**Basic Information about Summer Check-ins**

Check-ins will be posted twice a week on Mondays and Thursdays and will remain posted for one week before being removed. The intention is for you to set a time that you plan to check the check-in page each Monday and Thursday and for you to intent to stick with it as well as possible. The check-ins will typically be a few questions about how things are going with your summer assignment - sometimes with a short reflection activity will also be included.

The reason for releasing these Mondays and Thursdays and you setting a time you plan to view them is to help you practice time management and accountability. If you have a hard time sticking with your plan for when to look at the new check-ins, that is a good opportunity to practice using strategies such as setting a reminder or using a planning calendar. Having a parent remind you is the *opposite* of what we want because it just trains you to assume someone else will remember your responsibilities for you. If your parents like to check up on you about school stuff then ask them to wait until Tuesday or Friday to ask so you have a chance to do things on your own.

If you can’t complete a check-in at your planned time (or at all on that day/week) because of a family activity or other conflict, that is fine. This is not intended to be a source of stress and shouldn’t prevent you from participating in the normal activities you would do during the summer. We can use these scheduling conflicts as an opportunity to practice the important skill of notifying someone in advance if you have a problem. For example, if during the school year you have a homework assignment due but you need accommodations for the due date because of a special event or family emergency that evening, you should notify your teacher in advance instead of waiting until after the due date to ask for an extension.

To practice that habit of communicating about conflicts in advance, there is a link posted in the “Summer Check-ins” section of the New Student Center page (look for “If you won't be able to complete a check-in at the proper time, use this form to give advance notice”). That link takes you to a simple form that lets you provide notification that you can’t complete the check-in…basically it’s practice for you remembering to email your teacher if you had a scheduling issue with an assignment. If you have a single conflict that would prevent you from completing several check-ins (like maybe a family trip for a week) you can include all that in the same notification instead of completing it repeatedly.

One point of clarification – Mr. Levy won’t be continually monitoring the notifications that you can’t complete check-ins because the goal is for you to handle your summer responsibilities on your own. That means that if you have questions or needs, they should be sent to Mr. Levy directly and not included in a notification form. A few times throughout the summer, the notifications will be checked against missing check-ins to see if you are keeping up.

If you have any other questions about this, please get in touch with Mr. Levy via Remind message or by email ([mlevy@rvgs.k12.va.us](mailto:mlevy@rvgs.k12.va.us) ).