

Catoosa County Online Academy

Anywhere, anytime.....learning without limits



Student/Parent Handbook

2016-2017

Catoosa Online Academy

The Student Parent Handbook contains information about the Catoosa County Online Academy.

Vision: Catoosa County Public Schools will be a nationally recognized learning community whose graduates are prepared for tomorrow's challenges

Mission: Catoosa County Public Schools provides a high quality education for all students in a positive and safe learning environment.

Belief Statements

- Our core business is teaching and learning
- All students have the potential and will be expected to learn
- All students can learn and learn in different ways
- Quality education is a shared responsibility by students, state, parents, and the community
- A safe, orderly, and nurturing environment facilitates learning

Contact Information:

Catoosa County Central Enrollment Center: 706-965-8725
Address: 307 Cleveland Street, Ringgold Georgia 30736
Phone: 706-965-2297 x 0675

Online Academy Program Coordinator: Steve Sawyer 706-965-2297
Online Academy Program Coordinator: Dr. Kyra Rhyne 706-935-2254
Course related Issues: contact your APEX instructor or the Scheduling Coordinator

Who We Are

The Catoosa Online Academy is an extension of our high schools. Diplomas will be granted by the high school your child would attend. This is referred to as a student's "home school". All diploma recipients must meet all state requirements established by the Georgia Department of Education. The COA curriculum is a blending of the APEX online curriculum and Catoosa County instructor's resources. Students interested in attending the Catoosa Online Academy should contact their home zone school. All CCPS teachers hold state certifications and courses meet state and national standards.

Who We Serve

CCPS desires to provide our students with a wide array of choices in their educational journey. The main focus of the Catoosa Online Academy is to provide an alternate environment to students who cannot, or choose not to attend the traditional high school or middle school but still want to earn a Georgia high school diploma. Some students who could benefit from our program are those who:

- Want a different learning environment—feel socially isolated, are uncomfortable in crowds or in the traditional classroom, or prefer to learn independently
- Have a medical or physical condition
- Need to work during the day and complete coursework at night
- Do not feel challenged in their current educational environment and want to accelerate their academic program

*Catoosa Online Academy (COA) provides accommodations for students with a current IEP or 504 Plan. To have accommodations implemented in an online class, COA must receive a current copy of the student's Accommodations page (must include both Supportive Aids and Services and Assessment Participation) each semester the student enrolls in a COA class. The Accommodations page will be reviewed and modifications that are applicable to the online environment will be implemented.

Benefits of the Program

- Flexibility – all courses are available 24 hours a day/7 days a week
- A program designed around the student learning tools of today
- Highly qualified certified teachers available to assist students in a variety of environments using technology

Who Would Benefit from Attending the Catoosa Online Academy?

- Students looking for a high quality, technology-based alternative to their current learning environment
- Students seeking flexibility in their schedule
- Previously home schooled or private school students seeking to return to Catoosa County Schools seeking an academically rigorous, accredited high school education.

Online learning provides an engaging and effective means to comprehend and achieve mastery of course content and earn credits toward graduation. It also builds computer technology and higher order thinking skills that are critical for success in today's digital age. But online learning is not for everyone. It requires the ability to work independently and the discipline to stay on track. While online learning lets students set their own schedule, students must still progress at a pace that enables them to meet assignment and test deadlines and complete coursework within the semester.

Students who have a high probability of success in an online learning environment generally display the following characteristics:

1. Self-motivated and exhibits characteristics of maturity
2. Possess reading, writing, and communications skills at or above grade level
3. Willing to ask the teacher for help
4. Exhibits organizational and time management skills
5. Comfortable with the technology required by the course
6. Expectations of online learning courses are realistic
7. Ability to learn independently
8. Strong personal commitment

As a student considering whether to take online courses, CCPS asks that students consider each of these characteristics. If students do meet the majority of them, it may be best for them to take a different type of course. CCPS offers a wide variety of course options to meet student needs.

The online environment enables students to learn at their own pace, relieving the stress of feeling rushed and pressured. Independence should provide enjoyment in the learning process.

What is Virtual Education?

Virtual education refers to instruction in a learning environment where teacher and student are separated by time or space, or both, and the teacher provides course content through the use of methods such as course management applications, multimedia resources, the internet, and videoconferencing. Students receive content and communicate with the teacher via the same technologies.

School Year

The Catoosa Online Academy will follow the CCPS school calendar. The calendar is located on the CCPS public website. The URL for the CCPS public site is: www.catoosa.k12.ga.us

Catoosa Online Academy Calendar Note Concerning Inclement Weather

Inclement Weather: **Inclement weather decisions regarding school closings should not affect students participating in the COA.** In the event the Catoosa County Board of Education Offices are closed the student should be able to access course work from his/her computer.

Enrollment Process:

1. Application for admission to the Catoosa Online Academy must be completed, submitted and approved prior to enrollment in the program.
2. Complete Catoosa County School System enrollment packets are available at the Central Enrollment Office located in Ringgold. The phone number for the Enrollment Center is 706-965-8725. CCPS Online Academy applications are available at each high school.
3. All health immunizations and other health documentation must be up to date

Course Registration:

1. No student may enroll in more than four (4) courses at a time. Once a course is satisfactorily completed the student may register for a new course with the assistance of the Scheduling Coordinator.
2. At no time will a student be enrolled in more than four (4) courses.

Orientation:

1. Attendance at orientation is mandatory for all new students. The orientation must be completed before any coursework can be attempted or completed.

Required Conferences/Assessments:

1. A progress update meeting will be held at the 9-week mark. Parents and students need to make an appointment with their instructors to review progress. Students who do not attend the progress meeting may be required to return to their home school at the end of the semester.
2. All course mid-term exams will be completed at the COA lab.
3. All course final exams will be completed at the COA lab.
4. All state assessments will be taken at the COA lab.

Academic Progress Monitoring:

1. Student progress is monitored on an on-going basis.
2. Students not maintaining academic progression within the first 10 days of class may be withdrawn from the COA and referred back to their home school.
3. Probationary period. A student who is failing at the 9-week grading period are required to come to the lab regularly until all coursework is up-to-date. Students not coming to the lab during the probationary period must return to their home high/middle school.

Credit will be granted through each high school in accordance with district policies.

Students will earn credits through the successful completion of online courses provided by the Catoosa Online Academy instructors. Grades earned in the program courses shall be used in computing GPA.

In order to earn credit for an online course, a student must:

1. Complete all course work assigned by the instructor
2. In the process of completing the course work, must earn at least a 70 average.

Seniors who are enrolled in online courses to earn credits required for graduation shall complete the course and submit the grade for recording **at least one (1) week prior to the graduation date in order to be eligible for graduation at the end of the term.** This allows the school system to prepare grades and submit them for the issuing of credit.

SENIORS: Courses taken through virtual instructional delivery methods, including those in the COA and any online courses (free or paid for by the student) where credit is to be issued on the transcript, will have grades computed at the 3rd 9-weeks by using progress report grades rather than the quality of work grades. Class rank will be determined at this time. Students who qualify for Graduates with Highest Honors will wear school designated academic honor regalia during the graduation ceremony.

Request for Course extensions: Course extensions will NOT be granted unless there are extenuating circumstances. These extenuating circumstances may include but are not limited to: a family or personal emergency; a documented medical event; a federal or state requirement as documented in a student's 504 or IEP; or, a specific request from a student's home high/middle school. Requests may not be granted in the spring semester due to requirements closing out a school year and reporting annual transcripts. However, a student may petition to attend a summer school credit recovery program. All requests for additional time have the following stipulations:

1. The maximum grade earned at the end of the additional time period will be a 74%.

2. Requests must be in writing and presented to the COA administrator no later than 14 days prior to the end of the semester.

Graduation Requirements:

160-4-2-.48 HIGH SCHOOL GRADUATION REQUIREMENTS FOR STUDENTS ENROLLING IN THE 9TH GRADE FOR THE FIRST TIME IN THE 2008-2009 SCHOOL YEAR AND SUBSEQUENT YEARS.

AREAS OF STUDY	Units Required
(I) English/Language Arts*	4
(II) Mathematics*	4
(III) Science*	4
<i>The 4th Science unit may be used to meet both the science and elective requirement.</i>	
(IV) Social Studies* 1 Unit of United States History 1 Unit of World History 0.5 Unit of Economics *(See below in Locally Required Units) 0.5 Unit of American Government *(See below in Locally Required Units)	3
(V) CTAE and/or Modern Language/Latin and/or Fine Arts	3
(VI) Health and Physical Education** (0.5 units in each)	1
(VII) Electives	4
STATE REQUIRED UNITS (MINIMUM)	23
Local Requirements and Units:	
(VIII) Additional locally required or elective units (specify courses) *.05 additional unit of Economics *.05 additional unit of American Government 1 Unit of Computer Applications 3 Units of additional elective courses	5
TOTAL UNITS	28

***** Students will work with the COA Scheduling Coordinator for specific course questions regarding requirements and course scheduling information.**

State Mandated Testing:

Students will be required to complete all state mandated testing. Tests will be administered at the Catoosa Online Academy lab. The tests include: End of Course Assessments, End of Grade Assessments and the High School Writing Test. The COA will follow the testing schedule determined by Catoosa County Public Schools (CCPS). **There will be no exceptions to this schedule.**

APEX Course Testing:

Students who fail an APEX unit test or a mid-term may be required to attend a conference with their COA teacher. The failed test grades indicate additional academic support is needed. Therefore, the student needs to make an appointment to meet with their teacher during scheduled office hours. The student may retake the test after conferencing with their instructor. The instructor will determine if the retest is computer-based or written.

Students must come to the COA lab to take all midterms and finals. All finals are required! Students are not exempt from finals based on attendance since online learning attendance is different from that of a traditional high school.

Students must come to the lab for their midterm conference.

Administration of state testing will be determined based on the academic progress of the student. If the student has not completed a minimum of 70% of the course work, the student will not be able to take the examination on its regularly scheduled date. All End of Course assessments count 20% of the student's final grade. It is important for students to maintain progress and course completion goals which match the system end of semester and test schedule dates.

Student Code of Conduct:

All students are subject to the Catoosa County School System Code of Conduct

Students failing to meet the expectations of the CCPS Code of Conduct or who do not meet the behavior expectations will be dealt with as any other student.

If taking courses onsite, the students are expected to remain in designated computer areas until their transportation arrives for pick up. Students must sign in at the lab when they arrive. Once course work is completed students must sign out at the main office and wait in a designated area if transportation arrangements are necessary.

Students are to follow the Academic Dishonesty Policy.

Academic Integrity:

Learning in an online environment has similar standards to any traditional school; however, the format of the work presents unique situations. Students must maintain the highest level of academic integrity. Any attempts to use dishonesty in the research, construction or submission of work will result in disciplinary action, starting with zeros and moving all the way up to removal from the Catoosa Online Academy.

Academic Integrity means

- Your work on each assignment will be completely you own
- Your collaboration with another classmate on any assignment will be pre-approved by your instructor
- You will not practice plagiarism in any form
- You will not allow others to copy your work
- You will not misuse content from the internet

NCAA Guidelines:

APEX learning courses with instruction provided by APEX learning teachers are approved by the NCAA. Student athletes must adhere to the NCAA non-traditional learning guidelines. Please see the guidelines within the APEX content and posted on the COA website.

Fair Use:

Fair Use guidelines are suggestions developed to help educators and students make the most of the materials used in a classroom situation. Under these guidelines, students may include materials from copyrighted sources if the use is non-profit, and if the audience is limited to the class participants and the teacher. Fair Use does not exempt you from citing your sources, but it does help students who are working to complete a class assignment to legally include copyrighted material in their work.

Plagiarism:

Plagiarism is defined as taking someone else's thoughts or ideas and presenting them as your own. This is a form of cheating and will result in disciplinary action including but not limited to a grade reduction on the assignment. Usually plagiarism happens by accident and students may not have intended to cheat. The following resources may help to assist students in understanding what plagiarism is and how to avoid it:

Understanding responsibilities in citing sources:

<http://www.learnnc.org/lp/pages/citingsources>

Helping students avoid plagiarism:

<http://www.ncwiseowl.org/blog/plagiarism/default.htm>

Violations of the Acceptable Use Policy:

An Acceptable Use Policy (AUP) is an agreement between students and their schools that outline the rules governing the use of computers and Internet resources. Students enrolled in Catoosa Virtual Academy courses must abide by the terms and conditions of the Catoosa County Public Schools AUP. If a student violates the AUP that student may lose access to his/her course, and may be withdrawn from the course depending on the severity of the violation. It will be the CCPS responsibility to determine appropriate discipline for the student. All students should recognize that loss of these technology privileges may prevent the student from successfully completing his/her coursework.

Netiquette:

Students are to respect both their instructors and peers in the Catoosa Virtual Academy online environment just as traditional schools have guidelines and policies for the classroom. The COA holds students to high standards of communication. This includes all electronic communication used in Catoosa Online Academy.

Improper communication will result in disciplinary action taken by the administration starting with parent contact and progressing toward removal from the Catoosa Virtual Academy.

Attendance:

Attendance in online courses is performance based. Students are expected to login daily but attendance will be measured by successful assignment completion and submission, participation in course activities such as threaded discussions, and communications with the online teacher.

Each course will have a required amount of work due per week. Students are expected to complete 100% of the required assignments each week. If the student only completes 80% of their

assignments, the student will be marked absent for one day that week. If the student only completes 60% of the assignments, they will be marked absent for two days...40%= three days absent, 20% = four days absent, 0 = five days absent.

If a student is not going to login to courses for an extended period of time, a parent or guardian of the student must make contact with the Catoosa Online Academy Instructors or Program Coordinator prior to the absence. Arrangements should be made in advance regarding completion of assignments.

Students that accrue 10 or more unexcused absences will be turned in to the Georgia Department of Transportation as "non-compliant." These students will lose their driver's license or opportunity to get their driver's license for one year from the dates of the non-compliance.

All Catoosa Online Academy courses are designed to be highly interactive and require that students participate in the course through email, discussions and forums and small group activities. A student's learning and the success of the student depends upon participation. Extended periods of non-participation in an online class will be evident in the following ways:

- Failure to log on to the course following attendance guidelines
- Failure to turn in assignments
- Failure to communicate with instructors

If a student is experiencing technical difficulties and full participation in a course is not possible, students should notify the Scheduling or Program Coordinator or their instructor **immediately** so that a resolution can be put into place.

Attendance:

In order to receive maximum benefit from the instructional activities, students are expected to log in each day unless excused for legitimate reasons. Good attendance habits positively impact the learning process and carry over into the world of work.

The Catoosa County Public School handbook states:

GEORGIA COMPULSORY SCHOOL ATTENDANCE LAW states that:

"Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth and sixteenth birthdays shall enroll and will send such child or children to a public school, a private school, or a home-study program that meets the requirements for a public school, a private school, or a home-study program; and such child shall be responsible for enrolling in and attending a public school, private school, or home-study program that meets the requirements for a public school, private school, or home-study program under such penalty for noncompliance with this subsection as is provided in Chapter II of Title 15, unless the child's failure to enroll and attend is caused by the child's parent, guardian, or other person, in which case the parent, guardian, or other person alone shall be responsible; provided, however, that tests and physical exams for military service and the National Guard and such other approved absences shall be excused absences." O.C.G.A. §20-2-690.1

Students may be temporarily excused from school when:

1. Personally ill and when attendance in school would endanger their health or the health of others.
2. A serious illness or death in their immediate family necessitates absence from school (immediate family of student is defined as parents, guardian(s), grandparents, siblings, and other adults living in the home).
3. Mandated by order of governmental agencies, including pre-induction physical examinations for service in the armed forces, or by a court order.
4. Celebrating religious holidays.
5. Conditions render attendance impossible or hazardous to their health and safety.
6. Registering to vote or voting for a period not to exceed one day.

This notice provides for students and parents and/or guardians the requirements for school attendance. If a student accumulates five unexcused absences, the school will notify the parent and/or guardian. After this notification, any unexcused absence violates this law and any parent and/or guardian may be guilty of a misdemeanor and, upon conviction shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service or any combination of such penalties at the discretion of the court. O.C.G.A. § 20-2-690.1

CATOOSA COUNTY BOARD POLICY also states:

High school students who miss any class more than (5) times per semester will not receive credit for those classes. The principal of the school has the discretion to waive this requirement for any student with a documented chronic medical condition.

High school students that have ten or more unexcused absences risk losing their driver's permit or license and also risk losing their work permit. Students will be notified prior to missing the ten days of unexcused absences that would result in the revocation or suspension of a learner's permit or driver's license.

Catoosa County elementary and middle schools will use the following guidelines in addressing attendance, tardies and early dismissals:

A possible referral to The Catoosa County Attendance Review Team will occur when a student has five unexcused absences, ten absences that are either unexcused or the note is written by a parent, or a combination of ten unexcused tardies and/or early dismissals.

Certificates of Attendance:

Students wishing to obtain a Certificate of Attendance for the purpose of obtaining a driver's license must do so at the school for which they are zoned. Please contact the school for specific details.

Illness/Extended Inability to Participate:

If an unexpected situation should arise and there is a need to an extended leave from the Catoosa Online Academy, the following steps should be taken:

1. Contact the course instructor to explain the situation
2. Report the problem to the Program Coordinators
3. Discuss alternatives with the course instructor or Program Coordinators
4. The instructor will document and notify the Online Academy Program Coordinators and administration of any accommodations needed to complete the course including details for making-up missed assignments.

Course Materials:

In most cases there will be no additional course materials (i.e., textbooks, etc.) for any of the Catoosa Online Academy courses. Please consult with your instructor for any specific materials that a student will need in order to complete the course work. If materials are distributed upon completion of the course the materials must be returned in order to receive a final grade.

Students will be responsible for providing the following materials:

- Headset with boom microphone (highly recommended for web conferencing)
- Note taking materials and a 3 ring binder in order to keep completed assignments
- Printer
- Computer/ Internet connection/MS Office Suite or compatible

Transcript Requests:

Please make all transcript requests to the home zone school. Please allow up to seven business days for your request to be processed.

Student Records, Withdrawal, and Student Data:

The Catoosa County Board of Education designates the following as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Grade level
- Date of Birth

Student Information System-Updating and Changing Information:

Parents and students are able to change some information through the Infinite Campus Portal. It is recommended that that everyone review this information annually in the portal. If information

outside the portal needs to be updated please contact the home zone school or the Catoosa County Enrollment Center for details.

Student Records:

It is the policy of the Board of Education that all employees shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Pupil Protection Rights Amendment (PPRA). The Board has developed and adopted student privacy policies in consultation with parents in accordance with federal law. Additionally, parents will be directly notified of these policies at least annually via the Student/Parent Handbook issued to students at the beginning of the school year or at the student's time of enrollment.

Procedures for Obtaining Access to Student Records:

Any parent whose parental rights have not been specifically revoked by court order, any guardian, or any individual acting as a parent in the absence of a parent or guardian may inspect the education records of his or her child. Generally, a parent will be permitted to obtain a copy of education records of his child upon reasonable notice and payment of reasonable copying costs. With the exception of directory information as defined above, personally identifiable information will not be released by the school system from an education record without prior written consent of the parent or eligible student except where authorized by federal law. These circumstances include, but are not limited to:

1. Disclosures will be made to school administrators, teachers or other professionals employed or associated by the school system who have some role in evaluating or educating the student.
2. Records will be sent to a school where the student has enrolled or is seeking to enroll upon request of the institution.
3. Disclosures will be made to federal or state officials in connection with the audit of educational programs.
4. Disclosures will be made in connection with financial aid applications of the student to determine the eligibility for and amount of aid as well as enforcement of the terms and conditions of financial aid.
5. Disclosures will be made to comply with state law, Internal Revenue Service laws and regulations, judicial orders or lawfully issued subpoenas. Unless otherwise required by a judicial order or federal grand jury subpoena, a reasonable effort will be made to notify parents or students in advance of such disclosures.

Disclosures will be made to organizations conducting studies on behalf of or by educational Student records shall be provided to schools within or outside the school district upon request of the school where a student is enrolling or has already enrolled in accordance with Georgia Board of Education Rule 160-5-1-.14, Transfer of Student Records.

1. Institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction.
2. Disclosures will be made to accrediting institutions to carry out their accrediting function.
3. Disclosures will be made in connection with a health or safety emergency.

4. Disclosures will be made to the Attorney General of the United States or to his or her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in 18 U.S.C. 2332(b)(5)(B) and 2331.

Each records custodian in the school district shall maintain a record of each request for access to and each disclosure of personally identifiable information from the educational records of a student in accordance with regulations governing the Act.

A parent or eligible student who believes his record contains an error may request its correction by submitting a written explanation of the error and the basis for believing it to be in error to the principal or his or her designee, who shall investigate and determine whether or not to amend the record. If the matter cannot be thus resolved, a parent or eligible student may request a hearing pursuant to federal regulations at 34 C.F.R. 99.21-99.22 as well as applicable state regulations. If the hearing results in a determination that the record contained erroneous information, it shall be corrected and the parent or eligible student shall be informed in writing of the correction; if the information contained in the record is determined not to be erroneous, the parent may place a statement in the record commenting upon the contested information and stating the basis for disagreement. The statement shall thereafter be disclosed whenever the portion to which it relates is disclosed.

Withdrawal:

If a student is to withdraw from the Catoosa Virtual Academy, a face-to-face conference with the parent or guardian is required. The student may obtain a withdrawal form from their home school or COA Scheduling Coordinator. The slip must be signed by a COA Coordinator and the parent or guardian.

Any student that is withdrawing with the intent of returning to a traditional high school in Catoosa County must make that intent known at the time of withdrawal. A meeting will be scheduled between the Scheduling Coordinator and the traditional high school in order to facilitate transition.

Technical Skills needed to be Successful:

Although it is not necessary to have advanced computer skills, students should possess a working knowledge of e-mail, the internet, as well as basic keyboarding skills.

The following computer skills are needed in order to participate effectively in an online course. Students are responsible for assessing their own skill levels. If the student does not possess these skills, they might find it very frustrating to participate in the Catoosa Online Academy.

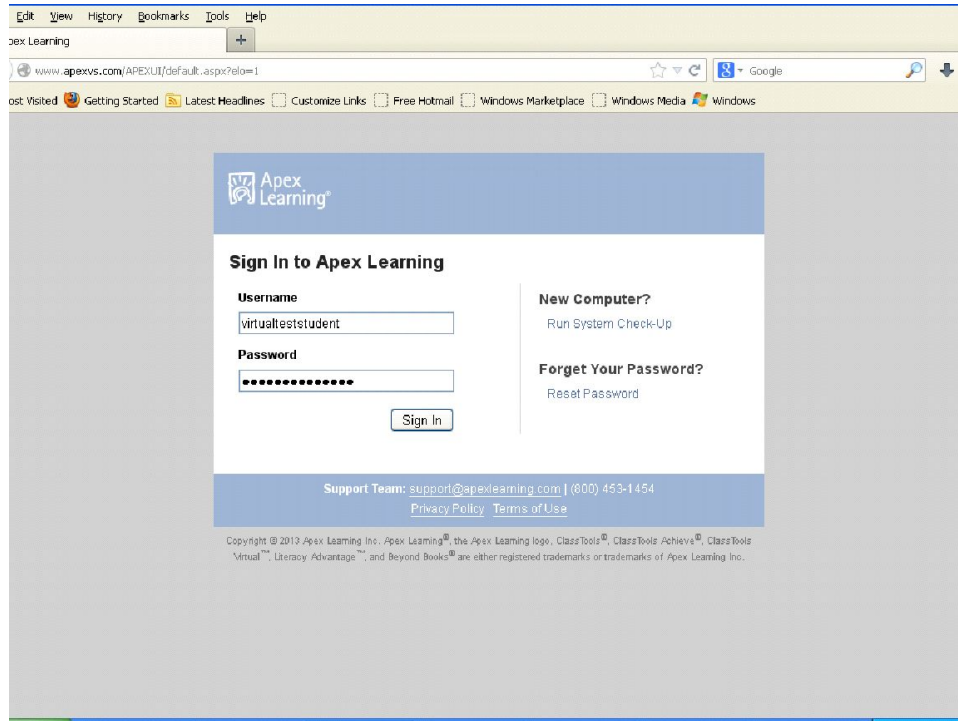
The skills listed below will not be taught during the course, the list is intended to be a survey of skills necessary to work in the course.

Basic Skills:	Web Browser Skills
<ul style="list-style-type: none"> ● Locate a file on hard drive, flash drive or server ● Save a file to a specific drive or folder 	<ul style="list-style-type: none"> ● Go to a specific URL ● Print a page ● Follow a hypertext link

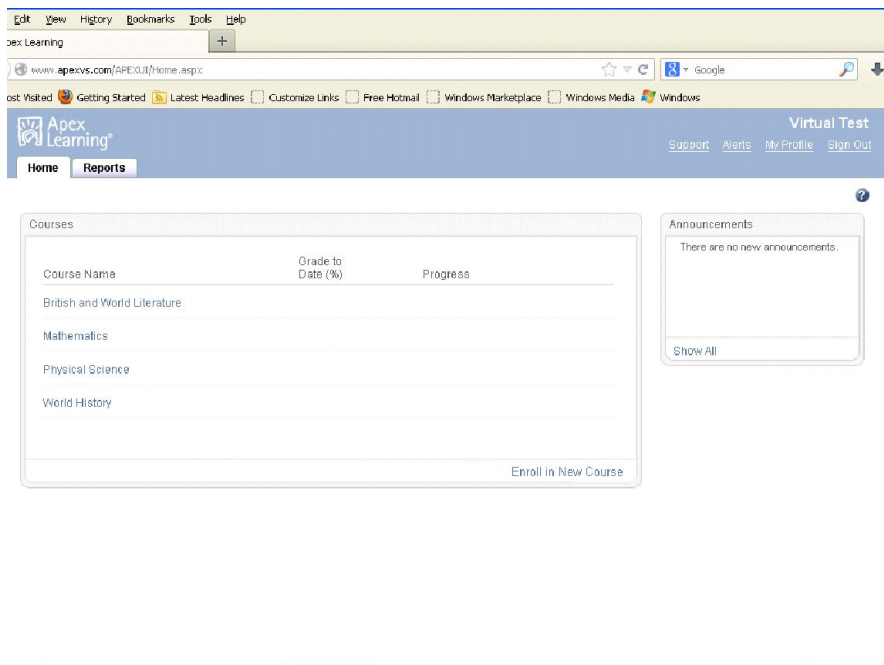
<ul style="list-style-type: none"> ● Change drives ● Connect to the Internet ● Navigate between two or more applications without closing and re-opening (multi-tasking) 	<ul style="list-style-type: none"> ● Conduct a basic search using a search engine ● Re-trace a hyper text path
E-mail Skills	Word Processing Skills
<ul style="list-style-type: none"> ● Forward a message ● Create a folder ● Save a message into a specific folder ● Delete a file ● Add a name to the address book ● Retrieve a name from the address book ● Paste a text from the word processor ● Send an attachment ● Open and/or save an attachment 	<ul style="list-style-type: none"> ● Open new file ● Open an existing file ● Save a file ● Rename a file ● Save a file as a different format or with a different name ● Copy or cut text ● Paste text ● Format text ● Change line spacing ● Print a document

The Online Academy will use APEX for most of your class instruction. What does APEX look like?

- Log onto: www.apexvs.com (Student log on screen shown below) The link is found on the Catoosa Online Academy page under Student Resources.



- Once logged into the site, you will see all the classes you are currently enrolled in. As your progress continues it will show you the percentage of completion each time you log on.



- When you click on the class listed Apex will automatically direct you to the first lesson of that class. As you complete each lesson it will move you throughout all the remaining requirements for that course.

The screenshot shows a web browser window displaying the Apex Learning platform. The page is titled "British and World Literature" and "UNIT 1 : Greek Tragedy and the Birth of Western Literature". The main content area features a section titled "Greek Tragedy and the Birth of Western Literature" with introductory text about ancient Greek theater. Below the text is a video player with the title "Greek Tragedy". A sidebar on the left contains a table of contents and resource links. The browser's address bar shows the URL "courses.apexlearning.com/apps/AceWeb/launch2.do?enrollmentID=21057672&outlineID=387979959".

- You can click on the Report tab to view your progress, along with your current class grade.

The screenshot displays the Apex Learning "Reports" page. The top navigation bar includes "Home" and "Reports" tabs. The "Reports" section is titled "Student" and features a "Student Progress" button. A descriptive text below the button reads: "Check your quality of work, see if you're on schedule, get midterm and final deadlines and grades, and access your Activity Score Report." The browser's address bar shows "www.apexvs.com/APEXUI/home.aspx".

- Each report will update immediately with all your most current and up to date information.

Student Progress Report - Mozilla Firefox

https://reports.apexis.com/ApexUI/Reports/Student/progressReport.aspx

Student Progress

Qual Test

is current as of April 15, 2019 6:49 AM PDT [Help](#) [Deadlines](#) [Grading Scales](#) [Print](#)

This page shows your progress and the quality of your work. Be sure to read the information at the bottom of the page.

Course Name	Quality of Work	Extra Credit	Midterm Grade	Final Grade	Activity Scores and Due Dates	On-Schedule Indicator	Overdue Activities	Grade to Date	Extension Expires	Status
British and World Literature	0.0%	0	--	--	View	green	None	0.0%	None Granted	Active
Mathematics	0.0%	0	--	--	View	green	None	0.0%	None Granted	Active
Physical Science	0.0%	0	--	--	View	green	None	0.0%	None Granted	Active
World History	0.0%	0	--	--	View	green	None	0.0%	None Granted	Active

About This Report

To learn more about this report, please read the [Legend](#).

Quality of Work: This is your average grade for all completed and scored activities. This calculation does not include extra credit activities or activity due dates.

Extra Credit: This is the total number of points you have earned on extra credit activities.

Midterm and Final Grade: These columns display a grade letter (A, B, C) entered by your instructor. Different schools use different grading scales. Generally, your Midterm and Final grades are based on your activity scores and on completing activities by their due dates.

Activity Scores and Due Dates: The View link opens your Course Activity Scores report. This report shows your grades for completed and scored activities, as well as the due dates for all activities.

On-Schedule Indicator: When an instructor assigns activity due dates, the color displayed shows the percentage of activities that have been submitted and scored on time. Hover over the colored indicator for more information.

Overdue Activities: When an instructor assigns activity due dates, this column shows the number of overdue activities for a course. An activity may be overdue because it has not been submitted or has not been scored by the instructor. The number of overdue activities is a link to your Overdue or Not Yet Scored Activities report, which lists your overdue activities and their due dates.

Grade to Date: When an instructor assigns activity due dates, this is your average grade for completed and scored activities with due dates through the report date. This calculation includes

Home Technology Requirements:

APEX Workstation Configuration:

This page summarizes the required and supported workstation configurations to access Apex Learning® digital curriculum. Many of these configurations can be checked automatically using the Apex Learning System Check-Up (apexlearning.com/SystemCheckUp/). For additional help with workstation configuration, please contact Apex Learning Support at 1-800-453-1454 or support@apexlearning.com.

Each Apex Learning user must have access to an appropriately configured workstation with a suitable Internet connection. Apex Learning requires and supports the following workstation configurations:

Operating Systems

- Microsoft Windows 7
- Microsoft Windows XP SP 2 or higher
- Microsoft Windows Vista
- Apple Mac OS X 10.4.11 (Tiger)
- Apple Mac OS X 10.5 (Leopard)

Web Browsers

- Microsoft Internet Explorer 7.0 or higher
- Mozilla Firefox 3.0 or higher
- Apple Safari 3.0 or higher
- Google Chrome 18.0 or higher

Firewall / Filtering

- Firewall and content filtering software must allow access to the following sites:
- apexlearning.com
- apexvs.com

Word Processing

Software capable of opening, modifying, and saving documents in Rich Text Format (RTF) is required.

Display

Resolution

- 800 x 600 pixels supported
- 1024 x 768 pixels recommended

Color Depth

- 8 bits (256 colors) supported
- 16 bits (Highcolor) recommended

Browser Plug-Ins

- Adobe Reader 6.0 or higher
- Adobe Flash Player 9.0.115 or higher
- Java Virtual Machine (Sun Java 1.5 or higher, recommended)

Audio

All Users

- Speakers or headphones

World Language Courses

- Microphone
- Audio recording support

Print (as appropriate)

- Printer
- Scanner
- Fax
- Multipage TIF Viewer

Catoosa Online Academy

Student/Parent Contract

All students enrolling in the Catoosa Online Academy must adhere to the following:

Completing Course Work:

1. Maintain good attendance. Students will be expected to login daily, submit assignments and keep close communication with the online instructor. To be successful, students must have regularly scheduled time and opportunity to study and the self-discipline to stick to the schedule they establish.
2. Students must have access to a working computer and internet access.
3. Students must show academic progress each week. If no progress is shown, contact the instructor to discuss why no progress was made
4. Maintain frequent communication with the instructor(s).
5. Submit assignments and take exams on the schedule designated by the online instructor

Testing:

1. All Georgia Department of Education testing is required to meet the state requirements.
2. All state and any system required testing will be administered on site.

Academic Dismissal:

1. Students not showing academic progress after 10 consecutive days will be dropped from the program and expected to re-enroll at their home school.
2. Students may be withdrawn from the Catoosa Online Academy if he/she does not comply with the expectations of the program.

Parent Guardian Responsibilities:

1. Parent/guardian shall support/supervise to help ensure the student is meeting all of the Catoosa Online Academy expectations.
2. Parent/guardian shall monitor and encourage daily attendance.
3. Parent/guardian shall make sure student has computer and internet access.
4. Parent/guardian shall provide transportation for face-to-face meetings with instructors as well as other on-site requirements needed to complete the course including state mandated on site testing. A monthly face-to-face progress meeting is required.

I have read and understand the above requirements of the Catoosa Virtual Academy. In addition, I understand that enrollment and placement in appropriate classes is dependent upon the release of student records from any CCPS school, or other previously attended school(s).

Signature of Student Applicant _____ Date _____
Signature of Parent/Guardian _____ Date _____

**Catoosa Online Academy
APPLICATION**

Applicant Information

Student's Home School (HS or MS): _____ Grade: _____

Student Name: _____

Student Cell Phone: _____

Student Email: _____

Parent/Guardian Name: _____

Parent/Guardian
Phone: _____

Parent Email: _____

Address: _____

Courses for COA: _____

SIGNATURES:

Parent: _____ Date: _____

Student: _____ Date: _____

Counselor: _____ Date: _____

Administrator: _____ Date: _____

**Additional information concerning policies and procedures are listed on the back.
Parents and students must read and initial each one.**

Requesting Additional Time to Complete Coursework:

Parent Initials: _____ **Student Initials:** _____

A request for additional time to complete coursework may be sought in certain circumstances. The requests for additional time may include, but are not limited to:

- family or personal emergency
- documented medical issue/event
- a federal or state requirement as stated in a 504 or student Individual Educational Plan
- a specific request from a student's home school's administrative team

Requests may not be granted in the spring semester due to closing out a school year and requirements for reporting annual transcripts. However, a student may petition to attend a summer school credit recovery program. All requests for additional time have the following stipulations in place:

1. The maximum grade earned at the end of the granted additional time period will be a 74.
2. Requests must be in writing and provided to the COA administrator no later than 14 days prior to the end of the semester.

EOC Tests and Finals:

Parent Initials: _____ **Student Initials:** _____

All students must take all required EOC Georgia Milestones tests and the final for their courses. **No student is exempt from either of these tests.** EOC assessments are required by the Georgia Department of Education. Finals are part of the APEX curriculum and must be taken in order to receive a grade for the course.

Midterm Progress Conference:

Parent Initials: _____ **Student Initials:** _____

All COA students must attend a mid-term progress conference at the COA lab. We encourage parents to attend. The purpose of this conference is to determine each student's progress. If a student is failing and significantly behind in coursework, COA

personnel will determine if the student will continue with COA for the 2nd nine weeks or return to his/her home school.

Scan to go to the COA website

