

**“Connecting students to the cohort”**

Procedure Sheet: ECCO Online

ECCO Online is a program that uses a blended learning strategy:

* To provide students, awaiting their cohort start date, access to core course curriculum. Students are able to demonstrate attendance, and hone their focus while enrolled in a course of their choosing.
* To provide students in the 4J Street Academy with required academic course supports.

Students that qualify will have had an interview with the Cohort Lead teacher or Principal, and have completed ECCO registration. Course selection is based on student interest and graduation requirements.

After completing registration, students are expected to complete an orientation that includes:

* Identifying the purpose and advantage of their selected course
* Agreement of the date and time they will attend
* Knowing how to use the course, communicate with teacher, and submit assignments
* A team of teachers and mentors provide support. Teacher endorsement determines the primary teacher for each course; the primary teacher is responsible for regular communication, course needs and grading.

Google Drive is used for attendance and general recording keeping. Student folders are used to facilitate course monitoring progress. Quizzes may be taken twice, and may be completed outside class. Tests are completed during lab time.

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**ECCO Online**

Student

Orientation



ECCO Online is staffed by a team of teachers. Teachers are matched by endorsement to be primary teachers for a course. **Attendance and course participation is required to remain eligible for cohort start date.**

Online Coordinator confirms list of students in preparation for weekly orientation

Cohort Teacher Leader notifies Online Coordinator

Student is accepted to ECCO Online through interview process

**Folder :(**for lab file**)**

* Student identifies and records **overarching goal** and receives handouts:
* Student selects blocks of time for required **3hrs in lab each week; and 3 log in times each week outside of lab ;time identified and recorded.**
* Student confirms interest and study need to select a course
* Student views orientation videos; takes readiness quiz
* Username and password is generated and used by students
* Online course is selected and student is enrolled
* Student uses orientation “check off” list of activities used as they complete them.
* Students given 3-ring binder for course notes and handouts , if needed for course

Both work together to insure roster integrity

Enrollment Liaison

notifies Registrar

and reports attendance

“Welcome” (Info and Study Plan)

Orientation Checklists

Unofficial transcript

Assignment sheet with due dates

Contract with start and end date

Students report to registrar/orientation to complete enrollment requirements.

Student Interview conducted by

Principal or Cohort

Teacher leader

1. Username and password confirmed
2. Knowing how to get help and how to use lab is practiced.

Registrar /Liaison prepares for enrollment

Student is enrolled and then Registrar informs ECCO Online Team and home high school

**Binder: (**with student**)**

Syllabus

Study Sheets

“Code of Conduct”

“How To Be Successful Online”

Students are to use the message tab to message their teacher , and complete their profile.

First version: Jan/Feb 2014

Students not admitted, remain at home school or goes to a different site.