

# Catoosa Online Academy (COA) Student Assurances

***Read each item and initial to confirm that you have read and understand the information.***

- \_\_\_\_\_ **LAB HOURS:** Monday through Thursday 8a to 5p. Friday 8a to noon. Appointments are available by contacting your teacher. *All science labs must be scheduled with Ms. Steele 24 hours in advance.*
- \_\_\_\_\_ **COA follows the Catoosa County school calendar for holidays and inclement weather.** If you are behind in your coursework, you should be working over the holidays to catch up. When we are out of school for inclement weather, you must continue to work on all COA courses.
- \_\_\_\_\_ **HELP.** It is my responsibility to contact my teacher when I need assistance with APEX or the material. Contact information is available to me on the COA Website. I can also receive help in the COA lab during normal lab hours.
- \_\_\_\_\_ **24 hour response time.** Teachers typically respond to student inquiries within a few hours; required response time is within 24 hours. If you do not hear back from your teacher, and you cannot move forward in any of your courses, please text/call/email again to ensure your teacher received your message. You may experience longer than normal response times on nights, weekends and holidays.
- \_\_\_\_\_ **Progress monitoring.** All students are monitored closely throughout the semester. Teachers will contact you and your parents with any concerns.
- \_\_\_\_\_ **Probationary period.** Any student failing at the 9-week mark will be required to come to the lab regularly as determined by your teacher. If you do not attend during the probationary period, you will return to your home school to catch up/finish. We reserve the right to require lab attendance if you are failing at any time.
- \_\_\_\_\_ **Due dates.** 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.
- \_\_\_\_\_ **Assignments.** I understand if I need help with submitting assignments, information is available to me on the Catoosa Online Academy Website by clicking on “**TUTORIALS**”. ALL assignments are submitted electronically. We do not accept hand-written work.
- \_\_\_\_\_ **Course Content Notes.** Teachers reserve the right to give extra credit for students who thoroughly and consistently take good notes in their courses.
- \_\_\_\_\_ I will NOT use my cell phone, ipad, or tablet to take quizzes/tests or submit assignments. Your grades may not be recorded if you do! Coursework is to be completed using a desktop, laptop, or chromebook.
- \_\_\_\_\_ **Internet etiquette.** Electronic communications with teachers should always include a greeting, body, and closing. An example of an appropriate email is included on the COA website. When I email or text one of my teachers, I MUST include: **My Name, Course Name, Assignment Number**
- \_\_\_\_\_ Quizzes will not be reset in order to improve my grade. This means if you earned a passing grade on your quiz/test we will not reset it so you can earn a higher score. If you fail a quiz/test, you have 3 attempts to pass. If you do not pass after 3 attempts, you must contact your teacher to be moved on to the next lesson.
- \_\_\_\_\_ If I cannot progress in my course for any reason, I will contact my teacher to help me figure out why.
- \_\_\_\_\_ I understand written assignments may take 7-10 school days to grade. This means teachers do not grade over weekends or holidays. *Please do not resubmit assignments unless asked to do so by your teacher.*

\_\_\_\_\_ **Plagiarism.** I am aware that plagiarism is the practice of taking someone else's work or ideas and passing them off as my own without citing the original source. The expectation of COA is that students complete all work with their own ORIGINAL thoughts and ideas; therefore, using internet searches to find answers is unacceptable. Plagiarism is handled as follows: **1st Offense:** Warning and redo assignment; **2nd Offense:** Loss of Credit on Assignment and Conference with Principal; **3rd Offense:** Dismissal from COA

\_\_\_\_\_ **Cheating.** If, for any reason, my teacher or COA Administrator suspects me of cheating, it will be discussed with me. Following discussion, I may be required to come to the COA lab to take all remaining unit tests. Other restrictions may be implemented as well. Cheating is defined as copying answers from other sources, Googling/searching answers, using APEX resources to obtain answers, allowing other students to copy your work, logging in as another student and completing their work, etc.

\_\_\_\_\_ **EOC courses: US History, Economics, Biology, Physical Science, 9th English, 11th English, Algebra 1, and Geometry**  
I do \_\_\_\_\_ /I do not \_\_\_\_\_ have a **required** EOC assessment in my course(s) this semester. I will not receive credit for the course if I do not take a required EOC. EOC dates and times will be posted on the web page and under announcements on my dashboard. Coursework makes up 80% of your grade and your EOC counts 20%.

\_\_\_\_\_ **NOT an excused absence.** Taking an EOC at the COA lab is NOT considered an excused absence at your home school. Testing times are set to accommodate schedule conflicts. Do not skip classes to get help at the lab!

\_\_\_\_\_ **Attendance.** I will spend **at least** one hour per day **in each course** I take through COA. I am required to work more hours per day if I have overdue assignments. If I do not login for 10 consecutive school days, I may be **disenrolled** from Catoosa County Public Schools due to lack of attendance.

\_\_\_\_\_ I am required to come in to the COA lab for a midterm conference.

\_\_\_\_\_ I am required to come to the COA lab to take all midterms/finals or to complete science labs (if required). I cannot have my cell phone while taking midterms or finals.

\_\_\_\_\_ Profile. I updated my profile in APEX with my current email and cell phone. Please keep this current!

\_\_\_\_\_ **Extensions.** The COA does not grant extensions for incomplete coursework. ALL coursework must be completed by the end of each semester. Unexpected illnesses and accidents will be addressed on an individual basis.

**Handbook Signature Page:** I am fulltime COA student OR I have a first block course as a COA student \_\_\_\_\_.  
I signed the CCPS handbook signature page \_\_\_\_\_.

**NCAA guidelines.** I am a student athlete \_\_\_\_\_ (defined in the CCPS student handbook). I am required to adhere to the NCAA rules (in the Help section of APEX). I have read and agree to follow these rules while taking non-traditional classes. I am not allowed to test out of content; I am required to document all interactions with my teachers; I am required to document my time spent in the course on and off-line in a journal.

**SENIORS - Spring semester only.** I am a senior in the Spring semester \_\_\_\_\_. This is VERY important for students who wish to graduate with Honors. I understand grades for graduation with honors, valedictorian, salutatorian, etc. will be calculated based on my COA course grades at the 9-week period in the Spring semester. I will be up-to-date on all coursework at the Spring 9-week grading period otherwise my class status may be negatively affected.

\_\_\_\_\_ This information and more is available on the COA website for my reference. I am responsible for adhering to this information and the information found in the Catoosa Online Academy Handbook.