



**Handbook 2024-2025**

# LOWER SCHOOL STUDENTS & PARENTS

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[www.oakhall.org](http://www.oakhall.org)



## | Lower School Director’s Welcome

Dear Oak Hall Lower School Families,

I am delighted to welcome all of you to Oak Hall Lower School for the 2024-2025 school year! Within our school, we take great pride in providing an engaging, positive, and innovative learning environment that inspires all our students.

Our outstanding faculty works collaboratively to ensure that the individualized need of every child is met. We focus on developing well-rounded children through dynamic, hands-on curriculum that includes dedicated special areas to enrich the educational experience.

The goal of this handbook is to outline our policies and procedures so that the partnership between our families and Oak Hall can ensure that the academic and social-emotional needs of every child are met. We emphasize character development as a key component of our educational programming. We aim to nurture and model kindness, leadership, and accountability in all our students. We strive every day to embody our mission to be a welcoming, diverse, and supportive learning community empowering students to pursue their academic, artistic, and athletic passions.

We grow stronger together, so please always reach out with any questions. I look forward to working together as a community this 2024-2025 school year.

Sincerely,

Logan Bowlds, M.Ed.

Director of Lower 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. The rules, policies, and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of Oak Hall Lower School to deviate from the normal rules and procedures set forth in this handbook and to deal with circumstances as they arise in the manner deemed most appropriate by the school (including but not limited to with regard to student discipline), taking into consideration the best interests of the school, its faculty, employees, students, and community. The policies may also be revised or updated periodically, even during the current academic term. You will be advised of any substantive changes as they are made.

## About Our School

### | Non-Discrimination Statement

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

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

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

**Students: Logan Bowlds, Director of Lower School**

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

## | Oak Hall 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.

## | 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)

## | 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. jmalloy@oakhall.org). A faculty directory is available on our web page:

<https://www.oakhall.org/about/leadership/>

Another method of communication is the school's web page and social media. Please check [www.oakhall.org](http://www.oakhall.org) on a regular basis. Many questions can be answered by looking at the web page. Information is also communicated on our Facebook page ([facebook.com/oakhallgainesville](https://www.facebook.com/oakhallgainesville)) and Instagram (@oakhallschool).

Oak Hall School also sends out a weekly email the last day of each week. It will primarily be a method to preview the events of the next week. It will also contain information and notes to keep you more informed about what is happening at school. Newsletters from teacher will be sent home on a regular basis during the school year to keep you informed

of classroom events and activities.

## | School Calendar

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

## Whom to Contact

QUESTION	CONTACT	EMAIL
Absences	Mary Charlotte Klettner	<a href="mailto:lowerschooloffice@oakhall.org">lowerschooloffice@oakhall.org</a>
Admissions	Nancy Coleman	<a href="mailto:ncoleman@oakhall.org">ncoleman@oakhall.org</a>
Athletics	Edwin McTureous	<a href="mailto:emctureaous@oakhall.org">emctureaous@oakhall.org</a>
Billing	Penny Thie	<a href="mailto:pthie@oakhall.org">pthie@oakhall.org</a>
Educational Technology	Donna Muller	<a href="mailto:dmuller@oakhall.org">dmuller@oakhall.org</a>
Plus Portals	Donna Muller	<a href="mailto:dmuller@oakhall.org">dmuller@oakhall.org</a>
Discipline & Dress Code	Audrey West	<a href="mailto:awest@oakhall.org">awest@oakhall.org</a>
General Concerns	Logan Bowlds	<a href="mailto:lbowlds@oakhall.org">lbowlds@oakhall.org</a>
Learning Support (K-1st)	Lizzy Coker	<a href="mailto:ecoker@oakhall.org">ecoker@oakhall.org</a>
Learning Support (2nd-3rd)	Stacy Thompson	<a href="mailto:sthompson@oakhall.org">sthompson@oakhall.org</a>
Learning Support (4th-5th)	Robin Kelleher	<a href="mailto:rkelleher@oakhall.org">rkelleher@oakhall.org</a>
Medication/Illness/COVID	Tanya Sayour	<a href="mailto:tsayour@oakhall.org">tsayour@oakhall.org</a>
Operations <small>(Summer &amp; Auxiliary, Security, Health, Maintenance, Buildings &amp; Grounds including Construction, General)</small>	Jeff Malloy	<a href="mailto:jmalloy@oakhall.org">jmalloy@oakhall.org</a>
Student Counseling	Allison Paxton	<a href="mailto:apaxton@oakhall.org">apaxton@oakhall.org</a>
Report Cards	Mary Charlotte Klettner	<a href="mailto:lowerschooloffice@oakhall.org">lowerschooloffice@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>
Summer & Auxiliary	Danielle Tripp	<a href="mailto:dtripp@oakhall.org">dtripp@oakhall.org</a>
Programming/Registration		

# Academic Policies and Procedures

## | Canvas

Canvas is Oak Hall School’s learning management system. In grades PK-3, informational class pages and calendars can be accessed through Canvas. In grades 4-5, grades, assignments, homework, and important dates will be posted on Canvas. Grades should be updated weekly in grades 4-5. If a student’s grade has not been updated in over two weeks, please contact the teacher.

## | Class Placement

The decision for placement of each student is made using advanced class creation software that utilizes algorithms to optimize class composition, with input from classroom teachers, Learning Specialists, and the Director of the Lower School. We request that parents not ask for a specific teacher for the upcoming year. Every effort is made to provide heterogeneous and complementary group environments for each student. The following considerations are discussed regarding assignments to new classrooms for the upcoming school year:

Academic balance

Student’s learning style/teacher’s teaching style

Student’s and teacher’s personalities

Boy/girl ratio

Student’s maturity level

Friendships—positive and negative combinations

Parents who believe that their child has a special need that the classroom teacher is not aware of should send a letter to the Director of the Lower School explaining the special needs of their child before the end of the academic year. This will be considered when placements are assigned; however, we will not guarantee a placement based on this request alone. Once class placements are made, students will not be moved. Class assignments will be e-mailed before the start of the academic year.

### **MATH AND SCIENCE PLACEMENT FOR RISING 6TH GRADERS**

The 6th grade Math and Science placement process is designed to ensure that each student receives an appropriate and challenging educational experience. Multiple

factors for these placements are considered, including overall academic performance, assessment scores, and teacher recommendations. In addition, a math placement test is administered to students that assesses their overall understanding of mathematical concepts as needed to be successful in Math and Science courses next year. No preparation for this test is necessary.

Once the necessary criteria data is compiled, a placement committee meets to determine each student’s recommended Math and Science placement. Parents are notified via email by the registrar, Allison Kidd, of recommended course placements. At that time, a child’s course placement request to be reconsidered, a course change request form must be submitted. Information regarding course change requests is then included when student’s recommended course lists are mailed home in the summer.

## | Conferences

Oak Hall School values partnerships with families to best support students’ academic, athletic, and artistic passions. Conferences are held twice a year; once in Semester 1 and another in Semester 2. Conferences are overseen by the student’s Homeroom teacher who serves as the main contact and connection for students’ holistic wellbeing at school.

Conference topics include progress reports, report cards, available supports, student goals, behavior, and social/emotional wellbeing.

## | Grading Policies

Students in Preschool-Grade 3 receive grade designations of Exceeds “E”, Proficient “P”, Developing “D”, or Beginning “B” for skills in each content area. In Grades 4-5, students receive letter grades based on a variety of assessments.

The letter grade percent equivalent is as follows:

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

## | Homework

Homework is designed to reinforce lessons taught in class, prepare for the next day’s lesson, and develop responsibility.

Time spent on completing daily homework should be approximately:

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

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

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

If homework becomes excessive or unmanageable for your child, please bring this to the attention of his/her teachers or the learning specialists for support.

## | Report Cards

Families will receive two report cards a year from the homeroom teacher. These are provided following the conclusion of Semester 1 and Semester 2. Report cards include a summary on grades and/or standards and include a log of tardies and absences. In addition, a short narrative providing a wholistic view of each student is provided. For more information regarding specifics on grades and/or standards, please see "Grading Policies".

Leading to report cards, progress reports will be provided four times throughout the year; two in Semester 1 and two in Semester 2. These serve as notifications of student progress before final report cards.

## | Testing

The CTP-5 (Comprehensive Testing Program) is given in the spring to all students in Grades 1-5. 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.

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.

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.

## | Textbooks

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

# General Policies and Procedures

## | Administration of Medication

Oak Hall has two health clinics on campus. One is located in the Lower School to meet the everyday needs of our ECLC and lower school students. The other is located centrally on our campus, in the administration building, for the middle school and upper school students. Our clinics are managed by a team of trained health professionals, including two on-staff Registered Nurses, who are well-versed in both emergency and routine care. The health clinics are outfitted with emergency medical equipment, first aid supplies, and spaces for students to rest and recover as needed.

The clinics provide a place where any of our students can go if sick or injured. According to our illness policy any student who is ill should remain at home so illness does not spread to other students, faculty, and staff. Please see our illness policy for details on returning to school after being ill. If changes to prior medical information occur during the year, please provide updated information to the school nurse.

If your child will need medication administered during the school day, a parent or guardian must fill out the Medication Authorization Form located under health and wellness documents on our website. The form must be submitted to the clinic nurse along with the medication in the original packaging or prescription bottle labeled with the student's name, date of birth, name of medication, and dosage if applicable. The student will then report to the Clinic for the administration of medication. It is recommended that the first dose of any medication is given at home. There will be a refrigerator available for any medication that needs to be refrigerated. No medications of any kind should be carried on a student's person with the exception of inhalers for asthma and/or emergency medications for allergies and/or diabetes. Please coordinate with the clinic nurse if your student will be carrying their emergency medications on their person. This is to ensure the safety of all students and proper care of your child

should a medical emergency arise.

If a student has allergies that require an EpiPen an Anaphylaxis Plan of Care Packet must be completed and turned into your division's clinic in the beginning of the year. If your student will keep an EpiPen in the clinic, please ensure this form is completed and returned with the EpiPen at the start of the year.

There are several over-the-counter medications stored in the clinic for students if needed. These include Ibuprofen (Motrin, Advil), Acetaminophen (Tylenol), Tums, Cough Drops, Bacitracin, Hydrocortisone 1%, loratadine (Claritin), Cetirizine (Zyrtec) and Fexofenadine (Allegra). Permission for students to take this medication is completed by parents prior to the start of school via our Data Verification Form. This can be changed at any time by contacting the clinic nurse. 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. These medications will be administered as needed after all other non-medical attempts have been made to relieve your child's discomfort. If a student is coming to the clinic multiple consecutive days or has frequent visits to the clinic requiring medication the parent will be notified.

Please understand that the regulation of medication across all divisions on campus is in place to keep our students safe. In addition, please understand that no medication that is not stocked in the clinic will be administered without a medication authorization form on file.

With parental permission, students with inhalers or emergency medication for diabetes and/or severe allergies can carry and self-administer their own medications. Please ensure you speak with the clinic nurse and fill out the Student Possession and Self-Administration of Medication form to keep on file with the school. This can be found on our website under health services.

## **| Attendance**

Oak Hall School offers early care from 7:30 a.m.-8:00 a.m. in the Early Childhood Learning Center (ECLC) for Preschool through Kindergarten, or the Lower School (LS) for students in Grades 1-5. Preschool parents for Preschool through Kindergarten students should park and walk their children into early care if dropping off prior to 8:00 a.m. Parents of students in Grades 1-5 may use the right car lane to drop off their 1st through 5th grade students. School faculty and staff will be posted in front of the school to help facilitate early morning drop off beginning at 7:30 a.m. Beginning at 8:00 a.m., student patrol assistants will be available to escort students in the ECLC should you wish to drop them in the car line. Under no circumstances should children be dropped off before 7:30 a.m. to wait on the porch without parental supervision. We

want to ensure the safety of all students.

School begins promptly at 8:15 a.m. with the Pledge of Allegiance, Star Spangled Banner, and Morning Reflection.. School hours in the Early Childhood Learning Center (ECLC) are 8:15 a.m. to 2:45 p.m. School hours in the Lower School (LS) are 8:15 a.m. to 3:15 p.m. Students arriving after 8:15 a.m. will be considered tardy and will not be admitted to the building until after the Morning Opening Exercises are complete at approximately 8:20 a.m. Tardy students should be signed in at the front office. Please make every effort to get to school on time as late arrivals are disruptive to the classroom.

## **PERSONAL TRIPS**

The school views with disfavor absences related to extended family vacations and outside social activities. If such a circumstance should arise unavoidably, parents should notify the school in writing with a note at least one week prior to the student's planned absence. Students must assume responsibility for any missed work.

## **| 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.

Once an injury is disclosed to the school, the school will contact the family to ensure that a physician has been consulted. We ask that you contact the school nurse, Tanya

Sayour (tsayour@oakhall.org) to report the injury as well as anyone else you deem necessary. While students are symptomatic and under the care of a physician, they will not participate in Physical Education or any other extra-curricular or athletic activities until cleared by a physician.

## **| Dismissal**

If a student needs to leave during the school day, please notify your child's teacher ASAP by email. During the time of dismissal, the parent should come to the office and sign the child out. We encourage parents to schedule medical and dental appointments after school hours.

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

## **| Emergency Information**

Parents must provide an authorized list of people who may pick up their child from school. 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 through the Data Verification Form (DVF) and may be updated by the parent at any time online.

## **| Extended Day and Enrichment Programming**

The Oak Hall Summer & Auxiliary Program office is pleased to offer extended day programming beginning on the first day of school. We will offer two programs – Eaglets, our extended day programming for Preschool – Kindergarten and Soaring Eagles, the extended day program for our students in Grades 1-5. Eaglets begins at 2:45 p.m. and Soaring Eagles begins at 3:15 p.m. Billing for families who select hourly billing begins at 3:00 p.m. for Eaglets and 3:30 p.m. for Soaring Eagles.

Students who remain after school must be enrolled in extended day or enrichment programming. ECLC students not enrolled in extended day or enrichment programming who are waiting to be picked up with a sibling in the Lower School may remain in their classroom until 3:15 at no additional charge. All students not picked up by 3:30 will be automatically brought to the age-appropriate extended day program and hourly charges will be assessed (retroactive to 3:00 p.m. for ECLC students and beginning at 3:30 p.m. for Grades 1-5).

Parents needing to communicate with the Summer & Auxiliary Program Office can find them located in the Student Engagement Center located on the Middle and Upper School campus. Mrs. Tripp (Assistant Director for Summer and Auxiliary Programming) or Rebecca Memon (Summer and Auxiliary Administrative Assistant) can be reached at 352-332-3609, ext. 401, or by email at [dtripp@oakhall.org](mailto:dtripp@oakhall.org) and [rmemon@oakhall.org](mailto:rmemon@oakhall.org). Families needing additional arrangements for any programming should reach out to Mrs. Tripp.

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 on May 1. Families needing additional arrangements for any programming should reach out to Mr. Malloy.

Note: Students enrolled in our half-day Preschool or half-day Jr. Kindergarten classes are not able to stay for extended care. The school hours for our half-day students are 8:30 a.m. to 12:30 p.m. They will eat lunch at school before being dismissed.

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

The Oak Hall Community Sports League (Grades K-5) and a variety of after school enrichment activities are offered periodically throughout the school year. Information regarding registration for these fee based programs can be found on our website at [www.oakhall.org](http://www.oakhall.org) under the Summer & Auxiliary Programming tab. Enrichment rotations begin at 3:35 p.m. and 4:45 p.m. Students registering for an enrichment activity beginning at 3:35 do not need to register for the extended day program and will not



be billed for extended day programming unless they are not picked up immediately following the conclusion of the enrichment activity. During FOUNDATIONS, the school's orientation prior to school beginning, opportunities are provided to meet enrichment program counselors, gather more information, and receive personal assistance with registration if needed. A faculty or TA monitored study hall is now available Monday-Thursday for students in Grades K-5 daily during extended day programming rotations and is included in your registration fees.

## | Field Trips

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

## | 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.

## | Library

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

## | 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 for any live lice and will be sent home for treatment if necessary. Student is to be cleared by school nurse before returning to class. If no lice are present upon examination, the student must be checked in 10 days for a final lice/nit check. Parents should continue to monitor child for live louse and nits. Follow up treatment may be indicated if student continues to have infestation. Close contacts of the student (i.e. classmates that sit within touching distance of the student) may be examined for live lice with parent/guardian permission. Parents of students that have been contacted should monitor their child for any nits or live lice. Treatment should ensue if needed.

## | Lost and Found

Parents should label articles of clothing and lunch boxes with the student's name. Lost and Found is located in the Lunch Prep area in the LS and behind the front desk of the ECLC. . Please encourage your child to keep up with his/her belongings. If an item is misplaced, encourage your child to check "Lost and Found" right away. Articles not claimed after sixty days will be given to a charitable organization.

## | Lunch and Snacks

Students in the LS and ECLC have are given the opportunity to have a snack each morning. Please pack snacks separately labeled with the student's name. Students staying for Aftercare will need to pack an additional afternoon snack.

Preschool and JK students eat in their classrooms. Students in Kindergarten-5th grade eat lunch in the multipurpose room in the Early Childhood Learning Center or outside, weather permitting. Children in 1st through 5th grade eat lunch outside, weather permitting. During inclement weather, students eat in their classrooms. They are asked to remain seated while eating and use basic table manners. Students must sit and eat lunch for 15 minutes and are then allowed to play. Students are responsible for considerate use of the facilities and clean-up of their area.

If you have opted to order meals for your child through the mymealorder vendors, it's important to note that students still need to bring a snack and water bottle from home on these days. Please ensure that these are packed separately and labeled with your child's name.

Soft drinks or red juice should not be sent to school. Students may bring a lunch or order through our lunch program. Parents may choose to order lunches in advance through [www.mymealorder.com](http://www.mymealorder.com).

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

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

## | Parties and Celebration Guidelines

Parties at school play an important role in building community and creating memorable experiences for our students. To ensure that they are conducted in a manner that is considerate and respectful to all, we have set the following guidelines for classroom parties:

**Scheduling and Planning:** Classroom parties are scheduled for the last hour of the school day and should be planned by the Room Parent(s) in collaboration with the classroom teacher.

**Activities and Refreshments:** During class parties, children may engage in making seasonal crafts, playing games, and will be served a snack. It is important that the parties remain simple and modest. Extravagant celebrations can put undue pressure and expenses on parents and consume more classroom time than is appropriate.

**Birthday Celebrations:** If a student wishes to celebrate their birthday by bringing in refreshments, these will be served during snack time or lunchtime. We kindly request

parents not to have flowers or balloons delivered to school.

**Invitations to Private Parties:** Students may distribute invitations to private parties at school under specific conditions: the entire class must be invited, or all the boys or all the girls in the class are to be invited. Students should hand the invitations to the teacher, who will check to ensure that everyone eligible has received one.

**Electronic Invitations (e.g. Evites):** Please note that the school is unable to facilitate the distribution or management of electronic invitations for parties. We encourage parents to handle the sharing of such invitations independently, outside of school.

By adhering to these guidelines, we can ensure that celebrations are inclusive, respectful, and do not detract from the educational environment. We appreciate your cooperation in adhering to these policies.

## | Pets and Toys

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

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

## | School Pictures

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

## | 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.

While ECLC students in Preschool and JK are not required to wear uniforms, it is important that students arrive at school dressed in neat and clean clothing that is suitable for both indoor and outdoor activities. We kindly ask parents to ensure that children do not come to school in pajamas, costumes, dress-up clothing, or accessories that could be distracting in the learning environment.

Additionally, it is mandatory for Preschool and Junior Kindergarten students to wear athletic tennis shoes every day. This is essential to ensure their safety and comfort during various activities and play.

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.

School uniforms may be ordered through the Lands' End school uniform catalog, through their website ([landsend.com/school](http://landsend.com/school)), or by calling 1-800-469-2222. Our Lower School preferred school # is 900065376.

### **PHYSICAL EDUCATION ATTIRE**

A good athletic cross-trainer/running shoe must be worn for all P.E. classes, Preschool–5th Grade. If you are purchasing new P.E. shoes, please buy low-cut cross-trainers, not high tops.

During cold weather, students in 4th and 5th Grade will have the option to wear the designated burgundy Oak Hall sweatpants and sweatshirts. All sweats must be purchased from Eagles Landing. Preschool – 3rd Grade will be able to wear their outside coat or jacket to PE in colder weather, providing it aligns with the school dress code.

For your child's safety, watches, necklaces, bracelets, and dangle/hoop earrings are

not permitted during PE class. Stud earrings are allowed. We ask that all students with longer hair keep it tied back and out of their eyes during PE class. If you have any questions about the PE uniform, please feel free to reach out to the PE coaches by email or stop by the PE table during Meet the Teacher. If there is a health-related reason regarding why your child should not participate in any phase of our PE program, please provide the PE Department with a note from your child's physician.

### **| Telephone Calls**

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

### **| Traffic Safety**

Drop-Off and Pick-Up Procedures:

To ensure the safety and well-being of our students, it is crucial that parents and guardians adhere to the established procedures for drop-off and pick-up. Please carefully review the guidelines below:

- **Designated Areas:** All drop-off and pick-up of students should take place in the designated areas on the driveway in front of the school. As you approach the school, please follow the one-way drive.
- **Traffic Pattern:** The established traffic pattern requires cars to keep to the right in a single line next to the school. Forming a double line is dangerous and prohibited.
- **Exiting the Car:** Children must exit from the curb side only. Please refrain from unloading children in the grassy area directly in front of the school or allowing them to cross through the traffic flow.
- **Park & Walk Option:** Parents have the option to park their cars in the designated parking spots immediately in front of the ECLC and Lower School building and walk their child into the building using the crosswalk in front of the ECLC. Please note that this method must be employed if a student arrives after 8:15 a.m.
- **Escorting Children:** If for any reason children are not dropped off in the designated area, they must be escorted to and from the front porch of the school by an adult.
- **Supervision:** School personnel and school patrols will be on duty to supervise and assist students during drop-off and pick-up times.
- **Afternoon Pick-Up Procedures:** It is imperative for parents/guardians to have their pick-up tag clearly displayed in their windshield when pulling onto campus

for pick-up. This helps expedite the pick-up process and ensures the safety of our students. Students will be waiting inside their classrooms and escorted out to the sidewalk by school staff. Parents are kindly asked not to wait in the halls or sidewalks prior to dismissal. Students should only enter vehicles from the curb side.

- **Late Pick-Up:** If a student is not picked up from the front porch by 3:30 p.m., they will be required to go to the extended day programming. Please note that parents will be billed for this service.
- **Alternative Pick-Up Arrangements:** If someone who is not on the authorized pick-up list will be picking up your child, it is imperative that parents inform the child's teacher as well as the Lower School Office or ECLC Office as soon as possible. If the school has not been notified of such an arrangement, the individual will be asked to park while staff confirms with a parent or guardian. The individual will also be required to show proof of identification.

## | Visitors and Volunteers

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

# Student Conduct and Discipline

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

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

the child, the circumstances, and whether the behavior is a first-time offense.

## | Acceptable Electronic Use Policy

Oak Hall School supports the use of technology to enhance student learning outcomes. As we live in an increasingly digital world, it is important for students to recognize the appropriate use and limits of their devices. To this effect, students are not permitted to use cellular phones or smart watches in class. Students are permitted to bring school-issued iPads to class but should use these devices to further their knowledge of the material in that class. Any activity which does not meet this standard, including web browsing and playing games, could result in disciplinary action, the loss of electronic privileges, and academic penalties. Finally, students should check their Oak Hall issued e-mail once per day and correspond with faculty and staff through that e-mail.

### ACCEPTABLE USE POLICY AUTHORIZATION AND TECHNOLOGY CONTACT

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

### IPAD PROGRAM FOR LOWER SCHOOL

Oak Hall School recognizes that access to technology, specifically iPads, in school gives students greater opportunities to learn, engage, communicate, create, and develop 21st century skills that will prepare them for work, life, and citizenship. We are committed to helping students develop these skills and feel they are a vital part of the education of today's student. To that end, Oak Hall School has decided to integrate iPad use in the daily curriculum.

This Acceptable Use Policy outlines the guidelines and behaviors that students are expected to follow when using their iPads, both on and off campus. The school day is defined for Lower School students as 8:00 a.m. – 3:15 p.m. In addition, while students are using their iPads, they should understand the following:

- Oak Hall School's wireless network is intended for educational purposes.
- School managed iPads are the only electronic devices students can use during the school day. Laptops are not to be brought to school.
- Cellular phones are not to be used, heard, or seen during school hours. Smart watches may not be worn.
- All activity on a student's iPad will be monitored.
- While on campus, students are expected to ONLY use their Oak Hall approved iPad.

- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Oak Hall School makes a reasonable effort to ensure students' safety and security online but will not be held accountable for any harm or damages that result from use of technologies.
- Devices are brought to school at the students' and parents' own risk. In the event that a privately owned device is lost, stolen, or damaged, Oak Hall School is not responsible for any financial or data loss. Parents are responsible to replace any lost Oak Hall device.

#### **STUDENT EXPECTATIONS FOR IPADS**

- I will use my iPad in ways that are appropriate and only use my iPad as instructed by my teacher.
- I will not play games during the school day.
- I will use appropriate language when using e-mails, journals, wikis, blogs, or any other forms of communication. I will not create or encourage others to create discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other persons.
- I will not remove the supervision placed on my iPad.
- I understand that my iPad is subject to inspection at any time without notice.
- I will follow the policies outlined in the Technology Contract and the School's iPad Acceptable Use Policy.
- I will take good care of my iPad.
- I will never leave the iPad unattended, and I will know where it is at all times.
- I will protect my iPad by only carrying it with a case at all times.
- I will never loan out my iPad or give my password to other individuals.
- I will charge my iPad's battery daily and arrive at school with my device charged.
- I will keep food and beverages away from my iPad.
- I will only photograph people with their permission.
- I will only use the camera or the microphone when my teacher tells me to.
- I will never share any images or movies of people in a public space on the Internet, unless I am asked to do so by my teacher.
- I will use my iPad only for educational purposes while on campus during school hours.

## **| Daily Conduct**

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

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

## **| Harassment/Bullying**

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

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

disciplinary action.

## | 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.

## | Lockers and Book Bags

Fourth and fifth grade students are assigned lockers for their school items. Students are responsible for the cleanliness of their lockers.

# Student Resources and Support

## | School Counselor

The overall well-being of Oak Hall School students is an integral part of our philosophy. Our School Counseling Program seeks to provide support both in and out of the classroom in the areas of social- emotional development and physical well-being. Oak Hall School has a full time School Counselors who work 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.

Allison Paxton, Student Counselor, [apaxton@oakhall.org](mailto:apaxton@oakhall.org)

## | Teaching and Learning Center

### TEACHING & 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.

### ACCOMMODATIONS 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, local providers, etc.

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, etc.

*This revision occurred 29 July, 2024.*

# Appendix A

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

# Appendix B

| [Oak Hall School Technology Contract](#)