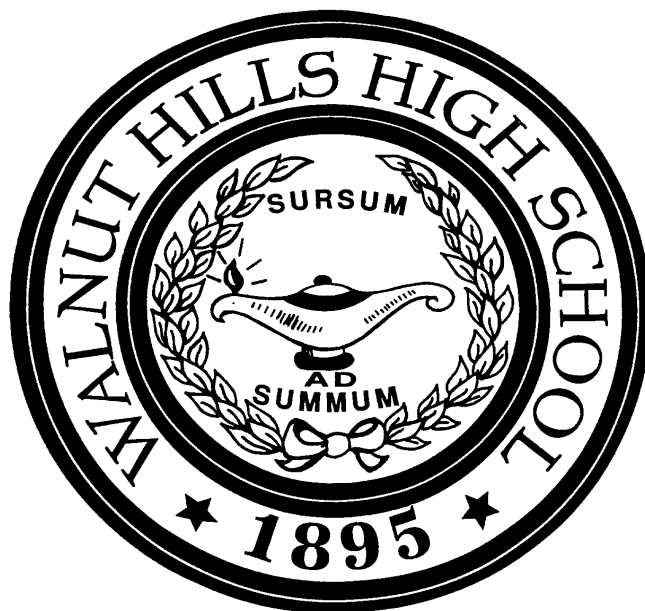


# **WALNUT HILLS HIGH SCHOOL**



## **INFORMATION HANDBOOK FOR STUDENTS AND PARENTS 2019-2020**

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

### 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.

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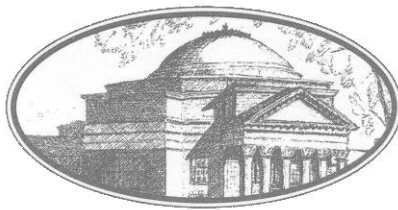
# ABSENCES

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

**For all day absences, please call 363-8404.**

*For tardies, late arrivals and early releases, please send a note with your student to the appropriate grade level office. If coming from or going to a medical/dental appointment, a doctor's excuse is required.*

<b>Grades 7, 8, 9 (A-L)</b>	<b>TBD</b>	<b>363-8423</b>
<b>Grades 7, 8, 9 (M-Z)</b>	<b>Mrs. Christie</b>	<b>363-8570</b>
<b>Grade 10-11</b>	<b>Mrs. Fischesser</b>	<b>363-8641</b>
<b>Grades 12</b>	<b>Mrs. Daniels</b>	<b>363-8445</b>



## Walnut Hills History

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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 3000+ 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 7<sup>th</sup> and 8<sup>th</sup> 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 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.

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.”

**WALNUT HILLS HIGH SCHOOL**  
**STUDENT AND PARENT INFORMATION HANDBOOK**  
 2019 - 2020

**For the school calendar of events, please refer to the school website, [walnuthillseagles.com/calendar.aspx](http://walnuthillseagles.com/calendar.aspx)**

For information about late arrival or early departure available to juniors and seniors who have study halls scheduled 1st or 7th periods, refer to page 36 "Study Hall."

Daily school attendance will be taken during the extended second period. Period absence is recorded by each teacher for each class attended and is reported at the end of each marking period on the report card.

**DAILY BELL SCHEDULE:**

7:25			Warning Bell
7:30	-	8:20	1st Period
8:25	-	9:20	2nd Period
9:25	-	10:15	3rd Period
10:20	-	11:45	4th Period (including Lunch and Locker Period)
10:15	-	10:45	1st Lunch (Grades 9 & 10)
10:45	-	11:15	2nd Lunch (Grades 7 & 8)
11:15	-	11:45	3rd Lunch (Grades 11 & 12)
11:50	-	12:40	5th Period
12:45	-	1:35	6th Period
1:40	-	2:30	7th Period
2:30	-	3:30	Help Night
2:40	-	3:30	Detention
2:45	-	4:30	Thursday / Friday School
2:40			<b>STUDENTS MUST LEAVE SCHOOL GROUNDS UNLESS INVOLVED IN SUPERVISED ACTIVITIES.</b>

**DAILY LUNCH SCHEDULE:**

1st Lunch	10:15 - 10:45	Grades 9 & 10
2nd Lunch	10:45 - 11:15	Grades 7 & 8
3rd Lunch	11:15 - 11:45	Grades 11 & 12

**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.

Teachers:

LAST NAME	SUBJECT	HELP NIGHT DAY/TIME	ROOM	PHONE	EMAIL
AGNELLO	SCIENCE	Wednesday 2:40-3:25	3713	38491	<a href="mailto:agnellt@cps-k12.org">agnellt@cps-k12.org</a>
ALBRIGHT	MUSIC	By appointment	2840	38580	<a href="mailto:albrigh@cps-k12.org">albrigh@cps-k12.org</a>
ARMSTRONG	MATH	Wednesdays 2:35-3:25	1315	38508	<a href="mailto:KingDeb@cps-k12.org">KingDeb@cps-k12.org</a>
BARRETT	SCIENCE	Tuesdays & Thursdays	3726	*38464	<a href="mailto:BarretA@cps-k12.org">BarretA@cps-k12.org</a>
BEAVEN	CLASSICS	Wednesdays 2:40-3:30	2105	38631	<a href="mailto:BeavenD@cps-k12.org">BeavenD@cps-k12.org</a>
BERNSTEIN	SOCIAL STUDIES	Tuesdays, 2:30-3:30 by appointment only	2605	38514	<a href="mailto:Bernstl@cps-k12.org">Bernstl@cps-k12.org</a>
BETZ	ENGLISH	Wednesday 2:35-3:30	3314	38652	<a href="mailto:BetzChr@cps-k12.org">BetzChr@cps-k12.org</a>
BOSHEARS	ENGLISH	Wednesday 2:30-3:30 or by appointment	1601	*38594	<a href="mailto:Boshear@cps-k12.org">Boshear@cps-k12.org</a>
BOWNAS-RAYBURN	ENGLISH	Wednesday 2:30-3:30 or by appointment	2302	38534	<a href="mailto:Rayburf@cps-k12.org">Rayburf@cps-k12.org</a>

BRADY	ENGLISH	Wednesdays 2:35-3:15 or by appointment	3315	38506	<a href="mailto:BradyJe@cps-k12.org">BradyJe@cps-k12.org</a>
BRAMLAGE	SOCIAL STUDIES	Tuesdays 2:35- 3:35 PM	1412	38622	<a href="mailto:bramlas@cps-k12.org">bramlas@cps-k12.org</a>
BROGDEN	SCIENCE	Tuesday by appointment 2:45-3:45	2723	38454	<a href="mailto:BrogdeS@cps-k12.org">BrogdeS@cps-k12.org</a>
BROKAMP, L.	SCIENCE	Tuesday by appointment 2:35-3:30	2716	38555	<a href="mailto:BrokamL@cps-k12.org">BrokamL@cps-k12.org</a>
BURRIS	MATH	Wed & Thurs mornings before school	2308	38664	<a href="mailto:BurrisD@cps-k12.org">BurrisD@cps-k12.org</a>
CALIGURI	MUSIC	Wednesday 2:45-3:30 or by appointment	2848	38442	<a href="mailto:CaliguJ@cps-k12.org">CaliguJ@cps-k12.org</a>
CANTER	MUSIC	Thursday 2:45-4:00	1850	*38510	<a href="mailto:CanterR@cps-k12.org">CanterR@cps-k12.org</a>
CARSON	MATH	Wednesday during second lunch room 1101	1101	*38583	<a href="mailto:carsonc@cps-k12.org">carsonc@cps-k12.org</a>
COATS-HAAN	SCIENCE	Tuesday and Thursday from 2:35 -3:30 Please text at 513-382-7557	3711		<a href="mailto:haansan@cps-k12.org">haansan@cps-k12.org</a>
COTTON	MATH	PCAA Tuesday 2:35-3:25, Engineering by Appt	3703	38459/38515	<a href="mailto:CottonL@cps-k12.org">CottonL@cps-k12.org</a>
COUCH	ENGLISH	Tuesdays 2:35-3:35 (teamed help night)	2309	38448	<a href="mailto:couchdr@cps-k12.org">couchdr@cps-k12.org</a>
CUCCHETTI	ART	Tuesdays 2:30 - 3:30	2709	38595	<a href="mailto:CuccheA@cos-k12.org">CuccheA@cos-k12.org</a>
DEMOSS	SOCIAL STUDIES	Tuesday 2:35-3:30	1107	38520	<a href="mailto:DemossJ@cps-k12.org">DemossJ@cps-k12.org</a>
DOBBS	MATH	Wednesday (1305), Help Lunch Tuesday & Wednesday (1300) 1st & 2nd Lunch	W(1305) Lunch T/W (1300)	*38411	<a href="mailto:Dobbsre@cps-k12.org">Dobbsre@cps-k12.org</a>
DONNETT	SOCIAL STUDIES	Wednesdays-7th grade; Thursdays-9th, A & M by appointment	3111	38539	<a href="mailto:DonnetS@cps-k12.org">DonnetS@cps-k12.org</a>
DURBIN	PHYS ED	By appointment	2800	38486	<a href="mailto:durbinh@cps-k12.org">durbinh@cps-k12.org</a>
FAY	MATH	Tuesdays 2:40 - 3:30	1311	38524	<a href="mailto:FayJenn@cps-k12.org">FayJenn@cps-k12.org</a>
FISHER-BELLMAN	ENGLISH	Tuesdays 2:35- 3:30	3312	38429	<a href="mailto:Fisherm@cps-k12.org">Fisherm@cps-k12.org</a>
FITE	SPANISH	Tues-Thurs: Before school (7:00-7:25) & during 1st lunch (10:15-10:45) or Thurs after school by appt.	1608	38532	<a href="mailto:fiteeri@cps-k12.org">fiteeri@cps-k12.org</a>
FOX, D.	FRENCH	Thursdays 2:30-3:30 and by appointment	2609	38672	<a href="mailto:foxdore@cps-k12.org">foxdore@cps-k12.org</a>
GEORGE, J.	SCIENCE	Tuesdays and Thursdays	3704	38443	<a href="mailto:Georgej@cps-k12.org">Georgej@cps-k12.org</a>
GERTH	SOCIAL STUDIES	Tuesdays 2:40 - 3:30	1111	38617	<a href="mailto:Gerthjo@cps-k12.org">Gerthjo@cps-k12.org</a>
GERWE-PERKINS	ENGLISH	Tuesdays 2:40 - 3:30	2306	38665	<a href="mailto:PerkinsS@cps-k12.org">PerkinsS@cps-k12.org</a>
GIBSON	MUSIC	Wednesday 2:30-3:30 or by appointment	2848	38453	<a href="mailto:gibshr@cps-k12.org">gibshr@cps-k12.org</a>
GORDON	MATH	AP Calc BC:Tues or by appt	1309	38480	<a href="mailto:GordoWi@cps-k12.org">GordoWi@cps-k12.org</a>
GORDON	COMP SCIENCE	AP Computer Science A:Thurs or by appt.	3104	38480	<a href="mailto:GordoWi@cps-k12.org">GordoWi@cps-k12.org</a>
HANDSHOE	SOCIAL STUDIES	Thursdays 2:30-3:30 and by appointment	3204	*38657	<a href="mailto:handshj@cps-k12.org">handshj@cps-k12.org</a>
HARRIS	SOCIAL STUDIES	every Wednesday and by appointment on Thursdays	3115	38476	<a href="mailto:HarrisA@cps-k12.org">HarrisA@cps-k12.org</a>
HARSH	SCIENCE	Wednesday after school and mornings 7:00 to 7:30 by appointment	2720	38538	<a href="mailto:HarshRa@cps-k12.org">HarshRa@cps-k12.org</a>
HART-TOMPKINS	RUSSIAN/GERMAN	Thursday 2:40-3:30	2611	38412	<a href="mailto:TompkiJ@cps-k12.org">TompkiJ@cps-k12.org</a>
HENSTRIDGE	CLASSICS	Wednesday 2:30-3:30	2103	38473	<a href="mailto:HenstrM@cps-k12.org">HenstrM@cps-k12.org</a>
HILL	COMP SCIENCE	By appointment	3701	B1-3, 38515 VM - *38457	<a href="mailto:Hillric@cps-k12.org">Hillric@cps-k12.org</a>
HUTCHINSON	SCIENCE	Wednesday 2:30 to 3:30	3714	*38647	<a href="mailto:Hutchid@cps-k12.org">Hutchid@cps-k12.org</a>
JI	CHINESE	Thursday 2:30 - 3:30	1606	38545	<a href="mailto:jiyanpi@cps-k12.org">jiyanpi@cps-k12.org</a>
JUNE	ENGLISH	Thursdays 2:30-3:30	2307	38681	<a href="mailto:JuneKel@cps-k12.org">JuneKel@cps-k12.org</a>
KEENER	CLASSICS	Wednesday, 2:40-3:30	2113	38589	<a href="mailto:keenerk@cps-k12.org">keenerk@cps-k12.org</a>
KELLER	ENGLISH	Wednesdays, 2:40-3:30 (2603)	2603	*38548	<a href="mailto:kellerb@cps-k12.org">kellerb@cps-k12.org</a>
KENNEY-LEVIN	MATH	Wednesday	3206	38444	<a href="mailto:Kenneye@cps-k12.org">Kenneye@cps-k12.org</a>
KESSEN	ENGLISH	Thursdays	2603	38549	<a href="mailto:Kessenm@cps-k12.org">Kessenm@cps-k12.org</a>
KLOTH	PHYS ED	Monday 2:45-3:30	2800	38427	<a href="mailto:KlothLo@cps-k12.org">KlothLo@cps-k12.org</a>
KONTSIS	PHYS ED	Monday 2:40-3:30	2402	38615	<a href="mailto:KontsiG@cps-k12.org">KontsiG@cps-k12.org</a>



KUZNICZCI	PHYS ED	By appointment	TBD	*38544	<a href="mailto:Kuznicj@cps-k12.org">Kuznicj@cps-k12.org</a>
LALLATHIN	HEALTH	By appointment	TBD	*38655	<a href="mailto:lallatr@cps-k12.org">lallatr@cps-k12.org</a>
LANDER	CLASSICS	Fridays or by appointment	2111	*38671	<a href="mailto:landern@cps-k12.org">landern@cps-k12.org</a>
LA NIEAR	MATH	Tuesdays and by appointment	2310	38596	<a href="mailto:LaNieaR@cps-k12.org">LaNieaR@cps-k12.org</a>
LAZAR, A.	SOCIAL STUDIES	Thursday & by appointment 2:45-3:45	1109	38687	<a href="mailto:Lazarad@cps-k12.org">Lazarad@cps-k12.org</a>
LAZAR, J.	SCIENCE	Tuesdays and Thursdays	3714	38512	<a href="mailto:LazarJe@cps-k12.org">LazarJe@cps-k12.org</a>
LEBORGNE	MUSIC	Wednesdays or by appointment	1842	38513	<a href="mailto:LeBorgE@cps-k12.org">LeBorgE@cps-k12.org</a>
LEWIS, DAVE	SCIENCE	By appointment	TBD	*38650	<a href="mailto:lewidav@cps-k12.org">lewidav@cps-k12.org</a>
LEWIS, J.	MATH	Thursday 2.40-3.30	1305	*38435	<a href="mailto:fayjenn@cps-k12.org">fayjenn@cps-k12.org</a>
LIGON	CLASSICS	Thursday 2.40-3.30 and by appointment	2114	38518	<a href="mailto:ligonta@cps-k12.org">ligonta@cps-k12.org</a>
MACSOTAI	SCIENCE	Thursday and by Appointment	2703	38460	<a href="mailto:MacsoT@cps-k12.org">MacsoT@cps-k12.org</a>
MADDOX	SPANISH	Tues, Wed, Thurs 2:40-3:15	1607	38449	<a href="mailto:MaddoxR@cps-k12.org">MaddoxR@cps-k12.org</a>
MADIGAN	MATH	Wednesday 2:40-3:30	1303	38489	<a href="mailto:MadigaL@cps-k12.org">MadigaL@cps-k12.org</a>
MARKESBERY	ENGLISH	Wednesday 2:30-3:30	3311	*38680	<a href="mailto:Markesa@cps-k12.org">Markesa@cps-k12.org</a>
MARTIN – SS	SOCIAL STUDIES	Wednesday after school or by appointment	1113	38525	<a href="mailto:MartiJa@cps-k12.org">MartiJa@cps-k12.org</a>
MARTINEZ	CLASSICS	Wednesday 2:40 - 3:30	2110	*38523	<a href="mailto:Martimi@cps-k12.org">Martimi@cps-k12.org</a>
MARTINOD	SCIENCE	Thursday 2:30-3:30 and by appointment	2714	*38482	<a href="mailto:martiky@cps-k12.org">martiky@cps-k12.org</a>
MASSIE	MATH	Pre-Algebra: 2nd lunch Wed room 1105 and by appointment Pre-Calculus: Tues 2:35-3:30 room 3703 and by appointment	TBD	*38425	<a href="mailto:MassieE@cps-k12.org">MassieE@cps-k12.org</a>
MCCORMICK, K	SOCIAL STUDIES	Tues (7th) 2:35-3:30 Thurs (9th) 2:35-3:30	1602	38527	<a href="mailto:McCormK@cps-k12.org">McCormK@cps-k12.org</a>
MCGUIRE-JAY	SOCIAL STUDIES	Tuesdays, 2:30-3:30, or any morning starting at 7am	3112	38531	<a href="mailto:Mcguirs@cps-k12.org">Mcguirs@cps-k12.org</a>
MEERON	MATH	Thursdays and by Appointment	1105	38537	<a href="mailto:Meeronb@cps-k12.org">Meeronb@cps-k12.org</a>
MILES	MATH	Friday; 2:35-3:05	1313	38529	<a href="mailto:MilesMi@cps-k12.org">MilesMi@cps-k12.org</a>
MILLER, B.	ENGLISH	Thursday 2:30-3:15	2607	38462	<a href="mailto:MillBri@cps-k12.org">MillBri@cps-k12.org</a>
MILLER, E.	SCIENCE	Tuesday 2:45-3:35	2719	38530	<a href="mailto:MillerE@cps-k12.org">MillerE@cps-k12.org</a>
MINANO	ENGLISH	Thursdays 2:30-3:30	3313	38578	<a href="mailto:minanoc@cps-k12.org">minanoc@cps-k12.org</a>
MONDINI	SCIENCE	Thursdays 2:30-3:30 or by appointment	2704	38682	<a href="mailto:Mondina@cps-k12.org">Mondina@cps-k12.org</a>
MONTIEL	SPANISH	Weds 2:30-3:15	1605	*38620	<a href="mailto:monties@cps-k12.org">monties@cps-k12.org</a>
MONTGOMERY	MATH	Tuesday 2:40-3:30 Room 1300	1300	38540	<a href="mailto:MontgoM@cps-k12.org">MontgoM@cps-k12.org</a>
MOORE, E.	SOCIAL STUDIES	Weds 2:30-3:30	2601	*38624	<a href="mailto:mooreel@cps-k12.org">mooreel@cps-k12.org</a>
MOORE, T.	MATH	Tuesday Lunch Room 2308 - 10:20 - 10:50, Weds. after school, Rm 1305	2308/1305	*38547	<a href="mailto:Moortri@cps-k12.org">Moortri@cps-k12.org</a>
MURPHY	SOCIAL STUDIES	Wednesday 2:45 to 3:30	3103	38438	<a href="mailto:murphym@cps-k12.org">murphym@cps-k12.org</a>
NASHID	MATH	6:30am-7:15am by appt; Weds at 7pm online through Schoology Conference; Thursday in Rm 1301 from 2:50 to 3:50	1301	38536	<a href="mailto:NashidW@cps-k12.org">NashidW@cps-k12.org</a>
NIMS	MUSIC	By appointment	2840	38541	<a href="mailto:Nimsant@cps-k12.org">Nimsant@cps-k12.org</a>
NOLAND	SOCIAL STUDIES	3rd lunch and after school by appointment	3505	38608	<a href="mailto:NolandK@cps-k12.org">NolandK@cps-k12.org</a>
ORMSBY	SOCIAL STUDIES	By appointment	3204	38593	<a href="mailto:OrmsbyE@cps-k12.org">OrmsbyE@cps-k12.org</a>
OWENS, E.	SPANISH	Tuesdays and Thursdays 2:40-3:40 Language lab room 1604	1604	*38636	<a href="mailto:oweneli@cps-k12.org">oweneli@cps-k12.org</a>
OWENS, P.	SOCIAL STUDIES	By appointment	3117	38446	<a href="mailto:Owenspa@cps-k12.org">Owenspa@cps-k12.org</a>
PATEL	SCIENCE	By appointment	TBD	*38611	<a href="mailto:patelri@cps-k12.org">patelri@cps-k12.org</a>
PELTIER	SOCIAL STUDIES	Thursdays 2:30 - 3:30	3110	38416	<a href="mailto:Peltiel@cps-k12.org">Peltiel@cps-k12.org</a>
PEOPLES	MUSIC	Wednesdays 2:30 - 3:30 or before school by appt	TBD	38519	<a href="mailto:Peoplea@cps-k12.org">Peoplea@cps-k12.org</a>
PERDRIX, M.	SOCIAL STUDIES	Tuesdays and Thursdays 2:30-3:30 pm.	2601	38577	<a href="mailto:PerdriM@cps-k12.org">PerdriM@cps-k12.org</a>

PFEIFFER	SCIENCE	Wednesdays 2:30 - 3:30 or Friday by appointment	<b>3716</b>	38430	<a href="mailto:PfeiffD@cps-k12.org">PfeiffD@cps-k12.org</a>
PITRA	FRENCH	Tuesdays and Fridays 2:30 - 3:30 pm	<b>1606</b>	*38545	<a href="mailto:Ptraal@cps-k12.org">Ptraal@cps-k12.org</a>
PLATT	ENGLISH	Thursdays 2:30-3:30	<b>2602</b>	38670	<a href="mailto:PlattMa@cps-k12.org">PlattMa@cps-k12.org</a>
POGONI	CLASSICS	Before school and at lunch daily	<b>2110</b>	38543	<a href="mailto:PogoniS@cps-k12.org">PogoniS@cps-k12.org</a>
POSTA	ENGLISH	Wednesday 2:40 - 4:00 or by appt during lunch.	<b>3305</b>	38419	<a href="mailto:PostaLa@cps-k12.org">PostaLa@cps-k12.org</a>
RAY	SOCIAL STUDIES	Tuesday 2:30 or by appt.	<b>1110</b>	38569	<a href="mailto:raymari@cps-k12.org">raymari@cps-k12.org</a>
RAYMOND-GOERS	THEATRE	by appointment	<b>TBD</b>	38684	<a href="mailto:Goershe@cps-K12.org">Goershe@cps-K12.org</a>
RHAME	MATH	Tuesdays 2:30 or by appt. (*e-mail only, please)	<b>2308</b>	38664*	<a href="mailto:RhameMa@cps-k12.org">RhameMa@cps-k12.org</a>
RICHMOND	MATH	Thursday 2:30-3:30	<b>1305</b>	38475	<a href="mailto:Richmor@cps-k12.org">Richmor@cps-k12.org</a>
RIGGS	SCIENCE	Bio: Tuesday 2:30-3:30; Envi Sci: Thursday 2:30-3:30	<b>2714</b>	38477	<a href="mailto:Riggsme@cps-k12.org">Riggsme@cps-k12.org</a>
RIORDAN	ENGLISH	Wednesdays 2:45-3:45	<b>3310</b>	38478	<a href="mailto:RiordaJ@cps-k12.org">RiordaJ@cps-k12.org</a>
ROWE	MATH	Tuesday and Thursday 2:40 -3:30pm and lunch by appointment	<b>1312</b>	38554	<a href="mailto:RoweKar@cps-k12.org">RoweKar@cps-k12.org</a>
SCHAMER	ENGLISH	Friday 6:30-7:10am	<b>3309</b>	38472	<a href="mailto:SchameL@cps-k12.org">SchameL@cps-k12.org</a>
SCHIMIZZE	MATH	Tuesdays & Thursdays 10:15 - 10:45 (+ Tuesdays & Thursdays after school with Mrs. Rowe)	<b>1312</b>	*38561	<a href="mailto:Schimim@cps-k12.org">Schimim@cps-k12.org</a>
SCHNEIDER	MATH	help night floats depending on need at assessment dates 2:40 to 3:20	<b>1310</b>	38557	<a href="mailto:SchneiF@cps-k12.org">SchneiF@cps-k12.org</a>
SCHNURE	SCIENCE	APES Monday or Thursdays 2:40-3:30, AP Bio Tuesdays 2:40 - 3:30	<b>2722</b>	38587	<a href="mailto:SchnurW@cps-k12.org">SchnurW@cps-k12.org</a>
SCUDDER	ENGLISH	Wednesday 2:35-3:30	<b>3311</b>	38591	<a href="mailto:ScuddeK@cps-k12.org">ScuddeK@cps-k12.org</a>
SEDGWICK	MATH	Wednesdays 2:35-3:30 or by appointment	<b>TBD</b>	38590	<a href="mailto:Sedgwiw@cps-k12.org">Sedgwiw@cps-k12.org</a>
SHAW	SOCIAL STUDIES	Monday 2:35-3:30	<b>1108</b>	38564	<a href="mailto:ShawWil@cps-k12.org">ShawWil@cps-k12.org</a>
SHERMAN	THEATRE	By Appointment	<b>2510</b>	38542	<a href="mailto:shermmi@cps-k12.org">shermmi@cps-k12.org</a>
SMITH, BARRETT	CLASSICS	Tuesdays 2:40-3:30	<b>2112</b>	38689	<a href="mailto:SmithBar@cps-k12.org">SmithBar@cps-k12.org</a>
SMITH, BRAD	SOCIAL STUDIES	Tuesdays	<b>3105</b>	38526	<a href="mailto:SmitBra@cps-k12.org">SmitBra@cps-k12.org</a>
STEFANOU	MATH	Mondays and by appointment	<b>3303</b>	38590	<a href="mailto:StefanP@cps-k12.org">StefanP@cps-k12.org</a>
STEPHENSON	ENGLISH	Thursdays & by appointment	<b>1314</b>	38660	<a href="mailto:stephes@cps-k12.org">stephes@cps-k12.org</a>
STEWART, B.	ENGLISH	Thursdays & by appointment 2:35-3:30	<b>1601</b>	38616	<a href="mailto:StewartB@cps-k12.org">StewartB@cps-k12.org</a>
STEWART, M	SOCIAL STUDIES	Thursdays & by appointment	<b>TBD</b>	*38507	<a href="mailto:Stewmic@cps-k12.org">Stewmic@cps-k12.org</a>
STOCKER	ART	Thursday 2:45-4:00	<b>2711</b>	38474	<a href="mailto:StockeD@cps-k12.org">StockeD@cps-k12.org</a>
SULLIVAN	SCIENCE	Wednesday 2:35-3:30, rotating days during the softball season (posted in the classroom on Schoology)	<b>3717</b>	38479	<a href="mailto:Sullivk@cps-k12.org">Sullivk@cps-k12.org</a>
SWEENEY	ENGLISH	Every day 7 am - 7:30 am and first lunch; after school by appointment	<b>3208</b>	38572	<a href="mailto:SweeneB@cps-k12.org">SweeneB@cps-k12.org</a>
TAYLOR, BLAKE	ENGLISH	Thursdays 2:40-3:30	<b>2311</b>	38485	<a href="mailto:TaylorB@cps-k12.org">TaylorB@cps-k12.org</a>
THELEN, LIZ	SOCIAL STUDIES	Lunch (daily room 3110); after school by appointment	<b>Varies</b>	*38465	<a href="mailto:Thelane@cps-k12.org">Thelane@cps-k12.org</a>
THELEN, RYAN	SOCIAL STUDIES	Lunch by appointment	<b>Varies</b>	*38659	<a href="mailto:thelenr@cps-k12.org">thelenr@cps-k12.org</a>
THOMAS, E.	CLASSICS	Tuesdays & Wednesdays 2:35-3:30	<b>2109</b>	38610	<a href="mailto:ThomasE@cps-k12.org">ThomasE@cps-k12.org</a>
TRUTY	CLASSICS	Tuesday	<b>2111</b>	38688	<a href="mailto:Trutyan@cps-k12.org">Trutyan@cps-k12.org</a>
TULLEY	CLASSICS	Tuesdays	<b>1412</b>	38667	<a href="mailto:Tulleys@cps-k12.org">Tulleys@cps-k12.org</a>
VALENZANO	HEALTH	Monday 2:35-3:00	<b>1450</b>	38433	<a href="mailto:ValenzB@cps-k12.org">ValenzB@cps-k12.org</a>
VAN DER BENT	SCIENCE	Wednesday. Room 3726 or Room 2716	<b>3726/2716</b>	*38497	<a href="mailto:VanderA@cps-k12.org">VanderA@cps-k12.org</a>
VON BARGEN	SCIENCE	Tuesdays	<b>3724</b>	38511	<a href="mailto:Vonbarg@cps-k12.org">Vonbarg@cps-k12.org</a>
VOSE	SOCIAL STUDIES	Mondays or by appointment	<b>1410</b>	*38607	<a href="mailto:Vosenic@cps-k12.org">Vosenic@cps-k12.org</a>
WASEM	CLASSICS	Tuesdays	<b>2115</b>	38426	<a href="mailto:WasemLa@cps-k12.org">WasemLa@cps-k12.org</a>
WATLING	ART	Wednesdays	<b>2713</b>	38565	<a href="mailto:WatlinK@cps-k12.org">WatlinK@cps-k12.org</a>
WENDELN	MUSIC	By appointment	<b>1840</b>	*38649	<a href="mailto:WendelM@cps-k12.org">WendelM@cps-k12.org</a>

WIGGINS	SOCIAL STUDIES	Thursday 2:35-3:30	3114	38528	<a href="mailto:WigginW@cps-k12.org">WigginW@cps-k12.org</a>
WILKE	SPANISH	1st lunch on Tuesdays and Thursdays after school	1608	38532	<a href="mailto:WilkeKa@cps-k12.org">WilkeKa@cps-k12.org</a>
WOLFE	ENGLISH	by appointment	2301	38434	<a href="mailto:WolfeDa@cps-k12.org">WolfeDa@cps-k12.org</a>
WOODYARD-NEIGER	SCIENCE	Wednesdays	3726	38477	<a href="mailto:WoodyaH@cps-k12.org">WoodyaH@cps-k12.org</a>

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.

### Counselors:

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 7-9, A-G	Mr. Rashaan Williams	<a href="mailto:Willira@cps-k12.org">Willira@cps-k12.org</a>	<u>Ext.</u> 38493
Counselor, Grades 7-9, H-O	Ms. Renita Brooks	<a href="mailto:BrooksR@cps-k12.org">BrooksR@cps-k12.org</a>	38431
Counselor, Grades 7-9, P-Z	Ms. Morgan Taylor	<a href="mailto:TayloMor@cps-k12.org">TayloMor@cps-k12.org</a>	38409
Counselor, Grades 10-12, A-G	Mrs. Patty Morgan	<a href="mailto:MorganP@cps-k12.org">MorganP@cps-k12.org</a>	38488
Counselor, Grades 10-12, H-O	Ms. Tanya Ficklin	<a href="mailto:FickliT@cps-k12.org">FickliT@cps-k12.org</a>	38463
Counselor, Grades 10-12, P-Z	Mr. Adrian Cabrera	<a href="mailto:CabrerA@cps-k12.org">CabrerA@cps-k12.org</a>	38450
Ms. Jennifer Meininger	Counselor Secretary	<a href="mailto:Meininj@cps-k12.org">Meininj@cps-k12.org</a>	38467
Ms. Amanda Siler	C.I.C. Director	<a href="mailto:sileram@cps-k12.org">sileram@cps-k12.org</a>	38609
TBD	C.I.C. Assistant Director		38455
Julie Cathey	Psychologist	<a href="mailto:catheyj@cps-k12.org">catheyj@cps-k12.org</a>	38413
Mrs. Sandy Uhrig	C.I.C. College Consultant	<a href="mailto:uhrigsa@cps-k12.org">uhrigsa@cps-k12.org</a>	38666
Rebecca Davis	Registrar/Records	<a href="mailto:davisre@cps-k12.org">davisre@cps-k12.org</a>	38546

### 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:

Four 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 following is a list of the Assistant Principals and their areas of responsibility:

<b>Mrs. Ashley Thomas Morgan</b>	<b>Room 2207</b>	<b><u><a href="mailto:MorganA@cps-k12.org">MorganA@cps-k12.org</a></u></b>	<b>363-8423</b>
Grades 7-9 (A-L) Activities/Fundraisers Attendance Intervention Team Building Activities Certificated Payroll Grade Level Behavior Intervention LSDMC (w. Smitson) PBIS Posting Approval Student Congress/Clubs Substitutes Teacher Evaluations			

<b>Ms. Jessica Smitson</b>	<b>Room 2207</b>	<b><u><a href="mailto:Smitsoj@cps-k12.org">Smitsoj@cps-k12.org</a></u></b>	<b>363-8570</b>
Grades 7-9 (M-Z) Grade Level Behavior Intervention Help Night Lockers LSDMC (w. Thomas Morgan) Med Room PBIS Student Pictures Student Success Center <ul style="list-style-type: none"> <li>- Carpe Diem</li> <li>- Student Mentoring</li> </ul> Study Skills Teacher Evaluations Teaming Yearbook			

<b>Mr. Daniel Coleman</b>	<b>Room 2207</b>	<b><u><a href="mailto:Colemda@cps-k12.org">Colemda@cps-k12.org</a></u></b>	<b>363-8691</b>
Grade 10 Charitable Donations Emergency Procedures Grade Level Behavior Intervention Recycling Security Student Assistants Surveys Teacher Evaluations			

<b>Mrs. Kathy Restle</b>	<b>Room 2209</b>	<b><u><a href="mailto:Restlek@cps-k12.org">Restlek@cps-k12.org</a></u></b>	<b>363-8641</b>
Grade 11 AdvancED Committee Free/Reduced Lunch Grade Level Behavior Intervention International Field Trips New Teacher Organization Study Hall Teacher Evaluations Teacher lunch schedule changes Transp-Late Bus Slips			

Grade 12  
 504 Plans  
 Commencement  
 Counseling Functions  
 Grade Level Behavior Intervention  
 Home Instruction  
 IAT  
 Late arrival/Early Dismissal  
 Master Schedule  
 Parking  
 Student Teachers  
 Teacher Evaluations

Principal ... Mr. John Chambers, Main Office ([Chambjo@cps-k12.org](mailto:Chambjo@cps-k12.org) / 363-8401) is the official head of the school and is responsible for all phases of the school's program. The Principal is the final point of contact when concerns have not been resolved through the teacher, counselor or assistant principal.

<u>Administrator</u>	<u>Grade Level</u>			<u>Ext.</u>
Principal, John Chambers	7-12	Mr. Chambers' Asst.	Mrs. Joan Kuethe <a href="mailto:kuethej@cps-k12.org">kuethej@cps-k12.org</a>	38401
Asst. Principal, Ashley Thomas Morgan	7- 9 (A-L)	Mrs. Morgan's Secy.	TBD	38423
Asst. Principal, Jessica Smitson	7-9 (M-L)	Mrs. Smitson's Secy	Mrs. Teresa Christie <a href="mailto:christt@cps-k12.org">christt@cps-k12.org</a>	38570
Asst. Principal, Daniel Coleman	10	Mr. Coleman's Secy.	Mrs. Jenna Fischesser <a href="mailto:Fiscjen@cps-k12.org">Fiscjen@cps-k12.org</a>	38641
Asst. Principal, Kathy Restle	11	Mrs. Restle's Secy.	Mrs. Jenna Fischesser <a href="mailto:Fiscjen@cps-k12.org">Fiscjen@cps-k12.org</a>	38641
Asst. Principal, Joe Stewart	12	Mr. Stewart's Secy.	Mrs. Shelli Daniels <a href="mailto:danishe@cps-k12.org">danishe@cps-k12.org</a>	38445
FAX Number				363-8420

Support Staff:

Athletic Director – Mr. Steve Ellison	Room 2404	<a href="mailto:Ellisos@cps-k12.org">Ellisos@cps-k12.org</a>	<u>Ext.</u> 38635
Attendance –			
All Day Absence Attendance (Grades 7-12)			38404
<u>Late Arrivals and Early Dismissals:</u>			
Gr 7-9, A-L (TBD)	Room 2207		38423
Gr 7-9, M-Z (Mrs. Christie)	Room 2207	<a href="mailto:christt@cps-k12.org">christt@cps-k12.org</a>	38570
Gr 10-11 (Mrs. Fischesser)	Room 2209	<a href="mailto:Fiscjen@cps-k12.org">Fiscjen@cps-k12.org</a>	38423
Grade 12 (Ms. Daniels)	Room 2216	<a href="mailto:danishe@cps-k12.org">danishe@cps-k12.org</a>	38445
Cashier – Mrs. Janet Fine-Todd	Room 2200	<a href="mailto:Finejan@cps-k12.org">Finejan@cps-k12.org</a>	38405
Library – Mrs. Sallie Barringer	Room 3203	<a href="mailto:BarrinS@cps-k12.org">BarrinS@cps-k12.org</a>	38516
Mrs. Ellen Wathen	Room 3203	<a href="mailto:WathenE@cps-k12.org">WathenE@cps-k12.org</a>	38585
Mrs. Acacia Moraes Diniz	Room 3203	<a href="mailto:dinizac@cps-k12.org">dinizac@cps-k12.org</a>	38451
Medical Room – Mary Jo Rose	Room 2212	<a href="mailto:rosmary@cps-k12.org">rosmary@cps-k12.org</a>	38421
Music Office			38535
Mrs. Amy Forrester, Ass't.	Music Office	<a href="mailto:ForresA@cps-k12.org">ForresA@cps-k12.org</a>	38582

Powerschool Accounts Ms. Shelli Daniels	Room 2216	<a href="mailto:danishe@cps-k12.org">danishe@cps-k12.org</a>	38445
Receptionist – Mrs. Stephanie Furlow	Room 2200	<a href="mailto:Furlows@cps-k12.org">Furlows@cps-k12.org</a>	38402
School Resource Officer Officer Phil Black	Room 2701	<a href="mailto:Blackph@cps-k12.org">Blackph@cps-k12.org</a>	38533
Stud Activities Coord – Shauniece Steele	Room 2403	<a href="mailto:Steeles@cps-k12.org">Steeles@cps-k12.org</a>	38601
Asst Stud Activities Coord–Mark Hermann	Room 2403	<a href="mailto:HermanM@cps-k12.org">HermanM@cps-k12.org</a>	38603
Test Coordinator - Mrs. Maria Horn	Room 3106	<a href="mailto:hornmar@cps-k12.org">hornmar@cps-k12.org</a>	38406
Alumni Foundation:			
Executive Director	Room 2215	Mrs. Deborah Heldman <a href="mailto:HeldmaD@cps-k12.org">HeldmaD@cps-k12.org</a>	38486
Assistant	Room 2215	Jane Stephens <a href="mailto:Stephja@cps-k12.org">Stephja@cps-k12.org</a>	38568
Bookkeeper	Room 2215	Mrs. Barbara Bates <a href="mailto:BatesBa@cps-k12.org">BatesBa@cps-k12.org</a>	38437
Reunions/Events	Room 2215	Mrs. Jenny French <a href="mailto:jennyfrenchwhhs@yahoo.com">jennyfrenchwhhs@yahoo.com</a>	38501
Textbooks/Asst	Room 2215	Ms. Carolyn Gillman <a href="mailto:cgillmanwhhs@gmail.com">cgillmanwhhs@gmail.com</a>	38503
Textbooks/Asst	Room 2215	Ms. Carolyn Gillman <a href="mailto:cgillmanwhhs@gmail.com">cgillmanwhhs@gmail.com</a>	38503
Annual Giving/Alumni	Room 2216	Ms. Connie Ring <a href="mailto:Ringcon@cps-k12.org">Ringcon@cps-k12.org</a>	38502

Meaningful partnership with parents is critical to Walnut Hills High School. Parents are valued members of our community and involvement in school is welcome and needed! There are many ways to be active from supporting your student's academic life and cheering them on in artistic or sporting endeavors to getting involved with parent volunteer efforts. Consider Boosters, dedicated to fundraising for Walnut Hills athletic programs, Walnut Hills Instrumentalist Parents (WHIP), the Parent Booster group for all music programs and music performing groups at Walnut Hills, or the Walnut Hills High School Association.

### **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 textbooks, 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 (Fundraiser)
- Grade Level Parent Committees
- Fine Arts Volunteer (Drama and Art)
- Hospitality
- Mailings (throughout the year - stuff/address/label envelopes)
- Newsletter (published 6 times/year)
- New Student Registration (Jan/Feb/Mar)
- New Family Welcome
- PR (events and student-staff achievements)
- Spirit Shop (open from 10:15-11:45 am)
- Staff Appreciation

If you have any questions about volunteering or if for any reason you are unsure about whom to contact at the school or you are reluctant to do so, the elected representatives of the Walnut Hills High School Association will be happy to assist you with your concerns. Please note that the contact information for the committee chairs can be found on the Walnut Hills website at <http://www.walnuthillseagles.com/parents/WHHS-association/board-members-contact.aspx> and in the Walnut Hills Directory.

2019-20 WHHS Association Executive Committee:

President	Lucinda Hurst
Vice President	Simone Bess
Recording Secretary	John Capannari
Treasurer	Peg Reed

### **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 "0" for the assignment with no opportunity for make-up. In addition, the parent will be contacted and the incident placed on the student's record. For a second offense, in-school suspension will be assigned. Further incidents will result in progressively longer suspensions.

### **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 on Registration Gateway at <http://cpsupdatereg.cps-k12.org>, using your child's student ID as the login and the student's date of birth with the slashes as the password (ie: username 100012345, password 01/09/2009). You can find your student's CPS ID on PowerSchool under the "Student Chart" option. Also, if you are the parent of a returning student, you can locate your child's student ID number on a previous report card or on their student ID badge. 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 [nashhoj@cps-k12.org](mailto:nashhoj@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.**

### **Advanced Placement Program (AP):**

Admission to Advanced Placement (AP) courses is by application and approval only. Sitting for the AP exam administered in the spring is required for course completion. Beginning with the 2019-2020 school year, there will be a non-refundable \$40 College Board fee collected early in the school year for each AP course which covers a range of new classroom tools and resources as well as a streamlined student registration and exam process. The total fee per exam is \$94-\$145 (subject to change). Any student who remains in the class for the entire year will have each exam fee reduced by the \$40 collected earlier in the year. Additionally, a \$5.00 late fee, per exam, will be applied if the balance is not paid by the late April due date. Fee reduction for those families in need is available only via application and verification of reduced or free lunch status through CPS food services by the October 1<sup>st</sup> deadline. Students should use careful consideration when scheduling multiple AA/AP's. Students who begin AA/AP courses are expected to remain in the class for the entire year. Weighted courses are indicated in the Course Guide.



### **AP Exam Preparation:**

Students scheduled to take an AP exam are eligible to miss classes the half day of school prior to the exam in order to prepare for the test if they fill out the Early Dismissal/Late Arrival Form, get required parent signature, and turn it in by the deadline printed on appropriate form.

### **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.

### **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, "Take Your Child to Work Day", and missing the bus. 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 10:15 a.m. will not be permitted** 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 disciplinary action.

If any senior student accrues six absences a quarter – whether unexcused or excused – the teacher can request a parent/student conference with the grade level administrator and upon the completion of the meeting with the administrator, the teacher has the option to drop a student's status in that course.

### **Absence and Tardiness:**

*Absence:*

**In compliance with legislation, a parent must call the attendance line on the day of the student's absence.**

The attendance line to call for all-day absences for all grades is 363-8404. Failure to call can result in unexcused absence. The phone call must include the caller's name (parent/guardian's name), the student's name and grade, and the reason for the student's absence. Following a school absence, if the school has not been notified by the parent/guardian, the student must bring a note explaining the reason for the absence. The note or phone call must include the reason for the absence, student's name, and grade, as well as the signature of parent/guardian with telephone number where contact can be made 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.

Unexcused absences will be verified with parents. 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. No emails or texts will be accepted for a student absence.

Effective April 5, 2019, a new Ohio law is effective 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 PowerSchool 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. Please call the Absent Hotline (363-8404) for all day absences by 9:00am if you want to avoid the ROBO call.

### **Keeping Up With School Work When Absent Due To Illness:**

1. All students should develop a "buddy system" - obtain a telephone number of at least one person in each class. Students should check Schoology as well for possible teacher postings.
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.

### **Absences (Special/Planned)**

If a student plans to be absent from school for a religious holiday, college trip or other excusable event, they must deliver a note to the grade level office in order to pick up a "planned absence form" at least 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.

### **Absences Due to College Visits:**

Refer to page 15, "College Visits".

### **Absence During Exams:**

Semester examinations count 1/4 of the semester grade in all courses. Students are expected to be present for each examination. 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).
2. Provide a make-up opportunity before final grades are due.

### **Early Dismissal:**

1. Before his or her first class begins, a student must present a note from a parent or guardian to the appropriate grade level office requesting an early dismissal.
2. Information provided in the note should include the following:

- a. Date.
- b. Reason for early dismissal.
- c. Time of dismissal requested.
- d. Whether the student will be returning to school.
- e. A telephone number where parent/guardian may be reached for verification.

3. Upon verification, the student will receive an Early Dismissal Slip with the time of dismissal.
4. Students who transport themselves or take public transportation must leave the school grounds promptly at the time indicated on the note. Students leave the building if they have a permission slip. 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. Loitering in school, on the grounds, or in close proximity to the school after the early dismissal has been granted will result in revocation of the dismissal and possible disciplinary action.
5. If a student is returning from an early dismissal, he/she must present the Early Dismissal Slip to the attendance office for authorization to return to class. Upon return from an early dismissal due to a doctor visit, the doctor's note must be provided.
6. 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 Early Dismissal Slip from the attendance office. Violation of this rule will result in disciplinary action.
7. No student will ever be released to a person without proper identification. It is essential that all people authorized to pick students up be listed on the emergency medical forms.
8. Please refer to the study hall policy on page 36 for early dismissal and late arrival procedures for juniors and seniors in 1<sup>st</sup> or 7<sup>th</sup> period study hall.
9. In the event of student illness during the school day, refer to page 30, "Illness at School".
10. No early dismissal will be granted after 2:00PM without notice at the beginning of the school day.

#### **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.

#### **Building Hours:**

There are three areas that students may go after school hours. First, the library remains open until 3:30 for quiet study. Secondly, athletes waiting for practice must report to study tables in the cafeteria. Thirdly, all other students waiting to be picked up must be in the after school study area (cafeteria), which remains open until 4:30 Monday through Friday. At 4:30 p.m. any student not participating in athletics or extra-curricular activities must be picked up. Students may use their phones in this area to arrange for pick-up. Otherwise this is a quiet area.

Supervision is provided for students in the building from 7:10 a.m. to 2:45 p.m. **Students are not expected to arrive before 6:45 a.m. and must leave by 2:45 p.m. unless involved in a staff-supervised activity. Any student remaining on school grounds after 2:45 in an unsupervised area will be subject to disciplinary action.** 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 are from 7:00 a.m. to 3:00 p.m., with the exception of the main office which is 7:00 a.m. to 4:00 p.m. If a practice begins after 4:30 pm, students are expected to leave campus unless supervised by their coach. Students who fail to follow these policies will be denied the privilege of staying after school.

### **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.

### **Cell Phones/Electronic/Entertainment or Communication Devices:**

Students are permitted to have cell phones at school under certain conditions that are outlined below.

### **Bring Your Own Device (BYOD)**

1. What devices?

Students can access our network using their own electronic devices – laptops, Netbooks, iPads, iTouches, tablets, cell phones, etc.

2. Can students print from these devices?

Students will not be able to print from their device on the school printers, nor will they be able to access individual server accounts from individually owned devices. However, they may use email, cloud servers, or USB drives in order to transfer school materials between individually owned devices and school computers.

3. Does my child have to bring a device?

No, it is not a requirement.

4. Should I purchase anything at this point?

Teachers’ curricular choices will vary in the use of technology, some will be encouraging students to bring in their own devices, and others may not. However, providing resources to your student provides him/her additional opportunities.

5. Students may not use electronic devices:

- in class or an office, unless authorized by the teacher, counselor, secretary, administrator, or other staff member in charge of the room,
- in assemblies, theatrical productions and concerts, bathrooms, locker rooms, or any areas where privacy is a concern, unless authorized by the staff member in charge.
- in the library or the computer lab without first checking in with the librarian, teacher or other staff member in charge.

6. Using Devices on the WHHS Guest Network:

- Students who bring their own devices and access the guest network must adhere to the District Acceptable Use Policy, School Rules, and Individual Teacher Rules.

7. Disciplinary Consequences:

- The district, school, and teachers are not responsible for loss, theft, damage, etc...of individually owned devices, as well as increased tardiness, or injury connected with texting while walking during passing time.
- With more freedom, there are strict consequences when devices are used in violation of the BYOD Policy.
  - If a device is confiscated by a teacher, administrator, or staff member for unauthorized use, the device will be held for three days by the grade level office. Students who refused to give up devices face disciplinary consequence.
  - Electronic devices will be returned only to the student’s parent on the third day following the day of the incident. Any electronic devices left after June 1 will be donated to a not-for-profit organization.
  - Students will face consequences for photographing or recording students or staff on campus. Such activity is not permitted.

### **Cheating/Plagiarism:**

See “Academic Honesty” page 10.

### **Closings:**

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.

In the event of an emergency during a school day on which students and staff are unable to occupy our buildings, students will temporarily be relocated to Xavier Campus, Schmidt Field House.

### **College Applications and Transcripts:**

All college applications must be processed through the Counseling Office. A transcript request form must be turned into 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 Board – Advanced Placement Program** – see AP Exams under Testing.

### **College Credit Plus Program:**

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 intended to provide access to courses not available at Walnut Hills. Each year all interested students must inform their high school counselor if they intend to participate by the date given by the counseling department at the fall College Credit Plus Meeting. 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.

### **College Information Center:**

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. Originally funded through the annual SOS campaign, today operation of the CIC still depends on parent contributions. The CIC staff and volunteers work closely with the counseling department.

Students and parents may use the CIC's library of college catalogs and reference books on all aspects of college selection, including financial and scholarship information. The CIC has a cart of laptops with internet access that students use for college and scholarship searches.

Located in Room 2205, the operating hours are Monday through Friday 7:30 a.m. – 3:00 p.m. To contact the College Information Center call 513-363-8455 or 513-363-8609.

### **College Representatives/Recruiters:**

Approximately 150-200 college representatives visit Walnut Hills during the school year, with the majority of visits occurring between the middle of September and the end of November. Visits are held from 11:15 to 11:45. To learn when specific colleges will be represented, students and parents can refer to Naviance for the calendar of college visits.

### **College Visits:**

The Walnut Hills Junior/Senior Campus Visitation Policy allows three days for campus visits in Grade 11 and Grade 12. No later than one week before a planned visit, a student must bring a note to the Counseling Department office manager from a parent/guardian giving permission and stating the dates of visitation and the colleges to be visited. The office manager will initiate a form that the student's teachers must sign, and the student then must submit to the grade level office. No absences can be excused for college visits if these procedures are not followed in advance.

### **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. 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.

### **Computer Technology:**

The use of computer technology is integrated in many classrooms during the six years a students may attend WHHS, as well as in specific courses with the aim of creating life-long learners who are responsible digital citizens. Refer to the BYOD Policy above.

### **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 reserved by teachers for classroom instructional purposes and projects.
- Library Lab-3201 is available to students 7:00 a.m. – 3:30 p.m., Monday-Friday.
- Journalism Lab, 2306, is used strictly for the yearbook and Chatterbox staffs.

### **Technology-Use Rules:**

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
<b>1</b> (Least)	1st	Loss of network access for <b>3</b> school days. Computer-dependent class access allowed.
	2nd	Loss of independent network access for <b>5</b> school days. Loss of internet access for balance of <b>semester</b> . Computer-dependent class access might be allowed.
	3rd	Loss of <b>ALL</b> access for balance of <b>semester</b> . Computer-dependent class access might be allowed.
<b>2</b>	1st	Loss of all independent network access for <b>5</b> school days. Computer-dependent class access might be allowed.
	2nd	Loss of all independent access for <b>10</b> school days. Loss of internet access for balance of <b>semester</b> . Computer-dependent class access might be allowed.
	3rd	Loss of <b>ALL</b> access for balance of <b>semester</b> . Computer-dependent class-work makeup might <b>not</b> be allowed.
<b>3</b> (Most)	1st	Loss of all independent network access for <b>10</b> school days. Loss of internet access for balance of <b>semester</b> . Computer-dependent class access might be allowed.
	2nd	Loss of <b>ALL</b> access for balance of <b>semester</b> . Computer-dependent class-work makeup might <b>not</b> be allowed.
	3rd	Loss of <b>ALL</b> access for balance of <b>SCHOOL YEAR</b> . Computer-dependent class-work makeup might <b>not</b> be allowed.

### Notes:

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

### **Cum Laude Society:**

The Walnut Hills High Chapter of the Cum Laude Society elects members during the second semester of the senior year. Election is determined by the average of a student's grades in certain academic subjects completed at the Walnut Hills High School campus in grades nine through twelve only. In addition, a student must have successfully completed a minimum of four semesters at Walnut Hills High School and carried a minimum of four academic courses each year. Character is also of consideration.

### **Daily Schedule:**

There are seven (7) periods of fifty (50) minutes which comprise the school day. This schedule will occasionally be reversed on days of testing.

### **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.

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.



### **Dances:**

The Twilight Ball and Fall Costume Bash are for Walnut Hills 7<sup>th</sup> & 8<sup>th</sup> graders only. FROSH is for Walnut Hills 9<sup>th</sup> graders only. SPRING FLING is for Walnut Hills 10<sup>th</sup> graders only and the Senior Dinner Dance is for Walnut Hills 12<sup>th</sup> graders only. Homecoming is for Walnut Hills 10<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup> graders whose dates 10<sup>th</sup> grade and up may be from other schools. Junior & Senior Prom is for Walnut Hills 11<sup>th</sup> & 12<sup>th</sup> graders whose dates 11<sup>th</sup> grade and up may be from other schools. Permission slips and identification are required for all dances. 12<sup>th</sup> graders must have all fees paid in full, with the exception of AP fees, in order to purchase a Prom ticket or attend Prom.

### **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 Monday through Thursday from 2:40 - 3:30 p.m in Room 2301/2302. Students will receive notice at least one day in advance to make transportation arrangements. Students who skip an office detention will be assigned to Thursday/Friday Evening School.

### **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.

### **Dismissal:**

Students must leave the campus at 2:45 p.m. when not in an authorized activity. Students who remain on campus past dismissal must be involved in an authorized activity, and no student is to be on campus without adult supervision. In the event a parent is delayed picking up his or her student, the student must wait in the cafeteria study area. Failure to adhere to this policy may result in student's inability to stay after school.

### **Display of Affection:**

In keeping with reasonable rules of appropriate conduct, students will refrain from actions involving touching of a sexual nature (i.e. kissing, lap sitting, etc.), with or without consent of the other party. Respect for one another and good taste in manners should be exhibited at all times. Violation may result in disciplinary action.

### **Dress Code:**

The primary purpose of the school is education, and all matters of dress and grooming must be weighed against that single objective. To that end, students should avoid dress that distracts attention from the orderly pursuit of knowledge, 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.

### **Some examples of inappropriate appearance:**

1. Hats, hoods or headgear not religious in nature ( in class or assemblies)
2. Underwear worn as outerwear
3. Sleepwear, including slippers
4. Pants **which expose undergarments or** skin; shorts shorter than mid-length
5. Clothing with offensive slogans, cartoons, illustrations or diagrams, that depicts or promotes illegal activities, products, or violence
6. See-through or strapless outerwear and rips or tears of jeans **above the knee which exposes skin**

7. Clothing that exposes cleavage, breasts, buttocks, midriff or genital area; students must be covered from shoulders to mid-thigh
8. Any clothing items that detract from the educational process.

### **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 one or two subjects required for graduation will be permitted to repeat the courses in summer school in order to receive an August diploma.

#### **A. GRADUATION REQUIREMENTS**

1. 22 units earned in grades 9-12 (23 recommended)
2. Minimum completion of 18 academic courses in grades 9-12.

#### **B. SPECIFIC COURSE REQUIREMENTS**

##### **1. Grades 7 – 8:**

<u>English:</u>	English 7, 8
<u>Fine Arts:</u>	A semester of Fine Arts is required in grades 7-8 in either Music, Theatre, or Visual Arts.
<u>Health:</u>	Senior High Health (1 sem) in grades 8-12.
<u>Latin:</u>	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.
<u>Mathematics:</u>	Pre-Algebra (does not count for high school credit), Math 8 (does not count for high school credit), Algebra I, Geometry.
<u>Physical Education:</u>	Physical Education 7 is required, in addition two semesters of Physical Education are required in grades 8-12 to meet high school graduation requirements.
<u>Science:</u>	Science 7 AA, Science 8 AA
<u>Social Studies:</u>	Social Studies 7, Social Studies 8

##### **2. Grades 9 – 12:**

<u>English:</u>	9, 10, 11, 12. Students must complete 4 years of high school English
<u>Fine Arts:</u>	One Fine Art credit is required in grades 9-12, which could be in Music, Theatre, or Visual Arts.
<u>Health:</u>	Senior High Health (1 sem) in grades 8 -12.
<u>Foreign Language:</u>	Two consecutive years of study in a foreign language are required for students who enter at grade 9 or later or for those who have not completed Latin IV. A combination of three years of foreign language is recommended for students who enter at grade 7.
<u>Mathematics:</u>	Algebra I, Geometry, Algebra II and one more year. Students must complete four years (4 credits) of high school math, with the 4 <sup>th</sup> Math class being a Level 4 Math requirement.
<u>Physical Education:</u>	Two semesters are required in grades 8 -12 for high school graduation requirements.
<u>Science:</u>	Biology (grade 9), Chemistry (grade 10 or 11) and a third year science elective are required. Physics is highly recommended for those planning to enter scientific, engineering, health-related, or other technical fields.
<u>Social Studies:</u>	Modern History 9, American History 10, one semester of Economics, and one of Government

#### **C. ADDITIONAL STATE OF OHIO GRADUATION REQUIREMENTS**

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 work force 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.

Diploma with Honors – See following Page.

Criterion	Ohio Diploma	Academic Honors Diploma	International Baccalaureate Honors Diploma	Career Tech Honors Diploma	STEM Honors Diploma	Arts Honors Diploma (Includes dance, drama/theatre, music, and visual art)	Social Science & Civic Engagement Honors Diploma
<b>Math</b>	4 units, must include one unit of algebra II or equivalent	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	5 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content <sup>4</sup>	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content
<b>Science</b>	3 units	4 units, including two units of advanced science <sup>2</sup>	4 units, biology, chemistry, and at least one additional advance science <sup>2</sup>	4 units, including two units of advanced science <sup>2</sup>	5 units, including two units of advanced science <sup>2</sup>	3 units, including one unit of advanced science <sup>2</sup>	3 units, including one unit of advanced science <sup>2</sup>
<b>Social Studies</b>	3 units	4 units	4 units	4 units	3 units	3 units	5 units
<b>World Languages</b>	N/A	3 units of one world language, or no less than 2 units of each of two world languages studied	4 units minimum, with at least 2 units in each language studied	2 units of one world language studied	3 units of one world language, or no less than 2 units of each of two world languages studied	3 units of one world language, or no less than 2 units of each of two world languages studied	3 units of one world language, or no less than 2 units of each of two world languages studied
<b>Fine Arts</b>	2 Semesters	1 unit	1 unit	N/A	1 unit	4 units	1 unit
<b>Electives</b>	5 units	N/A	N/A	4 units of Career-Technical minimum <sup>3</sup>	2 units with a focus in STEM courses	2 units with a focus in fine arts course work	3 units with a focus in social sciences and/or civics
<b>GPA</b>	N/A	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale
<b>ACT/SAT/WorkKeys<sup>1</sup></b>	N/A	27 ACT/1280 SAT <sup>8</sup>	27 ACT/1280 SAT <sup>8</sup>	27 ACT/1280 SAT <sup>8</sup> /WorkKeys (6 Reading for Information & 6 Applied Mathematics) <sup>7</sup>	27 ACT/1280 SAT <sup>8</sup>	27 ACT/1280 SAT <sup>8</sup>	27 ACT/1280 SAT <sup>8</sup>
<b>Field Experience</b>	N/A	N/A	Complete a field experience and document the experience in a portfolio specific to the student's area of focus <sup>5</sup>	Complete a field experience and document the experience in a portfolio specific to the student's area of focus <sup>5</sup>	Complete a field experience and document the experience in a portfolio specific to the student's area of focus <sup>5</sup>	Complete a field experience and document the experience in a portfolio specific to the student's area of focus <sup>5</sup>	Complete a field experience and document the experience in a portfolio specific to the student's area of focus <sup>5</sup>
<b>Portfolio</b>	N/A	N/A	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts <sup>6</sup>	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts <sup>6</sup>	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts <sup>6</sup>	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts <sup>6</sup>	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts <sup>6</sup>
<b>Additional Assessments</b>	N/A	N/A	N/A	Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent	N/A	N/A	N/A

**NOTE: Items shaded in blue are changes that were made to the honors diploma system, including the entire STEM, Arts, and Social Science and Civic Engagement Honors Diplomas**

## **NOTES:**

For the Academic, International Baccalaureate, and Career Tech Honors Diplomas, students who entered the ninth grade between July 1, 2013 and June 30, 2017 may choose to pursue the diploma by meeting the requirements of these criteria or the previous criteria. Students entering the ninth grade on or after July 1, 2017 must meet these criteria.

Completion of any advanced standing program, which includes Advanced Placement, International Baccalaureate, College Credit Plus, and may include Credit Flexibility, can be counted toward the unit requirements of an Honors Diploma.

Students must meet all but one of the criteria to qualify for an Honors Diploma, and any one of the criteria may be the one that is not met.

Diploma with Honors requirements pre-suppose the completion of all [high school diploma requirements](#) in the Ohio Revised Code including:

½ unit physical education (unless exempted), ½ unit health, ½ unit in American history, ½ unit in government, and 4 units in English. The class of 2021 and beyond will need to have ½ unit in world history and civilizations as well.

<sup>1</sup> Writing sections of either standardized test should not be included in the calculation of this score. The Locating Information test is not included in the calculation of the WorkKeys score.

<sup>2</sup> Advanced science refers to courses that are inquiry-based with laboratory experiences and align with the 11/12th grade standards (or above) or with an AP science course, or with an entry-level college course (clearly preparing students for a college freshman-level science class, such as anatomy, botany, or astronomy).

<sup>3</sup> Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post-secondary credit.

<sup>4</sup> The fifth mathematics and science credit for the STEM honors diploma may be fulfilled with a single course.

<sup>5</sup> Field Experience refers to experiential learning in either an internship or apprenticeship. Students will document their experiences by describing their understanding in a portfolio.

<sup>6</sup> The student portfolio is a collection of experiential learning and competencies based on the student's field experiences. Students will engage with professionals or scholars in the field while developing their own portfolio or ePortfolio of original work that documents their technical, critical and creative skills representative of their honors focus; students' work must be reviewed and evaluated by scholars or professionals within the field/area of study in which the students' work is focused, and the scholars or professionals must be external to the district staff; students will give a presentation to showcase the work and provide an analysis of it to the school and local community. If the student does not complete a field experience, the portfolio can be based on a collection of work related to the student's honors diploma area of focus.

<sup>7</sup> Students must score a minimum of a 6 on the Applied Mathematics WorkKeys Assessment and a minimum of 6 on the Reading for Information WorkKeys Assessment in order to meet the WorkKeys score requirement. The WorkKeys option applies only to the Career Tech Honors Diploma.

<sup>8</sup> These scores are based on the 2016 ACT and SAT assessments. Concordance tables outlining equivalent scores for past and future tests that differ from the 2016 versions will be published on the ODE website. Tables to concord SAT assessments taken prior to March 2016 can be found [here](#). Further information on test concordance can be found [here](#).

#### 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 25% of each semester grade.
3. Consecutive semesters must be passed within the current school year.

#### Level Change:

In extenuating circumstances, a change in level or status of a student in an AA/AP course is necessary. 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 a “drop status” form to 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:

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.

These steps should be followed before a level change is allowed. This process should be initiated by the end of the midterm grading period and completed by the end of 1<sup>st</sup> quarter.

#### Grading Practices:

1. Honor Roll Eligibility  
“A” Honors reflects a 4.0 or better GPA. “A” Average is 3.51 – 3.99 GPA, “B” Average is a GPA of 3.00 – 3.5. A grade of “D” or “F” in any subject will prohibit eligibility for the Honor Roll.
2. Honors Program for Eighth and Ninth Grades  
Up to 180 students based on academic performance and other school criteria will be invited to participate in the honors program. Final selections will be made in June once grades from the recently completed courses are available.
3. 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 Changes:

Each year a new master schedule is created to accommodate students' course requests made during optioning in January. Faculty members are employed, textbooks are purchased, and rooms are assigned on the basis of these requests.

Preliminary schedules are made available on Powerschool in early August so that parents and students can review. After receipt of preliminary student schedules, further elective changes will not be honored. Parents have until a designated date in August to complete the google form on our website for requested changes to their student's schedule. Changes will only be considered for errors in the course schedule. Requests for specific teachers or bells will not be honored.

#### Other:

- 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.
- 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.
- The Modern Foreign Language graduation requirement must be fulfilled in the same language.
- Advanced Placement Program – admission by application and approval only. The AP exam administered by ETS in the spring is required for course completion (the fee per exam is \$94-\$142, subject to change. Additionally, a \$5.00 late fee, per exam, will be applied if not paid by the late April due date). Students should use careful consideration when scheduling multiple AA/AP's. Students who begin AA/AP courses are expected to remain in the class for the entire year. Approved students who begin AA/AP courses cannot be withdrawn before the end of the first marking period, unless an error in placement has been made. **A double \*\* will note weighted courses.**
- Course choices are considered final once courses begin.
- Students must schedule a minimum of six courses each semester.
- Although the school acknowledges the personal and economic value of employment or childcare experience for adolescents, such opportunities should be scheduled after the normal school day. Students should not work more than twelve hours a week. Consistent with the college preparatory nature of the school, program changes are considered as they affect the total school organization.
- 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.
- 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.

#### New Courses:

Students may petition for the addition of new courses to the Curriculum Guide. A brief description of proposed course content and a suggested course title must be signed by a minimum of 25 students who are eligible to take the course. The feasibility of scheduling the course will be evaluated with the appropriate department and Instructional Leadership Team. Petitioning must be done by the month of December.

#### Extra-Curriculars & Athletics

Students who are not enrolled at Walnut Hills High School who are participating in Walnut Hills extra-curricular's 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 extra-curricular 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, Kings, Loveland, 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 7<sup>th</sup> and 8<sup>th</sup> grade teams.

Web Page: <http://www.walnuthillseagles.com/sports/>. If you have any questions or concerns regarding participation on a team, please contact Steve Ellison in the Athletic Department at 363-8635 or [ellisos@cps-k12.org](mailto:ellisos@cps-k12.org). You may reach the assistant athletic directors, Shauniece Steele, at [steales@cps-k12.org](mailto:steales@cps-k12.org) or 363-8601 and Mark Hermann, at 363-8603 or [hermann@cps-k12.org](mailto:hermann@cps-k12.org).



The Athletic Department provides the following sports teams for their student/athletes.

● = Offered at that level. 7<sup>th</sup> & 8<sup>th</sup> = Offer both a 7<sup>th</sup> grade team & an 8<sup>th</sup> grade team.

FALL	VARSITY	JV/FRESHMAN	JR. HIGH
Cheerleading	●	●	7 <sup>th</sup> & 8 <sup>th</sup>
Cross Country (boys)	●	●	●
Cross Country (girls)	●	●	●
Football	●	●/●	7 <sup>th</sup> & 8 <sup>th</sup>
Golf (boys)	●	●	●
Golf (girls)	●	●	●
Soccer (boys)	●	JV/JV	●
Soccer (girls)	●	JV/JV	●
Tennis (girls)	●	●	●
Volleyball (girls)	●	●/●	7 <sup>th</sup> & 8 <sup>th</sup>

WINTER	VARSITY	JV/FRESHMAN	JR. HIGH
Academic Team	●	●	
Basketball (boys_	●	●/●	7 <sup>th</sup> & 8 <sup>th</sup>
Basketball (girls)	●	●/●	7 <sup>th</sup> & 8 <sup>th</sup>
Bowling (boys)	●	●	
Bowling (girls)	●	●	
Cheerleading	●	●	7 <sup>th</sup> & 8 <sup>th</sup>
Dance Team	●	●	
Fencing	●	●	●
In-Door Track	●	●	●
Swimming (boys)	●	●	●
Swimming (girls)	●	●	●
Diving	●	●	●
Wrestling	●	●	●
Squash	●	●	●

SPRING	VARSITY	JV/FRESHMAN	JR. HIGH
Baseball	●	●	●
Lacrosse (boys)	●	●	●
Lacrosse (girls)	●	●	●
Softball (girls)	●	●	●
Rugby (boys)	●		
Tennis (boys)	●	●	●
Track (boys)	●	●	●
Track (girls)	●	●	●
Crew	●	●	●
Volleyball (boys)	●	●	
Rugby (girls)	●		

Web Page: <http://www.walnuthillseagles.com/sports/>  
 Steve Ellison, AD, 513-363-8635 or [ellisos@cps-k12.org](mailto:ellisos@cps-k12.org)

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 second bell each day.
2. Read information posted on the "Under the Dome" bulletin board.
3. Contact the advisor of the specific group.

Club Name	Advisor	Club Name	Advisor
Academic Quiz Team*	Brian Meeron	Hip Hop Dance Club	Jayma George
ACTS	Barrett Smith	INTERAlliance/Programming	Bill Gordon
Animation Club	Bill Schnure	International Business Internship	Jim Martin
Antiquitas Club	Ploy Keener	Investment Club	Shaw/Gerth/Sedgwick/Stefano
Art Club	Kim Watling	JETS*	Laurie Cotton/Coats Haan
Astronomy Club	Susan Macsotai	Jewish Culture Club	Susan Donnett
Backpacking Club	Allie Mondini	Junior Classical League/Certaman	Tara Ligon, Zoe Ligon, Nick
Backpacking Club	Katie Sullivan	Junior States of America*	Beth Ormsby
Bio-Eco Club	Bill Schnure	KIVA Club*	Kyle Scudder
Black Culture Club	Lisa Brokamp	Korean Club	Murphy
Board Game Club	Marlene Montgomery	Marine Biology Club	Eric Miller
Boo Radley	Cat George	Math Team	Bill Gordon
Books For Children	Don Stocker	Mock Trail- HS*	Nick Vose
Bring Change to Mind	Laura Wasem	Mock Trial- JH	Alaric Harris
Calisthenics Club	Lisa Brokamp	Model UN Club*	Joe Gerth
Chat Club	Sandee Coats-Haan	Model UN Club*	Sam Bramlage
Chatterbox*	Samantha Gerwe-Perkins	Modern Abolitionist Movement*	Dawn Wolfe
Chess Club	Will Shaw	Music Production Club	Ed Leborgne
Chinese Club	YanPing Ji	National Society of Black	Ashley Dobbs
Christian Connection	Jennifer Fay	Outdoor Adventure Club	Ploy Keener
Class of 2019	Jayma George	Outdoor Adventure Club	Katie Sullivan
Class of 2019	Kathy Noland	PAW Club	Denise Pfeiffer
Class of 2020	Mike Miles	Photo Club	Don Stocker
Class of 2020	Rickey Harris	Ping Pong Club	Dave Lewis
Class of 2021	John Caliguri	Robotics*	Laurie Cotton/Rocky Tekulve
Class of 2021	Kim VonBargen	Rotary Interact	Ploy Keener
Class of 2022	Mel Riggs	Salam Club	Kelsey June-Fragle
Class of 2022	Lauren Bernstein	Science Olympiad- Jr High	Kim Vonbargen/Rita Patel
Class of 2023	Sam Stephenson	Science Olympiad- Sr High*	Sandee Coats-Haan
Class of 2023	Nick Vose	Sci-Fi/Fantasy Club	Tara Ligon
Community Action Team*	Lauren Bernstein	Ski Club	Mike Miles
Consulting Club	Jessica Lowe	Ski Club	Johanka Hart-Thompkins
Culinary Club*	Laura Wasem	Slam Poetry	Kyle Scudder
Cum Laude Society*		Slavic and Russian Culture Club	Johanka Hart-Thompkins
Democratic Society	Francesca Bownas-Rayburn	Spanish Club	Kathleen Wilke
Douglass Elementary Club	Ashley Morgan	STAR	Johanka Hart-Thompkins
Drone Racing Club	Andres Van der Bent	Step Team	Lisa Brokamp

E-Sports Club	Nick Vose	Student Congress (anyone can attend)	Kathy Noland
Fashion Club	Don Stocker	Student Council	Kathy Noland
Film Production Club	Don Stocker	Students Demand Action	Kelsey June-Fragle
French Club	Doreena Fox	SURGE	Lauren Posta
Gaming Club	Peggy Groeber	Sustainability Club	Mark Hermann
Gay Straight Alliance	John Caliguri	Unified for Uganda	Brady
German Club	TBD	We Dine Together	Anna Tewell
Girls Who Code	Mallory Kessen	WOOSH	Bill Valenzano
Gleam	Blake Taylor	Yearbook*	Samantha Gerwe-Perkins
Green Club	Mel Riggs	Yoga Club	Robbie Boshears
Green Club	Allie Mondini	Young Women 4 Unity	Margo Fisher-Bellman
Group Processing Club	Susan Flowers	Youth Medical Exploration	Rajni Harsh
HS Theatrical Productions*		Youth Philanthropy Council	Sam Stephenson
*Grades 9-12 only			

### **Family Life/Sex Education Program K-12:**

As mandated by law, parents have the opportunity to withdraw their child from this particular instructional setting if it is their desire to do so based on religious or moral concerns. Parents must be notified in writing in a timely manner of the general content of the instructional program in Family Living/Sex Education. The notification to parents must advise them that it is their responsibility to notify the school in writing if they do not wish to have their child participate in the Family Life and Sex Education Program. If the school is not notified in writing, the child will receive instruction in the program. Any child whose parents request exemption, in writing, must be excluded from instruction, without penalty to the child. There can be no partial exemption from the program. The child participates in the total program or does not participate at all.

**Fees and Expenses:** See listing of Fees and Expenses (page 40).

### **Field Trips:**

Field trips are an important element of the educational process. Students are responsible for obtaining makeup information. Students may be denied participation on a field trip due to poor grades 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 Registration Gateway by August 20, 2018. 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 Registration Gateway.

### **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 of 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. Each teacher is available at least one day a week for such help after school. If a student chooses to attend help night, he/she must remain with the teacher until 3:30 or go to the cafeteria until his/her transportation arrives (or until 7:25 if the sessions take place before school). See pages 1-5 for individual teacher help night information.

### **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.

### **Honors Program for Eighth and Ninth Grades:**

Up to 180 students based on academic performance and other school criteria will be invited to participate in the honors program. Final selections will be made in June once grades from the recently completed courses are available. Consideration will be made for students new to Walnut Hills. This consideration may include grades, standardized test scores and the rigor of the program from which the student enrolled. In an effort to expand opportunities for acceleration in the junior high program, AA/Honors level courses were added in English, Social Studies and Science. Course invitation and confirmation will take place in June.

### **Hot Weather Policy and Procedures:**

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 or for the closure of schools due to inclement weather (i.e., snow days). There are no established temperature, heat indexes, or “magic numbers” under which we will close schools. Therefore, the decision will be made on a day-to-day basis. In addition, there are no existing Health Department regulations or guidelines. It will be a judgment call of the Superintendent.

### **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 unless during lunch period. If the Medical Room is unavailable, the student must report to his/her grade level office.

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 grade level 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 Registration Gateway 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.

**Internet:** (See Computer Technology)

### **Library:**

The Walnut Hills High School Library offers students a collection of books, periodicals, web-based resources, and technology to meet their academic and recreational needs. All materials are selected with the student in mind. The trained 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 each school day from 7:00 a.m. to 3:30 p.m. Students may use the library during their study hall or lunch to use the resources available in the library. While students may always use the library before and after school and during lunch, use of the library during Study Hall is a privilege that may be revoked by the librarians because of inappropriate behavior.

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 to access our library catalog and research databases, all of which are web-based.

Our library collection includes over 18,000 books. We also subscribe to 20 magazines and newspapers in print and have access to 1400 more through our web-based resources. 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, call the Library at 363-8516.

The library has a 30 workstation computer lab and 64 laptop computers for students to use who may not have access to a computer at home and need to work on school projects.

### **Local School Decision Making Committee (L.S.D.M.C.)**

The L.S.D.M.C. 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 gives the school its general direction.

### **Lockers**

Students are to keep their personal belongings in the lockers which are assigned to them. 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 combination lock on it (no speed dial locks), provided by the student. Combinations and lockers should not be shared with anyone other than the assigned locker partner. Students found using/sharing a locker other than the one assigned to them will be subject to disciplinary action. All locks should be registered with the fourth period teacher. Any unregistered locks will be removed.

### **Lost and Found Articles:**

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

### **Lunch:**

Students are scheduled for lunch during the 4th period class. Pupils may bring lunch or buy lunch at school. 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.

Students may eat only in the following areas:

1. Lunchroom - Students may purchase plate lunches, ala carte servings or bring bag lunches to this area during scheduled lunch periods; food and drinks may not be taken from the lunchroom without permission from staff, faculty or administration approval.
2. Lunchroom Courtyard / Arcade Patio - Students are invited to bring their lunch to this area. This area will be closed during inclement weather.
3. Arcade / Arcade Extension – only on inclement days as specified by the school.
4. Other Location Designated by Administration

Courtesy and consideration for others must be displayed by everyone at all times including 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 their lunch location by 10 minutes after the start of lunch. Students moving from the cafeteria to another lunch location are expected to follow routes designated by administration. 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. Students should be at their selected lunch locations during these times: 10:25-10:40, 10:55-11:10 and 11:25-11:40. During each fifteen-minute span of time, 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 disciplinary action.

#### **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.

**Medical Room:** (See "Illness at School")

**Medications:** (See "Illness at School")

#### **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.** Cell phones may not be used during classes.

#### **Metal Detectors:**

Security is always a priority at Walnut Hills High School. Metal detectors may be used at times at the entrance to an activity, classroom, or to the school. The security staff assists the administration with creating a safe campus.

**Metro Service:** See “Transportation”

**NCAA Clearinghouse:**

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

**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 disciplinary action.

**Open House (Curriculum Night) For Parents:**

Curriculum Night will be from 6:30 to 8:30 pm on Thursday, August 23rd. This time is set-aside for parents to visit their child’s teachers. Parents will hear the teachers’ expectations for the course and receive a syllabus of the content of the course.

**Open House for Prospective Students and Parents:**

The first Sunday afternoon in November (November 4, 2018) is set aside from 1:00 to 4:00 p.m. for prospective clientele 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. Be sure to warn pupils in advance where possible. 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 or money order ONLY will be accepted in the main office. Payments via checking account, Master Card, or Visa may be paid on line at [payforit.net](http://payforit.net). A student ID is required to set up an account on [payforit.net](http://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). 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>, and for W.H.I.P., you can contact Mr. LeBorgne, the faculty chair, at [leborgne@cps-k12.org](mailto:leborgne@cps-k12.org).

**Parking:**

All operators of licensed motor vehicles must register license numbers with Office 2216 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 \$20 in Office 2216. Students are not permitted to park in faculty, staff, and visitor parking areas during the

school day. Violators will receive repercussions outlined on page 56. Parking off school grounds is highly discouraged. Students parking off school grounds must register their vehicles. Our security staff cannot secure your car off school grounds.

### **Physical Education:**

All classes are co-educational. Separate locker room facilities, however, are available where students are to leave street clothes, shoes, book bags and books while participating in class activities. Failure to adhere to proper gym attire will/may negatively impact grades. Students must provide their own locks for their gym locker and keep the locker locked during gym class. The school is not financially responsible for stolen items. (See Fees and Expenses p. 35). Students shall not place items in an unlocked locker.

### **Plan Books:**

A primary key to success in school is managing time. All seventh and eighth grade students are required to have and maintain a Student Plan Book in which all assignments are recorded. Students at all other grade levels also should invest in a book 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.

### **PowerSchool:**

PowerSchool is the computer system used by Cincinnati Public Schools to keep track of student information. PowerSchool 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 513-363-8445 with any concerns or if you need to register. You can logon to the website [powerschool.cps-k12.org](http://powerschool.cps-k12.org) to register or stop by office 2216 to receive a registration form. Previous PowerSchool accounts will carry over into the next school year; therefore, registration is only necessary if your child is new to Walnut.

If you need help with PowerSchool troubleshooting call the District Help Desk at 513-363-0390 or email [itmhelp@CPS-k12.org](mailto:itmhelp@CPS-k12.org).

### **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 form on the Gateway back-to-school digital packet by September 4, 2019.** The link to the back-to-school packet is <http://cpsupdatereg.cps-k12.org>. The parent's username and password is the student's number and date of birth using slashes. (ie: username: 100012343, password: 01/01/2009). **(refer to page 7 for contacts).**

### **Registration:**

Registration for new students for the school year 2020-21 will be held Thursday, January 23, 2020, Thursday, February 20, 2020, and Thursday, March 19, 2020. **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), 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 Registration Gateway, <http://cpsupdatereg.cps-k12.org>.

#### 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.*

<b>List A</b>	<b>List B</b>
<b>(1) Homeowner Deed</b> A printout from the auditor's website may be provided instead of a deed.	<b>(1) Homeowner or Renter Insurance Statement</b> dated within the last 12 months.
<b>(2) Property Tax Statement</b> dated within the previous year and be addressed to the parent at the residence.	<b>(2) Gas/Electric/Water Statement</b> dated within the last 30 days.
<b>(3) Mortgage Statement</b> dated within the previous 60 days and be addressed to the parent at the residence.	<b>(3) Federal or state tax returns</b> dated within the last 12 months.
<b>(4) Rental Agreement</b> signed by both the landlord and the tenant including the landlord's contact information.	<b>(4) Any piece of mail</b> dated within the last 30 days <b>from the federal, state, or local government, such as Hamilton County Job &amp; Family Services, Social Security, Child Support Enforcement Agency, etc.</b>
<b>(5) Construction Contract</b> 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/> <b>Note:</b> <b>CPS accepts Parent Residency and Property Owner Affidavits with the required proof of residency documents.</b>  <b>CPS does not accept any notarized statements as proof of residency.</b>

#### **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 distributed to students during the fifth week of each quarter. The school calendar and parent newsletter list specific distribution dates.

#### **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 2:30 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.

#### **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.

#### **Saturday School:**

Students may be assigned Saturday School for more serious behavior than warrants a Thursday / Friday School. Saturday School precludes all school activities. Saturday School is assigned when a student skips Thursday / Friday School. Saturday School is held the second and fourth Saturdays of each month, except during holiday weekends, from 9am to 11am.

#### **School Tours for Prospective Students:**

Tours for prospective students and their parents will be conducted by the principal and/or a designee at 1:00 p.m. on the following Wednesdays: January 15, 2020, January 22, 2020, January 29, 2020, February 5, 2020, February 19, 2020, and February 26, 2020. Participants must register in advance on our school website. Registration opens on December 1, 2019. Space is limited, therefore, only two people per party may register.

#### **Senior Activity Calendar:**

A senior activity calendar will be distributed in the fall, outlining senior dates and activities.

#### **Shadowing:**

Only students who have registered or plan to register to take the entrance test will be candidates to shadow on selected days during the months of November 2019, January 2020, February 2020, and the first week of March, 2020. On-line registration will be conducted through our website beginning October 1, 2019. Space is limited and the appointments fill quickly. Shadows are not permitted beyond these dates. The Walnut Hills High School students hosting the shadows will be chosen from a pool of student ambassadors. Students will take a shadowing form signed by their parent to each of their teachers for their initials. After all teachers have initialed the form, the student takes the form to the Principal for approval.

#### **Smoking:**

Ohio State Law prohibits the use or possession of tobacco or other smoking 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.

#### **Student Directories:**

The WHHS Association will publish a directory of students enrolled at the school. Copies may be purchased for \$5.00 at the Spirit Shop. **THOSE WHO CHOOSE NOT TO BE LISTED IN THE STUDENT DIRECTORY MUST CALL 363-8445 by AUGUST 23. See "Privacy" section.**

#### **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 no previous assignments to ISS, OSS, or Alternative Placement, and/or expulsion in grades 9-12 (for ninth grade elections, eighth grade record will be considered).

#### **Study Hall:**

Study halls are scheduled for all students when they are not scheduled in courses. Students in grades 11 - 12 may apply for a late arrival or early dismissal if they have a study hall the first or seventh class period and they have private transportation to or from school. No public transportation may qualify a student to receive a late arrival or early dismissal. 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. Either may be revoked for poor behavior or poor grades.

Students in grades 10-12 with a cumulative grade point average of 3.0, and a positive behavior record, who wish to work in the office or for a teacher during his/her study hall, may apply to do so with the individual for whom the student plans to work. Actual work permits will be revoked for poor grades.

### **Summer School:**

Students who fail at least one semester of one or two courses will be required to attend Walnut Hills Summer School. There will be a fee for enrollment in summer school. Failure to participate will result in removal from Walnut Hills High School.

### **Suspension and Expulsion:**

Walnut Hills High School participates in the CPS Alternative to Suspension Program (A2S) and Alternative to Expulsion Program (A2E). 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. To this end, the rules and regulations must be enforced without favoritism to ensure consistency and fair treatment for all.

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:**

In-school suspension may be assigned by the administrator (as a repercussion for a disciplinary offense). While attending in-school suspension (ISS), 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 ISS rules will result in further disciplinary action.

### **Tardiness:** (See Absence and Tardiness)

### **Testing:**

To receive a diploma in the State of Ohio, students are required to take seven end-of-course tests and are required to earn at least 18 points. End-of-course tests are: Algebra I or Integrated Math I, Geometry or Integrated Math II, American 33 Government, American History, English I, English II, Biology. Each test score earns you up to five graduation points. You must have a minimum of four points in math, four points in English, and six points across science and social studies. Your school and district receive grades on the Ohio School Report Cards for all students' scores and participation on state tests. Students must participate in all seven end-of-course tests. If the minimum number of points has not been accumulated, an alternative to meet this testing graduation requirement is to earn "remediation-free" scores on either the ACT or SAT. For the ACT remediation-free scores are as follows: English – 18 or higher; Mathematics – 22 or higher; Reading – 22 or higher. For the SAT remediation-free scores are: Writing - 430 or higher; Mathematics – 520 or higher; Reading – 450 or higher. Cincinnati Public School will choose either the ACT or SAT for all students in the district to take for free during a one-time statewide spring test in grade 11.

**AP Exams:**

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 35 Advanced Placement courses. Sitting for the AP exam administered in the Spring is required for course completion. The fee per exam is \$94-\$145 (subject to change). A non-refundable \$40 College Board fee for each AP course will be posted to student accounts and will be due before the exam orders are placed in mid October. Students who remain in the course the entire year will have each exam fee reduced by the \$40 collected earlier in the year. This balance will be due in late April. 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.

**Theft/Lost or Stolen Items:**

Students must be responsible for the safekeeping of all personal items. The school will not investigate the theft or loss of personal electronic items if not properly secured.

**Thursday and Friday Evening School:**

Students may be assigned to Thursday or Friday Evening School for more serious misbehavior than warrants detention. Thursday and Friday Evening School precludes all after school activities. Thursday and Friday Evening School is held from 2:45 p.m. – 4:30 p.m. Students are required to attend on the date assigned.

**Transportation:**

Queen City Metro buses serve Walnut Hills High School. Metro Extra routes deliver students to the school on Jonathan Avenue. Routes are determined by Queen City Metro and the district's transportation division. Parents should call Transportation at 363-0330 or Queen City Metro at 632-7528 if they have any questions.

Extra curricular bus passes are available for students involved in after school activities. They MUST be used with a Queen City Metro Card and a fare is required for grades 9-12. Below are the rules and regulations to be followed when using this card.

1. Passes are valid only after 4:30 p.m.
2. Students will obey the driver and display acceptable behavior on the bus.
3. Misconduct or pass misuse will result in the loss of the pass.
4. While on the bus, the following rules will be observed:
  - a) No smoking or eating.
  - b) No fighting, creating disturbance, or damaging the bus.
  - c) Profane language is prohibited.

These cards can be obtained in office 2209 between the hours of 7:00 AM and 3:00 PM Monday through Friday.

Transportation to and from school is provided through contract with Queen City Metro. Each eligible student will receive a bus pass which must be shown to the driver when boarding a bus. Passes are honored on school days only from 6:00 a.m. to 4:00 p.m. Students in grades 9-12 are required to pay a fare (50 cents each way) in addition to presenting the pass. Any student not presenting a pass will be required to pay full fare.

Bus cards are distributed at school the first day of school to those students who live in the district, who have enrolled prior to August 1, and who do not live within walking distance from school. A lost card can only be replaced at the CPS Central Office for a fee of \$10.00.

Drivers are responsible for all conduct on the buses. Students may be put off a coach and/or have their passes confiscated for misuse or misconduct. Incident reports will be filed by Metro drivers with the Transportation Office at the Education Center on Burnet Avenue (363-0330) and with the school.

Plan Ahead - If a student misses a bus, alternate plans should be in place for going to or from school. Students should know

all routes that serve their neighborhood. When a bus driver passes by without stopping, students should note the 3-digit number painted on that bus, located in front, on the side, at the rear and inside the bus. Students should then report this number along with an account of the incident after arriving at school to Room 2209. Private transportation must be arranged by parents for students on exam days if students arrange for a late arrival or early dismissal.

### **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.

### **Work Details:**

Students receiving detentions, Friday Evening School, or ISS may be required to participate in specialized work details on and around the campus.

### **Work Permits:**

Work permits will be issued in the Main Office from 7:30 a.m. – 11:00 a.m. The student must provide his or her birth certificate, and a 2-sided work permit form with the parent, employer, and physician's sections completed in order to receive a permit. These forms may be obtained in the main office and on the student page of our website. Work permits will be issued to students ages 14 through 18.

# FEES AND EXPENSES

(All are subject to change)

1. Board of Education Instructional Fee Collection forms were mailed home in the back-to-school mailing.
2. Various classes have materials fees that are collected by the classroom teacher or the Treasurer.
3. The fee per exam is \$94-\$145 (subject to change). Additionally, a \$5.00 late fee, per exam, will be applied if not paid by the late April due date. All fees, except AP, are due by the end of October. There is a \$40 fee per unused AP exam. This cost is determined by CollegeBoard and subject to change.

Every student enrolled in a required Math course at Walnut Hills High School must own a TI (Texas Instrument) Challenger Solar Powered Scientific calculator or its equivalent. Parents are encouraged to make this investment early. The back of the calculator should properly identify the name of the student who owns the calculator. It will be used on a daily basis at school during each year math instruction has been scheduled.

**Consumable Fee** (Required for Chemistry & Biology) \$10.00

**Curriculum Materials** (available from teachers):

Art supply fees - (per semester)	\$25.00-\$50.00
World Language Course Fees	\$25.00

**Safety Goggles** (available from science teachers):

Required for Biology, Chemistry, Zoology, Physiology, and Science classes.	\$3.00
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**Science Fair Project Boards** (available from science teachers) \$5.00

**Physical Education** (available from P.E. teacher):

Gym Uniforms (shirt)	\$12.00-\$20.00
Gym Uniforms (shorts)	\$12.00-\$20.00

Walnut Hills High School requires uniform dress in all gym classes. Grey Walnut Hills shirts and blue shorts are available for both boys and girls. Tennis racquets must be provided by students electing tennis class.

**Instructional Fees:**

Since 1979, the Board of Education has assessed special fees for each child to defray instructional supply and equipment expenses.

**Student Parking Fees:**

Eligible Students	\$20.00
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**Honors:** \$65.00-\$90.00 + travel

**“Pay to participate”** \$40 (Jr Hi) / \$100 (HS)



# WALNUT HILLS HIGH SCHOOL

## College Planning Calendar Freshman Year

### *Fall Semester*

- Challenge yourself academically by taking difficult courses, i.e. AA courses
- Explore various extra-curricular activities to find those that you enjoy
- Attend free “Lunch Bunch” review sessions sponsored by the College Information Center prior to taking the PSAT at Walnut on October 16<sup>th</sup>
- Attend *College Planning Night* program for parents and students (**December**)

### *Spring Semester*

- Plan the next three years of your academic courses and identify which AP courses you want to take
- Register for Naviance and complete the Career Interest Profiler and Career Cluster Finder
- Meet with your counselor to discuss your goals and to review your academic plan prior to optioning
- Attend PSAT academic review sessions to review your PSAT results (**March**)
- Become familiar with college information resources provided by counselors, Naviance, the College Information Center, and the library
- Compete in matches, competitions, and contests to accumulate awards for inclusion in your résumé

### *Summer*

- Find a summer job, consider volunteering, attend a summer program
- Read for pleasure to build your vocabulary



# WALNUT HILLS HIGH SCHOOL

## College Planning Calendar Sophomore Year

### *Fall Semester*

- Continue taking challenging academic courses, i.e. AA and AP courses. Maintain or strengthen, if necessary, your GPA. Update your academic goals and four-year plan
- Continue involvement in volunteer and extra-curricular activities. Consider narrowing down your activities to focus on those you particularly enjoy. Begin to work towards leadership positions
- Complete the Do What You Are and Strengths Explorer in Naviance
- Use Naviance to research colleges; use Super Match to begin building a college list
- Compete in matches, competitions, and contests to accumulate awards for inclusion in your résumé
- Attend free “Lunch Bunch” review sessions sponsored by the College Information Center prior to taking the PSAT at Walnut on October 16<sup>th</sup>
- Register for the PreACT (Est. \$18 cost)
- Consider attending the National College Fair (**September**), browse college guidebooks, check out college websites
- Attend *College Planning Night* program for parents and students (**December**)

### *Spring Semester*

- Option for 11<sup>th</sup> Grade and attend the AP Fair, choosing a balanced but challenging schedule
- Attend academic review sessions after receiving the PSAT and PreACT score reports
- Begin to build a college application file, gathering materials about colleges of interest and collecting standardized score reports, transcripts, awards and honors
- Take AP Exams in May
- Take SAT Subject Tests in Latin, United States History and Math Level II after completing relevant coursework only if schools under consideration require or suggest taking those tests
- Register for late July/early August *Achieving College Testing Success* courses

### *Summer*

- Find a summer job, do volunteer work, attend a summer program, or shadow a professional in the career that interests you
- Visit local colleges
- If you go on a family vacation, visit colleges in the area
- Study for the PSAT that you will take as a junior for National Merit eligibility
- Read for pleasure and vocabulary building





# WALNUT HILLS HIGH SCHOOL

## College Planning Calendar Junior Year

### *Fall Semester*

- Continue taking challenging academic courses, i.e. AA and AP courses. Maintain or strengthen, if necessary, your GPA. Update your academic goals and four-year plan
- Focus on becoming a leader in a few extra-curricular activities. Run for an office, lead a team or club, start your own business or service project
- Continue to compete in matches, contests, and competitions and add any awards to your résumé
- Use Naviance to expand your list of colleges, including “reach” and “safety” schools. Think about what you seek in a college: location/size/specific major/competitiveness
- Attend *College Planning Night* program for parents and students for an overview of the entire application process (**December**) Schedule a meeting in February or March with your parent(s) and counselor to discuss your individual application process
- Attend free “Lunch Bunch” review sessions sponsored by the College Information Center prior to the October PSAT and continue attending ACT/SAT specific sessions
- Take the PSAT, the test that determines National Merit Scholarship qualifiers, at Walnut on October 16<sup>th</sup>
- Get to know your teachers and start thinking about whom you might ask to write college and scholarship recommendations
- If you intend to seek an athletic scholarship, register at the NCAA Eligibility Center at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). Send out letters of interest to coaches at the schools that most interest you
- Preview how much financial aid for which you may be eligible by completing the FAFSA4caster at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Attend college fairs and meet college representatives when they visit school during 3<sup>rd</sup> lunch. Ask questions!
- Visit colleges. Students are permitted three (3) excused absences during both junior and senior year for college visits
- Complete any available surveys and assessments not previously completed in Naviance
- Register for and take the December ACT. Order the test booklet(s) for review. No college requires submission of scores from both ACT and SAT and no college specifies which test it prefers

### *Spring Semester*

- Attend academic review sessions after receiving the PSAT/NMSQT and ACT score reports
- Register for the March SAT if scores on the PSAT suggest that test as well. Order the test booklet(s) for review. No college requires submission of scores from both tests and no college specifies which test it prefers
- Preview the Common Application and review copies of the supplements from colleges that interest you
- Attend the *Been There, Done That* program, comprised of a panel of parents providing the parent perspective and a panel of senior students providing the student perspective of the college application process (**February**)
- Prepare for and take the district provided ACT (**February 25**)
- Visit colleges. Students are permitted three (3) excused absences during both junior and senior year for college visits
- Write a response to the common application essay. Submit to an English teacher for editing
- Ask 2-3 teachers to commit to writing recommendation letters. Prepare documentation that will help teachers write effective letters. Keep in mind teachers cannot write unlimited recommendations (**May**)
- Continue to prepare for follow-up ACT and/or SAT tests
- Take AP Exams and SAT Subject Tests after completing relevant coursework only if schools under consideration require or suggest taking those tests
- Register for an August *Common Application Boot Camp*

### *Summer Semester*

- Find a summer job, do volunteer work, attend a summer program, or shadow a professional in the career that interests you
- Continue to research and visit colleges and note any early action or early decision deadlines at colleges of choice
- Read for pleasure to build your vocabulary



# WALNUT HILLS HIGH SCHOOL

## College Planning Calendar Senior Year

### *Fall Semester*

- Continue taking challenging academic courses and keep up your grades. Beware of “senioritis”!
- Continue involvement in volunteer and extra-curricular activities; update your résumé
- Meet individually with your counselor to narrow list of colleges, discuss financial aid and scholarship opportunities
- Decide schools to which you will apply and prepare a list of deadlines having noted over summer any early action or early decision deadlines at colleges of choice
- Take any additionally needed SAT, ACT, or SAT Subject Tests in September or October
- Attend *Senior College Forum* for all seniors (**September**)
- Parents attend *Nuts and Bolts* for a detailed explanation of the college application process (**September**)
- Parents attend *Financial Aid Night* (**September**)
- Complete senior packet on Naviance – one for parents, one for students (**October 1**)
- Research scholarship opportunities and internships listed in Naviance and track deadlines
- Complete NCAA Clearinghouse application ([www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)) if a student athlete
- Complete official FAFSA (financial aid form) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), beginning **October 1**. If required, complete the CSS/Financial Aid Profile at [www.profileonline.collegeboard.org](http://www.profileonline.collegeboard.org)
- Attend *Interviewing Skills Workshop* (**October**)
- Arrange for college interviews if required – preparation for which should include scheduling a mock interview in the College Information Center
- Request ACT scores at [www.actstudent.org](http://www.actstudent.org) or SAT, Subject Test, and AP scores at [www.sat.collegeboard.org](http://www.sat.collegeboard.org) be sent to colleges **at least three weeks before the application deadline(s)** if scores have not been previously sent
- Submit WHHS counseling office request form so that counselors complete letters of recommendation
- Make certain teachers submit letters of recommendation at least two weeks prior to the college deadline and by November 15 at the latest
- Brainstorm, write your essays, and enlist editors to help you revise them. Create a master list of supplemental essays
- Visit colleges of major interest. Plan an overnight in a dorm if possible
- Attend college representative visits and ask questions!
- Submit by November 15 counseling office transcript requests for each school to which you are applying

### *Spring Semester*

- Continue to apply for scholarships (**January – March**)
- Send supplemental information to colleges as it becomes available, i.e., awards
- Meet Acceptance Reply Date. Write to inform and thank colleges whose offers you did not accept
- Write thank-you notes to teachers who wrote letters of recommendation
- Complete the Future Plans / Final Transcript request form on Naviance (**May**)
- Create a college budget and begin applying for additional student loans, if necessary
- Attend Senior Exit Meeting with your counselor (**May**)

**2019-2020 EXAM SCHEDULE**  
for the  
**ACT – PSAT/SAT – Subject Tests**

**PSAT/NMSQT** - grades 10, 11      Test Fee – CPS pays the fee  
Test Date – Wednesday, October 16, 2019

**PSAT 8/9**      - grade 9      Test Fee – CPS pays the fee  
Test Date – Wednesday, October 16, 2019  
- grade 8      Test Fee – TBD  
Test Date – Saturday, March 7, 2020

**PreACT**      - grade 10      Test Fee – TBD  
Test Date – January 25, 2020

**ACT**      Test Fee = \$50.50 (subject to change)

**ACT Plus Writing**      Test Fee = \$67.00 (subject to change)  
(ACT fees are as of May 2019 and are subject to change. See act.org for current fees.)

<u>Test Date</u>		<u>Regular Registration Closes</u>		<u>*Late Registration Closes</u>	
September	14, 2019	August	16, 2019	August	30, 2019
October	26, 2019	September	20, 2019	October	4, 2019
***December	14, 2019	November	8, 2019	November	22, 2019
February	8, 2020	January	10, 2020	January	17, 2020
***April	4, 2020	February	28, 2020	March	13, 2020
***June	13, 2020	May	8, 2020	May	22, 2020
July	18, 2020	June	19, 2020	June	26, 2020

**SAT**      Test Fee = \$49.50

**SAT with Essay**      Test Fee = \$64.50

**Subject Tests**      Test Fee = \$26.00 Registration fee  
+ \$22.00 per test (language test fee \$26)

<u>Test Date</u>		<u>Regular Registration Closes</u>		<u>**Late Registration Closes</u>	
August	24, 2019	July	26, 2019	August	13, 2019
***October	5, 2019	September	6, 2019	September	24, 2019
November	2, 2019	October	3, 2019	October	22, 2019
December	7, 2019	November	8, 2019	November	26, 2019
***March SAT only	14, 2020	February	14, 2020	March	3, 2020
***May	2, 2020	April	3, 2020	April	21, 2020
June	6, 2020	May	8, 2020	May	27, 2020

\*Requires additional \$30.00 late fee

\*\*Requires additional \$30.00 late fee

Wait List fee available – Test fees plus \$53.00/SAT or Standby registration – Test fees plus \$53.00/ACT

\*\*\*Question & Answer Service available & recommended - \$18/SAT or \$20.00/ACT

SAT and ACT fee waivers are available in the counselors' office.

Mailed registration forms must be postmarked by midnight of the dates listed above.

Students may register online for the SAT at <http://www.collegeboard.org> and for the ACT at <http://www.act.org>

## **2019-2020 COLLEGE ENTRANCE TEST INFORMATION**

### **EIGHTH GRADE STUDENTS**

#### **PSAT 8/9**

**Test Date: Saturday, March 7, 2020**

Eighth graders will have the option to take the PSAT 8/9. Registration fee.

### **FRESHMAN STUDENTS**

#### **PSAT 8/9**

**Test Date: Wednesday, October 16, 2019**

All freshmen will take the PSAT 8/9. No registration is required. CPS pays the fee.

### **SOPHOMORE STUDENTS**

#### **PSAT/NMSQT**

**Test Date: Wednesday, October 16, 2019**

All sophomores will take the PSAT/NMSQT. No registration is required. CPS pays the fee.

#### **PreACT**

**Test Date: Saturday, January 25, 2020**

Sophomores will have the option to take the PreACT. Registration fee.

### **JUNIOR STUDENTS**

#### **PSAT/NMSQT**

**Test Date: Wednesday, October 16, 2019**

All juniors will take the PSAT/NMSQT. No registration is required. CPS pays the fee.

#### **ACT**

**Recommended Test Date: December 14, 2019 (registration deadline: November 8)**

Register online or order a paper registration packet at [www.act.org](http://www.act.org) and pick up a practice test in the CIC (Room 2205). Register to take the ACT Plus Writing. Take advantage of the Test Information Release, return of the test booklet and expanded score report, available on this test date for an additional fee of \$20.00.

#### **SAT**

**Recommended Test Date: March 14, 2020 (registration deadline: February 14)**

A strong PSAT score on the October 2019 test is a good indicator that a student should consider taking the SAT.

Register online at [www.collegeboard.com](http://www.collegeboard.com) or pick up a registration packet and practice test in the Counseling Office or in the CIC (Room 2205).

### **SENIOR STUDENTS**

#### **SAT**

**Recommended Test Dates: August 24, 2019 (registration deadline: July 26) or  
October 5, 2019 (registration deadline: September 6)**

Register online at [www.collegeboard.org](http://www.collegeboard.org) or pick up a registration packet and practice test in the Counseling Office or in the CIC (Room 2205).

#### **ACT**

**Recommended Test Date: September 14, 2019 (registration deadline: August 16)**

Register online or order a paper registration packet at [www.act.org](http://www.act.org) and pick up a practice test in the CIC (Room 2205).

We recommend these test dates so that students can meet specific college deadlines. Because all colleges will accept results from either test, students do not have to take - or retake - both tests. Discuss with a counselor or CIC staff member the better option.

## CAREER INFORMATION WEBSITES

**Naviance-** <http://connection.naviance.com/walnuthhs>

Naviance is a tool that allows students to find college and career pathways that are right for them. Students are able to complete inventories that assess their learning style, personality type, and career interests. Using the results of these inventories, students can explore potential careers, including the tasks and skills of each career, educational requirements, and salary range.

**America's Career InfoNet** – <http://www.careeronestop.org>

Find occupational requirements, wage and employment trends, state-by-state labor market conditions, millions of employer contacts nationwide, and the most extensive career resource library online. Vast library with more than 4,000 links to Career Resources. Sponsored by the U.S. Department of Labor, Employment and Training Administration.

**Occupational Outlook Handbook** – <http://www.bls.gov/ooh>

From the U.S. Department of Labor and revised every two years, this nationally recognized source of career information is designed to provide assistance to individuals making decisions about their future work lives. The Handbook describes what workers do on the job, working conditions, the training and education needed, earnings, and expected job prospects in a wide range of occupations.

**Military Career Guide Online** – <http://www.todaysmilitary.com>

The leading career information resource for the military world of work. Gives details on enlisted and officer occupations. Because most military occupations are comparable to one or more civilian occupations, civilian counterparts are given for every applicable military occupation. Describes training, advancement, and educational opportunities within each of the major Services.

## SHOPPING FOR COLLEGES

Listed below are a few of the best resources to guide you through the college process.

### FIND IT ONLINE

[www.act.org](http://www.act.org)

Includes college searches, financial aid resources, and tips for taking the ACT.

[www.collegeboard.org](http://www.collegeboard.org)

Includes college searches, financial aid resources and tips for taking the PSAT/SAT.

[www.collegenet.com](http://www.collegenet.com)

Provides an online guide to colleges, universities graduate programs and financial aid. Includes a search engine for all education-related pages.

[www.collegeview.com](http://www.collegeview.com)

Provides a compilation of more than 3,800 schools including Hobson's guides to black colleges, Christian colleges and special information for Hispanic college-bound students as well as virtual campus tours, scholarship searches and a career center.

[www.fastweb.com](http://www.fastweb.com)

Lists more than 600,000 scholarships, descriptions of over 4000 colleges and universities and tips on financial aid and careers. Students can also create profiles that will match scholarships and colleges with student criteria.

[www.petersons.com](http://www.petersons.com)

Identifies colleges by tuition, location, major, sports and more. Also offers financial aid search options for grants, scholarships and loans.

<https://www.usnews.com/best-colleges#steps>

Lists the best colleges and best graduate schools.

**U.S. News and World Report**

### FIND IT IN PRINT

***(The) Best 381 Colleges: 2019 ed.***

Robert Franek (Editor); Princeton Review

Includes admissions criteria, detailed contact information. Ranks colleges in 63 categories including academics, politics, social life, dorms, cafeteria food, and career placement.

***Colleges That Change Lives, 2013-14 ed.***

Loren Pope, Penguin Press

A candid review of 40 "life-changing" colleges which are producing outstanding results with a variety of students.

***The College Board Handbook, 2018 ed.***

The College Board

Includes every college and university in the U.S. organized by state, and lists SAT statistics, deadlines, financial aid, percentages, popular majors, brief descriptions. Also comes with a CD-ROM.

***Complete Book of Colleges 2018***

Princeton Review (Editor)

Contains profiles for more than 1,300 schools. Includes academic programs and majors offered, tuition and other costs, extracurricular activities and much more.

***Cool Colleges 2007, 2<sup>nd</sup> ed.***

Donald Asher, Ten Speed Press

Provides quirky reviews of most accredited institutions within the U.S. and Canada with emphasis on helping students find college matches based on their personalities and approach to education.

***(The) Fiske Guide to Colleges 2019***

Edward B. Fiske; Sourcebooks, Inc.

Rates more than 300 schools based on academics, social life and quality of life. Also includes current trends in college admissions and a "Best Buy" list of 44 public and private schools that offer an excellent education at reasonable prices.

***(The) Insider's Guide to the Colleges 2015, 41<sup>st</sup> ed.***

The Staff of the Yale Daily News

Contains information for more than 300 schools in the U.S. and Canada, including up-to-date information on everything from tuition to acceptance rates to male/female ratios.

***Rugg's Recommendations on the Colleges, 35<sup>th</sup> ed.***

Frederick E. Rugg **PDF Format only (FEE)**

Evaluates 970 colleges by department/undergrad major

***U.S. News and World Report Best Colleges 2019 Guidebook***

Features complete data on more than 1,400 colleges and universities plus exclusive lists and indices to help compare the schools.

## **STUDENTS RIGHTS AND RESPONSIBILITIES DOCUMENT**

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

### **I. Assembly**

#### **A. Rights**

1. Students have the right to meet and form groups and organizations. No group shall be denied the right to organize and meet unless it can be clearly demonstrated that the group is intent upon disruption of the educational process or upon the violation of the law that its existence clearly endangers the health or safety of students or staff members or the proper process for forming clubs is not followed.
2. No student shall be subject to punishment or harassment for membership in any legitimate group or meeting.
3. Student groups have the right to hold meetings at which they may discuss, pass resolutions about, or take lawful action respecting any manner.
4. All student organizations are to be accorded equal consideration and treatment with respect to holding meetings in schoolrooms or on school grounds.
5. Student organizations may invite speakers to address their group; approval of the faculty sponsor is required and speakers must be scheduled during non-class time. Prior notice of two days is required. Denial of permission shall be reasonable and justifiable. Appeal of any denial may be made.

#### **B. Responsibilities**

1. All student groups and meetings must have a member of the school staff as sponsor, advisor or monitor. The group has the primary responsibility in the selection of the faculty advisor, subject to the agreement of the sponsor and the principal. Its recommendation will normally be followed.
2. Each group shall petition Student Congress for a Charter after guidelines for participation have been developed and the preliminary work is approved by the school administration.
3. No pupil may sell any item except as part of a specifically authorized school activity. Organizations wishing to sell items should make arrangements with the appropriate administrator and put an announcement in the Daily Bulletin. Food sales may not be conducted during class time or lunch periods.

### **II. Discrimination and Access**

#### **A. Rights**

1. Each student has the right to equal opportunity in the classroom and other school related activities, without regard to sex, race, physical handicap, religion, national origin, economic or social status.
2. Each student has the right to participate fully, at the level of his demonstrated ability, in the educational activities of the school and is entitled to a school atmosphere that promotes learning in an orderly fashion.
3. Students have the right, upon request, to receive advice from a counselor on matters relating to their physical or mental well being.
4. Each student has the right to an explanation of course objectives and rules explaining grading.

5. Each student has the right to a fair evaluation at the end of each grading period.
6. Excused absences, misconduct or disciplinary actions (in or out of school) are not to be used as criteria for academic grading, though failing grades may be assigned to work during unexcused absence or suspension from school. The personality of the student should not influence academic grades.

**B. Responsibilities**

1. Each student shall work to his/her full potential commensurate with his/her capabilities.
2. Each student shall attend school regularly except for legitimate absences about which parents have knowledge (personal illness, death in family, religious holidays).
3. Each student shall meet course requirements including prompt make-up work.
4. Each student shall know and follow the code of conduct and be familiar with actions or behaviors not permitted in school or at any school activity.

**III. Exercise of Common Courtesy and Mutual Respect**

**A. Rights**

1. Each student deserves to be respected and valued for his/her individuality by all others in the community.
2. Each student has the right to fulfill his/her best intellectual potential in an atmosphere conducive to academic excellence.
3. Each student has the right to be recognized for appropriate accomplishments.
4. Each student has the right to enjoy the special advantages occurring from the presence, in school, or students with diverse cultural, economic, racial and religious backgrounds.

**B. Responsibilities**

1. Each student should show respect to himself/herself and all others in the community.
2. Each student should foster a climate of tolerance and capitalize on cultural/ethnic/religious/racial/ and economic diversity in the community.
3. In the pursuit of intellectual achievement, each student will/should keep an open mind, listen to others and not resist programs and change.
4. Each student will/should include others in activities regardless of race, gender, religion, or cultural differences.
5. Each student should contribute his/her talents to the community.
6. Each student should promote the ideas of good citizenship in all aspects of human relations, thereby preparing the student for life in a pluralistic society.



#### IV Expression

##### A. Rights

1. Students have the right to express, through proper channels, in a non-disruptive manner, their opinions on subject matter taught, school activities, operation/policies, and on matters of broad social concern and interest.
2. School personnel will provide an atmosphere which encourages students to examine with an open mind all sides of controversial issues and will promote among students, respect and tolerance for other points of view.
3. All recognized school groups have the right of access to school publicity facilities – bulletin boards, Daily Bulletin, and approved areas for posting announcements, as time and space permit. Approval of the faculty sponsor and administration, however, is required.
4. Students have the right to symbolic expression. This refers to expression that conveys personal beliefs through such means as hairstyle, clothing, buttons.

##### B. Responsibilities

1. Posters may not be placed in the main hall foyer or taped to any painted surface in the building. All posters must be approved by the administrator coordinating student activities and removed by the sponsoring group promptly after the event.
2. Expression may not slander or devalue groups or individuals, nor use obscene language in any form.
3. All forms of free expression are subject to normal limitations imposed by standards of decency, safety and health in a non-disruptive school atmosphere which is conducive to learning.

#### IV. **Grievance Procedure**

- A. It is recognized that non-academic grievances are most effectively settled at the lowest possible level. If resolution is not obtained, however, the procedure will include the following sequential steps:
- a. A meeting of the two grievants to solve the problem prior to any further steps;
  - b. A grievant may seek a meeting with the counselor for information;
  - c. A meeting of the two grievants with the principal or his designee;
  - d. If the grievant cannot meet agreement with the principal, the grievant has the right to appeal his/her case to the Superintendent's office.
- B. Students should bring academic grievances to the appropriate administrator. The student has a right to have an adult of his/her choice at such a meeting with the administrator.

#### VI Publications

##### A. Rights

1. Students have the right to express themselves by means of publications.
2. All recognized school groups may use school facilities to publish information if facilities are available and if the group supplies the materials needed.

##### B. Responsibilities

1. Student publications must bear the name of the group and the individuals responsible.

2. Students who write, edit, publish or distribute handwritten, printed or duplicated material within the school assume full responsibility for its contents.
3. Publications of a recognized school group must have the approval of the faculty sponsor. Publications of any other group or individual must be approved by the principal, to whom they must be submitted two days prior to intended distribution. Any denial of permission to publish must be reasonable and justifiable; appeal of any denial may be made (Sec. VI). The final decision as to the suitability of materials shall reside with the Faculty Advisor (after consultation with the student editor) in accordance with other provisions of the document.
4. Students may not distribute printed materials that promote activities which clearly endanger the safety of students or staff members, or activities which clearly threaten to disrupt the educational process, or activities which break rules or laws.

## **VII Student Government**

### **A. Rights**

1. The student body has the right to organize a representative student government organization.
2. This body shall, in so far as possible, be elected and shall equally and democratically represent all students.
3. All students are eligible to participate
4. The student government has the right to appoint or cause to be elected student representatives to all in-school organizations on which students are officially represented.
5. The student government may evaluate any aspect of the school community.

### **B. Responsibilities**

1. The student government shall review, evaluate and recommend actions relating to the extracurricular program including chartering other groups and organizations.
2. The student government shall regulate the use of the school bulletin boards in cooperation with the administrator coordinating student activities.
3. Students officially designated by the student government shall petition to meet with the department chairmen and other policy-making bodies to make presentations regarding pertinent issues.

## How To Help Students Succeed In School – Beyond the Academics

Parents often wonder what they can do to help their teenagers successfully meet the challenges of secondary school. Researchers from the University of Wisconsin and Stanford University conducted a study as part of the Madison National Center on Effective Secondary schools. Here are 10 tips for parents who want to help teenagers meet the challenges of high school and beyond.

1. **Recognize that transitions are tough.** The first year of high school can be a difficult and stressful year. The work is harder, expectations are higher, and pressure for good grades is stronger. What's more, students must adjust to new faces and a new social system. Some students may not be ready to adjust to the more rigid academic structure of the high school. Others may have some difficulty with the self-discipline needed to operate independently. Parents generally become more vocal because they know exactly what they want their sons and daughters to get from high school. At the other end, seniors must be prepared to leave the familiar routine of high school and venture into a new situation: establish a reputation, make new friends, and cope with the often unpredictable demands of the world beyond high school. By simply acknowledging how difficult these tasks are, parents can help students manage successfully.
2. **Let them stretch.** High schoolers grow rapidly in physical, mental, and social maturity. They must try out and learn to manage these new abilities. Parents can assist by (A) Letting their child express opinions in family discussions—and taking their opinions seriously. (B) Encouraging students' efforts to try out new activities—especially ones that parents haven't selected for them. (C) Giving them room to fail as well as room to succeed at something.
3. **Guide through example.** In high school, students grow sophisticated enough intellectually to recognize and resent contradictions between what you say and what you do. Telling students it is important to study and learn is more effective if, after saying it, parents sit down to read a good book rather than sit down and watch television. Set the desired example and Be Positive.
4. **Discipline with choices and consequences, not demands and punishments.** By saying, "This is the rule, period," parents (and educators) give students the subtle message: "I don't think you are able to make good decisions." An alternative is to offer choices and consequences. For example, "You may do this or you may do that, but if you do that, please understand that the consequences will be..." Students whose parents use this strategy tend to have better grades, higher self-esteem, and closer relationships with their family.
5. **Be consistent.** No matter what discipline style parents use, it is more effective when it is consistent. Try to make the consequences for a particular action the same each time it occurs. And, try to ensure that each parent disciplines in the same fashion. In this study, students raised in households with this sort of consistency developed a stronger sense of self-discipline.
6. **Knowing where beats being there.** Working parents often feel guilty if they cannot be there when their children are due home from school. The study results indicate that school grades and levels of misbehavior are not affected by whether or not a parent is home when the teenager finishes school for the day. However, knowing where the student is does make a difference. Grades were significantly higher and problem behavior was less frequent among students whose parents monitored their whereabouts after school.
7. **Praise works better than presents.** Some parents respond to good grades with concrete rewards: money, car use, etc. They take these presents away if grades fall. Others raise expectations and challenge their students to do even better. Curiously, the study indicated that these strategies tended to drive grades downward. The most effective strategies were to respond to good grades with praise and respond to poor grades with simple words of encouragement or offers to provide help (a tutor, for example). The only failure of this approach comes when student grades are very low to begin with. For really poor performances no parental response seems to make much difference. Here parents should seek out a sympathetic teacher, counselor, or administrator.
8. **Attend school functions.** The more frequently parents were involved in the school, the better their students did academically. Students seem to appreciate the interest parents show by attending back-to-school nights, parent-teacher conferences, and co-curricular events, especially ones in which the student is involved. Attending these functions also puts parents in a better position to be able to talk about school with their child, to spot difficulties their child is having, and to suggest strategies for overcoming difficulties. Visit school any time, not just on special occasions.
9. **Keep in touch with your teen.** These days, teens and parents are often so busy that they hardly see each other. But young people benefit enormously from opportunities to talk with a parent about their experiences, opinions, and feelings. This is not a time for parents to lecture, offer advice or remind about rules. It is a time to listen intently to what's going on in their child's life.
10. **Keep in touch with other parents.** When neighborhoods or communities share a common set of expectations for teenage behavior, life is much easier for parents and for teenagers. Networking with other parents is a good vehicle for establishing shared expectations and for learning how other parents handle common situations. Use your Parent Board Directory!

A PARENT'S GUIDE TO TEENAGE PARTIES  
Taken from...Parties – Parents do Make a Difference  
Chemical Abuse Prevention Program  
Hamilton City Schools

WHEN YOUR TEEN IS GIVING A PARTY. Plan in advance. Check party plans with your teenager and know the guest list. If you agree as to who is invited, you can curb the “open party” situation.

SET A TIME LIMIT. Set a definite start and end, not too long. Consider weekend daytime parties as an alternative to evening ones or plan an activity such as swimming, skating, or renting movies.

AGREE TO RULES AHEAD OF TIME...THESE MIGHT INCLUDE:

- No drugs, including alcohol
- No smoking
- No leaving the party and returning
- No gate crashers allowed
- Lights should be left on
- Some rooms in your house should be off-limits

KNOW YOUR RESPONSIBILITIES. The responsible adult at a teenager's party is VISIBLE and AWARE. Remember, IT IS ILLEGAL TO SERVE DRUGS, INCLUDING ALCOHOL, TO MINORS. You are legally responsible for anything that may happen to a minor who has been served drugs or alcohol in YOUR home.

INVITE ANOTHER PARENT OR COUPLE OVER. Other adults are company for you during a long evening and can be of help with problems. Also, if parents have driven teenagers to your house, you might consider inviting them to meet you, however briefly.

WHEN YOUR TEEN IS GOING TO A PARTY. Call the host parent. Make sure that your basic ground rules, such as parental supervision and no alcohol, will be followed before you give your consent to attend a party. If your teenager complains that you don't trust him or her, explain the issue is not one of trust, but rather an issue of parents agreeing to certain ground rules.

CHECK THE PARTY PLANS BEFORHAND WITH YOUR TEENAGER. Know where your child is going and with whom. When taking your teenager to a party, wait to see that he or she is inside the house. If you don't know the host parents, introduce yourself.

MAKE IT EASY FOR YOUR TEENAGER TO LEAVE A PARTY. If there is drinking or drug taking or any reason that your teenager wishes to leave a party, make an arrangement that your child can call you (or a designated adult) and you will come. Urge your teenager NEVER to ride home with a driver who has been drinking. You might have an understanding that there will be no punishments or restrictions for a call letting you know that things are getting out-of-hand.

BE UP TO GREET YOUR TEENAGER WHEN HE/SHE COMES HOME FROM A PARTY.

### CURFEWS

The City of Cincinnati has established a curfew law:

- 15 years or younger: 10:00 p.m. to 5:00 a.m.
- 16-17 years of age: midnight to 5:00 a.m.

Students picked up by the Cincinnati Police during the above times will be taken to curfew centers and parents will be called. If a vehicle is stopped for a traffic violation, and a juvenile happens to be in the car, they will be in violation of curfew.

## **Districtwide Discipline Policy**



### **Positive School Culture**

- There is a districtwide Code of Conduct for students.
- Every parent should receive a copy of the Code of Conduct early in the school year.
- If you do not receive one, please contact your child's school.

Cincinnati Public Schools strives to create a Positive School Culture in all our schools, aimed at creating a safe and orderly environment that keeps students in school and engaged in learning.

Part of this Positive School Culture is a districtwide Code of Conduct that provides clear and explicit expectations for student behavior, specifies guidelines for teaching social skills to students, describes methods to help correct behavior and outlines the consequences for misbehavior.

In addition to the Code of Conduct, each school is required to develop its own Positive School Culture Plan through its Positive School Culture Committee. This plan must include a range of options that teach behavior expectations to students. Schools must communicate this plan to parents and students. Parents should know and understand the Positive School Culture Plan at their children's schools.

## **Searches of Students and Property**

Students will be subject to searches by metal detectors and/or by hand on a random basis, or with reasonable suspicion, by district administrators or security personnel.

The district may search: A student's outer clothing, pockets, book bags or other property; a student's locker; a vehicle driven to school by a student and parked on school property.

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, including searching calls, e-mails, contacts, texts, and other communications or Internet access.

Students will be treated with respect during a search. Any student failing to cooperate during a search will be subject to discipline under the CPS Code of Conduct.

**The Cincinnati Public School District is not responsible for damaged, lost or stolen personal items.**

*The Cincinnati Public School District provides equal educational, vocational, and employment opportunities for all people without regard to race, gender, ethnicity, color, age, disability, religion, national origin, creed, sexual*

*orientation, or affiliation with a union or professional organization, and provides equal access to the Boy Scouts and other designated groups. The district is in compliance with Title VI, Title IX and Section 504 of the Vocational Rehabilitation Act.*

*For additional information, contact the Title IX Coordinator or Section 504 Student Coordinator at (513) 363-0000.*

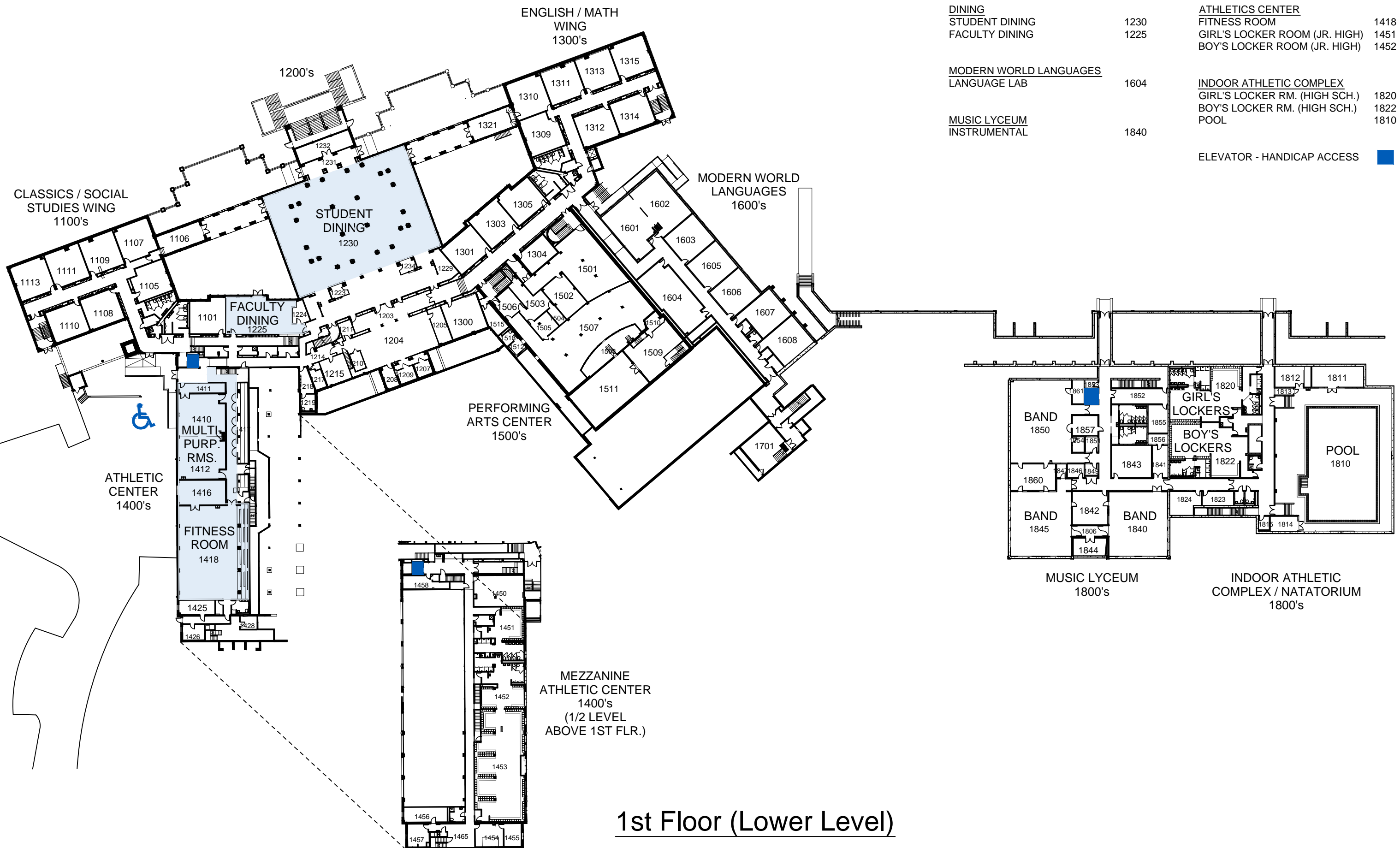
*TDD: (513) 363-0124*

**WHHS LOCAL SCHOOL DISCIPLINE PLAN**

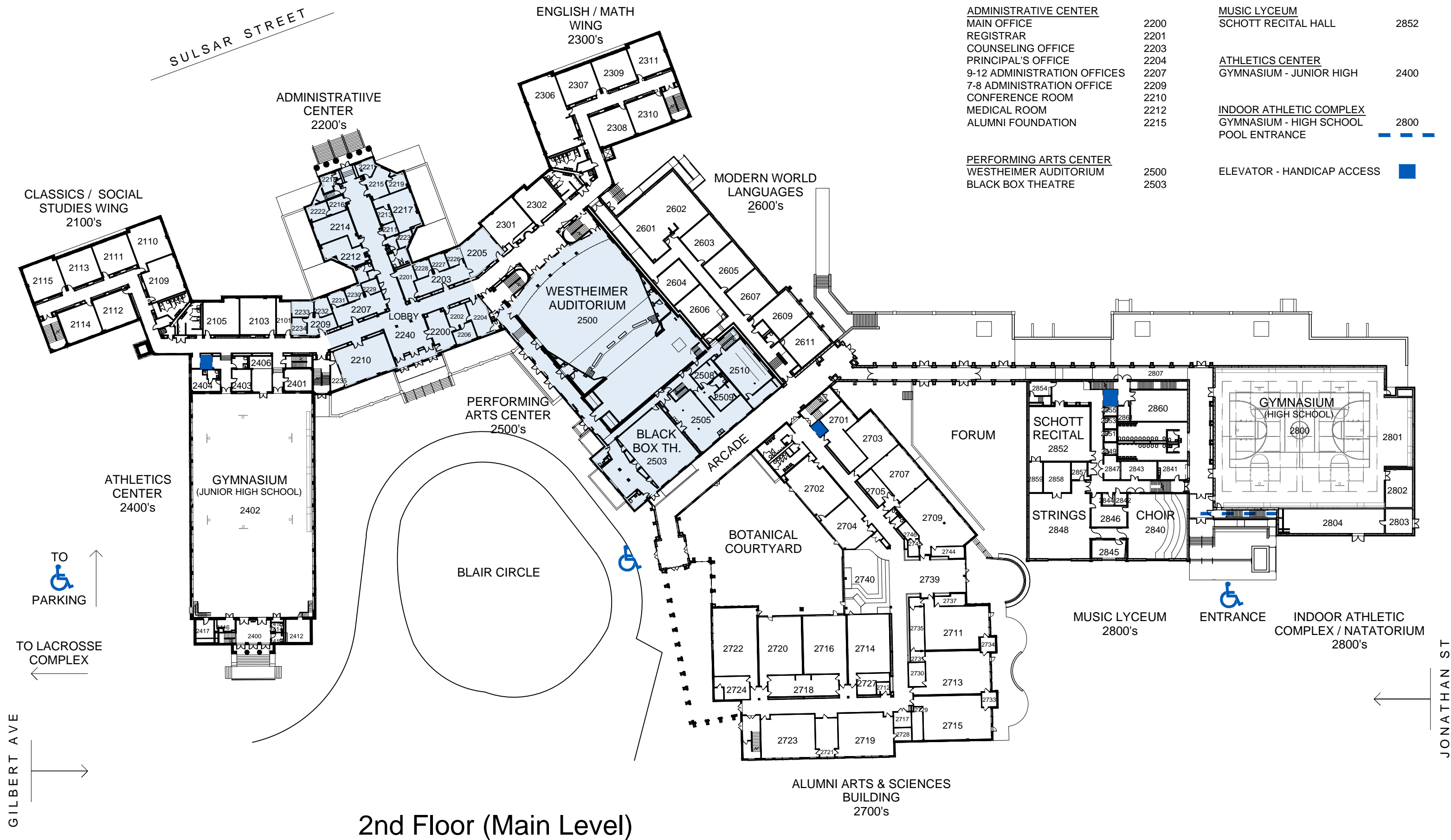
The following list supplements the Code of Suspension, Expulsion and Removal:

COMMON VIOLATIONS	1 <sup>ST</sup> OFFENSE	AGGRAVATED OR REPEATED OFFENSES
Academic Dishonesty (Cheating/Violating Testing Protocol/Plagiarism)	Loss of Credit, Counselor and Parent Notification. Administrator notified.	Loss of Credit, Parent Conference, and Counselor and Administrative Referral. Saturday School/ISS/A2S
Class Cutting, Unexcused Class Absence ( <i>beyond 15 minutes</i> )	Thursday/Friday Evening School for Each Bell Missed.	Saturday School/ISS/A2S
Disobedience/Refusal to Obey School Personnel/Disruption	Thursday/Friday Evening School/Saturday School/ISS/Parent Shadowing/	Saturday School/ISS/A2S
Distributing or Posting Unauthorized Printed Material	Confiscation	Thursday/Friday Evening School/Saturday School
Eating in Unauthorized Area	Detention	Thursday/Friday Evening School/Saturday School
Fighting	Ten days A2S & SRO Notified	Expulsion & SRO Notified
Fraud/False Identification/Failure to Identify Forgery	ISS	ISS/A2S
Harassment/Sexual Harassment/Intimidation/Electronic Harassment/Bullying	Parent Notification/Removal & SRO Notified	Court Referral/ISS/A2S & SRO Notified
Improper Dress (see student handbook)	Obtain Appropriate Dress & Parent Contact & Detention	Obtain Appropriate Dress From Parent & Parent Contact & Thursday/ Friday Evening School/Saturday School
Leaving School Grounds Without Permission	Saturday School + One Thursday/Friday Evening School for each bell missed/ISS+ One Thursday/Friday Evening School for each bell missed.	Saturday School + One Thursday/Friday Evening School for each bell missed/ISS+ One Thursday/Friday Evening School for each bell missed.
Littering	Work Detail/Detention	Work Detail/Detention
Loitering On Campus/Unauthorized Presence	Warning and Parent Notification	Detention, Revocation of Late Arrival or Early Dismissal Privilege and Parent Notification
Profanity	ISS	ISS/A2S
Reckless Driving	Temporary Suspension of Parking Privileges, Thursday/Friday Evening School	Elimination of Parking Privileges/ Saturday School/ISS/A2S
Tardiness to School	Detention or Thursday/Friday Evening School (If Class Period is Missed)	Detention and/or Thursday/Friday Evening School/Saturday School/ISS
Tardiness to Class	Noted	3 <sup>rd</sup> offense in a quarter-DT/Friday School/Thursday/Friday Evening School/ Saturday School
Tobacco/Smoking/Possession	ISS	ISS/A2S
Alcohol/Drugs/Possession	A2E & SRO Notified	A2E & SRO Notified
Truancy: <u>multiple or habitual unexcused and unauthorized absences (off campus)</u>	Thursday/Friday Evening School/Saturday School/ISS/A2S/Referral to Visiting Teacher	Thursday/Friday Evening School/Saturday School/ISS/A2S/Referral to Visiting Teacher
Unauthorized Parking on Campus <u>Students with permits:</u> <u>Students without permits:</u>	Warning/Revoke Permit Friday Evening School/Saturday School/ISS	
Display and/or Use of Electronic Communication and/or Entertainment Devices	Confiscation/Parent Retrieval from Grade Level Administrator on the third school day or later.	Confiscation/Parent Retrieval from Grade Level Administrator on the 3 <sup>rd</sup> school day or later and assignment to Thursday/ Friday Evening School/Saturday School
Unauthorized Sales	Confiscation and Referral to Administration	Confiscation and Referral to Administration; Thursday/Friday Evening School/Saturday School
Unserved Detention	Thursday/Friday Evening School/Saturday School	Thursday/Friday Evening School/Saturday School /ISS/A2S
Unserved Thursday/Friday Evening School	Saturday School	Saturday School/ISS/A2S

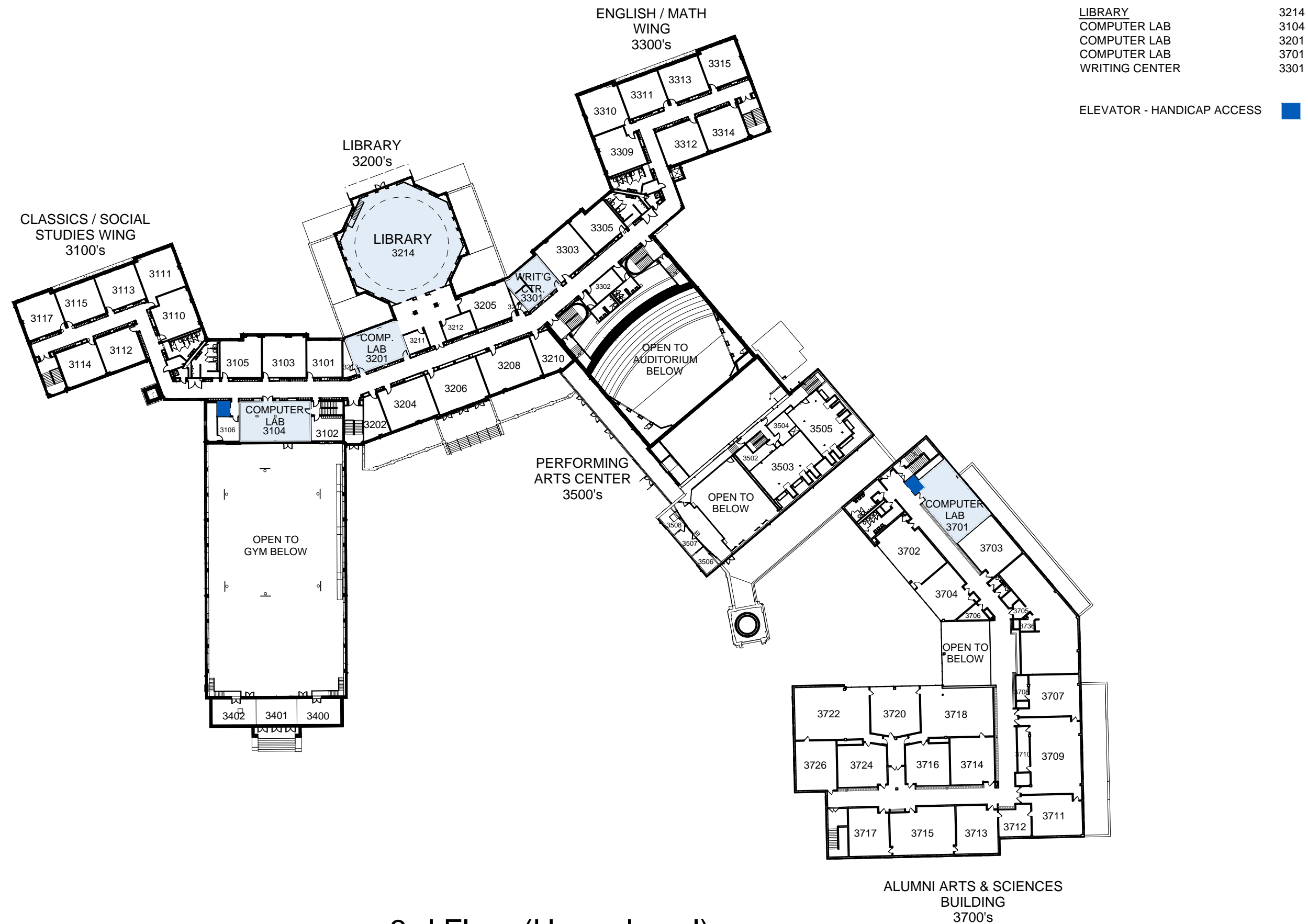
**Questions concerning infractions should be referred to the grade level administrator. Inquiries about DT should be directed to the staff who assigned it.**



1st Floor (Lower Level)







3rd Floor (Upper Level)