

Western Hills University High School

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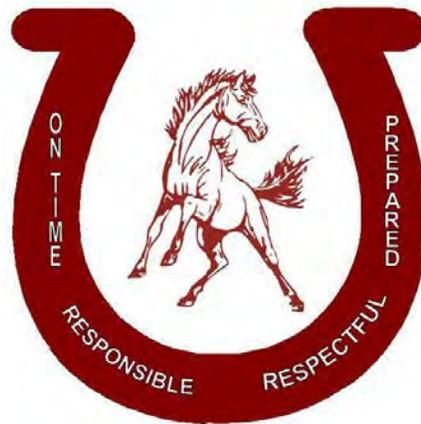
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westernhills.cps-k12.org

2018 – 2019

Student Handbook

WE Stand Together with HIGH Expectations



On Time

Prepared

Responsible

Respectful



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Dear Students and Parents:

On behalf of the Western Hills University High School, I am happy to welcome you to the 2018-19 school year! We are looking forward to a productive partnership with you to ensure that your child can achieve their highest potential. We recognize that in order to be successful in school, your child will need support from both the home and school. My staff and I would like to establish a strong partnership with you this year. We ask that you guide and support your child's learning by ensuring that he/she: 1) Attends school daily and arrives on time, ready for the day's learning experience 2) Completes all homework assignments given by teachers 3) Reads daily to develop a love for reading and to improve literacy skills 4) Share school experiences with you so that you are aware of his/her school life 5) Informs you if he/she needs additional support in any area or subject 6) Communicates any issues ahead of time so that we can resolve issues quickly.

Please consider joining our school volunteer program as our students can greatly benefit from your involvement and contributions to the school's program and its operations. We seek volunteers to help us with the following activities: 1) Instructional Leadership Team (ILT) 2) Local Decision Making Committee (LSDMC) 3) School-wide athletic and school events 4) Student recognition events 5) and outreach and recruitment of parent and community volunteers.

Please take the time to review the Student Handbook with your child. If you have any questions about the rules and expectations, please feel free to contact my assistant principals or the dean of discipline. It is very important that you and your child are fully informed regarding standards related to appropriate behavior to ensure a safe and productive school year. Please feel free to review the Student Parent Handbook. We thank you for your support and look forward to meeting you.

Sincerely,

Dr. Carlos Blair, Principal
Western Hills University High School

VISION STATEMENT

We Stand Together with High Expectations. The vision of Western Hills High School is for every student to graduate, prepared to attend and then graduate from a post-secondary institution. At West High we believe: Curriculum will push us to ask important questions. Our students will lead us to become critical thinkers. We will excel beyond standardized tests working both individually and collectively to prepare for a lifetime of learning.

MISSION STATEMENT

The mission of the Western Hills University High School is to graduate all students prepared to attend the post-secondary institution/training of their choice.

GRAD CINCINNATI

The Western Hills University High School is a 'school of choice' high school in Cincinnati Public Schools dedicated to the **GRAD Cincinnati** program. The mission of **GRAD Cincinnati** is to ensure a quality public education for all children in economically disadvantaged communities, so that the high school graduation rate increases and graduates are prepared to enter and graduate from college.

TRAUMA SENSITIVE SCHOOL

As a Trauma Sensitive school we seek to foster a safe, positive, healthy, and inclusive learning environment that enables students to develop positive relationships with adults and peers. Helping students regulate their emotions and behavior will achieve academic and non-academic success in school. School staff and students will strive to use positive behavioral approaches that will reduce disciplinary action.

HIGH SCHOOLS THAT WORK (HSTW)

Western Hills University High School is a partner with HSTW. Together we use research-proven strategies to help our high school transform into a place where all students achieve at high levels.

STUDENT RESPONSIBILITIES

Students are expected to make school their top priority. They are expected to:

1. Attend class daily, prepared and on time
2. Complete and submit all assignments
3. Behave in a safe and orderly manner by following all class and school rules
4. Work to one's maximum potential in all courses
5. Develop a sense of respect for self and others
6. Exercise academic and social honesty and integrity
7. Report bullying by informing an adult
8. Attend school in uniform

PARENT RESPONSIBILITIES

Parents are expected to make their child's education a top priority. Parents are expected to:

1. Send their child to school every day on time
2. Make sure their child attends school in uniform daily
3. Encourage their child's to complete all school assignments to their maximum potential
4. Provide their child with needed school supplies
5. Attend parent-teacher conferences and Open Houses
6. Support the schools effort to educate their child
7. Request make-up work whenever their child is absent
8. Update contact information regularly
9. Call to make appointments to meet with teachers/academic teams
10. Monitor PowerSchool to keep up with academic progress and attendance. <https://powerschool.cps-k12.org>

STAFF RESPONSIBILITIES

Staff members are expected to make each student's education a top priority and to help each student do their best. They are expected to:

1. Provide a safe, orderly, and engaging learning environment
2. Fairly and consistently enforce district, school, team, and classroom policies
3. Provide classroom activities that align with state and district standards
4. Provide parents and students with positive feedback and encouragement about student progress through consistent communication
5. Provide make-up work for absent student upon their return
6. Be active members in the Western Hills University High School community

I.



Academics

ACADEMIC REPORTS

Mid-Term reports are mailed home halfway through each quarter and report cards are mailed home at the end of each quarter. Final report cards can be held for all students who have outstanding financial obligations, including annual instructional fees.

COURSES FOR COLLEGE CREDIT

English 12 Dual Enrollment	Biology 100
Pre-Calculus Dual Enrollment	Anatomy
AP Psychology	Medical Terminology
AP Statistics	AP Human Geography
AP Environmental Science	AP English Literature

*Grading and attendance policies are different from WHUHS policies due to being a college course. See the courses' syllabus for details.

COURSE OF STUDY FOR 9-12TH GRADES

Subject to change per District/State requirements

	Grade 9	Grade 10	Grade 11	Grade 12
English(4)	English 9	English 10	English 11	English 12
Math (4)	Algebra 1	Geometry	Algebra 2	Pre-Calculus Statistics
Science (3)	Physical Science	Biology	Chemistry	Anatomy/ Physiology
Social Studies (3)	Modern History	American History	American Government	College Seminar
Electives	African American History Band Ceramics Computer Literacy Dance Drama Painting Choir Yearbook News Writing English Companion Jobs for Cincinnati Grads		General Music Health Music History Personal Finance Physical Education Spanish 1 Spanish 2 Spanish 3 World Drumming Creative Writing Algebra Companion Psychology	

COURSE OF STUDY FOR 7TH & 8TH GRADE

	Grade 7	Grade 8
English (2)	English 7	English 8
Math (2)	Math 7	Math 8
Science (2)	Science 7	Science 8
Social Studies (2)	Social Studies 7	Social Studies 8
Electives	Career Connections Choir Reading Success Band Art	PE Choir Reading Success Band Law and Public Safety

DAISY CHAIN AND ARISTO/PIADH

These two honor organizations are comprised of the top 10% of students in the junior class who have at least a 3.3 weighted cumulative average and No Grade of F in their junior year. They serve at the Cum Laude tea, lead the Class Day procession, participate in and assist with graduation ceremonies.

GRADUATION CEREMONY

In order to participate in the Graduation Ceremony, Board policy requires that a student must have 1) passed all AIR Tests required for graduation, 2) accrued the required number of Carnegie units of credit, 3) paid all outstanding financial obligations, and 4) attend required graduation practice. Alternative pathways may apply to graduation requirements.

The Graduation Ceremony is a formal event. Students may not decorate their caps or gowns in anyway or bring attention to themselves as they are participating in any part of the ceremony. (i.e. Dancing, yelling, gestures etc.)

GRAD CINCINNATI SCHOLARSHIP

Students must successfully complete the graduation requirements for Western Hills University High School **AND** have attended and successfully completed the following:

- **Two of the three** Summer Institutes
- Maintain a **minimum** cumulative grade point average of 2.7
- Must take the **PSAT AND ACT or SAT** college entrance exams

It is each student's responsibility to meet regularly with their School Facilitator, College Readiness Coordinator, and Team Leader to maintain a record of credits earned toward graduation requirements.

GRADE PROMOTION

Students entering Western Hills University High School must meet the following promotion requirements:

Credits Earned	Class Standing
0.00	Grade 09
5.01 to 10.00	Grade 10

10.01 to 15.50	Grade 11
15.51 and above	Grade 12

GRADUATION REQUIREMENTS

To receive a diploma from Western Hills University High School a student must accumulate a minimum number of 20 credits and 18 points on seven end-of-course state tests.

The required breakdown of number of credits must be the following:

4 credits English	4 credits Math
3 credits Science	3 credits Social Studies
.5 credits Physical Education	.5 Health
1 Fine Arts	4 Electives

The required 18 points* for the end-of year course AIR tests are as follows:

Algebra I	English I
American Government	English II
Geometry	American History
Biology	

*Students must have a minimum of four points in math, four points in English, and six in social studies and science

HONOR ROLLS

“A” Honors reflects a 4.0 or better GPA. “A” Average is a 3.5-3.9 GPA. “B” Average is a 3.0-3.5 GPA. A grade of “D” or “F” in any subject will make a student ineligible for honor roll. Weighted versus unweighted courses are calculated differently.

MAKE-UP WORK

Students are required to complete work missed due to class absence. It is the student’s responsibility to secure missing assignments from teachers upon returning to school. Completing missing assignments may require time before and after school. Student or parent should

check under Parent/Student Access in **PowerSchool** and/or log into **Schoology** to see what assignments have been missed. You may also email your teachers from PowerSchool.

NATIONAL HONOR SOCIETY

The primary purpose of the National Honor Society is to create an enthusiasm for scholarship, to stimulate the desire to render service, to promote worthy leadership, and encourage the development of character.

Candidates must have an unweighted minimum 3.4 grade point average. They must demonstrate the following ideals: Service to school and community, active leadership, and exemplary character.

SCHOOLWORK

The timely completion of class and homework assignments is critical to the academic success of each student.

Parents are requested to check PowerSchool, Schoology or contact their child's teacher if their child indicates no homework is being assigned.

This will enable parents and teachers to work cooperatively to ensure that all students are completing homework assignments.

TEACHER HELP SESSIONS

Western Hills is proud to offer academic assistance to all students. Students may schedule times with teachers to receive additional instruction before school or after school.

TOP TEN PERCENT OF SENIOR CLASS

After seven semesters of high school credit, that is; at the end of the first semester of 12th grade, potential graduates are ranked in order by weighted GPA's from highest to lowest. The number of students in the Top Ten Percent will be computed as 10% of the total number of potential graduates after 7 semesters. Students in the Top Ten Percent must have a GPA of 3.0 or higher. Membership in the top 10% is contingent upon successful completion of all courses during the second semester of the senior year. A student may be removed from the top 10% for failing to successfully complete the second semester of the senior year. The student with the highest weighted GPA is the valedictorian and the student with the second highest weighted GPA is the salutatorian.

II.



General Information

ABSENCE

Parents must notify the school at **363-8905** each day their child is absent.

On the day that the student returns to school, he/she must present a parent note with a phone number where the parent can be contacted in order for the absence to be excused or an official medical note can be provided from the physician/dentist. Those notes can be turned in at the South Office.

Students are required by state law to attend school daily unless absent due to religious holiday, illness, death in immediate family, or other reason approved by the principal. Unexcused or excessive absences adversely affect the student's learning.

Parents will find your child's attendance information on Powerschool. Contact the main office at 363-8900 for login information or go to <https://powerschool.cps-k12.org>.

AFTER-SCHOOL ACTIVITIES

In order to insure safety and security for all, any student staying after school must report by 2:15 – 2:20 p.m. to designated locations. Any student staying after school must be under direct supervision of a staff member.

CELEBRATIONS

Celebrations must not disrupt the daily routines of the school building.

CELL PHONE/ELECTRONICS POLICY

Students are only permitted to use cell phones and mobile communication devices in the cafeteria during their lunch periods and in hallways between classes. Use of such devices in classrooms will be based on teacher discretion and violations can result in consequences. Students are responsible for securing and monitoring their cell phones. Staff and teachers are not responsible for lost or stolen phones. **Staff will not conduct searches for lost/stolen phones. During assessments, students must turn in their cell phones or electronic devices.**

If a parent, needs to reach their student, please contact the attendance office at 363-8905.

DRESS CODE POLICY

Top options:

1. **T-Shirts:** WHUHS spirit wear only.
2. **Collared Shirts :** Short, long sleeve and button-down, solid Red, White, Maroon or Black in color
3. **Sweaters, Sweatshirts, Jackets, Pullovers:** WHUHS Spirit Wear. Plain solid red, white, maroon or black.

***Hooded WHUHS Spirit wear only. Hoods are not allowed to be worn**

Bottoms options:

- I. **Pants:** Solid black pants
- II. **Dress Shorts/Skirts:** No mini skirts

- Administration has the final say if there is a discrepancy with a dress code issue.

- All students must enter the building in dress code and remain in dress code during school hours.
- All body parts must be covered.
- Athletes or performance groups may wear their jersey/team gear only on game/events days. Team/group purchased T-shirts/dress shirts/ties may also be worn so all members are dressed identically on game/event/special days.

Not Acceptable:

- Hooded sweatshirts, jackets, shirts, etc.
- Hats and/or headgear including bonnets, bandanas, hoods and head wraps
- Book bags, shoulder bags, gym bags or purses bigger than the student planner
- Coats/Heavy Jackets
- Any clothing that distracts the educational environment such as: Short skirts, miniskirts, short shorts, tight fitting clothing, see through clothing, sagging or drooping pants, and/or exposed undergarments
- Clothes that have excessive designs or depictions of alcohol or drugs

***Students not in dress code may be sent to their administrator, to arrange for proper clothing. If arrangements can't be made the student will not be allowed back to class.**

EARLY DISMISSAL

An "Early Excuse" will be issued upon parental verification. Students cannot be released without parental verification. Please keep in mind that school issued bus cards are only good during certain hours to and from school and **TRANSPORTATION WILL NOT BE PROVIDED** for any student that is released from school early. If your child needs to get home via Metro, they must pay full fare when leaving early during school hours. There will be no early release of students after 2:00.

ILLNESS DURING THE SCHOOL DAY

Students becoming ill during the school day should report to the School Health Assistant who will make the appropriate referral to the Health Clinic. Students with completed Health Clinic permissions papers and signed planner may be seen at the Health Clinic.

MEDICATION

School personnel are prohibited from dispensing any medication (including over the counter) unless the 'Administration of Medication' form is on file in the health clinic. Students with prescribed medication or medication authorized by a parent should take it to the health clinic for storage and safekeeping. Students may then return at assigned intervals to receive the appropriate dosage. A copy of the Board of Education Policy on dispensing medication is available in the office or health clinic.

METRO BUS

Western Hills University High School students are held to the same standard of behavior while riding the bus to and from school. Any student misbehavior associated with bus transportation may result in the school administering the appropriate consequence associated with the district code of conduct. Students may lose bus transportation privileges if behavior is inappropriate.

If you lose your bus pass call Western Hills South Office at 363-8905. A fee will be charged for replacement cards.

LOCKERS

Student lockers must be secured with a combination lock, provided by the school, and the lock's combination must be registered with the team leader. There will be a fee charged for replacement locks. As a security precaution, students should not give their combination to other students or use a locker other than the one assigned. The school is not responsible for lost or stolen items.

Lockers are school property. The school has the legal right to search a student's locker. Security and administration does not have to conduct a search for stolen items from a locker without a lock.

OUTSIDE FOOD

Consume food or beverage only in the cafeteria during lunch. Food and beverage should be stored in the student's locker until lunch. No outside food can be dropped off for students.

PUBLIC DISPLAYS OF AFFECTIONS

No Public Display of Affection during school hours – holding hands, kissing, arms around each other etc.

SELLING ITEMS

Selling any item on school grounds is prohibited unless participating in an authorized school fundraiser is approved by administration.

SOCIAL SERVICES

WHUHS offers the following student social services - Administration, School Social Worker, School Psychologist, Mental Health Services, College Readiness Coordinator, Counselor, Resource Coordinator, and/or Academic Team.

Parents and/or students should contact the office at **363-8900** in order to schedule a conference to discuss any academic, personal, or social concern.

STUDENT HANDBOOK/ASSIGNMENT BOOK

This book is provided to students **FREE OF CHARGE**. If the book is misplaced or lost, the cost for each replacement is \$5.00. This planner is to serve as a hallway pass and help with organizational skills.

STUDENT INSTRUCTIONAL FEES

Each school year, parents are assessed a fee by the Cincinnati Board of Education to offset the cost for consumable instructional materials and supplies. If these fees are not paid it may result in the student's final report card being withheld and exclusion from extracurricular activities.

Fees may be paid with cash or money orders. Students qualifying for free lunch may have fees waived for the current year, provided the proper Student Fee form is turned in during the current school year.

TARDINESS TO SCHOOL

Students are expected to report to school by 7:30 a.m. and to class prior to the ringing of the tardy bell at 7:45 a.m. Unexcused or excessive tardiness to school will result in staff intervention.

- Tardy students must enter the building via the Western Hills University High School designated entrance and report to the tardy table (7:46-8:30) or attendance office. Students with excessive tardiness may be referred to social worker.

- Any student who is late (after 7:46) to school must bring a note from a parent/guardian to be given an excused tardy. Without a note students will be marked as unexcused tardy

TECHNOLOGY ACCEPTABLE USE POLICY:

Internet access at Western Hills University High School students is for educational purposes. Computers, other technology, and the Internet are only for educational use before, during, and after school. Any violation of district, school, or classroom policies governing computer, other technology, and internet use may result in student loss of access privileges and disciplinary action. All students are expected to sign an Acceptable Use Policy at the beginning of the school year.

TELEPHONE MESSAGES

When leaving a message for a staff member, parents are asked to provide the following information: name (first and last), student's name, telephone numbers (work and home), and the most convenient time to return your call.

Due to limited office personnel, only telephone messages of an urgent nature can be delivered. Parents are requested not to ask office personnel to deliver urgent messages to their student.

TEXTBOOKS/COMPUTERS

It is the student's responsibility to care for textbooks/computers and to return them in the same condition as when issued. Students will be fined for damaged or lost books/computers.

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 action. No student is to leave the campus during the school day without authorization. Remain in the school building throughout the school day. This is a closed campus which means students cannot leave the building or campus without permission. **Students may not re-enter the building.**

Students with excessive absences, whether excused or unexcused, A student will be considered **habitually truant** if the student is absent without a legitimate excuse for thirty or more consecutive **hours**, forty-

two or more **hours** in one school month or seventy-two or more **hours** in one school year.

Students who meet the criteria for habitually truancy will be referred to an **Absence Intervention Team**. This team will work to develop a plan for each student and improve their attendance

UNEXCUSED ABSENCE

Any unexcused absence (absent without school knowledge and consent) from school will warrant staff intervention. The school does not approve any student absence from school for “Senior Skip Day”, prom preparation, etc. Students are expected to attend each and every class each and every day.

VISITORS POLICY

Upon arrival at school, all visitors must report to the Main office and secure a visitor’s pass.

Parents who wish to confer with any member(s) of the staff are **required** to schedule an appointment prior to reporting to school.

III.



Student Conduct

POSITIVE BEHAVIOR/INTERVENTION AND SUPPORTS (PBIS)

Western Hills University High School strives to provide a positive, safe, and nurturing learning environment. PBIS is a model to assist in these efforts. PBIS is a positive, proactive approach to dealing with behavior. The PBIS model addresses negative behavior outcomes systematically with school wide consistency, while reaching and modeling a positive replacement behavior. In this system, students are given a clear set of expectations based upon behavioral goals.

PBIS SCHOOL WIDE EXPECTATIONS

Arrival and Dismissal		
Be Respectful	Be Responsible	Be Prepared/On Time
<ul style="list-style-type: none"> ·Speak in appropriate tone and level ·Always keep your body to self ·Listen and follow all adult directions with a positive attitude 	<ul style="list-style-type: none"> ·Listen and follow all school expectations. ·Enter building through assigned areas ·Report directly to assigned area ·Collect all books/supplies you will need when you enter/exit building ·Arrange transportation prior to day if staying after school ·Remove headphones 	<ul style="list-style-type: none"> ·Report directly to assigned area ·Respect everyone's personal space ·Walk to and from bus/car slowly and safely in a timely manner ·Only remain on campus before/after school under staff supervision

Cafeteria: Breakfast/Lunch		
Be Respectful	Be Responsible	Be Prepared/On Time
<ul style="list-style-type: none"> ·All food is to remain and be eaten in cafeteria ·Keep body to self ·Listen to and follow all adult directions ·Clean up after self ·Move to assigned seat and remain seated until dismissed from area by an adult 	<ul style="list-style-type: none"> ·Report to the cafeteria at your designated time ·Have money ready when making purchases 	
Hallways/Stairs		
Be Respectful	Be Responsible	Be Prepared/On Time
<ul style="list-style-type: none"> ·Listen to and follow all adult directions ·Respect displays and other materials in the halls ·Respect classes that are in session ·Walk on the right side of the hall/stairs ·Use appropriate language 	<ul style="list-style-type: none"> ·Walk and continue moving at all times ·Use quiet voices ·Keep body to self ·Request permission from an adult to move to a different location ·Use a signed planner when in the halls and stairways. 	<ul style="list-style-type: none"> ·Move directly from class to class during bell changes ·Ensure you have all materials for class

Lockers		
Be Respectful	Be Responsible	Be Prepared/On Time
<ul style="list-style-type: none"> ·Use your locker quickly and quietly ·Be respectful of everyone's personal space ·Use assigned locker <u>only</u> 	<ul style="list-style-type: none"> ·Place belongings in locker prior to first class ·Use locker before first class, lunch and dismissal ·Use approved lock 	<ul style="list-style-type: none"> ·Plan ahead for class, make sure you have all materials needed for instruction
Restrooms		
Be Respectful	Be Responsible	Be Prepared/On Time
<ul style="list-style-type: none"> ·Use quiet voices ·Always flush the toilet ·Always wash your hands ·Use water, soap, toilet paper and other materials in a proper manner ·Place all trash in garbage cans 	<ul style="list-style-type: none"> ·Go directly to the restroom and return immediately to assigned area ·Keep restroom clean for next person ·Report any bathroom needs or messes to an adult 	<ul style="list-style-type: none"> ·Always have a signed planner ·Be quiet in hallway as not to disturb others learning ·Refrain from using restroom during first and last 10 minutes of a class bell

Classroom		
Be Respectful	Be Responsible	Be Prepared/On Time
<ul style="list-style-type: none"> ·Do your best ·Be polite to others ·Allow others to learn ·Take responsibility for own behaviors and consequences ·Keep body to self ·Respect school property, as well as the property of others ·Use school supplies for their intended purpose only ·Use appropriate words to solve conflicts 	<ul style="list-style-type: none"> ·Stop and think before you speak or act ·Turn-in all required assignments ·Use planner to organize and complete all assignments ·Speak courteously to others ·Follow classroom expectations/rules ·Complete all assignments to the best of your ability 	<ul style="list-style-type: none"> ·Bring all necessary materials to class ·Be on-time for every class, every day ·Be ready to learn ·Use active listening skills ·Work collaboratively with others ·Make sure all electronic devices are turned-off ·Inform adult of problems or need for assistance
Auditorium		
Be Respectful	Be Responsible	Be Prepared/On Time
<ul style="list-style-type: none"> ·Keep body to self ·Sit in the area designated by your teacher for your class 	<ul style="list-style-type: none"> ·Walk using the path designated for your class 	<ul style="list-style-type: none"> ·Unless otherwise directed by an adult, keep all belongings in locker or classroom

Main Office		
Be Respectful	Be Responsible	Be Prepared/Ready to Learn
<ul style="list-style-type: none"> · Always use quiet voice, good manners, and positive attitude · Wait patiently for your turn · Remain in the main office until given permission to enter other areas 	<ul style="list-style-type: none"> · Politely ask permission to use phone · Make all plans with family/guardians prior to arriving to school 	<ul style="list-style-type: none"> · Always have hall pass from a teacher or staff member stating why you are to be in the office
Emergency Procedures		
Be Respectful	Be Responsible	Be Prepared/Ready to Learn
<ul style="list-style-type: none"> · Walk silently to assigned areas during an emergency · Keep body to self 	<ul style="list-style-type: none"> · Listen to and obey all adult directions · Follow all emergency procedures as practiced 	<ul style="list-style-type: none"> · Remain silent until instructions are given

Events and Performances		
Be Respectful	Be Responsible	Be Prepared/Ready to Learn
<ul style="list-style-type: none"> · Always pay attention to presenters · Applaud appropriately · Participate appropriately 	<ul style="list-style-type: none"> · Enter area of event or performance quietly · Sit or stand in assigned area correctly · Use quiet voices · Use active listening skills · Keep body to self 	<ul style="list-style-type: none"> · Demonstrate appreciation to presenters
Buses		
Be Respectful	Be Responsible	Be Prepared/Ready to Learn
<ul style="list-style-type: none"> · Follow all directions of bus driver · Use appropriate language and soft voices 	<ul style="list-style-type: none"> · Keep bus card secure and do not allow others to use · Keep all personal belongings to self 	<ul style="list-style-type: none"> · Board and exit bus quickly and safely · Choose a seat and be prepared to remain in seat selected until you arrive at stop unless directed by driver to move

PBIS DISCIPLINE MATRIX

<u>OFFICE MANAGED BEHAVIORS/CATEGORY II AND III OFFENSES</u>	
Fighting	Dangerous Weapons
Violent Disorderly Conduct	Stealing
Profanity towards staff	Smoking
Chronic Category I Infractions	Bullying
Intimidation	Sexting
Possession of Stolen Property	Alcohol/Drugs
Depictions of Prohibited Conduct	Sexual Misconduct
Damaging/Destruction of Property	Fireworks
Harassment	Extortion
Gang Activity	Physical Assault
Serious Bodily Injury	Robbery
Counterfeit Currency or Documents	Firearms
Firearm Look-Alikes	Starting a Fire
Sexual Assault	Breaking and Entering
False Fire Alarms/Bomb Reports/Tampering with Fire Alarm	
Gambling	Tobacco/Smoking

**CLASSROOM MANAGED BEHAVIORS/CATEGORY I
OFFENSES**

Dress Code Issues
Language (between students)
Sleeping in Class
Preparedness
Plagiarism/Cheating
Food or Drink
Noncompliance
Touching (minor)
Inappropriate Communication
Refusal to work
Disobedience
Throwing objects
Fraud/False Identification
Electronic Devices
Tardiness
Minor disruption
Disrespectful Attitude
Horseplaying
Disruptive Behavior
Calling Out

CLASSROOM CONSEQUENCES

(After Positive Interventions have been tried)

Below are suggestions for team/classroom consequences. Teams/Teachers should choose an appropriate consequence for the behavior. Documentation of the incident and the consequences should be logged, both positive and corrections, in PowerSchool in the event administrative actions becomes necessary. Pyramid of Intervention Documentation (IAT) to be completed for students with chronic behaviors.

FIRST OFFENSE

VERBAL/NONVERBAL CUE
PROXIMITY CONTROL
TEACHER/STUDENT CONFERENCE
REESTABLISH EXPECTED BEHAVIOR
WARNING (VERBAL OR WRITTEN)

SECOND OFFENSE

SEAT CHANGE
PARENT CONTACT
REFOCUS PAPER
TIME OUT IN THE CLASSROOM
REFOCUS IN BUDDY ROOM

THIRD OFFENSE

PARENT CONTACT
REFOCUS IN BUDDY ROOM
MAKE AMENDS (VERBALLY OR IN WRITING)
RE-TEACH EXPECTED BEHAVIOR
LUNCH DETENTION
AFTER SCHOOL DETENTION

FOURTH OFFENSE

PARENT CONTACT (REQUIRED)
REFERRAL TO STUDENT SERVICES
REFERRAL TO OFFICE

DISTRICT CODE OF CONDUCT

Students must follow the Districtwide Code of Conduct before, during and after school. The Code of Conduct is in effect inside school buildings, on school grounds and at school-related activities. Students also must follow these rules on the yellow buses, vans, or Metro buses, that bring them to school, take them home and transport them to school-related activities. Please refer to the Student Code of Conduct from the Board of Education for definitions of terms.

NOTES:

1. A parent conference involving an administrator, the teacher(s), the team, and/or the student may be required before the student returns to school or classes following a disciplinary action.
2. The actual length of a suspension/expulsion is subject to administrative discretion based upon the severity of the offense and the individual student's pattern of behavior.
3. A student may be recommended for expulsion for chronic, and/or aggravated Category I or Category II offenses.

PARENTAL INVOLVEMENT

We believe that appropriate student behavior is the shared responsibility of home and school. Teachers and administrators will contact parents if their child's behavior becomes disruptive to the educational process or disrespectful to others. Parent conferences will be scheduled if necessary to develop a plan to improve student behavior.

Parents need to monitor PowerSchool to keep up with behaviors, academic and attendance. Contact the main office at 363-8900 for login information or go to <https://powerschool.cps-k12.org>.

ZERO TOLERANCE POLICY

The school and district have adopted a **Zero Tolerance Policy** toward gang activity, **bullying** and school violence (verbal or physical). Students need to be proactive when they witness any kind of bullying. Always alert an adult when you see someone being bullied.

BULLYING, HARASSMENT AND INTIMIDATION

All communication in the school is to be conducted with respect. Students must not use words (written, verbal, electronic), gestures,

photographic images, drawings or any form of communication to intimidate, harass, bully or threaten harm to another person based on gender identity, gender expression, religious beliefs, nationality, race, assigned sex, disability or sexual/romantic orientation. Appropriate discussions of these issues, in the classroom or other school settings, are encouraged.

Bullying, harassment, intimidation or sexting means any repeated written, verbal, graphic or physical act that a student or group of students exhibit toward another particular student or students, including within a dating relationship, or toward school personnel; and the behavior both:

A. Causes mental or physical harm to the other students/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of personal property, and

B. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other students/school personnel.

WESTERN HILLS BULLYING PROCEDURE

Step 1 – Report to Adult – parent or any staff member.

Step 2 – Adult reports to grade level administrator

Step 3 – Report is investigated – Witness statements collected

Step 4 – Based on Investigation:

- A. Mediation – if mediation is successful, reteach student expectations
- B. If not successful, Parent Conference and/or
- C. Referral to School Based Agency – Lighthouse/GRAD Cincinnati

DETENTION

Students may be required to report at lunch or beyond the school day. They may be given to students for minor conduct infractions. Not serving detentions can result in a reschedule or more severe consequences.

REFOCUS

A teacher may assign a student to 'Refocus' for minor infractions. The purpose of the 'Refocus' is to reduce the tension of a situation so that an appropriate consequence may be issued aimed at changing student behavior.

IN SCHOOL SUSPENSION (ISS)

Students who disrupt class or violate school rules may be assigned to the ISS. Students assigned to the ISS for discipline reasons must be in school uniform when serving ISS and have all materials for classes.

REMOVAL

Students who disrupt class or violate school rules may be prohibited from attending school until a parent conference is held. A student can be placed on parent conference removal by his/her grade level administrator. Students cannot attend school until parent conference has been held with the grade level administrator.

FIGHTING

Student fighting will not be tolerated. Any student that is involved in a fight may be referred to A2S. Chronic offenses may result in a recommendation for Expulsion. Students may be required to attend the school sponsored Re-entry Conference upon their return.

EXTRACURRICULAR PARTICIPATION

Students who are suspended/expelled or placed at the A2S or A2E site are not eligible to participate in any extracurricular activities for the duration of the suspension or expulsion.

A2S/A2E ACADEMIC CREDIT

Students assigned to the Alternative to Suspension or Alternative to Expulsion (A2S/A2E) will receive assignments for academic credit that transfers back to their classes. Students must attend A2S/A2E for credit to be granted.



BATTLE SONG

**Fight, fight, fight's our battle song,
We'll fight, fight, and fight, as we go on,
We'll fight, fight, fight with all our main and might
For West High on the hill.
We're here to fight right with our team,
We'll fight, fight for Maroon and Cream
West High, Best High, West High,
For dear old West High on the hill.**

ALMA MATER

**Enthroned high on lofty hills, enshrined in sunset hues
Reigns Western Hills, a queen beloved, the sight our vision thrills.
Oh, lovely thou of stately mien, Fair source of every art
With tongue, with pen, with mind, with heart
We'll honor thee, oh queen**

(CHORUS)

**Fair Western Hills, dear Western Hills, long may thy power be
strong
O'er home, o'er hearts, o'er minds, o'er souls for light,
For truth, 'gainst wrong.
Fair Western Hills, dear Western Hills, I make this pledge to thee
With all my might to strive for light that truth may make men free.
CALENDAR FOR THE SCHOOL YEAR 2018-19**

August 15	First Day of School
September 3	Labor Day - School Closed
September 17	Staff Professional Development Day – School Closed
October 12	End of First Quarter
October 22	Staff Professional Development Day – School Closed
November 6	Election Day – School Closed
November 12	Veterans’ Day Holiday School Closed
November 21	Teacher & Parent Conference Day – School Closed
November 22-23	Thanksgiving Holiday School Closed
December 21	End of Second Quarter
December 24 – Jan 4	Winter Recess – School Closed
January 7	School Reopens
January 14	Staff Professional Development Day – School Closed
January 21	Martin Luther King Jr. Holiday – School Closed
February 4	Teacher Learning Teams – School Closed
February 18	Presidents’ Day Holiday - School Closed
March 15	End of Third Quarter
Mar. 22-29	Spring Recess - School Closed
April 3	School Reopens - Students Report
May 25	End of 4- Quarter Last Day for Students
June 1-28	Senior Summer School

DAILY CLASS SCHEDULE

FIRST LUNCH 11/12 CC, ICAN 9-12 STRIDES 9-12 ED		SECOND LUNCH 9 C 10 N 9/10 S 9-12 MD		THIRD LUNCH 7/8 7/8 MD 7/8/STRIDES	
Device Pickup	7:30– 7:38	Device Pickup	7:30– 7:38	Device Pickup	7:30– 7:38
1	7:42– 8:32 (50)	1	7:42– 8:32 (50)	1	7:42– 8:32 (50)
2	8:36– 9:26 (50)	2	8:36–9:26 (50)	2	8:36– 9:26 (50)
3	9:30– 10:20 (50)	3	9:30– 10:20 (50)	3	9:30– 10:20 (50)
4- Lunch	10:24- 10:54 (30)	4	10:24– 11:14 (50)	4	10:24– 11:14 (50)
5	10:58– 11:48 (50)	5- Lunch	11:18- 11:48 (30)	5	11:18– 12:08 (50)
6	11:52– 12:42 (50)	6	11:52– 12:42 (50)	6 Lunch	12:12- 12:42 (30)
7	12:46– 1:36 (50)	7	12:46– 1:36 (50)	7	12:46– 1:36 (50)
8	1:40– 2:30 (50)	8	1:40–2:30 (50)	8	1:40– 2:30 (50)