

HANDBOOK FOR LOWER SCHOOL STUDENTS & PARENTS

2021-2022



OAK HALL SCHOOL

SCHOLARSHIP · LEADERSHIP · SERVICE

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(Grades 1-5): (352) 657-5011

www.oakhall.org

A Note About this Handbook:

Please understand that no set of rules or guidelines can cover every conceivable situation that might arise. 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 Lower 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 with regard 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.

ABOUT OUR SCHOOL

Non-Discrimination Statement

Oak Hall School (OHS) is a diverse community that provides equal opportunity in employment, activities, and its academic programs. OHS shall not discriminate on the basis of race, color, religion, sex, national origin, marital status, veteran status, actual or perceived sexual orientation, gender identity, gender expression, or status with regard to pregnancy, disability or age. OHS is firmly committed to adhere to the letter and spirit of all federal and state equal opportunity and civil rights laws.

Consistent with its mission, OHS seeks to assure that all community members are free to learn and work in an atmosphere free from harassment and discrimination. Harassing and discriminatory conduct is contrary to the positive educational environment OHS seeks to foster and maintain. It threatens the well-being of its community members and will not be tolerated. OHS will take immediate action in all allegations of harassment and discrimination to ensure the safety of the OHS community and all individuals involved by ending the harassment or discrimination, preventing its recurrence, and addressing its effects. OHS will take appropriate action when this policy is violated.

OHS' established points of initial contact for community members (students, faculty, and staff) to use in reporting any incidents of discrimination that they observe or experience are available below.

Students: Michelle Mills, Director of Lower School

Faculty and Staff: Kirsten Rowe, Director of Human Resources & Legal Compliance

Lower School Director's Welcome

Dear Parents and Students,

I am excited to welcome all of you to Oak Hall Lower School for the 2021-2022 school year. We look to exemplify excellence in education through a commitment to our students and parents. This handbook is provided to you, our families and students, as a reminder of school procedures and to provide general information about our school.

Please read the handbook carefully and discuss the information, as well as any information provided to you by

your child's teacher. Communication is key for all of us to work together to create the best learning opportunities for all our students.

We appreciate your continued support in your child's education. We believe students learn best when they feel safe, valued, and happy. Our teachers and staff are committed to providing an environment that nurtures personal growth and self-esteem. Oak Hall Lower School has in place a set of core values that promote respect, responsibility, honesty, and kindness in all areas to foster a great learning environment.

Please do not hesitate to contact me with questions or concerns. I look forward to an exciting and rewarding school year.

Sincerely,

Michelle Mills
Director of Lower School

Mission, Philosophy, Motto & Core Values, and Alma Mater

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 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, make it possible for each 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.

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)

Parent Involvement and Support

All parents, family members, and friends of Oak Hall are an important part of our community. Sharing your time and talents as volunteers and community champions is one of the many ways to stay engaged and give back to OHS. Serving as a volunteer provides meaningful, rewarding, and inclusive opportunities for family members. For more information on how to become involved, please reach out to Danielle Tripp at dtripp@oakhall.org.

Parent-Teacher Communication

Email is the best method to communicate with teachers and administration. Faculty members are expected to check their email daily; however, the daily schedule is often very full for faculty members and consequently it may take 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 followed by their last name @oakhall.org (i.e. mmills@oakhall.org). A faculty directory is available on our web page under About OHS

Another method of communication is the school's web page and social media. Please check 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](https://www.facebook.com/oakhallgainesville)), Twitter ([@oakhallschool](https://twitter.com/oakhallschool)), and Instagram ([@oakhallschool](https://www.instagram.com/oakhallschool)).

Newsletters from teacher will be sent home on a regular basis during the school year to keep you informed of classroom events and activities.

School Calendar

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

Whom to Contact

Question	Contact	Email
Absences	Sharon Hogan	lowerschooloffice@oakhall.org
Admissions	Nancy Coleman	ncoleman@oakhall.org
Advisory	Jamie Garvey	jgarvey@oakhall.org
Athletics	Edwin McTureous	emctureaus@oakhall.org
Auxiliary Programming	Jeff Malloy	jmalloy@oakhall.org
Billing	Penny Thie	pthie@oakhall.org
Canvas	Rebekah Johnson	rjohnson@oakhall.org
Plus Portals	Sharon Hogan	lowerschooloffice@oakhall.org
Discipline & Dress Code	Michelle Mills	mmills@oakhall.org
General Concerns	Michelle Mills	mmills@oakhall.org
Medication/Illness	Mary O'Meara	momeara@oakhall.org
PE Uniforms	James Moon	jmoon@oakhall.org
Report Cards	Sharon Hogan	lowerschooloffice@oakhall.org
Security	Robert Bartley	rbartley@oakhall.org
Social Media/Communications	Corinna French	cfrench@oakhall.org
Technology	Mike Martinez	mmartinez@oakhall.org

Academic Policies and Procedures

Class Placement

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

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

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

Grading System

Preschool and Junior Kindergarten students will receive progress reports each semester. Students in Grades K-5 will be emailed a report card at the end of fall and spring semesters. Students in K-3 will receive grade designations of Exceeded (E), Proficient (P), Developing (D), and Beginning (B) for skills within each content area. Additionally, students' independent reading level will be noted as Exceeded (E), On (O), or Approaching (A) grade-level expectations.

In Grades 4-5, students will receive letter grades based on various assessments.

The letter grade percent equivalent is as follows:

A+ 97-100	A 93-96	A- 90-92
B+ 87-89	B 83-86	B- 80-82
C+ 77-79	C 73-76	C- 70-72
D+ 67-69	D 63-66	D- 60-62
F Below 60		

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

Homework

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

Time spent on completing daily homework should be approximately:

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

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

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

Testing

Nationally normed achievement tests are given in the spring to all students in Grades 1-5.

Textbooks

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

General Policies and Procedures

Attendance

Oak Hall School offers early care from 7:30 a.m.-8:00 a.m. in the Early Childhood Learning Center (ECLC) multipurpose room for Preschool through Kindergarten, or the Lower School (LS) multipurpose room for students in Grades 1-5. Parents for Preschool through Kindergarten students should park and walk their children into early care if dropping off prior to 8:00 a.m. Parents of students in Grades 1-5 may use the right car lane to drop off their 1st through 5th grade students. School faculty and staff will be posted in front of the school to help facilitate early morning drop off beginning at 7:30 a.m. Beginning at 8:00 a.m., student patrol assistants will be available to escort students in the ECLC should you wish to drop them in the car line. Under no circumstances should children be dropped off before 7:30 a.m. to wait on the porch without parental supervision. This is dangerous and is not allowed.

School begins promptly at 8:15 a.m. with the singing of the National Anthem. School hours in the Early Childhood Learning Center (ECLC) are 8:15 a.m. to 2:45 p.m. School hours in the Lower School (LS) are 8:15 a.m. to 3:15 p.m. Students arriving after 8:15 a.m. will be considered tardy and will not be admitted to the building until after the Morning Opening Exercises are complete at approximately 8:20 a.m. Tardy students should be signed in at the

front office. Please make every effort to get to school on time as late arrivals are disruptive to the classroom.

Personal Trips

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

Early Dismissal

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

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

Emergency Information

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

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. We will offer two programs – *Eaglets*, our extended day programming for grades Preschool – Kindergarten and *Soaring Eagles*, the extended day program for our students in Grades 1-5. *Eaglets* begins at 2:45 p.m. and *Soaring Eagles* begins at 3:15 p.m. Billing for families who select hourly billing begins at 3:00 p.m. for *Eaglets* and 3:30 p.m. for *Soaring Eagles*. Students who remain after school must be enrolled in extended day or enrichment programming. ECLC students not enrolled in extended day or enrichment programming may remain in their classroom until 3:15 at no additional charge. All students not picked up by 3:30 will be automatically brought to the age-appropriate extended day program, and hourly charges will be assessed (retroactive to 3:00 p.m. for ECLC students and beginning at 3:30 p.m. for grades 1-5).

Parents needing to communicate with the Summer & Auxiliary Program Office can find them located in the Lower School multipurpose room. Coach Malloy (Director of Operations) or Mrs. Tripp (Assistant Director for Summer and Auxiliary Programming) can be reached at 352-332-3609, ext. 401, 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.

The Oak Hall Community Sports League (Grades K-5) and a variety of after school enrichment activities 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. Students registering for an enrichment activity beginning at 3:35 do not need to register for the extended day program and will not be billed for extended day programming unless they are not picked up immediately following the conclusion of the enrichment activity. The Open House the day before school begins you will have the chance to meet enrichment program counselors, gather more information, and receive personal assistance with registration if needed. 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 in Grades 1-5 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.

Field Trips

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

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

1. No special snacks are to be brought or bought for the students riding in the parent's car.
2. Parents are to travel directly to and from the field trip destination without any detours or stops at stores or fast-food restaurants.
3. Parents should not bring a sibling along as they will be responsible for supervising several students from a

class.

4. Parents volunteering as drivers should be aware that their personal insurance policy will be primary, and the school's insurance will be secondary in the event of an accident.
5. Parents volunteering as drivers must provide a copy of his/her driver's license and primary auto insurance card. If you think you may want to drive for a school trip, you may submit the above documents to the office, and we will keep them on file for the year.

Illness at School

Students who become ill or need first aid will be admitted to the school clinic. Parents or other designated persons will be notified if the child is too ill to remain at school.

Students who have not received the COVID-19 vaccination and who are symptomatic are asked to go home and stay at home until 72 hours have passed following fever and symptom resolution. The student may return to school sooner once fever has resolved without medication for 24 hours if they have a documented negative COVID test or medical clearance from their primary care physician. At any time, if a student or family member is in the COVID testing protocol, they are asked to stay away from campus until a negative result is attested to the school. All communication regarding COVID testing and contact tracing will be done through Jeff Malloy (jmalloy@oakhall.org).

For vaccinated individuals, if a student goes home or stays home from school with a fever of 100 degrees or more, he/she must stay home for 72 hours or until he/she is fever free for 24 hours without medication and has medical clearance from their primary care physician. Students with vomiting and/or diarrhea must go home or stay home for 72 hours or until free of vomiting and/or diarrhea for 24 hours without medication and medical clearance from their primary care physician. For this reason, medications for this purpose will not be given at school.

Library

Library classes are scheduled for all students in Preschool – Grade 5. We encourage students to read as many books as possible. Students may exchange books as frequently as they would like. Overdue books must be returned before report cards are issued. Students are expected to replace lost or damaged books.

Lost and Found

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

Lunch

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

Preschool and JK students eat in their classrooms. Kindergarten students eat lunch in the multipurpose room in the Early Childhood Learning Center or outside, weather permitting. Children in 1st through 5th grade eat lunch

outside, weather permitting. During inclement weather, students eat in their classrooms. They are asked to remain seated while eating and use basic table manners. Students must sit and eat lunch for 15 minutes and are then allowed to play. Students are responsible for considerate use of the facilities and clean-up of their area.

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

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

Parties

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

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

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

Pets and Toys

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

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

Safety Patrol

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

Safety Patrols are expected to be courteous to others at all times. Safety Patrols help and guide other students. They are not responsible for the behavior of other students and do not administer punishment of any kind to other students.

School Pictures

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

Snacks

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

Telephone Calls

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

Traffic Safety

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

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

Students not picked up from the front porch by 3:30 p.m. will be required to go to the extended day programming and parents will be billed accordingly.

Visitors and Volunteers

For the safety of our students, we request that all visitors and volunteers check into the school through the front office. All parents and approved visitors will be given an identification badge to wear while on campus.

Student Conduct and Discipline

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

Maintaining a safe, orderly, and positive environment for all our students is an integral part of the mission of Oak Hall School. Therefore, some behaviors are considered serious offenses. These behaviors include disrespect to others and the use of profanity, fighting, harassment, bullying, threats, intimidation, cyberbullying, and damaging the property of others. This code of conduct applies to all members of our Oak Hall Community while in attendance at school, on school property, at any school-sponsored activity, or any other time or place where the student's behavior has an effect on school order and discipline, or damaging the reputation of our school. Parents will be notified should these behaviors occur. Consequences for the above offenses may include time-out, loss of privileges, in-school suspensions, out-of-school suspensions, and expulsion. Reasonable judgments will be made based on the age of the child, the circumstances, and whether the behavior is a first-time offense.

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 email once per day and correspond with faculty and staff through that email.

All students and parents will be asked to read and sign the Oak Hall Technology Contract & Acceptable Use Policy Authorization at the beginning of the year (see Appendix A).

iPad Program for Grades 4 - 5

Oak Hall School recognizes that access to technology, specifically iPads, in school gives students greater opportunities to learn, engage, communicate, create, and develop 21st 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.

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.

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) and citing sources when using others' work (not plagiarizing).
- Students are responsible for their own device.
- 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.

Daily Conduct

Universal values such as **respect, kindness, responsibility, and honesty** will be keynoted by the school each year. These values will be discussed at the school assembly and during the week by the teachers. Our Preschool –

Grade 1 students will attend assemblies in the ECLC multipurpose room.

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

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

Dress Code and Uniforms

Oak Hall School maintains an official standard of dress, complete with a school uniform that must be worn every day in the Lower 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 Lower 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 Lower School. For more information on the Middle School specific dress code, please visit <https://www.oakhall.org/school-life/uniforms> and click the Lower School Uniforms button.

P.E. Uniform

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

PE Uniforms will be given out at orientation prior to the beginning of the school year. Please contact James Moon for any additional questions at jmoon@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.*

Harassment/Bullying

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

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

Lockers

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

STUDENT RESOURCES AND SUPPORT

Clinic

Students who become ill or need first aid will be admitted to the school clinic. Parents or other designated persons will be contacted should a child become ill during the school day. 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. Students must stay home under the following conditions:

- If they have tested positive for or are experiencing COVID-19 symptoms.
- If they have had contact with a confirmed COVID-19 case.
- If they have had a fever in the last 72 hours (over 100 degrees without fever reducing medicine).
- If they have had any ill symptoms in the last 72 hours. Included, but not limited to cough, fever, difficulty breathing, sore throat, headache, muscle aches, loss of taste and/or smell, chills, excessive fatigue, nausea, vomiting, diarrhea, rash, and abdominal pain.

Students with vomiting and/or diarrhea must go home or stay home for 72 hours or until free of vomiting and/or diarrhea for 72 hours without medication. For this reason, medications for this purpose will not be given at school.

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

medications.

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

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

School Counselor

The overall well-being of Oak Hall School students is an integral part of our philosophy. Our School Counseling Program seeks to provide support both in and out of the classroom in the areas of social-emotional development and physical well-being. Oak Hall School has a full time School Counselor who works closely with students, parents, community agencies and school personnel to ensure that every student is provided the opportunity to maximize his or her social, emotional, and intellectual abilities. Individual and group counseling sessions are conducted to address students' social and emotional needs.

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. 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 Sue Hendricks or Kelly Warm (shendricks@oakhall.org or kwarm@oakhall.org) to set up an appointment.

Academic Accommodations

The Oak Hall Lower School works 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 Lower School Learning Specialists.

Health Accommodation Plan

If a student faces a medical condition requiring extensive absences or accommodations (i.e. concussion protocol or treatment/therapy programs), the student may be placed on a Health Accommodation Plan. The resulting accommodations will be managed by the Learning Specialist and overseen by the Lower School Director or Assistant Director until the student can safely return to school.

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.

This Handbook may be revised at any time by the school.
This revision occurred 29 June, 2021.

Appendix A

Oak Hall School Technology and Acceptable Use 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.

- **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.
- **Hot Spots** – Students may not create alternative WiFi networks using cellular data.
- **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.
- **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.
- **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.*
- **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.
- **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.
- **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.
- **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 Head of School for actions resulting in dismissal from school and/or legal actions.
- **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.
- **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.

- **Consequences for Violation**
 - Any device may be inspected for compliance of the Acceptable Use Policy at any time. There is no implied student privacy.
 - Violations of these rules will initially be a warning but depending on severity may also result in disciplinary action. In addition, repeated violations will result in confiscation of the device from the student.
- **Policy on damage and repairs**
 - **Billing:** All billing due to the situations listed below will be at fair-market cost and billed through the FACT account.
 - **Missing items:** When a device is first issued to a student, it will be supplied with a case, keyboard, and charging cable (in two parts if an iPad). The student will sign the roster verifying they have received the items. If a device (iPad or computer) or a part of the device is missing, the family will be billed for the replacement.
 - **Defacing an item:** The student will not permanently mark or mar the device or any of its components, including with ink or stickers. During end of year inventory, if any defacing is considered as being permanent, the family will be charged for the replacement cost of the marked item, including cases.
 - **Malicious damage/loss:** If the school determines that damage or loss was due to an intentional effort, that family will be billed for the repair. If the school determines that the damage was intentionally caused by another student, the family of *that* student will be billed for the repair.
 - **Normal repair: Each device issued to the student is covered for one repair per school year.** This will be covered by the technology fee. Any additional repairs during the school year will be billed to the family at fair-market cost. The student will be issued a loaner device to cover the period when their device has been sent in for repair. At the school's discretion, that loaner may become the students new issued device.
- **End of year inventory:** At the end of the year, when the device is turned in, an inventory will be conducted to ensure all items are returned and assess any damages. Families will be billed in the manner indicated above.