

**THE
SEVEN
HILLS
SCHOOL**

2018-2019

Student Handbook



Seven Hills Lotspeich

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The Seven Hills School Mission Statement

Seven Hills engages hearts and minds, challenging students to develop their unique capacities and preparing each for a meaningful role in a rapidly changing world.

Seven Values of The Seven Hills School

These are the values which we at Seven Hills strive to instill in our students:

- ❖ striving for excellence
- ❖ respect for others and appreciation of diversity
- ❖ kindness, caring and compassion
- ❖ honesty and integrity
- ❖ fairness and justice
- ❖ personal responsibility and accountability
- ❖ commitment to community

Nondiscriminatory Policy

The Seven Hills School recruits and admits qualified students of any race, color, national or ethnic origin, religion, gender, disability, or sexual orientation to all rights, privileges, programs and activities of the school. The school will not discriminate on the basis of race, color, national or ethnic origin, religion, gender, disability, or sexual orientation in administration of its educational policies, scholarships, loans, tuition remission, fee waivers, educational programs, athletics, or extracurricular activities. The school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated, desegregation. The school will not discriminate on the basis of race, color, national or ethnic origin, religion, age, gender, disability, or sexual orientation in the hiring of its certified or noncertified personnel. For more information, please call (513) 728-2400.



Lotspeich Program

The Lotspeich School is a division of The Seven Hills School, an independent co-educational day school serving children from pre-kindergarten through Upper School. The Lotspeich program runs through fifth grade. The school's atmosphere is conducive to developing each child to the fullest intellectually, emotionally, creatively, socially and physically. Individual differences are recognized and respected, and the program is flexible enough to meet a range of readiness and ability within a group. The Lotspeich School admits students of above average ability without regard to religion, race or sex.

Lotspeich School encourages children to perform in the upper range of their potential in the basic skills and disciplines. Although the program is centered around academic subjects, we believe that the growth of the whole child — attitudes, habits, values, and enthusiasms are fully as important at this age as any particular academic knowledge or skill.

It is hoped that within the context of this program, children, through exploring and discovering in a nurturing environment, will come to develop an intrinsic motivation towards learning. Within this atmosphere, the school will work with its students in mastering the academic skills of reading, evaluation, organization, problem-solving, critical thinking, and written and oral communication. The school will also strive to foster in each child a sense of self-confidence and the desire to bring each task to fruition. There is a feeling throughout the entire school that learning is rewarding so that continued learning will be attractive. Part of the fun of learning is rising to meet the challenge of a difficult task and then being able to look back at a challenge successfully met.

The learning climate in the school is warm and friendly yet rigorous, stimulating the child to grow to his or her fullest potential. School, in the words of Mrs. Helen Lotspeich, our founder, should be the “great adventure” of a child's day.



Lotspeich History

Lotspeich has played an important role in education in Cincinnati since its beginning in 1916. It was then that Mrs. Helen Lotspeich became concerned about continuing the fine education of her oldest boy who could go no further in a school meant primarily for girls. She felt that the enthusiasm and eagerness of her son would be lost in the public schools of that day, so she began her own. It was held first in her home, then in her backyard, and counted among its students not only her own children but also those of her friends and neighbors who begged her to take them on.

As the school expanded in enrollment and size, additional buildings were erected, and it soon became known as the Clifton Open-Air School. Since Mrs. Lotspeich was an enthusiastic supporter of the belief that the ends of health and mental alertness were best served by plenty of fresh air year-round, the buildings had no heat. Children were bundled in wintertime in Eskimo suits, blankets, and mittens, occasionally easing the chill from numb fingers over the hot air register in the family living quarters.

Mrs. Lotspeich was determined that her school would foster and develop the zest for learning and the natural curiosity of the child. She established a curriculum and patterns of teaching that were flexible and creative in nature, making learning exciting and rewarding. The ideas of competition had no place

in her educational philosophy; rather she encouraged a sense of satisfaction and pride in personal accomplishment as well as a love of learning. To this day, Mrs. Lotspeich's ideas are still the core of the school's program.

The school outgrew the Lotspeich backyard. In 1930, with about 200 students, it was moved to a new building on Red Bank Road on land adjoining Hillsdale School, an upper school for girls which had been started by a group of her students' parents in the early 1920's. At this time, the school became known as The Lotspeich School in her honor.

Mrs. Lotspeich retired in 1947 after thirty-one years of leadership. Theodore C. Wuerfel, who had taught at the school for eleven years, became its second principal. He retired in 1973 after thirty-seven years of dedicated service.

In 1954, Hillsdale School and Lotspeich School were legally joined under a single Board of Trustees responsible for both schools and became known as the Hillsdale-Lotspeich Schools. On July 1, 1974, Hillsdale-Lotspeich Schools and the College Preparatory School joined into The Seven Hills School educational community. The four divisions of The Seven Hills School are Doherty School, Lotspeich School, Seven Hills Middle School, and Seven Hills Upper School.

Eileen R. Driscoll, formerly Head at St. Ann's School, Brooklyn Heights, was appointed fourth principal of Lotspeich in 1978 and served until her retirement in 1992. Elizabeth A. Archibald, former Assistant and Acting Head at St. Francis School in Louisville, was appointed as Lotspeich's fifth principal in 1992 and served until her retirement in 2002. Carolyn A. Fox, former social studies teacher and academic dean at The Seven Hills Middle School, was appointed as Lotspeich's sixth principal.

On July 6, 1987, the Lotspeich main building was struck by lightning and burned to the ground, destroying many classrooms and a much-beloved library. School was held in trailers for 18 months, and in January, 1989, moved into a handsome new building designed by Otto Bauer-Nilson. In April 1989, the Leyman Science Center was opened, an ideal facility for elementary science created out of two classrooms salvaged from the historic original building. The Lotspeich campus is completed by a Fine Arts Building, the Nellie Leaman Taft Early Childhood Center for Pre-Kindergarten/Kindergarten, and the Red Barn for drama. Lotspeich shares facilities for lunch and physical education with the rest of the Hillsdale Campus.



The Seven Hills Fund—Annual Giving

An important part of The Seven Hills School is the Seven Hills Annual Fund. Each year, over 1,500 alumni, parents, grandparents, friends, and 100% of the faculty and staff support Seven Hills through gifts to the Annual Fund that provides the margin of excellence in and out of the classroom.

How are gifts to The Seven Hills Annual Fund used?

- Gifts to The Seven Hills Annual Fund are earmarked for many of the educational materials used by your children every day—ranging from maps to microscopes, art supplies to sports equipment.
- Contributions to The Seven Hills Annual Fund have a direct and positive impact on the experience that your children enjoy every day.

Tuition and fees cover approximately 80% of the true cost of educating a child at Seven Hills.

- Additional funds bridge the gap between income from tuition and our total operating expenses. These crucial additional dollars come primarily in the form of annual contributions to The Seven Hills Annual Fund.

Participation by each family is crucial.

- Foundations and corporations often decide which schools to support based on the level of participation by core groups like parents. The more people who participate, the better our chances of being selected for grants and corporate donations.
- The faculty and staff who nurture your children, the innovative programs, and the excellence you have come to expect from Seven Hills would not be possible without the support of parents just like you.
- Every gift truly makes a difference.

Each family will be contacted in the fall with more information about the Fund. We hope you will consider making a gift at whatever level is most comfortable for you and your family.

The Seven Hills Annual Fund is an imperative part of keeping Seven Hills the special place we call home.

The Seven Hills School, its students and faculty are counting on your support!

Questions? Contact Margo Kirstein, Director of Development, at 513-728-2437 or margo.kirstein@7hills.org.



School Hours

8:30 AM–3:15 PM Pre-Kindergarten Options: 8:30-11:30, 8:30-1:00 (per contract)

8:30 AM–3:15 PM Grades Kindergarten–5

Early arrivals between 7:30 AM and 8:00 AM should report to Early Care locations:

- Pre-K and Kindergarten — Early Care for pre-kindergarten and kindergarten (excluding PK-2**) is available in the Nellie Leaman Taft Early Childhood Center from 7:30 AM to 8:30 AM on mornings when school is in session.
- Grades 1–5* — Early Care for grades 1-5 is available in the Lotspeich building Early Care room from 7:30 AM to 8:00 AM on mornings when school is in session.
- **PK-2 children arrive between 8:00-8:30 AM and go directly to their classroom.

The Lotspeich Office is open from 8:00 AM to 4:00 PM and the telephone number is 728-2360.

The After the Bell telephone number is 728-2380.

**Please refer to the Seven Hills After the Bell programs.*

School Procedures

Transportation

Free shuttle service between the Hillsdale and Doherty campuses is provided before and after school. Families wishing to carpool should contact the school office or consult the school directory for zip code lists. Free yellow bus service is provided by some suburban school districts. Yellow bus schedules are mailed by the local Board of Education Transportation Department or may be picked up at the student's district school.

Arrival and Dismissal

Arrival

Students should arrive at school with ample time to deposit lunches, coats, boots, greet friends, and be in their classrooms before work begins at 8:30 AM. Certain regulations governing arrival and dismissal are necessary to insure the safety of our children and to provide continuous supervision from the time the children arrive until they leave for home.

When driving in the vicinity of the school, please turn off cell phones and do not drive any faster than 10 miles per hour.

- PreK2-Kindergarten — Nellie Leaman Taft Early Childhood Center
- Grades 1-5 — Due to the current construction of The Schiff Center for the Arts, drop off and pick up instructions will be shared with the Lotspeich community via email as construction demands change throughout the academic year.
- Morning Shuttle from Doherty to Hillsdale campus:
 - Leaves Doherty @ 7:45 AM; Arrives Hillsdale campus @ 8:00 AM

– Leaves Hillsdale @ 8:00 AM; Arrives Doherty campus @ 8:20 AM

Dismissal

All children dismiss from the following locations:

- PK-2-Kindergarten — The Nellie Leaman Taft Early Childhood Center
- Grades 1-5 — Due to the current construction of The Schiff Center for the Arts, drop off and pick up instructions will be shared with the Lotspeich community via email as construction demands change throughout the academic year.

*** If a child requires an early dismissal, please email and/or send a note to the office in the morning. Your child will be waiting in the office where you can sign him/her out. (Waiting outside of the classroom is distracting to students and teachers.)**

Dismissal Times

- **3:15 PM and later:** When grades 1–5 arrive at the Red Barn, the curb teacher indicates one of three pickup points to proceed to for pickup. The family name needs to be displayed on the windshield.
- The Afternoon Shuttle to Doherty from Hillsdale campus:
 - Leaves Hillsdale @ 3:21 PM; Arrives Doherty campus @ 3:35 PM
 - Leaves Doherty @ 3:40 PM; Arrives Hillsdale campus @ 3:55 PM
- **Parking Options:** If parking in a lot to meet a child in the Red Barn, please cross at the designated crosswalk. **No Double Parking, Please.**
- **Guideline:** Please choose an alternate time to speak with teachers and other parents in order to ensure a safe and efficient departure.
- **Change of Plans:** To change pick-up plans on a given day, it is essential that arrangements are made and communicated to the office by 2:30 PM.

Patience and cooperation from all of us are necessary as three divisions converge at a common place and time. Awareness of crosswalks and pedestrians, in general, is important. **Extreme caution at drop-off and pickup is an absolute necessity.**

Absences

Please call the school office **before 9:00 AM** so that the teachers are notified and will have ample time to prepare the assignments when a child is ill. Books and assignments may be picked up at the office after school between 3:15 PM and 4:00 PM.

Extended or frequent absences adversely affect you child's education academically, as well as socially and emotionally. Simply completing the written work is but a portion of the educational experience for children. Our curriculum is designed to encourage collaborative and experiential learning. Rote learning, skill practice, and homework, serve only as a supplement to developing minds in this learning journey **so families are strongly encouraged to plan extended trips, appointments or other activities when school is not in session.**

Should an exception arise for your family, ***the Head of Lotspeich must be notified and consulted at least a week prior to the departure*** and we will assist in making arrangements for you.

Snow Day/Emergency Procedures

Seven Hills will be identified as “***The Seven Hills School***” on TV and radio stations. Announcements should be on the air by 6:45 AM. Public yellow buses may cancel their runs on days when Lotspeich is in session. If buses do not run in the morning they will not run in the afternoon. Always check with your local school district’s transportation service. It is the parent’s responsibility to get children to and from school. The inter-campus shuttle will run on an hour delay in the morning and its regularly scheduled time in the afternoon.

SchoolReach, Seven Hills’ telephone broadcast service, will be used to send out urgent messages, such as school delays, school cancellations, and early pickup due to inclement weather. Only the Head of School and Director of Operations have the authority to initiate a broadcast call.

Once school is in session, it is the school’s practice to continue to hold classes for the school day. Specifically, Seven Hills rarely closes early for weather emergencies (predicted snow, tornado watch, etc.). In all cases, students picked up early from school must be signed out by the parent or by someone the parent has designated on the student’s medical emergency form or “Early Bus” pick-up list/alternative dismissal form.

Lunch

Lunch is taken in Founders Hall for grades 1–5. Lunches may be purchased from the cafeteria or lunch may be brought from home. The lunch menu is published monthly on the website. The kitchen will hold student lunch tickets, and a bill for lunch charges will be mailed monthly. Parents may choose to prepay on the lunch card and lunches can be charged against this amount. If a student chooses to pack his/her lunch, milk or juice may be purchased daily. Early childhood lunches are served in the classrooms, and the cost is covered in the fee for pre-kindergarten.

School Supplies

In the spring, as a convenience to our families, the P.A. provides an order form for pre-ordered required school supplies for grades 1–5, at a comparable cost to retail stores, if desired. A list will be included with the June and mid-August mailing, as well, for families who prefer to do their own shopping. Having children provide some of their own basic supplies enhances their respect and care for these materials. Children will be advised by their teachers if any special materials are needed.

The Seven Hills School Spirit Shop

The Spirit Shop carries all your school supply needs as well as a wide selection of school logo apparel and accessories. The merchandise offers excellent value along with attractive styling and durable quality. The Spirit Shop is located off of the Kalnow Gym foyer and is open Monday–Friday from 12:30 PM to 1:30 PM. Orders can be called in (728-2424) or e-mailed (spirit.shop@7hills.org) and delivered to your child’s classroom. Operated by volunteers, all profits benefit the school. Call the Spirit Shop Manager, Michelle Setzer (513-543-8073), or Lotspeich liaison (found in your Seven Hills Directory) with questions.

Library Policies

The Lotspeich Library has a collection of over 10,000 books and materials that support the curriculum and reading interest of our students. Students may borrow materials for a two-week period and, if needed, can renew or reserve books. The Lotspeich Library catalog and a variety of on-line resources, learning links, and eBooks can be accessed by all students not only from the library, the classrooms, and the computer lab, but also from home using our Schoology. Author/Illustrator visits and book fair are special events held every year in the library.

Author/Illustrator Visits and Book Fair are special events the children look forward to every year.

Dress Code and Demeanor

All clothing and athletic equipment (caps, sweaters, mittens, coats, boots, balls, gloves, etc.) should be clearly marked with the child's name. The school cannot be responsible for keeping track of clothing or equipment. Unclaimed lost-and-found items are donated to the Resale Shop several times a year.

The administration simply asks parents to see that their children come to school each day appropriately dressed for serious work and vigorous play as well as for seasonal weather. The school does reserve the right to intercede if appearance or dress interferes in any way with the school's educational program. Every child should have gym shoes available at school for daily physical education. Some shoe styles are unsafe for our active learning environment, particularly sandals and flip flop types of shoes. To participate in snow play, one must have a hat, boots, gloves, and snow pants (or back-up change of clothing, including socks).

Toys and other like objects shall remain at home, so that these treasured items do not get lost or broken. An exception may be a special object brought for a structured "show and tell" time. Please send along an explanatory note, if necessary, so that the faculty can help your child show and tell. Treasures of an educational value, such as books or items found in nature are always welcome. Guns, knives, and other aggression producing toys are not allowed in the school.

Homework Policy

Lotspeich students spend more than six hours a day in a world of intensive learning in the traditional academic subjects, the arts, and physical activity. This learning takes place in an environment which respects and considers the unique qualities of each child and which recognizes that the child will thrive best in an atmosphere in which love, trust, and understanding support appropriate challenges.

Formal learning activity carried on after school hours falls under the heading of "homework." In a broader sense, however, homework may mean any reflection, inquiry, or practical use of knowledge or ideas learned during the school day. One desirable result is a sharing of those out-of-school experiences so that other students may also benefit. When students engage in this kind of self-motivated homework, the school's special kind of educational program is most successful.

In a narrower sense, homework refers to assignments given to students for specific purposes. The curriculum is designed with particular programs in mind for each grade level, with enough scope and variation to provide for individual learning patterns and abilities. Different kinds of assignments may be given for different purposes — some to the entire class, others to certain students when special additional work may be of benefit.

Reading and being read to outside of school hours are encouraged in all grades. The anticipated outcome of the reading program for all children is not only well-developed reading skills but also a real love of books and learning.

Children in grades two and three may expect up to 30 minutes of home study four times a week. Typically this would include some math, spelling words, and reading. Parents can help by listening to oral reading or spelling but should not get actively involved in the homework.

Beginning in the fourth grade, students are given both short and long range assignments for the purpose of developing good study habits and responsibility for learning. They are also expected to read at home daily for a specified number of minutes. A cumulative record is kept of this independent reading. By the time students are fifth-graders they are given a minimum of one hour of homework daily as preparation for the expectations of the middle and upper school years.

Parents can be of special help to their children by providing them with a regular block of time and a quiet place to study without interruption. Some children need more parental guidance than others in planning work periods, organizing their time, and establishing good study habits at home. It is vital that parents help their children to understand the importance of coming to school prepared for the next day's work. However, parents should not help so much that they are, in effect, taking over the child's responsibility.

Periodic review by both parents and teacher of a child's progress helps in determining the best means for the child to derive the greatest possible benefit from the school program. Parents concerned that the child is doing either too much or too little homework should confer with the teacher.

Parent/School Communication

The school reports formally to parents three times a year and additionally as often as necessary. Teachers meet with parents in November and February to discuss their child's progress. If parents cannot attend the scheduled conference time, the child's report will be sent in the mail. Please be alert to the Lotspeich weekly email notices regarding conference time sign-ups. A final written report card is mailed to parents in mid-June. Teachers will call any additional conferences that may be necessary as the year progresses. Parents should feel free to call the school office at any time and arrange for a conference with their child's homeroom teacher or specials teachers.

Communication between the home and school is vital. All school announcements and events are updated daily on the school's website. Visit the site's Lotspeich Corner for activities, downloads, and information pertaining to your child's grade and subjects. Parents will also receive The Buzz as well as a divisional weekly email of upcoming events and reminders. In the event of continued concern, the division head is always available for consultation.

All communication initiated by room parents, scout leaders, etc. must be submitted to the office for review before distribution.

Teacher/Class Requests

When considering the placement of Seven Hills students into various classes, the faculty and administration evaluate very carefully what is in the best interest of each individual learner balanced with the creation of an optimal class dynamic. Although we encourage ongoing communication with

parents regarding every child's particular learning style and academic needs, we are simply unable to honor individual requests for particular teachers and particular classes. Honoring some requests and not others would undermine the sense of equity within our community, as well as the appropriate responsibility of such placements being in the hands of divisional teachers and administrators. All four Seven Hills divisions operate in this manner, and School's Council has reaffirmed this policy. If there are ever any questions or concerns regarding this matter, please speak with your respective division head.

Policy Regarding Separated and/or Divorced Parents

In situations where a child's parents are divorced or separated, it is school policy to include both parents in the school directory and to provide equal access to all student mailings and activities to both parents unless the school has a written court order to do otherwise. The school will not take either parent's side or become involved in visitation, custody or similar matters involving the student. The school strives to work with a student's parents in the best interest of each child; however, if, in the opinion of the school, a situation between or among the parents and the school adversely affects the school's ability to carry out the enrollment contract or to conduct school affairs, the parents will be required to withdraw the student immediately from the school.

Behavioral Expectations/Code of Conduct

Our basic rule is respect: for persons, for feelings, for possessions, for work, for the school environment. Any violation of this respect is cause for reminder or reprimand. All members of the school community are responsible for one another; each staff member feels and exercises responsibility for all students, not just those in a given class. Specific rules for each classroom are developed by teachers and students together at the beginning of the school year, and disciplinary measures are clearly explained and reviewed at that time.

As a school that seeks to be a community in which every individual is treated with respect, Seven Hills prohibits bullying and responds seriously to instances of it. Bullying involves systematically, chronically, or severely inflicting psychological distress or physical pain on one or more students. It may include verbal, written, electronic, or physical acts, and may occur on or off campus and during or outside of school hours. Bullying is often characterized by an imbalance of power and by the aggressor targeting one or more students on the basis of an actual or perceived characteristic. Bullying goes beyond peer-to-peer conflict, disagreement, or dislike. Rather, it is behavior that is severe enough to create an intimidating or threatening environment for a student or to have a substantively negative impact on his or her emotional or mental wellbeing.

Students or parents who believe that there has been an instance of bullying in the school should contact their division head to report it. The appropriate administrators will investigate any such reports, and will respond to bullying by following their division's disciplinary procedures and by applying disciplinary consequences. Because bullying violates the values of the school, consequences can be quite serious and may include suspension or expulsion. In some instances, these consequences may also include a counseling or mediation component. The school's response is meant both to respond to a specific situation as well as to deter future instances of bullying.

If it is determined by the Head of Lotspeich and faculty that continuation in the school is not in the best interest of the individual child and/or the school, a separation may be required. Every student is responsible for observing the general guidelines and regulations of the school. Regular or unusual disobedience may result in suspension of one day to one week. Teachers will inform parents about disciplinary concerns in a timely fashion so that suspension will not come as a surprise should it be required. Flagrant and continuous violations of the rules constitute grounds for dismissal by the Head of Lotspeich and the Head of The Seven Hills School.

Threats are taken seriously by The Seven Hills School. At the lower school level they are hurtful and often frightening. The school will consider them as such and act accordingly. At the middle and upper school level, when the determination that a serious threat has been made and the individual who made it identified, the student and the student's possessions will be removed from the class and his or her parents notified. Based on the school's assessment, the student may be required to have an evaluation by educational, medical, and/or law enforcement professionals. Suspension or expulsion may result.

Parents must keep current with all financial obligations unless special arrangements have been concluded in writing with the Business Office. Failure to do so can require suspension or dismissal of the student.

Cell Phones

Cell phone use by elementary-aged children is not allowed during the school day or during the After the Bell care time. If parents need to be contacted, the office staff, nurse, teachers, and counselor are available to assist the children. If a cell phone is used without permission during the school day, the phone will be brought to the office. At the end of the day, the phone will be returned to the student. If the daytime use by a student persists, parents will be contacted by the Head of Lotspeich.

Gifts/Solicitations

Gifts given to teachers that reflect individual student sentiment are appreciated and treasured. However, as stated by the Parent Council of The Seven Hills School, addressing the practice of soliciting/collecting money:

"Collections for a large teacher gift are not encouraged. Large gifts that far exceed what other families might give are inappropriate and discouraged."

When planning classroom or grade level celebrations, please consult the teacher first or division head. The teachers know the children well and are eager to assist in planning a celebration appropriate for the age level.

Fire and Tornado Drills/Lockdown Drills

The school practices regular drills for emergency procedures. Return to class occurs when the warning has been lifted. Parents who come to school during a warning must leave the driveway clear, enter the building, and wait until children return to the classrooms. No child may be taken from school during a warning without written notification and written acknowledgment from the office.

The above procedures apply to warnings sounded in afternoon Encore Club except that the supervising teacher is authorized to dismiss a child to parent care.

TSHS has emergency procedures in place, reviews the plans yearly with the faculty, and provides the appropriate information and training. For reasons of security, the plans are not published.

Pets on Campus

Pets may only be brought into school for a pre-planned “show and tell” visit. All pets must be supervised by an adult. **No dogs are allowed on campus.** For safety and health reasons, parents, faculty and students should not bring dogs to Seven Hills events.



Health

Emergency Medical Authorization

The Emergency Medical Authorization must be signed annually by a parent and be on file in the nurse's office by the first day of school. It does not require a physician's signature. This form gives the school staff the parent(s) work number(s) as well as emergency contacts in the event of an injury or illness. If the student is receiving routine medications it is important that they be noted on this form. In the event of an emergency, it will accompany the student to the hospital for treatment. In emergency situations, if the parents cannot be reached, the school nurse or other school personnel will call the student's physician and/or have the student transported to an emergency room if necessary.

Physicals

Each student must have a ***medical record*** on file in the nurse's office by the first day of school. All new students must have their immunization record on file within two weeks after the start of school and their medical record completed by a physician within 90 days prior to the first day of school and up to two weeks after the first day of school unless the student is symptomatic. If the student is new to Hamilton County from outside the continental U.S., documentation of tuberculosis (TB) skin test is required within 90 days of the first day of school. This medical record must be annually updated by a physician for students in preschool. Every student must have a current list of immunizations, meeting state requirements, on file in the nurse's office.

Illness

In the interest of other students and staff, parents should keep students home if they have any of the following: fever, vomiting, diarrhea, a rash of undetermined origin, or symptoms of a cold such as frequent coughing or nasal drainage that the student is unable to take care of him/herself. ***A student should be free from fever, vomiting and/or diarrhea, without the assistance of medication, for 24 hours before returning to school.*** Notify the school immediately if your child develops a communicable disease. If any restriction of activity is necessary upon returning to school after an illness, please send a note to the school office with the specific details. A student will be excused from physical activities upon receipt of a written note from home. Permanent or long term gym and/or recess excuses will require a physician's statement along with any pertinent information for monitoring the student's activities.

Insect and Food Allergy Guidelines

The Seven Hills School recognizes the potential severity of allergies, whether they are to food, insects or latex. The school wants to partner with families to provide for the safety of the allergic student, to ensure that there is a plan in place to try to avoid allergen exposure as much as possible and to provide direction for treatment in the event of accidental exposure.

Of course, the policies described in these guidelines will not completely eliminate the risk of an exposure; therefore, students should be taught to advocate for themselves and use preventative measures to avoid allergens. It is in the student's best interest to educate your student about his or her allergy.

Because younger students are still learning about how to manage the risks associated with their allergies, the Lower School policies have been designed to reduce, as much as possible, the risk of accidental exposure to allergens. This will involve a partnership among parents, teachers and staff, and the school nurse, whose specific responsibilities are spelled out below.

Since older students are better able to manage their allergies, policies regarding food are less stringent than in Lower School. At Middle and Upper School, the school nurse will provide guidance for these students and their families, and students will be allowed to carry their own Epinephrine auto-injector, with the doctor's permission, in conjunction with an additional Epinephrine auto-injector in the Nurse's Office.

The following guidelines have been developed for this purpose.

Parent/Guardian Responsibilities:

Communication

1. The parent of a new student will initiate a meeting with the school nurse and the homeroom teacher (if applicable) prior to the first day of school, or as soon as possible after a new diagnosis of allergy once school has begun. The purpose of this meeting is to discuss the student's history, needs, and care during the school day. For returning students, this meeting is optional.
2. The parent will supply the following medical forms and medications (Benadryl is already stocked in the Nurse's Office) prior to the first day of school or as soon as a student is determined to have a life-threatening allergy:
 - Emergency Care Plan form
 - Consent to Administer Medication at School form (one medication per form)
 - Two Epinephrine auto-injectors for use during the school day. Auto-injectors will not be transported between the Lower School campuses.
3. If your student has had an allergic reaction requiring the administration of Benadryl and/or Epinephrine, he or she will either be sent to the hospital via a 911 call or, if parent/EMS agree, home with a parent/guardian for the remainder of the school day.
4. Parents will educate their child in the self-management of his or her food allergy including:
 - Safe and unsafe foods
 - Strategies for avoiding exposure to unsafe foods
 - Symptoms of allergic reactions
 - How and when to tell an adult/friend that they may be having an allergy-related problem
 - How to read food labels (age appropriate)

Food/Parties

1. Most families of students with food allergies prefer to pack their child's lunches. Lunch is available for purchase; however, it will be the parent's responsibility to discuss their student's food allergy with the cafeteria staff and check those ingredients before purchase. Parents of an allergic student are responsible for informing the school staff of all precautions to be taken at lunchtime. The parent will

inform the teacher if they desire for their student to sit at the allergen free table at lunch. Parents may also be asked to call and check food that may be consumed at a field trip destination (i.e. a restaurant).

- a. Snacks—Parents in **grades PreK-5** will be encouraged to send only healthy snacks (i.e. fruits/veggies/cheese) for morning snack. Parents of all students are asked to make a special effort to send only **nut free snacks** (i.e. no foods containing peanuts or tree nuts). During snack time, a student with food containing a known allergen for another student (e.g. some students may be allergic to certain fruits or veggies) may be asked to move away from the allergic student until he/she has finished their snack. **When in doubt, do without!**
 - b. Ingredients of school-provided daily snacks must be checked by the parent for safety and marked as such for use in the classroom and After the Bell. The parent will supply safe snacks for unexpected times. Safe snacks may be kept frozen for unexpected events. Parents are to label the snacks with the student's name and homeroom. Food items brought into the classroom are not to be given to an allergic student unless approved by the student's parent.
2. **Birthday celebrations** in grades PreK-5 should not involve food.
 3. **Classroom holiday parties in grades PreK-5**—The parent volunteer who coordinates the event will inform the teacher of any food/drink brought into the classroom one week prior to any holiday party. We request all parents NOT to bring any foods that include peanuts or tree nuts.

After School Activities:

1. Epinephrine auto-injectors given to the school for student's use during the school day **will not** leave the school building except for all day and overnight field trips. They will not travel to athletic activities which occur outside of the normal school day. Accordingly, it is the parent's responsibility to be sure the coach is aware of the child's allergy and has access to an Epinephrine auto-injector, if necessary, and is trained to use it. The parent will supply safe snacks at practices and games. We request all parents NOT to bring snacks that include peanuts or tree nuts.
2. If your student uses the shuttle between campuses for After the Bell care or athletic practices, parents will need to supply an extra Epinephrine auto-injector for use on the shuttle or the other campus. No food is to be eaten on the shuttle by any student, unless medically indicated.
3. The parent will supply Epinephrine auto-injectors for use at Holiday Care/After the Bell if the session is not on their home campus.

Responsibilities for Students with Allergies:

1. The student will not trade food with others, or eat anything with unknown ingredients or with known allergens in it.

2. The student will know the signs and symptoms of their allergic reactions, if age appropriate.
3. The student may carry emergency medication responsibly, if age appropriate and physician has approved by checking appropriate box for self-carry on the “Consent to Administer Medication at School.”
4. The student will be able to demonstrate proper self-administration of Epinephrine auto-injector, inhaler or other prescribed emergency medication to the school nurse (when age appropriate).
5. The student will notify a teacher/staff/friend immediately if allergic reaction occurs.
6. The student will go to the nurse/office immediately, accompanied by staff/student, if able.
7. If student is traveling between campuses on school shuttle, no food will be consumed on shuttle unless medically indicated.

School Responsibilities:

Administration

1. Each school cafeteria will have an “allergen free” table. This table will be cleaned with a sanitizing solution/Clorox wipes after each lunch. Students with allergies will decide with their parent as to whether or not they will sit at this table prior to the start of each year.
2. Cafeteria staff will be made aware of which students have food allergies and will receive a copy of their Emergency Action Plans. They will be trained by the school nurse in signs and symptoms of anaphylaxis and how to follow the Emergency Action Plan, including administration of the Epinephrine auto injector and calling 911.
3. Food consumption on buses for long distance/overnight field trips will not include food that contains the known allergen for the allergic student who may be on that trip.
4. The athletic department will give all coaches a copy of each athlete’s Emergency Medical Authorization, which indicates allergies. The athletic department will highlight the food/insect allergic students to the coaches. Coaches in 7th-12th grades will receive Epinephrine auto injector training when certified in CPR/AED/FA and can be trained yearly as made available to the school nurse via the athletic department.

School Nurse

1. The school nurse will include the allergic student’s name on a confidential list given only to teachers as well as give a copy of the student’s Emergency Action Plan to those teachers who will be involved in the teaching for that student’s grade level. Copies of the completed “Emergency Care Plan - Allergy” are to be given to administrators and staff members, each teacher in the student’s Unit or grade as

well as all specials or MAPELL teachers. Copies are also kept in the Nurse's Office medication binder and in each student's emergency box, After the Bell binder, & the cafeteria, as well as each student's health file.

2. The school nurse will provide bi-annual (or more often as necessary) training for faculty/staff with regards to allergy signs/symptoms, Epinephrine/Benadryl administration, and inhaler administration. Teachers/staff will be required to complete an online training module available through F.A.R.E at <http://www.allergyready.com> prior to the beginning of the school year or a comparable training recommended by the school nurse.
3. The school nurse will place all emergency medications in pre-determined locations in each division and/or as agreed upon with the student's parents and note these locations on the Emergency Action Plan.
4. Parent supplied emergency medication will be sent by school nurse on all field trips, including overnight trips.
5. The school nurse will notify parents of upcoming expiration dates on emergency medications.
6. A child who has had an allergic reaction requiring the administration of Benadryl and/or Epinephrine will either be sent to the hospital or, if parent/EMS agree, home with a parent/guardian for the remainder of the school day.

Teachers/Advisors Training and Communication

1. All teachers/staff will be required to complete an online training module available through F.A.R.E at <http://www.allergyready.com> prior to the beginning of the school year or a comparable training recommended by the school nurse.
2. **Lower School teachers** will review the Emergency Action Plan for each of their students who has one and keep a copy of each in the sub folder. The teacher needs to inform the substitute teacher of the allergic students in the class. **Middle/Upper School teachers** will review Emergency Action Plans on Middle and Upper students in the appropriate Nurse's Office.
3. **Lower school homeroom teachers** will send a note home at the beginning of the school year to notify other parents of the food allergy in the classroom.
4. In the absence of the school nurse, teachers will follow the Emergency Action Plan in the event of a suspected or known accidental exposure to the student's allergen. In accordance with the school guidelines, a child who has had an allergic reaction requiring the administration of Benadryl and/or Epinephrine will either be sent to the hospital or, if parent/EMS agree, home with a parent/guardian for the remainder of the school day.

Field Trips

1. The teacher will notify the school nurse of all field trips via email at least a week before the trip.

2. The teacher will notify parents of potential risks on field trips, such as where food may be consumed, so that parents can call the restaurant to check ingredients.

Food

1. Safe snacks for allergy students will be kept frozen for unexpected events. Food items brought into Lower School classrooms should not be given to an allergic student unless approved by the student's parent. **When in doubt, do without!**
2. Teachers will NOT read labels. Teachers may email or text parents a picture of the ingredient label to get approval by the parent.
3. **Instructional food** use must be pre-approved via email by the parents of food allergy students and the school nurse. These foods are not permitted to contain peanuts, tree nuts or any known allergen for the food allergic student involved in the class.
4. Snacks:
 - a. Students in **grades PreK through K and all After the Bell students** will be provided with a snack that will be parent pre-approved for the food allergic student. Any snack provided must be peanut and tree nut free.
 - b. Parents in **grades PreK-5** will be encouraged to send only healthy snacks (i.e. fruits/veggies/cheese) for morning snack. Parents of all students are asked to make a special effort to send only **nut free snacks** (i.e. no foods containing peanuts or tree nuts). During snack time, a student with food containing a known allergen for another student (e.g. some students may be allergic to certain fruits or veggies) may be asked to move away from the allergic student until he/she has finished their snack. **When in doubt, do without!**
 - c. Students in **grades 6-12** will be permitted to have snacks. Snacks may need to be restricted in some areas to ensure the safety of the students with allergens.
5. **In grades PreK-5**, lunch duty teachers will monitor the allergen free table to be sure that there are no students sitting there with known allergens in their lunches and pass out hand wipes to students who have eaten a possible allergic food.

Parties

1. **Birthday celebrations** are not to involve food. Teachers may provide a special non-food item to recognize the student's birthday.
2. **Classroom holiday parties in grades PreK-5**—The parent will inform the teacher of any food/drink brought into the classroom one week prior to any holiday party. Food items brought into the classroom are not to be given to an allergic student unless approved by the student's parent. We request all parents NOT to bring any foods that include peanuts or tree nuts. **When in doubt, do without!**
3. **School sponsored activities**—Seven Hills requests that all foods brought to these activities to be peanut or tree nut free. This includes but not limited to bake sales, team lunches, advisor parties, athletic sport events, and P.A. functions.

Head Lice (Pediculosis) Protocol

Head lice can be a frequent occurrence, particularly in elementary school aged children. It is defined as a parasitic infestation of the hair on the head. Pediculosis is characterized by itching of the scalp caused by the saliva of live lice that feed off of the host and then produce ova (nits), which are found attached to the hair shafts. Pediculosis is transmitted by direct head-to-head contact with infested persons.

Transmission rarely occurs in the school environment. Evidence shows that the likelihood of transmission in schools is only 1%, far less than the common cold. Infestations are more commonly discovered at school following breaks when children are more likely to have sleepovers, go to camp or visit relatives. A child may be sent home early at the discretion of the nurse based on the severity of the infestation and/or the age of the child.

General Procedures

1. Any student who is suspected of having head lice, should be checked by the nurse.
2. When the condition is identified, the parent/guardian is notified and the student must be treated that day before returning to school the next day.
3. Encourage parents to consult with their family physician regarding treatment. As a variety of over the counter shampoos/conditioners are available for the treatment of head lice, they should follow the recommendations of their physician or a pharmacist.
4. Treatment procedures are fully explained on the product labels, and these directions **must** be carefully followed. Pregnant women should follow the instructions of their physician.
5. Provide parents with current written information on how to eliminate lice at home, including screening all family members for lice, treating only those found to have live lice and how to clean the home environment. Stress to parent that removing the lice/nits out of the hair is the most important step in this entire process.
6. The school nurse should speak with the parents/guardians of the student with head lice regarding names of close contacts in school (sleepover friends) so that their heads may also be checked. The parent is asked to inform the parents of close contacts as well.
7. All attempts will be made to maintain confidentiality at school.
8. The nurse can be available to show any parent how to check their child's head and what lice and nits look like.

Checking Other Students

Classroom transmission is exceedingly rare, however checking family members and close playmates is appropriate. Checking the younger ages (individual preschool and kindergarten classes) is also appropriate, due to the closeness of their play.

Notify the nurse on the other campus if siblings or close contacts are in attendance there, so that the identified students may be examined.

1. Check all school-age siblings.
2. Identify and check the students who are likely contacts of the affected student, such as close sleepover friends.
3. If additional cases are found, check their close contacts as well.

Send a letter home to parents of the entire class/unit where lice have been found to notify

them. Ask parents to check their children at home tonight and then once a week for several weeks and to notify the nurse if they find evidence of lice.

Follow-up Procedures / Return to School

1. Rescreen upon return to school following treatment for lice.
2. Recurring or nonresponsive cases may need to be referred to their primary care provider for further management.
3. Parent must manually remove nits from student's hair. This is time consuming but very important to avoid re-infestation. Using a small metal lice comb is very helpful in removing nits. A student may be sent home early at the discretion of the nurse.

Resources

Centers for Disease Control and Prevention (2010). **Head Lice Information for Schools.**

Retrieved from <http://www.cdc.gov/parasites/lice/head/schools.html>

Frankowski, B.L., & Bocchini, J.A.. (2010) Clinical Report – Head Lice. **Pediatrics.** 126(2) 392-403. Retrieved from

<http://pediatrics.aappublications.org/content/126/2/392.full?sid=474bb968-bdf1-47c9-9883-92d1398d4bc5>

National Association of School Nurses (2011) Position Statement - **Pediculosis**

Management

in the School Setting. Retrieved from <http://www.nasn.org/PolicyAdvocacy/PositionPapersandReports/NASNPositionStatementsFullView/tabid/462/ArticleId/40/Pediculosis-Management-in-the-School-Setting-Revised-2011>

Pontius, D. J. (2014, September/October). Demystifying Pediculosis: School Nurses Taking the Lead. *Pediatric Nursing*, 40(5), 226-235. Retrieved from

<https://www.pediatricnursing.net/ce/2016/article4005226235.pdf>

Guidelines for Administering Medications in School

A school nurse may administer medication during school hours to pupils in the school according to the following guidelines. In accordance with OAC 4723-13-02, medication may also be self-administered by the student with the assistance of medically unlicensed school personnel in the absence of the school nurse. **Medication may not be kept and taken by individual students except as outlined below in #7.**

1. The medication must be prescribed by a licensed prescriber.
 - a. A written order for the prescribed medication, dosage, duration of dosage, and a statement explaining the administration of the dosage and the possible side effects, signed by the licensed prescriber, must be on file in the nurse's office before the medication can be given. A new form must be completed if a medication dosage is adjusted. In an emergency, orders may be faxed from the licensed prescriber.
 - b. The school nurse, if available, will administer pills, capsules, or liquid medication. An unlicensed staff person may assist the child in self-administering pills, capsules, or liquid medication and may assist a child with his/her inhaler. Neither the nurse nor the staff will administer any medications requiring injections or the use of syringes or similar instruments with the exception of an EpiPen in

the treatment of an allergic reaction. Care guidelines for diabetic students will be determined on an individual basis.

- c. **Over-the counter drugs** may be given by the nurse provided they are prescribed in writing by a licensed prescriber and all above qualifications have been met. If the nurse is not available, an unlicensed staff person may assist the child in self-administering over-the counter drugs provided they are prescribed in writing by a licensed prescriber and all above qualifications have been met.
2. A statement signed by the parent or guardian giving permission to the school nurse to administer prescribed medication and permitting the student to self-administer the medication in the absence of the school nurse with the assistance of medically unlicensed school personnel **must be on file** in the nurse's office before medicine is given. Medication **will not** be given without this statement and the licensed prescriber's order on file.
3. The parents' statement must also include a clause providing that the parents agree not to file or make any claim against anyone for negligence in connection with the administration or non-administration of any medicine and further agree to save such individuals and hold them harmless from any liability incurred as a result of the administration or non-administration of any medicine. Forms for this information are available in the nurse's office.
4. In all cases, the parents must assume responsibility for the safe delivery of the medication to the school. All prescribed medication must be in the original containers clearly marked by the pharmacist with the student's name, the dosage directions, physician's name, and the prescription number. The pharmacy will provide a second container for use at school if asked.
5. Except as stated in #7, all medications must be delivered to the school nurse, who will keep them in a locked place.
6. The school nurse is not responsible for any medications taken/given on overnight field trips or for medications required during Extended Day or Holiday Care. These medications must be supplied separately by the parent(s) to the Extended Day or Holiday Care programs or to the sponsors of the trips.
7. In order for a student to carry and use his inhaler, insulin, or EpiPen on his own, he/she must have a statement from the licensed prescriber and parent indicating that assistance is not required.



Special Subjects And Programs

The Arts

Lotspeich has special teachers and special facilities for instruction in music, drama, and the visual arts. Many musical and dramatic performances by the students are enjoyed throughout the year at school assemblies and in the Red Barn. These vary from piano, violin and class recorder recitals to more developed musicals, puppet shows and dramatic plays. In addition, students are often the audience for wonderful performances by Schoolhouse Symphony and other artists that come to the school. The halls of Lotspeich are a museum of artwork and represent every child in the school. These displays change continuously throughout the year. **Art by students can be seen through www.Artsonia.com, an online student art gallery.**

World Language

The study of world language begins with Spanish in pre-kindergarten and proceeds developmentally through grade five. The goal of the Spanish program is to acquaint the children with a world language, broaden their cultural awareness, and foster an appreciation for world language study. A foundation in the language is built primarily upon providing comprehensible input in all classroom activities. Within that setting, the skills of listening, speaking, reading, and writing are all practiced. Instruction is about 95% in Spanish. In the classroom, the children are actively involved in guided storytelling, acting, songs, games, kinesthetic movements, and conversation. The use of props, visuals and student actors help engage the students and support their learning. Repetition of specific words and phrases helps the students acquire the Spanish language at their own pace. The content of the curriculum is driven by high frequency and elementary appropriate words and phrases in Spanish and is backwards planned from classroom readings, mini-stories and novels. This includes a variety of verbs in various tenses, nouns, prepositions, and idiomatic phrases.

Science

Science is taught as a special subject in the functional and well-equipped Leyman Science Center, which is an outstanding facility for elementary science education. Field trips, as well as the grounds of Hillsdale Campus, are also used as teaching sites for this exemplary program.

The science curriculum is based on the major scientific themes of matter, life science, energy, and systems. It emphasizes hands-on, inquiry-based learning in which scientific curiosity is fostered and skills, integral to the scientific method, are developed.

The Leyman Science Center houses a “maker space,” where students utilize STEAM (science, technology, engineering, art, math) skills to make purpose-driven creations. Other programs such as herb, vegetable, and flower gardening are available for students throughout the school year.

Technology

Children in grades 1–5 work with computers on a weekly basis, becoming familiar with their capabilities as a tool in the curriculum. A state-of-the-art Macintosh Computer Center with multi-media equipment, iPads and laptops serve small groups, individuals and complete classes. Throughout the curriculum, students use computers for development of skills, word processing for classroom assignments and

projects, and problem-solving activities. Keyboarding instruction is introduced in second grade and continues through fifth grade. The Internet is used as a resource for research and networking with the supervision of a teacher.

Statement of Technology Ethics

The Seven Hills School computer network puts enormous power at the fingertips of all members of this community — students, faculty, staff and family. Inherent in the use of this power, however, is the understanding that it rests on the school's stated values and therefore requires its users to accept the same ethical responsibilities that govern the other spheres of school life. The school assumes that individual users will be responsible for their behavior and the communication over the network, and that they will comply with school standards. The use of the network, like all other aspects of school life is built on trust.

The general rules, values and responsibilities provide a sound basis for good decision making with regard to technology. In brief, users must respect the personal and material rights of others. Within reason, freedom of speech and access to information will be honored, yet users should be aware that the school may review files and other communications to maintain system integrity and to ensure that users are using the system responsibly. Therefore users should not expect that files stored on either network servers or local hard drives will always be private. The network is provided for students to conduct research and communicate with others. Access to it is a privilege, not a right.

Guidelines for Use of Internet and On-Line Services

In providing links to any off-campus network, the school is required to follow that carrier's acceptable use policy in addition to our own. Those granted either full or supervised use of the Internet through a Seven Hills connection must remember that violations of the stated rules and guidelines in such situations reflect not only on the individual user, but also on the school. Moreover, since a system as vast as the Internet inevitably includes some unethical or even dangerous users, Seven Hills users are urged not to give out personal information to other users on bulletin boards, chat boards or other systems.

Rules of Acceptable Computer Use

The following activities represent a few examples of unacceptable behavior with respect to the Seven Hills computer network and the use of the Internet and other on-line services:

- ◆ Sending or displaying offensive messages or pictures
- ◆ Using obscene language
- ◆ Harassing, insulting, or attacking others
- ◆ Intentionally damaging computers, systems, or networks
- ◆ Attempting to subvert network security or bypass set restrictions
- ◆ Using or installing software not provided by the School
- ◆ Violating copyright laws

- ◆ Using another's password or giving yours to someone else
- ◆ Trespassing in another's folders, work, or files
- ◆ Employing the network for anything other than legitimate learning purposes
- ◆ Intentionally wasting resources

Consequences for Violating these Rules and Guidelines

Violations of these general rules and guidelines, and more specific posted rules, should be reported to the division head and may result in suspension of computer and network privileges or other disciplinary actions.

Student Support Services

Lotspeich has two departments that provide additional support to students: the Counseling Department and the Learning Support Department. Lotspeich has a full-time school counselor who provides year long classroom guidance classes to all students in grades pre-k through fifth grade. In addition, the counselor offers small group counseling, individual counseling, classroom observation, parent/teacher consultation, and parent education programs (Creating Conversations). If students need outside evaluations for learning, speech/language, or occupational therapy, the counselor provides referrals, coordinates the gathering and sending of related information, and creates an Educational Strategies Plan for the student.

The Counseling Department and Learning Support Department chairs work closely together to maintain effective communication regarding student progress and needs. The learning support chair coordinates small group instruction for reading and math and provides referrals for tutoring, when appropriate, and oversees the tutors and their services if they work with students on campus during the school day. The Learning Support Department includes a math resource specialist and a reading specialist who work with children in Kindergarten through 5th grade to provide additional academic support. The learning specialists work closely with the lower school counselors and grade level teachers in order to identify students who would benefit from additional learning support, as well as to carefully coordinate the skills, scaffolds, and strategies taught to best support the students' work and learning in the classroom.

Field Trips

Field trips are planned during the year for all students, kindergarten through fifth grade. Transportation is supplied either by car pools or school buses. The enrollment contract contains a blanket permission for field trips. The fifth-grade trip to Dearborn, Michigan, has been part of the school's program for over half a century. The fourth grade has a regular spring overnight stay at Camp Kern. Field trips are, for the most part, covered through tuition, but some optional expenses may be incurred for Dearborn.

Physical Education

The objective of the physical education program is to provide students with the chance to participate in developmentally appropriate activities. In grades PreK–2, the activity changes daily to incorporate movement education, curriculum integration, sport skills, fitness and organizational games. Active

participation, cooperation and sportsmanship are emphasized. In grades 3–5, students participate in physical education units such as soccer, volleyball, basketball, gymnastics, floor hockey, tennis, softball, lacrosse, cooperative games, baseball, track and field, bowling and football. All of these activities promote skill mastery that improves physical fitness, encourage positive attitudes toward life-long physical activity, and practice good sportsmanship and safety while providing the opportunity to enjoy physical activity.

Tie or velcro gym shoes are required for participation in physical education.

Athletics

Grades 1–4 Overview

For grades 1–4, The Seven Hills School follows a no-cut policy. Any student, regardless of skill or experience, who is willing to commit to the practices, games and expectations of the coach as well as this handbook, will be on a team. Grades 1–4 participate in outside leagues and in instructional clinics.

The emphasis of the Seven Hills Athletic Program in grades 1–4 is to provide an athletic experience for every child who wishes to participate. The primary purpose of the program at this level is to foster, in all participants, a desire to develop one's own athletic potential as fully as possible and to build the skills necessary for successful athletic involvement in the future. All team members who participate in practices should have significant playing time.

The Seven Hills Athletic Program offers the following sports to grades 1-4 students:

| Season | Grades | Sports | League |
|--------|--------|----------------------------------|---------------------------|
| Fall | 1–4 | Boys and Girls Soccer | SAY |
| Winter | 1-2 | Boys and Girls Basketball Clinic | TSHS Instructional Clinic |
| | 3-4 | Boys Basketball | CPYBL |
| | 3-4 | Girls Basketball | CPYBL |
| Spring | 1–4 | Girls Softball | SOGFSA/EHGSL |
| | 1–4 | Boys Baseball | Knothole |
| | 1–4 | Girls and Boys Track and Field | Cincinnati Track CYO |

Registration Fees for 2018–2019

Registration fees cover the cost of team registration in the league, uniforms, equipment, and referee/umpire fees.

| | |
|-------------------|------------------|
| Soccer | \$100 per player |
| Basketball | \$100 per player |
| Basketball Clinic | \$60 per player |
| Softball | \$100 per player |
| Baseball | \$100 per player |
| Track | \$75 per player |

Registration Procedures

The registration process will begin with an e-mail blast sent to parents from their divisional office with links to the Seven Hills Lower School athletic page. All registration forms and information should be

downloaded from the Seven Hills website and turned in, along with the registration fee, to your divisional office. During the registration period signs will be posted through the school and information will be available in the divisional offices. A deadline date is noted on the sports' forms. *A space on a Seven Hills athletic team cannot be guaranteed if the registration is received after the deadline.*

- Fall* Registration forms are posted in late April and are due in early May.
- Winter* Registration forms are posted in mid-September and are due at the end of September.
- Spring* Registration forms are posted in early January and are due mid-January.
- Clinics* Registration forms are posted in conjunction with the corresponding sport teams.

Team Selection Process

If participant numbers indicate the need for multiple teams, the Athletic Curriculum Council will maintain consistency with the school's values by forming balanced teams to include athletes of all skills levels to the best of their ability. A maximum of two coaches on each team may have their own children on their team.

Soccer Passers (ages 6 and 7) The Athletic Curriculum Council will conduct a blind draw. Coaches may have their own children on their team. Doherty and Lotspeich maintain separate teams.

Wings (ages 8 and 9) The Athletic Curriculum Council will conduct a blind draw. Doherty and Lotspeich students are combined to form teams.

Basketball, Softball, Baseball The Athletic Curriculum Council will place students on the teams. If participant numbers permit, in grades 1 and 2, Doherty and Lotspeich students are not on combined teams. In grades 3 and 4, students from Doherty and Lotspeich are combined to form Seven Hills teams.

Track and Field Doherty and Lotspeich students from grades 1–4 are combined to form grade level teams.

Uniforms

Soccer Each player receives a shirt, shorts and socks that the player keeps at the end of the season.

Basketball Each player receives a jersey and a pair of shorts, which the player turns in at the end of the season.

Softball Each player receives a shirt, shorts, socks and hat, which the player keeps at the end of the season.

Baseball Each player receives a shirt, pants, belt, socks and hat. The player returns the pants and belt and keeps the shirt, hat and socks at the end of the season.

Track & Field Each player receives a shirt that the player keeps at the end of the season.

Clinics Each clinic participant receives a t-shirt.

Grades 5–6 Overview

For grades 5 and 6, The Seven Hills School follows a no-cut policy. Any student, regardless of skill or experience, who is willing to commit to the practices, games and expectations of the coach as well as this handbook, will be on a team. Fifth and sixth graders play for The Seven Hills School in outside leagues.

In the Seven Hills Athletic Program, Grades 1 through 6, emphasis is on skills development and participation. The natural shift in Grades 5 and 6 is to field more competitive teams while allowing the athletes to develop through practice and game experiences.

Parent coaches at this level should adhere to the League minimum playing time requirements. Higher skilled players may see an increase in playing time at this level.

The Seven Hills Athletic Program offers the following sports to grades 5-6 students:

| Season | Grades | Sports | League |
|--------|--------|--------------------------------|----------------------|
| Fall | 5/6 | Boys and Girls Soccer | SAY |
| | 5/6 | Girls Volleyball | CPYVL |
| Winter | 5/6 | Boys Basketball | CPYBL |
| | 5/6 | Girls Basketball | CPYBL |
| Spring | 5/6 | Girls Softball | SOGFSA |
| | 5/6 | Boys Baseball | Knothole |
| | 5/6 | Girls and Boys Track and Field | Cincinnati Track CYO |
| | 5/6 | Girls Lacrosse | SOYGLA |
| | 5/6 | Boys Lacrosse | GCYLL |

Registration Fees for 2018–2019

Registration fees cover the cost of team registration in the league, uniforms, equipment and referee and umpire fees.

| | |
|-----------------|------------------|
| Soccer | \$100 per player |
| Volleyball | \$100 per player |
| Basketball | \$100 per player |
| Softball | \$100 per player |
| Baseball | \$100 per player |
| Track and Field | \$75 per player |
| Lacrosse | \$100 per player |

Registration Procedures

The registration process will begin with an e-mail blast sent to parents from their divisional office with links to the Seven Hills Lower School athletic page. All registration forms and information should be downloaded from the Seven Hills website and turned in, along with the registration fee, to your divisional office. During the registration period signs will be posted through the school and information will be available in the divisional offices. A deadline date is noted on the sports' forms. *A space on a Seven Hills athletic team cannot be guaranteed if the registration is received after the deadline.*

Fall Registration forms are posted in late April and are due in early May.

Winter Registration forms are posted in mid-September and are due end of September.

Spring Registration forms are posted in early January and are due mid-January.

Team Selection Process

The SAY League uses an outside area representative to conduct a blind draw. The league is based on participation and limits the number of players a team can carry. Eligibility is based on age not grade level.

The Cincinnati Premier Youth Basketball League (CPYBL), the Eastern Hills League (EHL), Knothole Club of Cincinnati, Southwestern Ohio Girls Fastpitch Softball Association (SOGFSA), Cincinnati Premier Youth Volleyball League (CPYVL), Southern Ohio Girls Youth Lacrosse (SOYGLA) and Greater Cincinnati Youth Lacrosse League (GCYLL) allow Seven Hills to form its own teams. If participant numbers indicate the need for multiple teams, the Athletic Curriculum Council will maintain consistency with the school's values by forming balanced teams to include athletes of all skills levels to the best of their ability.

Uniforms

| | |
|--------------------|--|
| <i>Soccer</i> | Each player receives a shirt, shorts and socks that the player keeps at the end of the season. |
| <i>Volleyball</i> | Each player receives a shirt, which the player keeps at the end of the season. |
| <i>Basketball</i> | Each player receives a jersey and a pair of shorts, which the player turns in at the end of the season. |
| <i>Softball</i> | Each player receives a shirt, shorts, socks and hat, which the player keeps at the end of the season. |
| <i>Baseball</i> | Each player receives a shirt, pants, belt, socks and hat. The player returns the pants and belt and keeps the shirt, hat and socks at the end of the season. |
| <i>Track/Field</i> | Each player receives a shirt that the player keeps at the end of the season. |
| <i>Lacrosse</i> | Each player receives a jersey and a pair of shorts, which the player turns in at the end of the season. |



School Traditions

Assembly

Assembly of grades 1–5 is held each Monday at 8:30 AM and, on notice, at other times. Here we share the high points of our school life together: news, performances, enthusiasms and experiences, slides of family trips, recollections of the history of the school, distinguished visitors, graduates' returns, special recognitions, and cultural celebrations. Assembly is our town meeting, our family reunion, and we invite suggestions for and participation in these programs.

Birthdays and Other Celebrations

We encourage celebration in school of the birthdays of younger children, but without food due to allergies. Some students like to donate a book to the library to honor the occasion in a more permanent way. The librarian is always ready with an appropriate selection of birthday books.

For celebrations away from school, there is always the dilemma about inclusiveness and protecting the feelings of all. For younger children, it is wise to consider a small group that is more manageable for that age. The older children often enjoy a large group and families will often invite all the classmates of the same gender. Invitations to parties may not be distributed at school and we discourage conversation about parties at school to protect the feelings of all.

We suggest that parties for older Lotspeich students be carefully planned with activities and times appropriate to the age. Movies and videos should be selected with special care and attention to ratings. Parties should be over at a reasonable hour; games and activities should not try to emulate a late-adolescent model; parents and other adults should always be very much in evidence.

Halloween

On Halloween, all students and many faculty come to the school in costume. They then proceed by class to the gym so the creativity and originality of the costumes can be properly viewed and admired by participants and parents. We encourage “hand-mades” and the children's own involvement in putting the costumes together. Humor and cooperation are the order of the day. The parade lasts for about 45 minutes, after which the academic day proceeds on its normal course.

Grandpersons' Day

On a spring day in April we invite grandparents or special friends to join us in their grandchildren's morning classes.

May Fête

Our traditional spring festival for our school family is run by the Parents Association and features games, silent auction, food specialties and fun for all.

Closing Exercises

We hope on this day to convey what Lotspeich has meant to students and what they have meant to their school. Students participate in the planning and performance of the exercises. Once again, meaningful simplicity is our by-word. The P.A. 5th Grade Committee plans an off campus class party immediately following the closing reception.

If there is to be another celebration away from school, we ask that it be arranged to include all the children of the same sex in the class, if possible. If this cannot be done, care should be taken to make no mention at school of the party so that the feelings of classmates not included will not be hurt. Invitations to such parties may not be distributed at school.



Seven Hills Lotspeich After the Bell Programs

Our After the Bell program provides a variety of opportunities for children following the school day between 3:15 PM and 6:00 PM. The options include Encore Club, enrichment programs, and music lessons. Students have the option to participate in one or a combination of all three.

- ◆ Encore Club provides a diverse, warm, homelike environment for students. A dedicated and energetic staff plans activities including art, games, and active play. Students are grouped by grade level and are escorted to the appropriate classroom at 3:15 by a teacher. Reservations are not required and we offer a flexible fee schedule with annual, daily, and hourly options.
- ◆ Enrichment programs are eight-week specialty programs that are offered in fall, winter, & spring sessions for grades PreK-5th. In addition, one day special events are offered during the mini session times. Each session provides new options of activities for children in pre-kindergarten through fifth grade. Registration is required and fees vary by program.
- ◆ Music Lessons are offered throughout the school year on a weekly basis. Lessons will be scheduled based upon teacher availability. Currently piano, guitar, and violin lessons are offered. The fee for a 30-minute private lesson is \$30.00.
- ◆ Holiday Care is a part of our After the Bell program and is available for children in pre-kindergarten through grade 5. Holiday Care begins at 7:30 AM and ends at 6:00 PM on records day, conference days, and on selected school break days if there is sufficient registration. Reservations are required a minimum of two weeks in advance.

Children in grades 1-5 riding in car pools who are not picked up by 3:45 PM will be escorted to Encore Club where children will be safe and have care until parents arrive.

Lotspeich Parents Association

The Lotspeich Parents Association is one of the school's greatest assets. The PA provides opportunities for parents to become acquainted with the school and each other, to encourage parental involvement through volunteer activities and to provide financial support (through PA sponsored events) for

programs and activities that will benefit the school. Events run by the PA are organized to enrich the community experience, cover event expenses, and raise money for the lower school and early childhood center. Contributions from the PA are used to fund the Lotspeich student yearbook and the Lotspeich Wish List.

The PA communicates with our families via monthly meetings, in the weekly Lotspeich e-blast, on the Lotspeich Parents Association webpage, and the Parents Association Bulletin Board, which is located in the hallway across from the nurse's office. Please check the Directory and bulletin board for a complete listing of officers, chairpersons and committee heads.

There are many ways to get involved with the Lotspeich PA. Volunteer sign-up forms are sent out each spring and fall and are available year-round in the Lotspeich office, as well as on the Lotspeich Parents Association webpage. If you are unable to attend the monthly meetings, please contact the chairs of events or committees in order to receive up-to-date information or to volunteer. It is not their function, however, to deal with questions about the academic, athletic or social programs of the school. Please refer those matters to the appropriate faculty and/or division head. Information on PA events and volunteer opportunities are also published in the weekly e-blast and email announcements. Please look for these messages.

Parents Association meetings throughout the school year feature topics and speakers relevant to the academic and social elements of the elementary school experience or to parenting in general. Parents are encouraged to take advantage of these opportunities.

Notes

