



MPOA Parent Agreement

General Overview

We believe that the parent should take the primary role in the education of their students. Registration with our academy does not mitigate this responsibility, but enhances it through a partnership with our teachers. Our faculty members teach and grade assignments, answer questions, and communicate with students and parents via email and forums. Parents are not responsible for teaching or grading assignments, but are committing to:

#1 Obtain The Syllabus For Each Class

Each class for which your student is registered has a syllabus and this is typically distributed during the open house week (two weeks prior to the beginning of school; teachers email out the time/day). The syllabus contains the teacher email address and some instructions for contacting the teacher, as well as the course dates, schedule, and list of assignments.

#2 A Weekly Check-Up for Each Student Registered

This consists of two basic things you should do with your student each week:

(1) Log-in with the student every week. This is intentional and to check progress and grades. You must have both your student's username and password. We do not use a separate parent portal. We suggest using an automatic reminder service (e.g., Google Calendar or iCalendar) for this.

(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 e-mail 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.

#3 Monitor Quiz and Test Key Access

Parents must keep answer keys, student guides, and textbooks away from students when quizzes and exams are being taken. When feasible the quizzes and tests should be proctored by the parent or at least taken in an open area to prevent cheating. In some cases a teacher may require a parent affirmation or proctor.

#4 Communicate Clearly and Kindly with All Faculty and Administration

A successful experience with Memoria Press Online Academy depends in large part on open communication between students, families, teachers, and administration.

- **All communication should be kind, courteous, and civil, and assume the best about the person.** Questions and concerns are always welcome, but with distance comes the challenge of text communication and misunderstanding. MPOA administration and teachers do their best to communicate in a kind and generous way, with respect, and we expect the same from students and parents.
- **Parents are to ensure that there is a current parent e-mail 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.
- **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 People tab on the class page in Moodle. The teacher's personal email is for personal health issues.
- **Parents must copy the administration (onlineacademy@memoriapress.com) on all private e-mails sent to teachers.** This is to keep everyone in the communication loop. Teachers are also required to do this.
- **If parents have a problem they should privately e-mail the teacher first and copy the Academy 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 result in a satisfactory resolution to any problem that may arise.
- **Parents should always contact the central 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.

School Contact Information

Memoria Press Online Academy

10901 Shelbyville Road

Louisville, KY 40243

Telephone: (877) 745-8866

Fax: (877) 300-7051

Email: onlineacademy@memoriapress.com