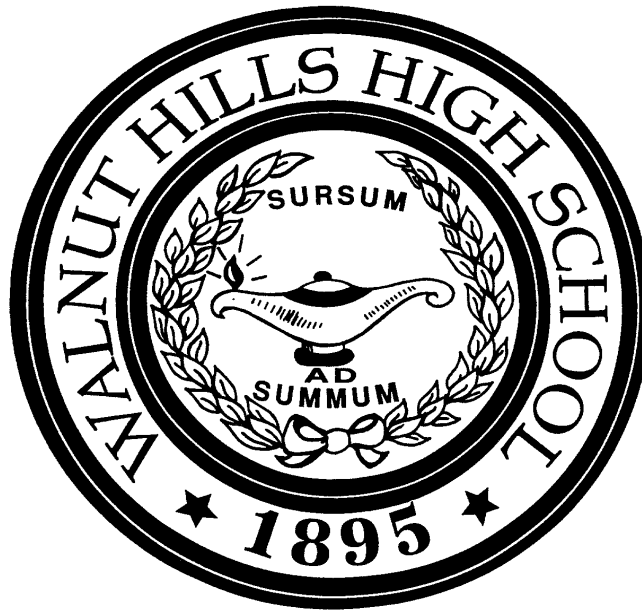


WALNUT HILLS HIGH SCHOOL



INFORMATION HANDBOOK FOR STUDENTS AND PARENTS 2025-2026

**This handbook contains important information.
Please read and use for future reference.**



Walnut Hills History

Walnut Hills High School, a college preparatory school for grades 7-12, is nationally recognized as one of America's top public high schools. The 2000+ member student body is culturally and ethnically diverse, with students attending from every urban neighborhood in Cincinnati. Eighty percent of the graduates enter college with advanced standing, and students score especially well on the Ohio Tests of Scholastic Achievement. Upon graduation, Walnut Hills High School students are accepted by the finest universities and colleges throughout America.

Walnut Hills offers a rigorous classical program, requiring three years of Latin for incoming 7th and 8th graders. There is an Advanced Placement Program offering over 30 courses, more than any other school in the nation – public or private. The school has an outstanding fine arts program which includes five dramatic/musical productions each year, AP studio art, and award winning bands, orchestras and vocal groups. There are over 90 competitive sports teams and over 50 extra-curricular activities. The school participates in mathematics, science and foreign language competitions, including the National Mathematics Examination, First Robotics, the Model United Nations, the National Scholastic Art and Writing competition, Science Olympiad, and Mock Trial.

In 1895 Walnut Hills High School opened its doors at Ashland and Burdett Avenues as a neighborhood school. In 1918 the school took a new direction toward preparing students for college admission in the liberal arts. Randall Condon, Superintendent of Schools, and George Davis, Walnut Hills Principal, were committed to make Walnut comparable in every respect, to the best college preparatory schools in the nation. The program became so popular that the old building became inadequate, and on September 8, 1931, the present larger building on Victory Parkway was officially dedicated. The inspiration for the design was the Library Building of the University of Virginia and Monticello, both the work of Thomas Jefferson. It was quite appropriate that, given the purpose of Walnut Hills High School, the architecture should have reflected the classical ethos.

In 1935 the Board of Education confirmed the status of the school as “an institution specialized for college preparation.” Again in 1972, the Board of Education reaffirmed the position of Walnut Hills High School as a six-year, college preparatory school. As early as 1926 a systematic method of pupil selection was adopted. Today students enter the school after passing a special college preparatory examination.

Throughout its history the popularity of Walnut Hills has necessitated additions to the building. In 1960 the annex added seventeen classrooms, and in 1976 a fine arts complex was dedicated. In 1999 the Alumni Arts and Science Center was opened. This facility has science laboratories, spacious art studios, classrooms and an expanded level of technology. There is an outdoor learning area with five bio-beds and an aquatic pool. This thirteen million dollar project was financed by our very supportive Alumni Foundation. A new athletic stadium opened in 2006 and features an eight lane track and artificial playing surface. The campus has undergone a sixty-five million dollar building and renovation which was completed in 2014. The project was funded by Cincinnati Public Schools as part of their Masters Facilities Plan. Fall of 2013, the renovated north wing re-opened, and in December, 2013, a new competition gym and new music lyceum opened as well. The Alumni Foundation entered into an agreement with CPS to fund a new six lane competition pool in 2015. In addition, features were added such as courtyards flanking the front of the school which added outdoor dining and meeting space for students to technology upgrades including a new digital lab for the music lyceum. An additional all weather field on the south side of the campus was also included and a new tennis complex opened at the end of the 2015-16 school year. For the 2022-2023 school year, the Tony

Trabert Tennis Complex was unveiled and is home to six indoor tennis courts. The most recent building improvement involved the expansion of our Cafeteria and dining space in the Classics Building. This expansion will offer our students an enhanced dining experience.

In addition to intellectual achievement, Walnut Hills brings together capable students and faculty dedicated to the principles of mutual and collective respect and to the development of good citizenship. In today's society we anticipate that students may change careers six or seven times throughout their lives. Walnut Hills must, therefore, prepare students for change. By devotion to a strong academic college preparatory program that maintains roots in the classical tradition while exposing students to the most advanced technology and challenging courses, Walnut Hills will continue to prepare students to be lifelong learners who adapt to the conditions of a rapidly changing world. As we enter the new year, Walnut Hills truly epitomizes its motto, *Sursum ad Summum* – "Rise to the Highest."

Mission of the School

Walnut Hills High School, a classical six-year college preparatory high school, is dedicated to the pursuit of academic excellence in a culturally diverse community. Academic ability, a respect for learning, and a will to achieve are tools for the student body and faculty alike. Analytical and creative thinking skills equip students to draw upon the knowledge of the past, to weigh the questions of the present, and to envision the possibilities of the future. Involvement in extra-curricular and co-curricular activities provides additional opportunities for pursuing intellectual, social, and athletic goals. We believe that intellectual achievement is intrinsically valuable in a democratic atmosphere of mutual respect, social equality, and personal responsibility.

WALNUT HILLS HIGH SCHOOL

STUDENT AND PARENT INFORMATION HANDBOOK

2024-2025

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COMMUNICATIONS WITH OUR SCHOOL

The most effective step is to address your concern to the responsible individual. The following outline indicates major responsibilities of key personnel in the school.

Administration:

In addition to the principal, there are assistant principals assigned to the school. All of the building administrators share the District's commitment to provide the best possible education for each child. While teachers and counselors will be expected to handle first contacts about class work, the following assignments are listed to direct contacts for other concerns. Each administrator works directly with a member from the clerical team.

Five assistant principals are responsible for specific administrative tasks but also are the first contact to discuss issues that have not been satisfactorily resolved through preliminary discussions with teachers and counselors. The Principal is the final point of contact when concerns have not been resolved through the teacher, counselor or assistant principal.

The following is a list of the administrators and clerical staff along with their areas of responsibility:

| | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------|-----------------|
| Mr. John Chambers Principal Teacher Evaluations Performing Arts Department Administrator Math Department Administrator | Main Office | chamboj@cps-k12.org | 363-8401 |
|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------|-----------------|

| | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------|-----------------|
| Mrs. Ashley Morgan Grades 7-9 (A-L) Master Schedule Teacher Evaluations Classics Department Administrator Health/PE Department Administrator Attendance Intervention Team Certificated payroll Grade Level Behavior Intervention MTSS PBIS Substitutes Teacher Lunch Schedule Change WEP/WAP | Room 2207 | morgana@cps-k12.org | 363-8492 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------|-----------------|

| | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------|-----------------|
| Mrs. Jessica Smitson Grades 7-9 (M-Z) Attendance Intervention Team Grade Level Behavior Intervention Help Night Lockers Mental Health Committee MTSS PBIS Shadowing Student Pictures Student Success Center Study Skills Teacher Evaluations | Room 2207 | smitsoj@cps-k12.org | 363-8494 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------|-----------------|

English Department Administrator
 Special Education Administrator
 Teaming
 Tutoring
 Yearbook

Mr. Matthew Chaney Room 2209
Grades 10-12 (A-G)
 Attendance Intervention Team
 Central Safety Committee (CAAS)
 DE&I
 Field Trips / International Field Trips
 Free and Reduced Lunch
 Grade Level Behavior Intervention
 Recycling
 Security
 Student Campus Parking
 Study Hall
 Teacher Evaluations
 Social Studies Department Administrator
 Transportation

chaneym@cps-k12.org

363-8560

Dr. Daniel Coleman Room 2209
Grades 10-12 (H-O)
 Attendance Intervention Team
 Charitable Donations
 Cognia Accreditation Process
 Continuous Improvement Committee
 Certificated payroll
 Counseling Functions
 Emergency Procedures
 Grade Level Behavior Intervention
 Med Room
 Student Library Assistants
 Student Teachers
 Summer School
 Surveys
 Teacher Evaluations
 Science Department and Counseling Administrator

ColemDa@cps-k12.org

363-8691

Mrs. Kathy Noland Room 2209
Grades 10-12 (P--Z)
 Activities/Fundraisers
 Building Activities
 Commencement
 Grade Level Behavior Intervention
 HB 123
 New Teacher Orientation
 Posting Approval
 Stop the Bleed
 Student Ambassadors
 Student Congress/Clubs
 Student Surveys
 Teacher Evaluations
 Visual Arts Department
 Library
 Modern World Language Department

Nolandk@cps-k12.org

363-8428

Testing / AP Program
Testing Support/Maria Horn

Clerical Staff:

| | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------------------------------------------|-----------------|
| Ms. Shelli Daniels Focus Coordinator Master Scheduling Summer School scheduling/grades Parking passes for students & staff Grades and changes Graduation Support Morgan Payroll Civil Service Master Calendar Website General Updates Announcements Daily Bulletin Building use requests Master Phone List Staff opening day packets Last day teacher checkout Report Cards | Main Office | danishe@cps-k12.org | 363-8401 |
| Ms. Jenny Craver Grade level attendance, grades 9 & 10 Assist w/Grade level discipline Club food sale scheduling Elevator Passes Metro/Transportation Testing Support/Maria Horn Field Trip/WHHS Sports attendance Exam Week attendance Therapy attendance Work Permits Elevator Passes | 2207 | craverj@cpsboe.k12.oh | 363-8445 |
| Ms. Nicole Phelps Grade level attendance, grades 7 & 8 Assist w/Grade level discipline Lockers Picture Day Support Mail Distribution Update Grade Level Google Sites Copier issues and supply orders Office Depot Paper Order Student Helpers Senior Pictures | 2207 | phelpsn@cpsboe.k12.oh.us | 363-8570 |
| Mr. Glen Schaich Grade level attendance, grades 11&12 Assist w/Grade level discipline Yondr Support | 2209 | schaicg@cpsboe.k12.oh.us | 363-8641 |

| | | | |
|----------------------------------------------------------------------------------|-------------|--------------------------------------------------------------|-----------------|
| Ms. Rebecca Davis Registrar Enrollment Withdrawal Substitutes | 2216 | davisre@cps-k12.org | 363-8456 |
|----------------------------------------------------------------------------------|-------------|--------------------------------------------------------------|-----------------|

| | | | |
|----------------------------------------------------------------------------------------------------------------------|-------------|------------------------------------------------------------------------|-----------------|
| Ms. Penny Hedrick Treasurer Student Fees Instructional Supplies Free/Reduced Lunch Copy Clicks | 2200 | hedricp@cpsboe.k12.oh.us | 363-8402 |
|----------------------------------------------------------------------------------------------------------------------|-------------|------------------------------------------------------------------------|-----------------|

Counselors and Mental Health Supports:

Counselors are responsible for college and career, academic guidance, social and emotional support. They attend to the whole child. Contact your child's counselor first about schedules, report cards, motivation concerns, and academic performance. Telephone contacts and personal conferences with teachers and counselors are encouraged to discuss particular problems. If you have a concern, please email or schedule an appointment with your child's counselor.

| | | | |
|------------------------------|---------------------|------------------------------------------------------------------------|----------|
| Counselor, Grades 7-8, A-L | Mr. William Harris | HarrisW@cps-k12.org | 363-8493 |
| Counselor, Grades 7-8, M-Z | Mrs. Becky Junewick | JunewiB@cps-k12.org | 363-8608 |
| Counselor, Grades 9-10, A-L | Ms. Renita Brooks | BrooksR@cps-k12.org | 363-8431 |
| Counselor, Grades 9-10, M-Z | Mrs. Audrey Ray | MarkovA@cpsboe.k12.oh.us | 363-8688 |
| Counselor, Grades 11-12, A-G | Mrs. Patty Morgan | MorganP@cps-k12.org | 363-8488 |
| Counselor, Grades 11-12, H-O | Ms. Tanya Ficklin | FickliT@cps-k12.org | 363-8463 |
| Counselor, Grades 11-12, P-Z | Mr. Adrian Cabrera | CabrerA@cps-k12.org | 363-8450 |
| Counseling Office Manager | Ms. Teresa Christie | christt@cps-k12.org | 363-8570 |
| C.I.C. Director | Mrs. Abigail Whited | whiteab@cpsboe.k12.oh.us | 363-8609 |
| C.I.C. College Consultant | Mrs. Page Lee | LeePage@cpsboe.k12.oh.us | 363-8666 |
| School Social Worker | Ms. Susan Flowers | FloweSu@cps-k12.org | 363-8521 |
| Psychologist | Ms. Julie Cathey | CatheyJ@cps-k12.org | 363-8413 |
| Registrar/Records | Ms. Rebecca Davis | DavisRe@cps-k12.org | 363-8546 |
| 504 Coordinator | Ms. Melissa Bohmer | bohmerm@cpsboe.k12.oh.us | 363-8668 |

Alumni Foundation:

The Walnut Hills High School Alumni Foundation's mission is to enhance the educational experience for all students while at Walnut Hills. Active alumni provide financial and volunteer support to meet a plethora of long and short range goals including; fundraising for capital and annual campaigns, alumni funded scholarships, equipment and technology, facilities and grounds improvements, faculty/staff development, continuing education and extracurricular activities. Alumni provide students with networking, co-op, internships and career connections. The most significant contribution has been the construction of the Alumni Arts and Science Center. Located in the school, the Foundation coordinates local and regional reunions and events and publishes The Chatterbox to facilitate communication. Upon graduation, each senior automatically joins the 20,000+ member alumni organization.

| | | | |
|--------------------------------------------------|------|----------------------------------------------------------------------------|-------|
| Ms. Deborah Heldman Executive Director | 2215 | debbieheldman@gmail.com | 38486 |
| Ms. Jane Stephens Assistant | 2215 | janestephenswhhs@gmail.com | 38568 |
| Ms. Barbara Bates Bookkeeper | 2215 | BatesBa@cps-k12.org | 38437 |
| Mrs. Jenny French Reunions/Events | 2215 | jennyfrenchwhhs@gmail.com | 38501 |
| Ms. Carolyn Gillman Textbooks/Asst | 2215 | cgillmanwhhs@gmail.com | 38503 |

Athletics:

| | | | |
|-----------------------------------------------------|------|------------------------------------------------------------------------|-------|
| Shauniece Steele Athletic Director | 2404 | Steeles@cps-k12.org | 38601 |
| Jake Buchanan Assistant Athletic Director | 2403 | buchjac@cpsboe.k12.oh.us | 38635 |
| Josh Paquette Assistant Athletic Director | 2403 | paquetj@cpsboe.k12.oh.us | 38603 |

Key Staff Members:

Library

| | | | |
|---------------------------|------|------------------------------------------------------------------------|-------|
| Mrs. Margo Fisher-Bellman | 3203 | bellmam@cpsboe.k12.oh.us | 38516 |
| Mrs. Melody Riggs | 3203 | riggmel@cps-k12.org | 38585 |
| Ms. Acacia Moraes Diniz | 3203 | dinizac@cps-k12.org | 38451 |

Medical Room

38421
School Nurse

Music

Music Office 38535

School Resource Officer

Officer Williams

2701

38456

Test Coordinator

Mrs. Maria Horn

3106

hornmar@cps-k12.org

38406

Teaching Faculty:

| LAST NAME | SUBJECT | Classroom | PHONE | EMAIL |
|----------------|----------------|-----------|-------------|------------------------------------------------------------------------|
| AGNELLO | SCIENCE | 3713 | 38491 | agnellt@cps-k12.org |
| ALBRIGHT | MUSIC | 2846 | 38580 | albrigh@cps-k12.org |
| BAGGOT-ROWE | CLASSICS | Traveling | *38598 | baggota@cps-k12.org |
| BARENDT | CLASSICS | Traveling | *38539 | barendjj@cps-k12.org |
| BEAVEN | CLASSICS | 2105 | 38631 | BeavenD@cps-k12.org |
| BETZ | ENGLISH | 3314 | 38652 | BetzChr@cps-k12.org |
| BOSHEARS | ENGLISH | 1603 | 38594 | Boshear@cps-k12.org |
| BOWNAS-RAYBURN | ENGLISH | 2302 | 38534 | Rayburf@cps-k12.org |
| BRAMLAGE | SOCIAL STUDIES | 3113 | 38622 | bramlas@cps-k12.org |
| BROGDEN, L. | CLASSICS | 2115 | 38426 | WasemLa@cps-k12.org |
| BROGDEN, S. | SCIENCE | 2723 | 38454 | BrogdeS@cps-k12.org |
| BROKAMP, L. | SCIENCE | 2716 | 38555 | BrokamL@cps-k12.org |
| CABRAL | SOCIAL STUDIES | 3105 | *38438 | CabralM@cps-k12.org |
| CALCITRAI | MATH | Traveling | *38476 | calcitc@cpsboe.k12.oh.us |
| CALIGURI | MUSIC | 2848 | 38442 | CaliguJ@cps-k12.org |
| CALLOPY | ENGLISH | Traveling | | |
| CANTER | MUSIC | 1842 | *38510 | CanterR@cps-k12.org |
| CAPRONI, D | MATH | Traveling | | caprond@cpsboe.k12.oh.us |
| COATS-HAAN | SCIENCE | 3711 | 38440 | haansan@cps-k12.org |
| CONRAD | SCIENCE | 2703 | 38460 | conradp@cpsboe.k12.oh.us |
| COTTON | MATH | 3703 | 38459/38515 | CottonL@cps-k12.org |
| CUCCHETTI | ART | 2709 | 38595 | CuccheA@cos-k12.org |
| DEMOSS | SOCIAL STUDIES | 1107 | 38520 | DemossJ@cps-k12.org |
| DELGADO-TROKAN | SCIENCE | Traveling | | delgads@cpsboe.k12.oh.us |
| DOBBS | MATH | 1301 | *38411 | Dobbsre@cps-k12.org |
| DUNCAN-SCRUGGS | INTERVENTION | 1410 | 38563 | ScruggE@cps-k12.org |
| FALER | HEALTH | 1450 | | falerbr@cpsboe.k12.oh.us |
| FAY | MATH | 1311 | 38524 | FayJenn@cps-k12.org |
| FISHER-BELLMAN | LIBRARY | Library | 38429 | bellmam@cps-k12.org |
| FRECKER | SOCIAL STUDIES | 1601 | *38444 | FreckeA@cps-k12.org |
| FRIESEN | FRENEH | Traveling | | friesej@cpsboe.k12.oh.us |
| GAJJAR | SCIENCE | 3724 | *38469 | gajjarr@cpsboe.k12.oh.us |
| GERTH | SOCIAL STUDIES | 1111 | 38617 | Gerthjo@cps-k12.org |
| GERWE-PERKINS | ENGLISH | 2306 | 38665 | PerkinsS@cps-k12.org |
| GIBSON | MUSIC | 2848 | 38453 | gibshr@cps-k12.org |
| GREULICH | SOCIAL STUDIES | 1110 | 38593 | GreuliH@cps-k12.org |
| GUYE | FRENCH | 1608 | | |
| HANDSHOE | SOCIAL STUDIES | 3111 | *38657 | handshj@cps-k12.org |
| HAZELBAKER | SCIENCE | 2720 | 38443 | Georgej@cps-k12.org |
| HENSTRIDGE | CLASSICS | 2103 | 38473 | HenstrM@cps-k12.org |
| HOSKINS | ENGLISH | 2308 | 38516 | Hoskinc@cps-k12.org |
| HUTCHINSON | SCIENCE | Traveling | *38647 | Hutchid@cps-k12.org |
| JI | CHINESE | 1606 | 38545 | jiyanpi@cps-k12.org |
| KERKHOFF | MATH | 3104 | 38522 | kerkhor@cpsboe.k12.oh.us |

| | | | | |
|----------------|----------------|-----------|--------|------------------------------------------------------------------------|
| KLOTH | PHYS ED | 2800 | 38427 | KlothLo@cps-k12.org |
| KNODLE | ART | 2711 | 38474 | knodlee@cpsboe.k12.oh.us |
| KROGER | ENGLISH | Traveling | | krogern@cpsboe.k12.oh.us |
| KUBICHEK | CLASSICS | Traveling | *38566 | kubichk@cps-k12.org |
| LA NIEAR | MATH | 2310 | 38596 | LaNieaR@cps-k12.org |
| LALLATHIN | HEALTH | 3505 | *38655 | lallatr@cps-k12.org |
| LANDER | CLASSICS | 2111 | 38671 | landern@cps-k12.org |
| LAZAR, A. | SOCIAL STUDIES | 1109 | 38687 | Lazarad@cps-k12.org |
| LEBORGNE | MUSIC | 1842 | 38513 | LeBorgE@cps-k12.org |
| LEWIS (REILLY) | MATH | Traveling | 38435 | ReillyJ@cps-k12.org |
| LIGON | CLASSICS | 2114 | 38518 | ligonta@cps-k12.org |
| LLOYD, L. | ART | 2715 | 38559 | LloydEl@cps-k12.org |
| LLOYD, H. | PHYS ED | 2800 | 38486 | durbinh@cps-k12.org |
| LOWE | INTERVENTION | 1410 | 38637 | Lowejes@cps-k12.org |
| LUKEN, C | SOCIAL STUDIES | Traveling | | robbcla@cpsboe.k12.oh.us |
| LUNDGREN | ENGLISH | Traveling | *38624 | LungrS@cps-k12.org |
| LYTLE | ENGLISH | 2307 | *38572 | lytlema@cpsboe.k12.oh.us |
| MACSOTAI | SCIENCE | 2714 | 38584 | MacsoTS@cps-k12.org |
| MADIGAN | MATH | 1303 | 38489 | MadigaL@cps-k12.org |
| MARKESBERY | ENGLISH | 3311 | *38680 | Markesa@cps-k12.org |
| MARTIN | SOCIAL STUDIES | 1113 | 38525 | MartiJa@cps-k12.org |
| MARTINEZ | CLASSICS | 2110 | *38523 | Martimi@cps-k12.org |
| MAZANDER | GERMAN | 2611 | *38527 | MazandD@cps-k12.org |
| MCCORMICK, K | SOCIAL STUDIES | 1602 | 38527 | McCormK@cps-k12.org |
| MCGARVIE | ENGLISH | 2309 | 38448 | couchdr@cps-k12.org |
| MCGILL | SOCIAL STUDIES | 2605 | 38514 | McgilL@cps-k12.org |
| MCGUIRE-JAY | SOCIAL STUDIES | 3112 | 38531 | Mcguirs@cps-k12.org |
| MEERON | MATH | 1105 | 38537 | Meeronb@cps-k12.org |
| MILES | MATH | 3305 | 38529 | MilesMi@cps-k12.org |
| MILLER, B. | ENGLISH | 2607 | 38462 | MillBri@cps-k12.org |
| MILLER, E. | SCIENCE | 2719 | 38530 | MillerE@cps-k12.org |
| MINANO | ENGLISH | 3313 | 38578 | minanoc@cps-k12.org |
| MITCHELL, J | FINE ARTS | 3503 | | |
| MONDINI | SCIENCE | 2704 | 38682 | Mondina@cps-k12.org |
| MONTGOMERY | MATH | 1300 | 38540 | MontgoM@cps-k12.org |
| MONTIEL | SPANISH | 1605 | *38620 | monties@cps-k12.org |
| MOORE, T. | MATH | Traveling | *38547 | Moortri@cps-k12.org |
| MUNSIE | GERMAN | 2609 | | munsiee@cpsboe.k12.oh.us |
| MYLES | SOCIAL STUDIES | Traveling | 38452 | mylesge@cpsboe.k12.oh.us |
| NIMS | MUSIC | 2840 | 38541 | Nimsant@cps-k12.org |
| OWENS, E. | SPANISH | 1607 | *38636 | oweneli@cps-k12.org |
| OWENS, P. | SOCIAL STUDIES | 3117 | 38446 | Owenspa@cps-k12.org |
| PATEL | SCIENCE | Traveling | *38611 | patelri@cps-k12.org |
| PELTIER | SOCIAL STUDIES | 3110 | 38416 | PeltieJ@cps-k12.org |
| PENNEKAMP | SOCIAL STUDIES | 3103 | 38606 | PennekN@cps-k12.org |
| PEOPLES | MUSIC | 1842 | 38519 | Peoplea@cps-k12.org |
| PERDRIX, M. | SOCIAL STUDIES | 2601 | 38577 | PerdriM@cps-k12.org |
| PFEIFFER | SCIENCE | 3716 | 38430 | PfeiffD@cps-k12.org |
| PHILPOTT | SSC | 1412 | 38613 | Philpoc@cps-k12.org |
| PLATT | ENGLISH | 2602 | 38670 | plattma@cps-k12.org |
| POSTA | ENGLISH | 3315 | 38419 | PostaLa@cps-k12.org |
| RHAME | MATH | Traveling | *38692 | RhameMa@cps-k12.org |
| RICHMOND | MATH | 1305 | 38475 | Richmor@cps-k12.org |
| RIGGS, MELISSA | SCIENCE | 2722 | 38587 | Riggsme@cps-k12.org |

| | | | | |
|---------------------|----------------|------------------|--------|------------------------------------------------------------------------|
| RIGGS, MELODY | LIBRARY | Library | 38585 | riggmel@cpsboe.k12.oh.us |
| RIORDAN | ENGLISH | 3310 | 38478 | RiordaJ@cps-k12.org |
| ROHLING | MATH | Traveling | *38543 | sennetc@cps-k12.org |
| ROTH-KRAMER | SSC | 1412 | 38586 | Kramerl@cps-k12.org |
| SCHARFENBERGER, D | MATH | Traveling | | scharfd@cpsboe.k12.oh.us |
| SCHIMIZZE | MATH | Traveling | *38561 | Schimim@cps-k12.org |
| SCHNEIDER | MATH | 1310 | 38557 | SchneiF@cps-k12.org |
| SCHNORMEIER | ENGLISH | Traveling | *38457 | Schnora@cps-k12.org |
| SCUDDER | ENGLISH | 3311 | 38591 | ScuddeK@cps-k12.org |
| SEDGWICK | MATH | 2603 | 38648 | Sedgwiw@cps-k12.org |
| ROHLING | MATH | 1315 | *38543 | sennetc@cps-k12.org |
| SHAW | SOCIAL STUDIES | 1108 | 38564 | ShawWil@cps-k12.org |
| SHERMAN | THEATRE | 2510 | 38542 | shermmi@cps-k12.org |
| SMITH, BARRETT | CLASSICS | 2112 | 38689 | SmithBar@cps-k12.org |
| SMITH-POLDERMAN | MATH | 1313 | 38425 | polders@cpsboe.k12.oh.us |
| STEFANOU | MATH | 3303 | 38590 | StefanP@cps-k12.org |
| STELZER | MATH | 1312 | *38569 | stelzli@cps-k12.org |
| STEPHENSON | ENGLISH | 2310 | 38660 | stephes@cps-k12.org |
| STEWART, M | SOCIAL STUDIES | 3204 | 38507 | Stewmic@cps-k12.org |
| SULLIVAN | SCIENCE | 3726 | 38479 | Sullivk@cps-k12.org |
| TAYLOR, BLAKE | ENGLISH | 2311 | 38485 | TaylorB@cps-k12.org |
| THELEN, LIZ | SOCIAL STUDIES | 3111 | *38465 | Thelane@cps-k12.org |
| THELEN, RYAN | SOCIAL STUDIES | 3315 | 38659 | thelenr@cps-k12.org |
| THOMAS, E. | CLASSICS | 2109 | 38610 | ThomasE@cps-k12.org |
| THORNBERRY, BRITTON | HEALTH | 3505 | 38615 | thornbb@cpsboe.k12.oh.us |
| THORNBERRY, CIAIRE | MATH | 3206 | 38583 | carsonc@cps-k12.org |
| TULLEY | CLASSICS | 3305 | 38667 | Tulleys@cps-k12.org |
| VAN DER BENT | SCIENCE | 3717 | 38497 | VanderA@cps-k12.org |
| VERNON | ENGLISH | 3309 | 38629 | VernonJ@cps-k12.org |
| VILSKI | SOCIAL STUDIES | Traveling | *38614 | vilskit@cpsboe.k12.oh.us |
| VON BARGEN | SCIENCE | 3714 | 38511 | Vonbarg@cps-k12.org |
| VOSE | SOCIAL STUDIES | 1105 | *38607 | Vosenic@cps-k12.org |
| WADE | SCIENCE | Traveling | | |
| WALCHER | SCIENCE | 2723 | *38674 | WalcheZ@cps-k12.org |
| WICKEMEIER | SSC | 1412 | 38549 | WickemC@cps-k12.org |
| WIGGINS | SOCIAL STUDIES | 3114 | 38528 | WigginW@cps-k12.org |
| WILKE | SPANISH | 1608 | 38532 | WilkeKa@cps-k12.org |
| WOLFE | ENGLISH | 2301 | 38434 | WolfeDa@cps-k12.org |
| WOODYARD-NEIGER | SCIENCE | 3707 | 38477 | WoodyaH@cps-k12.org |

**Each teacher has two planning periods which may be used to meet with parents. Forward notice of at least 48 hours is required for meetings. All contacts at Walnut Hills are committed to return phone or e-mail messages within 24 hours.*

SCHOOL DAY OPERATIONS AND LOGISTICS

DAILY BELL SCHEDULE

| | |
|----------------------|----------------------------|
| 1 st Bell | 8:00 - 8:50 |
| 2 nd Bell | 8:55 - 9:50 |
| 3 rd Bell | 9:55 - 10:45 |
| 4 th Bell | 10:50 - 12:15 (Lunch Bell) |
| 5 th Bell | 12:20 - 1:10 |
| 6 th Bell | 1:15 - 2:05 |
| 7 th Bell | 2:10 - 3:00 |

Homeroom Bell Schedule and Lunch Break Down [HERE](#)

Building Hours

Students are permitted to enter the building beginning at 7:30 a.m. Upon the end of the school day, students must exit the building by 3:15 p.m., unless involved in a staff-supervised after school activity. Supervision is provided for students in the building from 7:30 a.m. to 3:15 p.m.

For more information on after school procedures, please see “Dismissal” on page 22.

Students should rely on private transportation if they are involved in activities that require them to leave the premises at times later than regular dismissal. Office hours (including the Main Office) are from 7:30 a.m. to 3:30 p.m.

Attendance

Poor attendance is a primary cause of course failure. Course grades are a much better predictor of later success in college than any other factor including SAT, ACT, and other test scores.

Attendance is mandated by the Ohio Department of Education. Students are expected to be in attendance unless excused for personal illness, death in family, religious holiday, or medical or dental appointments that cannot be scheduled outside school hours. Examples of unexcused absences are: vacations, babysitting, oversleeping, club sport activities, and missing the bus. ****Please note CPS and the State of Ohio does not recognize “family emergencies” or “family events” as an excused reason for absence.***

In order to participate in an extracurricular activity, students must be officially in attendance on the day of the event. Any student reporting to school **after 9:50 a.m. will not be allowed** to participate in any extra-curricular activity that day.

No student is to leave the campus during the school day without authorization from the attendance office. Violations of this rule will result in an assignment to the Alternative Learning Center.

Absence and Tardiness

ABSENCES

It is the parent's responsibility to report their child's attendance information to the office in a timely manner.

For all absences, please email

whhsattendance@cpsboe.k12.oh.us

OR call 513-363-8404

Please include your child's name and grade level, the reason for the absence and a contact number for verification.

For tardies, late arrivals and early releases, please use the attendance email. If coming from or going to a medical/dental appointment, a doctor's excuse is required.

Grades 7 & 8 [Ms. Phelps](#) 513-363-8570

Grade 9 & 10 [Mrs. Craver](#) 513-363-8445

Grade 11 & 12 [Mr. Schaich](#)

In compliance with legislation, a parent must contact the attendance hotline or email on the day of the student's absence.

Our attendance line for all grades is **513-363-8404** and our email is whhsattendance@cpsboe.k12.oh.us. Failure to report an absence can result in an unexcused absence. Information provided must include the following:

- Student first and last name and grade level (in subject line, if applicable)
- Reason for absence
- A telephone number where parent/guardian may be reached for verification

Absences must be verified within two days of the absence or they will remain unexcused causing any assignments, tests, or quizzes completed during the student's absence to be given zero credit. This decision is made at the discretion of the individual teacher.

If a student expects to be absent 5 days or more, please call the counseling office to request make-up work. The student is required to provide a doctor's note in this situation.

Students cannot write their own notes or call in their own absences, even when they are 18 years or older. A parent signature is required for all items requiring parent signatures, regardless of the student's age.

Effective April 5, 2019, an Ohio law went into effect that requires all public schools to attempt to contact within 120 minutes of the start of the school day the parent/guardian of a student who is absent from school without legitimate excuse. To comply with this law, Cincinnati Public Schools will require that all schools

set Focus School automatic notification settings to send a notice to parents/guardians of absent students no later than 90 minutes from the start of the schools' respective start times.

Eighteen-Year-Old Students

Students who are eighteen years and older will follow the same rules and procedures as all other students. Any exception to this rule must be cleared through the principal or assistant principal. Only emancipated eighteen-year-olds will be allowed to sign for absences and early dismissals.

* Note: An emancipated eighteen-year-old is an eighteen-year-old not under any parental care or supervision.

Tardy to School Policy

Students are expected to be in class by the time the bell rings.

Tardy students should report to the grade level attendance office if they arrive **after 8:15**. Doctor's notes/school excuse from medical/dental/therapy providers are required to excuse the tardy after an appointment. If students arrive without a note, the parent/guardian should submit the doctor's note and/or reason for the tardy to whhsattendance@cpsboe.k12.oh.us.

Teachers will change the student's attendance from U (unexcused) to L(ate). Grade level secretaries will update attendance information according to the note provided.

For ALL bells, students who are fewer than 15 minutes late to class without an excused note should be recorded by the teacher. The 3rd, and any subsequent, tardy will result in a detention and an office referral. The number of tardies will reset each quarter. Excused tardies do not result in a consequence.

For ALL bells, students who are out of class more than 15 minutes, at any point in the bell, should automatically be referred to the office. They can be readmitted to class when they have a slip from the office. The office will determine whether the absence or tardy is excused, and if unexcused, will determine and assign the consequence, which will be logged in Focus.

Early Dismissal

Planned Dismissals

Parents/guardians request early dismissal by using the Attendance Email whhsattendance@cpsboe.k12.oh.us. Please send emails providing enough time for your student to pick up their pass to leave the building. Students will need to pick up an **Early Dismissal Permission Pass** from the grade level office (2207) that will allow them to leave the building on their own at the time of dismissal. A pass is required even if the dismissal time is during the passing period or lunch. Students will need to do this for the first and second semesters.

Information provided must include the following:

- Student name and grade level (in the subject line)
- Reason for early dismissal
- Time of dismissal and whether the student will be returning to school
- A telephone number where parent/guardian may be reached for verification

Students who transport themselves or take public transportation, who have obtained an Early Dismissal Pass, must leave the school grounds promptly at time of dismissal. They do not report to the office on their way out.

Students may not be picked up for early dismissal during lunch or study hall without prior notice.

Upon returning, students must get an admit slip to return to class (school excuse/doctor's notes must be provided from medical/dental/therapy visits and can be turned in or emailed).

No student will be permitted to leave the school grounds without permission at any time during the school day. Parental permission alone is not sufficient authorization. Students must obtain an official dismissal pass from the grade level office. Violation of this rule will result in disciplinary action.

Unplanned Dismissals

If no email has been sent in time to have your student pick up their dismissal pass, parents/guardians will need to enter the Main Office accessible from Blair Circle to request student dismissal. Photo ID is required.

No student will ever be released to a person without proper identification. It is essential that all people authorized to pick up students be listed as an emergency contact.

Ill students must check out with the nurse before contacting a parent. The Nurse will assess and contact the parent if the student needs to be released early. If this procedure is NOT followed and the student leaves without the Nurse's assessment it will be counted as an unexcused absence

Please try to avoid unplanned dismissals after 2:30PM.

Please refer to the study hall policy on page 24 for early dismissal and late arrival procedures for juniors and seniors in 1st or 7th period study hall.

In the event of student illness during the school day, refer to page 22, "Illness at School".

Keeping Up With Schoolwork When Absent Due To Illness

1. All students should check Canvas for possible work posted by the teacher. Ideally, students should develop a "buddy system" - and be able to communicate with at least one person in each class.
2. If a parent knows that a student will be absent five days or more due to illness, he or she can contact the counseling office personnel who will initiate the collection of assignments from the student's teachers for the length of time designated by the parent. The parent will be responsible for having the work picked up at the agreed upon day and time.
3. Home instruction is rarely appropriate due to Walnut's rigorous advanced curriculum. If such services are appropriate, the process will be initiated by the counselor after receiving notice from the parents. The parent is responsible for having the appropriate forms filled out by the physician and returning them to the counselor, who will forward them to Cincinnati Public Schools Health Services.
4. When a student is confined to a hospital that has a Cincinnati Public School Instructor, it is the responsibility of the hospital to identify students physically capable of doing work while confined and to assign them to the hospital tutor. Hospital personnel will determine when the student is well enough to begin instruction. The tutor will provide a grade to be averaged by the regular teacher upon the student's return to school.
5. Any absence that remains unexcused for two days after a student returns to school can cause any assignments, tests or quizzes completed during the student's absence, to be given zero credit.

Special/Planned Absences/College Visits

If a student plans to be absent from school for a religious holiday, college visit, vacation or non-Walnut sporting event, the grade level office must be notified in order to pick up a Planned Absence Form three days

prior to the event. Students are required to get each teacher's signature for approval to make up work they will miss. Credit for make-up work may be denied for unexcused absences or failure to follow procedure.

College Visits

Juniors and seniors are permitted three excused absences for college visits each year. An email confirmation from the college must be submitted to the grade level office three days prior to the visit. Students should notify their teachers and have them sign the Planned Absence Form.

Absence During Exams

Semester examinations count 1/5 of the semester grade in all courses. Students are expected to be present for each examination. **Semester exams dates are TBD.** If a student is ill on an exam day, the parent/guardian must notify the grade level administrator before 9:30 a.m. on that day. If the school is not notified, the absence will be considered unexcused. The teacher has two options:

1. Assign an "F" for the exam (unexcused absence). Failure to take an exam earns a 0%. The exam grade does not default to a 50% if the student did not attempt the exam.
2. Provide a make-up opportunity before final grades are due.

Closings

Under Board Policy 3516, the Superintendent has the authority to close schools due to emergencies. This would be the policy under which we would close schools for heat emergencies, inclement weather or snow/cold days. A decision to close school for an emergency or inclement weather will be made on a day-to-day basis. There are no existing Health Department regulations or guidelines; it will be a judgment call of the Superintendent. The Cincinnati Public Schools' Pupil Transportation Branch notifies commercial radio and television stations of changes in transportation services caused by inclement weather or utility problems. There are two different messages for Cincinnati Public Schools: (1) "Cincinnati Public Schools open. Two hour delay." This message is not intended for high schools. All WHHS students should attend school during regular school hours. Please be aware that Metro bus times will not change even when on a two hour delay. Dismissal at regular time. (2) "Cincinnati Public Schools closed." There is no school for students. **Please be advised that students may still have class via remote learning. This message will be communicated from the district.** In the event of an emergency during a school day in which students and staff are unable to occupy our buildings, students will temporarily be relocated to Xavier Campus, Schmidt Field House.

Dismissal

Walnut Hills High School is not equipped to supervise students who are not in an authorized activity after 3:15 PM.

Students have until 3:15 PM to report to their scheduled after school activity where a supervising adult is present. The library is open Monday-Thursday until 4:00 (or until 3:30 on Fridays), many teachers hold [help nights](#), and there are many extracurricular club options. Otherwise, all students must exit the building promptly by 3:15 PM. No student is to be on campus without adult supervision after 3:15 PM. Students who need to visit their locker at the end of the day, must do so prior to 3:15 PM.

Students must be off campus if not involved in an activity by 3:15 p.m.

If a student needs to re-enter the building after 3:15 PM, it must be via the Blair Circle steps/Main Office entrance only.

- If a student is found to be in the building, unsupervised after 3:15 PM, then there will be disciplinary consequences consistent with the CPS Code of Conduct that can include a Friday School or an Alternative

Learning Center (ALC) assignment.

Computer Labs

There are five PC Computer Labs and one Mac Graphics Lab at Walnut Hills.

- Graphic Design Lab - 2709 is a classroom-only lab used primarily for Art courses.
- Computer Apps Lab-3104 is a classroom lab used primarily for the Computer Applications and Programming courses.
- The MFL Lab -1604 is a classroom lab used primarily for the Modern Foreign Language courses.
- PC Lab-3701 is a classroom lab used primarily for Engineering
- Library Lab-3201 is available to students 7:30 a.m. – 4:00 p.m., Monday-Thursday, unless reserved by a classroom instructor.
- Journalism Lab, 2306, is used strictly for the yearbook and Chatterbox staff.

Field Trips

Field trips are an important element of the educational process. However, they are a privilege, not a right. Students will receive a field trip form from the teacher/organizer of the field trip, and must submit that form on time to be excused from class. Students are responsible for obtaining makeup work information for their classes missed. Students may be denied participation on a field trip due to poor grades, attendance, or being put on social probation in any class that is affected.

Health Records

Both state and local health laws mandate that each student must have received clearance for DPT, Polio, Measles, Mumps, and Rubella to continue attendance in school. All students, including transfers from a school outside of Hamilton County, as well as students from a private school in Cincinnati, also must be screened for tuberculosis within ninety (90) days of the first day of school unless documentation of tuberculosis screening within the previous year is presented.

To assist in helping students get immediate family or medical assistance when they become ill or injured during the school day, each parent must complete and return an Emergency Medical Form. A NEW Emergency Medical Form must be completed each school year; it must be completed online through Focus by September 1, 2025. Parents are responsible to see that this form is kept updated and to inform the school of any changes in phone numbers, doctor, medication, or special problems. In instances where a child has been prescribed medication by a physician, a special permission for the dispensing of medication(s) must be filed. A copy of the prescribed medication, dosage, duration of dosage, and any possible side effects must be signed by the physician. All medication must be carried in the original container and bear the name of the child for whom it has been prescribed. Authorized forms for dispensing of medication must be completed online through Focus.

Illness At School/Medical Room

In the event of illness, students must obtain a hall pass from their teacher to report to the Medical Room/Clinic unless during lunch period. If the Medical Room is unavailable, the student must report to his/her grade level office.

Dismissal from Nurse or Isolation Room

Parent/guardian will be notified by phone call that their student is with the nurse. Pick up must occur within 45 minutes of that call.

Students will stay in the nurse's office until someone arrives to pick them up. When a parent/guardian arrives for pick up, please clarify you are picking up an ill student from the nurse. Students will be sent out to Blair Circle.

A parent will be contacted, as necessary, to make arrangements regarding the situation. If parental permission is granted for a student to leave school, a note from the Medical Room must be presented to the secretary in the grade level attendance office. There the student will receive an official Early Dismissal Slip. **In no case is a student to leave school without permission from the grade level office as described above (See Early Dismissal and Attendance).** Students waiting for pick up because of illness will wait in the nurse's office. If this procedure is not followed, any absence following an early dismissal will be considered **unexcused** (this includes a circumstance in which a student initiates the process in an unacceptable fashion such as calling the parent directly.) Repeated violations may result in disciplinary action.

The Medical Room at Walnut Hills High School assists in calling parents and distributing medicines which have been registered with a Physician's Permission Form. For the security and protection of all students, a picture I.D. must be shown when requesting registered medicines.

Each school year students **must have a new digital Emergency Medical Form on file through Focus** in order to use the medical room. Students must obtain a hall pass from his or her teacher for admittance to the Medical Room. Students who have Emergency Medical Forms on file may use this facility between 8:00 a.m. and 2:00 p.m. of the school day. Because of limited space, students are not permitted to rest in the medical room. Emergency situations will be handled as warranted. Parents of students with special needs must notify the Medical Room and the Grade Level Administrator.

Any medications brought to school by students must be kept in the Medical Room. There the medications are registered with a **Physician's Permission Form or prescription.** All medications stored in the Medical Room must be claimed by the last day of school. Otherwise, medications will be disposed of by the school. Medications will be distributed only from medicine bottles which display the student's name and dosage. Per CPS Board Policy, no medications will be dispensed without a physician's signature, including over the counter medications.

Lockers

Students are to keep their personal belongings in the lockers which have selected at the beginning of the school year. **Valuables should not be kept in lockers.** Students are responsible for safeguarding their personal property. **The school cannot be responsible for replacing lost or stolen property.** Every student who uses a locker must have a standard combination lock on it (no speed dial locks), provided by the student. Master Locks fit our lockers the best and are sold in our Spirit Shop located in the cafeteria for \$5. Combinations and lockers should not be shared with anyone. **All locks should be registered with office 2207 using the NEW Locker Request Google form.** Any unregistered locks will be removed.

Lost and Found

The school carries no insurance against theft. Students are responsible for securing their own belongings. Valuables (watches, rings, glasses, wallets, books and all electronic devices) found in the school should be taken to room 2207. Please check the lost and found box in the **Arcade, Cafeteria, and Library** for other lost items.

Lunch

Students are scheduled for lunch as part of their daily schedule during bell 4. **With the exception of packed lunches, food is not to be brought in from outside. Any food deliveries, including GrubHub, Uber Eats, Door Dash, or individual restaurant delivery, will be confiscated without compensation and additional disciplinary action may be assigned.** A substantial lunch may be purchased for approximately \$2.50. Federal funds subsidize a plate lunch available for \$2.00. The plate lunch menu is varied each day and provision is made for a balanced, adequate diet.

If a student needs a free or reduced lunch application, he or she can pick it up from the grade level administrator. The application can also be completed online at www.schoolcafe.com.

The cafeteria expansion is open and ready to use! This area will be the **only** breakfast location. For lunch, all students will eat in the cafeteria or in the courtyards adjacent to the cafeteria. Eating lunch in the courtyard is a privilege, and can be taken away for students who are unable to follow the rules or clean up after themselves.

Courtesy and consideration for others must be displayed by everyone at all times, including the lunch period, by disposing of litter properly, not disturbing classes in session, and exhibiting responsible behavior. Eating is not permitted in any other area except with staff, faculty or administration approval.

Students must be in the lunchroom no more than 10 minutes after the start of lunch. Between the lunch session five-minute passing times, no student should be in the hallways without a hall pass. All hallways are considered out-of-bounds. The hallways should be quiet so learning can take place in the classrooms.

No student is to leave grounds during the lunch period or at other times during the school day. Violation of this rule will result in an assignment to the Alternative Learning Center.

Messages

Delivering messages to students involves the interruption of classroom instruction. Therefore, only messages of an **urgent nature** from parents will be delivered. **Routine calls will not be honored.** Please see the section titled “Cell Phones” regarding the policy of use during class. .

Metal Detectors

Security is always a priority at Walnut Hills High School. Metal detectors are part of the morning security process and may be used at times at entrances to extracurricular activities. The security staff assists the administration with creating a safe campus. All students or visitors will enter the building via an entrance equipped with a walk-through metal detector. All students or visitors who enter the building are subject to a check of their bags.

Off Campus

No student is to leave school grounds at any time during the school day or after school if waiting for an activity without prior approval of the administration. Violation of this rule will result in an assignment to the Alternative Learning Center.

Parking

All operators of licensed motor vehicles must register license numbers with Office 2202 if cars or motorcycles are used for transportation to school and are parked on Sulsar Drive, senior parking lot, extended parking lot or adjoining city streets. Students parking in designated student parking areas on school grounds must display a parking permit which can be purchased for \$30 in Office 2202. Students are not permitted to park in faculty, staff, and visitor parking areas during the school day. Students found to be parking on campus without a student Pass or parking in a designated Faculty Lot will be subject to disciplinary action which could result in their loss of parking privileges. Parking off school grounds is highly discouraged.

Safety

Safety of students is a primary concern for all of us. Parents should not have students walking to off campus bus stops or cutting through certain areas. Private transportation should be provided after the regular 3:00 p.m. dismissal time once the Metro Extra buses have left the area. Please see dismissal on page 17 for

additional information. Students should carry their school provided student ID at all times while on campus. If an ID is lost, the student will pay for the cost of a new ID.

Study Hall

Study halls are scheduled for all students when they are not scheduled in courses. Study Hall is a silent space that is dedicated to allowing students to continue their academic endeavors during the school day. Please refer to the following [document](#) which outlines the expectations for all students in Study Hall.

Late Arrival/Early Dismissal: Students in grades 11 - 12 may have the privilege to apply for late arrival, if they have a study hall during the first period, or early dismissal, if they have a study hall during the seventh period and they have private transportation to or from school. Students seen on campus at a time when they have a late arrival or early dismissal will have that privilege revoked with the first offense. Poor grades or poor behavior will end a student's late arrival or early dismissal privilege. Before a late arrival or early dismissal is granted, grades will be reviewed, private transportation established, and a contract must be signed. No late arrivals or early dismissals will be granted before the second week of school. A contract must be signed by both student and parent before late arrivals or early dismissals can be granted.

Transportation

CPS has contracted Queen City Metro to provide bus service for Walnut Hills HS. The 2025-2026 school year Metro cards will be given to eligible students the first week of school in their homeroom.

Student bus cards are valid M-F, 6:00 am – 4:00 pm, school days only.

Bus Cards: If you or your student has contacted the 2207 Office and requested a Metro pass, you must also complete the following step in order to receive a Metro pass. Please visit the Transportation page of www.cps-k12.org and complete the 'Transportation Inquiry Form', under 'reason of Inquiry' you will need to select 'Transportation Service Request'. This will populate another drop-down titled 'Select the type of request', please select 'Metro', complete the rest of the form and submit.

Eligible Students: Students who reside in the CPS School District, are enrolled prior to August 1, AND do not live within the guidelines as listed on the CPS website under transportation.

Ineligible Students: May purchase a yearly bus card directly through Metro.

Extracurricular Cards: If students are involved in after school activities, they can pick up an Extracurricular Metro Card in the grade level offices. These cards are *IN ADDITION* to their yearly Metro Card as both must be presented to board the bus. Students will need to pick up a new extracurricular card quarterly.

Replacement Cards: May be purchased for \$15 cash (only) in Office 2207. It takes a minimum of 3-5 business days to produce and will be given to the student during the school day. Students will have to pay to ride the bus or find other means of transportation until their new card arrives.

Theft/Loss: Please see Administrative Assistant in Office 2207 for items lost/stolen while riding the bus. They will send an email to Metro to be investigated.

Metro Routes: CPS District Transportation & Queen City Metro determine their routes each school year. Once confirmed, they are posted on the Walnut Hills HS website and CPS website close to the start date of the new school year.

Metro Issues/Complaints: May be directed to the Administrative Assistant in Office 2207 or Main Office; we will do our best in sending Metro the information to investigate.

Plan Ahead: If a student misses a bus, alternate plans should be in place for traveling to and from school. It is an unexcused absence if a student does not come to school that day.

It is a privilege to ride the bus, and drivers are responsible for all conduct on the buses. Students may be put off a bus and/or have their cards confiscated for misuse or misconduct. Incident reports will be filed by Metro drivers with the Transportation Office at the Education Center and with the school.

Work Permits

Students requiring a minor work permit need to have the forms linked below completed and signed by a parent, employer, and doctor and submit the completed work permit application to Office 2207 between 8:00-2:00 regular business days. Work permits will be issued to students ages 14 through 18.

First Page - http://www.com.ohio.gov/documents/laws_PreApp.pdf

Second Page - http://www.com.ohio.gov/documents/laws_Physpreapp.pdf

ACADEMICS

Advanced Placement Program (AP)

The College Board's Advanced Placement program affords students in grades 10-12 an opportunity to take college level courses for potential college credit. At this time Walnut Hills High School offers 36 Advanced Placement courses. More information can be found [here](#). **Walnut Hills recommends all students to take at least one AP course.** Students enrolled in an AP course are required to take the AP exam for that course. Upon completion of the AP exam, AP students will be exempted from taking their second semester course exam. The second semester exam grade will be an average of quarters 3 and 4.

The fee per exam is \$99/\$147 (subject to change); \$40 of this fee is non-refundable. An additional \$5.00 late fee per exam will be added to any AP fees owed past the late April due date. More AP information will be disseminated in the AP classes. Walnut Hills recognizes and values the efforts students make in preparing for and taking AP Exams. We have a system in place to allow for a "release period" on the day of exams, IF parents fill out the AP Testing Release Form. This is distributed to AP students in April. Students remain accountable for their AP *and* non-AP courses.

Transcripts for College Applications

All college applications must be processed through the Counseling Office. A transcript request form must be turned in to the office at least two weeks prior to the application deadline to allow enough time for processing and/or mailing. A stamped addressed envelope needs to be provided if requesting a paper transcript. College admission tests scores are not included on the transcript; students are responsible for forwarding scores to the schools of choice. The final transcript will be sent to the college indicated by the student in Naviance at no cost.

College Credit Plus Program (CCP)

Ohio's College Credit Plus Program provides for enriching the experiences of exceptional high school students beyond the spectrum of the high school. Walnut Hills offers a broad array of college level courses. College Credit Plus is a state supported program put in place to allow students to begin earning college credit in high school. Each year all interested students must complete the letter of intent to participate and inform their high school counselor by the state published deadlines. Students are responsible for following the application process set up by the college or university and informing their counselor that they are taking the class. Please see additional information regarding the benefits of both AP and CCP courses [here](#).

College Information Center (CIC)

In 1998 Walnut Hills High School Parent Board established the College Information Center (CIC), dedicated to providing help with college entrance test preparation, essay writing, application completion and interview strategies. Today the CIC, supported jointly by the district and the Alumni Association, works closely with the Counseling department to advise students on all aspects of the college search and application process.

Students and parents may schedule appointments with either of our CIC staff members, Director Page Lee and Advisor Abigail Whited. Students may also use the CIC's library of college catalogs, test prep materials, and reference books on all aspects of college selection, including financial and scholarship information.

Located in Room 3101, the operating hours are Monday through Friday 8:00 a.m. – 3:00 p.m. To contact the College Information Center, call 513-363-8609.

College Representatives/Recruiters

More than 100 college representatives visit Walnut Hills during the school year, with the majority of visits occurring between the beginning of September and the middle of November. To learn when specific colleges will be represented, students and parents can refer to Naviance for the calendar of college visits.

Cum Laude Society:

The Walnut Hills High Chapter of the Cum Laude Society elects members during the second semester of the senior year. Selection for the Walnut Hills Cum Laude Society is based on a modified GPA that includes only academic courses taught and taken on the Walnut Hills campus during grades 9 - 12. Those CCP courses taken off campus are not counted. Character is also considered - the student's discipline record may not include evidence of any serious infraction during grades 9 – 12.

Election will be determined by calculating a Cum Laude Grade Point Average (CL-GPA), which considers only the grades achieved in academic subjects studied at Walnut Hills High School during the regular school year, taught by Walnut Hills High School faculty, in grades 9, 10, 11, and 12. Academic subjects are English, foreign or classical languages, science, history or social studies, mathematics, and Music Theory AP (academics as referenced in the course guide). The CL-GPA is calculated for ALL members of the senior class, and each student's eligibility is reviewed based on the criteria described here.

CL-GPA is calculated following the posting of first semester grades senior year, typically in January or February of senior year. Students must take at least one academic course at Walnut Hills taught by Walnut Hills Faculty during both semesters of their senior year to remain eligible. Students are elected and celebrated in early spring, but are not inducted until graduation, and must maintain eligibility throughout senior year.

Students attending Walnut Hills High School for four years during grades 9, 10, 11, and 12 typically have 7 qualifying semesters of high school grades available for consideration at the time CL-GPA is calculated. Students are required to maintain eligibility throughout their time at Walnut Hills. To remain eligible for Cum Laude consideration each semester, the student must be enrolled at Walnut Hills High School, and the student must be enrolled in at least 4 academic courses, and

- If in 9th grade, the student must take at least 4 academic courses at Walnut Hills taught by Walnut Hills Faculty each semester, and
- If in 10th grade, the student must take at least 3 academic courses at Walnut Hills taught by Walnut Hills Faculty each semester, and
- If in 11th grade, the student must take at least 2 academic courses at Walnut Hills taught by Walnut Hills Faculty each semester, and
- In 12th grade, the student must take at least 1 academic course at Walnut Hills taught by Walnut Hills Faculty each semester, and

Students must have at least 12 eligible academic semester grades included in their CL-GPA to be considered for induction. Students who have completed 4 to 7 semesters of credit at Walnut Hills during grades 9-12 at the time of CL-GPA calculation must have a CL-GPA of 3.75 minimum to be considered for induction. The

total number of qualifying students may not exceed 20% of the graduating class in accordance with the National Constitution, Article II, Section 3(b). Therefore, some Cum Laude classes may have a higher standard applied than 3.75, and some Cum Laude classes may elect fewer than 20% of the senior class. If a student has completed exactly 3 semesters of credit at Walnut Hills during grades 9-12 at the time of CL-GPA calculation, a CL-GPA of 0.15 higher than that Cum Laude class's minimum standard is required. If fewer than 3 semesters have been completed, the student is not eligible. Students enrolled in academic Advanced Placement (AP) courses at Walnut Hills High School taught by Walnut Hills High School faculty will receive additional weight towards their Cum Laude GPA, provided they take the AP exam. Students enrolled in College Credit Plus (CCP) courses at Walnut Hills High School taught by Walnut Hills High School faculty will receive additional weight towards their Cum Laude GPA, provided they complete the required standards of the course and are registered for CCP credit. Courses taken at other schools (high schools, colleges, or otherwise) are not included in the CL-GPA calculation.

Note: Walnut Hills no longer ranks the student members of the senior class. The calculations and deliberations of the Cum Laude Committee are confidential, and neither individual students' CL-GPA nor the standard for that class will be released outside the committee. Student inquiries will be addressed by a committee member, but questions such as "How close was I?" or "What's my CL-GPA?" will not be answered. Based on the internal committee deliberations, the CL-GPA, and the length of each student's enrollment at Walnut, several of the highest performing Cum Laude initiates will be invited to apply for the positions representing the senior class as the Distinguished Scholar (who speaks at Commencement), and the Cum Laude Scholar (who speaks at the Cum Laude Ceremony.) The LSDMC has a subcommittee responsible for reviewing these applications and choosing the Scholars.

Eligibility, Graduation and Course Requirements

College-bound students should make no less than a C in any subject. Students are expected to maintain a minimum grade point average of 2.0 and have good citizenship. **Students who fail a semester of three or more subjects within a school year must enroll in another school of choice.** Students who fail one or two subjects will be required to attend summer school. Failure to do so will result in a removal from Walnut Hills High School. Seniors who fail courses required for graduation will retake the courses in summer school in order to graduate. They will be permitted to participate in the Cincinnati Public Schools district graduation ceremony in August.

GRADUATION REQUIREMENTS

1. 22 units earned in grades 9-12.
2. Minimum completion of 18 academic courses in grades 9-12.

SPECIFIC COURSE REQUIREMENTS

Grades 7 – 8:

English: English 7, 8
Fine Arts: A semester of Fine Arts is required in grades 7-8 in either Music, Theatre, or Visual Arts.
Health: Junior High Health (1 semester) in grades 7-8
Latin: Latin I, II, and Latin III are required for students who enter at grade 7 or 8. Students who do not plan to take an additional foreign language will need to take Latin IV.
Mathematics: Math 7 AA (does not count for high school credit), Math 8 (does not count for high school credit), Algebra I, Geometry.
Physical Education: Physical Education 7 is required, in addition two semesters of Physical Education are required in grades 8-12 to meet high school graduation requirements.
Science: Science 7 AA, Science 8 AA
Social Studies: Social Studies 7AA, Social Studies 8 AA

Grades 9 – 12:

English: 9, 10, 11, 12. Students must complete 4 years of high school English
Fine Arts: One Fine Art credit is required in grades 9-12, which could be in Music, Theatre, or Visual Arts.

Health: Senior High Health (1 sem) in grades 8 -12.

World Language: Two consecutive years of study in a World Language are required for students who enter at grade 9 or later or for those who have not completed Latin IV. All students new to the school in grades 9-12 are required to take one year of a Latin Intro class to satisfy the Latin requirement of our Classical education, in addition to two years of Modern World Language. The course may not be offered each year but needs to be part of the students' 4-year high school plan. A combination of three years of foreign language is recommended for students who enter at grade 7.

Mathematics: Students must complete 4 years of high school math. Algebra 2 or the equivalent is required. The recommended sequence is Algebra 1, Geometry, Algebra 2 and a higher level math.

Physical Education: Two semesters are required in grades 8 -12 for high school graduation requirements.

Science: Biology (grade 9), Chemistry (grade 10 or 11) and a third year science elective are required.

Social Studies: Modern History 9, American History 10, one semester of Financial Literacy/Economics, and one semester of Government

ADDITIONAL STATE OF OHIO GRADUATION REQUIREMENTS (Class of 2022 and Beyond)

All students must take end-of-course exams

1. Algebra I and Geometry or Integrated Math I and II
2. English I and English II
3. Biology
4. American History and American Government

Students studying Advanced Placement (AP), International Baccalaureate Studies (IB) participating in college credit plus courses in Physical Science, American History, or American Government may take assessments aligned to those courses in lieu of end-of-course exams to avoid double testing.

And meet one of the following:

1. Earn a cumulative passing score of 18 on seven end-of-course exams.
2. Earn a “remediation free” score on a nationally recognized college admission exam such as ACT or SAT.
3. Earn a State Board of Education-approved industry-recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.

Students are strongly encouraged to schedule Computer Applications in grades 9-12.

*These graduation requirements are designed to provide preparation for undergraduate degree programs. Students and parents, however, are encouraged to investigate specific college program requirements early enough to plan an appropriate combination of high school courses.

ADDITIONAL STATE OF OHIO GRADUATION REQUIREMENTS (Class of 2023 and Beyond)

Diploma with Honors

Course Completion Criteria:

1. Carnegie units are earned for all courses in grades 9-12.
2. Credit is awarded for a course in which the pupil has earned a final grade of “D” or better in each semester (Students in grades 7 or 8 who earn an average grade of “D” in Algebra I are encouraged to retake the course).

Examinations are required at the end of each semester in all subjects. The exam weight is 20% of each semester grade.

3. Consecutive semesters must be passed within the current school year.
 - a. Any course failure at a semester will require a student to retake the course in summer school.

Level Change - Drop Status Request

If possible, this change may take the form of a schedule change to a different teacher and/or bell in a lower level course, should space be available, or remain with current teacher/bell but receive course credit for and be graded appropriately for the lower level. In order to facilitate the change, the following steps must be taken by midterm of the first quarter of the course:

1. Student must demonstrate that he/she has completed all coursework and sought additional

help from the teacher.

2. Teacher or student must then initiate a level change or dropped status discussion.
3. Teacher must complete a "Change in AA/AP Status" form and teacher, student, parent, counselor and principal will sign the form.

Grading Practices:

Honor Roll Eligibility

"A" Honors reflects a 4.0 or better GPA. "A" Average is 3.99 – 3.50 GPA, "B" Average is a GPA of 3.00 – 3.499. A grade of "D" or "F" in any subject will prohibit eligibility for the Honor Roll.

Grading Policy

Grades at Walnut Hills are earned by the student, determined by the teacher, and are considered final. Any concerns about grades should be brought directly to the teacher.

Grade Calculation High School (Grades 7-12) Semester Grade Calculation

A recommendation from the Grading and Assessment Committee to update the High School Semester Grade Calculation was approved this Spring by the Educational Initiatives Panel (EIP) and the Board's Student Achievement Committee.

Beginning in the 2019-2020 school year, semester grades will now be calculated using a **fifty point percentage model** (*A=100-90%, B = 89-80%, C= 79-70%, D= 69-60%, F= 59-50%, X (Failing with excessive absence) = 50%, and I (Incomplete)= 50%*).

- Semester grades are calculated from two quarter grades and a semester exam/assessment grade.
- Each quarter will now be 40% of the semester grade and the final semester exam/assessment will be 20% of the grade. The new formula for calculating semester grades will be: $(Quarter \% \times 0.4) + (Quarter \% \times 0.4) + (Semester\ exam/assessment\ percentage \times 0.2)$
- Percentages for final quarter grades and the semester exam/assessment percentage will also automatically round up to the nearest whole percentage at the half percent mark and higher. For example, a student who has a quarter one percentage of 89.5% will round up to a 90%.

Schedule Change Process

Each year the master schedule is created to accommodate students' course requests made during optioning in January and February. Faculty members are employed, textbooks are purchased and rooms are assigned on the basis of these requests. Walnut Hills has an optioning process in place to ensure that students are requesting the most appropriate courses. The final step in the process allows students and parents to review, correct, and /or change requests. **Therefore, April 30 is the last date for course request changes.**

Reasons that may justify schedule changes:

- Semester imbalances
- Incomplete schedules
- Replacement of summer school course(s) successfully completed and /or completion of credit flex or CCP
- Missing core academic courses
- Inappropriate course level as dictated by the prerequisite course final grade and/or teacher recommendation
- Reasons that may be considered when requesting to withdraw, or drop status
- Obvious placement error as determined by the teacher, counselor or administrator
- Failing a course after every effort has been made to do the required work

Other Important Academic Information

1. It is expected that every student will carry five academic subjects (i.e. courses in the areas of English, Mathematics, Modern Language, Science, and Social Studies) in any year. Art History AP, Music Theory AP, and Studio Art AP may be applied toward this requirement. Students must schedule a minimum of six courses each semester.
2. In order to schedule more than five academic subjects in grades 9-12, students must have at least a “B” Average (3.0) in academic subjects, or, for compelling circumstances, must have approval of the counselor.
3. The Modern Foreign Language graduation requirement must be fulfilled in the same language.
4. Advanced Placement Program – each course has an application and approval process for admission.
5. Course choices are considered final once courses begin.
6. For eligibility to play high school sports, OHSA (Ohio High School Athletic Association) guidelines require students to pass a minimum of five classes excluding physical education in the quarter preceding the sport.
7. Walnut Hills plans to offer most courses listed in the curriculum guide. Because of changes in faculty assignments or insufficient enrollment, some courses may be eliminated for the coming academic year. Latin Intro class for new students in grades 9-12 is a graduation requirement from Walnut Hills High School.

Help Night

Students should consult with teachers regarding special help they may require. Requests should be made after or between regular class periods and should identify the reason for the request e.g., preparation of a special report, review of a test or quiz, help with a specific skill, etc. Assignments for help after the regular school day should be made with teachers at least two days beforehand. If a student chooses to attend an afternoon help session, he/she must remain with the teacher until 4:00 PM or move outside of the building until his/her transportation arrives (or until 7:55 if the sessions take place before school). Individual teacher help night information will be published HERE as soon as it is available.

Homework

Families choose Walnut Hills High School to give students a strong academic foundation for college work. At least 10 to 15 hours per week of outside study is expected of students to properly prepare for their classes. Suggestions for establishing effective homework habits are available from teachers and counselors. Additional study hours throughout the week and on weekends are expected beyond completed homework assignments. Homework can be a substantial part of the quarter grade.

7th Grade Teaming

We have adopted the teaming model for our 7th grade meaning that all 7th graders are part of a team for the subjects of English, Social Studies, and Latin. These three teachers share the same group of students for these subjects; the team teachers work together and with their students and parents. The goals are to help “a big school feel small” and to help the 7th graders adjust academically, socially, and emotionally. In addition, they develop consistency in topics and study approaches across the three classes so that students can delve more deeply into projects and find ways for acquired study habits to support other classes as well.

Library

The Walnut Hills High School Library offers students a collection of books, databases, other online resources, and technology to meet their academic and recreational needs. All materials are selected with students in mind. The licensed librarians can assist each student in locating resources for research or a book for recreational reading. Students are welcome to visit the library before, during and after school. The library is open Monday-Thursday from 7:30 a.m. to 4:00 p.m. On Friday the Library operates from 7:30 a.m.-3:30 p.m. Students may independently visit during their study hall or lunch to use the resources available in the

library. Students will also come to the library with various classes throughout the year to conduct research, work on projects and meet other curricular goals.

Our library circulation is completely automated. Students are responsible for all items checked out under their name. In orientation at the beginning of the school year, new students learn about searching the library catalog and using library resources for their classes. Students may use the library computers, school-issued devices or personal devices to access our library catalog and research databases, all of which are web-based.

Our library collection includes over 18,000 books.. Our library acquires books by purchase and by gift. A gift to the library in the name of a friend or relative provides a thoughtful way to remember or honor someone. For further information regarding this opportunity, please contact a librarian via email.

The library has a 30 workstation computer lab and a library classroom used for teaching research skills in relation to classroom research projects.

Check out the library site [HERE](#).

Plan Books

A primary key to success in school is managing time. All seventh grade students receive a student planner and are encouraged to maintain it and record all assignments and due dates. Students at all other grade levels should also invest in a planner to track their work. Parents are encouraged to check the plan books frequently and to offer assistance in making sure that work is returned in time and that adequate time for preparing long-range projects is allocated. Plan books cost \$5.00 and are available in the Spirit Shop located in the Cafeteria area of the building.

Focus

Focus is the student information system used by Cincinnati Public Schools to keep track of student data. Focus is used by principals, school office staff, teachers, counselors, central office staff, parents and students. It helps parents be an active part of their children's education and keep track of academic progress on a daily basis.

The system is accessed through a web site, so you can view it from home, work, or the local library. The information about your child is private and password protected. You will not be able to see other student's records and other parents cannot see your children's records.

Call 513-363-0688 with any concerns or if you need to register. Please see [this link](#) with more information about registering new students or linking currently enrolled students.

If you need help with Focus troubleshooting call the Family Technology Help Center at 513-363-0688 or email fts@cpsboe.k12.oh.us.

Report Cards

Home reports are distributed to students no later than 10 school days following the end of each term. Counselors mail failure notices each semester. Fourth term reports are mailed to the parents of each student in June unless obligations are still outstanding. Midterm reports are available electronically to students and parents during the fifth week of each quarter. The school calendar and parent newsletter list specific distribution dates.

SAT Reasoning Test, SAT Subject Test, ACT Scores

Walnut Hills High School will not send a list of the student's SAT Reasoning Test, SAT Subject Test or ACT scores with applications and transcripts. **STUDENTS ARE RESPONSIBLE** for arranging the transmission of college entrance examination scores to colleges and universities. Students may visit their counselor's office for any waiver requests for the SAT and ACT. College application fee waiver requests may be made to the college counseling office on the transcript request form.

Summer School

Students who fail at least one semester of one or two courses will be required to attend Walnut Hills Summer School. Failure to participate will result in removal from Walnut Hills High School. Remedial summer school is considered a third semester on students' transcripts and will be figured as such into the students' GPA.

Testing

The State of Ohio requires students to take seven end-of-course tests in these subject areas: Algebra 1 or Integrated Math I, Geometry or Integrated Math II, American 33 Government, American History, English I,

English II, Biology. Your school and district receive grades on the Ohio School Report Cards for all students' scores and participation on state tests. Scores on these end-of-course tests are one of several ways that students can reach state-mandated graduation requirements. [Here](#) are the requirements for the Class of 2023 and beyond.

AP Exams

Walnut Hills offers 36 Advanced Placement courses. See **Advanced Placement Courses** on page 25 or view additional information [here](#).

The Writing Center

The Writing Center offers individual conferences to students in grades 7 through 12 to help with any writing for any class. The staff and volunteers also work with seniors on their college application essays. The Writing Center is open from 8:00 to 3:00 Wed., Thurs., and Fri. To make an appointment, students should stop by Room 3301 or send an email to fordcin@cpsboe.k12.oh.us.

ATHLETICS AND EXTRACURRICULARS

Athletics

Students who are not enrolled at Walnut Hills High School who are participating in Walnut Hills extracurriculars are not permitted to be on campus during the school day.

Eligibility for athletics is established on a quarterly basis and is determined by grades received during the preceding quarterly grading period. Semester, final grades, "fifth quarter" or rubric scores are NOT used to determine eligibility. Summer school grades may not be used to substitute for failing grades from the previous grading period or for lack of enough subjects taken during the previous grading period. Any student who commits a category 2 or category 3 offense can be excluded from all after school activities for a period of 30 to 60 days after serving a suspension or expulsion. Administration will submit the names of students who are excluded to teachers, Schedule E advisors, and coaches.

Students in grades 9-12 must have been currently enrolled in school during the immediately preceding grading period. To be eligible by OHSAA standards, students must receive a passing grade in a minimum of five (5) one credit courses or the equivalent, which count toward graduation.

Ninth grade students may participate in extracurricular activities for the first quarter of the school year provided they were enrolled in school during the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades. After the first quarter, continued eligibility will be determined by the criteria outlined above.

Walnut Hills High School is a member of the Eastern Cincinnati Conference and the Ohio High School Athletic Association (OHSAA) and has agreed to abide by adopted policies and procedures. **Walnut Hills competes against Anderson, West Clermont, Winton Woods, Kings, Loveland, Little Miami, Lebanon, Milford, Turpin and Withrow.**

A student's presence on an athletic squad draws the focus of public attention to him/her as a representative of Walnut Hills High School. Remember, interscholastic athletics exists for its educational value. For spectators, while winning may be important, the prime objective is to appreciate the educational and athletic development of student-athletes. Spectators and participants are all guests at this educational experience. They have the responsibility to uphold the ideals of good manners and sportsmanship at all times. We recognize that game officials do their best to make quick, fair and unbiased decisions and expect fans and participants to respect the judgment of contest officials and abide by the rules of the contest and display positive behavior. Every competitor is worthy of respect and should be treated with courtesy.

Attendance at Walnut athletic events is encouraged. Attending students, parents and fans are expected to demonstrate good sportsmanship at all times by sitting in the appropriate designated areas, showing respect

to visiting schools and fans and displaying courtesy to officials/school personnel at all times whether at home or away.

Athletics will require fundraising in order for students to participate. **Contributions, financial or by service, are expected.**

All parents of student athletes are expected to volunteer to support the events.

Freshmen are eligible to try out for any of the varsity or JV teams. High School basketball and football have freshman teams.

Junior High basketball, football and volleyball have separate 7th and 8th grade teams.



Walnut Hills Sports Offerings

| Fall | VARSITY | JUNIOR VARSITY | JUNIOR VARSITY B | JUNIOR HIGH |
|--------------------|---------|----------------|------------------|-----------------------------------|
| CHEER | • | • | • | • |
| CROSS COUNTRY | • | | | • |
| FOOTBALL | • | • | | 7 TH & 8 TH |
| GOLF | • | • | | • |
| SOCCER (BOYS) | • | • | • | • |
| SOCCER (GIRLS) | • | • | • | • |
| TENNIS (GIRLS) | • | • | | • |
| VOLLEYBALL (GIRLS) | • | • | • | • |
| WINTER | VARSITY | JUNIOR VARSITY | JUNIOR VARSITY B | JUNIOR HIGH |
| BOWLING | • | • | | |
| BASKETBALL (BOYS) | • | • | • | 7 TH & 8 TH |
| BASKETBALL (GIRLS) | • | • | • | 7 TH & 8 TH |
| CHEER | • | • | • | • |
| DANCE | • | | | • |
| DIVING | • | | | • |
| SWIMMING | • | • | | • |
| WRESTLING | • | | | • |
| SPRING | VARSITY | JUNIOR VARSITY | JUNIOR VARSITY B | JUNIOR HIGH |
| BASEBALL | • | • | • | 7 TH & 8 TH |
| LACROSSE (BOYS) | • | • | | • |
| LACROSSE (GIRLS) | • | • | | • |
| SOFTBALL | • | • | | • |
| TENNIS (BOYS) | • | • | | • |
| TRACK & FIELD | • | • | | • |
| VOLLEYBALL (BOYS) | • | • | • | • |
| CLUB | Varsity | JUNIOR VARSITY | JUNIOR VARSITY B | JUNIOR HIGH |
| FIELD HOCKEY | • | | | |
| INDOOR TRACK | • | | | |
| RUGBY (BOYS) | • | | | |
| RUGBY (GIRLS) | • | | | |
| WATER POLO | • | | | |

<https://walnuthillseaglesathletics.com/>

The Athletic Department provides the following sports teams for their student athletes. Click [HERE](#) for more information regarding athletics:

Mandatory Participation Fee

A fee is charged by Walnut Hills High School to help offset some of the costs of providing a comprehensive extra-curricular program. This fee will be paid by everyone who makes a team; there is no fee to try out for a team. You should contact the Student Activities Coordinator if a hardship affects your ability to pay. A separate fee is charged for each team you make. For example, if a student makes the tennis and swim teams, he/she pays two fees; however, if a student makes the high school basketball team and the coach moves the student between varsity and JV, he/she pays one fee. This is not a pay to play fee. The fee must be paid one

week before the first official contest of each season. Once this deadline has passed, a player will not be able to practice or play until the fee is paid. In past years, the fee has been \$40 for participation in a junior high school sport and \$70 for participation in a high school sport. Fees are subject to change. Fees are nonrefundable. All checks should be made payable to the "Walnut Hills Athletics" and write "Mandatory Participation Fee" on the check. Payment can also be made by credit card, but American Express cannot be accepted. Parents and players are expected to participate in Parent Board fundraisers, team fundraisers, and Athletic Boosters fundraisers, such as Booster memberships, Walnut Fest, and the Flower Sale.

NCAA Clearinghouse

Any junior planning to participate in college athletics should register with the NCAA clearinghouse using the link on Naviance.

Web Page: <http://www.walnuthillseagles.com/sports/>.

If you have any questions or concerns regarding participation on a team, **please contact Shaunice Steele in the Athletic Department at 363-8601 or steales@cps-k12.org.**

Clubs

All extracurricular activities must have a faculty sponsor. All student clubs must have a faculty sponsor and be chartered by the Student Congress. The conditions of involvement in the activity must be spelled out in a constitution so that students know what opportunities are available and what commitment is required for the activity or organization to function.

A student who is interested in a club, organization, or activity offered at Walnut Hills should search out information in the following ways.

1. Listen for announcements made during the second bell each day.
2. Check the Walnut google calendar
3. Check school email for important announcements
4. Contact the advisor of the specific group.

Please click [HERE](#) for the most recent WHHS club list. Walnut Hills High School has implemented a Membership Fee of \$25 per student for those who wish to participate in clubs/activities that fall outside of our other extracurricular, curricular and athletics programs. These programs include student government, fine arts, and other clubs that operate outside of regular school hours.

The fee will be a flat rate of \$25 per student, regardless of the number of clubs that they choose to join. The fee will be assessed annually and must be completed by **October 1, 2025** for participation in this upcoming school year. If you wish to have your child(ren) participate in extracurricular activities, please complete the payment using Final Forms. Instructions and additional information can be found [HERE](#).

If you have any questions or concerns regarding clubs, please contact Student Congress advisors Chelsie Hoskins hoskinc@cpsboe.k12.oh.us or Nicole Penekamp pennেকn@cpsboe.k12.oh.us.

Student Elections

The election of Student Congress officers and class officers takes place in April. To be eligible for nomination, a student must have at least a 2.5 GPA and maintain an upstanding behavior record.

PBIS: SCHOOL-WIDE BEHAVIOR SYSTEM

Effective teachers spend more time promoting responsible behaviors than responding to irresponsible behavior.

Effective teachers recognize that misbehaviors, especially chronic, occur for a reason and take that into account when determining how to respond to the misbehavior.

2025-2026

PBIS PLAN

Cincinnati Public Schools Code of Conduct

Click [HERE](#) for the full CPS Code of Conduct

SPECIFIC SCHOOLWIDE EXPECTATIONS AND INFORMATION

Academic

Honesty/Cheating/Plagiarism

It is essential that Walnut students embrace honesty and integrity in all academic endeavors. The school motto, *Sursum ad Summum* (Rise to the Highest), suggests respect for the academic work and ideas of others. There is no tolerance for cheating or plagiarism of any kind at Walnut Hills.

As stated in this handbook under Cheating/Plagiarism, and CPS Districtwide Code of Conduct: *“A student must not use, submit or attempt to obtain data or answers dishonestly, by deceit or by means other than those authorized by the teacher. These are examples of acts of cheating/plagiarism: any inappropriate copying, literary theft, falsification, counterfeiting, piracy, fraud, or unsupervised possession of any federal, state or district mandated test(s). Plagiarism includes, but is not limited to, copying word for word from references such as books, magazines, research materials or the internet.”* Any technology or other resources that a student accesses during a test which is not authorized is considered cheating.

Violation of the Academic Honesty policy will result in a corrective action, per the CPS Code of Conduct.

AI Policy:

If given teacher permission, any/ all generative AI used to complete assignments must be disclosed prior to the assignment being turned in and cited within the assignment. Failure to do so is considered academic dishonesty.

- [MLA Style - Generative AI](#)
- [APA Style - ChatGPT](#)
- [Chicago Style - Generative AI](#)

These links are also available on the library Schoology or Canvas page under Assignments

Any use of AI that violates the CPS student code of conduct (cheating, bullying, harassment, both in images and/ or text) will be handled according to the CPS code of conduct.

Birthday Celebrations

Birthday and other celebrations are disruptive. There are to be no bakery goods, party snacks, party favors, balloons or flowers brought or sent to school for celebrations. If an infraction occurs, such items will be confiscated and will be available for student pickup at the conclusion of the school day. This policy applies to lunch time as well as class time.

Bullying/Harassment/Intimidation

Students will not intimidate or harass one another physically, sexually, verbally, electronically or ethnically. Any “bullying” behavior will be handled quickly, firmly and within the confines of the law.

[The CPS website provides more detailed information on bullying and harassment.](#)



Cell Phones and Electronic Communication Devices

In accordance with [CPS Board Policy 5136](#), A student may possess a cellular telephone or other electronic communication devices (tablets, smartwatches, laptops, headphones/earbuds, and similar devices designed to receive and send an electronic signal) in school, on school property, at after school activities and at school-related functions. **However, students who are on cell phones or other electronic devices when it is not part of the instructional lesson are not fully engaged in learning.** In order to preserve the teaching and learning environment, this document outlines the cell phone and ECD use policy.

In accordance with ODE, Students are prohibited from using cell phones at all times.

During instructional time the cellular telephone or other ECD remains off or in airplane mode, placed in a Yondr pouch, and stored out of view. Tablets and smart watches must also be off or in airplane mode, and stored out of view.

The above restriction may be temporarily removed by a staff member for educational purposes. During school activities after school hours, the respectful, non-disruptive use of cellular telephones and other ECDs shall be permitted, unless otherwise directed by the administrator or sponsor.

Instructional time begins with students entering the building for arrival, and lasts until the ringing of the bell at 3:00 p.m. **Students are NOT permitted to carry ECDs while out of class with a hall pass** (i.e. to the restroom, counselor, grade-level office). Students **MUST** sign out with a timestamp, designating the destination they are visiting when leaving the classroom. Upon returning to the classroom, students must sign back in using a timestamp.

While they do not have to be put in your pouch, wireless earbuds or headphones are **not allowed** to be used during the school day, and can be confiscated and held in the main office.

When serving a disciplinary assignment, students will be required to turn in their phone for the duration of the assignment. This includes: Detention, Friday School, and the Alternative Learning Center (ALC).

Students may not use cellular telephones or ECDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. *This includes social media pages.*

Students who act against this policy will face the following tiered consequences. These consequences will reset each semester. Teachers will note each offense as a discipline referral in Focus, and email the grade level administrator. Confiscated phones will be turned into the grade level administrator and a record will be kept on the student discipline log.

1st offense confiscation of cell phone for the remainder of the day and parent pickup
2nd offense ALC and confiscation for the remainder of the day, and parent pickup
Any Subsequent Offense 2-day ALC assignment, confiscation for the remainder of the day, and parent pickup

If a student lies about having a phone, they will receive the appropriate consequence as stated above, in addition to a Friday School for False Identification/dishonesty.
Students who arrive at school without a Yondr pouch will turn in their cell phone to the main office upon entering the building. After the third time of not having their pouch, the cell phone will be held until a parent is able to pick it up, or they purchase a new Yondr pouch.

Please see [this slide show](#) for more detailed information about the Yondr pouch policy.

In accordance with the Cincinnati Public Schools [Code of Conduct](#), students have no expectation of privacy in cell phones or other electronic devices brought to school. If there is reasonable suspicion that a search will reveal a violation of school rules, cell phones and other electronic devices may be confiscated and searched by administration or designee, including searching calls, emails, contacts, texts, and other communications or Internet access.

If the ECD violation involves an illegal activity, the administration must also refer the matter to law enforcement. If the violation involves other infractions outlined in the Student Code of Conduct such as inappropriate communication, profanity, bullying/harassment/intimidation, cheating, etc, school officials may select the corresponding corrective strategies.

Commencement

Participation in the commencement program by eligible seniors is a privilege, not a right. All academic, financial, and discipline obligations must be fulfilled in order to participate in the graduation rehearsal and the commencement program. It is the individual student's responsibility to see that these obligations are met on time. Participation in commencement is not mandatory. All caps and gowns must be ordered from the school approved vendor. Previously used cap and gowns are permitted. Caps and gowns should not be altered or decorated in any way. All cords must be school approved.

If a discipline code infraction occurs between the final school day and commencement, the school administration reserves the right to deny participation in commencement ceremonies.

Computers/Technology

The use of computer technology is integrated in many classrooms during the six years a student may attend WHHS, as well as in specific courses with the aim of creating life-long learners who are responsible digital citizens. Cincinnati Public Schools provides each student in grade 4-12 with a 1 to 1 laptop. At Walnut Hills High School, a sub-committee of the Instructional Leadership Team (ILT) has developed a policy known as "Acceptable Use of Computer Technology." This policy is in line with the Cincinnati Public School's Code of Conduct K-12 and addresses many issues that can arise from the use of technology in a school setting. The goal of this policy is to provide a safe and secure learning environment that allows students to grow into responsible users of computer technology. Use of this technology does require a commitment from the students to use the equipment responsibly for the school-related purpose or assignment defined, and within the rules established. Because computer technology can have a major impact on the lives, privacy, and security of so many people, the rules governing its use and penalties for its abuse can be severe. Students must learn and follow the Rules listed below:

The following activities are COMPUTER TECHNOLOGY VIOLATIONS and are subject to disciplinary action:

Category-1

1. Intentionally wasting resources including printing pages directly from the internet and printing multiple copies.
2. Posting anonymous messages, chain letters, or engaging in “spamming”.
3. Eating, drinking or having food or beverages on computer desks and tables.

Category-2

1. Intentionally changing computer monitor or printer settings and/or selections.
2. Harassing, insulting, or attacking others.
3. Playing non-educational games without permission from the staff member responsible for the technology.
4. Using the network/internet in such a way that it will disrupt others’ use.

Category-3

1. Installing or removing software.
2. Intentionally or maliciously modifying or damaging computers. Computer systems, networks, software, and/or hardware.
3. Using network-ID & password of another, or trespassing in another’s folders, works or files or allowing another to use your ID and password.
4. Using the network for any illegal activity including violation of copyright laws or other contracts.
5. Sending, writing or displaying messages or pictures using obscene language and/or inappropriate images, or any images promoting or referencing violence or illegal actions.
6. Employing the network for financial or commercial gain.
7. Students may not buy or sell anything over the internet.
8. Gaining unauthorized access to resources or entities. Use or possession of “hacking” tools and other programs which can be used to obtain unauthorized information or access to computers, networks, internet sites and their contents.

Consequences and Penalties

Once it has been determined that a student has violated the “Acceptable Use of Computer Technology” rules, then a corrective strategy will be implemented in accordance with procedures developed by the Technology Sub-Committee.

Listed below are disciplinary guidelines used by teachers and/or administrative staff for violations.

| Category # | Offense # | Corrective Strategy / Action |
|---------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 (Least) | 1st | Loss of network access for 3 school days. Computer-dependent class access allowed. |
| | 2nd | Loss of independent network access for 5 school days. Loss of internet access for balance of semester . Computer-dependent class access might be allowed. |
| | 3rd | Loss of ALL access for balance of semester . Computer-dependent class access might be allowed. |
| 2 | 1st | Loss of all independent network access for 5 school days. Computer-dependent class access might be allowed. |
| | 2nd | Loss of all independent access for 10 school days. Loss of internet access for balance of semester . Computer-dependent class access might be allowed. |
| | 3rd | Loss of ALL access for balance of semester . Computer-dependent class-work makeup might not be allowed. |
| 3 (Most) | 1st | Loss of all independent network access for 10 school days. Loss of internet access for balance of semester . Computer-dependent class access might be allowed. |
| | 2nd | Loss of ALL access for balance of semester . Computer-dependent class-work makeup might not be allowed. |
| | 3rd | Loss of ALL access for balance of SCHOOL YEAR . |

| | | |
|--|--|-------------------------------------------------------------------|
| | | Computer-dependent class-work makeup might not be allowed. |
|--|--|-------------------------------------------------------------------|

Notes:

- Loss of access applies to all computers on campus.
- All corrective strategies and actions include the following:
 - Prompt notification of the WHHS Administrative and Academic staff via email.
 - Prompt notification of a parent/caregiver by teacher or grade-level administrator.

Dance Expectations

Dances at Walnut Hills High School have been fun for students and chaperones alike for years and should continue as enjoyable events for all. In order to maintain appropriate decorum in dress and behavior, written guidelines have been established in hopes of avoiding any misunderstanding at future dances.

The Twilight Ball and Fall Costume Bash are for Walnut Hills 7th & 8th graders only. FROSH is for Walnut Hills 9th graders only. The Senior Dinner Dance is for Walnut Hills 12th graders only. Homecoming is for Walnut Hills 10th, 11th & 12th graders whose dates 10th grade and up may be from other schools. Junior & Senior Prom is for Walnut Hills 11th & 12th graders whose dates 11th grade and up may be from other schools. Permission slips and identification are required for all dances.

Some of what is seen and heard in movies, on television, and on radio is not acceptable at high school functions. Students should exercise modesty and good taste in dress and behavior. Provocative dress and lewd dancing are not acceptable.

Social behavior at a dance should be courteous, polite, and mannerly with one another, chaperones, and concession workers. Each person represents himself/herself as well as Walnut Hills High School. All school rules apply, including possession or use of drugs, tobacco or alcohol, and exceptional behavior is anticipated on the part of each person. Students may be required to submit to an alcohol breath detector test and have their belongings searched. Students and guests who do not meet expectations and guidelines for attending a high school dance will be required to leave and face disciplinary actions.

➤ **Acceptable apparel**-Students are expected to wear clothing that is appropriate to the occasion: clothing that is decent, modest, safe and non-offensive. The administration reserves the right to deem attire unacceptable.

➤ **Formal dress- (Prom)** Male apparel- tuxedo, two-piece or three-piece suit, formal dinner jacket, dress shirt with collar and long sleeves, formal tie, dress shoes (no athletic shoes). Female apparel- cocktail dress with modest neckline (mid-thigh/fingertip length or longer), formal evening dress with modest neckline, formal suit (pants/skirts mid-thigh/fingertip-length or longer), stockings, dress shoes.

➤ **Semi-formal dress-** (Homecoming, Senior Dinner Dance, Frosh, Twilight Ball) Male apparel-dress shirt with collar, dress tie, turtleneck shirt/sweater, knit shirt, sweater, pants (dress, Dockers-style, khakis, corduroys), dress coat/sport coat/jacket, dress shoes. Female apparel-blouses or tops with modest neckline, dresses or skirts (mid-thigh/fingertip length or longer), pants (dress, Dockers-style, khakis, corduroys), sweater, dress shoes.

➤ **Casual dress-**(after-school casual dances) Male apparel-attire is the same as semi-formal, with the addition of sport shirts, jeans which are clean and without holes and slogans, and tennis shoes or sneakers. Female apparel-attire is the same as semi-formal, with the addition of jeans which are clean and without holes and slogans, and tennis shoes or sneakers.

➤ **Unacceptable apparel**-masks, costumes (unless a costume ball), sleepwear, boots other than fashion/dress boots, work uniforms, painting pants, exposed lingerie, tank tops, undershirts, t-shirts, sports bras, jeans with frayed holes or hems, slogans, clothes which are unclean, sweatshirts, sweat suits or jogging clothes, bare midriff outfits, see-through dress without undershell or lining, or plunging neckline.

Detention

After-school office detention may be assigned to students for tardiness, littering, and other forms of minor misbehavior. Detention precludes all other after-school activities. Staff supervision is provided Wednesday and Thursday from 3:10 - 4:00 p.m in Room 1601. Students will receive notice at least one day in advance to make transportation arrangements. Students who skip an office detention will be assigned to Friday Evening School (3:10-4:30 pm). All students serving a detention will be required to turn in their cell phone to the monitor for the duration of the detention.

Disclosure of Disciplinary Infractions

Many college applications ask both counselor and student about suspensions and/or expulsions. Students and counselors are required to respond in a truthful manner, perhaps including a brief letter of explanation.

Dress Code

The primary responsibility for a student's attire resides with the student and parents or guardians. The school is responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student. To that end, students should avoid dress that disrupts the educational process or constitutes a threat to individual safety or safety of the group. In addition, students are expected to maintain high standards of personal cleanliness and hygiene by making sure they are neither offensive to others nor a threat to the health of the school community. When a student's appearance is unacceptable, the student will be removed from class and required to change clothes. Exceptions must be approved in advance by an administrator. An administrator will make the final judgment on the appropriateness of student dress.

Students may not wear:

1. Headgear that obscures the face (except as a religious observance).
2. Clothing with offensive slogans, cartoons, illustrations or diagrams, that depicts or promotes illegal activities, products, or violence
3. Clothing that exposes undergarments, breasts, buttocks, or genital areas.
4. Bathing suits outside of physical education class.

Friday Evening School

Students may be assigned to Friday Evening School for more serious violations to the Code of Conduct than warrants detention. Friday Evening School precludes all after school activities. Friday Evening School is held from 3:10 p.m. – 4:45 p.m. in room 1601. Students are required to attend on the date assigned. Students serving a Friday School assignment will be required to turn in their cell phone to the monitor for the duration of the Friday School.

Lunch Duty

Students may be assigned to a Lunch Duty by an administrator or a member of the security staff, if a student is not following the code of conduct at lunch, or leaves their lunch area in poor condition. This duty takes place during the final 10 minutes of lunch, which involves helping maintain the cleanliness of the lunchroom and respect for the building. Students who fail to serve their Lunch Duty will be assigned an after school detention.

Social Probation Policy

Every student has an absolute "Right to a Free and Appropriate Education," and upon graduating from high school the goal is for all students to be workplace and/or college ready. Students also have "Privileges" which include participating/competing in extra-curricular activities, interscholastic sports and other privileges which include participating in clubs and/or all social activities such as attending any school dance, sporting

event, school play. It also includes participation in special events such as evening academic awards assemblies or graduation.

It is important to differentiate between the two when defining Social Probation. Students may be placed on Social Probation for attendance (habitual truancies), failing grades, or violations of the Student Code of Conduct.

Social Probation is a “Denial to Participate” (NOT a suspension) in activities/events that are considered privileges and do not interfere with educational “Rights” of the student’s education. It is simply a philosophy of requiring students to take care of business before pleasure; and for many students, it is that opportunity of participating in “privileges” that motivates them to do their best in the classroom. Social probation is designed to keep ***academics the most important focus*** while attending school and can also serve as a very important motivator.

Social probation is a denial to participate in the following activities

- All interscholastic after school activities including practices, team meetings, concerts, theatrical performances, competitions and attendance or participating in any contests.
- All clubs during or after school hours (including Student Congress)
- Attending any after school events, sports contests, all dances, club activities, and academic awards programs including graduation.

Smoking

Ohio State Law prohibits the use or possession of tobacco or other smoking products, including vaping products, by students in any school building, on school grounds, or at any school-sponsored event. Violation of this rule will result in immediate disciplinary action. The campus is a smoke-free environment. Smoking within the buildings is not permitted by anyone.

Suspension and Expulsion

Walnut Hills High School participates in the CPS Alternative to Suspension Program (A2S) and Alternative to Expulsion Program (A2E), which is now known as the Promise Center in 22-23. Students exhibiting disruptive behavior that impedes the instruction within the regular school setting will be assigned to these programs in lieu of being removed completely from a school setting. These programs allow students to continue with academic instruction coupled with activities to help the student become more aware and demonstrate social competencies in communications, decision-making and problem-solving skills.

Students are provided due process as directed by the State Legislature, interpreted and implemented by the Board of Education. The staff at Walnut Hills strives to provide the best possible learning environment for all students. Any student who commits a category 2 or category 3 offense can be excluded from all after school activities for a period of 30 to 60 days after serving a suspension or expulsion. Administration will submit the names of students who are excluded to teachers, Schedule E advisors and coaches.

Suspension - In School- Alternative Learning Center

In-school suspension, or an assignment to the Alternative Learning Center (ALC), may be assigned by the administrator as a consequence for a disciplinary offense. While attending the Alternative Learning Center, a student will be required to complete normally assigned class work and assigned work details. It is the responsibility of the student to determine/discover the work to be completed. Failure to adhere to the Alternative Learning Center rules will result in further disciplinary action.

Student Rights & Responsibilities

When in conflict, all rights and responsibilities listed [here](#) are superseded by national, state, and local laws and Board of Education actions.

Work Details

Students receiving detentions, Friday Evening School, or ALC may be required to participate in specialized

work details on and around the campus, including Lunch Duty.

IMPORTANT INFORMATION FOR PARENTS AND STAKEHOLDER OPPORTUNITIES

Address Changes

Information which is mailed to your home, whether from the school, from the Board of Education, or from the Transportation Department will be addressed as follows:

To the Parent/Guardian of
(Student's Name)
(Street Address)
Cincinnati, Ohio (Zip)

If your child's last name is different from yours, it is very important that you show the student's name on your mailbox. In many instances, the post office returns mail to us that has been addressed with the student's name because the mail carrier does not recognize that name for that address. Please make sure that your child's name is reflected on the mailbox.

If you have an address or phone number change, a parent is required to make the changes by filling out the Change of Student Information Form. You may find this form on our website at www.walnuthillseagles.com under Students. You will be required to provide proof of address for address changes (ie: utility bill, mortgage statement, lease agreement). If you have questions, please **notify the school registrar immediately by calling 363-8546 or emailing davisre@cps-k12.org.** We want you to receive important announcements, letters, newsletters, etc., which will be mailed to your home. Post office box numbers cannot be used.

Calendar

For the school calendar of events, please refer to the school website walnuthillseagles.com/calendar.aspx

Local School Decision Making Committee (LSDMC)

The LSDMC is a committee that usually meets monthly from 6:00 – 8:00 p.m. This committee represents students, parents, faculty, staff, alumni, and community and is responsible for the overall policies and direction of the school.

Welcome Night for Students and Parents

This will be held on Monday, August 18 from 5:30-8:00 pm. Students and their families will have an opportunity to familiarize themselves with the building, meet their teachers, learn about clubs and activities, and potentially choose a locker and pick up a student laptop. The athletic department staff will be available in the junior gym with information about how to get involved in one of our many sports programs as well as athletics gear for sale! The Spirit Shop will also be open in the main hallway.

Open House for Prospective Students and Parents

Scheduled for **TBD** for prospective students and their families to meet Walnut Hills High School students,

parents, teachers, counselors and administrators. Several hundred families take advantage of this date every year.

Outstanding Financial Obligations

Outstanding obligations may prohibit 1) the student's participation in graduation, 2) obtaining official transcripts for education or employment purposes and 3) obtaining their diploma. Students transferring to another Cincinnati Public School must pay the student fees before all records will be transferred. Their other obligations will be transferred to their new school. Students transferring to a private or parochial school will have the transcript withheld until all financial obligations have been paid. Walnut Hills 12th graders must have all fees paid in full, with the exception of AP fees, in order to purchase a Prom ticket or attend Prom. Cash, money order or credit card ONLY will be accepted in the main office. Payments via checking account, Master Card, or Visa may be paid on line at payforit.net. A student ID is required to set up an account on payforit.net.

Parent Organizations

Besides the Walnut Hills High School Association (formerly Parent Association), parents can join the Walnut Hills Instrumental Parents (W.H.I.P. - music program boosters), or WINGS, theater program boosters. If interested in contacting the board members of the WHHS Association, you can use the following link: <http://www.walnuthillseagles.com/parents/WHHS-association/board-members-contact.aspx>. For W.H.I.P., you can contact Mr. Caliguri, the faculty chair, at caliguj@cpsboe.k12.oh.us. For WINGS, you can contact Mr. Sherman, the faculty chair, at shermmi@cpsboe.k12.oh.us.

Privacy Information

Public release of student information is limited by Ohio Law Directory Information. This information includes name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, date of graduation, and awards received. **If parents, legal guardians or students 18 years of age wish to prevent the release of Directory Information, please complete the Back to School packet on the Focus.**

Registration

Registration for new students for the school year 2026-27 will be held **Thursday, January 23, 2025, Thursday, February 27, 2025, and Thursday, March 20, 2025. The program will begin promptly at 7:00 p.m.** Parents are asked to attend the entire session and have with them the following documents: copy of the SCPP test results, copy of the student's birth certificate, copy of the student's report card, copy of the student's immunization record, proof of residency (see chart below), copy of parent ID, and, if applicable, a copy of the custody papers.

Parents wishing for their students to be excluded from any media photos or videos should be noted on the media release form found in the digital Back-to-School packet on Focus.

Enrollment – Proving Residency

Proof of residency shall be required for all newly enrolled students and any student whose address changes. Residency shall be established by providing an original or copy of one (1) item from either list.

| List A | List B |
|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| (1) Homeowner Deed A printout from the auditor's website may be | (1) Homeowner or Renter Insurance Statement dated within the last 12 months. |

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| provided instead of a deed. | |
| (2) Property Tax Statement dated within the previous year and be addressed to the parent at the residence. | (2) Gas/Electric/Water Statement dated within the last 30 days. |
| (3) Mortgage Statement dated within the previous 60 days and be addressed to the parent at the residence. | (3) Federal or state tax returns dated within the last 12 months. |
| (4) Rental Agreement signed by both the landlord and the tenant including the landlord's contact information. | (4) Any piece of mail dated within the last 30 days from the federal, state, or local government, such as Hamilton County Job & Family Services, Social Security, Child Support Enforcement Agency, etc. |
| (5) Construction Contract include: (1) a sworn statement describing the location of the house to be built and stating the parent's intention to reside there upon completion; and (2) a statement from the builder confirming that a new house is being built for the parent and that the house is at the location indicated in the parent's sworn statement. | <hr/> <p>Note: CPS accepts Parent Residency and Property Owner Affidavits with the required proof of residency documents.</p> <p>CPS does not accept any notarized statements as proof of residency.</p> |

Visitors

Parents and Alumni are welcome to visit Walnut Hills during school hours for conferences and observation. Alumni must report to the Alumni Foundation Office upon arrival. Conferences must be scheduled with a minimum of 48 hours notice and observations with a 24 hour notice. Persons not currently enrolled at Walnut Hills and who are not participating in formal school exchange programs may not visit the school, teachers or friends, nor attend classes during regular school hours. All visitors must register with the main office upon arrival.

Volunteers

No school can operate at peak performance without the help of volunteers. The Walnut Hills High School Association has organized activities - Medical Room, Library, CIC (College Information Center), Tutors, etc., which can always use your help. Surveys are mailed each summer asking parents to identify their volunteer interests. Please complete the survey or contact a Walnut Hills High School Association member to volunteer.

Walnut Hills High School Association

All parents or guardians of Walnut Hills' students and all faculty and staff members are members of the Walnut Hills High School Association! There is no membership fee to join, and the experience you gain through meeting other members and learning more about the school is invaluable! The mission of the Walnut Hills High School Association is to support the overall school through volunteering and through the provision of much needed funds. Thanks to Walnut Hills parents, guardians, teachers, and staff, the Walnut Hills High School Association helps with a range of items including, for example, student socials, welcoming of new students and their families, and support of school wide events. The Walnut Hills High School Association also provides funding for many critical items such as classroom and library support, technology, and college counseling.

All parents, guardians, faculty, and staff are welcome to attend our meetings, which are generally held on the fourth Wednesday of the month at 7:00 pm at Walnut Hills. The meetings can be found on the WHHS master calendar at <http://www.walnuthillseagles.com/calendar.aspx>. This provides a great opportunity to find out more about school programs, issues, and life in general at Walnut Hills.

You can get involved and help support Walnut Hills by volunteering to be on one of our event committees and by contributing to our fundraisers - WalnutFest and the Legacy of Excellence Annual Campaign. Volunteer Opportunities:

- Legacy of Excellence Campaign (Fundraiser)
- WalnutFest (Spring fundraiser)
- Sneaker Ball (fall fundraiser)
- Walnut Gatherings (fundraiser)
- Grade Level Parent Committees
- Fine Arts Volunteer (Drama and Art)
- Hospitality
- Newsletter “Under the Dome” (published bi-weekly)
- New Student Registration (Jan/Feb/Mar)
- New Family Welcome
- PR (events and student-staff achievements)
- Spirit Shop (open during school lunch hours)
- Staff Appreciation

If you have any questions about volunteering, the elected representatives of the Walnut Hills High School Association will be happy to assist you with your concerns. You can contact the WHHS Association at walnuthillsparentboard@gmail.com or use the form located on the Walnut Hills website at <http://www.walnuthillseagles.com/parents/WHHS-association/board-members-contact.aspx>.

2024-25 WHHS Association Executive Committee:

| | |
|---------------------|-----------------------|
| President | Sylvia Nelson |
| Vice President | Sylvia Nelson |
| Recording Secretary | Rachel Smith Steinert |
| Treasurer | Michele Kay |