

# WALNUT HILLS HIGH SCHOOL



## INFORMATION HANDBOOK FOR STUDENTS AND PARENTS 2014-2015

**This handbook contains important information.  
Please read and save 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**

**To report your child's absence,  
please call the following numbers  
before 9:30 AM:**

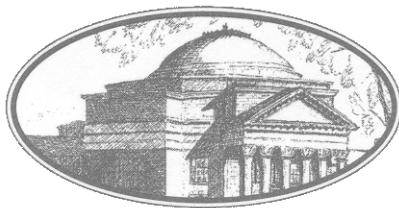
**Grades 7, 8      Mrs. Theobald      363-8641**

**Grades 9, 10      Ms. Abbatiello      363-8423**

**Grades 11, 12      Mrs. Helbig      363-8445**

**It is the parent's responsibility to call the  
office to report the absence and parents must  
send an absence note with the child upon  
return to school.**

**Please refer to page 8 for details.**



## 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 2400 member student body is culturally and ethnically diverse, with students attending from every urban neighborhood in Cincinnati. Eighty-seven percent of the graduates enter college with advanced standing, and students score especially well on the Ohio Tests of Scholastic Achievement. All students pass all parts of the Ohio Proficiency Test, 100% on the first sitting, and Walnut Hills places first in the state on the test. 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 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 90 competitive sports teams and over 50 extra-curricular activities. The school participates in science and foreign language competitions, the National Mathematics Examination, First Lego Robotics, the Model United Nations, and the National Scholastic Art and Writing competition.

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 all 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 state-of-the-art 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, which opened last January. 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. A new tennis complex and additional all weather field on the south side of the campus were also included.

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 year 2013, Walnut Hills truly epitomizes its motto, Sursum ad Summum – “Rise to the Highest.”

WALNUT HILLS HIGH SCHOOL  
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2014 - 2015

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

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 26 "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:

NAME	ROOM	SUBJECT	HELP NIGHT (DAY & TIME)	EMAIL & TELEPHONE NUMBER *indicates voice mail only
Bard	2309	English	T 2:35-3:30	<a href="mailto:BardPat@cps-k12.org">BardPat@cps-k12.org</a> 38429
Barrett	3713	Science	T, R 2:35-3:30	<a href="mailto:BarretA@cps-k12.org">BarretA@cps-k12.org</a> 38430/*38644
Bernstein	1605	Social Studies	T 2:40-3:30	<a href="mailto:Bernstl@cps-k12.org">Bernstl@cps-k12.org</a> 38514
Betz	3314	English	T 2:35-3:30	<a href="mailto:BetzChr@cps-k12.org">BetzChr@cps-k12.org</a> 38652
Bownas-Rayburn	2607	French/English	W 2:40-3:45	<a href="mailto:Rayburf@cps-k12.org">Rayburf@cps-k12.org</a> 38534
Brady	3312	English	W & by appt. 2:35-3:20	<a href="mailto:BradyJe@cps-k12.org">BradyJe@cps-k12.org</a> 38506
Brogden	2723	Science	T by appt. 2:45-3:45	<a href="mailto:BrogeS@cps-k12.org">BrogeS@cps-k12.org</a> 38454/*38618
Brokamp, L.	2716	Science	T & by appt. 2:35-3:30	<a href="mailto:BrokamL@cps-k12.org">BrokamL@cps-k12.org</a> 38555
Burris	2308	Math	F 2:45-3:30	<a href="mailto:BurrisD@cps-k12.org">BurrisD@cps-k12.org</a> 38664
Caliguri	2848	Music	W 2:45-3:30	<a href="mailto:CaliguJ@cps-k12.org">CaliguJ@cps-k12.org</a> 38442
Carlton-Ford	3301		W, R 2:35-3:30	<a href="mailto:FordCin@cps-k12.org">FordCin@cps-k12.org</a> 38626
Case	1314	Math	T 2:40-3:30	<a href="mailto:CaseDav@cps-k12.org">CaseDav@cps-k12.org</a> 38660

Chughtai	3711	Science	M-R	2:35-3:00	<a href="mailto:ChughtN@cps-k12.org">ChughtN@cps-k12.org</a>	38440/*38620
Collins	1603	German	W	2:35-3:30	<a href="mailto:collin@cps-k12.org">collin@cps-k12.org</a>	38581
Cotton	3703	Engineering	By appointment		<a href="mailto:CottonL@cps-k12.org">CottonL@cps-k12.org</a>	38459
Cotton	3703	Pre-calc	T	2:40-3:30	<a href="mailto:CottonL@cps-k12.org">CottonL@cps-k12.org</a>	38459
DeMoss	1107	Social Studies	T	2:35-3:30	<a href="mailto:DemossJ@cps-k12.org">DemossJ@cps-k12.org</a>	38520
Dillman	1111	Social Studies	R	2:35-3:30	<a href="mailto:DillmaB@cps-k12.org">DillmaB@cps-k12.org</a>	38617
Donnett	2110	Latin I	T	2:40-3:30	<a href="mailto:DonnetS@cps-k12.org">DonnetS@cps-k12.org</a>	38539
Donnett	2110	Anc & Med History	As needed		<a href="mailto:DonnetS@cps-k12.org">DonnetS@cps-k12.org</a>	38539
Durbin	2401	Health	By appointment		<a href="mailto:durbinh@cps-k12.org">durbinh@cps-k12.org</a>	38594
Fay	1311	Math	W	2:40-3:30	<a href="mailto:FayJenn@cps-k12.org">FayJenn@cps-k12.org</a>	38524
Ferrara	1850	Music	R	2:45-3:30	<a href="mailto:FerrarC@cps-k12.org">FerrarC@cps-k12.org</a>	38519
Filio	3111	Social Studies	W	2:35-3:30	<a href="mailto:FilioPa@cps-k12.org">FilioPa@cps-k12.org</a>	38631
Fite, E.	1603	Mod For Language	W	2:40-3:30	<a href="mailto:fiteeri@cps-k12.org">fiteeri@cps-k12.org</a>	38532
Fox	1608	Spanish/French	R	2:40-3:30	<a href="mailto:foxdore@cps-k12.org">foxdore@cps-k12.org</a>	38586
Frazier	3315	English	T	2:45-3:30	<a href="mailto:FrazieJ@cps-k12.org">FrazieJ@cps-k12.org</a>	38479
Fryer	2302	English	T	2:35-3:15	<a href="mailto:FryerEr@cps-k12.org">FryerEr@cps-k12.org</a>	38482
Gaskin	3113	Social Studies	T	2:35-3:30	<a href="mailto:Gaskinm@cps-k12.org">Gaskinm@cps-k12.org</a>	38668
George, C.	2715	Visual Arts	W	2:45-3:45	<a href="mailto:GeorgeC@cps-k12.org">GeorgeC@cps-k12.org</a>	38559
George, J.	2703	Science	W & by appt.	2:45-3:30	<a href="mailto:GeorgeJ@cps-k12.org">GeorgeJ@cps-k12.org</a>	38443
Gerwe-Perkins	2306	English	R	2:35-3:30	<a href="mailto:PerkinsS@cps-k12.org">PerkinsS@cps-k12.org</a>	38665
Gordon	3104/3204	Math	T, W	After School	<a href="mailto:GordoWi@cps-k12.org">GordoWi@cps-k12.org</a>	38592
Gray	2714	Science	W	2:30-3:30	<a href="mailto:GrayJer@cps-k12.org">GrayJer@cps-k12.org</a>	38573
Groeber	3309	Study Skills	By appointment		<a href="mailto:GroebeP@cps-k12.org">GroebeP@cps-k12.org</a>	38586
Hansen	3717	Science	R	2:35-3:30	<a href="mailto:HansenL@cps-k12.org">HansenL@cps-k12.org</a>	*38584
Harris	3115	Social Studies	T	2:35-3:30	<a href="mailto:HarrisA@cps-k12.org">HarrisA@cps-k12.org</a>	38476
			W & R by appt.			
Harsh	2720	Science	T	2:35-3:30	<a href="mailto:HarshRa@cps-k12.org">HarshRa@cps-k12.org</a>	38538/*38622
Hart-Tompkins	1605	Modern Foreign Lng	R	2:40-3:30	<a href="mailto:TompkiJ@cps-k12.org">TompkiJ@cps-k12.org</a>	*38412
Hautz	1605	English	R	2:35-3:30	<a href="mailto:HautzVi@cps-k12.org">HautzVi@cps-k12.org</a>	38495
Henstridge	2103	Classics	W	2:40-3:30	<a href="mailto:HenstrM@cps-k12.org">HenstrM@cps-k12.org</a>	38473
Herald	1305	Math	W	2:35-4:00	<a href="mailto:HeraldM@cps-k12.org">HeraldM@cps-k12.org</a>	38497
Johnston	3103	Social Studies	R	2:40-3:20	<a href="mailto:JohnstF@cps-k12.org">JohnstF@cps-k12.org</a>	38465
June	2602	English	R	2:30-3:30	<a href="mailto:JuneKel@cps-k12.org">JuneKel@cps-k12.org</a>	38681
Keener	2113	Classics	W	2:35-4:00	<a href="mailto:keener@cps-k12.org">keener@cps-k12.org</a>	38589
Kenney	3206	Math	By Appointment		<a href="mailto:Kenneye@cps-k12.org">Kenneye@cps-k12.org</a>	38444
King	1315	Math	T	2:40-3:30	<a href="mailto:KingDeb@cps-k12.org">KingDeb@cps-k12.org</a>	38508
Kloth	1821	Physical Education	M	2:45-3:30	<a href="mailto:KlothLo@cps-k12.org">KlothLo@cps-k12.org</a>	38427
Kontsis	1821	Physical Education	M	2:40-3:30	<a href="mailto:KontsiG@cps-k12.org">KontsiG@cps-k12.org</a>	38662
Kruze	1845	Music	R	2:45-4:00	<a href="mailto:KruzeKe@cps-k12.org">KruzeKe@cps-k12.org</a>	38510
LaJeunesse	2611	Mod For Language	T	2:40-3:30	<a href="mailto:LaJeunM@cps-k12.org">LaJeunM@cps-k12.org</a>	38511
La Niar	2310	Math	T	By Appt.	<a href="mailto:LaNiaR@cps-k12.org">LaNiaR@cps-k12.org</a>	*38596
Lazar, A	1101	Social Studies	R & by appt.	2:45-3:45	<a href="mailto:Lazarad@cps-k12.org">Lazarad@cps-k12.org</a>	38687
Lazar, J.	3714	Science	R	2:45-3:45	<a href="mailto:LazarJe@cps-k12.org">LazarJe@cps-k12.org</a>	38512/*38647
Leborgne	1840	Music	T-R before School or by appt.		<a href="mailto:LeBorgE@cps-k12.org">LeBorgE@cps-k12.org</a>	38513
Ligon	2114	3Latin	M-F & by appt.	7:00-7:25	<a href="mailto:ligonta@cps-k12.org">ligonta@cps-k12.org</a>	38401
Lovaglio	3707	Science	T, R	2:35-3:30	<a href="mailto:LovagID@cps-k12.org">LovagID@cps-k12.org</a>	38550/*38487
Lowe	1309	Math	R	2:35-3:15	<a href="mailto:LoweJes@cps-k12.org">LoweJes@cps-k12.org</a>	38480
Lynn	2115	Classics	T	2:40-3:30	<a href="mailto:LynnChr@cps-k12.org">LynnChr@cps-k12.org</a>	38523
Macsotai	2703	Science	W	2:30-3:30	<a href="mailto:MacsotS@cps-k12.org">MacsotS@cps-k12.org</a>	38460
Maddox	1607	Mod For Language	T, W, R	2:40-3:15	<a href="mailto:MaddoxR@cps-k12.org">MaddoxR@cps-k12.org</a>	38449
Martin	1113	Social Studies	W & by appt.	2:40-3:30	<a href="mailto:MartiJa@cps-k12.org">MartiJa@cps-k12.org</a>	38525
Massie	3505	Math	T-R lunch & W	2:35-3:30	<a href="mailto:MassieE@cps-k12.org">MassieE@cps-k12.org</a>	38669
McCormick	1602	Social Studies	R (9 <sup>th</sup> ) T (7 <sup>th</sup> )	2:35-3:30 2:35-3:30	<a href="mailto:McCormK@cps-k12.org">McCormK@cps-k12.org</a>	38527/*38576
McGuire-Jay	1109	Social Studies	T	2:30-3:30	<a href="mailto:Mcguirs@cps-k12.org">Mcguirs@cps-k12.org</a>	38531
Miles	1313	Math	F	2:35-3:05	<a href="mailto:MilesMi@cps-k12.org">MilesMi@cps-k12.org</a>	38529
Miller	2719	Science	T, W	2:45-3:35	<a href="mailto:MillerE@cps-k12.org">MillerE@cps-k12.org</a>	38530/*38623
Minano	3313	English	M	2:35-3:30	<a href="mailto:minanoc@cps-k12.org">minanoc@cps-k12.org</a>	38578
Mondini	2704	Science	R	2:30-3:30	<a href="mailto:Mondina@cps-k12.org">Mondina@cps-k12.org</a>	38682
Montgomery	1300	Math	W	2:35:3:30	<a href="mailto:MontgoM@cps-k12.org">MontgoM@cps-k12.org</a>	
Moore	3101		By appt.		<a href="mailto:MoorJer@cps-k12.org">MoorJer@cps-k12.org</a>	38484
Nashid	1301	Math	M-R T & R (or by appt.)	6:30-7:15 3:00-4:00	<a href="mailto:NashidW@cps-k12.org">NashidW@cps-k12.org</a>	38536
Nims, A.	2840	Music	By appointment		<a href="mailto:Nimsant@cps-k12.org">Nimsant@cps-k12.org</a>	38541
Noland	1110	Social Studies	R	2:35-3:30	<a href="mailto:NolandK@cps-k12.org">NolandK@cps-k12.org</a>	38608
Ormsby	3204	Social Studies	By appointment		<a href="mailto:OrmsbyE@cps-k12.org">OrmsbyE@cps-k12.org</a>	38593
Peltier	3110	Social Studies	T	2:35-3:30	<a href="mailto:PeltieJ@cps-k12.org">PeltieJ@cps-k12.org</a>	38416
Perdrix	2601	Social Studies	T - 10 <sup>th</sup> R - 8 <sup>th</sup> Gr	2:35-3:30 2:35-3:30	<a href="mailto:PerdriM@cps-k12.org">PerdriM@cps-k12.org</a>	38577
Pinkerton	3716	Science	T	2:45-3:30	<a href="mailto:PinkerB@cps-k12.org">PinkerB@cps-k12.org</a>	38491
Platt	2307	English	T	2:30-3:30 or by appt.	<a href="mailto:PlattMa@cps-k12.org">PlattMa@cps-k12.org</a>	38670



Pogoni	2105	Classics	M-F before school & at lunch	<a href="mailto:PogoniS@cps-k12.org">PogoniS@cps-k12.org</a>	38543
Raymond-Goers	3503	Theater	By Appointment		38684
Rowe	1312	Math	T-R 2:35-3:30	<a href="mailto:RoweKar@cps-k12.org">RoweKar@cps-k12.org</a>	38554
Rucker	3726	Science	T, R 2:30-3:30	<a href="mailto:RuckerM@cps-k12.org">RuckerM@cps-k12.org</a>	38452/*38621
Schneider	1310	Math	M, W, F After School	<a href="mailto:SchneiF@cps-k12.org">SchneiF@cps-k12.org</a>	38557
Schnure	2722	Science	W 2:40-3:30	<a href="mailto:SchnurW@cps-k12.org">SchnurW@cps-k12.org</a>	38587
Scudder	3311	English	R 2:35-3:30	<a href="mailto:ScuddeK@cps-k12.org">ScuddeK@cps-k12.org</a>	38591
Semrad	3117	Social Studies	R or by appt. 2:35-3:15	<a href="mailto:SemradK@cps-k12.org">SemradK@cps-k12.org</a>	38446
Shaw	1108	Social Studies	T 2:35-3:30	<a href="mailto:ShawWil@cps-k12.org">ShawWil@cps-k12.org</a>	38564
Sherman, M.	2510		By Appointment	<a href="mailto:shermam@cps-k12.org">shermam@cps-k12.org</a>	38542
Smith, B.	3105	Social Studies	T 2:35-3:30	<a href="mailto:SmitBra@cps-k12.org">SmitBra@cps-k12.org</a>	*38526
Stefanou	3104/3303	Math	M or by appt. 2:35-3:30	<a href="mailto:StefanP@cps-k12.org">StefanP@cps-k12.org</a>	38590
Stewart, B.	1601	English	R 2:35-3:30	<a href="mailto:StewarB@cps-k12.org">StewarB@cps-k12.org</a>	38570/*38616
Stewart, J.	3112	Social Studies	By Appt.	<a href="mailto:StewaJo@cps-k12.org">StewaJo@cps-k12.org</a>	38566
Stocker	2711	Visual Arts	W 2:45-3:45	<a href="mailto:StockeD@cps-k12.org">StockeD@cps-k12.org</a>	38474/*38521
Sweeney	3208	English	M-F 7-7:30 & after school by appt	<a href="mailto:SweeneB@cps-k12.org">SweeneB@cps-k12.org</a>	38572
Taylor	2311	English	R 2:35-3:30	<a href="mailto:TaylorB@cps-k12.org">TaylorB@cps-k12.org</a>	38485
Thomas, E.	2109	Classics	T, W 2:35-3:30	<a href="mailto:ThomasE@cps-k12.org">ThomasE@cps-k12.org</a>	38610
Thomas, J.	2111	Classics	T, W 2:35-3:30	<a href="mailto:ThomaJo@cps-k12.org">ThomaJo@cps-k12.org</a>	*38671
Valenzano	1450	Health	M 2:35-3:00	<a href="mailto:ValenzB@cps-k12.org">ValenzB@cps-k12.org</a>	38433
Wasem	2112	Classics	T 2:35-3:30	<a href="mailto:WasemLa@cps-k12.org">WasemLa@cps-k12.org</a>	38426
Thomas	2401	Health	R 2:45-3:30	<a href="mailto:ThomaAs@cps-k12.org">ThomaAs@cps-k12.org</a>	38456
Wickemeier	2603	English	T morning & lunch by appt	<a href="mailto:Wickemc@cps-k12.org">Wickemc@cps-k12.org</a>	38549
Wiggins	3114	Social Studies	By Appointment	<a href="mailto:WigginW@cps-k12.org">WigginW@cps-k12.org</a>	*38528
Wilke	1606	Mod For Language	R 2:40-3:30	<a href="mailto:WilkeKa@cps-k12.org">WilkeKa@cps-k12.org</a>	38466
Wolfe	2301	English	T or by appt. 2:35-3:15	<a href="mailto:WolfeDa@cps-k12.org">WolfeDa@cps-k12.org</a>	38434
Woodyard-Neiger	3704	Science	T, R 2:35-3:30	<a href="mailto:WoodyaH@cps-k12.org">WoodyaH@cps-k12.org</a>	*38619
Wuesthoff	1607	Spanish	R 2:40-3:30	<a href="mailto:WuesthMe@cps-k12.org">WuesthMe@cps-k12.org</a>	*38551

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 academic guidance, social and emotional support. They attend to the whole child. Contact your child's counselor first about schedules, report cards, motivation concerns, pupil/teacher relationships and academic performance. Telephone contacts and personal conferences with teachers and counselors are encouraged to discuss particular problems. If you have a concern, please call and/or visit the school.

Mr. Adrian Cabrera	Counselor, Grades 10-12, P-Z	<a href="mailto:CabreraA@cps-k12.org">CabreraA@cps-k12.org</a>	<u>Ext.</u> 38450
Mr. Rashaan Williams	Counselor, Grades 7-9, A-L	<a href="mailto:Willira@cps-k12.org">Willira@cps-k12.org</a>	38493
Ms. Tanya Ficklin	Counselor, Grades 10-12, H-O	<a href="mailto:FickliT@cps-k12.org">FickliT@cps-k12.org</a>	38463
Ms. Linda Sawan	Counselor, Grades 10-12, A-G	<a href="mailto:Sawanli@cps-k12.org">Sawanli@cps-k12.org</a>	38409
Mrs. Patty Morgan	Counselor, Grade 7-9, M-Z	<a href="mailto:MorganP@cps-k12.org">MorganP@cps-k12.org</a>	38488
Mrs. Martha Geller	C.I.C. Director	<a href="mailto:satteach@one.net">satteach@one.net</a>	38455
Mrs. Kathy Restle	C.I.C. Assistant Director	<a href="mailto:RestleK@cps-k12.org">RestleK@cps-k12.org</a>	38609
Mrs. Gloria Duke	Counselor Secretary	<a href="mailto:Dukeglo@cps-k12.org">Dukeglo@cps-k12.org</a>	38467
Ms. Julie Cathey	Psychologist	<a href="mailto:catheyj@cps-k12.org">catheyj@cps-k12.org</a>	38413
Mrs. Julie Nash-Holt	Registrar/Records	<a href="mailto:Nashhoj@cps-k12.org">Nashhoj@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:

Three 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:

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Dr. Sally Thurman	Room 2207	<a href="mailto:ThurmSa@cps-k12.org">ThurmSa@cps-k12.org</a>	363-8423
Students: Grades 9, 10 Picture Day Book Inventory Forms Teacher Evaluation Student Teachers / Observers AdvanceEd Home Instruction		Student Assistants Census ILT Attendance Staff Attendance / Substitutes DT/ Friday School / ISS Grade level and Building Activities	
Mr. John Chambers	Room 2207	<a href="mailto:Chambjo@cps-k12.org">Chambjo@cps-k12.org</a>	363-8445
Students: Grade 11, 12 Security Student Pictures for Yearbook Teacher Evaluation Student Activity & H.S. Dance Approvals Grade Level and Building Activities DT / Friday School / ISS AdvancedEd Student Parking Registration		Commencement Student Fundraising Calendar Administrative Supervision Calendar ILT Attendance Late Arrivals/Early Dismissals, Grades 11-12 Posting Approval Technology Committee IAT	
Mrs. Jill Hollander	Room 2209	<a href="mailto:Hollanj@cps-k12.org">Hollanj@cps-k12.org</a>	363-8641
Students: Grade 7, 8 Transportation – Late Bus Slips Charitable Donations Teacher Evaluation Grade Level and Building Activities Med Room		AdvanceEd Emergency Procedures Food Service - Free / Reduced Lunch ILT Attendance DT/Friday School/ISS	
Dr. Rashida Savage-Gentry	Room 2216	<a href="mailto:GentryR@cps-k12.org">GentryR@cps-k12.org</a>	363-8560
Study Hall Testing Master Schedule		Teacher Evaluations Study Skills Counselors	

Principal ... Mr. Jeff Brokamp, Main Office ([BrokamJ@cps-k12.org](mailto:BrokamJ@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 Jeff Brokamp		Mr. Brokamp's Ass't.	Mrs. Joan Kuethe <a href="mailto:kuethej@cps-k12.org">kuethej@cps-k12.org</a>	38401
Asst. Principal John Chambers	11-12	Mr. Chambers' Sec'y.	Mrs. Lynn Helbig <a href="mailto:Helbigl@cps-k12.org">Helbigl@cps-k12.org</a>	38445
Asst. Principal Sally Thurman	9-10	Dr. Thurman's Sec'y.	Ms. Patti Abbatiello <a href="mailto:Abbatip@cps-k12.org">Abbatip@cps-k12.org</a>	38423
Asst. Principal, Jill Hollander	7- 8	Ms. Hollander's Sec'y.	Ms. Linda Theobald <a href="mailto:Theobal@cps-k12.org">Theobal@cps-k12.org</a>	38641
Asst. Principal, Rashida Savage-Gentry				
Support Staff:				
Athletic Director – Mr. Tom Donnelly	Room 2404		<a href="mailto:DonneIT@cps-k12.org">DonneIT@cps-k12.org</a>	<u>Ext.</u> 38635
<b>Attendance – Grades 7, 8, Grades 9, 10 Grades 11, 12</b>				<b>38641 38423 38445</b>
Cashier – Ms. Janet Fine	Room 2200		<a href="mailto:Finejan@cps-k12.org">Finejan@cps-k12.org</a>	38405
FAX				38420
Library – Mrs. Sallie Barringer Mrs. Ellen Wathen Mrs. Pam Chiappone	Room 3203 Room 3203 Room 3203		<a href="mailto:BarrinS@cps-k12.org">BarrinS@cps-k12.org</a> <a href="mailto:WathenE@cps-k12.org">WathenE@cps-k12.org</a> <a href="mailto:ChiappP@cps-k12.org">ChiappP@cps-k12.org</a>	38516 38585 38451
Medical Room – Mrs. Meg Dietz	Room 2212		<a href="mailto:Dietzma@cps-k12.org">Dietzma@cps-k12.org</a>	38421
Music Office Mrs. Amy Forrester, Ass't.	Music Office		<a href="mailto:ForresA@cps-k12.org">ForresA@cps-k12.org</a>	38535 38582
Powerschool Accounts	Room 2207		<a href="mailto:Helbigl@cps-k12.org">Helbigl@cps-k12.org</a>	38445
Receptionist – Ms. Denise Beauchamp	Room 2200		<a href="mailto:Beauchd@cps-k12.org">Beauchd@cps-k12.org</a>	38502
School Resource Officer	Room 2701		TBA	38533
Student Activities Coordinator – Joshua Hardin	Room 2403		<a href="mailto:hardinj@cps-k12.org">hardinj@cps-k12.org</a>	38601
Test Coordinator	Room 3106		<a href="mailto:fischema@cps-k12.org">fischema@cps-k12.org</a>	38406
Alumni Foundation:				
Executive Director	Room 2601		Mrs. Deborah Heldman <a href="mailto:HeldmaDcps-k12.org">HeldmaDcps-k12.org</a>	38486
Assistant	Room 2215		Mrs. Anne Jones	38568
Bookkeeper	Room 2601		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

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 parents 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 Tuesday of the month at 7:00 pm at Walnut Hills. 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 - Walnut24, WalnutFest, and the Legacy of Excellence Annual Campaign. Go to [www.walnuthills.org](http://www.walnuthills.org) to volunteer now!

#### **Volunteer Opportunities:**

- AfterProm
- Grade Level Parent Committees
- Fine Arts Volunteer (Drama and Art)
- Hospitality
- Legacy of Excellence Campaign (Fundraiser)
- Mailings (throughout the year - stuff/address/label envelopes)
- Newsletter (published 6 times/year)
- New Student Registration (Feb/Mar/Apr)
- New Family Welcome
- PR (events and student-staff achievements)
- Spirit Shop (open from 10:15-11:45 am)
- Staff Appreciation
- Walnut24 (Fundraiser)
- WalnutFest (Fundraiser)

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 individual committee chairs can be found on the Walnut Hills website and in the Walnut Hills Directory.

#### **2014-15 WHHS Association Executive Committee:**

President	Beth Ewing	<a href="mailto:betha.ewing@gmail.com">betha.ewing@gmail.com</a>
Recording Secretary	Jenny Workum	<a href="mailto:jworkum@fuse.net">jworkum@fuse.net</a>
Treasurer	Jennifer Rodes	<a href="mailto:jrodes@fuse.net">jrodes@fuse.net</a>

## **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 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:

(Student’s Name)  
c/o (Guardian/Parent’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 notify the school registrar immediately by calling 363-8546. We want you to receive important announcements, letters, newsletters, etc., which will be mailed to your home. Post office box numbers cannot be used.**

### **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 17,000 member alumni organization.

### **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. The fee per exam is \$89. Fee reduction is available on a need basis based on federal guidelines. Students should schedule not more than 3 AA and/or AP subjects in one year unless high academic achievement has been demonstrated (“A” average) and approval by a counselor has been obtained. 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 may elect to miss classes the half day of school prior to the exam. In order to miss this time a parental waiver form must be completed and turned in to the appropriate grade level office prior to the beginning of the two week AP exam period.

### **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 grade level administrator's 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 notify his or her child's grade level office by 9:30 a.m. on the day of the student's absence.** Failure to do so may result in unnecessary contacts or visits by the School Social Worker. Unexcused absences will be verified with parents by a school representative. If a student expects to be absent 5 days or more, please call the counseling office to request make-up work. 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.

Following a school absence, even though the school has been notified by the parent/guardian, the student must bring a note explaining the reason for the absence. The note must include the reason for the absence, student's name, grade and homeroom, as well as the signature of parent/guardian with telephone number where contact can be made for verification. Absences must be verified within three 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.

#### *Tardiness:*

Students must report to class on time. Classes begin at 7:30 a.m. Between 7:30 a.m. and 8:00 a.m., tardy students report to class where classroom teachers record their tardiness. After 8:00 a.m., tardy students must report to their grade level office for admittance to class. On and after the third tardy in one quarter, students will be assigned an office detention by the classroom teachers. Unexcused tardiness after 8:00 a.m. will result in assignment to Thursday/Friday Evening School for each class missed. Chronic offenders will be referred to a court liaison.

### **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.
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 three 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, a "planned absences form" must be completed by the parent at least three days prior to the event. This form is found in the grade level office. Credit for make-up work may be denied for unexcused absences or failure to follow procedure.

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

Refer to page 11, "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 being picked up will come to the grade level office at the designated time. 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 their grade level 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 grade level 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 26 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 22, "Illness at School".

### **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:**

The library remains open until 3:30 for quiet study. The after school study area (cafeteria) 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 7:00 a.m. and **must leave by 2:40 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. If a practice begins after 4:30 pm, students are expected to leave campus unless supervised by their coach.

## **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 now 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.



### **Cheating/Plagiarism:**

See “Academic Honesty” page 7.

### **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.” All students should attend school. 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 Xavier Campus, Schmidt Field House.

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

All college applications must be processed through the Guidance Office. Materials for forwarding must be turned in to the appropriate counselor at least two weeks prior to the application deadline to allow enough time for processing and mailing. The Guidance Office will mail the complete application, including an official transcript and the application fee. An addressed envelope needs to be provided. If an on-line application has been completed, counselors must be notified in order for a transcript to follow. A signed release form must be on file with the registrar before transcripts can be processed. College admission tests scores are not included on the transcript; students are responsible for forwarding scores to the schools of choice. There will be no charge for the first five college applications transcripts. An incremental charge of \$5 will be made for each additional application transcript. There will be no charge for scholarship applications transcripts. The final transcript will be sent to the college indicated by the student at no cost.

**College Board – Advanced Placement Program** – see AP Exams under Testing on page 27

### **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 four computers with Internet access that students use for college and scholarship searches.

Located in Room 2205, the operating hours are Monday, Tuesday, Wednesday, Thursday 8:30 a.m.– 3:00 p.m. To contact the College Information Center call 513-363-8455.

### **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 Guidance Department secretary from a parent/guardian giving permission and stating the dates of visitation and the colleges to be visited. The secretary will initiate a form that the student's teachers must sign, and the student then must submit to the grade level assistant principal in charge of attendance. 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 student 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 four 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
1 (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.
2	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.
3 (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:
  - Prompt notification of the WHHS Administrative and Academic staff via email.
  - Prompt notification of a parent/caregiver by teacher or grade-level administrator.
  - 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 a 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 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**-mask or costume (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, plunging neckline, beach or swimwear.

#### **Dances:**

**Twilight Ball** is for Walnut Hills 7<sup>th</sup> & 8<sup>th</sup> graders only. **FROSH** is for Walnut Hills 9<sup>th</sup> graders only. **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. No cap on ages for participation in dances.

#### **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 daily from 2:40 - 3:30 p.m. in Room 1410. 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:**

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**
5. Leggings or tights worn as pants (unless covered to mid-thigh)
6. Clothing with offensive slogans, cartoons, illustrations or diagrams, that depicts or promotes illegal activities, products, or violence
7. See-through or strapless outerwear and rips or tears **above the knee**
8. Clothing that exposes cleavage, breasts, buttocks, midriff or genital area; students must be covered from shoulders to mid-thigh
9. 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.

Graduation Requirements include the following:

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

Specific Course Requirements:

1. Art: Art 7-8. One semester is required in grade 7 or 8. One Fine Art credit is required in Grades 9-12.
2. English: English 7, 8, 9, 10, 11, and 12.
3. Health: Health 7 (1 sem.) and Senior High Health (1 sem.) in grades 10, 11, or 12.
4. Latin: Latin I, Latin II, and Latin III are required for students who enter at grade 7 or 8. Latin IV is required if no further language study is planned.
5. Modern Foreign Language: Two 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 modern foreign language is recommended for students who enter at grade 7.
6. Mathematics: Pre-Algebra, Algebra I, Geometry, and Algebra II are required. In addition, Pre-Calculus is recommended. Four years are required during grades 9-12 beginning with the class of 2011. Those planning to enter scientific, engineering, health-related, technical fields and business administration are expected to complete four years of Math in grades 9-12.
7. Music: A semester course of vocal or instrumental music in grades 7 or 8. One Fine Art credit is required

- in Grade 9-12.
8. Physical Education: PE 7, PE 8, and two semesters in grades 9-12.
  9. Science: Science 7, Science 8, Biology (grade 9 or 10), 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.
  - \*10. Social Studies: Social Studies 7, American History 8, Modern History 9, United States History and Government 10 and one full year of a Social Studies elective are required. Students must complete at least one semester of economics in grades 9-12 or complete Micro/Macro Economics AP. Starting with the class of 2017 students must complete one semester of government.

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:

An honors diploma will be awarded to the student who completes the Walnut Hills college preparatory curriculum and meets eight of the following nine criteria:

1. Earn four units of English.
2. Earn four units of mathematics that include Algebra I, Algebra II, and Geometry.
3. Earn four units of science that include instructional emphasis on the physical, life and earth and space sciences.
4. Earn four units of social studies.
5. Earn three units of one foreign language or two units each of two foreign languages.
6. Earn one unit of fine arts.
7. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year.
8. Obtain a composite score of 27 on the ACT or the equivalent on the SAT Reasoning Test.

#### 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 (with the exception of Algebra I taken in grades 7 or 8 in which an average grade of "C" must be attained. An average grade of "D" or "F" in grades 7 or 8 requires the student to retake Algebra I). 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:

On occasion, students may need to change the level (drop status) of the AA/AP course in which they are enrolled. In order to do so, students must:

- initiate a course level change discussion with the teacher
- demonstrate that they have completed all homework and sought additional help from the teacher
- request that the teacher complete a "Drop Status" form

After the teacher contacts the parents and the counselor, the request will be forwarded to Mr. Brokamp for approval.

#### 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  
The top 85 to 90 students based on grades earned will be invited to participate in the Honors Program for the following year. 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, G.P.A. and Class Rank:

Calculation of grade points for regular and weighted courses are shown below:

College Prep courses: A = 4, B = 3, C = 2, D = 1

AP courses: A = 6, B = 4.5, C = 3, D = 1.5

AA & Honors courses: A=5.25, B=3.75, C=3.0, D=1.25

Both cumulative weighted and unweighted G.P.A. are calculated only from semester grades. Both are shown on the transcript along with weighted class rank at the end of the fifth, sixth and seventh semesters of senior high studies. Weighted courses will have a double asterisk by the number of units (\*\*).

The averaging of semester grades follows the matrix below:

**FINAL SEMESTER GRADE MATRIX**

To determine final semester grade, find the row that begins with both quarter grades. Go across the row to the appropriate semester exam grade column; read final semester grade.

<u>QUARTER GRADES</u>		<u>SEMESTER GRADES</u>				
		A	B	C	D	F
A	A	A	A	A	B	B
A	B	A	B	B	B	B
A	C	B	B	B	B	C
A	D	B	B	C	C	C
A	F	B	C	C	C	F
B	B	B	B	B	B	C
B	C	B	B	C	C	C
B	D	B	C	C	C	C
B	F	C	C	C	D	F
C	C	B	C	C	C	C
C	D	C	C	C	D	D
C	F	C	C	D	D	F
D	D	C	C	D	D	F
D	F	D	D	F	F	F
F	F	F	F	F	F	F

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 on August 1st so that parents and students can review. After receipt of preliminary student schedules, further elective changes will not be honored. Parents have until August 7<sup>th</sup> to email requested changes to their student’s counselor. Changes will only be considered for errors in the course schedule. Requests for specific teachers will not be honored.

Other:

1. It is expected that every student will carry five academic subjects (i.e. courses in the areas of English, mathematics, foreign language, science, and social studies) in any year. Art History AP, Music Theory AP, and Studio Art AP may be applied toward this requirement.
2. In order to schedule more than five academic subjects in grades 9-12, students must have at least a “B” Average (3.0) in academic subjects, or, for compelling circumstances, must have approval of the counselor.
3. The Modern Foreign Language requirement must be fulfilled in the same language.

4. Advanced Placement Program – admission by application and approval only. The AP exam administered by ETS in the spring is required for course completion (Fee per exam is \$89). Students should not schedule more than 3 AA and/or AP subjects in one year unless high academic achievement has been demonstrated (“A” average) and, after consultation with the counselor, approval has been granted. 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.**
5. Course choices are considered final once courses begin.
6. Students must schedule a minimum of six courses each semester.
7. 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.
8. 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.
9. 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

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.

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, Glen Este, Kings, Loveland, Milford & Turpin.**

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 Tom Donnelly in the Athletic Department at 363-8602 or [donnelt@cps-k12.org](mailto:donnelt@cps-k12.org). You may reach the assistant student activity director, Josh Hardin, at 363-8601 or [hardinj@cps-k12.org](mailto:hardinj@cps-k12.org).

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

FALL	VARSIITY	JV/FRESHMAN	JR. HIGH
Cheerleading	•	•	7th & 8th
Cross Country (boys)	•	•	•
Cross Country (girls)	•	•	•
Football	•	•/•	7th & 8th
Golf (boys)	•	•	•
Golf (girls)	•	•	•
Soccer (boys)	•	JV / JV	•
Soccer (girls)	•	•	•
Tennis (girls)	•	•	•
Volleyball (girls)	•	•/•	7th & 8th

WINTER	VARSIITY	JV/FRESHMAN	JR. HIGH
Academic Team	•	•	
Basketball (boys)	•	•/•	7th & 8th
Basketball (girls)	•	•/•	7th & 8th
Bowling (boys)	•	•	
Bowling (girls)	•	•	
Cheerleading	•	•	7th & 8th
Dance Team	•	•	
Diving	•	•	•
Fencing	•	•	•
Ice Hockey	•	•	•
Indoor Track	•	•	•
Squash	•	•	•
Swimming (boys)	•	•	•
Swimming (girls)	•	•	•
Wrestling	•	•	•

SPRING SPORTS	VARSIITY	JV/FRESHMAN	JR. HIGH
Baseball	•	•	•
Crew	•	•	
LaCrosse (boys)	•	•	•
LaCrosse (girls)	•	•	•
Softball	•	•	•
Rugby	•		
Tennis (boys)	•	•	•
Track (boys)	•	•	•
Track (girls)	•	•	•

All extracurricular activities 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.

Academic Quiz Team	Mr. Filio	Indian Culture Club	Dr. Harsh
Adopt-A-Family	Mr. Filio	INTERalliance	Dr. Gordon
Amnesty International	Mr. Dillman	Intern'l Culture Club	Mr. Sweeney
Animation Club	TBA	Irish Music Club	Ms. Ligon
Antiquitas	Ms. Keener	Jazz Band	Mr. Kruze, Mr. Ferrara
Archeology Forum	Mrs. Ligon	JETS	Ms. Cotton
Art Club	Ms. George	Jewish Culture Club	Ms. Donnett
Astronomy Club	TBA	Jr. Classical League*	Ms. Ligon
Backpacking Club	TBA	KIVA	Mr. Scudder
Bio-Eco Club	Mr. Schnure	Lego Club	Ms. Hansen
Black Culture Club	Mr. Gray	M <sup>2</sup> SE	TBA
Boo Radley Society	TBA	Math Club	Dr. Gordon
Bridge Club	Zach Stephani	Math Counts*	Mrs. Burris
Cappies	Mr. Sherman	Math Team Senior High	Dr. Gordon
Certamen	Ms. Tara Ligon	Model U.N.	TBA
<i>Chatterbox</i>	Ms. Gerwe-Perkins	Modern Abolitionists	Mrs. Wolfe
Chess Club	Mr. Chughtai	NSBE	Mr. Gray
Christian Connection	Ms. Fay	Nut House Club	Mr. Hardin
	Mrs. Montgomery	Photography Club	Mr. Stocker
Class of '15	Mr. McCormick	Ping Pong Club	Mr. Brokamp
	Ms. Thomas	Pink Ladies	Mr. McCormick
Class of '16	Ms. Gaskin, Ms. Keener	Pit Orchestra	Mr. Caliguri
Class of '17	Ms. June, Mr. Perdrix	Project Start	Mr. Maddox
Class of '18	TBA	Recycling Club	Mr. Schnure
Community Action Team	Ms. LaJeunesse	Remembrancer	Mrs. Platt
Culinary Club	Mrs. Wasem	Robotics	TBA
Cum Laude Society	Mr. Brokamp, Mrs. Cotton	Rock Climbing Club*	Mr. Miles
	Mr. Chughtai, Dr. Gordon	Russian Club	Mrs. Hart-Tompkins
	Mrs. Geller, Mrs. Restle	St. Baldricks	Ms. Abbatiello
Debate Team	Dr. McClure	Say Soccer	Ms. Liss
Digital Photo Club*	TBA	Science Fair*	Mr. LoVaglio
Drama Club	Mr. Sherman	Sci-Fi/Fantasy Club	Ms. Tara Ligon
Dramatics	Ms. Raymond-Goers	Ski Club*	Mr. Miles
Drill Team	Ms. Bower		Mr. Rucker
Eggheads	Dr. Bard	Soteni International	Mr. McCormick
Fllwshp of Christian Athl	Mr. Tatum	Spanish Club	Ms. Wilke
Fencing Club	TBA	Spelling Bee*	Mr. Sweeney
Film Production Club	TBA	Sci-Fi/Fantasy Club	Ms. Tara Ligon
Food for Thought	Mr. McCormick	Ski Club*	Mr. Miles
For Good Measure	Ms. Brokamp		Mr. Rucker
French Club	Ms. Fox	Soteni International	Mr. McCormick
Future Educators	Ms. Nashid	Spanish Club	Ms. Wilke
Gay-Straight-Trans Alliance	Mr. Caliguri	Spelling Bee*	Mr. Sweeney
German Club	Mr. Collins	Stdnt Congress/Council	Mr. Filio
Improv Club	Mr. Scudder	George Szell Society	Mrs. Wathen
Girl Talk	Ms. Ficklin	Teen Institute	Ms. Ficklin
Glass Arts Club	Mr. Lovaglio	Theatrical Productions	Mr. Sherman
<i>Gleam</i> *	Mr. Taylor		Mrs. Raymond-Goers
Gospel Choir	Mrs. Frazier	The Forum	
Green Club	Mr. Schnure, Ms. Mondini	Trap (Shooting) Club	Mr. Herald
Harvard Model UN	TBA	Ultimate (Frisbee)	Mr. DiNardo
iGem	Dr. Harsh	Unified for Uganda	Mr. Brady

\*includes students in grades 7 and 8

Please send notices and correspondence to [cboxwalnut@gmail.com](mailto:cboxwalnut@gmail.com). Advisers Ms. Gerwe-Perkins and Ms. Wolfe may be reached through the Chatterbox e-mail address.

### **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 30)

**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 returned by August 23, 2013. 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 may be obtained from the grade level administrator's office.

**Help Night:**

Students should consult with teachers regarding special help they may require. Requests should be made after or between regular class periods and should identify the reason for the request e.g., preparation of a special report, review of a test or quiz, help with a specific skill, etc. Assignments for help after the regular school day should be made with teachers at least two days beforehand. 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 page 1 for individual teacher help night information.

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

The highest ranking 90 students based on grades earned will be invited to participate in the Honors Program for the following year. 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.

**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.

**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 Emergency Medical Form on file 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.

**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.

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 card 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 20,000 books. We also subscribe to 20 magazines and newspaper 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 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 7:00 – 9:00 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, 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 the Main Office. Please check the Lost and Found Box in the Cafeteria for 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.
2. Lunchroom Courtyard and Botanical Garden - Students are invited to bring their lunch to this area. This area will be closed during inclement weather.
3. Arcade – only on inclement days as specified by the school.

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 of the building or grounds for health and safety reasons.

Between the lunch session ten-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.

**Medical Room:** (See “Illness at School”)

### **Medications:**

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.

### **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 For Parents:**

Tuesday, September 30<sup>th</sup>, 2014, 6:30 to 8:45, 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 is set aside from 1:00 to 3:00 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. If obligations are still owed by Walnut students at the beginning of the following year, the students' course schedules will be held and no activity tickets (dances, etc.) will be sold to the student until settlement plans have been made with the cashier. In October a list of those students with outstanding obligations from the previous year(s) will be posted outside the individual grade level office. 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. A student ID is required to set up an account on payforit.net.

### **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 tryout 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. The fee is \$30 for participation in a junior high school sport and \$60 for participation in a high school sport. Fees are nonrefundable and are not prorated. 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.

### **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 chairperson of any of these valuable parent groups, telephone the main office at 363-8400.

### **Parking:**

All operators of licensed motor vehicles must register license numbers with Office 2207 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 2207. Students are not permitted to park in faculty, staff, and visitor parking areas during the school day. Violators will receive repercussions outlined on page 43. 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. 29). 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.

### **Post-Secondary Enrollment Options Program:**

Ohio's Senate Bill 140 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. PSEOP is intended to provide access to courses not available at Walnut Hills. By March 31<sup>st</sup> of each year, all interested students must inform their high school counselor if they intend to participate and prepare an application for submittal to a participating college. Application deadlines are usually mid-April.

### **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 2207 to receive a registration form. Previous PowerSchool accounts will carry over into 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 inform the Counseling Office by September 5, 2014.**

### **Registration:**

Registration for new students for the school year 2015-16 will be held Thursday, January 22, 2015, Thursday, February 12, 2015, and Thursday, April 23, 2015. **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.

**Enrollment – Proving Residency**

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

List A	List B
(1) <b>Homeowner Deed</b> A printout from the auditor’s website may be provided instead of a deed.	(1) <b>Homeowner or Renter Insurance Statement</b> dated within the last 12 months.
(2) <b>Property Tax Statement</b> dated within the previous year and be addressed to the parent at the residence.	(2) <b>Gas/Electric/Water Statement</b> dated within the last 30 days.
(3) <b>Mortgage Statement</b> dated within the previous 60 days and be addressed to the parent at the residence.	(3) <b>Federal or state tax returns</b> dated within the last 12 months.
(4) <b>Rental Agreement</b> signed by both the landlord and the tenant including the landlord’s contact information.	(4) <b>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>
(5) <b>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.	<p><b>Note:</b> CPS accepts Parent Residency and Property Owner Affidavits with the required proof of residency documents.</p> <p>CPS does not accept any notarized statements as proof of residency.</p>

**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.

**SAT Reasoning Test, SAT Subject Test, ACT Scores:**

The Walnut Hills High School registrar 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.

**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 14 for additional information.

**School Tours for Prospective Students:**

Tours for prospective students and their parents will be conducted by the principal at 1:00 p.m. on the following Mondays: January 12, 2015, January 26, 2015, February 2, 2015, and February 23, 2015. Participants must register in advance on our school website. Registration opens on December 1, 2014. 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 to take the Entrance Test will be candidates to shadow on selected days during the months of November 2014, January 2015, and February 2015. On-line registration will be conducted through our website beginning October 1, 2014. 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 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 is not to take place. Smoking within the buildings is not permitted by anyone.

### **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).

### **Student Directories:**

The WHHS Foundation 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 25.** **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.

### **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. 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.

### **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, students in Ohio are required to pass all 5 sections of the Ohio Graduation Tests (OGT) (writing, reading, mathematics, social studies, and science) in addition to earning 22 units of credit. This test will be administered in the spring to students in grade 10. Students in grades 7 and 8 will participate in the state required achievement testing program (OAA).

**AP Exams:** The College Board's Advanced Placement program affords students in grades 10-12 an opportunity to take college level courses for college credit. At this time Walnut Hills High School offers 30 Advanced Placement courses. Students are required to take the AP exam when enrolled in any AP course. The AP exam is \$89. Students are automatically charged for the cost of each exam per course and will receive an obligation notice if the cost is not paid. 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 at the tennis courts 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.

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. Conferences must be scheduled with a minimum of 48 hours notice and observations with a 24 hour notice. Persons not enrolled at Walnut Hills and who are not participating in formal school exchange programs may not visit the school or friends, nor attend classes during regular school hours. All visitors must register with the main office upon arrival unless meeting with other office personnel.

**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, a completed parent permission card, contract card, physician's card and school data card in order to receive a permit. These forms may be obtained in the main office. 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 with student's class schedule.
2. Various classes have materials fees that are collected by the classroom teacher.
3. AP exam fees of \$89.00 per test are collected later in the school year. All fees, except AP, are due by the end of October.

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 take home projects (per semester)	\$15.00-\$50.00
Language Workbook & Course Fees	\$20.00-\$40.00

**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
Gym Uniforms (shorts)	\$12.00

Walnut Hills High School requires uniform dress in all gym classes. White 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. (See Schedule of Student Fees, page 23).

**Student Parking Fees:**

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

**"Pay to participate"** \$30 (Jr. Hi) / \$60 (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 what you enjoy
- Attend free “Lunch Bunch” review sessions in the College Information Center prior to the October PSAT
- Take the PSAT at Walnut in October

#### *Spring Semester*

- Attend the AP Fair at Walnut to learn about AP course offerings
- Plan the next three years of your academics and identify which AP courses you want to take
- Meet with your counselor to discuss your goals and review academic plan prior to optioning
- Attend academic review sessions after receiving your PSAT results (**February**)
- Complete the Cluster Finder Inventory in Naviance
- Attend *College Planning Basics I* for parents to learn about the college landscape and elements of college admission

#### *Summer*

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



## College Planning Calendar Sophomore Year

### *Fall Semester*

- Continue taking challenging academic courses, i.e. AA and AP courses. Keep up your grades, 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 Career Interest Profiler in Naviance
- Use Naviance to research colleges
- Use Naviance Super Match to begin building a prospective college list
- Compete in matches, competitions, and contests to accumulate awards
- Attend free “Lunch Bunch” review sessions in the College Information Center prior to the October PSAT and November PLAN
- Take the PSAT in October
- Attend *College Admissions Panel* program for parents to learn about what college admissions officers are looking for (**October**)
- Consider attending the National College Fair (**October**), browse college guidebooks, check out college websites
- Attend *College Planning Basics II* meeting for parents to learn about standardized testing and the holistic review of the admissions process (**November**)
- Take the PLAN in November

### *Spring Semester*

- Option for 11<sup>th</sup> Grade and attend the AP Fair
- Attend academic review sessions after receiving the PSAT and PLAN results (**February**)
- Become familiar with college resources provided by counselors, Naviance, the College Information Center and the library
- Begin to build a college file, gathering materials about colleges of interest, collecting standardized score reports, transcripts, awards and honors
- Take AP Exams in May
- Take SAT Subject Tests in Latin, United States History and/or Math Level I and II after completing relevant coursework

### *Summer*

- Find a summer job, do volunteer work, or attend a summer program
- If you go on a family vacation, consider visiting colleges in the area
- Study for the PSAT that you will take in the fall (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. Keep up your grades, update your goals and four-year plan
- Focus on becoming a leader in a few extra-curricular activities. Run for an office, lead a team, start your own club, business, or service project
- Create a resume
- Use Naviance to expand your list of colleges, including “reach” and “safety” schools. Think about what you seek in college: location/size/specific major/competitiveness
- Attend free “Lunch Bunch” review sessions in the College Information Center prior to the October PSAT
- Take the PSAT in October. This test determines National Merit Scholarship qualifiers
- Get to know your teachers and start thinking about whom you might ask to write recommendations
- Continue to compete in matches, contests, and competitions
- Preview how much financial aid you may be eligible for by completing the Net Price Calculator at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Attend college fairs and meet college representatives when they visit school. Ask questions!
- Visit colleges. Students are permitted three (3) excused absences during junior and senior year for college visits
- Take the ACT in December and the SAT in January and order the test booklet(s) for review
- Complete personality type in Naviance

### *Spring Semester*

- Attend *Junior Parent Meeting (January)*. Sign up for individual meeting with parent, student and counselor to be held in February and March
- Attend academic review sessions after receiving the PSAT results (**January**)
- Preview the Common Application and review copies of the supplements from colleges that interest you
- Attend *Been There, Done That* panel of parents for parents and panel of recent graduates for students (**March**)
- 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
- Continue to prepare for follow-up SAT and/or ACT tests.
- Visit colleges. Students are permitted three (3) excused absences during junior and senior year for college visits
- Consider attending a *Brainstorming/College Essay Workshop* and *Resume Writing Workshop* in the CIC
- Write a response to the common application essay. Submit to English teacher for editing
- Take AP Exams and SAT Subject Tests

### *Summer*

- Find a summer job, do volunteer work or attend a summer program
- Continue to research and visit colleges
- Read for pleasure to build your vocabulary
- Sign up for a *Common Application Boot Camp (August)*

**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 resume
- Meet individually with your counselor to narrow list of colleges, discuss financial aid and scholarship opportunities
- Attend *Senior Financial Aid Night* for parents (**September**)
- Decide which schools you will apply to and prepare a list of deadlines
- Research scholarship opportunities and internships listed in the College Guidance Bulletin and track deadlines
- Complete NCAA Clearinghouse application ([www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)) if a student athlete
- Note any early action or early decision deadlines at colleges of choice
- Ask teachers and counselors to complete Evaluation forms and Secondary School Reports (teachers by October 1 and counselors by November 15)
- Arrange college interviews and practice for them
- Brainstorm, write your essays, and enlist editors to help you revise them. Create a master list of supplemental essays
- Attend *Senior Essay Workshops* (**October/November**) and *Interviewing Skills Workshop* (**Nov**)
- Submit drafts of application essays to at least one adult reviewer for editing
- Visit colleges of major interest. Plan an overnight in a dorm if possible
- Attend college representative visits and ask questions!
- Take any additionally needed SAT, ACT, or SAT Subject tests in October or early November
- Request scores from [www.actstudent.org](http://www.actstudent.org) or [www.sat.collegeboard.org](http://www.sat.collegeboard.org) be sent to your list of colleges **at least two weeks before the application deadline(s)**.

### *Winter*

- Complete official FASFA (financial aid form) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) . If required, complete the CSS/Financial Aid Profile at [www.profileonline.collegeboard.org](http://www.profileonline.collegeboard.org)
- Continue to apply for scholarships
- Send supplemental information to colleges as it becomes available, i.e., awards, mid-year grades, etc.

### *Spring*

1. Meet Acceptance Reply Date. Write to inform and thank colleges whose offers you did not accept
2. Write thank-you notes to teachers who wrote letters of recommendation
3. Take AP exams
4. Complete the Future Plans/ Final Transcript request form on Naviance
5. Create a college budget and begin applying for additional student loans, if necessary.



**2014-2015 EXAM SCHEDULE**  
for the  
**PLAN/ACT - PSAT/SAT - Subject Tests**

**PSAT** – grades 9-11                      Test Fee – CPS pays the fee.  
Test Date – Wednesday, October 15, 2014

**PLAN** for sophomores only              Test Fee – CPS pays the fee.  
Test Date – Wednesday, November 12, 2014

**ACT**    Test Fee = \$36.50

**ACT Plus Writing**                      Test Fee = \$52.50

<u>Test Date</u>		<u>Regular Registration Closes</u>		<u>*Late Registration Closes</u>	
September	13, 2014	August	8, 2014	August	22, 2014
October	25, 2014	September	19, 2014	October	3, 2014
***December	13, 2014	November	7, 2014	November	21, 2014
February	7, 2015	January	9, 2015	January	16, 2015
***April	18, 2015	March	13, 2015	March	27, 2015
***June	13, 2015	May	8, 2015	May	22, 2015

**SAT**    Test Fee = \$51.00

**SAT Subject Tests**                      Test Fee = \$24.50 Registration fee +\$13.00 per test (language test fee \$24)

<u>Test Date</u>		<u>Regular Registration Closes</u>		<u>**Late Registration Closes</u>	
***October	11, 2014	September	12, 2014	September	30, 2014
November	8, 2014	October	9, 2014	October	28, 2014
December	6, 2014	November	6, 2014	November	24, 2014
***January	24, 2015	December	29, 2014	January	13, 2015
March <small>SAT<sub>only</sub></small>	14, 2015	February	13, 2015	March	3, 2015
***May	2, 2015	April	6, 2015	April	21, 2015
June	6, 2015	May	8, 2015	May	27, 2015

\*Requires additional \$23.00 late fee

\*\*Requires additional \$27.50 late fee

Standby registration always available – Test fees plus \$45.00/SAT or plus \$45.00/ACT

\*\*\*Question & Answer Service available & recommended – \$18.00/SAT or \$19.00/ACT

SAT and ACT registration forms and 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>

## 2014-2015 COLLEGE ENTRANCE TEST INFORMATION

### FRESHMAN STUDENTS

**PSAT****Test Date: Wednesday, October 15, 2014**

No registration required: the PSAT will be administered to all freshmen at no fee during school hours.

### SOPHOMORE STUDENTS

**PSAT****Test Date: Wednesday, October 15, 2014**

No registration required: the PSAT will be administered to all sophomores at no fee during school hours.

**PLAN (preliminary ACT)****Test Date: Wednesday, November 12, 2014**

No registration required: the PLAN will be administered to all sophomores at no fee during school hours.

### JUNIOR STUDENTS

**PSAT****Test Date: Wednesday, October 15, 2014**

No registration required: the PSAT will be administered to all juniors at no fee during school hours.

**ACT****Recommended Test Date: December 13, 2014****Registration deadline: November 7, 2014**Register online at [www.act.org](http://www.act.org) or pick up a registration packet and practice test in the Guidance office or in the CIC (Room 2205).**SAT****Recommended Test Date: January 24, 2015****Registration deadline: December 29, 2014**Register online at [www.collegeboard.com](http://www.collegeboard.com) or pick up a registration packet and practice test in the Guidance office or in the CIC (Room 2205).

For the ACT and SAT, we recommend these test dates because the Question and Answer service is available for an additional fee; we encourage students to register for this service.

### SENIOR STUDENTS

**SAT****Recommended Test Date: October 11, 2014****Registration deadline: September 12, 2014**Register online at [www.collegeboard.org](http://www.collegeboard.org) or pick up a registration packet and practice test in the Guidance office or in the CIC (Room 218).**ACT****Recommended Test Dates: September 13, 2014****Registration deadlines: August 8, 2014**Register online at [www.act.org](http://www.act.org) or pick up a registration packet and practice test in the Guidance office or in the CIC (Room 218).

We recommend these test dates so that students can meet specific college deadlines. Because most colleges will accept either test result, students do not have to retake (or take) both tests. Discuss with a counselor/CIC the best option.

**To become part of the WHHS group e-mail circulation, receiving timely information about the college process/guidance issues, e-mail [WHHSGUIDANCE@NUVOX.NET](mailto:WHHSGUIDANCE@NUVOX.NET) and include student's name, grade level, year of graduation and parent's or guardian's name.**

# 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.acinet.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/oco/>

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.

**Mapping Your Future** – <http://www.mappingyourfuture.org>

The site, sponsored by a group of guaranty agencies who participate in the Federal Family Education Loan Program, is one-stop shopping for information for students and parents on financial strategies, career options and college planning. Includes strategies for planning.

**Military Career Guide Online** – <http://www.todaymilitary.com/military-careers>

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**

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

#### **www.collegeboard.com**

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

#### **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**

Provides a compilation of more than 3,800 schools, including Hobsons' 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**

Lists more than 600,000 scholarships, descriptions of over 4,000 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**

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

#### **www.usnews.com/usnews/edu/college/cohome.htm#steps**

Lists the best colleges and best graduate schools – *US News and World Report*.

#### **www.connectedu.net/members**

CPS-sponsored website providing college searches and financial and scholarship aid opportunities.

### FIND IT IN PRINT:

#### ***(The) Best 361 Colleges: 2007 Edition*, Robert Franek (Editor); Princeton Review**

Includes admissions criteria, deadlines, phone numbers, e-mail and campus addresses. Ranks colleges in 63 categories including academics; politics, social life, quality of life, cafeteria food, dormitories and career placement.

#### ***Colleges That Change Lives*,**

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 College Handbook 2010, 47<sup>th</sup>***

***Edition***; College Entrance Examination Board

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

#### ***Complete Book of Colleges 2011*,**

Princeton Review (Editor)

Contains profiles for more than 1,821 schools. Includes academic programs and majors offered, tuition and other costs, extracurricular activities and much more.

#### ***Cool Colleges*,**

Donald Asher, Ten Speed Press

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

#### ***(The) Fiske Guide to Colleges 2011*,**

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 2010,***

***36<sup>th</sup> Edition***, 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,***

***27<sup>th</sup> Edition***, Frederick E. Rugg

Evaluates 970 colleges by department/undergraduate major.

#### ***U.S. News Ultimate College Guide, 2010 Edition***

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:

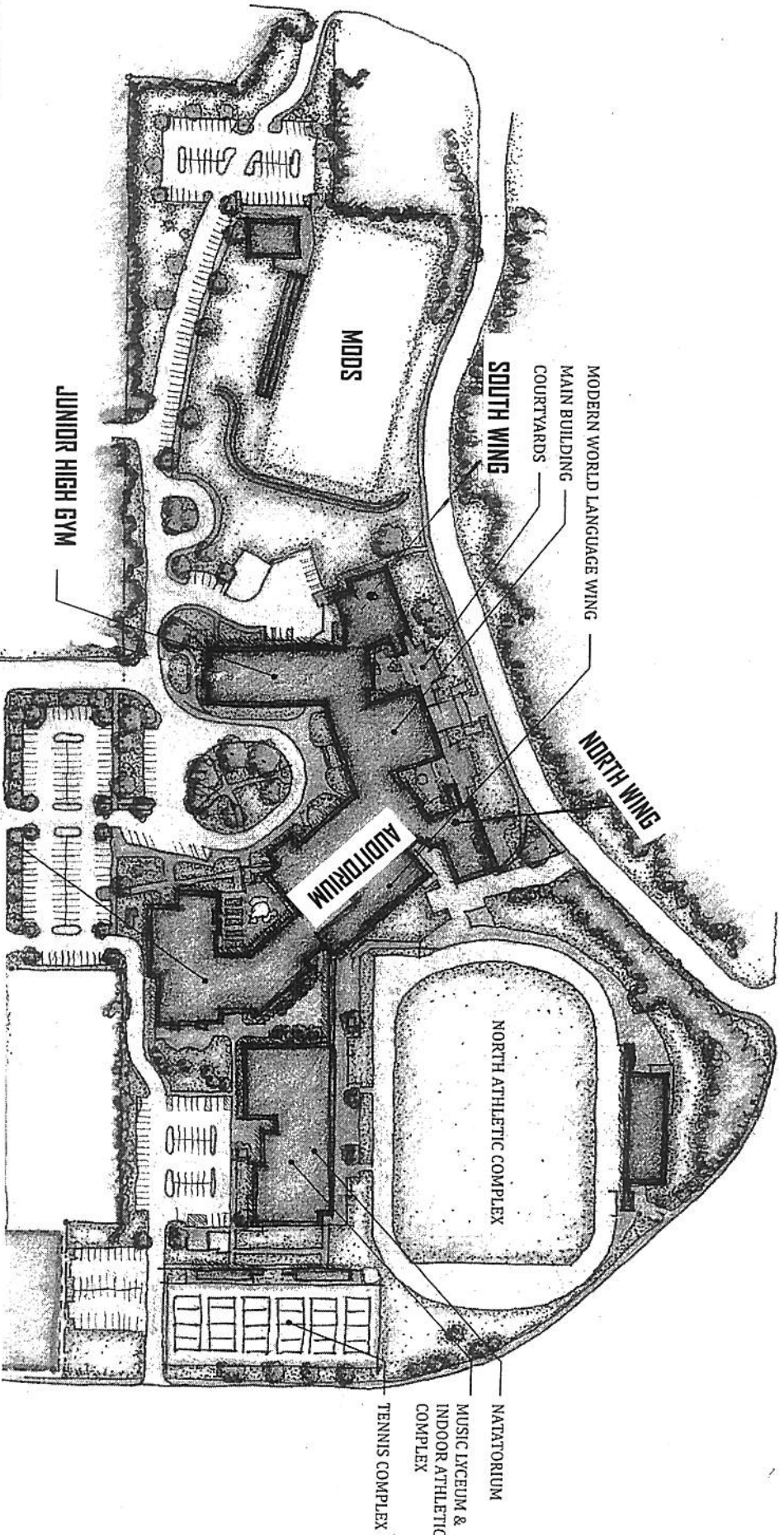
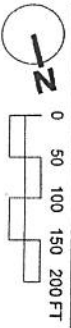
COMMON VIOLATIONS	1 <sup>ST</sup> OFFENSE	AGGRAVATED OR REPEATED OFFENSES
Academic Dishonesty (Cheating/Violating Testing Protocol/Plagiarism)	Loss of Credit, Counselor and Parent Notification. Administrator notified.	Loss of Credit, Parent Conference, and Counselor and Administrative Referral. ISS/A2S
Class Cutting, Unexcused Class Absence	Thursday/Friday Evening School for Each Bell Missed.	ISS/A2S
Disobedience/Refusal to Obey School Personnel/Disruption	Thursday/Friday Evening School/ISS/Parent Shadowing	ISS/A2S
Distributing or Posting Unauthorized Printed Material	Confiscation	Thursday/Friday Evening School
Eating in Unauthorized Area	Detention	Thursday/Friday Evening 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	Obtain Appropriate Dress/Thursday/Friday Evening School
Leaving School Grounds Without Permission	ISS+ 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/ISS/A2S
Tardiness to School	Detention or Thursday/Friday Evening School (If Class Period is Missed)	Detention and/or Thursday/Friday Evening School/ISS
Tardiness to Class	Noted	3 <sup>rd</sup> offense in a quarter-DT/Friday School
Tobacco/Smoking/Possession	ISS	ISS/A2S
Truancy: <u>multiple or habitual unexcused and unauthorized absences (off campus)</u>	Thursday/Friday Evening School/ISS/A2S/Referral to Visiting Teacher	Thursday/Friday Evening School/ISS/A2S/Referral to Visiting Teacher
Unauthorized Parking on Campus <u>Students with permits:</u> <u>Students without permits:</u>	Warning/Revoke Permit ISS/Friday Evening School	
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
Unauthorized Sales	Confiscation and Referral to Administration	Confiscation and Referral to Administration; Thursday/Friday Evening School
Unserved Detention	Thursday/Friday Evening School	Thursday/Friday Evening School/ISS/A2S
Unserved Thursday/Friday Evening 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.**

# SHP

LEADING DESIGN

## WHHS Campus



### Room Number Key

#### Main Building:

- Administration: 2200's
- Library Wing: 3200's
- Cafeteria: First Floor
- Junior High Gym Complex: 2400's
- North Wing: 1st Floor: 1300's  
2nd Floor: 2300's  
3rd Floor: 3300's
- South Wing: 1st Floor: 1100's  
2nd Floor: 2100's  
3rd Floor: 3100's

#### Rooms Behind the Theatre: 2nd Floor: 2500's

3rd Floor: 3500's

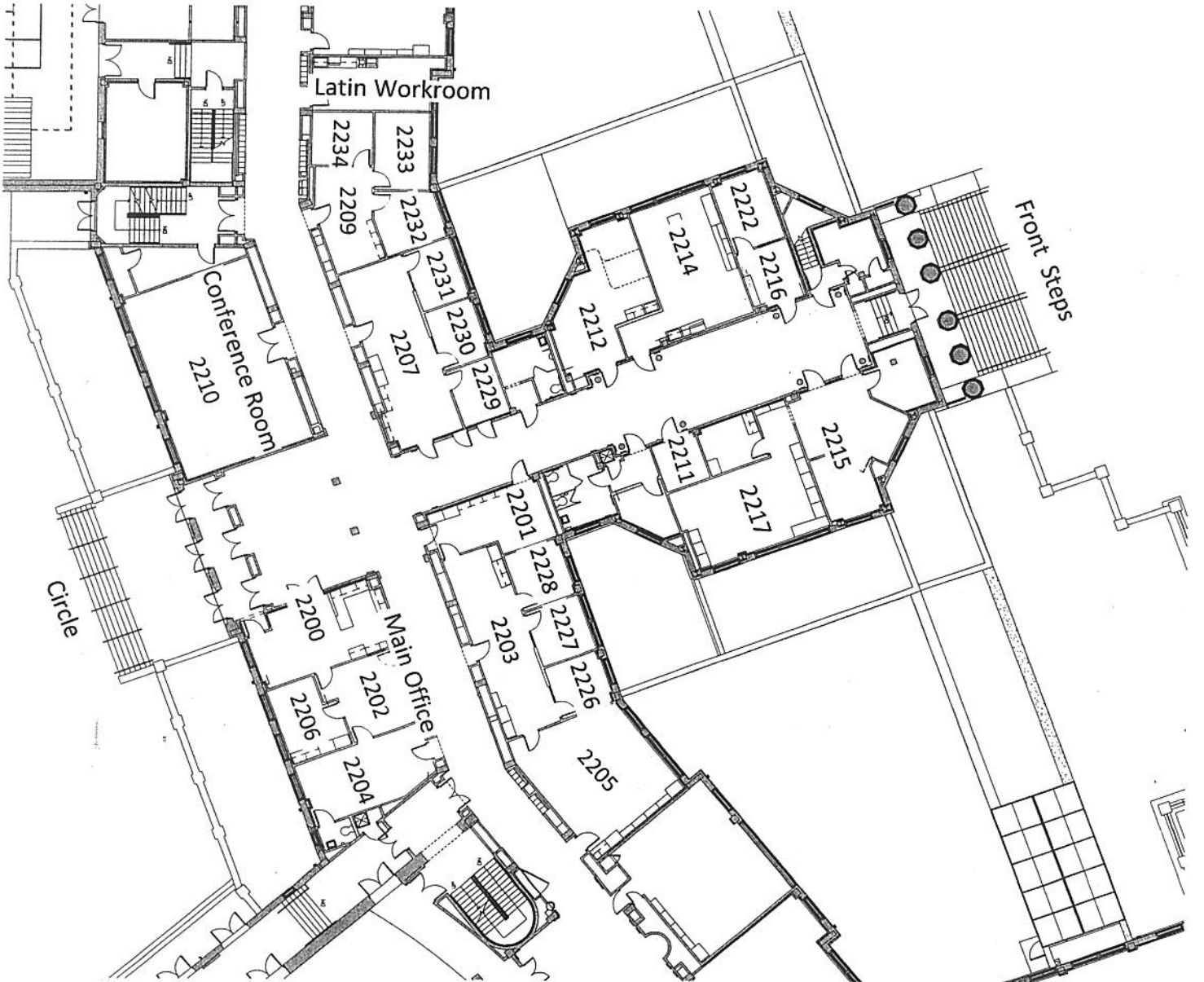
Arts and Science: Ground Floor: 2700's

Top Floor: 3700's

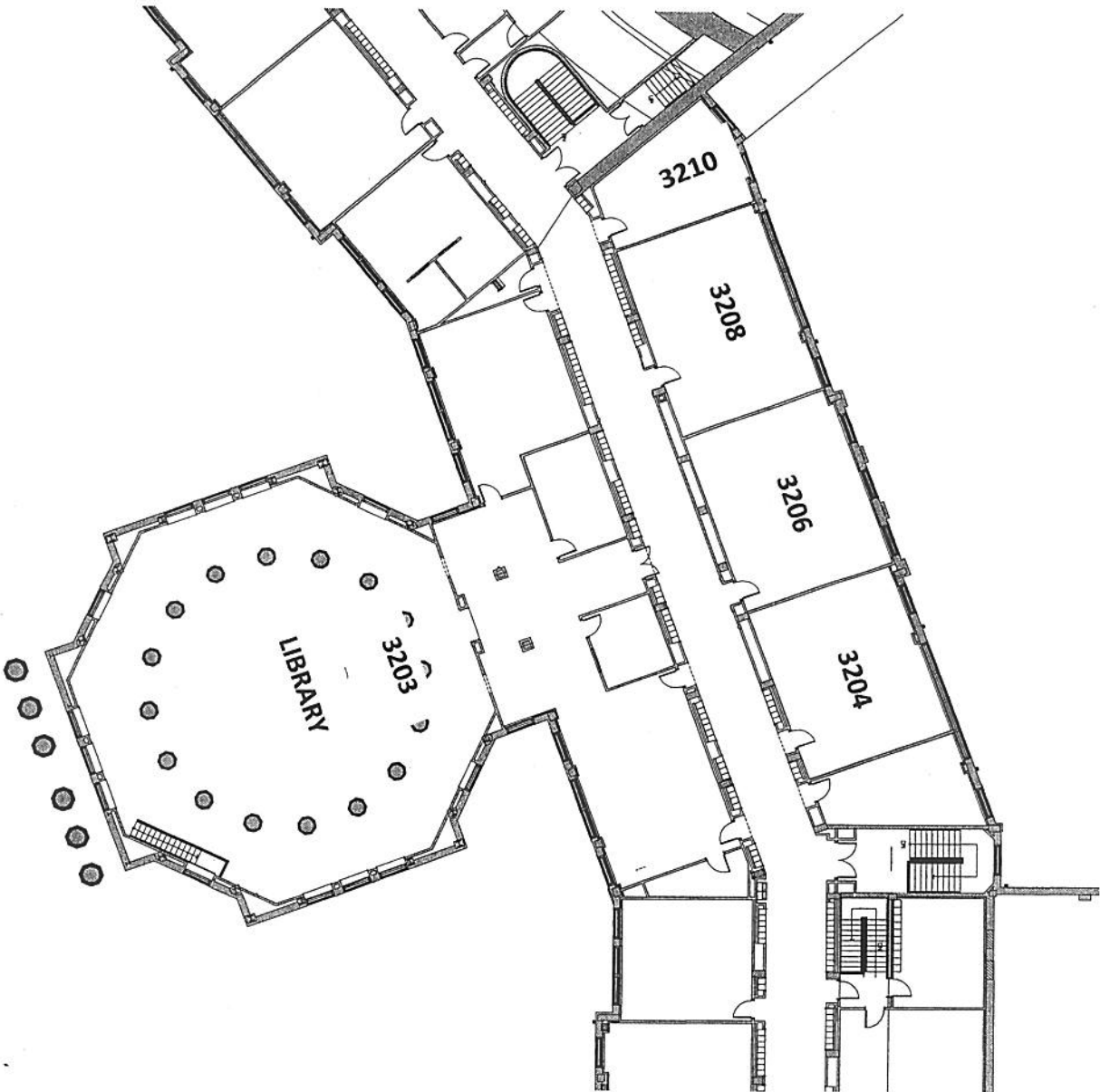
Music Wing: 1st Floor: 1800's

2nd Floor: 2800's

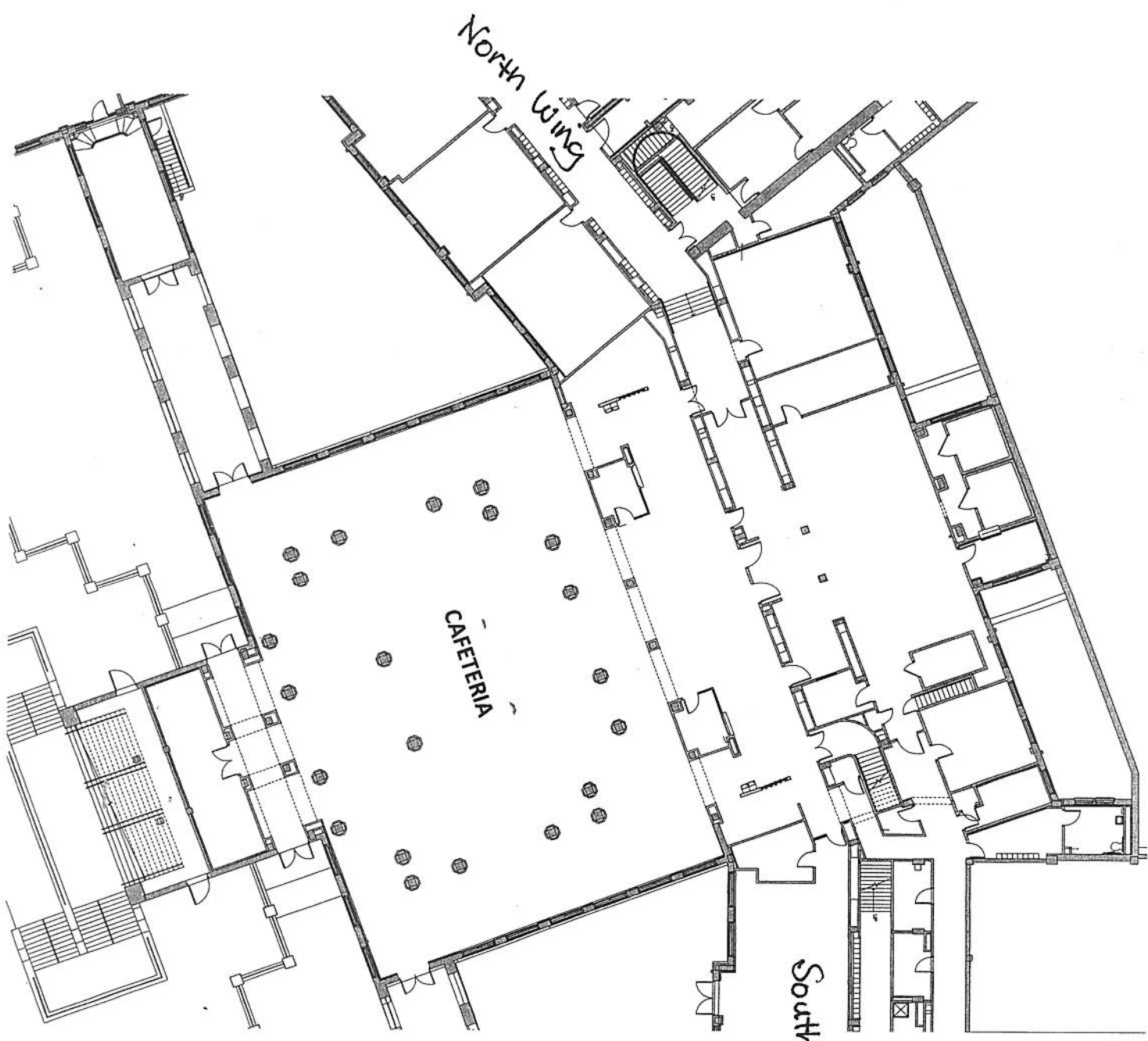
Modern Foreign Language: Bottom Floor: 1600's  
Top Floor: 2600's



Main Building



Main Building  
3<sup>rd</sup> Floor



Salsar

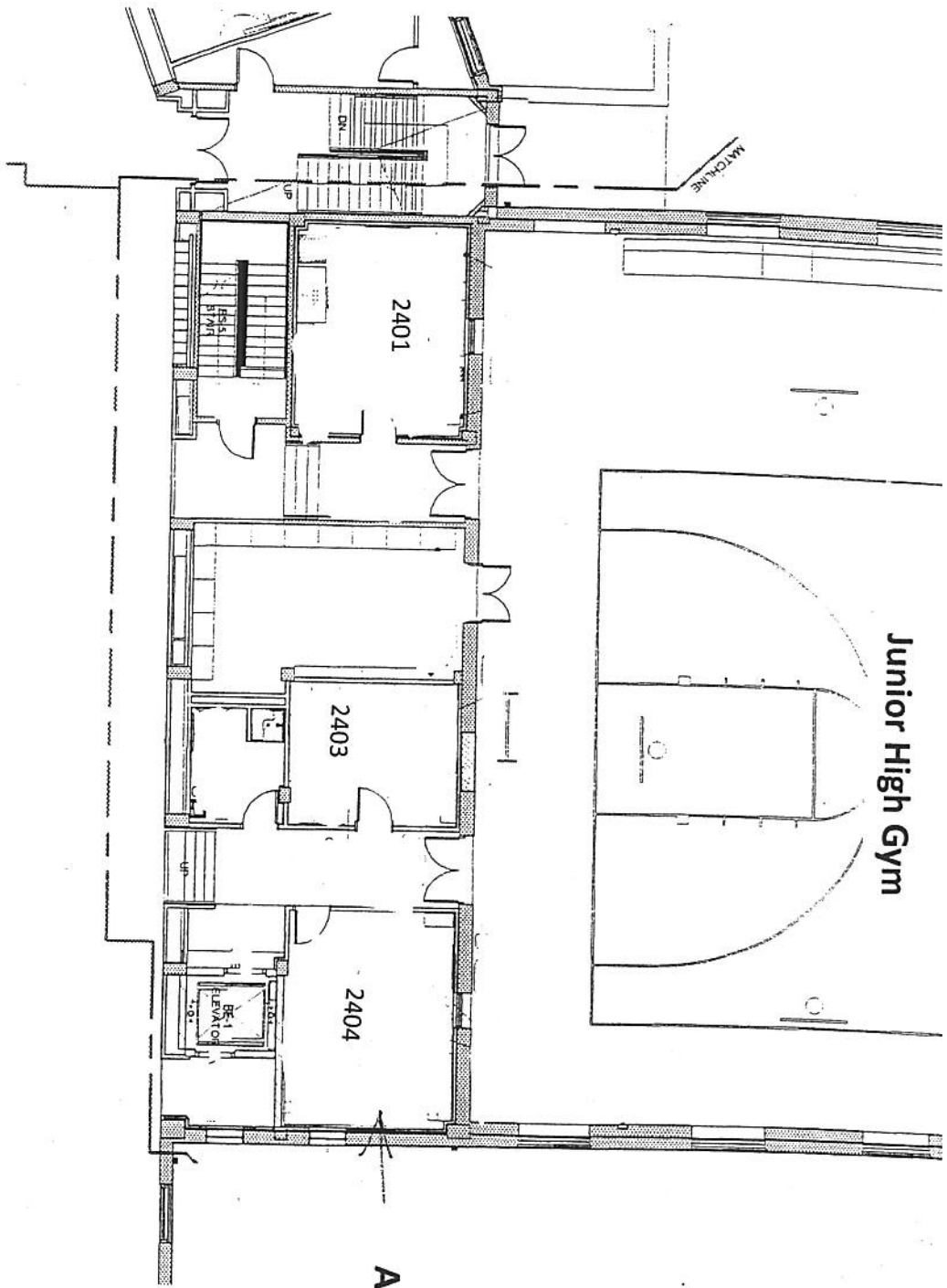
1st Floor  
Main Building

South Wing

North Wing

CAFETERIA

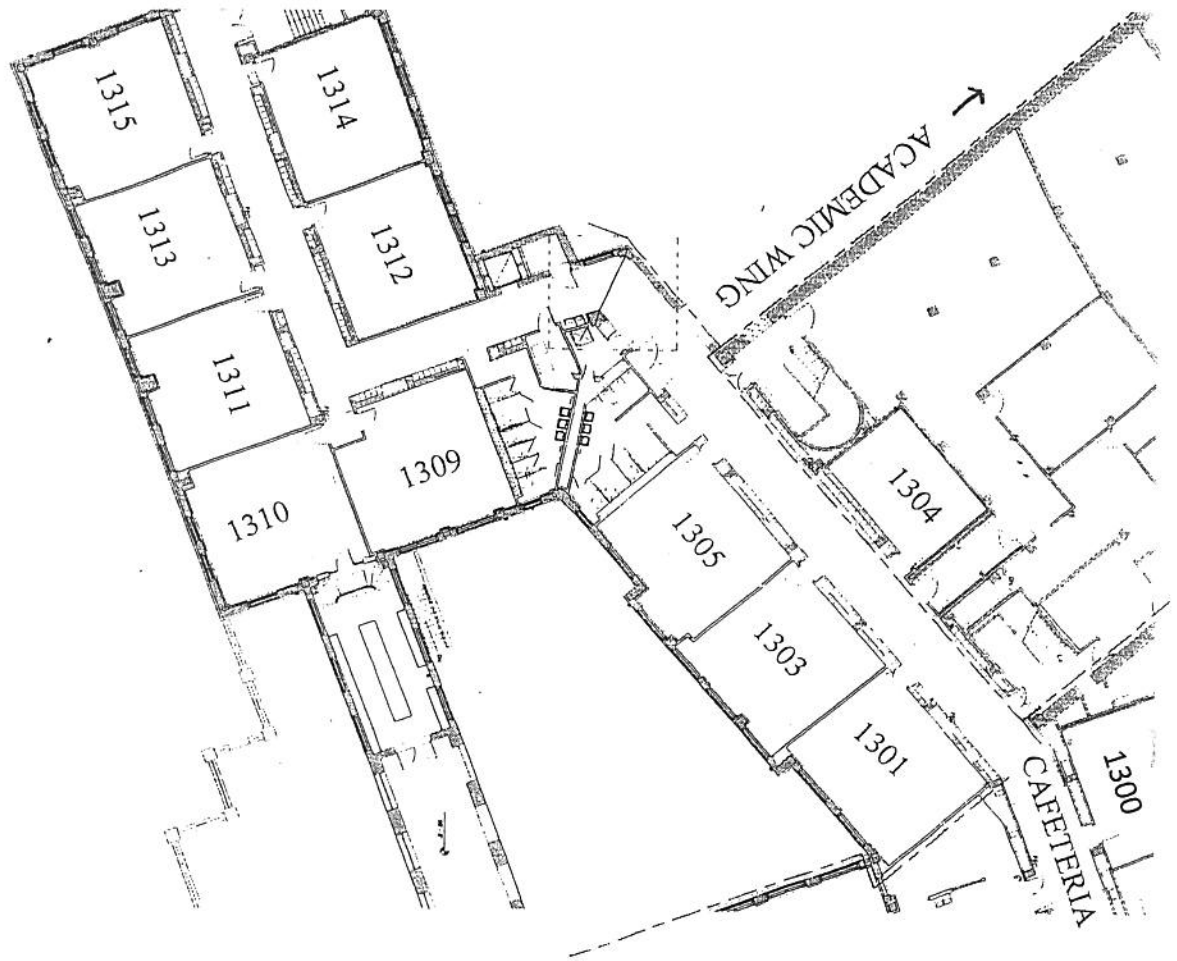


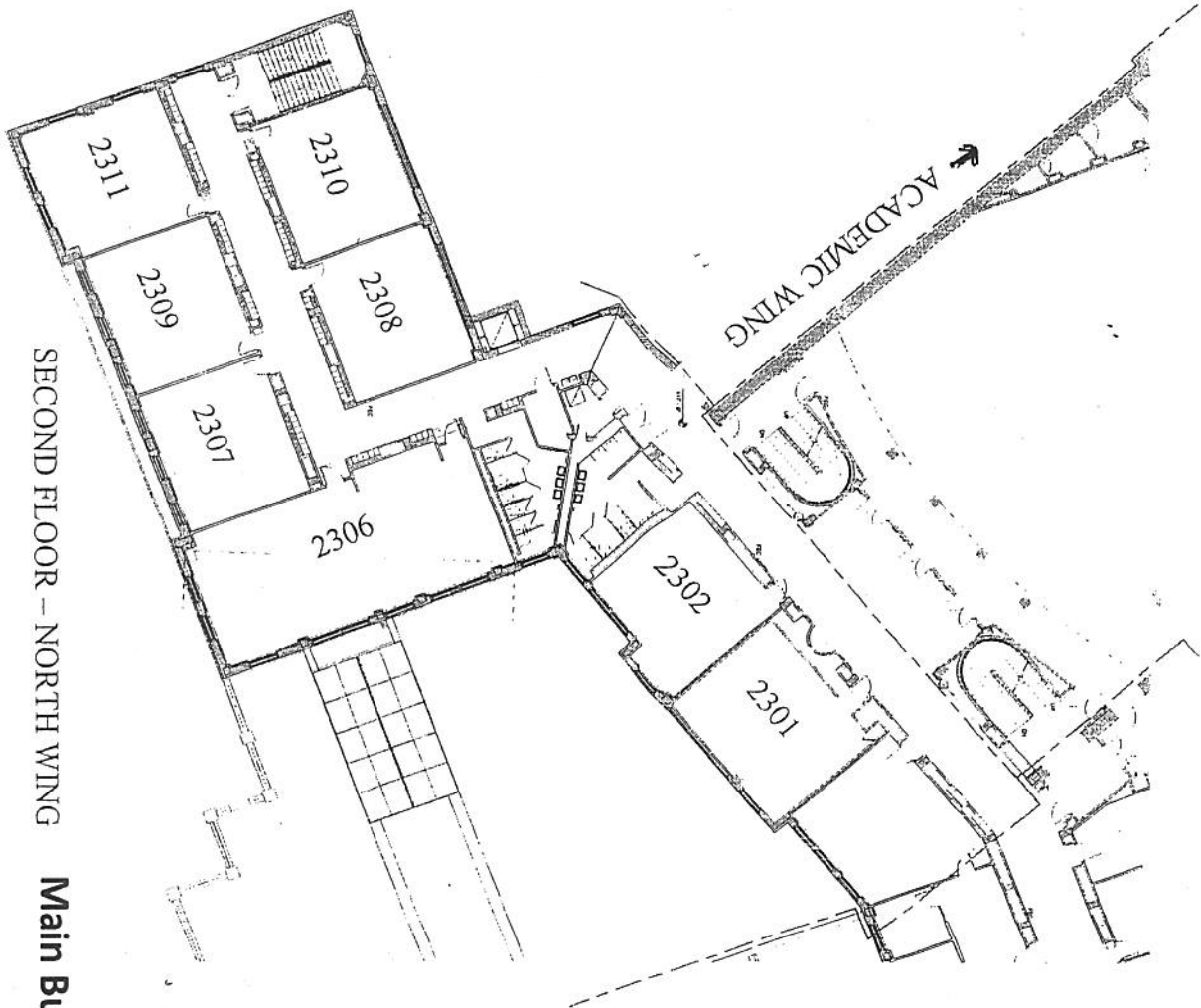


Main Building

A.D. Office

FIRST FLOOR - NORTH WING      **Main Building**

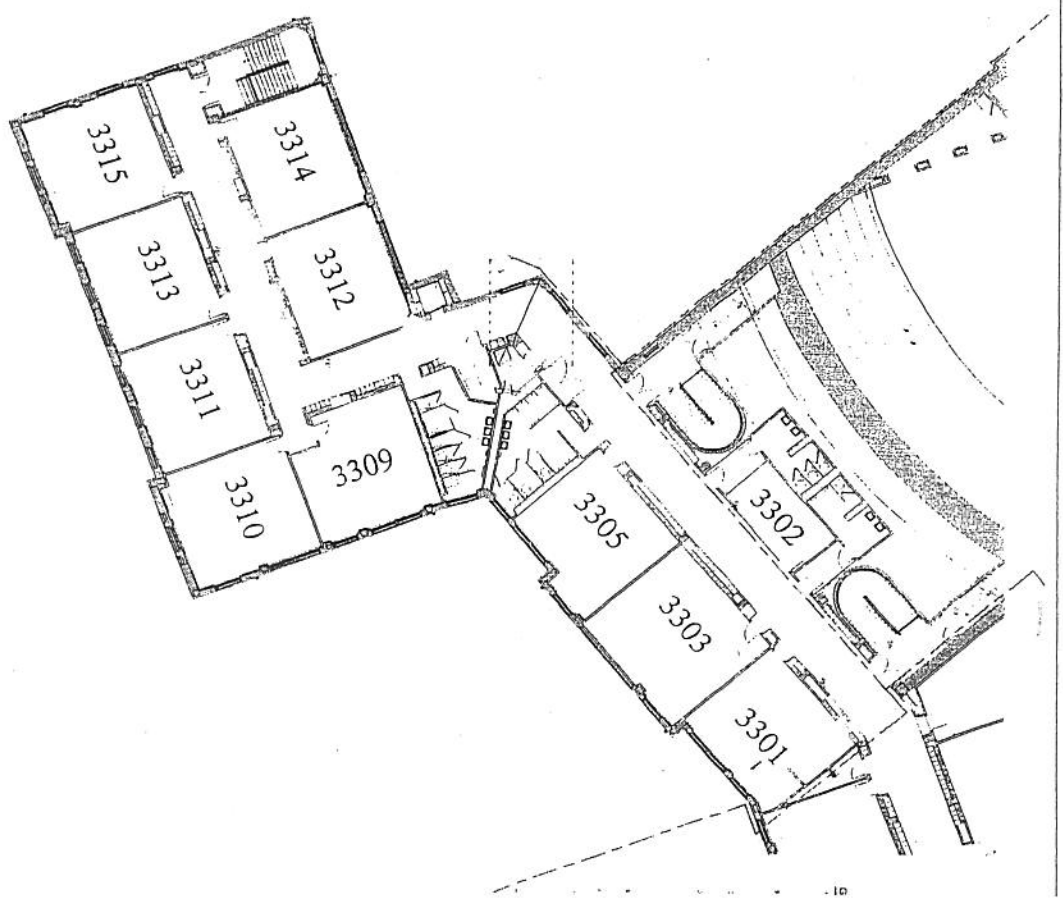


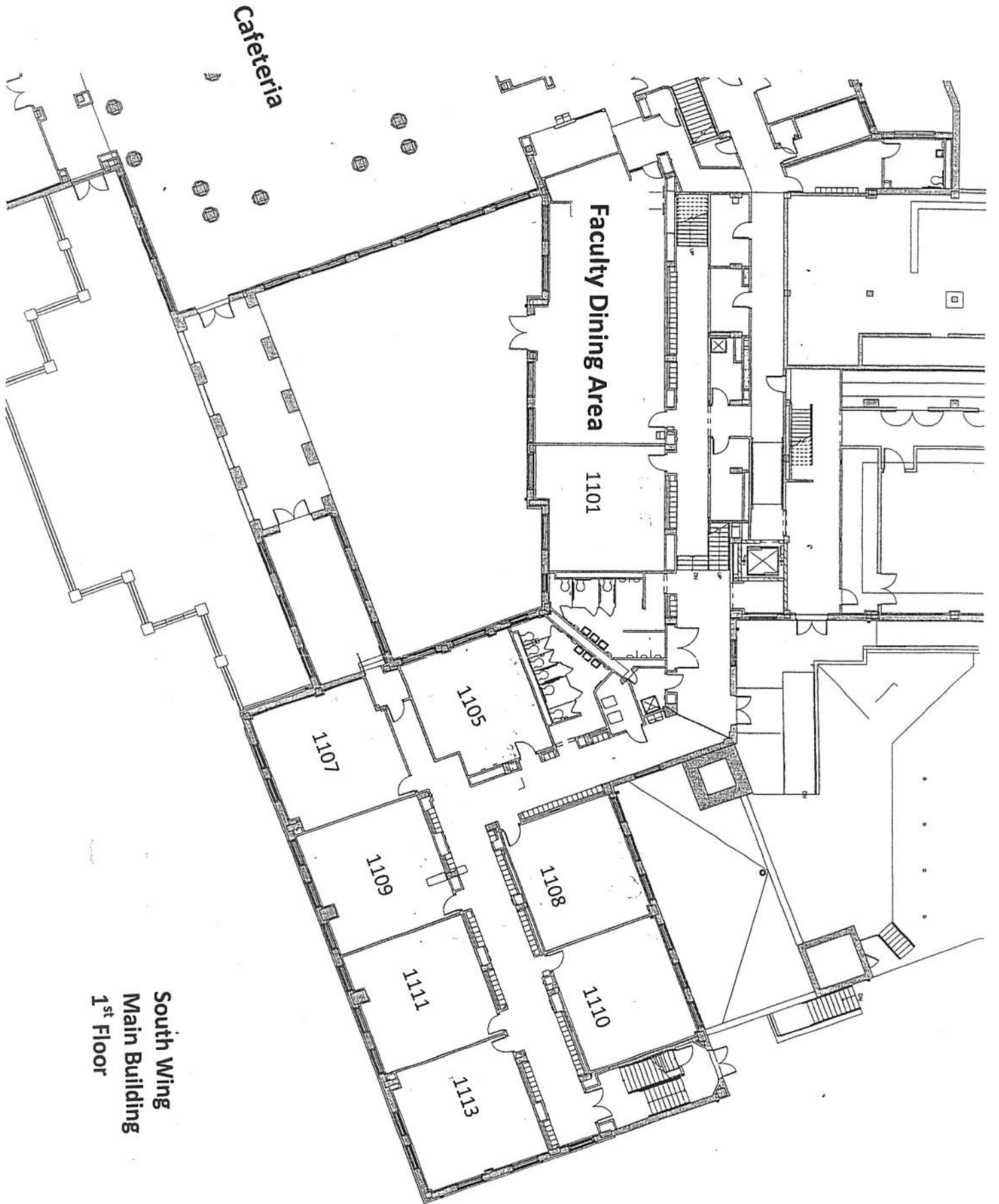


SECOND FLOOR - NORTH WING

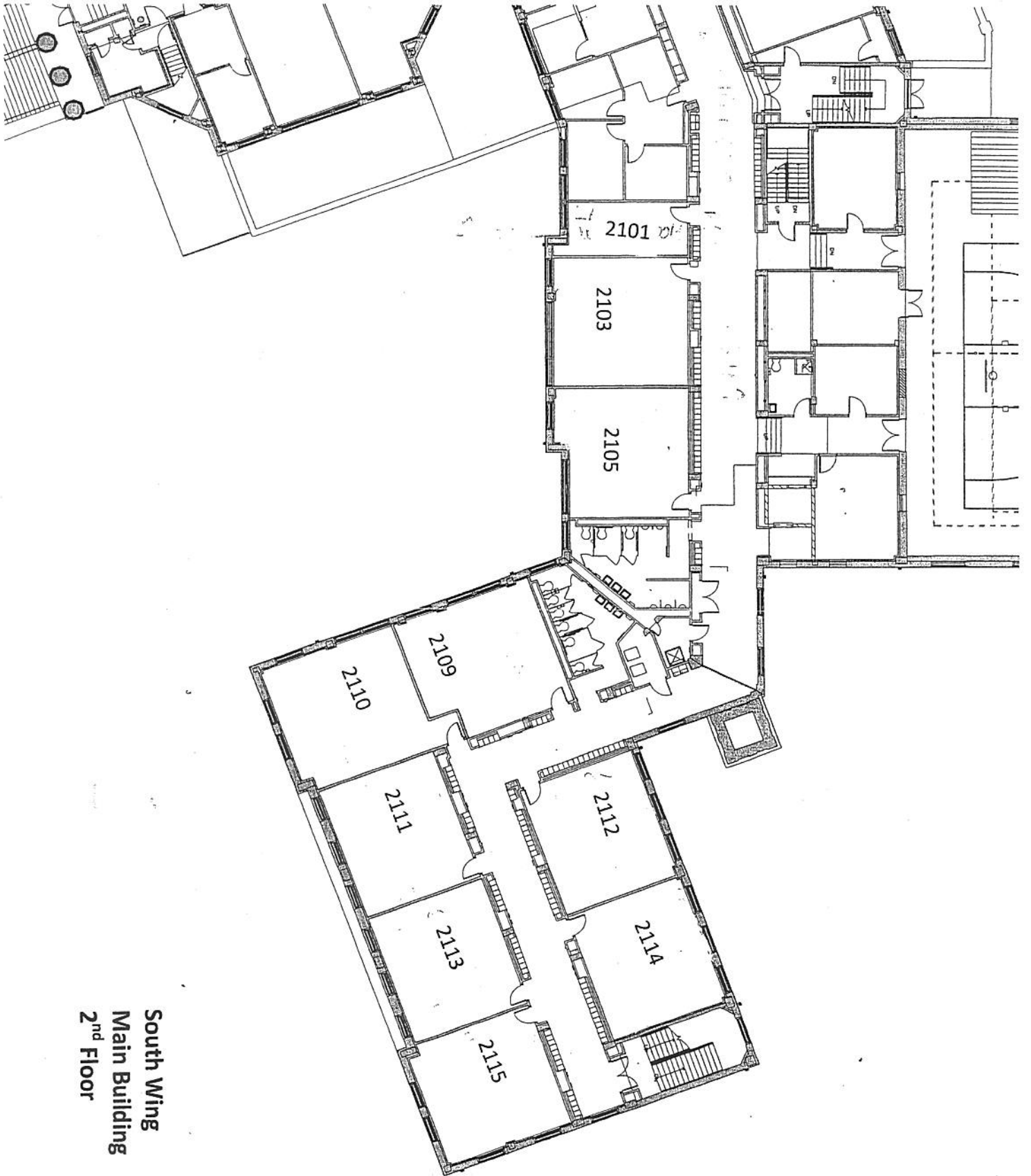
Main Building

THIRD FLOOR - NORTH WING  
**Main Building**

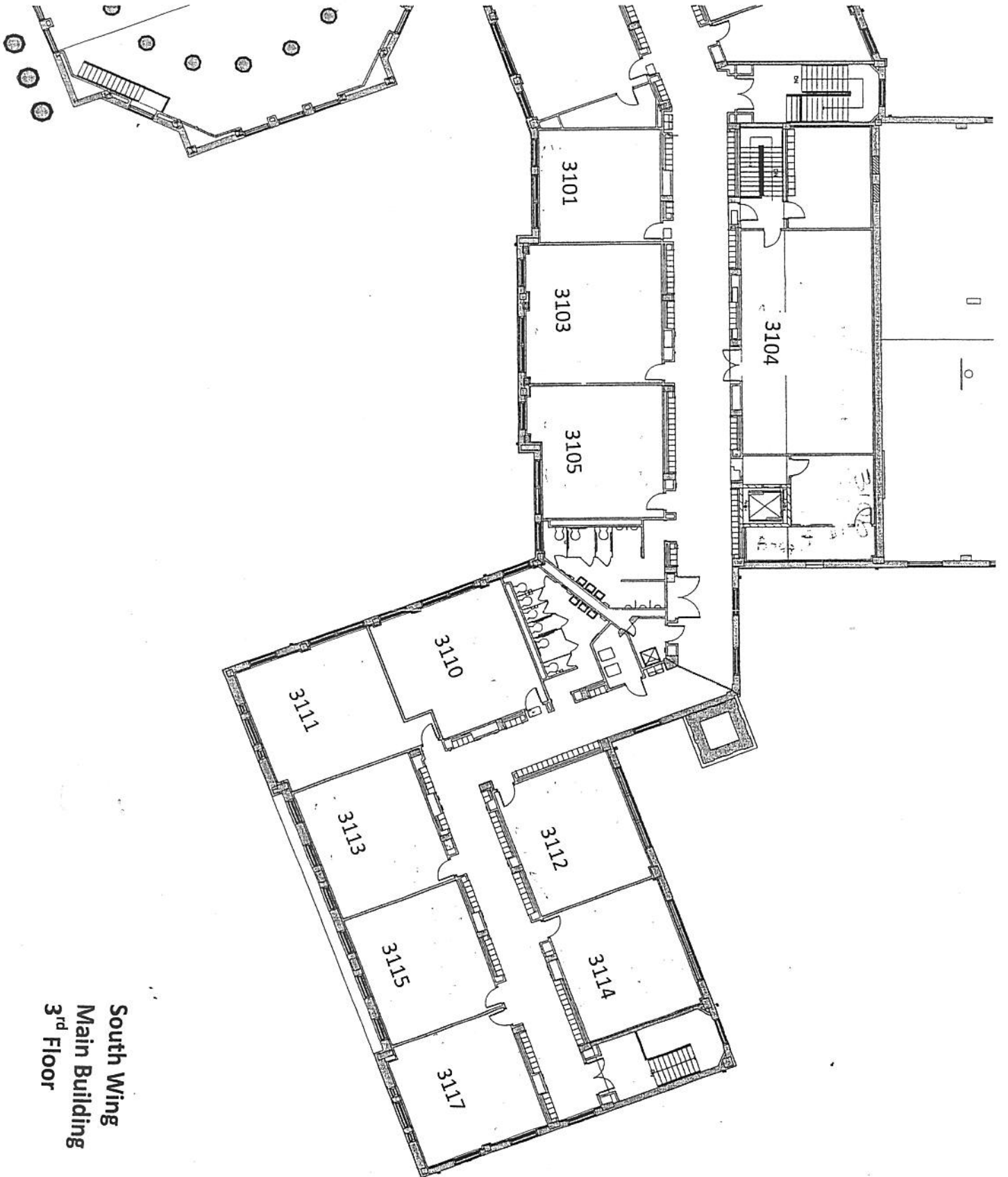




**South Wing  
Main Building  
1<sup>st</sup> Floor**

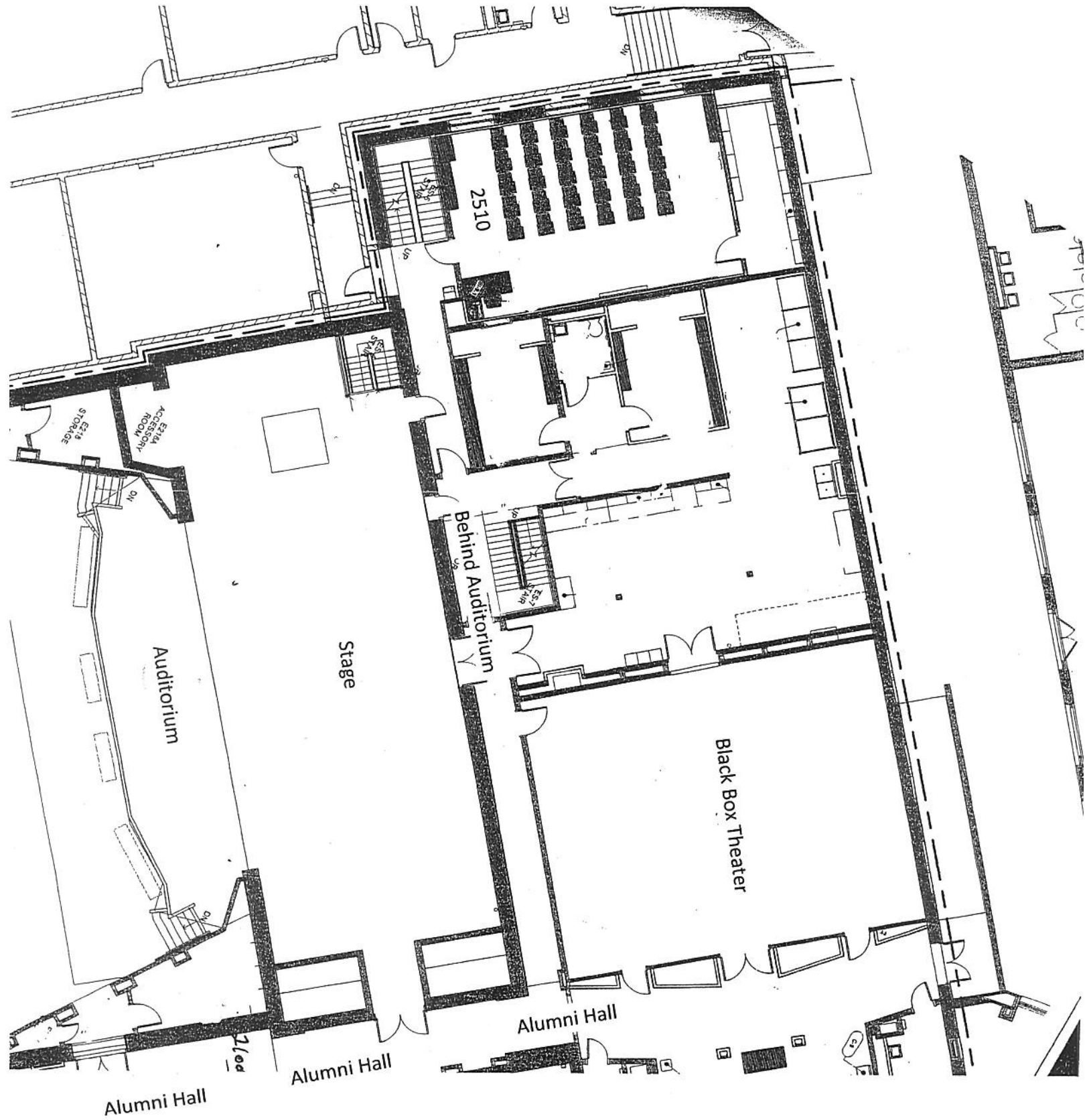


South Wing  
Main Building  
2<sup>nd</sup> Floor



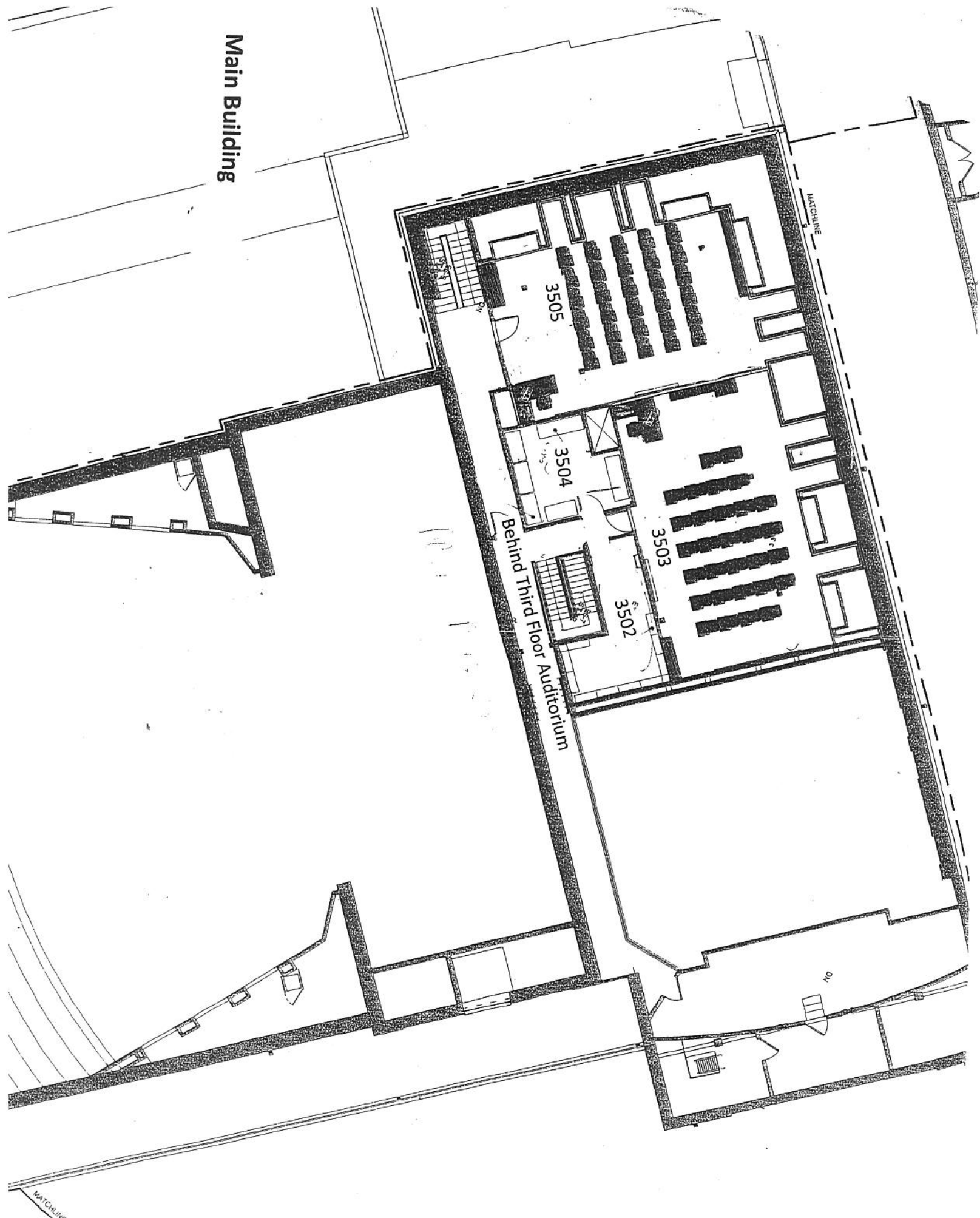
South Wing  
Main Building  
3<sup>rd</sup> Floor

Main Building



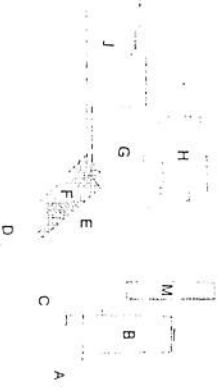
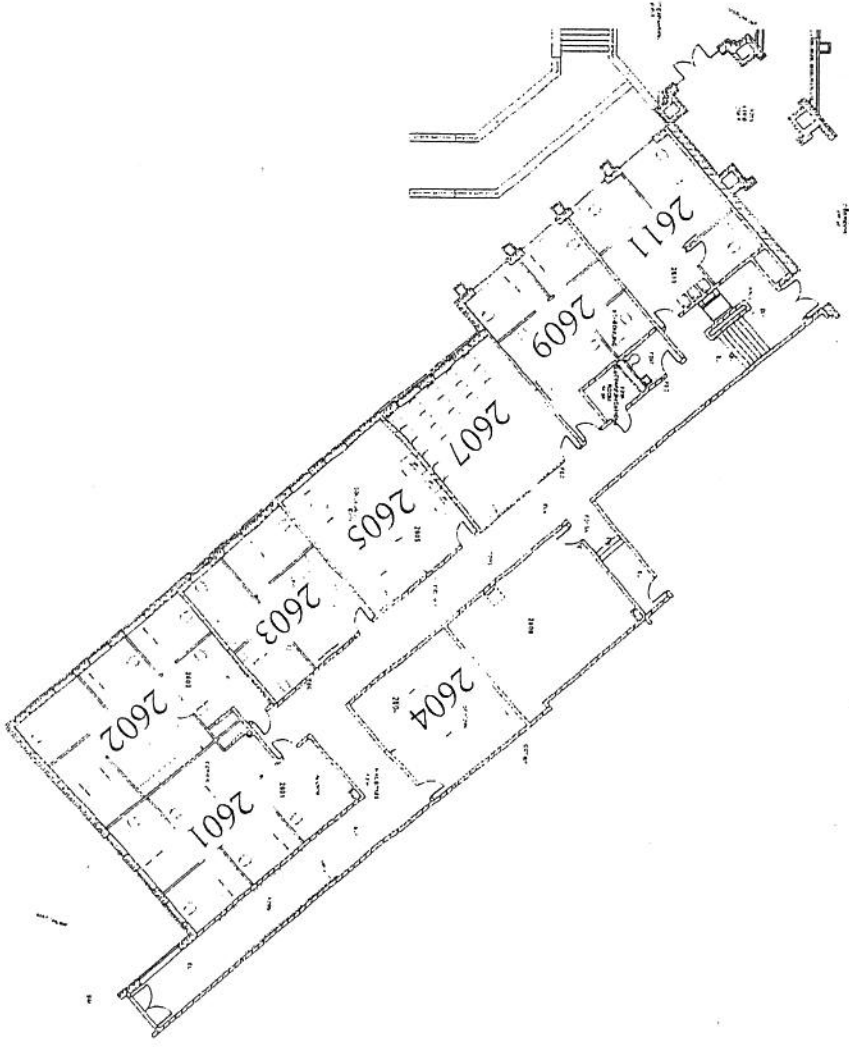


Main Building





Modern World Language – SECOND FLOOR



NO.	REVISION	DATE
1	ISSUED FOR PERMIT	11/15/11
2	ISSUED FOR PERMIT	11/15/11
3	ISSUED FOR PERMIT	11/15/11
4	ISSUED FOR PERMIT	11/15/11
5	ISSUED FOR PERMIT	11/15/11
6	ISSUED FOR PERMIT	11/15/11
7	ISSUED FOR PERMIT	11/15/11
8	ISSUED FOR PERMIT	11/15/11
9	ISSUED FOR PERMIT	11/15/11
10	ISSUED FOR PERMIT	11/15/11
11	ISSUED FOR PERMIT	11/15/11
12	ISSUED FOR PERMIT	11/15/11

GENERAL ANNOUNCEMENTS

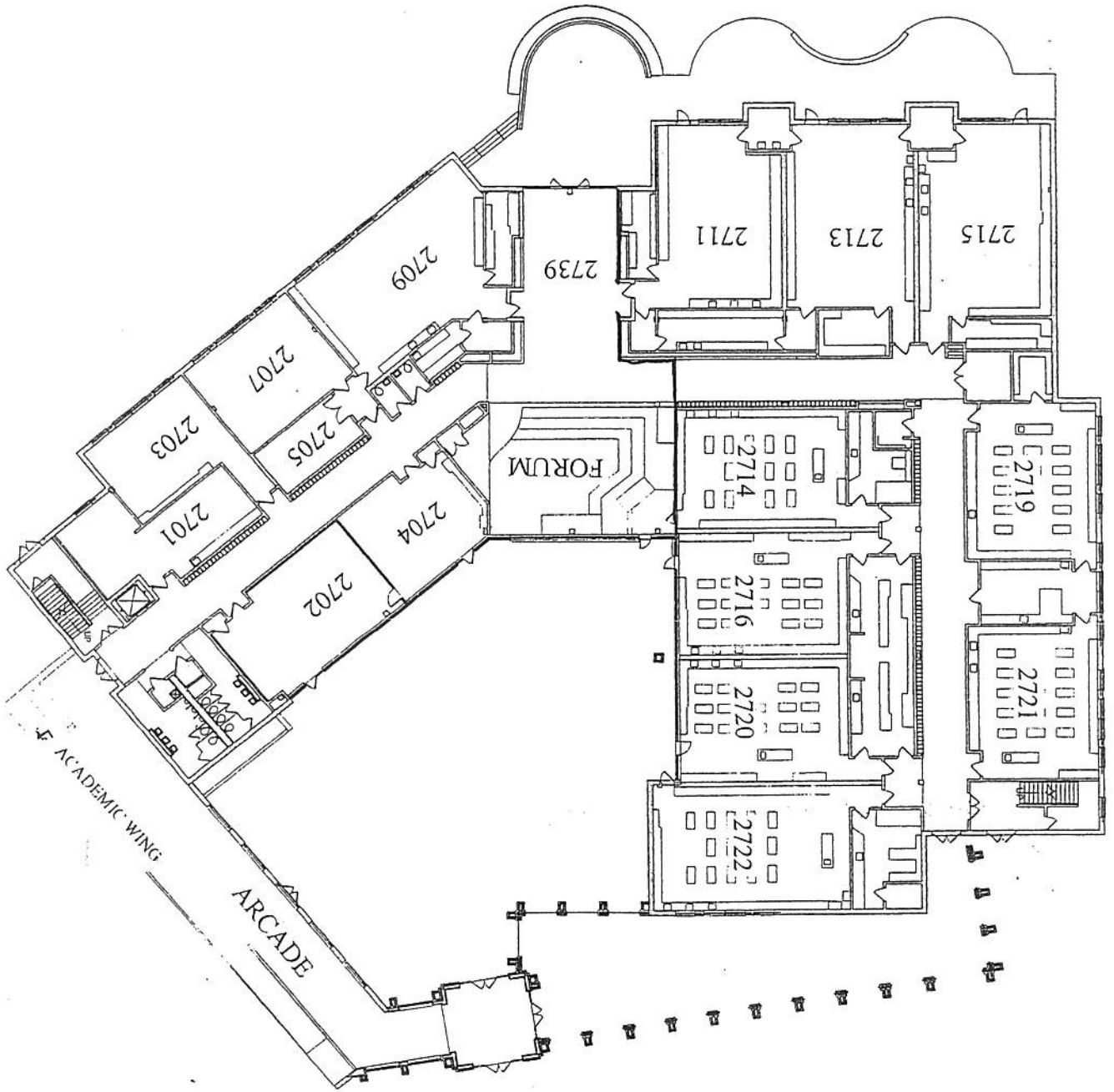
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2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL BUILDING DEPARTMENT AND THE LOCAL HEALTH DEPARTMENT.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL BUILDING DEPARTMENT AND THE LOCAL HEALTH DEPARTMENT.
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KEY NOTES

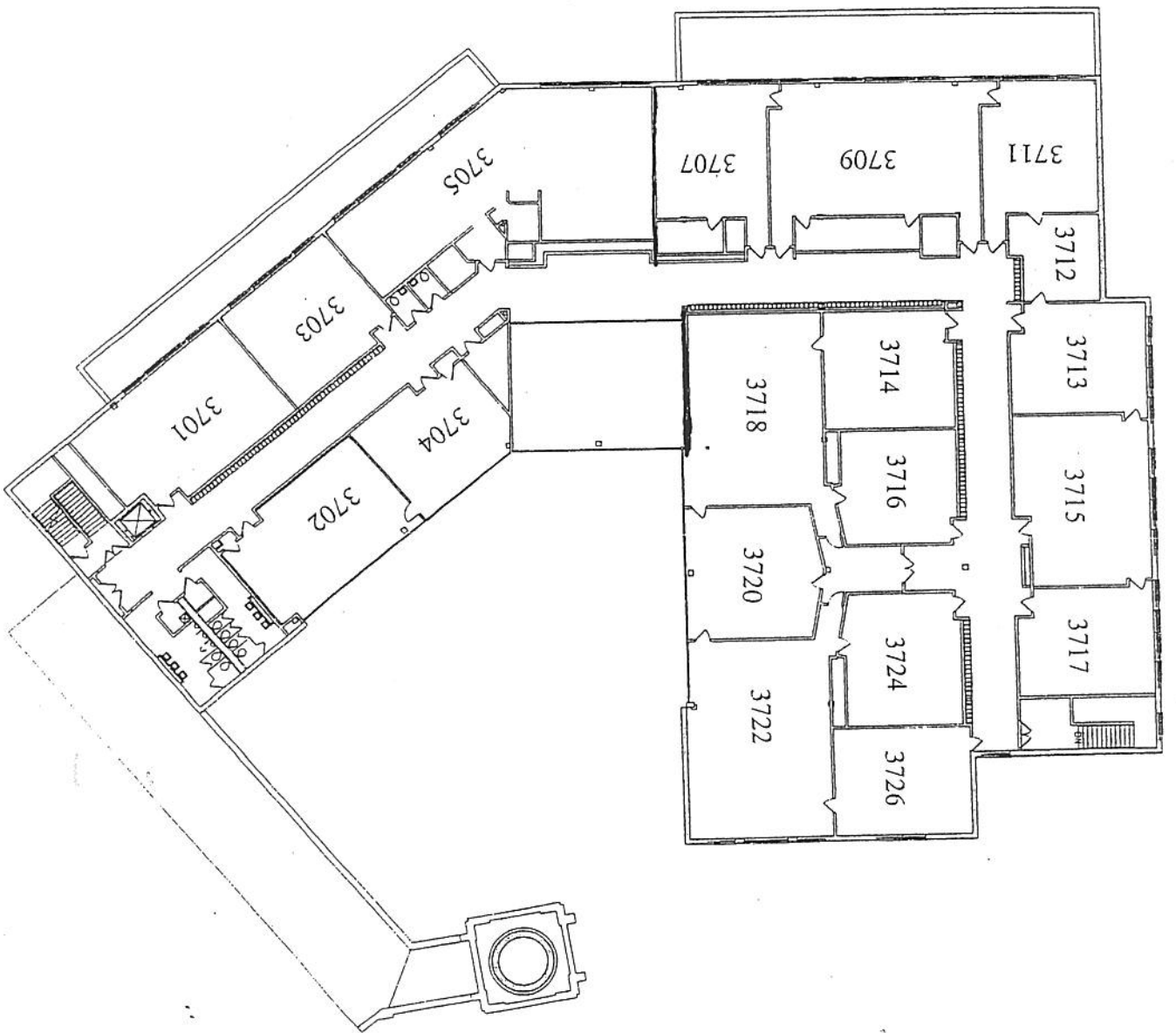
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2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
3. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
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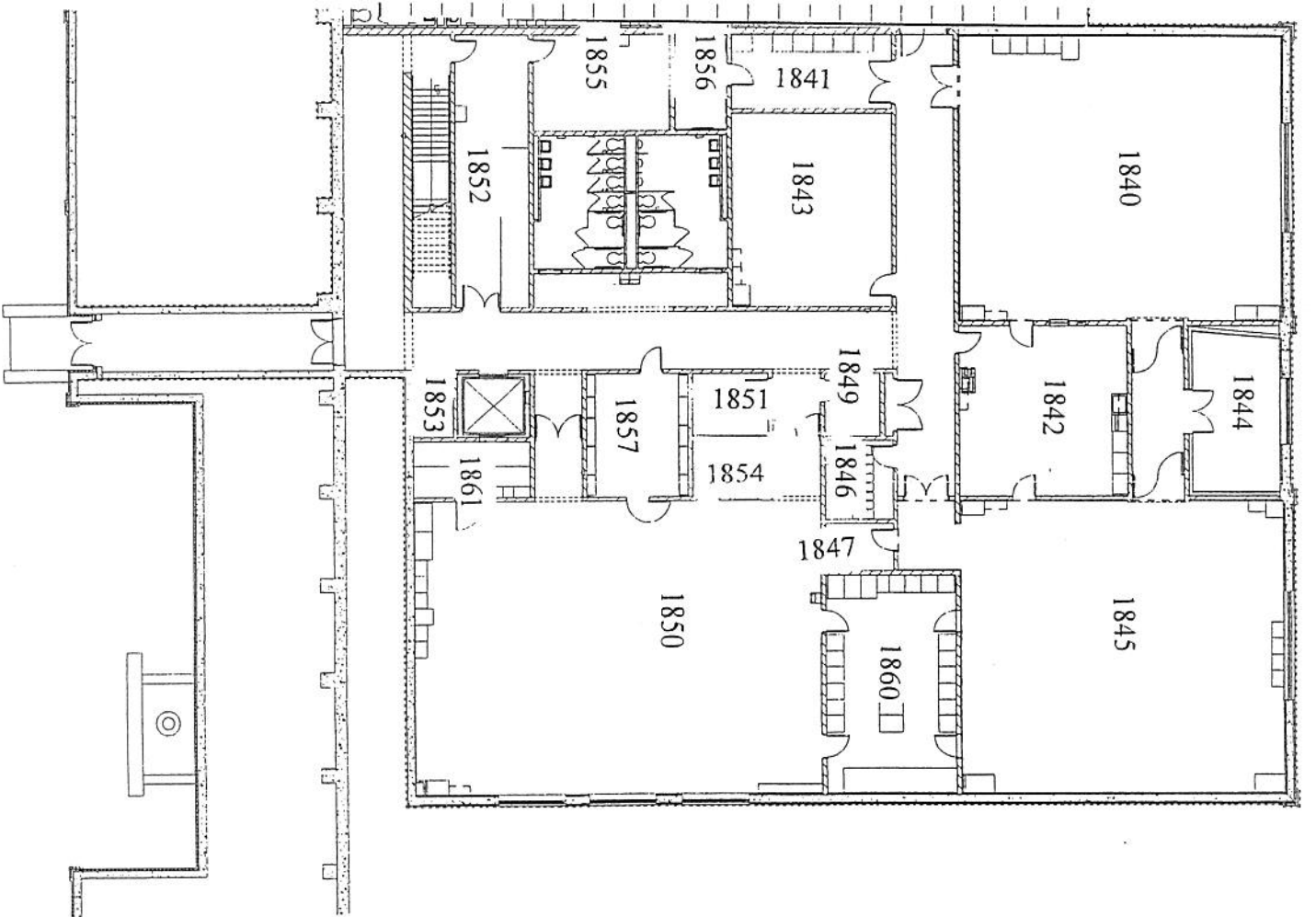
	<b>WALNUT HILLS HIGH SCHOOL RENOVATIONS AND ADDITION</b> 3250 VICTORY PARKWAY, CINCINNATI, OHIO 45207 <b>CINCINNATI PUBLIC SCHOOLS</b> 2851 BURNET AVE. CINCINNATI, OHIO 45212		
DATE: 11/15/11 DRAWN: S.M.J. CHECKED: S.M.J. A125	SECOND FLOOR PLAN - AREAS A-F		

ARTS AND SCIENCE CENTER SECOND FLOOR



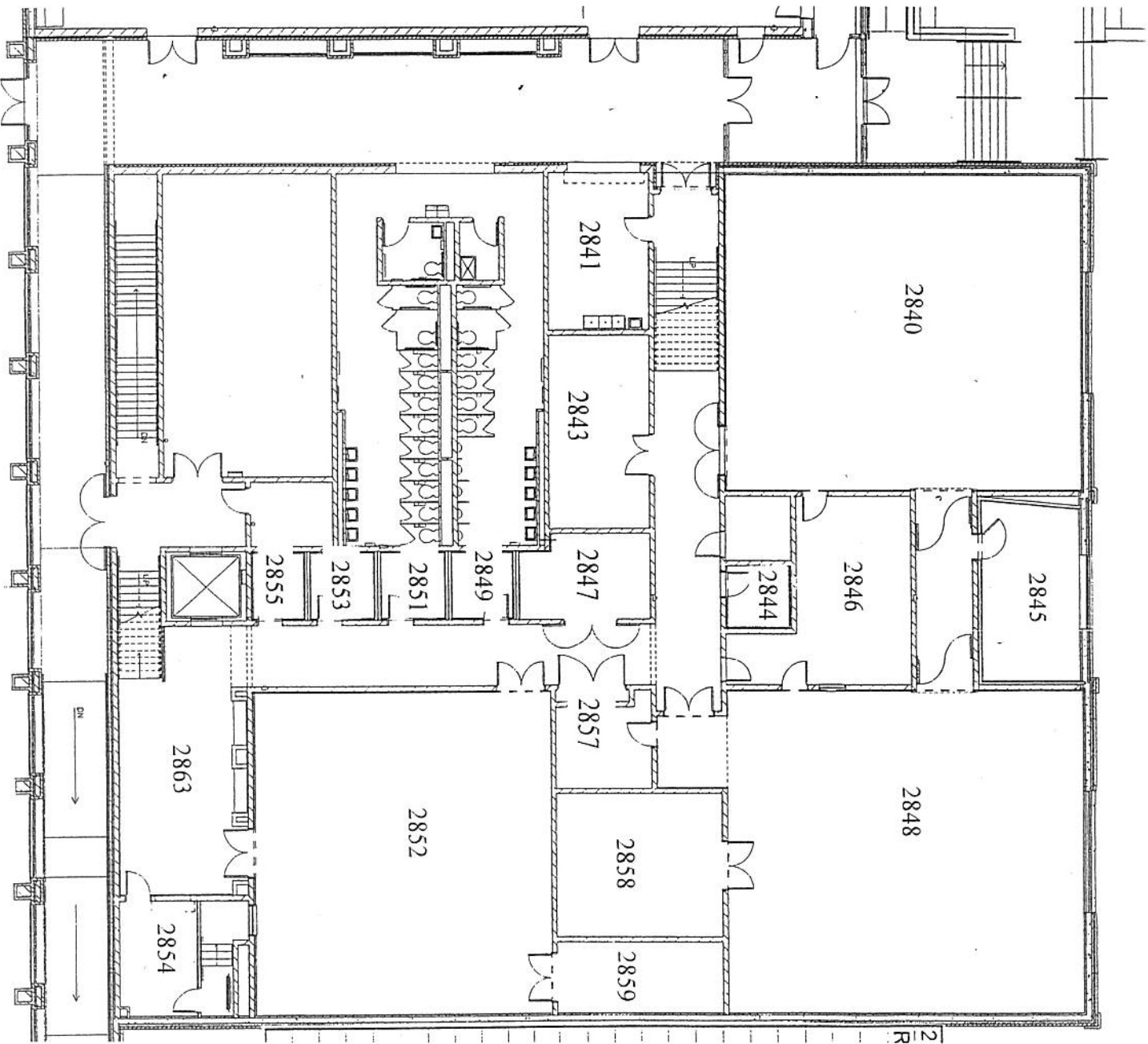
ARTS AND SCIENCE CENTER THIRD FLOOR



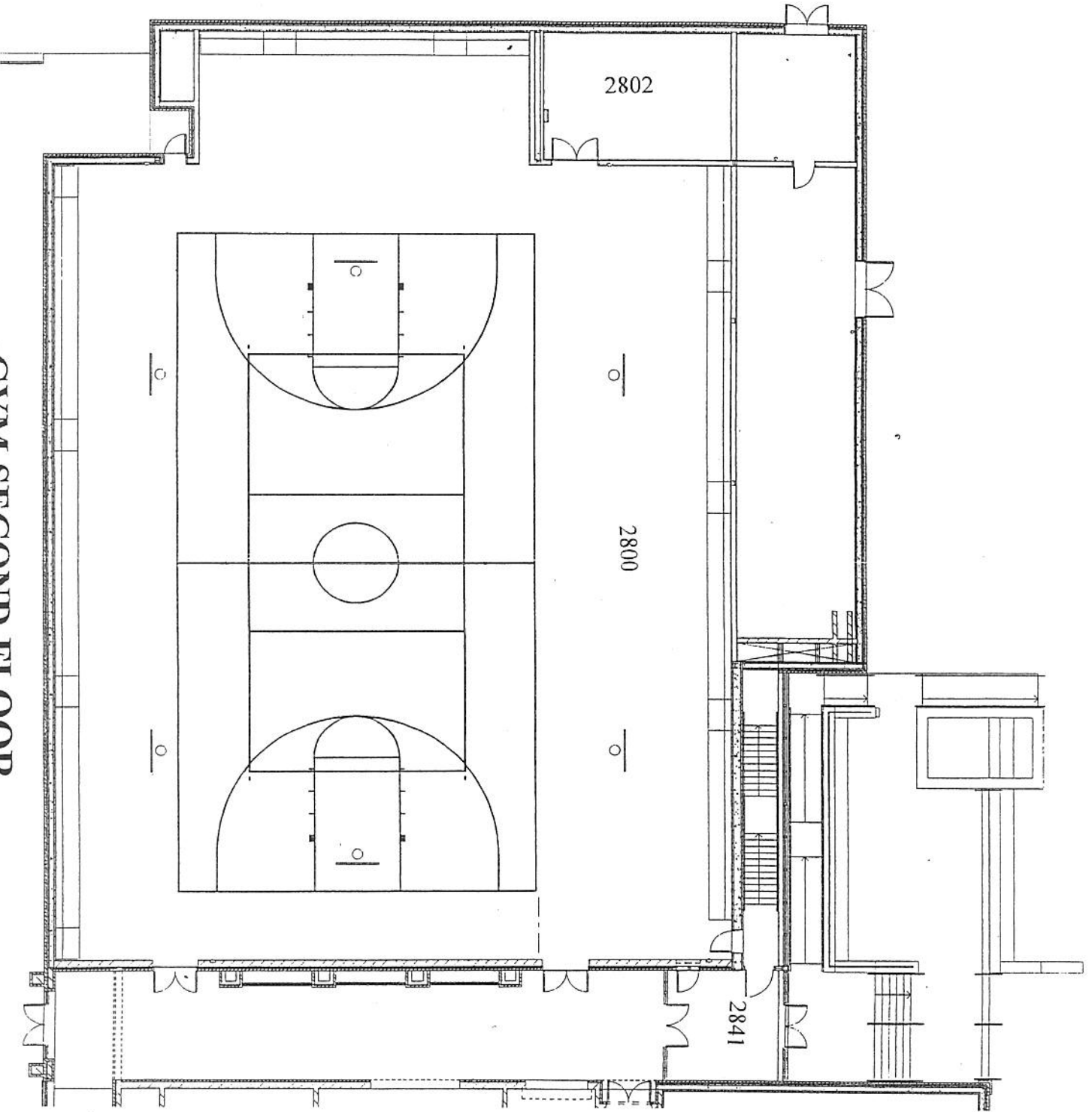


MUSIC FIRST FLOOR

MUSIC SECOND FLOOR

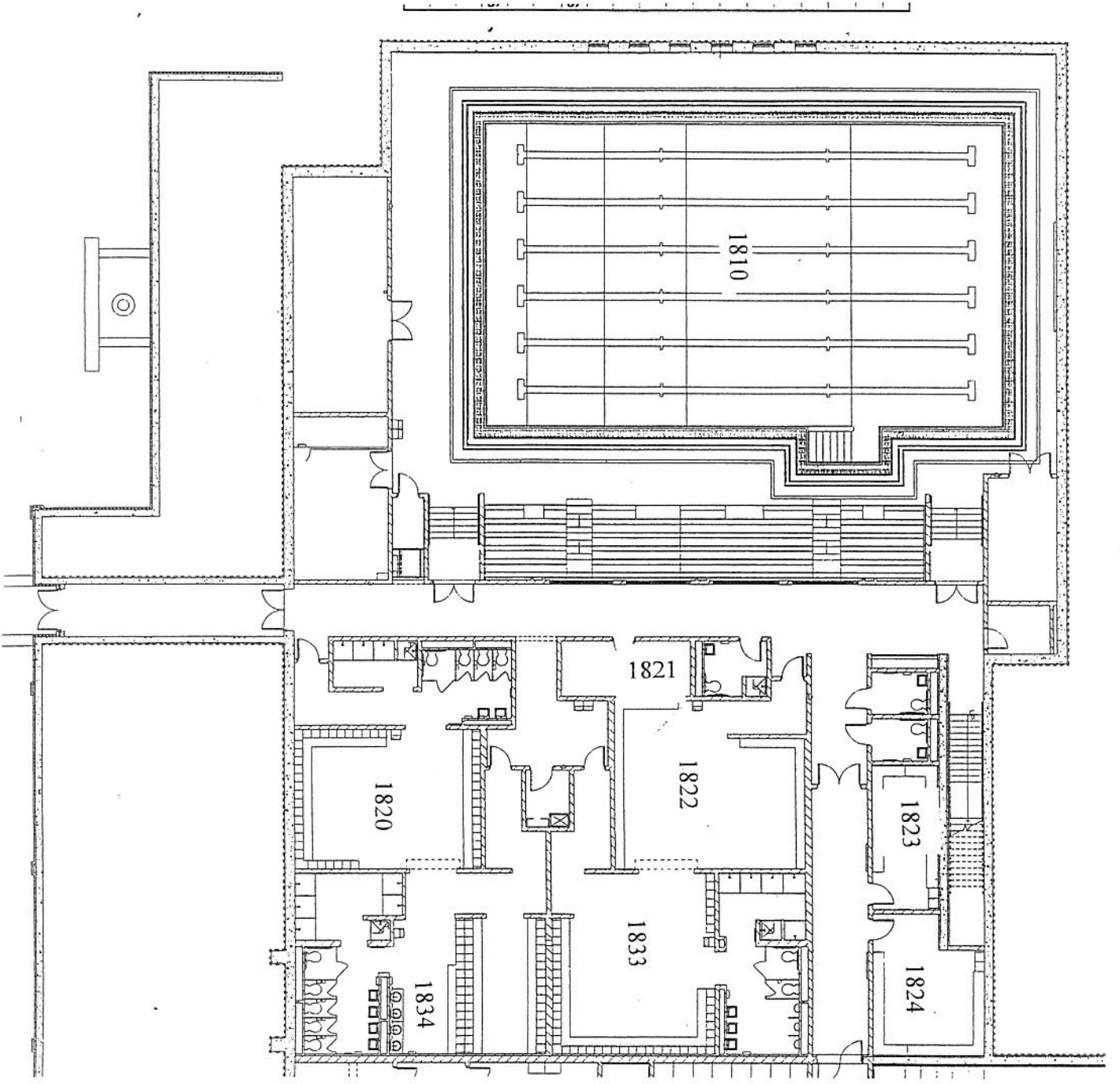


GYM SECOND FLOOR



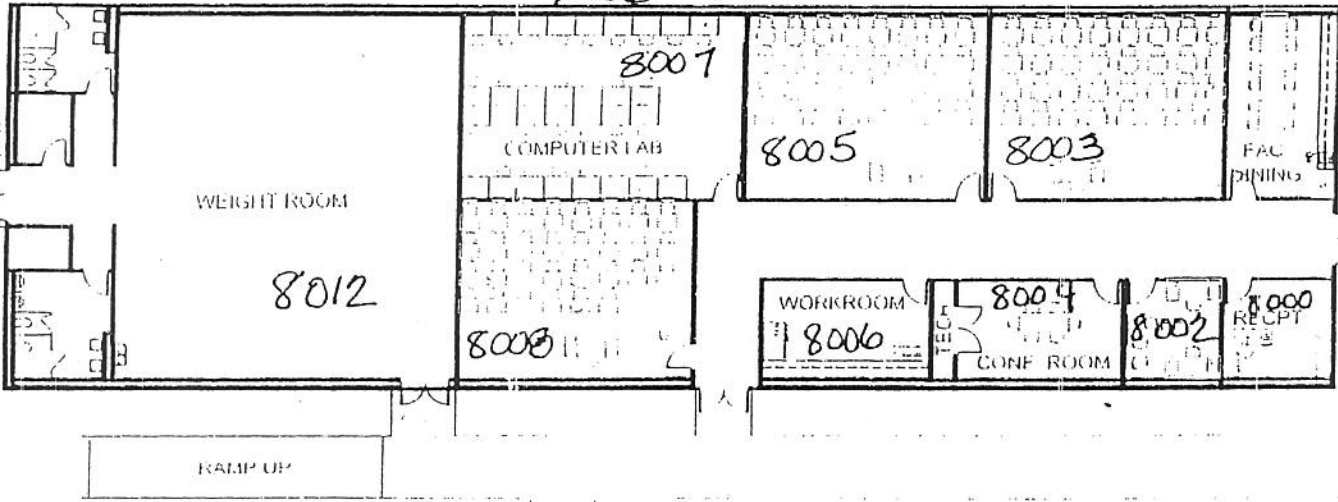


POOL FIRST FLOOR

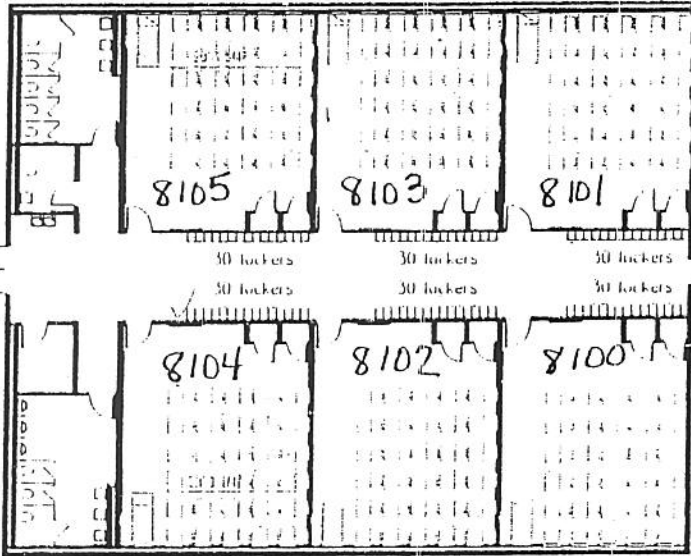


← Sulsar →

MOD "A"



Main Building ↓



MOD "C"