



MVLA Adult School's Online Summer School
Teacher Online Office Hours: M-F from 9 AM to 3 PM
Program Coordinator: danielle.dinh@mvla.net

1) Mandatory Progress

Each summer session is only 2 weeks long. Any student who fails to log on and complete a pace of at least one full unit every two days — without contacting Online Summer School staff — may be dropped from the program without credit. All work can be done entirely online. The website is available 24 hrs/day. **Expect to work the equivalent of 4-6 hours per day to finish a course within 2 weeks.** (NOTE: This is just an average as every student has different capabilities.) Students are not required to complete work on the weekends but we highly recommend it. **All work must be completed by 12 p.m. noon on the last day of your summer school session.**

2) Logging on: Open any web browser and go to the class link below.

<http://auth.edgenuity.com/login/login/student>

Username: initial of 1st name + last name.ae

EX1: *Ima Student: istudent.ae*

EX2: *Juan Garcia Perez: jgarcia-perez.ae*

Password: mvla21

PLEASE CONTACT ANY TEACHER RIGHT AWAY IF YOUR LOGIN DOESN'T WORK AFTER THE SESSION BEGINS.

3) Lessons

Students are required to complete all multiple choice and written response questions. Guided notes are available for some of the classes. Only enotes will be viewable during quizzes and tests. Assignments need to be completed in order according to the Course Map. Students are encouraged to take notes and review assignments before testing. Videos must be played in its entirety before you are allowed to move on in a lesson. Teachers may reassign a lesson if the work is not deemed passing.

4) Quizzes & Tests

Quizzes require a 70% minimum to pass. If students do not pass a quiz after two attempts, they will have to contact their teacher to move forward. **Students are required to take tests and cumulative exams through Zoom.** Please schedule testing with your teacher. **All assignments will need to be completed prior to testing.** Tests are bundled in pairs: Units 1 & 2, Units 3 & 4, Unit 5 & Final. Please take quizzes and tests seriously and try your best. Testing hours are Mon-Fri 9am-3pm. Students may come into the Adult School to take tests in-person. Tests are one attempt **only**. If technical problems occur, contact your teacher. **Handwritten, printed notes, or Edgenuity enotes are allowed on all assessments.** Make up tests are granted only for non-passing test scores (59 and below).

5) Grading

| Weighted Grading Scale | | Weighted Score | Grade |
|------------------------|--------|----------------|-------|
| Assignments: | Varies | 93% - 100% | A |
| Projects: | Varies | 90% - 92% | A- |
| Essays: | Varies | 87% - 89% | B+ |
| Labs: | Varies | 83% - 86% | B |
| Quizzes: | Varies | 80% - 82% | B- |
| Tests: | Varies | 77% - 79% | C+ |
| Exam: | Varies | 73% - 76% | C |
| | | 70% - 72% | C- |

TEACHER OFFICE HOURS
MONDAY – FRIDAY 9 AM to 3 PM

TEACHERS WILL RESPOND TO MESSAGES DURING OFFICE HOURS ONLY.

Please do your best work, especially on assessments and projects. Check your progress and suggested due dates on the Course Map in Edgenuity. Final grades will be sent to your home high school for processing at the end of each session. **All coursework must be completed with an overall grade of C- (70%) or better to receive credit.**

6) **Projects**

All projects are due by noon on the last day of your session. Any project that is not completed by that time will receive a "0". It is highly recommended that all projects/essays be saved/backed up in the event something is lost over the internet. You may complete projects as Google docs and share the link with your teacher. Asking your teacher for their submission preferences is encouraged. **Teachers may re-assign incomplete projects.**

7) **Communication**

Students can contact teachers in one of three ways: 1) Edgenuity messaging, 2) Email, or 3) Zoom/Google Hangouts. It is vital that you check your Edgenuity inbox multiple times per day.

Social Science – joanne.thompson@mvla.net, greer.stone@mvla.net

Math/Science – maria.ramiso@mvla.net, emilia.chi.nguyen@gmail.com, vrharmili@ssfusd.org

English – charles.smith@mvla.net, karsten.barnes@mvla.net, kathleen.richardson@mvla.net

****Your assigned teacher's last name is shown on the course title in Edgenuity****

8) **ZERO TOLERANCE POLICY – Cheating and Plagiarism**

MVLA Adult School has a zero tolerance policy for cheating. **Any indication of cheating (open tabs, cell phones...) in the lab may result in the student receiving an "F"** on the assignment/test/course and expulsion from the program. **Plagiarism occurs when you use someone else's work and present it as your own.** Typically, this results from "cutting and pasting" without putting the ideas into your own words and then integrating it into your own work. **Teachers use turnitin.com to check all written work.** Incidences of cheating will result in notifying parents and potential administrative action. On projects/essays make sure you either use a "Works Cited Page" or include the website, source title and author. Remember: **If you're not sure how to cite a source appropriately, ask your teachers!**

Frequently Asked Questions

1. **Why can't I open more assignments?** As you complete lessons and pass quizzes, more assignments will open automatically.
2. **When do I take a test?** Tests and Exams appear at the end of every unit. They are locked and must be proctored by a teacher. Tests can be taken in Room 104 at the Adult School or by Zoom.
3. **The weekend is approaching and I want to work on the next unit during that time. Can I get it opened?** The next unit is opened by your teacher when all lessons, quizzes, and projects in the preceding unit are completed. **For exceptional circumstances,** you must contact your teacher during their work hours to move forward with incomplete assignments; teachers are not available over the weekend or on holidays.
4. **I misunderstood the question/lesson, can I do it over? Can I redo a lesson to improve my score?** Re-dos are at the discretion of your teacher. Please double check work before submitting.
5. **How do I upload an assignment?** To upload, first use the "browse" button to locate and select the file. Then click "upload". You can **only** upload **one PDF** for each assignment.
Best practice: upload AND copy/paste in textbox – OR—your teacher may prefer an alternative method.
6. **How do I get a high grade or 100%?** We recommend: **a)** reading assignments carefully, and **b)** double-checking your answers before submitting assignments. Students who earn a 100% typically go above and beyond the basic requirements and dazzle their teacher with the quality of their work.
7. **How long does this have to be?** Most assignments have a word count; if not, be sure to fulfill all requirements as well as be thoughtful.
8. **Will I be graded down because I didn't meet the assignment due dates?** No. The due dates are **only guidelines** to help you finish the course within the time constraints of your summer session. It is up to you, however, to manage your time and work so that you finish by the appropriate deadline.
9. **When is the deadline?** All coursework including projects and reassigned work must be completed by **noon** on the last day of the session. **Session 1 – June 25; Session 2 – July 12; Session 3 – July 26.**