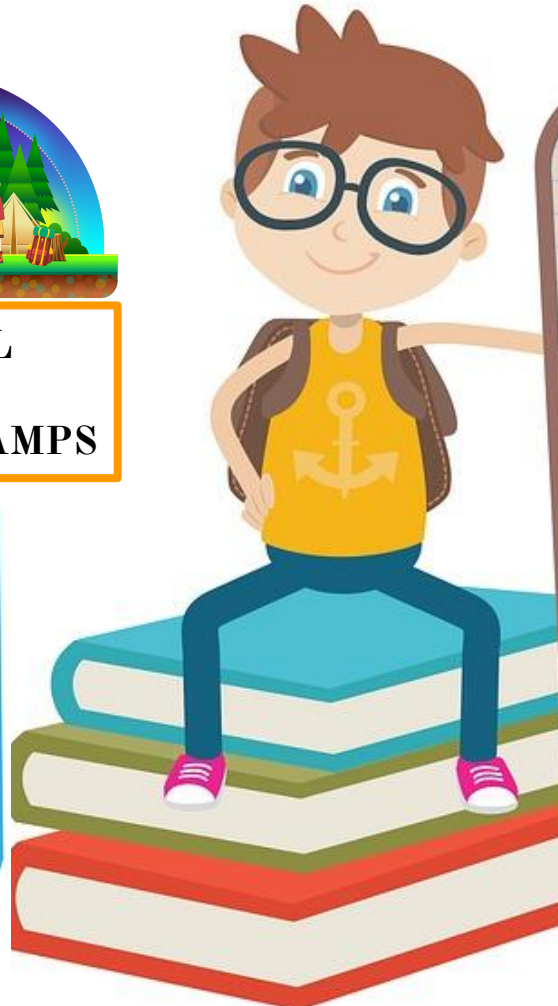
Travel, Summer Camps, Multi-Programs



TRAVEL & SUMMER CAMPS

IT IS YOUR RESPONSIBILITY TO:

- Inform your teachers beforehand
- Secure internet access for your trip
- Manage your time (activities & school)
- Discuss options with teacher if you will be unable to do school on trip or @camp



SUMMER SCHOOL HERE & THERE?

Although it is not advised to take summer classes at more than one school, MBTA will not dictate what you choose to do outside of our summer program.

Should you choose to enroll in multiple summer programs...

We do expect that you will take responsibility for this decision by managing your time and maintaining communication with your teacher(s).



Conduct & Etiquette

(Click the reference links below)

Anti-Bullying

- 1st Offense
Written Warning
- 2nd Offense
Parent Conference
- 3rd Offense
Expulsion (no refund)

Academic Honesty

- 1st Offense
Written Warning
- 2nd Offense
Parent Conference
- 3rd Offense
Expulsion (no refund)

Account Security

- Do not share an account
- Do not change password

Internet Safety



Because we operate in an online learning environment, it is imperative that students and staff abide by rules of etiquette to show mutual respect for each other and the common goal of success for all involved.

Point of Note



Gradebook Tools & Features

- **“Calculate based only on graded assignments”** - this tool should only be used if you are up to date with assignments and the teacher has graded everything
- **“What-if Scores”** - this tool should be used to set grade goals. Not to be mistaken for your actual grades.

A Cautionary Tale

There once was a student who completed only 1 of 20 assignments for the entire summer.

His report card read: F

He used these gradebook tools to display an A grade. Then he took screenshots of the A grade, and showed it to his counselor as “proof” that he passed with an A grade, instead of the F he had actually earned.

The screenshots were proven false, and he had to repeat the class to earn credit.

He was wrong to believe that he could pass the course, having done relatively no work.

Don't be that person!



The screenshot shows a web interface for a gradebook. The top navigation bar includes a hamburger menu, course information (SS18- Course Name Here), and a breadcrumb trail (Grades > Test Student). A sidebar on the left contains navigation options: Account, Dashboard, Courses, Calendar, Inbox, Arc, and Help. The main content area is titled "Grades for Test Student" and includes a "Print" button and a "Total: 0%" indicator. Below this is a "Show All Details" button and a warning message: "Course assignments are not weighted." A checkbox option is present: "Calculate based only on graded assignments". The main table displays assignment data with columns for Name, Due, Score, and Out of. Two rows are visible, both for "DROPBOX: Worksheet" assignments.

Name	Due	Score	Out of
DROPBOX: Worksheet	Jun 4, 2018 by 11:59pm	-	20
DROPBOX: Worksheet	Jun 5, 2018 by 11:59pm	-	20

Accommodations



Accommodations

Our summer teachers will do their very best to meet the academic needs of all students enrolled, as we work toward a successful summer session.

Sometimes students may require additional support, for various reasons, such as:

- IDEA or 504 accommodations
- Family Emergency (illness or loss)
- Family Obligations (as a caregiver)



We aim to accommodate each student as much as may be possible and fair to others. In order to accomplish this goal, we need to be informed of the student's needs and/or challenges in a timely manner.

Such information may be provided to teachers via the "voluntary information" section of the online application OR through email, copied to the teacher and summer school director.

Teacher Prerogative & Considerations



MBTA summer teachers abide by general rules and policies. However, teachers are permitted to develop their own policies and procedures within their classes.

Students must review each class syllabus & welcome message.

Be aware, class sizes may affect a teacher's response time to email and grading.

Schedule & Class Size

Each course has a schedule, set by the teacher. Schedules may be subject to change with or without notice.

Students must keep track of due dates and course requirements.

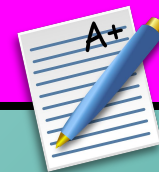
Each teacher has 1-3 classes. Classes may be 5-100+ students.

Email & Grades may take more or less time as class sizes vary.

Grading & Late Work

Teachers may develop and implement their own grading procedures including late work policies for each course. The details may be found in the syllabus or welcome message.

Students must know and follow the grading policies for each course.



Communication



Communication

Teachers & staff are generally allowed 48 hours (excluding non-school days) to respond to student communications via email or phone. Teachers may establish additional protocols for communication.

Students must follow the communication protocols for each teacher and class.

Please refrain from spamming the teacher's inbox during the 48-hour window. An influx of duplicate messages may unnecessarily extend the time it takes teachers to respond.

PLEASE WAIT.

If you do not hear back after 48 hours, then you may contact again.

Tech Support

Account Issues

Accounts are created and distributed by Ms. Hyden.

If you are unable to log in to the CANVAS course website or do not see your courses after logging in, then contact Ms. Hyden.

mshyden@ethompson.org

Computer & Software

Not all hardware & software works properly together, so you may come across some issues.

Our tech support staff will have limited ability to assist with troubleshooting any issues with working our courses on your personal computer or device.

techsupport@ethompson.org
808-441-8080

Course Issues

If you are have questions or any trouble with course content, then you should first message the teacher.

If the issue cannot be solved by the teacher, then contact Ms. Hyden.

Because we operate in an online learning environment, students must use effective communication and troubleshooting methods. Taking screenshots of error messages or areas of confusion will help greatly.

Point of Note

SAVE YOUR WORK!

It is highly advised to keep copies of all the work that you submit for grading. Keep everything at least until you've received and reviewed your final grade.

Technology is wonderful, but it is not yet 100% reliable. You must safeguard your work, in the event that a tech issue occurs on your end or on ours.

Aside from your device (laptop, PC, or tablet), there are places you can store back-up copies of your school work for free, such as:

GoogleDrive
Or
Dropbox



BACKUP YOUR WORK!

Grade Reporting

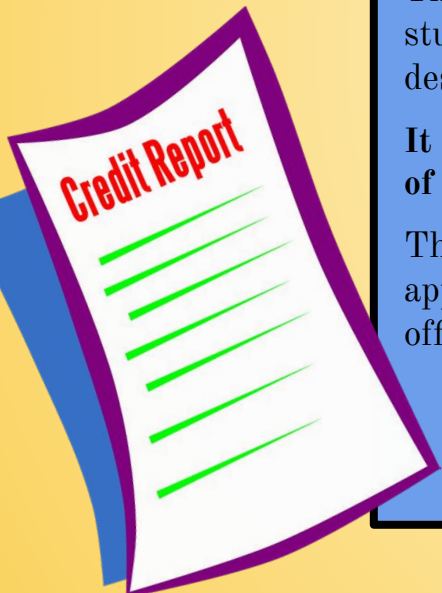
In the week after the summer session ends, teachers will manually input grades into our student archive server.

The summer school director will send students' grades to the school that was designated on their online application.

It is your responsibility to inform MBTA of any changes to the receiving school.

The registrar there is responsible for applying the grade and credit to your official transcript.

A report card will also be mailed to your provided mailing address, as scheduled.



Grade Appeals

If you feel that your final grade was not accurately reported, you may put in an appeal with the summer school director.

Appeals Deadline: Aug 28th

Please be aware that the teacher will be consulted, and an investigation may be necessary to make a fair determination.



Should your appeal be approved, the summer school director will report your revised grade & credit to your school.

June 6th Checklist



- Check Personal Email** (*teacher may have emailed*)
- Log-In to CANVAS**
- Check that Course Enrollment is Accurate**
(*you should see links to all of your classes*)
- Email Ms. Hyden if there are enrollment errors**
- Check CANVAS Messages Inbox**
- Read the Welcome Message in each of your courses**
- Read the Syllabus in each of your courses**
- Complete any assignments due for the day**

**THE
END**



On behalf of MBTA's 2020 Summer School Staff, I thank you for choosing to spend your summer learning with us, and I wish you the best success with all of your summer endeavours.

Please email me with any questions or concerns: mshyden@ethompson.org

Ms. Brandi Hyden

_____ MBTA Summer School Director