

COA Program Information for Middle and High School

Operations:

- **Student enrollment:** Student enrollment for COA classes is open the first week of each semester. Students who need enrollment changes during the semester must contact the COA coordinator or home school principal.
- **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, APEX due dates are not altered due to school closures. You may work on all COA courses regardless of any holidays or school closures. Teachers are not required to work over school breaks or holidays, so access to teacher support will be very limited.
- **Course Openings:** Courses will be available August 10th, 2021. The first day of school, August 9th, students are expected to complete COA Orientation in the Google Classroom or at the COA lab.
- **COA Lab Hours:** The lab is open 7:30 am to 4:00 pm Monday - Thursday on scheduled school days.

Teacher hours:

- Teachers work weekdays 8:00 am to 4:00 pm. Teachers 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 only 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:** All work time is logged in APEX. COA teachers can see all login/logout times and how time is spent on instruction and assessment. 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 APEX’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 the assignment of required hours at the COA lab or home school.

Contact Lab Hours Requirements:

- **Middle school students:** Middle school students are required to attend a minimum of 4 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 if the student demonstrates consistent progress in the coursework. Additional hours will be required for students who are not demonstrating consistent progress in the coursework. Furthermore, students who fall behind in coursework may be assigned hours at the COA lab or their home school.

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 an Apex enrichment based work.
- COA offers Gifted/Honors level coursework in English and social studies.

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)
- Several COA classes are project-based requiring in-depth written products. Please read the course descriptions carefully when choosing electives.
- COA offers Gifted/Honors level coursework in all subject areas. AP level courses are offered in literature, language arts, psychology, Spanish, calculus, U.S. Government, Macroeconomics, Microeconomics, and U.S. History. We do not offer AP science courses or Ap world history.

Course Protocol:

- **Due dates:** Due dates are established as a guide and structure for the course. Assignments, quizzes, tests, etc. are to be completed by the due dates. If you have any concerns about falling behind in your coursework, contact your teacher immediately. Check your activity list by clicking on your Grade-to-Date in APEX for your assignment due dates. Adhering to the due dates will prevent you from falling behind in the course.
- **Authentic work:** Authentic work (written work/practices/journals/etc) count 50% of a student's grade. It is not an option to skip authentic work. All assignments are submitted through APEX. Directions are provided in the HOW TO SUBMIT ASSIGNMENTS video on the COA website. A video and written steps on "HOW TO SUBMIT ASSIGNMENTS" are on the COA website.
- **Quizzes/tests:** Quizzes and tests count 50% of a student's grade. If you earn less than a 70 on a quiz, you should review the section material, and retry the quiz for a second time. If you fail it a second time, you will need to contact your teacher to receive further intervention for the material. After completing the additional work, you will be given the chance to take the quiz for a third time.
- **Resetting quizzes/tests:** Students who want to improve their grade must contact their teacher to develop a plan that ensures content mastery. Quizzes will not be reset in order to improve your grade without completing the additional work.

- **Unlocking 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 APEX message to your teacher specifically requesting which unit test you need unlocked. To ensure your teacher sees the request, DO NOT send the request in the same message that contains your assignment; send a separate message or email.

Communication:

- **Remind: Parents and students are strongly encouraged to join the COA Remind.**
 - **Middle School - text the class code @coamiddle to 81010 or login into your Remind account and join the class using the code @coamiddle**
 - **High School - text the class code @coahigh to 81010 or login into your Remind account and join the class using the code @coahigh**
- **APEX:** APEX sends weekly progress reports each Sunday.
 - The report will be from no.reply@apexlearning.com.
 - This requires a valid email address you check frequently. If you are not receiving the report, or need assistance interpreting the report, contact your student's teachers.
 - In the weekly report, there is a link next to your student's name titled "Detail Report." This report shows specific information including daily time on the program - time spent learning content, taking quizzes/tests, and idle time. It also shows grades earned, assignments due, and overdue assignments. The report does not show the amount of time a student spends on an assignment outside of APEX. If your student has many overdue assignments and is telling you he or she is working, please look at this report with your student. Feel free to contact the content teacher to discuss progress at any time with your concerns.
 - **Note: If you chose to stop receiving these reports in the past, you will need to provide a new email in order to receive the emails again.**
- **Students:** Students must check and read their APEX announcements, APEX 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:** 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 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.
- **COA website:** The COA website contains current information regarding the COA program.
coa.catoosa.k12.ga.us

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
- **APEX:** To work in APEX, students will sign in to their Google account, click on the waffle, find and click on the APEX learning icon. Students do not have the option to login directly through the APEX website.

Student Progress:

- **Student responsibility:** APEX allows you to work at your own pace, relying on you to be responsible for your own learning. You are expected to contact your teacher when you need assistance with any course.
- **Progress:** If you cannot progress in your course for any reason, contact your teacher for help. We do not unlock tests for students who have fallen behind and want to catch up by not completing written assignments. Additionally, we will not “unlock everything” at once. Due dates are established as a guide and structure for your student. Students are able to see their progress on their APEX dashboard when they login.
- **Progress monitoring.** Teachers monitor student progress closely throughout the semester. They will contact you, your parents/guardians, and your school counselor with concerns.
- **Weekly progress reports:** Parents/guardians and a home school representative will receive a weekly “coach’s report” from Apex on your progress.

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.
- **Benchmarks:** Middle school students participate in iReady and Reading Plus benchmarks three times a year. High school students participate in MAP three times a year.

Student Behavior:

- **Communication:** Electronic communications with teachers should always be respectful. When you email or text one of your teachers, include: Your Name, Course Name, Assignment Number.
- **Plagiarism:** 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.
- **Cheating:** If, for any reason, your teacher or COA Administrator suspects you of cheating, it will be addressed immediately per the Catoosa County Student Handbook.

Technology Use:

- **Device distribution:** Home schools will provide students a chromebook for educational use.
- **Devices Use:** COA follows all county policies for provided devices. This includes chromebooks and accessories, chargers, mifi devices, etc. 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.

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: _____