Parent and Student Handbook

2022-2023

A Note To Parents and Students

We are glad that you have chosen Memoria Press Online Academy as part of your child's education. The information in this handbook is designed to help you be successful while taking our classes. Please make sure that you familiarize yourself with the handbook, especially the sections marked in red. Please feel free to let us know if you have questions.

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Overview

Classical Education

Classical education is the pursuit of wisdom and virtue by instruction in the liberal arts and the best that has been thought and said. Classical languages, particularly Latin, is core to the classical pursuit as not only a way to learn the history and culture of ancient Greece and Rome, but as a way to master language itself. Logic and rhetoric build on grammar to master all the arts of language. The humanities help the student understand what it means to be a human person and part of society, liberating them from the errors and narrowness of our own age. Mathematics and the sciences root the student in the natural world, the home that God has given us, while giving them mastery of quantitative thought.

Our Mission and Method

Our mission is the cultivation of wisdom and virtue. In partnership with parents, we seek to educate students to the highest standards of the classical tradition, so that they may grow in wisdom and virtue. Methodologically, we follow the trivium. This method emphasizes memorization and accumulation of facts in the grammar stage, or elementary grades; evaluation, analysis, and integration of information in the Logic stage, or middle grades; and the articulate expression of ideas through the spoken and written word in the rhetoric stage, or upper grades. We stress mastery learning through age-appropriate materials and methods.

Who We Are

We are a classical, Christian, online school for students in grades 3-12, specifically designed for a wide variety of students who might not otherwise have access to classical education. Students hail from all 50 states and 11 countries, and along with our teachers constitute a community characterized by the highest expectations in scholarship and Christian character.

In the online classroom, informed by traditional pedagogy, a knowledgeable, enthusiastic teacher carefully leads students into an understanding of each subject. Classrooms are quiet, orderly, and disciplined. Lessons are incremental and students learn the important skill of submitting quality work completed in a timely manner. Homework is lighter in some courses and heavier in others, and is for the purpose of mastering what has been taught and, in the older grades, preparing for a lesson. Students are evaluated through assignments of various sorts as well as participation. Parents are also expected to check on their students periodically, alongside the teacher, to make sure that the student is maintaining good progress (See page 9, *Parent Responsibility*).

Accreditation

We are fully accredited by the Classical Latin School Association. The Classical Latin School Association (CLSA) accredits schools nationwide and is an association of elementary and secondary schools working to promote the transmission of the classical culture of Western civilization to the next generation. CLSA accreditation is a way for schools to internally document their viability as academically successful schools by holding themselves externally accountable, and to verify to their respective communities that they are offering a superior education.

Online Academy Administrative Staff

Name	Position	E-mail	Telephone
Paul Schaeffer	Head of School		
Mitchell Holley	Principal	onlineacademy@memoriapress.com	877-745-8866
Jessica Gardner	Admin Assistant		
Corbyn Buchart	Admin Assistant		

Memoria Press Online Academy Contact Information

10901 Shelbyville Road
Louisville, KY 40243
(877) 745-8866

General Registration and Information
memoriapressacademy.com

Student Portal (Existing students, not for registration)
mpoa.memoriapress.com

Textbook Website
memoriapress.com

Summary

The head of school is responsible for the operation of the online school, and provides leadership in planning, implementing, supervising, and evaluating the effectiveness of instructional programs and curriculum and is aided by the principal. The head of school also assigns Department Heads that help direct curriculum and evaluate online teachers. The staff has established clear lines of communication with families and the school as a whole, as outlined in this handbook. The head of school is also responsible for training, supervising and evaluating school personnel. Our administrative staff exists to serve the students, teachers, and parents by listening to concerns, gathering information, and making decisions that are consistent with the school's vision. Nearly all of your inquiries should be directed to the office at onlineacademy@memoriapress.com.

Student Code of Conduct

All students are expected to uphold the Student Code of Conduct.

- We cheerfully and promptly obey the authority under which we are placed.

- We can appeal respectfully and courteously. We do not argue or negotiate.

- We strive to love and honor one another.

- We give encouragement and show compassion to one another.

- We do not point out the shortcomings of others in order to build ourselves up.

- We tell the truth before God and men.

- We do not disrespect the teacher and our fellow students by typing distracting comments and irrelevant questions during the class time.

- We do not spread rumors or gossip.

- We will not make excuses for our wrong actions but will admit them.

- We will avoid cliques, clubs, or jokes that exclude other students during the class time.

- When others are sorry we forgive them.

- When others are sad or experiencing hardship we comfort them.

- We prioritize a quiet and focused environment during class, free from distractions and other responsibilities, to take full advantage of our class time.

- When we have in-class assignments to complete, drill questions to answer, or team exercises to complete, we do it without complaining.

- We treat one another with respect, patience, kindness, and self-control.

School Procedures and Policies

Communication

A successful experience with Memoria Press Online Academy depends in large part on open communication between students, families, teachers, and administration. The same is true of the teacher. In view of this we ask that the following guidelines be followed:

- All student communication is required to go through the Ask A Teacher Forum, unless there is a personal issue or parent question. All teachers have a personal email address for these concerns and it is normally located on the course syllabus or in the Participants tab on the class page in Moodle. The teacher's personal email is for sensitive personal issues.

- Students must copy parents on all private emails sent to teachers and the administration. Students should use the teacher's personal email sparingly, as described above.

- Parents should always contact the office via email or telephone for technical issues. If it is an emergency, call (877) 745-8866. For example if a student is having trouble logging in to the live class and may miss the class. Someone should be available to help.

- Parents must copy the administration (onlineacademy@memoriapress.com) on all private emails sent to teachers. This is to keep the administration informed of circumstances, as well as positive and negative feedback. Teachers are also required to do this when responding.

- Parents are to ensure that there is a current parent email address and telephone number on file with us in the student profile. Parents and students are responsible for keeping this information updated with us and it can be updated through the student's profile.

- If parents have a problem they should privately email the teacher first and copy the administration (onlineacademy@memoriapress.com). In the rare case where a parent and teacher cannot come to an agreement, they can take the issue to the administration. It is always best for things to be resolved at the lowest level possible. Patience and working in good faith usually results in a satisfactory resolution to any problem that may arise.

Student Profile

Students and parents must ensure that the student profile is current. The student profile is where current contact information is located. Each student account must have: (1) a current and accurate student e-mail address, (2) a current and accurate parent email address and telephone number, and (3) the correct time zone designated for the student profile. All due dates are EST but this will help you to see the due date in your local time. To edit your student profile navigate to the online academy website and log-in. Then, click your name in the upper right-hand corner of the screen, and then click "Edit Profile" from the menu on the left. On the next screen you will see the different profile fields.

Attendance and Tardy Policy

Frequent tardiness and absence disrupts class and negatively impacts student progress. We understand that homeschool families are busy and that they homeschool for specific reasons, flexibility being one of them. However, we are a school that has real deadlines. Keeping this balance is key to being a successful student with us. Sometimes students may be absent due to an illness or because an opportunity has arisen (e.g. a homeschool field-trip, travel, a two week trip to Europe). This is normally acceptable and we work with families in these situations. Maintaining a balance of firm policy and flexibility for extenuating circumstances as well as unique opportunities is a regular part of MPOA.

Per the Parent/Student Handbook, if students are going to miss a class they should make every effort to let the teacher know ahead of time. Students are also expected to attend the time and day for which they are registered. There may be a time that a student needs to attend a different time because of a conflict, in which case the student should contact the administration at onlineacademy@memoriapress.com to verify this is okay and receive instructions.

Please Note: There are some circumstances when parents and students will/can request to watch the recorded class instead of attending the live class. Obviously this is not ideal, but in most cases we can approve this. **Some of these situations might be:** the student lives overseas and cannot consistently attend the scheduled class time, a medical appointment or ongoing medical condition, a graduating senior with a general conflict with the class time because of other commitments, etc. In all of these cases it is acceptable that students can take the class. If you have a student like this your student will (1) be required to watch the recordings and (2) you will need to send a personal email to the teacher indicating that your student has watched the recording(s). All work should be submitted normally according to the teacher's instructions and due dates.

Late Work and Exceptions

All online assessments have specific closing dates. Only in extenuating circumstances or because of unique homeschool opportunities are extensions given (e.g. family sickness, hardship, overseas trips or service opportunities etc.). If something like this arises then parents/students must make sure the teacher is aware of the situation. If there is a situation that arises and the teacher isn't notified until weeks or months afterward, then no extensions should be given but the teacher has discretion. All requests for an extension should be sent to the teacher of the course for approval. Please copy onlineacademy@memoriapress.com. Acceptance of late work is *always* and *entirely* subject to teacher approval and is subject to a 10% late penalty per day. After two days these assignments are not typically allowed to be submitted barring extenuating circumstances.

Academic Information

Academic Integrity: Plagiarism and Cheating

MPOA expects academic integrity from all students. Academic dishonesty, including but not limited to, cheating, plagiarism, or assisting another in the same, is subject to disciplinary action or expulsion.

Preparation

Students are expected to have completed whatever work is required prior to their class time, and to follow the weekly and daily instructions as closely as possible.

Quizzes, Assignments, & Exams

Students take a variety of quizzes, some of which are automatically graded and others manually graded. Exams, Unit Tests, Tests, etc. are normally marked as 'Highest Grade' and students are allowed one attempt. Other assignments allow two attempts but are marked as 'Average Grade'. See the specific quiz for this information. Do not take a quiz or test until you are ready to take the entire quiz in one sitting (unless otherwise stated by the teacher). If you have a technical problem, use the Ask A Teacher Forum and let the administration know. Please be specific about the problem without revealing quiz/test questions or answers.

Parent Responsibilities: Quizzes and Tests

If purchased, parents <u>MUST</u> keep answer keys, student guides, and textbooks <u>AWAY</u> from students when quizzes and exams are being taken. When feasible the quizzes and tests should be proctored by the parent. In some cases a teacher may require a parent affirmation. Tests and exams, as a general rule, require the parent to proctor and email that this has been done. Parents should also login once per week *with their student* to check on the prior week's work and do a spot check to make sure the homework is being completed.

Participation

Students are required to participate and grades for this are usually entered in quarterly by the teacher. In case of an absence, parents may work with teachers on fulfilling the requirements (see Attendance and Tardy Policy, p. 7). <u>Be prepared to participate in class!</u>

Writing Assignments, Projects, and Formatting

All written assignments are to be submitted in either Word, Pages, or a program that Word and Pages can open and edit. Alternatively, your teacher may require submissions to be in PDF format. Your teacher will specify on your syllabus which format is desired. Unless specified by the teacher, all written assignments should meet these specifications:

- Include on the document: Class title, school year, teacher, and student name.
- Be typed in 12 point Times New Roman font.
- Be double spaced and free of punctuation and grammatical mistakes.

Grading Scale

Letter	Percent Grade	GPA (4.0 scale)
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	66-65	1.0
F	64 and below	0.0

Progress Reports and Grade Reports

The parent of any student whose grade is below an 84% on the 1st of each month will typically receive a notification via e-mail. Parents will be instructed to log-in with their student to view the *Grades* area. Grade reports will be issued at the end of each year but can be issued at semester if required by an outside organization. An announcement will be sent via the Online Academy News Forum once the Grade Reports have been issued. This report can be accessed from the class page in Moodle by clicking *Grades* on the left side of the screen and selecting *Official Grade Report* from the drop-down menu. The report can then be printed and downloaded. Transcripts are sent out upon request by emailing onlineacademy@memoriapress.com

Live Online Classroom Information

The Live Online Classroom

Our classes are all real-time, audio/video, and recorded for playback. Students see and hear the teacher and can respond to the teacher through 'chat box' typing or via a microphone. The 'chat box' is the default method of communication in the classroom but we like to utilize student microphones as much as possible. We expect all students to participate and require the highest standards of conduct (see Student Code of Conduct above).

Classroom Discipline

Our teachers are to ensure that they keep their classrooms as free from distraction as possible. Unacceptable student behavior includes:

• Chatting incessantly, off-topic, or repeatedly making irrelevant comments
• Harassing the teacher or other students
• Swearing, cursing, or using demeaning language

Students will be given a warning but if repeated offenses occur the student will be removed from the classroom and not be allowed back in for that session. The teacher will contact the administration, who will then follow up with the family. *A student who intentionally swears or curses in the live online classrooms via the microphone or chat pod, or on our Moodle forums, may be subject to immediate expulsion*. Some general procedures we use in the classroom:

• **Level 1:** If there is a problem in class, we will stop and verbally redirect. Then the lesson will be continued.

• **Level 2:** If a student is a continued distraction, due to excessive off-topic chat, asking irrelevant or disruptive questions, misusing microphone privileges, etc. the student will be removed from the online classroom and blocked from entry for the rest of the session. The parent will be notified via e-mail and the administration will be copied as well. The parent is expected to follow up with their student and let the teacher and the administration know the outcome.

If the behavior issue goes beyond this or is repeated after the initial removal from a classroom, then we will contact the parents to discuss and consider whether or not MPOA is a good fit for the student. Removal is a last resort.

Technical Difficulties

Generally speaking, technological problems are minimal in our live online classrooms. If you have an emergency and cannot get into your online classroom, please call (877) 745-8866 and ask for the diretor. We use Adobe Connect Pro, a leader in web-conferencing software for education. However, technical problems may occasionally arise. The most common is:

Problem: *Occasional trouble hearing the teacher or the audio is skipping*.
Reasons: *Latency/slow Internet connection*, *browser issues*, or *other applications open*.

<p style="text-align:center">If audio problems occur while you are in a live class:</p>

- **First and foremost:** *remain calm and do not panic*. Then check your speaker volume. Sometimes the simplest solution is the right one.

- **Check your Internet connection and that your microphone is working**.
  To test your connection: admin.adobeconnect.com/common/help/en/support/meeting_test.htm or go to speedtest.net. Sometimes microphones have their own volume settings and controls, so make sure to check these.

- **Look in the chat box to see if other students are having problems as well**. If only 2 or 3 students are having issues it is usually on the student's end. If the entire class is having problems it is usually the teacher's Internet connection and/or a browser issue.

- **Make sure you don't have other applications running simultaneously.** Having Facebook, Google Chat, and other applications open can cause problems.

- **Try logging out of the browser or try a different browser** (i.e. Edge, Safari, Firefox)**.** Then come back in. It is a good idea to have multiple browsers available.

- **Restart your computer.** Then come back to the live classroom.

- **Wireless vs. Ethernet Cable.** *Proximity* to your Internet source is vital when streaming voice and image data. An ethernet cable is better if your wireless connection is lacking.

If you have a problem in a live class and are unable to resolve it with the above steps, let us know via email (onlineacademy@memoriapress.com) and provide the following information: (1) what problem you had and (2) confirm you tried all of the things above to resolve it and (3) that you were *not* able to resolve it. Please include your student's full name, class and section, teacher name, and telephone number in the email. We can then make an arrangement to contact you and help you troubleshoot. Our toll-free number is 877-745-8866 if you need to contact us by telephone. If we are unable to diagnose and solve the problem we will have you contact Adobe Connect Support (800) 422-3623.

Terms, Conditions, and Policies

Who Can Register?
Only students in grades 3-12 may register for our regular online classes. Adults or teachers-in-training may take classes marked as for adults, but no adults are allowed in our student classes during the regular school year.

Registration & Payment
Payment for your courses is required to register and reserve your spot in the course. At checkout you will have the option to pay in full with credit card or set up a payment plan from an authorized checking account. For payment plans, 25% of the total balance is due at checkout and the balance must be paid monthly in either three or six month intervals. You are not eligible for any discount that might be available if you are splitting your registration into payments. Summer courses are not eligible to be paid with a payment plan. Payment plans are also subject to the Drop Policy below.

Drop Policy, Transfers, and Refunds
Because of busy schedules and potential conflicts with the class times, some people may find that they have to drop a class. All drop requests must be received via a refund or exchange request on your student account at www.memoriapressacademy.com/my-account.

> **Drop Policy:** Once registration opens for the school year, if it is necessary to drop a course there is a $25 drop fee per Summer course, $50 per Semester course, and a $75 drop fee for every year long course. The drop fee will always be assessed per course and covers administrative costs. You will receive a full refund minus the drop fee.
>
> A student is allowed to attend two weeks of class and if he or she needs to drop the course only the drop fee will be assessed. After two weeks no refunds will be issued. If a student registers mid-year or some other time during the school year, the student/family still has two weeks within which the course may be dropped with a refund, minus the drop fee.
>
> You may still request to withdraw from a course after the refund deadline. Though you will not receive a refund, your student will move to auditing status. Your student may still access course materials (except assessments), but they will receive a "W" on their official grade report. Attempting to withdraw after 11/1/2021 for full-year and fall courses or after 3/4/2022 for spring courses will trigger a "W while passing" or "W while failing" based on your student's current progress in the course.
>
> **Transfers:** Transfers can be requested in the student account at www.memoriapressacademy.com/my-account. Upon requesting a transfer, the MPOA administration will either approve or cancel the request. You will be notified by email. Any difference in price will be either refunded via store credit or paid once the exchange is approved.
>
> **2022-23:**
> Summer Classes: All drops must be requested by 5:00pm Eastern on 7/29/22
> Full Year Classes: All drops must be requested by 5:00pm Eastern on 9/23/22.
> Fall Only Classes: All drops must be requested by 5:00pm Eastern on 9/23/22.
> Spring Only Classes: All drops must be requested by 5:00pm Eastern on 2/10/23.
>
> *This includes Diploma Program students. No partial refunds or credits will be issued for drops beyond these dates.

Class Times & Cancellations

Class times for most classes will be published during the spring and many classes will have multiple times, so as to provide you with the greatest degree of flexibility in your schedule. Memoria Press Online Academy reserves the right to cancel courses with fewer than 10 students. If this happens, you will receive a full refund for the course or a credit for another course, whichever you prefer.

Occasionally a situation arises when a teacher must provide a recorded lecture in lieu of a live class. This does not happen very often since we have a list of qualified substitutes, and normally we have advanced warning about these kinds of situations. Some examples are: an unavoidable physician appointment, sickness, death in the family, or a baby being born. Providing a qualified substitute teacher is the first course of action, but occasionally we've had to utilize a pre-recorded lecture if a substitute was unable to fill in.

Class Size

We strive to keep our class sizes small and believe that an overcrowded classroom is detrimental to learning. Most of our classes are capped 15-16 students. Other classes, like Senior Thesis, might have a cap of 10 students.

Switching Class Sections

As a general rule, we try to publish most of the available sections for class early. However, we will sometimes announce a second or third section of a class after the initial section is published. We ask that those who sign up for a particular day and time stay with the day and time initially chosen. If you find that there is some sort of unavoidable conflict (e.g. your Co-op day was switched) then simply request a transfer in the "My Account" section of our site and we will try to accommodate your request.

Parental Responsibility

We believe that the parent should take the primary role in the education of their students. Registration with Memoria Press Online Academy does not mitigate this responsibility, but enhances it through a partnership with our teachers. Memoria Press Online Academy teachers are assigned to teach and grade student assignments (unless assignments are automatically graded), as well as communicating with students and parents via the Forums, in order to carefully lead students to a mastery of the subject matter. Parents are not responsible for teaching the content or grading assignments, but they are still responsible for checking up on their students and being familiar with the Student/Parent Handbook. Two easy ways to do so are:

(1) Log-in with the student every week. This is intentional and to check progress and grades.

(2) Spot-check the student's work every week. Spot-checking is done by taking a quick look at the homework, exercises, or student guide the student is filling out that week (if applicable). Sometimes an teacher will require a parent to confirm by email that quizzes and/or exams were taken without cheating. If this is the case then the teacher will let you and your students know ahead of time.

Please make sure that you have both a parent e-mail address and telephone number on file with us. These information fields are located in the student profile both at memoriapressacademy.com and mpoa.memoriapress.com.

Contact Information:

At all times it is the responsibility of the student and parent to keep all contact information located in the student's profile updated. Much of our communication takes place through e-mail so having up-to-date information is crucial. This information includes a valid student e-mail, parent e-mail, and a telephone number. This information can be updated by logging in as your student at memoriapressacademy.com and clicking

"Account Details" from the menu under "My Account". From there you can edit the student profile. If for some reason you think you are not receiving our communication please let us know.

Copyright
We respectfully ask that parents and students refrain from making available and distributing the resources we provide through the Online Academy. These resources include any materials distributed by the teacher as well as the class session itself. Students may not distribute the Adobe Connect link to their classroom, share the live class/class recordings, or otherwise make the class session accessible to students who are not registered for the class.

Appendix A - Technical Requirements (Adobe Connect 11)

Adobe Connect App
You <u>must</u> have the Adobe Connect App. Windows users can get it **here**, and Apple users **here**. Run a test on your machine **here** and you can test your speed and whether or not you have the Adobe Connect App.

Internet
Bandwidth: 1 Mbps minimum; 3 Mbps recommended. For each additional student taking a class simultaneously, add 1Mbps. Example: For 4 students taking classes simultaneously on the same connection, 4Mbps is recommended. Contact ISP to verify bandwidth. **Connection**: Cable or DSL wired connection recommended for teachers and students, but wireless is usually fine. Proximity to Internet source is vital for a quality online classroom experience. The main technical problem students have is related to Internet quality.

Windows

- Intel Core i3 or faster processor (or equivalent)
- Windows 11, Windows 10
- 2 GB of free RAM (4 GB recommended)
- Google Chrome (latest), Mozilla Firefox (latest), and Edge-Chromium (latest)

Mac OS

- Intel Core i3 or faster processor (or equivalent)
- Mac OS X 10.15, 11.0 and 12.0
- 2 GB of free RAM (4 GB recommended)
- Apple Safari (latest), Google Chrome (latest), Mozilla Firefox (latest), and Microsoft Edge - Chromium (latest)

Linux

- Ubuntu 18.04; Red Hat Enterprise Linux 7
- No Add-in support for Linux. Users on Linux can attend meetings in the browser.*
- Google Chrome

Mobile

- Android devices
  - Adobe Connect New mobile apps v 3.0 or above
  - Adobe Connect mobile app (latest version)
- iOS devices
  - Adobe Connect New mobile apps v 3.0 or above
  - Adobe Connect mobile app (latest version)

Appendix B - How To Access Your Class Page and Log-in

How To Log-In To Your Class Pages

We have a system that contains all of the information for each class. When you register for a class you are given access to a web page for each class. Students will need to log-in to their account to access each course they are enrolled in. Each class page includes the syllabus, the access link to the virtual classroom, weekly/daily outline, and any quizzes and tests that are part of the class. All of the classes also each have special forums on which students can post questions, called the Ask A Teacher Forum. Students and parents are also subscribed to a News Forum as well. All class announcements, etc. are sent out on the News Forum.

The steps to logging in are:

(1) Go to memoriapressacademy.com

(2) Click the link on the top right that says Student Login then enter your username and password. If you don't know or have lost your username and password, check your email and your Junk/Spam folder. If you use Gmail make sure to check the "Promotions" and "Social" tabs. If you use Outlook, check the "Other" folder. If you still cannot locate your information then you can always click *Lost password?* underneath the Login button and run through the steps.

(1) Once you are logged in then then you will see the front page of Moodle and can see your courses by clicking the *My Courses* box on the left. Simply click on whichever class page you want to access and you will be taken to the class page. You will want to familiarize yourself with the information on each class page (syllabus, course outline, etc.)

(2) There is also a course outline on the class page and a syllabus. This information is usually imported mid to late June, so if you are logging in early and see only a blank class page, this is normal. An announcement will be sent out in late June or early July with information on books, syllabi, etc.

Appendix C - Summer 2022 Academic Calendar

First week of classes is Monday July 5, 2021.

An Outlook Calendar is available at memoriapressacademy.com, under *"Student Portal".*

Summer 2022

Technical Setup and Orientations for New Students: **See School's Outlook Calendar**

Algebra I Review Begins: **Week of June 27st**

Summer 2022 General Term begins: **Monday - July 18th**

Last class day of Summer 2022 General Term: **Friday - August 19th**

Open Houses: **Teachers will email details in August**

Appendix D - Academic Year Calendar (2021-22)

Fall 2022
Open House Weeks: Monday, August 22 - Friday, September 9 (Teacher will email details)

Fall 2022 term begins: Monday, September 12. (FIRST WEEK OF LIVE CLASSES)

End of First Quarter: Friday - November 11

Thanksgiving Break Week: Monday, November 21 - Friday, November 25 (NO CLASS)

Christmas Break: Monday, December 19 - Friday, December 30 (NO CLASS)

First class day back from Christmas Break: Monday, January 2

End of Fall 2022 Term: Friday, January 27

Spring 2023
Beginning of Spring 2022 term: Monday, January 30

Spring Break Week: Monday, March 6 - Friday, March 10

Holy Triduum: Thursday, April 6 - Saturday, April 8 (Live classes in session, no assignment deadlines)

Last week of live classes: Monday May 22 through Friday May 26

Final Exam Week: Monday, May 29 - Friday, June 2 (EXAM WEEK; NO CLASS)

End of Spring 2021 term: Friday, June 2

4th Quarter Quizzes & All Final Exams due: Friday, June 2.
Grade reports are issued by June 15th, but some are issued sooner. This time frame ensures adequate time for us to complete the reports.