

Seven Hills Academy

2011 – 2012 Student Handbook

Welcome to Seven Hill Academy, we're glad you are joining us for this school year. This handbook is designed for you, the student. Please read it carefully so that you understand the policies of the school and our expectations of you.

DRESS CODE

The first impression someone has of you is based on how you look. Your appearance whether here on campus or out in public can trigger how people react to you. Therefore, it's important that you're well groomed and dress in an appropriate manner. Let's face it, it also makes you feel better, reflects the pride that you have in yourself and the respect you have for those around you.

For those students new to the school, we do have a dress code because we want you to concentrate on your lessons not on the newest fashions. It also makes it much easier for you to select your clothes for the next day of school.

This is how you will be dressed when you walk out your door to come to school each day and when you return home at the end of the school day. Remember you are representing Seven Hills Academy and you can be proud of that.

- ***Polo Shirt*** – You will wear the Seven Hills Academy polo shirt in Yellow or Green, short or long sleeved. Your shirt must be tucked in with the collar down at all times while you are on campus. If you wear a t-shirt under the short sleeved polo lettering or pictures may not be visible. You must also make sure that the t-shirt is not larger than the polo shirt. In other words, the t-shirt sleeves cannot hang longer than the sleeves of the polo shirt.
- ***Sweat Shirt*** –The Seven Hills Academy sweat shirt or jacket can be worn over the polo shirt. You may also wear a plain green, grey or gold non-hooded sweatshirt over the polo shirt. If you wear a jacket or sweater to school it must also be kept in your locker during school hours unless specified by the administration.
- ***Pants, Shorts, Slacks, Skorts*** – Khaki, black, navy blue, or grey are the only colors for your uniform pants, shorts, slacks or skort. Of course these must fit properly and must not be tight or baggy. (State law for the sagging pants will be enforced) Jean style material and stretch material are not allowed. Leggings are not allowed. The bottom of the shorts or skorts cannot be shorter than two inches above the knee. You can have the maximum of two front and two back pockets. No side, cell phone or cargo style pockets will be permitted.
- ***Belts*** – A belt must be worn at all times if the pants, shorts, slacks, or skorts have belt loops.
- ***Shoes*** – For safety's sake, you must wear shoes with closed toe and heel. You can also wear sneakers. What you cannot wear are platform shoes, slippers, mules, high heels, sandals, boots, western boots, or flip-flops. Socks can not be layered. Exposed socks must be ankle to mid-calf length. They must also be a solid matching color.
- ***Jewelry*** – All jewelry worn should be in good taste. Only 2 earrings per ear are permitted, this includes ear lobes or cartilage. Earrings should not be larger than a quarter. If you wear two earrings in one ear, one earring MUST be a post. No more than two bracelets per arm, one ring per hand, and one necklace. (No long or large necklaces and the necklace must be tucked in the shirt)
- ***Glasses*** – Fake glasses are not allowed.

- **Appearance** – Student’s hair should be neatly groomed. Hair combs, picks, and brushes are to be kept inside your lockers. If you choose to wear your hair long then you must keep it pulled back or neatly braided away from your face. If you wear hoodies, hats, caps, bandannas, or other headgear it must be kept in your locker until the end of the school day.
- **Physical Education Dress Code** – Students in physical education classes will be expected to wear a plain white, gray, yellow or green t-shirt, with knee length gym shorts and sneakers. **No jeans or jean shorts are allowed.** The students will be given time to change at the beginning and end of each class. Shorts need to fall about one inch above the knee. It is required for all students to remove jewelry during PE. **Seven Hills Academy will not be responsible for any lost items.**
- **Dress down day dress code** – On alternating Fridays, students who are eligible for dress down have the opportunity to wear clothing that reflects their style as a reward for following everyday rules. Any student that is in compliance with dress code everyday, whether in the classroom, walking down the hall, sitting out front, or waiting at the bus stop and returns their gold sheet (signed by their parent) everyday in homeroom is considered eligible. If you earn dress down day you will be given a certificate by one of your teachers. When you dress down you are still expected to follow the regular dress code rules.
- *If a student is out of dress code, an attempt will be made by the school, through donated items, to provide the appropriate piece of clothing to correct the problem (no shoes are provided). If this cannot be done, parents will be called to bring the appropriate item.*

ATTENDANCE

We want you to reach for the stars and grab on to every positive opportunity that comes your way. But to do that you need knowledge and skills. We’re here to provide that to you but you have to take responsibility too. You need to be in class every day on time and ready to work. Part of your report card grade is based on the number of days you are in school. The more days you miss or are late, the lower your grade. So if you’re an A-B student but have missed several days of school, you’re A-B can turn into a C-D. We’re sure you don’t want that to happen and neither do we.

- **Illness** – If you’re sick and need to stay home, your parent/guardian must call the school office to let us know. Understand that after your parent/guardian calls in, we will call them back to verify the absence. So don’t find a friend to call in for you just to play hooky because it won’t work. We will find out. If you are absent from school for more than 3 days due to an illness, you must bring a doctor’s note when you return.
- **Tardy** – If you are late getting to school in the morning, you must report to the office first. If you are dropped off by your parent/guardian, they must come in with you to explain your tardiness. You are then to report to your class. You must do so directly, quietly and without interruption. If you are more than 20 minutes late to a class, you will not be allowed to enter that class.
- **Excused Absence** – We realize that you may have a doctor’s appointment or other valid reason for missing class. In these cases, your parent/guardian must contact the school office ahead of time. If you have to leave for your appointment in the middle of a class, you must do so quietly and without interruption. You must report to the office when called to meet your parent/guardian. When you return to school you must bring a valid doctor’s note with you and turn it in at the office.
- **Unexcused Absence** – An unexcused absence is one that is not validated by your parent/guardian. If you cut school, this will be recorded as an unexcused absence. You will receive zeros in all of your classes for that day and you may be subject to further disciplinary action.

- ***Homework Rules when Absent*** – If you miss school for any reason other than an unexcused absence, you are responsible for getting your missed class work or homework assignments from your teachers. If you know that you will be out for more than one day, your parent/guardian can call the office to request your assignments. Your homework must be completed and turned in to the appropriate teacher following their guidelines.

BACKPACKS/PURSES

- Kindergarten thru 3rd grade may carry their supplies in a back pack of their choosing.
- 4th thru 12th grades may carry books to school in a backpack, but the backpack must be left in your locker during the day.
- PE clothes should be carried in a small plastic shopping bag.
- Girls will be allowed to carry a small purse (no larger than 4” by 7”) and boys a wallet that will fit comfortably in your back pocket.

LUNCH

- Students will need to bring a cold\bag lunch or order lunch from the school.
- The students will not have access to a refrigerator to keep their lunches cold or frozen nor will they have access to a microwave to heat up any thing that they might bring from home.
- Lunches will be kept in each student’s homeroom class in a cabinet where the teacher can monitor and make sure that no student’s lunch is taken by mistake.

MIDDLE AND HIGH SCHOOL LOCKERS

- You will be assigned a locker. If you have to share, you will not get to choose who you share with. Administration will make that decision.
- Each locker will be assigned a combination lock at no cost to the students. If that lock becomes damaged, you will have to pay \$5.00 for a new lock.
- **DO NOT SHARE YOUR COMBINATION WITH ANYBODY!**
- You are allowed to go to your locker when you first arrive at school before and after PE and at the end of the day when you are leaving campus. High school may go during lunch but must put anything taken out back before you go back to class.
- You are to keep your electronic devices turned off in your locker. If you decide to bring any other electronic devices to school they are also to be kept in your locker. The school is not responsible for any items in your locker.

LOST / DAMAGED SCHOOL PROPERTY

We take pride in our school campus and work hard to maintain its cleanliness. We do not want to see anybody writing on any walls, doors, desks, or chairs. The bathrooms will be checked regularly to make sure that they stay free of marks too. If you damage school property, you will be liable for repairs or cleaning.

LOST AND FOUND

If you have found something that does not belong to you or anyone you know, take it to your teacher immediately. Tell your teacher where you found the item so that a Lost and Found report can be filed. All lost items will be taken to the office for safe keeping. If you have lost something, you can check with the office before school begins or at the end of the day. At the end of each semester all unclaimed items will be donated to charity.

CELL PHONE AND ELECTRONICS POLICY

Cell phones, Ipods, MP3 players, PSP, Nintendo DS are not allowed in the classroom at any time. They must be kept in your locker during class. If any of these things are found in class then the following consequences will happen:

- **1st offense** – Item taken away and given back to the parent at the end of the day. High school students will lose cell phone and outdoor privilege for the day. Middle school outdoor lunch privilege will be lost for the day.
- **2nd offense** – Item taken and given back to the parent and you will receive an automatic one day out of school suspension.
- Any further offenses will result in further disciplinary action.

High school students only will be permitted to use their electronic devices during the lunch break when lunch is held outside. If any high school student is found with a cell phone in class, all high school students will lose this lunch privilege. We feel you are old enough to handle this responsibility and not abuse it. Please prove to us we are correct.

STUDENT DRIVERS

Being able to park on school ground is a privilege. Parking spaces will be available for seniors and juniors first due to the limited number of spaces available. Eligible drivers may receive a space as long as parking spaces remain available.

- If you want to drive to school you must register your vehicle by completing the necessary form in the school office.
- You must provide a copy of your driver's license and current insurance card.
- All vehicles and contents are subject to search at any time, with or without cause, by school officials or law enforcement.
- Cars are to remain parked until the student leaves for the day.
- You may not play loud, inappropriate or offensive music on campus.
- Cars may not be driven or sat in at any time during the school day or at the beginning or end of school with or without other students. You are required to leave school promptly at the end of the day.
- You are not allowed to smoke in your car while it is on campus.
- Careless driving on campus will result in the suspension of parking privileges for a minimum of a week.

HARASSMENT / SEXUAL HARASSMENT

The Florida House Bill 669 – School Safety states that “Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of a school.”

Any student who feels that he/she is being harassed should immediately inform a Seven Hills Academy staff member. All harassment complaints will be addressed by the administration immediately and thoroughly. Any student who engages in any type of harassment may be subject to disciplinary action and/or expulsion.

BULLYING

The Florida House Bill 669 – School Safety states that “Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual or racial harassment, public humiliation, or destruction of property.”

Any student who feels that he\she is being bullied should immediately inform a Seven Hills Academy staff member. All bullying complaints will be addressed by the administration immediately and thoroughly. Any student who engages in any type of bullying may be subject to disciplinary action and\or expulsion.

ALCOHOL, DRUG AND SMOKING/TOBACCO POLICY

Under no circumstances are you ever to bring to school alcohol, illegal drugs, cigarettes, cigars, pipes, chewing tobacco, lighters or matches. State law prohibits these items on or within 1,000 feet of the school campus. Violation of this policy can be severe and could cause police to be called.

If you know of another student who has violated this policy, you have a responsibility to report it to your teacher or the Director immediately. Your name will be kept confidential.

SEARCH AND SEIZURE

The administration reserves the right to search any student’s car, locker, notebook, back pack, purse, or student’s person at any time while on the school grounds, without notice, and take any items found in violation of the Seven Hills Academy rules. If you refuse to give permission to a search then your parent will be called. After speaking with your parent if you still don’t give permission then you will be suspended.

DISCIPLINARY ACTION

Detention will be served during lunch time so that you may attend an after school class. If you refuse to serve detention, you will be suspended and detention will be served upon return. Zeros will be given for all classes missed.

30 minutes: gold sheets or breaking any of the school rules

ITEMS NOT ALLOWED IN SCHOOL

You are not allowed to bring the following items to school: gum, candy, stuffed animals, laser pens, and pointers, drugs, cigarette lighters, weapons or dangerous items. These items will be taken and the following consequences will be followed:

- **1st offense** – Item taken away and given back to the parent at the end of the day. High school students will lose cell phone privilege at lunch. Middle school out door lunch privilege will be lost for the day.
- **2nd offense** – Item taken and given back to the parent and the student will receive an automatic one day out of school suspension.
- Any further offenses will result in further disciplinary action.

DEPENDING ON THE SEVERITY OF THE ITEM, THE ADMINISTRATION HAS THE RIGHT TO OPT FOR MORE SEVERE CONSEQUENCES INCLUDING SUSPENSION OR EXPULSION.

SCHOOL RULES

These are the rules that apply to every classroom on campus. You will go over all the rules with your teachers the first week of classes. These rules will be enforced every school day for the entire day with no exceptions.

1. When responding to any adult, you must answer by saying “Yes ma’am/sir” or “No ma’am/sir.” Just nodding your head or saying any other form of yes or not is not acceptable.
2. Do not smack your lips, tsk, roll your eyes, use profanity or show disrespect with gestures.
3. You will make every effort to be as organized as possible.
4. Whether we are in school or on a field trip, if someone drops something, pick it up and hand it back to them. Even if they are closer to the object, it is only polite to make the gesture of bending down to retrieve the item.
5. If any student in this school is bothering you, let me know. I am your teacher, and I am here to look after you and protect you. I am not going to let anyone in this school bully you or make you feel uncomfortable. In return, I ask that you not take matters into your own hands; let me deal with the student.
6. Accept that you are going to make mistakes. Learn from them and move on.
7. No matter what the circumstances, always be honest. Even if you have done something wrong, it is best to admit it to me, because I will respect that, and often times I will forget any disciplinary measures because of your honesty.
8. Be the best person you can be.
9. We will follow certain classroom protocols. We will be organized, efficient, and on task. In order to do so, we will follow these rules:
 - a. Do not get out of your seat without permission. Exception: If you are sick, leave immediately.
 - b. Do not speak unless:
 - i. You raise your hand, and I call on you.
 - ii. I ask you a question and you are responding.
 - iii. It is recess or lunch.
 - iv. I instruct you otherwise (example, during group work)
10. During discussions, respect other students’ comments, opinions, and ideas. When possible, make statements like, “I agree with John, and I also feel that...” or “I disagree with Sarah. She made a good point, but I feel that...” or “I think Victor made an excellent observation, and it made me realize...”
11. Occasionally we may grade each other’s papers as a group. When grading other students’ papers, if you give someone an incorrect grade, whether it is higher or lower than they deserve, the amount the grade differs from the actual grade will be deducted from your paper. The only marks you are allowed to make on other’s papers are an “X” and the number they got incorrect.
12. When we read together in class, you must follow along. If I call on you to read, you must know exactly where we are and begin reading immediately. Every student in the room is expected to participate.
13. Answer all written questions with a complete sentence. For example, if the question asks, “What is the capital of Russia?” you should respond by writing, “The capital of Russia is Moscow.” Also, in conversation with others, it is important to use complete sentences out of respect for the person’s question. For example, if a person asks, “How are you?” instead of just responding by saying, “Fine” you should say, “I’m doing fine, thank you. How about yourself?”
14. Homework will be turned in each day for each subject it is assigned in, by every student with no exceptions. When I assign homework, there is to be no moaning or complaining. This will result in a doubled assignment.

15. "I don't know." And "I can't." do not exist in the classroom. You must always try.
16. While you are with a substitute teacher, you will obey the same rules that you follow when I am with you. (I know this is hard but it is important) Homework will be turned in each day for each subject it is assigned in, by every student with no exceptions. When I assign homework, there is to be no moaning or complaining. This will result in a doubled assignment.
17. If someone in the class wins a game or does something well, we will congratulate that person. Claps should be of at least three seconds in length with the full part of both hands meeting in a manner that will give the appropriate clap volume.
18. At times throughout the year, I will give rewards for good behavior, academic performances, and other acts worthy of praise. If you ever ask me for a reward, however, it will not be given. It is rude to ask if you are getting something for good behavior. You should be good and try your best because you are trying to better yourself, not because you are anticipating a reward.
19. Live so that you will never have regrets. If there is something positive you want to do, do it! Never let fear, doubt, or other obstacles stand in your way.
20. TEACHER MADE RULE.
21. When we are in transition from one class to the other, the change will be swift, quiet, and orderly. We should be consistently able to turn from one book to another, complete with all homework and necessary materials, as quickly as possible.
22. When in line, walk single file, two to three feet behind the person in front of you with your arms at your sides. You should face forward at all times. There will be absolutely no talking. "I don't know."
23. Never cut in line. If someone cuts in front of you, do not say or do anything about it. Let it happen, but let me know about it. I will handle the situation. If you fuss with someone who has cut in line, you could get in trouble as well. It's not worth it; just let me know what happened. Please handle all disputes with other classmates in the same manner, by coming to me with any problems before you take matters into your own hands.
24. During an assembly, do not speak and do not look around and try to get the attention of your friends in other classes. We must uphold an image that shows we have our act together!
25. If you are asked a question in conversation, you should ask a question in return. If someone asks, "Did you have a nice weekend?" you should answer the question and then ask a question in return. For example:
 ME: "Did you have a nice weekend?"
 YOU: "Yes, I had a great time. My family and I went shopping. What about you? Did you have a nice weekend?"
 It is only polite to show others that you are just as interested in them as they are in you.
26. Make eye contact. When someone is speaking, keep your eyes on him or her at all times. If someone makes a comment, turn and face that person.
27. Always say thank you when I give you something. If you do not say it within three seconds after receiving the item, I will take it back. There is no excuse for not showing appreciation.
28. If you win or do well at something, do not brag. If you lose, do not show anger. Instead, say something like, "I really enjoyed the competition, and I look forward to playing you again," or "Good game," or don't say anything at all. To show anger or sarcasm, such as "I wasn't playing hard anyway. You really aren't that good," shows weakness.
29. If you are given something from someone, never insult that person by making negative comments about the gift or by insinuating that it wasn't appreciated.
30. Carpe diem. You only live today once, so don't waste it. Life is made up of special moments, many of which happen when caution is thrown to the wind and people take action and seize the day.
31. Quickly learn the names of other teachers in the school and greet them by saying things like, "Good morning, Mrs. Graham," or "Good afternoon, Ms. Ortiz. That is a very pretty dress." (Note: If you are in line with the rest of the class, you are not allowed to speak to the teachers at that time because the no talking rule is in effect. You should speak to other teachers if you are entering or leaving school, on recess, on an errand or changing classes.)

32. We will often have visitors to our school. If someone is coming to visit our class, I will send two students to the classroom door. When our visitor arrives, you will shake hands, tell him or her who you are, and welcome the person to our school.
33. If you approach a door and someone is following you, hold the door. If the door opens by pulling, pull it open, stand to the side, and allow the other person to pass through first, then you can walk through. If the door opens by pushing, hold the door after you pass through.
34. Be positive and enjoy life. Some things just aren't worth getting upset over. Keep everything in perspective and focus on the good in your life.
35. If someone bumps into you, even if it was not your fault, say, "Excuse me."
36. Respect yourself and others by:
 - a. Not calling other people names.
 - b. Not bullying other people.
 - c. Not starting/boosting up a problem with another student.
 - d. Keeping your hands and feet to yourself at all times.
 - e. No slap boxing, or pretend play fighting.
37. If I or any other teacher in the school is speaking to or disciplining a student, do not look or laugh at that student. You wouldn't want others looking at you if you were in trouble or being reprimanded, so don't look at others in that situation. If you are the student I am talking to, do not get angry or fuss at students who are looking at you. Let me know and I will handle the situation.
38. Don't bring problems that happen in the cyber world to school. Unless it involves something that will happen at school, any problem that you might have with Facebook, twitter, my space or any other website needs to stay at home.
39. Respectfully stand up for what you believe in. You shouldn't take no for an answer if your heart and mind are leading you in a direction that you feel strongly about.
40. When you cough or sneeze or burp, it is appropriate to turn your head away from others and cover your mouth in your elbow or on your arm. Using a fist is not acceptable. Afterward, you should say, "Excuse me."
41. Flush the toilet and wash your hands after using the rest room. When in a public rest room, get a paper towel before washing your hands. After washing your hands, use the paper towel to turn off the faucets and to press the dispenser to get another paper towel to dry your hands. (Or use the towel to press the button to start the dryer.) The last thing you want to do is touch areas with clean hands that others have touched with dirty hands.
42. There are several manners dealing with food that you must follow: I call these my ABC's of etiquette:
 - a. Do not smack you lips and chew noisily.
 - b. Do not chew with your mouth open.
 - c. Do not talk with your mouth full. Sometimes people will place a hand over their mouth and talk anyway. Don't do that. Wait until you have swallowed your food to speak.
 - d. Do not slurp.
 - e. Do not play with your food.
 - f. Never reach over someone's plate to get something. You should say, "Will you please pass the salt?"
 - g. Never start eating off your plate until you are at your seat.
43. After we eat, we will clean up after ourselves. This includes cleaning off the tables and making sure we haven't left any trash on the floor or around the eating area. It is important to be responsible for your trash no matter where you are and to be sure not to litter.
44. Surprise others by performing random acts of kindness. Go out of your way to do something surprisingly kind and generous for someone at least once a week.
45. When we ride on a bus/van, we will always sit facing forward. We will never turn around to talk to other students, stick anything out of the windows, or get out of our seats. When we exit the bus/van, we will always thank the driver and tell him to have a good day.

46. When we go on field trips, we will meet different people. When I introduce you to the people, make sure that you remember their names. Then, when we are leaving make sure to thank them, mentioning their names as you do so.
47. When we are on a field trip, there will be no talking as we enter a building. We will enter the building so quietly that no one will even notice that we are there. This rule applies to entering any place where people are gathered, whether it be the movies, a church, a theater, or any other venue.
48. If we are on a field trip, it is a good idea to compliment something about the place where we are visiting. For example, if we visit someone's home, it would be a nice gesture to tell them that you think they have nice curtains. People are always self-conscious when they have guests visit their home, so you want to make them feel at ease. Also, if we are visiting other places, such as a museum or theater, it would be nice to comment on how beautiful the architecture is or to tell the guide that you think the facility is very nice.
49. When we return from a trip you will thank us for taking the time to take you on the trip, and you will let us know that you appreciate having the opportunity to go. I am not concerned with being thanked; I am concerned with teaching you that it is appropriate to show appreciation when someone has gone out of his or her way to help you.
50. When we are on field trips and we have to go up escalators, we will stand to the right. That will give other individuals who are in a hurry the option of walking up the left-hand side of the escalator. When we are going to enter an elevator, or a doorway, we will wait for others to exit before we enter.