

**HANDBOOK FOR MIDDLE SCHOOL  
STUDENTS & PARENTS**

***2018-2019***



**OAK HALL SCHOOL**

SCHOLARSHIP · LEADERSHIP · SERVICE

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# HANDBOOK FOR MIDDLE SCHOOL STUDENTS AND PARENTS

**2018-2019**

## **Mission Statement**

*A welcoming, diverse, and supportive learning community empowering students to pursue their academic, artistic, and athletic passions.*

## **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.

## **Middle School Program Statement**

Oak Hall Middle School provides its students with a challenging academic program and a variety of extracurricular activities. In traditional classroom settings, teachers utilize a variety of instructional methods and the latest technologies to support different learning styles. All middle school students are required to have an iPad, which they use daily. Strong enrichment programs in music, art, and drama foster creativity and self-expression. The physical education program helps students set and achieve fitness goals. Students are also encouraged to participate in a number of the Middle School's team sports.

Oak Hall Middle School places emphasis on the development of good character. The advisory program provides a forum for all students to discuss honor, integrity, kindness, respect, and other moral building blocks. The advisory program also provides all students with opportunities to participate in service projects affecting the school and the wider community. Many students choose to take on leadership responsibilities by joining the builder's club or serving in the student government. The Middle School also promotes teamwork and the development of interpersonal skills. Students and teachers at Oak Hall Middle School build close relationships by working together in a variety of settings on a daily basis. It is a community that nurtures its students during this crucial transitional period in a young person's development.

## **Communication**

Email is the best method to communicate with teachers and advisors. 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. ldibernardo@oakhall.org). A faculty directory is available on our web page under the Faculty tab. For specific questions, please refer to the "Whom to Contact" chart on the following page.

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.

## Whom to Contact

<b>QUESTION</b>	<b>PERSON</b>	<b>EMAIL</b>
Absences	Sherolyn Spencer	<a href="mailto:middleschooloffice@oakhall.org">middleschooloffice@oakhall.org</a>
Admissions	Nancy Coleman	<a href="mailto:ncoleman@oakhall.org">ncoleman@oakhall.org</a>
Advisory	Lindsay DiBernardo	<a href="mailto:ldibernardo@oakhall.org">ldibernardo@oakhall.org</a>
Athletics (MS)	Jessica Dennis	<a href="mailto:jdennis@oakhall.org">jdennis@oakhall.org</a>
Billing	Penny Thie	<a href="mailto:pthie@oakhall.org">pthie@oakhall.org</a>
Canvas & Plus Portals	Penny Tucker	<a href="mailto:ptucker@oakhall.org">ptucker@oakhall.org</a>
Class Schedule	Lindsay DiBernardo	<a href="mailto:ldibernardo@oakhall.org">ldibernardo@oakhall.org</a>
Departure Times	Sherolyn Spencer	<a href="mailto:middleschooloffice@oakhall.org">middleschooloffice@oakhall.org</a>
Discipline & Dress Code	Bob Bryan	<a href="mailto:rbryan@oakhall.org">rbryan@oakhall.org</a>
Enrichment Classes	Lindsay DiBernardo	<a href="mailto:ldibernardo@oakhall.org">ldibernardo@oakhall.org</a>
General Student Concerns	Lindsay DiBernardo	<a href="mailto:ldibernardo@oakhall.org">ldibernardo@oakhall.org</a>
IPads	Ed Mansfield	<a href="mailto:emansfield@oakhall.org">emansfield@oakhall.org</a>
Lockers and Locks	Sherolyn Spencer	<a href="mailto:middleschooloffice@oakhall.org">middleschooloffice@oakhall.org</a>
Parents' Association MS Liaison	Lorie Gleim	<a href="mailto:lorie@gleim.com">lorie@gleim.com</a>
Parent Conference Grade 6	Julie Black	<a href="mailto:jblack@oakhall.org">jblack@oakhall.org</a>
Parent Conference Grade 7	Tiffany Waters Stone	<a href="mailto:twatersstone@oakhall.org">twatersstone@oakhall.org</a>
Parent Conference Grade 8	Angie Cook	<a href="mailto:acook@oakhall.org">acook@oakhall.org</a>
PE Clothing	Edwin McTureous	<a href="mailto:emctureous@oakhall.org">emctureous@oakhall.org</a>
Report Cards & Transcripts	Penny Tucker	<a href="mailto:ptucker@oakhall.org">ptucker@oakhall.org</a>
Security	Mike Martinez Robert Bartley	<a href="mailto:mmartinez@oakhall.org">mmartinez@oakhall.org</a> <a href="mailto:rbartley@oakhall.org">rbartley@oakhall.org</a>
Social Media/Communications	Corinna French	<a href="mailto:cfrench@oakhall.org">cfrench@oakhall.org</a>
Student Counseling	Laurie Gehler	<a href="mailto:lgehler@oakhall.org">lgehler@oakhall.org</a>
Technology	Ed Mansfield	<a href="mailto:emansfield@oakhall.org">emansfield@oakhall.org</a>
Textbooks	Sherolyn Spencer	<a href="mailto:middleschooloffice@oakhall.org">middleschooloffice@oakhall.org</a>

## Academic Policies and Procedures

### Grading System

Oak Hall School operates on a two-semester calendar year. Only the semester grade is recorded on the student's permanent record. One-half credit is awarded for each passing grade.

Semester exams are given in all Grade 7 and Grade 8 Middle School courses except physical education and enrichment classes. Grade 6 students complete a project in lieu of taking exams. Semester exams count for 10% of the semester grade in Grade 6 & 7 and 20% of the semester exam in Grade 8.

All students must be enrolled in a class for each period of the day. If a student does not successfully complete a class, s/he may be required to attend summer school or make up the credit in some other way. Students must take five academic courses, a PE, and an Enrichment course each semester.

The school reports letter grades on report cards and transcripts. Grade point average (GPA) is determined on a 4.0 scale. A percentage equivalent is included in the following chart:

### **Letter Grade % Equivalent (GPA Equivalent)**

A+ 98-100 (4.33)	A 93-97 (4.0)	A- 90-92 (3.67)
B+ 87-89 (3.33)	B 83-86 (3.0)	B- 80-82 (2.67)
C+ 77-79 (2.33)	C 73-76 (2.0)	C- 70-72 (1.67)
D+ 67-69 (1.33)	D 63-66 (1.0)	D- 60-62 (0.67)
F Below 60 (0.0)		

### **Honor Rolls**

Honor Rolls are calculated on a semester basis. The Honor Roll is a list of students who have maintained at least a "B-" in each course for the semester. The High Honor Roll is a list of students who have maintained at least an "A-" in each course for the semester.

### **Homework**

Homework is designed to reinforce lessons taught in class and/or prepare for the next day's lesson. Students can expect homework in all of their classes, but not necessarily every class every night. On average, students should expect about 20-25 minutes of homework per academic class each night. Students are required to complete all homework assignments and to turn them in when they are due. Late work penalties will be assigned by individual teachers. 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). Homework assignments are posted on Canvas.

### **Test Days**

Day 1: History / Science

Day 2: World Language / Math

Day 3: English / Science

Day 4: History / Math

Day 5: English / World Language

### **Report Cards and Comments**

Report cards are issued to parents twice per year, at the end of each semester. In addition, interim reports may be issued twice each semester for students who are experiencing difficulty in a course (C or below). Interim reports may also be issued whenever the need arises. Report cards are always sent home via email. No hard copies are mailed home. Parents are encouraged to discuss their student's progress with their child and possibly with the student's advisor. A conference day will be scheduled once per semester 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 through the grade level Team Leader, at any time.

### **Academic Accommodations**

Oak Hall Middle School's academic program is college preparatory and 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 is made. Accommodation plans are facilitated by the Middle School Learning Specialist.

### **Non-Oak Hall School Courses**

Oak Hall School wants to support superior students and their desire to move ahead. However, Oak Hall School courses deal with subjects in greater depth and non-Oak Hall School courses are not recommended for the majority of our students. To take a course through a summer program, Florida Virtual School, or any other entity students should apply the following guidelines:

1. All non-Oak Hall School classes must be approved in advance by the Directors of Middle School & of Upper School and the appropriate department head.
2. Students must meet Oak Hall School standards. Math will include an A average in the previous year and recommendation to an advanced class. Languages will include an A average in the previous year and recommendation to an advanced class.
3. Students will be required to take the previous year's Oak Hall School final exam or an exam designed by the department in the appropriate course and earn a 90% or better on the exam to skip the course at Oak Hall School.
4. No credit will be given, but the course and grade must appear on the student's permanent transcript. The grade in the course will not count in the student's Oak Hall GPA.
5. Students should know that taking courses out of sequence in a particular subject could make future scheduling difficult for the student.

### **Incompletes**

A grade of "Incomplete" (I) is given to students who, for reasons of illness or other extenuating circumstances, have not had a reasonable opportunity to finish their work for a marking period. "Incompletes" for a semester must be made up within two weeks of the ending date for a semester. Failure to comply with these time constraints could lead to a grade of "F" for the marking period. Extended illnesses will be handled on an

individual basis. Please note that any student with an Incomplete will not be eligible to participate in extracurricular activities until the Incomplete is cleared.

### **Academic Probation**

Academic probation is a serious warning status. Academic probation is for those students who are not working to potential and are consequently failing or near failing in more than one course. Any student who meets the following criteria may be placed on academic probation at the end of a quarter:

- Lower than a 1.8 GPA;
- Three grades of “D” or lower.

When a student is placed on academic probation, his/her parents will be notified, and a conference with the Director of Middle School, learning specialist, counselor and/or advisor, parents and student will be arranged. At that time goals will be set and strategies for improvement will be discussed. Students who are on academic probation may not be allowed to participate in certain school sponsored activities. Progress will be monitored and the student will be reevaluated after a few weeks. If there is no improvement and a student continues on academic probation longer than a semester, a change of school may be recommended.

### **Athletic Eligibility**

Oak Hall School is a member of the Florida High School Athletic Association (FHSAA), which is the governing body for high school athletics. Questions pertaining to FHSAA rules and regulations should be directed to the Director of Middle School Athletics.

Academic Eligibility: (1) Students in grades 6-8 must be regularly promoted from the previous grade the immediate preceding year and maintain at least a 2.0 GPA evaluated at the semester. Students who do not have a 2.0 GPA at the conclusion of the semester will be ruled ineligible the following semester per Florida Statute. He/she must be in regular attendance. He/she must carry a normal class load doing satisfactory classroom work with a satisfactory conduct record. (2) A student entering the ninth grade shall be eligible during the first semester of the ninth grade year provided that it is the student's first entry into the ninth grade and he/she was regularly promoted from the eighth grade the immediate preceding year. (3) A student must have a cumulative high school grade point average of 2.0 or above on a 4.0 un-weighted scale in all courses as required by the Florida Statutes at the conclusion of each semester to be eligible during the following semester. (4) Exceptions to item 3 may be made for tenth graders who do not have a cumulative GPA of 2.0 at the end of the spring semester of their ninth grade year provided the following requirements are fulfilled: a. They have a 2.0 GPA in all courses taken during the spring semester; b. They sign an academic performance contract with Oak Hall; and, c. They enroll in and attend summer school as necessary.

As a school with high academic expectations, however, we hold our students to an additional standard which is important in our environment. Oak Hall students must maintain at least a 2.0 GPA in all courses taken, each quarter. A student must not receive an “F” in any course. Students who are ineligible by OHS standards will be reviewed at

the Interim to determine whether or not they may be reinstated to their respective teams. The criteria for reinstatement are: sufficient improvement in achievement and attitude. Athletic reinstatement will be at the discretion of the Head of School. Students who are ineligible are not allowed to practice with athletic teams during the term of their ineligibility. In addition, students on disciplinary probation may be restricted from participation in athletics. The Director of Athletics will review the information and finalize decision to remain consistent with the FHSAA and State Legislature guidelines.

## **Agenda Program**

While assignments are posted on Canvas, students are also encouraged to keep a written record of homework assignments in an agenda or planner of their choosing.

An *Agenda Program* is available to parents and students in all grades upon request. Students on the *Agenda Program* are instructed to write their homework down and then ask each teacher to verify the assignment with a signature. The teachers' signatures will help both parents and students keep track of daily assignments. Students participating in this program are responsible for asking each teacher to sign the agenda. It is required that parents check the agenda for teacher signatures and completion of all assignments each evening. Students who use the agenda typically feel more prepared for school, better organized and see an improvement in their grades. The system is most effective if teacher, student, and parent participate consistently.

## **Canvas**

Canvas is Oak Hall School's learning management system. Assignments will be posted on Canvas. Assignments will be posted for students on Mondays and updated to reflect any changes, which may occur daily.

Teachers also use Canvas to communicate grades. Grades will be updated for students weekly. Grades marked with "\*" have not been turned in by the student. These "\*" will become a "o" the following week if the assignment is not turned in. Grades with a "o" receive no credit, but may change when work is complete at the teacher's discretion. (See teachers' policies on late work.) Grades marked with an "Ex" means the student has been excused from that assignment.

## **Academic Honesty and Integrity**

Schools are unique, collaborative learning environments built around close human relationships. No values are more essential to maintaining a harmonious community than honesty and integrity. To quote the University of Virginia's statement on honor: "...the greatest benefit of the System may be said to lie in the pride and self-respect each individual gains by living among honorable people, the Honor System also provides tangible benefits. In a community dedicated to learning, it is an obvious advantage to know that your work will be accepted as your own, and your word accepted as the truth."



An Honor Code for the school was initiated by the student body in 1996 to assist in the development of personal relationships based on trust and respect. Specifically, the Oak Hall Honor Code states:

**“On my honor as an Oak Hall student, I pledge that I will not lie, cheat, or steal.”**

Students “pledge” tests, exams, and papers stating that they have neither given nor received unauthorized aid.

- Lying is the intentional falsification or denial of fact, or the intentional creating of a false impression.
- Cheating is giving, receiving, or attempting to give or receive unauthorized help that could result in an unfair advantage in completing school work.
- Copying, using or possessing crib sheets, or other unauthorized aids are specific examples of cheating.
- Stealing is the taking of anything without the knowledge and consent of the owner; plagiarism, as defined by the MLA Handbook, is the act of using another person’s ideas or expressions in one’s writing without acknowledging the source.

Other behaviors, such as being consistently absent on test days, misleading notes from home, excessive parental assistance, and getting too much help on an essay, are violations of the Honor Code. All members of the Oak Hall community are committed to supporting the Honor Code and consider themselves responsible for its maintenance and enforcement.

### **Middle School Honor Violations**

Potential middle school honor violations are reported to the Director of Middle School or the Dean of Students. These two individuals are responsible for investigating the concern and determining the appropriate course of action. The course of action is determined by the nature of the honor violation, the student’s response to the investigation, and any history of honor violations the student has accumulated.

### **Discipline Committee**

If a student is suspected of having violated the honor code, the Discipline Committee may convene to review the issue as requested by the Director of Middle School or Dean of Students. The Discipline Committee is a recommending body consisting of the Dean of Students (Chair), Director of Middle School, and two faculty members. Final decisions regarding discipline are the purview of the Director of Middle School or, in the most serious cases, the Head of School. When a student is requested to appear before the Discipline Committee, the following procedure will be followed:

1. The student, their faculty advisor, and parents will be informed of the alleged infraction.
2. The student will meet with two or more members of the Discipline Committee to discuss the alleged infraction. The student’s faculty advisor, or a faculty member

- of the student's choice, will appear with the student as an advocate. All meetings are closed with the exception of anyone who has been invited by the Dean of Students or Director of Middle School. Parents or attorneys may not participate in any phase of the disciplinary process.
3. The Committee will make a determination and recommendation to the Director of Middle School. In severe cases, a recommendation will be shared with the Head of School. The Head of School will have final authority in all disciplinary matters.
  4. The students, their advisor, and parents will be informed of the disciplinary decision.

## **Honor Council**

The Honor Council is comprised of Upper School students, along with a faculty sponsor, and is responsible for educating members of the community on issues of honor. The primary role of this body is to provide educative and peer-to-peer mentoring for students who have in some way violated the school's honor code. Students, we feel, can help one another grow and learn from their mistakes. As a school, we believe the Honor Council plays an important role in the pedagogical process. Once a student has been referred to the Honor Council by the Discipline Committee, a member of the Upper School Honor Council, the Team Leader, and/or the student's advisor, will meet with the student to discuss the incident. The Honor Council member will ask questions of the student, and offer suggestions and advice on how to avoid violations of the honor code in the future. After the meeting, the Honor Council member will produce a summary of the exchange and file it with the Dean of Students and Director of Middle School.

## **General Policies and Procedures**

### **Attendance**

Middle School students should arrive in their theatre seats for morning meeting or to their homeroom by 7:50 a.m each day. Students should not arrive on campus before 7:30 a.m. to ensure safety and supervision. If a student arrives late, they must sign-in at the Middle School office and present a pass to gain entry to class.

Oak Hall strongly urges students to minimize absences from classes for reasons other than those necessitated by serious illness or emergency. Excessive absence from school can have a detrimental effect on a student's grades and achievement. Make-up work is never a complete substitute for exposure to the instruction, discussion, and classwork that occurs daily. If a student misses 7 periods of any class during a semester for non-school activities, parents may need to meet with the Director of Middle School and the appropriate faculty to discuss an appropriate course of action.

In the event of an absence, parents should notify the school before 8:30 a.m by calling the office (352-332-3609, ext 201) or by emailing [middleschooloffice@oakhall.org](mailto:middleschooloffice@oakhall.org). Early departures from school that result in missed classes are strongly discouraged. Such requests will be granted only if the parent sends a written note, e-mail, or speaks to an administrator in advance.

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 "**Planned Absence**" Form from the Middle School Office and complete it at least two days prior to the absence.

Students are required to make up all work they miss during an absence. **If a student is absent on the day of a test or when a paper is due, s/he should be prepared to take the test or turn in the paper on the day s/he returns to school.** For extended absences (more than two days), students will generally be expected to turn in all their assignments or take tests within the number of days equal to the days missed. It is the student's responsibility to see each teacher following an absence. For pre-arranged absences, such as athletic events and college visits, it is the responsibility of the student to see each teacher for information on assignments prior to the day of the absence. If a student is absent for a portion of a school day, s/he is required to make up any tests missed at the earliest possible opportunity. Any major research paper or long-term assignment must be given to the assigning teacher by the beginning of class on the day it is due whether or not the student is present.

Make-up tests are primarily administered by the teacher after school. **All make-up tests take precedence over all athletic practices and extracurricular obligations.** Multiple make-up tests should be taken in the order of the student's class schedule. Tests, papers, and other assignments missed during an extended absence must be made up within two weeks of the student's return to school. Failure to meet these obligations will result in an academic penalty.

## **Official Absences**

**Official absences** are absences due to school-sponsored events (athletic competitions, field trips, etc.). All other absences are considered *unofficial*.

The attendance record of a student receiving more than seven unofficial absences (i.e., absences that are not school-sponsored) in any class, or reflecting a pattern of not attending class on test days, will be reviewed by the Director of Middle School and the Dean of Students for possible academic penalty. Participation in extracurricular activities may also be suspended until the student is current with all coursework and in good standing. Students who accrue 10 or more unofficial absences in a semester will be required to complete alternate assessments to earn credit.

## **Tardiness**

Students are expected to be on time to all classes, assemblies, practices, and other appointments and obligations. Middle School students are expected to be in their Homeroom (Monday, Wednesday, Friday) or in their assigned theatre seat for Morning Meeting (Tuesday, Thursday) by 7:50 a.m. After that time a student is considered tardy, and must sign in and get a note from the office. Tardiness to school and to class will result in appropriate disciplinary action to be determined by the Dean of Students. The only tardiness that will be excused is a student with a note from their doctor for an office visit. Students who miss any portion of the school day are expected to see the teachers of

missed classes to turn in work and get assignments for the next day. Tardy students are expected to make-up missed tests that day. After a student's 4<sup>th</sup> tardy to school, the student will enter the disciplinary process.

## **Detentions**

Disciplinary notices are issued daily by the Dean of Students. Students are expected to attend proctored detentions on the day they are informed of their infraction. Proctored 30 or 60 minute detentions are held Tuesday through Thursday from 3:00 pm to 4:00 pm in MS Room 2, 4, and 6 respectively. Students may also be issued lunch duty to satisfy disciplinary obligations. Saturday detentions may be scheduled when necessary.

## **Participation in After-School Activities (Extra Curriculars and Athletics)**

Students must be in regular attendance (defined below) in order to practice, participate in a contest, game, rehearsal, or club activity. The same policy applies to student spectators at evening events.

a. Regular attendance is defined as present for all classes during the school day. If a student arrives late to school, they must attend at least half of their first class in order to be counted as present for that class.

b. Students may still attend or participate in after-school activities if they miss classes due to an official absence such as a school trip or a doctor's appointment (with official documentation). In such cases, a student must attend at least half of their classes in order to be in regular attendance. Decisions regarding the validity of an absence will be made by the Director of Athletics (for athletic participation) and by the Director of Middle School (for other extra-curricular participation).

## **Concussion Protocol**

As the health and well-being of our students are of paramount importance to us, we recognize the need to support them when diagnosed with a concussion. The following protocol is intended to both provide that support and inform our community of the process behind it:

### **Initial Identification**

1. Once an injury is disclosed to the school, the office will contact the parents to ensure that a physician has been consulted.
2. The office will inform the students' teachers and advisor of the injury.

### **Return to School Procedures**

1. While students are symptomatic and under the care of a physician, they shall be "academically frozen." This means that students will not complete assignments, do readings, turn in papers, or take assessments of any kind while they exhibit concussion-like symptoms (e.g., headaches, memory loss, etc.).
2. Students will be expected to make-up content from the period in which they are

“academically frozen,” but will not be responsible for the assessments given during that time. Faculty will consult with the student, the parents, the advisor, and the office in order to put together a viable academic plan for the affected student.

3. Students who are academically frozen will not be permitted to participate in extra-curricular or athletic activities until cleared by a physician.

## **Aftercare**

### **Purpose:**

The Middle School Aftercare Program meets daily Monday through Friday to provide supervision for students in grades six through eight. Any student who is not picked up by 3:15 PM will participate in the Aftercare Program until his/her parent provides transportation. Students involved in tutoring, an athletic practice, or game after school will report to the Aftercare Program at the end of the activity if their parents are not there to pick them up.

### **Enrollment:**

There is no enrollment. If your child is not picked up by 3:15 PM or promptly after any athletic practice or other school activity on any given school day, the student will be automatically sent to the Aftercare Program, and you will be billed through your FACTS account beginning at 3:30 PM. Students may not be on campus after 3:00 PM unless they are being supervised by an adult.

### **Daily Schedule and Rules for Behavior:**

3:15 PM: Students will leave the locker bay and move to the Student Center if they are staying for Aftercare. If a student knows that his or her parent is in route, then the student may sit on the front porch of the Student Center until 3:30 PM to wait for his or her parent.

3:30-6:00 PM: The students will be able to do homework, have a snack, attend an Oak Hall home sporting event, or have free play during this time. All activities will be supervised by an Aftercare Counselor.

If a student stays after school for help with a teacher, then the student must bring a note to Aftercare from the teacher to explain his or her late arrival.

For student's safety, parents must present their ID's when they pick up their student until the staff knows them. If parents want some other adult to provide transportation for their student, then they must list that adult on their student's emergency form. The Aftercare Counselors will have a copy of all the emergency forms for the middle school students. Aftercare Counselors must have visual confirmation of the student being released to the parent or caregiver so please plan to come inside for pickup each day.

It is very important for all students and parents to understand that Oak Hall Middle School expects our middle school students to follow the instructions of the Aftercare Counselors and to give them the same respect they give to their teachers and

administrators. Students who do not follow these expectations will be reported to the Dean of Students and the Director of Middle School.

Fee Schedule (as of July 21, 2016):  
3:30- 6:00 PM: Daily rate is \$1.50 for every 15 minutes or any part of 15 minutes. Fifteen minute time blocks will begin at each quarter hour.

After 6:00 PM the rate is \$1.00 per minute.

PLEASE REMEMBER: AFTERCARE ENDS AT 6:00 PM!

FOR THEIR SAFETY, students are not permitted to wait unsupervised at the front pick-up/drop-off circle for any reason. All supervision in the area ends at 3:15 pm.

### **Lunch**

Teachers supervise lunch each day. Students may bring their lunch to school or they may order their lunch on line prior to the start of the school day. A link to the ordering system (MyMealOrder) is available on the Oak Hall website. Oak Hall provides delivered food each day that students may purchase. Students must order lunch by 9am on the day they wish to purchase. Vendors, menus, and cost are to be determined and can change at any time the school deems appropriate. If a student forgets his/her lunch, they may request a lunch from the Middle School Office before 9am. Your FACTS account will be billed \$8.00. Oak Hall School is a peanut free school. Please do not send peanuts or peanut products to school with your child.

### **Messages and Telephone Use**

If a parent needs to leave a message for a student, please call the school. The Middle School administrative assistant will deliver the message to the student. We would appreciate it if parents' calls to students are confined to urgent messages only. We do not typically take messages from students to give to students.

There is a phone in the Middle School office designated for student use. All other phones are off-limits to students, with the exception of emergencies, and should never be used without permission.

Cell phones are not allowed to be visible or turned on during the academic day (7:50 a.m. – 3:00 p.m.), unless there is an emergency as determined by a school official. Text messaging is not allowed during the academic day on cell phones or iPads. **Cell phones that are seen or heard will be confiscated. Confiscated phones will be kept by the Dean of Students. The first confiscation will be for the remainder of that day, a second confiscation will be for two days, and a day will be added for each confiscation. Excessive confiscations may be cause for additional consequences.**

PLEASE DO NOT call or text your child's phone during the school day!

## **Advising and Counseling**

### **Middle School Advisor/Advisee Program**

The Middle School Advisor/Advisee program consists of single-gender, grade level groups that are led by a faculty advisor. Our advisory program provides each student with a small, “on-campus” family; a place for sharing successes and defeats, gaining emotional and academic support, building relationships, and learning to navigate the sometimes difficult years of adolescence.

Each week, the students engage in planned activities that focus on character education, building relationships, making good choices, developing positive peer interactions, setting personal goals, choosing healthy lifestyles, and learning about their own special talents and uniqueness. In addition, this time is used for community and school service projects and assemblies on pertinent topics.

Typically, these groups meet before lunch each Tuesday and Thursday, while clubs meet every Monday and Friday. Grade level class meetings are also held during this time whenever necessary.

### **Role of the Middle School Advisor**

The Middle School advisor plays an essential role in the social, emotional and academic development of his/her advisees. It is the goal of the advisory system to promote efficient and effective communication among students, teachers, and parents. It is the advisor’s responsibility to oversee the progress of each advisee in academic and non-academic areas of school life. **Parents are encouraged to contact the advisor as the first line of communication with the school.** The advisor is the one who has the best overall picture of the student’s progress. Above all, students should feel free to turn to their advisor for academic, social, or personal assistance at any time.

### **School Counselor**

There are occasions when conversations with an advisor do not meet the needs of a student or a situation. Confidential counseling is available from the school. Such counseling allows students an opportunity to discuss personal or academic problems in a safe and private setting.

### **Team Leaders and Class Sponsors**

Team leaders help classes participate as a unit in the life of the school. They help students plan projects, attend all class meetings, and help chaperone various class activities. In addition, they bring concerns of the class to the attention of the Middle School faculty.

#### Class Team Leader

Sixth Grade – Ms. Julie Black

Seventh Grade – Ms. Tiffany Waters Stone

Eighth Grade – Ms. Angie Cook

## **Student Conduct and Discipline**

At Oak Hall the development of mature 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 – students, faculty, and administration. Students are responsible for knowing and complying with the rules, regulations, and procedures of the school. Students are asked to practice self-control and to accept personal responsibility for their actions. This code of conduct applies to any student who is:

- On school property;
- In attendance at school;
- At any school-sponsored activity; or
- Whose conduct at any other time or place has an effect on maintaining school order and discipline; protecting the safety and welfare of others, or damaging to the reputation of our school.

### **Major School Rules**

Maintaining a safe, orderly, and positive environment for all our students is an integral part of the mission of Oak Hall School. With that in mind, the activities listed below are considered serious offenses and are grounds for major disciplinary action. Disciplinary options include lunch and afterschool work duties, loss of privileges, non-participation in extra-curricular activities, detentions, Saturday detentions, dismissals, in-school suspensions, out-of-school suspensions, and expulsion. For the most part decisions in these matters rest with the Dean of Students and Director of Middle School, with the exception of expulsion, for which a recommendation will be considered by the Head of School. Violations of major school rules include:

1. Violation of the Honor Code;
2. Possession of any weapon;
3. Possession or use of any controlled drugs, drug paraphernalia, alcohol, tobacco, or smoking-related products;
4. Acts, behaviors, or words which are xenophobic or intolerant towards any person's race, religion, color, gender, gender identity, gender non-conformity, sexual orientation, national origin, socio-economic status, citizenship, or disability.
5. Fighting, inflicting of bodily harm, harassment, threats, intimidation, disrespect toward others, the use of profanity, bullying or cyber-bullying;
6. Damaging or destroying the property of others or the property of the school;
7. Leaving campus without permission and without following correct procedures;
8. Repetitive tardiness and absences from school or classes;
9. Irresponsible use of an automobile; and,
10. Violation of the Acceptable Electronic Use Policy or the Oak Hall School Computer and Network Contract.



## Standardized Disciplinary Procedure

When one of our students has not met the school community's behavioral expectations, Oak Hall believes the first step of the disciplinary process can begin and end with a direct conversation between the faculty-member and the student. Afterwards:

- The faculty will inform the Dean of Students of the violation via email, text-message, or phone call. In extreme cases, where the behavior can be considered unsafe or detrimental to a positive school environment, that student should be sent directly to the Dean's office.
- The Dean of Students and/or the Director of Middle School will address the student directly to explain why the behavior has not met expectations. The student will be informed of an appropriate way to change their behavior in order to be in accordance with Oak Hall's community values. This will serve as an official warning to the student. The student's advisor will be notified via email in order to follow-up with the student and/or parents as necessary.  
*Note: In the case of dress code violations, the issue will be rectified immediately.*
- A second violation of a similar offense will require the student to serve an after-school detention at 3:00 pm, as assigned by the Dean of Students. The Dean of Students will notify the student's parents and the student's advisor via email about the incident.
- A third violation of a similar offense will require the student serve a second after-school detention where the student will complete a written reflection. In addition, the student will not be allowed to participate in any extra-curricular and/or co-curricular activities that day. It will also require a face-to-face meeting with the student and the Dean of Students. Depending on the nature of the violation, it may also include the student's advisor, parents, and school counselor. The Dean of Students will notify the student's parents via email and follow-up with a phone call. The student's advisor will be notified via email.
- A fourth violation of a similar offense will initiate all prior administrative actions. It will also require a face-to-face meeting with the student, the Dean of Students and the Director of Middle School. Depending on the nature of the violation, it may also include the student's advisor, parents, and school counselor. A student-constructed Personal Improvement Plan will be written.
- A fifth violation of a similar offense will initiate all prior administrative actions. Instead of an improvement plan, this offense will require the construction of an official Student Action Plan, which will be documented by the Director of Middle School and signed by the student's parents.
- Any further violations of a similar nature will be evaluated by the Director of Middle School and the Head of School in order to ascertain whether the student should be counseled out of the school.

- *Please note that if an offense is deemed egregious enough it may expedite the disciplinary process.*

## **Harassment/Bullying**

Oak Hall School is dedicated to fostering an environment that promotes kindness, 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, gender, gender identity, gender non-conformity, sexual orientation, national origin, socio-economic status, citizenship, or disability. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), and emotional aggression (teasing, threatening, intimidating others). Oak Hall also prohibits cyber bullying (creating websites, instant messaging, e-mails, using social networks, using camera phones, or other forms of technology to engage in harassment or bullying). Although these activities often take place off-campus, they do affect the community at Oak Hall.

Sexual harassment includes, but is not limited to, unwelcome sexual advances; requests for sexual acts or favors; other physical conduct of a sexual nature; obscene or suggestive remarks or jokes; verbal abuse or insults; display of explicit, offensive, or demeaning materials; references to a person's anatomy; touching or pulling another's clothing in an offensive or embarrassing manner; or making references, innuendo, or spreading rumors and accusations about someone's sexual encounters. The taking or circulating of inappropriate pictures of a sexual nature is also included.

All students share responsibility for keeping our school environment free from harassment and bullying. Students must report incidents to a faculty member, the Counselor, Dean of Students, Director of Middle School or other trusted adult on campus. When the school administration becomes aware that harassment or bullying may be occurring, it will promptly investigate the situation. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school.

## **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.

### **General Guidelines**

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.
- Uniforms are required to be worn as the manufacturer intended. Oversized or undersized clothes are not in uniform.
- Underwear may not be visible at any time.
- Uniforms are required to be in good repair and unaltered.
- Shirts and blouses must be tucked in at all times; only the first button may be unbuttoned.
- Only plain white short-sleeved or sleeveless undershirts may be worn.
- Students must wear athletic or dress shoes with a back and must wear athletic shoes during PE class. Lower School students must wear athletic shoes at all times.
- Hooded sweatshirts or jackets, including athletic team wear, are not allowed during the school day.
- Hats, caps, and hooded jackets may be worn during inclement weather only and must be removed upon entering a school building.
- Appropriate Spirit Day attire is outlined below.
- Hair must be clean, well-maintained, and of a naturally occurring color and style. Hair must be kept away from one's eyes. Boys' hair must be kept off the collar during school hours.

### **Jewelry and Accessories**

- Jewelry and accessories are acceptable as long as they do not distract from the learning environment.
- Smart watches are not permitted in the Lower or Middle School.
- Earrings in the lobes of the ears is acceptable, as long as the style is not distracting. Dangly or hoop earrings may not be allowed during certain classes or activities due to safety concerns. Boys may not wear earrings.
- No body piercing, nose studs, nose rings, or tattoos, including temporary or stickers, may be visible at any time. Coats and Jackets Burgundy or Gray full-zip or half-zip fleece jacket or vest, or letterman jacket. Jackets need to have an embroidered logo. Uniform

jackets should be purchased at Lands' End.

- Coordinating hair accessories may be worn.

### **Oak Hall team and club wear**

Any jacket or fleece that meets the following requirements may be worn during the school day:

- o They must be purchased at Lands' End or the school store.
- o They must be embroidered or printed with the approved Oak Hall logo.
- o The only hooded item allowed in our uniform is a hooded rain jacket during inclement weather.

### **Types of Dress**

There are three different dress days:

- Regular Uniform (Monday, Tuesday, Wednesday, Thursday, Friday);
- Spirit Day (Friday); and
- Dress Day (special events).

**Regular Uniform 2018-19: any color Lands' End uniform shirt + khaki, black, navy, or gray bottoms are uniform compliant.**

This is any combination of regulation uniform pieces including khaki, black, navy, gray shorts, khaki, black, navy, gray pants, approved shirts, khaki, black, navy, gray, or plaid skirts/skorts/jumpers\*, white oxford shirt, sweater or sweater vest, and one of three jacket options.

*\*Jumpers are approved for Lower School students only.*

### **Dress Day**

Boys – Dress slacks, dress shirt, tie, belt, and dress shoes.

Girls – Dress, skirt and blouse, or dress slacks with a blouse, and dress shoes.

### **Spirit Day**

Dress on this day will consist of an Oak Hall t-shirt, Oak Hall team or club shirt, long-sleeve shirt, or crew sweatshirt with a uniform skirt, skort, pants, or shorts.

At times, the Director of Middle School may announce special Spirit Days, which may include the ability to wear jeans or PE issued shorts or sweatpants.

## **Uniforms Pieces:**

### **Pants or Shorts**

Regulation khaki, black, navy, or gray pants or shorts.

### **Skirts/Skorts/Jumpers**

Regulation khaki, black, navy, gray, or plaid skirt, skort, or jumper (Lower School only). Privacy shorts or shorts that cover undergarments are required under skirts or jumpers.

### **Knit/Active Polo or Oxford Shirt**

Burgundy, Soapstone, White, or Navy long- or short-sleeved knit shirt/active dry shirt or white long or short-sleeved Oxford shirt with mandatory Oak Hall School logo embroidered. Only the top button may be unbuttoned.

### **Undershirt**

Only plain white short-sleeved or sleeveless undershirts may be worn.

### **Sweater**

Solid burgundy or gray embroidered v-neck sweater vest or long-sleeved crew neck with mandatory school logo. A uniform shirt with a collar must be worn underneath sweaters.

### **Sweatshirt**

Oak Hall crew neck sweatshirts may be purchased through the school store. A uniform shirt with a collar must be worn underneath sweatshirts. Hooded sweatshirts may not be worn.

### **Outerwear**

Burgundy or Gray full-zip or half-zip fleece jacket or vest with mandatory school logo or letterman jacket. Uniform jackets should be purchased at Lands' End.

### **Belt**

Regulation dark brown or black solid belt.

### **Shoes**

In the Middle School, athletic or dress shoes with a back must be worn daily. Athletic shoes are required for the PE period.

### **Socks/Tights**

Socks must be worn with athletic shoes and may be white or black. Sock length should be ankle or mid- calf.

Solid gray or navy tights may be worn under uniform bottoms.

### **Game Day**

Students on Oak Hall School athletic teams may substitute their game jerseys for their normal top on game days, as approved by the Director of Athletics, along with uniform khaki pants or shorts (except on Dress Day). No hoods are allowed.

### **P.E. Uniform**

Students in grades 4-8 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 on the first day of school. 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.*

### **Daily Conduct**

All of the following are distracting to the educational process and are not permitted on campus during the school day: gum chewing, video, iPad or calculator games, skateboards, hee-lies, water pistols and other toys. **Use of cell phones and text messaging are never permitted during the academic day.** Violations of the above rules will be reported to the Dean of Students who will take appropriate action.

### **Acceptable Electronic Use Policy**

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.

### **Cleanliness and Litter**

All students are expected to eat in the Student Center or in designated picnic areas. Receptacles are provided in the hallways, classrooms, and outside areas for the disposal of recyclables and trash. Please help keep our campus clean. Students may be assigned clean-up duties during lunch, usually by Advisory Group. Students may also be assigned clean up duties for an accumulation of minor infractions of school rules. Such assignments will be made by the Dean of Students.

### **Interpersonal Relationships**

Oak Hall recognizes that interpersonal relationships are a normal part of our nature; however, each student must take individual responsibility for ensuring that his or her actions are appropriate and safe. Friendship is encouraged, but public romance and physical expressions of intimacy are prohibited.

### **Lockers and Book Bags**

Please use good judgment in what you bring onto the school premises. The School is not responsible for the theft of one's personal property. Therefore, you should take care to ensure that it is properly stored at all times.

Students are assigned individual lockers and **must use locks provided by the school.** When not in use, lockers should be kept locked. This is particularly true on nights and weekends. Students may not use any other lockers than the ones assigned to them.

Lockers and locks are school property. Students should be aware of Florida Statute 232.256.

(3): "A student's locker or other storage area is subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects."

Book bags are never to be left in the common areas, classrooms, or locker bay area, as dictated by fire regulations. Book bags left in the locker bay will be removed. Athletic bags and equipment must be placed on a sports shelf or in a gym locker during the day.

### **Inspection Policy**

In order to protect the safety and property of students, the School reserves the right to inspect students' personal property, including, but not limited to, lockers, tool boxes, backpacks, coolers, desks, purses, computers, cell phones, iPads, briefcases, packages, cabinets and vehicles brought onto school property or to school sponsored-events. Failure to cooperate with such inspections is a violation of this policy.

### **Drop-Off / Pick-up and Parking**

Middle School students are to be dropped off and picked up in the Middle School circle. **Please do not use the student/faculty parking lot to drop off or pick up students as that slows traffic and presents a safety hazard.** Parking for all school events should be confined to parking lots only.

### **Rules for Field Trips, Class Trips and other School-Related Events**

Students are responsible for knowing and complying with the rules, regulations, and procedures of Oak Hall School during all off-campus activities. When you are on a school sponsored trip, school rules apply. When off campus in a group under the supervision of Oak Hall staff and faculty, students are expected to practice self-control and to accept personal responsibility for their actions. If a student's behavior prior to a trip is unacceptable, the student may not be allowed to participate in any off-campus trips. If a student is unable to represent the school appropriately during a trip, a faculty or staff member may contact the student's parents immediately and require his/her parents to provide transportation home at the family's expense. The Dean of Students will take the appropriate action upon the student's return to school. Please refer to the Student Conduct and Discipline section found on the previous page.

### **Appendices**

- Computer and Network Contract
- Policy on HIV/AIDS and Serious Infection Diseases
- Alma Mater
- Daily Bell Schedules

### **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.

A) 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.

This Ad Hoc Committee shall be composed of:

-the Head of School

-the school counselor

-the school Clinic Coordinator

-a physician chosen by the school who is trained in the field of infectious diseases.

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.

B) 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.

C) 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.

D) 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.

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

## 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.

## Rotating Schedule 2018-2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
A	A	A	A	A
B	B	B	B	B
C	C	C	C	C
D	D	D	D	D
E	F	G	E	G
F	G	E	F	E
G	E	F	G	F

MIDDLE SCHOOL STUDENTS SHOULD NOT ARRIVE ON CAMPUS BEFORE 7:30 A.M. TO ENSURE SAFETY AND SUPERVISION.

MIDDLE SCHOOL STUDENTS SHOULD LEAVE CAMPUS BY 3:15 P.M. TO ENSURE SAFETY AND SUPERVISION UNLESS THEY ARE WITH A TEACHER, A COACH OR IN AFTERCARE.

# DAILY SCHEDULES

## MIDDLE SCHOOL DAILY SCHEDULE

Homeroom/Assembly	7:50-8:00
A Period	8:04-8:52
B Period	8:56-9:44
C Period	9:48-10:36
Advisory/Club/Lunch	10:40-11:32
D Period	11:36-12:24
E Period	12:28-1:16
F Period	1:20-2:08
G Period	2:12-3:00

## MIDDLE SCHOOL ASSEMBLY SCHEDULE

HR/Assembly	7:50-8:00
A Period	8:04-8:49
B Period	8:53-9:38
Assembly	9:42-10:22
C Period	10:26-11:11
Lunch	11:15-11:44
D Period	11:48-12:33
E Period	12:37-1:22
F Period	1:26-2:11
G Period	2:15-3:00

## MIDDLE SCHOOL DELAYED START

HR/Assembly	8:34-8:44
A Period	8:48-9:33
B Period	9:37-10:22
C Period	10:26-11:11
Lunch	11:15-11:44
D Period	11:48-12:33
E Period	12:37-1:22
F Period	1:26-2:11
G Period	2:15-3:00

## MIDDLE SCHOOL PEP RALLY SCHEDULE

HR/Assembly	7:50-8:00
A Period	8:04-8:49
B Period	8:53-9:38
C Period	9:42-10:27
Lunch	10:31-11:16
D Period	11:20-12:09
E Period	12:13-12:58
F Period	1:02-1:47
G Period	1:51-2:36
Pep Rally	2:40-3:00

*This Handbook may be revised at any time by the school. This revision occurred 10 August 2018.*