

Withrow University High School



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Student Handbook and Planner

2488 Madison Road
Cincinnati, OH 45208
Phone: 513-363-9200
Fax: 513-363-9220

url: <http://withrow.cps-k12.org>

Mascot: Tiger

School Colors: Black and Orange

This planner belongs to:

Name: _____

Phone Number Quick Reference

Cincinnati Public Schools

Help Center	363-0123
Food Services	363-0800
Transportation	363-0330
Metro Extra Routes	632-7528
Metro Regular Routes	632-7528

Withrow University High School

Athletic Director.....	363-9205
Attendance Line	363-9219
Counselor, Grades 7-9	363-9274
Counselor, Grades 10-12.....	363-9016
English Language Learner Office	363-9041
Main Office.....	363-9200
Transportation Issues.....	363-9214

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Please turn in lost planners to the Attendance Office. Replacement planners are available for \$5 from the Attendance Office while supplies last.

Withrow University 2016-2017

Bell	Start	End
1	8:00	9:02
2	9:06	9:58
3	10:02	10:54
4 & Lunch	10:58	12:38
5	12:42	1:34
6	1:38	2:30

Lunch

Lunch A	10:58	11:28
Lunch B	11:33	12:03
Lunch C	12:08	12:38

Withrow University Bell Schedule w/ Advisory 2016 – 2017

Bell	Start	End
1	8:00	8:45
2	8:49	9:34
3	9:38	10:23
Advisory	10:27	11:12
4 & Lunch	11:16	12:50
5	12:54	1:39
6	1:43	2:30

Lunch

Lunch A	11:16*	11:46
Lunch B	11:48*	12:18
Lunch C	12:20*	12:50*

**Bells will only ring on times identified by an asterisk*

Tiger Tech Team Leaders will distribute 2nd Advisory Bell

Withrow University Mandatory Uniform Policy

Shirts	<input type="checkbox"/> Blue, Black or White polo shirts <input type="checkbox"/> Long or short sleeves are acceptable <input type="checkbox"/> No “R.I.P.” or “In Memory” t-shirts
Pants	<input type="checkbox"/> Blue or Khaki uniform style pants for all grade levels (e.g. Chinos) <input type="checkbox"/> NO BLACK PANTS of any style
Shoes	<input type="checkbox"/> Must be closed toes <input type="checkbox"/> No Sandals or House Shoes <input type="checkbox"/> No Slippers or Flip-Flops <input type="checkbox"/> No Open-Toe Shoes
Headwear	<input type="checkbox"/> NO HEADWEAR (Except Hijab) <input type="checkbox"/> No Hats or Kufis <input type="checkbox"/> No Scarfs or Bandanas <input type="checkbox"/> No Hair Wraps or Bonnets <input type="checkbox"/> No Hair Nets
Outerwear	<input type="checkbox"/> White, blue or black Crew or V-Neck solid sweatshirts, cardigans or sweaters <input type="checkbox"/> NO HOODIES
Banned Items	<input type="checkbox"/> No Denim Pants of any kind <input type="checkbox"/> No Black Pants of any kind <input type="checkbox"/> No Hoodies <input type="checkbox"/> No Yoga Pants <input type="checkbox"/> No Leggings or Jeggings <input type="checkbox"/> No Athletic Track Pants <input type="checkbox"/> No “R.I.P.” or “In Memory” t-shirts
Spirit Wear (to be worn on Fridays or the last school day of the week)	<input type="checkbox"/> Regular uniform is acceptable <input type="checkbox"/> Black or Orange spirit shirt <input type="checkbox"/> Black Withrow Hoodies <input type="checkbox"/> No Sweats

Book bags are not permitted in the cafeteria

Welcome to Withrow

Mission Statement

We, the Withrow community, will empower students to graduate in four years and to successfully pursue college, armed forces, or employment training to be productive citizens of a global society. No excuses.

Principal's Message

Welcome to the 2016-17 school year! This planner is an important tool for establishing good habits that will enable you to be the best student you can be, help you earn better grades, know your assignments and get your work turned in on time. It helps you know your responsibilities and stay on track to meet them. This handbook contains a wealth of information about Withrow University High School and how it operates. Have a great year!

Office Hours

On days school is in session, office hours are 7:30 a.m. until 3:00 p.m. When classes are not in session, hours are 8:00 a.m. until 2:30 p.m.

Office Rules

The Withrow office staff pledges to serve every customer quickly and efficiently. Students may come to the office during class time *only* with a valid hall pass. Office personnel have been directed not to wait on students who fail to present a hall pass or are out of uniform.

General Information

Address Changes

If a student moves, in order to ensure delivery of important school mailings and to keep transportation information current, written verification of one of the following must be submitted:

(1) Homeowner Deed A printout from the auditor’s website may be provided instead of a deed	(6) 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.	(7) 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.	(8) 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.	(9) 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.	

The school wants students to receive report cards, important announcements, letters, newsletters, etc., which will be mailed home. Post office box numbers cannot be used for school mailings. 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 with the address. Please make sure that your child's name is displayed on the mailbox. Address changes should be submitted to Sherrie Robinson, Registrar (363-9203).

Breakfast

Breakfast is served daily from 7:40 a.m. until 7:50 a.m. in the cafeteria. The Breakfast program makes it possible for us to offer a nutritious breakfast to students each day at no cost to the family. Students who purchase breakfast items off campus on their way to school must finish eating before entering the building.

Civil Rights

The Cincinnati Public School District provides equal educational, vocational, and employment opportunities for all people without regard to race, gender, ethnicity, color, age, disability, religion, national origin, creed, sexual orientation, or affiliation with a union or professional organization.

Closed Campus

Students are expected to be on school grounds from the time they arrive in the morning until they are dismissed. No student is permitted to leave school grounds at any time during the school day without prior approval of the administration and/or proper parental sign out. Students are not permitted to leave campus for breakfast or lunch. Violation of this rule will result in disciplinary action.

Closings

The Cincinnati Public Schools' severe weather procedure aims to minimize the loss of instructional time while being mindful of students' and employees' safety. When severe weather is predicted, parents should check the CPS Website, www.cps-k12.org, or local television or radio stations for announcements about school closings or delays. CPS rarely will dismiss schools early, but it does happen

occasionally. Please make sure the office has your child's correct emergency contact information and telephone number so that we may notify you by robo-call.

There are two different messages for Cincinnati Public Schools:

(1) "Cincinnati Public Schools open – Two hour delay." – High School students ride Metro buses (public transportation) to and from schools. Since Metro bus schedules cannot be adjusted to accommodate CPS' two-hour delay, high schools will open at the normal times with school staff in the building to supervise students.

- a. Metro buses will run as close to normal schedules as weather and road conditions permit.
- b. Afternoon dismissal will occur at each high school's normal time.

(2) "Cincinnati Public Schools closed." There is no school for students.

Dental Clinic

Withrow University High School offers first class, state of the art dental services to their students, their parents and families. Their hours are Monday – Friday, 7:30 a.m. to 3:30 p.m. Their telephone number is 513-363-9110. **All insurances are accepted.** Services include examinations, x-rays, cleanings, sealants, fluoride treatments, athletic mouth guards, fillings, root canals, tooth replacement and extractions.

Emergency Closing

In the event of an emergency during the school day in which students and staff are unable to occupy the building, students will temporarily be relocated to the Hyde Park Baptist Church, 3460 Michigan Avenue.

Emergency Medical Forms

Parents/guardians must complete and return an Emergency Medical Form to assist in helping students get immediate family or medical assistance when they become ill or injured during the school day. A new Emergency Medical Form must be completed each school year. Parents are responsible to see that this form is kept updated and to inform the school of any changes in phone numbers, doctors, medications, or special problems. Emergency Medical Forms are available in the Attendance Office. Completed forms should be turned in to the student's homeroom teacher.

Field Trips

Field Trips can provide students with enhanced opportunities and different ways to experience learning. Teachers schedule field trips to museums, plays, science centers and other events. Student participation in these trips is a privilege. Students who are behind academically or who demonstrate behavior that fails to meet school standards will not be permitted to participate. Students must have a current Emergency Medical Form on file, a correct telephone number and must complete any other forms required for a specific field trip. Phone calls home to seek permission on the day of the trip will not be permitted. Plan ahead.

Health Clinic

Withrow University High School is the home of one of the School Based Health Centers. This is a full service Cincinnati Health Department clinic that serves the medical needs of children and families in the school community, from birth to twenty-one years of age. The clinic provides physicals, asthma management, immunizations, prescription medications, sick and injury care, and health education to children and families. Having this clinic makes it easier for parents to keep up with their children's medical needs, and keep children in school.

Lockers

Each student is assigned a locker to share with another student at the beginning of the school year. Only school issued locks may be placed on lockers. Replacement locks costs \$5. A master list of locker combinations and locker assignments is kept in the attendance office. The school is not responsible for the contents of lockers. If a locker is burglarized, vandalized or damaged, a written report must be made to a school administrator and the School Resource Officer (SRO). **Lockers can be searched at any time.**

Lost and Found Articles

Students are responsible for securing their own belongings. The school carries no insurance against theft. Valuables (watches, rings, glasses, wallets, clothing, etc.) found in the school should be taken to the Attendance Office.

Lost or Stolen Bus Passes

In the event a student loses a pass or has a pass stolen, they must notify their school office by 12 noon that day for the pass to be ready for a two-day pick up. The cost to replace a lost or stolen pass is \$10 dollars to be paid at the school. The school office personnel will e-mail the request for a replacement pass to Metro. The student will receive four One Ride tickets for the ride to and from school for two days. The student should check with the school office after two days to pick up their replacement pass. If a student has a mutilated, washed, or faded pass they must also notify the school office so a new pass can be generated. The transportation window will be open each morning at 7:40 a.m. It will also be open each day, during the first 10 minutes of each lunch period.

Lunch

Lunch is also provided at no cost to the student. The goal of the National School Lunch Program is to protect the health and well-being of the nation's children by providing nutritious school meals everyday. Students may not leave the cafeteria during lunchtime without permission. Students who leave campus and return with food will have the food confiscated and thrown away. Food and drinks may not be taken from the lunchroom. Eating is not permitted in any other area of the building or grounds for health and safety reasons. Restaurant food may not be delivered to school. Students are not permitted to sell food during school hours. No birthday celebrations are allowed in school.

Medication

When a student must take Prescription medicine during the school day, the parent must submit the permission form to the School Based Health Center. This form is included in the back to school mailings and is also available in the Main Office. All medication must be carried in the original container and bear the name of the student for whom it has been prescribed. Over the counter medicines can also be administered at school when absolutely necessary. A form is also required for these medicines. All medicine must be kept in the School Based Health Center. Only prescribed inhalers may be carried by a student.

Messages for Students

It is helpful to check in with your child and tell them everything they need to know before leaving for school. Delivering messages to students involves the interruption of classroom instruction. Therefore only messages of an urgent nature from parents will be delivered.

Personal Deliveries

Deliveries of balloons, flowers and food disrupt instructional time and reduce students' opportunities to learn. Deliveries will not be accepted during school hours, this includes dropping off items during the lunch periods.

PowerSchool

PowerSchool is the computer system used by Cincinnati Public Schools to keep track of student information. PowerSchool is used by school staff, central office, parents and students. It helps parents become an active part of their child's education and keep track of their academic progress on a daily basis. The system is accessed through a web site, so you can view it from home, work, or your local library. Access to this information is private and password protected. If you would like to register, you first need to have an access ID and access **PASSWORD** which you may receive from the Main office with proper identification. After receiving the access information, register at <https://powerschool.cps-k12.org/public/>

Report Cards/Progress Reports

Report Cards are distributed at midterm and the end of the quarter for a total of eight times each year. Report cards are given to students on the day listed on the district and school calendar. They are also mailed home.

Search and Seizure

The administration is authorized to conduct legal searches of students and their property in addition to school-owned property such as lockers, desks, etc. This authorization exists in order to maintain an environment that is conducive to learning and to protect the health and safety of the school community.

✓ **Random or Systematic Searches**

These searches are to be conducted in a random and systematic manner. Some examples include locker searches, students caught in hall sweeps, selected classrooms, and vehicles in the parking lot.

✓ **Reasonable Suspicion**

This type of search will be conducted when there is reasonable evidence pointing to a specific individual(s) who may be in violation of criminal statutes or school rules. Examples include lockers, personal items, limited clothing, pat down, request to empty pockets, purses, book bags, etc.

Student Fees

Fees are based in part on family income and the number of children attending Cincinnati Public Schools from one family and are due by the end of the first quarter. Fees not received by the end of the school year for which they are due will be charged at the full amount with no adjustments for income or number of children attending Cincinnati Public Schools. Fees may be paid to the Treasurer in the Main Office.

Student Obligations

In accordance with provisions of Section 3313.342 of the Ohio Revised Code, the Board of Education authorizes building principals to impose charges, not exceeding the replacement costs, upon pupils who are responsible for loss, damage, or destruction of school apparatus, equipment, musical instruments, library materials, textbooks or supplemental materials, and for damage of school building or grounds. Enforcement of the payment of such charges shall be accomplished by the withholding grade cards, credits, and transcripts; by prohibiting the purchase of prom tickets; and by withholding participation in graduation ceremonies and diplomas until obligations are met. Obligation notices are sent to the Treasurer's office where a list of obligations is maintained for each student. A listing of obligations owed by a student can be obtained from the Treasurer before or after school, or can be mailed home at the request of a parent or guardian.

Obligations can be cleared either by the return of the item or by payments. Payments must be made in cash or by money order. Items can be returned to the main office during regular business hours.

All cancelled extra-curricular activities will have a **No Cash Refund policy**. If an event is cancelled, money will be credited to the student's outstanding student fee balance. Student fee totals will be updated after purchased tickets are verified. If a student does not have a student fee balance, a CPS district check will be processed and issued within six to eight weeks.

Student Parking

Student parking is available by the main gym only. Students who drive to school are expected to park their car and enter the building immediately. Students may not return to their car until they are ready to leave campus. Student parking is a privilege. Abuse of this privilege will result in tickets from the Cincinnati Police Department or towing at the owner's expense in addition to being banned from parking on campus.

Telephone Directory

Main Office 363-9200
Report Student Absence 363-9219

Principal

Paul Daniels..... 363-9200

Assistant Principal (7-9)

Dawn Williams..... 363-9200

Assistant Principal (10-12)

Eric Higgins..... 363-9200

Athletic Director.....363-9205

Lead Secretary

Barbara Bauer 363-9201

Registrar (Student Records)

Sherrie Robinson 363-9203

Treasurer

Terry Donohue..... 363-9202

Transcripts

Transcripts are available from the Registrar. Official transcripts are mailed directly from the school to employers or universities.

Transcripts are free to students who are currently enrolled. After graduation or withdrawal from school, each transcript costs \$5.

Transcript requests require 24-hours to complete. No transcript will be issued for any student who owes fees.

Transportation

Transportation to and from school is provided through contract with Queen City Metro. Each eligible student will receive a bus pass each school year. This pass must be shown to the driver when boarding the bus. Students in grades 7-12 are not required to pay a fare when presenting their pass. Any student not presenting a pass will be required to pay full fare. Fares are subject to change per Metro.

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

Uniform Policy

WUHS has a **mandatory** uniform policy. Students who violate the dress code will be referred to Team Leaders and/or Administration. Attempts to secure appropriate clothing will be made. Students dressed inappropriately may be assigned to ISS for the day if appropriate attire cannot be attained. Students are expected to be in uniform from the time they enter the building until the end of the school day (See uniform policy page 4).

Visitors

Visitors must sign in at the Main Office upon arrival. Visitors will receive a Visitor Badge to wear while in the building. Visits to classrooms must be arranged at least one day in advance. Vendors, insurance agents and other people soliciting non-school related

business are not permitted in the building. The school has posted 2917.211 ORC, “ Trespassing Upon School Grounds.” Visitors who refuse to observe the law may be charged. Visitors from other schools are not permitted during the school day. Any exception to this rule (for educational reasons) must be requested in writing to the principal or designee at least one day prior to the intended visit.

Work Permits

Work permits are issued by the Registrar’s office. Students should pick up the required form, complete all parts and then return the form before first bell. Forms dropped off in the morning by 9:00 a.m. will be ready within 24 hours. This form requires a physician’s statement. The student must have had a physical in the last year. The student’s employer must also complete one part of this form. A copy of the student’s birth certificate or state ID must be turned in with the required form.

Academics

Academic courses offered at WUHS reflect a college preparatory curriculum. Students in grades 9 and 10 are scheduled for required courses with limited choices. At the end of grade10, students choose to pursue the General College Preparatory path, the Business College Preparatory path or the Legal College Preparatory path.

Academic Honesty, Plagiarism, & Cheating

It is essential that every student does his or her own schoolwork and embraces honesty and integrity in all academic endeavors. Respect for the work and ideas of others leave no room for cheating or plagiarism of any kind at Withrow. Any attempt to copy, cheat, or represent another person’s work as your own will result in serious consequences, including failure on the assignment and suspension.

Add/Drop Policy

It is impractical and non-beneficial to drop one course and take another after the semester has begun. Therefore, it is important to select courses with the utmost care. Any withdrawal from class after the first two weeks of the semester can affect your GPA.

STUDENTS MUST CONTINUE TO ATTEND CLASS UNTIL THE WITHDRAWAL FORM IS SIGNED AND TURNED IN, AND THE SCHEDULE IS CHANGED.

When students feel it is absolutely necessary to change a course, under extraordinary circumstances, the student must follow the sequence below:

1. Discuss the change with parent/guardian and pick up the schedule change form from counselor.
2. Obtain written permission from instructor on the schedule change form.
3. Obtain written permission from counselor on the schedule change form.

The request will be processed only after the above procedure has been followed.

Below is the procedure used in calculating GPA for course withdrawal:

Week 1.....No record of grade

Week 2 up to Midterm*.....Grade of "F" with no effect on GPA

After Midterm*.....failing grade, will have impact on GPA

A failing grade will affect NCAA, Extracurricular Activities Eligibility

Class Rank

Course work that students take in grades 9 – 11 and the first semester of grade 12 are used to determine Class Rank. The weighted GPA is used for calculations. Initial class rank is computed at the end of the junior year. The final class rank is computed at the end of the first semester, senior year.

Credits from Other Schools

WUHS honors credits earned at other schools. Official transcripts from the previous school must be sent directly to the Registrar at WUHS. Transcripts will be reviewed and credit assigned. Courses that match CPS graduation requirements will receive credit for the CPS course. Other courses will be counted as electives. Students who passed an Algebra 1 course in eighth grade will receive high school credit for the course.

Credit Recovery

Students who fail classes can recover credit in several ways. An after school program is available for tutoring and for credit recovery. Students can also make up courses through an online program. Withrow counselors and administrators actively monitor student grades and encourage students who are failing to get caught up. Students should speak with a counselor or administrator to determine which program will best fit the student's needs.

Grade Levels

A student's grade level is based upon the total credits earned by August of the new school year.

- Grade 10 - at least 5 credits (units)
- Grade 11 - at least 10 credits
- Grade 12 requires a minimum of 15 credits (units) and the ability to complete the course requirements for graduation by the following June.

Grade Matrix

The Grade Matrix is used to determine semester grades. Course credit is granted at the end of each semester. Quarter grades make up 37.5% of the semester grade, while the exam grade is worth 25%. In addition to the mathematical calculation, if two of the three grades are failing grades, the semester grade is automatically an F. By checking the grade matrix, a student can determine what exam and quarter grades are needed to earn each semester grade.

Semester grades appear on transcripts and are the basis for determining Cumulative GPA and Class Rank.

Grade Matrix

Quarter Grades		Semester Exam Grades				
		A	B	C	D	F
A	A	A	A	A	B	B
A	B	A	B	B	B	B
A	C	B	B	B	B	C
A	D	B	B	C	C	C
A	F	B	C	C	C	F
B	B	B	B	B	B	C
B	C	B	B	C	C	C
B	D	B	C	C	C	C
B	F	C	C	C	D	F
C	C	B	C	C	C	C
C	D	C	C	C	D	D
C	F	C	C	D	D	F
D	D	C	C	D	D	F
D	F	D	D	F	F	F
F	F	F	F	F	F	F

Grade Point Average (GPA)

Grade Point Averages are either current or cumulative. Current GPA's are reported on students' report cards. This GPA is computed each quarter and is used to determine Honor Roll Status. Cumulative Grade Point Averages are calculated at the end of every semester. Only semester grades are used to determine a student's cumulative GPA. Cincinnati Public Schools computes two types of cumulative grade point average, weighted and unweighted. The unweighted cumulative GPA includes all courses and is calculated using a 4.0 scale. The weighted cumulative GPA is computed using only core academic subjects. It is this GPA that is used for college entrance and class rank. Grades are weighted as

follows: **A=4.0, B=3.0, C=2.0, D=1.0, F=0.0**

AA courses and Advanced Placement (AP) courses receive additional weighting for each semester grade. Students who receive a grade of D or F in these classes may be reassigned to non-weighted classes.

Honor Roll

“A” Honors reflects a 4.0 or better GPA. "A" Average is 3.5-3.9. GPA, “B” Average is a GPA of 3.00 – 3.5. A grade of “D” or “F” in any subject will prohibit honor roll eligibility.

Physical Education

All PE classes are co-educational. Separate locker room facilities are maintained where students are to leave street clothes, shoes, book bags and books while participating in PE class activities. Proper gym attire is required.

Retention

Retention will be considered jointly by teachers, parents, and Administration for students in grades 7 & 8. Alternatives to retention can include, but are not limited to: on-line course support (school and home settings), After-School Programing, and Summer Remediation. Parents wishing to retain their students must schedule a conference in the month of May with the teacher team and administration.

Attendance

Absence

Students are expected to be at school every day they are able. Absences should be limited to serious illness and family or legal emergencies. Dental appointments and other routine medical treatments should be scheduled outside of school hours. Absences are classified as excused or unexcused according to the district attendance policies and procedures. Upon the student’s return to school, he/she should bring a signed note from a parent or

guardian stating: 1) the student's name, 2) detailed reason for the absence, 3) date(s) student was absent, 4) date the note was written, 5) home phone number or number where the parent may be contacted, 6) parent or guardian signature.

Parents and guardians may also call the attendance line at 363-9219 to report their student's absence only. Voice mail messages are checked daily and parents may be called to confirm the message. Please do not call the attendance line to request an early dismissal or to inform the school that a student will be late. Call the attendance office directly (363-9252) for these purposes.

Early Dismissal

Students must have a written note from parent or guardian requesting permission for student to leave early. The note must state 1) the student's name, 2) an acceptable reason for the early dismissal, 3) the date and time at which the student is to be dismissed, 4) a phone number at which the parent or guardian may be reached and 5) the parent or guardian's signature.

Notes need to be left in the Attendance office before 8:00 a.m. on the day of the early dismissal. All written requests will be verified. If a note is not received, parents will be **required** to come into the Attendance Office with a picture ID to sign the student out of school. (No exceptions). When signing out the student, be sure to give a reason why the student is leaving. If no reason is given, the early dismissal will be posted as unexcused. Only a parent or guardian may request early dismissal. Students will not be released without parent or guardian consent.

Students who are dismissed early must check out in the Attendance office before leaving. Failure to comply with proper procedures could result in the student being reported for truancy. Students who are ill will be kept at school until a parent, guardian or emergency contact can be reached. Be sure your emergency contact information is up to date. In an emergency, the school will call 911

for assistance and continue to attempt to contact a parent or guardian.

Early Dismissal Process For Seniors

Seniors who are on track to graduate may be dismissed from school early provided the student meets the following qualifications:

- Must have a minimum cumulative GPA of 2.7;
- Must provide proof of employment if the student works (a recent paycheck stub or letter from employer on business letterhead);
- Must obtain written permission from the parent/guardian and the school on school form;
- Must be responsible for their own transportation. **Bus passes for the Metro fare will not be provided by the school.**
- If, at any time, the student's attendance and/or academic performance is negatively affected, early dismissal privilege will be revoked.

Illness at School

In the event of illness, students should obtain a hall pass from their teacher to report to the School Health Center. A parent will be contacted to make arrangements regarding the situation. Once permission has been granted for a student to leave school, the student will receive an official Early Dismissal Slip. In no case is a student to leave school without permission from school authorities.

Tardy Procedures

Students arriving after the beginning of their first class are considered tardy. All tardies are considered unexcused unless a note is presented to the attendance office from the parent and/or guardian. Unexcused tardiness will result in disciplinary action. The student is considered absent from each class that is missed. Students who come to school tardy should report directly to class after checking in at the tardy table or the attendance office. Chronic offenders will be referred to the school social worker.

Truancy/Skipping

Any student who is absent from class, without the knowledge and permission of their teacher, administrator or other staff member is considered to be skipping and subject to disciplinary or court action. No student is to leave the campus during the school day without authorization.

Behavior Matters

Academic Credit

Students assigned to ISS will receive assignments for academic credit. Students who are suspended from school for 1-10 days will receive assignments for academic credit.

Bullying/Harassment/Intimidation

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

Cell Phones and other Electronic Devices

Cell phones and other electronic devices must be turned off and kept out of sight during class time. Staff members have been instructed to confiscate any electronic device or cell phone they see and turn it in to the attendance office. Students who turn over the device immediately face no discipline consequence. The device will be kept in the office in a secure location. Confiscated devices will be returned to a parent/guardian when they come to the school to retrieve it. Any student who refuses to relinquish his or her cell phone upon request by any adult staff member is subject to removal. Refusal to turn over the device is considered unruly conduct. Students are not permitted to charge their phones in classrooms or in common areas. Searches will not be done for students who abandon their personal devices in classrooms or common areas.

Extracurricular Participation

Students who are suspended or expelled from school are not eligible to participate in any extracurricular activities for the duration of the suspension or expulsion.

Hall Sweeps (Tiger Sweeps)

Students found to be in the halls, stairwells and restrooms during class time without a valid hall pass will be subject to disciplinary action. Any failure to be in an assigned location is considered class cutting.

Hats, Sunglasses, and Masks

Hats, caps, large headbands (more than 1.5 inches), do-rags, scarves, and other head coverings are not to be worn in any building, whether hallway, gym, auditorium, cafeteria, office, or classroom. This rule applies equally to both male and female students. Exceptions may be granted in the case of religious practice, but require a written parent request to school administration. Students may never wear sunglasses or facemasks during the school day.

Leaving School Grounds

No student is permitted to leave school grounds at any time during the school day without prior approval of the administration and/or proper parental sign out. Violation of this rule will result in disciplinary action. Students, must however leave the campus at 2:30 p.m. when not in an authorized activity. Students who remain on campus past dismissal time must be involved in an authorized activity and no student is to be on campus without adult supervision. Failure to adhere to this policy may result in student's inability to stay after school for future activities.

Suspension and Expulsion

WUHS participates in the CPS Alternative to Suspension program (A2S) and Alternative to Expulsion Program (A2E). Students exhibiting disruptive behavior that impedes the instruction within

the regular school setting will be assigned to these programs in lieu of being removed completely from a school setting.

Suspension- In School

In- school suspension may be assigned by the administrator as a consequence for a disciplinary offense. While attending in-school suspension (ISS) a student will be required to complete assigned class work. Failure to adhere to the ISS rules will result in further disciplinary action.

Ten Minute Rule

Students will not be released from class during the first and last 10 minutes of each class period for any reason and may never be out of class without a valid staff-signed hall pass for the specific time and location.

Tobacco

All Cincinnati Public School buildings and vehicles are No Smoking Areas. Students are prohibited from smoking or using any form of tobacco anywhere on school grounds or at any school-related activity. This includes to and from school, before and after school.

Tone of Decency

This is defined as maintaining a civil tone of voice and demeanor when addressed by or dealing with any adult or student. It means that you respectfully identify yourself and answer any questions asked by an adult. Tone of decency also implies the use of manners, and is communicated by body language as well as your speech. Muttering under your breath or when walking away, slouching, turning your back to someone, or walking past someone who is trying to talk to you is rude and disrespectful.

Trespassing

Students or other youths who are not enrolled at WUHS who are on school grounds before, during, or after the school day, unless involved in a legitimate extracurricular activity, will be considered

trespassers and will be subject to arrest as well as to suspension from their home school. **WUHS students who trespass on other school property will be suspended by WUHS.** Adults who fail to register as a guest or have no legitimate purpose to visit will be asked to leave; if they refuse, they will be subject to arrest.

Withrow University High School Expectations ROAR!!

	Responsibility	Order	Achievement	Respect
Classroom	*Come prepared to learn *Take responsibility for your choices	*Arrive on time *Follow all uniform guidelines	*Strive for academic excellence *Participate in class	*Think before you act *Resolve conflicts in a respectful manner *Use business language
Hallways	*Complete locker/restroom visits before the bell rings	*Arrive on time *Follow all uniform guidelines	*Be prepared, know what you will need for your next class	*Use business language *Follow traffic flow
Cafeteria	*Report to cafeteria or pre-approved designated location *Choose to sit with peers with whom you get along	*Arrive on time *Follow all uniform guidelines		*Clean off table *Throw away all trash *Give attention during announcements
Athletic/After-School Event/Assembly	*Avoid situations or people who may lead you to make bad decisions	*Follow traffic flow	*Give presenters your full attention	*Respect others *Maintain cleanliness

Activities and Sports

Activities at Withrow

There are numerous clubs and activities on the Withrow campus. Students who are involved in extracurricular activities have better grades, better attendance, and fewer discipline problems. Participation in sports and clubs teaches teamwork, responsibility, and self-discipline. Your participation and involvement is both encouraged and necessary.

Get involved in one of the activities listed below:

- Band
- Cheerleading
- Class Council
- Community Service Club
- Drill Team
- M.O.R.E
- National Honor Society
- Venture Crew
- FamiliesFORWARD
- Academic Quiz Team
- Chess Club

Athletic Eligibility

To participate in athletics at WUHS the student must:

- Present a completed physical exam/parental approval card.
- Meet Ohio High School Athletics Association academic eligibility, age, and residential requirements.

Grades **9-12**: To be eligible, a student athlete must be currently enrolled in a member school and have received passing grades in a minimum of five (5) one-credit courses, or the equivalent, in the immediately preceding grading period (PE does not meet the requirement).

Grades 7-8: In order to maintain eligibility, you must be currently enrolled in a member school and have received passing grades in a minimum of five (5) of the classes in which you were enrolled in the immediately preceding grading period.

- A student becomes a member of an interscholastic squad, and thus establishes eligibility, when he/she participates in a contest (scrimmage, preview or regular season game).
- You may not use summer school grades for failing grades received or lack of courses taken in the final grading period.
- Your semester or yearly grades have no effect on OHSAA eligibility.

Sports Available at Withrow

Fall	Winter	Spring
Football Boys' & Girls' Soccer Girls' Volleyball Boys' Golf	Bowling Boys' & Girls' Basketball Wrestling Indoor Track	Baseball Boys' & Girls' Track & Field Girls' Softball

Graduation/College Information

Students must meet the following requirements to participate in graduation:

- Pass all required State of Ohio Test (Ohio Graduation Test)
- Earn at least 21 credits that include all required credits
- Complete 60 hours of community service or 15 hours per year of attendance
- Pay all student fees
- Pay for and receive your Withrow High School cap and gown

Required Courses

English	4 credits (English 9, 10, 11, 12)
Mathematics	4 credits (Algebra 1, Algebra 2, Geometry, Pre-Calculus or Advanced Quantitative Reasoning)
Science	3 credits (Physical Science, Biology, Chemistry or Environmental Science)
Social Studies	3 credits (Modern World History, U.S. History, Economics, American Government)
Physical Education	0.50 credit (2 semesters)
Foreign Language	2 credits
Health	0.50 credit
Fine Arts	1 credit (Art, Music, Dance, Drama, etc)
Electives	3 credits (Strongly suggest additional credit in a Foreign Language, 1 credit in Probability and Statistics or Calculus, 1 credit in Anatomy & Physiology or Physics and 1 credit of your choice.

0-4.75	Credits 9 th grade
5-9.75	Credits 10 th grade
10-14.75	Credits 11 th grade
15+	Credits 12 th grade

Seniors must also apply to a minimum of 5 Colleges which include sending the college application fee (5 fee waivers will be provided), ACT or SAT scores (to be sent by the testing agency [ACT act.org](http://ACT.act.org)/[SAT collegeboard.org](http://SAT.collegeboard.org)), transcript (**requested through Naviance**), and college essay. The University of Cincinnati is a mandatory application.

New College Graduation Requirements for the Class of 2018 and Beyond

The graduation requirements for the classes of 2018 and beyond include curriculum and **three** options to show readiness for next steps in college and careers.

Credit Requirements

Ohio requires students to take and complete a minimum of 20 required credits	State Minimums
English language arts	4 units
Health	½ units
Mathematics	4 units
Physical Education	½ units
Science	3 units
Social Studies	3 units
Electives	5 units
Additional credits, if any, in district requirements	
Other Requirements	
Economics and Financial Literacy	
Fine Arts	

AND

Meet one of the Following Three:

1. **Ohio State Tests:** Students earn a cumulative passing score of 18 points on State Test, using seven end of course state tests. To ensure students are well rounded, they must earn a minimum of four points in Math, four points in English and six points across Science and Social Studies. **End of course exams are:**
 *Algebra 1 and Geometry or Integrated Math 1 and II *Biology
 American History and American Govt. English 1 and II.
2. **Industry credential and workforce readiness:** Students earn 12 points through a State Board of Education-approved, industry recognized credential or group of credentials in a single career field and achieve a workforce readiness score on the Workkeys assessment. The state of Ohio will pay one time for those who take the Workkeys assessment.

- 3. College Admission test:** Students earn “remediation-free” scores in English language arts and mathematics on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11th grade students in the classes of 2018 and beyond to take the exam free of charge.

College Entrance Testing

Tenth grade students are scheduled for the PLAN test (pre-ACT) and also may take the PSAT. Students take the ACT and/or SAT in the 11th grade and may take the test(s) again in the senior year to earn a higher score. Fee waivers may be available, depending on family income guidelines.

College Applications

All college applications must be processed through the College Access Coordinator. Materials need to be turned in to the Coordinator at least two weeks prior to the application deadline to allow enough time for processing and mailing. The Coordinator will mail the complete application, including an official transcript and the application fee. However, if an on-line application has been completed, the Coordinator needs to be notified in order for a transcript to follow. An addressed envelope needs to be provided. A signed release form must be on file with the registrar before transcripts can be processed. College admission tests scores are not included on the transcript. Students are responsible for forwarding ACT/SAT scores to their schools of choice.

College Credit Plus (CCP)

Withrow University High School is pleased to offer 12th grade students in good academic standing the opportunity to participate in a dual enrollment curriculum through our partnership with Cincinnati State Technical and Community College. In the Spring of their junior year, students may apply to take one or more Dual Enrollment (DE) courses during their senior year. Current course offerings include college English,

Math, Spanish, Accounting, and Biology. Those students who participate in these courses will have the opportunity to earn both high school and college credits for each DE class in which they are enrolled. Students must earn a grade of D or higher to earn high school credit for each class; they must earn a grade of C or higher to earn college credit for each class. Upon graduation from WUHS, DE students are able to request a transcript from Cincinnati State showing the credits they have earned to transfer to the college of their choice. Note: *While MANY colleges do accept DE credits, it is important to check with your student's individual college/university to insure that these credits will be accepted upon his/her enrollment there.*

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 Bridge Walk, Graduation Rehearsal and the Commencement program. It is the student's responsibility to see that these obligations are met on time.

Daisy Chain

This honor organization is comprised of students in the junior class who have at least a 3.3 weighted cumulative average in a rigorous course of study, no grade of F in the junior year, as well as demonstration of good character. They participate in and assist with graduation ceremonies.

National Honor Society

The primary purpose of the National Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and encourage the development of character. Selection is based upon scholarship - maintaining a 3.0 or higher average; leadership - being actively involved in school activities; character - being a good citizen; and required service - volunteering and serving others (15 hours per year).