



August 3, 2018

Dear Parents,

Welcome! As we embark on another school year, we look forward to having your child with us. Your daughter/son's course schedule for 2018-19 can be located in Power School beginning 8/6/18. At that time, there will be a link posted on our website for any schedule questions or requests. Counselors will not be accepting calls or emails regarding schedules. Please be sure to print a copy of the schedule the night before school begins for your child to bring to school to ensure they have the final schedule in the event of any last minute changes. If you do not have access to the internet, you may request a copy of the schedule by stopping at the school prior to the first day.

The usual large back-to-school mailing is now digitalized - no paper or postage waste! The **digital** Back-to-School packet contains very important information about the upcoming school year and forms that are critical for you to upload in Registration Gateway. Hard copies will no longer be provided – they must be uploaded digitally. In addition to the district documents, please be sure to access the specific information to WHHS in the digital Back-to-School packet by clicking on the link that takes you to the file on our website [the forms for dance permission (return to grade level office) and student fees (return to our treasurer) are the only exceptions to uploading forms]. Once you submit forms electronically (and they are approved by the school), the information will be uploaded right into PowerSchool! Change of address will also be handled in the same fashion, uploading the required documentation. If you do not have access to a computer, a laptop will be available at our site for your use.

You can access your packet at <https://cpsupdatereg.cps-k12.org> using your child's student ID as the login and the student's date of birth as the password (ie: username 100012345, password 10/20/2009). You can find your student's CPS ID on PowerSchool under the "Student Chart" option if using a computer (not the mobile app). Also, if you are a returning student, you can locate your child's student ID number on a previous report card or on their student ID badge. You will also access this same link throughout the year to change your address, phone number, emergency contact info, etc.

On the first day of school, WEDNESDAY, AUGUST 15th, students are to report to their homeroom at 7:30 a.m. Metro bus passes will be distributed in homeroom. We ask that your child enclose their fee payment and student fee form in an envelope and place it in the main office safe the first week of school. Your child will attend all classes the first day of school and will likely be assigned homework the first evening. Assist your son or daughter to establish good study habits beginning August 15th.

Please access the Student-Parent Handbook and calendar of events on our website at <http://www.walnuthillseagles.com>.

Eligible student drivers who wish to drive to school must display a school parking permit. Permits are available in office 2216 for a fee of \$20 for the year. Students in grades 11 and 12 who are eligible for late arrival or early dismissal should attend study hall the first day to receive an application for late arrival or early dismissal.

Parents, there are two dates you may want to mark on your calendar. Friday, August 10th, from 5-8:00 pm is a time that students may come with their parents to walk their schedule. Students in grades 7-9 must be accompanied by a parent. The second date is Curriculum Night, formerly known as Open House, from 6:30 to 8:30 p.m. on Thursday, August 23rd. This is your opportunity to meet with your daughter/son's teachers. For students new to Walnut Hills, there will be a barbecue on Blair Circle (here on campus) Sunday, August 12th, from 5-7:00 pm. Also, the new student orientations are coming up in August. Please mark your calendars.

Sincerely,

A handwritten signature in blue ink that reads "John Chambers". The signature is fluid and cursive, with a long horizontal stroke at the end.

John Chambers
Principal



Walnut Hills High School
3250 Victory Parkway
Cincinnati, OH 45207
(513)363-8400

Reporting Absences

If your student will be absent all day, call the All Day Absence Hotline (363-8404) to report the absence. Your student will **not** need to bring a note to the office. Your message serves as his or her note.

For more information, refer to the Student Handbook, available on the Parent page on the Walnut Hills website.

**Please be advised that emailed notes cannot be accepted.*

Late Arrival & Early Dismissal

If your student will arrive late to school, you do **not** need to call the office. Please send your student with a note explaining the reason for their tardiness. If coming from a medical or dental appointment, a school excuse is required per the handbook. Students arriving after 7:45am must check in at Room 2207. If earlier than 7:45am, students should go directly to class.

Students leaving early must present a note to Room 2207 in the morning in order to receive an Early Dismissal Permission Slip. This permission slip allows students to leave the class and meet their transportation outside. A parent/guardian does not need to sign the student out, if he or she has this permission slip.

If the student does not have a note for early dismissal, a parent/guardian must sign out the student with photo ID.

**Per the handbook, no early dismissal will be granted after 2:00pm without notice at the beginning of the school day.*

Excused vs. Unexcused Absences

Students are expected to be in attendance unless excused for personal illness, death in the family, religious holiday, or medical or dental appointments that cannot be scheduled outside school hours.

Examples of unexcused absences are vacations, babysitting, oversleeping, running late and missing the bus.

If you have a question about an absence excuse that does not match any of the listed reasons, please contact your student's administrator.

**Please note CPS and the State of Ohio does not recognize "family emergencies" or "family events" as an excused reason for absence.*

Change of Dismissal

If your student has a change of dismissal, please contact Room 2207 before 1pm. Please do not leave a message as we cannot guarantee to get the message to your student before the end of the school day. Please make sure to speak to a grade level secretary.

Planned Absence

If you plan for your student to be absent, he or she is required to submit a note to Room 2207 three days prior to the absent date. A Planned Absence Form will need to be signed by teachers.

Dropping Off Food and Other Items

Uber Eats and other such services will not be permitted on WHHS grounds. If food from such services is delivered, it will be discarded. Calling students out of class to deliver food/items is **not permitted**. Students can pick up items between classes and at the end of the day. Please be respectful of our teachers, students and instructional time.

Metro Bus Info

Route Info: 621-4455

Lost & Found: 632-7663

Customer Service: 632-7575

Walnut Hills High School Association Overview

Welcome! The Walnut Hills High School (WHHS) Association is made up of all parents and guardians of WHHS students, as well as all faculty and staff members. The mission of the Association is to support the overall school through volunteering and the provision of additional needed funds. Join us in making a difference!



Volunteer activities supported by the WHHS Association include:

- ✓ New student and family welcome
- ✓ Staff appreciation
- ✓ Student / Family Directory
- ✓ Grade level support
- ✓ Parent communications
- ✓ Website upkeep

Funding provided by the WHHS Association supplements:

- ✓ Textbooks
- ✓ College counseling
- ✓ Counselor college visits
- ✓ Supplemental staff training
- ✓ Staff appreciation events
- ✓ Technology
- ✓ Communication tools
- ✓ Music & Arts
- ✓ Clubs
- ✓ Athletics

Overall, the Association provides over **\$170,000 of support** to meet additional needs! We are able to provide this support through only two large fundraising efforts:

-  WalnutFest parent gala – Save the Date! Friday, February 1 at Rhinegeist!
-  Legacy of Excellence Annual Campaign

Volunteer effort is **CRITICAL** to these activities and we rely on **YOU**, the parents, to make them happen. **Please consider volunteering in one form or another.** No time, funds, goods or services are too small to make a difference!


We also welcome you at our monthly meetings. Attending a WHHS Association meeting provides a great opportunity to find out more about school programs, issues, and life in general at Walnut Hills.

Walnut Hills High School Association








MARK YOUR CALENDARS!

Consult the WHHS website at www.walnuthillseagles.com for further events

July 2018

| | | |
|--|--|-------------------------|
|  31 st | New Student 7 th - 8 th Orientation (students only) | 9am - 12pm or 5pm - 8pm |
|--|--|-------------------------|

August 2018

| | | |
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|  1 st | New Student 7 th - 8 th Orientation (students <u>and</u> parents) | 10am - 12pm or 6pm - 8pm |
|  2 nd | New Student 9 th - 12 th Orientation | 5:30pm - 8:30pm |
|  10 th | Walk the Schedule | 5pm - 8pm |
|  12 th | New Family BBQ | 5pm - 7pm |
|  15 th | School Opens | 7:30am |
|  17 th | Picture Day | |
|  23 rd | Curriculum Night | 6:30pm - 9pm |



September 2018

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|  7 th | 7 th /8 th Grade Tailgate | Prior to Football Game |
|  12 th | WHHS Association - Safety | 7pm |
|  22 nd | Homecoming Dance | 9pm |

October 2018

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|  19 th | 7 th /8 th Grade Boogie Bash | 7pm - 10pm |
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December 2018

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|  18 th – 21 st | Exams | |
|  22 nd – Jan 6 th | Winter Break | |






January 2019

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|---|------------------------------|-----|
|  9 th | WHHS Association - Optioning | 7pm |
|---|------------------------------|-----|



March 2019

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|  25 th – 29 th | Spring Break | |
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April 2019

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|  10 th | WHHS Association – Looking Forward | 7pm |
|  13 th | 9 th Grade Frosh | 8pm - 11pm |
|  TBD | Prom | 9pm |
|  19 th | 7 th /8 th Grade Twilight Ball | 7pm - 10pm |
|  23 rd | Staff Appreciation Lunch | 10am - 1pm |

May 2019

| | | |
|---|--------------------|--|
|  20 th – 23 rd | Exams | |
|  23 rd | Last Day of School | |

Walnut Hills High School Directory

General

The Walnut Hills High School Association will be publishing the WHHS Directory in August using data from PowerSchool (see below). The Directory will be on sale at Curriculum Night, after which, it can be purchased in the Spirit Shop schooldays during all 3 lunches.

Please take a moment to log on to PowerSchool to check whether the information in the “Demographic” and “Email Alert / Phone Change” tabs is up to date. Phone numbers can be updated within PowerSchool. You will need to contact the WHHS PowerSchool Coordinator or Registrar for address, name or email changes. Updating your address on the emergency medical forms included herein **will not** update your school mailing address.

Opting Out

If you would like to **Opt Out** of the directory, please send an email with “Opt Out” in the Subject line to WHHSDir_OptOut@hotmail.com **by August 10th**. Please include each student’s first and last names and current grade in the body of the email. You will receive a reply email when your request is received. If you do not receive a reply, please contact the WHHS Main Office to ensure your request is received.

If you do not have a PowerSchool account before August 10th, are unable to make changes on-line or would like to limit the information included in the Directory - please send an email with “DirInfo” in the Subject line to WHHSDir_OptOut@hotmail.com , specifying changes or limits desired. Default fields included are:

Student First & Last Name, Grade, Home Phone, Parent/Guardian Email, Parent 1 Name, Parent 2 Name and Mailing Address.

PowerSchool

PowerSchool is the computer system used by Cincinnati Public Schools to keep track of student information, including grades and attendance. PowerSchool is also the database that stores the contact information, including address, phone numbers and parent email addresses, for each student. This is used by WHHS to communicate with parents and students. **It is therefore vitally important that the information in PowerSchool is kept up to date. The database is NOT updated via student medical cards or the parent volunteer form.**

Parents must acquire and use their own PowerSchool usernames and passwords in order to confirm that their contact information is correct. This information is NOT accessible when using a student name and password. Parents with more than one student at WHHS should check that the information for each student is accurate.

Parents without a PowerSchool account must fill out an Account Request Form. This may be done in person at WHHS or online at: <https://powerschool.cps-k12.org>. An account will be created and the username will be sent to the WHHS PowerSchool Coordinator. Parents need to go to the school and present identification to receive their usernames and passwords.

Walnut Hills High School Fundraising

At Walnut Hills High School, a variety of fundraisers exist and it can be a bit confusing as to how they intersect with each other or who is the beneficiary.

WHHS Association – Funds raised by the Association benefit the greater student body through donation to support the College Information Center; school technical support; guidance counselor college visits; textbooks; communication vehicles such as the WHHS website, Under The Dome and parent emails; Music department equipment, Athletics and much more. The breakdown of these donations is shared at the Association Monthly Meeting.

Athletics - WHHS Athletics raises money for the overall sports program. This is in addition to what is allocated by CPS and donated by the WHHS Association and WHHS Alumni Foundation. Individual teams also raise money through team led events or campaigns. The funds raised by the individual teams are used entirely to support the respective team.

WHIP – Walnut Hills Instrumental Parents raises money for the overall music program (including choir). This is in addition to what is allocated by CPS and donated by the WHHS Association and WHHS Alumni Foundation.

The Association engages in only two fundraising activities – Legacy of Excellence Campaign and WalnutFest.

****Please DISREGARD if your WHHS student will be in 7th or 8th grade****

Please fill out ALL of the information below:

Student's Name: _____ **Student's Grade Level:** _____



2018-2019 Dance Permission Slip

Homecoming; semi-formal (grades 10-12)
Senior Dinner Dance; semi-formal (grade 12)
Prom; formal (grades 11-12)
Frosh; semi-formal (grade 10)

Purpose: In order to ensure the enjoyment and safety of every student at Walnut Hills High School dances, it is necessary for parents and guardians to authorize permission and provide emergency contact information for all guests. This form also verifies that all students, parents and guardians agree with the guidelines and rules below:

- I understand what is considered acceptable behavior at a high school dance and I will respect other students and chaperones with my dress and behavior. I understand that if I engage in lewd or inappropriate dancing or possess/use alcohol/drugs, my parent will be notified, I will be removed from the dance, and be subject to the Cincinnati Public Schools Code of Discipline, resulting in removal or expulsion.
- I understand that I must present a school ID* or driver's license. I understand that I may be required to submit to an alcohol breath detector test and have my belongings searched.
 - If you can't find your school ID, then a photocopy of power school with photo is accepted.
- Each Walnut Hills High School student must have a complete permission slip on file and purchase his/her own ticket.
- I understand that there is a specific time for arrival and dismissal for each dance. I understand that there will be NO admittance after the specified arrival time, and that I must stay until the dance concludes.
- I understand that the tickets are NON-REFUNDABLE and that failure to attend for any reason will not result in a refund of the purchase price of the ticket.
- I understand in the event that a student from another school is permitted to attend a WHHS dance as a guest, they will adhere to the above stipulations as well as submit a guest permission slip that will be available on schoology and in the grade level office.

****Please DISREGARD if your WHHS student will be in 7th or 8th grade****

Please fill out ALL of the information below:

Student's Name: _____ **Student's Grade Level:** _____

Dress for SEMI – FORMAL dances:

Dress shirt with collar, turtleneck shirt, sweater, slacks (dress Dockers-style, khaki, corduroys, no jeans), and dress shoes. Blouses or tops with modest neckline, dress or skirts (at least mid-thigh/fingertip length), slacks (see above), sweater, and dress shoes.

Dress for FORMAL dances:

Tuxedo, suit with tie and collared dress shirt, dresses, or skirts & blouse.
Not Approved Apparel – dress length above mid-thigh, cut below mid-back, large side cutouts, or plunge necklines (even with mesh).

*For any dress attire question, please see Mrs. Noland or Mrs. Thomas Morgan.

I have read, understand and will abide by the above guidelines at all WHHS dances.

| | |
|------------------------------|-------|
| _____ | _____ |
| Printed Name of WHHS Student | Grade |
| _____ | _____ |
| Student Signature | Date |

I give permission for my son/daughter to attend the 2018-2019 Walnut Hills High School dances.

I can be reached at _____ during the dance.
(Telephone Number)

| | |
|---------------------------------|-------|
| _____ | |
| Printed Name of parent/guardian | |
| _____ | _____ |
| Parent Signature | Date |

*Specific details for each dance will be distributed at school and will be posted on Schoology. If you have any questions please contact Mrs. Thomas Morgan or Mrs. Noland.



**NOTE FROM WALNUT HILLS
HIGH SCHOOL TREASURER:**
Fees cannot be adjusted if paid
online at www.payforit.net.
Current year adjustments cannot
be made once the next school
year begins.

BOARD OF EDUCATION, CITY SCHOOL DISTRICT OF THE CITY OF CINCINNATI
OFFICE OF THE TREASURER
P.O. BOX 5384, Cincinnati, Ohio 45201-5384

July, 2018

Dear Parent or Guardian:

All of our K-12 students are charged an annual student fee. The fee is used to pay part of the cost of essential classroom materials. This is a one-time charge for the entire 2018-2019 school year. The fee schedule for the school year reflects no increase over the prior school year.

Please complete the student fee form on the back of this letter and return it to the school office where your child attends along with any applicable payment by October 15, 2018. You must fill out a separate form for each child.

Payments may be made by cash, money order or certified check (no personal checks) payable to Cincinnati City School District. If paying by cash, please remember to pay with the exact amount as our offices do not have change. Fees may also be paid online via Visa, MasterCard, or a valid checking account by visiting www.PayForIt.net.

As in past years, the fees are based on family income and the number of children you have in the Cincinnati City School District.

- If any member of your household receives Supplemental Nutrition Assistance Program (SNAP) or Ohio Works First (OWF) benefits, you must complete **Section 2** of the form to be eligible for a waiver of student fees for the current year.
- If you qualify for free or reduced lunch based on household income, your student(s) may be eligible for a waiver of student fees for the current year. You must complete **Section 3** of the form and indicate your household size and income range.

If you are entitled to a reduced fee, it can only be reduced when the payment is submitted with the form. Any 2017-2018 or prior school year fees will not be adjusted once the 2018-2019 school year starts on August 15, 2018.

If you have questions or concerns, please call your student's school office.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Wagner".

Jennifer M. Wagner
Treasurer/CFO

SECTION 1 – Complete a separate form for each CPS student **AND** return with separate payment to each student's school they are attending.

Student's Name _____ Student ID # _____
 School Attending _____ \$ Enclosed/Paid Online (circle one) \$ _____

SECTION 2 – Benefits Eligibility Waiver

Does any member of your household receive SNAP or OWF benefits? Yes No

- Checking "Yes" and signing in this box below authorizes the School District to confirm the status of your child's eligibility with the Food Services Department, Treasurer's Office, and/or School Office. Do not complete Section 3 of this form. In order to waive fees, you must submit this signed form to the school office where your child attends for verification.
- Checking "No," Please sign in this box below and then complete Section 3 of this form.

Parent/Guardian's Signature _____

By signing this line, you agree that the above information completed is accurate.

School Office: Please ONLY send forms checked "Yes" AND signed in this section to the Food Services Department via pony mail for benefits verification. If confirmed, the Food Services Department will notify the A/R Department to waive the student fee. If not eligible, the form will be returned to the school, then please have parent/guardian complete Section 3 of this form for possible income eligibility. Do NOT send the form to the A/R Department.

SECTION 3 – Income Eligibility Waiver

List the Names and Schools of your other children who attend Cincinnati City School District, if any.

Student Name **School Attending**

1) _____
 2) _____
 3) _____

Please follow the steps below to calculate your student fee:
 In order to waive fees, you must submit this signed form to the school office where your child attends.

Step 1 Number of Adults in household
 Number of Children in household
 Total Household Size (THH Size)

+

| |
|--|
| |
| |

 (Include ALL children in your household here)

-

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| |
| |

Step 2 Find THH Size from above and circle the total household income range to the right of the household size.

For example: If your total household size (THH Size) was 5 and your annual income was \$41,000; you would circle in the middle column.

\$38,246 and \$54,427

| THH Size | Total Household Annual Income | | |
|----------|--|---|--|
| | *Below 130% | *Between 130% and 185% | *Above 185% |
| 1 | If your Income is at or less than \$15,781 or less | If your Income is between \$15,782 and \$22,459 | If your Income is at or above \$22,460 or more |
| 2 | \$21,397 or less | \$21,398 and \$30,451 | \$30,452 or more |
| 3 | \$27,013 or less | \$27,014 and \$38,443 | \$38,444 or more |
| 4 | \$32,629 or less | \$32,630 and \$46,435 | \$46,436 or more |
| 5 | \$38,245 or less | \$38,246 and \$54,427 | \$54,428 or more |
| 6 | \$43,861 or less | \$43,862 and \$62,419 | \$62,420 or more |
| 7 | \$49,477 or less | \$49,478 and \$70,411 | \$70,412 or more |
| 8 | \$55,093 or less | \$55,094 and \$78,403 | \$78,404 or more |
| 9 | \$60,709 or less | \$60,710 and \$86,395 | \$86,396 or more |
| 10 | \$66,325 or less | \$66,326 and \$94,387 | \$94,388 or more |

Step 3

A) Circle the number of children attending a CPS School.

B) Find students grade level(s) next to the number of children.

C) Locate the Income range from the table above. Follow the column down to determine the student fee owed.

| Number of Children | Grade Level | Fee Owed | Fee Owed | Fee Owed |
|--------------------|-------------|----------|----------|----------|
| 1 | K-6 | 0.00 | 18.00 | 26.00 |
| | 7-8 | 0.00 | 21.00 | 31.00 |
| | 9-12 | 0.00 | 23.00 | 35.00 |
| 2 | K-6 | 0.00 | 16.00 | 23.00 |
| | 7-8 | 0.00 | 20.00 | 29.00 |
| 3 or more | 9-12 | 0.00 | 22.00 | 33.00 |
| | K-6 | 0.00 | 12.00 | 18.00 |
| A | 7-8 | 0.00 | 15.00 | 23.00 |
| | 9-12 | 0.00 | 17.00 | 25.00 |
| | | C | | |

Parent/Guardian Signature: _____

By signing this line, you agree that the above information completed is accurate.

School Office: Please verify signature. Then reduce/waive student fee based on the amount circled above with applicable concurrent payment. Then file the form at the school in the student's cumulative file folder. If section 3 is completed, do NOT send the form to the A/R Department or the Food Service Department.