



ONLINE ACADEMY

PARENT & STUDENT HANDBOOK
SUMMER 2017 AND 2017-18

A Note To Parents and Students

We are glad that you've 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 absolutely free to let us know if you have any questions.

Table of Contents

Overview	3
<i>Our Mission and Method</i>	3
<i>Who We Are</i>	3
<i>Accreditation</i>	3
Administrative Staff and Contact Information	4
School Code of Conduct	5
School Procedures (Parents Please Read...Thank you!)	6
<i>Communication and Parental Involvement</i>	6
<i>Student Profile</i>	6
<i>Attendance and Tardy Policy</i>	7
<i>Late Work and Exceptions</i>	7
Academic Information	8
<i>Academic Integrity: Plagiarism and Cheating</i>	8
<i>Preparation</i>	8
<i>Quizzes, Assignments, Exams</i>	8
<i>Parent Responsibilities: Quizzes and Tests</i>	8
<i>Participation</i>	8
<i>Writing Assignments, Projects, Formatting</i>	9
<i>Grading Scales and Credit</i>	9
<i>Progress Reports, Grade Reports, Transcripts</i>	9
Live Online Classroom Information	10
<i>The Live Online Classroom</i>	10
<i>Classroom Discipline</i>	10
<i>Technical Difficulties</i>	11
Terms, Conditions, and Policies (Parents Please Read...Thank you!)	12
Appendix A: Technical Requirements	14
Appendix B: How To Access Your Class Pages and Log-In	15
Appendix C: Summer and Academic Year Calendar	16-17

Classical Education

Classical education, in the most fundamental sense, is the study of the languages, history, and culture of ancient Greece and Rome. The goal of classical education is the cultivation of wisdom and virtue through a careful reading of the classics and history, which then liberates us from the errors and narrowness of our own age.

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 practicing and 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.

Accreditation

We are fully accredited by the Classical Latin School Association. The Classical Latin School Association (CLSA) accredits all Highlands Latin School campuses 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 academic 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
Scott Piland	Director	onlineacademy@memoriapress.com	877-745-8866
Sarah Lee	Office Manager	sales@memoriapress.com	502-966-9115

As a parent, the best way to contact the Director is through the following methods:

Cell: (877) 745-8866

Email: onlineacademy@memoriapress.com

Memoria Press Online Academy Contact Information

4603 Poplar Level Road
Louisville, KY 40213
(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 Director 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. The Director also implements Lead Teachers that evaluate online instructors on a weekly basis. The staff has establish clear lines of communication with families and the school as a whole, as outlined in this handbook. The school Director 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 Scott Piland 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 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.
- 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 student's 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:

- Teachers are required to provide an e-mail address where they can be reached if there is a concern that cannot be discussed on the forum. This can be obtained from the syllabus. Most communication from students should be through the Ask A Teacher Forum. The instructor's personal email is only for personal or health issues, not paper submissions.
- Parents should always contact Mr. Piland via email 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 Mr. Piland (onlineacademy@memoriapress.com) on all private e-mails sent to instructors. 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 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.
- If parents have a problem they should privately e-mail the instructor first and copy Mr. Piland (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 e-mail address and telephone number, and (3) the correct timezone 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 academic 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 Memoria Press Online Academy. Sometimes students may be absent due to an illness or because an extraordinary opportunity has arisen (e.g. 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 instructor know ahead of time. Students are also expected to attend the time and day they registered for. 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 Director at onlineacademy@memoriapress.com to make sure this is alright 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. In most cases we can approve this even though the situation is not ideal since our live classes are very beneficial. **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. 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 indicating that your student have watched the recording for the week. All work should be submitted normally according to your 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 instructor is aware of the situation. If there is a situation that arises and the instructor isn't notified until weeks or months afterward, then no extensions should be given but the instructor has discretion. All requests for an extension should be sent to the instructor of the course for approval. Please copy Mr. Piland at onlineacademy@memoriapress.com. **Acceptance of late work is always and entirely subject to instructor 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

We expect the highest standards of academic integrity from all students, in accordance with the character befitting the classical, Christian ideals which define our school. Academic dishonesty consists of cheating, plagiarism, or assisting another to engage in such activities. Plagiarism is the *intentional* taking of another's ideas or writing and presenting it as one's own, but can also be unintentional. The issue of *unintentionally misusing sources* can also arise, but is hard to discern. Great care is taken by the Academy when communicating about these matters. A helpful guide to defining, identifying, and avoiding plagiarism can be found online at the [Yale College Writing Center](#). If a teacher suspects and can verify plagiarism, misuse of sources, or cheating, the teacher will normally contact the Director and provide all the relevant information. The Director will then contact the parents. Consequences are: **1st Confirmed Offense:** Failing grade for the assignment, **2nd Confirmed Offense:** expulsion from Memoria Press Online Academy.

Preparation

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

Quizzes, Assignments, & Exams

Students will take a variety of quizzes. Some are automatically graded and others are manually graded. Exams, Unit 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 instructor). If you have a technical problem, use the forums and let the Director know.

Parent Responsibilities: Quizzes and Tests

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. 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.

Participation

Students are required to participate and grades for this are usually entered in quarterly by the instructor. In case of absences, parents may work with teachers on fulfilling the requirements ([see Attendance and Tardy Policy, p. 7](#)). **Be prepared to participate in class!**

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 instructor may require submissions to be in PDF format. Your instructor will specify on your syllabus which format is desired. Unless specified by the instructor, all written assignments should meet these specifications:

- Include a cover sheet with class title, school year, instructor, 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 receive a notification via e-mail. Parents will also be copied on this and instructed to log-in with their student to view grades. 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 that the Grade Reports have been issued. Students and parents can access Grade Reports from the class page in Moodle. Simply click on "Grades" and select "Official Grade Report" from the drop-down menu and the report will display. It can then be printed and downloaded. Transcripts are sent out upon request.

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 instructor and can respond to the instructor through 'chat box' typing or via a microphone. The 'chat box' is the default method of communication in the classroom but our teachers like to utilize the student microphones as much as possible. We expect all students to participate and require the highest standards of conduct from our students (see Student Code of Conduct above).

Classroom Discipline

Our instructors 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 instructor or other students
- Swearing, cursing, or using demeaning language

Generally students will be given a warning, but if something like swearing or cursing occurs, the student will be removed from the classroom and not be allowed back in for that session. The teacher will contact the Director, who will then follow up with the student and his or her family to attempt to remedy the situation.

Here are some general procedures our instructors use in the classroom when, in rare cases, the need to discipline arises:

- **Level 1:** If there is a problem in class, stop and verbally redirect. Sometimes silence works as well. Move on with the lesson.
- **Level 2:** If a student is a continued distraction, because they are chatting excessively, asking irrelevant questions, misusing their microphone privileges, etc., and the student was warned in a kind, courteous, but firm manner, they are to be removed from the online classroom and blocked from entry for the rest of the session. Mr. Piland will be notified via e-mail and the parent e-mail address on file for the student will be copied as well. The parent is to be copied on the e-mail and expected to follow up with their student and let the instructor and Mr. Piland 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 expelling the student entirely. This has not happened frequently, and is a last resort, but it has happened.

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 Mr. Piland. 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 instructor or the audio is skipping.*

Reasons: *Latency/slow Internet connection, browser issues, or other applications open.*

If audio problems occur while you are in a live class:

- **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 instructor'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. Explorer, 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

Payment and Registration

Payment for your courses is required to register and reserve your place in the course. Our year-long courses have one payment for the year rather than two for each semester. You are signing up for the entire year when you register for a course. Most registrations take place online, but if you need assistance you may call 877-745-8866 and we will be happy to help you. You can also email onlineacademy@memoriapress.com and someone can give you a telephone call.

Drop Policy 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 email to onlineacademy@memoriapress.com. Once registration opens for Summer 2017 and the 2017-18 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. This drop fee covers the administrative costs, and you will receive a full refund less 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, less the drop fee.

For 2017-18 all drops must be requested by 5:00 pm Eastern on September 22, 2017. For Spring semester classes all drops must be requested by January 15, 2018.

Class Times and 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 even 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.

Auditing Classes

Students may audit any class, but this must be made clear at the time of registration, by e-mailing Mr. Piland at onlineacademy@memoriapress.com. There is no difference in registration cost. A student who audits fills a seat in the class and is still expected to participate in class.

Transferring Class Sections

As a general rule, we try to publish most of the available sections of a class simultaneously. However, we will sometimes announce additional sections. 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 give us a call at 877-745-8866 or send an e-mail to onlineacademy@memoriapress.com and we will try to accommodate your request. While we strive to be as flexible as possible, we cannot automatically transfer your student to another section because other sections were announced, at least not initially. If you see a newly announced section you would like to switch to, simply send an e-mail to onlineacademy@memoriapress.com and Mr. Piland will determine feasibility. If your student desires to switch from a section that is almost full into another section that is almost full, normally this is fine. When sending requests like this, please include (1) student's full name, (2) class and section you are currently in, and (3) section you desire.

Following this procedure helps us to avoid undesirable scheduling scenarios. For example, if a student is enrolled in Section A of a class, then decides to switch to Section B, the scenario could arise where Section A fills up and the Section B is canceled. This would leave the student without a class, and we want to make sure that everyone who wants a seat in our classes has one.

Parental Responsibility

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 the forums. Parents are not responsible for teaching the content or grading assignments, but they are still responsible for checking up on their student. Parents should:

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

(2) Spot-check the student's work each week. Spot-checking is done by taking a quick look at the homework, exercises, or student guide the student is filling out that week. Sometimes an instructor 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 instructor will let you and your students know ahead of time.

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. This includes a valid student e-mail, parent e-mail, and a telephone number. This information can be updated by logging in as your student and clicking on their name in the upper right-hand corner. From there you can edit the student profile and password. If for some reason you think you are not receiving our communication please let us know.

Online Academy Resources

We respectfully ask that you refrain from making available and distributing the resources we provide through the Online Academy.

Appendix A - Technical Requirements (Adobe Connect 9.6)

Internet

Bandwidth: 1 Mbps minimum; 3Mbps 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

- 1.4GHz Intel® Pentium® 4 or faster processor (or equivalent)
- Windows 10, 8.1 (32-bit/64-bit), 8.0 (32-bit/64-bit), Windows 7 (32-bit/64-bit)
- 512MB of RAM (1GB recommended)
- Microsoft Internet Explorer 9 or later; Windows Edge browser; Mozilla Firefox; Google Chrome; **We HIGHLY RECOMMEND using Google Chrome.**

Mac OS

- 1.83GHz Intel Core™ Duo or faster processor
- 512MB of RAM (1GB recommended)
- Mac OS X 10.9, 10.10, 10.11
- Mozilla Firefox; Apple Safari; Google Chrome; **We HIGHLY RECOMMEND using Google Chrome but Safari works well. There is a special setting in Safari security settings to adjust. Instructions are [here](#).**

Linux

- Ubuntu 14.04; Red Hat Enterprise Linux 6
- No Add-in support for Linux. Users on Linux can attend meetings in the browser.*
- Google Chrome
- Adobe Flash Player 23

Mobile

- Apple iOS: iOS 8.1.2 and higher
- Google Android 4.4 or later
- Mobile app will not play back recordings of classes but you can view live classes.

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 post work or questions for the instructor, called the Ask A Teacher Forum. There is a News Forum that all students and their parents are subscribed to as well, and all necessary information and announcements are sent out on the News Forum.

The steps to logging in are:

- (1) Navigate to memoriapressacademy.com
- (2) Click the button that says "[Login to Moodle](#)" 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 still cannot locate your information then email help@memoriapress.com
- (3) You will then be logged into the front page of Moodle and you can see your courses in the "My Courses" box on the left. Simply click on whichever class page you want to navigate to and you will be directed there. You will want to familiarize yourself with the information on the class page (syllabus, course outline, etc.)
- (4) There is also a course outline on the class page for each course 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 2017 Academic Calendar

First day/week of classes is Monday July 3, 2017.

A Google Calendar is available at memoriapressacademy.com, under *Parents > School Calendar*. You may add this calendar to your existing Google or Calendar, with reminders.

Summer 2017

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

Second Form Latin Intensive Begins: **Tuesday - June 6th**

Algebra I Review Begins: **Wednesday - June 15th**

Summer 2017 General Term begins: **Tuesday - July 3rd.**

Algebra I Review Ends: **Wednesday - August 2nd**

Second Form Latin Intensive Ends: **Friday - August 25th**

Last class day of Summer 2017 General Term: **Friday - August 4th**

Open Houses: **See School's Google Calendar. Teachers will email details in August**

Appendix C - Academic Year Calendar (2017-18)

Fall 2017

****Fall 2017 term begins: Monday - Sept. 11th. (FIRST DAY AND WEEK OF CLASSES)****

1st Quarter Ends: **Monday - Nov. 6th**

Last class day before Thanksgiving Break: **Friday - Nov. 17th**

Thanksgiving Break Week: **Monday, November 20th - Friday, November 24th (NO CLASS)**

First class day back from Thanksgiving: **Monday - November 27th**

Last class day before Christmas Break: **Friday - December 22nd**

Christmas Break Week: **Monday, December 25th - Friday, December 29th (NO CLASS)**

Christmas Break Week: **Monday, January 1st - Friday, January 5th (NO CLASS)**

First class day back from Christmas Break: **Monday - January 8th**

Second Quarter Ends: **Monday - January 22nd**

End of Fall 2017 term: **Friday - January 26th**

Spring 2018

Beginning of Spring 2017 term: **Monday - January 29th**

Last day before Spring Break: **Friday - March 23rd**

Spring Break Week: **Monday, March 26th - March 30th (HOLY WEEK; NO CLASS)**

3rd Quarter Ends: **Monday - March 26th**

First day back from Spring Break: **Monday - April 2nd**

Last week of live classes: **Monday May 21st through Friday May 25th**

Final Exam Week: **Monday, May 28th - Friday, June 1st (EXAM WEEK; NO CLASS)**

Last day of Spring 2018 term: **Friday - June 1st**

4th Quarter Quizzes & All Final Exams due: **Friday - June 1st**. Grade reports are issued by June 15th, but some are issued sooner. This time frame ensures adequate time for us to complete the reports.