



**Handbook 2023-2024**

# MIDDLE SCHOOL STUDENTS & PARENTS

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## | Middle School Director's Welcome

It is my pleasure to welcome you to another exciting year at Oak Hall Middle School!

At Oak Hall Middle School, we are proud to offer a rich college preparatory curriculum where learning is dynamic and interactive. We seek to nurture the mind, body, and spirit through a balanced array of offerings and activities in academics, the arts, and athletics. Through our extensive curricular and co-curricular options, students become leaders, explorers, artists, musicians, and researchers learning the

skills necessary to take intellectual, social, and emotional risks within a safe and supportive learning community. Upon completion of 8th grade, our students leave Middle School prepared to take on the challenging academic program in Oak Hall Upper School. In everything we do, we maintain our aim to develop the whole child, through emphasis on the liberal arts education, social-emotional growth, character development, leadership opportunities, and exploration.

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

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

Sincerely,

**Audrey Jones**

**Interim Director of Middle School**

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## 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.

## 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 regarding 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: Audrey Jones, Interim Director of Middle 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)

## Oak Hall School Governance: Board of Trustees

As a private independent school, Oak Hall is governed by a Board of Trustees, which has fiduciary oversight of the school. The Board’s governance responsibilities include fiscal oversight, long-term strategic planning, and the hiring and retention of the Head of School. Daily operational decision-making rests with the Head of School, and the Head’s administrative team. This model of governance is required by the Florida Council of Independent Schools, and other accrediting entities.

Any concerns regarding school operations should be communicated to a school administrator or the Head of School, rather than to any Board members.

## Family Involvement and Volunteering

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).

## Family Partnership and Communication Expectations

As a school community, we believe that a positive and constructive relationship between the School and its students and families is essential to the School’s educational purpose. A strong partnership between the School and a student’s family is vital to all aspects of a student’s educational experience, and best positions a child for academic success and social-emotional growth. Open communication, civil discourse, and constructive dialogue are critical components of a healthy partnership between

families and the School.

We encourage parents and families to bring questions or concerns regarding their child’s educational experience to the School’s attention. Questions or concerns regarding academic performance should first be brought to the attention of the classroom teacher, and if the matter is not resolved, to the Division Director. Social-emotional concerns should be brought to the attention of the School Counselor for your child’s division, and if necessary, to the Division Director. Disciplinary concerns should be brought to the attention of the Division Director, or Assistant Division Director. The School encourages parents and families to utilize these pathways for communication and issue resolution as the best, and most effective, method for addressing concerns.

Oak Hall is committed to partnering with families towards the resolution of questions or concerns within a dynamic of mutual respect and responsibility. Utilizing social media to voice concerns can adversely affect this shared dynamic of respect. Parents and families are encouraged to communicate issues or concerns regarding their child’s educational experience with the school directly, rather than through social media or other public platforms.

## Family-Teacher Communication

Email is the best method to communicate with teachers and administration. Faculty members are expected to check their email each weekday; however, the daily schedule is often very full for faculty members and consequently it may be a full 24 hours from the time you send an email message until the teacher 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 the last name @ oakhall.org (i.e. ajones@oakhall.org). A faculty directory is available on our web page: <https://www.oakhall.org/about/leadership/>.

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

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

If further assistance is necessary, then communication with the grade level Team Leader, Learning Specialist, Counselor, or Assistant Director of Middle School is the next appropriate step. If additional support is necessary after this communication has taken place, please contact the Director of Middle School directly. You may email

administrators directly or set up a meeting or phone discussion by emailing Mrs. Vanessa Kallas at [middleschooloffice@oakhall.org](mailto:middleschooloffice@oakhall.org).

Please check <https://www.oakhall.org/my-oak-hall/middle-school-hub/> on a regular basis. Information is also communicated on our Facebook page ([facebook.com/oakhallgainesville](https://facebook.com/oakhallgainesville)), Twitter (@oakhallschool), and Instagram (@oakhallschool).

## School Calendar, Hours, and Schedule

### SCHOOL CALENDAR

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

### SCHOOL HOURS

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

### SCHEDULE

The Middle and Upper Schools operate in sync and follow the daily schedule detailed below:

Mon. A Day	Tues. E Day	Thurs. E Day	Times	Wed. A Day	Times	Fri. A Day	Times
A	E	E	8:30-9:18	A	8:30-9:18	A	8:30-9:18
B	F	F	9:22-10:10	B	9:22-10:10	B	9:22-10:10
SOAR			10:14-10:34	C	10:14-11:02	C	10:14-11:02
C	G	G	10:38-11:26	D	11:06-11:54	D	11:06-11:54
D	A	A	11:30-12:18	LUNCH	11:54-12:18	LUNCH	11:54-12:18
LUNCH			12:18-12:54	SOAR	12:34-12:54	SOAR	12:18-12:54
E	B	B	12:58-1:46	E	12:58-1:46	E	12:58-1:46
F	C	C	1:50-2:38	F	1:50-2:38	F	1:50-2:38
G	D	D	2:42-3:30	G	2:42-3:30	G	2:42-3:30

## | Whom to Contact

QUESTION	CONTACT	EMAIL
Absences	Vanessa Kallas	<a href="mailto:middleschooloffice@oakhall.org">middleschooloffice@oakhall.org</a>
Admissions	Nancy Coleman	<a href="mailto:ncoleman@oakhall.org">ncoleman@oakhall.org</a>
Advisory	Allison Paxton	<a href="mailto:apaxton@oakhall.org">apaxton@oakhall.org</a>
Athletics	Edwin McTureous	<a href="mailto:emctureaous@oakhall.org">emctureaous@oakhall.org</a>
Auxiliary Programming	Jeff Malloy	<a href="mailto:jmalloy@oakhall.org">jmalloy@oakhall.org</a>
Billing	Penny Thie	<a href="mailto:pthie@oakhall.org">pthie@oakhall.org</a>
Class Schedules	Allison Kidd	<a href="mailto:registrar@oakhall.org">registrar@oakhall.org</a>
Canvas & Plus Portals	Donna Muller	<a href="mailto:dmuller@oakhall.org">dmuller@oakhall.org</a>
College Counseling (Grade 8)	Kim Wilkins	<a href="mailto:kwilkins@oakhall.org">kwilkins@oakhall.org</a>
Discipline & Dress Code	Tim McCarthy	<a href="mailto:tmccarthy@oakhall.org">tmccarthy@oakhall.org</a>
Distinguished Scholar Program	Kat Webb	<a href="mailto:kwebb@oakhall.org">kwebb@oakhall.org</a>
Educational Technology	Donna Muller	<a href="mailto:dmuller@oakhall.org">dmuller@oakhall.org</a>
General Concerns	Audrey Jones	<a href="mailto:ajones@oakhall.org">ajones@oakhall.org</a>
Laptops	Donna Muller	<a href="mailto:dmuller@oakhall.org">dmuller@oakhall.org</a>
Learning Support	Julie Black	<a href="mailto:jblack@oakhall.org">jblack@oakhall.org</a>
Lockers and Locks	Vanessa Kallas	<a href="mailto:middleschooloffice@oakhall.org">middleschooloffice@oakhall.org</a>
Media Center	Evelyn Smith	<a href="mailto:esmith@oakhall.org">esmith@oakhall.org</a>
Medication/Illness/COVID	Tanya Sayour	<a href="mailto:tsayour@oakhall.org">tsayour@oakhall.org</a>
Parent Conference Grade 6	Cheyenne Meisel	<a href="mailto:cmeisel@oakhall.org">cmeisel@oakhall.org</a>
Parent Conference Grade 7	Melissa Armstrong	<a href="mailto:marmstrong@oakhall.org">marmstrong@oakhall.org</a>
Parent Conference Grade 8	Annie Zarrinpar	<a href="mailto:azarrinpar@oakhall.org">azarrinpar@oakhall.org</a>
PE Uniforms	James Moon	<a href="mailto:jmoon@oakhall.org">jmoon@oakhall.org</a>
Report Cards & Transcripts	Allison Kidd	<a href="mailto:registrar@oakhall.org">registrar@oakhall.org</a>
Security	Andrew Hinson	<a href="mailto:ahinson@oakhall.org">ahinson@oakhall.org</a>
Social Media/Communications	Corinna French	<a href="mailto:cfrench@oakhall.org">cfrench@oakhall.org</a>
Student Counseling	Allison Paxton	<a href="mailto:apaxton@oakhall.org">apaxton@oakhall.org</a>
Textbooks	Donna Muller	<a href="mailto:dmuller@oakhall.org">dmuller@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 an annual basis. The Honor Roll is a list of students who have maintained at least a “B-” in each course for the year. The High Honor Roll is a list of students who have maintained at least an “A-” in each course for the year. Semester exams and final projects are included in the student’s final grade and in honor roll and high honor roll recognition.

### | Academic Honesty and Integrity

Schools are unique, collaborative learning environments built around close human relationships. No values are more essential to maintaining a harmonious community than honesty and integrity. To quote the University of Virginia’s statement on honor: “... the greatest benefit of the System may be said to lie in the pride and self-respect each individual gains by living among honorable people, the Honor System also provides tangible benefits. In a community dedicated to learning, it is an obvious advantage to know that your work will be accepted as your own, and your word accepted as the truth.” An Honor Code for the school was initiated by the student body in 1996 to assist in the development of personal relationships based on trust and respect.

#### 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 being consistently absent on test days, misleading notes from home, excessive parental assistance, and getting too much help on an essay, are violations of the Honor Code. All members of the Oak Hall community are committed to supporting the Honor Code and consider themselves responsible for its maintenance and enforcement. This commitment to the Honor Code extends to all online course work, as well as to work that is conducted through extracurricular activities.

## **MIDDLE SCHOOL HONOR CODE VIOLATIONS**

Potential Middle School honor violations are reported to the Director of Middle School or the Assistant Director of Middle School. These two individuals are responsible for confirming the potential violation and referring the case to the Middle School Honor Council.

## **MIDDLE SCHOOL HONOR COUNCIL**

The Middle School Honor Council is comprised of a Faculty Chair, the appropriate grade level Team Leader, the Assistant Director of Middle School, and a faculty member who will serve as a student advocate. The primary role of this body is to provide educative and mentoring for students who have violated the school's honor code.

Once a student has been referred to the Honor Council, the Honor Council will meet with the student to discuss the incident. The Honor Council members will ask questions of the student and offer suggestions and advice on how to avoid violations of the honor code in the future.

When a student is requested to appear before the Honor Council, the following procedure will be followed:

- 1.** The student, their faculty advisor, and parents will be informed of the alleged infraction.
- 2.** The student will meet with the Honor Council to discuss the alleged infraction. All meetings are closed except for anyone who has been invited by the Assistant Director of Middle School or Director of Middle School. Parents or attorneys may not participate in any phase of the process.
- 3.** The Council will make a determination and recommendation to the Director of Middle School. In severe cases, a recommendation will be shared with the Head of School. The Head of School will have final authority in all matters.
- 4.** The students, their advisor, and parents will be informed of the outcomes, recommendations, and requirements determined by the Honor Council.

## **| Academic Probation**

Academic probation is a serious warning status. Students who are failing or near failing in more than one course will be placed on academic probation. Any student who meets the following criteria may be placed on academic probation at the end of a semester:

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

When a student is placed on academic probation, his/her parents will be notified and a conference will be arranged with a Middle School Administrator, the Teaching and Learning Specialist, the teacher, a counselor and/or advisor, and the parents and student. At that time, goals will be set and strategies for improvement will be discussed. Students who are on academic probation may not be allowed to participate in certain school sponsored activities. Progress will be monitored, and the student will be reevaluated after two to three weeks. If there is no improvement and/or the student continues academic probation longer than one semester, the student may be required to withdraw from Oak Hall School based on inadequate academic performance.

## **| Agenda Program**

All students entering Oak Hall Middle School will be provided additional support in developing their academic skills. Assignments, instructions, and support material will be provided on Canvas which also provides an assignment list. As 6th grade students adjust to the changes moving from Lower to Middle school, a paper planner supports both parents and students with an added resource for keeping up with work and assessments.

Each class will take a few moments for students to write assignments in the planner. This is considered part of the curriculum for every core subject. Students must write No Homework if there is no assignment. Teachers will then verify students have recorded the assignment correctly and be able to make a note to the parent if a student is missing something. This allows for immediate feedback and awareness if a student is starting to struggle meeting deadlines or having trouble in certain disciplines. In the evening students will then ask parents to review the planner and initial. Canvas will provide the details needed for assignment preparation, or other instructions. We require this activity for all 6th grade students.

## **| 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.

Athletic Eligibility is determined by the following:

- 1.** Students in Grades 6-8 must be regularly promoted from the previous grade the immediately preceding year and maintain at least a 2.0 GPA evaluated at the semester. Students who do not have a cumulative 2.0 GPA at the conclusion of the semester will be ruled ineligible the following semester per Florida Statute.

Students must be in regular attendance and must carry a normal class load doing satisfactory classroom work with a satisfactory conduct record.

2. A student must have a cumulative high school GPA of 2.0 or above on a 4.0 unweighted scale in all courses as required by the Florida Statutes at the conclusion of each semester to be eligible during the following semester.

As a school with high academic expectations, however, we hold our students to an additional standard which is important in our environment. Oak Hall students must maintain at least a 2.0 GPA in all courses taken each semester. A student must not receive an “F” in any course or have three or more “D’s”.

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

Canvas is Oak Hall School’s learning management system. Assignments will be posted on Canvas.

Teachers also use Canvas to communicate grades. Grades will be updated for students weekly. Grades marked with “\*” have not been turned in by the student. These “\*” will become a “0” the following week if the assignment is not turned in. Grades with a “0” receive no credit but may change at the teacher’s discretion when work is completed. (See teachers’ policies on late work.) Grades marked with an “Ex” means the student has been excused from that assignment.

### TIMING AND FEEDBACK

Grades should be updated weekly. If a student’s grade has not been updated in over two weeks, please contact the teacher. After contacting the teacher, if further assistance is necessary, then communication with the grade level Team Leader or Assistant Director of Middle School is the next appropriate step. If additional support is necessary after this communication has taken place, please contact the Director of Middle School directly. You may email administrators directly or set up a meeting or phone discussion by emailing Mrs. Vanessa Kallas at [middleschooloffice@oakhall.org](mailto:middleschooloffice@oakhall.org).

## | Courses Outside of Oak Hall

### FLORIDA VIRTUAL SCHOOL (FLVS)

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 course requests must be vetted by the Director of College Counseling and

approved by the Director of Middle School and the Director of Teaching and Learning. These courses will not be reflected on the transcript nor will they 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 to Oak Hall. We are happy to electronically submit an FLVS transcript separate from the Oak Hall transcript upon student request

## | Course Placement

Placement in courses will be determined by grades, teacher recommendations, and/or other assessments. Advanced Placement Eligibility Criteria can be found on our school website.

## | Drop/Add Period

Students may request to change enrichment courses within the first three days of school. Valid reasons will be accommodated whenever possible. Requests should be directed to the Assistant Director of Middle School and the Registrar. Course changes will not be considered after the first three days of school except in extreme circumstances.

## | Failed Courses

Students must earn an annual passing average for all core subject courses (Math, Science, Social Studies, English, STEM (6th)/World Language (7th/8th)). When a student is failing or at risk of failing a course, students will be required to partner with the Learning Specialist. Depending on the student’s circumstances, options could include: an incomplete grade for up to an additional 6 weeks to submit assignments; repeat failed semester courses during the summer by participating in an on-campus or Florida Virtual School make-up option, if available. Note: Summer make-up courses are not included in the annual tuition for Oak Hall School.

If a student is ultimately unable to pass the failed course, thereby earning an overall passing grade for the year by the beginning of the next academic year, the student will be required to repeat the grade level or withdraw from Oak Hall School based on inadequate academic performance.

### GRADING SYSTEM

Oak Hall School operates on a two-semester calendar year. Only the semester grades

are recorded on the student's permanent record. One-half credit is awarded for each passing grade each semester.

Semester exams or final projects are expected in all Middle School courses except physical education and enrichment classes. Semester exams count for 10% of the semester grade in Grade 6; 15% in Grade 7; and 20% in Grade 8.

All students must be enrolled in a class for each period of the day. If a student does not successfully complete a class, s/he may be required to attend summer school or make up the credit in some other way. Students must take five academic courses, physical education, and an enrichment block (6th grade)/ course (7th and 8th grades) each semester.

Middle School students who are enrolled in high school level courses such as Foreign Language or mathematics will receive a grade for the course and a high school credit. This grade WILL NOT be incorporated into the Oak Hall GPA nor will it be reflected on the high school transcript but will count towards graduation.

The school reports letter grades on report cards and transcripts. Final semester grades of 0.5 and higher will be rounded up at the end of the semester. A percentage equivalent is included in the following chart:

#### LETTER GRADE % EQUIVALENT

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

## | 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 not be assigned over the three major school vacations (Thanksgiving Holiday, Winter Vacation, and Spring Vacation) and during religious holidays. Please notify us if we have overlooked a religious holiday/no homework day on our school calendar (<https://www.oakhall.org/school-life/calendar>). Homework assignments are posted on Canvas or assigned during class. If homework becomes excessive or unmanageable for your child, please bring this to the attention of his/her teachers.

## | Incompletes

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

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

## | Report Cards

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

## | Teacher Requests

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

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

## | Test Days

Faculty can only schedule 2 assessments per day per grade level to help avoid overloading students on any given day. Faculty use a shared spreadsheet to assign a date for a class assessment.



## | Testing

The CTP-5 (Comprehensive Testing Program) is given in the spring to all students in Grades 6-8. It is a rigorous test administered to nationwide private schools that compares a student's content-specific, curriculum-based performance to their more conceptual knowledge base in reasoning tests. The results allow us to identify areas of strength and growth as we prepare students for college entrance examinations in the upper grades.

In addition, our faculty use a variety of age-appropriate formal and informal assessments to track students' learning. Many diagnostic assessments are done at the beginning of the year to determine where students are starting the year, and then assessments are

continued through the year in different capacities for progress monitoring.

The CTP-5 includes assessments on verbal reasoning, vocabulary, reading comprehension, writing mechanics, writing concept and skills, quantitative reasoning, and mathematics. Scores are sent to families over the summer. It is important to understand the scores will not be used for student placement in classes or tracks. They will, however, yield a collective overview of strengths and areas of growth and opportunities for reflection on our curriculum and instructional practice.

## | Textbooks

Textbooks can be purchased through our online bookstore, [eCampus](#). To find the bookstore, click on the link above or go to the Oak Hall website, click the hamburger icon (menu) on the top left, select from the "Quicklinks" in the bottom right-hand corner, and then choose ECampus Book Store.

Once signed on, select your assigned courses to review required texts. Please contact Donna Muller at [dmuller@oakhall.org](mailto:dmuller@oakhall.org) with any questions.

# 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%, loratadine (Claritin), Cetirizine (Zyrtec), Fexofenadine (Allegra), 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 an Anaphylaxis Plan of Care Packet 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.

At the discretion of the school nurse, parents are to be notified of a student who is found to have a live infestation of head lice (pediculosis capitis). They should be excluded from school that day and can return the following day provided they have had treatment at home before returning and have no active live lice. Siblings of the affected child will also be sent home at that time to be checked and treated if needed. The affected student should be cleared by RN or clinic coordinator before returning to class. Parents should continue to monitor the affected child for live louse and nits. Follow up treatment may be indicated if the student continues to have infestation. When a case of head lice is found, the close contacts of the student will be notified. Parents of students that have been contacted should monitor their child for any nits or live lice. Treatment should ensue if needed.

Extra precautions in the classroom should include that all carpeted classrooms be vacuumed daily when an outbreak of pediculosis is in progress.

## | After School Dismissal

Grades 6-8 dismiss at 3:30 p.m. each day unless otherwise noted. Students may be picked up in front of the Middle School between 3:30 and 3:45. At 3:45, all remaining students are escorted to the Student Center for Extended Day or Enrichment Programming. Fees for after care apply.

In order to control the traffic flow around campus, please plan to pick up your Middle and Lower School children at the oldest child's dismissal time. Otherwise, parents will be directed to continue driving around the circular drive.

## | Arrival

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

Students arriving on campus between 7:30 a.m. and 8:00 a.m. should report to the Middle School Student Center where students may study or socialize. Students will be supervised by an assigned member of the administration or faculty during this time.

For efficient drop off, please drive in front of the Middle School and stop briefly at the front porch of the Middle School. Use the right lane closest to the Middle School and ask children to exit the car from the passenger side whenever possible. Faculty or administration members will be present to ensure student safety. Please do not use the student/faculty parking lot to drop off or pick up students as that slows traffic and presents a safety hazard.

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

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

## | Attendance

Oak Hall strongly urges students to minimize absences from classes for reasons other than those necessitated by serious illness or emergency. Early departures from school that result in missed classes are also strongly discouraged. Excessive absences from school can have a detrimental effect on a student's grades and achievement. Make-up work is never a complete substitute for exposure to the instruction, discussion, and classwork that occurs daily.

In the event of an absence, parents should notify the school before 9:00 a.m. by completing an online Absence Notification Form. You can access this form by going to [www.oakhall.org](http://www.oakhall.org) and clicking on "Academics," "Middle School," "For Current Families," "Middle School Hub," and "Absence Form." If a student is reported absent during 1st period and the school has not received prior notification of this absence, a representative of the school will attempt to verify the absence with the parents by phone or email. An email or online form explanation of the absence is still required for documentation purposes.

The school views with disfavor absences related to extended family vacations and outside social activities. If such a circumstance should arise unavoidably, parents should notify the school via the Absence Notification Form least one week prior to the student's planned absence.

Students are required to make up all work they miss during an absence. If a student is absent on the day of a test or when a paper is due, s/he should be prepared to take the test or turn in the paper on the day s/he returns to school. Make-up tests are primarily administered by the teacher after school. All make-up tests take precedence over all athletic practices and extracurricular obligations. Multiple make-up tests should be taken in the order of the student's class schedule.

For extended absences (more than two days), students will generally be expected to turn in all assignments or take tests within the number of days equal to the days missed. It is the student's responsibility to see each teacher following an absence. For pre-arranged absences, such as athletic events and college visits, it is the responsibility of the student to see each teacher for information on assignments prior to the day of the absence. If a student is absent for a portion of a school day, s/he is required to make up any tests missed at the earliest possible opportunity. Any major research paper or long-term assignment must be given to the assigning teacher by the beginning of class on the day it is due whether the student is present. Tests and other assignments missed during an extended absence must be made up within two weeks of the student's return to school. Failure to meet these obligations will result in an academic penalty.

### **ATTENDANCE PROBATION**

After seven or more unexcused absences per semester, a student may be placed on Attendance Probation. Students may be restricted from participation in extracurricular activities and may only miss class with a doctor's excuse. If there is no improvement and/or the student continues Attendance Probation longer than one semester, the student may be required to withdraw from Oak Hall School.

### **OFFICIAL ABSENCES**

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

### **UNOFFICIAL ABSENCES**

Unofficial Absences may be deemed excused or unexcused.

Excused absences are those necessitated by medical situations, legal responsibilities, family emergencies, or pre-approved anticipated or extended absences. Please provide

corresponding documentation (to be approved by the division director) to the Middle School Administrative Assistant so that the absence may be recorded correctly.

Unexcused absences refer to absences other than above. The Assistant Director reviews all unexcused absences for possible disciplinary and/or truancy action. Parents will be notified when a student has accumulated four or more unexcused absences. If a student accumulates seven or more unexcused absences per semester, the student and parent/guardian will be required to meet with Administration. As the situation warrants, the student may be placed on either a Health Accommodation Plan through Oak Hall's Learning Center, or Attendance Probation. Participation in extracurricular activities may also be suspended until the student is current with all coursework and in good standing.

## | Bathroom and Changing Facility Usage

Throughout the Oak Hall School campus, there are designated male and female bathrooms and changing facilities. In addition to the designated male and female bathrooms and changing facilities, there are also unisex bathrooms in each division building. Students and employees are required to use the bathroom or changing facility that corresponds with their assigned biological sex at birth; alternatively, any person may use a unisex bathroom. This also applies to school visitors, including parents and family members.

There are limited situations in which an individual may enter a bathroom or changing facility designated for the opposite sex, including an adult accompanying a child under the age of 12 in need of assistance, rendering medical assistance, assisting a person with a disability, or for maintenance, law enforcement, or inspection purposes.

Any student or employee who willfully enters a bathroom or changing facility of the opposite sex for an unauthorized purpose and refuses to depart when asked to do so by School personnel shall be subject to disciplinary measures.

## | Concussion Protocol

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

### Initial Identification

1. Once an injury is disclosed to the school, the office will contact the parents to

ensure that a physician has been consulted.

2. The office will inform the student's teachers and advisor of the injury.
3. The office must receive documentation from a physician to officially be considered under concussion protocol.

### Return to School Procedures

1. While students are symptomatic and under the care of a physician, they shall be "academically frozen." This means that students will not complete assignments, do readings, turn in papers, take assessments of any kind, or participate in physical education while they exhibit concussion like symptoms (e.g., headaches, memory loss, etc.). Be sure to contact the School Nurse ([tsayour@oakhall.org](mailto:tsayour@oakhall.org)) upon return.
2. Students will be expected to make up content from the period in which they are "academically frozen," but will not be responsible for the assessments given during that time. Faculty will consult with the student, the parents, the advisor, and the office to put together a viable academic plan for the affected student.
3. Students who are academically frozen will not be permitted to participate in extracurricular or athletic activities until cleared by a physician.

## | Extended Day and Enrichment Programming

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

Parents needing to communicate with the Summer & Auxiliary Program Office located in the Student Engagement Center should contact Mr. Malloy (Director of Operations) or Mrs. Tripp (Assistant Director for Summer and Auxiliary Programming). They can be reached at 352- 332-3609, or by email at [jmalloy@oakhall.org](mailto:jmalloy@oakhall.org) or [dtripp@oakhall.org](mailto: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](http://www.oakhall.org) by clicking the Summer & Auxiliary Program link. Families with students who have participated in Summer Camp or the Community

Sports League previously may access and utilize the same registration account. All other families must create a new household account 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 not 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 Mr. Malloy.

Parents must provide an authorized list of people who may pick up their child from all summer, extended day, enrichment including the Oak Hall Community Sports League, or auxiliary programming. For the safety and protection of your child, a form of picture identification will be required any time a student is picked up. If a person picking up a student is not on the authorized list, the parent will be contacted prior to the release of the child. This information will be collected at registration through the online registration program and may be updated by the parent at any time online or by contacting the Summer & Auxiliary Programming office either in writing or in person.

Middle School students may participate in a variety of after school enrichment activities that are offered periodically throughout the school year. Information regarding registration for these fee-based programs can be found on our website at [www.oakhall.org](http://www.oakhall.org) under the Summer & Auxiliary Programming tab. Enrichment rotations begin at 3:35 p.m. and 4:45 p.m. Information and personal assistance for registration is available by contacting the Summer and Auxiliary Program Office. 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, faculty monitored study hall is available for students daily during extended day programming rotations and is included in your registration fees. Parents can request that their student be placed in study hall during the online registration process.

During FOUNDATIONS, the school's orientation prior to school beginning, opportunities are provided to gather more information and receive personal assistance with registration if needed.

## | Illness and Communicable Disease Policy

As part of Oak Hall School's commitment to the health and well-being of our students, faculty, and staff, we have established specific protocols to help limit the spread of communicable diseases in our school community.

Students should be kept home if they have any symptoms or conditions listed below. If a student exhibits any of these symptoms while at school, a parent will be asked to pick their child up, and/or their child will be sent home:

- Exhibiting any symptoms of a significant respiratory illness (persistent cough, excessive runny nose, respiratory secretions), with or without fever.
- Undiagnosed rash, new and or untreated rash or skin condition (i.e., wound with purulent drainage)
- Chills/general body aches
- A temperature that is 100.4 °F or higher
- Vomiting
- Diarrhea
- Appearing significantly ill, with or without fever

A student may not return to school until the following conditions are met:

- If a child had a fever, the student should 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, the student should not return to school until 24 hours after symptoms resolve.
- If diagnosed with strep throat, the student must be fever free for 24 hours and on antibiotic treatment for at least 12-24 hours before returning to school.
- If diagnosed with conjunctivitis, the student will need to stay home until symptoms have resolved or return after 24 hours of initiating antibiotics and clearance from the child's doctor to return.

Please note that while this is our general illness policy, circumstances may guide our decision for a student to either remain in school or be sent home.

Any member of the Oak Hall community who tests positive for COVID-19 should notify the school nurse, Tanya Sayour, at [tsayour@oakhall.org](mailto:tsayour@oakhall.org) so we can provide the correct guidance.

## | Lice Policy

At the discretion of the school nurse, parents are to be notified of a student who is found to have a live infestation of head lice (pediculosis capitis). They should be excluded from school that day, and can return the following day providing they have had treatment at home before returning and have no active live lice. Siblings of affected child will also be checked by the nurse or the clinic coordinator and will be

sent home for treatment if needed. Student is to be cleared by RN or clinic coordinator before returning to class. Parents should continue to monitor child for live louse and nits. Follow up treatment may be indicated if student continues to have infestation.

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

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

1. Regular attendance is defined as present for all classes during the school day. If a student arrives late to school, they must attend at least half of their first class to be counted as present for that class.
2. Students may still attend or participate in after-school activities if they miss classes due to an official absence such as a school trip or a doctor's appointment (with official documentation). In such cases, a student must attend at least half of their classes to be in regular attendance. Decisions regarding the validity of an absence will be made by the Director of Athletics (for athletic participation) and by the Director or Assistant Director of Middle School.

## **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**

Middle School students should arrive in their 1st period class by 8:30 a.m. each day. Students arriving to class after 8:30 must sign in at the Middle School Office, receive a pass, and then proceed directly to the classroom. Student tardies to school exceeding four per semester will result in a conference with administration, student, and parent(s) where a plan must be developed to prevent future tardiness to school. Students who report directly to class and do not sign in at the front office when they are tardy will receive a warning for the first offense and lunch detention for the second offense. If the behavior continues, parent(s) will be required to conference with administration to correct the issue.

When students are tardy between classes during the school day, students must go to

the front office to receive a pass from the Middle School Administrative Assistant. Only tardiness involving student- teacher interactions will be excused. The teacher involved will write a note for the student stating the date, time, and reason for the tardy. The student will present this note to the front office where s/he will receive a pass to class. Any tardies not involving a teacher will be noted as unexcused. On the third unexcused between-class tardy and for every tardy thereafter for the remainder of the grading period, a student will serve a lunch detention. Students are responsible for any work missed due to tardiness.

## **Student Conduct and Discipline**

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

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

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

This code of conduct applies to any student who is:

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

A student is under the disciplinary jurisdiction of Oak Hall School during the school year

and while on school-sponsored trips. The school will not normally exercise discipline over student behavior outside of the school year when students are in the care of their parents or legal guardian; however, in situations the school deems to be particularly egregious, Oak Hall reserves the right to discipline or dismiss any student whose conduct at any time brings discredit upon or is injurious to the life of the school.

## | Acceptable Electronic Use Policy

Oak Hall School supports the use of technology to enhance student learning outcomes. As we live in an increasingly digital world, it is important for students to recognize the appropriate use and limits of their devices. To this effect, students are not permitted to use cellular phones or smart watches in class unless directed to do so by individual teachers. Students are required to bring school-issued laptops 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 Acceptable Use Policy Authorization (see [Appendix A](#)) and the Technology Contract (see [Appendix B](#)) at the beginning of the year.

## | Cleanliness and Litter

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

## | Daily Conduct

All the following are distracting to the educational process and are not permitted on campus during the school day: gum chewing, video games, iPad games, or calculator games, skateboards, hee-lies, water pistols, and other toys. Use of cell phones and text messaging are not permitted during the academic day. Violations of the above rules will be reported to the Assistant Middle School Director who will take appropriate action.

## | Field Trips, Class Trips, and other School-Related

## | Events

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

## | Harassment/Bullying

Oak Hall School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the school will not tolerate any type of harassment or bullying.

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

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

All students share responsibility for keeping our school environment free from harassment and bullying. Students must report incidents to a faculty member, the

Counselor, Assistant Director of Middle School, Director of Middle School, or other trusted adult on campus. When the school administration becomes aware that harassment or bullying may be occurring, it will promptly investigate the situation. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school.

## | Inspection Policy

To protect the safety and property of students, the school reserves the right to inspect students' personal property, including, but not limited to, lockers, toolboxes, backpacks, coolers, desks, purses, computers, cell phones, iPads, briefcases, packages, cabinets, and vehicles brought onto school property or to school-sponsored events. Any student who refuses to cooperate with the search process may be dismissed from school.

## | Interpersonal Relationships

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

## | Lockers and Book Bags

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

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

Lockers and locks are school property. Students should be aware of Florida Statute 232.256. (3): "A student's locker or other storage area is subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects."

Book bags should be placed inside student lockers, hung on a hook in the locker bay, or should stay with the student. Book bags left on the floor in the locker bay will be removed. Athletic bags and equipment must be placed on the sports shelf or in a gym locker during the day.

## | Lunch

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

## | Major School Rules

Maintaining a safe, orderly, and positive environment for all our students is an integral part of the mission of Oak Hall School. With that in mind, the activities listed below are considered serious offenses and are grounds for major disciplinary action. Disciplinary options include lunch and after schoolwork duties, loss of privileges, non-participation in extracurricular activities, lunch detentions, Saturday detentions, dismissals, in-school suspensions, out-of-school suspensions, and expulsion.

Violations of major school rules include:

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

and Network Contract.

## | Messages and Cell Phone Use

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

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

Cell phones should be put away and silenced during the school day. Text messaging is not allowed during the academic day on cell phones or iPads. Cell phone misuse during the school day will result in a warning. If the behavior continues, the phone will be confiscated and held in the office.

Confiscated phones will be kept by the Assistant Middle School Director. The first confiscation will be for the remainder of that day. If confiscated again, the student will need to turn their phone into the front office before 8:30 am and can be picked up at 3:30 pm for one week. One week will be added each time the student misuses their cell phone. Excessive confiscations may be cause for additional consequences.

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

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

## | School Uniforms

Oak Hall School maintains an official standard of dress, complete with a school uniform that must be worn every day DAILY WITH THE EXCEPTION OF SPIRIT WEAR SHIRTS ON FRIDAYS. 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 UNIFORM, and students are responsible for knowing the student dress code UNIFORM EXPECTATIONS 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.

If a student is not in uniform, the following steps will be taken:

1. A teacher or administrator will ask the student to make the needed changes if possible
2. Administration will offer the uniform item to the student from the Division Office if available or purchase at the school store
3. Administrator and student will call home to require the needed uniform item(s) be brought to school by a parent or guardian

(Administrator will inform parent(s) if any of the above steps needed to be taken)

Further consequences such as detention or a parent meeting will be scheduled if there is not proper cooperation. For more information on the Middle School specific dress code, check out Middle & Upper School Uniform Guidelines on Quicklinks at oakhall.org

On Friday's, students can wear a "spirit wear shirt with regular dress shorts/skirt. A spirit wear shirt is any Oak Hall sponsored/issued shirt.

### PE UNIFORM

Students in grades 6-8 are required to wear a PE uniform during PE.

Tuition includes two shirts and two shorts for each child. 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 distributed during the first week of school. Please contact James Moon ([jmoon@oakhall.org](mailto:jmoon@oakhall.org)) with any additional questions.

## | Standardized Disciplinary Procedure

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

Afterwards:

- The faculty will inform the Assistant Director of Middle School of the violation via email, text- message, or phone call. In extreme cases, where the behavior can be considered unsafe or detrimental to a positive school environment, that student should be sent directly to the Assistant Director of Middle School. The Assistant Director of Middle School and/or the Director of Middle School will address the student directly to explain why the behavior has not met expectations. The student will be informed of an appropriate way to change their behavior to be in accordance with Oak Hall's community values. The student may receive a warning



or may be served a consequence depending on the severity of the situation. The student's advisor will be notified via email to follow-up with the student and/or parents as necessary. Note: In the case of dress code violations, the issue will be rectified immediately.

- A second violation of a similar offense will require the student to serve a lunch detention or other loss of privilege at the discretion of the Assistant Director of Middle School. The Assistant Director of Middle School will notify the student's parents and the student's advisor via email about the incident.
- A third violation of a similar offense will require the student serve an in-school suspension or loss of participation in extracurricular/sports activity. Depending on the nature of the violation, a meeting may be called and include the student's advisor, parents, and school counselor. The Assistant Director of Middle School will notify the student's parents via email and follow-up with a phone call. The student's advisor will be notified via email.
- A fourth violation of a similar offense will initiate all prior administrative actions. An official Student Action Plan will be developed and additional in- or out-of-school suspension options may be utilized. For serious repeat offenses, the Director of the Middle School may place the student on Disciplinary Probation. If problems persist, expulsion from Oak Hall School may result.

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

## Student Resources and Support

### | Advisory Program

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

Each week, the students engage in planned activities that focus on character education, building relationships, making good choices, developing positive peer

interactions, setting personal goals, choosing healthy lifestyles, and learning about their own special talents and uniqueness. In addition, this time is used for community and school service projects and assemblies on pertinent topics.

### ROLE OF THE MIDDLE SCHOOL ADVISOR

The Middle School advisor plays an essential role in the social, emotional, and academic development of his/her advisees. It is the goal of the advisory program to promote efficient and effective communication among students, teachers, and parents. It is the advisor's responsibility to oversee the progress of each advisee in academic and nonacademic areas of school life.

Parents are encouraged to contact the advisor as one of the first lines of communication with the school. The advisor is the one who has the best overall picture of the student's progress. Above all, students should feel free to turn to their advisor for academic, social, or personal assistance at any time.

### | School Counselor

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

### | Team Leaders

Team leaders help classes participate as a unit in the life of the school. They help students plan projects, attend all class meetings, and help chaperone various class activities. In addition, they bring concerns of the class to the attention of the Middle School faculty. For 2023-2024 school year the team leaders are as follows:

6th—Ms. Cheyanne Meisel

7th—Mrs. Melissa Armstrong

8th—Mrs. Annie Zarrinpar

### | Teaching and Learning Center

#### MISSION AND VISION

Oak Hall's Teaching and Learning Center is dedicated to supporting the academic success of all students at our school from Preschool – Grade 12. Our Learning Specialists work in collaboration with faculty, support staff, students, and their families to provide resources and support for every student to reach their individual potential.

The work of the Teaching and Learning Center is grounded in Oak Hall's mission to create a welcoming, diverse, and supportive learning community empowering students to pursue their academic, artistic, and athletic passions. As part of this support, an Accommodation or Support Plan for Eagles with diagnosed learning differences, medical diagnoses, or social/emotional hardships may be appropriate. These plans provide academic accommodations on either a temporary or more permanent basis.

#### **ACCOMMODATION AND SUPPORT PLANS**

Accommodation Plans are reviewed yearly (if not requested earlier) and are provided to support students with diagnosed learning differences, medical conditions, and social/emotional diagnoses. Formal documentation is required to qualify for an Accommodation Plan. Support Plans are provided on a temporary basis when a student is identified as needing additional support due to a suspected learning difference, temporary medical concern, or social/emotional hardship.

Support Plans are active for a six-month period and must be reviewed at that time to continue support beyond that period. For more specific information regarding the documentation needed or the process to receive accommodations, please reach out to the Learning Specialist for your division who can provide you with our guidelines for documentation and local providers.

The School is unable to provide students with every requested accommodation, including accommodations which may be recommended as part of a psychological evaluation. There may be accommodations that a student would qualify to receive in a public school that they will not be able to receive at Oak Hall. A student with a disability does not have an individual right to receive some or all of the special education and related services that the child would receive if enrolled in a public school under the Individuals with Disabilities Education Act (IDEA).

We encourage parents to speak to our Learning Specialists for more information about what accommodations the School can and cannot provide.

#### **ADDITIONAL SUPPORT**

Oak Hall School recognizes that some students may need additional support outside of accommodations. The Learning Specialists in each division are available to assist any student who may need support with time management, organizing materials, study techniques, note-taking strategies, comprehension enhancement, and reviewing Canvas.

#### **MIDDLE SCHOOL CONTACTS**

Julie Black (grades 6-8)

Amanda Metlzer (Director of Learning Support, Preschool-Grade 12)

*This revision occurred 28 July, 2022.*

## **Appendix A**

### **| [Oak Hall School Acceptable Use Policy Authorization](#)**

## **Appendix B**

### **| [Oak Hall School Technology Contract](#)**