

Where do I go when I arrive in the morning?

Go directly to your 1st block class **no later than 8:10 a.m.**

If you are free 1st block, go directly to Founders to check-in but **no later than 8:10 a.m.**

What happens after 4th block each day (2:45 p.m. - 3:15 p.m.)?

Three possibilities:

Mon - Advisory (location printed on schedule)

Tue - All-School in Schiff Center auditorium

Wed - Extra Help (if you don't meet with a teacher, you're free to leave @ 2:40)

Thu - Class Meetings

Seniors - Library

Juniors - Schiff Center

Sophs - Study Hall

Freshmen - Founders Hall

Fri - Extra Help (if you don't meet with a teacher, you're free to leave @ 2:40)

Where do I go when I have a free bell?

- Founders Hall - if you want to eat and talk. Founders is open all day and you may buy food and drink.
- The library - for studying.
- The Commons - for studying or relaxing in a low-tone atmosphere.
- The Kalnow Gym - providing there is not a class going on.
- Outside - on deck or Wydman Garden.

Are there any places "off-limits" to Upper School students?

- Tennis courts
- Middle School
- Lotspeich School
- Stoehr Gym
- the track
- parking lots

Where do I put my backpack during the day?

Your locker. Bookbags are not allowed in hallways.

What's Study Hall like?

Just what it says...a place to study - in relative total silence. Our study hall room (Rm 259) is quite large to accommodate a crowd, hence, the "total quiet" rule is strictly enforced.

What if I need to miss school due to illness or another reason?

Illness: Have your parent email upper.office@7hills.org or call 513-728-2460 no later than 8:30 a.m. to report your absence

Other: Have your parent email upper.office@7hills.org or call 513-728-2460 well in advance (as possible) with date and reason

What if I'm sick during the school day?

Come to the office if you need OTC medicine (Advil, etc.). Make sure you have turned in the "Permission to Administer Medication at School" form (which *requires a physician's signature*). Depending on the situation, the nurse will be called.

What if misplace a book, or my jacket, etc?

The Lost and Found for books and clothes is in the double closet in the hallway right outside the Address Art Gallery and in the Big Blue Bins located outside of the office and the library. **If you label everything**, there's a good chance you'll find it. Any clothing items not claimed at the end of each semester will be donated to our Resale Shop. *Note: You will be charged for your lost state-aid books!*

I've heard about detentions...what's that all about?

Detentions are served for infractions to our rules and are held during lunch in the study hall (or another classroom if the study hall is in use) Tuesday-Friday. Students who have a lunchtime detention should get their lunch at the start of the bell and bring it to the study hall. After a student has had three lunch-time detentions, they will earn an after-school detention, which runs from 3:15-3:45. Sports practices, club meetings, or other appointments do not excuse a student from after-school detention.

An example of an infraction is tardiness. After a few tardies, you will be required to serve four detentions. Punctuality is very important. *Note: This rule is strictly enforced. Seconds count!*

How do I go out for the play, sign up for a sport, join a club, sing in the chorus, or play an instrument?

There are several play performances each year, and tryouts are usually held after school (or for those with after-school conflicts, during the lunch hour). Tryout dates are posted well in advance.

If you wish to join a sports team, look for notices announcing the first day of practice and show up! You'll get the information you need regarding health forms, practice times, etc. from the coach.

If you wish to join a club, attend the Club Fair in September to preview the offerings. Then show up during lunch time on the designated club day. Club locations are posted at Four Corners.

If you wish to sing in the chorus or play an instrument, sign up for Chorus or Ensemble during registration. These are academic courses held during the school day. The performances for the community are either during a weekday evening or on a Sunday afternoon.

What is the cell phone policy?

There are designated spaces throughout the campus which allow use of cell phones. Green signs (allow usage); yellow signs (silent usage); red signs (usage prohibited).

Who is my first contact if I have a question or problem?

Any one of the faculty or staff will be happy to assist you, but the best place to start is with your advisor (assigned to you the first day of school). He or she will be a valuable resource for you in Upper School.

Where do I find out more information about Upper School?

Our Family Handbook covers almost all you want to know. Access online: my.7hills.org, and follow links to handbook.