



SEVEN HILLS SCHOOL PARENT AND STUDENT HANDBOOK

Contents

MISSION STATEMENT	5
Early Childhood (ECE).....	6
Lower School.....	7
Middle School	7
POLICIES	9
Choice Lunch Allergens Policy (www.choicelunch.com)	10
ACADEMICS.....	12
Checkout Policies	13
Overdue Books.....	13
Lost and Damaged Books.....	13
Parents	14
Library Volunteering and Book Donations.....	14
Middle School Mid-Quarter Progress Reports.....	14
Projects and Essays	16
Nightly Homework/Makeup Work/Corrections	17
Teacher Responsibility	17
Middle School Make-Up Work Policy During and After an Illness	17
TECHNOLOGY	17
Authorized Use Policy (AUP).....	17
Electronic Equipment.....	18
Internet	18
School-owned Classroom Computers.....	18
1 to 1 iPad (School-Acquired, Parent-Owned).....	19
Warranty	19
Expected Use.....	19
Accessories.....	19
Personal Family-Supplied Laptop, Tablet or Other Equipment.....	19
Copyright.....	19
Respect and Responsibility	19
Release	20
BEHAVIORAL EXPECTATIONS AND DISCIPLINE	20
Academic Integrity	20
Bullying.....	21
Threats	21
Saying “Sorry”	21
Disciplinary Probation.....	21
Trip Probation	21
The Seven Hills School Steps to Restorative Discipline K-8	22
Additional Middle School Behavior Program Information	24
COMMUNICATIONS	25
Publications.....	26
Personal Information	27

No Solicitation Policy	27
Teacher Communication.....	27
DAY-TO-DAY-OPERATIONS.....	27
School Hours	27
Enrollment Contracts and Tuition Assistance.....	28
Attendance.....	28
Absence.....	28
Tardiness	28
Leaving Campus	29
Visitors	29
Lost or Damaged Books	29
Use of the School Phone.....	29
School Bus Service	29
Extended Day	29
DRESS CODE	30
ECE Dress Code	30
K-5 th Girls Dress Code Standards.....	31
K-5 th Boys Dress Code Standards.....	31
Middle School Dress Code	32
Lost and Found.....	32
FIELD TRIPS AND ASSEMBLIES	32
Green and White Days.....	32
Town Hall Meetings	33
Field Trips.....	33
PARENT COMMUNITY.....	34
Parent Involvement Association (PIA)	34
Room Parents.....	34
Volunteerism.....	34
Parent Classroom Volunteers	35
Parent Educator Program (PEP).....	35
SPECIAL EVENTS	35
All Family Social/Bar-B-Q.	35
Annual Giving	35
Auction.....	35
Back-to-School Night.....	35
Student Performances	35
Open House.....	36
Volunteer Brunch.....	36
Faculty/Staff Appreciation Week.....	36
Faculty and Staff Gifts.....	36
End of the Year Parties and School Events at Private Homes	36
Party Invitations	36
OTHER PROGRAMS	36
Fee-Based Classes	36
Hot Lunch Program	36

Summer Camps	36
HEALTH AND SAFETY.....	37
Immunization Records	37
Illness	37
Special Health Considerations	37
Medications	37
Head Lice.....	38
When Parents are Away from Home	38
Child Custody Arrangements	38
Suspected Child Abuse.....	38
Emergency Plan.....	38
Emergency Information Sheets	38
Fire, Lockdown, and Earthquake Drills	38
Messaging	39
Disaster Preparedness	39
MIDDLE SCHOOL SPECIFIC INFORMATION	39
Middle School Schedule.....	39
Advisory Groups.....	39
Community Service	40
Secondary School Applications	40
Student Council.....	40
Middle School Socials.....	40
Middle School Academic Probation.....	41
Romance	41
After School Sports	41
Announced Assessments	43
Pop Quizzes	43
Winter Assessment and Final Examinations.....	43
Second Semester Exemption from Exams	43
Promotion and Graduation Requirements	43
ADMINISTRATIVE STAFF EMAILS AND RESPONSIBILITIES.....	43

MISSION STATEMENT

The Seven Hills School is a learning community with the mission to develop the intellect, engage the spirit, and foster respect for and responsibility to our world.

Philosophical Principles, Aspirations, Beliefs, and Values

Seven Hills School fosters intellectual, social, and personal growth in a safe environment based on support and trust. A highly-trained faculty contributes to a challenging, developmentally appropriate educational program. Integrated studies and hands-on participation encourage imaginative and critical thinking, as well as mastery of academic skills. We believe that handling success and failure, and overcoming obstacles and challenges create the potential for growth and learning.

Seven Hills strives to be a community in which everyone is included, valued and respected. We are committed to respecting ourselves, others and our environment. All Seven Hills constituents share the responsibility to be compassionate and accepting of diversity in its many forms. Diversity includes race, culture, ethnicity, age, gender, sexual orientation, social and economic class, religion, family structure, appearance, physical differences, learning abilities, etc. We actively cultivate a safe and inclusive environment by upholding consistent and clear standards of behavior, practices, and policies. The School provides opportunities for leadership and service that culminate in positive contributions to our community and to our world.

Whole child education recognizes and fully engages all aspects of what it is to be an integrated and accomplished human. This comprehensive approach fosters a child's natural curiosity in a safe and joyful environment. It is an approach to education that honors a child's intellectual, social, emotional, and physical well-being and has a transformational influence leading to a life of purpose and fulfillment. We encourage optimism, self-reflection, tenacity of purpose, self-discipline, and resilience in each individual. We instill positive values - integrity, cooperation, respect, and responsibility.

We believe that positive attitude and persistent effort are crucial and ultimately lead to successful achievement. For learning, it is not necessarily the end result that is most significant, but the journey taken to gain knowledge. At Seven Hills, we inspire a love of learning that lasts a lifetime.

The Seven Hills Creed

Be respectful – of oneself, of all living things, of the environment. Respecting oneself means that we value ourselves and we do not behave in ways that are self-destructive. Respecting others means that we recognize their worth and their rights. We want to show respect and receive respect.

Be responsible – Responsibility means having the ability and willingness to respond to others. It requires us to be aware of others, to listen to them, and to respond to their needs. To be responsible we must be dependable. We must keep our promises and commitments. Attempting to make a better community and a better world are part of being responsible.

Be honest – in what we do and towards others. All dishonesty – lying, cheating, and stealing – is theft. Be honest in all relationships and in all situations. We earn trust by being honest.

Be caring – Show kindness, understanding, and compassion for others. Consider others' feelings. Being courteous is a way of caring. Accept and appreciate the differences among us.

Be positive – Look for the good in people and situations. Be friendly. Believe that anything worthwhile can be accomplished.

Be Mindful – Non-judgmental awareness of your thoughts, emotions, and sensitivities in the present moment. First practice and then rely on this calm inner silence in times of stress and confusion.

A Seven Hills Education

A Seven Hills education includes active learning experiences within a well-integrated program of studies. We teach students to think, analyze, and find creative solutions to problems while mastering skills that will get them ready for a successful future. To best prepare students, Seven Hills faculty integrates curriculum areas and presents lessons that encourage active participation, rather than passive listening.

Early Childhood (ECE)

In our Early Childhood Program, we are influenced by our image of children. We value children and consider them as competent, creative, curious, powerful, and full of potential. Children are viewed as active constructors of knowledge and research. Instruction, therefore, takes place in the form of projects that give children opportunities to explore, observe, hypothesize, question, and discuss to clarify their understanding. As social beings, we take pride in focusing on the relationships that children have with each other, their family, teachers and the community. Teachers use a variety of activities, including children's literature, indoor and outdoor play, art, music, movement, creative dramatics, and field trips to promote individual growth.

The Early Childhood environment at Seven Hills School is inspired by the Reggio Emilia approach. This approach is an innovative and inspiring approach to teaching young children that values the child as strong, capable and resilient, and rich with wonder and knowledge. We believe that every child brings with them deep curiosity and potential and this innate curiosity drives their interest to understand their world and their place within it.

We recognize that each child is naturally motivated to experiment, to investigate, and to construct meaning of the world around them. Our child-initiated preschool offers students opportunities to maximize their growth and learning in an emotionally supportive and nurturing atmosphere. We provide intentional and purposeful curriculum to integrate learning across all domains of a child's physical, cognitive, social, and emotional development. Opportunities for language, literacy, math, science, art, music, and large and small motor development are woven into an inquiry-based approach.

ECE Philosophy/Guiding Principles

Our Early Childhood program is structured around the following core beliefs:

1. Children are active participants in learning
2. Children learn through experiences of play which include: touching, moving, listening, seeing, and hearing
3. A child's environment and context is critical to the success of their learning.
4. The teacher, parent and child work in collaboration as researchers to strengthen their learning.
5. The process of inquiry is essential to a child's engagement in learning.
6. Learning must be made visible to children and families.

Lower School

The Lower School at Seven Hills develops the whole child through collaboration, cooperation and crucial thinking. Children form lifelong attitudes about school and learning during their earliest school years, and we are committed to ensure they feel enthusiastic, capable and successful by providing a respectful and nurturing environment. Students develop foundational skills and confidence in of reading, writing, mathematics, social studies, science, art, world language, library, music, physical education and technology. In all curricular areas, concepts are introduced at the concrete level and become more complex and detailed as the student's knowledge and reasoning abilities grow. Teachers integrate hands-on activities, simulations, field trips, and multimedia projects into the academic program. Individual learning styles are supported to encourage every child's success.

Beginning in Kindergarten and continuing, children are engaged in deep inquiry around understanding the framework of how strong communities work. The opportunities for dynamic learning are challenging and inspiring to students as they add an element of experience to the child's journey as a learner. Finally, community gatherings are important for the Lower School students as each month on one Wednesday, Lower School gathers for a community assembly, featuring class plays, special guests, appreciations, singing and sharing.

Middle School

Middle School students learn in a departmentalized program and move from subject to subject each period. They also spend time in small, cross-grade advisory groups to ensure the individual attention so important at this critical stage in development.

Beyond core subjects, Middle School students take Restorative Justice, Physical Education, and Expressive Arts along with the opportunity to choose French or Spanish as a world language. The integrated expressive arts curriculum includes art, music, video production, technology, speech, debate and drama. Mandatory day excursions and extended field trips round out the academic program. An after-School interscholastic sports program teaches lessons of effort and perseverance, teamwork and sportsmanship, and the grace to handle both victory and defeat.

Students are required to attend and participate in all courses offered at their grade level. In rare instances, the administration modifies an individual student's schedule if the child has a documented learning issue and it is educationally advantageous to let the student use world language time for support services. At the discretion of the administration, a newly enrolled 7th or 8th grade student who would be too far behind to benefit from the coursework may be allowed to audit the class, with support as needed. The student may also pursue a modified program without the world language requirement. Any change to a student's schedule includes discussions with teachers, administrators, and parents. The final decision is made by the administration.

Trustees

The Seven Hills School Board of Trustees is responsible for the overall welfare of the School. The primary functions of the Board of Trustees are to:

- set policies consistent with the School's mission statement
- ensure the fiscal stability necessary to maintain educational excellence
- Hire, evaluate and support the Head of School
- Serve as key fundraisers for and ambassadors of Seven Hills

The trustees' fiduciary responsibility and prudent management requires members who possess the following qualifications:

- commitment to the Seven Hills mission, philosophy, and goals
- intellectual integrity — able to consider all issues with an open mind
- willingness to put aside family-specific concerns for the greater good of the School
- cooperative spirit — after full discussion, reinforcement of agreed-upon board policies and goals, regardless of position
- willingness to participate in all School fundraising activities to the best of their abilities
- ability to maintain confidentiality
- ability to attend board meetings and serve on at least one committee
- willingness to attend School functions

The tenure of trusteeship is three years with consecutive terms limited to nine years. Trustee meetings are open to the School community with the exception of executive sessions. Parents interested in addressing specific issues to the Board must notify the [Chair of the Board](#), the [Vice Chair](#) of the Board or the Head of School in advance of the meeting.

Parent-School Partnership

As a Seven Hills parent, you have made an informed decision about your child's education; therefore, we assume parental support of our education philosophy and its expression in day-to-day programs. You can assist in your child's education by taking an active interest in her/his work and life at School. Getting to know classmates, teachers and other parents through volunteer activities, attending Back-to-School Night and being involved in class events and field trips throughout the year support your child's education. If, during the course of the School year your child is having difficulties or any other concerns arise, please notify his/her teacher immediately.

The education of your child is a joint venture of family and School. Your support of our policies and decisions, and your willingness to communicate with us directly whenever concerns or questions arise, is of utmost importance. This partnership is based on trust and mutual respect. It is important that you take opinions, concerns and comments about a teacher's program or decisions to the teacher. Discussions with your children or other parents that are critical of the teacher or the program are not appropriate and only lead to divisiveness. At Seven Hills, we expect our children to show respect, courtesy, kindness and consideration toward others. We expect our parents, faculty and staff to model the same high standards of respectful, professional behavior in their interactions with others at the School.

While the School encourages proper communication and will steadfastly address your concerns, those persons who display a consistently uncooperative or destructive attitude toward any teacher or staff member will not be tolerated and such actions will lead to the cancellation of the student's contract. Notwithstanding any other provision of the handbook, the administration reserves the right to suspend or dismiss at any time, or terminate the contract of, any student or family whose conduct is not compatible with the common goals and standards of the School community. The School also reserves the right to interpret rules and policies as individual situations and needs arise.

Seven Hills strives to be a community in which everyone is included, valued, and respected. We are committed to respecting ourselves, others, and our environment, to maintain the best climate for learning and growth. All Seven Hills constituents share the responsibility to be compassionate and accepting of diversity in its many forms - race, culture, ethnicity, age, gender, sexual orientation, social and economic class, religion, family

structure, appearance, physical differences, learning abilities, etc. Students unable to comply with behavioral standards harm themselves, the School, and the spirit of cooperation on which Seven Hills is founded.

Non-Profit Status

The Seven Hills School is incorporated under the laws of the State of California and holds the Internal Revenue Service designation of a 501(c)(3) non-profit corporation. It is governed by a Board of Trustees and administered by the Head of School.

POLICIES

Non-Discrimination Policy

The Seven Hills School is committed to the principle of equal opportunity in education and employment. Seven Hills does not discriminate against individuals on the basis of race, color, sex, marital status or family structure, disability, age, veteran status, social and economic class, appearance, physical differences, medical condition, learning abilities, ancestry, sexual orientation, gender identity, religion, or national or ethnic/cultural origin in the educational instruction, administration of its educational policies, admissions policies, employment policies, and financial aid or scholarships. We seek to provide an environment free from discriminating harassment or retaliation against any member of our community on these grounds. The School's administration will not tolerate discrimination or harassment and wants to be informed of any occurrences.

Non-Harassment Policy

One of our goals at Seven Hills is to help our students develop a positive self-image. The School is committed to providing an educational environment free from harmful or unlawful harassment. Seven Hills maintains a strict policy prohibiting harassment because of race, color, sex, marital status or family structure, disability, age, veteran status, social and economic class, appearance, physical differences, medical condition, learning abilities, ancestry, sexual orientation, gender identity, religion, national or ethnic/cultural origin, or any other basis protected by federal, state or local laws, ordinance or regulation.

We expect our students to refrain from negative verbal conduct such as derogatory slurs, verbal intimidation or unwanted invitations or comments; visual conduct such as derogatory posters, photos, drawings or gestures; physical conduct such as assault or unwanted touching; and threats, demands or retaliation that would be unlawful or harmful to others. Students who participate in this kind of activity will progress to step three or four of the disciplinary policy. If anyone believes he has been subjected to harassment, it should be reported immediately to the administration. Further information regarding the reporting of harassment may be obtained from the administration.

Green Values and Practice

Seven Hills supports an environmental ethic in our students by instilling the desire to participate in environmental issues through appropriate classroom and School-wide activities. We encourage teachers to heighten their awareness of environmental issues and develop teaching strategies that reflect this awareness. We have a very active Green Kids' Committee that meets weekly. They learn about, share, and help us all to make changes to be greener on and off campus including:

- Energy and Water Conservation - Seven Hills strives to implement best practices to conserve gas, electricity, and water.
- Waste Management - Seven Hills strives to follow the principles of "reduce, reuse, recycle."
- Purchasing - Seven Hills strives to buy recyclable, recycled-content, less toxic and locally produced products whenever possible.

- Pest Control - Environmentally benign methods of pest control will be used where feasible.
- Landscaping - Grounds-care procedures that reduce the use of chemicals, fertilizers and herbicides will be encouraged.
- Food Services - When food or beverages are served, reusable dishes and containers will be used whenever possible. Seven Hills encourages waste-free lunches and composting.
- Transportation - Seven Hills encourages carpooling.
- Indoor Air Quality - Where possible, Seven Hills will use non-toxic, hypoallergenic building and maintenance products.
- Communication - As a default, e-communication is preferred and increased reliance on the website is expected for community and staff.

Seven Hills School Nut Safe Allergy Policy

Seven Hills School is committed to providing a safe and healthy learning environment for all students. Given the growing number of students with life threatening food allergies especially to peanuts and tree nuts, and to their products and oils, it has become important to adopt a more extensive, campus-wide policy. Because children do not necessarily have to eat allergens to have a serious reaction – inadvertent contact through the nose, eyes or mouth can be sufficient – the following policies are intended to minimize the chance of a severe reaction including an anaphylactic reaction that can constrict their breathing and quickly become a life and death crisis.

We cannot guarantee a completely allergen-free environment or that allergens will never be present on campus or at any School-sponsored event. However, for the most common allergens we've adopted the following safety guidelines to mitigate risks. Other allergens will be managed on a case by case basis.

School Policies

1. Every family and staff member is expected to the best of your ability to refrain from bringing items on the list below to School premises or to off-campus School events or activities:
 - Peanuts,
 - Tree nuts such as almonds, Brazil nuts, cashews, hazelnuts (filberts), macadamia nuts, pine nuts, pistachios, walnuts, pecans,
 - Products containing any of the above items such as nut butters including cashew butter, almond butter, and Nutella and certain of snack bars, candy, garnishes in salads, ice cream topping, baking mixes, breadings, sauces, desserts, and baked goods.
 - Items that actually contain nuts or have the label “may contain” or “may contain trace nuts
2. ECE/PK and Extended Day will only provide nut-free snacks.
3. When Teachers/Staff become aware of an unsafe food, they will exchange it for a safe choice, which will be provided by the School.
4. Choice Lunch does not use nuts or nut by-products in its preparation of meals

Choice Lunch Allergens Policy (www.choicelunch.com)

Choice Lunch takes allergens very seriously, as the health and well-being of your students is our highest priority. We take pride in serving our scratch-made meals out of our peanut/ tree nut free kitchens, and take every precaution to prevent cross-contamination between allergens and ensure the accuracy of the information presented. We go to great lengths to source our ingredients with our most sensitive customers in mind, and often make decisions based on the allergen composition of an ingredient.

In order for a vendor to be considered by us as a potential provider, they must be able to provide us with documentation proving they operate as a peanut/tree nut free facility. In some cases we accept documentation that proves thorough and extensive HACCP cleaning/sanitizing processes in place for facilities that happen to process other products

containing peanuts or tree nuts, but don't include these ingredients in the products we source.

In terms of allergen severity, we're fully aware that this can vary greatly among students. With this in mind, we cannot guarantee with absolute certainty that every entree will be completely free of trace amounts of allergens, as product substitutions that impact the allergen makeup of an ingredient, though rare, may occur.

Choice Lunch does not recommend that customers with severe or life-threatening allergies participate in the program. We caution against this only because, ultimately, the health and well-being of your child is our first priority."

5. Families will be periodically reminded of this policy at all School events including fundraising events, whether on or off-campus, and to avoid having unsafe food brought to the School for parties, field trips, or classroom events.
6. Students will be educated to this policy at assemblies, in class, and will be reminded through signage.

Parents are expected to review both items 7 and 8 below and follow the guidelines outlined.

7. The [SAFE SNACK GUIDE](#) list is found in the [Living Room portal](#).
8. The [Seven Hills Nut Safe Allergy FAQ](#) is found in the Living Room portal

Family Expectations

1. Families must notify the School of all known food allergies and maintain/update the student's medical information and profile.
 - In your student's health record, families must distinguish life threatening allergies separately from other food allergies.
 - **Families of students with life-threatening allergies (nut, egg, soy, etc.) must submit a **Food Allergy Action Plan** with a doctor's signature advising the School of the allergy and action to be taken concerning the allergy.**
 - Seven Hills School strongly recommends that your student wear a [bracelet](#) that lists the allergy or medical condition.
2. Snacks and lunches for those with allergies should be provided by the families.
3. Provide properly labeled medications for both the front office and the classroom for your child(ren) and replace medications after use or upon expiration.
4. Educate your allergic child in the self-management of her/his condition, as is age-appropriate, covering topics of:
 - Safe and unsafe foods
 - Strategies for avoiding exposure to unsafe foods/allergens or other triggering events
 - Symptoms of a reaction or onset of their condition
 - How and when to tell an adult she/he may be having a medically-related problem
 - How to read food labels
5. Be sure that grandparents, nannies, and other caregivers understand these policies.
6. Educate your child about the student expectations below.

Helpful Links:

http://www.allergyhome.org/Schools/food_allergy_awareness_for_School_kids/

<http://www.brainpop.com/educators/community/bp-jr-topic/allergies/>

<http://www.foodallergyaware.com.au/wp-content/uploads/2013/04/Food-Allergy-Awareness-Toolkit-for-Schools.pdf>

Student Expectations

- All students shall review these guidelines with their families and agree to abide by them.
- Students must not share or trade food with others
- Students should wash hands before and after meals and snacks
- Students with allergies should not eat food with unknown ingredients or known to contain any allergen
- Students with allergies or medical conditions should be proactive in the care and management of their condition based on their developmental level
- Students who become aware that they've eaten food with their allergy trigger, or are exposed to anything that they believe may cause a reaction, should notify an adult immediately

ACADEMICS

Class Placement

A committee of teachers and administrators determine class placement; the Head of School makes the final decision. To achieve an optimal learning environment, the committee considers the following variables:

- developmental assessment
- gender balance
- ability to work independently
- ability to work in a group
- group dynamics
- match between teaching and learning styles
- academic and social strengths and weaknesses

If you have concerns and insights that might be helpful to the committee, please pass this information on to your child's current teachers or the administration via email. The committee is unable to entertain requests for specific teachers. The goal is to create a strong learning environment for all students.

Class placement decisions for lower School are available the week before School begins. Middle School students receive their class schedule the week before School starts. Class lists are final. Through this careful process, the Committee hopes to make the School year a happy and successful one for all Seven Hills students.

Conferences

Formal parent conferences occur in October and March. Both parents/guardians are encouraged to attend these conferences. Conference sign-up is managed online.

ECE-3rd grade students do not attend conferences. Students in grades 4 and 5 only attend conferences in the spring. Middle School students are required to attend all conferences.

Report of Student Progress (RSP)

Lower School – At the end of each semester, parents will receive a Report of Student Progress (RSP). This includes rubric scoring, course descriptions and narratives about the child's progress toward meeting year-end expectations. RSPs will be mailed home.

Middle School - At the end of each quarter, your child will receive percentage grades from all of their classes in a multitude of categories assigned by the educators. These will include categories such as tests, quizzes, homework, projects, class participation etc. The categories will be evaluated and have a stand-alone

percentage, but the categories will not be weighed or averaged to produce a single final grade. Each category will have its own percentage evaluation. There will be no letter grades on any assignments or on the progress reports. Everything will be evaluated utilizing percentages. These procedures will allow the students and the parents a more complete and detailed report in all of the different aspects of the academic offering and evaluation.

The Library

The Seven Hills Library facilitates the pursuit of knowledge, creativity and a love of reading by providing access to information, education, and tools in an inviting, collaborative, and dynamic learning environment.

The Library is open to visiting classes, students, and parents from 7:45 to 4:00 every school day. The Library may occasionally close early for meetings or other events.

Checkout Policies

Books and other materials are checked out for two weeks and can be renewed twice thereafter. After four weeks an item becomes overdue.

Maximum checkout numbers are as follows:

ECE, Kindergarten, and First Grade: 1 Book

Second Grade: 2 Books

Third Grade: 3 Books

Fourth Grade: 4 Books

Fifth Grade: 5 Books

Middle School: Unlimited (at Library staff discretion)

Faculty, Staff, and Parents: Unlimited (at Library staff discretion)

Special permission for more materials may be granted when necessary for an assignment. ECE, Kindergarten, and First Grade students that split time between two households (not including vacation homes) can check out two books if the Library is notified.

Students may exchange books during scheduled weekly library times, before or after School, at recess, or during class time with the permission of their teacher.

Overdue Books

Although there is no fine for overdue books, no new loans will be permitted until overdue materials are returned (or marked as lost and paid for). A notice will be sent home once an item becomes overdue. After three notices, an item will be marked as lost.

Lost and Damaged Books

If a book is lost or damaged beyond repair, a new book will be ordered and the cost of the new book must be paid by the parent(s). Payment should be made to the library by check (made out to "Seven Hills School") or with exact change. At the end of the School year, unpaid fees will transfer to the Business Office. No new loans will be permitted until payment for a lost or damaged book is received. Refunds are not available once a lost or damaged book has been paid for. Any items checked out at the time a student withdraws from School must be returned or paid for upon withdrawal.

Parents

Parents have full circulation privileges at the Library and are welcome to browse for books or other materials anytime the Library is open. Library staff will need to create an account for the parent(s) during their first visit. Students are not allowed to independently check out items to a parent's account.

Library Volunteering and Book Donations

Volunteers are welcome year-round in the library. Responsibilities include shelving, repairing books, helping students locate materials, and reading to visiting classes. Book donations are always appreciated. The library maintains a wish list, which is available on the LibGuides site at <http://libguides.sevenhillsschool.org/>. Other gift materials will be judged by the selection criteria in our collection development policy. Unless arrangements are made with library staff, gift books that are not added to the collection will be donated to a local charity.

Middle School Mid-Quarter Progress Reports

Mid-quarter Progress Reports will come out once a quarter near the middle of the evaluation period and are sent home to inform parents of a Middle School student's academic progress. Please read the reports carefully and discuss them with your child. Teachers will give these reports directly to the students to bring home for parent signature to be returned to the School the following School day. If your student's progress is of concern, please call or email teachers/advisors to set up a recovery plan to improve academic performance.

Quarter reports for the first and third quarters will be distributed at the Parent-Student-Teacher Conferences. Second and fourth quarter Final Quarter Reports will be emailed to the parents.

Standardized Testing

The Comprehensive Testing Program IV of the Educational Records Bureau (ERB) is used each year to assess students in grades 3 - 8. This information helps us gauge individual student progress and the effectiveness of the Seven Hills curriculum.

The Independent School Entrance Exam (ISEE) is an entrance exam used by many independent high Schools and is offered at several East Bay locations throughout the School year, including Seven Hills. Eighth grade students receive a packet early in the School year detailing all of the information students/parents will need about this standardized testing program. As a regular part of the high School counseling program, Seven Hills generally offers a weekend ISEE fee-based preparation course to our students.

Tutoring Policy

Occasionally, a student may need the assistance of a tutor. Seven Hills administration and student support team, in consultation with your child's teacher and any outside specialist, may recommend a tutor. Students can be tutored by a current staff member, for a fee, with prior authorization. Please contact your child's teacher if your child currently works with a tutor to ensure quality communication and progress. Students may not be tutored by their current teacher unless approved by the Division Head.

Cumulative Folders

Cumulative folders, maintained by the registrar, contain each child's educational history at Seven Hills, as well as records from previous Schools.

If your child should transfer and require records sent to another School, please sign a parental release form. The new School or Seven Hills can provide the release form. It is Seven Hills' policy to release a child's cumulative folder only to another School. However, you may receive a copy of your child's file by presenting the School with a written request. Transcripts released include: standardized test scores, report cards, information on awards and medical/immunization records.

Homework Guidelines

School-wide homework guidelines are a challenge to create because of individual student needs and different teachers and grade level expectations. What is appropriate for younger students is not necessarily the best practice for older children. What one student may understand and accomplish quickly, another student may find tedious and more time consuming. Research indicates that Schools in which homework is regularly assigned and evaluated tend to have higher-achieving students and more positive attitudes toward learning. The Seven Hills faculty has examined the various components of homework and agreed to the following guidelines, knowing that there may be exceptions through the normal course of a School year.

Goals for Assigned Homework

Homework has a purpose and is assigned to reinforce and expand upon lessons and concepts taught in the classroom. Homework helps students develop independence, responsibility, organizational skills, time management, and good study habits. Children prepare for the demands that will be made upon them as they advance from grade to grade and head towards their high School years. Homework gives students the opportunity to reflect upon lessons and ideas experienced throughout the day. Homework is not busy work and is never used as a punishment.

Amount of Time on Homework

Homework is assigned in first through eighth grade. Depending on grade level, long-range projects and short-term assignments are given throughout the year. *The amount of time students devote to homework will vary each night from class to class, grade to grade and individual to individual; the average amount of time spent on homework is:*

- 1st/2nd : 30 minutes
- 3rd: 45 minutes
- 4th: 60 minutes
- 5th: 90 minutes
- 6th – 8th: 30 minutes per core subject

Teachers will set a maximum time limit for homework. If your child cannot complete his/her work in the time allotted, please email the teacher prior to the next class day to explain the situation.

While outside reading should take place on a nightly basis, little or no homework is assigned on weekends. No homework is assigned over holidays or three-day weekends with the exception of long-term projects. Minimal homework will be assigned when students are expected to be at School in the evening. No tests or major papers will be due the next day.

When long-term projects are given, teachers will design a time management plan with students to help with the components of the project.

Parent Involvement with Homework

The greatest impact you can have on your child's academic success is to read to your child every night and have nightly discussions at the dinner table. Even older students benefit from this activity. While we know you will take an interest in your child's schoolwork, the best approach is to be the "guide on the side" - leading your child toward a solution, but not providing it. If you find you have the scissors, paste and crayons in hand, you are doing too much. Rarely, certain homework assignments such as "the problem of the week" or family history research, are designed to involve parents.

Please let your child be responsible for completing work and returning it to the teacher in a timely manner. It is neither helpful nor necessary to rescue your child if he leaves homework at home. Let your child face the natural consequences and be accountable for late homework. When electronics fail at home, students can pull out pencil and paper and complete the assignment the old-fashioned way. Please do not allow homework to become a source of constant stress or a battleground at home. If your child is experiencing difficulties or you have questions, be sure to communicate directly with your child's teacher.

Ways you can help with homework:

- Demonstrate your interest and encourage your child's efforts by looking over homework at the end of the homework session (in the lower grades) and when asked by your child in the upper grades.
- Clarify directions when asked.
- Provide space, materials, and a consistent time for homework which includes an ending time. A space free of distractions is a great place for concentrated study. Keep in mind that each child has a different learning style so background music that may help one student concentrate yet may be a distraction to another.
- If your child asks you to look over written work, please give her/him helpful feedback but do not go through the work with a fine-toothed comb. Ask what it is your child would like you to look for. You could indicate where spelling, punctuation and revision may be necessary.
- Please step back- let your child develop their own voice.

Middle School Homework

Students need to complete their homework in a timely fashion, as directed by the teacher, and to the best of their ability. On those rare occasions that homework/classwork has been turned in on time, but not done well, students in sixth grade have an opportunity to redo the work to the best of their ability and have their score raised to 70%. The homework was assigned due to its importance, so if the student redoes the work and is able to show mastery at her or his level, the teacher is pleased as the skills were accomplished and the student benefits as the skills are finally mastered, and their effort has raised their grade. Teachers of sixth graders will be sure re-done assignments have parameters in place and are done to the highest student standards. Seventh graders will be able to use this option one time a quarter in each of their classes as they continue to develop their work ethic and responsibility. Eighth graders, having developed their academic skills and growth mindset in the first two years of middle School do not have or need this option.

Projects and Essays

Class projects and formal essays are no different than any other area of the curriculum and assessment piece. Teachers offer multiple graded check-ins and interim deadlines before final projects/essays are

turned in for final evaluation. On those rare occasions when a student has performed poorly on their work in terms of meeting deadlines or completing the final assignment - sixth grade students have another opportunity to demonstrate mastery and success on all steps of a class project/essay. If for some reason a student has not achieved her or his academic goals of the project to the satisfaction of the teacher, alternative opportunities will be given to the student to increase understanding, mastery, and receive a score of 70%. In seventh grade, students will be able to use this option one time during a quarter in each of their classes as they continue to hone their research, writing, and presentation skills. Eighth graders do not have/need this option.

Nightly Homework/Makeup Work/Corrections

Students need to complete their homework on time each night. Make-up work and corrected work must be done in a timely fashion. On those rare occasions when a student has neglected their assignment, or done poorly on work or assessment, or was absent –Late work is dropped 30% on the first day. Teachers will not chase the students for missing work, test/quiz make-ups, or corrections. Students have one week to turn in missed work or make corrections, and if done well, within the week timeframe, will raise the grade to 70%, but if they are not done within the week's window of time, the grade is dropped to a 59% and the work must still be completed by the student. Students have up to one week to complete a missed assessment depending on the length of their absence.

Teacher Responsibility

To complete the learning experience and to come full circle in the academic process, teachers will hand back all homework/tests/quizzes in a timely fashion – All homework and tests will be returned within three days or less to the student, for after that time, it loses its educational value for the children. Projects and essays will be returned within a week. The results of the research paper will be shared at spring conferences.

Middle School Make-Up Work Policy During and After an Illness

Homework is posted online each night on Rjenda – a digital organizer. A student can find any homework they missed while they were out from this system. It is difficult for students to catch up when they have been out more than a day or two; however, Seven Hills makes every effort to be supportive. Students should enlist the help of their advisor and their teachers if they are feeling overwhelmed and want some assistance in outlining a make-up schedule. The student will usually receive an additional day to complete assignments for any day out due to illness. Tests and quizzes missed during an absence may be made up before or after School and at lunch. Please have your child coordinate this with the teachers. It is important for students to develop responsibility for their schoolwork, and take charge of their academic calendar. For all unapproved absences in grades 4th – 8th, all homework is due to teachers the day your student returns to school. All tests and quizzes must be made up within 3 days.

TECHNOLOGY

Seven Hills School supports all of our digital citizens with the tools and training to develop the fluency and make responsible choices in this increasingly technological world.

Authorized Use Policy (AUP)

By registering your child through online registration, parents acknowledge that you understand and accept the Technology Policies described below.

Electronic Equipment

Students may bring electronic equipment needed for class or for free-time use during extended day. This includes personal laptops, tablets, eBook readers, and cell phones. Classroom teachers will determine when and if these personal devices can be used in class. Personal devices, including cell phones, should not be used during the regular School day unless there has been teacher approval. Students can use their devices during extended day. The safety and security of all devices brought to School are the responsibility of the student.

Internet

Seven Hills School has an abundance of educational technology resources integrated into your student's educational experience. One technology resource is the Internet. The Internet gives students the opportunity to explore information from all over the world, and create and publish their own information for others to view. Many of the Internet resources the students will use will be pre-selected and evaluated prior to use. However, students, especially in the upper elementary grades and middle school, will have many opportunities to explore beyond these pre-selected resources. Seven Hills will take reasonable precautions to block exposure to controversial material. However, it is impossible for the School to restrict access to all controversial materials that exist outside of the School networks. Seven Hills School cannot be held responsible for internet materials acquired or viewed via the School network. The use of technology, including the Internet is a privilege, not a right. Security and safety are very important. Access requires responsibility and we ask the following of students:

- Use appropriate language; no swearing or vulgarities. Conduct yourself in a responsible, ethical and polite manner. Do not use the Internet to degrade, intimidate, or harass others.
- Do not share personal information such as last name or address without permission from a parent or teacher.
- Do not share passwords with others students or anyone outside of Seven Hills School except your parents or guardians Email and other password-protected accounts should only be used by the person to whom the account belongs.
- Ask permission before changing, deleting or moving anyone else's work.
- At School, use the Internet, email and network resources ethically and responsibly.
- Follow copyright laws and, if you are unsure, ask a teacher.

School-owned Classroom Computers

Students are expected to treat all School owned equipment with care. Equipment can go home with both teacher and parent permission if needed for a School-related activity. Any loss, damage, or theft, intentional or accidental, is the responsibility of the parents to repair and / or replace as determined by the Seven Hills Director of Technology.

Students are expected to treat all School owned equipment with care. Equipment can go home with both teacher and parent permission if needed for a School-related activity. Any loss, damage, or theft, intentional or accidental, is the responsibility of the parents to repair and / or replace as determined by the Seven Hills Director of Technology.

1 to 1 iPad (School-Acquired, Parent-Owned)

Students in 4th and 7th grades will be given a new Apple device. (New students in 5th, 6th, and 8th grades will be given a device similar to those in their class.) All students in these grades are required to have an Apple iTunes account that is attached to their student email address. Parents of students under aged 13 must approve the creation of this account. Ownership of the device will be conditionally transferred to the parents. If the student leaves Seven Hills before the end of 8th grade, any device not at the end of its three-year life cycle can be purchased by the parents based on a straight-line depreciation cycle or returned to the School.

Warranty

Devices given to students in 4th – 8th grades have a standard one-year warranty. The warranty does not cover theft, accidental damage, or loss. Parents should decide if they need to purchase additional insurance. Regardless of whether additional insurance is purchased, parents will be responsible for all damages, thefts, or loss of the device. A loaner will be available for up to three weeks while the parents have the device repaired or replaced.

Expected Use

Students are required to have their devices charged and at School in good working order every day. Students in grade 4-8 are responsible for backing up their own data. .

Accessories

With parental permission, students may customize their devices in any way as long as it does not change the way the device operates and are School-appropriate. This includes external accessories (keyboards, stylus, case), decorations (sticker, marker), and files (creating folders, downloading music, and installing applications.)

Personal Family-Supplied Laptop, Tablet or Other Equipment

If a student brings his own portable device to School, he is expected to have it in good working order, with the battery fully charged. It is strongly recommended that it should be carried in and protected by their case, treated gently, and never left unattended or exposed to the weather. All portable devices should be in one of three places at all times – in the backpack that is in the control and possession of the student, in a classroom with teacher supervision, or in a locked locker. The Seven Hills tech team will not troubleshoot solutions for personal equipment. Their work will be limited to getting the student on the School's wireless network and setting up a School-networked printer. Seven Hills is not responsible for damage, loss or theft, whether accidental or deliberate, to any equipment brought to School by the student.

Copyright

Copyright should be followed at all times. If unsure about copyright, ask a teacher.

- A student will properly cite any resources used in a work product at a grade-appropriate level.
- A student will not plagiarize from any sources. (Plagiarism is taking some other person's writing, images, or idea and presenting it as your own.)
- Except for "educational fair use" as defined by a teacher, the student will not copy, save, or redistribute copyrighted material (files, music, software, images, etc.). Users should assume material is copyrighted unless it is stated clearly to the contrary.

Respect and Responsibility

As technology becomes more integrated into our students' lives, it is important for students to be respectful and responsible online. Students are online at School, at home, in the library, at their friends' homes, and even

in the car using their cell phone. It is critical that students understand that it is not appropriate to use hurtful, obscene or hateful language online. Students will be held accountable for their online behavior even if the behavior originates off-campus. Misuse and abuse of technology will be handled as a behavioral issue. (See the Behavior Policy.)

Release

With the integration of technology, students will be creating and posting original content online including writing, recordings, pictures and videos. This content can be used on websites including Seven Hills and outside sites, in brochures and other printed communications, and in the yearbook.

Parent and student data is shared with third party sites only for the purpose of using and accessing services including databases, educational applications, and file storage and access. Seven Hills School works diligently to keep personal data private. However, once data is online, it is no longer completely under the control of the School.

Seven Hills School reserves the right to request information posted online, including on personal social networks, by parents and / or students to be removed if deemed inappropriate including cyberbullying and/ or nudity.

BEHAVIORAL EXPECTATIONS AND DISCIPLINE

Each member of the Seven Hills School community is expected to accept responsibility for his actions and to take responsibility for the good reputation of the School at all times -- both on and off campus. When behavioral issues arise, we view them as teachable moments and an opportunity for student growth. The emphasis will be on responsibly restoring the respect, trust, and relationship that has been broken due to inappropriate behavior. Punishment for punishment's sake is not the motivation behind setting consequences for a student's inappropriate actions. Students and parents must understand that students will be held responsible for their actions and consequences when a student's behavior is contrary to the School's creed, rules, and policies.

The educator's goal is to encourage adherence to the School's philosophy, values, and creed by creating a positive environment that engenders respect, responsibility, honesty, and compassion in our students. This also extends to the larger School community. Our partnership with parents, based on trust and mutual respect is crucial, especially when issues of behavior arise. We assume parental support of our philosophy of education and its expression in the day-to-day School and classroom. In the older grades, interested students are trained as peer mediators so they, too, can participate in peaceful problem solving and assist in conflict resolution. An alliance is formed that encourages a cooperative approach to solving discipline problems; this is beneficial for students, their families, and faculty. The discipline plan is fair, restorative, and consistent.

Renewal of student contracts and promotion to the next grade are dependent on citizenship as well as academic performance. Notwithstanding any other provision of this handbook, the administration reserves the right to suspend, dismiss, or terminate the contracts of any student or family whose conduct is not compatible with the common goals and standards of the School community.

Academic Integrity

Honesty and trust are cornerstones of academic integrity and Seven Hills students are expected to uphold these ideals. Students found cheating on any test, exam or homework assignment will not receive credit on the exercise. They will be required to redo the work or retake the exam to the satisfaction of the teacher and

may serve an in-house suspension at the discretion of the administration. Continued academic dishonesty will lead to suspension or expulsion from Seven Hills.

Bullying

At Seven Hills, we define bullying as a power imbalance that is repetitive, intentional, hostile activity with the purpose to harm and induce fear through the threat of further aggression. Bullying can be verbal, physical, relational, or a combination of all three. Such bullying may include the inappropriate and disrespectful use of technology, or “cyber bullying.”

Threats

Schools have been confronted with children making threats against their Schools or people in the Schools. It is unfortunate that Schools can no longer consider these threats to be childish jokes or adolescent acting out. Threats of violence against the School or people in the School will be taken seriously.

Seven Hills students may be suspended or expelled if they engage in fighting, harassing, bullying, or threatening others. It is important that parents and students understand that we must strictly enforce this guideline. Any child threatening violence against the School or any individual person within the School, either in writing or verbally, will face the consequences outlined in this handbook. In order to ensure the safety of the community, there can be no tolerance for these types of actions on the part of students, even if they are attempting to joke about it. Please talk with your child about the seriousness of these situations. Teachers will talk with their students at a developmentally appropriate level about this topic, and administrators are available to answer questions.

Saying “Sorry”

Students are trained to apologize in a meaningful way when they act disrespectfully or inadvertently hurt someone else. Saying “sorry” and walking away is not particularly meaningful. However, when the responsible student states what happened, (“The ball hit you in the head when you were not looking and I know that hurts.”), takes responsibility for his action (“I am the one who kicked it.”) and finds a way to solve the situation and make it right (“I’ll walk you down to the office to get some ice.”) then a more meaningful and restorative resolution to the situation has taken place. In most cases, it is not the intention of the student to do harm but that may be the impact. We expect students to understand the impact of unintentional actions and to be responsible. “I didn’t mean to” does not absolve the student from his responsibility.

Disciplinary Probation

Disciplinary probation is used when a student does not meet the behavioral expectations of the School. Probation may be invoked for one action or repeated disregard for the School creed, rules and policies. It serves as further notice that unless a student demonstrates a positive change in her/his attitude, (s)he may face expulsion. While on probation, a student may not engage in extra-curricular activities at School such as sports, social events, assemblies, Engage the Spirit day, and/or field trips. A student on probation may not run for or serve on the Student Council until that probation is lifted. Probation and the restoration of activities and privileges will be lifted at the discretion of the administration when it is evident that the behavior of the student has improved.

Trip Probation

On field trips, students are expected to be good representatives of the School. They are expected to stay with their group, follow curfew by never leaving their rooms and by following the directions of the adults in charge. Trip probation is used to indicate that a student did not meet the behavioral expectations of the School on

their last trip off campus. It serves as further notice that unless a student demonstrates a positive change in his behavior, he will not be allowed on subsequent day or overnight field trips. Probation is lifted at the discretion of the administration and faculty when it is evident that the student's behavior has improved.

The Seven Hills School Steps to Restorative Discipline K-8

It is our goal to provide a learning environment filled with cooperative, hard-working students, free from harassment. While a majority of students engage in these positive actions, the School must occasionally deal with children who do not. The majority of students will find that this behavioral program will improve their learning and social environment. It is important that we immediately work with students engaging in this behavior and find a resolution for the challenges it brings to them.

Step 1: Reminder of Respect Agreement/Self Correction

Goal: To remind the student of his responsibility to uphold the respect agreement and norms of the School and provide opportunity for the student to choose to correct her/his behavior

The student is made aware of his disruptive behavior, asked to remember the respect agreement, and asked if he plans to follow the agreement and established norms. The student who modifies his behavior is encouraged and supported. If the disruptive behavior continues, we proceed to Step 2.

Step 2: Specific Articulation and Intervention by Adult

Goal: To provide more structured support for the student to modify his behavior

The student confers with teacher/advisor, extended day staff, coach, or a peer mediator to clarify the disruptive behavior or conflict. The student is asked to summarize the behavior and articulate how it is violating the respect agreement. The student verbalizes alternative choices of behavior with the adult, and makes a verbal agreement of his plan to change the behavior. The student is supported and encouraged in modifying the behavior. The responding teacher, extended day staff, or coach will notify the homeroom teacher and an administrator about the behavior. If the behavior is not modified Step 3 begins.

Step 3: Time Out

Goal: To temporarily remove the student from the environment (time out) in order for the student to reflect and commit in writing (when developmentally appropriate) to follow respect agreement and norms

Students unable to resolve conflict, or who continue to engage in disruptive behaviors will be removed from the classroom or play environment. The respect agreement is revisited, breaches to the agreement are clarified, and the student is asked to summarize in writing how the agreement has been violated and what choices the student will make to change the behavior. The specific plan for making behavior changes is agreed upon by the teacher/advisor. The responding teacher, coach, or extended day staff will notify the homeroom teacher and an administrator. In the Lower School, parents will be notified about the reasons and need for a timeout. If the student continues to be disruptive, we move to Step 4.

Step 4: Administrative Intervention and Restorative Action Plan

Goal: To generate a formal corrective action plan involving student, administration, teachers/advisor and, when warranted, the family

Seven Hills strives to teach the importance of making choices and the responsibility of living with the consequences of these choices. A student who has chosen not to follow the School respect agreement, is sent to the administration and parents are contacted. The administrator, student and parent devise a corrective action plan which is put in writing and signed by the student, parent and administrator. A date/time is set for check-in to support the student in continuing to make appropriate choices of behavior. If the student is still making inappropriate choices, we move to Step 5.

The following behaviors may result in immediate advancement to Step 5:

- Blatant rudeness or disrespectful behavior in or out of School
- Fights or hostile physical contact
- Harassment or serious threats
- Bullying behavior which includes cyber-bullying
- Departure from School, a class or fieldtrip without permission
- Academic cheating, which includes plagiarism
- Theft
- Destruction or defacement of School or other's property
- Possession of dangerous items or illegal substances at School
- Violations of Acceptable Use Policy

Step 5: Joint Conference (Head of Division/Head of School/Teacher/Advisor/Parent/Student)

Modification of Privileges:

Goal: To present a plan of action that provides support for behavior change while limiting the student's participation in the community until behavior is changed

This group will review the behavior and the respect agreement or violated norm. The reason why the behavior is inappropriate is outlined, and expected behavior and compliance with the respect agreement and norms of the School community is restated. The administrator outlines the consequences to be imposed, and articulates the plan for correcting the behavior. The goal of consequences is that they be reasonable and provide support for the student to successfully interact with the School community, as well as minimize the disruptive influence the behavior has had on the rest of the learning community. The consequences, at the discretion of the administration, may include in or out of School suspension and/or disciplinary probation. A student on disciplinary probation may not engage in extra-curricular activities such as day or overnight field trips, assemblies, on campus activities such as Student Council, socials, or Engage the Spirit, until the probation is lifted.

During suspension, the student will be responsible for making up of all missed class work and homework. The student is responsible for contacting the teacher(s) to determine work to be completed. Before returning to class, the student and his parents will meet with an administrator to review compliance with the terms of the suspension and plan for a smooth transition back to the learning community.

Probation is lifted at the discretion of the administration and faculty when it is evident that the student's behavior has improved and that he is making appropriate choices to uphold the respect agreement and norms of the School. The plan is recorded in writing and signed by all parties.

If the behavior persists, Step 6 may be instituted.

Step 6: Cancellation of Contract:

Goal: To remove the student from the School

If a student continues to make negative choices regarding learning and or social behavior after all reasonable and diligent intervention and support on the part of faculty and administration, the contract between Seven Hills and the family will be cancelled and the student will be withdrawn from School.

Additional Middle School Behavior Program Information

BEHAVIORAL PROGRAM FOR SEVEN HILLS MIDDLE SCHOOL **(DAILY STUDENT RESPONSIBILITY IN/OUT OF THE CLASSROOM)**

It is our goal to provide a learning environment that is filled with cooperative, hard-working students and free from harassment. While a majority of Seven Hills' students engage in these positive actions, occasionally the school must and will deal with children who are not availing themselves of all of these opportunities. The majority of students in the middle school will find that this behavioral program will improve their learning and social environment. Unfortunately, a small group of students are coming to class unprepared, interrupting the learning in the classroom, or engaging in socially aggressive behavior. It is crucial that we immediately work with students engaging in this behavior and find a resolution for the challenges it brings to them.

On those occasions when a student is unable to meet the academic expectations or comes to class unprepared to learn, a three-infraction process will be implemented. On committing the 3rd infraction, students will meet with their advisor and teacher to set up a plan to address and improve the issues. The Head of grades 4-8 will be notified by the teacher/advisor. On the 4th infraction, the teacher, advisor, and student will meet with the Head of 4-8 to determine a course of action that may include a one hour after-school detention. If a student commits a 5th infraction, the teacher, advisor, parents/guardians, and Head of 4-8 will meet to determine the best course of action that may include Saturday school from 7:30 -9:30 AM. Saturday school will consist of community service and campus clean up. If a student commits a 6th infraction, parents will meet with the Head of School and the Head of grades 4-8 to determine if the student will be able to continue attending Seven Hills School.

Some examples of not being prepared are (but not limited to):

- Not bringing materials to class
- Not attempting homework
- Missing deadlines
- Being tardy to class

Students who interrupt the class with their behavior will be sent to the main office where they will wait to meet with the teacher, Head of grades 4-8, and their advisor to set up a plan to improve their behavior. If a student disrupts class and is sent to the office a second time, he/she will meet with the teacher, Head of grades 4-8, and their advisor again and determine the best course of action that may include an after-school detention. After a third offense the student will meet with the teacher, Head of 4-8, advisor, and parents to determine the best course of action that may include Saturday school or suspension. A fourth offense will result in a parent meeting with the Head of school and Head of grades 4-8 to determine if the student will be able to continue attending Seven Hills School.

Some examples of interrupting the learning of others are (but not limited to):

- Lack of self-control in class
- Talking when inappropriate
- Blurting out
- Misbehaving in class

Seven Hills School strives to teach the importance of making choices and the responsibility of living with the consequences of those choices. A student who has chosen not to follow the school respect agreement, resulting in a social or emotional situation that affects another student's ability to learn, will first meet with his/her advisor to see if the issues can easily be resolved. If the behavior continues, a meeting will be scheduled with the student's parents, advisor and Head of grades 4-8. A third offense will result in a parent meeting with the Head of School to determine if the student will be able to continue attending Seven Hills School.

Some examples of disruptive social and emotional behavior affecting a student's emotional safety are (but not limited to):

- Put downs
- Exclusionary activity
- Bullying, including cyber-bullying
- Gossip (creating or disseminating)
- Rumor spreading
- Social aggression, where children are acting out in ways socially inappropriate to the norms of our community and creed (see next page for our Seven Hills Creed)

COMMUNICATIONS

At Seven Hills, we make every effort to communicate openly and clearly about student progress, School events, and general information about the School year. The following systems and publications are a regular part of our communications effort.

Mailing Address

The Seven Hills School
975 North San Carlos Drive
Walnut Creek, CA 94598

General telephone number: (925) 933-0666

Fax number: (925) 933-6271

Voicemail

The Seven Hills voicemail system allows you to leave either a general message at the front desk or a specific message for individual faculty and staff. You may dial the School number, (925) 933-0666 to reach the School directory. All general messages are checked at 7:30 am each workday; faculty and staff check their voicemail frequently.

Seven Hills Website

External School website: www.sevenhillsschool.org

Internal School portal (aka the Living Room): my.sevenhillsschool.org

The Seven Hills Living Room is the primary method of communication to the community from the School. There you can find the Student/Parent Directory, School calendar, registration, Monday Memo archive, class lists posted at the start of the School year, ability to update emergency information, links to School uniform and hot lunch vendors, and more. We count on you to visit the Living Room often to keep informed.

Monday Memo

The Monday Memo goes to the Seven Hills community every week via email. It contains events, activities and the calendar for near-term events. We archive the Monday Memo on the front page of the Living Room for easy reference, too. If you are not receiving the Monday Memo, please ensure your email information is correct by going to the Living Room.

Facebook

The Seven Hills [Facebook page](#) is where on-campus activities and photos are posted almost every day. We encourage you to join our growing Facebook community as a way to keep up on campus events, get a glimpse of campus life, and be part of our growing online group.

Connections Magazine

Connections is a publication containing special articles and news for parents and alumni, as well as donor acknowledgments.

Calendar

The [Seven Hills calendar](#) is updated as events are added throughout the year. Any changes to the calendar will be published in the Monday Memo as well as posted in the Living Room. Please check both sources frequently to keep up-to-date on School events and activities. A 3-Year at-a-glance calendar is also posted on the Living Room.

Family Directory

The [Seven Hills family directory](#) is available in the Living Room. The directory is for official School use and individual use of a personal nature between the members listed in the directory. All directory information is confidential. The information in the family directory is provided as a service to our families and may not be used for private pecuniary or commercial use. Use of this directory for any other purpose, including, but not limited to, reproduction and storing in a retrieval system by any means (electronic or manual), photocopying or using the addresses or other information contained in the directory for any private, commercial or political mailing is strictly prohibited and is in direct violation of School policy. Such action would be considered misappropriation of School property and subject to serious consequences, up to and including student suspension or removal from Seven Hills.

Publications

Parents authorize the use of Student's photographs, likeness, recordings, projects, and artwork in any and all School materials including, but not limited to, School publications and promotions or on the School website.

Personal Information

Parents authorize the inclusion of Student’s home address, email, and telephone number in School directories, lists, and rosters unless Parents indicate otherwise in writing. Parents understand that such directories, lists, and rosters should not be distributed beyond the Seven Hills School community for any non-School use including but not limited to commercial or sales purposes. Misuse of such information by Parents or Student may result in the Student’s immediate dismissal.

No Solicitation Policy

Parents, teachers and others related to the School may not solicit funds or drives, sell items, or promote for clubs, Scouts, organizations, memorials, etc. apart from those sanctioned and pre-approved as fundraising efforts of the School. , If there is any question about selling items or raising money for any cause, please consult with the [Director of Development and Parent Relations](#). Parents may not use the School directory for personal solicitation of business or contributions.

Teacher Communication

Communication between parents and teachers takes place through the voicemail system and email. Seven Hills teachers will return calls and/or respond to emails in a timely manner, usually within one business day. Please do not contact a teacher at home unless asked to do so. You may contact teachers through their School email addresses but these should not be used for a time-sensitive conversation.

DAY-TO-DAY-OPERATIONS

Office Hours

The reception desk is staffed from 7:30 am to 3:40 P.M on School days. It is closed on holidays and fall, winter, and spring breaks. Extended Day can be reached by phoning the School number and dialing Red Barn at 4995, or the Cottage at 2281.

School Hours

7:00 am	Extended Day Care opens
7:30 am	School Office opens
8:00 am	MS Classes begin
8:15 am	Classes Begin (K - 5th)
8:30 am	Pre-School and Pre-K begin
10:00 am	K – 5th Break
10:29 am	MS Break / Advisory (M & W)
11:40-12:40	K - 5th Lunch/Recess
12:30	PS dismissal
12:20 – 12:59	MS Lunch / Recess
2:00 pm	PreKindergarten dismissal
2:30 pm	K-2 dismissal
3:00 pm	3rd – 5th dismissal
3:20 pm	6th – 8th dismissal
3:40 pm	School Office closes
6:00 pm	Extended Day Care closes

Enrollment Contracts and Tuition Assistance

Each year, the faculty and administration review students' academic and behavioral standing. Based on this assessment, re-enrollment contracts are emailed to families in February. For those families who apply for Tuition Assistance, a confidential process is followed and a letter regarding tuition assistance is included with the reenrollment contract. Families, in turn, decide whether they will re-enroll their child for the following School year.

Attendance

Seven Hills has established an attendance policy to encourage promptness and regular attendance. Absences for reasons other than religious or cultural observations or illness are not condoned and will be marked as unexcused absences. When a child is out of School, (s)he will miss activities, discussions, and ideas that come up in the classroom. The student will make up the homework but that will guarantee neither that all the work is covered nor replace the learning experience in the classroom. It is unsettling for a child to come into a class late and it can disrupt learning for other children in the classroom.

Absence

If your child is ill and will not be in School, please call the attendance line (ext. 5000) before 8:00 am (Leave your child's full name, grade, teacher's name, the date and the nature of the illness.) Remember that a student who is absent is responsible for all work assigned during the absence.

In Lower School, you may contact your child's teacher to request the necessary assignments for an extended absence. Teachers will do their best to put together missed assignments and/or assignments close to what will be missed for the child.

In Grades 4-8, all homework is posted online in Rjenda. You may request homework assignments for a student expected to be absent for a prolonged period due to illness - at least 24 hours' notice is required for these assignments. If you know in advance that your child will be absent or tardy on a particular day, please send a short note to the teacher. Students not in attendance during the School day will not be allowed to attend after School or evening activities at Seven Hills. For all unapproved absences in grades 4th – 8th, all homework is due to teachers the day your student returns to school. All tests and quizzes must be made up within 3 days.

Tardiness

Students arriving any time after 8:00 for Middle School must check in at the front desk and obtain an "admit to class" pass. Lower School students arriving after 8:15 am must check in at the front desk and obtain an "admit to class" pass. Tardiness hinders your child's academic progress and is a classroom disruption. Habitual tardiness will lead to disciplinary actions.

ECE does not have a policy regarding tardiness; however, preschool and pre-kindergarten students are encouraged to arrive no later than 8:35 am

The administration will review the attendance records of all students on a regular basis so parents can be notified when a student's absence or tardy rate is unusual. At the discretion of the administration, a parent/student meeting may be scheduled and parents may be required to provide medical verification to substantiate unexcused absences. If, after working closely with parents, and all reasonable and diligent efforts to find a solution to the problem have failed to improve the situation, the contract between Seven Hills School and the family could be cancelled and the student required to withdraw from Seven Hills.

Leaving Campus

Please make every effort to schedule doctor and dental appointments for your child before or after School hours. If however, it becomes necessary for you to make appointments during the School day, please send a note to your child's homeroom teacher. Middle School students must present the note to the teacher whose class they will miss. Your child will wait in the office for you. Any student leaving campus early must be signed out at the front desk. A medical note should accompany the student upon return to School. No child will be allowed to leave campus with any person whose name is not listed on their emergency form or for whom written permission has not been provided. Students must bring a note from home explaining any change in their routine if the change affects their after-School transportation.

ECE children need to be signed out from the sign in/sign out book at the front desk if leaving campus. A note is not required; verbal notification is fine.

Visitors

All campus visitors must sign in at the front desk and obtain a visitor nametag.

School visits must be scheduled through the office of the [Head of 4th-8th Grades](#) and [Head of ECE - 3rd Grade](#), respectively.

Class observations by families who are applying to the School are by appointment only and arranged through the [Director of Admissions](#).

Lost or Damaged Books

Students will be expected to pay for the replacement of any lost or damaged textbooks, library books or School materials. Families will be billed through the business office for missing or damaged books or materials.

Use of the School Phone

Students may use School telephones with permission of a staff member. Students may not use the phone to arrange after-School plans.

School Bus Service

Morning bus service is offered on a first come basis. To reserve your place you will need to complete the bus form, and submit it with your payment (or arrange for FACTS payments). Please contact the Business Office.

Extended Day

The Extended Day at Seven Hills is an active childcare program with the same mission and philosophy as the School day program. Program leaders carefully consider the needs of the children they serve. Nutritious snacks, rest times for the youngest children, and a homework period for children from grades one to eight are cornerstones of the program. Extended Day is available year-round from 7:00 am until 6:00 pm for Seven Hills students. Although prepaid reservations guarantee a place, parents may arrange a drop-in spot, as available, by calling the Front Desk or the Extended Day office.

DRESS CODE

ECE Dress Code

ECE is a hands-on program in which students engage in lots of messy play. We recommend sturdy shoes that allow your child to climb, run, and play freely. Because we go outside almost every day, please provide your child with warm clothes, and send boots and a raincoat on rainy days.

K-5th Dress Code

Our dress code has been developed for style, fit, price, durability, and suitability. Our vendor is [Lands' End](#); all items on the Seven Hills School Lands' End web pages are approved to wear (and items reviewed annually). Please select what works for you – there is no need to purchase all of the items. We know that some items may not fit all students well so you may purchase clothing from other retailers, as long as the color and style match what you see on the Lands' End website. We highly encourage the use of the Second Time Around shop on campus where you may purchase washed, gently used clothing at an affordable price.

On Free Dress days, children should wear clothing that is sturdy and appropriate for our School environment.

Monday	Tuesday	Wednesday	Thursday	Friday
Follow Dress Code	Follow Dress Code	Follow Dress Code*	Follow Dress Code with free choice socks	Free Dress
*Except Green & White Day (check School calendar), when students can wear anything green and white				

- For all field trips: a Logo (includes all logo versions) Polo Shirt, long or short sleeved, must be worn. This ensures that we can safely identify and supervise our children.
- Students should wear soft-soled, closed-toed shoes. Please no sandals, flip flops, or shoes with slippery soles. These create a safety hazard during recess and PE, and limit a child's mobility on campus.
- Hats may be worn outdoors with any team/symbol affiliation.
- Any kind of sweatshirt/jacket may be worn for outdoor play.
- Spirit Wear (*anything with a Jags Logo*) is always OK as outerwear.
- Last Day of School: Free Dress!

K-5th Girls Dress Code Standards

ITEM	Khaki	White	Forest Green	Navy	Black	Black Watch Plaid
Blouse		OK				
Cardigan		OK	OK	OK		
Logo Sweatshirt			OK	OK		
Pants (belt optional)	OK					
Shorts (belt optional)	OK					
Shorts Under Skirts	OK	OK	OK	OK	OK	
Jumper						OK
Polo Dress, long or short sleeve		OK	OK	OK		
Logo Polo Shirts, short or long sleeve		OK	OK	OK		
Skirt	OK		OK	OK		OK
Skort	OK		OK	OK		OK
Socks	OK	OK	OK	OK	OK	
Sweater/Vest		OK	OK	OK		
Tights/Leggings (only under skirts/shorts/skorts,		OK	OK	OK		
Turtleneck (only worn under)		OK	OK	OK		

K-5th Boys Dress Code Standards

ITEM	Khaki	White	Forest Green	Navy	Black
Cardigan		OK	OK	OK	
Logo Sweatshirt			OK	OK	
Pants (belt optional)	OK				
Shorts (belt optional)	OK				
Socks	OK	OK	OK	OK	OK
Sweater/Vest		OK	OK	OK	
Logo Polo Shirts, short or long sleeve		OK	OK	OK	
Turtleneck (only worn under)		OK	OK	OK	

Swimming Days

- In advance of swim classes, the PE Teacher will communicate details, but in general:
 - Grades K-1: Students should come to School wearing their swim trunks/bathing suits in lieu of the uniform.
 - Grades 2-5: Students should come to School wearing their swim trunks/ bathing suits under their uniform.
 - After swim class, students will change into uniform clothes appropriate for the day.

Middle School Dress Code

Middle School students are not required to wear uniforms. Students should dress in a respectful, proper manner that speaks to the good reputation of the individual and the School. Parents and students are encouraged to check with teachers or the Head of 4th-8th Grade if they are uncertain about the appropriateness of any item. Students who do not comply with the Dress Code are sent to the Head of 4th-8th Grade. Middle School students will be asked to change into their PE uniforms.

Middle School students may not wear:

- cutoffs, ripped or torn clothing
- clothing with cigarette or alcohol advertising, or offensive symbols or words
- short shirts or shorts that expose the stomach or back (including when students raise their hand), transparent or half shirts, crop tops, tank tops, thin straps on shirts or dresses (including low-cut or backless) miniskirts, mini shorts (may not be any shorter than 2 inches above the knee when standing)
- Students may not wear tight-fitting (tights or “jeggings”), work out, or yoga pants without a long shirt that covers to mid-thigh
- hats indoors (logo hats may be worn outdoors to protect from the elements)
- hair or dress that would hamper the learning, health or safety of students.
- over-sized clothes
- heels higher than 1-1/2 inches; shoes must be worn at all times
- thick gauged chains or watch chains
- body piercing other than ears
- visible tattoos
- excessive or inappropriate jewelry or adornments
- two-piece, thong-type suits, or speedo style trunks for swimming activities. Swimsuits must be one piece

Lost and Found

Please label all clothing and personal items. Lost items that are small and valuable will be kept at the front desk. Other lost articles will be placed in the lost and found closet. Periodically, unclaimed items are donated to local charities. Please check for lost items regularly. Students are expected to pay for lost text and library books. ECE has a designated area inside each classroom for lost and found items.

FIELD TRIPS AND ASSEMBLIES

Green and White Days

Generally, once a month (see School calendar), K-5 students and teachers gather together to build community and to highlight curricular areas that have happened during that month. See dress code for appropriate attire for Green & White day.

Town Hall Meetings

Every Tuesday morning, the Middle School comes together to share their trials and successes. Announcements concerning Student Council activities, after School sporting events, spirit information, committee and club work, community service opportunities, and other news of classmates and faculty are shared.

Field Trips

Field Trips are an important aspect of the curriculum at Seven Hills. They are carefully chosen and planned to enrich the classroom learning experience, as extensions of the learning environment. Parent chaperones make the experience successful and fun for all of students. Please familiarize yourself with the following guidelines in order to be a more effective field trip chaperone. Kindly note, no siblings or alternative guests are invited on field trips as we are focused on supporting the instruction and supervision of Seven Hills students.

Before Departing:

Please arrive at School early and be ready to leave on time. There is usually a tight time schedule, with scheduled tours, classes, and activities.

If you have an emergency and have to cancel your participation, please follow these guidelines. If you know 24 hours or more in advance, notify the teacher of this change. In the event you need to cancel closer to the time of the field trip, please call a room parent as soon as possible so that alternative plans can be made.

Listen carefully to the teacher's instructions. She/he may have activities for you to follow, directions for supervision and/or meeting places.

Travel by Bus:

- Please model appropriate bus behavior for the students. Students will follow your example.
- Please sit facing forward with your back against the back of the seat. It is important to keep your feet and hands out of the aisle, as the bus driver uses the aisle to see out the back of the bus.
- There is no eating or drinking on the bus unless approved by the driver.
- Be observant of the students, and when necessary help the teachers remind them to sit forward, talk in low voices and keep their feet and hands out of the aisle.

On ECE bus and driving field trips, please do not use phones, iPads, or other electronic devices to keep children busy.

Travel by Car:

Seven Hills provides bus transportation for all field trips and activities. On those rare occasions when there is an exception to this policy, the following guidelines must be followed:

- The child must be in a federally approved car safety seat if required by age or weight. Students may not ride in the front seats of cars with passenger air bags, and each child must have his own seat belt.
- Students may not ride in the back of pick-ups.

- Parents driving on field trips must provide the School with a copy of a valid driver's license, proof of insurance, description of car and car license. Please give this information to your child's teacher prior to participating in field trips.
- When driving to and from field trips, please drive straight to the field trip site and straight back to School when finished. Teachers need to be aware of where the students are at all times, and unauthorized side-trips can be worrisome.

At the Field Trip Site:

Your responsibility on a field trip is supervision of children. Remember the activity is a learning experience and you need to be involved with your group of children. The teacher is counting on you for this support. You may have directions from the teacher about specific areas to cover or point out to the children or you may use your own experience and knowledge to help them engage in what they are seeing and doing. Please stay with the group unless you and the teacher agree otherwise.

Timelines are very important. Be aware of when the children will eat, snack, attend lectures or classes, and meet for departure.

Often there is a gift shop or store at the field trip destination. We ask that you do not purchase treats or souvenirs for your group unless you purchase for the entire class.

PARENT COMMUNITY

Parent Involvement Association (PIA)

All parents and guardians are automatically enrolled in the PIA. There are no membership dues; the meetings are held monthly. The PIA handles the planning, organizing and the coordination of volunteers for many of the School's non-academic activities where parents are involved. The PIA works closely with Development Office to organize events, plan and implement fundraising, and keep communication lines open within the School community.

Room Parents

The position of Room Parent is a rewarding and enjoyable commitment of time and energy. Room Parents assist classroom teachers with parties, field trips and special programs. Toward the end of the year, they, along with current room parents and faculty give the Room Parent Coordinator a list of names of potential room parents for the next year. Anyone interested in being a room parent is encouraged to contact their Room Parent or the Committee Chair by May 1. Room parents are selected for the next year from this list. We attempt to choose new room parents each year so a greater number of parents have the opportunity to participate in this important role.

Volunteerism

Volunteerism has a long history at Seven Hills. Parents support the School with financial contributions and generous donations of time and talent. Seven Hills depends on creative and energetic volunteers to keep maintenance and fundraising costs low and to keep dollars flowing to our academic programs. The high quality and wide variety of programs at Seven Hills are possible because of this generosity and commitment.

Each family is asked to serve a minimum of 16 hours of community service to the School. A refund of the community service fee will be returned to you when the 16 hours of volunteerism is completed.

You are responsible for reporting your community service hours in the [Living Room](#), our internal Seven Hills School website, under [Volunteers/Submit Hours](#).

Every parent will want to share in some aspect of life at Seven Hills, and there are jobs both large and small, of short and long duration, that need a parent volunteer. Below are just a few of the many ongoing projects and activities that offer opportunities for service throughout the year.

Parent Classroom Volunteers

Occasionally, individual teachers request parent volunteers to help facilitate activities in the classroom. These activities may include weekly visits or a one-time activity such as a play or field trip. Arrangements to help with these requests are made with the individual classroom teacher.

Parent Educator Program (PEP)

The Parent Educator Program is a nationally recognized health, safety and drug awareness program administered to grades 1-5. Parents interested in this program are trained and then team-teach the curriculum in the classrooms. This extremely important program is aimed at keeping our children informed and safe.

SPECIAL EVENTS

Seven Hills has many ways to assist you in becoming a part of the School community. There are opportunities throughout the year for families to participate together in academic and social events and other gatherings that promote a strong community.

All Family Social/Bar-B-Q. This event gives parents and students a chance to meet classmates and teachers in an enjoyable, social setting. It happens the week before School starts each year.

Annual Giving

The Annual Giving Program, initiated by trustees and parents and coordinated by the Director of Development early each fall, is one of the School's most important fundraising campaigns. The funds raised through the Annual Giving Program not only support the budget, they also allow for enhancement of School programs. 100% participation by Seven Hill parents is the goal. Board, faculty and staff participation has typically been at 100%.

Auction

The Auction, held each spring, is the other major fundraising event. Auction proceeds help balance the School budget when necessary, and support long-term efforts, such as the endowment or capital projects. We need everyone's participation, via volunteering and attendance, to make this event a success.

Back-to-School Night

This evening program provides an opportunity for you to meet with your child's teachers and learn about the curriculum expectations and the daily workings of the classroom.

Student Performances

The musical talents of our students are highlighted in presentations for families and friends.

Open House

An Open House is held each year in the spring to provide an opportunity for you to observe your child's classroom, review his/her accomplishments, visit the teachers of the next grade level and enjoy what their students have completed throughout the year.

Volunteer Brunch

All of our volunteers are honored in the spring at a special reception sponsored by the PIA.

Faculty/Staff Appreciation Week

For one week in the spring, the faculty and staff at Seven Hills are treated to a very special thank you. PIA members and Room Parents plan special activities for the week, including a luncheon to honor Seven Hills' faculty and staff.

Faculty and Staff Gifts

It is understandable that parents, in a genuine spirit of generosity, offer gifts to teachers, administrators, staff and coaches in appreciation for dedication, skill and hard work. Such generosity and support is best expressed in support of programs that directly benefit students. Please check with an administrator if you are unsure of the appropriateness of a gift idea. Please know that gifts to teachers and staff members are not expected. Most treasured are letters of appreciation with a copy to the Head of School. The thoughtfulness of a gift made or chosen by a child is always special to a teacher. Parents wishing to make a major gift should consider an item needed in the classroom or a donation to the endowment fund in the teacher/staff member's honor. We do not allow parents to make requests of other parents to contribute to a class gift, or to a teacher, or solicit donations from parents for any reason outside of the normal School fundraising initiatives.

End of the Year Parties and School Events at Private Homes

Due to strict insurance coverage requirements and limitations, the School does not sanction or allow School or class parties to take place at individual homes. You are welcome to use campus facilities for end of the year class parties.

Party Invitations

To avoid hurt feelings or feelings of exclusion, Seven Hills permits the distribution of party invitations at School only if all children in the homeroom group (or grade in middle School) are included.

OTHER PROGRAMS

Fee-Based Classes

A variety of after-School and weekend classes are available on a fee basis. These classes are offered to extend and complement students' learning experience. Please contact the [Extended Day Director](#) for additional information.

Hot Lunch Program

We offer a hot lunch program each School day. These well-balanced meals are prepared daily by [Choice Lunch](#) in their kitchen. Lunch service contracts and payments are made directly to Choice Lunch and are not arranged through the School.

Summer Camps

Each summer, Seven Hills hosts a few summer day camps Seven Hills Summer Science Camp, [Adventure Day Camp](#) and others. Please check the Monday Memo and the Living Room for updates as summer approaches.

HEALTH AND SAFETY

Immunization Records

Each student at Seven Hills must have an up-to-date immunization record or waiver on file. Please be sure that this information is kept current in case of an emergency. No student will be allowed to start School without completed emergency and health forms.

Illness

Maintaining an environment as free of illness as possible is the obligation of all members of our community. To avoid unnecessarily exposing others to your child's illness, we ask that you observe the following common sense guidelines.

If your child is ill or you suspect she may be coming down with something, please do not send her/him to School. Call the attendance line (ext. 5000) by 8:00 am to notify the School of the absence. Before returning your child to School, (s)he should be free of symptoms and fever for **24 hours without medication**.

If a child develops a fever or illness, or is injured during the day, you will be contacted and requested to immediately pick up your child.

Please notify your child's teacher if (s)he contracts a communicable disease other than the common cold or flu (e.g., streptococcal infection, chicken pox, or head lice). Under Health Department rules the School is obligated to notify all families in a class where such an infection has occurred.

If an accident or other serious medical emergency arises, you or your designated alternate will be notified. If immediate medical attention is indicated and no responsible, designated adult can be located, the child will be taken to the emergency room of the nearest hospital or to the physician listed on his/her emergency sheet.

Special Health Considerations

If your child has any special physical condition that might affect him/her while at School, please send a written description of the condition and what steps you would like taken. This document will be included in your child's file. (See below for allergies.)

Medications

In order for your child to receive medication at School you must complete the Medication Form or Action Plan. These forms may be obtained in the [Living Room](#). No medication will be administered without prior permission. School personnel must have the written consent of the parents and the written directions from the physician in order to administer medications at School. All medications are kept at the front desk.

- Please send medications directly to the front desk.
- Please make sure medication is sent in its original container.
- Children may not carry medication to School in a plastic bag.
- No child, no matter what grade, is allowed to self-medicate while at School.
 - Exceptions to this rule are:
 - Rescue inhalers if the student has a medication and permission on file at the front desk. We request that parents of preschoolers through 5th graders provide two inhalers – one kept at the front desk and one in the child's classroom. Middle School students provide two inhalers – one kept by the physical education instructor, the other kept in the student's pocket.
 - Insulin if the student has a medication/permission on file at the front desk.

Head Lice

Periodically, as part of our healthy school protocols, Seven Hills checks students for lice (group or individual). If your child is found to have head lice, (s)he must be treated immediately to prevent further spread in the School. You will be contacted by School personnel, asked to pick up your child from School and advised to call your physician for treatment recommendations. Your child will then be rechecked and, if treatment was successful, (S)he will be re-admitted to class. We have a “no nit” policy so children who are clear of live lice but continue to have nits in their hair will still be sent home until all the nits are removed.

When Parents are Away from Home

Please notify the School via email/written form or by telephone when you will be away from home for an extended period of time. Please be sure to email **Virginia Arias** with extended absences. Knowing who is responsible for your child is important information for the School.

Child Custody Arrangements

For those families who have court-ordered child custody arrangements, the School requires a certified copy of the court order. This information, held in confidence, ensures that parent and child rights are respected. The parent with legal custody will receive all correspondence and reports concerning the child. If the child’s other parent also requests this information, a copy will be sent. If there are other circumstances likely to affect the child of which the School should be made aware, please inform the administration.

Suspected Child Abuse

The California Penal Code requires employees of any public or private School to report all suspected incidents of child abuse to the appropriate child protective agency. Child abuse includes physical abuse, physical neglect, sexual abuse and emotional maltreatment. This is a sensitive subject that is always handled with utmost confidentiality. Those who report suspected child abuse have absolute immunity, both civil and criminal, for making such reports.

Emergency Plan

Emergency Information Sheets

The emergency information sheet provides current contact information should your child need attention. Please let those whom you have designated as your alternate(s) know that we will contact them if you cannot be reached. Please use the living room to keep everything up to date.

Fire, Lockdown, and Earthquake Drills

Students have regular drills, and a “Disaster Day” simulation drill. Every classroom has a visible emergency exit plan, an alternate exit plan and a fire extinguisher.

Emergency Procedures

In the event of a major disaster, students will be kept at School until they are picked up by parents or relatives as designated on the student emergency information forms. The School is prepared to care for your child for 72 hours. We will not release your child to any unauthorized person. Please do not call the School so that we may keep our lines open for emergency use.

Messaging

Seven Hills uses a contact system which delivers automated messages via voice, SMS text, and email. It is imperative that you maintain your current contact information through the Living Room parent portal. This system is used during emergency, or for notifications such as overnight field trip arrivals, bus issues, etc.

Disaster Preparedness

Seven Hills School has an Emergency Operations Plan and a Crisis Intervention Plan which will direct our care of students on campus in the event of a disaster.

Pick up/Drop Off/ Parking and Traffic Considerations

Click [Traffic, Parking, Pickup Guidelines](#). No student is allowed in the classroom before classes start or after School without adult supervision.

MIDDLE SCHOOL SPECIFIC INFORMATION

Middle School Schedule

Homeroom	8:00 - 8:05		Period 5	11:35 - 12:20
Period 1	8:05 - 8:50		Lunch	12:20 - 12:39
Period 2	8:52 - 9:37		Recess	12:39 - 12:59
Period 3	9:39 - 10:24		Period 6	1:01 - 1:46
Break	10:26 - 10:46		Period 7	1:48 - 2:33
Period 4	10:48 - 11:33		Period 8	2:35 – 3:20
			Dismissal	3:20

Advisory Groups

An advisory system is employed in the Middle School. Advisories happen during morning break on Mondays and Wednesdays throughout the year. This allows each student to have one teacher with whom he or she can discuss personal or academic concerns and progress. The advisor serves as an advocate for the student. Parents can help establish a strong advisor/advisee relationship by encouraging their son or daughter to seek out their advisor when the need arises and by regarding the advisor as the family's primary Middle School contact at School.

The role of the Advisor includes four important elements, as follows:

1. The advisor-advisee relationship provides the student with both a person and a structure to help resolve School concerns. This allows each student to have one teacher with whom he or she can

discuss personal or academic concerns and progress. The advisor will also serve as an advocate for the student.

2. The advisory group holds regular meetings for communication on all School-related concerns and membership in a small, supportive group – a nest for comfort and a nest to “fly from.”
3. Advisor-parent contact provides for communication about the growth and progress of the student. The advisor, the first point of contact and conversation for parents, serves as the main source of information about a student in the School.
4. Advisor-staff interaction provides for an exchange of information about all areas of a student’s growth and for sharing approaches, methods, successes, and failures in working with individual students. The entire Middle School staff generates advisory groups.

Community Service

The Middle School wishes to promote a value of service to the community, which will last throughout the lives of the students. Seven Hills nurtures the idea that “community” includes any and all things people have in common as people; that strong community benefits everyone and helping to create it offers great individual reward and satisfaction. Seven Hills embraces the concept of service learning through volunteerism. Students may choose from numerous options, both on and off campus. Each student must complete ten hours of community service per academic year as a part of their graduation requirement (Middle School students average between 20-25 hours of service). Each year the middle School provides 3000-4500 hours of service to 50-100 organizations.

Secondary School Applications

The Seven Hills School faculty and administrators work together to counsel each eighth grader and her/his family in the choice and acceptance to his/her high School. Each fall a “High School Orientation Night” is held to provide eighth graders and their parents with the following: deadlines for test and admission dates to Bay Area high Schools; a list of Bay Area high Schools, their enrollment, tuition, admission requirements; a questionnaire concerning each student’s high School preferences; and a resume form to guide faculty in the writing of recommendation letters. In addition to the high School preferences and resume forms, eighth graders are requested to notify the Seven Hills faculty before Thanksgiving to allow teachers to complete the letters of recommendation in a timely fashion.

In order to give students and their parents an opportunity to preview both Bay Area and several boarding high Schools, Seven Hills hosts a “High School Fair” every October. Admissions Directors from the various high Schools set up information tables and meet and answer questions for parents and students from the community at large. It is strongly advised that families contact the high Schools in the fall regarding Open Houses, visit days, and student interviews.

Student Council

The Student Council is a group of elected officers, committee members, and homeroom representatives, who meet once a week to discuss issues of concern to the students. It serves as a sounding board and a problem-solving group for the School. It also plans, organizes, and executes special events during the School year. These vary from year to year, but they include Spirit Week, Green and White Day, the Talent Show, and social events.

Middle School Socials

Middle School socials are official School functions chaperoned by the Middle School staff. All School rules are in effect, as are the current consequences for rule infractions. Socials begin at 7:30 pm and always end at 9:30 pm. Please do not drop off your child before 7:30 pm, nor arrive later than 9:30 pm to pick up your

child. Parents arriving after 9:30 pm will be assessed extended day care charges for the additional supervision. Students are not allowed to leave Tenvold, walk home from the dance, or bring guests without permission. There are no guests at the first and last socials. Students who have been suspended or are out sick on that day may not attend dances or related School activities.

Middle School Academic Probation

We recognize that each student has varying interests and abilities. The School's expectation is that all students will successfully complete the requirements in all subjects. If a student is not working to the best of his/her ability and improvement is not forthcoming, the following procedures will occur:

1. Academic review by middle School faculty and administration. If a student is unable or unwilling to complete the academic requirements to the best of his/her ability, he will participate in a round table conference with teachers, parents, and administration to determine the best course of academic action.
2. Probationary status: If concerns persist about the academic progress of the student and there is not sufficient improvement, academic probation for the next quarter will be considered at the discretion of the faculty and administration. While on probation, a student may not engage in extra-curricular activities at School such as sports, socials, and overnight trips. A student on probation may not run for, or serve on, the student council until probation is lifted.
3. Probation removed: Upon demonstration of academic improvement, responsibility, and independence, probation may be lifted at the discretion of the faculty and administration.
4. Termination of Student Contract: If a student is unable to improve her/his grades and make a positive change with regard to schoolwork by the end of the next quarter, it indicates that academic expectations are not met and Seven Hills is not the proper place for the child. At the discretion of the faculty and administration, another School setting would be required. Indications of this can be, but are not limited to:
 - Downward slide in grades
 - Negative behavior in class
 - Lack of effort in academics
 - Poor attitude toward learning
 - Lack of timeliness
 - Additional faculty concerns

Romance

Seven Hills attempts to create an environment free of distractions so students can do their best work concentrating on learning. Handholding, hugging, and kissing are considered inappropriate and distracting behavior in a School setting and are not allowed.

After School Sports

Seven Hill has a strong commitment to its athletic program for both boys and girls. Participation is open to all academically and behaviorally eligible students with the intention that the program be both inclusive and competitive. It is the policy of the School that no cuts will be made. Sixth grade squads will have equal playing time for all athletes attending practice.

In the seventh and eighth grades, teams are more competitive. Therefore, playing time may vary among players. An attempt will be made by the coaches to see that all who attend practices will get a chance to play, but no promises are made as to playing time. While each sport has different criteria, the simplest expression of the department's policy is, "no practice, means no play."

Ingredients of Sportsmanship: The core values at Seven Hills include respect, responsibility, caring, compassion, honesty, cooperation, fair play, a positive spirit, and perseverance. At Seven Hills School, we are the people who do something about it.

Our teams have a sense of purpose:

T Together
E Everyone
A Achieves
M More

A Awareness
T Teachable
T Tenacity
I Intensity
T Technique
U Unselfishness
D Discipline
E Execution

The Seven Hills School Definite Dozen:

- Be responsible – Be in total control of your attitude and effort
- Be respectful – treat people the way you want to be treated – build up team and self in a positive manner
- Be honest – talk about concerns in the open – always play fair
- Be loyal – team unity is crucial to our positive development – express appreciation – put-ups – confine competitiveness to the athletic field – remember your commitment off the field – behave properly on sidelines, the bench, and in the locker room
- Work hard – bring your discipline and passion to the game -100% effort in practices and games - always strive for your best
- Be a smart player - learn the techniques and how to execute – mistakes are a way of learning
- Have a positive attitude – bring out the best in yourself and your opponent
- Put the team before yourself – be unselfish – respect yourself, teammates, opponents, and officials
- Want to be coached – cooperate with teammates and coaches – work towards continuous improvement and learning
- Influence your opponents with your physical and mental efforts
- Be consistent in your motivation towards your team – persevere through the hard times
- Live up to the highest standards, even when other do not -Remember it is a privilege to participate

After School practices run until 4:30 pm, Monday through Thursday. Eight to twelve practices will occur before any outside competitions will take place.

Sports offered can vary with interest from year to year but often include: volleyball, cross-country, football, golf, basketball, lacrosse, soccer, softball, track and field, and fitness training.

Announced Assessments

Students need to properly prepare for assessments. On those rare occasions when a student has performed poorly on a test - students in sixth grade have an opportunity to retake tests and demonstrate mastery. Teachers may offer retests, test corrections, oral exams, or an essay to students in order to illustrate academic competence. In this way, students get another opportunity for mastery and if performed well, the grade will be raised to a 70%. In seventh grade, students will be able to use this option one time during a quarter in each of their classes, excluding final exams, as they continue to hone their test preparation and test taking skills. Eighth graders do not have/need this option.

Pop Quizzes

Students who remain disciplined with their nightly homework and reading assignments, rarely perform poorly on pop quizzes. On those rare occasions when a student has performed poorly on a quiz - sixth grade students have an opportunity to retake quizzes and demonstrate mastery. If the mastery effort is done to the satisfaction of the teacher, the grade will be raised to 70%. In seventh grade, students will be able to use this option one time during a quarter in each of their classes as they continue to hone their test preparation and test taking skills. Eighth graders do not have/need this option.

Winter Assessment and Final Examinations

Before the Winter Break and at the end of the second semester, seventh and eighth grade students take final examinations in English, History, Math, and Science.

Second Semester Exemption from Exams

An eighth grade student who has attained category scores above 94% in a subject for the entire year in a subject, may be exempt from the final exam at the discretion of the teacher and approval of the administration.

Promotion and Graduation Requirements

Each student must complete teacher-determined satisfactory classwork and homework in order to be promoted to the following grade level. Year-end failure in any two core subjects suggests a student's inability to meet the academic standards at Seven Hills; the student will not be re-admitted to School the following year. A single failure may be made up during the summer. In some cases, an examination on the failed subject matter may be administered and the student may not be re-admitted to School unless the examination or outstanding work is completed. The administration coordinates all make-up programs during the summer. At the discretion of the administration, a student who fails one or more courses at the close of the eighth grade year is not eligible for a diploma or participation in graduation ceremonies. In this event, work may be made up during the summer and the student may receive his diploma upon the acceptable completion of the make-up work.

ADMINISTRATIVE STAFF EMAILS AND RESPONSIBILITIES

Please go to the [Living Room: Administration](#) for a listing of administrative staff and their responsibilities. If you need further help finding the right person, please check with front desk.