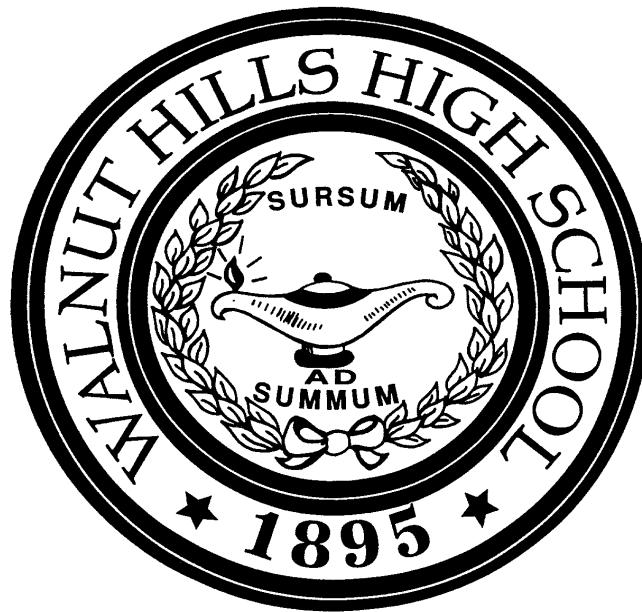
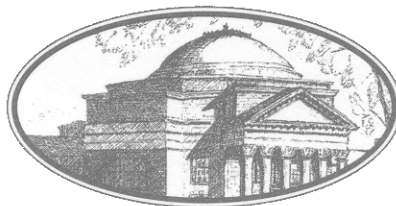


WALNUT HILLS HIGH SCHOOL



INFORMATION HANDBOOK FOR STUDENTS AND PARENTS 2022-2023

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



Walnut Hills History

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

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

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

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

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

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

Mission of the School

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

WALNUT HILLS HIGH SCHOOL
STUDENT AND PARENT INFORMATION HANDBOOK
2022-2023

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COMMUNICATIONS WITH OUR SCHOOL

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

Administration:

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

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

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

Mr. John Chambers Principal Teacher Evaluations (Fine Arts)	Main Office	<u>Chambjo@cps-k12.org</u>	363-8401
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Mr. Matthew Chaney	Room 2207	<u>chaneym@cps-k12.org</u>	363-8560
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Grades 7-9 (A-L)

Grade Level Behavior Intervention
International Field Trips
Recycling
Security
Student Parking
Study Hall
Teacher Evaluations (Social Studies)
Transportation

Mrs. Jessica Smitson	Room 2207	<u>Smitsoj@cps-k12.org</u>	363-8494
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Grades 7-9 (M-Z)

504/IEP Support
Attendance Intervention Committee
Grade Level Behavior Intervention
Help Night
IAT
Lockers
LSDMC
PBIS
Student Pictures
Student Success Center
Study Skills
Teacher Evaluations (English Department and Student Support Services)
Teacher lunch schedule changes
Teaming
Tutoring
Yearbook

Mrs. Ashley Morgan Room 2209 MorganA@cps-k12.org 363-8492

Grades 10-12 (A-G)

Activities/Fundraisers
Attendance Intervention Team
Building Activities
Certificated Payroll
Commencement
Grade Level Behavior Intervention
LSDMC
Master Schedule
PBIS
Posting Approval
Student Congress/Clubs
Student Parking
Student Teachers
Substitutes
New Teacher Orientation
Teacher Evaluations (Math, PE
and Health Departments)
WEP/WAP

Mr. Daniel Coleman Room 2209 ColemDa@cps-k12.org 363-8691

Grades 10-12 (H-O)

Charitable Donations
Counseling Functions
Emergency Procedures
Grade Level Behavior Intervention
Med Room
Student Assistants
Surveys
Teacher Evaluations (Science Department and Counseling)

Mrs. Kathy Noland Room 2209 Nolandk@cps-k12.org 363-8428

Grades 10-12 (P--Z)

Continuous Improvement Committee
Cognia Accreditation Process
New Teacher Orientation
Testing / AP Program
Student Ambassadors
Free/Reduced Lunch
Grade Level Behavior Intervention
Study Hall
Teacher Evaluations (Classics and
Modern World Language Departments)
Student Surveys

Clerical Staff:

Ms. Shelli Daniels Supports Mr. Chambers PowerSchool Coordinator Parking Passes Senior Activities	Main Office	<u>danishe@cps-k12.org</u>	363-8445
Ms. Jennifer Craver Supports Mrs. Morgan Supports Mrs. Restle Supports Mr. Coleman Attendance Grade 9-10	2207	<u>craverj@cpsboe.k12.oh.us</u>	363-8445
Ms. Fischesser Supports Mr. Coleman Supports Mrs. Restle Supports Mrs. Morgan Attendance Grades 11-12 Transportation	2209	<u>fiscjen@cps-k12.org</u>	363-8423
Mrs. Christie Supports Mrs. Smitson Supports Mr. Chaney Attendance Grades 7-9 PBIS Lockers	2207	<u>christt@cps-k12.org</u>	363-8570
Ms. Rebbeca Davis Registrar Enrollment Withdrawal Substitutes	2216	<u>davisre@cps-k12.org</u>	363-8456
Ms. Stephanie Furlow Receptionist Minor Work Permits Elevator Passes	2200	<u>FurlowS@cps-k12.org</u>	363-8402
Ms. Rebecca Bravard Treasurer	2206	<u>bravarr@cpsboe.k12.oh.us</u>	363-8405
Ms. Penny Hedricks Treasurer	2206	<u>hedricp@cps-k12.org</u>	363-8400

Counselors and Mental Health Supports:

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

Counselor, Grades 7-8, A-L	Mr. William Harris	HarrisW@cps-k12.org	363-8493
Counselor, Grades 7-8, M-Z	Mrs. Becky Junewick	JunewiB@cps-k12.org	363-8608
Counselor, Grades 9-10, A-G	Ms. Renita Brooks	BrooksR@cps-k12.org	363-8431
Counselor, Grades 9-10, H-O	Ms. Raelyn Klusmeyer	klusmer@cps-k12.org	363-8688
Counselor, Grades 9-10, M-Z	Mr. Adrian Cabrera	CabrerA@cps-k12.org	363-8450
Counselor, Grades 11-12, A-G	Mrs. Patty Morgan	MorganP@cps-k12.org	363-8488
Counselor, Grades 11-12, H-O	Ms. Tanya Ficklin	Ficklit@cps-k12.org	363-8463
Counselor, Grades 11-12, P-Z	Ms. Morgan Taylor	TayloMor@cps-k12.org	363-8409
Counseling Office Manager	Theresa Christie	Christt@cps-k12.org	363-8467
C.I.C. Director	VACANCY		363-8609
C.I.C. College Consultant	VACANCY		363-8666
Social Worker	Ms. Susan Flowers	FloweSu@cps-k12.org	363-8521
Psychologist	Ms. Julie Cathey	CatheyJ@cps-k12.org	363-8413
Registrar/Records	Ms. Rebecca Davis	DavisRe@cps-k12.org	363-8546

Alumni Foundation:

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

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

Athletics:

Shauniece Steele Athletic Director	2404	Steeles@cps-k12.org	38601
Mark Hermann Assistant Athletic Director	2403	HermanM@cps-k12.org	38603
Vacancy Assistant Athletic Director	2404		

Key Staff Members:

Library

Mrs. Margo Fisher-Bellman	3203	BarrinS@cps-k12.org	38516
Mrs. Melody Riggs	3203	riggmel@cps-k12.org	38585
Ms. Acacia Moraes Diniz	3203	dinizac@cps-k12.org	38451

Medical Room

TBD School Nurse	2212		38421
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Music

Music Office			38535
Ms. Amy Forrester, Ass't.	Music Office	ForresA@cps-k12.org	38582

School Resource Officer

Officer Williams	2701		38456
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Test Coordinator

Mrs. Maria Horn

3106

hornmar@cps-k12.org

38406

Teaching Faculty:

LAST NAME	SUBJECT	Help Night Location	PHONE	EMAIL
AGNELLO	SCIENCE	3713	38491	agnellt@cps-k12.org
ALBRIGHT	MUSIC	2846	38580	albrigh@cps-k12.org
ARMSTRONG	MATH	1315	38508	KingDeb@cps-k12.org
BARRETT	SCIENCE	3726	*38464	BarretA@cps-k12.org
BEAUCHAMP	INTERVENTION	2701/3101	38592	BeauchG@cps-k12.org
BEAVEN	CLASSICS	2105	38631	BeavenD@cps-k12.org
BETZ	ENGLISH	3314	38652	BetzChr@cps-k12.org
BOSHEARS	ENGLISH	1603	38594	Boshear@cps-k12.org
BOWNAS- RAYBURN	ENGLISH	2302	38534	Rayburf@cps-k12.org
BRADY	ENGLISH	3315	38506	BradyJe@cps-k12.org
BRAMLAGE	SOCIAL STUDIES	3113	38622	bramlas@cps-k12.org
BREWER	INTERVENTION	2701/3101	368484	BrewerM@cps-k12.org
BROGDEN, L.	CLASSICS	2115	38426	WasemLa@cps-k12.org
BROGDEN, S.	SCIENCE	2723	38454	BrogedeS@cps-k12.org
BROKAMP, L.	SCIENCE	2716	38555	BrokamL@cps-k12.org
CABRAL	SOCIAL STUDIES			CabralM@cps-k12.org
CALCITRAI	MATH			calcite@cpsboe.k12.oh.us
CALIGURI	MUSIC	2848	38442	CaliguJ@cps-k12.org
CANTER	MUSIC	1842	*38510	CanterR@cps-k12.org
CARSON (THORNBERRY)	MATH	1101	*38583	carsonc@cps-k12.org
COATS-HAAN	SCIENCE	3711	38440	haansan@cps-k12.org
CONRAD	SCIENCE	Traveling		conradp@cpsboe.k12.oh.us
COTTON	MATH	3703	38459/38515	CottonL@cps-k12.org
CUCCHETTI	ART	2709	38595	CuccheA@cos-k12.org
DEMOSS	SOCIAL STUDIES	1107	38520	DemossJ@cps-k12.org
DOBBS	MATH	W(1305) Lunch T/W (1300)	*38411	Dobbsre@cps-k12.org
DUNCAN-SCRUGGS	INTERVENTION	2701/3101	38563	ScruggE@cps-k12.org
ELAYYDI	FRENCH	Traveling	38487	elayyaa@cps-k12.org
FAY	MATH	1311	38524	Faylenn@cps-k12.org
FOX, D.	FRENCH	2609	38672	foxdore@cps-k12.org
FRECKER	SOCIAL STUDIES			FreckeA@cps-k12.org
GERTH	SOCIAL STUDIES	1111	38617	Gerthio@cps-k12.org
GERWE-PERKINS	ENGLISH	2306	38665	PerkinsS@cps-k12.org
GIBSON	MUSIC	2848	38453	gibschr@cps-k12.org
GREULICH	SOCIAL STUDIES	Traveling	38593	GreuliH@cps-k12.org
HANDSHOE	SOCIAL STUDIES	3111	*38657	handshj@cps-k12.org
HARSH	SCIENCE	2720	38538	HarshRa@cps-k12.org
HART-TOMPKINS	RUSSIAN/GERMAN	2611	38412	TompkiJ@cps-k12.org

HAZELBAKER (GEORGE)	SCIENCE	3704	38443	Georgej@cps-k12.org
HENSTRIDGE	CLASSICS	2103	38473	HenstrM@cps-k12.org
HUTCHINSON	SCIENCE	Traveling	*38647	Hutchid@cps-k12.org
JI	CHINESE	1606	38545	jivanpi@cps-k12.org
KELLER	ENGLISH	2603	*38548	kellerb@cps-k12.org
KERKHOFF	MATH			kerkhor@cpsboe.k12.oh.us
KING	ENGLISH	Traveling	38468	KingCae@cps-k12.org
KLOTH	PHYS ED	2800	38427	KlothLo@cps-k12.org
KNODLE	ART			knodlee@cpsboe.k12.oh.us
KOHEL	SPANISH	1606	38551	KohellY@cps-k12.org
KONTSIS	PHYS ED	2402	38615	KontsiG@cps-k12.org
LALLATHIN	HEALTH	Traveling	*38655	lallatr@cps-k12.org
LANDER	CLASSICS	Traveling	*38671	landern@cps-k12.org
LA NIEAR	MATH	2310	38596	LaNieaR@cps-k12.org
LAZAR, A.	SOCIAL STUDIES	1109	38687	Lazarad@cps-k12.org
LAZAR, J.	SCIENCE	3714	38512	LazarJe@cps-k12.org
LEBORGNE	MUSIC	1842	38513	LeBorgE@cps-k12.org
LEWIS (REILLY)	MATH	1305	38435	ReillyJl@cps-k12.org
LIGON	CLASSICS	2114	38518	ligonta@cps-k12.org
LLOYD, H.	PHYS ED	2800	38486	durbinh@cps-k12.org
LLOYD, L.	ART	2715	38559	LloydEl@cps-k12.org
LUNDGREN	ENGLISH	Traveling	*38624	LungrS@cps-k12.org
MACSOTAI	SCIENCE	2703	38460	MacsoT@cps-k12.org
MADIGAN	MATH	1303	38489	MadigalL@cps-k12.org
MARKESBERY	ENGLISH	3311	*38680	Markesa@cps-k12.org
MARTIN – SS	SOCIAL STUDIES	1113	38525	Martila@cps-k12.org
MARTINEZ	CLASSICS	2110	*38523	Martimi@cps-k12.org
MARTINOD	SCIENCE	2714	*38482	martiky@cps-k12.org
MAZANDER	GERMAN	Traveling	*38527	MazandD@cps-k12.org
MCCORMICK, K	SOCIAL STUDIES	1602	38527	McCormK@cps-k12.org
MCGARVIE	ENGLISH	2309	38448	couchdr@cps-k12.org
MCGILL (BERNSTEIN)	SOCIAL STUDIES	2605	38514	McgillL@cps-k12.org
MCGUIRE-JAY	SOCIAL STUDIES	3112	38531	Mcguirs@cps-k12.org
MEERON	MATH	1105	38537	Meeronb@cps-k12.org
MILES	MATH	1313	38529	MilesMi@cps-k12.org
MILLER, B.	ENGLISH	2607	38462	MillBri@cps-k12.org
MILLER, E.	SCIENCE	2719	38530	MillerE@cps-k12.org
MINANO	ENGLISH	3313	38578	minanoc@cps-k12.org
MONDINI	SCIENCE	2704	38682	Mondina@cps-k12.org
MONTGOMERY	MATH	1300	38540	MontgoM@cps-k12.org
MONTIEL	SPANISH	1605	*38620	monties@cps-k12.org
MOORE, T.	MATH	Traveling	*38547	Moortri@cps-k12.org
NIMS	MUSIC	2840	38541	Nimsant@cps-k12.org
NOLAND	SOCIAL STUDIES	3505	38452	NolandK@cps-k12.org
OWENS, E.	SPANISH	1607	*38636	oweneli@cps-k12.org
OWENS, P.	SOCIAL STUDIES	3117	38446	Owenspa@cps-k12.org
PATEL	SCIENCE	Traveling	*38611	patelri@cps-k12.org
PELTIER	SOCIAL STUDIES	3110	38416	PeltieJ@cps-k12.org
PENNEKAMP	SOCIAL STUDIES	3103	38606	PennekN@cps-k12.org

PEOPLES	MUSIC	1842	38519	Peoplea@cps-k12.org
PERDRIX, M.	SOCIAL STUDIES	2601	38577	PerdriM@cps-k12.org
PFEIFFER	SCIENCE	3716	38430	PfeiffD@cps-k12.org
PITRA	FRENCH	1606	*38545	Ptraal@cps-k12.org
PLATT	ENGLISH	2602	38670	PlattMa@cps-k12.org
POSTA	ENGLISH	1412	38419	Postala@cps-k12.org
RAMSAY	MATH	Traveling	*38690	RamsaAn@cps-k12.org
RAYMOND-GOERS	THEATRE	3503	38684	Goershe@cps-K12.org
REED	ENGLISH			
RHAME	MATH	Traveling	*38692	RhameMa@cps-k12.org
RICHMOND	MATH	1305	38475	Richmor@cps-k12.org
RIGGS	SCIENCE	2714	38502	Riggsme@cps-k12.org
RIGGS	LIBRARY			riggmel@cpsboe.k12.oh.us
RIORDAN	ENGLISH	3310	38478	RiordaI@cps-k12.org
ROWE	MATH	1312	38554	RoweKar@cps-k12.org
SABET	SOCIAL STUDIES	Traveling	*38693	SabetNi@cps-k12.org
SCHAMER	ENGLISH	3309	38472	SchameL@cps-k12.org
SCHIMIZZE	MATH	1312	*38561	Schimim@cps-k12.org
SCHMITZ	LATIN			
SCHNEIDER	MATH	1310	38557	SchneiF@cps-k12.org
SCHNURE	SCIENCE	2722	38587	SchnurW@cps-k12.org
SCUDDER	ENGLISH	3311	38591	ScuddeK@cps-k12.org
SEDGWICK	MATH	2603	38648	Sedgwiw@cps-k12.org
SHAW	SOCIAL STUDIES	1108	38564	ShawWil@cps-k12.org
SHERMAN	THEATRE	2510	38542	shermmi@cps-k12.org
SMITH, BARRETT	CLASSICS	2112	38689	SmithBar@cps-k12.org
SMITH, BRAD	SOCIAL STUDIES	3105	38526	SmitBra@cps-k12.org
SMITH-POLDERMAN	MATH			polders@cpsboe.k12.oh.us
STEFANOU	MATH	3303	38590	StefanP@cps-k12.org
STEPHENSON	ENGLISH	2310	38660	stephes@cps-k12.org
STEWART, B.	ENGLISH	1601	38616	StewartB@cps-k12.org
STEWART, M	SOCIAL STUDIES	3204	38507	Stewmic@cps-k12.org
SULLIVAN	SCIENCE	3726	38479	Sullivk@cps-k12.org
SWEENEY	ENGLISH	3208	38572	SweeneB@cps-k12.org
TAYLOR, BLAKE	ENGLISH	2311	38485	TaylorB@cps-k12.org
THELEN, LIZ	SOCIAL STUDIES	Varies	*38465	Thelane@cps-k12.org
THELEN, RYAN	SOCIAL STUDIES	3315	38659	thelenr@cps-k12.org
THOMAS, E.	CLASSICS	2109	38610	ThomasE@cps-k12.org
TULLEY	CLASSICS	3305	38667	Tulleys@cps-k12.org
VALENZANO	HEALTH	1450	38433	ValenzB@cps-k12.org
VAN DER BENT	SCIENCE	3717	38497	VanderA@cps-k12.org
VILSKI	SOCIAL STUDIES	Traveling		vilskit@cpsboe.k12.oh.us
VERNON	ENGLISH	Traveling	*38629	VernonJ@cps-k12.org
VON BARGEN	SCIENCE	3724	38511	Vonbarg@cps-k12.org
VOSE	SOCIAL STUDIES	1410	*38607	Vosenic@cps-k12.org
WALCHER	SCIENCE	Traveling	*38674	WalcheZ@cps-k12.org
WATLING	ART	2713	38565	WatlinK@cps-k12.org
WENDELN	MUSIC	1840	*38649	WendelM@cps-k12.org
WICKEMEIER	SSC	2701	38549	WickemC@cps-k12.org
WIGGINS	SOCIAL STUDIES	3114	38528	WigginW@cps-k12.org
WILKE	SPANISH	1608	38532	WilkeKa@cps-k12.org
WOLFE	ENGLISH	2301	38434	WolfeDa@cps-k12.org

WOODYARD-NEIGER	SCIENCE	3707	38477	WoodyaH@cps-k12.org
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**Each teacher has two planning periods which may be used to meet with parents. Forward notice of at least 48 hours is required for meetings. All contacts at Walnut Hills are committed to return phone or e-mail messages within 24 hours.*

SCHOOL DAY OPERATIONS AND LOGISTICS

DAILY BELL SCHEDULE

[HERE](#) is the bell schedule

Building Hours

There are three areas that students may go after school hours. First, the library remains open until 3:30 for quiet study. Secondly, athletes waiting for practice must report to study tables in the cafeteria. Supervision is provided for students in the building from 7:30 a.m. to 3:15 p.m. **Students are not expected to arrive before 7:30 a.m. and must leave by 3:15 p.m. unless involved in a staff-supervised activity.** 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 7:30 a.m. to 3:30 p.m., with the exception of the main office which is 7:00 a.m. to 4:00 p.m. If a practice begins after 4:30 pm, students are expected to leave campus unless supervised by their coach. Students who fail to follow these policies will be denied the privilege of staying after school.

Attendance

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

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

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

No student is to leave the campus during the school day without authorization from the attendance office. Violations of this rule will result in disciplinary action.

Absence and Tardiness

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

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

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

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

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

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

Effective April 5, 2019, a new Ohio law is effective that requires all public schools to attempt to contact within 120 minutes of the start of the school day the parent/guardian of a student who is absent from school without legitimate excuse. To comply with this law, Cincinnati Public Schools will require that all schools set PowerSchool automatic notification settings to send a notice to parents/guardians of absent students no later than 90 minutes from the start of the schools' respective start times.

Late Arrival Policy

Tardy students should report to their grade level office (2207 for grades 7-10 and 2209 for grades 11 & 12) if they arrive **after 8:15**. Doctor's notes/school excuse from medical/dental/therapy providers are required to excuse the tardy after an appointment. If students arrive without a note, the parent/guardian should submit the doctor's note and/or reason for the tardy to **whhsattendance@gmail.com**.

Students will go to their grade level office to obtain a late arrival slip and time stamp before going to class. Teachers will change the student's attendance from U (unexcused) to L(ate). Grade level secretaries will update attendance information according to the note provided.

Early Dismissal

Planned Dismissals

Parents/guardians request early dismissal by using the Attendance Email (**whhsattendance@gmail.com**). Please send emails providing enough time for your student to pick up their pass to leave the building. Students will need to pick up an **Early Dismissal Permission Pass** from the grade level office (2207 for grades 7-10 and 2209 for grades 11 & 12) that will allow them to **leave the building on their own** at the time of dismissal. A pass is required even if the dismissal time is during the passing period or lunch.

Information provided must include the following:

- Student name and grade level (in the subject line)

- Reason for early dismissal
- Time of dismissal and whether the student will be returning to school
- A telephone number where parent/guardian may be reached for verification

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

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

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

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

Unplanned Dismissals

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

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

Ill students must check out with the nurse.

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

Please refer to the study hall policy on page 36 for early dismissal and late arrival procedures for juniors and seniors in 1st or 7th period study hall.

In the event of student illness during the school day, refer to page 30, "Illness at School".

Keeping Up With Schoolwork When Absent Due To Illness

1. All students should develop a "buddy system" - obtain a telephone number of at least one person in each class. Students should check Schoology as well for possible teacher postings.
2. If a parent knows that a student will be absent five days or more due to illness, he or she can contact the counseling office personnel who will initiate the collection of assignments from the student's teachers for the length of time designated by the parent. The parent will be responsible for having the work picked up at the agreed upon day and time.
3. Home instruction is rarely appropriate due to Walnut's rigorous advanced curriculum. If such services are appropriate, the process will be initiated by the counselor after receiving notice from the parents. The parent is responsible for having the appropriate forms filled out by the physician and returning them to the counselor, who will forward them to Cincinnati Public Schools Health Services.

4. When a student is confined to a hospital that has a Cincinnati Public School Instructor, it is the responsibility of the hospital to identify students physically capable of doing work while confined and to assign them to the hospital tutor. Hospital personnel will determine when the student is well enough to begin instruction. The tutor will provide a grade to be averaged by the regular teacher upon the student's return to school.

5. Any absence that remains unexcused for two days after a student returns to school can cause any assignments, tests or quizzes completed during the student's absence, to be given zero credit.

Special/Planned Absences/College Visits

If a student plans to be absent from school for a religious holiday, college visit, vacation or non-Walnut sporting event, the grade level office must be notified in order to pick up a Planned Absence Form three days prior to the event. Students are required to get each teacher's signature for approval to make up work they will miss. Credit for make-up work may be denied for unexcused absences or failure to follow procedure.

College Visits

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

Absence During Exams

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

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

ABSENCES

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

For all absences, please email whhsattendance@gmail.com OR call 513-363-8404

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

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

Grades 7 & 8	Mrs. Christie	363-8570
Grade 9-10	Mrs. Craver	363-8445
Grades 11-12	Mrs. Fischesser	363-8641

Closings

Under Board Policy 3516, the Superintendent has the authority to close schools due to emergencies. This would be the policy under which we would close schools for heat emergencies, inclement weather or snow/cold days. A decision to close school for an emergency or inclement weather will be made on a day-to-day basis. There are no existing Health Department regulations or guidelines; it will be a judgment call of the Superintendent. The Cincinnati Public Schools' Pupil Transportation Branch notifies commercial radio and television stations of changes in transportation services caused by inclement weather or utility problems. There are two different messages for Cincinnati Public Schools: (1) "Cincinnati Public Schools open. Two hour delay."

This message is not intended for high schools. All WHHS students should attend school during regular school hours. Please be aware that Metro bus times will not change even when on a two hour delay. Dismissal at regular time. (2) “Cincinnati Public Schools closed.” There is no school for students. **Please be advised that students may still have class via remote learning. This message will be communicated from the district.** In the event of an emergency during a school day in which students and staff are unable to occupy our buildings, students will temporarily be relocated to Xavier Campus, Schmidt Field House.

Dismissal

Students must leave the campus at 3:15 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. Walnut Hills High School is not equipped to supervise students who are not in an authorized activity after 3:15 p.m.

Computer Labs

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

- Graphic Design Lab - 2709 is a classroom-only lab used primarily for Art courses.
- Computer Apps Lab-3104 is a classroom lab used primarily for the Computer Applications and Programming courses.
- The MFL Lab -1604 is a classroom lab used primarily for the Modern Foreign Language courses.
- PC Lab-3701 is reserved by teachers for classroom instructional purposes and projects.
- Library Lab-3201 is available to students 7:00 a.m. – 3:30 p.m., Monday-Friday.
- Journalism Lab, 2306, is used strictly for the yearbook and Chatterbox staff.

Field Trips

Field trips are an important element of the educational process. Students are responsible for obtaining makeup information. Students may be denied participation on a field trip due to poor grades in any class that is affected.

Health Records

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

To assist in helping students get immediate family or medical assistance when they become ill or injured during the school day, each parent must complete and return an Emergency Medical Form. A NEW Emergency Medical Form must be completed each school year; it must be completed online through Registration Gateway by August 20, 2018. Parents are responsible to see that this form is kept updated and to inform the school of any changes in phone numbers, doctor, medication, or special problems. In instances where a child has been prescribed medication by a physician, a special permission for the dispensing of medication(s) must be filed. A copy of the prescribed medication, dosage, duration of dosage, and any possible side effects must be signed by the physician. All medication must be carried in the original container and bear the name of the child for whom it has been prescribed. Authorized forms for dispensing of medication must be completed online through Registration Gateway.

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.

Dismissal from Nurse or Isolation Room

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

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

Students will not be permitted to be transported in an Uber or on the Metro if they are showing symptoms of COVID.

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

The Medical Room at Walnut Hills High School assists in calling parents and distributing medicines which have been registered with a Physician's Permission Form. For the security and protection of all students, a picture I.D. must be shown when requesting registered medicines. Each school year students must have a new digital Emergency Medical Form on file through Registration Gateway in order to use the medical room. Students must obtain a hall pass from his or her teacher for admittance to the Medical Room. Students who have Emergency Medical Forms on file may use this facility between 8:00 a.m. and 2:00 p.m. of the school day. Because of limited space, students are not permitted to rest in the medical room. Emergency situations will be handled as warranted. Parents of students with special needs must notify the Medical Room and the Grade Level Administrator.

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

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 standard combination lock on it (no speed dial locks), provided by the student. Master Locks fit our lockers the best and are sold in our Spirit Shop located in the cafeteria for \$5. Combinations and lockers should not be shared with anyone. All locks should be registered with office 2207 using the NEW Locker Request Google form. Any unregistered locks will be removed.

Lost and Found

The school carries no insurance against theft. Students are responsible for securing their own belongings. Valuables (watches, rings, glasses, wallets, books and all electronic devices) found in the school should be taken to room **2209**. Please check the lost and found box in the **Arcade** for other lost items.

Lunch

Students are scheduled for lunch as part of their daily schedule during bell 4. Students may bring lunch or buy lunch at school. A substantial lunch may be purchased for approximately \$2.50. Federal funds subsidize a plate lunch available for \$2.00. The plate lunch menu is varied each day and provision is made for a balanced, adequate diet.

If a student needs a free or reduced lunch application, he or she can pick it up from the grade level administrator.

Students may eat only in the following areas:

1. Lunchroom - Students may purchase plate lunches, ala carte servings or bring bag lunches to this area during scheduled lunch periods; food and drinks may not be taken from the lunchroom without permission from staff, faculty or administration approval.

2. Lunchroom Courtyard / Arcade Patio - Students are invited to bring their lunch to this area. This area will be closed during inclement weather.

3. Arcade / Arcade Extension – only on inclement days as specified by the school.

4. Other Location Designated by Administration

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

Students must be in their lunch location by 10 minutes after the start of lunch. Students moving from the cafeteria to another lunch location are expected to follow routes designated by administration. Between the lunch session five-minute passing times, no student should be in the hallways without a hall pass. All hallways are considered out-of-bounds. Students should be at their selected lunch locations during their scheduled lunch bell. 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.

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 are part of the morning security process and may be used at times at entrances to extracurricular activities. The security staff assists the administration with creating a safe campus.

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.

Parking

All operators of licensed motor vehicles must register license numbers with Office 2202 if cars or motorcycles are used for transportation to school and are parked on Sulsar Drive, senior parking lot, extended parking lot or adjoining city streets. Students parking in designated student parking areas on school grounds must display a parking permit which can be purchased for \$25 in Office 2202. Students are not permitted to park in faculty, staff, and visitor parking areas during the school day. Parking off school grounds is highly discouraged.

Safety

Safety of students is a primary concern for all of us. Parents should not have students walking to off campus bus stops or cutting through certain areas. Private transportation should be provided after the regular 3:00 p.m. dismissal time once the Metro Extra buses have left the area. Please see dismissal on page 17 for additional information. Students should carry their school provided student ID at all times while on campus. If an ID is lost, the student will pay for the cost of a new ID.

Study Hall

Study halls are scheduled for all students when they are not scheduled in courses. Students in grades 11 - 12 may apply for a late arrival or early dismissal if they have a study hall during the first or seventh class period and they have private transportation to or from school. Students seen on campus at a time when they have a late arrival or early dismissal will have that privilege revoked with the first offense. Poor grades or poor behavior will end a student's late arrival or early dismissal privilege. Before a late arrival or early dismissal is granted, grades will be reviewed, private transportation established, and a contract must be signed. No late arrivals or early dismissals will be granted before the second week of school. A contract must be signed by both student and parent before late arrivals or early dismissals can be granted.

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. Work permits for student helpers will be revoked for poor grades.

Transportation

[CPS TRANSPORTATION INFORMATION](#)

Eligible Students: Students in grades 9-12 who reside in the CPS School District, are enrolled prior to August 1, AND do not live within walking distance from the school.

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

Extracurricular Cards: If students are involved in after school activities, they can pick up an Extracurricular Metro Card in the grade level offices. These cards are *IN ADDITION* to their yearly Metro

Card as both must be presented to board the bus. Students will need to pick up a new extracurricular card quarterly.

Replacement Cards: May be purchased for \$10 cash (only) in Rm. 2209. It usually takes 3-5 business days to produce and will be given to the student during the school day. Students will have to pay to ride the bus or find other means of transportation until their new card arrives

Theft/Loss: Please see Administrative Assistant in Rm. 2209 for items lost/stolen while riding the bus. They will send an email to Metro to be investigated.

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

Metro Issues/Complaints: May be directed to the Administrative Assistant in Rm. 2209; we will do our best in sending Metro the information to investigate.

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

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

Work Permits

Work permits will be issued in the Main Office from 8:30 a.m. – 11:00 a.m. The student must provide his or her birth certificate, and a 2-sided work permit form with the parent, employer, and physician's sections completed in order to receive a permit. These forms may be obtained in the main office and on the student page of our website. Work permits will be issued to students ages 14 through 18.

ACADEMICS

Advanced Placement Program (AP)

The College Board's Advanced Placement program affords students in grades 10-12 an opportunity to take college level courses for potential college credit. At this time Walnut Hills High School offers 35 Advanced Placement courses. Sitting for the AP exam administered in the Spring is expected and required for course completion. Students who do not complete the course by taking the AP exam will earn a 1.25 GPA weighting for the course rather than the 1.5 GPA weighting awarded for course completion. The fee per exam is \$94-\$145 (subject to change); \$40 of this fee is non-refundable. An additional \$5.00 late fee per exam will be added to any AP fees owed past the late April due date. More AP information will be disseminated in the AP classes. Students scheduled to take an AP exam are eligible to miss classes the half day of school prior to the exam in order to prepare for the test IF they fill out the Early Dismissal/Late Arrival Form, get required parent signature, and turn it in by the deadline printed on appropriate form, generally one day prior to the scheduled exam.

Transcripts for College Applications

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

College Credit Plus Program

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

College Information Center

In 1998 Walnut Hills High School Parent Board established the College Information Center (CIC), dedicated to providing help with college entrance test preparation, essay writing, application completion and interview strategies. Originally funded through the annual SOS campaign, today operation of the CIC still depends on parent contributions. The CIC staff and volunteers work closely with the counseling department.

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

Located in Room 2205, the operating hours are Monday through Friday 8:00 a.m. – 3:30 p.m. To contact the College Information Center call 513-363-8609.

College Representatives/Recruiters

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

Cum Laude Society:

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

Election will be determined by calculating a Cum Laude Grade Point Average (CL-GPA), which considers only the grades achieved in academic subjects studied at Walnut Hills High School during the regular school year, taught by Walnut Hills High School faculty, in grades 9, 10, 11, and 12. Academic subjects are English, foreign or classical languages, science, history or social studies, mathematics, and Music Theory AP (academics as referenced in the course guide). The

CL-GPA is calculated for ALL members of the senior class, and each student's eligibility is reviewed based on the criteria described here.

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

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

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

Students must have at least 12 eligible academic semester grades included in their CL-GPA to be considered for induction. Students who have completed 4 to 7 semesters of credit at Walnut Hills during grades 9-12 at the time of CL-GPA calculation must have a CL-GPA of 3.75 minimum to be considered for induction. The total number of qualifying students may not exceed 20% of the graduating class in accordance with the National Constitution, Article II, Section 3(b). Therefore, some Cum Laude classes may have a higher standard applied than 3.75, and some Cum Laude classes may elect fewer than 20% of the senior class. If a student has completed exactly 3 semesters of credit at Walnut Hills during grades 9-12 at the time of CL-GPA calculation, a CL-GPA of 0.15 higher than that Cum Laude class's minimum standard is required. If fewer than 3 semesters have been completed, the student is not eligible. Students enrolled in academic Advanced Placement (AP) courses at Walnut Hills High School taught by Walnut Hills High School faculty will receive additional weight towards their Cum Laude GPA, provided they take the AP exam. Students enrolled in College Credit Plus (CCP) courses at Walnut Hills High School taught by Walnut Hills High School faculty will receive additional weight towards their Cum Laude GPA, provided they complete the required standards of the course and are registered for CCP credit. Courses taken at other schools (high schools, colleges, or otherwise) are not included in the CL-GPA calculation.

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

Eligibility, Graduation and Course Requirements

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

GRADUATION REQUIREMENTS

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

SPECIFIC COURSE REQUIREMENTS

Grades 7 – 8:

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

Grades 9 – 12:

<u>English:</u>	9, 10, 11, 12. Students must complete 4 years of high school English
<u>Fine Arts:</u>	One Fine Art credit is required in grades 9-12, which could be in Music, Theatre, or Visual Arts.
<u>Health:</u>	Senior High Health (1 sem) in grades 8 -12.
<u>World Language:</u>	Two consecutive years of study in a World Language are required for students who enter at grade 9 or later or for those who have not completed Latin IV. All students new to the school in grades 9-12 are required to take one year of a Latin Intro class to satisfy the Latin requirement of our Classical education. The course may not be offered each year but needs to be part of the students' 4-year high school plan. A combination of three years of foreign language is recommended for students who enter at grade 7.
<u>Mathematics:</u>	Students must complete 4 years of high school math. Algebra 2 or the equivalent is required. The recommended sequence is Algebra 1, Geometry, Algebra 2 and a higher level math.
<u>Physical Education:</u>	Two semesters are required in grades 8 -12 for high school graduation requirements.
<u>Science:</u>	Biology (grade 9), Chemistry (grade 10 or 11) and a third year science elective are required.
<u>Social Studies:</u>	Modern History 9, American History 10, one semester of Economics, and one semester of Government

ADDITIONAL STATE OF OHIO GRADUATION REQUIREMENTS (Class of 2022)

All students must take end-of-course exams

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

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

And meet one of the following:

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

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

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

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

Diploma with Honors

Course Completion Criteria:

1. Carnegie units are earned for all courses in grades 9-12.
2. Credit is awarded for a course in which the pupil has earned a final grade of “D” or better in each semester (Students in grades 7 or 8 who earn an average grade of “D” in Algebra I are encouraged to retake the course).
Examinations are required at the end of each semester in all subjects. The exam weight is 25% of each semester grade.
3. Consecutive semesters must be passed within the current school year.

Level Change - Drop Status Request

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

1. Student must demonstrate that he/she has completed all coursework and sought additional help from the teacher.
2. Teacher or student must then initiate a level change or dropped status discussion.
3. Teacher must complete a “Change in AA/AP Status” form and teacher, student, parent, counselor and principal will sign the form.

Grading Practices:

Honor Roll Eligibility

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

Grading Policy

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

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

- A recommendation from the Grading and Assessment Committee to update the High School Semester Grade Calculation was approved this Spring by the Educational Initiatives Panel (EIP) and the Board’s Student Achievement Committee.
- Beginning in the 2019-2020 school year, semester grades will now be calculated using a **fifty point percentage model** ($A=100-90\%$, $B = 89-80\%$, $C= 79-70\%$, $D= 69-60\%$, $F= 59-50\%$, X (Failing with excessive absence) = 50%, and I (Incomplete)= 50%.
- Semester grades are calculated from two quarter grades and a semester exam/assessment grade.
- Each quarter will now be 40% of the semester grade and the final semester exam/assessment will be 20% of the grade. The new formula for calculating semester grades will be: $(Quarter \% \times 0.4) + (Quarter \% \times 0.4) + (Semester\ exam/assessment\ percentage \times 0.2)$
- Percentages for final quarter grades and the semester exam/assessment percentage will also automatically round up to the nearest whole percentage at the half percent mark and higher. For example, a student who has a quarter one percentage of 89.5% will round up to a 90%.

Schedule Change Process

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

Reasons that may justify schedule changes:

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

Other Important Academic Information

1. It is expected that every student will carry five academic subjects (i.e. courses in the areas of English, Mathematics, Modern Language, Science, and Social Studies) in any year.

- Art History AP, Music Theory AP, and Studio Art AP may be applied toward this requirement. Students must schedule a minimum of six courses each semester.
2. In order to schedule more than five academic subjects in grades 9-12, students must have at least a “B” Average (3.0) in academic subjects, or, for compelling circumstances, must have approval of the counselor.
 3. The Modern Foreign Language graduation requirement must be fulfilled in the same language.
 4. Advanced Placement Program – each course has an application and approval process for admission.
 5. Course choices are considered final once courses begin.
 6. For eligibility to play high school sports, OHSA (Ohio High School Athletic Association) guidelines require students to pass a minimum of five classes excluding physical education in the quarter preceding the sport.
 7. Walnut Hills plans to offer most courses listed in the curriculum guide. Because of changes in faculty assignments or insufficient enrollment, some courses may be eliminated for the coming academic year. Latin Intro class for new students in grades 9-12 will not be offered in the 21-22 school year but will in future years; students should plan to take this course as a graduation requirement from Walnut Hills High School.

Help Night

Students should consult with teachers regarding special help they may require. Requests should be made after or between regular class periods and should identify the reason for the request e.g., preparation of a special report, review of a test or quiz, help with a specific skill, etc. Assignments for help after the regular school day should be made with teachers at least two days beforehand. 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 4:00 or go to the cafeteria until his/her transportation arrives (or until 8:55 if the sessions take place before school). Click [HERE](#) for individual teacher help night information.

Homework

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

7th Grade Teaming

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

8th Grade Cohorts for 22-23

Following the model of our 7th grade teams, all of our 8th graders will be enrolled in a two teacher cohort that includes two courses: Accelerated Advanced (AA) English and social studies. These curriculums are aligned and allow for a greater opportunity for cross-curricular assignments and interdisciplinary instruction.

9th Grade Honors Classes, effective in 22-23 school year

Our 9th graders may be eligible to option for one, two, or all three of the Honors courses available (English, social studies, and science), if they meet the following criteria: 2 semester A's during the corresponding 8th grade course. This redesigned program will provide a pathway for ALL students to excel.

Library

The Walnut Hills High School Library offers students a collection of books, databases, other online resources, and technology to meet their academic and recreational needs. All materials are selected with students in mind. The licensed librarians can assist each student in locating resources for research or a book for recreational reading. Students are welcome to visit the library before, during and after school. The library is open each school day from 7:30 a.m. to 3:30 p.m. Students may independently visit during their study hall or lunch to use the resources available in the library. Students will also come to the library with various classes throughout the year to conduct research, work on projects and meet other curricular goals.

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

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

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

Plan Books

A primary key to success in school is managing time. All seventh and eighth grade students are required to have and maintain a Student Plan Book in which all assignments are recorded. Students at all other grade levels also should invest in a book to track their work. Parents are encouraged to check the plan books frequently and to offer assistance in making sure that work is returned in time and that adequate time for preparing long-range projects is allocated. Plan books cost \$5.00 and are available in the Spirit Shop.

PowerSchool

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

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

Call 513-363-8445 with any concerns or if you need to register. You can logon to the website powerschool.cps-k12.org to register or stop by office 2202 to receive a registration form. Previous PowerSchool accounts will carry over into the next school year; therefore, registration is only necessary if your child is new to Walnut.

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

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

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

Summer School

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

Testing

The State of Ohio requires students to take seven end-of-course tests in these subject areas: Algebra 1 or Integrated Math I, Geometry or Integrated Math II, American 33 Government, American History, English I, English II, Biology. Your school and district receive grades on the Ohio School Report Cards for all students' scores and participation on state tests. Scores on these end-of-course tests are one of several ways that students can reach state-mandated graduation requirements. [Here](#) are the graduation requirements for the Class of 2022. There are additional graduation pathways starting with the Class of 2023; [here](#) are the requirements for the Class of 2023 and beyond.

AP Exams

The College Board's Advanced Placement program affords students in grades 10-12 an opportunity to take college level courses for potential college credit. At this time Walnut Hills High School offers 35 Advanced Placement courses. Sitting for the AP exam administered in the Spring is expected and required for course completion. Students who do not complete the course by taking the AP exam will earn a 1.25 GPA weighting for the course rather than the 1.5 GPA weighting awarded for course completion. The fee per exam is \$94-\$145 (subject to change); \$40 of this fee is non-refundable. An additional \$5.00 late fee per exam will be added to any AP fees owed past the late April due date. More AP information will be disseminated in the AP classes.

ATHLETICS AND EXTRACURRICULARS

Athletics

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

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

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

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

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

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

Attendance at Walnut athletic events is encouraged. Attending students, parents and fans are expected to demonstrate good sportsmanship at all times by sitting in the appropriate designated areas, showing respect to visiting schools and fans and displaying courtesy to officials/school personnel at all times whether at home or away.

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

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

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

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



Walnut Hills Sports Offerings

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

<https://walnuthillseaglesathletics.com/>

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

Mandatory Participation Fee

A fee is charged by Walnut Hills High School to help offset some of the costs of providing a comprehensive extra-curricular program. This fee will be paid by everyone who makes a team; there is no fee to try out for a team. You should contact the Student Activities Coordinator if a hardship affects your ability to pay. A separate fee is charged for each team you make. For example, if a student makes the tennis and swim teams, he/she pays two fees; however, if a student makes the high school basketball team and the coach moves the student between varsity and JV, he/she pays one fee. This is not a pay to play fee. The fee must be paid one week before the first official contest of each season. Once this deadline has passed, a player will not be able to practice or play until the fee is paid. In past years, the fee has been \$40 for participation in a junior high school sport and \$70 for participation in a high school sport. Fees are subject to change. Fees are nonrefundable. All checks should be made payable to the "Walnut Hills Athletics" and write "Mandatory Participation Fee" on the check. Payment can also be made by credit card, but American Express cannot be accepted. Parents and players are expected to participate in Parent Board fundraisers, team fundraisers, and Athletic Boosters fundraisers, such as Booster memberships, Walnut Fest, and the Flower Sale.

NCAA Clearinghouse

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

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

If you have any questions or concerns regarding participation on a team, **please contact Shaunice Steele in the Athletic Department at 363-8601 or steeles@cps-k12.org. You may reach the assistant athletic director, Mark Hermann, at 363-8603 or hermannm@cps-k12.org.**

Clubs

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

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

1. Listen for announcements made during the second bell each day.
2. Check the Student Body Course on Schoology.
3. Contact the advisor of the specific group.
4. Read the Eaglette Flyer biweekly for updates.

Please click [HERE](#) for the most recent WHHS club list.

If you have any questions or concerns regarding clubs or the club induction process, please contact Ashley Morgan morgana@cps-k12.org or Kathy Noland nolandk@cps-k12.org.

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 records will be considered).

PBIS: SCHOOL-WIDE BEHAVIOR SYSTEM

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

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

The purpose of the Walnut Hills High School's Positive Behavior Interventions and Supports program is to actively engage students in positive, proactive behaviors to enhance the school culture. The plan teaches expectations and character education through social competency initiatives and behavior supports. Walnut Hills High School has a school discipline plan that adopts a school-wide, tiered approach to discipline that includes different levels of prevention and intervention services based on student need.

All students will receive training and instruction in areas such as social skills, responsibility, and decision-making. Students with greater need will receive more targeted interventions, and a relatively small number of students who display more intense needs will be involved in additional programming and skills training.

Overview of PBIS at Walnut Hills High School

Walnut Hills has a long-standing School Discipline Committee that has reviewed school-wide expectations and interventions each year. The PBIS Committee is collaborating to evaluate, formalize and expand the positive behavior supports in the building. This work will be the focus of this school year with a rollout of the improved, more comprehensive plan to the students and faculty in 2022-2023. In addition, a rewards matrix and points system has been added.

There are several positive behavior supports that have already been institutionalized and will be key components of the plan. Each school year and semester starts with class meetings to review and teach positive behavior expectations. In recent years there has been a focus on how to handle bullying and conflict resolution. These class meetings are reinforced by several presentations throughout the school year by Healthy Visions; their presentations are geared to the needs of the specific grade level, but overarching topics for all include self-respect, conflict resolution, making and keeping friends, positive self-concept, and advocacy skills. These presentations are engaging and age-appropriate. When there is a need for counseling related to student behaviors, school leaders and teachers help students process the behavior related to these skills. Students with more intense needs are referred to additional support provided by counselors, mental health specialists, school social workers and school psychologists.

There are additional supports that are available for our junior high schools. After three years of a teaming pilot, all 7th graders are members of a team: a group of ninety students are shared by three teachers in order to help their orientation to Walnut Hills, support their academic, social, and emotional development during their first year, and to collaborate on their behalf. The teaming provides additional opportunities for cross-curricular connections that makes their learning more meaningful. The teams have adopted positive, tiered behavior supports; the improved PBIS plan will create needed consistency across teams and grade levels. In addition, one of the Student Success Center's central goals is to support social and emotional learning for our more at-risk students. These junior high initiatives have laid the groundwork for our younger students and will serve as the springboard for an expanded PBIS plan.



Eagles SOAR!

S

Go above and
beyond
expectations

Be SUCCESSFUL

Be engaged
Be proactive
Be adaptable



O

Be the example
for others to
follow

OWN YOUR ACTIONS

Be brave
Be responsible
Be inspiring



A

Believe all
values are
important

Be ACCEPTING

Be kind
Be open
Be willing to listen
Be respectful

R

Bounce back
from a
hardship

Be RESILIENT

Be an advocate for yourself
Be flexible
Be realistic
Be adaptable
Be able to move forward

Cincinnati Public Schools Code of Conduct

<https://www.cps-k12.org/schools/policies-guidelines/discipline/code-of-conduct>

SPECIFIC SCHOOLWIDE EXPECTATIONS AND INFORMATION

Academic Honesty/Cheating/Plagiarism

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

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

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

Birthday Celebrations

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

Bullying/Harassment/Intimidation

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

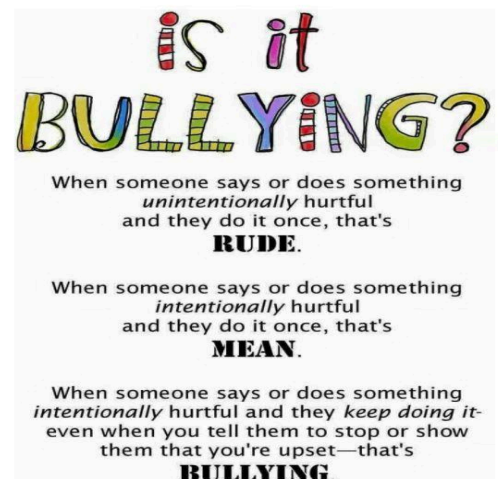
[The CPS website provides more detailed information on bullying and harassment.](#)

Cell Phones

Students are permitted to have cell phones at school. Use in the classroom is at the discretion of the teacher.

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.



Computers/Technology

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

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

Category-1

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

Category-2

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

Category-3

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

Consequences and Penalties

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

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

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

Notes:

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

Dance Expectations

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

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

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

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

- **Acceptable apparel**-Students are expected to wear clothing that is appropriate to the occasion: clothing that is decent, modest, safe and non-offensive. The administration reserves the right to deem attire unacceptable.
- **Formal dress- (Prom)** Male apparel- tuxedo, two-piece or three-piece suit, formal dinner jacket, dress shirt with collar and long sleeves, formal tie, dress shoes (no athletic shoes). Female apparel- cocktail dress with modest neckline (mid-thigh/fingertip length or longer), formal evening dress with modest neckline, formal suit (pants/skirts mid-thigh/fingertip-length or longer), stockings, dress shoes.
- **Semi-formal dress-** (Homecoming, Senior Dinner Dance, Frosh, Twilight Ball) Male apparel-dress shirt with collar, dress tie, turtleneck shirt/sweater, knit shirt, sweater, pants (dress, Dockers-style, khakis, corduroys), dress coat/sport coat/jacket, dress shoes. Female apparel-blouses or tops with modest neckline, dresses or skirts (mid-thigh/fingertip length or longer), pants (dress, Dockers-style, khakis, corduroys), sweater, dress shoes.
- **Casual dress**-(after-school casual dances) Male apparel-attire is the same as semi-formal, with the addition of sport shirts, jeans which are clean and without holes and slogans, and tennis shoes or sneakers. Female apparel-attire is the same as semi-formal, with the addition of jeans which are clean and without holes and slogans, and tennis shoes or sneakers.
- **Unacceptable apparel**-masks, costumes (unless a costume ball), sleepwear, boots other than fashion/dress boots, work uniforms, painting pants, exposed lingerie, tank tops, undershirts, t-shirts, sports bras, jeans with frayed holes or hems, slogans, clothes which are unclean, sweatshirts, sweat suits or jogging clothes, bare midriff outfits, see-through dress without undershell or lining, or plunging neckline.

Detention

After-school office detention may be assigned to students for tardiness, littering, and other forms of minor misbehavior. Detention precludes all other after-school activities. Staff supervision is provided Wednesday and Thursday from 3:10 - 4:00 p.m in Room 1412. Students will receive notice at least one day in advance to make transportation arrangements. Students who skip an office detention will be assigned to Friday Evening School (3:10-4:30 pm).

Disclosure of Disciplinary Infractions

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

Dress Code

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

Students may not wear:

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

Friday Evening School

Students may be assigned to Friday Evening School for more serious violations to the Code of Conduct than warrants detention. Friday Evening School precludes all after school activities. Friday Evening School is held from 3:10 p.m. – 4:45 p.m. Students are required to attend on the date assigned.

Smoking

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

Suspension and Expulsion

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

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

Suspension - In School- Alternative Learning Center

In-school suspension may be assigned by the administrator as a consequence for a disciplinary offense. While attending the Alternative Learning Center, a student will be required to complete

normally assigned class work and assigned work details. It is the responsibility of the student to determine/discover the work to be completed. Failure to adhere to the Alternative Learning Center rules will result in further disciplinary action.

Student Rights & Responsibilities

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

Work Details

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

IMPORTANT INFORMATION FOR PARENTS AND STAKEHOLDER OPPORTUNITIES

Address Changes

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

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

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

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

Calendar

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

Local School Decision Making Committee (LSDMC)

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

Welcome Night for Parents

NEED TO UPDATE THIS LANGUAGE**

Open House for Prospective Students and Parents

The first Sunday afternoon in November is set aside annually from 1:00 to 4:00 p.m. for prospective students and their families to meet Walnut Hills High School students, parents, teachers, counselors and administrators. Several hundred families take advantage of this date every year.

Outstanding Financial Obligations

Outstanding obligations may prohibit 1) the student's participation in graduation, 2) obtaining official transcripts for education or employment purposes and 3) obtaining their diploma. Students transferring to another Cincinnati Public School must pay the student fees before all records will be transferred. Their other obligations will be transferred to their new school. Students transferring to a private or parochial school will have the transcript withheld until all financial obligations have been paid. Walnut Hills 12th graders must have all fees paid in full, with the exception of AP fees, in order to purchase a Prom ticket or attend Prom. Cash 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.

Parent Organizations

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

Privacy Information

Public release of student information is limited by Ohio Law Directory Information. This information includes name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, date of graduation, and awards received. **If parents, legal guardians or students 18 years of age wish to prevent the release of Directory Information, please complete the form on the Gateway back-to-school digital packet by ??????** The link to the back-to-school packet is <http://cpsupdatereg.cps-k12.org>. The parent's username and password is the student's number and date of birth using slashes. (Ie: username: 100012343, password: 01/01/2009).

Registration

The program will begin promptly at 7:00 p.m. in the Spring, dates are still TBD. Parents are asked to attend the entire session and have with them the following documents: copy of the SCPP test results, copy of the student's birth certificate, copy of the student's report card, copy of the student's immunization record, proof of residency (see chart below), and, if applicable, a copy of the custody papers.

Parents wishing for their students to be excluded from any media photos or videos should be noted on the media release form found in the digital Back-to-School packet on Registration Gateway, <http://cpsupdatereg.cps-k12.org>.

Enrollment – Proving Residency

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

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

Visitors

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

Volunteers

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

Walnut Hills High School Association

All parents or guardians of Walnut Hills' students and all faculty and staff members are members of the Walnut Hills High School Association! There is no membership fee to join, and the experience you gain through meeting other members and learning more about the school is invaluable! The mission of the Walnut Hills High School Association is to support the overall school through volunteering and through the provision of much needed funds. Thanks to Walnut Hills parents, guardians, teachers, and staff, the Walnut Hills High School Association helps with a range of items including, for example, student socials,

welcoming of new students and their families, and support of school wide events. The Walnut Hills High School Association also provides funding for many critical items such as textbooks, technology, and college counseling.

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

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

- Legacy of Excellence Campaign (Fundraiser)
- WalnutFest (Fundraiser)
- Grade Level Parent Committees
- Fine Arts Volunteer (Drama and Art)
- Hospitality
- Mailings (throughout the year - stuff/address/label envelopes)
- Newsletter "Under the Dome" (published bi-weekly)
- New Student Registration (Jan/Feb/Mar)
- New Family Welcome
- PR (events and student-staff achievements)
- Spirit Shop (open during school lunch hours)
- Staff Appreciation

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

2021-22 WHHS Association Executive Committee:

President	Amanda Adkins
Vice President	Angela Robinson
Recording Secretary	
Treasurer	Peg Reed

