

## A Few Things To Get You Started at Upper School

- **On the FIRST DAY of school:**

At 8:10 a.m. you will go to the Schiff Center auditorium for an **all-school** meeting.  
Your schedule and locker will be issued; your picture will be taken.  
You will have every class but will have shorter bells.  
You will be given a student packet that contains pertinent info for the day/year.

- **There is NO set supply list for Upper School.** On the first day of classes, your teachers will let you know what's needed. Our Spirit Shop (in Kalnow Gym lobby) is open during the school year from 12:30 p.m. - 1:30 p.m. They sell many school supplies as well as Seven Hills gear.
- **Each day begins by going directly to your 1st block class. Attendance will be taken there.** If you are free 1st block, you must check in with the faculty member in Founders. 8:10am start time applies to ALL students.

- **If you arrive later than 8:10am**, check in on clipboard at Upper Office desk.

- **Each day ends with a specific meeting (2:40 p.m. - 3:15 p.m.):**

Mon - **Advisory** (Location is printed on your schedule)

Tues - **All-School Meeting in Schiff Center**

Wed - **Extra Help** (if you do not meet with a teacher, you are free to leave @ 2:40)

Thu - **Class Meeting**

*9th grade meets in the **FOUNDERS HALL***

*11th grade meets in the **SCHIFF***

*10th grade meets in the **STUDY HALL***

*12th grade meets in the **LIBRARY***

Fri - **Extra Help** (if you do not meet with a teacher, you are free to leave @ 2:40)

- **Missing School, or Leaving School during the day?**

Parents must email ([upper.office@7hills.org](mailto:upper.office@7hills.org)) or call 728-2460 (in advance) **for any type of absence.**

- If you're leaving during the day, **remember to sign out** (clipboard on counter in Office)
- If you are returning, **sign back in on same line as sign-out**

*Your parents do not need to come in...you meet them outside.*

- **If you are ill in the morning:**

- A parent needs to email ([upper.office@7hills.org](mailto:upper.office@7hills.org)) or call (513-728-2460) in your absence **before 8:30 a.m.**
- **Homework** is posted on Schoology.
- If you come to school after you've been called in ill, you will be asked to return home.

- **Along with your school email, Four Corners is the communication center of the Upper School.** Check white boards and bulletin boards as you pass by.

- **Phone usage**

Cellphones are permitted in specific locations on campus; look for signage.

There is a student phone in the Upper Office for student use; no permission needed. Dial 9 + area code for an outside number.