

Catoosa Online Academy



Program Information

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 base school principal directly.
- **Base School:** COA students remain connected to their base school for all programs and events including school counseling, extracurricular activities, clubs, etc.
- **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.
- **Edmentum:** COA utilizes Edmentum for its online learning platform. Please review additional documents and videos on the COA website for additional information.
- **COA Lab Hours:** The COA lab is located at the FHTC College and Career Academy, 190 Catoosa Circle, Ringgold, GA. The lab is open 7:45 am to 4:00 pm Monday - Thursday on scheduled school days and by appointment only on Friday mornings.
- **COA Website:** <https://coa.catoosa.k12.ga.us/>
- **COA Google Meets:** Each teacher has scheduled Google Meets, which are posted on the COA website (Virtual Lab Hours). Additional Google Meets are available by appointment.
- **COA Orientation:** The COA orientation is online through a Google Form link sent to the student's email. Parents are able to see all orientation and program information on the COA website. High school students and parents may request a Google Meet if needed. Middle School students also have Google Meet orientation options August 7th-10th.
- **Course Availability:** Courses will be available August 8th 2023. August 7th students are expected to complete COA Orientation in the Google Form. Students who enroll after August 8th can expect their course to be available in Edmentum within 24 hours after receiving the COA Orientation and Welcome email from the COA Coordinator. Once added to a course, students have 24/7 access to the course material.
- **Course Completion:** All courses are closed at 3:00 PM on the LAST DAY OF EACH SEMESTER. No exceptions. In the spring semester senior grades are due one week before graduation; therefore, senior courses are closed one week earlier in the spring semester.
- **COA Probation:** Students are required to work successfully through COA courses. Students, who do not work consistently or who are not demonstrating success in the program, will be

placed on probation and may be sent back to their base school for their courses. If a student is placed on probation, the parent and student will receive an email from the COA coordinator.

- **COA Coursework:** COA expects students to complete all work with their own ORIGINAL thoughts and ideas. If your teacher or COA Administrator suspects plagiarism or cheating, it will be addressed immediately and may result in a zero for the assignment.

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 also available by appointment for an individual Google Meet.
- 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 base 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 the middle school teacher. 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 encouraged to attend assigned Google Meets. Each COA teacher has a set Google Meet one day week (see the COA website, virtual lab hours). Students and teachers may request additional Google Meets as needed. Additional Google Meet or COA lab 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 base 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
- **Clever:** [CLEVER LINK](#)
 - Use your current school
 - Username: student lunch number
 - Password: your birthday in the format mmddyyyy
- **Edmentum:**
 - Students 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 in through their student Google account.

Middle School Courses:

- Middle school orientation information: Contact a COA teacher for an appointment if you have questions about the COA orientation.
- All middle school courses are set by semester. Students are expected to complete each semester course by the end of the semester. **New: Semester grades WILL be reported in Infinite Campus.**
- All middle school students are required to complete the study guides for each lesson. Further instructions are in the newsletter that students will receive from their COA teachers.
- All middle school students are assigned PE as their connections elective.
- All middle school students are assigned required enrichment/intervention classes for literacy and math skills. Google Meets for these courses are listed in the MS newsletter that will be send by the teacher. 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 courses.
- 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 offers a limited number of AP level courses. Additional information is provided to students registered for AP courses.

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.
 - Students are required to include the questions and answers when submitting authentic work.
 - Students are expected to answer in complete sentences and complete the entire assignment.
- **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 time spent on 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). 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 base school if there are any concerns. Teachers are available to help students during COA lab hours and during designated times at each base school. Students may also request a Google Meet or tutoring time with their teachers.
- **Base school:** Monthly reports are provided to base school administrators and counselors.
- **Base school website:** The schools' websites contain information regarding the base school activities and important news.
- **COA website:** 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 base 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. COA expects students to complete all work with their own ORIGINAL thoughts and ideas. Using answers from another source including AI technology without citing the source is

cheating. If your teacher or COA Administrator suspects plagiarism or cheating, it will be addressed immediately and may result in a zero for the assignment. COA utilizes a program called CopyLeaks to check work for AI and plagiarism.

- **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 thoughts, ideas and understanding.**

Summer School:

- **Summer School:** Summer school has a separate application and guidelines.
- **Google Meets:** Google Meets during summer school are not required, but are available by appointment.
- **COA Lab Hours:** The lab is open on a modified schedule. Refer to specific summer school information for COA lab hours.
- **Teacher Hours:** Teachers work a modified schedule. Refer to specific summer school information for teacher hours.

Technology Use:

- **Device distribution:** base 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:

- **COA Course End of Semester Tests:** Students are required to take the last test in all COA courses. Since attendance is not regularly taken in COA, there are no exemptions in COA. courses.
- **Georgia Milestones:** COA students are required to take the designated grade/course level Georgia Milestones through the base 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 base school.
- **AP testing:** Students must take AP exams with their base school at the designated times. There is a required fee for each AP exam. Students are responsible for registering with the base 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.