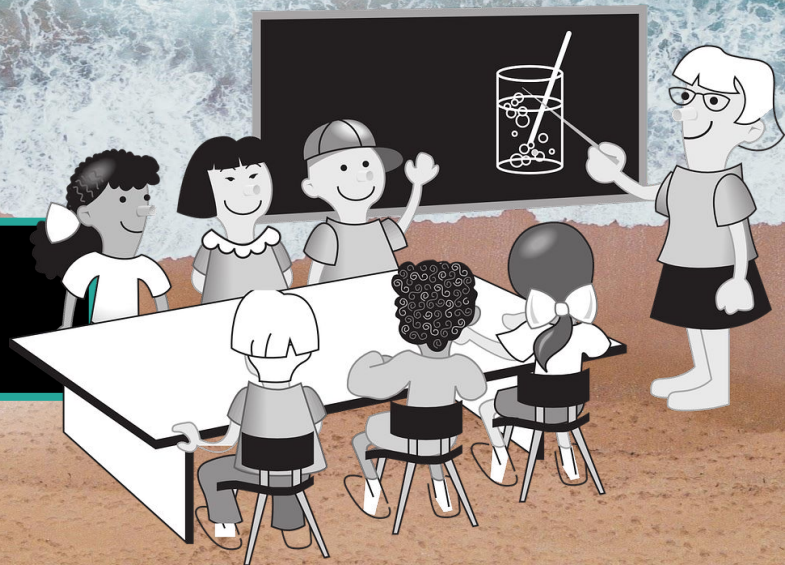




# Summer School Handbook

2024





**Mandatory  
Orientation**

# Mandatory Orientation & Training

**ZOOM Orientation**

**June 3rd**

Students will be assigned a time for orientation and **MUST** attend and participate.

\*\*\* Should a student be unable to attend the assigned session, they must email [summer@ethompson.org](mailto:summer@ethompson.org) to request access to one of the make-up sessions.

**June 3-7**

Students will complete a self-guided training course with practice assignments, assessments, and discussions.

They will have access to the CANVAS training videos for reference.

**LINKS  
TO  
RESOURCES**



**CANVAS  
Course  
Website**

**Summer  
School  
Website**

**Orientation  
Tutorial  
Videos**

# Summer Calendar

## Myron B. Thompson Academy 2024 SUMMER SCHOOL CALENDAR

Teachers' Work Year: June 6, 2024 - July 30, 2024 (33 instructional days & 4 additional teacher work days)

Students' Work Year: June 3 - 7, 2024 (mandatory training) and June 10 - July 26, 2024 (33 instructional days)

Holidays Observed	S	M	T	W	T	F	S	Important Dates & Deadlines
<i>May 27 - Memorial Day</i>	19	20	21	22	23	24	25	<b>June 3 - Summer School Withdrawal Deadline (100% refund)</b>
<b>June</b>	26	27	28	29	30	31	1	June 3: Summer School Orientation (ZOOM - mandatory)
	2	3	4	5	6	7	8	June 3 - 7: Summer School Training for Students (CANVAS)
<i>Jun 12 - Kamehameha Day</i>	9	10	11	12	13	14	15	June 10 - First day of Summer School - classes begin
	16	17	18	19	20	21	22	<b>June 17 - Summer School LATE Withdrawal Deadline (partial refund)</b>
<b>July</b>	23	24	25	26	27	28	29	
<i>July 4 - Independence Day</i>	30	1	2	3	4	5	6	July 3 - Course Drop Deadline (no refund, no grade issued)
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	July 26 - Last Day for Summer School students - classes end
	21	22	23	24	25	26	27	July 30 - Last day for Summer School teachers - grades due*
<b>August</b>	28	29	30	31	1	2	3	August 1 - Summer School grades sent to school registrars
Observed Holidays	S	M	T	W	T	F	S	Important Dates & Deadlines

**Withdrawal**

# Withdrawal Deadlines & Policies

**Last Day for  
100% REFUND**

**JUNE 3**

**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 17**

**Complete by Deadline:**

**Online Form  
Paper Signed  
Received by MBTA**

**Refund Amount:**

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

**NO REFUND**

**after  
JUNE 17**

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

**Refund Process:**

- 1) completed & signed withdrawal forms must be received @ MBTA's office or Ms. Hyden's email by the 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**

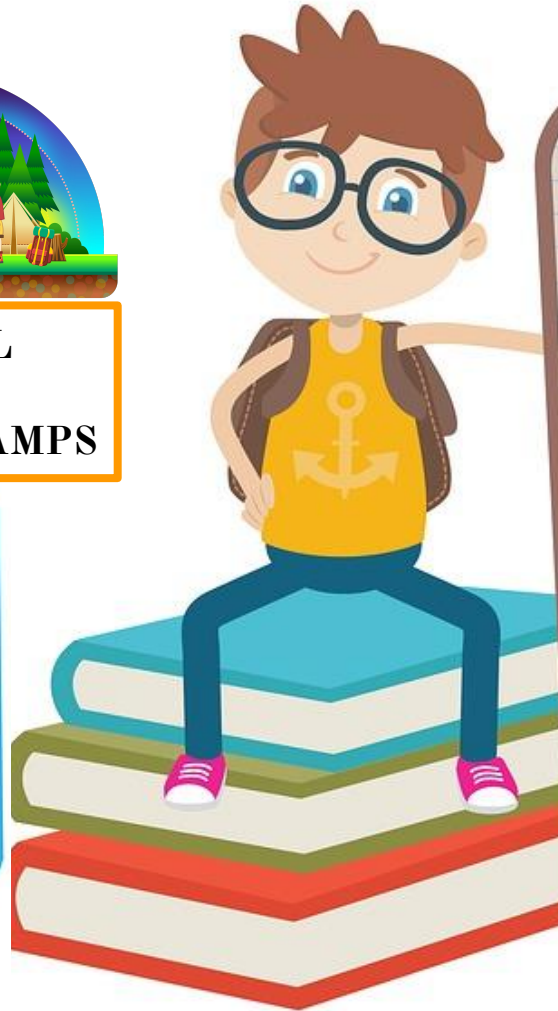
# Travel, Summer Camps, Multi-Programs



## 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." with a checkbox for "Calculate based only on graded assignments" which is currently unchecked. A table of assignments is displayed with columns for Name, Due, Score, and Out of. The table contains two entries, both for "DROPBOX: Worksheet".

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 school 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.**

**IEP and 504 Plans will be implemented as appropriate and applicable to the student's needs within our virtual program.**



**The student's parent/guardian must provide a copy of the IEP or 504 Plan to the school director along with the application and payment.**

# 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.

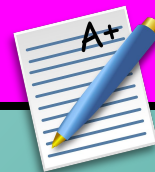
Each teacher has 1-4 classes. Classes may be 5-100+ students.

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](mailto: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](mailto: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

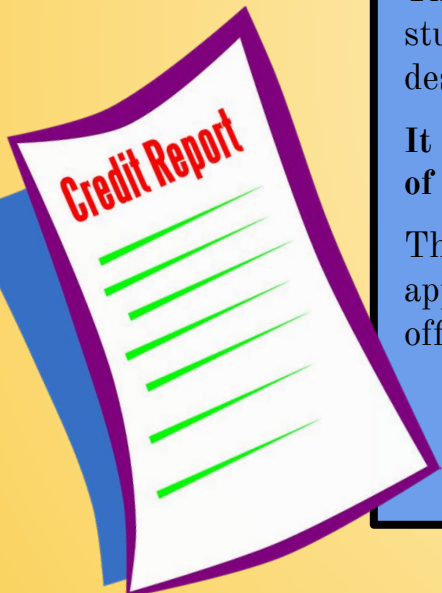
In the week after the summer session ends, teachers will manually input grades into our student archive server.

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, unless otherwise noted.



## Progress Report

Parent/Guardians may receive a mid-term progress report if a student is not attending to their coursework or is struggling with the coursework.

In these cases, the summer school director will contact the parent/guardian to deliver the report.



Parent/guardians are encouraged to monitor their child's progress by viewing their gradebook in CANVAS.

**June 10th  
Checklist**



- Check Personal Email** (*teacher may have emailed*)
- Log-In to CANVAS**
- Check that Course Enrollment is Accurate**  
(*links to your classes will be visible on June 10th*)
- 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 2022 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: [summer@ethompson.org](mailto:summer@ethompson.org)**

*Ms. Brandi Hyden*

**\_\_\_\_\_ MBTA Summer School Director**