

# Catoosa Online Academy



**COA is excited to announce a new online platform!**

# edmentum

## Operations:

- **Student enrollment:** Student enrollment for COA classes is open the first three weeks of each semester. Students who need enrollment changes during the semester must contact the home school principal directly.
- **Home School:** COA students remain connected to their home school for additional programs including school counseling and extracurricular activities.
- **CCPS School Calendar:** COA follows the Catoosa County school calendar; however, Edmentum due dates may not be altered due to school closures. Students may work on all COA courses regardless of holidays or school closures. Teachers are not required to work over school breaks or holidays, so access to teacher support will be very limited.
- **COA Lab Hours:** The lab is open 7:30 am to 4:00 pm Monday - Thursday on scheduled school days and by appointment on Friday mornings.
- **COA Google Meets:** Each subject has regularly scheduled Google Meets. Additional Google Meets are available by appointment.
- **Course Openings:** Courses will be available August 9th 2022. The first day of school, August 8th, students are expected to complete COA Orientation in the Google Form and join Orientation Google Meets question sessions.
- **Course Completion:** All courses are closed at Noon on the last day of each semester - No exceptions. In the spring semester senior grades are due a week before graduation; therefore senior courses are closed one week earlier in the spring semester.

## Teacher hours:

- Teachers work from 8:00 am to 4:00 pm on regular school days. Teachers will respond to emails after school hours, on weekends and school breaks; however, response times will be longer during these times.
- Teachers are available via regularly scheduled Google meets (see the COA website for a complete calendar under "Virtual Lab Hours").
- Teachers are available by appointment in the COA lab. Parents and students are responsible for communicating with the teacher if the student plans to work at the COA lab.

## Attendance:

- **Work time is logged:** Edmentum records **ALL** time spent on each learning task. Students are expected to spend more time in instruction than assessment.
- **Measurement:** Attendance is measured by successful completion of lessons and submission of work based on due dates. Teachers will use Edmentum’s weekly progress to evaluate evidence that a student has been actively engaged in the learning for the prior week. If the student falls behind in coursework and is not actively engaged in learning, the student will be marked absent.
- **Lack of attendance:** Students who do not show activity and progress in the course will be referred to the COA Coordinator. Failure to meet weekly attendance requirements may result in being marked absent, assignment of required hours at the COA lab, placement on COA probation, or referral back to the home school.

## COA Google Meet Requirements:

- **Middle school students:** Middle school students are required to attend a minimum of 3 hours per week with the COA teachers through Google Meets (see the COA website for a complete calendar under “Virtual Lab Hours”). If special circumstances require accommodation to this requirement, contact Dr. Logan. Middle school students who fall behind in coursework may be required to attend additional hours at the COA lab.
- **High school students:** High School students are required to attend a minimum of 2 hours per week with COA teachers through Google Meets. This requirement may be waived once the student demonstrates consistent progress. Additional hours will be required for students who do not demonstrate consistent progress. Furthermore, students who fall behind in coursework may be assigned hours at the COA lab or their home school.

## Student Accounts:

- **Google:**
  - **Google login** - your 3 initials and your lunch number@gapps.catoosa.k12.ga.us
  - **Google password** - your birthday in the format mmddyyyy
- **Edmentum:** Students will access Edmentum through their Clever account and the Edmentum website.
  - Clever - students login to their Clever account, then click on the Edmentum icon.



- Students may login directly through the [Edmentum website](#) by clicking on the Google icon on the Edmentum login site and logging into their student Google account.

## Middle School Courses:

- All middle school students are scheduled for their grade level core classes.
- All middle school students are assigned PE as their connections elective.
- All middle school students are assigned a required class for literacy/math skills. Work in this class depends on the individual student's learning needs as determined by student benchmark scores. Coursework will include iReady math, Reading Plus, or Edmentum enrichment course.
- COA offers Gifted/Honors level coursework in English and math.

## High School Courses:

- All high school students must be enrolled in a total of four courses each semester.
- Core classes required for graduation are scheduled with the highest priority.
- COA provides a list of COA electives on the school website (coa.catoosa.k12.ga.us)
- COA offers Gifted/Honors level coursework in all core subject areas.
- COA is **NOT** able to offer AP level courses for the 2022-2023 school year.

## Course Protocol:

- **Due dates:** Due dates are set for all graded work and are established as a guide for the course. If you have any concerns about falling behind in the course, contact your teacher immediately. To check due dates, click on "All Activities" in the course; the due dates are listed on the left side. Adhering to the due dates will prevent you from falling behind.
- **Authentic work:** Authentic work includes discussions, activities, labs, etc. It is **NOT** an option to skip authentic work. It is impossible to skip written work and pass an Edmentum course.
- **Mastery tests (quizzes):** Mastery tests are five question assessments to check your understanding of the lesson.
  - If you earn less than a 70% on a master test, you should review the lesson and retake the quiz. Students are allowed **TWO** attempts, and the highest grade of the two attempts is recorded.
  - The mastery test is locked after two attempts. After the 2nd attempt, additional work is required to unlock mastery tests for further attempts. Contact your teacher if you need a Mastery Test unlocked.
- **Unit tests:** Unit tests are locked until ALL work for the unit is completed.
  - When you complete all work for a unit, send an email or Edmentum message to your teacher specifically requesting which unit test you need unlocked.
  - COA teachers do not unlock tests for students who have fallen behind and want to catch up by not completing written assignments. Additionally, COA teachers will not "unlock everything" at once.
- **Student grades:** Students who work diligently, take adequate notes, and put forth good faith effort should do well in Edmentum courses. Students who want to improve their grade must contact their teacher to develop a plan that ensures content mastery. This is not an option for students who skip or rush through coursework.

## Communication:

- **Edmentum Family Sensei:** Parents/guardians can view their student's grades, current progress, end dates, and the amount of time the student is spending on all Edmentum assignments.
  - An email to join Family Sensei will be sent to the parent/guardian email provided on the COA application.
  - The parent/guardian will then receive an email from Edmentum Sensei for Families (email: [noreply-elf@edmentum.com](mailto:noreply-elf@edmentum.com)). The email will provide the parent/guardian a link to register for access to the student's course information.
  - Contact the COA Coordinator or COA teacher for questions or to request an additional invitation to Sensei.
- **Students:** Students must check and read their Edmentum messages, and student gmail, daily for important information. Students may email, call, or text their teacher at any time. If your cell phone number changes, please update this with your teacher as soon as possible.
- **Parents/Guardians:** Communication is the key to your child's success in the online environment, please contact your student's teacher with any questions. If your cell phone number or email address changes, please notify your student's teacher as soon as possible and update those items in the Parent and Student Portal in Infinite Campus.
- **Teachers:** Teachers monitor student progress throughout the semester. Teachers will communicate with students, parents, and the home school if there are any concerns. Teachers are available to help students during COA lab hours and during designated times at each home school. Students may also request a Google Meet or tutoring time with their teachers.
- **Home school:** Weekly reports are provided to home school administrators and counselors.
- **COA website:** [coa.catoosa.k12.ga.us](http://coa.catoosa.k12.ga.us) contains current information regarding the COA.

## Student Progress:

- **Student responsibility:** Edmentum allows students to work at their own pace, relying on students to be responsible for their own learning. Students are expected to contact their teacher when needing assistance with a course. If a student cannot progress in a course for any reason, contact their teacher immediately for help.
- **Progress expectations:** Students are expected to make adequate progress throughout the semester as demonstrated by completion of assignments, maintaining passing grades, and working a minimum of 5 hours per week per course. Failure to meet adequate progress expectations may result in a probationary period and/or referral back to the home school.
- **Parent access to student progress:** Parents/guardians have 24/7 access to student progress in Family Sensei.

## Student Behavior:

- **Communication:** Electronic communications with teachers should always be respectful. When you email one of your teachers, include: your name, course name, assignment number.

- **Plagiarism and cheating:** Plagiarism is the practice of taking someone else's work or ideas and passing them off as your own without citing the original source. The expectation of COA is for students to complete all work with their own ORIGINAL thoughts and ideas; therefore, using internet searches to find answers is unacceptable. If, for any reason, your teacher or COA Administrator suspects plagiarism or cheating, it will be addressed immediately per the Catoosa County Student Handbook.
- **All COA students consent to the Honor code statement: I affirm I will not give or receive any unauthorized help on any assignment, quiz, or test. All work submitted will be my own.**

### Technology Use:

- **Device distribution:** Home schools provide students a chromebook for educational use.
- **Devices Use:** COA follows all CCPS policies regarding technology devices and programs. Any misuse of school devices or attempts to gain access to inappropriate content will be addressed according to the CCPS handbook.
- **Technology issues:** Technology issues should be reported IMMEDIATELY to your teachers. The teacher will help place you in contact with Tech Support. The Tech Support number 706-965-1020 option 3.

### Testing:

- **Georgia Milestones:** COA students are required to take the designated grade/course level Georgia Milestones through the home school.
- **PSAT:** PSAT is offered to all 10th grade students free of charge and to 11th grades for a small fee. PSAT is only offered at the home school.
- **AP testing:** Students may take AP exams with their home school at the designated times. There is a required fee for each AP test. AP exams are only offered at the home school. Students are responsible for registering with the home school for AP tests.
- **Benchmarks:** Middle school students participate in iReady and Reading Plus benchmarks three times a year. High school students (grades 9-11) participate in MAP three times a year. Benchmarks are available through online testing with COA teachers.

## **COA Program Information for Middle and High School**

Student Name: \_\_\_\_\_ Home School: \_\_\_\_\_

Parents/students, please keep the attached program information for your records. Please sign and return this page.

**Honor code statement: I affirm I will not give or receive any unauthorized help on any assignment, quiz, test, or exam. All work submitted will be my own.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_