

**MIDDLE SCHOOL
PARENT & STUDENT
HANDBOOK
2019-2020**



OAK HALL SCHOOL

SCHOLARSHIP · LEADERSHIP · SERVICE

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

1700 SW 75TH ST., GAINESVILLE, FL 32607 | 352.332.3609 | WWW.OAKHALL.ORG

**PARENT/STUDENT HANDBOOK
SIGNATURES PAGE
OAK HALL MIDDLE SCHOOL
2019-2020**

This handbook is a guide for students, families, and school personnel and a tool to answer commonly asked questions that come up during the school year. With the following policies and procedures, our goal is to create a positive and dynamic educational environment where development and learning are achieved, rules are enforced fairly and consistently, and all parties thrive.

Please familiarize yourself with the policies and expectations communicated through this handbook. Signing below is evidence that parents and students have read and understand the expectations at Oak Hall Middle School. ***This signed form should be turned in to your child's advisor by Thursday, August 15, 2019.***

Thank you for your partnership and contributions to what will be an incredible academic year.

Signature of Parent/Guardian

Date

Signature of Student

Date

Printed Name of Student

Advisor/Grade Level

A note about this handbook:

Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies, and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of Oak Hall School to deviate from the normal rules and procedures set forth in this handbook and to deal with circumstances as they arise in the manner deemed most appropriate by the school (including but not limited to student discipline), taking into consideration the best interests of the school, its faculty, employees, students, and community. The policies may also be revised or updated periodically, even during the current academic term. You will be advised of any substantive changes as they are made. Last update: 8/11/19.

Middle School Director's Welcome

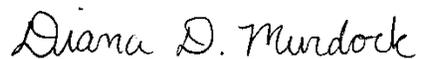
It is my pleasure to welcome you to another exciting year at Oak Hall Middle School! The 2019-2020 school year will mark Oak Hall's 49th year, and we look forward to sharing it with you and your family.

At Oak Hall Middle School, we are proud to offer a rich college preparatory curriculum where learning is dynamic and interactive. We seek to nurture the mind, body, and spirit through a balanced array of offerings and activities in academics, the arts, and athletics. Through our extensive curricular and co-curricular options, students become leaders, explorers, artists, musicians, and researchers learning the skills necessary to take intellectual, social, and emotional risks within a safe and supportive learning community. Upon completion of 8th grade, our students leave Middle School prepared to take on the challenging academic program in Oak Hall Upper School. In everything we do, we maintain our aim to develop the whole child, through emphasis on the liberal arts education, social-emotional growth, character development, leadership opportunities, and exploration.

The contents of this handbook should serve as our guide as we commit to our mission to be, *“A welcoming, diverse, and supportive learning community empowering students to pursue their academic, artistic, and athletic passions.”* My hope is that we will all work diligently toward this end and joyfully embrace another full year of challenge, celebration, and growth together.

Please do not hesitate to contact me with questions. I look forward to partnering with you through an exciting 2019-2020 school year.

Sincerely,



Diana D. Murdock, Ph.D.
Director of Middle School
PK-12 Academic Dean

Oak Hall's Mission, Philosophy, Motto & Core Values, and Alma Mater

Mission

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

Philosophy

Guided by the ideals of "Scholarship, Leadership, and Service," Oak Hall School serves a diverse group of students, Preschool – Grade 12, 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 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 lifelong 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, makes it possible for each of our students to play a leadership role in the rich daily life of our community. Oak Hall School blends environment with academic, athletic, artistic, and service opportunities, thus providing 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.

Motto & Core Values

“Scholarship, Leadership, Service”

Scholarship: We believe in the liberal arts tradition. We work to develop young people who are active learners, independent thinkers, and well prepared for the next educational step as well as life in a global society.

Leadership: We provide experiences and foster skills in leadership so our students can become effective citizens as they participate actively in our society.

Service: We believe that learning to serve others is a critical component of a well-rounded education and gives meaning to the concept of the public purpose of private schools. This value includes the notion of stewardship and social responsibility.

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.

Roger H. Nubern (1953-2007)

Memberships & Affiliations

Oak Hall School is accredited by the following organizations:

[Southern Association of Independent Schools\(SAIS\)](#)

[AdvancED\(formerly SACS\)](#)

[Florida Council for Independent Schools\(FCIS\)](#)

Parent Involvement and Support

The Oak Hall Community is fortunate to have wonderful parents from all over the world. We encourage parent involvement in many ways including: Oak Hall Annual Fund, Oak Hall Parent Association, Athletic Booster Club, Oak Hall Parent Volunteer, and Special Capital Projects Volunteer. Please reach out to Rebekah Johnson at rjohnson@oakhall.org to get involved.

Parent-Teacher Communication

Email is the best method to communicate with teachers and advisors. Faculty members are expected to check their email each weekday. 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. dmurdock@oakhall.org). A faculty directory is available on our web page: <https://www.oakhall.org/about-ohs/faculty-staff-directory>.

Oak Hall faculty and staff members are expected, at all times, to communicate with parents in a professional manner. Parents are always asked to reciprocate by treating teachers and staff with the same courtesy. In order to establish direct lines of communication, we request that parents wishing to contact teachers or administrators follow this process:

- All initial questions about class routine, grading, homework, pedagogy, or incidents within the classroom should be directed to the classroom teacher or the advisor.
- If further assistance is necessary, then communication with the Director or Assistant Director of Middle School is the next appropriate step. You may email administrators directly or set up a meeting or phone discussion through middleschooloffice@oakhall.org.

Please check www.oakhall.org on a regular basis. Information is also communicated on our Facebook page (facebook.com/oakhallgainesville), Twitter page (@oakhallschool) and Instagram (@oakhallschool). Additionally, Oak Hall School emails a weekly e-newsletter. This newsletter contains information to keep you informed about what is happening at the school.

School Hours, Schedule, and Calendar

School Hours

The Middle School office is open from 8:00 a.m. until 4:00 p.m. Monday through Friday. The academic school day runs from 8:30 a.m. until 3:30 p.m. Supervised morning care is provided in the Student Center beginning at 7:30 a.m. Supervised extended day care is provided in the Student Center from 3:30-6:00.

Schedule

The Middle and Upper Schools operate on a modified block schedule. On Monday, Tuesday, and Friday, students attend all seven classes for 50-minute periods. On Wednesday and Thursday, students attend four blocks (A-D Periods or E-G plus Flex Periods) for 90-minute periods.

2019-2020

Middle School Schedule

8:30 Start
3:30 Dismiss

Monday	Tuesday	Friday	TIME
A	A	A	8:30-9:20
B	B	B	9:23-10:13
C	C	C	10:16-11:06
Lunch/Break	Lunch/Break	Lunch/Break	11:09-11:51
D	D	D	11:54-12:44
E	E	E	12:47-1:37
Break	Break	Break	1:37-1:44
F	G	F	1:47-2:37
G	F	G	2:40-3:30

Wednesday	Thursday	TIME
A	E	8:30-10:00
B	FLEX	10:03-11:33
LUNCH	LUNCH	11:36-12:24
C	G	12:27-1:57
D	F	2:00-3:30

Calendar

A calendar of events is located on the following website: <https://www.oakhall.org/school-life/calendar>.

Important Contact Information

Question	Contact	Email
Absences	Vanessa Kallas	middleschooloffice@oakhall.org
Admissions	Nancy Coleman	ncoleman@oakhall.org
Advisory	Laurie Spelder	lspelder@oakhall.org
Athletics	Edwin McTureous	emctureous@oakhall.org
Auxiliary Programming	Jeff Malloy	jmalloy@oakhall.org
Billing	Penny Thie	pthie@oakhall.org
Canvas & Plus Portals	Tammy Ponton	tponton@oakhall.org
Class Schedules	Diana Murdock	dmurdock@oakhall.org
College Counseling (Grade 8)	Blair Fils	bfils@oakhall.org
Discipline & Dress Code	Kelly Warm	kwarm@oakhall.org
Enrichment Classes	Diana Murdock	dmurdock@oakhall.org
General Student Concerns	Diana Murdock	dmurdock@oakhall.org
iPads	Lance Cozart	lcozart@oakhall.org
Lockers and Locks	Vanessa Kallas	middleschooloffice@oakhall.org
Media Center	Evelyn Smith	esmith@oakhall.org
Medication/Illness	Vanessa Kallas	middleschooloffice@oakhall.org
Parent Association MS Liaison	Lorie Gleim	lorie@gleim.com
Parent Conference Grade 6	Julie Black	jblack@oakhall.org
Parent Conference Grade 7	Josh Pincus	jpincus@oakhall.org
Parent Conference Grade 8	Angie Cook	acook@oakhall.org
PE Uniforms	Edwin McTureous	emctureous@oakhall.org
Report Cards & Transcripts	Tammy Ponton	tponton@oakhall.org
Security	Robert Bartley	rbartley@oakhall.org
Social Media/Communications	Corinna French	cfrench@oakhall.org
Student Counseling	Laurie Spelder	lspelder@oakhall.org
Technology	Mike Martinez	mmartinez@oakhall.org
Textbooks	Tammy Ponton	tponton@oakhall.org

Academic Policies and Procedures

This section is a quick reference for important academic information, policies, and procedures.

Grading System

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

Semester exams or final projects are expected in all Middle School courses except physical education and enrichment classes. Semester exams count for 10% of the semester grade in Grade 6; 15% in Grade 7; and 20% 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, physical education, and an enrichment course each semester.

The school reports letter grades on report cards and transcripts. A percentage equivalent is included in the following chart:

Letter Grade % Equivalent

A+ 98.00-100.00	A 93.00-97.99	A- 90.00-92.99	
B+ 87.00-89.99	B 83.00-86.99	B- 80.00-82.99	
C+ 77.00-79.99	C 73.00-76.99	C- 70.00-72.99	
D+ 67.00-69.99	D 63.00-66.99	D- 60.00-62.99	F Below 60

Honor Rolls

Honor Rolls are calculated on a yearly basis. The Honor Roll is a list of students who have maintained at least a "B-" in each course for the year. The High Honor Roll is a list of students who have maintained at least an "A-" in each course for the year. Semester exams and final projects are included in the student's final grade and in honor roll and high honor roll recognition.

Course Placement

Placement in courses will be determined by grades, teacher recommendations, and/or other assessments.

Teacher Requests

Teacher requests are not considered when making student schedules. Please refrain from making requests for exceptions to this policy.

Eighth grade students will be placed in ninth grade courses based on their grades, teacher recommendations, and/or other assessments. Upper School guidelines and policies will be followed for placement in Upper School courses.

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 their classes but not necessarily every class every 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) and during religious holidays. Please notify us if we have overlooked a religious holiday/no homework day on our school calendar (<https://www.oakhall.org/school-life/calendar>). Homework assignments are posted on Canvas. If homework becomes excessive or unmanageable for your child, please bring this to the attention of his/her teachers.

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. 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 "0" the following week if the assignment is not turned in. Grades with a "0" receive no credit but may

change at the teacher's discretion when work is completed. (See teachers' policies on late work.) Grades marked with an "Ex" means the student has been excused from that assignment.

Test Days

Faculty follow a testing schedule to help avoid overloading students with multiple tests on one day. The following sequence will determine testing days for core courses:

Day 1: Math / World Language

Day 2: History / Science

Day 3: English / World Language

Day 4: Math / History

Day 5: English / Science

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 the faculty/advisor when needed. A conference day will be scheduled once per semester so 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.

Textbooks

Textbooks can be purchased through our online bookstore, [MBS Direct](#). To find the bookstore, click on the link above or go to the Oak Hall website and click "Quicklinks" in the upper right-hand corner and then choose MBS Direct. Once on the site, select your assigned courses to review required texts. Textbooks may also be purchased from any additional source of your choosing.

Non-Oak Hall School Courses

Oak Hall School wants to support excelling 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 most 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. Students who are not working to potential and are consequently failing or near failing in more than one course will be placed on academic probation. Any student who meets the following criteria may be placed on academic probation at the end of a semester:

- Lower than a 2.0 GPA;
- Three grades of "D" or lower

When a student is placed on academic probation, his/her parents will be notified, and a conference will be arranged with a Middle School Administrator, the Teaching and Learning Specialist, a counselor and/or advisor, and the parents and student. 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 two to three weeks. If there is no improvement and/or the student continues academic probation longer than a semester, a change of school enrollment status may be recommended.

The Teaching and Learning Center

The Teaching and Learning Center is designed to support and enhance the academic experience of all students in grades Preschool – Grade 12, while directly serving students who have documented learning differences (LD, AD/HD). Oak Hall recognizes that successful students are a product of many influential people. Teachers, parents, advisers, coaches, and support personnel are vital members of our community who contribute to a child's positive school experience. The role of Oak Hall's learning specialists is to provide support to the entire community through instruction, professional development, and parent resources. If your child is struggling and you would like additional support, please contact Ms. Susan Swiderski (sswiderski@oakhall.org) to set up an appointment.

Student Support

If a child is struggling academically and a learning difference is suspected, the classroom teacher, along with the administration and the Learning Center, will meet to determine the best course of action moving forward. If a learning difference is suspected, testing may be recommended. The process differs slightly depending on the age and grade of the student and the reason for the referral.

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 five 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.

Academic 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 is determined by the following:

1. Students in Grades 6-8 must be regularly promoted from the previous grade the immediately preceding year and maintain at least a 2.0 GPA evaluated at the semester. Students who do not have a cumulative 2.0 GPA at the conclusion of the semester will be ruled ineligible the following semester per Florida Statute. Students must be in regular attendance and 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 it is the student's first entry into the ninth grade and he/she was regularly promoted from the eighth grade the preceding year.
3. A student must have a cumulative high school GPA of 2.0 or above on a 4.0 unweighted 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 semester. A student must not receive an "F" in any course. Students will be evaluated at each Interim to determine whether they may remain eligible. If a student does not meet the eligibility requirements defined above, they will be placed on a two-week probation during which they may not attend practices or games. If a student fails a class for a semester or falls below a 2.0 average for the semester, then the probationary period will extend to four weeks. In all cases in which a student is ruled ineligible, a conference will be schedule with the Director of Middle School, Director of Athletics, Counselor, appropriate teachers, and parents in order to agree upon a plan of action. The student and parents will then sign a contract for improvement. The criteria for reinstatement are sufficient improvement in achievement and attitude. Athletic reinstatement will be at the discretion of the Head of School. In addition, student on disciplinary probation may be restricted from participation in athletics. The Athletic Director will review the information and finalize a decision to remain consistent with the FHSAA and State Legislature guidelines.

General Policies and Procedures

Attendance

Oak Hall strongly urges students to minimize absences from classes for reasons other than those necessitated by serious illness or emergency. Early departures from school that result in missed classes are also strongly discouraged. Excessive absences 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.

In the event of an absence, parents should notify the school before 9:00 a.m. by completing an online Absence Notification Form. You can access this form by going to www.oakhall.org and clicking on "Academics," "Middle School," and "Forms." If a student is reported absent during

A period and the school has not received prior notification of this absence, a representative of the school will attempt to verify the absence with the parents by phone or email. An email or online form explanation of the absence is still required for documentation purposes.

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 via email at least one week prior to the student's planned absence. The student must obtain a Planned Absence Form from the Middle School Office, complete it, and return to the Middle School Office 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 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 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 and Unofficial 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 administration 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

Middle School students should arrive in their A period class by 8:30 a.m. each day. Students arriving to class after 8:30 must have an adult sign them in at the Middle School Office, receive a pass, and then proceed directly to the classroom. Student tardies to school exceeding four per semester will result in a conference with administration, student, and parent(s) where a plan must be developed to prevent future tardiness to school. Students who report directly to class and do not have an adult sign them in at the front office when they are tardy will receive a warning for the first offense and lunch detention for the second offense. If the behavior continues, parent(s) will be required to conference with administration in order to correct the issue.

When students are tardy between classes during the school day, only tardiness involving student-teacher interactions will be excused. The teacher involved will write a pass for the student stating the date, time, and reason for the tardy. The student will present this pass to the teacher of the class for which s/he is late. Otherwise, the tardy will be noted as unexcused. On the third unexcused between-class tardy and for every tardy thereafter for the remainder of the grading period, a student will serve a lunch detention. Students are responsible for any work missed due to tardiness.

Illness at School

Should a child become ill during the school day, the parents will be contacted.

Facilities do not permit extended care of a sick child, and parents are expected to make every effort to pick up their child as soon as possible.

A child who is running a 99.5-degree fever or showing other signs of illness, including an unexplained rash or vomiting in the 24-hour period, should not be sent to school for at least 24 hours of being symptom free with no medicine.

Administration of Medicine

Students are not allowed to carry any form of medication, prescribed or unprescribed, unless authorized by a physician as deemed necessary, as in the case of an Epi Pen. The following items are available in the Division Offices/Clinic: Ibuprofen (Motrin, Advil), Acetaminophen (Tylenol), Tums, Cough Drops, Neosporin (cream/ointment), Hydrocortisone 1%, Sterile Eye Wash, and Hydrogen Peroxide. If a parent/guardian has authorized administration of a said medicine, it will be provided based on the recommended dose on bottle. If not authorized, the parent/guardian will be contacted. If a student has allergies/medical concerns that require a daily or ad hoc administration, a Medicine Authorization-Other form must be completed and turned in with the medicine to the Division Office/Clinic. The student will then report to the Division Office for distribution. If a student has allergies/medical concerns that require an Epi-Pen, a Plan of Action form and Medicine Authorization-EpiPen must be completed and turned in with medicine to the Division Office/Clinic. No student should obtain medicine from another student

and/or Oak Hall Staff/Faculty. If changes to prior medical information occur during the year, please provide updated forms to your student's Division Office/Clinic as soon as possible.

Lice Policy

Oak Hall School follows the Alachua County School District Policy on Lice (Pediculosis). At the discretion of the Middle School Director and upon consultation with the school Clinical Coordinator, a student with an infestation of head lice will be excluded from school until all lice and nits are removed. Upon returning to school, the child must be checked by the Clinical Coordinator and cleared for any presence of lice and or nits before returning to class.

Arrival

Students should not arrive on campus before 7:30 a.m. to ensure safety and supervision. Before care will be offered, free of charge, for working parents of Middle School students.

Students arriving on campus between 7:30 a.m. and 8:30 a.m. should report to the Middle School Student Center where students may study or socialize. Students will be supervised by an assigned member of the administration or faculty during this time.

For efficient drop off, please drive in front of the Middle School and stop briefly at the front porch of the Middle School. Use the right lane closest to the Middle School and ask children to exit the car from the passenger side whenever possible. Faculty or administration members will be present to ensure student safety. 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.

Upon entering the Middle School campus, students may go to their lockers and unpack their backpacks and/or drop off music or athletic equipment at the sports locker shelves between the Student Center and the Middle School classrooms before reporting to the Student Center.

We appreciate your cooperation in not using cell phones during car line. This ensures the safety of our students and duty staff.

After School Dismissal

Grades 6-8 will dismiss at 3:30 p.m. Students may be picked up in front of the Middle School between 3:30 and 3:45. At 3:45, all remaining students will be escorted to the Student Center for Extended Day or Enrichment Programming.

In order to control the traffic flow around campus, please plan to pick up your Middle and Lower School children at the oldest child's dismissal time. Otherwise, parents will be directed to continue driving around the circular drive. At 3:30, a Lower School teacher or support staff will walk Lower School students with Middle School siblings to the front porch of the Middle School. Parents may then pick up both Middle and Lower School children in the same location.

If your Upper School child plans to pick up your Middle School child, please instruct him/her to walk to the Middle School Front Porch to pick up his/her sibling.

Ride Sharing Services

Ride sharing services (such as Uber, Lyft, Get me, etc.) establish clear policies which prohibit minors from scheduling pick-ups or drop-offs or riding unaccompanied by an adult. Oak Hall School does not permit students to utilize any adult ride sharing services on campus.

Extended Day and Enrichment Programming

The Oak Hall Summer & Auxiliary Program office is pleased to offer extended day programming beginning on the first day of school. Middle School students who are not picked up immediately following school, attending an athletic, band, or theater practice, or receiving tutoring must be enrolled in *The Nest*, our Middle School extended day program. Athletic, band, or theater practices that end prior to 6:00 p.m. will also require that students report to the extended day program unless picked up immediately following the practice conclusion. The program begins at 3:30 and billing for families who select hourly billing begins at 3:45.

Parents needing to communicate with the Summer & Auxiliary Program Office located in the Lower School Multipurpose Room should contact Coach Malloy (Director of Operations) or Ms. Tripp (Assistant Director for Summer and Auxiliary Programming). They can be reached at 352-332-3609, or by email at jmalloy@oakhall.org or dtripp@oakhall.org.

Registration for all summer, extended day, enrichment including the Oak Hall Community Sports League, and auxiliary programs must be done online and in advance of attendance. Please visit www.oakhall.org by clicking the Summer & Auxiliary Program link. Families with students who have participated in Summer Camp or the Community Sports League prior to the 2019-2020 school year may access and utilize the same registration account. All other families must create a new household account in order to complete registration.

Billing for all summer, extended day, enrichment including the Oak Hall Community Sports League, and auxiliary programs will be done through the online registration system and billed to the credit card you provide. Programming will no longer be billed through the FACTS Student Billing System. A variety of payment options will be available for your convenience. Need Based Financial Assistance is available for Oak Hall Summer Programs by application due annually May 1. Families needing additional arrangements for any programming should reach out to Coach Malloy.

Parents must provide an authorized list of people who may pick up their child from all summer, extended day, enrichment including the Oak Hall Community Sports League, or auxiliary programming. For the safety and protection of your child, a form of picture identification will be required any time a student is picked up. If a person picking up a student is not on the authorized

list, the parent will be contacted prior to the release of the child. This information will be collected at registration through the online registration program and may be updated by the parent at any time online or by contacting the Summer & Auxiliary Programming office either in writing or in person.

Middle School students may participate in a variety of after school enrichment activities that are offered periodically throughout the school year. Information regarding registration for these fee based programs can be found on our website at www.oakhall.org under the Summer & Auxiliary Programming tab. Enrichment rotations begin at 3:35 p.m. and 4:45 p.m. Information and personal assistance for registration will also be available at the Open House. Participation in these programs is optional and available on a first come, first served basis. Please be aware of registration deadlines and capacities so your students do not miss out.

Optional, monitored study hall is available for students daily during extended day programming rotations and is included in your registration fees. Parents can request that their student be placed in study hall during the online registration process.

Participation in After-School Activities

Students must be in regular attendance (defined below) in order to practice or participate in a contest, game, rehearsal, or club activity.

1. 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.
2. 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 or Assistant Director of Middle School.

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 student's teachers and advisor of the injury.

3. The office must receive documentation from a physician to officially be considered under concussion protocol.

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 extracurricular or athletic activities until cleared by a physician.

Advisory and Counseling

Middle School Advisory Program

The Middle School Advisory 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.

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 program 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 nonacademic 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

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. For 2019-2020 school year the team leaders are as follows: Sixth Grade – Ms. Julie Black; Seventh Grade – Mr. Josh Pincus; Eighth Grade – Ms. Angie Cook.

Student Conduct and Discipline

When one of our students has not met the school community's behavioral expectations the school may institute counseling efforts and/or exercise disciplinary action depending on the circumstances of the behavior. We believe discipline is a learning process and an opportunity for students to gain skills in self-control, self-advocacy, and respect for others. In general, classroom teachers handle classroom discipline. If a behavior becomes habitual or more serious, the teacher involves the administration and his or her parents.

Minor violations of the community behavioral expectations could result in lunch detention or work detail in service to the school. Saturday detentions may be scheduled when necessary. Major infractions could result in in-school suspension, out-of-school suspension, or, in extreme cases, dismissal from Oak Hall School.

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 influences maintaining school order and discipline; protecting the safety and welfare of others or damaging the reputation of our school.

A student is under the disciplinary jurisdiction of Oak Hall School during the school year and while on school-sponsored trips. The school will not normally exercise discipline over student behavior outside of the school year when students are in the care of their parents or legal guardian. However, in situations the school deems to be particularly egregious, Oak Hall reserves the right to discipline or dismiss any student whose conduct at any time brings discredit upon or is injurious to the life of the 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 after school work duties, loss of privileges, non-participation in extracurricular activities, lunch detentions, Saturday detentions, dismissals, in-school suspensions, out-of-school suspensions, and expulsion.

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 (including vaping and/or e-cigarettes);
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/or 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 Assistant Director of Middle School 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 Assistant Director of Middle School. The Assistant Director of Middle School 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. The student may receive a warning or may be served a consequence depending on the severity of the situation. 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 a lunch detention or other loss of privilege at the discretion of the Assistant Director of Middle School. The Assistant Director of Middle School 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 an in-school suspension or loss of participation in extracurricular/sports activity. Depending on the nature of the violation, a meeting may be called and include the student's advisor, parents, and school counselor. The Assistant Director of Middle School 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. An official Student Action Plan will be developed and additional in- or out-of-school suspension options may be utilized. For serious repeat offenses, the Director of the Middle School may place the student on Disciplinary Probation. If problems persist, expulsion from Oak Hall School may result. 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, Assistant Director of Middle School, 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.

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 schoolwork.
- 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 Assistant Director of Middle School. 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 Assistant Director of Middle School. The Discipline Committee is a recommending body consisting of the Assistant Director of Middle School (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 10 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 Assistant Director of Middle School 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 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 Counsel, 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 Assistant Middle School Director and Director of Middle School.

Daily Conduct

All 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, heellies, 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 Assistant Middle School Director who will take appropriate action.

Acceptable Electronic Use Policy

Oak Hall School supports the use of technology 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 email.

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 Assistant Director of Middle School.

Interpersonal Relationships

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

Lunch

Teachers supervise lunch each day. Students may bring their lunch to school or they may order their lunch online 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 9 a.m. 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 or her lunch, they may request a lunch from the Middle School Office before 9 a.m. 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.

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 the 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. Any student who refuses to cooperate with the search process may be dismissed from school.

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. Administration will take the appropriate action upon the student's return to school. Please refer to the Student Conduct and Discipline expectations for more details.

Dress Code and Uniforms

Oak Hall School maintains an official standard of dress, complete with a school uniform that must be worn every day in the Middle 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 the Assistant Director of Middle School, who will contact parent/guardians of the violation. Following a warning for the first dress code offense, parent/guardians will be required to bring appropriate uniforms to school for each violation and students may serve a lunch detention. The acceptability of attire not specifically covered in this policy should be referred to the Assistant Director of Middle School. Specifics concerning purchasing uniforms and dress code can be found on the following website:

<https://www.oakhall.org/school-life/uniforms>.

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 other students.

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

Cell phones are not allowed to be visible or turned on during the academic day, 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 Assistant Middle School Director. 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 additional confiscation. Excessive confiscations may be cause for additional consequences.

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

During the school day, cell phones and personal audio devices (Headphones, iPods, MP3 Players, iPhones, other cellular devices, or etc.) may only be used with the permission of and under the direct supervision of teachers. Use should include approved classroom activities for academic purposes only.