

Welcome to Catoosa Online Academy: **Middle School**

<http://www.coa.catoosa.k12.ga.us/>

Carefully read through all of the information on this page and on the links.

1. The middle school COA teachers and staff that you will be working with are as follows:

Dr. Lisa Logan - COA administrator

llogan@catoosa.k12.ga.us

Mrs. Kerry Dayhuff - math/science

kdayhuff@catoosa.k12.ga.us

Mrs. Yvonne Vischetti - language arts/ social studies

yvischetti@catoosa.k12.ga.us

Mrs. Meg White - electives (PE)

mwhite@catoosa.k12.ga.us

2. All COA middle school students should follow the schedule attached below and work **AT LEAST** (4) hours each school day to complete assignments. Google Meets for these classes MAY be scheduled during the specific class time on this schedule.

https://drive.google.com/file/d/1hZGryBSa2jP_5PN1_I2SR0a3IELPIf9Y/view?usp=sharing

3. Students should join their teachers' middle school Google classrooms linked below. General COA information can be found here. As the school year progresses, you will also find Extra Help/Remediation for math and language arts linked in Google Classroom. Open this link and sign up for your Google Classrooms. If you have any Google classrooms from last year, please DELETE or UNJOIN them.

https://docs.google.com/document/d/1uYzOCSaUwAjThSltdY1I_N2pHBklifug-5LOIDKeeYc/edit?usp=sharing

4. Communication is a key to success in this program, so **parents and students MUST** join the REMIND groups for the appropriate grade level. Text the grade level code to 81010.

6th Grade Remind Code: @6hgb79

7th Grade Remind Code: @bkdk4c

8th Grade Remind Code: @keg4c8

5. Daily Habits:

- I. Students should be up and working at 8AM, and students should plan to **spend at least 45 minutes to an hour on each subject in Apex EVERY DAY.** Use the **suggested schedule** linked below. Students can take a short break between classes to stretch and go to the bathroom.
https://drive.google.com/file/d/1hZGryBSa2jP_5PN1_I2SR0a3I_ELPIf9Y/view?usp=sharing
- II. Each morning, students should check their school email, Google classroom, and Apex messages. To find your APEX MESSAGES, go to your Apex dashboard, find MESSAGES, and click on VIEW. Read each new message.
- III. Use the Apex calendar to see assignments that are upcoming. DO NOT WAIT UNTIL THE DUE DATE TO BEGIN THE ASSIGNMENT. Remember, the overview, study section, and study guide should be completed BEFORE attempting the practice, quiz, and test.

USING APEX

***How do I find Apex? Go to the Google Waffle (upper right corner). Find and click on the Apex app. You do not need a username or password.**

6. Apex is an **INDEPENDENT LEARNING PROGRAM.** Students must spend the majority of their time in the STUDY SECTION since this is where the learning takes place. Students will read passages, study infographics and key terms, and complete a study guide.

7. **Teachers can see how much time students spend in each section of the Apex program.** Please watch the attached video about How to Navigate in Apex.

https://drive.google.com/file/d/1zCIEn1VcurJXFX3urhpzzim_-ZOtb6nA/view?usp=sharing

8. YOU MUST COMPLETE THE STUDY GUIDE. Read through this link called **How to Find and Complete the Study Guide**.

<https://docs.google.com/document/d/1UQiSHM9H9ojZqLhXjziJ-yTSgeb-Fr4bpx1qIH3CGrw/edit?usp=sharing>

9. **It is very important to go through the program in order:** The Overview, Study Section with Study Guide, and Check Up must be completed before moving on to any graded assignment (such as a practice, journal, quiz, or test).

10. Your teachers are here to HELP; however, you must do your part by reading and completing all parts of the overview, study section, study guide, and check ups. If you struggle with reading, use the Read To option.

Please let your teacher know if you are coming to the COA lab or to the school for help. Your teachers are in the lab and in the middle school on specific days.

11. **Practice assignments and Journals are graded by the teacher.**

Students will not be able to type directly on these assignments. Please watch the **WORKING WITH EDITABLE ASSIGNMENT SHEETS (GOOGLE)** video **THIS HAS CHANGED SINCE LAST YEAR**. You may need to watch this a couple of times.

https://engage.apexlearning.com/Nzg1LUdNVy03MDIAAAF-q05eLZ4W8wRgVAJu1Sf0lfRVXzVBNdoPj5FA2Uz2FJfzx_P6eZAdiUAvhcgOoxDbdX7JnWE=

<https://drive.google.com/file/d/1WzdhurjZwM7-UNn4dJZ72ykXAj-plxCU/view?usp=sharing>

12. Once you've completed the assignment and saved it, you must now turn it in. Follow these steps to turn in your work through Apex.

<https://support.apexlearning.com/help/messages/attach>

13. The Apex program will automatically lock if a student fails a quiz on a second attempt. **The student will need to contact the teacher if the program is locked.** If a student fails a quiz on the first attempt, **it is essential to go back and spend time in the Study Section and Study Guide before attempting the quiz a second time.** If you do not pass the

quiz on the second attempt, your teacher may require you to submit the study guide, watch extra help videos, and complete IXL lessons before allowing you to move on OR before unlocking the quiz for a 3rd and final attempt. OUR GOAL FOR YOU IS TO LEARN THE MATERIAL.

14. Parents and guardians receive a WEEKLY grade report from Apex. These are sent out each Sunday. Parents, if you do not receive this weekly report, please notify one of the Apex teachers and check your SPAM folder. The link below explains how to read the weekly report. This is a live link and you can check it anytime.

https://d4a89egz0iyca.cloudfront.net/sites/default/files/documents/gsg_coach.pdf

ADDITIONAL CLASSES

15. PE will be your Connections class. You must spend at least 30 minutes each school day doing some type of physical activity, and you must COMPLETELY and CORRECTLY fill out and submit your PE log each Friday afternoon. **Any log that is a week late, will be locked.**

16. **LITERACY AND MATH SKILLS:** After the beginning of the year benchmark testing, literacy and math skills classes will be assigned based on student needs.

ADDITIONAL INFORMATION

17. Teachers will respond to your messages as quickly as possible. Please allow a 24 hour response time to any messages after 4PM and up to 72 hours to respond to messages and requests sent over the weekend or during holidays or school breaks. The best form of communication is by email; however, you can message us through Remind as well.

18. Tech Support: If you are having technical issues, please contact a teacher for assistance.

19. How to Properly Email a Teacher (for students).

<https://docs.google.com/presentation/d/1573zFECHf8hvS4ZP8on0vTJ2WnlJa-xmsm4jB8oJMFc/edit?usp=sharing>

20. Top Tips

https://docs.google.com/document/d/16VtyFSmEzT2_Gia2wqq8oVfB1gpK6JA-CsJ6O8z7-Dw/edit?usp=sharing

21. Always check the COA website for updated information

<http://www.coa.catoosa.k12.ga.us>

Materials

22. We STRONGLY recommend that students use the school issued Chromebook which should be picked up from the student's home school. Students should be able to PRINT and complete each Study Guide; however, students may copy and paste the study guide AND type in the answers. Students will need paper and PENCIL to work out math problems. **Sixth graders** need a very BASIC calculator; a BASIC calculator is what these students will use on the GA Milestones.

7th and 8th graders need a TI-30XIIS calculator; this is the calculator that students will use on the GA Milestones.



[Texas Instruments TI 30X IIS Solar Scientific Calculator - Office Depot](#)

[Texas Instruments TI-30X IIS Scientific Calculator, 10-Digit LCD -](#)

[Walmart.com - Walmart.com](#)

[Texas Instruments TI 30X IIS Solar Scientific Calculator - Office Depot](#)

Student Accounts:

Google login - your 3 initials and your lunch number@gapps.catoosa.k12.ga.us

Google password - your birthday in the format mmddyyyy

Google Classroom: Using chrome as your browser, click on the Google waffle (9 square icon at the top right beside your login image), choose

Classroom, and add your school's Online Academy as a class by clicking on the + and using your school's code

- Middle School Google Classroom code:

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.

Thank you!

Your Middle School COA/Apex Teachers