



**Handbook 2022-2023**

# UPPER SCHOOL STUDENTS & PARENTS

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**OAK HALL SCHOOL**  
SCHOLARSHIP · LEADERSHIP · SERVICE

## | Upper School Director's Welcome

Dear Upper School Families,

Having been a part of the amazing faculty here for more than two decades, as well as being a parent of an Oak Hall alum, I can tell you that Oak Hall's Upper School is a very special place with no equal in this region of our state. We pride ourselves on our family-oriented environment that is physically safe, emotionally supportive, and academically rigorous. Our challenging college preparatory program serves students from diverse backgrounds at appropriate levels of achievement.

Our outstanding faculty is a dynamic and dedicated group of professional educators, 76% of whom hold advanced degrees in their fields. All Upper School teachers serve as faculty advisors, and many are athletic coaches or sponsors for our wide variety of student clubs and activities.

Because of our small class sizes, it is not uncommon for our students to forge strong, lasting relationships with their teachers. These relationships between students and faculty serve to maximize performance in the classroom, on the stage, and on the athletic fields in a supportive, family-like environment. As a community, we take great pride in knowing each of our students on an individual basis as we help them discover and develop their passions in all areas of student life.

As our students progress through the Upper School, we inspire them to be creative, innovative, and to take appropriate risks in discovering who they are and who they aspire to become. We expect that our alumni are strong critical thinkers who exhibit kindness, empathy, and compassion and who have developed a keen sense of personal and social responsibility. Given the abundance of leadership opportunities in the Upper School, we hope that our alumni will carry on the tradition of being the leaders of their generation as they continue to pursue their passions in life.

Every day, we strive to live our mission to be a welcoming, diverse, and supportive learning community empowering students to pursue their academic, artistic, and athletic passions. If there is anything I can do to help support your child by way of this philosophy, please do not hesitate to ask.

Thank you and Go Eagles!

**John Perlette**

**Director of Upper School**

## 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.

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# 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 based on 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: John Perlette, Director of Upper School**

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

## | 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](mailto:dtripp@oakhall.org).

## | Parent-Teacher Communication

All initial questions about class routine, grading, homework, pedagogy, or incidents within the classroom should be directed to the classroom teacher.

If further assistance is necessary, then communication with the advisor, Learning Specialist, Counselor, or Assistant Director of Upper School is the next appropriate step. If additional support is necessary after this communication has taken place, please contact the Director of Upper School directly. You may email administrators directly or set up a meeting or phone discussion by emailing Mrs. Caitlyn Hood at [upperschooloffice@oakhall.org](mailto:upperschooloffice@oakhall.org).

## | School Calendar, Hours, and Schedule

### SCHOOL CALENDAR

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

### SCHOOL HOURS

The Upper 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.

### Drop Off Procedures

- Students should not arrive on campus before 7:30 a.m. to ensure safety and supervision.
- Families are asked to use the main circle to drop off and pick up students.
- Please do not drop off students in the student/faculty parking lot as that slows traffic and presents a safety hazard.
- We appreciate your cooperation in not using cell phones during car line. This ensures the safety of our students and duty staff.

## OAK HALL MIDDLE AND UPPER SCHOOL SCHEDULE

Monday A Day	Tuesday E Day	Wednesday A Day	Thursday E Day	Times
A	E	A	E	8:30-9:18
B	F	B	F	9:22-10:10
SOAR				10:14-10:34
C	G	C	G	10:38-11:26
D	A	D	A	11:30-12:18
LUNCH				12:18-12:54
E	B	E	B	12:58-1:46
F	C	F	C	1:50-2:38
G	D	G	D	2:42-3:30

Friday A Day	Times
A	8:30-9:18
B	9:22-10:10
C	10:14-11:02
D	11:06-11:54
LUNCH	11:54-12:18
SOAR	12:18-12:54
E	12:58-1:46
F	1:50-2:38
G	2:42-3:30

UPPER SCHOOL PEP RALLY SCHEDULE	
43 min classes; 31 min lunch; 60 min pep rally	
A Period	8:30-9:13
B Period	9:17-10:00
C Period	10:04-10:47
D Period	11:51-11:34
Lunch	11:38-12:09
E Period	12:13-12:56
F Period	1:00-1:43
G Period	1:47-2:30
Pep Rally	2:30-3:30

UPPER SCHOOL ASSEMBLY SCHEDULE	
43 min classes; 35 min lunch; 40 min assembly	
A Period	8:30-9:13
B Period	9:17-10:00
Assembly/Advisory	10:10-10:50
C Period	11:00-11:43
D Period	11:47-12:30
Lunch	12:34-1:09
E Period	1:13-1:56
F Period	2:00-2:43
G Period	2:47-3:30

## | Whom to Contact

### QUESTION

Attendance

Admissions

Advisory

Athletics

Billing

Canvas & Plus Portals

College Counseling (Grade 8)

Discipline & Dress Code

### CONTACT

Caitlyn Hood

Nancy Coleman

Jason Brown

Edwin McTureous

Penny Thie

Rebekah Johnson

Kim Wilkins

RJ Fuhr

### EMAIL

[upperschooloffice@oakhall.org](mailto:upperschooloffice@oakhall.org)

[ncoleman@oakhall.org](mailto:ncoleman@oakhall.org)

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[kwilkins@oakhall.org](mailto:kwilkins@oakhall.org)

[rfuhr@oakhall.org](mailto:rfuhr@oakhall.org)

Class Schedules	John Parlette & Jason Brown	<a href="mailto:jparlette@oakhall.org">jparlette@oakhall.org</a> <a href="mailto:jbrown@oakhall.org">jbrown@oakhall.org</a>
Technology	Mike Martinez	<a href="mailto:mmartinez@oakhall.org">mmartinez@oakhall.org</a>
Report Cards & Transcripts	Rebekah Johnson	<a href="mailto:rjohnson@oakhall.org">rjohnson@oakhall.org</a>
Service Hours	Kristin Wilson	<a href="mailto:kwilson@oakhall.org">kwilson@oakhall.org</a>
Student Counseling	Kate Tanner	<a href="mailto:ktanner@oakhall.org">ktanner@oakhall.org</a>
Educational Technology	Donna Muller	<a href="mailto:dmuller@oakhall.org">dmuller@oakhall.org</a>
Textbooks	Rebekah Johnson	<a href="mailto:rjohnson@oakhall.org">rjohnson@oakhall.org</a>

## Academic Policies and Procedures

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

### | Academic Awards

#### HONOR ROLLS

Honor Rolls are calculated on a semesterly basis. The Honor Roll is a list of students who have maintained at least a B- (B minus) in each course for the semester. The High Honor Roll is a list of students who maintained at least an A- (A minus) in each course for the semester. Included in the student's final grade and in honor roll and high honor roll recognition.

#### HONOR SOCIETIES

##### **Cum Laude Society**

Oak Hall's chapter of the Cum Laude Society, the secondary school equivalent of Phi Beta Kappa, was chartered on May 8, 1996. Membership in Cum Laude is the highest academic honor Oak Hall can bestow on a group of students. It is based on superior academic performance in the Upper School, and Cum Laude is awarded to "students who have demonstrated good character, honor and integrity." Election to the Cum Laude Society is afforded to the top 10% of the Junior class and top 20% of the Senior class based on Oak Hall GPA.

##### **National Honor Society**

Membership in the National Honor Society is based on scholarship, character, service, and leadership. Students who are Juniors and Seniors with a cumulative GPA of 3.75



and above will be notified of their eligibility to apply via communication from the Oak Hall Upper School registrar/office.

### **Valedictorian/Salutatorian**

The Oak Hall Valedictorian/Salutatorian policy is as follows:

- 1.** To be eligible, a student must complete at least two full, consecutive years in 11th and 12th grade at Oak Hall School.
- 2.** Semester grades in all courses taken at Oak Hall (11-12) will be counted.
- 3.** Valedictorian and Salutatorian status will be based on a weighted cumulative (11-12) GPA.

## **| 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 Upper School was initiated by the student body in 1996 to assist in the development of personal relationships based on trust and respect.

### **HONOR CODE**

**We uphold personal and academic integrity, embrace others with kindness and respect, and foster these values in our community.**

Students "pledge" to complete work according to the expectations established by the Honor Code and individual teachers and sign an honor pledge to that effect on all submitted work.

Other behaviors, such as repeatedly being absent on test days, misleading notes from home, excessive parental assistance, 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. This commitment to the Honor Code extends to all online course work, as well as to work that is conducted through extracurricular activities.

### **HONOR COUNCIL**

The Honor Council is comprised of students, along with a faculty sponsor, and is responsible for educating members of the community on issues of honor and academic

integrity. 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, the members of the Honor Council, along with the faculty sponsor of the Honor Council and the student's advisor, will meet with the student to discuss the incident. The Honor Council 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 Secretary will produce a summary of the exchange and file it with the faculty sponsor and the Director of Upper School. Students may be required to disclose Honor Violations on any college applications which request such information.

## **| Academic Probation**

Academic probation is a serious warning status. Academic probation is for those students who are not working to their potential and are consequently in academic distress. Any student who meets the following criteria may be placed on academic probation.

- A grade of "F" in any class and/or a GPA lower than 2.0;
- Two grades of "D" or lower.

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

## **| Athletic Eligibility**

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

## **| Academic Eligibility**

1. Students in grades 6 through 8 must have a 2.0 GPA at the conclusion of each

semester.

2. A student entering the ninth grade shall be eligible during the first semester of the ninth- grade year provided that it is the student's first entry into the ninth grade.
3. A student in grades 9-12 must have a cumulative high school grade point average of a 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.

Exceptions to item 3 may be made for tenth graders who do not have a cumulative GPA of 2.0 at the conclusion of their ninth grade year or at the conclusion of the first semester of their tenth grade year provided the following requirements are fulfilled:

- They have a 2.0 GPA in all courses taken during the semester of ineligibility.
- They sign an academic performance contract with Oak Hall; and
- They sit out the semester of ineligibility.
  - If all of the above provisions are met, the student may regain their eligibility.

Oak Hall reserves the right to impose higher academic and discipline standards than those listed above. Students on academic or discipline probation may be restricted by the school from participating in athletics.

1. Oak Hall Students must maintain at least a 2.0 GPA on a 4.0 scale or its equivalent in all courses taken, per semester. A student must not receive
2. the letter grade "F" in any course or have three or more "D's".
3. Students will be evaluated at the interims of each semester to evaluate status of grades. Any student not meeting OHS or FHSSA expectations will be put on probation and could potentially lose their privilege to participate in athletics for OHS.
4. Students will be reevaluated by the administration and athletic eligibility may be reinstated if significant progress has been exhibited by the student. Eligibility review applies to OHS eligibility requirements ONLY!

## **| Canvas**

Oak Hall uses Canvas as its learning management system. All assignments, course materials, and grades will be posted on Canvas. Students will be issued log-in credentials for Canvas during orientation, and parents are encouraged to receive this log-in information as well. All students will need a school approved device in order to

access Canvas daily.

### **TIMING AND FEEDBACK**

Grades will be updated for students within a week of submission. Exceptions to this expectation may occur for larger assignments. If a student's grade has not been updated in over two weeks, please contact the teacher. Until an assignment is graded, that assignment will be marked in Canvas with a dash (-). If an assignment has been graded and returned and a student has not submitted said assignment, the assignment will be marked in Canvas with a zero. Assignments marked with a zero receive no credit but may change at the teacher's discretion.

## **| Course Level Change**

If a student is struggling in a course, or if there is agreement between the student and teacher that the level of the course is not challenging enough, that student may change levels in a course at any point before the end of fourth week of school with the approval of the student's family, advisor, and Director of Upper School. Students should keep in mind that changing courses may impact the rest of their schedule, and that this option should be utilized rarely.

## **| Courses Outside of Oak Hall**

### **FLORIDA VIRTUAL SCHOOL**

With the exception of Health, classes taught through the Florida Virtual School (FLVS) may be taken in rare situations in which an equivalent course is not offered at Oak Hall. All FLVS classes must be approved by the Director of Upper School or Director of Teaching and Learning. The course will be listed on the Oak Hall transcript even if the student does not complete the class. The grade earned will be listed on the Oak Hall transcript once the class is completed. These courses will not count toward Oak Hall GPA.

Similarly, students who wish to take courses through FLVS for personal enrichment should understand that these courses will not be placed on the Oak Hall transcript, nor will they weigh into the Oak Hall GPA. Students who wish to report these classes must request for the final FLVS transcript to be transmitted. We are happy to electronically submit an FLVS transcript separate from the Oak Hall transcript upon student request.

### **UF ONLINE**

Oak Hall School has formed a partnership with UF Online. Juniors or Seniors who meet the criteria set by the University of Florida may enroll in a course offered by the UF

Online program and work on the class while here at Oak Hall. Students must receive approval from the Director of Upper School or the Director of Teaching and Learning and apply to the program in the semester before they enroll in the course. UF Online is only available during the fall and spring semesters. The student's grade for the course, including a withdrawal, will be reported to Oak Hall, and a separate transcript will be transmitted to colleges if the student provides it. Courses taken outside of Oak Hall will not be reflected on our transcript nor will they be calculated in the Oak Hall GPA.

## **| Drop/Add Period**

Students may switch courses within the first three days of school if they present a valid reason to the Director of Upper School. The deadline to drop a course is the end of the fourth week of classes. A course dropped after these deadlines may result in a "Withdraw Pass" or "Withdraw Fail" on the student's transcript.

## **| Failed Courses**

Students must earn a semesterly passing average for all courses in which they are enrolled. When a student is failing or at risk of failing a course, students will be required to partner with the Learning Specialist. If a student is ultimately unable to earn a semesterly passing average for a course by the beginning of the next academic year, the student will be required to repeat the course.

## **| Grade Replacement**

Any student who earns a C, D, or F in a core academic class (not an elective) for the semester, may apply to retake the class and have the grade replaced. Credit will be awarded only once for classes that are repeated. Please note that this may create a credit deficit in terms of total credits required for graduation. Both courses will show on the transcript, but only the replacement will count towards the student's GPA.

## **| Grading System**

Oak Hall School operates on a two-semester calendar year. Semester exams are given in most courses except for fine arts classes. Semester exams count for 20% of the semester grade. Only the semester grade is recorded on the student's transcript. One-half credit is awarded for each passing grade per semester.

All students must be enrolled in and successfully pass a minimum of six courses earning six credits each year. If a student does not successfully earn six credits, s/he may be required to attend summer school or make up the credit in some other way.

Additionally, students must take four academic courses (defined as offerings from the English, History, Math, Science, and World Language departments) each semester.

Juniors and Seniors who are enrolled in five AP level classes may elect to have two study periods, provided that they have enough high school credits to reach 24 by graduation. An AP level class includes any class for which the school grants a 1.0 GPA increase.

The school reports letter grades on report cards and transcripts. Grade point average (GPA) is determined on a scale. Advanced Placement level courses are weighted 1.0, and Honors classes are weighted 0.5. All Physical Education courses, including Strength and Conditioning and Health/Life Management Skills, are not counted towards the cumulative grade point average (GPA).

Final semester grades of 0.5 and higher shall be rounded up at the end of each semester. A percentage equivalent is included in the following chart:

Letter Grade	% Equivalent	(GPA Equivalent)	Letter Grade	% Equivalent	(GPA Equivalent)	Letter Grade	% Equivalent	(GPA Equivalent)
A +	97-100	(4.33)	A	93-96	(4.0)	A -	90-92	(3.67)
B +	87-89	(3.33)	B	83-86	(3.0)	B -	80-82	(2.67)
C +	77-79	(2.33)	C	73-76	(2.0)	C -	70-72	(1.67)
D +	67-69	(1.33)	D	63-66	(1.0)	D -	60-62	(0.67)
F	Below 60	(0.00)						

## | 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 weekends, but homework will likely not be assigned over the three major school vacations (Thanksgiving Holiday, Winter Vacation, and Spring Vacation) and during religious holidays. Homework assignments are posted on Canvas and assigned during class.

## | Honors and Advanced Placement Courses

To qualify for Honors and Advanced Placement courses, students must meet criteria established by each department. Students who enroll in these courses are expected to maintain a "C" average in the current course. Students earning a "D" or below will

be recommended to drop the class. Students who are enrolled in Advanced Placement courses must take the AP examination, which is administered by the College Board in May, to receive AP credit on their transcript. If a student does not sit for the AP Exam in an AP course they have attended during the year, that course will be reclassified on the transcript as Honors and will be granted Honors weighting in the GPA calculation.

A Junior or Senior enrolled in five Advanced Placement or equally weighted courses in either first or second semester or both semesters may opt to enroll in only five credit-bearing courses if that student has enough previous credits to be on track to meet the Oak Hall requirement of twenty-four.

## **| 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 any extracurricular activities until the Incomplete is cleared.

## **| Independent Study**

Independent Study exists as an option for highly motivated and responsible Seniors (on rare occasions, qualified underclassmen may apply). The purpose of this option is to allow students to explore an area of special academic interest which is not offered at Oak Hall School, or to pursue work in a subject at a more advanced level than the school offers.

Independent Study projects should be proposed by the student using the proper form. The student’s project must be approved by the Director of Upper School, department chair, and a sponsoring faculty member. If the primary faculty sponsor is not from OHS, there must be an OHS faculty member to serve as liaison. To be approved, the project must be completed independent of regular class meetings, the student and the sponsoring faculty member must meet and discuss the project at least twice per week. If credit is to be granted for the project, the student must produce a tangible product and/or sit for an examination. Students will be limited to one independent study per semester.

## **| Pass/Fail Option**

In addition to the standard core requirements, students who take a seventh class or

those with five AP classes who take a sixth class may take the additional class on a Pass/Fail basis. In such cases, the following guidelines will apply:

- The student will attend all classes.
- The student will take all tests and turn in all assignments.
- Upon completion of the course, the student will receive a grade of “P” or “F” which will be entered on the transcript. An overall average of 60% or greater will constitute a passing grade for the course.
- The application deadline for P/F is the end of the fourth week of classes in each semester. Students interested in this option must email the Upper School Director with their intentions prior to the established deadlines.
- Once the decision has been made to pursue a course via P/F, that decision may not be changed regardless of subsequent performance during the semester.
- When a student earns a P in a course they have designated as Pass/Fail, the credit from that course counts toward the graduation requirements, and neither credit nor grade are used in calculating the student’s grade point average.
- If a student earns an F in a course they have designated as Pass/Fail, both the credit and grade are used in calculating the student’s grade point average. The credit does not count toward degree requirements.

## **| Report Cards**

Report cards are issued to families twice a year at the end of each semester. In addition, interim reports may be issued twice per semester for students who are having trouble in a course (generally C- or below). Interim reports may also be issued whenever the need arises. Families are also encouraged to discuss their student’s progress in a particular class with the respective teacher. For discussions around general academic progress and social-emotional well-being, families are asked to reach out to the student’s advisor. A conference day will be scheduled once per semester so that families and teachers may discuss student progress; however, conferences can always be scheduled at the mutual convenience of the family and teacher at any time.

## **| Study Halls & Study Period**

All students in grade 9 will be assigned to study hall during the fall semester. Students in grades 10-12 will have a study period. The expectation for this study period is for students to utilize their time effectively toward the pursuit of their academic studies. Any student who earns one or more grade of C- (C minus) or below will automatically be assigned to a study hall.



## | 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: English/ World Language

Day 2: Math/ History

Day 3: English/ Science

Day 4: Math/ World Language Day 5: History/ Science

## | Textbooks

Textbooks can be purchased through our online bookstore ECampus (<https://oakhall.ecampus.com/>). 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 ECampus Book Store. Once signed on, select your assigned courses to review required texts. Textbooks may also be purchased from any additional source of your choosing.

# General Policies and Procedures

## | Administration of Medication

The following items are available in the All School Clinic: Ibuprofen (Motrin, Advil), Acetaminophen (Tylenol), Tums, Cough Drops, Triple Antibiotic ointment, Hydrocortisone 1%, and Sterile Eye Wash. If a parent/guardian has authorized administration of a said medicine, it will be provided based on the recommended dose on the stock bottle. If not authorized, the parent/guardian will be contacted. If a student has medical concerns that require daily or as needed administration of a medication, a Medication Authorization-Other form must be completed and turned in with the medication to the All School Clinic. The medication must be in its original container with the child’s name clearly labeled on the outside. The student will then report to the All School Clinic for the administration of medication.

If a student has allergies that require an EpiPen, a Plan of Action and Medication Authorization- EpiPen form must be completed and turned in to the All School Clinic at the start of the year.

No student shall obtain medication from another student and/or Oak Hall Staff/Faculty. If changes to prior medical information occur during the year, please provide updated forms to the Registered Nurse in the All School Clinic.

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 EpiPen. If student is to carry emergency medication on person, a Self Carry/Self Administration form must be completed and signed by parent, student and nurse at the start of the school year. It is recommended that an additional dose be kept in the clinic as well.

## **| Absences**

Oak Hall strongly urges students to minimize absences from classes for reasons other than those necessitated by serious illness or emergency. Excessive absence from school can have a detrimental impact on a student's grades and achievement. Make-up work is never a complete substitute for exposure to the instruction, discussion, and review of class material. If a student is absent from 7 periods of any class during a semester for non-school activities, families will meet with the Director of Upper School and/or Dean of Students to discuss a course of action.

In the event of an absence, families should notify the school before 9:00 a.m. by calling the office (352-332-3609) or by emailing [usattendance@oakhall.org](mailto:usattendance@oakhall.org). Early departures from school that result in missed classes are strongly discouraged. Such requests will be granted only if the family member sends a written note, email, or speaks to an administrator in advance.

The school views with disfavor absences related to extended family vacations and outside social activities. If such a circumstance should arise unavoidably, parents should notify the school in writing at least one week prior to the student's planned absence. The student must obtain a "Planned Absence" Form from the Upper School Office and complete it at least two days prior to the absence.

Students are required to make up all work they miss during an absence. If a student is absent on the day of a test or when a paper is due, the student should be prepared to take the test or turn in the paper on the day said student returns to school. Make-up tests are primarily administered by the teacher after school or during a planning period. Make-up tests may also be taken during a proctored study hall if previously arranged with the teacher. 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.

For extended absences (more than two days), students will generally be expected to turn in all their assignments or take tests within the number of days equal to the days missed. It is the student's responsibility to see each teacher following an absence. Tests and other assignments missed during an extended absence must be made up within two weeks of the student's return to school.

For pre-arranged or official absences, such as athletic events, field trips, 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, the student is required to make up any tests missed at the earliest possible opportunity. Any major research paper or long-term assignment must be given to the assigning teacher by the beginning of class on the day it is due whether or not the student is present.

In all cases, failure to meet these obligations may result in an academic penalty.

### **OFFICIAL ABSENCES**

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

### **UNOFFICIAL ABSENCES**

Excused absences are those necessitated by medical situations, legal responsibilities, family emergencies, or anticipated or extended absences. Please provide corresponding documentation to the Upper School Office so that the absence may be recorded correctly.

Unexcused absences refer to absences other than above. The Dean's office reviews all unexcused absences for possible disciplinary action.

### **DEPARTURES FROM CAMPUS**

1. It is imperative that all students sign out in the Upper School office when leaving campus for non-school related business.
2. Seniors are the only students who are allowed to leave campus for lunch.

## **| 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 school will contact the parents to ensure that a physician has been consulted.
2. The Learning Center will inform the student's teachers and advisor of the injury.
3. The school must receive documentation from a physician to officially be considered under the 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.) and remain under a physician’s care.
2. Students will be expected to make-up content from the period in which they are “academically frozen,” but may not be responsible for the assessments given during that time. Faculty will consult with the student, the family, the advisor, and the office in order to put together a viable academic plan for the affected student.
3. Students who are academically frozen will not be permitted to participate in extra-curricular or athletic activities until cleared by a physician.

## | Illness at School

Parents will be asked to pick up their child if their temperature is 100.0°F or higher. Students may not return to school until they are fever free for 24 hours without the use of fever reducers. If a child is vomiting or has diarrhea at school, parents will be notified to come pick up student. Student may not return to school until 24 hours after symptoms resolve.

Students, faculty and staff who are symptomatic for COVID-19 will be asked to go home or stay at home until symptoms have improved and 24 hours have passed following any febrile conditions. At any time, if a student is in the COVID-19 testing protocol, they are asked to stay away from campus until receiving a known negative test result. All communication regarding COVID-19 protocols should be directed to the School Nurse, Tanya Sayour, RN ([tsayour@oakhall.org](mailto:tsayour@oakhall.org)).

Any member of the Oak Hall community who tests positive for COVID-19 should isolate away from other members of the community for 5 days, with a return on day 6, assuming symptoms are resolving and the individual has been fever-free for a minimum of 24 hours prior to return. Upon return, this individual will be required to wear a high-filtration face covering (K95 level or better) through day 10. Upon testing positive, please notify the school at [tsayour@oakhall.org](mailto:tsayour@oakhall.org) so we can confirm the correct isolation protocol and return to school date.

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

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

- 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 to be counted as present for that class.
- Students may still attend or participate in after-school activities if they miss class 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 to be in regular attendance. Decisions regarding the validity of an absence will be made by the Director of Athletics (for athletic participation) and by the Director of Upper School (for other extra-curricular participation).

## **| 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.

## **| Tardiness**

Students are expected to be on time to all classes, assemblies, practices, and other appointments and obligations. Students who do not arrive on time must sign in and get a note from the office. Tardiness to school and to class will result in appropriate

disciplinary action to be determined by the Dean of Students. After a student's 4th tardy, the student will receive a detention. After the 7th tardy, the student may meet with the Dean in consultation with the student's family. Subsequent tardiness may result in a meeting with the Head of School.

## Student Conduct and Discipline

At Oak Hall, the development of mature behavior, sound values, positive attitudes, and good judgment are an important part of each student's education. We form a community based on mutual trust and cooperation by all members: students, faculty, and administration. Students are responsible for knowing and complying with the rules, regulations, and procedures of the school. Students are asked to practice self-control and to accept personal responsibility for their actions. This code of conduct applies to any student who is:

- on school property;
- in attendance at school, including online or virtual school;
- at any school-sponsored activity; or
- whose conduct at any other time or place (either on or off campus) has an effect on maintaining a positive image of the school and school community, protecting the safety and welfare of others, or damaging the reputation of the school.

### | 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. Students and families will be asked to sign Oak Hall's Technology and Acceptable Use Contract at the beginning of each academic year, and the language from that contract is included in Appendix A at the end of this handbook.

All students should be equipped with their own laptop for daily use, in accordance with the following recommendations from our IT department:

- Each student should possess a laptop, either a Windows 10 PC or a comparable Apple product.
- The school recommends a minimum of 8GB.
- The computer should have wireless capability, and the school highly recommends a case for protection.
- While it is possible to do work on an iPad, this is not recommended due to memory and software limitations as well as printing issues.

- Each Upper School student will have the ability to download Office 365 to their computer as part of our school license or run it directly from the web.

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.

## **| Automobiles and Parking**

Students are asked to drive cautiously on all roads and in parking lots on the campus. Students who drive to school must secure a parking permit from the Student Government Association and must park in their assigned space. Student vehicles are never permitted in the circle, behind the Upper School building, or in the Lower School parking area. Vehicles must be properly registered with the school, and student drivers must immediately notify the school of any changes in registration information. Parking tags must be displayed at all times from the rear-view mirror. Students may not have anything in their cars that violates major school rules. Cars may be subject to search if there is reasonable suspicion to do so. Failure to comply with these rules may result in disciplinary action.

Students are not permitted to loiter in the parking lot during the school day. Access to vehicles is only permitted with a written pass from an administrator.

Students should not leave cars on campus overnight or over a weekend. We cannot guarantee their security, and cars left unattended are at risk. Oak Hall School does not carry insurance which covers vandalism in the parking lot.

## **| Cleanliness and Litter**

Receptacles are provided in the hallways, classrooms, and outside areas for the disposal of recyclables and trash. Please help keep our campus clean. Such assignments will be made by the Dean of Students.

## **| Community Service**

Oak Hall students are required to complete 40 hours of community service to graduate. Students should complete at least 10 service hours per year to remain on track for graduation. Service hours must be recorded on the service-learning form and submitted before the end of each semester to Kristin Wilson, Service-Learning Coordinator.

## **| Detentions**

Disciplinary notices are emailed to students and families by the Dean of Students.

Proctored 45-minute detentions are held Tuesday and Thursday from 3:45 to 4:30 p.m. in the Upper School office.

## **| 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 Upper School. Students should be properly attired from their arrival on campus until the end of the school day, and their overall appearance should be neat, clean, and well-groomed. Our expectation is that parents and guardians are responsible for ensuring student compliance with the school's dress code, and students are responsible for knowing the student dress code and for complying during school hours and school activities. Violations of this policy will be reported to the Dean of Students, 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 Dean of Students. For more information on the Upper School specific dress code, check out Middle & Upper School Uniform Guidelines on Quicklinks at [oakhall.org](http://oakhall.org).

## **| 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. In all circumstances, school rules apply. When off campus in a group under the supervision of Oak Hall staff and faculty, students are representatives of the school and asked to practice self-control and to accept personal responsibility for their actions. If a student is unable to represent the school appropriately, a faculty or staff member may contact the student's family immediately and require the student's family to provide transportation home at the family's expense. The Dean of Students will take the appropriate action upon the student's return to school.

## **| 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 prohibits cyber bullying (creating websites, instant messaging, emails, using social media, 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 images of a sexual nature is also included.

All students share responsibility for keeping our school environment free from harassment and bullying. Students are strongly encouraged to report incidents to the Counselor, Dean of Students, or Director of Upper School.

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.

## **| Inspection Policy**

In order to protect the safety and property of students, the school reserves the right to inspect any student's personal property, including, but not limited to, bags, lockers, toolboxes, desks, purses, computers, briefcases, packages, cabinets and vehicles brought onto school property or to school sponsored-events. Failure to cooperate with inspections is a violation of this policy.

## **| Interpersonal Relationships**

Oak Hall recognizes that interpersonal relationships are a normal part of our nature; however, each student must take individual responsibility for ensuring that his or her actions are appropriate and safe. Friendship is encouraged, but public physical expressions of intimacy are not appropriate for the school environment.

## **| 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 with locks provided by the school upon request. When not in use, lockers should be kept locked. Students may not move to 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 hallways, as dictated by fire regulations. Book bags left in the hall will be removed. Athletic bags and equipment must be placed in gym lockers or outside shelves during the school day.

## | 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 loss of privileges, non-participation in extra-curricular activities, detentions, in-school suspensions, out-of-school suspensions, and expulsion. For the most part, decisions in these matters rest with the Dean of Students and Director of Upper School, with the exception of expulsion, for which a recommendation will be considered by the Head of School. Violations of major school rules include:

- 1.** Violations 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 bodily harm, harassment, threats, intimidation, disrespect toward others, the use of profanity, bullying or cyber-bullying;
- 6.** Damaging, destroying, or the theft of the property of others or the property of the school;

7. Leaving campus without permission and without following correct procedures;
8. Repetitive tardiness and absences from school or classes;
9. Irresponsible use of an automobile; and,
10. Violation of the Acceptable Electronic Use Policy.

## | Senior Privileges

Subject to parental approval and based upon satisfactory academic and discipline records, Seniors may be afforded off-campus lunch privileges. Abuse of any privilege will result in the loss of same for an extended period. Students are reminded that leaving campus without permission is a serious violation of school rules.

## | Standardized Disciplinary Procedure

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

- The faculty will inform the Dean of Students of the violation. In extreme cases, where the behavior can be considered unsafe or detrimental to a positive school environment, that student should be sent directly to the Dean's office. The Dean of Students and/or the Director of Upper 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 to be in accordance with Oak Hall's community values. This will serve as an official warning to the student.
- Note: In the case of dress code violations, the issue will be rectified immediately.
- A second violation will require the student to serve a detention as assigned by the Dean of Students and/or Director of Upper School. In addition, the student may not be allowed to participate in any extra-curricular and/or co-curricular activities that day. The Dean of Students will notify the student's parents via email and follow-up with a phone call. The student's advisor will be notified via

email.

- Repeated violations of similar nature will be evaluated by the Director of Upper School and the Head of School to ascertain an appropriate course of action, including whether the student should be counseled out of the school.
- Please note that if an offense is deemed egregious enough it may expedite the disciplinary process.

## Student Resources and Support

### | Advisory Program

The Upper School Advisory Program promotes efficient and effective communication among students, teachers, and parents.

#### **ROLE OF THE UPPER SCHOOL ADVISOR**

The Upper School advisor plays an essential role in the social, emotional, and academic development of his/her advisees. It is the advisor's responsibility to oversee the progress of each advisee in academic and non-academic areas of school life. Parents are encouraged to contact the advisor as the 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. Students are assigned an advisor when they come into the Upper School. Students meet regularly with their advisors as a group.

### | Class Sponsors

Class sponsors 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 Upper School faculty and administration.

Class Sponsor

Freshman Class	Mr. Westfall
Sophomore Class	Mr. Holtzman
Junior Class	Mr. Campbell
Senior Class	Mr. Malloy

### | College Counseling

We approach the college process with the philosophy that each student comes to this

moment as an individual and with a unique story to tell. Our expectation is that each student will take ownership of the process: this is their time to explore options and begin to map out their future. We view ourselves as guides in this journey: we are here to counsel, question and challenge, suggest and educate. Students, along with their families, will ultimately determine their direction, program of study, and college of choice.

We value the opportunity to provide our students with individual attention and support throughout the college process. We encourage open, honest, direct, and frequent communication with students and parents. We guide students with knowledge that comes from years of professional experience in college advising, by tracking our alumni and their application data, and through analysis of national trends affecting college admissions.

We are a full-service college counseling department. Working together as a team, our goal is to ensure that every student is successful. It is our sincere desire that in the end we will all come through this process learning something new, whether it is about specific colleges, higher education, or ourselves.

Oak Hall is a member of the National Association for College Admission Counseling and as such supports NACAC's "Code of Ethics and Professional Practices." Accordingly, the school will provide colleges to which a student has applied whatever information the College Counseling Office believes is appropriate and/or is requested concerning that student. This also applies to any change in status between the time of application and graduation. It includes, but is not restricted to, a major drop in grades, honor violations, probation, suspension, dismissal, and expulsion.

## **| 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 academic support, 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 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, advisors, 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, professional development, and parent resources. If your child is struggling and you would like additional support, please contact Mrs. Amanda Metzler (ametzler@oakhall.org) to set up an appointment.

## **| Academic Accommodations**

Oak Hall Upper 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 Upper School Learning Specialist.

## **| 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 Upper School Director or Assistant Director until the student can safely return to school.

*This revision occurred 10 June, 2022.*

# 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.