

2023-2024 Student Handbook

Cincinnati Digital Academy

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Principal's Message

Welcome to Cincinnati Digital Academy (CDA). It is my sincere wish that 2023-24 will be a rewarding and productive school year for all students, parents, and teachers.

This handbook has been prepared as a guide to the policies, procedures and programs of our school. I encourage you to familiarize yourselves with the contents and share the information with your children. The staff and I are eager to work with you to ensure that every student's educational experience at CDA is a fulfilling one. If you have any questions about any of the information found in this handbook, please feel free to contact me.

Please understand - the enrollment process may take several school days. After enrolling your child through the CPS online portal, it takes 24 hours for the school's support staff to complete the enrollment process. Accounts to your child's educational programs must then be created which can take an additional 24-48 hours.

All of us at CDA look forward to working closely with you this year.

Sincerely,

Eric Rozier, Principal

Who We Are

The Cincinnati Digital Academy (CDA) is a K-12 online school. We offer a college-preparatory curriculum, free technology, and access to Cincinnati Public Schools' extracurricular programs. CDA students work online from home to pursue their dreams at the best pace and path for their needs.

Our Mission

The mission of the Cincinnati Digital Academy (CDA) is to provide traditional and nontraditional students with an alternative, technology-based curriculum. CDA will prepare students with the opportunity to become self-motivated, life-long learners in order to become successful, active, and productive citizens in our society.

Philosophy

CDA is committed to providing a positive learning environment in which all children can reach or exceed their learning potential.

We believe:

- Self-discipline begins at home and is carried over into the education of the children.
- Children need and desire appropriate limits in keeping with their developmental needs.
- All children have the right to learn.
- A highly effective school is a shared responsibility of all stakeholders – students, staff, parents and community.
- Daily attendance is mandatory if your child is to obtain successful academic achievement.

Contacting My Teacher

Teachers work from 7:30am-2:30pm each school day. You can text, call or email your teacher in Edgenuity, Clever, or TalkingPoints for assistance. Teachers are not required, nor expected, to respond during non-school hours; however, a teacher may choose to respond if he or she is available. Therefore, do not hesitate to [contact your teacher](#) for support.

You can log into a virtual workroom to get help from your teacher(s) each day school is in session.

K-5 Teachers: (Google Meet code = cdak-5; 8:00am-9:30am and 12:30pm-2:30pm)

1. Ms. Shannon (Kindergarten)
2. Ms. Shannon (1st Grade)
3. Mrs. Wright (2nd Grade)
4. Mrs. Wright (3rd Grade)
5. Ms. Flannery (4th Grade)
6. Ms. Flannery (5th Grade)
7. Ms. Hampton (Intervention)
8. Mrs. Lynch (Intervention)
9. Mrs. Weeks (Reading Specialist)

6-8 Teachers: (Google Meet code=cda6-8; 8:00am-11:30am, 12:30pm-2:30pm)

1. Mrs. Bauer
2. Mrs. Bronson
3. Mrs. Dick
4. Mrs. Greiser
5. Mrs. Lewis (Intervention)
6. Mr. Saylor
7. Ms. Vanover (Physical Education for grades K-12)
8. Mrs. McGill (Intervention)

9-12 Teachers: (Google Meet code = cdaHS1; 8:00am-11:30am, 12:30pm-2:30pm)

1. Mr. Conley (Music Education for K-12)
2. Mrs. Johnson (Intervention)
3. Mrs. Jones (Intervention)
4. Mrs. Koenig
5. Ms. Merten (Intervention)
6. Mr. Price
7. Mrs. Pryor-Young
8. Ms. Wessel

List continues on next page

9-12 Teachers: (Google Meet code = cdaHS2; 8:00am-11:30am, 12:30pm-2:30pm)

1. Mr. Breig (Intervention)
2. Ms. Costandi
3. Mr. Daft (Elective for High School)
4. Ms. Ellis
5. Mrs. Hubbs
6. Mr. Long
7. Mrs. White (Intervention)

Need to contact your teacher? Find phone numbers and emails [here](#).

- [Cincinnati Digital Academy Website](#)
- [Cincinnati Public Schools Graduation Requirements](#)

2023-2024 School Calendar

(Dates noted in blue are testing dates and are subject to change.)

Aug 17 First Day of School for Students

Sept 4 Labor Day Holiday — Schools Closed

Sept 11 Midterm Week

Sept 15 All K-5 student work is due no later than 2:30.

Sept 22 Midterm grades will be posted in PowerSchool

Sept 25 Staff Professional Development Day — No School for Students

TBD Preliminary SAT/National Merit Scholarship Qualifying Test (Grades 10-11)

Oct 10-27 Fall Gifted Screening Window / 2nd-6th Grade Whole Grade Gifted Screening

Oct 13 End of First Quarter. All student work is due no later than 2:30 today.

Oct 20 First Quarter Grades will be posted in PowerSchool

TBD Third Grade Fall ELA State Test

Nov 6 Midterm Week

Nov 10 All K-5 student work is due no later than 2:30.

Nov 17 Midterm grades will be posted in PowerSchool

Nov 7 Election Day — No Students

Nov 10 Veterans' Day Holiday — Schools Closed

Nov 22-24 — Thanksgiving Break — Schools Closed.

TBD Fall High School State End-of-Course Exams

Dec 5-20 Semester 1 Exams (High Schools)

Dec 15 End of Second Quarter. All student work is due no later than 2:30

Dec 18-Jan 1 — Winter Break — Schools Closed

Jan 2 Schools Reopen

Jan 12 Second quarter grades will be posted in PowerSchool

Jan 15 Martin Luther King Jr. Day Holiday — Schools Closed

Jan 26 Staff Professional Development Day — No School for Students

Jan 17-Feb 3 Winter Gifted Screening

TBD OELPA (Ohio English Learner Proficiency Assessment)

Feb 5 Midterm Week

Feb 9 All K-5 student work is due no later than 2:30.

Feb 16 Midterm grades will be posted in PowerSchool

Feb 12 — Schools Closed

Feb 19 Presidents' Day Holiday — Schools Closed

TBD Alternative Assessments

TBD ACT (Class of 2024)

Mar 4 Staff Professional Development Day — No School for Students

Mar 8 End of Third Quarter. All work is due no later than 2:30.

Mar 15 Third quarter grades will be posted in PowerSchool.

Mar 25-29 Spring Break — Schools Closed

Apr 1 Schools Reopen

Apr 15 Midterm Week

Apr 19 All K-5 student work is due no later than 2:30.

Apr 26 Midterm grades will be posted in PowerSchool

TBD Spring High School State End-of-Course Exams, ELA

TBD Advanced Placement Exams

May 1-25 Semester 2 Exams (High Schools)

May 17 All student work is due no later than 2:20.

May 23 Last Day of School

May 24 Grades will be posted in PowerSchool.

June 3-28 Summer School

June 19–Juneteenth — Schools Closed

TBD Third Grade Summer ELA

TBD Summer High School State End-of-Course Exams

- [**Cincinnati Digital Academy Website**](#)
- [**Cincinnati Public Schools Testing Calendar**](#)
- [**Cincinnati Public Schools Graduation Requirements**](#)
- [**Cincinnati Public Schools District Website**](#)

Attendance

1. The daily work assigned for each class by a teacher is considered 1 hour of work.
2. Students are expected to work in **each class, each school day** and **complete all assignments** posted on their Calendar/Course Map/Daily Schedule.
3. Teachers will monitor student progress and time spent working in each class on a daily basis.
4. Attendance is based upon the student's Adequate Progress/assignment completion in each class. A student that is up to date in all classes, or completes a day of assignments in each class is considered present. A student that is not up to date in all classes will be marked absent/tardy for each day the student failed to complete a day of assignments from their Course Map/Daily Schedule.
5. Should your child have an illness which does not allow work to be completed, please contact the homeroom teacher.
6. For grades 6-12, attendance will be taken for the previous week on the first school day of the following week. For students in grades K-5, attendance will be taken the following day for the previous day.
7. Students will be assigned to the following number of classes each semester:
 - a. 9-12 = 6
 - b. 6-8 = 6
 - c. K-5 = 4 (**with additional time required in Google Meets and/or other programs as listed on the student calendar**)
8. Results of not working or completing daily assignments:
 - a. In person/phone conference
 - b. Referral to the social worker/truancy officer
 - c. Call-In Schedule
 - d. Mandatory Attendance in the Virtual Classroom
 - e. Mandatory participation in evening classes
 - f. Working during school hours (7:30am - 2pm)
 - g. LanSchool monitoring
 - h. Removal from the program

Daily Work Information and Expectations

1. Students and parents are encouraged to establish and adhere to a daily working schedule.
2. Student work is available 24 hours a day in Edgenuity.
3. Edgenuity tracks “idle time”. Idle Time is time spent logged into the program, but not actively working. Idle Time is **NOT** considered time spent working when determining a child’s attendance.
4. If a teacher desires to monitor a student as they work, they may place that student on a “Call-In Schedule,” require a student to work in a Virtual Classroom, require a student to be monitored through LanSchool, require a student to attend evening classes, and/or require a student to work school hours (8am-2pm)
5. Teachers may require a student to use the technology provided by the school in order to monitor the student as work is being completed.
6. **Students are expected to solve all math problems on paper, and upon request, must be able to provide the solution and the steps taken to solve all math problems.**
7. Copying and pasting answers from the Internet is plagiarism and not permitted.
 - a. **The Academic Integrity Policy can be found [here](#).**
8. Copying and pasting questions in an Internet browser or site to solve a math problem or to obtain the answer to a quiz or test question is not permitted.
9. Teachers may require students to obtain permission to take assessments and the right to require any assessment or graded product to be proctored online or in person at Virtual High School.
10. Students in grades K-5 may be required to use additional programs (xtramath, Read Theory, Epic, iReady, etc, which are posted on Clever.) Students will receive this information from their teachers and it will be posted on the student work calendar.

- [Cincinnati Digital Academy Website](#)
- [Cincinnati Public Schools Graduation Requirements](#)

Call-In Schedule

1. Participation is mandatory for a student placed on the Call-In Schedule.
2. Students lose the opportunity to work 24 hours a day and are required to work school hours. (7:30 am-2pm)
3. Students are required to call and “check-in” with a teacher each morning and throughout the day to receive specific working instructions.
4. If the student is not successful while on the Call-in Schedule or refuses to participate, the student may be recommended for removal from CDA.

Virtual Classroom

A student that is struggling to complete the daily assignments or not demonstrating academic progress may be required to work in a Virtual Classroom with a CDA teacher during school hours. While in the Virtual Classroom the student can be required to keep the computer’s camera turned on and may be directed to work on specific subjects/assignments for a predetermined period of time.

LanSchool and School Hours

A student that is struggling to complete the daily assignments or not demonstrating academic progress may be required to work on their CPS provided laptop during school hours so the teacher can monitor the student’s screen, time spent working and academic progress. A student may be required to work school hours so the teacher can monitor the student’s academic progress and the amount of work completed. In either situation the teacher is permitted to instruct the student to work on specific subjects/assignments for a predetermined period of time.

- [Cincinnati Digital Academy Website](#)
- [Cincinnati Public Schools Graduation Requirements](#)

[Student Email \(Grades K-12\)](#)

Each student has a CPS Gmail account. This account should be checked daily, and regularly throughout the day. Information pertaining to Cincinnati Public Schools or the Cincinnati Digital Academy may be sent to this account. (username = _____@cincinnati.org password = 8 digit birthdate)

Each student has an Edgenuity email account that is a part of the program.

Students in grades 6-12 will receive communication from their teachers via email and Clever. Therefore, 6-12 grade students should check their Edgenuity email, their CPS Gmail, and their Clever messages regularly throughout the day.

Students in grades K-5 will receive communication from their teachers via Clever. Therefore, K-5 grade students should check their Clever messages regularly throughout the day.

[Enrollment Consideration for Students with Disabilities](#)

1. Students with an identified disability (IEP or 504 Plan) must obtain approval from the Cincinnati Digital Academy Intervention Team and/or Principal/Department of Student Services.
2. Students with an identified disability are required to report for regular, in-person meetings or Google Meets to receive their specially designed instruction.
3. Intervention Specialists may require students to use the school provided technology and internet to monitor a student as work is being completed.
4. Intervention Specialists may require students to work school hours (8am-2pm) so the student can be monitored as work is being completed.
5. Accommodations and modifications will be adhered to in an online environment according to the 504 or IEP plan.

- [Cincinnati Digital Academy Website](#)
- [Cincinnati Public Schools Graduation Requirements](#)

How to Get Started

New Students:

The enrollment process may take several school days. After enrolling your child through the [CPS online portal](#), you will receive an email confirmation stating that your application has been accepted. It then takes 24 hours for the school's support staff to complete the actual enrollment process. Once enrolled, accounts to your child's educational programs must be created, and that can take an additional 24-48 hours. You will be contacted by a CDA staff member when your child has been enrolled and can begin working.

Connecting to the Internet:

To use your computer you must enter your username and password.

- a. Username: CPS Gmail address: _____@cincinnati.org
- b. Password: 8 digit birthdate

.Accessing your online classes:

1. Click the Clever icon on your computer's desktop.
 - You will be prompted to log in with Active Directory or log in with Google. **Choose Log in with Active Directory.**
 - At the top of the page, select your homeroom teacher's page.
 - On the teachers page, click the Edgenuity icon. Edgenuity is where students will log in everyday to complete their daily work.
 - You'll also see other apps students will need to access, which may differ from teacher to teacher and grade to grade.
 - Click the Edgenuity Icon
 - If you are not automatically logged into Edgenuity, you will be taken to the Edgenuity login page where you will need to...
 - Enter your username (CPS Gmail address)
 - Enter your password (8 digit birthdate)
2. **In the event that Clever is not available, please login to Edgenuity directly through Google Chrome:**
 - Grades K-5 - *sislogin.edgenuity.com***
 - Grades 6-12 - *edgenuity.com***

Accessing Google Meet classes:

Google Meets are held daily in the K-5 program. They begin at 9:30 and finish at 11:30, with the exception of 4th and 5th grade beginning at 9:00. It is strongly recommended students attend Google Meets for better understanding of the curriculum. If students do not attend Google Meets, they will need to complete additional work assigned to compensate for the 2 hour Google meet they did not attend.

Grades K-5 Google meet codes:

(Kindergarten) Ms. Shannon - join using code cdak-1

(First Grade) Ms. Shannon - join using code cdak-1

(Second Grade) Mrs. Wright - join using code cda2-3

(Third Grade) Mrs. Wright - join using code cda2-3

(Fourth Grade) Ms. Flannery - join using code cda4-5

(Fifth Grade) Ms. Flannery - join using code cda4-5

- [Cincinnati Digital Academy Website](#)
- [Cincinnati Public Schools Graduation Requirements](#)

Edgenuity Expectations

1. Grades K-5:

- a. The K-5 Edgenuity program will need to have someone designated as a **Learning Coach**. A Learning Coach is a parent, family member, or another adult that facilitates and supports the student through his or her courses.

The role of the learning coach is to:

- Guide the student through the lessons as needed.
 - Discuss the concepts being taught.
 - Assist with interactive tools and games.
 - Oversee assignments.
 - Help facilitate hands-on learning that may be in the course.
 - Check for understanding of assignments.
 - Keep the student on schedule and on pace.
 - Ensure all components of the course are being done with fidelity (independent reading, novel studies, practice activities, etc.)
 - Communicate with the teacher as needed.
- b. Workbooks will be provided in grades K-3 for students to complete activities within the Edgenuity program. Pictures will need to be taken using the school issued laptop and then uploaded into the Edgenuity program. **(See the Suggested Resources for guidance on doing this.)**
 - c. Grades 4-5 will need to download work using Adobe or Kami, answer questions on downloaded sheets, and then upload the work back into the program. **(Students in grades K-3 also have that option.)**
 - d. Work completed or submitted incorrectly will be given **one opportunity** to be corrected and resubmitted.
 - e. Students are expected to receive a passing score of at least a 70% in the K-5 program.
 - f. Additional work from other online programs will be assigned to supplement the curriculum.

2. Grades 6-12:

- a. Students are expected to take e-Notes for each part (Warm-up, Instruction, Assignment, Summary, Review, etc) of each lesson or complete the Guided Notes for each lesson. A student should copy and paste important information from the Transcript and Glossary tabs. Important information that may assist a student during an assessment may be copied into the e-Notes.
- b. Failure to take e-Notes/Guided Notes for each lesson may result in the learning material being repeated/reset so notes can be taken.
- c. Teachers may require acceptable e-Notes/Guided Notes prior to allowing a

- student to take an assessment or to be offered a retake on an assessment.
- d. Students should study their notes before taking a quiz or test.
 - e. Students are expected to earn a passing score (60% or above) on all assessments. Failure to obtain a passing score will result in the lesson locking in that subject.
 - f. Retakes for failed assessments are generally not given until the end of the quarter.

- [Cincinnati Digital Academy Website](#)
- [Cincinnati Public Schools Graduation Requirements](#)

Grades K-5 Google Meets and Workload

A student workday in grades K-5 consists of two options. In order for K-5 students to be marked present each day, they **MUST** do option 1 or option 2.

Option 1: Students will complete their daily Edgenuity assignments in each subject that are posted on the daily calendar in Clever **AND** will complete the extra assignments posted on the daily work calendar each day. Students will also complete their music and PE assignments listed on the work calendar in Clever each day.

Option 2: Students will complete their daily Edgenuity assignments in each subject that are posted on the daily work calendar in Clever **AND** will log into Google Meets from 9:30-11:30 each day. Students will also log into their music and PE class each day. The time for music and PE is listed on the daily work calendar.

Note: Edgenuity has a built in calendar. This calendar and all features are **NOT** used by the Cincinnati Digital Academy. The work for all K-5 students can be accessed by clicking [here](#).

- [Cincinnati Digital Academy Website](#)
- [Cincinnati Public Schools Testing Calendar](#)
- [Cincinnati Public Schools Graduation Requirements](#)
- [Cincinnati Public Schools District Website](#)

Suggested Resources for Edgenuity (Grades K-5)

Parents and students are encouraged to click the links to read/view information about Edgenuity.

[Logging into Edgenuity through Clever](#)

[The K-5 CDA Calendar](#)

[Checking Grades and Comments in Edgenuity](#)

[Submitting Work from the Edgenuity Workbooks](#)

For students to complete activities who are using workbooks, which is strongly suggested for Grades K-3 as there are handwriting and cutting skills involved

[Using Kami to Access Worksheets in Edgenuity](#)

For students who are not using workbooks

[Additional Parent and Learning Coach Resources](#)

Click on the “K-5 Learning Coach Resources” and “K-5 Learning Coach How-to Videos” tabs

Suggested Resources for EDG (grades 6-12)

Parents and students are encouraged to click the link to read/view information about Edgenuity.

[Suggested Resources](#)

[Parent Expectations](#)

1. Edgenuity provides videos on how to use the program, monitor progress, and communicate through emails and announcements. Watch the videos with your child.
2. Edgenuity provides up to date information about your child's working time, grades, and class progress. Monitor this information daily through your child's account.
3. Understand that if your child is placed on the Call-In Schedule, Virtual Classroom, directed to work school hours or through Lanschool, participation is mandatory!
4. Create a working schedule with your child and require your child to adhere to the schedule. By setting a required schedule, you are sending the message that school is a priority.
5. Notify the school/teachers about any changes in contact information.
6. Contact the homeroom teacher if your child is absent from school
7. **Read, discuss, and SIGN** the Acceptable Use Policy (AUP) and Mobile Device Agreement (MDA) with your child. Monitor your child's device to ensure the AUP and MDA are being followed.
 - a. [AUP-MDA Agreement \(K-2\)](#)
 - b. [AUP-MDA Agreement \(3-6\)](#)
 - c. [AUP-MDA Agreement \(7-12\)](#)
8. Ensure that your child is taking care of all electronic equipment and keeping it clean.
9. Do NOT remove any stickers/labels from district devices.
10. Ensure attendance and transportation to and from school for all testing sessions.
11. Set-up Family Portal
12. Review Edgenuity Weekly Student Report (sent out Sunday night, maybe in junk mail)

[This link contains Information for Seniors](#)

Testing

1. **Participation in state and district tests is in person and mandatory for all students in all grade levels.**
2. Please be sure to follow the district calendar to be prepared for testing dates.
3. Parents and students may be notified by email, text messages, phone calls, Edgenuity email, US mail, Talking Points, or through Clever with specific details regarding tests.
4. Failure to report for mandatory testing can result in a removal from the program.
5. Students are **required** to bring their CPS device (fully charged) and power cords to school on testing days.
6. Parents are responsible for transportation to and from the building for testing
7. You can view the [district's testing calendar here](#).

10 Internet Safety Tips for Kids

In this day and age, it's more important than ever to make sure that kids stay safe on the Internet. The Internet is a great resource for finding information, but it's important that you are aware of the potential dangers. When you are browsing the Internet, make sure your parents know what you are searching for. Click here for internet [Safety Tips](#).

Here are some safety tips to remember when you are using the Internet:

1. Don't give anyone your password, name, address, the name of your school or any information about your family.
2. Don't talk to strangers on the Internet
3. Don't agree to meet anyone in person that you've met online
4. Don't fill in a profile that asks for you name and address
5. Don't visit a chat room without an adult's/parent's permission
6. Don't stay online if you see something your parents won't like
7. Don't post pictures of yourself without your parents' permission
8. Don't download or install anything on your computer without you parents' permission
9. If you have any questions about something read, ask your parent or guardian
10. If you are talking to someone online and they make you uncomfortable, remember you don't have to talk back to them.

Athletics

- Students at the Cincinnati Digital Academy/Virtual High School who are interested in participating in athletics, or any other extracurricular activities, should contact Mr. Price (513.344.4039 or priced@cpsboe.k12.oh.us).
- Mr. Price will then give the student's information to the district AD for school assignment.
- Students will be assigned a school by the district AD. Criteria for participation in extracurricular activities is based on the following:
 1. School closest to the physical address of the student.
 2. School where the student has participated in the previous school year. If a student began playing High School sports at a previous school, the student can participate in sports at that school. Otherwise the student is assigned a school closest to their physical address.
 3. If the student wishes to participate in a sport not offered by the school closest to their physical address, they can be placed at a different school. This will require a meeting with the district AD's office.
- Once placed in a school, parents will need to fill out necessary forms with the district AD and then contact the school where the student is placed. Then the student will need to schedule a meeting with the assigned school's AD to fill out necessary paperwork.
- Mr. Price will monitor academic eligibility for the student and maintain contact with the student/parents and the assigned school's AD.

Technology

Each student will need to come to the Cincinnati Digital Academy/Virtual High School which is located at 425 Ezzard Charles to log into the network. This will ensure that the student's username and password will work on the computer from home.

You may need to meet your homeroom teacher or tech coordinator at the Virtual High School for help. Before you contact your homeroom teacher or tech support, try the following:

1. Be sure you are using a **school issued laptop**.
2. Make sure you are connected to the internet.
3. Make sure you are using the correct username and password
 - a. Username: your CPS Gmail address (____@cincinnati.org)
 - b. Password: your 8 digit birthdate
4. Contact your homeroom teacher if you need to obtain your username, need help logging into Clever, Edgenuity, CPS email, Google Meet, or other applications related to your school work.

If the computer has a broken screen, missing keys, broken power cord, won't turn on, or other related hardware issues, contact the CDA Tech Coordinator to arrange a meeting to fix the problem or replace the computer.

If you cannot access the internet, if your computer is running slow, if you receive error messages, if you need software loaded (like Python and etc) contact the help desk at 513-363-0688.

- [Cincinnati Digital Academy Website](#)
- [Cincinnati Public Schools Testing Calendar](#)
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- [Cincinnati Public Schools District Website](#)