

**HANDBOOK FOR LOWER SCHOOL  
STUDENTS & PARENTS**

***2018-2019***



**OAK HALL  
SCHOOL**

**1700 SW 75<sup>th</sup> St**

**Gainesville, FL 32607-3398**

**Tel.: (352) 332-1452 FAX: (352) 332-4945**

**Eaglet After-School Program  
(Preschool-Kindergarten): (352) 332-9330**

**Eagles After-School Program  
(Grades 1-5): (352) 332-0806**

**[www.oakhall.org](http://www.oakhall.org)**

# **HANDBOOK FOR LOWER SCHOOL STUDENTS AND PARENTS 2018-2019**

## **Mission Statement**

*Preparing students for ethical leadership in a diverse and global society.*

## **Alma Mater**

Noble Eagle call down victory;  
Never waver, never fall.  
With our voices raised on high,  
Alma mater praised by all.

Scholar, Leader, Servant be;  
Hail to Gold and Burgundy!  
Memories cherished one and all;  
Alma mater: Dear Oak Hall.

## **Statement of Philosophy**

Guided by the ideals of "Scholarship, Leadership, and Service," Oak Hall School serves young men and women from diverse backgrounds who can benefit from a challenging college preparatory program. We are committed to the liberal arts tradition, which sees education as the worthy pursuit of a lifetime, an end to itself as well as a means toward personal and social growth.

We believe in the power of a liberal arts education to transform lives, to develop unique talents, to enhance self-esteem, to build character, and to inspire a life-long love of learning. We seek to nurture in young people the qualities of intelligence, wisdom, and moral commitment, and to foster in them an impassioned curiosity about the world around them as well as the imagination to seek new solutions to problems.

Perhaps most important in furthering our mission is maintaining a family-like environment that is physically safe and emotionally supportive, where intelligence and compassion are highly valued, and where close relationships between students and teachers are encouraged.

Oak Hall School also seeks to provide many opportunities for our young people to develop in areas beyond acquiring essential academic skills. Our relatively small size, coupled with an array of extracurricular options, make it possible for each one of our students to play a leadership role in the rich daily life of our community. It is this unique blend of environment and opportunities - academic, athletic, artistic, and service - that provides students with the motivation to achieve academic excellence, to become leaders within their community, and to develop a strong sense of personal and social responsibility.

# Academic Policies and Procedures

## Grading System

Preschool and Junior Kindergarten students will receive progress reports each semester. Students in grades K-5 will be emailed a report card at the end of fall and spring semesters. Kindergarten students will receive grade designations of Satisfactory (S), Needs Improvement (N), Making Progress (M), or Unsatisfactory (U), while students in grades 1-5 will receive letter grades based on various assessments.

The letter grade percent equivalent is as follows:

A+ 98-100	A 93-97	A- 90-92
B+ 87-89	B 83-86	B- 80-82
C+ 77-79	C 73-76	C- 70-72
D+ 67-69	D 63-66	D- 60-62
F Below 60		

A conference day will be scheduled once per semester at the end of the first and third nine-weeks so that parents and teachers may discuss student progress. However, conferences can always be scheduled at the mutual convenience of the parent and teacher, or with all teachers on the grade level team, at any time. During normal classroom hours the students require the teacher's undivided attention. Please remember also that teachers need a few minutes after student dismissal to assist with the safe and orderly departure of all students.

## Homework

Homework is designed to reinforce lessons taught in class, prepare for the next day's lesson, and develop responsibility. Homework may be assigned over long weekends but homework will not be assigned over the three major school vacations (Thanksgiving Holiday, Winter Vacation, and Spring Vacation).

Time spent on completing daily homework should be approximately:

Kindergarten:	15 to 20 minutes
Grade 1:	30 minutes
Grade 2:	30-45 minutes
Grades 3-5:	45-60 minutes

If your child finds assignments particularly difficult and time consuming, contact your child's teacher.

The amount and kind of parent involvement should change as a student matures. At all levels homework is expected to be the student's own work. Projects should be done by the student with parents giving suggestions or guidance ONLY.

## **Academic Accommodations**

Oak Hall Lower School's academic program does not include a special program for students with diagnosed learning differences. However, the school does work to support students with mild learning concerns. The school can make some accommodations for students, if the student has a diagnosed learning difference. The accommodations must be recommended by a licensed professional (outside of the school) who has tested the student within the past three years. The school must have a copy of the complete evaluation before an accommodation plan can be made. Accommodation plans are facilitated by the Learning Specialists.

## **Testing**

Nationally normed achievement tests are given in the spring to all students in grades K-5.

# **General Policies and Procedures**

## **Communication**

Email is the best method to communicate with teachers and administration. Faculty members are expected to check their email daily. However, the daily schedule is often very full for faculty members and consequently it may be a full 24 hours from the time you send an email message until the teacher actually receives the message. Please allow appropriate time for faculty members to respond to your messages. A school email address is generally the teacher's first name initial plus the last name @oakhall.org (ie. mmills@oakhall.org). A faculty directory is available on our web page under the Faculty tab.

Another method of communication is the school's web page and social media. Please check [www.oakhall.org](http://www.oakhall.org) on a regular basis. Many questions can be answered by looking at the web page. Information is also communicated on our FaceBook page (facebook.com/oakhallgainesville), Twitter page (@oakhallschool) and Instagram (@oakhallschool).

Oak Hall School also sends out a weekly "e- Communicator" newsletter. This brief document will be emailed to you the last day of each week. It will primarily be a method to preview the events of the next week. It will also contain information and notes to keep you more informed about what is happening at the school. Newsletters from teachers will be sent home on a regular basis during the school year to keep you informed of classroom events and activities.

## **Attendance**

Oak Hall School offers early care from 7:30am-8:00am in the Early Childhood Learning Center (ECLC) multipurpose room for Pre-K through Kindergarten or the Lower School (LS) multipurpose room for students in grades 1-5. Parents for Pre-K through Kindergarten students should park and walk their children into early care if dropping off prior to 8:00 am. Parents of students in grades 1-5 may use the right car lane to drop off their 1<sup>st</sup> through 5<sup>th</sup> grade students. School faculty and staff will be posted in front of the

school to help facilitate early morning drop off beginning at 7:30am. Beginning at 8:00am, student patrol assistants will be available to escort students in the ECLC should you wish to drop them in the car line. Under no circumstances should children be dropped off before 7:30 a.m. to wait on the porch without parental supervision. This is dangerous, and is not allowed.

School begins promptly at 8:15am with the singing of the National Anthem. School hours in the Early Childhood Learning Center (ECLC) are 8:15am to 2:45pm School hours in the Lower School (LS) are 8:15am to 3:15pm. Students arriving after 8:15 will be considered tardy and will not be admitted to the building until after the Morning Opening Exercises are complete at approximately 8:20. Tardy students should be signed in at the front office. Please make every effort to get to school on time as late arrivals are disruptive to the classroom.

### **Early Dismissal**

If a student needs to leave during the school day, please notify your child's teacher upon arrival. During the time of dismissal, the parent should come to the office and sign the child out. We encourage parents to schedule medical and dental appointments after school hours. Parents are not to schedule after school activities, such as music and dance lessons, until after students have been dismissed each day.

Parents should not plan for children to be dismissed early on a regular basis. Early dismissal disrupts the class routine. Therefore, the teacher cannot get one child ready to go home when he/she needs to be attending to the class as a whole. Also, the student will miss class closure for the day.

### **Traffic Safety**

All drop-off and pick-up of students should take place in the designated areas on the driveway in FRONT OF THE SCHOOL. Follow the one-way drive as you approach the school. The established traffic pattern calls for cars to keep to the right in a single line next to the school. Forming a double line is dangerous for children. **Children exiting their cars should exit from the curb side only.** Please do not unload children in the grassy area directly in front of the school and allow them to cross through the traffic flow. Children not dropped off in the designated area should be escorted to and from the front porch of the school. School personnel and school patrols will be on duty to supervise students.

For afternoon pick-up, students will wait in grade-level groups on the sidewalk while watching for their ride. Students should load only from the curb. **Parents are asked not to wait in the halls prior to dismissal.**

Students not picked up from the front porch by 3:30pm will be asked to go to the after-school program, and parents will be billed accordingly.

### **Field Trips**

A permission slip will be electronically signed by parents at the beginning of each school year. Parents will be made aware of each trip in advance of the scheduled date. Parental permission may be withdrawn at any time.

We ask the following from all parents who drive on class field trips:

1. No special snacks are to be brought or bought for the students riding in the parent's car.
2. Parents are to travel directly to and from the field trip destination without any detours or stops at stores or fast-food restaurants.
3. Parents volunteering as drivers should be aware that their personal insurance policy will be primary, and the school's insurance will be secondary in the event of an accident.
4. Parents volunteering as drivers must provide a copy of his/her driver's license and primary auto insurance card. If you think you may want to drive for a school trip, you may submit the above documents to the office and we will keep them on file for the year.

### **Personal Trips**

The school views with disfavor absences related to extended family vacations and outside social activities. If such a circumstance should arise unavoidably, parents should notify the school in writing with a note at least one week prior to the student's planned absence. The student must obtain a **Missed Assignment Form** from the classroom teacher. The student must assume responsibility for any missed work. When a student is to be absent from school on a personal trip, the parents must inform the school in writing of such intention, preferably at least one week prior to the absence. Students must assume responsibility for any missed work.

### **Class Placement**

The decision for placement of each student is made by the classroom teachers, learning specialists, and the Director of the Lower School. **We request that parents not ask for a specific teacher for the upcoming year.** Every effort is made to provide heterogeneous and complementary group environments for each student. The following considerations are discussed with regard to assignments to new classrooms for an upcoming school year:

1. Academic balance
2. Student's learning style/teacher's teaching style
3. Student's and teacher's personalities
4. Boy/girl ratio
5. Student's maturity level
6. Friendships—positive and negative combinations

Parents who believe that their child has a special need that the classroom teacher is not aware of should send a letter to the Director of the Lower School explaining the special needs of their child prior to the end of the academic year. This will be taken into consideration when placements are assigned, however, we will not guarantee a placement based on this request alone. Once class placements are made, students will not be moved. Class lists will be posted at Open House the day before school begins.

## **After School Programs and Study Hall**

Our after-school programs will begin on the first day of school. We will offer two programs – our *Eaglets Program* is for our 3, 4, 5 and 6 year olds, and the *Eagles Program* is for our students in Grades 2-5. The Eaglets Program begins at 2:45pm, and children leaving at 3:15pm will be taken outside for pick-up. The charge for the 2:45-3:15pm time slot is \$6.00 per day unless parents prepay. The prepaid amount reduces the cost significantly.

Parents needing to communicate with the extended care program should call 352-332-0806 (Grades 2-5) or 352-332-9330 (Preschool-Grade 1). Parents must give an approved pickup list of people who may pick up their child from after-school or study hall. Any person other than a parent, regular sitter, or nanny will be asked to show identification. If a person picking up a student is not on the parent's list, the parent must notify the school or the child will not be released.

A variety of after school sports programs and activities are offered periodically throughout the school year. Information regarding registration for these programs is sent to parents via email. Information about the afterschool classes will also be available at the Open House the day before school begins.

Consequences for minor infractions during after-school hours may include a time-out or loss of a privilege. The occasional student who has a more serious behavior problem will be warned, his/her parents will be notified, and, if the behavior continues, the student will be suspended from aftercare for one week or more.

Study Hall is available for students in 2-5 grades from 3:30-4:30 each day. After school help sessions are also available by invitation from your child's classroom teacher.

## **Emergency Information**

Emergency information is kept on file in the school at all times. Please be sure that ALL information is correct and current. When work contact locations and telephone numbers change, please call the office and update your information. Make sure we have all cell phone numbers, as well as the names of people who will care for your child if he/she becomes ill and you cannot be reached.

## **Telephone Calls**

The office telephone is not available for students except in emergencies. The teacher will determine emergencies and send written permission to the office for student telephone use.

## **Safety Patrol**

The school Safety Patrol is a service organization at our school. All fifth graders are placed on squads and rotate responsibilities. Captains are designated by the patrol sponsors and are changed as each squad rotates. A rotation of duties includes two weeks on and four weeks off.

Safety Patrols are expected to be courteous to others at all times. Safety Patrols help and

guide other students. They are not responsible for the behavior of other students and do not administer punishment of any kind to other students.

## **Lunch**

Soft drinks are not to be sent to school for lunch. No red juice of any kind is permitted in the school; red dye is very difficult to remove from carpeting. Parents are asked NOT to deliver fast-food lunches to a student. Students must either bring a lunch or order through our lunch program. Parents may choose to order lunches in advance through [www.mymealorder.com](http://www.mymealorder.com).

Preschool and JK students eat in their classrooms. Kindergarten students eat lunch in the multipurpose room in the Early Childhood Learning Center. Children in 1st through 5<sup>th</sup> grade eat lunch outside, weather permitting. During inclement weather students eat in their classrooms. They are asked to remain seated while eating and use basic table manners. Students must sit and eat lunch for 15 minutes and are then allowed to play. Students are responsible for considerate use of the facilities and clean-up of their area.

**Many students are allergic to peanuts, so peanut butter and peanut products are not allowed at school.**

**Parents of students with severe allergies are asked to bring all lunches and snacks for their child so there is no danger of the child ingesting something that they are allergic to while in school.**

## **Snacks**

Each classroom has a daily morning snack time. Please send a healthy snack from home each day. Children remaining for our afterschool program will need an additional healthy snack.

## **Parties**

Parties are scheduled for the last hour of school only and are typically planned by the Room Parent(s) in conjunction with the classroom teacher. Party bags with favors are not allowed. Children are to be served a snack and may make seasonal crafts or play party games. Extravagant parties put undue pressure and expense on parents and take up more classroom time than is appropriate.

If a student wishes to bring refreshments for his/her birthday, they will be served at snack time or lunch time. Parents are asked not to have flowers or balloons delivered to school.

Invitations to private parties should be passed out at school only if the entire class is to be invited or if all the boys or all the girls are to be invited. Students should give their invitations to the teacher so she/he can check to make sure everyone has an invitation.

## **Visitors and Volunteers**

Parents are encouraged to visit the classrooms for better communication between home and school. For the safety of our students, we request that all visitors and volunteers



check into the school through the front office. All parents and approved visitors will be given an identification badge to wear while in the school.

### **Textbooks**

Textbooks are issued to students by individual numbers. Textbook care is the responsibility of the student. Parents can help the school by reinforcing the responsibility concept at home. Lost or severely damaged textbooks must be paid for by the student to whom the books were assigned.

### **Clinic**

Students who become ill or need first aid will be admitted to the school clinic. Parents or other designated persons will be notified if the child is too ill to remain at school. If a student goes home or stays home from school with a fever of 100 degrees or more, they must stay home for 24 hours or until they are fever free for 24 hours without medication.

Students with vomiting and/or diarrhea must go home or stay home for 24 hours or until free of vomiting and/or diarrhea for 24 hours without medication. For this reason, medications for this purpose will not be given at school.

No internal medicine will be given without precise written information (dosage, hour to be given, etc.) signed by the parent. This includes cough medicines. Forms for administering medication are available from the school office. All medications to be given at school must be in the original, labeled container. All medications should be given to the Clinic Coordinator. Students are not to keep their medications in their desks or self-administer medications.

If a student has been sick for several days and the parent would like work for him/her to do at home, the request can be made through the school office, or you may email you child's teacher directly. Please call to request work as early as possible in the morning so that we may have it ready for you to pick up that afternoon.

Oak Hall School follows the Alachua County School District Policy on Lice (Pediculosis). At the discretion of the Lower School Director and upon consultation with the school clinic coordinator, a student with an infestation of head lice will be excluded from school until all lice and nits are removed.

### **Pets and Toys**

Students will bring live animals and reptiles to school only by written permission of the classroom teacher. Permission will be given only when there is an instructional purpose for bringing the animal or reptile to school. Animals should be in a secure cage.

Fad items and toys from home are not permitted at school (except as permitted by teachers in individual classes for special activities). Parents are requested to help children understand the necessity for such regulations.

### **Library**

Regular library classes are scheduled for all students in PreK – Grade 5. We encourage

students to read as many books as possible. Students may exchange books as frequently as they would like. Overdue books must be returned before report cards are issued. Students are expected to replace lost or damaged books.

### **Lockers**

Fourth and fifth grade students are assigned lockers for their Physical Education uniforms and/or other items. Students are responsible for the cleanliness of their lockers. All P.E. clothes should go home each Friday to be laundered and returned to school on Monday.

### **Lost and Found**

Parents should mark articles of clothing and lunch boxes with the student's name. Lost items will be placed in the "Lost and Found" located on the shelves in the foyer immediately outside the Lower School multipurpose room. Please encourage your child to keep up with his/her belongings. If an item is misplaced, encourage your child to check in the "Lost and Found" right away. Articles not claimed after sixty days will be given to a charitable organization.

### **School Pictures**

School pictures are taken twice a year. Individual student pictures are taken in the fall and are used in the OHS Yearbook. Group classroom pictures are taken in the spring.

## **Student Conduct and Discipline**

### **Student Behavior/Discipline**

At Oak Hall School the development of responsible behavior, sound values, positive attitudes, and good judgment are an important part of each student's education. We form a community based on mutual trust and cooperation by all members—families, students, faculty, and administrators. Students are expected to practice self-control and accept personal responsibility for their words and actions.

Maintaining a safe, orderly, and positive environment for all of our students is an integral part of the mission of Oak Hall School. Therefore, some behaviors are considered serious offenses. These behaviors include disrespect to others and the use of profanity, fighting, harassment, bullying, threats, intimidation, cyber-bullying, and damaging the property of others. This code of conduct applies to all members of our Oak Hall Community while in attendance at school, on school property, at any school-sponsored activity, or any other time or place where the student's behavior has an effect on school order and discipline, or damaging the reputation of our school. Parents will be notified should these behaviors occur. Consequences for the above offenses may include time-out, loss of privileges, in-school suspensions, out of school suspensions, and expulsion. Reasonable judgments will be made based on the age of the child, the circumstances, and whether or not the behavior is a first time offense.

### **Harassment/Bullying**

Oak Hall School is dedicated to fostering an environment that promotes kindness and

acceptance, and embraces differences among individuals. Therefore, the school will not tolerate any type of harassment or bullying. Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, religion, color, sex, sexual orientation, national origin, citizenship, or disability. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (teasing, threatening, intimidating others). Oak Hall also prohibits cyber-bullying (creating websites, instant messaging, emails, using camera phones, or other forms of technology to engage in harassment or bullying). Any of these types of offensive conduct can create an uncomfortable school environment.

All families, students, faculty, and administrators share responsibility for keeping our school environment free from harassment and bullying. Students should report incidents to their teachers or the division head. Reported incidents will be investigated. Any student found to have violated this policy will be subject to disciplinary action.

### **Oak Hall Lower School Behavior Code**

Universal values such as **respect, kindness, responsibility, and honesty** will be keynoted by the school each year. These values will be discussed at the school assembly and during the week by the teachers. Our Pre-School – 1st students will attend assemblies in the ECLC multi-purpose room.

Certain fundamental rules of behavior that exemplify good manners and consideration of others have been established for our school. Students should review with their parents the following code of behavior at OHLS:

1. I will be respectful to all adults in both my words and actions. I will show respect and kindness to all my fellow students. This means that I will be polite and kind in my responses to other people. This means that I will not ridicule other students and will be careful that no one feels ostracized or left out of the group. I will treat my fellow students the way that I want to be treated. I understand that fighting or any other harmful activity is never allowed.
2. I will show respect for education and hard work. I understand that everyone at OHLS has the right to a quiet and orderly atmosphere in which to work. I will not disrupt others in class.
3. I will respect school property and the property of others. This means that I will not deface or damage the school property or the property of fellow students. I will not take anything belonging to another or to the school. I will keep the classrooms, bathrooms, lunchroom and playgrounds clean and orderly.
4. I will show respect for truth and honesty. I will be honest with others and with myself. I will do my own work and will not be dishonest in any way. I will always tell the whole truth.

### **Dress Code**

Oak Hall School maintains an official standard of dress, complete with a school uniform that must be worn every day in the Lower and Middle Schools and a dress code which must be followed in the Upper School. Students should be properly attired from their arrival on campus, until the end of the school day, and their overall appearance should be neat, clean, and well-groomed. Our expectation is that parents and guardians are

responsible for ensuring student compliance with the school's dress code, and students are responsible for knowing the student dress code and for complying during school hours and school activities. Violations of this policy will be reported to their respective office. The acceptability of attire not specifically covered in this policy should be referred to the Dean of Students.

While on campus, the following expectations apply:

- Students are required to arrive on campus properly and neatly attired.
- Required Oak Hall School uniform items must be purchased from the approved Lands' End school site at [landsend.com](http://landsend.com). Oak Hall School's code is 900075250. A limited number of uniform pieces will be available through the school store.
- Three-year-old and four-year-old students are not required to wear a uniform, however, are required to follow dress code guidelines.
- Uniforms are to be worn as the manufacturer intended.
- Oversized or undersized clothes are not compliant with the dresscode guidelines.
- Underwear may not be visible at any time.
- Bike shorts must be worn under skirts/dresses and need to be shorter than the skirt/dress length.
- Mark all approved outerwear with the student's name.
- Uniforms are required to be in good repair.
- Only plain white short-sleeved or sleeveless undershirts may be worn under uniform shirts.
- Students must wear athletic shoes each day.
- Hooded sweatshirts are not dress code compliant.
- Hats, caps, and approved winter jackets may be worn during inclement weather but must be removed upon entering the building.
- Shirts and blouses must be tucked in at all times.
- Only the first button may be unbuttoned on shirts.
- Every Friday is Spirit Day. Students are permitted to wear uniform bottoms with any club or athletic shirt issued by the school or purchased at the school store.
- Hair must be clean, neat, and of a naturally occurring color.
- Hair tinsel, feathers, hair extensions may not be worn.
- Boys hair should be off their collar and out of their face.
- Artificial nails are not compliant with dress code guidelines.
- Girls may wear fingernail polish.
- Jewelry and accessories are acceptable as long as they are not deemed distracting from learning by administration.
- Smart watches are not permitted unless approved for medical reasons by Mary O'Meara, Clinic Coordinator.
- Girls may wear stud earrings.
- Boys may not wear earrings.
- Visible body piercings, nose studs, nose rings, permanent tattoos, temporary tattoos are not permitted.
- Socks must be worn with athletic shoes.
- Socks may be black or white.
- Sock length should be no show, ankle, or mid-calf length.
- Solid gray or navy tights or leggings may be worn under uniform bottoms.
- Girls may wear approved white knee socks.

- Students in fourth and fifth grade are required to wear a PE uniform during PE.
- No show socks are not acceptable for PE.
- Black or brown belts must be worn with any belted shorts, skirts, or pants.

If you have questions about the school uniform please contact Corinna French at [cfrench@oakhall.org](mailto:cfrench@oakhall.org)

## **P.E. Uniform**

Students in grades 4-5 are required to wear a PE uniform during PE. Tuition includes two shirts and two shorts for each student. During colder weather, students must wear the approved PE uniform, but will have the option of wearing a school approved sweatshirt/sweatpants over their uniform. Additional uniforms, sweatshirts, and sweatpants will be available for purchase in the school store after the beginning of the school year.

PE Uniforms will be given out at orientation prior to the beginning of the school year. Please contact Edwin McTureous for any additional questions at [emctureous@oakhall.org](mailto:emctureous@oakhall.org).

*\*Note that all items except shoes, socks, belt, and P.E. uniforms must be purchased from Lands' End. A limited quantity of uniform items will be available in the bookstore.*

## **Acceptable Electronic Use**

Oak Hall School supports the use of technology as a means to enhance student learning outcomes. As we live in an increasingly digital world, it is important for students to recognize the appropriate use and limits of their devices. To this effect, students are not permitted to use cellular phones or smart watches in class. Students are permitted to bring school-issued iPads to class, but should use these devices to further their knowledge of the material in that class. Any activity which does not meet this standard, including web-browsing and playing games, could result in disciplinary action, the loss of electronic privileges, and academic penalties. Finally, students should check their Oak Hall issued e-mail once per day, and correspond with faculty and staff through that e-mail.

### **Oak Hall School Computer and Network Contract**

Oak Hall School gives students and faculty the ability to use the Internet, email, print documents and save information which can be accessed from any school location. Our network includes both wired and wireless capability.

The rules below apply to any device that connects to our network, including both school and family owned devices. This includes phones, laptops, iPads and any other electronic device, even those which only use our internet connection.

The Internet is a primary research tool for students. Properly supervised, and directed to legitimate sites, it provides billions of pages of information, multimedia presentations and discussion groups that explore academic subjects. The school employs Internet

filtering devices, but no device is totally effective at preventing inappropriate surfing behavior. The final responsibility for their actions rests with the students.

There are several rules a student must accept in order to use our network.

1. **Acceptable Use** – Students must use the network and Internet for education and research. Accessing material violating state or U.S. regulations is prohibited. This includes, but is not limited to: copyrighted, threatening or obscene material, or material protected by trade secret, and sites deemed inappropriate or dangerous to visit by OHS students. Using OHS resources or Internet activity for commercial profit, advertisement or political lobbying (outside of classroom projects) is prohibited.
2. **Hot Spots** – Students may not create alternative Wi-Fi networks using cellular data.
3. **Netiquette** – Follow the rules of network etiquette. Be polite. Do not use abusive or use inappropriate language. Do not reveal your personal address or phone number or that of others. Remember that email is not private. OHS has the right to review any messages sent using its network. Do not agree to meet any stranger you have contacted via the Internet. Report any attempt by them to arrange such meetings to any OHS faculty.
4. **Cyberbullying** – Attacking or intimidating other students, through email, texting or social networking sites is a violation of our code of conduct. Violators may face school discipline and possible legal action depending on the severity.
5. **Intrusion and Viruses** – It is a violation of school rules and an Honor Violation to attempt to illegally intrude into the network or school computers, even if no information is changed or deleted by this action. Intentionally attempting to harm or destroy hardware or information, locally or on Internet sites may also result in legal action being initiated against the student. It is the same violation of rules to knowingly download or transmits viruses and other intrusion software. *This rule applies to any device, including those privately owned.*
6. **Security** – Users may have unique usernames and passwords that permit certain network privileges. Do not share your password or use another user's password. Notify a faculty member if you believe your password has been compromised. The Technology office will provide you with another password. You are not at fault if another user steals your password if you report it promptly.
7. **Web Publishing** – This includes any content that is posted on the Internet to include but not necessarily be limited to web sites, blogs, wikis, microblogs, instant messaging programs, podcasts, photo storage sites, and social networking sites. Anything that is placed on the web for public consumption falls under these guidelines. Any Internet posting will be for educational, non-commercial use and all postings must have prior approval from teachers or system administrators.
  - **Published content may include images, video and products of our students.** This may include video of class activities, art and writing as well as student produced content. Our policy is to post these to protected sites and forums accessible only by the student, their parents and our faculty. Misuse of this access by parents or students is a violation of our acceptable use policy. By accepting this contract, the parent acknowledges the school's right to such publishing.
  - Transmitting inappropriate pictures, videos or other types of electronic media or software is prohibited.

- We use web-publishing tools as a forum for expression. However, such tools are first and foremost designed for learning, and as such they will sometimes be constrained by the various requirements and rules of classroom teachers. In these forums, students are welcome to post on any school-appropriate subject.
  - Use Web publishing tools as a vehicle for sharing creative expression with real audiences. Most visitors who comment will leave respectful, helpful messages. Students who receive uncomfortable or disrespectful comments should tell a teacher right away. Students should not respond to the comment.
8. **Installing programs onto school computers** – A teacher must install any program desired for their class. This includes any programs downloaded from the Internet. If installation involves any server or the computer labs, the Director of Technology must approve the installation.
  9. **Downloading** – Keep in mind the restrictions on inappropriate content, viruses and intrusion software already discussed. Remember, if you download content to the computer’s hard drive it may be deleted without warning.
  10. **Privileges** –
    - The use of the network and Internet is a privilege, not a right. Failure to follow this contract will result in cancellation of the privilege of using the OHS network.
      - The severity of punishment will depend on the student’s actions. Sharing passwords will result in temporary revocation of computer privileges. Repeated violations will result in a permanent loss of network privileges. Hacking, unauthorized intrusion, cyberbullying and intentionally introducing viruses will result in more severe punishments, to include suspension, dismissal from school and possible legal actions.
      - The Division Heads will decide all punishment up to loss of network privileges and suspensions, and consult with the Headmaster for actions resulting in dismissal from school and legal actions.
  11. **Disclaimer** – OHS makes no warranties of any kind, expressed or implied, for the service it is providing. OHS will not be responsible for any damages suffered. This includes loss of data, damage to personal computers or service interruptions. Use of any information is at the user’s own risk. OHS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
  12. **Exception of Terms and Conditions** - These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed by and interpreted in accordance with the laws of the State of Florida and the United States of America.

### **iPad Program for Grades 4 - 8**

Oak Hall School recognizes that access to technology, specifically iPads, in school gives students greater opportunities to learn, engage, communicate, create, and develop 21<sup>st</sup> century skills that will prepare them for work, life, and citizenship. We are committed to helping students develop these skills and feel they are a vital part of the education of today’s student. To that end, Oak Hall School has decided to integrate iPad use in the daily curriculum.

This Acceptable Use Policy outlines the guidelines and behaviors that students are expected to follow when using their iPads, both on and off campus. The school day is defined for Lower School students as 8:00 am – 3:45 pm and 7:50 am – 3:00 pm for Middle School students. This document is in addition to the school's AUP. While students are using their iPads they should understand the following:

- Oak Hall School's wireless network is intended for educational purposes.
- School managed iPads are the only electronic devices students can use during the school day. Laptops are not to be brought to school.
- Cellular phones are not to be used, heard or seen during school hours. Smart watches may not be worn.
- All activity on a student's iPad will be monitored.
- While on campus students are expected to ONLY use their Oak Hall approved iPad.
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Oak Hall School makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of technologies.
- Devices are brought to school at the students' and parents' own risk. In the event that a privately owned device is lost, stolen or damaged, Oak Hall School is not responsible for any financial or data loss. Parents are responsible to replace any lost Oak Hall device.

### Usage Policies

- **Students may not use personal or game apps during the school day.** It may be wise to place all of a student's personal apps on a separate page or folder so that they are not accidentally enabled. Using non-school apps or playing games during the school day is a violation of these terms. If this violation occurs more than once students will lose the right to have personal apps on their iPad.
- **During school hours, students should only use their iPads while in direct supervision of a teacher.** Students are not to use their iPads during recess, lunch, in between classrooms, in restrooms, during breaks or any other area of campus that is not directly supervised by a teacher.
- **Students are required to use Oak Hall School's Wi-Fi connection while on campus.** Students may not create hot spots or use cellular data during the school day.
- Internet filtering software will be active on student iPads on campus. Some websites will be intentionally blocked; students are not to circumvent Oak Hall School's filtering. All web activity will be monitored. If a family chooses to lease a device from Oak Hall, or chooses to have their personal device supervised by Oak Hall, Internet filtering will take place both on and off campus.
- By signing this agreement, both parent and child consent to the terms of use of all educational apps and websites used for school activities.
- Student iPads will be managed by Oak Hall School. Attempts to remove the school's management are a violation of school policy.



- Charging - iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Keep in mind that this process can take up to 5 hours to fully charge the iPad depending on the percentage of battery life remaining.
- If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present.
- Students must create a password to protect their iPad. This password can be reset through Oak Hall's network.
- Photos - Student may not photograph or videotape any other person without that person's consent. No photographs or videos may be shared or published without permission from a teacher. Location services should be turned off on the camera app.
- Social Networking – Students may not use their iPads for social networking. These networks include, but are not limited to Facebook, Instagram, Twitter, Vine, Snapchat, You Tube, Pinterest, or Google +. By law, tech companies are not to allow children under thirteen to use social media sites.
- Users must respect and protect the intellectual property of others by: Following copyright laws (not making illegal copies of music, games, or movies). Citing sources when using others' work (not plagiarizing).
- Students are responsible for their own device. Students should not leave their iPad unattended unless they are left in their locked locker.
- Students are strictly prohibited from sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, obscene, or explicit materials.

Any device may be inspected for compliance of the Acceptable Use Policy at any time. There is no implied student privacy. Violations of this AUP will result in disciplinary action.

### **Oak Hall School's Student Expectations for iPads**

- I will use my iPad in ways that are appropriate and only use my iPad as instructed by my teacher.
- I will not play games during the school day.
- I will use appropriate language when using e-mails, journals, wikis, blogs, or any other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other persons.
- I will not remove the supervision placed on my iPad.
- I understand that my iPad is subject to inspection at any time without notice.
- I will follow the policies outlined in the *Technology Contract* and the School's *iPad Acceptable Use Policy*.
- I will take good care of my iPad.

- I will never leave the iPad unattended and I will know where it is at all times.
- I will protect my iPad by only carrying it with a case at all times.
- I will never loan out my iPad or give my password to other individuals.
- I will charge my iPad's battery daily and arrive at school with my device charged.
- I will keep food and beverages away from my iPad.
- I will only photograph people with their permission.
- I will only use the camera or the microphone when my teacher tells me to.
- I will never share any images or movies of people in a public space on the Internet, unless I am asked to do so by my teacher.
- I will use my iPad only for educational purposes while on campus during school hours.

## **Policy on HIV/AIDS and Serious Infectious Diseases**

Acquired Immune Deficiency Syndrome (AIDS) caused by the Human Immunodeficiency Virus (HIV) is a serious and, at present, usually fatal disorder. Oak Hall School recognizes the seriousness of the HIV/AIDS problem for students and staff and will comply with all current recommendations and regulations promulgated by the state department of Health and Rehabilitative Services, the Centers for Disease Control and other regulatory and advisory agencies.

Current medical research indicates that the chance of transmitting the HIV/AIDS virus in the course of school activities is extremely small. It is the policy of Oak Hall School to balance the education and employment rights of students and staff with HIV/AIDS with rights of other students and staff in an environment in which they are protected from contracting the disease.

HIV infection status will not be used as a criterion for restricting enrollment or employment unless: a) a student's health needs cannot be reasonably accommodated by the school or b) an employee's health condition prevents acceptable performance of his/her employment duties.

The following policies are adopted based upon medical knowledge concerning HIV/AIDS available at the present time, and reflect in part the recommendations of the CDC. The term "infected" as used in these policies means infected with the HIV or similar virus whether or not accompanied by the acquired immune deficiency syndrome or AIDS related complex.

These policies shall apply to students and staff and shall also apply in the case of other infectious diseases that are, in the judgment of the Headmaster in consultation with appropriate physicians, sufficiently serious to warrant similar treatment.

1. The school shall provide students and staff with accurate information about HIV/AIDS, its causes, effects and prevention, at appropriate times and grade levels. Information on HIV/AIDS will be presented to students through the existing curriculum, especially classes that deal with health, human sexuality and biology. Staff will receive up-to-date information on HIV/AIDS by way of memoranda, faculty speakers and workshops.
2. The school will make every effort to ensure each person's privacy and to keep records confidential. The school also recognizes the importance of the community's need to know about the possible incidence of the disease at the school and will consider the advice of experts in this matter including dispensing information to the community to address concerns.
3. Students and staff who are infected should be allowed to attend and function at school in an unrestricted manner and be considered eligible for all rights, privileges and services provided by the school program and by law, except as provided in this policy.
4. If the school is informed that a student or employee is HIV positive, an Ad Hoc Advisory Committee will be convened to discuss appropriate course of action. The committee should consult with the individual's personal physician(s), the parent or guardian if the individual is a minor, and other persons as deemed appropriate and suitable. This Ad Hoc Committee shall be composed of:
  - a. the Head of School
  - b. the school counselor
  - c. the school Clinic Coordinator
  - d. a physician chosen by the school who is trained in the field of infectious diseases.

If the school has reasonable cause to suspect that an individual is infected, the school will strongly urge this individual to have a medical examination and HIV blood test prior or during enrollment or employment by the school. If the individual is not examined or tested, or does not wish to reveal the test results, the Head of School may prescribe reasonable and legal limitations for this individual within the scope of employment or enrollment as necessary to protect the health of other students and employees. Refusal to obtain an exam and blood test will not be used as grounds to prevent enrollment or employment except as stated in paragraph three of this policy.

The Ad Hoc Advisory Committee will evaluate cases of infected individuals with respect to any relevant questions including, but not limited to, the medical status of the individual, the risk to others in the school environment, and appropriate measures and restrictions, if any, which may be necessary under the circumstances. The following should be considered: ability to attend class or perform duties of employment, and meet routine commitments, presence of open lesions or behavior (biting, incontinence or physical violence which may include sports) which involves possible exchange of infectious body fluids, especially blood. The Advisory Committee should be alert to any outbreak of infectious disease in the community to which the HIV/AIDS student/staff member would be particularly vulnerable. In making decisions, the rights of and risks to both the infected individual and others will be weighed.

The school will respect the privacy of individuals known or suspected to be infected by treating confidentially all HIV/AIDS-related information and records pertaining to a student or staff member. Dissemination of such information and records will be limited to those individuals who are reasonably required to accomplish such purposes. The

Advisory Committee will make recommendations to the school concerning the extent to which students or staff should be informed in a given case.

The school will abide by OSHA guidelines for blood borne pathogens.