



Chillicothe City Schools
Chillicothe Digital Academy
Student Handbook



The Chillicothe Digital Academy exists to promote academic success and overall wellness of our individual students K-12, utilizing online and hybrid educational models.

<https://www.chillicothe.k12.oh.us/10/Content2/chillicotheremotelearning>

Mount Logan Community Center

841 E Main St.

Chillicothe, Ohio 45601

Ph: 740-773-2638

Staff Contact Information

Principal

Mrs. Sarah Hawthorne, Chillicothe Digital Academy

Ph: 740-702-2287, ext. 16296

sarah.hawthorne@ccsd.us

Administrative Assistant

Mrs. Kelley Ullom

Ph: 740-702-2287, ext. 16700

Fax: 740-779-9480

kelly.ullom@ccsd.us

Technology Repairs & Account Information

Mrs. Kim Ragland, Aide

740-702-2287, ext.

kim.ragland@ccsd.us

Educational Aide

Mrs. Rose Hamrick

740-702-2287, ext.

rose.hamrick@ccsd.us

McKinney-Vento Coordinator

Ms. Tabitha Muse

740-702-2287, ext. 16407

tabitha.muse@ccsd.us

K-8 Online Teachers

Kindergarten - 2nd Grade: Christie Thomas

Christie.Thomas@ccsd.us

3rd - 4th Grade: Marilyn Greer

Marilynn.greer@ccsd.us

5th - 6th Grade: Renee Coffland

Renee.coffland@ccsd.us

7th - 8th Grade: Angela Francis

Angela.francis@ccsd.us



Dear Chillicothe Digital Academy Students and Families,

Welcome to the 2021-2022 school year with the Chillicothe Digital Academy! We are truly looking forward to a wonderful school year with you and your students! Our Chillicothe Digital Academy staff has been diligently working over the summer months to create an engaging and dynamic online learning environment for your students - and we couldn't be more pleased with the results!

This year, our Chillicothe Digital Academy students will not only have the opportunity to learn online through a diverse lineup of materials and platforms, but also will have the chance to engage in hybrid and in-person activities, clubs, field trips, and more!

Moving forward from the past school year - through the hurdles and challenges - our goal has remained the same: Always do what is best for our students. That goal is the focus of our program moving forward, and is at the basis of all of our planning and programming. Your students matter to us, and we are thrilled to have you as a part of Cavalier Nation!

Thank you, and GO CAVS!

Mrs. Sarah Hawthorne, Principal

Chillicothe Digital Academy

sarah.hawthorne@ccsd.us

740-702-2287, ext. 16296

Enrollment

All Chillicothe Digital Academy students must be actively enrolled in the Chillicothe City School District in order to participate in the Chillicothe Digital Academy. Due to current COVID-19 safety parameters, please contact the Enrollment Office by phone or email to schedule an appointment to enroll. Please be sure to bring the following items with you to your appointment: Drivers License/Photo ID, Proof of Residency (2 forms), Birth Certificate, Social Security Card, Shot Records, and Custody Paperwork (if applicable).

Registration Supervisor

Tara Knisley

Ph: 740-702-2287, ext. 16121

Fax: 740-779-5364

tara.knisley@ccsd.us

Registration Secretary

Elaina White

Ph: 740-702-2287, ext. 16120

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More information regarding enrollment can be found online at
<https://www.chillicothe.k12.oh.us/Content/EnrollEnrollmentForms>.

Final Forms

Final Forms must be completed each academic year, with updated information for your student(s). If you have not already completed the Final Forms for the current school year, please do so before August 10th. You can log into Final Forms online at <https://chillicothe-oh.finalforms.com/>.

Courses/Course Schedule

Teachers, school counselors, and intervention specialists (where applicable) will collaborate on student courses/course schedules for the Chillicothe Digital Academy.

Kindergarten - 8th Grade

English Language Arts

Mathematics

***Specials**

Science

Social Studies

**Specials may include but are not limited to: Art, Music, Wellness, STEM, Library, etc..*

9th - 12th Grades

English Language Arts
Mathematics
*Electives

Science
Social Studies

**Electives are selected by students and are subject to availability.*

High school students will need to monitor their individual progress toward the ultimate goal of graduation. School counselors will meet with and assist students with scheduling and tracking this information annually; however, it is the responsibility of the student to ensure graduation requirements are met. In addition to course credits, students must also successfully complete a graduation pathway in order to earn a diploma in the State of Ohio. For more information regarding graduation requirements, please visit the CHS Course Planning Handbook at <https://drive.google.com/file/d/1fSazII-nj2AqdXJu87hxScEUP3hsD1pG/view>. For more information on graduation requirements from the Ohio Department of Education, please visit <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>.

Grading Scale

Kindergarten - 2nd Grade

PERCENTAGE	GRADE	LETTER GRADE	GRADE POINT
90 - 100	O/ +	4.0	3.50 - 4.00
80 - 89.99	S+/✓+	3.0	2.50 - 3.49
70 - 79.99	S/✓	2.0	1.50 - 2.49
60 - 69.99	S-/✓-	1.0	0.50 - 1.49
0 - 59.99	U/ -	0.0	0 - 0.49

3rd Grade

PERCENTAGE	GRADE	LETTER GRADE	GRADE POINT
97-100	A+	4.33	4.17 - 4.33
93 - 96	A	4.00	3.84 - 4.16
90 - 92	A-	3.67	3.50 - 3.83
87 - 89	B+	3.33	3.17 - 3.49
83 - 86	B	3.00	2.84 - 3.16
80 - 82	B-	2.67	2.50 - 2.83
77 - 79	C+	2.33	2.17 - 2.49
73 - 76	C	2.00	1.84 - 2.16
70 - 72	C-	1.67	1.50 - 1.83
67 - 69	D+	1.33	1.17 - 1.49
63 - 66	D	1.00	0.84 - 1.16
60 - 62	D-	0.67	0.50 - 0.83
Below 60	F	0.0	0 - 0.49

4th - 12th Grade

Percentage Value	Letter Grade	Grade Point Value	Grade Point Range
99-100	A+	4.33	4.17-4.33
95-98	A	4	3.84-4.16
93-94	A-	3.67	3.50-3.83
91-92	B+	3.33	3.17-3.49
87-90	B	3	2.84-3.16
85-86	B-	2.67	2.50-2.83
83-84	C+	2.33	2.17-2.49
79-82	C	2	1.84-2.16
77-78	C-	1.67	1.50-1.83
75-76	D+	1.33	1.17-1.49
71-74	D	1	0.84-1.16
69-70	D-	0.67	0.50-0.83
0-68	F	0	0.00-0.49

Technology

All instructional materials, including computer equipment and related hardware, are the property of Chillicothe City Schools. Before the enrollment acceptance of a student in the Chillicothe Digital Academy, the parent/guardian and student must return a signed Acceptable Use Policy form to the school. Families should handle CCSD property with care and ensure an accurate inventory of these materials is maintained in the home. At the end of the school year, or upon withdrawal from the program, instructions will be provided for returning materials to the school.

Each student enrolled in the Chillicothe Digital Academy program is entitled to a computer, headset, and mouse unless otherwise noted; however, families may elect to waive any or all of their CCSD provided computers/technology materials. Students will need regular access to a computer in order to participate fully in the school program. Parents are responsible for returning each computer in good working order at the conclusion of the school year, or as soon as his/her student is no longer enrolled in the program.

[Acceptable Use Policy](#) completion is required for all students and parents/guardians. Please see the form for more information. Also included in the AUP is the optional Chromebook Insurance Policy. Students/Parents/Guardians can choose to purchase this policy for \$60. Please review policy closely and determine if this meets the family's needs.

Attendance Requirements

The newly designed CCSD Chillicothe Digital Academy is well-suited to meet the needs of our students, grades K-12. It is imperative that students in our Chillicothe Digital Academy adhere to and abide by the established Attendance Policy, as outlined below. The State of Ohio clearly defines Compulsory Attendance Laws (ORC 3321.01) and we will maintain those standards for all students. Student work will be completed on the Progress Book Virtual Classroom program (K-8) and on the Google Classroom program (9-12), unless otherwise noted.

- Attendance is based on **both** active participation and work completion.
 - Students are required to actively participate in Zoom/Google Meet each week.
 - Students are required to log into Progress Book Virtual Classroom (grades k-8) or Google Classroom (grades 9-12) for work completion.

- Students grades K-8 are required to attend 910 hours per academic year.
 - Students grades K-8 units represent 5.11 hours of school attendance
 - Students grades 9-12 are required to attend 1,001 hours per academic year.
- Students are also required to have 4 face-to-face contacts with school staff over the course of the school year. Ideally, these would occur once per quarter, but can vary as needed. Contacts can include, but are not limited to: parent/teacher conferences, field trips, testing sessions, etc.
- When/if a student falls below the requirements as listed above, the following will occur:
 - Warning Letter: Notification to parent/guardian of the student's current progress, or lack thereof. Parent/guardian are asked to contact school officials for a phone/virtual conference in order to remedy the situation.
 - Warning Letter from Attendance Officers, Mrs. Kelli Gothard and Mr. Jim Osborne: A clear explanation of the Ohio Compulsory Attendance Laws will be sent to parent/guardian, and an explanation of the consequences of further incomplete lessons.
 - Attendance Intervention Team Meeting: Student and parent/guardian will be required to meet with Mrs. Gothard or Mr. Osborne, and a school official for an AIT meeting. This meeting can take place over the phone or virtually while the current COVID-19 situation and parameters are in place. If the student/parent/guardian fails to attend the meeting, and the student is behind, legal charges may be filed immediately against the parent/guardian for truancy.
 - Court Charges May Be Filed: Ultimately, your student is required to attend school, whether that is virtual or in-person. The parent/guardian is legally held responsible for the student's attendance in either format.
- At any point in this process, the CCSD Chillicothe Digital Academy reserves the right to return your student to the traditional school setting as a result of unmet expectations.

The CCSD is committed to giving your son or daughter the very best education possible; to accomplish this goal completion of scheduled assignments is essential.

Testing

Chillicothe Digital Academy students are required to participate in local and state testing, as designated by grade level. Students will be required to report in-building, as determined by school staff, in order to successfully complete these testing requirements.

Special Education

The Chillicothe Digital Academy is fully equipped to support students with disabilities who are being assisted through Individualized Education Plans (IEPs) and 504 Plans. Intervention Specialists will work closely with the General education teachers to identify and serve students, all while helping them to achieve academic success. The Chillicothe Digital Academy teaches students using a full-inclusion model, which means that all special education students receive their instruction alongside their general education peers. Students serviced in special education are expected to meet regularly with their Intervention Specialist and general education teacher regarding accommodations, modifications, progress monitoring, and other needs, this will be done virtually or face-to-face depending on the need of each individual student.

English as a Second Language (ESL)/English Learners (EL)

The Chillicothe Digital Academy is committed to providing a high quality English Learner (EL) program that validates each student's native language and culture as a means to ensure linguistic, academic, and social-cultural success in a diverse society. If families have questions about EL services for a student or language support for parents/guardians, please contact Ms. Ashleigh Manantan at ashleigh.manantan@ccsd.us or by phone at 740-773-2241, or speak with any Chillicothe Digital Academy staff member. All parents/guardians are entitled to receive communications (written, over the phone, or in person) in their native language.

Athletic Eligibility

Students interested in participating in CCSD athletics will receive updates regarding practices and try-outs through Final Forms; please ensure that this system has been updated with the student's current information.

Students in the Chillicothe Digital Academy may actively participate in athletics as a Chillicothe City School student. It is imperative that student-athletes abide by the CCSD and OHSAA guidelines and requirements for eligibility and participation.

1. In the immediate preceding grading period, a student must receive a passing grade in a minimum of three (3) one credit semester/full block courses or the equivalent of five (5) one credit full year courses which count toward graduation; and
2. Those grades referenced in number 1 must, when combined, yield a total grade point average of at least 1.75 on a four-point (4.0) scale.

Any student who receiving a failing grade for any class or course of study during the previous grading period may be eligible to participate in interscholastic extracurricular activities provided s/he meets all of the requirements of numbers 1 and 2 above.

All other eligibility requirements of the Board and, in the case of interscholastic athletics, the Ohio High School Athletic Association, must be met in addition to those declared by the Board in this policy.

Attendance Policy: Chillicothe Digital Academy student-athlete attendance is based on weekly participation goals. Failure to meet weekly attendance requirements will result in up to one week of suspension from athletic contests and practices, at the discretion of the Athletic Director and Chillicothe Digital Academy Principal.

Lunches & Resources

Students in the Chillicothe Digital Academy Program are eligible to receive free breakfast and lunch, as are all CCSD students. Chillicothe Digital Academy students must submit an online or by-phone request in order to enroll in this program. Pick up/delivery information will be shared with you individually as breakfast/lunch enrollment is processed. Please contact Mary Montgomery, Director of Food Services, at 740-702-2287, ext. 16308 or mary.montgomery@ccsd.us for additional information.

McKinney-Vento (Homelessness)

If you believe you may be eligible, contact the local liaison to find out what services and supports may be available.

Tabitha Muse

(740) 466.8832

tabitha.muse@ccsd.us

Are you living in any of the following situations?

- Hotel or campground due to the lack of an alternative adequate accommodation
 - In a car, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or economic hardship

You may qualify for certain rights and protections under the federal McKinney-Vento Act.

Eligible students have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in a local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is their preference.
 - If the school district believes that the school selected is not in his/her best interest, then the district must provide the student with a written explanation of its position and inform the student of his/her right to appeal its decision.
- Receive transportation to and from the school of origin, if requested.
- Receive educational services comparable to those provided to other students, according to the students' needs.

#CavsCare



Not having permanent, long term housing can impact you in and out of school. Students who experience sudden life changes like switching homes or schools may have trouble learning, mood swings and anxiety.

#CavsCare understands what you're going through and can provide resources and assistance to help you and your family create some stability.

Additional Chillicothe Digital Academy Programs

Roweton Alternative Education Campus:

The Roweton Alternative Education Campus serves students county-wide, grades 7th through 12th, focusing on completion of graduation requirements with supplementary mental health and wellness systems from Integrated Services Behavioral Health.

Building Information

Ultimately, Chillicothe Digital Academy students are still very active members of Cavalier Nation, and can still choose to participate in aspects of school life and culture. For more information on building-level student opportunities, including clubs, extracurriculars, athletics, and more, please visit each school webpage and/or social media outlet.

Chillicothe Primary:

<https://www.chillicothe.k12.oh.us/8/Content2/cpshomepage>

Principal: Mrs. Kim Hurst

kim.hurst@ccsd.us

Ph: 740-774-3307

Fax: 740-774-9466

Chillicothe Intermediate:

<https://www.chillicothe.k12.oh.us/9/Content2/cishomepage>

Principal: Mr. Josh Tripp

josh.tripp@ccsd.us

Ph: 740-774-1119

Fax: 740-774-9460

Chillicothe Middle & High:

<https://www.chillicothe.k12.oh.us/1/Content2/chshomepage>

Principal: Mr. Matt Ballentine

matthew.ballentine@ccsd.us

Ph: 740-702-2287

Fax: 740-773-1097